

**MINUTES of the FINANCE SUB COMMITTEE MEETING of FAKENHAM TOWN COUNCIL
HELD VIRTUALLY BY ZOOM ON MONDAY 14th JUNE 2021**

PRESENT:

Chairman presiding: Cllr J Holdom

Councillors: Cllrs G Acheson, G Foortse, V Joslin, M Dutton, T Duffy, and A Glynn

Town Clerk: L Jennings

| | AGENDA | Action (initials) |
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| 1 | APOLOGIES Apologies were received from Cllr D Andrews | |
| 2 | MINUTES On the proposition of, Cllr Holdom, seconded by, Cllr Dutton the minutes of the meeting held on 10 May 2021 were AGREED by all and signed by the Chairman. | |
| 3 | MATTERS ARISING: Minute 119 – Review of Card Reader providers. Deferred to the next meeting. Minute 119 - The Annual Assembly will take place on Wednesday 23 rd June 2021 at the Community Centre. Cllr Dutton reminded the Committee that they should be electing a chairman. As this had been omitted from the agenda this will be added to the July agenda. Minute 119 – Annual Timetable entry – Street Lighting, this is now complete. Minute 122 – Risk Policy, relating to the Contracts Liabilities for accidental damages, arising from any contractor intervention on any Fakenham Town Council or Councillor related equipment. A Risk Assessment liability should be advised prior to any work proceeding. The ICO contract will be reviewed for the next meeting. An item should be added to the Risk Management Policy to reflect this, and Contractors should be asked what their position is in event of a catastrophe taking place. The invoice for reimbursement to Cllr Duffy had been ratified at the May Full Council meeting, referencing Minute 19.4 May Full Council, the Clerk was asked to send a formal request with bank payee details to the Finance Team for them to arrange the reimbursement of £839.95 + vat to Cllr Duffy. | DA/MW Clerk Clerk/ MD Clerk/ TCD |
| 4 | TO REVIEW FINANCE REPORTS FOR THE MONTHS ENDING 30th April and 31st May 2021 <ul style="list-style-type: none"> • To receive and review April 2021 receipts and payments for Fakenham Town Council & Charter Market accounts. On the proposition of Cllr Holdom, seconded by Cllr Dutton, these were approved. • To receive and review April 2021 consolidated cash reports for Fakenham Town Council & and Charter Market bank accounts. On the proposition of Cllr Holdom, seconded by Cllr Dutton, these were approved. | |

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| | <ul style="list-style-type: none"> To receive and review May 2021 receipts and payments for Fakenham Town Council & Charter Market accounts. On the proposition of Cllr Holdom, seconded by Cllr Dutton, these were approved. To receive and review May 2021 consolidated cash reports for Fakenham Town Council & and Charter Market bank accounts. On the proposition of Cllr Holdom, seconded by Cllr Dutton, these were approved. | |
| 5 | <p>TO RECEIVE THE ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN AS AT 31 MARCH 2021</p> <ul style="list-style-type: none"> To receive the Annual Internal Audit statement. On the proposition of Cllr Holdom, seconded by Cllr Acheson that this will be presented to Full Council for signing. To receive and approve Section 1 Annual Governance Statement. On the proposition of Cllr Holdom, seconded by Cllr Glynn that this will be presented to Full Council for signing. To receive and approve Section 2 Accounting Statement. On the proposition of Cllr Holdom, seconded by Cllr Dutton that this will be presented to Full Council for signing. | |
| 6 | <p>TO RECEIVE STATUTORY INCOME & EXPENDITURE REPORT AND BALANCE SHEET FOR SIGNING</p> <p>On the proposition of Cllr Holdom, seconded by Cllr Acheson, that this will be presented to Full Council for signing,</p> | |
| 7 | <p>TO AGREE DATES FOR EXERCISE OF PUBLIC RIGHTS NOTICE</p> <p>The dates to be confirmed at the Full Council meeting.</p> | |
| 8 | <p>TO RECEIVE UPDATED ASSET REGISTER AS AT 31 MARCH 2021</p> <p>The Clerk asked that Goggs Meadow was amended to reflect that it is leased to the Hawk & Owl Trust. There are two metal seats at the Church Lanes entrance to Queens Road Cemetery these need to be confirmed as part of the infantry. The Asset Register was therefor approved with the amendments.</p> | |
| 9 | <p>TO RECEIVE UPDATED RESERVES SCHEDULE AT 31 MARCH 2021</p> <p>On The proposition of Cllr Holdom, seconded by Cllr Dutton that the Earmarked Reserve balances carried forward to 2021-22 is £240,656.00. All in favour.</p> | |
| 10 | <p>TO RECEIVE AND APPROVE INDEPENDENT EXAMINER'S REPORT OF CHARTER MARKET ANNUAL ACCOUNTS AT 31 MARCH 2021</p> <p>On the proposition of Cllr Holdom, seconded by Cllr Acheson that these will be presented to Full Council for approval. All in favour.</p> | |
| 11 | <p>TO RECEIVE THE FINAL INTERNAL AUDIT REPORT FOR YEAR-ENDING 31 MARCH 2021</p> <p>On the proposition of Cllr Holdom, seconded by Cllr Dutton, the reports have been formally received. All in favour. This report will be presented at the next Policy & Resources meeting for review.</p> | |
| 12 | <p>TO RECEIVE INTERNAL CONTROLLER REPORT</p> <p>The Internal Controller had nothing to report.</p> | |
| 13 | <p>TO REVIEW THE ANNUAL TIMETABLE</p> <p>On the proposition of Cllr Acheson, seconded by Cllr Holdom, the Exercise of Public Rights for the AGAR will be added to 'June' of the Annual Timetable. Cllr Holdom requested details of the IT contract. Cllr Dutton and the Clerk will provide this.</p> | MD/ Clerk |
| 14 | <p>TO RECEIVE THE FINANCE TEAM REPORT</p> <p>The payments protocol for the Town is Council is twice monthly unless it is a real emergency.</p> | |
| 15 | <p>DATE & TIME OF NEXT MEETING</p> | |

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| | The next meeting will be held on Monday 12 th July 2021. | |
| | <p data-bbox="296 244 1043 280">There being no further business the meeting closed at 5.30pm</p> <p data-bbox="296 347 1230 383">Confirmed this day of 2021</p> <p data-bbox="970 416 1134 452" style="text-align: right;"><u>CHAIRMAN</u></p> | |