

**MINUTES of the FINANCE SUB COMMITTEE MEETING of FAKENHAM TOWN COUNCIL
HELD AT FAKENHAM COMMUNITY CENTRE, OAK STREET, ON MONDAY 12th JULY 2021**

PRESENT:

Chairman presiding: Cllr J Holdom

Councillors: Cllrs G Foortse, M Dutton, D Andrews and A Glynn

Town Clerk: L Jennings

	AGENDA	Action (initials)
	The Clerk recorded the meeting for accuracy – the recording failed.	
16	APOLOGIES Apologies were received from Cllr G Acheson	
17	TO ELECT A CHAIRMAN OF THE SUBCOMMITTEE TO SERVE UNTIL THE NEXT ANNUAL MEETING On the proposition of Cllr Glynn, seconded by Cllr Dutton that Cllr Holdom is elected Chairman. All in favour	
18	MINUTES On the proposition of, Cllr Glynn, seconded by, Cllr Dutton the minutes of the meeting held on 14 June 2021 were AGREED by all and signed by the Chairman.	
19	MATTERS ARISING: Minute 3 – Review of Card Reader providers – Cllr Andrews and the Finance Team are awaiting more information. Minute 3 – Risk Policy – Cllr Dutton will write a section with Cllr Holdom to be inserted in the Financial Risk Policy. The Clerk will contact the IT suppliers to inform them of the problems that had occurred to some Councillors with the installation of Town Council emails. This will help eradicate any problems in the future. Minute 8 – Asset Register – The two metal seats outside the Church Lanes end of Queens Road Cemetery will be added to the Register. The Clerk will obtain a value. Minute 122 – IT contract – the Clerk and Cllr Dutton had formulated a spreadsheet to make understanding the IT contract and it's invoicing simpler.	DA/MW
20	TO REVIEW FINANCE REPORTS FOR THE MONTHS ENDING 30th April and 31st May 2021 <ul style="list-style-type: none"> • To receive and review June 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 2021 consolidated cash reports for Fakenham Town Council & and Charter Market bank accounts. On the proposition of Cllr Dutton, seconded by Cllr Andrews, these were approved. On the proposition of Cllr Holdom, seconded by Cllr Foortse that Cllr Acheson had confirmed the matching bank statements. All in favour.	

