

**MINUTES of the FINANCE SUB COMMITTEE MEETING of FAKENHAM TOWN COUNCIL  
HELD AT FAKENHAM COMMUNITY CENTRE, OAK STREET,  
ON MONDAY 18<sup>th</sup> OCTOBER 2021**

PRESENT:

Chairman presiding: Cllr J Holdom

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

Town Clerk: L Jennings

Finance Team: Marina Watters – Stephenson Smart

	<b>AGENDA</b>	<b>Action (initials)</b>
46	<b>APOLOGIES</b> There were no apologies.	
47	<b>MINUTES</b> On the proposition of, Cllr Dutton, seconded by, Cllr Foortse the minutes of the meeting held on 18 October 2021 were AGREED by all and signed by the Chairman.	
48	<b>MATTERS ARISING:</b> <b>Minute 38</b> – Asset Register – The updated copy has been received. <b>Minute 38</b> – Finance agendas and minutes onto website – updated wording has been received. The Clerk will ensure these are added. <b>Minute 42</b> – Binding of minute books – this has been completed and the books are awaiting collection from Norwich.	
49	<b>TO REVIEW FINANCE REPORTS FOR THE MONTHS ENDING 30<sup>th</sup> September 2021</b> <ul style="list-style-type: none"> <li>• To receive and review October 2021 receipts and payments for Fakenham Town Council &amp; Charter Market accounts. On the proposition of Cllr Holdom, seconded by Cllr Glynn, these were approved for presentation and approval by Full Council.</li> <li>• To receive and review October 2021 consolidated cash reports for Fakenham Town Council &amp; and Charter Market bank accounts. On the proposition of Cllr Dutton, seconded by Cllr Glynn, these were approved for presentation and approval by Full Council.</li> </ul>	
50	<b>TO RECEIVE A NOTIFICATION FROM THE PENSION REGULATOR</b> The Pension Regulator has written to the Town Council to remind them that their legal duty of re-enrolment should be completed by 1 <sup>st</sup> February 2022. Stephenson Smart Payroll Team will ensure this is completed. The part time Groundsman qualified for a pension in September. He will be written to advising him of this and inviting him to join a NEST pension.	<b>JH</b>
51	<b>TO RECEIVE DATA AND WORKING SCHEDULE FOR DISCUSSION ON BUDGET 2022-2023 PREPARATIONS</b> The data and working schedule were discussed and any adjustments required were made.	
52	<b>TO RECEIVE INTERNAL CONTROLLER REPORT</b> The Internal Controller has explored the recording of accounts for Trap Lane and resolved a query.	

53	<p><b>TO REVIEW THE ANNUAL TIMETABLE</b></p> <p>The Clerk to amend the column that is headed 'annually' to 'next review due'. The Local Government Pension Scheme Policy to be taken to the P &amp; R meeting tomorrow evening, The Clerk to check there are no amendments to the street lights infantry.</p>	Clerk
54	<p><b>TO RECEIVE THE FINANCE TEAM REPORT</b></p> <p>The Internal Audit has sent through his requirements prior to the Internal Audit. This will be forwarded to the Finance Team. Mr Allan Nelson will be joining Ms Watters from Stephenson Smart administering the Town Council's finances. He is receiving training on the RBS system and will help with admin and inputting duties.</p>	
55	<p><b>DATE &amp; TIME OF NEXT MEETING</b></p> <p>The next meeting will be held on Monday 13<sup>th</sup> December 2021.</p>	
	<p>There being no further business the meeting closed at 17.45pm</p> <p>Confirmed this                      day of    2021</p> <p style="text-align: right;"><b><u>CHAIRMAN</u></b></p>	