MINUTES of the FINANCE SUB COMMITTEE MEETING of FAKENHAM TOWN COUNCIL

HELD AT THE CONNECT BUILDING, OAK STREET, FAKENHAM $\text{ON MONDAY } \textbf{13}^{\text{TH}} \, \text{MAY } \textbf{2024}$

PRESENT:

Chairman presiding: Cllr M Dutton

Councillors: Cllrs A Glynn, J Holdom, G Acheson, I Ponton

Town Clerk: L Meanley

	AGENDA	Action (initials)
146	APOLOGIES	
	None	
147	MINUTES	
	On the proposition of Cllr Dutton, seconded by Cllr Glynn the minutes of the	
	meeting held on 15 th April 2024 were agreed by all.	
148	MATTERS ARISING:	
	Minute 123 (77,61, 45, 33, 21, 12, 3, 32, 47, 54, 69, 78, 85,87,105) - Bank	
	Mandate and debit card application update. – The Clerk now has a debit	
	card to enable petty cash to be obtained. All agreed that Clerk can obtain	
	additional petty cash when needed to the nearest £10 from a cash	
	machine, up to the Petty Cash limit of £100 and with the relevant Cllr	
	authorisation.	
	Minute 123 (107) – Replacement of defibrillator at the fire station. No	
	response from the fire station Clerk will try Heart 2 Heart.	Clerk
	Minute 123 (107) – Replacement of the Kioti. – Clerk to get a quote for	
	like for like on current vehicle, 3 quotes for a 4-seater option and leasing	Clerk
	quotes for both options. Clerk also to get trailer quotes.	
	Minute 123 (114) – HMRC outstanding Employers Allowance – with RFO	
	Minute 125 – To receive year end plan – under agenda item 11	
	Minute 129 – To review banking arrangements. – Nationwide have	
	withdrawn their business option as oversubscribed. Cllr Glynn to contact	AG
	CLA to discuss potential options for savings accounts.	
	Minute 139 – To discuss whether a quote is to be sought for Business	
	Interruption – key person cover, to be purchased for staff not covered by	
	existing policy. Clerk to obtain a quote for additional RFO policy	Clerk
149	TO REVIEW FINANCE REPORTS FOR YEAR END 2023 -2024	
	Cllrs Dutton & Holdom working on reserve figures. 23/24 allocated budget	
	spent. All agreed figures for Fakenham Town Council and Charter Market.	
150	PLANNING FOR INTERNAL AUDITOR'S VISIT 20 TH MAY 2024	
	Internal Auditor has given a list of documents that he can work on in advance.	
	Timings confirmed.	
151	TO DISCUSS THE PROCEDURE FOR AUTHORISATION OF BACS PAYMENTS	
	Will ask for 2 more Cllrs to be authorized signatories at the annual council	
	meeting.	
152	TO RECEIVE NOTIFICATION OF A CHANGE OF BUSINESS ACCOUNT TARIFF	
	Noted	
153	TO APPROVE THE COST OF WEBSITE SUPPORT FOR THE NEXT YEAR	
	The yearly cost of £210 was accepted on the proposition of Cllr Dutton,	
	seconded by Cllr Acheson. All agreed.	

154	TO DISCUSS 2 MOBILE PHONE CONTRACT RENEWAL PRICES Clerk seeking new quotes	Clerk
155	TO CONFIRM THE RFO TERMS OF REFERENCE AND DUTIES	
133	Cllr Dutton had put forward a proposal, some minor amendments required.	MD
156	TO AGREE AGAR AND END OF YEAR ACCOUNTS PROCEDURE	
156	Internal Audit on the 20 th May, if no issues will sign off Agar at Full council on	
	the 22 nd May	
157	TO RECEIVE CLERK'S REPORT ON LIASON MEETING WITH RFO AS	
137	RECOMMENDED BY INTERNAL AUDITOR	
	Discussed the year end procedures.	
158	TO RECEIVE THE INTERNAL CONTROLLER'S REPORT	
	Nothing reported	
159	TO RECEIVE THE FINANCE TEAM REPORT	
133	Noted that mileage expenses do not include passenger rate – currently 0.05p.	Clerk
	To be incorporated into the expenses policy. Cllr Ponton enquired about Cllr	CICIK
	finance training. Clerk will investigate what training is available.	Clerk
160	TO MOVE THAT THE PUBLIC & PRESS BE EXCLUDED FROM THEMEETING	<u> </u>
100	UNDER THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES	
	(ADMISSION TO MEETINGS) ACT 1960.	
	On the proposition of Cllr Glynn seconded by Cllr Acheson RESOLVED that	
	pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act	
	1960, that Public & Press be excluded from the Meeting, as publicity would be	
	prejudicial to the public interest by reason of the nature of the business to be	
	transacted.	
161	TO CONFIRM THE CONFIDENTIAL MINUTES OF THE FINANCE SUB-	
	COMMITTEE HELD ON THE 15 TH APRIL 2024	
	On the proposition of Cllr Dutton, seconded by Cllr Glynn the confidential	
	minutes of the meeting held on 15 th April 2024 were agreed by all.	
162	MATTERS ARISING	
	Minute 143 - to discuss the RFO terms of reference, job specification and	
	timeline – One matter was discussed	
163	TO DISCUSS THE FLASH PROJECT	
	A) TO DISCUSS AND RECOMMEND ANY EXPENDITURE. One matter was	
	discussed	
164	TO MOVE INTO OPEN SESSION	
	On the proposition of Cllr Glynn seconded by Cllr Dutton RESOLVED the	
465	meeting moves into Open Session	
165	DATE & TIME OF NEXT MEETING The payt masting will be held on Manday 17th lune 2024 at 4 20nm	
	The next meeting will be held on Monday 17 th June 2024 at 4.30pm.	
	There being no further business the meeting closed at 4.55pm	
	Confirmed this day of 2024	
	<u>CHAIRMAN</u>	