



Fakenham Town Council

**A meeting of the FINANCE SUB COMMITTEE WILL BE HELD AT  
FAKENHAM CONNECT, OAK STREET, FAKENHAM ON  
MONDAY 15<sup>th</sup> July 2024 at 3:00PM**

### **AGENDA**

1. To receive apologies for absence
2. Declarations of Interest: Members are asked at this stage to declare any Interests, which they may have, in any of the following items on the agenda.
3. To receive minutes of the Finance subcommittee meeting 17<sup>th</sup> June 2024.
4. To review Matters arising from the Minutes:
  - **Minute 5 (123,107)** – replacement defibrillator at the Fire station
  - **Minute 5 (123,107)** – replacement of the Kioti
  - **Minute 5 (123,114)** – HMRC outstanding Employers allowance
  - **Minute 5 (129)** – to review banking arrangements.
  - **Minute 5 (151)** - To discuss the procedure for authorisation of BACS payments
  - **Minute 5 (154)** – To discuss 2 mobile phone contract renewal prices
  - **Minute 5 (159)** – to receive updated expenses policy
  - **Minute 8** - to receive the internal auditors report for the year ending 31st March 2024
5. To review finance reports for month ending June 2024
  - To receive and review June 2024 payments and receipts for Fakenham Town
  - Council and Charter Market
  - To receive and review June 2024 consolidated bank reconciliation reports for
  - Fakenham Town Council and Charter Market bank accounts.
  - To receive schedule of payments over £500 for uploading to website
6. Review schedule of ear marked reserves and budget implications:

7. To discuss the streetlight maintenance contract
8. To Discuss the Appointment of a new Internal Auditor and to agree the terms of reference/specification to obtain quotes
9. To review the investment strategy
10. To Receive Clerks report on liaison meeting with RFO as recommended by Internal auditor.
11. To receive the Internal Controller's report
12. To consider Market Tolls Expenditure
13. To consider a subscription for a third-party App for automated email responses
14. To receive the Finance Team Report.
15. To move that the Public & Press be excluded from the Meeting under the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960.
16. To confirm the confidential minutes of the Finance Sub-Committee meeting held on 17<sup>th</sup> June 2024 (attached)
17. To discuss the FLASH project
18. To discuss the grass cutting contract.
19. To move into Open Session
20. To note the date and time of the next Finance Committee meeting: 19<sup>th</sup> August 2024 at time to be decided