



Fakenham Town Council

**A meeting of the FINANCE SUB COMMITTEE WILL BE HELD AT
FAKENHAM CONNECT, OAK STREET, FAKENHAM ON
MONDAY 20th JANUARY 2025 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 on 16th December 2024
4. To review Matters arising from the Minutes:
 - **Minute 92 (71,48,24,5,123,114)** – HMRC outstanding Employers allowance
 - **Minute 71 (48,29)** – Update on investment applications
 - **Minute 92 (76)** – To receive and review the new model Finance Regulations
 - **Minute 92 (81)** – To confirm the contact details for NEST pensions – Cllr Holdom's details to be replaced by the RFO's
 - **Minute 94** - To receive notification of the triennial pension scheme re-enrolment and re-declaration, and update of contact details –
 - **Minute 96** - To receive and review the interim internal auditor's report – to include an update on the FRGC bank account
 - **Minute 97** - To discuss the 2025-26 draft budget – To discuss an amendment
5. To review finance reports for month ending December 2024
 - To receive and review December 2024 payments and receipts for Fakenham Town Council and Charter Market
 - To receive and review December 2024 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts and confirm bank statement balances for signing
 - To receive and review the third quarterly Income and Expenditure Budget vs Actuals report
 - To receive schedule of payments over £500 for display on the website

6. To receive the Clerk's report on liaison meeting with RFO / Stephenson Smart as recommended by Internal Auditor
7. To receive notification of submission of the 2025/26 Precept demand
8. To prepare the 2025/26 Precept increase demand explanation for NNDC to use on Council Tax Demand Notices
9. To receive notification of reduction in interest rates – Barclay's accounts
10. To discuss the quotation for Heritage Trail Plague replacement, as discussed at D&M meeting 6th January 2025, £453 excluding VAT
11. To review and approve the Parish Online subscription invoice - £240 excluding VAT
12. To note receipt of a cheque from UK Power Networks in respect of Wayleave Payments for the period 01.01.25 – 31.12.29
13. To discuss budget considerations for cover of various staff leave in February – March 2025 period
14. To receive the Internal Controller's report
15. To receive the Finance Team Report
16. To receive a report from National Association reference English Devolution White Paper to simplify local government audit system and Smaller Authorities Audit Appointments.
17. 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.
18. To discuss the FLASH project
19. To move into Open Session
20. To note the date and time of the next Finance Committee meeting: 17th February 2025 at 3:00pm