

**MINUTES of the FULL COUNCIL ANNUAL
MEETING of FAKENHAM TOWN COUNCIL**
held at the COMMUNITY CENTRE, OAK STREET, FAKENHAM
on WEDNESDAY 22nd MAY 2024 at 6:00pm

PRESENT:

Councillor A Glynn (Chairman)

Cllrs: J Holdom, D Hunter, V Joslin, M Campbell, T Duffy, J Rockett, G Acheson, A May-Hannam, M Dutton, P Bucknell and N Southerland

District Councillors: Cllr L Vickers

County Councillor: Cllr T FitzPatrick

Town Clerk: Lesley Meanley

FTC Admin: Karen Lindsay

Members of the Public: 9

Members of the Press: 1

		Action (initials)
AGENDA		
1	TO RECEIVE A REPORT FROM FAKENHAM POLICE Nothing received and no attendees. Clerk will chase who will attend regularly.	Clerk
2	TO RECEIVE ANY ELECTORS' QUESTIONS Multiple reports into the office about the state of the cut of verges. The Clerk has contacted the contractors and is waiting for them to investigate. Two Mobility scooter users have complained about the state of roads and pavements and said they have reported numerous times to highways and to the County Councillor, but nothing has changed, and they feel that this is a form of disability discrimination. County Cllr FitzPatrick stated that if residents do not have access to online reporting, report things directly to him, he will pick up. An elector raised that they would like to speak about Creake Road Cemetery. Cllr Glynn advised that after a meeting with representatives from bereaved families Cllrs had agreed to a vase made of a suitable unbreakable material could be placed in the middle of a burial plot and appropriate signage would be placed at the cemetery. An elector raised that they would like to be allowed to keep particular items on a plot. Cllr Glynn agreed that Cllrs would further discuss it and then write to all plot holders to advise on any amendments to the rules and regulations. Cllr Campbell said that we would be seeking public input of future ideas for the cemetery including memorial walls. Cllr Glynn said she hoped a friends of the cemetery group could grow out of the situation.	
3	REPORTS FROM DISTRICT/COUNTY COUNCILLORS District Cllr Liz Vickers gave an update on the scaffolding in Norwich Street, NNDC will be making it walkthrough so the pavement can still be used. The work will done by the end of June and had raised objections to not seeing costed options for Rocket House in Cromer. Full report on the website. Cllr Vickers and Cllr FitzPatrick were asked if the election would affect the swimming pool finance and advised generally it was against convention to reverse spending decisions like this. Cllr Vickers was asked if when the scaffolding was changed at Norwich Street NNDC would ensure the area was properly cleaned and then kept clean on a daily basis, Cllr Vickers will raise it.	

	County Cllr Tom FitzPatrick offered congratulations on our D-D plans. He attended a Fakenham Safer Neighbourhood Action Panel (SNAP) meeting, and the police are taking a more proactive stance towards those people who park on pavements and block the pavement for pedestrians and those with buggies or mobility issues etc. Full report on website. FTC offered congratulations to Cllr FitzPatrick on his new post within County Council.	
4	TO ELECT THE TOWN MAYOR AND RECEIVE THE TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE AS REQUIRED BY LAW Cllr Holdom proposed, seconded by Cllr Acheson, that Cllr Glynn should continue as Town Mayor. A counter proposal that Cllr Dutton should be Town Mayor was made by Cllr Dutton, seconded by Cllr Rockett. A vote was held for the counter proposal with 1 for and 10 against. A vote was held for the original proposal with 9 for and 2 against. Cllr Glynn was duly elected as Town Mayor. Cllr Glynn signed the acceptance of office declaration as required by law.	
5	TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE Apologies were received and accepted from Cllrs Ponton and Harrison.	
6	DECLARATIONS OF INTEREST Cllr Acheson declared a non-pecuniary interest in the Gas Museum	
7	TO ELECT THE DEPUTY MAYOR AND RECEIVE THE DEPUTY MAYOR'S ACCEPTANCE OF OFFICE AS REQUIRED BY LAW On the proposition of Cllr Glynn, seconded by Cllr Dutton, and agreed by all, Cllr Holdom, was elected as Deputy Mayor. Cllr Holdom signed the acceptance of office declaration as required by law.	
8	ALL COUNCILLORS TO CONFIRM TO ABIDE BY THE CODE OF CONDUCT AND SIGN THEIR ACCEPTANCE OF OFFICE Councillors signed their Acceptance of Office papers and code of conduct papers agreeing to abide by the Council's current Members Code of Conduct.	
9	TO RECEIVE THE MAYOR'S ANNOUNCEMENTS Cllr Glynn proposed moving Mayor's announcements up the agenda. Cllr Glynn said D-Day arrangements were going well, starting at 8am, there would be events through the day, there would be a contingent of soldiers here and the possibility of a flyby from Lakenheath planes if they can tie their schedules in towards the end of the evening. Full timings and details will be publicised closer to the event. Cllr Glynn also confirmed the opening of the new QD store in Millers Walk and that Hayes & Storr solicitors had moved into the empty unit in the marketplace that formerly housed The Original Factory shop.	
10	TO CONFIRM THE FULL COUNCIL MINUTES OF THE MEETING HELD ON 24TH APRIL 2024 The minutes of the Full Council meeting held on 24 th APRIL 2024 were agreed on the proposition of Cllr Glynn and seconded by Cllr Hunter AGREED by all and signed by the Chairman.	
11	TO RECEIVE UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT ON THE AGENDA Nothing to report	
12	TO CONSTITUTE THE COMMITTEES OF THE COUNCIL FOR THE ENSUING YEAR AS FOLLOWS: a) Development & Market (Mayor and Deputy Mayor and 7 members) – Cllrs Glynn, Holdom, Duffy, Hunter, Mallett, Acheson, Ponton & Harrison b) Leisure & Environment (Mayor and Deputy Mayor and 7 members) - Cllrs Glynn, Holdom, Joslin, Dutton, Rockett, Bucknell, Campbell, May-Hannam & Southerland c) Finance Sub Committee (Mayor, Deputy Mayor and two or three members with finance expertise). – Cllrs Glynn, Holdom Dutton, Harrison and Ponton d) HR Sub Committee (Mayor, Deputy Mayor, former Mayor and 2 other members with HR experience) Cllrs Glynn, Holdom, Acheson, Bucknell and Hunter. e)To appoint a Councillor to assist the Town Clerk with the management of Estate land (i.e., cattle, fencing and woodland). Cllr Rockett	
13	TO APPOINT REPRESENTATIVES TO THE FOLLOWING OUTSIDE BODIES a) Fakenham Olivet Twinning Club - Cllr P Bucknell	

	<p>b) Fakenham Museum of Gas & Local History – Cllr G Acheson</p> <p>c) Fakenham Police SNAPs – Cllr A Glynn</p> <p>d) Fakenham Town Band - Cllr A Glynn</p> <p>e) Fakenham Charities - TBC</p> <p>f) Area Representative for Norfolk Association of Local Councils – Cllr M Dutton</p> <p>e) Active Fakenham Steering Group - Cllr P Bucknell</p>	
14	<p>TO FILL ONE TOWN COUNCILLOR VACANCY BY CO-OPTION</p> <p>No candidates stood</p>	
15	<p>TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL.</p> <p>Cllr Joslin had spoken to the workmen repairing the Queens Road Chapel who were doing a good job.</p> <p>Cllrs Glynn & Hunter had attended a meeting on the Nutrient Neutrality Mitigation fund – The Department of Levelling up, Housing and Community have funding to assist with opening up housing development. A joint Norfolk District and county council venture should make it easier for developers of any scale.</p> <p>Cllr Glynn also attended the Salvation Army Fellowship band concert where they thanked FTC for their support.</p>	
16	<p>TO RECEIVE AND NOTE CORRESPONDENCE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION</p> <p>The Clerk noted that NNDC had confirmed the closure of Highfield Road car park toilets on 17th May 2024 with UK power networks disconnecting on the 20th May and demolition planned for soon afterwards. No significant disruption or inconvenience is expected to car park users. Clerk to check if pay machine is still in action.</p> <p>NNDC had confirmed they expected to be able to move part if not all of the FTC depot at the Trap Lane site.</p> <p>The launch of the Wensum Dementia café at the leisure centre went well with approximately 25 people attending and a variety of activities being enjoyed.</p>	Clerk
17	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE HELD ON 13th MAY 2024</p> <p>The minutes of the meeting held on 13th May 2024 were moved for reception and adoption by Cllr Hunter Seconded by Cllr Acheson and agreed unanimously</p>	
18	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE & ENVIRONMENT COMMITTEE HELD ON 14th MAY 2024</p> <p>Cllr Hunter declared a Non-Pecuniary interest and queried minute 193 – closure of the Aldiss Park Boardwalk. Cllrs discussed whether it was safer to close it and risk people walking in the wetland to use the cut through or keeping it open. Cllr Glynn proposed to reopen as the alternative risk was greater, seconded by Cllr Joslin. A vote was held with 6 for, 2 against and 2 abstained.</p> <p>The minutes of the meeting held on 14th May 2024 were moved for reception and adoption by Cllr Joslin Seconded by Cllr Bucknell and agreed unanimously.</p>	
19	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE POLICY & RESOURCES COMMITTEE HELD ON 7TH MAY 2024</p> <p>The minutes of the meeting held on 7th May 2024 were moved for reception and adoption by Cllr Glynn Seconded by Cllr Acheson and agreed unanimously.</p> <p>To receive and adopt policies as listed (from agenda items 6&7) reviewed at P&R meeting.</p> <p>Minute 78 – Revision of Standing Orders</p> <p>3c</p> <p>Inclusion of green dot to include sub-committees</p> <ul style="list-style-type: none"> • c The minimum three clear days’ public notice of a meeting does not include the day on which the notice was issued or the day of the meeting. • <p>3v</p> <p>See standing order 4d(viii) for the quorum of a committee or sub-committee meeting Amended to 4d(vii)</p> <p>4eb)</p> <p>The Policy and Resources Committee shall consist of the Council Chairman, the council Vice Chairman the Chair of the Development and Market Committee, the</p>	

	<p>Chair of the Leisure and Environment Committee and one additional member elected from each Standing Committee at their first committee following the election of their Chairman and Vice Chairman.</p> <p>4ec) a) The Human Resources Advisory Sub Committee of the Policy & Resources Committee comprising Chairman, Deputy Chairman, Former Chairman and one Councillor with relevant experience of human resources from each of the Development & Market Committee and the Leisure and Environment Committee. two Councillors with relevant experience are elected from the Council.</p> <p>4ec)b) Inclusion of: Meetings of the Finance Sub-committee shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.</p> <p>4ec)c) Inclusion of: Meetings of the Allotment Sub-committee shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.</p> <p>Note: Participation would then be permitted under 3e. if an Elector's Questions section is added to the appropriate agenda.</p> <p>5di Meetings shall be on the fourth last Wednesday in each month excepting August, at 6pm</p> <p>15bii subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 1 day before the meeting confirming his withdrawal of it;</p> <p>16a The Council shall appoint professional accounting services a suitably qualified or experienced person to undertake the work of the Responsible Financial Officer, reporting to the Finance Committee.</p> <p>20b [If gross annual income or expenditure (whichever is higher) does not exceed £25,000] The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015 OR [If gross annual income or expenditure (whichever is the higher) exceeds £200,000] The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015</p> <p>Entire document All references to male pronouns to be amended to included female pronouns. All Agreed amendments.</p>	
20	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE IT SUB-COMMITTEE MEETING HELD ON 25TH MARCH 2024</p> <p>The minutes of the meeting held on 25th March 2024 were moved for reception and adoption by Cllr Dutton Seconded by Cllr Glynn and agreed unanimously.</p>	
21	<p>FINANCIAL MATTERS - – 2023-24 REPORTS & ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN:</p> <p>a) To receive 2023-24 Statutory Income & Expenditure Report & Balance Sheet for signing</p> <p>On the proposition of Cllr Dutton seconded by Cllr Holdom and agreed by all to approve and sign the Statutory Income & Expenditure Report and Balance Sheet</p> <p>b) To receive and agree final 2024- 2025 Reserves schedule</p>	

	<p>On the proposition of Cllr Dutton seconded by Cllr Glynn and agreed by all to receive and agree final 2024-25 Reserves Schedule</p> <p>c) To receive and agree Section 1 Annual Governance Statement for signing On the proposition of Cllr Dutton seconded by Cllr Acheson and agreed by all to receive and agree Section 1 of the Annual Governance Statement for signing</p> <p>d) To receive and agree Section 2 Annual Accounting Statement for signing Section 2 is signed by the RFO. On the proposition of Cllr Dutton seconded by Cllr Acheson and agreed by all to receive and agree Section 2 of the Annual Governance Statement</p> <p>e) To appoint an Internal Control Officer On the proposition of Cllr Dutton, seconded by Cllr Holdom, to appoint Cllr Dutton as Internal Control Officer. The Clerk advised that if Cllr Dutton wished to remain Finance Chair, he could not be Internal Control Officer as previously highlighted by the Internal Auditor. Cllr Dutton requested appointing the ICO be deferred to the next Full Council meeting.</p> <p>f) To appoint the Internal Auditor 2024/25 The current 3-year contract with Trevor Brown is now concluded and thanks were given to him for his work. A new Internal Auditor will be appointed in the next few months.</p> <p>g) To receive Finance Team report Cllr Dutton had drafted a Fakenham Recreation Ground Charity end of year summary, to go to the Annual Assembly of the Town. There were some amendments to make.</p> <p>h) To receive and adopt the Minutes of the Finance Sub-Committee meeting held on 13th May 2024 The minutes of the meeting held on 13th May 2024 were moved for reception and adoption by Cllr Dutton Seconded by Cllr Glynn and agreed unanimously.</p> <p>i) To receive Internal Controllers report 2024 No Update available</p>	
22	<p>TO CONSIDER THE NATIONAL CIVILITY AND RESPECT PLEDGE Cllr Holdom requested this be deferred to the next Policy & Resources meeting. There were several elements, she wasn't sure could or should be met by Fakenham Town Council.</p>	
23	<p>TO CONFIRM GUESTS FOR THE ANNUAL ASSEMBLY OF THE TOWN Ken Delve from Veterans Central will be the guest speaker.</p>	
24	<p>TO RECEIVE AN UPDATE ON THE FLASH PROJECT Reported at Agenda Item 16</p>	
25	<p>TO RECEIVE NOTICE OF RURAL ECONOMY PROSPERITY FUND BID PROPOSAL Cllr Glynn informed that prices for a topographical survey had now been received and that she is waiting for confirmation of whether planning permission is required.</p>	
26	<p>TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA To appoint an Internal Control Officer</p>	
27	<p>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 On the proposition of Cllr Bucknell 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.</p>	
28	<p>TO CONFIRM THE CONFIDENTIAL MINUTES OF THE FULL COUNCIL MEETING HELD ON 24TH APRIL 2024, POLICY & RESOURCES MEETING HELD ON 7TH MAY 2024, FINANCE SUB-COMMITTEE MEETING 13TH MAY 2024, AND LEISURE AND ENVIRONMENT MEETING HELD ON 14TH MAY FULL COUNCIL MEETING 24TH APRIL 2024 The confidential minutes of the meeting held on 24th April 2024 were agreed on the proposition of Cllr Glynn and seconded by Cllr Acheson AGREED by all and signed by the Chairman.</p> <p>POLICY & RESOURCES MEETING HELD ON 7TH MAY 2024 The Confidential minutes of the meeting held on 17th May 2024 were agreed on the</p>	

