

**MINUTES of the FULL COUNCIL ANNUAL  
MEETING of FAKENHAM TOWN COUNCIL**  
**held at the COMMUNITY CENTRE, OAK STREET, FAKENHAM**  
**on WEDNESDAY 26<sup>TH</sup> JUNE 2024 at 6:00pm**

**PRESENT:**

Councillor A Glynn (Chairman)

Cllrs: J Holdom, I Ponton, V Joslin, M Campbell, T Duffy, J Rockett, P Bucknell and N

Southerland

District Councillors: Cllr L Vickers & C Cushing

Town Clerk: Lesley Meanley

FTC Admin: Karen Lindsay

Members of the Public: 1

Members of the Press: 0

		<b>Action (initials)</b>
<b>AGENDA</b>		
<b>34</b>	<b>TO RECEIVE A REPORT FROM FAKENHAM POLICE</b> PC Elliot attended and presented the Safer neighbourhood report. PC Elliot was able to update that NNDC were helping house one of 2 homeless people they were aware of in town. Electors had reported the other in the churchyard shouting early in the morning.	
<b>35</b>	<b>TO RECEIVE ANY ELECTORS' QUESTIONS</b> An elector had asked if Hayes & Storr had required planning permission to move into a retail space. Cllr Holdom answered that the law had been changed to allow flexible usage of commercial premises a few years ago so use of premises could be changed without requiring planning permission.	
<b>36</b>	<b>REPORTS FROM DISTRICT/COUNTY COUNCILLORS</b> District Cllr Cushing sent a report. District Cllr Vickers updated that she had spent time dealing with elector's personal issues. County Cllr FitzPatrick sent apologies.	
<b>37</b>	<b>TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE</b> Apologies were received and accepted from Cllrs Harrison, G Acheson, A May-Hannam, M Dutton	
<b>38</b>	<b>DECLARATIONS OF INTEREST</b> None	
<b>39</b>	<b>TO CONFIRM THE FULL COUNCIL MINUTES OF THE MEETING HELD ON 22<sup>ND</sup> MAY 2024</b> The minutes of the Full Council meeting held on 22 <sup>nd</sup> May 2024 were agreed on the proposition of Cllr Glynn and seconded by Cllr Holdom AGREED by all and signed by the Chairman. Cllr Holdom wanted to clarify that for minute 22 she had meant that not all pledge elements may apply to all parties in the council. Cllr Holdom also requested Cllrs received the Annual Assembly of the Town minutes for information	
<b>40</b>	<b>TO RECEIVE UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT ON THE AGENDA</b> Nothing to report	
<b>41</b>	<b>TO FILL ONE TOWN COUNCILLOR VACANCY BY CO-OPTION</b> 1 candidate stood, following the co-option policy and they were successful in their	

	application	
42	<p><b>TO RECEIVE THE MAYOR'S ANNOUNCEMENTS</b></p> <p>Olivet twinning took place over the weekend. They have gifted Fakenham a rose to be planted at a suitable location. Cllr Glynn suggested at the swimming pool along with a plaque when completed.</p>	
43	<p><b>TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL.</b></p> <p>Cllr Holdom had visited former Cllr Coates with a groundsman and the Deputy Clerk to present him with his retirement gift – a garden centre voucher as well as a card and flowers for Mrs Coates.</p> <p>Representative Cllrs met with members of the Fakenham Town band and discussed possible accommodation options.</p> <p>Cllr Glynn and the Clerk met with Cllr Liz Withington the NNDC portfolio lead for community groups to hear about the community projects in Sheringham and North Walsingham and how they may be relevant for Fakenham.</p> <p>Cllr Glynn had attended Brigadier General Di Campos send off at Lakenheath and welcomed Colonel Jack Arthur taking over.</p>	
44	<p><b>TO RECEIVE AND NOTE CORRESPONDENCE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION</b></p> <p>Cllrs and Staff had received a lovely Thank you card from former Cllr Coates. The Duke of Lancaster School had been in touch about volunteering for community projects, all Cllrs will consider and report back to the Clerk</p>	All
45	<p><b>TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT &amp; MARKET COMMITTEE HELD ON 3<sup>RD</sup> JUNE 2024</b></p> <p>The minutes of the meeting held on 3<sup>rd</sup> June 2024 were moved for reception and adoption by Cllr Duffy Seconded by Cllr Glynn and agreed unanimously</p>	
46	<p><b>TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE &amp; ENVIRONMENT COMMITTEE HELD ON 11<sup>TH</sup> JUNE 2024</b></p> <p>The minutes of the meeting held on 11<sup>th</sup> June 2024 were moved for reception and adoption by Cllr Joslin Seconded by Cllr Bucknell and agreed unanimously.</p>	
47	<p><b>TO RECEIVE AND ADOPT THE MINUTES OF THE EXTRAORDINARY POLICY &amp; RESOURCES COMMITTEE HELD ON 31<sup>ST</sup> MAY 2024</b></p> <p>The minutes of the meeting held on 31<sup>st</sup> May 2024 were moved for reception and adoption by Cllr Glynn Seconded by Cllr Bucknell and agreed unanimously.</p>	
48	<p><b>FINANCIAL MATTERS - MONTHLY REPORTS:</b></p> <p><b>a) To receive and approve Fakenham Town Council &amp; Charter Market Receipts and Payments reports for April &amp; May 2024</b></p> <p>On the proposition of Cllr Holdom, seconded by Cllr Duffy, RESOLVED to receive, and approve the receipts and payments of the accounts as reviewed by the finance committee for April &amp; May 2024</p> <p><b>b) To receive and approve Fakenham Town Council &amp; Charter Market Consolidated Bank reports for April &amp; May 2024</b></p> <p>On the proposition of Cllr Holdom, seconded by Cllr Glynn RESOLVED to receive, and approve the consolidate bank reports as reviewed by the finance committee for April &amp; May 2024</p> <p><b>c) To receive and adopt minutes for the Finance Committee meeting held on 17<sup>th</sup> June 2024</b></p> <p>To note minute 6 authorising the movement of £30,000 from the current account to the business reserve account. The minutes of the meeting held on the 17<sup>th</sup> June 2024, were moved for reception and adoption by Cllr Holdom, seconded by Cllr Glynn. All agreed.</p> <p><b>d) To receive Finance Team report</b></p> <p>Stephenson Smart have not put the year end figures onto sharepoint yet.</p> <p><b>e) To nominate two Councillors as additional authorisers of payments</b></p> <p>As per financial regulations 6.9 proposed that 2 additional bank signatories be nominated. Cllrs Southerland and Bucknell agreed.</p>	
49	<p><b>TO RECEIVE THE INTERNAL AUDITOR'S REPORT</b></p> <p>Received but needs amendments.</p>	
50	<p><b>TO APPOINT AN INTERNAL CONTROLLER</b></p> <p>On the proposition of Cllr Glynn, seconded by Cllr Joslin that Cllr Campbell takes the role. Agreed.</p>	

51	<p><b>TO ELECT TWO MEMBERS TO THE ALLOTMENT SUB-COMMITTEE</b>  On the proposition of Cllr Joslin, seconded by Cllr Glynn, to appoint Cllr Joslin to the Allotment Sub-committee.  Cllr Joslin advised she is an allotment holder and is prepared to continue in this role but should another Councillor wish to be appointed, she is happy to step aside.  To remain on the agenda for July Full Council to elect an additional member.</p>	
52	<p><b>TO CONFIRM P&amp;R STANDING COMMITTEE REPRESENTATIVES AND ELECT A FIFTH INDEPENDENT MEMBER WITH RELEVANT EXPERTISE TO THE POLICY &amp; RESOURCES COMMITTEE</b>  Deferred until July Full Council</p>	
53	<p><b>TO ELECT A MEMBER TO ASSIST THE CLERK WITH ESTATE MANAGEMENT</b>  After discussion it was proposed by Cllr Glynn, seconded by Cllr Joslin that all Cllrs will report any issues to the Clerk and the Clerk will seek support when required by asking for assistance.</p>	
54	<p><b>TO AWARD A GRANT UNDER THE LOCAL GOVERNMENT ACT 1972, S137</b>  Under the provisions of Section 137 of the Local Government Act 1972 the following expenditure should be incurred which, in the opinion of the Council, is in the interests of the inhabitants of its area and will benefit them in a manner commensurate with the expenditure:</p> <ol style="list-style-type: none"> <li>i. Norfolk Fire Museum – On the proposition of Cllr Holdom, seconded by Cllr Campbell it was agreed to award £100</li> </ol>	
55	<p><b>TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA</b>  None</p>	
56	<p><b>TO MOVE THAT THE PUBLIC &amp; PRESS BE EXCLUDED FROM THE MEETING UNDER THE PROVISIONS OF SECTION 1(2) OF THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</b>  On the proposition of Cllr Bucknell seconded by Cllr Glynn. RESOLVED that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that Public &amp; 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>	
57	<p><b>TO CONFIRM THE CONFIDENTIAL MINUTES OF THE FULL COUNCIL MEETING HELD ON 22<sup>ND</sup> MAY 2024, EXTRAORDINARY POLICY &amp; RESOURCES MEETING HELD ON 31<sup>ST</sup> MAY 2024, DEVELOPMENT &amp; MARKET MEETING HELD ON 3<sup>RD</sup> JUNE 2024, FINANCE SUB-COMMITTEE MEETING 17<sup>TH</sup> JUNE 2024, AND LEISURE AND ENVIRONMENT MEETING HELD ON 11<sup>TH</sup> JUNE</b>  <b>FULL COUNCIL MEETING 22<sup>ND</sup> MAY 2024</b>  The confidential minutes of the meeting held on 22<sup>nd</sup> May were agreed on the proposition of Cllr Glynn and seconded by Cllr Holdom AGREED by all and signed by the Chairman.  <b>EXTRAORDINARY POLICY &amp; RESOURCES MEETING HELD ON 31<sup>ST</sup> MAY 2024</b>  The Confidential minutes of the meeting held on 31<sup>st</sup> May 2024 were agreed on the proposition of Cllr Glynn and seconded by Cllr Bucknell AGREED by all.  <b>DEVELOPMENT &amp; MARKET MEETING HELD ON 3<sup>RD</sup> JUNE 2024</b>  The Confidential minutes of the meeting held on 3<sup>rd</sup> June 2024 were agreed on the proposition of Cllr Glynn and seconded by Cllr Duffy AGREED by all.  <b>FINANCE SUB-COMMITTEE MEETING 17<sup>th</sup> June 2024</b>  The Confidential minutes of the meeting held on 17<sup>th</sup> June 2024 were agreed on the proposition of Cllr Holdom and seconded by Cllr Glynn AGREED by all.  <b>LEISURE AND ENVIRONMENT MEETING 11<sup>TH</sup> JUNE 2024</b>  The Confidential minutes of the meeting held on 11<sup>th</sup> June 2024 were agreed on the proposition of Cllr Glynn and seconded by Cllr Joslin AGREED by all.</p>	
58	<p><b>TO DISCUSS THE FLASH PROJECT</b>  Stakeholder meeting was discussed</p>	
59	<p><b>TO DISCUSS TOWN COUNCIL ACCOMMODATION</b>  One matter was discussed</p>	
60	<p><b>TO DISCUSS TOWN BAND ACCOMMODATION</b>  Three matters were discussed</p>	
61	<p><b>TO DISCUSS GRASS CUTTING CONTRACTS</b>  One matter was discussed</p>	
62	<p><b>TO DISCUSS THE TRANSFER OF LAND ON RUDHAM STILE LANE FROM LOVELL</b>  One matter was discussed</p>	

63	<p><b>TO MOVE INTO OPEN SESSION</b>  On the proposition of Cllr Bucknell seconded by Cllr Glynn RESOLVED the Council move into Open Session.</p>	
64	<p><b>TO NOTE THE DATE AND TIME OF THE NEXT MEETING OF THE COUNCIL ON 31<sup>ST</sup> JULY 2024</b>  The date of the next meeting is the 31<sup>st</sup> July 2024 at 18:00pm</p>	
	<p>There being no further business the meeting closed at 19:54pm</p> <p>Confirmed this                      day of                      2024.</p> <p style="text-align: right;"><b>CHAIRMAN</b></p>	