



20th March 2025

I give notice that the Meeting of Fakenham Town Council will be held at the
LOUNGE AREA, COMMUNITY CENTRE, OAK STREET, FAKENHAM
on WEDNESDAY 26th MARCH 2025 AT 6PM
PLEASE NOTE VENUE, DATE AND TIME

Yours faithfully

L Meanley

Lesley Meanley
Town Clerk

AGENDA

In the interests of openness and transparency, Councillors and Members of the Public are reminded that the law permits any person to film, record, photograph or use Social Media in order to report on the proceedings of a meeting of the Council. The Council request anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.

To receive a report from Fakenham Police

To receive any Electors Questions: Members of the public will be invited to ask questions of the Parish Council on issues on the agenda or raise issues for consideration of inclusion at future meetings. This item is limited to 10 mins.

To receive any reports from District/County Councillors

For time management purposes, if possible written reports are requested prior to the meeting to facilitate Q&A only at the meeting.

AGENDA

- 1 To consider for acceptance apologies for absence.
- 2 Declarations of Interest: Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda.
- 3 To confirm the Full Council Minutes of the Meeting held on 26th February 2025.
- 4 To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda. To note the Clerks Report
- 5 To receive the Mayor's Announcements.
- 6 To receive any reports from Councillors who have attended Meetings outside the Council.
- 7 To fill three Town Councillor vacancies by co-option.

Fakenham Connect, Oak Street, Fakenham, Norfolk NR21 9DY

Tel: 01328 853653

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Website: www.fakenhamtowncouncil.gov.uk

Town Clerk: Lesley Meanley

- 8 To receive and note correspondence and comment upon any items for information and action.
- 9 To receive and adopt the Minutes of the Development & Market Committee held on:
- 3rd March 2025.

- 10 To receive and adopt the Minutes of the Leisure & Environment Committee held on:
- 11th March 2025. To note:

Minute 166 - Cllrs agreed to recommend a focused community engagement survey looking at Millenium Park, seeking views on what residents would like to see within the park, from the results a few different options will be drawn up to then seek public opinion before moving forward. Cllrs would like to tie in the proposal for a Basketball court with the more extensive park proposals

Minute 169 - Cllrs agreed to recommend a bench replacement for Whiteland's, to be situated more centrally

Minute 173 - to discuss and agree the 2025 verges contract cost of £9,075.15 + VAT- all agreed to recommend to Full Council.

- 11 Financial Matters – monthly reports
- a. To receive and approve Fakenham Town Council & Charter Market Receipts and Payments reports for February 2025
 - b. To receive and approve Fakenham Town Council & Charter Market Consolidated Bank reports for February 2025
 - c. To receive schedule of payments over £500 for display on website

- 12 To receive and adopt the minutes of the Finance Sub-Committee meeting held on:
- 17th March 2025 To note and approve:

Minute 158 - TO REVIEW AND APPROVE THE CAFÉ MENU SYSTEMS INVOICE NO.1626 - HERITAGE TRAIL DOMAIN NAME HOSTING – DOMAIN NAME REGISTRATIONS X 4 (2/2/2025-2/2/27) 24 MONTHS £159.92 EXCLUDING VAT

Councillors resolved to recommend to Full Council the approval of the Invoice No.1626 Heritage Trail Domain Name Hosting – Domain Name Registrations x 4 (2/2/2025-2/2/27) 24 months £159.92 excluding vat – subject to domain names being verified.

Minute 160 - TO DISCUSS, IN PRINCIPLE, A SUBSCRIPTION TO CLOUDYIT (AS BUDGETED FOR 2025-26) TO SUPPORT THE IMPLEMENTATION OF SAPP 2025-26 CHANGES, WITH A VIEW TO COMMENCING AS SOON AS POSSIBLE TO ENSURE A SMOOTH AND EFFICIENT TRANSITION

Councillors resolved to recommend to Full Council a trial of CloudyIT's free subscription Decision module.

Minute 161 - TO RECEIVE AND REVIEW THE ASSEST REGISTER, AS AMENDED BY STEPHENSON SMART

Amended Asset Register to be presented to April Finance Sub-committee meeting.

Councillors resolved to recommend to Full Council that the Clerk be delegated authority to dispose of the following assets, ensuring the best price is obtained for each:

- Kioti
- Plough
- Tractor Tyres

Minute 162 - TO DISCUSS AND DETERMINE A DE MINIMIS VALUE FOR ASSETS TO BE INCLUDED IN THE ASSET REGISTER

Councillors resolved to recommend to Full Council that the de minimis value for assets to be included in the Asset Register be set at £250 (exclusive of VAT).

Minute 163- TO DISCUSS, IN PRINCIPLE, A SUBSCRIPTION TO CIVICLY

Councillors agreed in principle to subscribing to Civicly and resolved to recommend to Full Council that the Clerk be delegated authority to proceed, subject to obtaining value for money.

Minute 165- TO RECEIVE AND REVIEW A QUOTATION FROM MAPUS-SMITH & LEMMON FOR 2025-26 INTERNAL AUDIT FUNCTION £1,200 EXCLUDING VAT

Councillors received and reviewed the quotation from Mapus-Smith Lemmon for 2025-26 Internal Audit function (£1,200 excluding VAT) and resolved to recommend to Full Council Mapus-Smith Lemmon be appointed as Fakenham Town Council's Internal Auditor for 2025-26

13 To receive and adopt the minutes of the Policy and Resources Committee held on:

- 18th March 2025 To note:

Minute 76 - TO RECEIVE AND REVIEW POLICIES FOR UPDATE:

- **Scheme of Delegation & Standing Committees Terms of Reference** – Cllrs agreed to recommend to Full Council for approval with amendment to Facilities & Amenities Committee 2.4 - All councillors unless sanctions imposed will be able to attend Facilities and Amenities to debate and have full involvement including voting rights on all matters.
Full Council to agree Full Council and both standing committee meeting start times.
- **Press and Media Policy** – all agreed to recommend to Full Council
- **Grants Awards Policy and Application Form** – All agreed to recommend to Full Council and to amend to include Market Tolls grants
- **Access to Information Policy** – All agreed to recommend to Full Council
- **Strategic Objectives plan 2025-2028** – All agreed to recommend to Full Council after Clerk makes small amends.
To recommend that a working group be establish in late summer to review the plan ahead of 2026/27 budget considerations starting in October 2025.

14 To receive and approve the new Financial Regulations

15 To note the recommendations of the FRGC Committee meeting held on 3rd March 2025:

Minute 44 - All agreed as FTC to appoint a specialist to ascertain the actual land boundaries of Aldiss Park

16 To discuss the FLASH project

17 To consider a mechanical garage for repairs and MOT of the current grounds vehicle

18 To elect an additional councillor for the Finance subcommittee

19 To elect a Fakenham Community Campus representative

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- 20 To receive an update on the proposal for a Fakenham Town Crier
- 21 To receive and consider two quotations for streetlighting repairs
- 22 To consider sponsorship of a duck in the Active Fakenham Sponsored Duck Race
- 23 To receive any further items for the next agenda.
- 24 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.
- 25 To discuss the FLASH Project
- 26 To discuss devolution
- 27 To discuss a meeting with former staff members
- 28 To move into Open session.
- 29 To note the date and time of the next meeting of the Council on 30th April 2025 at 18:00pm