

**MINUTES of the FULL COUNCIL MEETING
of FAKENHAM TOWN COUNCIL
held at the COMMUNITY CENTRE, OAK STREET, FAKENHAM**

WEDNESDAY 30TH OCTOBER 2024 at 6:00pm

Councillors: A Glynn (Chairman), V Joslin, M Campbell, L Harrison, A May-Hannam, G Acheson, J Rockett, J Holdom, T Duffy & C Fairbrother

District / County Councillors: L Vickers, J Punchard, C Cushing & T FitzPatrick

Town Clerk: L Meanley

RFO: K Lindsay

Members of the Public: Two

Press: None

153	TO RECEIVE A REPORT FROM FAKENHAM POLICE No police attendance but report received, 4 thefts from Rudham Stile Lane allotments reported to the office. Cllr Cushing will raise police attendance at the next SNAP meeting
154	TO RECEIVE ANY ELECTORS' QUESTIONS An elector had asked if a dog poo bin could be placed next to their land that's often used by dog walkers. They had offered to pay for installation. Cllrs agreed to the bin but on the condition that the elector paid for both installation and ongoing emptying. An elector raised that the minutes from the Development & Market meeting on the stated that Fakenham Area Partnership required a grant of £8705.50 for the Christmas lights because they no longer receive money from businesses in town, the money instead going to the Fakenham Events Committee for the Christmas lights event. Cllr Holdom confirmed that is what business have said and will confirm what business to Cllr Campbell outside of the meeting.
155	REPORTS FROM DISTRICT / COUNTY COUNCILLORS Cllr L Vickers has sent in a report which will be on the website. Cllr C Cushing has sent in a report and would like to see the additional SAM2 being used in Rudham Stile Lane. Cllr Punchard attended a town centre economic walk around with other NNDC Cllrs. Cllr FitzPatrick will circulate a report but has asked for speed traps to be placed in Fakenham at the last SNAP meeting, library frontage works are underway, New gritters gearing up for winter linked to roadside weather stations. NCC are now scrutinising their budget requirements. Cllr May-Hannam raised complaints regarding loud exhausts in town overnight. Noise activated cameras are being trialled in Great Yarmouth. ACTION: Cllr Glynn will send details of costs to Cllr FitzPatrick. ACTION: Cllr Glynn will attend the next SNAP meeting on Thursday 7th November
156	TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE Apologies given by Cllr's Hunter, Bucknell, Dutton and Southerland for reasons accepted.
157	DECLARATIONS OF INTEREST None
158	TO CONFIRM THE FULL COUNCIL MINUTES OF THE MEETING HELD ON 25TH SEPTEMBER 2024 The minutes of the Full Council meeting held on 25 th September 2024 were agreed on the proposition of Cllr Glynn and seconded by Cllr Joslin AGREED by all and signed by the Chairman.
159	TO RECEIVE UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT ON THE AGENDA Minute 131 – Cllr Duffy had sourced a quote, Will speak offline with the Clerk.
160	TO RECEIVE THE MAYOR'S ANNOUNCEMENTS The Deputy Minister, Angela Rayner, has proposed the return of virtual council meetings. It may be possible to adopt a hybrid option.
161	TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL. Cllr Holdom reported that Hayes & Storr had contacted her with an offer to open their doors on the Christmas lights switch on event - will pass on details to Cllr Campbell. Cllr Glynn reported that Barclays had a 1-year anniversary of the hub and had 3400 customers in 1 year, 47% of those were vulnerable, 50% were digitally inactive. The also offer a monthly fraud awareness presentation for anybody – they do not have to be Barclays customers. ACTION: Clerk to contact Barclays to offer to share dates

162	<p>TO FILL TWO TOWN COUNCILLOR VACANCIES BY CO-OPTION</p> <p>No one stood</p>
163	<p>TO RECEIVE AND NOTE CORRESPONDENCE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION</p> <p>The Clerk advised that on the 26th October a new sexual harassment duty had come into law requiring employers to take preventative measures.</p> <p>The Clerk advised that the grass contractors had offered a November cut, as the mild weather has seen grass continue to grow, at current prices. All agreed to have the additional cut.</p>
164	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE HELD ON 7TH OCTOBER 2024</p> <p>The minutes of the meeting held on 7th October 2024 were moved for reception and adoption by Cllr Duffy seconded by Cllr Acheson and agreed by all</p>
165	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE & ENVIRONMENT COMMITTEE HELD ON 8TH OCTOBER 2024 – TO NOTE:</p> <ul style="list-style-type: none"> • Minute 95 – Playground Repairs To proceed with repairs at Millennium Park to: Slide £422.80 Carousel £3720 Swing Basket Inspection £140 or replacement part (if not recently replaced) £1995 Seesaw £229.50 To proceed with repairs at Whitelands Park to: Swing £239.10 In addition, incidentals such as waste clearance and travel £587.70 All excluding VAT • All Agreed <p>Minute 96 – The estates working group propose that the Clerk have delegated authority to spend up to £15,000 on a suitable vehicle to replace the Kioti. The Clerk will take a Cllr to view suitable vehicles. On the proposition of Cllr Joslin, seconded by Cllr Glynn, all agreed.</p> <p>The minutes of the meeting held on 8th October 2024 were moved for reception and adoption by Cllr Joslin seconded by Cllr Glynn and agreed by all</p> <p>Minute 94.2 – VE Day 2025 – To agree a potential donation for the Marham Military wives Choir ACTION: Deputy Clerk will find out what a normal donation covers. Cllr Campbell offered to run a charity quiz to support them.</p>
166	<p>FINANCIAL MATTERS - MONTHLY REPORTS:</p> <p>a) To receive and approve Fakenham Town Council & Charter Market Receipts and Payments reports for September 2024</p> <p>On the proposition of Cllr Holdom, seconded by Cllr Glynn, RESOLVED to receive, and approve the receipts and payments of the accounts as reviewed by Full Council for September 2024</p> <p>b) To receive and approve Fakenham Town Council & Charter Market Consolidated Bank reports for September 2024</p> <p>On the proposition of Cllr Holdom, seconded by Cllr Glynn RESOLVED to receive, and approve the consolidated bank reports as reviewed by Full Council for September 2024. Bank statement balances were confirmed and signed.</p> <p>c) To receive and approve the second quarterly Income and Expenditure Budget v Actuals report – to note:</p> <ul style="list-style-type: none"> • Expense Code 4010 PAYE & NI – Ledger adjustment for HRMC year end creditor accrual reflected in 'Actual Month Figure'; September month figure alone is £2,572. • Expense Codes 4115 IT Equipment & Software / 4125 Office Equipment / 4130 Office Repairs & Maintenance, overspent – attributed to staff increase. <p>d) To receive schedule of payments over £500 for display on website</p> <p>Received and noted</p> <p>e) To receive the notes of a Finance discussion held on 21st October 2024</p> <p>The meeting of the 21st October was inquorate. Notes received and noted:</p> <ul style="list-style-type: none"> • To discuss a new energy tariff for Feeder Pillar, Market Place On the proposition of Cllr Holdom, seconded by Cllr Glynn, RESOLVED to change supplier to British Gas Lite when the current contract expires 16th November 2024 Standing Charge 40 (pence per day) Unit Rate 20.75 (pence per kWh) • To discuss the budget review On the proposition of Cllr Holdom, seconded by Cllr Glynn, RESOLVED the RFO to adjust the budgets of expense codes: 4275 - CCTV From £6,000 to £1,000

	<p>4500 - Grants S137 From £3,000 to £1,500 4501 - Youth Services Support From £12,000 to £6,000 4010 - PAYE & NI From £9,000 to £21,500</p> <ul style="list-style-type: none"> • Church Wall Invoice On the proposition of Cllr Holdom, seconded by Cllr Glynn, RESOLVED to pay the Church Wall invoice to Haller, in full - £7,899.80 excl. VAT. The church to be invoiced / recharged £899.80 plus VAT, being the portion exceeding the Town Council's budget of £7,000, for the project. • Appointment of Internal Auditor On the proposition of Cllr Holdom, seconded by Cllr Glynn, RESOLVED Trevor Brown was reappointed as the internal auditor for 2024/25. The Clerk asked that it be noted that when a new internal auditor was appointed for 2025/26 any issues found from prior to the new RFO's appointment date not be attributed to them. <p>The Finance subcommittee is a member short, Cllr Joslin has volunteered for the place, agreed by all on the proposition of Cllr Glynn, seconded by Cllr Harrison.</p> <p>f) To receive Finance Team report None</p>
167	<p>TO DISCUSS FULL COUNCIL AND COMMITTEE MEETINGS As 4 Cllrs were missing the item was discussed but a decision deferred. After discussion the main proposal is to trial 2 full council meetings a month, no longer having a Development & Market committee meeting or a Leisure & Environment meeting so that all have a say in all decisions. The meeting at the end of the month would remain the main one for Police/District/county Cllr attendance. Bimonthly Policy & resource meetings would become a monthly meeting encompassing Finance. HR meetings would be as required. ACTION: Clerk to draw up a trial proposal and timings</p>
168	<p>TO CONFIRM ARRANGEMENTS FOR REMEMBRANCE SUNDAY/ARMISTICE DAY – CLLR VOLUNTEER ROLES Cllrs wish to fill roles at the remembrance Sunday event rather than staff them. Cllrs Holdom / Glynn / Campbell / Fairbrother and Harrison volunteered to assist. ACTION: Clerk will send them directions on what's required on the day.</p>
169	<p>TO RECEIVE INFORMATION ON AGE FRIENDLY NORTH NORFOLK PROJECT Cllr's Noted</p>
170	<p>TO DISCUSS FLASH PROJECT AND UPDATE ON PROVISION OF MUGA NNDC are awaiting confirmation after today's budget of whether the project is going ahead.</p>
171	<p>TO DISCUSS 9 NORWICH STREET FAKENHAM Cllr Rockett proposed, seconded by Cllr Glynn agreed by all that Fakenham Town Council support NNDC, if they wished to seek to delist 9 Norwich Street. ACTION: Clerk to write to NNDC re end panel</p>
172	<p>TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA TO DISCUSS FULL COUNCIL AND COMMITTEE MEETINGS</p>
173	<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 Joslin, 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>
174	<p>TO RECEIVE NOTICE OF A DATA BREACH AND AGREE NEXT STEPS Cllr Glynn proposed that all agree the Clerks recommendations, seconded by Cllr Joslin and the Clerk have delegated authority to spend up to £3000 on a Data Protection Officer to conduct a review of the breach and a further data audit.</p>
175	<p>TO DISCUSS COUNCILLOR AND OFFICER ROLES AND EXPECTATIONS A Councillor was unhappy that the Clerk would not allow access to confidential NNDC notes outside of the office after NNDC and Full council had agreed they were only available within the office. The Clerk confirmed they had spoken to NNDC who reiterated that notes were not to leave the office and asked Councillors to refrain from putting officers in a position where they were asked to go against Full Council. The Clerk also reminded Councillors that there are policies and processes in place to protect both officers and Councillors and asked they be</p>

	followed in future if someone is unhappy with a situation.
176	TO DISCUSS TOWN BAND ACCOMMODATION Cllrs Rockett & May-Hannam left the meeting. Cllr Glynn has written to the band. Cllr Acheson proposed, seconded by Cllr Joslin that sessional hire and storage no longer be offered after 1 st March 2025 if the FLASH project doesn't not go ahead so that the pavilion can be repurposed. All agreed
177	TO MOVE INTO OPEN SESSION On the proposition of Cllr Glynn seconded by Cllr Joslin RESOLVED the Meeting moves into Open Session
178	TO CONFIRM THE DATE AND TIME OF THE NEXT MEETING 27 th November 2024 at 6:00pm
	There being no further business the meeting closed at 19:54 pm Confirmed this day of 2024 CHAIRMAN