



23rd January 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 29th JANUARY 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 15 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 18th December 2024.
- 4 To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda.
- 5 To receive the Mayor's Announcements.
- 6 To receive any reports from Councillors who have attended Meetings outside the Council.

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- 7 To fill two Town Councillor vacancies by co-option.
- 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:
 - 6th January 2025
- 10 To receive and adopt the Minutes of the Leisure & Environment Committee held on:
 - 14th January 2025. To note:
Minute 144- To consider the recommendation for topographical surveys to be completed at Rudham Stile Lane in the new financial year and as building work may happen on the Western & Northern boundaries that this be the first parcel of land to be registered.
- 11 To receive and adopt the Minutes of the Allotments Sub-Committee held on:
 - 7th January 2025. To note:
Minute 23 – To note the proposition to not put discounts in place but to put in place smaller annual price increases when appropriate to raise rents.
- 12 To receive and adopt the Minutes of the Policy & Resources Committee held on:
 - 8th January 2025. To note:
Minute 61 - To receive and adopt policies as listed reviewed at P&R meeting:
 - i. Flexible Working Policy
 - ii. Overtime and Toil Policy
 - iii. Adverse Weather Policy
 - iv. Councillor Officer Protocol
 - v. Finance & Governance Risk Management Policy
 - vi. Equality & Diversity Policy
Minute 62 – To consider the proposal that the meeting schedule be changed from June 2025 for a trial period of 6 months as follows essentially to merge P&R & Finance and to remove D&M.
 - Policy & Finance to meet once monthly – merging the monthly finance meeting & bi-monthly Policy & resources meeting.
 - Full Council to meet once monthly. To include planning applications in the same format as previously at D&M – Applications to be considered/To note comments on applications by email/to receive notice of decisions & to include Market Tolls grants. Clerk to have delegated authority to respond to the by email applications after email consultation with councillors as happens now.
 - Leisure & Estates to meet once monthly. To include the Heritage Trail and items on estate within Fakenham previously heard at D&M. To have delegated authority for expenditure within the relevant Estate Sites Budget Codes of up to either £5,000 / £7,500 or £10,000 (to be agreed) provided the budget line has sufficient funding.
 - Extra-Ordinary Planning meetings or working groups would be utilised if a particularly contentious issue arose or further discussion was required. HR subcommittee remains a subcommittee of P&F held when required.
- 13 Financial Matters – monthly reports
 - a. To receive and approve Fakenham Town Council & Charter Market Receipts and Payments reports for December 2024
 - b. To receive and approve Fakenham Town Council & Charter Market Consolidated Bank reports for December 2024 and bank statement balances for signing
 - c. To receive schedule of payments over £500 for uploading to website

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- d. To receive and approve the third quarterly Income and Expenditure Budget v Actuals report
- 14 To receive and adopt the minutes of the Finance Sub-Committee meeting held on:
- 20th January 2025 To note:

Minute 109 (97) – To consider the recommendation that the new Earmarked Reserve - Depot £50,000 be removed from the Reserves section of the 2025-26 Budget to an Expenditure budget line within the Cost Centre Estate Sites.

Minute 113- TO PREPARE THE 2025/26 PRECEPT INCREASE DEMAND EXPLANATION FOR NNDC TO USE ON COUNCIL TAX DEMAND NOTICES

To recommend to Full Council the 2025-26 precept increase demand explanation for NNDC to use on council tax demand notices:

- 1) The Council's gross expenditure for the year 2025/26. - **£546,700**
- 2) The Council's gross expenditure for the year 2024/25. - **£376,255**
- 3) The Council's Precept for the year 2025/26. - **£567,675**
- 4) Confirm the Council's Precept for the year was 2024/25. - **£341,600**

5) The reasons for any difference between 1 & 2 – **Primarily:**

DIRECT COSTS

Increase £21,500 10.7%

Due to employer NI contribution increases, national pay increase and contractual pay point progression.

ADMIN SERVICES

Increase £4,150 28.8%

Due to replacement equipment and general increase in costs (inflation).

OVERHEADS

Insurance

Increase £2,500 55.5%

Due to claims (settled and on-going), resulting loss of no claims bonus and increased premiums. The inclusion of an additional vehicle.

Legal Costs

Increase £7,000 233%

Due to existing and potential litigation and other legal advice/intervention, e.g. FLASH Project related legal expenses.

Professional Fees

Increase £3,000 150%

Due to provision for FLASH Project related expenses e.g. planning application for FTC depot.

Meeting Expenses

Increase £2,500 410%

Due to provision for facilitating hybrid meetings.

CONTRACTS

CCTV

Increase £14,000 233%

Due to the requirement to maintain and update the town's CCTV system.

ESTATE EXPENDITURE

Increase £94,350 192.5%

The increase is driven by the need to replace the depot lost to the FLASH Project, complete construction in the expansion area of Creake Road Cemetery, cover rising cemetery maintenance costs, and conduct necessary surveys and safety works.

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6) The reasons for any difference between 3 & 4 –

The **£226,075** increase is required to cover general rising costs from inflation as well as additional expenditures outlined in section 5. It also addresses a **£16,200 (35.5%)** budget shortfall caused by reduced income due to the removal of Trap Lane Pavilion for the FLASH Project, which also requires future provision for a Welfare Unit - **£20,000**. The increase also accounts for planning to meet future needs.

7) An opinion of the change in precept issued for the upcoming year to share with the taxpayer (what has caused this change, additional services provided etc.) –

The increase in precept is necessary to address several crucial projects that will enhance community services and ensure long-term sustainability. The delivery of North Norfolk District Council's highly anticipated swimming pool, the **FLASH Project**, is an exciting development for Fakenham. However, it does come with some significant impacts - the loss of Trap Lane Pavilion, including the income generated from sessional hire, the Council depot and storage area.

The immediate priority is to replace the storage and working depot. A substantial portion of the 2025/26 increase is allocated to funding this necessity.

Creake Road Cemetery is nearing its capacity. The **Cemetery Expansion** requires significant investment but the necessary work ensures that the cemetery can continue to provide a respectful and functional space for our community's needs.

Cemetery Maintenance is also a priority, as residents have voiced concerns about the upkeep of these important spaces. The increased precept will ensure that these areas are properly maintained to meet public expectations and preserve their integrity.

Finally, investment in **CCTV** is essential for enhancing security across the community, reducing crime, and improving safety for all residents.

These projects are essential to the well-being of our community, and the precept increase will enable us to meet these immediate and future needs effectively. Your contribution ensures we are able to provide safer, more sustainable, and well-maintained services for everyone.

Minute 115- To consider the recommendation to approve the quotation for Heritage Trail plaque replacements as discussed at the D&M Meeting on 6th January 2025, £453.00 excluding VAT, in the 2025-2026 financial year.

Minute 116- To consider the recommendation to approve the Parish Online subscription invoice, £240.00 excluding VAT.

Minute 118- To consider the recommendation to partially cover staff leave in the February-March 2025 period with a temporary appointment, if possible.

15 To receive and discuss the annual Hawk & Owl Trust report.

To note the recommendation of the Leisure and Environment Committee held on 14th January 2025:

Minute 145- All agreed to recommend to full council that the response be that we are disappointed in the quality of the land management report submitted to us, we would ask for confirmation of when the future plans mentioned are due to be actioned. We are sharing a report that we had commissioned in 2024 on the land if the Hawk & Owl Trust would like to comment.

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- 16 To receive the interim internal audit.
- 17 To discuss an advert for the Charter Market in the 2025 Town Guide.
- 18 To discuss the FLASH project.
- 19 To discuss FRGC.
- 20 To receive any further items for the next agenda.
- 21 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.
- 22 To agree the recommendations for the appointment of an Administrative Assistant
- 23 To consider the recommendation of the Policy & Resources Committee held on 8th January 2025 - an annual salary increase of 1 Spinal Column Point (SCP) would be applied to all staff on the 1st April yearly until the maximum SCP within the banding is reached subject to agreed satisfactory performance – Applicable from 1st April 2024 but only two staff members in scope – 1 Groundmen moving from SCP5 to 6 and the Clerk moving from SCP 33 to 34. The Clerk will not be included in the annual SCP rise in 2025 but will instead receive an increase of 1 SCP upon successful completion of the CiLCA.
- 24 To receive an update on FTC recommendations agreed at October's Full Council meeting, discuss the Independent Data Protection Gap Analysis Report and consider the recommendations made on:
 - a) The Data protection documentation & policies required by the council
 - b) The breach of employee personal data by a councillor
 - I. Independent assessment of data held in the councillor's home office and or computer
 - II. Credit Monitoring for all employees including former.
 - III. Data breach counselling for all employees including former
- 25 To receive and discuss NNDC standards committee findings.
 - a) Issue of a formal censure detailing the displeasure of the behaviour
 - b) The Subject Member be required to make a clear and unreserved public apology relating to his behaviour at Aldiss Park on 22 March 2024.
 - c) Removal from the Leisure and Environment Sub Committee, any other committees and outside appointments, until such time as the training below is recorded as completed by the Fakenham Town Council and the apology has been carried out.
 - d) The Committee recommends to Fakenham Town Council that the Subject Member be required to undertake and complete appropriate training in:
 - Code of Conduct
 - Data Protection and GDPRWithin 6 months of the date of the hearing (19/12/24).
- 26 To discuss the Flash Project.
- 27 To move into Open session.
- 28 To note the date and time of the next meeting of the Council on 26th February 2025.