

**MINUTES of the FULL COUNCIL MEETING  
of FAKENHAM TOWN COUNCIL**

**held at the COMMUNITY CENTRE, OAK STREET, FAKENHAM**

**on WEDNESDAY 22<sup>nd</sup> NOVEMBER 2023 at 6:00pm**

**PRESENT:**

Councillor A Glynn (Chairman)

Cllrs: J Holdom, M Dutton, G Acheson, D Hunter, V Joslin, M Campbell, J Rockett, T Duffy,

N Southerland,

District Councillors: None

County Councillor: None

Town Clerk: Lesley Meanley

Members of the public: None

Members of the Press: None

		<b>Action (initials)</b>
<b>AGENDA</b>		
<b>141</b>	<b>TO ALLOW DEBI HADEN FRON NORTH NORFOLK DISTRICT COUNCIL 10 MINUTES TO TALK ABOUT FAKENHAM DEMETIA SUPPORT</b> Discussion was cancelled	
<b>142</b>	<b>TO RECEIVE A REPORT FROM FAKENHAM POLICE</b> Report received from Sgt Gosden.	
<b>143</b>	<b>TO RECEIVE ANY ELECTORS' QUESTIONS</b> There were none	
<b>144</b>	<b>REPORTS FROM DISTRICT/COUNTY COUNCILLORS</b> Written report received prior to the meeting from Cllr Cushing.	
<b>145</b>	<b>TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE</b> Apologies were received and accepted from Cllrs Coates, Cllr May-Hannam, Cllr Bucknell and Cllr Mallett as well as District Councillor Cushing and Vickers and County Councillor FitzPatrick	
<b>146</b>	<b>DECLARATIONS OF INTEREST</b> None	
<b>147</b>	<b>TO CONFIRM THE FULL COUNCIL MINUTES OF THE MEETING HELD ON 25<sup>TH</sup> OCTOBER 2023.</b> The minutes of the Full Council meeting held on 25 <sup>th</sup> October 2023 were agreed on the proposition of Cllr Hunter and seconded by Cllr Joslin AGREED by all and signed by the Chairman.	
<b>148</b>	<b>TO RECEIVE UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT ON THE AGENDA</b> None	
<b>149</b>	<b>TO FILL TWO TOWN COUNCILLOR VACANCIES BY CO-OPTION</b> No Candidates stood. Clerk will advertise the positions further	<b>Clerk</b>
<b>150</b>	<b>TO RECEIVE THE MAYOR'S ANNOUNCEMENTS</b> Report received highlighting the skatepark consultation exercise which is going well and the visit of Professor David Stevens to Millenium Park to work proposals for park improvements, including a community orchard. The Autumn statement mentioned North Norfolk receiving money for a regeneration project. £9.8 million for a new swimming pool project for Fakenham.	

151	<p><b>TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL</b></p> <p>Cllr Campbell has met with the chief operating officer of the high school to discuss leisure and sporting activities.</p> <p>Cllr Southerland has a meeting scheduled with NNDC's Community connector regarding community engagement.</p>	
152	<p><b>TO RECEIVE AND NOTE CORRESPONDENCE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION</b></p> <p>Thank you, letter received from the Fakenham Choral Society - the recent Market Tolls grant will support their free Christmas concert in Fakenham Parish Church on the 16<sup>th</sup> December.</p> <p>Active Fakenham have confirmed they are unable to produce the 2024 Town guide and asked Fakenham Town Council to produce a guide. All Agreed Fakenham Town Council will take forward, Clerk to action. Active Fakenham still to advise on 2024 activities when confirmed.</p>	Clerk
153	<p><b>TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT &amp; MARKET COMMITTEES HELD ON 6<sup>th</sup> NOVEMBER 2023</b></p> <p>The minutes of the meeting held on 6th November 2023 were moved for reception and adoption by Cllr Hunter Seconded by Cllr Glynn and agreed unanimously.</p>	
154	<p><b>TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE &amp; ENVIRONMENT COMMITTEE HELD ON 21<sup>st</sup> NOVEMBER 2023.</b></p> <p>The minutes of the meeting held on 21<sup>st</sup> November 2023 were moved for reception and adoption by Cllr Joslin Seconded by Cllr Campbell and agreed unanimously. It was noted that approval was needed from Full Council for expenditure agreed at the L&amp;E meeting.</p> <p>Minute 84 Quote of £1494 plus VAT for remedial work to Aldiss Park Car park. Proposed by Cllr Joslin, seconded by Cllr Glynn. 6 for, 4 against so agreed.</p> <p>Minute 87 - that a sum of £50,000 be included in the 2024/5 budget to cover the initial costs of the early stages of Queens Road Chapel restoration, decisions on which are delegated to the Leisure &amp; Environment Committee. After discussion it was proposed by Cllr Acheson, seconded by Cllr Joslin that the quote received for £15085 for general initial repair work and £1730 for Guttering work plus VAT be taken forward instead. All Agreed.</p> <p>Minute 87 Grounds Maintenance &amp; Equipment Options – It was proposed by Cllr Joslin and seconded by Cllr Campbell to consider budgets and contract documents and make recommendations in December</p>	
155	<p><b>TO RECEIVE AND ADOPT MINUTES OF THE POLICY &amp; RESOURCES COMMITTEE HELD ON 7<sup>TH</sup> NOVEMBER 2023</b></p> <p>The minutes of the meeting held on 7th November 2023 were moved for reception and adoption by Cllr Glynn Seconded by Cllr Acheson and agreed unanimously</p>	
156	<p><b>TO ELECT A FIFTH MEMBER TO THE POLICY &amp; RESOURCES COMMITTEE</b></p> <p>Cllr Bucknell was nominated due to a lack of committee members. Cllr Bucknell will be an elected member. All agreed.</p>	
157	<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 October 2023.</b></p> <p>On the proposition of Cllr Dutton, seconded by Cllr Hunter, RESOLVED to receive, and approve the receipts and payments of the accounts as reviewed by the finance committee for October 2023</p> <p><b>b) To receive and approve Fakenham Town Council &amp; Charter Market Consolidated Bank reports for October 2023.</b></p> <p>On the proposition of Cllr Dutton, seconded by Cllr Hunter, RESOLVED to receive, and approve the consolidate bank reports as reviewed by the finance committee for October 2023</p> <p><b>c) To receive and adopt minutes for the Finance Committee meeting held on 13<sup>th</sup> November 2023</b></p> <p>The minutes of the meeting held on the 13<sup>th</sup> November 2023, were moved for reception and adoption by Cllr Dutton and Cllr Acheson.</p> <p><b>d) To receive Finance Team report</b></p> <p>On the proposition of Cllr Dutton, seconded by Cllr Acheson recommended the national staff pay award of £1925 for full time, pro-rated for part time staff goes into</p>	

	<p>December 2023's pay, to include arrears from 1<sup>st</sup> April 2023. All Agreed</p> <p><b>e) To receive any updated information on 2024-25 budget preparation.</b> All to consider final proposals ahead of Decembers meetings.</p> <p><b>f) To note the amended financial regulations document</b> Noted and to be circulated</p>	
158	<p><b>TO DISCUSS POSSIBLE CLOSER WORKING WITH LOCAL COMMUNITY GROUPS.</b> Deferred to December 2023 Full Council</p>	
159	<p><b>TO RECEIVE AND ADOPT POLICIES BROUGHT TO NOVEMBER P&amp;R MEETING</b>  <b>Lone Working Policy</b> - On the proposition of Cllr Glynn, seconded by Cllr Acheson and agreed by all that this policy should be approved.  <b>Body worn camera Policy</b>- On the proposition of Cllr Glynn, seconded by Cllr Acheson and agreed by all that this policy should be approved.  <b>Sickness Absence Policy.</b> Several dates to be confirmed, defer back to P&amp;R  <b>Office Risk Assessment</b> - On the proposition of Cllr Glynn, seconded by Cllr Dutton and agreed by all that this policy should be approved.</p>	
160	<p><b>TO RECEIVE THE INTERNAL CONTROLLERS REPORT.</b> None received.</p>	
161	<p><b>TO AWARD A GRANT UNDER THE LOCAL GOVERNMENT ACT 1972, S 137 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 AREA OF ITS INHABITANTS AND WILL BENEFIT THEM IN A MANNER COMMENSURATE WITH THE EXPENDITURE: MAGPAS AIR AMBULANCE.</b> This request was generic in nature by way of a flyer and was denied.</p>	
162	<p><b>TO RECEIVE AN UPDATE ON THE PARKING TOWN CENTRE REJUVENATION STAKEHOLDER WORKING GROUP</b> This has morphed into the transport hub working group. Awaiting Cllr Fitzpatrick to confirm stakeholders he requires. District Cllr Tim Adams happy to represent North Norfolk District Council. Fakenham Town Cllrs Duffy, Acheson, Bucknell and Rockett have expressed interest in being on the working party.</p>	
163	<p><b>TO REVIEW ARMISTICE DAY AND REMEMBRANCE SUNDAY EVENTS</b> Review deferred to P&amp;R. On the proposition of Cllr Dutton, seconded by Cllr Glynn and agreed by all that a payment of £60 be made to the Bugler for services on Armistice Day.</p>	
164	<p><b>TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA</b> Future options for closer working with local community groups. FRGC Resolution.</p>	
165	<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 Glynn seconded by Cllr Joslin 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>	
166	<p><b>TO CONFIRM THE CONFIDENTIAL MINUTES OF THE FULL COUNCIL MEETING HELD ON 25<sup>TH</sup> OCTOBER 2023, LEISURE AND ENVIRONMENT MEETING 21<sup>ST</sup> NOVEMBER 2023, POLICY AND RESOURCES MEETING 7<sup>TH</sup> NOVEMBER 2023.</b> The confidential minutes of the meeting held on 25<sup>th</sup> October 2023 were agreed on the proposition of Cllr Glynn and seconded by Cllr Joslin AGREED by all and signed by the Chairman.  <b>LEISURE AND ENVIRONMENT MEETING HELD ON 21<sup>ST</sup> NOVEMBER 2023.</b> The Confidential minutes of the meeting held on 21<sup>st</sup> November 2023 were agreed on the proposition of Cllr Glynn and seconded by Cllr Joslin AGREED by all.  <b>POLICY AND RESOURCES COMMITTEE HELD ON 7<sup>TH</sup> NOVEMBER 2023</b> The confidential minutes of the meeting held on 7<sup>th</sup> November 2023 were agreed on the proposition of Cllr Glynn and seconded by Cllr Joslin AGREED by all</p>	
167	<p><b>TO MOVE INTO OPEN SESSION</b> On the proposition of Cllr Dutton seconded by Cllr Glynn RESOLVED the Council move into Open Session.</p>	

168	<b>TO NOTE THE DATE AND TIME OF THE NEXT MEETING OF THE COUNCIL ON 20<sup>th</sup> DECEMBER 2023</b> The date of the next meeting is the 20 <sup>th</sup> December 2023	
	There being no further business the meeting closed at 19:30pm  Confirmed this                      day of                      2023.  <b>CHAIRMAN</b>	