

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

**WEDNESDAY 26<sup>th</sup> FEBRUARY 2025 at 6:00pm**

Councillors: A Glynn (Chairman), V Joslin, M Campbell, J Rockett, G Acheson, L Harrison, D Hunter, M Dutton, & T Duffy

District / County Councillors: NNDC District Cllrs J Punchard & C Cushing

Town Clerk: L Meanley

RFO: K Lindsay

Members of the Public: Seven

Press: One

<b>276</b>	<b>TO RECEIVE A REPORT FROM FAKENHAM POLICE</b> Report received until end December 2024.
<b>277</b>	<b>TO RECEIVE ANY ELECTORS' QUESTIONS</b> An elector requested if a dog poo bin could be placed in the footpath behind Clover Way. Cllrs discussed that there was already a bin in the vicinity, and all agreed to refuse an additional bin. An elector raised questions as follows regarding the data protection breach; <ul style="list-style-type: none"> <li>- Why has the council not formally apologised to those affected as agreed at the full council meeting on the 30<sup>th</sup> October? – Cllr Glynn advised that all councillors were incredibly sorry, and that the council had to complete investigations and council will issue a formal apology and accepted that there has been a delay. The council will do everything it can to expedite affairs.</li> <li>- Can the council assure that the breach has ceased? There is evidence of earlier breaches with Councillors – Cllr Glynn advised that the current breach has ceased, if there is evidence of earlier breaches the council will investigate.</li> <li>- Who is to be held accountable? Cllr Glynn advised it does not appear to be malicious, rather an error of judgement, and all councillors will be required to take GDPR training. The councillor responsible has resigned.</li> <li>- How do we feel? Councillors understood that there would be feelings of anger and concern.</li> <li>- How would Councillors feel if their personal information was held unlawfully? Councillors are horrified this has happened. Wanted to resolve sooner and have acted as quickly as we can, we have been waiting on specialist reports.</li> <li>- Can you guarantee anyone looking into this will be truly independent and not known to the council? The council have asked the current internal auditor to look into it but can look for a truly independent body.</li> <li>- Can you confirm they will look at the memory sticks held as well? Cllr Glynn confirmed this will be included in the brief.</li> </ul> <p><b>ACTION: Cllr Glynn will write formally to all affected former and current employees to apologise.</b>  <b>ACTION: The Clerk will write to all Councillors since 2014 and advise them of their responsibility regarding personal data and any information they hold.</b>  <b>ACTION: The Clerk will seek an independent auditor to undertake an assessment of the data held.</b>  <b>ACTION: Councillors will attend a meeting with the elector to discuss former issues.</b></p>
<b>278</b>	<b>TO RECEIVE REPORTS FROM DISTRICT / COUNTY COUNCILLORS</b> District Councillor Cushing had submitted a report. District Councillor Punchard has attended a briefing on Devolution County Councillor FitzPatrick offered apologies and sent a report.
<b>279</b>	<b>Councillors advised they would like to make amends to motions at Agenda Items 24 &amp; 25</b> <b>TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE</b> Apologies received and accepted from Cllr Fairbrother and Cllr Bucknell
<b>280</b>	<b>DECLARATIONS OF INTEREST</b> None
<b>281</b>	<b>TO CONFIRM THE FULL COUNCIL MINUTES OF THE MEETING HELD ON 29<sup>th</sup> JANUARY 2025</b> The minutes of the Full Council meeting held on 29 <sup>th</sup> January 2025 were agreed on the

	proposition of Cllr Glynn and seconded by Cllr Hunter AGREED by all and signed by the Chairman.
282	<p><b>TO RECEIVE UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT ON THE AGENDA</b></p> <p>Minute 273 a) The Clerk advised that the letter of formal censure had been issued. Cllr Glynn asked Cllr Rockett if he would like to formally apologise at this time. Cllr Rockett advised his answered remained the same.</p> <p>Minute 274 - The Clerk has written to the band</p>
283	<p><b>TO RECEIVE THE MAYOR'S ANNOUNCEMENTS</b></p> <p>Invitation received to the new distillery opening for Black shuck open day.</p>
284	<p><b>TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL.</b></p> <p>None</p>
285	<p><b>TO FILL THREE TOWN COUNCILLOR VACANCIES BY CO-OPTION</b></p> <p>There have been 7 requests for Application forms. Two applications received today but the candidates couldn't be there in person tonight. Cllrs requested they be invited to address the next meeting.</p>
286	<p><b>TO RECEIVE AND NOTE CORRESPONDENCE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION</b></p> <p>A freedom of Information request has been received from the Hawk &amp; Owl Trust. The council has been accepted on a NNDC pilot of a Community Resilience Maturity Index diagnostic tool, designed to assist preparation for emergency events – emergency or flood plans.</p>
287	<p><b>TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT &amp; MARKET COMMITTEE HELD ON 3<sup>rd</sup> FEBRUARY 2025</b></p> <p>The minutes of the meeting held on 3<sup>rd</sup> February 2025 were moved for reception and adoption by Cllr Hunter seconded by Cllr Acheson and agreed by all.</p>
288	<p><b>TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE &amp; ENVIRONMENT COMMITTEE HELD ON 11<sup>th</sup> FEBRUARY 2025</b></p> <p>The minutes of the meeting held on 11<sup>th</sup> February 2025 were moved for reception and adoption by Cllr Joslin seconded by Cllr Glynn and agreed.</p>
289	<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 January 2025.</b> On the proposition of Cllr Dutton, seconded by Cllr Joslin, RESOLVED to receive, and approve the receipts and payments of the accounts as reviewed by the Finance Sub-committee for January 2025.</p> <p><b>b. To receive and approve Fakenham Town Council &amp; Charter Market Consolidated Bank reports for January 2025</b> On the proposition of Cllr Dutton, seconded by Cllr Joslin, RESOLVED to receive, and approve the consolidated bank reports as reviewed by the fiancé sub-committee for January 20205.</p> <p><b>c. To receive schedule of payments over £500 for display on website</b> Received and noted</p>
290	<p><b>TO RECEIVE AND ADOPT THE MINUTES OF THE FINANCE SUBCOMMITTEE MEETING HELD 17<sup>th</sup> FEBRUARY 2025.</b></p> <p>The minutes of the meeting held on 17<sup>th</sup> February 2025 were moved for reception and adoption by Cllr Dutton seconded by Cllr Glynn and agreed.</p> <p>To note:</p> <ul style="list-style-type: none"> <li>• <b>Minute 131 TO CONFIRM THE INSTRUCTION TO PROCEED WITH THE UNITY TRUST BANK ACCOUNT APPLICATION SUBMISSION WITH FORMER CLLR J HOLDOM REMOVED AS A SIGNATORY</b> On the proposition of Cllr Glynn, seconded by Cllr Joslin the Unity Trust Bank account application to proceed and the form to be submitted with former Cllr J Holdom removed as a signatory, AGREED by all.</li> <li>• <b>Minute 132 TO CONFIRM THE INSTRUCTION TO REMOVE FORMER CLLR J HOLDOM AS A SIGNATORY FROM THE CCLA ACCOUNT</b> On the proposition of Cllr Glynn, seconded by Cllr Joslin former Cllr J Holdom to be removed as a signatory from the CCLA account, AGREED by all.</li> <li>• <b>Minute 133 TO RECEIVE NOTIFICATION OF THE SUBMISSION TO BARCLAYS OF A</b></li> </ul>

**MANDATE CHANGE FORM REMOVING FORMER CLLRS AND STAFF, APPLICABLE TO ALL BARCLAYS' ACCOUNTS** A mandate form has been submitted to Barclays removing all former councillors and staff members as signatories from all Barclays accounts, confirmation to be received. All approved signatories as at 17th February 2025:

Cllr Glynn

Cllr Dutton

Cllr Bucknell

Cllr Southerland

L. Meanley – Clerk

K. Lindsay – Deputy Clerk & RFO

M. Benstead – Stephenson Smart

• **Minute 134 TO DISCUSS A BARCLAYS MANDATE CHANGE TO INCLUDE ADDITIONAL SIGNATORIES** On the proposition of Cllr Dutton, seconded by Cllr Glynn, Cllr J Rockett to be included as a signatory for all Barclay's accounts, AGREED by all.

• **Minute 136 TO RECEIVE AND REVIEW THE INTERIM INTERNAL AUDITOR'S REPORT**

The interim Internal Auditor's report was received and reviewed. Responses to recommendations were noted for presentation to Full Council meeting 26th February 2025:

**Recommendation 1:** The new Finance Regulations will be amended to provide that such disclosure of all payments in that way, is not required.

**Recommendation 2:** Contract of Employment issues have been clarified and budget implications considered.

**Recommendation 3:** The Chair of the Finance Sub-committee and the RFO receive monthly salary summary data reports, prior to authorisation and payment.

**Recommendation 4:** The Council has confirmed its liability in terms of Returnable Allotment Deposits and a general journal has been entered into Rialtas to ensure the correct value is reflected in the relevant liability account.

**Recommendation 5:** The addition of the appropriate ledger to facilitate Aged Debt Analysis, will be included in all future proposals, when reviewing the current contract for accounting software.

**Recommendation 6:** Insurance is currently adequate. The asset register is to be amended and presented to the March Finance Sub-committee meeting in preparation for the End of Year Accounts 2024/25. The insurance to be reviewed, and amended, if necessary, when the asset register has been presented.

**Recommendation 7:** All FRGC matters to be reviewed at the next FRGC meeting – 3rd March 2025. Proposals to be discussed with Internal Auditor.

**Recommendation 8:** FRGC – CCLA account change of contact name to current Town Clerk has been initiated.

On the proposition of Cllr Dutton, seconded by Cllr Glynn to agree with all recommendations at minute 136. Agreed.

• **Minute 138 TO REVIEW AND APPROVE THE CAFÉ MENU SYSTEMS INVOICE NO.1619 - HERITAGE TRAIL HOSTING & QR DYNAMIC CODE HOSTING 12 MONTHS (6/02/2025 - 5/02/2026), £435 EXCLUDING VAT** Councillors resolved to recommend to Full Council the approval of the Invoice No.1619 Heritage Trail Hosting & QR Dynamic Code Hosting 12 months (6/02/2025 -5/02/2026), £435 excluding VAT

On the proposition of Cllr Dutton, seconded by Cllr Glynn to agree with all recommendations at minute 138. Agreed

• **Minute 142 TO REVIEW THE RESERVES POLICY** Councillors resolved to recommend to Full Council the approval of the Reserves Policy, with agreed amendment – as highlighted (attached)

On the proposition of Cllr Dutton, seconded by Cllr Campbell to approve the amendment to the reserves policy. Agreed

291	<p><b>TO RECEIVE AN UPDATE ON THE DATA PROTECTION BREACH AND TO AGREE THE FOLLOWING QUOTATIONS AS PER THE DATA PROTECTION RECOMMENDATIONS MADE BY FULL COUNCIL ON THE 29<sup>th</sup> JANUARY 2025;</b></p> <p>a) To confirm agreement for the independent Internal Auditor to conduct an independent assessment of data held both in hard copy and electronic at an approximate cost of £360 Following the elector's questions earlier in the meeting a independent auditor will be sought.</p> <p>b) To confirm credit monitoring for 9 employees (4 ex and 5 current). Quotes to follow. The Clerk has sourced 2 quotes, a third company had not responded. A quote of £490 for credit monitoring for 9 employees (ex &amp; current) was proposed by Cllr Dutton and seconded by Cllr Hunter. Agreed</p>
292	<p><b>TO RECEIVE A DRAFT SCHEME OF DELEGATION AND STANDING COMMITTEES TERMS OF REFERENCE</b> Deferred to Policy &amp; Resources. Any comments to the Clerk for collation.</p>
293	<p><b>TO ELECT A DEPUTY CHAIRMAN</b> Cllr Duffy seconded by Cllr Rockett nominated Cllr Dutton. A counter proposal that Cllr Joslin should be Deputy Chairman was made by Cllr Campbell, seconded by Cllr Harrison. A vote was held for the counter proposal with 5 for and 4 against. A vote was held for the original proposal with 4 for and 5 against. Cllr Joslin was duly elected as Deputy Chairman.</p>
294	<p><b>TO ELECT AN ADDITIONAL COUNCILLOR FOR THE FINANCE SUBCOMMITTEE</b> Deferred to March Full Council</p>
295	<p><b>TO ELECT A CHAIR OF THE ALLOTMENTS SUB COMMITTEE</b> Cllr Dutton self nominated, seconded by Cllr Glynn. All agreed.</p>
296	<p><b>TO ELECT A FAKENHAM COMMUNITY CAMPUS REPRESENTATIVE</b> <b>ACTION: Clerk to confirm if a representative is required.</b></p>
297	<p><b>TO ELECT A FAKENHAM AREA PARTNERSHIP REPRESENTATIVE</b> <b>ACTION: Clerk to confirm if a representative is required</b></p>
298	<p><b>TO DISCUSS FAKENHAM TOWN COUNCIL BANK SIGNATORIES</b> Agreed that Cllrs Harrison &amp; Acheson will be additional invoice check signatories and Cllr Rockett &amp; Joslin will be additional bank signatories.</p>
299	<p><b>TO DISCUSS THE PROPOSAL FOR A FAKENHAM TOWN CRIER</b> The council has received an enquiry for someone to take the role of Town Crier. <b>ACTION: Clerk to investigate costs and further information including scope of agreements ahead of the next Full council meeting.</b></p>
300	<p><b>TO DISCUSS SUGGESTIONS FOR A COMMUNITY HERO OF THE YEAR AWARD TO BE PRESENTED AT THE ANNUAL ASSEMBLY OF THE TOWN</b> The Clerk advised that as part of an updated annual assembly a newly formatted report would be produced and a community hero awarded. Cllrs requested a different name. The clerk advised they would approach business to sponsor the award.</p>
301	<p><b>TO DISCUSS THE PROPOSAL FOR ARTISTS IN RESIDENCE</b> All agreed in principle and that the council would need ultimate sign off on any Town artwork. The Gas Museum may have space next year to host or the Chapel at Queens Road may be a temporary solution.</p>
302	<p><b>TO DISCUSS THE FLASH PROJECT AND RECEIVE THE FOLLOWING TWO MOTIONS FOR CONSIDERATION AND RESOLUTION</b></p> <p><b>26/2/25/1</b> - That this meeting of Fakenham Town Council, whilst fully supporting the NNDC FLASH project is very concerned about the limited progress in the planning to provide both short term and permanent alternative provision for the council's vehicles, staff welfare and workshop facilities and storage presently available at Trap Lane. It is aware that the project will not be able to proceed without FTC agreeing to lease land to NNDC but notes that it is still waiting for an acceptable lease covering all the specific aspects previously discussed to be provided.</p> <p>It is also concerned about the lack of provision for guaranteed 365/24/7 access to the residual part of Trap Lane both during and after construction.</p>

	<p>a) Consequently, it is resolved that in order to protect the widest interests of the Town no lease can be signed until all these points are resolved to its satisfaction.</p> <p>b) Fakenham Town Council further resolves that for the avoidance of any doubt, notwithstanding any other Policy or Standing Orders, no councillor or employee has any delegated authority to sign any lease or agreement in this matter until it has been fully agreed at a future meeting.</p> <p>Cllr Dutton, seconded by Cllr Acheson proposed. An amendment was proposed by Cllr Joslin and seconded by Cllr Harrison – Consequently Fakenham Town Council would respectfully remind NNDC that in order to protect the wider interest of the town the lease will not be signed until all the above points are resolved to its satisfaction. As the amendment negated the original Cllrs voted on Cllr Dutton’s unamended proposal 6 for, 3 against.</p> <p><b>26/2/25/2</b> - The Clerk is instructed to commission a suitably qualified planning consultant to obtain outline planning permission for the proposed new sites of the Depot on Trap Lane including a new entrance directly into Trap Lane. Proposed by Cllr Dutton, seconded by Cllr Hunter, 10 agreed.</p> <p>Cllr Glynn seconded by Cllr Harrison proposed that the grounds depot be in the location indicated in NNDC plans next to the MUGA. All agreed</p>
<b>303</b>	<p><b>TO RECEIVE THE FOLLOWING MOTION REGARDING AMENDMENTS TO STANDING ORDERS FOR CONSIDERATION AND RESOLUTION</b></p> <p><b>26/2/25/3</b> - That this meeting agrees that the current ‘custom and practice’ to allow all councillors to attend all Council meetings, including any confidential items, is of real benefit to ensure all experience and views are available before any decisions are made. It also reduces duplication with benefits the general running of the Council.</p> <p>Consequently, this meeting resolves to amend Standing Orders so that no FTC Councillor is excluded from any meeting, including:</p> <p>a) para 3d will not apply to any FTC councillor, b) all FTC Councillors will be allowed full involvement in the meeting under 3e, c) that there will be no change to voting rights being restricted to those councillors who are members of the committee, subcommittee or working party or any other paragraph e.g. 3u.</p> <p>(for information; Para 3d - Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public’s exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public’s exclusion. Para 3e - Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.)</p> <p>Cllr Dutton proposed, seconded by Cllr Acheson. An amendment to the proposal by Cllr Hunter seconded by Cllr Campbell - to include unless a Cllr has sanction imposed on him or her. Cllr Dutton accepted the amendment. 7 for 1 against</p> <p><b>ACTION: move to P&amp;R for wording to be agreed.</b></p>
<b>304</b>	<p><b>TO DISCUSS FRGC, INCLUDING CONFIRMING THE EXISTING POLICY THAT FAKENHAM TOWN COUNCIL WILL PAY FOR FRGC EXPENSES</b></p> <p>Cllr Glynn proposed, seconded by Cllr Hunter that Fakenham Town Council will continue to pay FRGC expenses.</p>
<b>305</b>	<p><b>TO RECEIVE AND APPROVE THE PROPOSED FAKENHAM TOWN COUNCIL MEETING TIMETABLE FOR 2025-2026</b></p> <p>All agreed</p>
<b>306</b>	<p><b>TO RECEIVE ANY FURTHER ITEMS FOR THE AGENDA</b></p> <p>None</p>

307	<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></p> <p>On the proposition of Cllr Joslin, seconded by Cllr Hunter. 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>
308	<p><b>Cllr Hunter proposed, seconded by Cllr Campbell to suspend Standing orders. Agreed. Cllr Hunter read a statement.</b></p>
309	<p><b>TO UPDATE ON DEVOLUTION</b></p> <p>Notes from NNDC's meeting circulated.</p> <p><b>ACTION: Clerk to circulate slides and feedback email address with the draft minutes of Full Council</b></p>
310	<p><b>TO DISCUSS THE FLASH PROJECT</b></p> <p>Nothing discussed</p>
311	<p><b>TO MOVE INTO OPEN SESSION</b></p> <p>On the proposition of Cllr Glynn seconded by Cllr Joslin RESOLVED the Meeting moves into Open Session</p>
	<p><b>TO CONFIRM THE DATE AND TIME OF THE NEXT MEETING</b></p> <p>26<sup>th</sup> March 2025 at 6:00pm</p>
	<p>There being no further business the meeting closed at 19:59 pm Confirmed this day of</p> <p style="text-align: center;">2025</p> <p><b>CHAIRMAN</b></p>