



Fakenham Town Council

1 March 2016

I give notice that you are summoned to attend a **MEETING** of the **COUNCIL** at Fakenham Connect, Oak Street, Fakenham on **TUESDAY 8 March 2016** at **7.00pm**.

Yours faithfully

Linda Jennings
Town Clerk

PUBLIC WELCOME

A G E N D A

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.

- 1 To allow PC Wayne Simmons from Fakenham Police to give explanation of crime figures and to allow Councillors to ask questions.
- 2 To allow 15 minutes for Electors Questions
- 3 To allow 10 minutes for District/County Councillors to address the Meeting.
- 4 To receive Notice of Resignation of two Councillors.
- 5 To confirm the Minutes of the Meeting held on 9 February 2016 (attached).
- 6 To receive apologies for absence.
- 7 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.
- 8 Mayor's Announcements.
- 9 To receive any reports from Councillors who have attended Meetings outside the Council.

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Town Clerk: Linda Jennings

- 10 To receive an update on actions taken after the last Council Meeting if these matters are not included on the Agenda.
- 11 Decision Log (attached).
- 12 To receive and comment upon any items for information and action.
- 13 To receive and adopt the Minutes of the Development & Market Committees held on:
 - a) 15 February 2016 (attached).
- 14 To receive and adopt the Minutes of the Leisure & Environment Committee held on:
 - a) 23 February 2016 (attached).
- 15 To receive and adopt the Minutes of the Health & Safety Sub-Committee held on:
 - a) 2 February 2016 (Minutes and copies of the Town Council Risk assessment and the Health & Safety Policy attached).
- 16 Financial Matters
 - a) To authorise payment of Accounts and Accounts paid out of Meeting for February 2016 (to follow) and receive Bank Reconciliation Statements for February 2016 (to follow).
 - b) To approve the alignment of Standing Orders and Finance Regulation in accordance with the internal auditors' report dated 20th January 2016
 - c) To discuss the purchase of advertising banners for the Thursday Market for event purposes a cost of no more than £75.00.
- 17 To discuss a Town Guide for Fakenham.
- 18 To approve meeting dates for the forthcoming Council year.
- 19 To agree the promotion of the Community Volunteer Award.
- 20 To approve the updated Assets Register (attached).
- 21 To exchange any information on any matter which might properly be included on the Agenda of the April Meeting.
- 22 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.
- 23 To discuss Town Council accommodation
- 24 Review of FTC Report
 - a) To approve The Human Resources committee as a sub-committee of the Policy and Resources Committee with delegations to deal with disciplinary and grievance, as well as appraisals and day-to-day management of staff line managed.
 - b) To approve the Allotments committee as a sub-committee of Leisure and Environment with appropriate delegations.
- 25 To move into Open Session.