



Fakenham Town Council

6 September 2016

I give notice that you are summoned to attend the next **MEETING** of the **COUNCIL** at Fakenham Connect, Oak Street, Fakenham on **TUESDAY 13 SEPTEMBER 2016** at **7.00pm.**

Yours faithfully

Linda Jennings
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 allow Fakenham Police to give a report

To allow 15 minutes for Electors Questions

To allow 10 minutes for District/County Councillors to address 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 Minutes of the Meeting held on 12 July 2016 (attached).
- 4 To receive Notice of Resignation of a Councillor
- 5 To receive an update on actions taken after the last Council Meeting if these matters are not included on the Agenda
 - 5.1 To report on relocating CCTV
 - 5.2 Cranmer House
- 6 To receive the Mayor's Announcements.

Fakenham Connect, Oak Street, Fakenham, Norfolk NR21 9DY

Tel: 01328 853653

Email: info@fakenhamtowncouncil.co.uk

Website: www.fakenhamtowncouncil.org.uk

Town Clerk: Linda Jennings

- 7 To receive any reports from Councillors who have attended Meetings outside the Council.
- 8 To receive an update on the Decision Log (attached).
- 9 To receive and note correspondence and comment upon any items for information and action (attached)
- 10 To receive and adopt the Minutes of the Development & Market Committees held on:
 - a) 25 July 2016 (attached)
 - b) 8 August 2016 (attached)
 - c) 22 August 2016 (attached)
 - d) 12 September 2016 (to follow)
- 11 To receive and adopt the Minutes of the Leisure & Environment Committee held on:
 - a) 26 July 2016 (attached)
 - b) 16 August 2016 (attached)
- 12 Financial Matters
 - a) To authorise payment of Accounts and Accounts paid out of Meeting for July 2016 (attached) and August 2016 (to follow) and to receive Bank Reconciliation Statements for July 2016 (attached) and August 2016 (attached).
 - b) To receive notice that the inspection of the Council's accounts for 2015/2016 were completed and signed off by Mazars, the External Auditor on 18 August 2016 and to receive notice that the Notice of Conclusion of the Audit and right to inspect the Annual Return was displayed on the Council's Notice Board on 24 August 2016 for 14 days as required by law. (Copy Annual Return attached).
 - c) To approve Barclays Bank Simple Servicing authority for Ann Kerrison.
 - d) To approve Ann Kerrison as an additional bank account signatory for the setup of online payments.
 - e) To approve Ann Kerrison attending a New Clerks course on 18th & 25th October with Norfolk ALC at a cost of £55.
 - f) To approve staff and/or councillors attendance at NALC Autumn Conference 10 November 2016 in Hunstanton at a cost £25 per person.
 - g) To receive and approve final costs of RBS Accounting and training package
- 13 To award a grant under the Local Government Act 1972, Section 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:
 - a) Norfolk Citizens Advice.
- 19 To discuss the production of a Neighbourhood Plan.
- 20 To discuss the adoption of a telephone box situated in Fakenham Market Place for Community use.
- 22 To receive any further items for the next agenda.
- 23 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.
- 24 Staff matters

25 To discuss Town Council accommodation

26 To move into Open Session

27 To note the date and time of the next meeting of the Council on 11 October 2016 at 7.00pm.