



Fakenham Town Council

12 June 2018

I give notice that you are summoned to attend the next **MEETING** of the **COUNCIL** at Fakenham Connect, Oak Street, Fakenham on **TUESDAY 19 JUNE 2018** 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 Full Council Meeting held on 15 May 2018 and the Annual Town Meeting held on 21st May 2018.
- 4 To receive an update on actions taken after the last Council Meeting if these matters are not included on the Agenda.
- 5 To fill a Town Councillor Vacancy by co-option.
- 6 To receive an update on actions taken after the last Council Meeting if these matters are not included on the Agenda.
 - 1) Thursday Market Road closure.
 - 2) Adoption of telephone Boxes

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

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- 7 To receive the Mayor's Announcements.
- 8 To receive any reports from Councillors who have attended Meetings outside the Council.
- 9 To receive an update on the Decision Log (attached).
- 10 To receive and note correspondence and comment upon any items for information and action (attached).
- 11 To receive and adopt the Minutes of the Development & Market Committees held on:
 - a) 4th June 2018 (attached)
 - b) 18th June 2018 (to follow)
- 12 To receive the Minutes of the Leisure & Environment Committee held on:
 - a) 22 May 2018 (attached)
- 13 To receive minutes of the Policy & Resources Committee held on:
 - a) 29 May 2018 (attached)
- 14 Financial Matters:
 - a) To receive and approve Accounts paid out of Meeting for Fakenham Town Council and Charter Market for May 2018 (attached) and to receive Bank Reconciliation Statements for Fakenham Town Council and Charter Market May 2018 (attached).
 - b) To receive and approve Financial Statements year ending 31 March 2018 for Fakenham Town Council and the Charter Market.
 - c) To receive and authorise the Annual Governance Statement 2017-18, Section 1 of the Annual Governance and Accountability Return, year ending 31 March 2018.
 - d) To receive the Accounting Statement 2017-18, Section 2 of the Annual Governance and Accountability Return, year ending 31 March 2018.
 - e) To receive the Annual Internal Audit Report 2017/18, Part 3 of the AGAR, and to report on any items raised or recommendations made in the Internal Auditor's Final Report.
 - f) *To agree internal audit services for 2 x 1 day audit inspections during 2018-19 at an approximate cost of £1100 per annum. (Anticipated cost to be confirmed.)*
 - g) RFO's report.
- 15 To discuss the 'GoGo Hare'.
- 16 To discuss the Mayor's Cadet.
- 17 To agree the use of recording equipment at all Council meetings.
- 18 To agree that all Councillors will receive all agenda's by email and those who wish to have hard copies can do so.
- 19 To receive any further items for the next agenda.
- 20 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.

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- 21 To confirm the Confidential Minutes of the Meetings held on:
 - a) Full Council – 15 May 2018 (attached)
 - b) Policy & Resources – 29 May 2018 (attached)
 - c) Leisure & Environment – 22 May 2018 (attached)
- 22 To discuss Town Council accommodation
- 23 To discuss staff matters
- 24 To discuss the Architectural Heritage Fund.
- 25 To discuss the Leader Fund
- 26 To discuss the ownership and update of a footpath at Rudham Stile Lane.
- 27 To move into Open Session
- 28 To note the date and time of the next meeting of the Council on 17 July 2018 at 7.00pm.