



Fakenham Town Council

15 April 2020

I give notice that a Meeting of Fakenham Town Council will be held by **EMAIL RESPONSE**, on **TUESDAY 21 APRIL 2020**

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 receive a report from Fakenham Police

To receive any Electors Questions

To receive any reports from District/County Councillors

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 17th March 2020.
- 4 To receive an update on actions taken after the last Council Meeting if these matters are not included on the Agenda:
Minute 264 (146) – Carry forward postponed Councillor Training for future action
Minute 264 (237) – Library Triangle seats – update from Cllr Duffy
Minute 264 (241) – Highway Engineer attendance at Full Council meeting. Clerk has written to the Engineer and all works are on hold except for emergency repairs until the current crisis is over.
- 5 To fill One Town Councillor Vacancy by co-option.

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Town Clerk: Linda Jennings

- 6 To receive the Mayor's Announcements.
 - a) To receive a report from the Clerk regarding the Town Council staff.
- 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 – nothing received.
- 10 To receive and adopt the Minutes of the Development & Market Committees held on:
 - a) 30th March 2020 (attached)
 - b) 20th April 2020 (to follow)
- 11 To receive and adopt the Minutes of the Leisure & Environment Committee held on:
 - a) 24th March 2020 (attached)
12. To receive and adopt minute record/response summary of Policy and Resources electronic meeting 7 April 2020
13. Financial Matters
 - a. To receive and approve Fakenham Town Council & Charter Market Receipts and Payments reports for March 2020
 - b. To receive and approve Fakenham Town Council & Charter Market Consolidated Bank reports for March 2020
 - c. To receive and approve 4th Quarter Income & Expenditure report
 - d. To receive and approve 4th Quarter Budget versus Actuals Variance report
 - e. To receive minutes for the Finance Committee meeting 16 March 2020
 - f. To receive and adopt reviewed Investment Strategy (attached).
 - g. To receive Finance Team report
- 14 To note the solicitor's comments and agree the Finance Committee continues to explore the establishment of a Charter Market charitable trust, and further expenditure up to £4000.
- 15 To receive an update from the Clerk on how the practical processes of the Town Council are working during the Covid – 19 pandemic (attached).
- 16 To receive any further items for the next agenda.
- 17 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.
- 18 To confirm the Confidential Minutes of the Meetings held on:
 - a) Policy & Resources meeting – 7th April 2020
- 19 To move into Open Session
- 20 To note the date and time of the next meeting of the Council on 19th May 2020