



## **Fakenham Town Council**

15 April 2020

I give notice that a Meeting of Fakenham Town Council will be held by **ZOOM on TUESDAY 19 MAY 2020 AT 6PM**

Yours faithfully

Linda Jennings  
Town Clerk

**ANY MEMBER OF THE PUBLIC WISHING TO ATTEND THIS MEETING MUST CONTACT THE CLERK IN ADVANCE FOR JOINING INSTRUCTIONS.**

## **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

**To record the signing of The Members Code of Conduct virtually.**  
**These will be formally approved at a future time**  
**when all Councillors are able to meet in person.**

### **AGENDA**

- 1 To elect the Town Mayor and receive (virtually) the Town Mayor's Declaration of Acceptance of Office as required by law.
- 2 To consider for acceptance apologies for absence.
- 3 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.

Fakenham Connect, Oak Street, Fakenham, Norfolk NR21 9DY  
Tel: 01328 853653  
Email: [info@fakenhamtowncouncil.co.uk](mailto:info@fakenhamtowncouncil.co.uk)  
Website: [www.fakenhamtowncouncil.org.uk](http://www.fakenhamtowncouncil.org.uk)  
Town Clerk: Linda Jennings

- 4 To elect the Deputy Town Mayor and receive (virtually) the Deputy Town Mayor's Declaration of Acceptance of Office as required by law.
- 5 To confirm the Minutes of the Meeting held on 21<sup>st</sup> April 2020.
- 6 To receive an update on actions taken after the last Council Meeting if these matters are not included on the Agenda:  
Minute 290 (264,146) – Carry forward postponed Councillor Training for future action  
Minute 290 (264,237) – Library Triangle seats – update from Cllr Duffy
- 7 To fill One Town Councillor Vacancy by co-option.
- 8 To constitute the Committees of the Council for the ensuing year as follows –  
**Councillors to complete preference form prior to the meeting as attached:**
  - a) Development & Market (Mayor and Deputy Mayor and 7 members)
  - b) Leisure & Environment (Mayor and Deputy Mayor and 7 members)
  - c) Finance Sub Committee (Mayor, Deputy Mayor and two members with finance expertise).
  - d) To appoint a Councillor to assist the Town Clerk with the management of Estate land currently Cllr M. Coates.  
Councillors have submitted their preferences prior to this meeting by email.
- 9 To appoint representatives to the following outside bodies (previous appointee's names in brackets):
  - a) Fakenham Olivet Twinning Club (Cllr S Mears)
  - b) Fakenham Museum of Gas & Local History (Cllr G Acheson)
  - c) Fakenham Police SNAPs (Cllr S Mears)
  - d) Fakenham Town Band (Cllrs Coates and Acheson)
  - e) Fakenham Charities (Cllr Foortse)  
Councillors have submitted their preferences prior to this meeting by email.
- 10 To receive the Mayor's Announcements.
- 11 To receive any reports from Councillors who have attended Meetings outside the Council.
- 12 To receive an update on the Decision Log (attached).
- 13 To receive and note correspondence and comment upon any items for information and action – nothing received.
- 14 To receive and adopt the Minutes of the Development & Market Committees held on:
  - a) 20<sup>th</sup> April 2020 (attached)
  - b) 11<sup>th</sup> May 2020 (attached)
- 15 To receive and adopt the Minutes of the Leisure & Environment Committee held on:
  - a) 28<sup>th</sup> April 2020 (attached)
- 16 To receive and adopt minute record/response summary of Policy and Resources electronic meeting 13 May 2020 (to follow)
17. Financial Matters
  - a. To receive and approve Fakenham Town Council & Charter Market Receipts and Payments reports for April 2020  
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- b. To receive and approve Fakenham Town Council & Charter Market Consolidated Bank reports for April 2020
  - c. To receive minutes for the Finance Committee meeting 18<sup>th</sup> May 2020 (to follow).
  - d. To receive Finance Team report
  - e. To appoint an Internal Control Officer
  - f. To re-appoint Internal Auditor for 2020/2021
- 18 To receive any further items for the next agenda.
- 19 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.
- 20 To confirm the Confidential Minutes of the Meetings held on:  
a) Policy & Resources meeting – 13<sup>th</sup> May 2020
- 21 To move into Open Session
- 22 To note the date and time of the next meeting of the Council on 16th June 2020