

MINUTES of the FULL COUNCIL MEETING of FAKENHAM TOWN COUNCIL

held at Fakenham Connect, Oak Street, Fakenham

on TUESDAY 17th March 2020 at 7:00pm

PRESENT:

Councillor G Foortse (Chairman, presiding)

Town Cllrs: G Acheson, M Coates, J Holdom and T Duffy

Town Clerk: L Jennings

Deputy Town Clerk: Not present

District Councillors: Not present

County Councillor: Nor present

Police: None

Press: None

Public: None

		Action (initials)
258	TO ALLOW FAKENHAM POLICE TO GIVE A REPORT No police were present, reports had been circulated.	
259	TO ADJOURN THE MEETING FOR ELECTORS QUESTIONS The Chairman had received email from an elector to pass on verbally at the meeting to Cllr Punchard. Chairman to send to Clerk for forwarding to Cllr. Punchard.	Clerk
260	TO ALLOW 10 MINUTES FOR DISTRICT/COUNTY COUNCILLORS TO ADDRESS THE MEETING Cllr Fitzpatrick – Had sent a report which was circulated to members. Cllr Cushing – Had sent a report which was circulated to members	
AGENDA		
261	TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE. Apologies for absence were received and accepted from Cllrs Hannon, Glynn, Dutton, Griffiths, Campbell, Andrews, Rockett, Mears, Thorpe and Bucknell. County Councillor Fitzpatrick and District Councillors Rest, Punchard and Cushing. PC Rich Dawson.	
262	DECLARATIONS OF INTEREST There were none.	
263	TO CONFIRM THE MINUTES OF THE MEETING HELD ON 18th FEBRUARY 2020 The minutes of the meeting held on 18 th February 2020 were on the proposition of Cllr Acheson and seconded by Cllr Coates, AGREED and signed by the Chairman.	
264	TO RECEIVE UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT ON THE AGENDA Minute 166 – Councillor Training - This has been cancelled.	

	<p>Minute 233 – Repair of benches in the Market Place – North Norfolk District Council (NNDC) have found a carpenter who can replace the damaged slats. This was due to be completed in August 2020.</p> <p>Minute 237 – Library Triangle - No further updates.</p> <p>Minute 241 – Highway Engineer attendance at Full Council meeting - Engineer unable to attend. The Clerk will write to ask what the situation is regarding the completion of works in the Market Place and when it can be expected to be completed.</p> <p>Minute 250 – Update on Registration Service - This due to reopen at Easter with some adjustments.</p> <p>Minute 252 – Meeting with MP - on the proposition of Cllr Acheson, seconded by Cllr Coates the March Extraordinary Meeting with the MP will be cancelled. All in favour.</p> <p>Big Issue Seller – The Clerk has spoken to the Area Manager for the Big Issue who has assured that he will speak to the individual. Should anymore incidents occur he will be removed from his pitch.</p>	<p>Clerk</p> <p>Clerk</p>
265	<p>TO FILL ONE TOWN COUNCILLOR VACANCIES BY CO-OPTION There were no applicants</p>	
266	<p>TO RECEIVE THE MAYORS ANNOUNCEMENTS Attended a meeting with Fakenham Cricket Club.</p>	
267	<p>TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL No reports received.</p>	
268	<p>DECISION LOG AND CLERKS REPORT Full Council 184 - On the proposition of Cllr Acheson, seconded by Cllr Coates that the VE Day Celebration is cancelled. All in favour. L & E 82 – Chainsaw course. The Groundsmen have now completed the course and both have passed. D & M 157 – Wooden boardwalk at Aldiss park. Cllr Coates will investigate this and take to the next L & E meeting. Agenda item.</p>	<p>Clerk</p>
269	<p>TO RECEIVE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION These were noted.</p>	
270	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE ON 2nd & 16TH March 2020 270.1 The minutes of the meeting held on 2nd March 2020 were moved for reception and adoption by Cllr Duffy Seconded by Cllr Acheson and agreed unanimously. 270.2 The minutes of the meeting held on 16th Mach 2020 were moved for reception and adoption by Cllr Duffy Seconded by Cllr Acheson and agreed unanimously.</p>	
271	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE & ENVIRONMENT COMMITTEE HELD ON 29th JANUARY 2020 244.1 The minutes of the meeting held on 25th February 2020 were moved for reception and adoption by Cllr Coates, Seconded by Cllr Foortse and agreed unanimously.</p>	
272	<p>FINANCIAL MATTERS 272.1 To receive and approve Fakenham Town Council Receipts & Payments and Consolidated Bank reports for February 2020 On the proposition of Cllr Acheson, seconded by Cllr Foortse RESOLVED to receive and approve the payment of the accounts for February 2020 and the bank reconciliation statements as reviewed by the finance committee for February 2020. 272.2 To receive and approve the Charter Market Receipts &</p>	

	<p>Payments and Consolidated Bank reports for February 2020 On the proposition of Cllr Acheson, seconded by Cllr Foortse RESOLVED to receive and approve the payment of the accounts for February 2020 and the bank reconciliation statements as reviewed by the finance committee for February 2020.</p> <p>272.3 To Receive Minutes of Finance Committee Meeting 17th February 2020 The minutes of the meeting held on 16th March 2020 were moved for reception and adoption by Cllr Holdom, Seconded by Cllr Acheson and agreed unanimously.</p> <p>Minute 100 -</p> <ul style="list-style-type: none"> • Financial Regulations – have been reviewed, amended and agreed. ▪ Financial Risk Assessment – have been reviewed, amended and agreed. ▪ Risk Management Policy - this will be taken to the next Policy & Resources meeting on 7th April 2020. • Pension Policy – this will be taken to the Policy & Resources meeting on 7th April 2020. <p>272.4 Finance Team Report. It was noted that the Finance Sub-committee had met before the D&M meeting on 16th March. The Finance Team report was dealt with in detail later in the meeting and is recorded in minute 283.</p>	
273	<p>TO AWARD A GRANT UNDER THE LOCAL GOVERNMENT ACT 1972, S 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) Priscilla Bacon Hospice b) Fire Fighters Charity This item has been deferred until the next time the Council are able to meet.</p>	
274	<p>TO RECEIVE AN INVITATION TO JOIN THE NORTH NORFOLK TOWN AND PARISH FORUM (NNTPF) This was declined.</p>	
275	<p>PARKING ISSUES IN FAKENHAM A meeting has taken place and it was agreed that a survey would be carried out. This will now not happen as during these difficult times the results could be skewed.</p>	
276	<p>QUESTIONS TO BE PUT TO THE MP This meeting has been cancelled.</p>	
277	<p>TO DISCUSS BUSIESS RATES FOR THE THURSDAY MARKET Hansells Solicitors are dealing with this issue. The budget for costs is £1000. If this should increase Councillors will be informed first.</p>	
278	<p>TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA None received.</p>	
279	<p>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. On the proposition of Cllr Coates seconded by Cllr Acheson RESOLVED that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that Public & Press be excluded from the Meeting, as publicity would be prejudicial to the public interest by reason of the nature of the</p>	

	business to be transacted.	
280	<p>TO CONFIRM THE CONFIDENTIAL MINUTES OF THE FOLLOWING MEETINGS</p> <p>280.1The minutes of the Full Council meeting held on 18th February 2020 were on the proposition of Cllr Foortse and seconded by Cllr Acheson, AGREED and signed by the Chairman.</p> <p>280.2The minutes Leisure & Environment Committee meeting held on 25th February 2020 were on the proposition of Cllr Coates and seconded by Cllr Foortse AGREED and signed by the Chairman.</p>	
281	<p>TO DISCUSS TOWN COUNCIL ACCOMMODATION</p> <p>Nothing to report.</p>	
282	<p>TO MOVE INTO OPEN SESSION</p> <p>On the proposition of Cllr Acheson seconded by Cllr Coates RESOLVED the Council moves into Open Session.</p>	
283	<p>Due to the Coronavirus outbreak Councillors then continued the meeting to decide measures and delegated powers that should be put in place.</p> <p>VE Day Celebrations – announcement onto the website.</p> <p>IT – The Clerk and the Chairman have delegated power to purchase a laptop for the Deputy Clerk to work from home.</p> <p>Finance Stephenson Smart will continue with the accounts. On the proposition of Cllr Acheson, seconded by Cllr Foortse RESOLVED that to help the Finance Team in case of self-isolation the RBS accounting software package used by the town council will be placed on the Stephenson- Smart team laptop. Marina Watters to contact Andrew Simnor to help set this up. The main PC in the Deputy Clerks office will have to remain on for remote access. The Town Council will meet all costs. All in favour. It was also agreed to purchase a battery box as a standby for the computers in the office in case of power failure</p> <p>Invoices – The current authorisation process of two signatories will continue. Emergency measures will include online authorisation by two signatories, as opposed to physical signatures On the proposition of Cllr Acheson, seconded by Cllr Coates RESOLVED that for a limited period Marina Watters of Stephenson Smart shall become a bank signatory. This is a short term measure to ensure continuity for the medium term should the offices be closed, or the RFO (Martin Benstead – Stephenson Smart) and staff have to work remotely whilst the emergency lasts, as it can take considerable time for the mandate process to complete.</p> <p>Outdoor Staff – The staff has no underlying health problems and are happy to continue with their duties but with some restrictions. The Clerk and Cllr Coates will manage them remotely Cllr Coates will continue to check the estate in conjunction with Cllr Dutton.</p> <p>Leisure & Environment Committee – The Chairman of this committee will manage any affairs that may arise and will liaise with the Deputy Chairman Cllr Dutton. Any expenditure will need to go through the correct channels for authorisation.</p>	

