



## **Fakenham Town Council**

3 May 2016

I give notice that the **ANNUAL MEETING** of the **COUNCIL** at Fakenham Connect, Oak Street, Fakenham on **TUESDAY 10 MAY 2016** at **7.00pm**.

Yours faithfully

Linda Jennings  
Town Clerk

### **PUBLIC WELCOME**

### **A G E N D A**

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

a) Letter from resident asking the views of the Town Council regarding Norwich Street.

To allow 10 minutes for District/County Councillors to address the Meeting.

#### **AGENDA**

- 1 To elect the Town Mayor and receive the Town Mayor's Declaration of Acceptance of Office as required by law
- 2 To consider for acceptance apologies for absence.
- 3 To confirm receipt of Declaration of Acceptance of Office and Register of Members Interest for S. Mears.
- 4 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

- 5 To elect the Deputy Mayor and receive the Deputy Mayor's Acceptance of Office as required by law.
- 6 To confirm the Minutes of the Meetings held on 12 April 2016 and the Annual Assembly on 19 April 2016 (attached).
- 7 To receive an update on actions taken after the last Council Meeting if these matters are not included on the Agenda.
  - 245.2 C. Longwill – Estate Agents boards.
  - 245.3 S. Brierley and D. Edge – Kinnerton's noise complaint.
  - 246 – Highfield Car Park- Land Registry documents from District Cllr John Rest.
  - 255 – Leisure 163 – Information regarding the humane dispatch of rabbits.
- 8 To constitute the Committees of the Council for the ensuing year as follows:
  - a) Development & Market (7 members + Mayor and Deputy Mayor)
  - b) Leisure & Environment (7 members + Mayor and Deputy Mayor)
  - c) Allotments Sub Committee
  - e) Fakenham Town Band (2 members)
  - f) Health & Safety Risk Assessment Working Party (2-3 members + Clerk)
  - g) To appoint Fire Marshalls (Town Clerk L Jennings & Councillor A Vertigan)
  - h) To appoint a Councillor to assist the Town Clerk with the management of Estate land (i.e. cattle, fencing and woodland) currently Cllr M. Coates
- 9 To appoint representatives to the following bodies (previous appointee's names in brackets):
  - a) Fakenham Community Campus (Cllr J Holdom)
  - b) Fakenham Olivet Twinning Club (Cllr G Acheson)
  - c) Fakenham Museum of Gas & Local History (Cllr N Westmancott)
  - d) Fakenham Police SNAPs ( )
  - e) Fakenham Area Partnership (Cllr J Holdom)
  - f) Fakenham Charities (Cllr Westmancott and Cllr Vertigan)
  - g) FABCOM (Cllr Punchedard)
  - h) Kick Start (Cllr Vertigan)
  - i) Active Fakenham Steering Group (Cllr Crook)
  - j) War Memorial Updating Panel (Elected when required)
- 10 To receive a Protocol for the Recruitment of New Council Members.
- 11 To fill one vacancy on the Council by co-option
- 12 To receive the Outgoing Mayor's Announcements.
- 13 To receive any reports from Councillors who have attended Meetings outside the Council.
- 14 To discuss the potential closure of Cranmer House and receive a letter from the Friends of Cranmer House (attached).
- 15 To discuss the proposed car parking charges by North Norfolk District Council for the area outside the Community Centre.
- 16 To receive an update on the Decision Log and Clerks report (attached).
- 17 To receive and comment upon any items for information and action.

- 18 To receive and adopt the Minutes of the Development & Market Committees held on:
- a) 18 April 2016 (attached)
  - b) 9 May 2016 (To Follow)
- 19 To receive and adopt the Minutes of the Allotments Sub-Committee held on:
- a) 19 April 2016 (attached)
- 20 To receive and adopt the Minutes of the Leisure & Environment Committee held on:
- a) 26 April 2016 (attached)
- 21 Financial Matters
- a) To authorise payment of Accounts and Accounts paid out of Meeting for April and receive Bank Reconciliation Statements for April (to follow).
  - b) To receive and approve Budget vs Actuals for the year ending 31 March 2017 (to follow).
  - c) To receive a report from the RFO.
  - d) To review the Effectiveness of Internal Audit
- 22 **LOCAL GOVERNMENT ACT 1972, s 144 (TOURISM) DONATION**  
Under the provisions of Section 144 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) **SSAFA** – The armed forces charity.
- 23 To receive any further items for the next agenda.
- 24 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.
- 25 Staff matters
- 26 To discuss Town Council accommodation
- 27 To move into Open Session
- 28 To note the date and time of the next meeting of the Council on 14 June 2016 at 7.00pm