



## **Fakenham Town Council**

6 December 2016

I give notice that you are summoned to attend the next **MEETING** of the **COUNCIL** at Fakenham Connect, Oak Street, Fakenham on **TUESDAY 13 DECEMBER 2016** 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 Meeting held on 8 November 2016 (attached) and to confirm the minutes of the Extraordinary Meeting held on 22 November 2016 (attached).
- 4 To receive an update on actions taken after the last Council Meeting if these matters are not included on the Agenda.
- 5 To receive the Mayor's Announcements.
- 6 To receive any reports from Councillors who have attended Meetings outside the Council.

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

- 7 To receive an update on the Decision Log (attached).
- 8 To receive and note correspondence and comment upon any items for information and action (attached)
- 9 To receive and adopt the Minutes of the Development & Market Committees held on:
  - a) 21 November 2016 (attached)
  - b) 12 December 2016 (to follow)
- 10 To receive and adopt the Minutes of the Leisure & Environment Committee held on:
  - a) 15 November 2016 (attached).
- 11 To receive and adopt the Minutes of the Policy & Resources Committee held on:
  - a) 29 November 2016
- 12 Financial Matters
  - a) To authorise payment of Accounts and Accounts paid out of Meeting for November 2016 (to follow) and to receive Bank Reconciliation Statements for November 2016 (to follow).
  - b) RFO's report.
  - c) To receive recommendations for the 2017/18 budget.
  - d) To approve extra training day for the RBS accounting package at a cost of (approx.) £500.
  - e) To approve quotation of £656.00 + vat from Haller Builders to repair damaged fence at 22 Whitelands, Fakenham; following an incident with a street light.
  - f) To receive renewal quotations for a three year term for the Town Council annual insurance:
    - a) WPS Insurance £5470.09 per year plus £461.60 for vehicle insurance.
    - b) Zurich Insurance £3994.27 per year including vehicle insurance.
- 13 To discuss a road closure for future Remembrance Day events.
- 14 To discuss the Annual Assembly for 2017.
- 15 To appoint a member of the Leisure & Environment Committee with the relevant skills to the Policy & Resources Committee to serve until the next Annual Meeting of the Council.
- 16 To approve training for up to 8 Councillors on 12<sup>th</sup> & 19<sup>th</sup> January 2017 at 6.30pm in accordance with standing orders.
- 17 To receive any further items for the next agenda.
- 18 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.
- 19 To discuss Town Council accommodation
- 20 To discuss a report from the Grass Cutting Working Party.
- 21 To move into Open Session
- 21 To note the date and time of the next meeting of the Council on 10 January 2017 at 7.00pm.