



## **Fakenham Town Council**

8 May 2018

I give notice that you are summoned to attend the next **MEETING** of the **COUNCIL** at Fakenham Connect, Oak Street, Fakenham on **TUESDAY 15 MAY 2018** 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 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 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.
- 4 To elect the Deputy Mayor and receive the Deputy Mayor's Acceptance of Office as required by law.
- 5 To confirm the Minutes of the Meeting held on 10 April 2018.
- 6 To fill Two Town Councillor Vacancies by co-option and to sign the Declaration of Acceptance of Office and Register of Member's Interests.

- 7 To receive an update on actions taken after the last Council Meeting if these matters are not included on the Agenda.
  - 1) Thursday Market Road closure.
  - 2) CCTV in St Peters Gardens
  - 3) Commemoration of the end of the First World War
  - 4) Adoption of telephone Boxes
  - 5) GDPR (General Data Protection Regulation)
- 8 To receive the resignation of three Councillors.
- 9 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.
- 10 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 (To be filled)
  - d) Fakenham Police SNAPs (Cllr S Mears)
  - e) Fakenham Area Partnership (Cllr J Holdom)
  - f) Fakenham Charities (Cllr Vertigan)
  - g) FABCOM (Cllr Sandford-Cooke)
  - h) Kick Start (Cllr Vertigan)
  - i) Active Fakenham Steering Group (Cllr Crook)
  - j) War Memorial Updating Panel (Elected when required)
- 11 To receive the Outgoing Mayor's Announcements.
- 12 To receive any reports from Councillors who have attended Meetings outside the Council.
- 13 To receive an update on the Decision Log (attached).
- 14 To receive and note correspondence and comment upon any items for information and action (attached).
- 15 To receive and adopt the Minutes of the Development & Market Committees held on:
  - a) 23 April 2018
  - b) 14 May 2018
- 16 To receive the Minutes of the Leisure & Environment Committee held on:
  - a) 24 April 2018
- 17 To receive minutes of the Policy & Resources Committee held on:
  - a) 2 May 2018

- 18 Financial Matters:
  - a) To receive and approve receipts and payments and bank reconciliation reports for April (to follow)
  - b) RFO's report.
  - c) To receive National Joint Council recommendations for staff 2018-19 pay awards.
  - d) To appoint an Internal Control Officer
  - e) To re-appoint Internal Auditor for 2018/19
- 19 **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) Norfolk Age UK
  - b) North Norfolk Age Concern
- 20 To discuss the forthcoming Annual Assembly
- 21 To decide the Recipient of the Community Volunteer Award 2018.
- 22 To approve the Mayors Cadet for 2018 - 2019
- 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 To confirm the Confidential Minutes of the Meetings held on:
  - a) Full Council – 10 April 2018
  - b) Policy & Resources – 2 May 2018
  - c) Leisure & Environment – 24 April 2018
- 26 To discuss Town Council accommodation
- 27 To discuss staff matters
- 28 To discuss the Architectural Heritage Fund.
- 29 To discuss the sale of the footpath at former North Park play area
- 30 To move into Open Session
- 31 To note the date and time of the next meeting of the Council on 19 June 2018 at 7.00pm.