



Fakenham Town Council

15 May 2019

I give notice that you are summoned to attend the next **MEETING** of the **COUNCIL** at Fakenham Connect, Oak Street, Fakenham on **TUESDAY 21 MAY 2019 at 6.45pm.**

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 record the signing of Councillors Declarations of Office and The Members Code of Conduct (papers will be available at the meeting and must be given to the Deputy Clerk)

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.

Fakenham Connect, Oak Street, Fakenham, Norfolk NR21 9DY

Tel: 01328 853653

Email: info@fakenhamtowncouncil.co.uk

Website: www.fakenhamtowncouncil.org.uk

Town Clerk: Linda Jennings

- 5 To confirm the Minutes of the Meeting held on 16 April 2019.
- 6 To receive the Minutes of the Annual Town Meeting held on 14 May 2019.
- 7 To receive an update on actions taken after the last Council Meeting if these matters are not included on the Agenda.
- 8 To fill Four Town Councillor Vacancies by co-option.
- 9 To receive the resignation of a Councillor.
- 10 To constitute the Committees of the Council for the ensuing year as follows:
 - a) Development & Market (Mayor and Deputy Mayor and 7 members)
 - b) Leisure & Environment (Mayor and Deputy Mayor and 7 members)
 - c) Policy & Resources (Mayor and Deputy Mayor, former Mayor, Chairs of Development & Market and Leisure & Environment Committees and 1 elected member from each committee).
 - d) Human Resources Sub Committee (Mayor, Deputy Mayor, former Mayor and one member from each committee with HR expertise)
 - e) Finance Sub Committee (Mayor, Deputy Mayor and two members with finance expertise).
 - f) 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.
- 11 To appoint representatives to the following outside bodies (previous appointee's names in brackets):
 - a) Fakenham Olivet Twinning Club (Cllr G Acheson)
 - b) Fakenham Museum of Gas & Local History (To be filled)
 - c) Fakenham Police SNAPs (Cllr S Mears)
 - d) Fakenham Town Band (2 members)
 - e) Fakenham Charities (Cllr Vertigan)
- 12 To receive the Outgoing Mayor's Announcements.
- 13 To receive any reports from Councillors who have attended Meetings outside the Council.
- 14 To receive an update on the Decision Log (attached).
- 15 To receive and note correspondence and comment upon any items for information and action (attached).
- 16 To receive and adopt the Minutes of the Development & Market Committees held on:
 - a) 29th April 2019 (attached)
- 17 To receive and adopt the Minutes of the Leisure & Environment Committee held on:
 - a) 23rd April 2019 (attached)
- 18 Financial Matters
 - a. To receive and approve Receipts and Payments for Fakenham Town Council and the Charter Market for April 2019
 - b. To receive and approve Bank Reconciliation reports for Fakenham Town Council and the Charter Market for April 2019
 - c. To Receive minutes of Finance Committee meeting 12th May 2019
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- d. Finance Team report.
 - e. To appoint an Internal Control Officer
 - f. To re-appoint Internal Auditor for 2019/20
 - g. To receive notification from Norfolk Pension Fund regarding Exit Payments Cap.
- 19 To discuss the Mayor's Charity for 2019-2020
- 20 To Discuss the Progress of the Heritage Trail
- 21 To receive an update on The Market Towns Initiative (Fakenham Town Centre facelift).
- 22 To discuss the Public Space Protection Orders (if they haven't already been put in place).
- 23 To nominate a member of the Town Council to the Norfolk Association of Local Councils (NfkALC) Executive Committee.
- 24 **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 donation in honour of former Councillor Ian Grand, who was a retained Fakenham Fireman, to the Fire Service Charity.
- 25 To receive any further items for the next agenda.
- 26 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.
- 27 To confirm the Confidential Minutes of the Meetings held on:
a) Full Council – 2019 (attached)
- 28 To discuss Town Council accommodation
- 29 To discuss staff matters
- 30 To move into Open Session
- 31 To note the date and time of the next meeting of the Council on 18 June 2019 at 7.00pm.