

	<p>the Clerk. This covered the Launch of Together for Norfolk, Fakenham Network Improvement Strategy, Scores of new school places for children with autism to be created in Norfolk, Fighting scams in Norfolk, It's time for Norfolk to Think Carers Norfolk County Council has opened two new reuse shops to boost recycling and cut waste.</p> <p>The Clerk is to forward the report to all Councillors.</p> <p>It was noted that no mention was made in the report of the two items that Cllr Fitzpatrick was asked to investigate and report back on at the last full Council meeting. i.e. The possible buying and selling of vehicles on Greenway Close and the removal of the second pump engine from the Fakenham fire station. The Chairman had also written to the head of the fire service for comment on the removal of the fire engine. She has not received a reply. At the meeting in May, Cllr Fitzpatrick asked for more information regarding this matter, and this was sent to him. Councillors were worried that this was an important concern for the Town that has not been dealt with. Cllr Cushing will speak to Cllr Fitzpatrick and pass on FTC's concerns. A Town Councillor asked how Cllr Fitzpatrick would interpret the incidences of arson reported in the Police newsletter, and also the fire service authorities figures for incidences in Fakenham in relation to this proposal. It was noted that Fakenham had a far greater availability of retained fire fighters than smaller stations and therefore it made sense for the pump engine to remain here.</p> <p>Cllrs Rest and Cushing left the meeting</p>	<p>Clerk</p> <p>CC</p>
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AGENDA

37	<p>TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE. Apologies for absence were received and accepted from Cllrs Mears, Lynam, Punched And Fitzpatrick.</p>	
38	<p>DECLARATIONS OF INTEREST There were none.</p>	
39	<p>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 21 MAY 2019 39.1 The minutes of the meeting held on 21 MAY 2019 were on the proposition of Cllr Foortse and seconded by Cllr Coates, AGREED and signed by the chairman.</p>	
40	<p>TO RECEIVE THE MINUTES OF THE ANNUAL TOWN MEETING HELD ON 14 MAY 2019 40.1 The minutes of the meeting held on 14 MAY 2019 were on the proposition of Cllr Foortse and seconded by Cllr Acheson, AGREED and signed by the chairman.</p>	
41	<p>TO RECEIVE UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT ON THE AGENDA Minute 2: Gallows Sports Centre. Cllr Coates reported that the rotary club no longer had members on the sports centres committee.</p> <p>Cllr Lynam joined the meeting.</p> <p>Minute 2: Setts in the market place. There was an incident in the Market</p>	

	<p>place today where a gentleman tripped over a dislodged sett. He was injured and taken to hospital. This was reported to Norfolk County Council (NCC).</p> <p>Minute 10: Speeding on Goggs Mill Road. It was agreed to invite the Hempton Councillor to L&E July meeting.</p> <p>Minute 23: Opening of the Heritage Trail. This is to be Thursday 11th July 2019.</p> <p>Minute 215: Edmondson Acres. Nigel Middleton from the Hawk & Owl Trust is to be invited to the L&E meeting in August to give a report .</p>	<p>Clerk</p> <p>Clerk</p>
42	<p>TO FILL FOUR TOWN COUNCILLOR VACANCIES BY CO-OPTION</p> <p>There were no candidates.</p>	
43	<p>TO RECEIVE THE MAYORS ANNOUNCEMENTS</p> <p>Attended the Fakenham Choral Society's concert</p>	
44	<p>TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL</p> <p>Cllr Acheson Attended the British Legion farewell for Col. David James Cllr Lynam Met with PC Richard Dawson regarding crime figures Cllr Holdom Attended the Fakenham Choral Society concert, the NALC meeting of which she gave a brief report. The Fakenham Area partnership have hung the flower baskets in the Town.</p>	
45	<p>DECISION LOG AND CLERKS REPORT</p> <p>Full Council 135 – Little Angels garden. This has been superseded by L&E 141 and can be removed.</p> <p>L&E 212 – Defibrillator. This is ongoing and the Clerk is to chase.</p> <p>Full Council 17 – Councillors photos and bio. The Clerk is to take missing photos at the Full Council Meeting in July.</p> <p>Full Council 212 – Annual Assembly Protocol. This is to be removed.</p> <p>L&E 132 – Whitelands play area. We are to get £2K from the Tesco “Bags of help scheme” towards equipment.</p> <p>L&E 143 – Hayes Lane playing field. This is now complete.</p> <p>Finance 97 – Grass Cutting contract – highways. This is to be an item on the next Finance Committee Agenda.</p> <p>P&R 109 – Emergency Key. The code to the key box is to be given to the Mayor and Deputy Mayor.</p> <p>Full Council 3 – Market place setts. Steve White, Highways engineer, is to be invited to the next Full Council meeting.</p> <p>D&M 13 – Market Road Closure. Remove section on decision log relating to the one-way system. FTC cannot condone the breaking of the law regarding the one-way street.</p> <p>D&M 14 – NNDC draft local plan. District Cllr Punchard is also to be invited to the same meeting as Mark Ashwell.</p>	<p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p> <p>Clerk</p>
46	<p>TO RECEIVE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION</p> <p>All documents relating to this can be viewed in the office by Councillors. There is an SLCC conference being held at Carrow Road Norwich 12th July 2019 – all Councillors are welcome.</p>	
47	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE ON 3 & 17 JUNE 2019</p> <p>47.1 The minutes of the meeting held on 3 June 2019 were moved for reception and adoption by Cllr Duffy, Seconded by Cllr Acheson and agreed unanimously.</p> <p>47.2 The minutes of the meeting held on 17 June 2019 were moved for reception and adoption by Cllr Duffy, Seconded by Cllr Acheson and agreed unanimously.</p>	

48	<p>TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE & ENVIRONMENT COMMITTEE HELD ON 28 MAY 2019</p> <p>48.1 The minutes of the meeting held on 28 May 2019 were moved for reception and adoption by Cllr Coates, Seconded by Cllr Dutton and agreed unanimously.</p>	
49	<p>FINANCIAL MATTERS</p> <p>Having completed the year end accounts and audit commitments, the reports package presentation was now being addressed with a reduced size, colour coded pack.</p> <p>49.1 To receive and approve Fakenham Town Council Receipts & Payments and Consolidated Bank reports for May 2019</p> <p>On the proposition of Cllr Holdom, seconded by Cllr Acheson RESOLVED to receive and approve the payment of the accounts for May 2019 and the reconciliation statements as reviewed by the finance committee for May 2019.</p> <p>49.2 To receive and approve Charter Market Receipts & Payments and Consolidated Bank reports for May 2019</p> <p>On the proposition of Cllr Holdom, seconded by Cllr Acheson RESOLVED to receive and approve the payment of the accounts for May 2019 and the reconciliation statements as reviewed by the finance committee for May 2019.</p> <p>49.3 To receive and approve Financial Statements year-ending 31 March 2019 for Fakenham Town Council and the Charter Market.</p> <ul style="list-style-type: none"> • The Balance Sheet and Income & Expenditure reports for Fakenham Town Council and the Charter Market, reviewed by the RFO were presented for countersigning by the Chairman. Cllr Holdom proposed, seconded by Cllr Acheson RESOLVED to receive and approve the reports. • Charter Market accounts are excluded from the external audit carried out by PKFLittlejohn and were therefore independently examined. • To receive the Independent Examiner's Report for Charter Market accounts, reviewed by the RFO, for countersigning by the Chairman. Cllr Holdom proposed, seconded by Cllr Acheson RESOLVED to receive and approve the report. <p>49.4 The Annual Governance and Accountability Return for Fakenham Town Council year ending 31 March 2019</p> <p>(i) To receive Annual Internal Audit Report 2018-19 The report completed and signed by the internal auditor was presented. Cllr Holdom proposed seconded by Cllr Acheson RESOLVED to receive and approve the report.</p> <p>(ii) To complete and authorise Section 1 Annual Governance Statement 2018-19 The governance statement was presented for Completion by the Chairman and the Clerk. Cllr Holdom proposed seconded by Cllr Acheson RESOLVED to receive and approve the statement. This was signed by the Clerk and the Chairman.</p> <p>(iii) To receive and authorise Section 2 Accounting Statement 2018-19 The finance section completed by the Finance Team, reviewed by Internal Auditor and signed by RFO was</p>	

	<p>presented for countersigning by the Chairman. Cllr Holdom proposed seconded Coates RESOLVED that this should be signed by the Chairman.</p> <p>49.5 To receive the Internal Auditor's Final Report year ending 31 March 2019 The detailed audit report had been circulated to all councillors and would be reviewed in depth at the next P&R meeting.</p> <p>49.6 To amend Minute 187.2 Dec 2018 in compliance with statutory requirement -to include final sentence of report ".... the formal Precept demand will be made on NNDC for £181,480 early in the New Year, and confirmed at the January meeting." The final sentence of the Precept statement made at the December 2018 meeting, but not minuted, was confirmed and the minute amended. Cllr Acheson proposed, seconded by Cllr Foortse RESOLVED to amend the minute.</p> <p>49.7 To appoint internal auditing services for 2019-20 This had been reviewed at the Finance Committee. Cllr Acheson proposed, seconded by Cllr Coates and AGREED by all that Auditing Solutions be engaged to provide auditing services for 2019-20</p> <p>49.8 Finance Team report Minutes of the Finance meeting 10 June 2019 were received and noted. A letter from NEST re auto-enrolment into work-place pension scheme had been received. Cllr Holdom proposed this item and the new employee's contract be brought to next HR meeting as soon as possible. This was agreed. Cllr Holdom was thanked for all her work on this.</p>	
50	<p>TO DISCUSS BECOMING A COUNCIL WITH GENERAL POWER OF COMPETENCE After discussion it was agreed not to apply for this.</p>	
51	<p>TO DISCUSS THE PROGRESS OF THE HERITAGE TRAIL This is making good progress. The plaques are being installed this weekend and the map tables will be installed shortly. The official opening is to be held on Thursday 11th July in the Market place. The brochure is also nearly complete. A further MTI bid may be submitted to fund an additional map table in the Market square. Cllrs Acheson and Duffy were thanked for all their hard work on this project.</p>	
52	<p>TO RECEIVE AN UPDATE ON THE MARKET TOWNS INITIATIVE (FAKENHAM TOWN CENTRE FACELIFT) The painting is finished and the sign writing should be completed this week.</p>	
53	<p>TO DISCUSS THE CHRISTMAS LIGHTS SWITCH –ON EVENT Councillors were asked if the Council would be involved with the event and allow Council public liability insurance to be used. The Clerk and Deputy Clerk are to prepare a report for the next Full Council meeting outlining what would be required from the Council.</p>	Clerk/ Deputy Clerk
54	<p>TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA Christmas Lights Switch on event</p>	
55	<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.</p>	

	On the proposition of Cllr Coates seconded by Cllr Duffy 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 business to be transacted.	
56	TO CONFIRM THE CONFIDENTIAL MINUTES OF THE FOLLOWING MEETINGS 56.1The minutes of the Full Council meeting held on 21 MAY 2019 were on the proposition of Cllr Coates and seconded by Cllr Acheson, AGREED and signed by the Chairman.	
57	TO DISCUSS TOWN COUNCIL ACCOMMODATION See confidential minute.	
58	TO DISCUSS STAFF MATTERS See confidential Minute	
59	TO MOVE INTO OPEN SESSION On the proposition of Cllr Foortse seconded by Cllr Thorpe RESOLVED the Council moves into Open Session.	
	There being no further business the meeting closed at 21:15 Confirmed this day of 2019 <u>CHAIRMAN</u>	