

**FULL COUNCIL MEETING
RESPONSES TO THE AGENDA HAVE BEEN RECEIVED BY EMAIL
TUESDAY 21 APRIL 2020**

Email responses received from:

Councillors: G Foortse, J Holdom, G Acheson, M Coates, T Duffy, P Hannon, M Dutton, P Bucknell, D Andrews, M Campbell, G Thorpe, J Rockett,

Town Clerk: L Jennings

Deputy Town Clerk: A Kerrison

District Councillors: C Cushion

County Councillor: None sent

Police: PC Dawson

Press: None sent

Public: None sent

		Action (initials)
284	TO ALLOW FAKENHAM POLICE TO GIVE A REPORT PC Dawson sent a report on the Coronavirus restrictions and crime figures. Incidents can be reported on-line at the Constabulary website which can then be directed to the most appropriate person to deal with it. Local patrols are keeping an eye on Millennium Park and Queens Road cemetery where some problems have occurred. There are a number of scams being attempted as people are confined to home, mostly by text and telephone. People who think they have been affected by a scam should report it to Action Fraud. Thanks were given to the police for their hard work.	
285	TO ADJOURN THE MEETING FOR ELECTORS QUESTIONS The river walk between the bridge on Hempton Road and 3 brick arches has been mentioned. The river is less than half its normal width due to broken and dead trees and other shrubbery deposited in it. It appears to need dredging and cleaning. This is to be reported to the environment agency. The dog waste bins along that area are also overflowing. The question was asked if these are still being emptied within a reasonable time frame.	Clerk
286	TO ALLOW 10 MINUTES FOR DISTRICT/COUNTY COUNCILLORS TO ADDRESS THE MEETING Cllr Cushing – Had sent a report which was circulated to members. NNDC has contacted 1750 who are on the government’s shielded list to see whether they need support. Support is being co-ordinated via local community hubs. The one covering Fakenham and the surrounding area is based at the sports centre on Trap Lane. He also gave an overview of the support in place for local businesses, garden waste collections and planning applications. Cllr Cushing was thanked for his report.	
AGENDA		
287	TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE. Apologies for absence were received from Cllrs Glynn and Mears.	

	Nothing received from Cllr Griffiths.	
288	DECLARATIONS OF INTEREST There were none.	
289	TO CONFIRM THE MINUTES OF THE MEETING HELD ON 18th FEBRUARY 2020 The minutes of the meeting held on 17 th March 2020 have been agreed by email by Councillors with 10 votes for, 1 against and 1 abstention.. They are an accurate representation of the meeting, but await formal approval when the council is able to meet. Cllr Bucknell noted her surprise that apologies for absence were noted for Cllrs who were not in attendance who had been asked not to attend in light of the current situation. She felt that this should have been minuted more specifically.	Clerk
290	TO RECEIVE UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT ON THE AGENDA Minute 264 (146) - Carry forward postponed Councillor training for future action Minute 264 (237) – Library Triangle seats – Cllr Duffy reported that we are still awaiting news from the manufacturer as to when we can take delivery. Minute 264 (241) – Highway Engineer attendance at Full Council meeting. The Clerk has written to the Engineer and all works are on hold except for emergency repairs until the current crisis is over. Cllr Acheson asked for this item to be carried forward for an agenda item for when the Council next meets as we need an answer as to whether the Market Place cobbles are to be finished. Cllr Foortse has also asked the Highways engineer when the top coat of paint is to be applied to the sign posts. The undercoat was done several months ago. She has had no reply.	Clerk
291	TO FILL ONE TOWN COUNCILLOR VACANCY BY CO-OPTION There were no applicants	
292	TO RECEIVE THE MAYORS ANNOUNCEMENTS 292.1 Before the current lockdown, a brief meeting was held with the police regarding illegal parking in the square and on pavements. A site meeting was held with Cllrs Holdom, Glynn and Peter Bellman regarding the piece of waste ground at the corner of White Horse street and Norwich Street. Mr Bellman was receptive to some landscaping of the area by the Council, but this would have to be funded by the Council. The owners of the land are also keen for this to go ahead. This project will be taken up again once the current lockdown is lifted. Permission has been received from NCC regarding the installation of a mural on the wall adjacent to the library. It was suggested that this may be done as a project by the art department A level students at Fakenham Academy. This will need outside funding. This will be investigated further once the current crisis is over. 292.2 The Clerk gave a staff update. Some Councillors suggested that during this quiet time it might be a good time to catch up on outstanding estate management work, without compromising safe distancing protocols. It was suggested that Grounds staff work plans should be in place for the next few weeks in case of absence. Cllr Rockett felt that asking the Grounds staff to work more hours to complete outstanding estate work during the lockdown was contrary to Government instruction. To have the Groundsmen working full time would send out the wrong message to people. He felt the current arrangements were adequate and responsible. Cllr Dutton asked if a trial of video conferencing with one of the committee could be undertaken. If successful this could be extended. Cllr Rockett	

	passed on his thanks to the Clerk and Deputy Clerk for keeping things going.	
293	TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL Cllr Dutton is keeping an eye on the estate as part of his daily exercise.	
294	DECISION LOG AND CLERKS REPORT It was noted that a number of estate items with outstanding action could be addressed as mentioned in minute 292.2.	
295	TO RECEIVE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION None were received.	
296	TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT & MARKET COMMITTEE ON 30th March & 20th April 2020 296.1 The minutes of the meeting held on 30 th March 2020 have been agreed by email by all Councillors that replied. They are an accurate representation of the meeting, but await formal approval when the council is able to meet. 296.2 The minutes of the meeting held on 20 th April 2020 have been agreed by email by all Councillors that replied. They are an accurate representation of the meeting, but await formal approval when the council is able to meet.	
297	TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE & ENVIRONMENT COMMITTEE HELD ON 24th March 2020 297.1 The minutes of the meeting held on 24 th March 2020 have been agreed by email by all Councillors that replied. They are an accurate representation of the meeting, but await formal approval when the council is able to meet. Cllr Holdom noted that the meeting was cancelled without consultation. Agreed to adopt the March report of the matters arising from the February meeting. During the extended period of limited communication, regular reports would be useful to maintain momentum of work plan priorities and the estate benefit of the extra man. Cllr Dutton wondered if, as traffic is much diminished due to the lockdown, whether progress could be made on the roundabouts without formal road closures. Cllr Rockett noted that Highways are responsible for roads and therefore it is their responsibility to repair and maintain them. We should be reporting our concerns to them.	
298	TO RECEIVE AND ADOPT THE MINUTES/RESPONSE SUMMARY OF THE POLICY AND RESOURCES ELECTRONIC MEETING OF 7TH APRIL 2020 298.1 The minutes of the meeting held on 7 th April 2020 have been agreed by email by all Councillors that replied. They are an accurate representation of the meeting, but await formal approval when the council is able to meet. It was noted that it was agreed to adopt all the recently reviewed policies individually. The question of whether the receipt of the Councillors code of conduct, Pandemic contingency plan and Coronavirus Bill should also have been minuted, formally agreed and adopted as other policies.	
299	FINANCIAL MATTERS 299.1 To receive and approve Fakenham Town Council Receipts & Payments and Consolidated Bank reports for March 2020 The payment of the accounts for March 2020 and the bank reconciliation statements as reviewed by the finance committee for March 2020 were received and approved by all Councillors that replied by email but await	

formal approval when the Council is able to meet.

299.2 To receive and approve the Charter Market Receipts & Payments and Consolidated Bank reports for March 2020

The payment of the accounts for March 2020 and the bank reconciliation statements as reviewed by the finance committee for March 2020 were received and approved by all Councillors that replied by email but await formal approval when the Council is able to meet.

299.3 To receive and approve the 4th quarter Income and Expenditure report for January to March 2020. The noted 4th Quarter Income and expenditure reports were received and approved by Councillors by email but await formal approval when the Council is able to meet.

299.4 To receive and approve the 4th quarter budget v actuals report for January to March 2020. The noted 4th Quarter budget versus actuals reports were received and approved by all Councillors that replied by email but await formal approval when the Council is able to meet.

299.5 To Receive Minutes of Finance Committee Meeting 16th March 2020

The minutes of the meeting held on 16th March 2020 have been agreed by email by all Councillors that replied. They are an accurate representation of the meeting, but await formal approval when the council is able to meet.

299.5 To receive and adopt reviewed investment strategy

This has been deferred for review by Cllr Dutton at the May meeting.

299.6 Finance Team Report. In line with good business practice, to maximise cash flow and management time efficiencies it was agreed at the March council meeting to standardise payment run processes. Allowing for exceptional circumstances such as business hardship etc., creditors are settled in line with standard payments terms, usually 28 days occasionally 14 days. This is working well under the current remote working arrangements although on-line banking is painfully slow. The staff and pension fund increases as reported to the December HR and Full Council meetings were implemented in the April payroll and payslips distributed by post.

The annual accounts preparation is underway. When month 12 finance reports have been agreed, year-end transactions, reports and system closedown will be processed. Revised ear marked reserves will be upload with 2020-21 budget to RBS system.

A number of files and documents have been requested from the internal auditor to enable the final internal audit to be done electronically. The external audit deadline for submission of the Annual Return has been extended to 31 August 2020. The aim is to conclude all year-end procedures, reports and returns by June.

An enquiry requesting explanation for the precept increase has been received from a member of the public. A holding letter has been sent. The Finance committee will make a further response once the current priorities allow.

There is a query regarding the EDF electricity bill for the Market Place meter. The previous account with EON was charged at actual usage rate of an average of £10 per month. EDF are charging by direct debit of £20 per month. Investigations are being conducted to see if we could a) use the previous smart meter to log the actual usage or b) amend the direct debit in line with actual usage. The CGM contract no longer agrees with the annual cost by monthly direct debit payments. The Clerk has contacted CGM to ask them to revise the contract to reflect the additional

	<u>CHAIRMAN</u>	
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