



## Fakenham Town Council

14 April 2021

I give notice that a Meeting of Fakenham Town Council will be held by  
**ZOOM on TUESDAY 20 APRIL 2021 AT 6PM**

Yours faithfully

**L J Jennings**

Linda Jennings  
Town Clerk

**ANY MEMBER OF THE PUBLIC WISHING TO ATTEND THIS MEETING MUST CONTACT THE CLERK IN ADVANCE FOR JOINING INSTRUCTIONS.**

## 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 OBSERVE ONE MINUTES SILENCE IN MEMORY OF HIS ROYAL HIGHNESS THE LATE DUKE OF EDINBURGH**

To receive a report from Fakenham Police

To receive any Electors Questions:

- a) To receive a request from a member of the public to have the Skate park on Millennium Park moved.

To receive any reports from District/County Councillors

**For time management purposes, if possible written reports are requested prior to the meeting to facilitate Q&A only at the meeting.**

### **AGENDA**

- 1 To consider for acceptance apologies for absence.

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

- 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 Meetings held on 16<sup>th</sup> March 2021.
- 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.
- 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:
- 9 To receive and adopt the Minutes of the Development & Market Committees held on:
  - a) 29<sup>th</sup> March 2021 (attached)
  - b) 12<sup>th</sup> April 2021 (attached)
- 10 To receive and adopt the Minutes of the Leisure & Environment Committee held on:
  - a) 23<sup>rd</sup> March 2021 (attached)
- 11 To receive and adopt the Minutes of the Policy & Resources Committee held on:
  - a) 6<sup>th</sup> April 2021 (attached)
12. To receive solicitor's advice re questionnaire and preparatory work on a Charitable Incorporated Organisation constitution for a Charter Market Trust.
- 13 Financial Matters:
  - a) To receive and approve Fakenham Town Council & Charter Market Receipts and Payments reports for March 2021.
  - b) To receive and approve Fakenham Town Council & Charter Market Consolidated Bank reports for March 2021.
  - c) To receive and approve 4<sup>th</sup> Quarter Income & Expenditure report
  - d) To receive and approve 4<sup>th</sup> Quarter Budget versus Actuals Variance report
  - e) To receive minutes for the Finance Committee meeting held on April 12 2021(attached).
  - f) To receive Finance Team report
- 14 To receive notification from NNDC regarding the extension of the public space protection orders.
- 15 To receive and approve Policies reviewed and amended:
  - The Social Media Policy (attached)
  - Receive annual review of Risk Management Policy (attached)
  - Updated Standing Orders (attached)
- 16 To discuss sporting facilities in Fakenham.
- 17 To approve the purchase of a new trailer at a cost of £2600 + vat.

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- 18 To approve the date for the Annual Assembly – 5<sup>th</sup> or 12<sup>th</sup> May 2021 at 6pm.
- 19 What relief from COVID-19 restrictions will mean
- 20 To receive any further items for the next agenda.
- 21 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.
- 22 To confirm the Confidential Minutes of the Meetings held on:  
Policy & Resources Meeting 6<sup>th</sup> April 2021
- 23 To discuss Town Council accommodation
- 24 To move into Open Session
- 25 To note the date and time of the next meeting of the Council on 18<sup>th</sup> May 2021  
(Annual meeting of the Council).