



Fakenham Town Council

12 May 2021

I give notice that a Meeting of Fakenham Town Council will be held by

ZOOM on WEDNESDAY 19 MAY 2021 AT 7PM

PLEASE NOTE CHANGE OF VENUE, DATE AND TIME

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 receive a report from Fakenham Police

To receive any Electors Questions:

- a) To receive a report about the litter on the verges on the main roads into the Town and a request for these to be cleared and to provide volunteers with equipment to undertake litter picks.
- b) To receive a request for information about the future of Trap Lane

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 elect the Town Mayor and receive (virtually) the Town Mayor's Declaration of Acceptance of Office as required by law.
- 2 To consider for acceptance apologies for absence.

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

- 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 (virtually) the Deputy Mayor's Acceptance of Office as required by law.
- 5 To confirm the Minutes of the Meeting held on 20th April 2021 and the minutes of the Extraordinary meeting held on 6 May 2021.
- 6 To receive an update on actions taken after the last Council Meeting if these matters are not included on the Agenda:
- 7 To constitute the Committees of the Council for the ensuing year as follows:
Councillors to complete preference form prior to meeting as attached.
 - 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).
 - e) Finance Sub Committee (Mayor, Deputy Mayor and two or three 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.
- 8 To appoint representatives to the following outside bodies (previous appointee's names in brackets):
 - a) Fakenham Olivet Twinning Club (Cllr G Foortse)
 - b) Fakenham Museum of Gas & Local History (Cllr G Acheson)
 - c) Fakenham Police SNAPs (Cllr M Campbell)
 - d) Fakenham Town Band (Cllr M Coates)
 - e) Fakenham Charities (Cllrs G Foortse & D Andrews)
- 9 To receive the Mayor's Announcements.
- 10 To receive any reports from Councillors who have attended Meetings outside the Council.
- 11 To receive an update on the Decision Log (attached).
- 12 To receive and note correspondence and comment upon any items for information and action:
- 13 To receive and adopt the Minutes of the Development & Market Committees held on:
 - a) 26th April 2021 (attached)
 - b) 10th May 2021 (to follow)
- 14 To receive and adopt the Minutes of the Leisure & Environment Committee held on:
 - a) 27th April 2021 (attached)
- 15 To receive an update on the Charter Market Trust preparations
- 16 Financial Matters:
 - a) To receive and approve Fakenham Town Council Statutory Balance Sheet and Income & Expenditure Account, year ending 31 March 2021
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- b) To receive and approve Charter Market Statutory Balance Sheet and Income & Expenditure Account year ending 31 March 2021
 - c) To receive minutes for the Finance Committee meeting held on 10th May 2021(attached)
 - d) To receive a report and recommendation on the reimbursement of remedial IT works at a cost of £839.95
 - e) To appoint an Internal Control Officer
 - f) To appoint the Internal Auditor 2021/22
 - g) To receive Finance Team report
- 17 To discuss sporting facilities in Fakenham.
- 18 To amend the date for the Annual Assembly
- 19 To receive any further items for the next agenda.
- 20 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 discuss Town Council accommodation
- 23 To move into Open Session
- 24 To note the date and time of the next meeting of the Council on 15th June 2021.