Fakenham Connect
Oak Street
Fakenham
Norfolk
NR21 9DY
Tel: 01328 853653
e-mail: info@fakenhamtowncouncil.gov.uk
website: fakenhamtowncouncil.gov.uk

Fakenham Town Council

Governance & Finance Committee Meeting

Date: **Tuesday 21st July 2026** Time: **18:00**
Location: **FAKENHAM CONNECT BUILDING, OAK STREET, FAKENHAM**

Members are hereby summoned to attend the above meeting to discuss the following items. Please take a moment to review each agenda item carefully beforehand

Committee Councillors: Angela Glynn (Mayor), Gary Thorpe (Deputy Mayor), Lucy Harrison, Martin Dutton, Penelope Bucknell, David Hunter, Viv Joslin

For Information: Mark Campbell, Tim Duffy, Carl Fairbrother, Andy Girton, Jim Rockett

Yours faithfully
L Meanley
Lesley Meanley
Town Clerk
17th July 2026

Number	Agenda	Pack Page
21/26GF	**To receive Apologies for Absence**	
22/26GF	**Declarations of Interest: Members are asked at this stage to declare any Interests, which they may have, in any of the following items on the agenda**	**1-2**
23/26GF	**To adjourn the Meeting for Electors' questions**	
24/26GF	**To confirm the minutes of the Governance & Finance Committee meeting held on 16th June 2026**	**3-6**
25/26GF	**To discuss any matters arising from the Governance & Finance Committee meeting held on 16th June 2026**	**7**
26/26GF	**To review and agree policies and risk assessments for update:** • To note an amendment to section 4 of the Fakenham Town Council Strategic Objectives Plan 2025 2028 V4 • Mileage Log and authorisation procedure. • Data Protection Policies • Scheme of Delegation and Standing Committees Terms of Reference	**8 – 79**

	• Expenses Policy • Councillor Email Policy • Information Transfer Policy • Removable Media Policy • Social Media and Communications Policy • Records Management and Retention Policy • Driver & Vehicle Policy • Driver & Vehicle Risk Assessment • Data Protection Policies (Separate Pack)	
27/26GF	**To review finance reports for month ending June 2026** • To receive and review June 2026 Payments and Receipts Lists for Fakenham Town Council and Charter Market • To receive and review June 2026 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts and confirm bank statements for signing • To receive and review the quarterly Income and Expenditure Budget vs Actuals report • To receive and approve the June 2026 schedule of payments over £500 for display on the website	**80-100**
28/26GF	**To receive the RFO's report**	**101-104**
29/26GF	**To receive the Internal Controller review**	
30/26GF	**To receive and note the current Reserves Report and confirm that it accords with the 2026/27 Reserves Schedule approved by Full Council in May 2026.**	**105-106**
31/26GF	**To review the current allocation of financial administration responsibilities following the appointment of a new Chair of Governance & Finance, including the provision of a Microsoft 365 Premium licence, access to the payroll provider's portal and associated payroll documentation, and responsibility for reviewing and authorising the Council's VAT returns, and to determine whether any changes are required.**	
32/26GF	**To discuss and consider adding Lonsdale Print Solutions Ltd t/a Lonsdale Direct Solutions to the Approved Contractors Register**	**107-108**
33/26GF	**To consider quotation for streetlight column 9084 replacement**	**109**
34/26GF	**To discuss the FLASH Project**	
35/26GF	**To confirm the date and time of next meeting** **Governance & Finance: Tuesday 20th October 2026 at 18:00**	