

**MINUTES OF THE GOVERNANCE & FINANCE COMMITTEE MEETING
HELD AT THE FAKENHAM CONNECT BUILDING, OAK STREET, FAKENHAM**

TUESDAY 19th AUGUST 2025 AT 18:00

Attending Committee Councillors: A Glynn (Mayor), V Joslin (Deputy Mayor), M Dutton, P Bucknell, L Harrison & D Hunter

Attending Non-Committee: None
Town Clerk: L Meanley
RFO & Deputy Clerk: K Lindsay
General Public: None
Press: None

Number	Agenda
42/25 GF	To receive Apologies for Absence Apologies received and accepted from Cllr J Rockett
43/25 GF	To adjourn the Meeting for Electors' questions None received
44/25 GF	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 None
45/25 GF	To confirm the minutes of the Governance & Finance Committee meeting held on 22nd July 2025 On the proposition of Cllr Bucknell, seconded by Cllr Joslin, the minutes of the Governance & Finance Committee meeting held on 22 nd July 2025 were AGREED by all and signed by the Chair
46/25 GF	To discuss any matters arising from the Governance & Finance Committee meeting held on 22nd July 2025 Agenda Item 32/25 Cllr Glynn has contacted Cllr FitzPatrick and he is chasing the matter.
47/25 GF	To review and agree policies and risk assessments for update: <ul style="list-style-type: none">• Data Protection Policies - Clerk to amend Employee Privacy notice section 4 to include driving license.• Health & Safety Policy• Lone Working Policy On the proposition of Cllr Hunter, seconded by Cllr Glynn, policies were agreed by all.
48/25 GF	To review finance reports for month ending June 2025 <ul style="list-style-type: none">• To receive and review July 2025 receipts and payments for Fakenham Town Council and Charter Market Cllrs RESOLVED to approve for presentation and approval by Full Council• To receive and review July 2025 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts Cllrs RESOLVED to approve for presentation and approval by Full Council• To note the current Income and Expenditure Budget vs Actuals report Cllrs RESOLVED to approve for presentation and approval by Full Council. Cllrs noted that event expenditure is over budget, but sponsorship has been received, recorded as Income in Miscellaneous Receipts. After due discussion and consideration Cllrs decided unexpected expenditure required for urgent streetlighting repairs as recommended to Full Council by the Facilities & Amenities Committee meeting of the 12 th August 2025, would be a legitimate use of the General Reserve. Any excess budget lines at year end, not specifically carried forward as an Earmarked Reserve, would go back to the General Reserve. On the

	<p>proposition of Cllr Dutton, seconded by Cllr Harrison, agreed by all to use the General Reserve to fund urgent streetlight repairs.</p> <ul style="list-style-type: none"> To receive and approve the July 2025 schedule of payments over £500 for display on the website <p>Cllrs RESOLVED to approve for presentation and approval by Full Council</p>
49/25 GF	<p>To receive the RFO's report Cllrs agreed to pursue an account with Unity ACTION: RFO to confirm Stephenson Smart have no further system access. Rialtas software migration has caused VAT return issue, currently requiring a manual adjustment prior to submission.</p>
50/25 GF	<p>To receive the Internal Controller review Noted</p>
51/25 GF	<p>To note the Local Government Services Pay Agreement 2025-26 Noted</p>
52/25 GF	<p>To receive and recommend to Full Council for approval the 2024-25 Connect Building Service Charge Year End Reconciliation Report and Adjustment Invoice £1,608.69 All agreed to recommend to Full Council</p>
53/25 GF	<p>To note the publication, on the Council website, of the External Auditor's report and certificate (Section 3 of the AGAR Form3) and Sections 1 and 2 on which the report is based, together with the Notice of conclusion of audit Noted – everything has been published on the website</p>
54/25 GF	<p>To receive notification of the completion of the External Auditor's review of the Annual Governance and Accountability Return (AGAR) for the year ended 31 March 2025, to review the External Auditor's report and certificate, and to consider and agree any actions required in response Noted, no recommendations received, or actions required.</p>
55/25 GF	<p>To discuss a contingency plan to ensure the monthly payroll payment proceeds in the absence of the service administrator Currently if the RFO is absent there is no contingency to pay staff. All agreed the Clerk should have portal access to enable this function to be completed if the RFO is unavailable to complete. ACTION: RFO to request portal access for the Clerk to enable payroll payments to proceed in the absence of the RFO, and to update the Financial Regulations to include this contingency arrangement.</p>
56/25 GF	<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 On the proposition of Cllr Bucknell seconded by Cllr Glynn 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</p>
57/25 GF	<p>To discuss the FLASH Project No further updates, Clerk will chase solicitors.</p>
58/25 GF	<p>To move into Open Session On the proposition of Cllr Bucknell, seconded by Cllr Glynn RESOLVED the meeting move into open session.</p>
59/25 GF	<p>To confirm the date and time of next meeting Governance & Finance: Tuesday 16th September 2025 at 18:00</p>

	There being no further business the meeting closed at 18:32 Confirmed this day of 2025 CHAIR
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