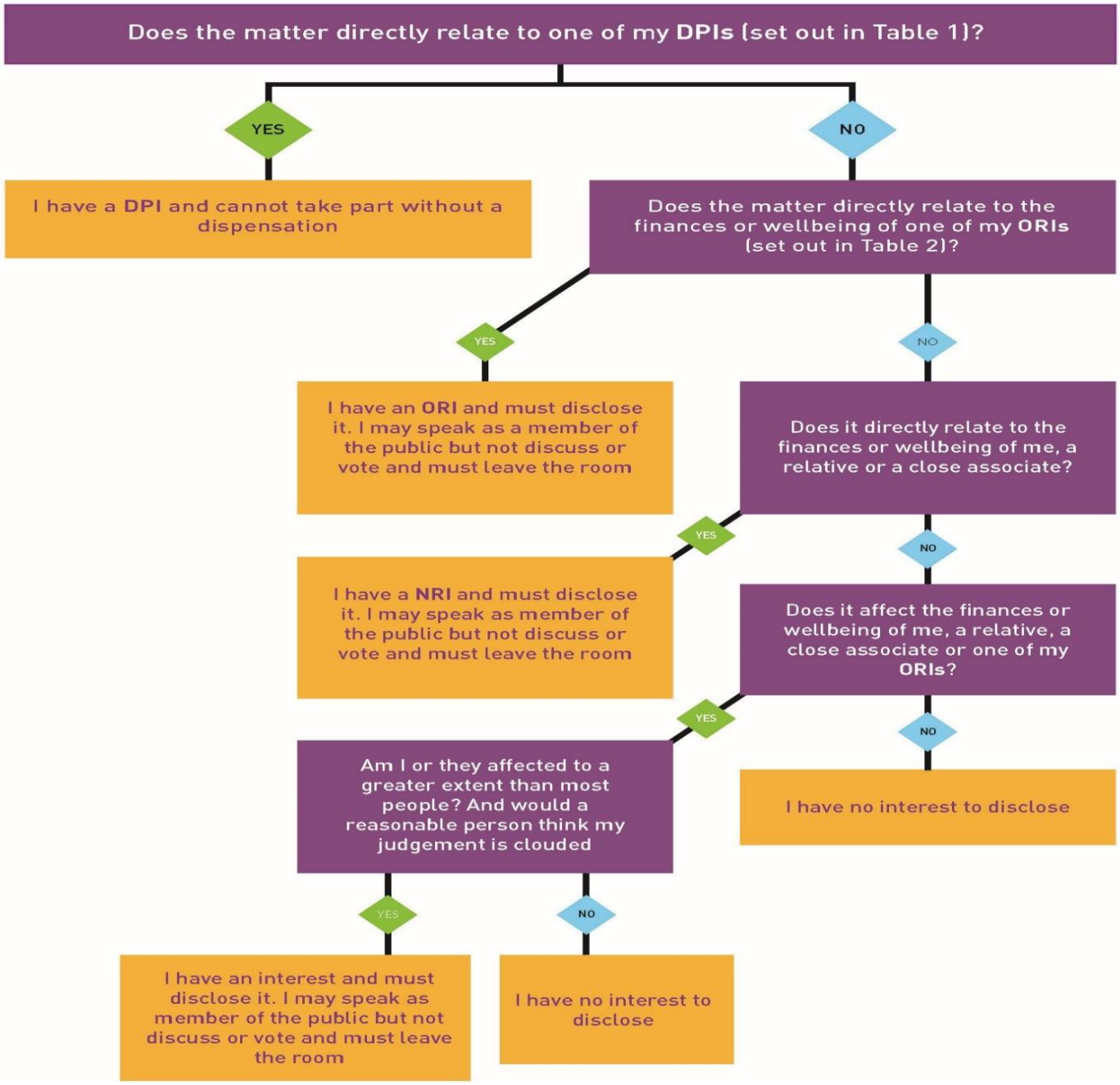


Table 1: Disclosable Pecuniary Interests – DPI

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council. (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	Any tenancy where (to the councillor's knowledge) (a) the landlord is the council; and the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i)) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class

Table 2: Other Registrable Interests - ORI

You must register as an Other Registerable Interest: a) any unpaid directorships b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority c) any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.

Table 3: Non-Registrable Interests - NRI

An interest that is not a DPI, or an interest of a relative or close associate, which does not need to be registered. You must declare an NRI when relevant business affects the finances or wellbeing of you, your partner, a relative, or a close associate.

14 NOVEMBER 2026

Monthly Report for October 2026

ROBERT JAMIESON

County Councillor for Fakenham and The Raynhams Division

Norfolk County Council

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1. GENERAL UPDATE

1.1 MEETINGS ATTENDED:

- LGR / Devolution Member Briefings
- Highways catch-up with Area Engineer
- Informal meeting with Executive Director of Infrastructure
- Microsoft 365 Copilot Awareness Session for Cllrs
- Planning Training for Cllrs
- Two Fakenham Town Council meetings
- Two Dereham Town Council meetings
- Constituent site meetings at Greenway Lane, Bridge Street and other locations across the division

1.2 THIS MONTH'S FOCUS:

The period has been particularly focused on highways, road safety, planning, town-centre access, flooding and community projects. The main developments are summarised below.

- Helhoughton Village Hall is now connected to broadband following repeated escalation with the supplier and Openreach.
- Following two further collisions at Hempton Crossroads, immediate safety measures are being accelerated while the comprehensive options appraisal continues.
- The Greenway Lane toucan crossing remains programmed for January 2027. Design, legal notices and temporary traffic-management arrangements are progressing.
- The statutory consultation for proposed waiting restrictions around Field Lane, Rudham Stile Lane and Trapp Lane is live. I continue to question whether permanent restrictions are proportionate given additional parking planned at the sports centre.
- A full planning application has been submitted for 55 wholly affordable homes at Baron's Hall Lane. I am scrutinising traffic, pedestrian safety, parking, construction disruption, drainage and the impact on nearby residents.
- I have continued to press North Norfolk District Council for decisive action and a clear timetable concerning the prolonged scaffolding and condition of 9 Norwich Street.

1.3 SUMMARY OF NCC FULL COUNCIL MEETINGS:

No Full Council meetings this month.

2. DIVISION SPECIFIC CAPITAL PROGRAMME

The table below records the main capital schemes and related infrastructure projects in the division. Superseded schemes have been removed and the latest position is shown in the final column.

Location	Scheme	Designer / Contact	Updates
Fakenham	Greenway Lane toucan crossing	Ben Hanlon / Highways Project Team	Design and legal notices progressing. Site meeting held regarding diversions and temporary traffic management. Construction remains programmed for January 2027.
Fakenham	Bridge Street raised platform and setts	Highways Capital Programme	Additional budget identified for the wider section. Works expected in January or February 2027; precise scope being checked.
Fakenham	Town-centre bus access, parking and TRO review	Rob Pratt / Ivan Kinealy	Travel hub proposal closed. Wider package of bus-stop, parking-enforcement and TRO improvements being developed. A facilitated workshop with the Town Council has been suggested.
Fakenham	Field Lane, Rudham Stile Lane and Trapp Lane waiting restrictions	TRO Team	Statutory consultation live. I continue to object to permanent restrictions unless need is demonstrated after taking account of additional sports-centre parking.
Hempton	Hempton Crossroads safety improvements	Highways Project Team	£4.9m roundabout proposal remains shelved. Comprehensive options appraisal under way. Immediate lining, SLOW markings and yellow-backed gateway signs are being accelerated.
Raynham	East Raynham village gateway	Highways	Manufacturing delay escalated. Installation was expected during week commencing 9 November; confirmation is being sought.

3. PARISH SPECIFIC CASEWORK

The following are some of the current cases and significant outcomes dealt with from 01/10/2026. Given the amount of casework I am now receiving, not every case is listed below. For updates on cases not included below, please contact me directly.

3.1 FAKENHAM TOWN

Town-centre bus access, parking and Oak Street: Officers, the Norfolk Parking Partnership and parking-enforcement colleagues are developing a more coherent package of changes. I have suggested a facilitated workshop to bring the related issues together. Date to be agreed. The Town Council is to be provided with 15 cones from Highways, and is currently reviewing locations for these cones ref. market days. **Status: Active.**

Norwich Street parking and pedestrianised area: The legal position remains linked to a wider review of town-centre restrictions, including the route from Tunn Street across the pedestrianised area and restrictions near 9 Norwich Street. **Status: Active.**

9 Norwich Street: The response from North Norfolk District Council did not answer the concerns or provide a clear timetable. I have written to the Leader, Chief Executive and Monitoring Officer and will continue to press for measurable progress. **Status: High priority.**

Greenway Lane crossing and Holt Road: The project engineer is finalising the scheme and legal notices. Temporary traffic management, access from Lidl, Holt Road traffic and residents' concerns have been discussed on site. Existing signs at the top of Holt Road are due to be repositioned. **Status: Active.**

Commemorative bench at Greenway Lane: The crossing project team have agreed to fund a standard bench. Options have been sent through the Town Council for the resident to consider. **Status: Active.**

Field Lane TRO: Views remain divided. My concerns include loss of visitor parking, additional sports-centre parking, future demand and football-related parking. The statutory consultation will inform whether the proposal proceeds and whether member determination is required. **Status: Consultation.**

School parking on Queen's Road and Hall Road: Vehicles stopping on school keep-clear markings and double yellow lines have been referred to the Parking Enforcement Team. **Status: Active.**

Queen's Road and Norwich Road school crossing request: A feasibility study would be needed. The Town Council has been asked whether it wishes to explore a Parish Partnership contribution. **Status: Awaiting local view.**

Road markings and street defects: Queen's Road school markings have been completed. Further reports cover faded 20mph roundels, Quaker Lane/Hall Lane lining, loose setts and paving in Bridge Street, Norwich Street and the Market Place. **Status: Active.**

Roundabouts and vegetation: Clearance and landscaping near Smiths Lane and Morrisons remain planned without a firm programme. Vegetation and obscured signs near Wells Road, Toll Bar and Creake Road remain with Highways for landowner action. **Status: Active.**

Bridge Street riverside safety fence: The path is confirmed as highway land. A formal report covers the damaged fence, overgrowth and obscured Bridges Walk sign. **Status: Active.**

Town Council office accommodation: The Town Council has been directed to NCC's Corporate Property Team regarding possible use of under-used office space in the Connect building. I have chased for an update. **Status: Active.**

Community Centre lease: Heads of Terms are progressing for a five-year extension of North Norfolk District Council's lease following postponement of local government reorganization. However, LGR may be back on the table. Decision expected early in 2027. **Status: Active.**

Anti-social behaviour: Reports concerning the Anglian Water building near Bridges Walk, the Greenway Lane lay-by and motorbikes circulating around McDonald's, Holt Road and Greenway Lane have been passed to Norfolk Police. **Status: Reported.**

Salvation Army refurbishment: Highways has been asked to engage with the Salvation Army property team about traffic management during major works on Oak Street. **Status: Active.**

3.2 HEMPTON WITH PUDDING NORTON AND TESTERTON PARISH

Hempton Crossroads: The previous roundabout proposal remains shelved pending a comprehensive options review. Following two recent collisions, I met Highways on site. Refreshed lining, new SLOW markings and yellow-backed give way signs are being expedited. **Status: High priority.**

Drainage and collision debris: Further concerns have been raised about blocked drains on the Dereham side and debris on the verge. These are to be followed up shortly. **Status: Active.**

Dereham Road and The Green flooding: A site meeting is arranged for 26 November to review drainage, dropped kerb and road-camber concerns. **Status: Active.**

Goggs Mill Road caravan and glamping site: North Norfolk District Council is monitoring the exemption application, waste, burning complaints and a recently delivered container described as the site office. **Status: Active.**

Speeding in Pudding Norton: Recorded speeds did not reach the threshold for Police enforcement and the collision record does not currently justify a County Council intervention. **Status: Monitor.**

3.3 DUNTON WITH SHEREFORD PARISH

No substantive new casework update has been identified during this reporting period.

3.4 TATTERSETT PARISH

A148 road studs and markings: An overnight closure was scheduled for 12 November to replace road studs. Separate concerns remain about incomplete lining at the Tattersett Road/B1454 junction and outstanding surface defects. **Status: Active.**

Fourwinds Crossroads: The Network Safety Team does not consider the threshold for intervention to have been met. The junction will continue to be monitored. **Status: Monitor.**

Road signs and bus stop: Four replacement signs and three posts have been ordered, with installation expected by early January. Suggestions are awaited from the Parish Council for a possible alternative bus-stop location. **Status: Active.**

Tattersett Business Park: The Environment Agency's Section 59 notice requires removal of wood waste by 7 December, subject to appeal. Multi-agency engagement concerning the tyre mountain continues. Meeting scheduled for 17/11/2026. **Status: High priority.**

3.5 HELHOUGHTON PARISH

Village Hall broadband: The connection was successfully completed and confirmed operational on 11/11/2026 after repeated supplier and Openreach delays. **Status: Completed.**

Buck Yard flooding: Highways intends to jet the gullies, soakaway and pipework and locate the outfall. Further work will be considered afterwards. **Status: Active.**

Broomsthorpe Road railway bridge: Silt was cleared and the road swept. Highways is reviewing maintenance frequency and damage to the concrete gulley surround. **Status: Active.**

3.6 RAYNHAM PARISH

Village gateway: Delivery and installation were delayed by a manufacturing error. The matter was escalated and confirmation of completion is being sought. Installation had been scheduled for week commencing 09/11/2026. **Status: Awaiting confirmation.**

A1065 footway clearance: The work package is with the contractor and prioritisation has been requested. **Status: Active.**

4. OTHER CASEWORK

Post-16 travel assistance: A Parish Cllr raised concerns about the proposals. I explained that these are consultation proposals in the context of the forecast budget gap and that no final decision has been taken. **Status: Consultation.**

Community and play-park funding: Information on available grant routes was provided to Helhoughton Parish Council, with Sport England and Awards for You identified as a potentially suitable routes for play-park improvements. **Status: Completed advice.**

National Highways community funding: Helhoughton Parish Council had identified the National Highways fund as source of recompence for past disruption. I was asked to look into this, and I was able to confirm that the latest application round had already closed. **Status: Closed.**

5. TRAFFIC REGULATION ORDERS, ROAD CLOSURES & DIVERSIONS

A number of Traffic Regulation Orders (TROs), temporary road closures and diversion arrangements have required attention during the reporting period. I have continued to scrutinise proposed restrictions to ensure that they are proportionate, that suitable access is maintained and that diversion routes are clear and appropriate for the vehicles expected to use them.

Field Lane, Rudham Stile Lane and Trapp Lane TRO: The statutory consultation on proposed waiting restrictions is under way. I raised concerns about this proposal at an early stage and those concerns remain. In particular, residents have highlighted the loss of parking currently used by visitors, family members, carers and tradespeople. The restrictions were originally recommended in connection with concerns about parking provision associated with the new sports centre. However, additional parking provision has subsequently been agreed and I believe the effect of this should be properly assessed before permanent waiting restrictions are introduced. Any restrictions should be demonstrably necessary and proportionate to the problem they are intended to address.

Greenway Lane Toucan Crossing / Thorpland Road: Temporary traffic-management arrangements are being developed for construction of the new toucan crossing. I raised concerns about the proposed length of the Thorpland Road closure, access to Lidl from Holt Road and, particularly, the clarity and suitability of the proposed HGV diversion. Following this, the project team agreed to revise the HGV diversion plan to make it clearer. HGV traffic is intended to be directed via the bypass and Hempton Road rather than unsuitable local roads, with appropriate signage provided. I have also raised residents' concerns about potential additional traffic using Rudham Stile Lane. Officers do not currently expect a significant increase, but the issue has been referred to the Streetworks Team and traffic conditions are to be monitored during construction.

Fakenham Food Market TTRO: Following a request from Shop Fakenham, I clarified the operation of the existing Temporary Traffic Regulation Order covering the Food Market. Highways confirmed that the Order does not require all three roads to be closed: Market Place can be closed while Bridge Street and Norwich Street remain open where those closures are unnecessary. The diversion provided on the day must reflect the actual closure in operation. The existing TTRO covers the remaining market dates of 14 November and 12 December 2026. A fresh application, setting out the roads to be closed and proposed event dates, will be required for markets continuing in 2027. There is no reduction in the TTRO fee where fewer roads are closed because the charge relates to the administrative and advertising process rather than the number of roads included.

A148 Fakenham Road, East Rudham/Tattersett – KLTRO382: An overnight closure was arranged for 12–13 November to allow replacement of defective road studs. The Order affects approximately 1.7km of the A148 and the advertised diversion runs via the A148, B1153 Anmer Road/Lynn Road and B1454 Fakenham Road through the surrounding villages. I welcomed the programmed works following concerns about defective road studs but subsequently queried

whether the section from Fourwinds towards Fakenham, which I had also reported, was included and asked whether it could be added if it was outside the programmed works.

A47 North Tuddenham to Easton closure: I pursued a constituent complaint following the weekend closure of the A47 on 24–25 October, which contributed to a missed hospital appointment. National Highways advised that the closure was required to enable delivery of a large transformer for the Hornsea 3 Offshore Wind Farm project. National Highways stated that advance signage had been in place from 12 October and that the formal diversion capable of accommodating all classes of vehicle was signed from Swaffham. Local routes including Wood Lane and Lyng Road remained available for local access but were deliberately not signed as diversion routes to avoid directing additional traffic through local villages. I passed the response back to the resident and also provided information to assist with checking future road closures.

Approach to future closures and diversions: I will continue to scrutinise significant temporary closures and TROs affecting the division, particularly where they could displace traffic onto unsuitable rural roads. My focus will be on ensuring that diversion routes are clear and suitable for HGVs, that reasonable access to homes and businesses is maintained, and that restrictions are no more extensive or prolonged than necessary.

5. PLANNING DECISIONS

5.1 DISTRICT COUNCIL APPLICATIONS

Baron's Hall Lane, Fakenham – PF/26/2233: A full application proposes 55 affordable homes on 2.6 hectares: 40 rented and 15 shared ownership. It includes 123 car spaces, 55 cycle spaces, access from Baron's Hall Lane, retention of the restricted byway route, open space and drainage. Key issues are traffic and pedestrian safety, school-run congestion, parking displacement, construction management, drainage and neighbouring amenity. **Status: Under consideration.**

74 Holt Road, Fakenham – PF/26/0841: The application is for demolition of existing buildings and construction of a 66-bed care home with parking and amenities. The Lead Local Flood Authority (LLFA) maintains its objection to the proposal. Further representative infiltration testing, groundwater evidence, confirmation of the impermeable-area uplift and remediation information are required before the LLFA's drainage concerns can be resolved.. **Status: LLFA objection.**

Land north of Rudham Stile Lane – PM/26/2055: The LLFA has no objection to the reserved-matters application for Phase 2A highways, landscaping and drainage works after reviewing the temporary surface-water proposals and calculations. **Status: No LLFA objection.**

5.2 COUNTY COUNCIL APPLICATIONS

No relevant applications this month.

6. OTHER NCC UPDATES / NEWS

The following current articles have been drawn from recent County Cllr Briefings:

GOVERNMENT URGED TO CORRECT LOCAL GOVERNMENT FINANCE SETTLEMENT

The Council Leader has warned that Norfolk faces a £148.5 million funding gap over three years, driven by forecast cost pressures of £343.3 million, and has urged the Government to address the settlement in the Budget. The Government declined to provide further support. A new appeal is to be made.

NORFOLK COUNTY COUNCIL BUDGET CONSULTATION 2027–28

The Council is consulting on council tax and 86 proposals totalling £32.273 million in efficiencies and cost reductions against a forecast £35.927 million gap next year. The consultation closes on 7 December 2026 and final decisions are due in February 2027.

CONSULTATION ON PROPOSED CHANGES TO POST-16 TRAVEL

Proposals would increase the standard annual contribution from £660 to £855 in 2027/28 and £1,050 in 2028/29, increase the low-income discount to 50% by 2028/29 and remove the Daily Payer Pass. The consultation closes on 15 December 2026.

Further information: View source

LOCAL GOVERNMENT REORGANISATION

The Government has rescinded previous decision for Norfolk. No fresh decision has yet been made for Norfolk. District elections are expected in May 2027, shadow unitary elections in May 2028 and any new unitary councils would launch in April 2029.

Further information: View source

NORFOLK AND SUFFOLK DEVOLUTION

Norfolk has renewed consent for a Mayoral Strategic Authority covering transport, skills, housing and economic growth, with access to a long-term investment fund exceeding £1.1 billion. The proposal remains subject to statutory approval.

CRISIS AND RESILIENCE FUND

Almost £4 million is being invested through 26 voluntary and community organisations to support residents facing hardship and help prevent future crisis. Information on food and energy support is available through the Council's cost-of-living service.

HEATING OIL CRISIS SUPPORT

Support may be available to Norfolk residents who are struggling to afford heating oil. The autumn and winter awareness campaign directs residents to the Council's heating-oil support and application information.

Further information: View source | View source

NORFOLK FIRE AND RESCUE SERVICE RATED GOOD

Inspectors reported significant progress and confirmed that all previously identified areas for improvement had been addressed. The service was praised for prevention, protection, technology, equipment and risk planning.

Further information: View source | View source

URGENT-CARE INVESTMENT FOR NORFOLK

Three Norfolk hospitals are due to receive £18.76 million: £10 million for a new urgent treatment centre at James Paget University Hospital, £3.9 million for improvements at Queen Elizabeth Hospital and £4.86 million for emergency-department capacity at Norfolk and Norwich University Hospital.

Further information: View source

BUS BYELAWS TO TACKLE NUISANCE BEHAVIOUR

Government guidance supports local transport authorities using byelaws against loud music, littering, vaping and threatening behaviour on buses, with fixed penalties of up to £100.

Further information: View source

CHANGES TO HOME ELECTRIC-VEHICLE CHARGING

Planning permission is no longer required for cross-pavement home EV chargers. Consultations on access for tenants and leaseholders and charging provision in covered car parks remain open until 16 December 2026.

Further information: View source | View source

GIVING TREE APPEAL

The Giving Tree has returned for its twentieth year. Residents can buy books at Waterstones Norwich for children and young people in care. Books should be purchased by 6 December for delivery before Christmas.

REGIONAL WATER COUNCILS PROPOSED

The Government has proposed eight regional water councils to bring local leaders, customers and businesses together on flooding, drought, water quality and supply. Norfolk's work through Water Resources East provides an existing partnership model.

Further information: View source

HEALTH IN RURAL AREAS AND SMALL TOWNS

The Chief Medical Officer's 2026 report highlights older populations, longer journeys, limited public transport, workforce recruitment difficulties and hidden rural poverty. The findings reinforce the need for local care, transport and prevention to be planned around rurality.

Further information: View source

HEALTHWATCH RETAINED

The Government has reversed the proposed abolition of Healthwatch England and local Healthwatch services. Healthwatch will remain the independent patient and public voice for health and care.

WORKWELL PILOTS

Early findings identify mental health as the most common health-related barrier to work, affecting nearly half of participants. Seventy per cent of surveyed participants were satisfied, particularly with personalised one-to-one coaching, and the programme is expanding nationally.

Further information: View source

MINUTES of the FULL COUNCIL MEETING

of FAKENHAM TOWN COUNCIL

held at the COMMUNITY CENTRE, OAK STREET, FAKENHAM

WEDNESDAY 28TH OCTOBER 2026 at 18:00

Councillors: V Joslin, M Campbell, A Kemp, C Fairbrother, J Rockett, T Duffy & D Hunter

District / County Councillors: Cllr C Cushing / Cllr L Vickers /Cllr J Punchard / Cllr R Jamieson
Clerk: L Meanley
Deputy Clerk/RFO: K Lindsay
Members of the Public: Two
Press: None

Number	Agenda
	As the Chair and Deputy Chair were not present - On the proposition of Cllr Campbell, seconded by Cllr Kemp elected Cllr Fairbrother to chair the meeting
176/26	**To consider for acceptance apologies for absence** Apologies received from Cllrs A Glynn, (Chair), G Thorpe, M Dutton, P Bucknell, A Girton, L Harrison
177/26	**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** Cllr Joslin declared an interest in agenda item 184/26. Cllr Fairbrother declared an interest in agenda item 202/26.
178/26	**Open Forum for Public Participation** a)To receive a report from Fakenham Police No report received b) To receive any Electors Questions: Members of the public will be invited to ask questions of the Parish Council on issues on the agenda or raise issues for consideration of inclusion at future meetings. This item is limited to 10 mins No electors questions received c) 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. District Cllr reports were noted Cllr Jamieson asked for Town Council opinion on another crossing in Queens Road outside the school, he advised that Highways did not have enough data indicating issues to complete a feasibility study. Cllrs agreed that as there was already a crossing further down at one end and traffic lights at the other, with a speed bump slowing traffic near the school, without any other data there did not seem to be a requirement. Councillors requested that Cllr Jamieson fed back the need for the speed bump and road markings to be properly highlighted. Cllr Jamieson asked for opinion on a crossing outside the infant school on Norwich Road. **ACTION: Clerk to seek data from Highways & the police to inform a November discussion** Cllr Jamieson also updated on the overgrown roundabouts, to which Cllr Vickers added her support. It is hoped works to the cobbled road in Bridge Street Fakenham will be completed in December.
179/26	**To confirm the Full Council Minutes of the Meeting held on 30th September 2026** The minutes of the Full Council meeting held on the 30th September 2026 were agreed on the proposition of Cllr Joslin and seconded by Cllr Duffy, **AGREED** by all and signed by the chair

180/26	**To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda or Clerk update** Nothing was noted
181/26	**To receive any reports from Councillors who have attended Meetings outside the Council** Nothing was noted
182/26	**To receive and note correspondence and comment upon any items for information and action** The new community cash hub has opened in the community centre.
183/26	**To fill Town Councillor vacancies by co-option** No applications were received
184/26	**To confirm the Minutes of the Allotments Sub-Committee held on:** • **6th October 2026.** The minutes of the meeting held on 6th October 2026 were moved for reception and adoption by Cllr Hunter seconded by Cllr Fairbrother and **AGREED** by all.
185/26	**To confirm the Minutes of the Facilities & Amenities Committee held on:** • **13th October 2026.** The minutes of the meeting held on 13th October 2026 were moved for reception and adoption by Cllr Kemp seconded by Cllr Rockett and **AGREED** by all.
186/26	**To confirm the Minutes of the Governance & Finance Committee held on:** • **20th October 2026. To note and/or approve:** The minutes of the meeting held on 20th October 2026 were moved for reception and adoption by Cllr Joslin seconded by Cllr Rockett and **AGREED** by all. **41/26 GF** **To review and agree policies and risk assessments for update:** Policies/Risk Assessments for review • Members code of Conduct Cllrs reviewed the Members Code of Conduct Policy and RESOLVED to approve it for presentation and approval by Full Council Cllrs reviewed and agreed **42/26 GF** **To receive and review the second quarterly Income and Expenditure Budget vs Actuals report** Cllrs RESOLVED to recommend to Full Council approval of the following: • Use of £20,000 from the CCTV – System & Monitoring EMR to pay invoice BC110376524 for installation of the CCTV system. • Use of £4,919 from the War Memorial EMR against PO70 for the approved and ordered war memorial repairs. Cllrs Reviewed and agreed **43/26 GF** **To receive the RFO's report** 2. Cllrs RESOLVED to recommend to Full Council that Cllr Kemp be added as an additional signatory to the CCLA account. Cllrs Reviewed and agreed **52/26 GF** **To discuss and consider events costings** Cllrs agreed to recommend to Full Council that if staffing allowed for individual events, the council may be able to support with expertise/administrative assistance only, event ownership would always sit with the organisers. Cllrs reviewed and agreed. Cllr Campbell will advise all on details of Christmas Light switch on

	event details.
187/26	**Financial Matters** a) To receive and review September 2026 receipts and payments lists for Fakenham Town Council and Charter Market Cllrs reviewed and agreed b) To receive and review September 2026 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts and confirm bank statements have been signed Cllrs reviewed and agreed c) To receive and review the second quarterly Income and Expenditure Budget vs Actuals report Cllrs reviewed and agreed d) To receive and approve the September 2026 schedule of payments over £500 for display on the website Cllrs reviewed and approved
188/26	**To review and agree the Procurement Policy** The procurement policy was reviewed and agreed on the proposition of Cllr Hunter, seconded by Cllr Joslin
189/26	**To discuss and confirm the financial priorities for the 2027-28 budget, as recommended by the Facilities & Amenities and Governance & Finance committees** Cllrs noted the current draft.
190/26	**To receive the following applications for a grant from the Market Tolls:** • **Wensum Dementia Café (amended application)** A market tolls grant of £150 was proposed by Cllr Joslin, seconded by Cllr Campbell and approved by all.
191/26	**To receive the Internal Controllers report** None
192/26	**To complete a 6 month review of the Strategic Objectives plan 2025-2028** This was reviewed and agreed by all.
193/26	**To discuss littering within Fakenham** The Clerk advised that because of a successful bid from NNDC Cllr Cushing's community fund, 15 hoops and 25 litter pickers had been purchased which would be available for local groups to borrow and would be advertised. The Great British Spring clean is the 12-28 March 2027
194/26	**To consider quotations for replacement of Mayoral Chains** On the proposition of Cllr Hunter, seconded by Cllr Joslin it was agreed to purchase the consort style at a cost of £927.95
195/26	**To discuss & agree quotations for works Creake Road Cemetery** Councillors noted the professional recommendation contained within the building survey that the existing ramped access to the toilet facilities should be replaced to meet current accessibility standards. The Clerk advised that undertaking the works would assist the Council in meeting current accessibility expectations and reduce the risk of challenge regarding access arrangements. Following discussion, Councillors resolved not to approve the expenditure required for the improvement works at this time and accepted responsibility for that decision.
196/26	**To discuss reducing the speed limit in Norwich Road from 40mph to 30mph** Councillors noted that, based on the data currently available, no clear evidence had been presented to justify the commissioning of a feasibility study and therefore resolved not to progress the matter further at this stage.

197/26	**To discuss Greenway Lane speeding concerns** Councillors reviewed the available evidence and resolved not to support the proposal, noting that the assessment did not demonstrate sufficient justification for further speed monitoring or a feasibility study at this time.
198/26	**To consider planning applications up to 22nd October 2026:** • **ADV/26/2056 -** Busseys & Sabberton , Enterprise Way, Fakenham, Norfolk, NR21 8SN - Display of internally illuminated freestanding panel advertisement https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TM2MQDLNIX900 **Response Deadline:** 02/11/2026 Cllrs had commented via email no objection, no comment
199/26	**To note comments on applications for planning applications as agreed via Email:** • **PF/26/1357-** The Workshop, Greenway Lane, Fakenham, Norfolk, NR21 8ET - Change of use from commercial workshop (upholstery repair service) to retail (charity shop) - retrospective https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TH6MRDLN03Y00 **Councillors Response**: No objection and no comments • **PM/26/2055-** Land North Of Rudham Stile Lane & East Of , Water Moor Lane, Fakenham, Norfolk, - Approval of all reserved matters relating to Phase 2A development works comprising highways, landscape, drainage attenuation and associated works, including temporary drainage works as required under application ref: PO/17/0860 (as varied by application ref: RV/22/0855) https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TM2MPXLNIX700 **Councillors Response**: No objection and no comments These were noted
200/26	**To receive notice of decisions of the planning authority and agree any further actions:** • **LA/26/1645-** Lancaster House , 44 Wells Road, Fakenham, Norfolk, NR21 9AA - Works associated with replacement of windows to ground floor living room and two upstairs bedrooms https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TJ8CQOLNIDU00 Councillors' response: Councillors offered no objection and no comments. **Approved** • **PF/25/1660 -** Bridge Farm Workshop , Water Moor Lane, Fakenham, Norfolk, NR21 8JS - Erection of 3 No. dwellings, new vehicular access to Water Moor Lane https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T03W11LNM6C00 Councillors' response: Cllrs offered no Objection but wanted clarity on the allotment boundary line. **Approved** • **LA/25/2143 -** Barn Behind, 12 Wells Road, Fakenham - Proposed Conversion of Former Barn/Stables to a Residential Dwelling

	https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=T36KRNLNMTS00 Councillors' response: Cllrs offered no objection, or comment **Approved** • **PF/25/1442 -** Barn Behind, 12 Wells Road, Fakenham - Proposed Conversion of Former Barn/Stables to a Residential Dwelling https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=SYPMJ9LNLW200 Councillors' response: Cllrs offered no objection, or comment **Approved** • **PU/26/1736-** 11A Norwich Street, Fakenham, Norfolk, NR21 9AF - Change from offices to residential use, including some minimal internal alterations https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TJPFWYLNII500 Councillors' response: Councillors strongly objected to this planning application. Councillors considered the proposed shutters to not be in keeping or compliant with the conservation area. Councillors also noted that no evidence has been provided to demonstrate that reasonable attempts have been made to rent or let the premises. Councillors recommend that North Norfolk District Council (NNDC) consider enforcement action. **Prior Approval Given** • **LA/26/1583-** Prospect House, 21 Norwich Road, Fakenham, Norfolk, NR21 8AU - Replace bathroom window with like for like timber window with obscured glass https://idoxpa.north-norfolk.gov.uk/online-applications/applicationDetails.do?activeTab=summary&keyVal=TIVE1RLNIB300 Councillors' response: Cllrs offered no objection, or comment **Approved** These were noted. Cllrs expressed their disappointment that for **PU/26/1736-** 11A Norwich Street the fact that the building is attached to a listed building appears to have not been considered, the correct style of windows and doors should be installed and shuttering removed.
201/26	**To receive confirmation of Tree Protection Order TPO/26/1102 Land On The South Side Of, Greenway Lane, Fakenham, Norfolk, NR21 8ET** This was noted
202/26	**To discuss the FLASH project** Cllr Hunter reported that delays due to the Iran war and hot summer have pushed back the opening date to March 2027
203/26	**To receive any further items for the agenda** To discuss a Fakenham Town Council statement on High Street regeneration and local management.
204/26	**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 Joslin seconded by Cllr Duffy. 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.
205/26	**To discuss Staffing matters** Governance & Finance made the following recommendations to Full Council in agenda item 51/26GF: An administrative role be increased to 27.5 hours pw from January 2027.

	A fixed term appointment to be made permanent at SCP5 A fixed term appointment be extended by 18 months On the proposition of Cllr Hunter, seconded by Cllr Joslin, agreed by all to agree the staffing recommendations.
206/26	**To discuss Proposed Improvements to Parking, Bus Facilities and Traffic Management** **ACTION: Clerk to respond with Councillor comments.**
207/26	**To receive an update on Staff accommodation progress** Nothing to report
208/26	**To discuss 9 Norwich Street** Nothing to report
209/26	**To move into open session** On the proposition of Cllr Joslin seconded by Cllr Fairbrother RESOLVED the Council move into Open Session.
210/26	**To confirm the date & time of the next meetings:** **Full Council: Wednesday 25th November 2026 at 18:00 & Governance & Finance 17th November 2026**

	There being no further business the meeting closed at 19:44 Confirmed this day of 2026 **CHAIR**

Full Council Meeting Action Log

Meeting	Date	Minute	Responsible	PRIORITY	Action	STATUS	Comments
Full	27/08/2025	124/25	Clerk	HIGH	Ask current Heritage Trail Supplier for costs associated with moving boards and complete refurbs/replacements	50%	On Site meeting 10/9/25. Quote received. Quotes will be sought from 3 suppliers for work 2026/27. Awaiting Way Finding report.
Full	29/10/2025	175/25	Clerk	MEDIUM	Clerk to seek clarification to NNDC Cllr Vickers Facebook comments re free residents parking on Millennium Park.	75%	Emailed 30/10/25
Full	27/05/2026	21/26	Clerk	MEDIUM	Seek planning permission for totems in the suggested locations and a finger post at the Town sign in 2026/27 with new totem & finger post costs factored into 2027/28. To seek costs for replacement Heritage trail boards at the library and town sign in a uniform design with other wayfinding signage and refresh maps/website & IT provision in 2026/27. To refurbish the Town sign in 2027/28	75%	Costs received from 2 suppliers, will go on Novembers Agenda
Full	29/07/2026	94/26	Clerk	HIGH	Clerk to contact NNDC or NCC to see if they still hold copies of a historic traffic report	75%	31/7/26 - Emailed NCC & NNDC - 4/8 NNDC sent over Fakenham Conservation Area Partnership Scheme 2007 review.
Full	26/08/2026	127/26	Clerk	HIGH	Clerk to submit a Norfolk Parish Partnership bid	100%	Bid Submitted
Full	26/08/2026	131/26	Clerk	MEDIUM	Clerk to contact NCC/NNDC re Gogg's Mill boundary lines	50%	28/8/26 Emailed NCC - Approx 15 week wait time for a response.
Full	30/09/2026	157/26	Clerk	MEDIUM	The Clerk to write to the Chief Constable to request a private	On Hold	
Full	30/09/2026	158/26	Cllr Duffy	MEDIUM	Cllr Duffy to draft a statement setting out Fakenham Town Council's position on the variety of shops within the High Street, for consideration at the next Full	100%	To be discussed at Novembers Full Council
Full	28/10/2026	178/26	Clerk	HIGH	Clerk to seek data from Highways & the police to inform a November discussion on a crossing at the Infant School in	75%	Emailed Highways / Police 6/11/26. Police support received but awaiting any data available.
Full	28/10/2026	206/26	Clerk	HIGH	Clerk to respond to Highways re Proposed Improvements to Parking, Bus Facilities and Traffic Management	100%	Response sent to Highways 30/10/26. Walkround with Cllr Jamieson 30/10/26. Awaiting response to Cllr Jamiesons request for stakeholder meeting.

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01328 853653
info@fakenhamtowncouncil.gov.uk

APPLICATION FOR CO-OPTION

Thank you for your interest in becoming a town councillor. Please provide the below information to assist the council in making their decision.

PERSONAL DETAILS

Full Name and Title	Mr Nathan Pearson
Home Address	[redacted]
Home Telephone	
Mobile Telephone	[redacted]
Email Address	[redacted]

ABOUT YOU

Please provide the council with some background information about yourself:

I have lived in North Norfolk since November 2023, and my connection to Fakenham has grown alongside my professional life. In April 2024, I became a Co-Founder of a digital marketing agency that is dedicated to supporting local businesses as well as larger enterprises. I initially rented office space in the town centre in Feb 2025 before moving my family into Fakenham town in June of this year, where I now work from home.

Professionally, I have a decade of experience in marketing and sales. My career is, at its core, about communication; whether that means influencing immediate decisions or clearly conveying ideas at scale to impact behaviour. Running a successful business has given me the ability to balance big-picture, long-term planning with immediate, every day realities. I understand that there is no value in "temporary friction" for a future goal if that friction causes real, avoidable pain in the present through poor planning.

Personally, I am fairly politically neutral. I believe that no single political mindset has all the answers, and I approach problem solving with a commitment to good-faith debate. If an idea does not survive the muster of a debate then it was either not a good idea, or it was not communicated effectively. Ultimately, I believe that the best outcomes happen when we sit down and work to understand the perspectives of others, and find common ground.

Please continue on a separate sheet if necessary

REASONS FOR APPLYING

Please provide the council with your reasons for wanting to become a town councillor:

I would like to put my name forward because I want to help make Fakenham a better, safer, and more accessible place for everyone, without losing the charm of its incredibly rich history. Walking around town with my two-year-old daughter, I see both the current challenges (such as litter and the frequent frustrations that are being voiced by residents on social media) and the immense potential our town holds. It does not need to leave its history behind in order to move forward.

If co-opted, I would be eager to focus on the following areas:

Supporting the business community: I would like to work directly with local businesses to foster a stronger commercial community. This includes facilitating local networking events and regular "town hall" style engagements where business owners could bring their concerns directly to those in a position to enact change. (I already run successful networking events for marketing professionals in Peterborough!)

Provisions for youth and families: I would like to advocate for cleaner parks with more things to do for younger children, as well as dedicated spaces for teenagers. Often, teenagers are disruptive for the simple reason that there isn't much for them to do locally. By working with businesses and the community to fund spaces or integrate them into local projects, we can address the root cause of this issue rather than just the symptoms.

Rebuilding real-world community engagement: The modern world, driven by myriad digital algorithms, has increasingly siloed people inside their homes. I want to encourage residents to step away from their screens and re-engage with the physical community that exists around them.

I do not view community resources as a zero-sum game. Whether it is funding a "stay and play" for toddlers alongside a coffee morning for the elderly, or supporting business owners while providing outlets for youth, I believe that through collaborative conversations we can achieve multiple shared goals.

Please continue on a separate sheet if necessary

QUESTIONS

Is there anything you would like to ask the council or the Clerk?

What are the council's primary strategic priorities for the upcoming year regarding town centre amenities, and how does the council currently measure ongoing engagement with local business owners?

Which sub-committees or working groups currently have the biggest need for additional support or fresh perpsectives?

Are there any ongoing or upcoming projects regarding community spaces, parks, or youth provisions that I could immediately contribute to if co-opted?

How does the council currently engage with demographics that are typically harder to reach, such as young working families and busy local business owners?

Are there any current plans to modernise or expand how the council communicates their decisions, budgets and projects to the wider Fakenham community?

When considering new initiatives for the town, how does the council typically evaluate any potential "friction" or immediate impact on residents against long-term benefits?

Please continue on a separate sheet if necessary

SIGNATURE & DATE

[redacted] Nov 17, 2026

Please return your completed application to the Clerk to Fakenham Town Council. Your application will be considered at the next available Town Council meeting, where a vote will be held to decide your co-option to Fakenham Town Council.

Data Protection Act (2018): The information provided on the application form will remain private and confidential.

1. **In order to be eligible for co-option as a Fakenham Town Councillor, you must be a British citizen, an eligible Commonwealth citizen, a citizen of the Republic of Ireland, a qualifying EU citizen or an EU citizen with retained rights; and on the date of the poll, election or co-option, 18 years of age or over; and be able to meet one of the following qualifications set out below:**

Please tick which one applies to you:

a) I am, and will continue to be, registered as a local government elector for the parish; or ☒

b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or ☐

c) My principle or only place of work, during the twelve months preceding the date of my co-option, has been in the parish; or ☒

d) I have, during the whole of the twelve months preceding the date of my co-option, resided in the parish or within three miles of it. ☐

2. **Apart from meeting the qualifications for co-option, you must also not be disqualified. The full range of disqualifications is complex and if you are in any doubt, you must do everything you can to check you are not disqualified before submitting your application. It is a criminal offence to make a false statement as to your qualification for being elected, if in any doubt you should consult the legislation and / or take your own independent legal advice. We are not able to confirm whether or not you are disqualified.**

A person is disqualified from being a parish councillor if they, at the time of election or co-option:

a) Are employed by the parish council or hold a paid office under the parish council -Section 80(1)(a) LGA Act 1972; or
b) Are the subject of a bankruptcy restrictions order or interim order - Section 80(1)(b) LGA 1972; or
c) During the five years before the day of election or co-option, or since his/her election or co-option, have been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine - Section 80(1)(d) & 80(5) LGA 1972; or
d) Have been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices) – Section 80(1)(e) LGA 1972 & Section 173(3) RPA 1983
e) I subject to the notification requirement of or under Part 2 of the Sexual Offences Act 2003 – Section81A (4) & (5) LGA 1972; or
f) Have been convicted of an intimidatory criminal offence motivated by hostility towards a candidate, future candidate or campaigner or holder of a relevant elective office – Section 30 EAA 2022.

A person may also be disqualified from being or becoming a member of certain authorities following a conviction under the Localism Act 2011 – Section 27(6) & 34(4) LA 2011.

DECLARATION

I, Nathan Pearson ..... hereby confirm that I am eligible for the vacancy of Fakenham Town Councillor; and the information given on this form, and attached, is a true and accurate record.

Signature [redacted] Date Nov 17, 2026

CO-OPTED COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
Personal Attributes	• Strong knowledge of local issues and a deep understanding of the community's needs and dynamics • Proactive and innovative, with the ability to anticipate challenges and drive future-focused solutions. • Must demonstrate impartiality and fairness, ensuring decisions are made in the best interests of the community rather than influenced by personal views or biases	• Ability to contribute new skills, expertise, or valuable local knowledge to enhance the Council's work
Experience, Skills, Knowledge and Ability	• Ability to consistently uphold and adhere to the Code of Conduct in all actions and decisions • Ability to listen constructively • Ability to contribute to the development of plans and strategies for the area • Ability to comprehend and apply relevant legal and regulatory considerations, ensuring informed and responsible decision-making in the best interests of the community • Ability to demonstrate resilience and sound judgment, making decisions based on the best interests of the community, even when they may be unpopular or not immediately understood by the public • Collaborative and supportive, with a strong	• Proven experience working with or serving as a member of a local authority or other public body • Experience working with voluntary, local, or community groups, supporting initiatives and fostering engagement • Possesses a foundational understanding of legal matters relevant to town and parish councils or local authorities • Proven experience in delivering presentations and speaking effectively in public forums

	ability to work effectively within a team • Ability to initiate and lead diverse projects effectively. • Ability and willingness to represent the Council and their community • Strong interpersonal skills, able to contribute ideas in meetings while respecting others' views and accepting majority decisions • Clear and concise communicator, able to convey information effectively • Ability and willingness to collaborate effectively with colleagues, fostering strong working relationships with both members and staff • Ability and willingness to work with the Council's partners (e.g. voluntary groups, other Parish Councils etc.) • Ability and willingness to undertake induction training and other relevant training	
Circumstances	• Ability and willingness to attend meetings of the Council and its committees (or meetings of other local authorities and local bodies) at any time; and events in the evening and at weekends	

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APPLICATION FOR CO-OPTION

Thank you for your interest in becoming a town councillor. Please provide the below information to assist the council in making their decision.

PERSONAL DETAILS

Full Name and Title	MR RONALD THOMPSON
Home Address	[redacted]
Home Telephone	
Mobile Telephone	[redacted]
Email Address	

ABOUT YOU

Please provide the council with some background information about yourself:

I am a UK. resident Born. in Cambridge [redacted]
Mother English Father Jamaican.
Foster into care [redacted] to Berry Hell.
C of. Walsingham. Primary School. Walsingham. [redacted]
~~Fak~~ Grammer school Fakenham [redacted]
Agricultural college. EASTON.
General Building Work. North Norfolk.
Lived and work in ITALY and Zambia.)
15 years.
Currently Bi Polar. Playing Music when I can.
Winner of International Cannabusiness 97
I produced CO_2 neutral Fuel, spent 12 years.
promoting HEMP in UK.

Please continue on a separate sheet if necessary

REASONS FOR APPLYING

Please provide the council with your reasons for wanting to become a town councillor:

To Give back to the Community. I am bipolar and a lot get flacks of good ideas that Fakenham could benefit from.

I can talk and understand. North Norfolk Broad Norfolk. People need to be understood.

Happy to try and Help

Please continue on a separate sheet if necessary

QUESTIONS

Is there anything you would like to ask the council or the Clerk?

Not at the moment

Please continue on a separate sheet if necessary

SIGNATURE & DATE

[redacted] Tues. Nov. 2026.

Please return your completed application to the Clerk to Fakenham Town Council. Your application will be considered at the next available Town Council meeting, where a vote will be held to decide your co-option to Fakenham Town Council.

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1. **In order to be eligible for co-option as a Fakenham Town Councillor, you must be a British citizen, an eligible Commonwealth citizen, a citizen of the Republic of Ireland, a qualifying EU citizen or an EU citizen with retained rights; and on the date of the poll, election or co-option, 18 years of age or over; and be able to meet one of the following qualifications set out below:**

Please tick which one applies to you:

a) I am, and will continue to be, registered as a local government elector for the parish; or ☑

b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or ☑

c) My principle or only place of work, during the twelve months preceding the date of my co-option, has been in the parish; or ☑

d) I have, during the whole of the twelve months preceding the date of my co-option, resided in the parish or within three miles of it. ☒

2. **Apart from meeting the qualifications for co-option, you must also not be disqualified. The full range of disqualifications is complex and if you are in any doubt, you must do everything you can to check you are not disqualified before submitting your application. It is a criminal offence to make a false statement as to your qualification for being elected, if in any doubt you should consult the legislation and / or take your own independent legal advice. We are not able to confirm whether or not you are disqualified.**
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c) During the five years before the day of election or co-option, or since his/her election or co-option, have been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine - Section 80(1)(d) & 80(5) LGA 1972; or
d) Have been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices) – Section 80(1)(e) LGA 1972 & Section 173(3) RPA 1983
e) I subject to the notification requirement of or under Part 2 of the Sexual Offences Act 2003 – Section81A (4) & (5) LGA 1972; or
f) Have been convicted of an intimidatory criminal offence motivated by hostility towards a candidate, future candidate or campaigner or holder of a relevant elective office – Section 30 EAA 2022.

A person may also be disqualified from being or becoming a member of certain authorities following a conviction under the Localism Act 2011 – Section 27(6) & 34(4) LA 2011.

DECLARATION

I, [redacted] Ron Thompson ..... hereby confirm that I am eligible for the vacancy of Fakenham Town Councillor; and the information given on this form, and attached, is a true and accurate record.

Signature [redacted] Date Tues. Nov 2029

CO-OPTED COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
Personal Attributes	• Strong knowledge of local issues and a deep understanding of the community's needs and dynamics • Proactive and innovative, with the ability to anticipate challenges and drive future-focused solutions. • Must demonstrate impartiality and fairness, ensuring decisions are made in the best interests of the community rather than influenced by personal views or biases	• Ability to contribute new skills, expertise, or valuable local knowledge to enhance the Council's work
Experience, Skills, Knowledge and Ability	• Ability to consistently uphold and adhere to the Code of Conduct in all actions and decisions • Ability to listen constructively • Ability to contribute to the development of plans and strategies for the area • Ability to comprehend and apply relevant legal and regulatory considerations, ensuring informed and responsible decision-making in the best interests of the community • Ability to demonstrate resilience and sound judgment, making decisions based on the best interests of the community, even when they may be unpopular or not immediately understood by the public • Collaborative and supportive, with a strong	• Proven experience working with or serving as a member of a local authority or other public body • Experience working with voluntary, local, or community groups, supporting initiatives and fostering engagement • Possesses a foundational understanding of legal matters relevant to town and parish councils or local authorities • Proven experience in delivering presentations and speaking effectively in public forums

	ability to work effectively within a team • Ability to initiate and lead diverse projects effectively. • Ability and willingness to represent the Council and their community • Strong interpersonal skills, able to contribute ideas in meetings while respecting others' views and accepting majority decisions • Clear and concise communicator, able to convey information effectively • Ability and willingness to collaborate effectively with colleagues, fostering strong working relationships with both members and staff • Ability and willingness to work with the Council's partners (e.g. voluntary groups, other Parish Councils etc.) • Ability and willingness to undertake induction training and other relevant training	
Circumstances	• Ability and willingness to attend meetings of the Council and its committees (or meetings of other local authorities and local bodies) at any time; and events in the evening and at weekends	

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

TUESDAY 17th November 2026 AT 18:00

Attending Committee Councillors: M Dutton, A Kemp, D Hunter, J Rockett & T Duffy

Clerk: L Meanley
RFO & Deputy Clerk: K Lindsay
General Public: None
Press: None

Number	Agenda
56/26GF	**To receive Apologies for Absence** Apologies received from Councillors Harrison, Glynn, Thorpe, Fairbrother, Joslin & Bucknell
57/26GF	**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**
58/26GF	**To adjourn the Meeting for Electors' questions** None received
59/26GF	**To confirm the minutes of the Governance & Finance Committee meeting held on 20th October 2026** On the proposition of Cllr Hunter, seconded by Cllr Kemp, the minutes of the Governance & Finance Committee meeting held on 20th October 2026 were AGREED by all and signed by the Chair
60/26GF	**To discuss any matters arising from the Governance & Finance Committee meeting held on 20th October 2026** The Action Log was noted
61/26GF	**To review and agree policies and risk assessments for update:** Policies/Risk Assessments for review: • **Fakenham Town Council Traffic Signage Risk Assessment & SSoW** Cllrs reviewed the Fakenham Town Council Traffic Signage Risk Assessment & SSoW and RESOLVED to approve it • **Equality & Diversity Policy** Cllrs reviewed the Equality & Diversity Policy and RESOLVED to approve it for presentation and approval by Full Council • **Internal Control Policy & Review** Cllrs reviewed the Internal Control Policy & Review and RESOLVED to approve them for presentation and approval by Full Council
62/26GF	**To review finance reports for month ending October 2026** • To receive and review October 2026 receipts and payments lists for Fakenham Town Council and Charter Market

	Cllrs RESOLVED to approve for presentation and approval by Full Council • To receive and review October 2026 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 • To receive and approve the October 2026 schedule of payments over £500 for display on the website Cllrs RESOLVED to approve for presentation and approval by Full Council
63/26GF	**To receive the RFO's report** 1. **Budget Observations** Members noted the report providing an overview of the current Income and Expenditure Budget vs Actuals report. The Clerk also brought to Members' attention expenditure incurred in relation to emergency tree works and a potential tree-related claim against the Council. 2. **Reserves investment – Update** The process of adding two additional signatories to the CCLA account has been initiated, with the necessary paperwork and mandate formalities outstanding. 3. **Market Tolls Accounts – General Management** Members agreed that surplus funds in the Market Tolls General Current Account be transferred to the Market Tolls Deposit Account, retaining an approximate working balance of £1,000 in the current account to meet day-to-day expenditure. 4. **VAT return – Update** Members noted that, following approval by the Deputy Chair of the Governance and Finance Committee, the VAT return was submitted to HMRC and a refund of £9,707.54 received on 27 October 2026.
64/26GF	**To discuss Town Centre Manager Roles** Members considered the Clerk's report setting out costings and options for a Town Centre Manager role and agreed that this approach may not be feasible at present. Members supported exploring alternative event support, with a provision of £10,000 included in the budget for future consideration, noting that no specific use had yet been agreed. It was also agreed that a matrix should be developed to support the assessment of Charter Market grant applications and ensure funding is more effectively targeted.
65/26GF	**To consider and review Draft 2 of the 2027–2028 Budget** Members considered the Budget Setting 2027/28 – Recurring Budget and Project Decisions report and Draft 2 of the 2027/28 Budget, with detailed discussion of the proposed budget allocations and options. Councillors **RESOLVED** to recommend to Full Council, for consideration and approval at its meeting on 25 November 2026, a **22.93% increase in the precept**, resulting in a total precept request of **£1,066,143.76** (one million, sixty-six thousand, one hundred and forty-three pounds and seventy-six pence).

66/26GF	**To note the notification from Barclaycard regarding an interest rate reduction on FTC Barclaycard business card** This was noted
67/26GF	**To consider the appropriate use of payment methods and their compliance with the Council's Financial Regulations** Members discussed alternative payment methods, including GoCardless direct debits, and agreed that these do not comply with the Council's Financial Regulations. The Council will therefore not enter into or transfer supplier arrangements to this payment method. The existing fixed monthly payments to Scribe and Civicly were noted as exceptions.
68/26GF	**To note staff overtime for Remembrance Day Parade** This was noted
69/26GF	**To receive the Internal Controller review** None
70/26GF	**To receive and review the Internal Auditor's Interim Report for Fakenham Town Council for 2026/27** Members received and reviewed the Interim Internal Audit Report and RESOLVED to recommend the report's recommendations and associated actions to Full Council: **Recommendation 1: The Standing Orders are dated May 2026 per the PDF online however the website page shows the date published as the 26 August 2026. I believe an amendment was agreed to the Standing Orders at a Full Council meeting on 26 August 2026. The date of the document should reflect that date of the latest update.** The office confirmed that the date of any amendments is routinely updated within documents, and that this was an isolated administrative oversight. The correctly dated Standing Orders have now been uploaded to the website. **Recommendation 2: All policies should be updated in accordance with the review date set. The Procurement Procedures Policy states that it is due review in May 2026 but is review did not take place until October 2026.** The office acknowledged that the review was completed later than scheduled. Arrangements will be strengthened by introducing an additional calendar reminder to help ensure that policies are reviewed within their designated review periods. The office will continue to endeavour to meet all scheduled policy review dates. **Recommendation 3: Please ensure the 2026 statutory accounts for Fakenham Recreation Ground Charity (FRGC) (Registration no. 303946) are approved by the Trustee prior to submission to the Charity Commission. The council needs to ensure that the charity continues to be properly managed, and the councillors properly understand the council's role as a Trustee.** The 2026 statutory accounts for Fakenham Recreation Ground Charity are included on the agenda for approval by the Trustee at the meeting scheduled for 25 November 2026, prior to submission to the Charity Commission.
71/26GF	**To discuss market electricity box access** Members discussed access arrangements for the market electricity box and RESOLVED that access to all Council assets will continue to be managed by the office on an as-needed basis. Keys will not be issued for permanent retention by individual users or hirers and must be collected from and returned to the office as required. This arrangement will apply consistently to all users.

72/26GF	**To discuss the FLASH Project** No financial matters or implications were considered.
73/26GF	**To confirm the date and time of next meeting** **Governance & Finance: Tuesday 19th January 2027 at 18:00**

	There being no further business the meeting closed at 19.24 Confirmed this day of 2026 **CHAIR**

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Fakenham Town Council

EQUALITY AND DIVERSITY POLICY

1 - **Our commitment**
2 - The law
3 - Types of unlawful discrimination
4 - Equal opportunities in employment
5 - Dignity at work
6 - People not employed by the council
7 - Training
8 – The Councils Commitment
9 - Your responsibilities
10 - Grievances
11 - Monitoring and review

1 - Our commitment

The council is committed to equality, diversity and inclusion and to eliminating unlawful discrimination.

The Council in providing goods and/or services and /or facilities is also committed against unlawful discrimination of customers or the public.

This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

We define diversity as the celebration of differences and the recognition of the unique value of every individual. Each person brings a distinct set of visible and non-visible characteristics, and by embracing these differences, we foster an environment where everyone feels respected and appreciated for their contributions.

2 - The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, ~~race (which includes colour, nationality, caste and ethnic or national origins)~~ race, including colour, nationality and ethnic or national origins, sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".
Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. Under the worker Protection (Amendment of Equality Act 2010) Act 2023 which came into effect on 26th October 2024 ~~all employers must take reasonable steps to prevent sexual harassment~~

~~of their employees.~~ The Council will take reasonable steps to prevent sexual harassment by third parties, including suppliers, contractors, members of the public, councillors and visitors

It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

3 -Types of unlawful discrimination

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Sexual Harassment is unwanted behaviour of a sexual nature. The unwanted behaviour must either violate someone's dignity, or create an intimidating, hostile, humiliating or offensive environment whether it was intended or not. Sexual Harrassment has many forms of seriousness with sexual assault the most serious.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because they made or supported a complaint or raised a grievance under the Equality Act 2010, or because they are suspected of doing so. However, an employee is not protected from victimisation if they acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not

have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

4 - Equal opportunities in employment

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

Equal opportunities monitoring

The council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

5 - Dignity at work

The council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

6 - People not employed by the council

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

7 - Training

The council is committed to offering training, development and progression opportunities to all staff, councillors and volunteers.

The council will provide training in or raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The council will provide training to or raise awareness of all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment. The council will provide additional training to managers to enable them to deal more effectively with complaints of bullying and harassment.

Equality, diversity and inclusion training will be provided periodically to employees and offered to councillors**.**

8 – The Councils Commitment

The Council is dedicated to fostering an inclusive environment where individual differences are respected, and the contributions of all staff are recognized and valued. We are equally committed to delivering functions and services that are accessible to everyone in our community.

The Council recognises the value of neurodiversity and will seek to remove barriers affecting individuals with conditions such as autism, ADHD, dyslexia and other recognised disabilities.

~~To support this commitment, the Council will provide reasonable adjustments for staff, councillors, and members of the public as needed, proactively identifying and addressing barriers that may hinder participation in community life~~. The Council will consider requests for reasonable adjustments from employees, councillors, volunteers and members of the public and will implement adjustments where reasonable and proportionate to do so

We aim to ensure the equitable allocation of resources by actively listening, responding, and collaborating with diverse groups through meaningful and inclusive consultation and engagement processes.

The Council will endeavour to provide information in accessible formats where reasonably requested, including large print, alternative electronic formats and other adjustments to meet individual needs

Our communications and events will reflect and celebrate the diversity of our communities, promoting inclusion and ensuring full accessibility for all.

9 - Your responsibilities

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

The council encourages the reporting of any incidents or situations where employees felt at risk even if nothing happened.

10 - Grievances

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

11 - Monitoring and review

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with relevant data protection legislation.

This is a non-contractual procedure which will be reviewed from time to time.

Reviewed at Governance & Finance 17th November 2026
Ratified at Full Council 25th November 2026
Due for review 2027

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Fakenham Town Council

INTERNAL CONTROL POLICY

Contents

1. **Scope of Responsibility**
2. **The Purpose of the System of Internal Control**
3. **Personnel involved with the Internal Control Environment**
4. **Internal Auditor**
5. **Review of Effectiveness**
6. **Business Planning as an aid to Internal Control**
7. **Data Protection Compliance**

1. SCOPE OF RESPONSIBILITY

Fakenham Town Council (the Council) is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control which facilitates the effective exercise of the Council's functions, and which includes arrangements for the effective management of risk. In accordance with the Local Government Act 1972 s151, the Council has appointed a Responsible Financial Officer (RFO) who administers the Council's financial affairs in accordance with all Acts, Regulations, and proper practices.

2. THE PURPOSE OF THE SYSTEM OF INTERNAL CONTROL

Internal control is designed to reduce financial risk to the Council; the system of internal control is designed to ensure that the Council's activities are carried out properly and as set. Internal controls are set up by the Governance & Finance Committee and the Clerk to ensure that they have a degree of control and understanding of those controls. Monitoring will include the checking of routine financial procedures; the examination of financial comparisons; the recording of assets and liabilities; the identification of risk and to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

3. PERSONNEL INVOLVED WITH THE INTERNAL CONTROL ENVIRONMENT

3.1 The Council

- The Council has appointed a Chair who is responsible for the smooth running of meetings and for ensuring that all Council decisions are lawfully taken.
- Chairs of Committees exercise similar responsibilities under delegated authority within their terms of reference.
- The Chair of each meeting (of both Council and Committees) signs each page of the minutes.

- Decisions made are within the Standing Orders and Financial Regulations laid down and approved by the Council. These are kept regularly under review.
- The Council reviews its obligations and objectives and approves budgets for the following year at its November and December meetings.
- The December meeting of the Council approves the level of precept for the following financial year.
- The Council receives and considers regular financial statements at its monthly meetings.
- Payments are made in accordance with Standing Orders and Financial Regulations.
- The appointment of authorised signatories is kept under review.
- Two Councillors are required to agree to authorise the release of payments having satisfied themselves that the payments to be made are in accordance with the files shared with them for payment.
- Internal control issues are reviewed on a regular basis by the Internal Controller, with reports presented to Full Council accordingly.
- All Council policies are reviewed regularly for accuracy in relation to the policy areas they reflect, changes in legislation and current best practice.
- The Council has an up-to-date Risk Register which is reviewed on a quarterly basis by the Internal Controller and the Governance & Finance Committee on an annual basis or as and when any new activity or risk is undertaken or identified.

3.2 CLERK AND PROPER OFFICER TO THE COUNCIL / RESPONSIBLE FINANCIAL OFFICER

- The Council has appointed a Clerk to the Council who acts as the Council's advisor and principal administrator.
- The Council has appointed a Responsible Financial Officer (RFO) and they are responsible for managing the Council's finances.
- The RFO is responsible for the day-to-day compliance with legislation and policies and for managing risks.
- The RFO also exercises responsibility for the Council's banking arrangements in conjunction with the Governance & Finance Committee.
- The duties of the Clerk are laid down in a Job Description which was last reviewed and updated in 2023.
- The duties of the RFO are laid down in a Job Description which was last reviewed and updated in 2024.
- The RFO and Governance & Finance Committee manages the timetable for the audit programme, Council approval of the annual return, and compliance with the electors' rights.
- The RFO submits all the requested information to the External Auditor by the agreed date.
- The Clerk arranges for the required publication of notices, accounts and returns.
- The RFO is appointed as the Service Administrator for bank accounts. A minimum of two people will be involved in any online approval process.
- The Clerk may be an authorised signatory
- This arrangement is controlled by Financial Regulation 7.1.
- The Council has corporate Credit Cards with Barclays Bank which are restricted to use by the Clerk and RFO.
- The use of these cards is controlled by Financial Regulation 8.3.

- The Council has Debit Cards to maintain the Petty Cash limit of £100, which are restricted to use by the Clerk and RFO.
- The use of these cards is controlled by Financial Regulation 8.1.
- The Council has a Fuel Card, which is restricted to use by the Grounds Staff for authorised purchases.
- The use of this card is controlled by Financial Regulation 8.3.

3.3 DEPUTY CLERK / AMINSITRATIVE ASSISTANTS

- The Council has appointed a Deputy Clerk who acts in support of the Clerk and has a deputising role. The Council has appointed administrative assistants to support office functions.
- The duties of the Deputy Clerk are laid down in a Job Description which was last reviewed and updated in 2024.
- The duties of the Administrative Assistants are laid down in a job description which was last reviewed and updated in 2024.

4. INTERNAL AUDITOR (IA)

The Council has appointed an Independent Internal Auditor (IA) who will report to the Council on the adequacy of the Council's:

- Records, procedures and systems
- Book-keeping and bank reconciliations
- Financial regulations and standing Orders
- Budgetary controls
- Asset management
- Payment controls
- Risk management
- Statutory / regulatory compliance

Regular reviews of the effectiveness of internal control.

- The effectiveness of the internal audit is reviewed annually, and the Council reviews the appointment of the IA every 3 years.
- The IA, who is competent and independent, will carry out the work required in accordance with the Practitioners' Guide - Governance and Accountability for smaller authorities in England, and additionally will be advised of any additional work required by the Council.
- The scope of the work of the IA is reviewed annually by the Governance &Finance Committee and the review and the appointment is minuted.
- The IA will inspect the accounts at the end of October for an interim internal audit.
- The IA will inspect the accounts at the year-end (prior to completion of the Annual Governance and Accountability Return (AGAR) -Sections 1 and 2) and will complete the Annual Internal Audit Report of the AGAR.
- The IA will write a separate report to the Council (a copy of which is provided to all members) detailing any findings they might have for both the interim and year end internal audits.

- The report of the IA is considered as an agenda item at the next available appropriate meetings.
- Recommendations from the report will be recorded in the minutes and the Governance & Finance Committee will produce an Audit Plan to manage any identified weaknesses or recommendations identified for improvement.

5. REVIEW OF EFFECTIVENESS

- The Council has responsibility for conducting an annual review of the effectiveness of the system of internal control.
- The review is informed by the work and any issues identified by;
    - Full Council – identification of new activities
    - Governance & Finance Committee – identification of new activities or risks
    - Governance & Finance Committee who have responsibility for the development and maintenance of the internal control environment and managing risks
    - IA, who reviews the Council's system of internal control and who makes a written report to the Council.
    - The Council's External Auditors, who make the final check using the AGAR, a form completed and signed by the RFO, the Clerk, the Chair and the IA.
    - The External Auditor issues an annual audit certificate and identifies any actions taken need to be considered by the Council arising from Audit Report.

6. BUSINESS PLANNING AS AN AID TO INTERNAL CONTROL

- The current 3-year Strategic Business Plan expires in 2028
- The Council is due to review the Strategic Business Plan 6 months after its initial implementation in March 2025.
- The Strategic Business Plan aligns with and drives the direction of all internal strategies and resources, through both the budget setting process, and via key strategic policies.
- The Strategic Business Plan aids consistent decision making and greater alignment with core strategies, which in turn improves both management of risk and more effective use of resources.
- The Strategic Business Plan affords a mechanism to ensure that spending decisions are made in the most robust and transparent way.
- The Strategic Business Plan will be revised as necessary throughout the period to reflect any significant changes.

7. DATA PROTECTION COMPLIANCE

- The Council has fully complied with the Data Protection legislation which came into force in the United Kingdom on 25 May 2018 and keeps its compliance under regular review.
- The UK GDPR sets out the information you should supply and when individuals should be informed.
- The Council has procedures in place to review the information it supplies about the processing of personal data and ensures that it is:
- Concise, transparent, intelligible and easily accessible.
- Written in clear and plain language.

- All policies associated with Data Protection are reviewed by the Governance & Finance Committee on an annual basis.

~~*Reviewed at Governance & Finance Committee 22nd July 2025*~~
~~*Ratified at Full Council 30th July 2025*~~
Reviewed at Governance & Finance Committee 17th November 2026
Ratified at Full Council 25th November 2026

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INTERNAL CONTROL REVIEW

The Accounts & Audit (Amendment) (England) Regulations 2015 aim to strengthen governance and accountability through requirements related to internal control and internal audit. Whilst the Council has reviewed the effectiveness of the internal audit (independence, competence, proportionate and scope), it has a requirement levied on it to ensure that its financial management is adequate and effective and that it has a sound system of internal control: -
"The regulations require active participation by members in providing positive assurance to the electors of their stewardship of public money. The framework of accountability is risk-based i.e. level of control and management must be appropriate to the risk involved. The Council must determine the most appropriate method of internal control…. care should be taken to ensure that internal control tests are proportionate and relevant and that they are neither seen as, nor intended as, undue interference in the day-to-day management of financial affairs."

As part of its internal control, the Council has appointed a Councillor to conduct a review of the system of internal control via a test sample selected from the following tests on a regular basis, with a written report of any findings to be submitted to the Council and minuted as received. The tests carried out during the year should enable the Council to respond in the affirmation to Assertion 2 of the Annual Governance and Accountability Return

"We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness".

CONTROL TEST	AGAR Cert Ref	COMMENTS – check documents & initial
	Objective	
Asset Register: • ensuring up-to-date Register of Assets • held in accordance with Proper Practices	H	
Annual review of risk and adequacy of Insurance cover	C	
Regular scrutiny of financial records and proper arrangements for the approval of expenditure	B	
Validation of Cash book Receipts and Payments reports and confirmation of cash book balances to bank statements	J	
Recording in the minutes expenditure which is being approved	B	

Payments supported by invoices, authorised and minuted	B	
Review of contracts and procurement procedures – formal tender and quotes	B	
Numerical Purchase orders placed in accordance with Financial Regulations	B/J	
Review of internet bank payments including authorisation procedures & bank reconciliations	B	

Petty Cash payments supported by receipts, expenditure approved and VAT accounted for	F	
Review of process for grants awarded by the Council and declared	B	
Review of income records to ensure income is correctly received, recorded and banked	E	
Review of grants received by the Council and declared	E	
Review Budget setting process in accordance with Proper Practices at budget setting committee meetings.	D	
Quarterly budget management statements reported to Council (Budget Vs Actuals)	D	
Monthly reconciliation of Credit Cards operated by the Clerk/Deputy Clerk. Verification process in place	B	
Contracts of employment in place for all staff	G	
Annual performance review for all staff		
Records updated to reflect relevant legislation		
PAYE/NIC/Pension properly operated by the Council as an employer	G	
Staff Details e.g. salary payments - held in a secure & appropriate manner	G	
VAT payments identified, recorded and reclaimed in the cashbook	B	
Compliance with Data Protection Legislation – Council registered as a Data Controller		

Annual review of • Internal Controls • Standing Orders & Financial Regulations • Financial Risk • Risk strategy • Council Policies (if appropriate)		
Compliance with General Data Protection Regulations: • Data Audit Impact Assessment completed for new projects • Legal basis for processing data identified for new projects • Annual review of GDPR policies		
Compliance with Website Accessibility Requirements: • Website Security Certificate • Digital Accessibility • Accessibility statement on website		
Minutes properly numbered or paginated with a master copy kept for safekeeping		
Procedures in place for recording and monitoring Members' Interests and Gifts of Hospitality		
Terms of Reference for Committees annually reviewed		
Delegated Powers identified and implemented		

Roles and Responsibilities of Councillors published on website		
Adoption of Codes of Conduct for Members		
Declaration of Acceptance of Office: • Completed • Copy held		
Regular maintenance arrangements for physical assets		

Other areas reviewed:		

General comments:

Date of review of system of Internal Controls

Review of system of Internal Controls carried out by:

Name

Date report submitted to Council: ~~(date)~~

Reviewed at Governance & Finance Committee 17th November 2026
Ratified at Full Council 25th November 2026

Fakenham Town Council

Interim internal audit report for 26/27

MAPUS –SMITH & LEMMON LLP

Mapus-Smith & Lemmon LLP
Chartered Accountants

Mapus-Smith & Lemmon LLP
Chartered Accountants

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- Ethical responsibilities
- Introduction and overall summary
- Audit findings
- Appendix

Ethical responsibilities

Audit independence and objectivity

We confirm we have complied with the Financial Reporting Council's (FRC) Ethical Standard and are able to issue an objective opinion on the financial statements. We have considered our integrity, independence and objectivity in respect of audit services provided and have not identified potential threats for which we need to apply appropriate safeguards.

Introduction and overall summary

Introduction and overall summary

1. Introduction and Overall Summary.

- 1.1 The Internal Audit programmed for the year 2026/27 comprises an Interim Audit which will lead into and support the End-of-Year Audit in April/May 2027 following the completion of the 2026/27 Accounts. In this way the Town Council is supported throughout 2026/27 in terms of receiving assurance upon the adequacy and efficiency of key systems in place. This audit report relates to the Interim review undertaken in October 2026. Terms of Reference and an Audit Plan for the review were agreed with the Council.
- 1.2 The Internal Auditor attended the Town Council's offices on 29 October 2026 to complete the Audit, which focussed upon the adequacy of the systems of internal control operating during the period April 2026 to September 2026. Karen Lindsay (Deputy Town Clerk and Responsible Financial Officer) was in attendance. Lesley Meanley (Town Clerk) was available if required.
- 1.3 In addition to the documentation presented to the Internal Auditor, all relevant published data held on the Council's website was accessed during the audit.

Introduction and overall summary cont.

- 1.4 In summary, the Internal Audit work examining the Council's operations during the first 6 months of the 2026/27 year confirmed the following:
  - (a) The Council's internal financial control framework is being maintained satisfactorily with effective internal controls in operation. Detailed scrutiny of financial, budgetary and governance matters is being undertaken by the Full Council, the Facilities and Amenities Committee and the Governance and Finance Committee. Financial safeguarding measures have been adopted and are in place.
  - (b) The RFO is competently undertaking the Council's financial affairs and is producing satisfactory financial management information to enable the Council to make well-informed decisions.
  - (c) The overall financial administration and control operating at the Town Council is supported through regular liaison meetings between the Town Council Officers and the RFO. Meetings are taking place on a monthly basis. Notes of the meeting are taken and presented to the Governance and Finance Committee.
  - (d) The Budget for the current year, 2026/27, was well prepared. The Council has a high standard of budgetary control processes in place and is undertaking effective Internal strategic monitoring of the 2026/27 Budget. Detailed scrutiny is undertaken by the Governance and Finance Committee.
  - (e) Work has commenced on the Draft Budget for 2027/28 by the RFO. The Full Council will approve the Final Budget and Precept for 2027/28 in December 2027.
  - (f) The Council is meeting the requirements of the Transparency Code 2015 relating to the publication of payments over £500.

Introduction and overall summary cont.

- (g) The Council is complying with the requirements of the Accounts and Audit Regulations 2015 regarding the publication of information and data on the Council's website.
- (h) Whilst the Council's overall governance and internal control arrangements are operating satisfactorily, there are some specific areas where it is considered that development is required and 6 formal recommendations have been put forward in this Audit Report (detailed in the body of the Report and listed at Appendix A for ease of reference).

- 1.5 In accordance with the Audit Plan, a review of the adequacy of systems of internal controls operating during the period April 2026 to September 2026 has been completed. Details of the findings, comments and recommendations relating to the findings are recorded in the next section.

I would like to record my appreciation to Karen Lindsay (RFO and Deputy Town Clerk) and Lesley Meanley (Town Clerk) for their assistance and support during the course of the audit.

Audit findings

Mapus-Smith & Lemmon LLP
Chartered Accountants

2. Governance, Standing Orders, Financial Regulations and other Regulatory matters *(examination of Standing Orders, Financial Regulations, Code of Conduct, Formal Policies and Procedures, Tenders where relevant. Acting within the legal framework, including Data Protection legislation).*

- 2.1 As part of the Council's overall governance arrangements, at the Full Council meeting held on 27 May 2026, the Council elected the Mayor and Deputy Mayor. The Council agreed the appointments to the Facilities & Amenities Committee, Governance & Finance Committee, HR Sub-Committee and Allotment Sub-Commitee. Representatives to outside bodies were also agreed.
- 2.2 The Council has agreed a Strategic Plan for 2025 – 2028. This is available for view on the website. A Working Group has been set up to take the Plan forward. It was discussed at Full Council in December 2025 and January 2026 the requirement to confirm the working group so an annual review could be performed. The annual review took place and was considered by the Governance & Finance Committee on 21 April 2026, and subsequently by Full Council on 29 April 2026.
- 2.3 The Council has a Responsible Financial Officer (RFO) in place, Karen Lindsay. She completed the 2025/26 End of Year Accounts and the AGAR for the Council. Karen also acts as Deputy Town Clerk.
- 2.4 The Town Clerk, Lesley Meanley, is the Proper Officer of the Council and is under a statutory duty to carry out all the functions of the Council and to serve or issue all the notifications required by law of a local authority's Proper Officer.
- 2.5 The RFO presents a monthly report to the Governance & Finance Committee, highlighting any relevant issues for information or further discussion. This regular reporting ensures that members remain informed and that any matters requiring attention can be addressed promptly.

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2. Governance, Standing Orders, Financial Regulations and other Regulatory matters *(examination of Standing Orders, Financial Regulations, Code of Conduct, Formal Policies and Procedures, Tenders where relevant. Acting within the legal framework, including Data Protection legislation) cont.*

- 2.6 Standing Orders are in place and were approved by the Council at its meeting on 27 May 2026. A copy of Standing Orders has been published on the Council's website.

Recommendation 1: The Standing Orders are dated May 2026 per the PDF online however the website page shows the date published as the 26 August 2026. I believe an amendment was agreed to the Standing Orders at a Full Council meeting on 26 August 2026. The date of the document should reflect that date of the latest update.

- 2.7 Financial Regulations are also in place and were reviewed, amended and approved by the Council at the meeting on 27 May 2026. The Regulations are based on the NALC Model Financial Regulations and include the amendments put forward by NALC on 13 March 2025.
- 2.8 The Council's Minutes are well presented and provide evidence of the decisions taken by the Council in the year. Both Agenda and Minutes are being promptly published on the Council's website.

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2. Governance, Standing Orders, Financial Regulations and other Regulatory matters *(examination of Standing Orders, Financial Regulations, Code of Conduct, Formal Policies and Procedures, Tenders where relevant. Acting within the legal framework, including Data Protection legislation) cont.*

- 2.9 The Council is Registered with the Information Commissioner's Office (ICO). as a Fee Payer/Data Controller for the provision of council services under current Data Protection legislation. The Council has a Document Retention and Disposal Policy in place to assist compliance with General Data Protection Regulations (GDPR). The Council has not designated a member of staff as a Data Protection Officer and the Town Clerk calls upon specialist advisors should the need arise.
- 2.10 A Publication Scheme in response to the Freedom of Information Act 2000 is also in place with a copy on the Council's website. The Scheme was ratified at Full Council on 31 July 2024.
- 2.11 The Council has adopted a wide range of Policies, Procedures and Protocols. The Town Clerk maintains an annual schedule which provides for the review of existing policies and the putting forward of any new policies that may be required. As part of this process at the meeting on the 26th August 2026, the Council adopted the Cemetery Rules & Regulations as reviewed Facilities & Amenities on 11 August 2026.. At the meeting on the 29th July 2026, the Council adopted the Councillor e-mail policy as reviewed by the Governance & Finance Committee. At the meeting on 29th July 2026, the Council adopted the Data Breach Procedure, the Data Protection Complaints Procedure and the Date Subject Rights Request as reviewed by the Governance & Finance Committee. At the meeting on 24th June 2026, the Council adopted the Dignity at Work Policy as reviewed by the Governance & Finance Committee. At the meeting on 29th July 2026, the Council adopted the Discipline & Grievance Policy as reviewed by the Governance & Finance Committee.

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2. Governance, Standing Orders, Financial Regulations and other Regulatory matters *(examination of Standing Orders, Financial Regulations, Code of Conduct, Formal Policies and Procedures, Tenders where relevant. Acting within the legal framework, including Data Protection legislation) cont.*

- 2.11 cont. At the meeting on 29th July 2026, the Council adopted the Driver & Vehicle Policy as reviewed by the Governance & Finance Committee. As the meeting on 29th July 2026, the Council adopted the Expenses Policy as reviewed by the Governance & Finance Committee. At the meeting on 24th June 2026, the Council adopted the Health and Safety Policy as reviewed by the Governance & Finance Committee. At the meeting on 29th July 2026, the Council adopted the Information Transfer Policy as reviewed by 21st July 2026. At the meeting on 29th July 2026, the Council adopted the Records Management and Retention Policy as reviewed by the Governance & Finance Committee. At the meeting on 29th July 2026, the Council adopted the Removal Media Policy as reviewed by the Governance & Finance Committee. As the meeting on 29th July 2026, the Council adopted the Social Media & Electronic Communication Policy as reviewed by the Governance & Finance Committee. At the meeting on 24th June 2026, the Council adopted the the Compliments or Complaints Policy as reviewed by the Governance & Finance Committee on 16th June 2026.
- 2.12 At the meeting of the Facilities & Amenities Committee on 11 August 2026, the Biodiversity Policy as ratified.

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2. Governance, Standing Orders, Financial Regulations and other Regulatory matters *(examination of Standing Orders, Financial Regulations, Code of Conduct, Formal Policies and Procedures, Tenders where relevant. Acting within the legal framework, including Data Protection legislation) cont.*

- 2.13 A Code of Conduct for Councillors is in place which was ratified by the Council at the meeting on 24 September 2025. A copy of the Code has been published on the Council's website.
- 2.14 The website includes an Appropriate Policy document, but this is not saved in the policies folder, nor is it referred to on the policy review dates document.
- 2.16 The Procurement Procedures Policy states that it is due review in May 2026 but is review did not take place until October 2026.

Recommendation 2: All policies should be updated in accordance with the review date set.

- 2.17 The Council has published a Website Accessibility Statement in accordance with the website accessibility regulations. The Statement includes information about navigating within the website and any areas that are not compliant with the regulations.

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3. Accounting Procedures and Proper Book-keeping *(examination of entries in the Cashbook, regular reconciliations, supporting vouchers, invoices and receipts and VAT accounting).*

- 3.1 The Scribe (previously RBS Rialtas) Accounting System satisfactorily maintains the Council's Income and Expenditure accounting system. The accounting information is well referenced and overall provides a good audit trail to the supporting documentation. The data recorded provides good evidence in support of the income and expenditure in the year and will act as the basis for the completion of the End-of-Year Accounts and the 2026/27 Annual Governance and Accountability Return (AGAR).
- 3.2 Comprehensive financial reports are being produced from the Scribe system, both for internal use by staff and for formal presentation to Councillors. The adequacy of the financial data presented to the Council was test checked and confirmed during the Internal Audit Work undertaken in the year of account.
- 3.3 The Internal Audit focused upon the Scribe accounting system data as at 30 September 2026. The accounting system was confirmed as being up to date. Entries within the system included transactions up to and including 30 September 2026 with a Bank Reconciliation at that date.
- 3.4 Karen Lindsay (RFO) is the principal system administrator for the Scribe system with unrestricted access to all functions and operates the core elements of the system, generates reports and makes all necessary up-dates to the data held on the system.

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3. Accounting Procedures and Proper Book-keeping *(examination of entries in the Cashbook, regular reconciliations, supporting vouchers, invoices and receipts and VAT accounting) cont.*

- 3.5 The RFO supplied the Internal Auditor with a Summary of Receipts and Payments and Bank Statements as at 30 September 2026. Further reports were made available in the Scribe accounting system. The monthly/quarterly Receipts and Payments Reports are produced on a cash basis. At the financial year-end reporting date, adjustments are made for any outstanding debtors, creditors, accruals etc, reversing those at the start of the year. There is a clear audit trail from the underlying financial records to the Accounts, with supporting documentation, held electronically, being in place.
- 3.6 As at 30 September 2026 (Month 6 of the year) the total receipts of £895,021 represented 99% of the budgeted income (the total Precept of £861,863 having been received). The total expenditure of £264,883 represented 29% of the budgeted expenditure.
- 3.7 Payments made under the Local Government Act 1972 Section 137 are separately identified (due to the annual statutory limit of such expenditure in any one year) and approvals recorded in the Minutes of the Council's meetings. This was confirmed by the Internal Auditor through examination of the Council's agreement on 27 May 2026 of the award of payment to EP Youth Limited for £3,000.

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3. Accounting Procedures and Proper Book-keeping *(examination of entries in the Cashbook, regular reconciliations, supporting vouchers, invoices and receipts and VAT accounting) cont.*

- 3.8 VAT payments are tracked and identified within the Scribe accounting system and are being used effectively for reclaims to HMRC. The Council is Registered for VAT purposes. Re-claims for VAT paid are being submitted to HMRC and reimbursement has been received, as follows:
  - a) June 2026 was submitted to HMRC showing a refund due of £8,993.59. This was banked on 29th August 2026.
  - b) September 2026 was submitted to HMRC showing a refund due of £9,707.54.
- 3.9 The Cashbook Payments List and the Receipts List for the 2025/26 year are well referenced within the Scribe accounting system and provides the audit trail to the bank statements. Further testing will be performed at year end.

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4. Bank Reconciliation *(Regularly completed and cash books reconcile with bank statements).*

- 4.1 The Council uses Barclays Bank PLC for its banking requirements and internet banking arrangements, with appropriate controls in place. As at 30 September 2026 the Council held cash/bank resources of £1,056,629.10 as follows:
  - General Current Account: £39,399.60
  - Business Reserve Account: £65,481.78
  - Business Premium (Precept) Account: £746,752.32
  - CCLA Investment Account: £204,906.23
  - Petty Cash Account: £89.17
- 4.2 In addition, current and deposit accounts are held for the Fakenham Charter Market (the Market Tolls). Separate cashbooks are maintained on the Scribe accounting system for the Fakenham Charter Market but these transactions do not form part of the Council's statutory accounts.
- 4.3 The Fakenham Recreation Ground Charity Accounts continue to be maintained within an Excel Spreadsheet format. The Charity holds its own bank account and is subject to an Independent Examiner's Review.
- 4.4 The Governance and Finance Committee has a standing agenda item to review Financial Reports which include the most recent bank reconciliation completed by the RFO. Similarly, the Council has a standing agenda item under Financial Matters to receive and note Bank Reconciliation Statements as reviewed by the Governance and Finance Committee.

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4. Bank Reconciliation *(Regularly completed and cash books reconcile with bank statements) cont.*

- 4.5 The Council's Accounts have been correctly reconciled by the RFO to the Barclays Bank Statements as at 30 September 2026. The Internal Auditor examined the Reconciliation and confirmed the balance with the Bank Account Statements. Bank Reconciliations are carried out for each account on a monthly basis. The Scribe accounting system generates the accounting information to reconcile with bank statements.
- 4.6 The Council's Financial Regulations Item 2.2 provide that 'At least once in each quarter, and at each financial year end, a member other than the Chair shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the council Governance & Finance committee.'. To meet this requirement, the Governance and Finance Committee receives copies of the Bank Reconciliations and formally approves the documents with an individual Councillor signing the reviewed Bank Statements. The June 2026 reconciliation was reviewed and signed off by Martin Dutton on 21 July 2026. The September 2026 reconciliation was also reviewed and signed off by Martin Dutton on 20 October 2026.

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5. Budgetary controls *(Verification of the budgetary process with reference to Council Minutes and supporting documents).*

- 5.1 The Budget for 2026/27 was well prepared with detailed estimates of income and expenditure and balances to ensure Councillors had sufficient information to make informed budgetary decisions. Formal and detailed examination by the Governance and Finance Committee and the Facilities and Amenities Committee and the strategic overview by the Full Council ensured an integrated approach and robust budgetary preparation operated within the Council. In addition to Budget information, the Governance and Finance Committee receives detailed Finance Reports relating to receipts and payments and bank reconciliations.
- 5.2 The estimates for the year 2026/27 are being used effectively for financial control and budgetary control purposes. Detailed scrutiny is performed by the Governance and Finance Committee, which receives appropriate Budget Monitoring Reports (details of Budget v. Actuals Reports and Variance Reports). At its meeting on 21 July 2026 the Governance and Finance Committee received and reviewed the First Quarter Budget v. Actuals and Variance Reports, which was received by the Full Council at its meeting on 29 July 2026.
- 5.3 The Budget Monitoring Reports were examined by the Internal Auditor and they were found to be comprehensive, well-constructed and informative.
- 5.4 The RFO is making good progress with the Budget for 2027/28. An overall timetable has been set and reports are being made to the Governance and Finance Committee. The Budget for 2027/28 will be included in the Agenda of Standing Committees with a Final Budget due to be agreed at the December 2026 meeting of the Governance and Finance Committee leading to submission to Full Council for approval.

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5. Budgetary controls *(Verification of the budgetary process with reference to Council Minutes and supporting documents) cont.*

- 5.5 The Town Clerk and the RFO ensure that the Council and its Committees and Sub Committees are made fully aware of specific responsibilities, commitments, forward planning and the need for adequate reserves.
- 5.6 The Council has an Investment Strategy Policy in place. The Policy was considered and approved by the Governance & Finance Committee at the meeting on the 17th February 2026. It was ratified by full council on the 25th February 2026.
- 5.7 The Council has a formal Reserves Policy in place. The Policy was agreed by the Governance and Finance Committee on 17th February 2026. The end of year internal audit report identified that the policy had not been approved by full Council. See Appendices for the Council's response. The Policy notes that there is no specified minimum or maximum level of reserves an authority should hold but best practice guidance provides that a local council should typically hold between 3 to 12 months expenditure as a General Reserve. Earmarked Reserves will be established on a 'needs' basis in line with anticipated requirements to meet known or planned projects or liabilities. All Earmarked Reserves are to be recorded by the RFO in the Council's accounting package and lists the purpose for which they are held.
- 5.8 The RFO confirmed to the Internal Auditor that Earmarked Reserves and the level of General Reserves are being reviewed as part of the annual budgeting process.

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5. Budgetary controls *(Verification of the budgetary process with reference to Council Minutes and supporting documents) cont.*

- 5.9 The level of Overall Reserves available as at 30 September 2026 are listed by Scribe are £1,015,873.61 and detailed in the Accounts as follows:
  - Capital EMR: £105,626
  - Other EMRs: £149,384
  - Current Year Fund: £545,396.94 (compared with balance of 2026/27 budgeted expenditure of £637,387.79).
  - General Reserve: £215,466.67

  These amounts were agreed to the Earmarked Reserves schedule provided at the time of the audit.
- 5.10 The General Reserve is £215,467 as of 30 September 2026. The guidance issued by SAPPP (formerly JPAG) states that the minimum level maintained within the reserve should be between three and twelve months of net revenue expenditure. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve. Net revenue expenditure is defined as the precept minus amounts included in the precept for loan repayment, capital projects, and transfers to reserves. Based on the precept for 26/27, the Council's General Reserve equates to 25% of the precept or 3 months. This is well within the recommended guidelines.

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6. Internal Financial Controls, Payments Controls and Audit Procedures *(Confirmation that the Council has satisfactory internal financial controls in place for making payments with adequate documentation to support/evidence payments made. Any previous audit recommendations implemented).*

- 6.1 The Town Clerk and the RFO provide comprehensive financial and other reports to Council meetings and ensure that Councillors are provided with adequate financial information and advice to enable them to make informed decisions.
- 6.2 The Governance and Finance Committee undertakes regular and detailed scrutiny of financial matters. At each meeting the Full Council receives and approves a list of Receipts and Payments as reviewed by the Governance and Finance Committee.
- 6.3 The Council is meeting the requirements of the Transparency Code in that payments over £500 are listed on the Council's website.
- 6.4 The RFO confirmed that the Chair of the Governance and Finance Committee has view-only access to the Scribe accounting system but no other Councillor, including the Councillor Internal Control Officer, has been given such access.

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6. Internal Financial Controls, Payments Controls and Audit Procedures *(Confirmation that the Council has satisfactory internal financial controls in place for making payments with adequate documentation to support/evidence payments made. Any previous audit recommendations implemented) cont.*

- 6.5 The procedure in place for payment authorisation of invoices is that all invoices for payment are examined for accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the RFO. Where the certification of invoices is done as a batch, this includes a statement by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO. The RFO sets up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, are sent by email to all authorised signatories and other councillors appointed by the council to review and approve payments before they are processed. Two councillors, one of whom must be an authorised signatory, check the payment details against the invoices before a third person, who must also be an authorised signatory, approves each payment using the online banking system.
- 6.6 The Council has a Councillor Internal Control Officer (ICO) in place to confirm the validity of financial transactions and to review policies and procedures, including risk management arrangements. At the meeting on 25 February 2026, the Council appointed Councillor Thorpe following the resignation of Councillor Campbell. The report dated July 2026 did not include any recommendations. The role of the ICO is considered further at item 10.6 below.

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6. Internal Financial Controls, Payments Controls and Audit Procedures *(Confirmation that the Council has satisfactory internal financial controls in place for making payments with adequate documentation to support/evidence payments made. Any previous audit recommendations implemented) cont.*

- 6.7 The Council considered and approved the End-of-Year Annual Governance and Accountability Return Part 3 (AGAR) for the year 2025/26 (Sections 1 and 2) at its meeting on 27 May 2026.
- 6.8 The Annual Internal Audit Report for the year 2025/26, completed within the AGAR, was also presented to Council on 27 May 2026 and assisted in informing the Council in its consideration of Sections 1 and 2 of the AGAR.
- 6.9 The detailed End-of-Year Internal Audit Report for 2025/26 was received and noted by the Governance and Finance Committee on 19 May 2026 also considered and adopted by the Council at its meeting on 27 May 2026.
- 6.10 An update regards the progress in meeting the recommendations put forward in the final Internal Audit Report for 25/26 is covered in section 15.

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7. Payroll Controls *(PAYE and NIC in place; compliant with HMRC procedures; records relating to contracts of employment).*

- 7.1 The Council's Payroll Services are being operated under contract by Stephenson Smart in accordance with HMRC regulations. Regular payments have been made to HMRC and detailed pay slips are provided to staff electronically for them to view/print as required.
- 7.2 Office Staff and Grounds Staff are salaried and being paid on a monthly basis. Any overtime claimed by staff is confirmed by the Town Clerk and the Deputy Clerk prior to submission to Stephenson Smart for processing of the Payroll. In turn, the Council is provided with the necessary documentation to enable payments to be made to staff and external agencies including HMRC.
- 7.3 Salary and wages payment totals are included in the list of Payments presented to the Council and the Governance and Finance Committee.
- 7.4 Further payroll testing will be performed at year end including a review of contracts of employment.

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8. Petty Cash and use of Payment Cards/Credit Cards *(Associated books and formally agreed systems in place).*

- 8.1 The Internal Auditor is charged to examine the Petty Cash accounting controls as part of the Annual Governance and Accountability Return (AGAR) certification work. The Petty Cash and Debit/Credit card transactions are recorded within the Scribe accounting system and reported to Governance and Finance Committee meetings and Full Council in the same way as other payments.
- 8.2 A Petty Cash float of £100 is maintained by the Town Clerk and the Deputy Town Clerk. The Petty Cash is topped up from the Debit Card as required following significant drawings from the float. The use of Debit/Credit cards is the Council's preferred method of payment over the handling of cash and very small sums are now being charged to the Petty Cash Account. The arrangements regarding the administration and use of Petty Cash are outlined at item 9 of the Council's Financial Regulations adopted by the Council at its meeting on 27 May 2026.
- 8.3 Financial Regulations item 8 provide an outline of the controls to be exercised over the use of the Debit/Credit Card, the use of which is specifically restricted to the Town Clerk and Deputy Clerk.
- 8.4 The overall procedures in place for the operation of the Petty Cash system was confirmed with the assistance of the Deputy Town Clerk/RFO. The operation of the Petty Cash System and the use of Debit/Credit cards will be examined at the End-of-Year Internal Audit in order that appropriate certification can be given in the Annual Internal Audit Report within the 2026/27 AGAR.

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9. Income Controls *(regarding sums received from Precept, Grants, Loans and other income including credit control mechanisms).*

- 9.1 The RFO reports upon income received at each meeting of the Council within the Receipts and Payments Statement, as reviewed by the Governance and Finance Committee. This Interim Internal Audit focussed upon examining income received during the period April 2026 to September 2026 to confirm the efficiency of operations. The Council's Financial Regulations require the Council to review all Fees and Charges at least on an annual basis.
- 9.2 The Council receives income from Allotments at three sites, Greenway Lane, Rudham Stile Lane and Grove Lane. The Allotments Sub-Committee raises and discusses general / new issues relating to the allotments. The Facilities and Amenities Committee receives reports on current matters, including analytical information on vacancy rates, outstanding rents, and any other relevant concerns.
- 9.3 The Internal Auditor discussed the administration of the allotments with the Deputy Town Clerk and confirmed the procedures in place, including the follow up action taken for any outstanding fees. Plot sizes differ and rents are set at an amount per square metre to take account of variation in plot sizes. An electronic Allotments Register is maintained within the Scribe system for the control and administration of the allotment plots with details of financial transactions being drawn from the package by the RFO to produce income reports and other data for management purposes.
- 9.4 As at 30 September 2026 the Allotments income stood at £484 (8.8% against a budget of £5,500 for the year 2026/27).

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9. Income Controls *(regarding sums received from Precept, Grants, Loans and other income including credit control mechanisms) cont.*

- 9.5 The Returnable Allotment Deposits held on the 30 September 2026 were recorded in the Accounts as £3,780. For the year end accounts, the council confirmed its liability in terms of Returnable Allotment Deposits and a general journal was entered into Rialtas to ensure the correct value was reflected in the relevant liability account.
- 9.6 The Facilities and Amenities Committee discussed allotment fees for 2026/27 on 12th August 2025. It was decided to raise allotment fees to 0.25p per square metre from October 2026.
- 9.7 The Council is responsible for the Cemeteries at Creake Road (the primary site) and at Queens Road. The Fees and Charges for the cemeteries were agreed by the Facilities and Amenities Committee on 11 August 2026 and recommended increases in the amounts charged with effect from 1 September 2026. The website includes details of these charges.
- 9.8 The Register of Burials and Interments is maintained manually and the information for burials, cremations and memorials is held on Word and Excel documents. The Council currently does not use the RBS Cemeteries Package.
- 9.9The information and data held by the Council provides detailed information regarding each transaction, amount and date the income was received, the receipt reference and the cost centre reference.

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10. Internal Control and the Management of Risk *(Review by Council of the effectiveness of internal controls, including risk assessment, and Minuted accordingly).*

- 10.1 The Council's Financial and Governance Risk Assessment, which includes the internal control measures in place, both internally and externally, was reviewed and approved by the Council at its meeting on 28 January 2026 following a recommendation by the Governance and Finance Committee.
- 10.2 The Cemetery Risk Assessment and the Memorial Inspection Policy and Memorial Risk Assessment were reviewed and agreed by the Facilities and Amenities Committee on 7 May 2024 and adopted by Full Council on 22 May 2024. A Safe System of Work review was performed by Lesley Meanley on 10 October 2026.
- 10.3 The Allotment Sub Committee received and agreed the Allotments Risk Assessment at the meeting on 7 January 2025. A Safe System of Work was performed by Lesley Meanley on 10 October 2026.
- 10.4 The Council has accordingly complied with Section 4 of the Accounts and Audit Regulations 2015, the Full Council having undertaken in the year of account a formal review of the effectiveness of the Council's system of internal control, including the arrangements for the management of risk, and minuted the review accordingly.
- 10.5 Section 4 of the Accounts and Audit Regulations 2015 requires the Full Council to undertake each financial year a formal review of the effectiveness of the Council's system of internal control, including the arrangements for the management of risk, and Minute the review accordingly. The Town Clerk confirmed that the Risk Management Policy and Risk Assessments will be reviewed by the Full Council before 31 March 2027 in order to comply with the Regulations.

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10. Internal Control and the Management of Risk *(Review by Council of the effectiveness of internal controls, including risk assessment, and Minuted accordingly) cont.*

- 10.6 At a meeting of full council on 25th February 2026, Councillor Campbell resigned as the Councillor Internal Control Officer (CIO). Councillor Thorpe was subsequently appointed. The CIO has undertaken a review in July 2026. This was received by full council on 29 July 2026. The CIO provides an independent overview and objective monitoring of the Council's accounting and control systems and provides assurance of compliance with legislation, proper practice and management of financial risks. The Council agreed the CIO's Terms of Reference (ToR) at its meeting on 28 February 2024.
- 10.7 The Internal Auditor examined the CIO's Reports for July 2026 and confirmed that the Reports will assist to inform the Council in its completion of the Annual Governance Statement 2026/27.
- 10.8 Insurance is in place for 2026, the Council having entered into a three-year agreement for the provision of insurance services with effect from 1 January 2023. On 10 December 2025, the Governance and Finance Committee considered the insurance renewal premiums for the Council and agreed to Council's acceptance of the renewal premiums and agreed to Council's acceptance of the renewal premiums.

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10. Internal Control and the Management of Risk *(Review by Council of the effectiveness of internal controls, including risk assessment, and Minuted accordingly) cont.*

- 10.9 The Council's cover for Public Liability and Employer's Liability each stands at £10m. The Fidelity Guarantee insurance cover of £750,000 protects the Council against acts of fraud or dishonesty by employees or councillors. The amount of the cover meets the current recommended guidelines that provide that the Fidelity Guarantee cover should be at least the sum of the year-end balances plus 50% of the precept/grants received.
- 10.10 An important area of risk management within local councils concerns the adequate maintenance of play equipment. In this respect the Facilities & Amenities Committee is responsible for over-seeing the maintenance and management of the play areas and for ensuring that independent RoSPA play inspections are completed annually and are designed to highlight any issues that may need to be addressed to ensure the on-going safety of users.
- 10.11 The Play Inspection Company have been engaged by the Council to undertake the Annual Inspection and two Operational Inspections each year. The last Inspection took place in June 2026.
- 10.12 One moderate risk was identified at Hayes Lane Playing Field for the Wobble Board, mainly relating to rotten timbers. A further moderate risk was identified at Millenium Park for the Cable Runway, mainly relating to the cable fixing method and grass mats.

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10. Internal Control and the Management of Risk *(Review by Council of the effectiveness of internal controls, including risk assessment, and Minuted accordingly) cont.*

- 10.13 The Internal Auditor was advised that the Council's Grounds Staff inspect the play equipment on a weekly basis, completing written reports and log sheets to evidence the review and to highlight any actions required.
- 10.14 A Health and Safety Policy is in place, the document having been reviewed by the Governance & Finance Committee on 16th June 2026, ratified at Full Council on 24th June 2026 and published on the Council's website on 24 June 2026. An Accident Book is retained in accordance with the Policy.
- 10.15 A contract with ICO Systems Ltd (Ipswich) is in place to ensure business continuity in the event of IT failure or loss of IT systems.

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11. Assets Controls ***(Inspection of asset register and checks on existence of assets; recording of fixed asset valuations; cross checking on insurance cover).***

- 11.1 An Asset Register is in place and records a description of each asset owned by the Council, its location and purchase value (where known). A nominal £1 value is attached to community assets, including the cemeteries, allotments and the playing field areas.
- 11.2 The Internal Auditor examined a copy of the Register as at 30 September 2026. The Register recorded an overall value of £724,770, a decrease of £1,860 over the valuation of £726,630 at the end of the previous year (31 March 2026) and reflects the inclusion/acquisition of laptops & monitors (£1,520), CCTV (£24,154), Gates (£720) and SAM 2 Unit (£1). There was also disposals/write off of cameras and play equipment (£28,255).
- 11.3 It is good practice that the Asset Register is compared to the insurance cover on an annual basis and presented to Committee and the Council for review and approval on a regular basis. On the recommendation of the Internal Auditor, the asset register now includes a column showing the valuation of the asset so this can be compared to the level of insurance in place.
- 11.4 The Register will be reviewed in detail at the End-of-Year Audit in April/May 2027 to confirm that it complies with current requirements (which provide that each asset should be recorded on a consistent basis, year-on-year) and in order that appropriate certification can be made in the Annual Internal Audit Report in the AGAR.

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12. Sole Trustee *(To confirm that the Town Council has met its responsibilities as a trustee).*

- 12.1 The Council has Sole Trustee responsibilities for the Fakenham Recreation Ground Charity (FRGC) (Registration no. 303946). The sites at Millennium Park and Aldiss Park are managed by the Charity. The Charity Commission's website confirms the Fakenham Recreation Ground to be an area of land registered in September 1963 as a recreation ground for the benefit of the parish of Fakenham and the general public.
- 12.2 Evidence was provided that confirmed the End of Year Accounts for 2024/25 were approved by the Trustees prior to submission to the Charity Commission on 14 January 2026.

Recommendation 3: Please ensure the 2026 statutory accounts for Fakenham Recreation Ground Charity (FRGC) (Registration no. 303946) are approved by the Trustee prior to submission to the Charity Commission. The council needs to ensure that the charity continues to be properly managed, and the councillors properly understand the council's role as a Trustee.

- 12.3 The Charity Commission's website shows that the list of Trustees has been updated and no longer shows individual councillors. The only Trustee listed is Fakenham Town Council.
- 12.4 The Insurance Policy for the period 1 January 2026 to 31 December 2026 was presented to the Internal Auditor to evidence that cover included Public Liability of £10m.
- 12.5 The Town Clerk also confirmed that the Council is continuing to look to close the Charity but progress is delayed due to the outstanding litigation situation which currently is with the Insurer's Solicitors.

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13. External Audit *(Recommendations put forward/comments made following the annual review).*

- 13.1 The Certificate and Report from the External Auditors PKF Littlejohn LLP for the previous year (2025/26) was dated 2 August 2026 and was published on the Council's website on 3 August 2026. The Report was reported to the Full Council at the meeting on 26 August 2026. The Governance & Finance committee only meet quarterly now.

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14. Publication Requirements.

- 14.1 Under the Accounts and Audit Regulations 2015 authorities must publish each year by 1 July the following information on a publicly accessible website:
  - - Notice of the period for the Exercise of Public Rights
  - - AGAR Section 1 and Section 2.
- 14.2 The period of 3 June 2026 to 14 July 2026 was set for the Exercise of Public Rights. It was noted that the Notice of the period for the Exercise of Public Rights and Sections 1 and 2 of the AGAR had been published on the Council's website on 1 June 2026.
- 14.3 Following the completion of the External Audit, the Regulations provide that the authority must publish on its website no later than 30 September each year:
  - - The Notice of Conclusion of Audit - AGAR
  - - Section 3 (the External Audit Report and Certificate)
  - - AGAR - Sections 1 and 2 (to display any amendments as a result of the Limited Assurance Review).
- 14.4 The documents relating to the Notice of Conclusion of Audit and AGAR - Section 3 had been published on 3 August 2026 and were readily accessible on the Council's webpage: https://www.fakenhamtowncouncil.gov.uk/finances

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14. Publication Requirements cont.

- 14.5 The Local Government Transparency Code 2015 provides that a parish/town council which has gross annual income or expenditure (whichever is the higher) exceeding £200,000 must publish details of each individual item of expenditure that exceeds £500. This includes items such as individual invoices, grant payments, expense payments and payments for goods and services. Individual salary payments are not to be included. Publication should be made quarterly and, on each occasion, not later than one month after the quarter to which the data and information refers. The Council is complying with the Code during the year 2026/27; the monthly schedules of payments over £500 are presented to Council and uploaded onto the Council's webpage: https://www.fakenhamtowncouncil.gov.uk/finances.

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15. Recommendations made by the internal auditor as at 31 March 2026

- R1: The Data Breach Procedure published on the website needs to be updated to show it is the final version.

Response – this will be rectified.

- R2: The Reserves Policy has previously been approved by Full Council. We recommend that the Council considers if this should continue to be the case.

Response - on the proposition of Cllr Harrison, seconded by Cllr Glynn this will be approved in future by full Council.

- R3: The council needs to ensure that the charity continues to be properly managed, and the councillors properly understand their responsibilities as Trustee of the charity.

Response - a solicitor has been engaged to draft proper governance for Cllrs acting on behalf of the corporate trustee.

All of the above were discussed at the full council meeting on 27th May 2026.

Appendices

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Appendix A - List of Recommendations put forward in the above Report

Recommendation 1: The Standing Orders are dated May 2026 per the PDF online however the website page shows the date published as the 26 August 2026. I believe an amendment was agreed to the Standing Orders at a Full Council meeting on 26 August 2026. The date of the document should reflect that date of the latest update.

Recommendation 2: All policies should be updated in accordance with the review date set. The Procurement Procedures Policy states that it is due review in May 2026 but is review did not take place until October 2026.

Recommendation 3: Please ensure the 2026 statutory accounts for Fakenham Recreation Ground Charity (FRGC) (Registration no. 303946) are approved by the Trustee prior to submission to the Charity Commission. The council needs to ensure that the charity continues to be properly managed, and the councillors properly understand the council's role as a Trustee.

Budget 2027-2028

INCOME

Rounding - Report variance +/- 1
NB Income negative = Budget surplus

Code	Title	2026-27 Budget	Apr - Sept Actual	Oct	Nov	Dec	Jan	Feb	Mar	2026-27 TOTAL	*	Variance	2027-2028 Proposed Budget	Comments
Income				Forecast										
1076	Precept	861,862.67	861,862.67	0.00	0.00	0.00	0.00	0.00	0.00	861,862.67		0.00	0.00	
1090	Interest Received	4,000.00	4,747.79	649.78	600.00	1,100.00	600.00	600.00	1,100.00	9,397.57		-5,397.57	6,000.00	
1100	Cemeteries Income	12,600.00	8,750.00	1,405.00	500.00	500.00	500.00	500.00	500.00	12,655.00		-55.00	12,600.00	
1120	Allotment Income	5,500.00	483.64	2,891.56	2,000.00	100.00	50.00	0.00	0.00	5,525.20		-25.20	5,500.00	
1140	Insurance Claims	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
1150	Wayleave	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
1160	Misc. Receipts	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00		-100.00	0.00	
1164	Trail Brochure	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	
1180	NCC Highways Mgmt Receipts	18,308.00	19,076.51	0.00	0.00	0.00	0.00	0.00	0.00	19,076.51		-768.51	19,076.51	
1190	Grants Received	0.00	0.00	382.97	0.00	0.00	0.00	0.00	0.00	382.97		-382.97	0.00	
1200	Market Management Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	MKT Charter - exclude from precept calculations
	SUB TOTAL	**902,270.67**	**895,020.61**	**5,329.31**	**3,100.00**	**1,700.00**	**1,150.00**	**1,100.00**	**1,600.00**	**908,999.92**		**-6,729.25**	**43,176.51**	**Excluding Precept**
	TOTAL	**902,270.67**	**895,020.61**	**5,329.31**	**3,100.00**	**1,700.00**	**1,150.00**	**1,100.00**	**1,600.00**	**908,999.92**		**-6,729.25**	**43,176.51**	**Including Precept**

EXPENDITURE

NB Expenditure negative = Budget overspend

Code	Title	2026-27 Budget	Apr - Sept Actual	Oct	Nov	Dec	Jan	Feb	Mar	2026-27 TOTAL	*	Variance	2027-2028 Proposed Budget	Comments
Direct Costs				Forecast										
4000	Salaries & Wages	208,200.00	78,231.06	14,259.20	14,500.00	14,500.00	14,500.00	14,500.00	14,500.00	164,990.26		43,209.74	237,000.00	Annual progression / 2027 National Pay Increase / Travel
4001	Additional Staff Wages	5,250.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00	200.00		5,050.00	5,513.00	5% Increase
4010	PAYE & NI	26,000.00	27,141.42	1,673.82	4,950.00	4,950.00	4,950.00	4,950.00	4,950.00	53,565.24		-27,565.24	35,500.00	Calculated ERs
4020	Pension	26,500.00	17,521.94	3,033.89	3,100.00	3,100.00	3,100.00	3,100.00	3,100.00	36,055.83		-9,555.83	28,500.00	Calculated ERs
4050	Rent/Service Charges	12,000.00	3,445.00	1,722.50	0.00	0.00	1,722.50	0.00	4,722.50	11,612.50		387.50	15,000.00	5% Increase and YE rec. + Connect maintenance / Rent?
4060	Rates	1,700.00	1,185.62	0.00	0.00	0.00	0.00	0.00	0.00	1,185.62		514.38	1,785.00	5% Increase
4070	Charter Market Rates	2,000.00	809.20	133.00	133.00	133.00	133.00	133.00	133.00	1,607.20		392.80	2,100.00	5% Increase
	SUB TOTAL	**281,650.00**	**128,334.24**	**20,822.41**	**22,683.00**	**22,883.00**	**24,405.50**	**22,683.00**	**27,405.50**	**269,216.65**		**12,433.35**	**325,398.00**	

Code	Title	2026-27 Budget	Apr - Sept Actual	Oct	Nov	Dec	Jan	Feb	Mar	2026-27 TOTAL	*	Variance	2027-2028 Proposed Budget	Comments
Admin Services														
4115	IT Equipment & Software	10,500.00	5,866.22	1,044.16	370.00	1,307.00	370.00	370.00	370.00	9,697.38		802.62	9,000.00	Scribe & Civicly Mthly / Server?
4120	IT Support/Maintenance	5,500.00	3,542.36	0.00	0.00	470.00	0.00	0.00	470.00	4,482.36		1,017.64	5,775.00	5% Increase ICO MS365&Support
4122	Website Provision	1,000.00	45.00	0.00	0.00	0.00	0.00	0.00	240.00	285.00		715.00	750.00	New FTC website
4125	Office Equipment	1,500.00	921.64	0.00	500.00	0.00	0.00	0.00	0.00	1,421.64		78.36	1,000.00	Office organisation
4130	Office Repairs & Maintenance	500.00	336.48	0.00	0.00	100.00	0.00	0.00	0.00	436.48		63.52	525.00	5% Increase
4135	Stationery & Postage	1,000.00	257.84	74.42	50.00	100.00	0.00	0.00	0.00	482.26		517.74	800.00	Decrease - fewer stamps
4140	Photocopying	1,050.00	504.79	99.12	0.00	450.00	0.00	0.00	0.00	1,053.91		-3.91	1,103.00	5% Increase
4145	Publications, Books & Binding	100.00	43.59	0.00	0.00	0.00	100.00	0.00	0.00	143.59		-43.59	105.00	5% Increase
4150	Promotions & Publicity	500.00	87.44	0.00	0.00	0.00	0.00	0.00	0.00	87.44		412.56	250.00	Decrease
4155	Misc. Admin Expenses	500.00	30.34	2.08	0.00	0.00	0.00	0.00	0.00	32.42		467.58	250.00	Decrease
4157	Communications- Services	1,500.00	1,061.60	189.73	189.73	189.73	189.73	189.73	189.73	2,199.98		-699.98	2,000.00	Line rental / Broadband / Contracts
4158	Communications - Equipment	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		1,500.00	1,575.00	Handsets / Office phone system etc.*CF EMR
	SUB TOTAL	**25,150.00**	**12,697.30**	**1,409.51**	**1,109.73**	**2,616.73**	**659.73**	**559.73**	**1,269.73**	**20,322.46**		**4,827.54**	**23,133.00**	

Code	Title	Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL	Variance	Proposed Budget	Comments
Overheads													
4180	Insurance incl. Vehicle Cover	9,000.00	5,221.49	0.00	0.00	3,770.00	0.00	0.00	0.00	8,991.49	8.51	9,450.00	5% Increase
4185	Legal Costs	7,500.00	1,641.00	0.00	0.00	550.00	0.00	0.00	550.00	2,741.00	4,759.00	7,875.00	5% Increase
4190	Professional Fees	7,500.00	21.00	1,475.00	300.00	0.00	0.00	0.00	0.00	1,796.00	5,704.00	7,875.00	5% Increase / Planning etc.
4193	Payroll Provider	3,000.00	29.03	0.00	0.00	0.00	0.00	0.00	2,000.00	2,029.03	970.97	2,500.00	
4195	Audit	2,000.00	0.00	0.00	600.00	0.00	0.00	0.00	2,200.00	2,800.00	-800.00	3,000.00	PKF & IA (including MKT)
4200	Bank Charges	300.00	104.66	8.50	8.50	8.50	8.50	8.50	8.50	155.66	144.34	315.00	5% Increase
4202	Card Payment Service	500.00	124.00	24.80	30.00	30.00	24.80	24.80	24.80	283.20	216.80	525.00	5% Increase
4205	Training - Members	500.00	182.60	0.00	0.00	0.00	0.00	0.00	0.00	182.60	317.40	750.00	Election Year
4206	Training - Staff	2,500.00	863.50	125.00	200.00	200.00	200.00	500.00	200.00	2,288.50	211.50	2,625.00	5% Increase
4210	Travel - Members	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100.00	50.00	Decrease
4211	Travel - Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	Claimed via Salaries
4215	Subscriptions & Memberships	2,800.00	1,733.21	0.00	200.00	150.00	20.00	0.00	600.00	2,703.21	96.79	2,940.00	5% Increase
4222	Meeting Expenses	2,550.00	132.50	0.00	67.00	33.50	33.50	33.50	33.50	333.50	2,216.50	500.00	*CF EMR - Hybrid element
4230	Event Expenses	1,000.00	0.00	412.28	300.00	0.00	0.00	0.00	0.00	712.28	287.72	10,000.00	Unallocated provision (Excl. Mkt Mgt Fees)
4232	Freight Inwards	500.00	125.64	268.40	57.62	10.00	10.00	10.00	10.00	491.66	8.34	300.00	Decrease
4233	Local Government Reorg	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	0.00	
4234	Occupational Health	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00	250.00	
	SUB TOTAL	**40,500.00**	**10,178.63**	**2,313.98**	**1,763.12**	**4,752.00**	**296.80**	**576.80**	**5,626.80**	**25,508.13**	**14,991.87**	**48,955.00**	

Contracts		Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL		Variance	Proposed Budget	Comments
4160	Confidential Waste Disposal	600.00	225.25	62.50	0.00	80.00	0.00	80.00	0.00	447.75		152.25	630.00	5% Increase
4250	Veolia - Waste Collection	1,890.00	706.97	121.52	150.00	150.00	150.00	150.00	150.00	1,578.49		311.51	1,985.00	5% Increase
4255	Dog Bin - NNDC	5,000.00	4,695.00	0.00	0.00	0.00	0.00	0.00	0.00	4,695.00		305.00	5,250.00	5% Increase
4262	Grass - Verges	12,600.00	4,725.00	4,725.00	1,575.00	1,575.00	0.00	0.00	0.00	12,600.00		0.00	14,400.00	Actual 2027/28
4265	Electricity - Street Lights	15,000.00	3,711.86	915.42	1,300.00	1,400.00	1,500.00	1,600.00	1,600.00	12,027.28		2,972.72	15,000.00	
4270	Lighting Repairs & Renewals	93,000.00	18,165.00	75.00	68,000.00	20,000.00	90.00	90.00	90.00	106,510.00		-13,510.00	108,650.00	Contract, minor repairs / £80K Replacement Project / £15K Edward Lam
TBC	Christmas Lights	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	35,000.00	Total cost 20K - 5K funded from MKT Tolls / 10K sponsorship / £30K Infrastructure
4275	CCTV - System & Monitoring	15,000.00	4,154.28	7,008.63	100.00	0.00	0.00	0.00	0.00	11,262.91		3,737.09	9,000.00	Annual contract
4280	CCTV - Electricity	1,500.00	328.52	62.63	100.00	100.00	100.00	100.00	100.00	891.15		608.85	1,500.00	
4281	Grass - Creake Rd Cemetery EX	1,080.00	540.00	135.00	135.00	67.50	67.50	67.50	67.50	1,080.00		0.00	0.00	Archive - included in 4282
4282	Grass - Creake Rd Cemetery	6,300.00	3,071.25	540.00	540.00	300.00	300.00	300.00	540.00	5,591.25		708.75	8,200.00	Actual 2027/28
4283	Grass - St Peter's Parish Church	1,580.00	540.00	157.50	157.50	157.50	157.50	157.50	157.50	1,485.00		95.00	1,750.00	Actual 2027/28
4284	Grass - Gogg's Mill	820.00	614.28	0.00	205.72	0.00	0.00	0.00	0.00	820.00		0.00	845.00	Actual 2027/28
4285	Grass - Aldiss Park Field	1,640.00	1,228.50	0.00	409.50	0.00	0.00	0.00	0.00	1,638.00		2.00	1,688.00	Actual 2027/28
4286	Grass - Trap Lane Playing Field	1,750.00	1,310.40	0.00	216.56	216.56	0.00	0.00	0.00	1,743.52		6.48	1,800.00	Actual 2027/28
4287	Grass - Hayes Lane Playing Field	1,100.00	819.00	0.00	273.00	0.00	0.00	0.00	0.00	1,092.00		8.00	1,125.00	Actual 2027/28
4288	Grass - Whitelands Play Area	625.00	466.80	0.00	155.60	0.00	0.00	0.00	0.00	622.40		2.60	642.00	Actual 2027/28
4289	Grass - Millennium Park	2,730.00	2,047.50	0.00	682.50	0.00	0.00	0.00	0.00	2,730.00		0.00	2,812.00	Actual 2027/28
4290	Hedges - Trap Lane N&W Bdary	870.00	649.69	0.00	216.56	0.00	0.00	0.00	0.00	866.25		3.75	893.00	Actual 2027/28
4291	Hedges Hayes Lane N&W Bdar	390.00	292.50	0.00	97.50	0.00	0.00	0.00	0.00	390.00		0.00	402.00	Actual 2027/28
4292	Minor Project Contracts	5,000.00	2,907.50	30.00	0.00	0.00	0.00	0.00	0.00	2,937.50		2,062.50	4,000.00	
4293	Parking Enforcement	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		2,000.00	0.00	
	SUB TOTAL	**170,475.00**	**51,199.30**	**13,833.20**	**74,314.44**	**24,046.56**	**2,365.00**	**2,545.00**	**2,705.00**	**171,008.50**		**-533.50**	**215,572.00**	

Estate Running Costs		Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL		Variance	Proposed Budget	Comments
4315	Workwear	1,000.00	126.56	100.86	50.00	300.00	30.00	80.00	80.00	767.42		232.58	1,050.00	5% Increase
4330	Fuel	2,100.00	941.75	189.06	190.00	190.00	190.00	190.00	190.00	2,080.81		19.19	2,205.00	5% Increase
4331	Vehicle Costs	2,100.00	2,016.07	0.00	0.00	0.00	500.00	400.00	0.00	2,916.07		-816.07	3,000.00	Servicing / Tax etc. Vehicle & Tractor
4335	Repairs-Machinery & Equipmen	2,500.00	509.72	0.00	0.00	500.00	0.00	0.00	0.00	1,009.72		1,490.28	2,625.00	5% Increase
4340	New Machinery & Equipment	30,000.00	273.68	0.00	1,600.00	750.00	0.00	0.00	0.00	2,623.68		27,376.32	12,000.00	Trailer / Ride-on / *CF EMR
4345	Estate Manag. & Prof. Fees	5,500.00	2,903.20	245.00	456.00	0.00	0.00	0.00	0.00	3,604.20		1,895.80	5,775.00	Playground Inspections etc.
4346	Estate Consumables	1,500.00	558.62	0.00	0.00	0.00	0.00	0.00	0.00	558.62		941.38	1,200.00	Decrease
4350	Misc. Estate Expenditure	500.00	95.24	0.00	0.00	0.00	0.00	0.00	0.00	95.24		404.76	250.00	Decrease
	SUB TOTAL	**45,200.00**	**7,424.84**	**534.92**	**2,296.00**	**1,740.00**	**720.00**	**670.00**	**270.00**	**13,655.76**		**31,544.24**	**28,105.00**	

Estate Sites		Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL		Variance	Proposed Budget	Comments
4400	Trap Lane Depot / Field	42,500.00	1,367.62	0.00	0.00	0.00	0.00	0.00	0.00	1,367.62		41,132.38	88,000.00	Rates / Maintenance / *CF EMR / £75K Project
4406	Creake Rd Cemetery	25,000.00	1,289.85	4508.84	851.17	182.00	182.00	182.00	182.00	7,377.86		17,622.14	15,000.00	Incl.Peckover/Rates//Maint./ Minor Improvements / *CF EMR
4410	Playing Fields	20,000.00	1,837.63	2010.73	7,569.80	0.00	0.00	0.00	0.00	11,418.16		8,581.84	35,000.00	Maintenance / *CF EMR / £25K Hayes Lane Project
4412	Millennium Park FRGC	25,000.00	1,546.96	5219.19	665.83	0.00	0.00	0.00	0.00	7,431.98		17,568.02	5,000.00	Maintenance / *CF EMR
4415	Allotments	12,500.00	3,860.75	561.52	2,240.00	5,000.00	300.00	300.00	0.00	12,262.27		237.73	10,000.00	Maintenance / *CF EMR
4420	Queens Road Cemetery	5,000.00	1,833.24	0.00	270.00	0.00	40.00	0.00	40.00	2,183.24		2,816.76	25,250.00	Rates / Maintenance / Path / £20K Project /*CF EMR
4430	St Peter's Gardens	4,000.00	0.00	0.00	3,600.00	0.00	0.00	0.00	0.00	3,600.00		400.00	5,000.00	Tomb Safety Measures Phase 2
4435	Goggs's Mill Picnic Area	1,000.00	0.00	13.22	0.00	0.00	0.00	0.00	0.00	13.22		986.78	1,050.00	*CF EMR
4440	Railway Cutting	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		500.00	5,525.00	5% Increase Maintenance/ £5K Phase1 Project
4445	War Memorial	5,000.00	1,555.50	0.00	0.00	0.00	0.00	1,581.00	0.00	3,136.50		1,863.50	2,000.00	Railings
4446	Wayfinding Project	6,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		6,500.00	5,000.00	~~Town signage~~ / Heritage Trail / ~~Town Sign Refurb~~ £2K *CF EMR
4450	Bus Shelters	1,000.00	208.34	104.17	0.00	104.17	0.00	104.17	0.00	520.85		479.15	1,050.00	5% Increase Maintenance / *CF EMR
4461	Cinema Triangle	250.00	116.25	0.00	116.25	0.00	0.00	0.00	0.00	232.50		17.50	250.00	Weeding/Litter etc.
4462	Tree Management	7,500.00	780.00	2055.00	0.00	5,000.00	0.00	0.00	0.00	7,835.00		-335.00	17,875.00	5% Increase Maintenance / £10K Survey & works
4463	Tunn Street	2,500.00	1,060.57	0.00	0.00	0.00	0.00	0.00	0.00	1,060.57		1,439.43	250.00	Maintenance / Project delivered 2026/27
4464	Refurbishment Programme	1,000.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00		500.00	1,050.00	5% Increase / *CF EMR
4465	Public Spaces	1,324.93	683.94	97.03	0.00	0.00	0.00	0.00	0.00	780.97		543.96	6,250.00	Was £5K / Grit / Dog Bins Replacement Schedule
4466	Aldiss Park FRGC	6,175.07	725.07	0.00	0.00	0.00	0.00	0.00	0.00	725.07		5,450.00	7,625.00	Maintenance / Was £2k/ £5K Phase1 Project
4470	Heritage Trail Project	0.00	429.13	0.00	0.00	0.00	0.00	0.00	0.00	429.13		-429.13	0.00	Redundant - moved to Wayfinding Project
4476	Library Triangle	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		500.00	250.00	Hedging & Weed Control
4477	Market Expenses	0.00	805.39	0.00	0.00	0.00	0.00	0.00	0.00	805.39		-805.39	0.00	No budget required - receipts & payments net off
	SUB TOTAL	**167,250.00**	**18,100.24**	**14,569.70**	**15,313.05**	**10,786.17**	**522.00**	**2,167.17**	**222.00**	**61,680.33**		**105,569.67**	**231,425.00**	

Grants		Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL		Variance	Proposed Budget	Comments
4500	Grants - S137	15,000.00	3,000.00	3000.00	0.00	0.00	3,500.00	0.00	0.00	9,500.00		5,500.00	12,000.00	Including Youth Services Support
4502	Grants - S144	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		500.00	0.00	Archive code GPOC
4505	Grants Match Funding / Other	11,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		11,000.00	11,550.00	Stress Testing £3K / Sml Trf Fund FTC Provision / *CF EMR
	SUB TOTAL	**26,500.00**	**3,000.00**	**3,000.00**	**0.00**	**0.00**	**3,500.00**	**0.00**	**0.00**	**9,500.00**		**17,000.00**	**23,550.00**	

Civic		Budget	Actual	Oct	Nov	Dec	Jan	Feb	Mar	TOTAL		Variance	Proposed Budge	Comments
4580	Elections	5,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		5,000.00	5,000.00	*CF EMR
4585	Annual Meeting	150.00	252.73	0.00	0.00	0.00	0.00	0.00	0.00	252.73		-102.73	158.00	5% Increase / Off set by sponsors
4586	Civic Regalia	1,250.00	0.00	0.00	820.00	0.00	0.00	0.00	0.00	820.00		430.00	0.00	Project Delivered 2026-27
	SUB TOTAL	**6,400.00**	**252.73**	**0.00**	**820.00**	**0.00**	**0.00**	**0.00**	**0.00**	**1,072.73**		**5,327.27**	**5,158.00**	
	TOTAL	**763,125.00**	**231,187.28**	**56,483.72**	**118,299.34**	**66,824.46**	**32,469.03**	**29,201.70**	**37,499.03**	**571,964.56**		**191,160.44**	**901,296.00**	

RESERVES

		Current	Proposed		Variance	Proposed Budge	Comments
4025	Staffing Contingencies	10,000.00	11,000.00		1,000.00	1,000.00	
4183	Insurance Excess Reserve	2,500.00	2,500.00		0.00	0.00	
4231	Event Expenses Reserve	1,500.00	1,750.00	Civic Commemorative Events	250.00	250.00	
4271	S/Light Replacement Reserv	6,000.00	8,500.00		2,500.00	2,500.00	
4332	Vehicles Reserve	5,000.00	11,000.00		6,000.00	6,000.00	
4341	Machinery Reserve **C**	15,621.00	20,826.00	&* Roll forward cost code balance EOFY 2026/27 (Tractor & Accessories) 4340	5,205.00	5,205.00	
4401	Depot / Welfare Unit	63,685.00	63,685.00	&* Roll forward cost code balance EOFY 2026/27 4400	0.00	0.00	
4480	Replacement/Refurb Reserv	2,000.00	7,000.00	&* Roll forward cost code balance EOFY 2026/27 4464	5,000.00	5,000.00	
4481	Asset Devolution	20,000.00	20,000.00		0.00	0.00	
4482	Office Space Provision	10,000.00	46,000.00	6 Mths Accomodation Rental / 1Yr Repayment £300K PWLB	36,000.00	36,000.00	
4899	Contingency Builder Reserve	20,000.00	20,000.00	To add to General Reserve	0.00	0.00	
4484	CCTV - System & Monitoring	0.00	0.00		0.00	0.00	Project Delivered 2026-27
4485	War Memorial	0.00	0.00		0.00	0.00	Project Delivered 2026-27
TBC	Communications - Equipmen	0.00	0.00	&* Roll forward cost code balance EOFY 2026/27 4158	0.00	0.00	
TBC	Meeting Expenses - Hybrid	0.00	1,000.00	&* Roll forward cost code balance EOFY 2026/27 4222	1,000.00	1,000.00	
TBC	Playing Fields	0.00	0.00	&* Roll forward cost code balance EOFY 2026/27 4410	0.00	0.00	
TBC	Millennium Park FRGC	0.00	100,000.00	&* Roll forward cost code balance EOFY 2026/27 4412 Phase 1 Project	100,000.00	100,000.00	
TBC	Allotments	0.00	0.00	&* Roll forward cost code balance EOFY 2026/27 4415	0.00	0.00	
TBC	Goggs's Mill	0.00	0.00	&* Roll forward cost code balance EOFY 2026/27 4435	0.00	0.00	
TBC	Wayfinding Project	0.00	0.00	&* Roll forward cost code balance EOFY 2026/27 4446	0.00	0.00	
TBC	Bus Shelters	0.00	0.00	&* Roll forward cost code balance EOFY 2026/27 4450	0.00	0.00	
TBC	Grants Match Funding / Othe	0.00	0.00	&* Roll forward cost code balance EOFY 2026/27 4505	0.00	0.00	
TBC	Elections	0.00	0.00	&* Roll forward cost code balance EOFY 2026/27 4580	0.00	0.00	
TBC	Cemeteries	0.00	0.00	&* Roll forward cost code balance EOFY 2026/27 4406 & 4420	0.00	0.00	
4899	*Capital Reserve*	*90,005.00*	*90,005.00*	*Restricted Fund*	*0.00*	*0.00*	
	SUB TOTAL	**246,311.00**	**403,266.00**		**156,955.00**	**156,955.00**	
	TOTAL	**246,311.00**	**403,266.00**		**156,955.00**	**156,955.00**	**Total Reserves Budget Adjustment +/-**
4900	*General / Contingencies*	*215,466.67*	*266,535.94*		51,069.27	51,069.27	
	Total Reserves	*461,777.67*	*669,801.94*		208,024.27	208,024.27	**Total Reserves Adjustment incl. Contingencies**

Precept Calculation	
Budgeted Expenditure	901,296.00
Reserves Adjustment	156,955.00
Budgeted Income	43,176.51
Expenditure / EMRs Total	1,015,074.49
General Reserve Adjustment	799,607.82
Precept Required (incl 25%	**1,066,143.76**
Current General Reserve	215,466.67
Additional General Reserve	51,069.27
New General Reserve Total	266,535.94

Calculation purposes only

Check:
Expenditure *1,015,074.49*
Additional General Reserve *51,069.27*
Precept ***1,066,143.76***

Year	Tax Base	Precept	Band D
2026/27	2,702.60	861,862.67	318.90
2027/28	2,719.58	1,066,143.76	392.03
	Increase	204,281.09	73.12
	% Increase	23.70%	22.93%

BAND	CALCULA	AMOUNT
A	6/9	£261.35
B	7/9	£304.91
C	8/9	£348.47
D	9/9	£392.03
E	11/9	£479.14
F	13/9	£566.26
G	15/9	£653.38
H	18/9	£784.05

Fakenham Charter Market

Committed Spend

All Cost Centres and Codes (Between 01/04/2026 and 31/03/2027)

Income

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
1090	Interest Received		47.19	47.19						47.19 (N/A)
1110	Market Income		11,404.00	11,404.00						11,404.00 (N/A)
	SUB TOTAL		**11,451.19**	**11,451.19**						**11,451.19 (N/A)**

Running Costs

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
4150	Promotions & Publicity					180.00		180.00	-180.00	-180.00 (N/A)
4200	Bank Charges					68.00		68.00	-68.00	-68.00 (N/A)
4265	Electricity					241.17		241.17	-241.17	-241.17 (N/A)
4270	FTC Management Fees						2,288.00	2,288.00	-2,288.00	(N/A)
4335	Machinery/Tools/Equipm		1,134.00	1,134.00			1,129.90	1,129.90	-1,129.90	1,134.00 (N/A)
4340	Repairs					526.38		526.38	-526.38	-526.38 (N/A)
4501	Training					480.00		480.00	-480.00	-480.00 (N/A)
	SUB TOTAL		**1,134.00**	**1,134.00**		**1,495.55**	**3,417.90**	**4,913.45**	**-4,913.45**	**-361.55 (N/A)**

Grants

		Receipts			Payments					Net Position
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
4500	Grant Awarded					788.00	13,144.00	13,932.00	-13,932.00	-788.00 (N/A)
	SUB TOTAL					**788.00**	**13,144.00**	**13,932.00**	**-13,932.00**	**-788.00 (N/A)**

Summary

NET TOTAL		**12,585.19**	**12,585.19**		**2,283.55**	**16,561.90**	**18,845.45**	**-18,845.45**	**10,301.64 (N/A)**

MARKET TOLLS GRANT APPLICATION FORM

Complete all sections.
Please attach a copy of the most recent accounts and latest bank statement to your application

Name of Organisation

CLUB 26 HEATHER BARROW COURT

Main Contact Name

DAVID MARK WADHAM

Contact e-mail Address

[redacted]

Contact Phone Number

[redacted]

Contact Address

[redacted]
FAKENHAM NR21 [redacted]

How long has your group been operating?
(If less than 1 year please give date of inception)

25 YRS +

Do you have a formal constitution?

YES

Is your group a registered Charity?
If yes please give a Registered Charity Number

NO

How many members does your group have? And what percentage are Fakenham residents?

30 100 %

Do you have an equal opportunities policy/statement or have you undertaken relevant training?

NO

Do you have an annual record of accounts?

YES

Please describe your group's main activities:

TO PROVIDE SOCIAL INTERACTION AND ENTERTAINMENT FOR ALL

What is the Grant For?

TO PROVIDE SOCIAL INTERACTION AND ENTERTAINMENT
IE - BINGO SESSIONS TWICE WEEKLY
QUIZZES, LUNCH CLUBS, BIRTHDAY PARTIES,
CHRISTMAS AND EASTER FESTIVITES
OUTINGS TO LOCAL GARDEN CENTERS, MUSEUMS
ETC.

Who will benefit from the grant if approved?

ALL 100% OF OUR MEMBERS.

How will Fakenham benefit from the monies if the grant is awarded?

30 PEOPLE WILL BENEFIT FROM ALL SOCIAL ASPECTS.

How much are you applying for?

£500.00

How many Fakenham residents will benefit from the monies?

30

Have any other bodies been approached for grant funding in relation to this application / Project? If yes please provide details.

NO.

What will you do if you get less funding than you have asked for? Will all or part of the project still go ahead? Please tell us what could be achieved if you only receive part funding?

WE WILL STILL ENDEAVOUR TO CARRY OUT AS MANY ACTIVITES AS IS POSSIBLE

Please provide a full breakdown of the event / project costs and how they will be funded:

Item	Cost	Funded From
CHRISTMAS PARTY INCLUDING SMALL GIFT FOR EACH PERSON MUSIC AND FOOD/DRINK TO BE HELD ON 17TH DEC.	£750	OUR CLUB 26 ACCOUNT
Total Project Cost:		

Terms and Conditions

By signing this Grant Application, you are agreeing to the following:

- You are an official representative of your group and are authorised to apply for funding on their behalf.
- Your details can be held with Fakenham Town Council in accordance with the Data Protection Act to administer the grants process.
- The information provided in this application is a fair and accurate description of your group and the event / project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Late application or failure to complete any section of the application form may result in your application being delayed or rejected.
- Information about your group and your project may be made available as part of Fakenham Town Councils decision making system. Personal contact details and the organisation's bank details will not be made public.
- You have given due regard to health and safety considerations and have controls in place to eliminate or reduce risk exposure.
- You will provide Fakenham Town Council with any information they request to enable them to assess your application. This may include (but is not restricted to) a copy of your constitution, accounts or bank statements, equal opportunities policy, insurance and relevant health & safety policies.
- You will provide Fakenham Town Council with any evidence or monitoring information they request to ensure that any grant awarded has been spent in accordance with this application and any other terms and conditions.
- Grant funding may be subject to additional terms and conditions, which will be made available to you if your application is successful

I confirm that the information given in this application is a fair and accurate description of our group and our proposed event / project.

I am authorised to apply for funding on behalf of the group and agree to abide by the terms and conditions of the grants process.

Name	Position in Organisation
DAVID WADMAM	TREASURER
Signature [redacted]	Date
	5/11/2026

Please return this completed application form, together with a copy of your most recent financial accounts, a bank statement dated within the last three months, and any other supporting documents, to:

Fakenham Town Council, Fakenham Connect, Oak Street, Fakenham, Norfolk, NR21 9DY

CLUB 26 Account

Sort code [redacted] Account number [redacted]

£5,948.33
Available balance

Transactions

17 transactions from 2 October to today

Friday 30 October
£5,948.33

- MORRISONS FAKENHAM - 282
- MORRISONS FAKENHAM - 282

Wednesday 28 October
£6,045.71

- HOME BARGAINS

Tuesday 27 October
£6,068.97

- ALDI
- Greggs PLC
- AMAZON* B29KK2GB4

Monday 26 October
£6,118.21

- THE CROWN (FAKENHAM) L — 80TH BIRTHDAY PARTY FOR 30 PEOPLE + MUSIC

Thursday 22 October
£6,278.21

- QD FAKENHAM

Thursday 15 October
£6,282.08

- ALDI
- THOMAS & ANCA CLUB SUPPL — BOOKS ETC FOR BINGO

Tuesday 13 October
£6,487.38

- THOMAS & ANCA CLUB SUPPL — NEW BINGO MACHINE FOR CLUB

Friday 9 October
£6,615.18

- NORFOLK COUNTY COUNCIL — DAY OUT TO GRESSENHALL MUSEUM + LUNCH FOR 22 MEMBERS.
- NORFOLK COUNTY COUNCIL

Wednesday 7 October
£7,020.03

- ALDI

Saturday 3 October
£7,024.02

- ALDI

THE CROWN (FAKENHAM) L

Friday 2 October
£7,088.66

NEW EQUIPMENT FOR KITCHEN

ALDISS

1117

[redacted]

[redacted]

Arranged overdraft limit	£2,750.00

Your FlexAccount transactions

Statement date:	26 October 2026
Statement no	8

Sort code	[redacted]
Account no	[redacted]
Start balance	£7,352.48
End balance	£6,118.21
Average credit balance	£6,689.10
Average debit balance	£0.00

Receiving an International Payment?

BIC [redacted]

IBAN [redacted]

Swift [redacted]

Intermediary Bank [redacted]

Date	Description	£ Out	£ In	£ Balance
2026	Balance from statement 7 dated 26/09/2026			7,352.48
29 Sep	THE CROWN (FAKENHAM) L FAKENHAM	150.00		7,202.48
30 Sep	Contactless Payment	32.85		
	MORRISONS FAKENHAM - 282			
	Contactless Payment	51.48		7,118.15
	ALDI FAKENHAM			
02 Oct	Contactless Payment	29.49		7,088.66
	ALDISS FAKENHAM			
03 Oct	Contactless Payment	15.00		
	THE CROWN (FAKENHAM) L FAKENHAM			
	Contactless Payment	49.64		7,024.02
	ALDI FAKENHAM			
07 Oct	Contactless Payment	3.99		7,020.03
	ALDI FAKENHAM			
	3.990000GBP at 1.00000			
09 Oct	NORFOLK COUNTY COUNCIL DEREHAM	183.60		
	183.600000GBP at 1.00000			
	NORFOLK COUNTY COUNCIL DEREHAM	221.25		6,615.18
	221.250000GBP at 1.00000			
13 Oct	THOMAS & ANCA CLUB SUPPL ROCHEST	127.80		6,487.38
	127.800000GBP at 1.00000			
15 Oct	THOMAS & ANCA CLUB SUPPL ROCHEST	198.60		
	198.600000GBP at 1.00000			
	Contactless Payment	6.70		6,282.08
	ALDI FAKENHAM			
	6.700000GBP at 1.00000			
22 Oct	Contactless Payment	3.87		6,278.21
	QD FAKENHAM FAKENHAM			
	3.870000GBP at 1.00000			
26 Oct	THE CROWN (FAKENHAM) L FAKENHAM	160.00		6,118.21
	160.000000GBP at 1.00000			

Stop and think

We want to do everything we can to alert, educate and protect you from fraud. That's why, when you set up a new payee you'll soon be given some guidance to help you decide whether to make that payment before it goes through.

For more information about fraud and scams, go to **nationwide.co.uk/fraudaware**

Please help us to keep your details up to date and let us know if your name, telephone numbers or address changes.

- Log in to the Internet Bank
- Visit your local branch
- Visit **nationwide.co.uk/update-details** for more information

Nationwide Building Society is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under registration number 10607
Head Office: Nationwide Building Society, Nationwide House, Pipers Way, Swindon, SN38 1NW

DCB3 (October 2023) CSIS

Fakenham Town Council Statement on High Street Regeneration and Local Management Powers

Fakenham Town Council (FTC) warmly welcomes the Prime Minister's recent announcement granting local councils' greater authority to protect and revitalise high streets against undesirable and unscrupulous trading practices.

In recent months, Fakenham has experienced a disproportionate rise in the opening of barber shops, convenience stores, vape shops, phone repair outlets, and fast-food establishments. As a historic heritage market town, FTC believes this rapid, unmanaged shift does not reflect the needs or desires of our residents and constituents, who deserve a high street that respects and preserves the town's unique character.

While FTC firmly champions a diverse retail environment and aims to cultivate a vibrant, varied shopping experience, the current situation lacks necessary structure. Fakenham Town Council feels the towns' retail environment is saturated with identical outlets that lack connection to well-meaning, local independent traders or businesses.

Beyond the sheer volume of these specific shops, FTC is deeply concerned by the blatant disregard for the town's visual heritage. This includes the widespread use of inadequate, poor-quality signage, unsympathetic window displays, and building facade colours that fail to respect the aesthetic standards required for an important heritage market town.

Currently, FTC operates with limited statutory powers. However, we eagerly anticipate any new government-led initiatives that will empower local councils to intervene—whether by closing down establishments engaged in illicit activities or blocking developments that are entirely inappropriate for the town. FTC will monitor the implementation of this new directive closely and stands ready to enforce any newly devolved powers at the earliest opportunity.

To secure a sustainable future for our high street, FTC wishes to see an environment where local entrepreneurs can thrive without being priced or driven out. To achieve this, we call for decisive action from our partners and stakeholders:

- **Support from North Norfolk District Council:** We urge the District Council to offer robust support for home grown businesses through targeted business rate reliefs and the introduction of completely free parking across Fakenham, removing unnecessary cost barriers for consumers.
- **Responsible Property Management:** We call on landlords and letting agents to adopt a moral stance on commercial tenancies, carefully vetting prospective tenants and the nature of their businesses.
- **Reforming Empty Property Rates:** If the District Council waived business rates on empty commercial properties beyond the standard relief period, landlords and agents would face less financial pressure to rush into tenancies with unsuitable occupants.

With structured local support, landlords and agents can instead offer meaningful incentives to community-minded, local retailers who possess a genuine connection to Fakenham and a commitment to supporting our local economy.

Councillors are advised that NCC Highways has confirmed its agreement to install the commemorative bench at Greenway Lane provided the Council agree to undertake maintenance of the bench once installed.

It is recommended that Fakenham Town Council agree to undertake maintenance of the bench for as long as it remains economically repairable. Should the bench reach a condition where repair is no longer considered cost-effective, Highways have agreed the Council would be under no obligation to replace it. Any future replacement would be a matter for Members to determine at that time. Alternatively, the bench may be removed, with the commemorative plaque offered back to the family. To facilitate this, a lead family contact should be identified and recorded.



Features:

- Horizontal slat design
- Heavy-duty cast iron end frames
- Suitable for heritage areas as well as contemporary outdoor landscapes
- Wide range of standard RAL/BS colour options
- Robust and timeless outdoor seating solution
- Can be customised with highlights, crests, logos, and commemorative plaques

The Norfolk County Council
(Fakenham, Holt Road)
(One-Way) Revocation Order 202X

Norfolk County Council in exercise of its powers under Sections 1(1), 2(1) and 2(2), along with part IV of schedule 9 of the Road Traffic Regulation Act 1984 ("the Act"), and of all other enabling powers, and after consultation with the Chief Officer of Police in accordance with Part III of Schedule 9 to the Act, hereby make the following Order:

1. This Order may be cited as The Norfolk County Council (Fakenham, Holt Road) (One-Way) Revocation Order 202X and shall come into effect on the XX day of XX 202X

2. The Norfolk County Council (Fakenham) (One-Way) Order 1961 is hereby revoked on the commencement of this Order.

Dated this XX day of XX 202X

Katrina Hulatt
Director of Legal Services (nplaw)

The Norfolk County Council
(Fakenham, Holt Road and Greenway Lane)
Proposed One-Way Revocation Order 202X and Toucan Crossing, Footway/Cycle Track Notices 2026

Statement of Reasons for Making the Order and publishing the footway/cycle track conversion and crossing notice

Revocation of the one-way order –

The scheme proposal is to revoke the 'The County of Norfolk (Fakenham) (One-way) Order 1961' in the town of Fakenham.

To enable the realignment of C552 Holt Road's junction with C590 Greenway Lane. This will enable the installation of a toucan pedestrian and cycle crossing on C590 Greenway Lane and the removal of the westbound slip road from C590 Greenway Lane to C552 Holt Road to reduce the risk of collisions occurring.

The proposal to make the Order is made because it appears to Norfolk County Council that it is expedient to do so in accordance with Section 1(a) of the Road Traffic Regulation Act 1984.

a) for avoiding danger to persons or other traffic using the road or any other road or for preventing the likelihood of any such danger arising;

Conversion of existing highway to footway/cycle track notice

The scheme proposal is to remove the existing footways and construct unsegregated, shared-use footway and cycle tracks.

This is intended to create a safe off-carriageway route for pedestrians and cyclists from Thorpland Road to Holt Road, via the proposed toucan crossing. This is intended to reduce the risk of negative interaction between motor vehicles and vulnerable highway users.

The proposal is made because it appears to Norfolk County Council that it is expedient to do so in accordance with Section 66(4) and Section 65(1) of the Highways Act 1980.

Installation of toucan crossing notice

The scheme proposal is to construct a new signalised pedestrian and cycle crossing on C590 Greenway Lane just west of its junction with C552 Holt Road.

The proposed creation of a new 'toucan' signalised pedestrian and cycle crossing is intended to enhance the safety of vulnerable highway users, particularly pedestrians and cyclists. The proposed controlled crossing will provide a safe and convenient route to cross Greenway Lane.

The proposal is made because it appears to Norfolk County Council that it is expedient to do so in accordance with Section 23 and Section 25 of the Road Traffic Regulation Act 1984.

The Norfolk County Council
(Fakenham, Holt Road and Greenway Lane)
Proposed One-Way Revocation Order 202X and Toucan Crossing,
Footway/Cycle Track Notices 2026

The Norfolk County Council propose to make the following Order under the Road Traffic Regulation Act 1984:

The Norfolk County Council (Fakenham, Holt Road) (One-Way) Revocation Order 202X

The effect of this Order is to revoke The Norfolk County Council (Fakenham) (One-Way) Order 1961 in its entirety which will mean that traffic can flow in both ways on the retained section of carriageway. Northbound and southbound traffic will be separated at the junction mouth by a splitter island marked with “keep left” signage.

The Norfolk County Council (Fakenham, Holt Road and Greenway Lane) Shared Use Footway/Cycle Track Notice 2026

As required under Sections 65(1), 66(1) and 66(4) of the Highways Act 1980, Notice is hereby given that Norfolk County Council propose to install a shared use footway/cycle track (with rights of way on foot) at the following location:

Installation of Shared Use Footway/Cycle Track

C590 Greenway Lane North side	From a point 54 metres west of the centreline of its junction with U14538 Thorpland Road eastwards, to a point 12 metres north of the give way line of its junction with C590 Greenway Lane.
C590 Greenway Lane South side	From a point 54 metres west of the centreline of its junction with U14538 Thorpland Road eastwards and southwards to a point on C552 Holt Road 21 metres east of the centreline of its junction with U11506 Holt Road.
C552 Holt Road South side	From a point 21.5 metres east of the centreline of its junction with U11506 Holt Road eastwards for a distance of 12.5 metres.

The reason for this proposal is to provide a safer route for cyclists and pedestrians.

The existing footway will be converted to a Shared Use Footway/Cycle Track and will be up to 3.5 metres in width. Pedestrians and cyclists will have joint use and will not be segregated.

The Norfolk County Council (Fakenham, Greenway Lane)
Toucan Crossing Notice 2026

As required under Section 23 of the Road Traffic Regulation Act 1984 notice is hereby given that the Norfolk County Council proposes to install a Toucan pedestrian and cycle crossing with an associated controlled area at the following location:

Installation of a Toucan Crossing with Controlled Areas

C590 Greenway Lane	at a point 45 metres west of the centreline of its junction with U14538 Thorpland Road.

Distances measured are to the centreline of the crossing.

The reason for this proposal is to provide a safer environment for pedestrians and cyclists.

A copy of the draft revocation Order, a plan and Statement of Reasons for making the Order, along with the existing order being revoked can be viewed online at www.norfolk.citizenspace.com. Copies are also available for inspection at Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2DH and at the offices of North Norfolk Council, Council Offices, Holt Rd, Cromer NR27 9EN, during normal office hours. Online viewing is recommended.

Any objections and representations relating to the proposed revocation Order and/or Cycle Track/Footway Conversion Notice must be made in writing and must specify the grounds on which they are made. Comments may also be made in relation to the Toucan Crossing Notice. All correspondence for these proposals must be received at the office of nplaw, Norfolk County Council, County Hall, Martineau Lane, Norwich, NR1 2DH, marked for the attention of the nplaw Traffic Regulation Order Team by 1st December 2026. They may also be emailed to trafficorders@norfolk.gov.uk

The officer dealing with the public enquiries concerning these proposals is Mr W. Barber and can be contacted by telephone 0344 800 8020.

Dated this 6th day of November 2026

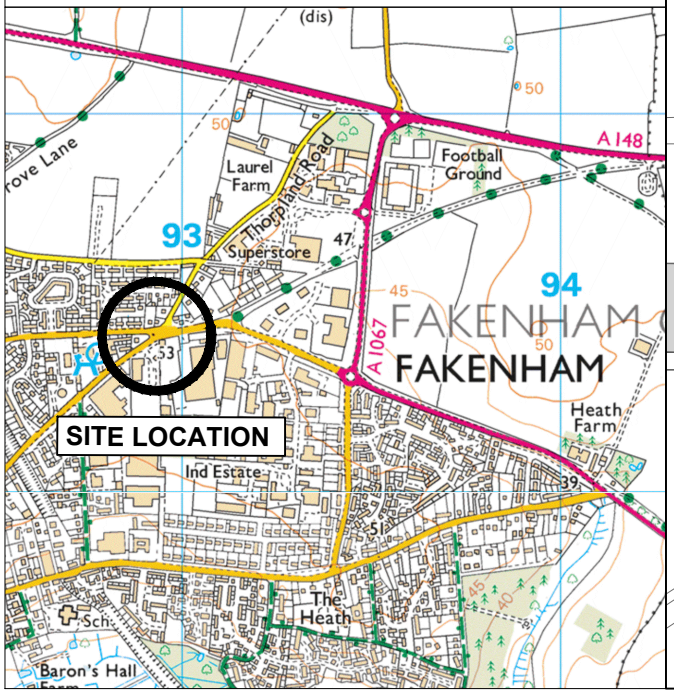
Katrina Hulatt
Director of Legal Services (NPLaw)
County Hall
Martineau Lane
Norwich
NR1 2DH

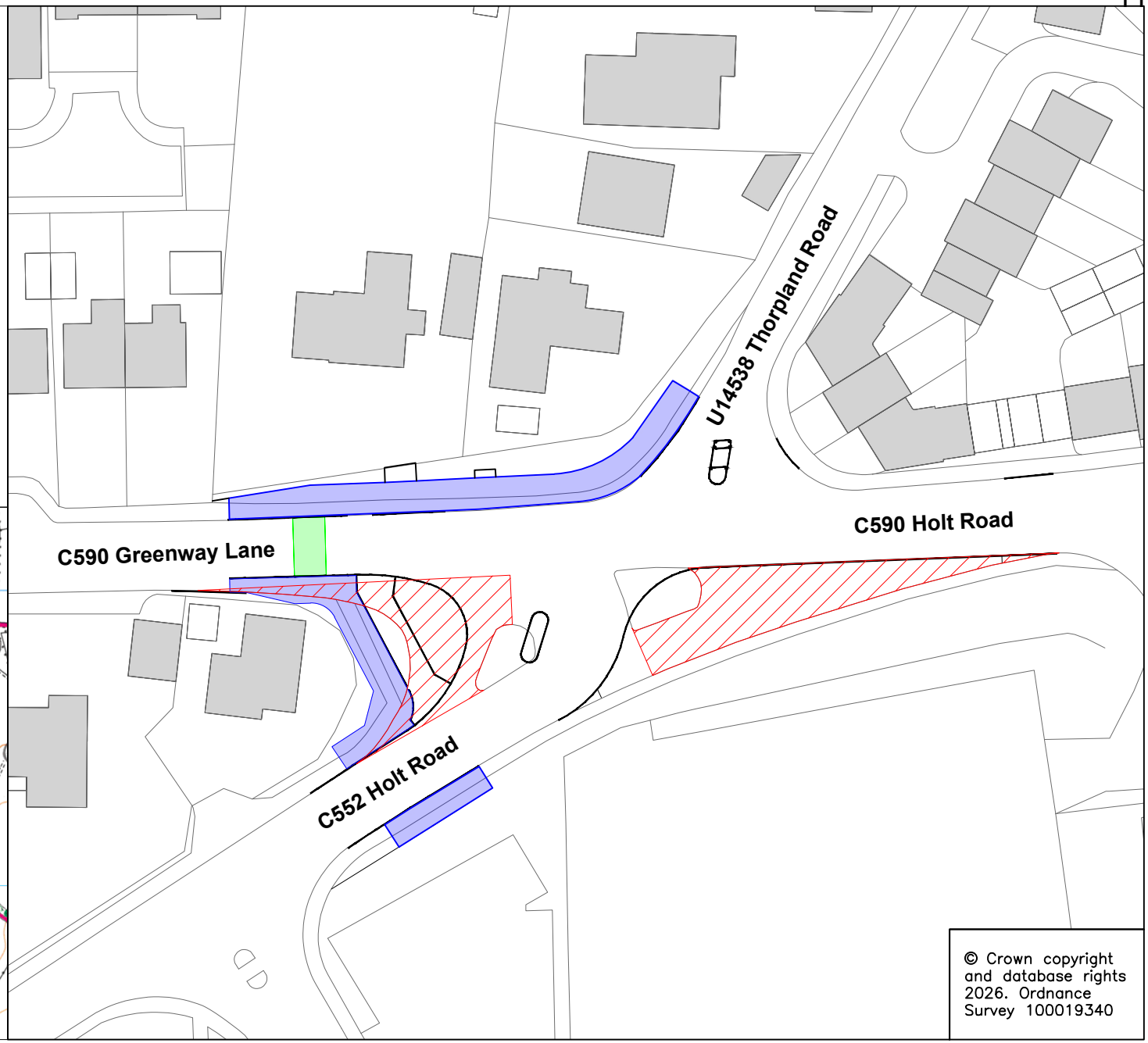
Note: Information you send to the Council will be used for any purpose connected with this scheme and will be held as long as reasonably necessary for those purposes. It may also be released to others in response to freedom of information requests.

KEY

- Location of proposed one-way order to be revoked
- Location of proposed new toucan crossing
- Location of proposed new shared-use footway/cycle track
- Proposed new kerb line

Parish - Fakenham
District - North Norfolk
Location - Greenway Lane
USRN - 28100133
Coordinates are as shown
Scheme Pedestrian Crossing Improvements
Postcode NR21 8EL





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Norfolk County Council

Grahame Bygrave
Director of Highways, Transport & Waste
Norfolk County Council
County Hall
Martineau Lane
Norwich NR1 2DH

DRAWING TITLE
Proposed Traffic Regulation Order, Pedestrian Crossing and Footway/Cycle Track Notice Plan

REV.	DESCRIPTION	DRAWN BY	CHECKED	DATE

	INITIALS	DATE
SURVEYED BY	OS	2026
DESIGNED BY	WB	10/2026
DRAWN BY	WB	10/2026
CHECKED BY	BH	10/2026

DRAWING No. PHA069-HD2-0000-004
PROJECT TITLE Greenway Lane, Fakenham - Toucan Crossing
SCALE NTS
FILE No. PHA069

ORIGINAL SIZE: A4

IG 12/10/16

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THE COUNTY OF NORFOLK (FAKENHAM) (ONE-WAY) ORDER, 1961

The Norfolk County Council in exercise of the powers conferred upon them by subsections (1), (2) and (3) of Section 26 and subsection (4) of Section 27 of the Road Traffic Act, 1960, and of all other powers enabling them in that behalf hereby make the following Order:-

1. No person shall drive or cause to be driven any vehicle on either of the lengths of road specified in the first column of the Schedule to this Order otherwise than in the direction specified opposite to such lengths in the second column of the said Schedule.

2. The Interpretation Act, 1889, shall apply to the interpretation of this Order as it applies to the interpretation of an Act of Parliament.

3. This Order shall come into force on the Eighteenth day of July, 1961, and may be cited as "The County of Norfolk (Fakenham) (One-Way) Order, 1961".

DATED this Twenty-ninth day of March 1961.

THE COMMON SEAL of the NORFOLK COUNTY COUNCIL was hereunto affixed in pursuance of a resolution dated the 4th October, 1960, in the presence of:-

C J Utting

S W Lambley

Two Members of the Council.

SCHEDULE

1. Lengths of road in the Parish of Fakenham	2. Direction
1. The short length of road linking the Fakenham-Holt Road A.148 and Greenway Lane.	From South to North.
2. That length of the Fakenham-Holt Road A.148 which abuts the south side of the traffic island at the junction of the Road A.148 and Greenway Lane.	From East to West.