

Section 1 – Annual Governance Statement 2025/26

We acknowledge as the members of:

FAKENHAM TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		*Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes ✓	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.	✓		<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

27/05/2026

and recorded as minute reference:

18/26

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Clerk

www.fakenhamtowncouncil.gov.uk

Section 2 – Accounting Statements 2025/26 for

FAKENHAM TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
1. Balances brought forward	244,805	244,456	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	341,600	567,675	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	55,116	69,536	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	179,608	220,346	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	217,457	248,942	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	244,456	412,379	<i>Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	253,803	423,909	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	874,187	726,630	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	✓		<i>For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.</i>

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.

Date

07/05/2026

I confirm that these Accounting Statements were approved by this authority on this date:

27/05/2026

as recorded in minute reference:

18/26

Signed by Chair of the meeting where the Accounting Statements were approved

Bank reconciliation – pro forma

This reconciliation should include all bank and building society accounts, including short term investment accounts. It must agree to Box 8 in the c ending 31 March 2026” in Section 2 of the AGAR – and will also agree to Box 7 where the accounts are prepared on a receipts and payments basis. highlighted boxes, remembering that un-presented cheques should be entered as negative figures.

Name of smaller authority: **Fakenham Town Council**

County area (local councils and parish meetings only): **Norfolk**

Financial year ending 31 March 2026

Prepared by (Name and Role): **Karen Lindsay RFO**

Date: **31/03/2026**

	£	£
Balance per bank statements as at 31/3/2026:		
General Current Account	33,320.94	
Busienss Reserve Account	164,614.44	
Precept Account	123,046.61	
CCLA Investment Account	102,868.82	
Petty Cash	58.64	
[add more accounts if necessary]		
		423,909.45
Petty cash float (if applicable)		0.00
Less: any un-presented cheques as at 31/3/2026 (enter these as negative numbers)		
[add more lines if necessary]		
		0.00
Add: any un-banked cash as at 31/3/2026		
		0.00
Net balances as at 31/3/2026 (Box 8)		423,909.45

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

FAKENHAM TOWN COUNCIL

County area (local councils and parish meetings only):

NORFOLK

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		412,379.00
Deduct: Debtors (enter these as negative numbers)		
VAT	(9,780.00)	
Reimbursement - MKT	(209.74)	
Clear Insurance	(113.08)	
Fakenham & District Funeral Services	(1,000.00)	
	<u>(11,102.82)</u>	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
Clear Insurance x 9 months	(5,169.12)	
ICOS - MS365 x 11 months	(2,454.10)	
ICOS - Nameserver x 12 months	(18.00)	
Café Menu Systems - Domains x 10 months	(66.63)	
Café Menu Systems - Website x 10 months	(362.50)	
POL Mapping x 10 months	(200.00)	
	<u>(8,270.35)</u>	
Total deductions		<u>(19,373.17)</u>
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
PAYE & NI - Month 12	4,718.20	
Fakenham Charter Market	1,134.00	
FTC Hire & Sales- Chipper	151.55	
FTC Hire & Sales- Tape and Gloves	27.87	
Kings & Barnhams - PAT Testing	370.50	
Community Centre - March Meetings	57.60	
Shred Station - Confidential Waste Disposal	59.00	
Barclays - Account Fees	8.50	
Veolia - Waste Collection	163.13	
Npower - CCTV Electricity	64.83	
Npower - Streetlights Electricity	998.97	
Barclays - Card Machine Charges	24.80	
We Clean Any Window - Bus Shelters	125.00	
Motia - Fuel Card	91.33	
Amazon - Friction Pen Refills	7.44	
Amazon - Air Purifiers	165.20	
Amazon - COSHH Book & Signs	15.82	
Amazon - Friction Pen Refills	4.31	
Amazon - A3 Wallets	12.06	
Amazon - Coffee	9.89	
Amazon - Shelving	76.98	
Amazon - File Holders	34.80	
Amazon - Shelving	78.37	
Fresh Air Fitness - Hayes Lane Equip Repair	70.26	
All About Chevrons - Van Signage	66.00	
Vistaprint - Signs Millennium Park	42.42	
Handy Labels - Streetlight Tags	97.65	
Post Office - Stamps	43.50	
Amazon - Plant Tags (LYMT Grant)	10.82	
Amazon - A4 Wallets	15.82	
Amazon - Seed Envelopes (LYMT Grant)	4.98	
Amazon - Keyboard & Mouse	16.66	
Amazon - Stakes (GWL Numbering)	27.30	
Amazon - Estate Keys	10.74	
Amazon - Stickers (GWL Numbering)	6.60	
Amazon - Trundle Wheel	24.99	
Amazon - Hooks	10.49	
Screwfix - Eye Plate	9.98	
Screwfix - Padlock	52.47	
Amazon - Office Divider	39.98	
Q2 - Telephone	71.85	
Konica Minolta - Bizhub Prints	151.25	
Nurture - Estate	1,316.04	
Nurture - Verges	2,582.90	
MJ Tree Services - Millennium Park	2,205.00	
Top Trees - Hedges & Trees Estate	4,400.00	
Café Menu Systems - HT Decals	497.00	
Office Cupboard	800.00	
Stephenson Smart - Payroll	2,498.77	
Mappus, Smith & Lemmon - YE Internal Audit	500.00	
PKF - External Audit 31/03/26	900.00	
Land Registry - Aldiss Park	1,400.00	
Haller - Board Walk Aldiss Park	1,230.00	
	<u>27,513.62</u>	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
Allotment Deposits	3,390.00	
	<u>3,390.00</u>	
Total additions		<u>30,903.62</u>
Box 8: Total cash and short term investments		<u>423,909.45</u>