

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

<p>You must register as an Other Registerable Interest:</p> <p>a) any unpaid directorships</p> <p>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</p> <p>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.</p>

Table 3: Non-Registrable Interests - NRI

<p>An interest that is not a DPI, or an interest of a relative or close associate, which does not need to be registered.</p> <p>You must declare an NRI when relevant business affects the finances or wellbeing of you, your partner, a relative, or a close associate.</p>
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**MINUTES OF THE GOVERNANCE & FINANCE COMMITTEE MEETING
HELD AT THE FAKENHAM CONNECT BUILDING, OAK STREET, FAKENHAM**

TUESDAY 17th March 2026 AT 18:00

Attending Committee Councillors: A Glynn (Mayor), L Harrison, D Hunter & J Rockett

Attending Non-Committee: None

RFO & Deputy Clerk: K Lindsay

General Public: None

Press: None

Number	Agenda
151/26GF	To receive Apologies for Absence Apologies received from Councillors Joslin, Dutton and Bucknell
152/26GF	To adjourn the Meeting for Electors' questions None received
153/26GF	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 None declared
154/26GF	To confirm the minutes of the Governance & Finance Committee meeting held on 17th February 2026 On the proposition of Cllr Glynn, seconded by Cllr Hunter, the minutes of the Governance & Finance Committee meeting held on 17 th February 2026 were AGREED by all and signed by the Chair
155/26GF	To discuss any matters arising from the Governance & Finance Committee meeting held on 17th February 2026 The Action Log was noted
156/26GF	To review and agree policies and risk assessments for update: <ul style="list-style-type: none"> • IT Policy Councillors reviewed the IT Policy and RESOLVED to approve it for presentation and approval by Full Council • Scheme of Delegation and Standing Committees Terms of Reference Councillors reviewed the Scheme of Delegation and Standing Committees Terms of Reference and RESOLVED to approve it for presentation and approval by Full Council • Risk Assessment & Method Statement – Temporary Road Closures for Fakenham Town Centre Markets & Civic Events Councillors reviewed the Risk Assessment and Method Statement and RESOLVED to approve it
157/26GF	To Review Town Council and Visit North Norfolk partnership membership 2026 Councillors reviewed the Town Council and Visit North Norfolk partnership membership 2026 and RESOLVED not to proceed with membership
158/26GF	To review finance reports for month ending February 2026 <ul style="list-style-type: none"> • To receive and review February 2026 receipts and payments for Fakenham Town Council and Charter Market Cllrs RESOLVED to approve for presentation and approval by Full Council • To receive and review February 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

	<p>CLRs RESOLVED to approve for presentation and approval by Full Council</p> <ul style="list-style-type: none"> To receive and approve the February 2026 schedule of payments over £500 for display on the website <p>CLRs RESOLVED to approve for presentation and approval by Full Council</p>																																							
159/26GF	<p>To consider and agree the Council's reserves for the 2026/27 financial year, as detailed within the agreed 2026/27 Budget</p> <p>Members considered the Council's reserves for the 2026/27 financial year, as detailed within the agreed 2026/27 Budget.</p> <p>Following discussion, it was RESOLVED that the reserves for 2026/27 be approved as presented and below:</p> <p>Earmarked Reserves</p> <p>Earmarked reserves are held for specific purposes or anticipated future expenditure.</p> <table border="1"> <thead> <tr> <th>Reserve</th> <th>Balance (£)</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>PAYE & NI Reserve</td> <td>0</td> <td>Reserve no longer required</td> </tr> <tr> <td>Staffing Contingencies</td> <td>10,000</td> <td>Provision for staffing pressures including incremental increase and provision equivalent to approximately six months part-time Groundsman cover</td> </tr> <tr> <td>Insurance Excess Reserve</td> <td>2,500</td> <td>Provision to meet potential insurance excess costs</td> </tr> <tr> <td>Event Expenses Reserve</td> <td>1,500</td> <td>Incremental increase to support Council events</td> </tr> <tr> <td>Street Light Replacement Reserve</td> <td>6,000</td> <td>Incremental increase to support future street lighting replacement</td> </tr> <tr> <td>Vehicle Reserve</td> <td>5,000</td> <td>Incremental increase towards future vehicle replacement</td> </tr> <tr> <td>Machinery Reserve</td> <td>10,000</td> <td>Includes provision for machinery replacement and potential roll-forward of budget underspend at end of FY 2025/26</td> </tr> <tr> <td>Depot / Welfare Unit Reserve</td> <td>20,000</td> <td>Provision towards depot or welfare facilities and potential roll-forward of budget underspend at end of FY 2025/26</td> </tr> <tr> <td>Replacements Reserve</td> <td>2,000</td> <td>Incremental increase for minor asset replacement</td> </tr> <tr> <td>Local Government Reform</td> <td>20,000</td> <td>Provision to support potential costs associated with local government reform</td> </tr> <tr> <td>Office Space Provision</td> <td>10,000</td> <td>Provision equivalent to approximately six months accommodation rental if required</td> </tr> <tr> <td>Contingency Builder</td> <td>20,000</td> <td>Reserve to support strengthening the General Reserve above minimum levels</td> </tr> </tbody> </table>	Reserve	Balance (£)	Notes	PAYE & NI Reserve	0	Reserve no longer required	Staffing Contingencies	10,000	Provision for staffing pressures including incremental increase and provision equivalent to approximately six months part-time Groundsman cover	Insurance Excess Reserve	2,500	Provision to meet potential insurance excess costs	Event Expenses Reserve	1,500	Incremental increase to support Council events	Street Light Replacement Reserve	6,000	Incremental increase to support future street lighting replacement	Vehicle Reserve	5,000	Incremental increase towards future vehicle replacement	Machinery Reserve	10,000	Includes provision for machinery replacement and potential roll-forward of budget underspend at end of FY 2025/26	Depot / Welfare Unit Reserve	20,000	Provision towards depot or welfare facilities and potential roll-forward of budget underspend at end of FY 2025/26	Replacements Reserve	2,000	Incremental increase for minor asset replacement	Local Government Reform	20,000	Provision to support potential costs associated with local government reform	Office Space Provision	10,000	Provision equivalent to approximately six months accommodation rental if required	Contingency Builder	20,000	Reserve to support strengthening the General Reserve above minimum levels
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	<p>CCTV – System & Monitoring 0 Potential roll forward of budget balance at end of FY 2025/26</p> <p>War Memorial 0 Potential roll forward of budget balance at end of FY 2025/26</p> <p>Capital Reserve 90,005 Existing capital reserve provision (Restricted)</p> <p>General Reserve The Council’s planned General Reserve / Contingency Reserve for 2026/27 is £215,465.67.</p>
160/26GF	<p>To receive the RFO’s report</p> <ol style="list-style-type: none"> 1. Amey Invoice – Update Members considered the disputed balance of Invoice 90936316. It was noted that Cllr Fitzpatrick is currently seeking to resolve the matter. Following discussion, it was RESOLVED that, should the matter remain unresolved and a further request for payment be received, the outstanding balance be settled. 2. Transition to Scribe Noted 3. Budget Observations Noted 4. Town Ambition Programme Grant Claim Noted
161/26GF	<p>To note the notification from Barclays regarding updated Terms and conditions Noted</p>
162/26GF	<p>To receive the Internal Controller review None</p>
163/26GF	<p>To discuss the FLASH Project Members received an update from the most recent Steering Group meeting and noted the assurances provided by NNDC that, in September, when the existing welfare facilities and depot are removed, alternative accommodation will be in place.</p>
164/26GF	<p>To confirm the date and time of next meeting Governance & Finance: Tuesday 21st April 2026 at 18:00</p>

	<p>There being no further business the meeting closed at 18.29</p> <p>Confirmed this day of 2026</p> <p>CHAIR</p>
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Governance and Finance Action Log

G&F	18/11/2025	98/25	Clerk	HIGH	Action: The Clerk to ensure formal agreements are in place with all Town Ambition Programme Project sponsors, prior to any related procurement or expenditure being undertaken.	75%	20/01/2026 Cllr Glynn to provide alternative contact details to enable correspondence to be re-sent
G&F	20/01/2026	129/26	RFO	LOW	RFO to obtain an additional quotation for Cyber Essentials certification	Not Started	
G&F	17/02/2026	145/26	Cllr Glynn	HIGH	Cllr Glynn to contact County Cllr Fitzpatrick regarding the disputed £176.81 (excl. VAT) Call Out charge on Amey Invoice 909363	50%	
G&F	17/02/2026	145/26	Cllr Glynn	LOW	Cllr Glynn to draft a publicity piece for the Town Ambition Programme project	Not Started	No longer applicable



Fakenham Town Council

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Safeguarding Policy

1. Introduction
2. Scope
3. Definitions
4. Responsibilities
5. Grounds and Outdoor Staff
6. Office Staff and Work Experience Students
7. Reporting Concerns
8. Confidentiality
9. Training

1. Introduction

Fakenham Town Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Although the Council does not directly provide services to children or vulnerable adults, staff and councillors may encounter them during their duties, particularly in parks, playgrounds, and public spaces, or through occasional work experience placements. This policy outlines how the Council will minimise risks and respond appropriately to any safeguarding concerns.

2. Scope

This policy applies to:

- All Council employees
- Councillors
- Contractors working on behalf of the Council
- Volunteers
- Work experience students

3. Definitions

Child / Young Person: Anyone under the age of 18.

Vulnerable Adult: A person aged 18 or over who may need community care services due to disability, age, illness, or other circumstances and may be unable to protect themselves from harm.

Safeguarding: Protecting the health, wellbeing, and human rights of individuals to ensure they live free from abuse, harm, and neglect.

4. Council Responsibilities

As the Council does not directly provide services to children or vulnerable adults, its safeguarding responsibilities are limited to:

- Ensuring staff understand their safeguarding responsibilities
- Minimising opportunities for unsupervised contact
- Reporting concerns to appropriate authorities
- Providing a safe working environment where members of the public may be present

5. Grounds and Outdoor Staff

Grounds staff may encounter children and young people while working in parks, playgrounds, and open spaces. Staff should:

- Avoid initiating unnecessary contact with children or young people
- Not supervise or take responsibility for children
- Avoid being alone with a child where possible
- Always maintain professional boundaries
- Report any safeguarding concerns immediately
- Never take photographs of children or young people

If approached by a child seeking help, staff should:

- Remain in a public/open area
- Offer reassurance where appropriate
- Contact emergency services if required
- Report the incident to the Clerk

6. Office Staff and Work Experience Students

The Council may host a work experience student for administrative duties, typically yearly. When hosting a student, the Council will:

- Ensure the student is supervised at all times
- Allocate a named supervisor
- Avoid one-to-one closed-door working where possible
- Provide a clear programme of work
- Ensure appropriate conduct and professional boundaries

No regulated activity is undertaken, and therefore enhanced DBS checks are not normally required. However, the Council will review requirements where appropriate.

7. Reporting Concerns

All staff and councillors have a responsibility to report safeguarding concerns.

If a safeguarding concern arises:

1. Ensure immediate safety where possible
2. Report to the Clerk
3. Record the concern as soon as possible
4. The Clerk will refer to appropriate agencies where required

If the Safeguarding Lead is unavailable, concerns should be reported to:

- Local Authority Safeguarding Team
- Police (if immediate risk)

Emergency: 999 Non-emergency Police: 101

8. Confidentiality

Safeguarding concerns must be treated confidentially. Information will only be shared on a need-to-know basis and in accordance with data protection legislation.

9. Training

The Council will:

- Provide basic safeguarding awareness to relevant staff
- Refresh training periodically

Reviewed at Governance & Finance Committee 21st April 2026

Ratified at Full Council 29th April 2026. Due for review 2029



Fakenham Town Council

Fakenham Town Council Estate Risk Assessment

Description of activity / area being assessed	Working in/on Fakenham Town Council estate		Location	Fakenham Estate
Manager responsible	Lesley Meanley	Signature & date	Lesley Meanley	
Assessed by (name & role)	Lesley Meanley - Clerk	Signature & assessment date	Lesley Meanley	

Review date:	01/04/26				
Review by:	Lesley Meanley				
Signed:	L.Meanley				


Hazard (H) Hazardous event (HE) Consequence (C)	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R
General controls for all hazards	All Employees including Lone Workers	New staff are inducted using the Councils Health & Safety Induction checklist. Monthly Office Health & Safety checklist completed. Employees advised of how to obtain first aid and report accidents and hazards. Individual Risk assessments carried out where required. Training undertaken on all equipment	LOW RISK (2)		

Likelihood	Consequence				
	1 Negligible	2 Slight	3 Moderate	4 Severe	5 Very Severe
1 Very Unlikely	Low (1)	Low (2)	Low (3)	Low (4)	Medium (5)
2 Unlikely	Low (2)	Low (4)	Medium (6)	Medium (8)	Medium (10)
3 Possible	Low (3)	Medium (5)	Medium (9)	High (12)	High (15)
4 Probable	Low (4)	Medium (8)	High (12)	High (16)	Very High (20)
5 Very Likely	Medium (5)	Medium (10)	High (15)	Very High (20)	Very High (25)

hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieved
<p>H-Fire and emergency, including first aid. HE-Failure to evacuate council locations safely in the event of fire. C- Smoke inhalation or burns. Potential for fatalities.</p> <p>HE- Failure to summon first aid. C- Harm escalates due to delay in summoning first aid.</p>	All Employees including Lone Workers	<p>Employees need to be aware of local fire evacuation procedure in or on Council estate, how to report fire issues, emergency phone number and first aid provision.</p> <p>Personal Emergency Evacuation Plans (PEEP) for people at increased risk.</p> <p>Fire escape routes clear from obstructions and combustible materials.</p> <p>No prohibited items: e.g., candles toasters, sandwich makers</p> <p>Awareness of outside conditions</p>	LOW RISK (4)			
<p>H=Temperature. HE- Exposure to hot or cold workplaces. C-general discomfort and low productivity.</p>	All Employees including Lone Workers	<p>Suitable clothing should be worn for the weather conditions. Suitable sun protection to be used. Earlier start or finish times to accommodate the temperature. Take bottled water for hydration. Protective footwear should be worn.</p>	LOW RISK (2)			
<p>H=Weather. HE- Exposure to extreme or dangerous weather conditions. C-Potential for fatalities</p>	All Employees including Lone Workers	Work on particular areas of the estate should be rearranged if possible if there is a particular weather issue such as high winds, storms, snow etc.	MEDIUM RISK (5)			

hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieved
H=Driving HE- Vehicle accident C- Potential for fatalities	All Employees including Lone Workers	Drive at appropriate speed for road / off road conditions Drive in accordance with Highways laws Training on estate vehicles Regular vehicle checks undertaken	MEDIUM RISK (5)			
H=Vehicle movement HE- Vehicle Accident C- Potential for fatalities	All Grounds Staff including Lone Workers	Never assume a vehicle has seen you Hi visibility workwear to be worn Keep to marked paths or walkways Pay attention to vehicles, especially if they are reversing. Ensure a banksman is used when manoeuvring machinery	MEDIUM RISK (5)			
H=Maintaining Contact HE- Lone Worker becomes ill or has an accident C- Potential for fatalities	All Lone Workers	Regular phone contact initiated. Working locations relayed to the office or other grounds staff. If no office staff available lone working locations relayed to designated Cllr's.	MEDIUM RISK (5)			
H=Abuse or Violence HE- Attacks by members of the public C- Physical injury, psychological problems, depression, stress.	All Employees including Lone Workers	Report all incidents. Use Body Cameras provided it doesn't inflame an incident. Do not put personal safety at risk. Remain calm, stick to factual information and do not enter a heated dialogue. Walk away when possible	LOW RISK (3)			

hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieved
H= Machinery HE- improper use of or damage to machinery C- Potentially resulting in major injury	All Grounds Staff including Lone Workers	Never use damaged machinery or equipment Ensure machinery and equipment is maintained in accordance with instructions and serviced. Regular Inspections undertaken and recorded. Do not undertake any maintenance work that training hasn't been received for. Read & understand operators manual before using and maintaining equipment. Store battery and electrical equipment in clean & dry conditions. Use only batteries and electrical leads approved by the manufacturer. Remove batteries where possible during work breaks, transport, maintenance or repair. Ensure suitable protective clothing or masks worn.	MEDUIM RISK (5)			
H=Rough Terrain HE- Slips, Trips or Falls C – Physical Injury	All Employees including Lone Workers	Keep in well lit areas or light them. Inspect areas often to ensure hazards known and acknowledged. Take care while walking on disturbed ground. Avoid piles of debris or discarded/ broken items.	LOW RISK (3)			
H=Sudden illness HE- Collapse, disorientation C- Ill health; short term or long term	All Employees including Lone Workers	Any Medical Conditions that may increase risk to be discussed with line manager / Dr / Occupational Health. No Lone working to be undertaken if it increases risk	MEDIUM RISK(5)			

hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieved
H- Working at height. HE- Employee may fall when retrieving items stored at height, C- potentially resulting in major injury.	All Grounds Staff including Lone Workers	Minimise storage at height. ladders provided for use. Ladder regularly checked, and records kept. User to check equipment before use. Do not use alone if additional person is needed to steady or hold. User understands principles of working at height.	LOW RISK (4)			
H-Hazardous substances. Substances labelled as hazardous. HE- People are exposed through the skin and eyes, ingestion, inhalation, accidental injection. C- Ill health; short term or long term.	All Grounds Staff including Lone Workers	 Only domestic cleaning products which are non-hazardous or with this pictogram used. This means the substance could cause short term health effects, such as skin irritation. Container labelled with the hazard and to instructions to use it safely. Where personal protective equipment (PPE) is recommended on the label, it is supplied, and its condition regularly checked. If there is a need to use a more hazardous substances training to be undertaken before use	LOW RISK (3)			
H- Infection HE- Contact with Faeces, rubbish, drugs paraphernalia. C- Ill health; short term or long term.	All Grounds Staff including Lone Workers	Protective clothing and gloves to be worn Correct disposal methods used Visual checks of areas Washing facilities Cuts or abrasions on exposed skin should be covered				
HE-Manual handling. H- Heavy or unbalanced loads. Repetitive or prolonged, lifting,	All Employees including Lone Workers	Manual Handling guide read. Suitable handling aids used and inspected monthly. Workplace or activity arranged to minimise overreaching, stretching, and twisting.	LOW RISK (2)			

hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieved
carrying, stretching and overreaching. C- Back pain and other musculoskeletal disorders; persistent or occasionally disabling.		Nothing to be lifted that is too heavy or outside capability. For significant manual handling activities detailed manual handling risk assessment carried out.				
H=Animal Attack HE- Bites C- Physical injury, psychological problems	All Employees including Lone Workers	Avoid areas if potentially aggressive dogs are off lead and out of control Dynamic risk assessment of animals in the area and move away if necessary. Ask owners to restrain and secure their dogs	LOW RISK (3)			
Work related stress. H -work pressure, lack of job control, inadequate support, role concerns, poor relationships or change. HE - Prolonged exposure to work stressors C- Temporary physical and mental health effects. May develop significant mental or physical health problems.	All Employees including Lone Workers	Stress risk assessment carried out if required or requested. Appraisal and Performance Review meetings carried out where work plans, objectives and load are discussed. Regular 1:1 meeting where potential stressors can be discussed.	LOW RISK (3)			



Fakenham Town Council

General Office Duties Risk Assessment

Description of activity / area being assessed	Working in offices and low risk areas		Location	Fakenham Connect Building
Manager responsible	Lesley Meanley	Signature & date	Lesley Meanley 02/11/23	
Assessed by (name & role)	Lesley Meanley - Clerk	Signature & assessment date	Lesley Meanley 02/11/23	


Hazard (H) Hazardous event (HE) Consequence (C)	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R
General controls for all hazards	Employees	New staff are inducted using the Councils Health & Safety Induction checklist. Monthly Office Health & Safety checklist completed. Employees advised of how to obtain first aid and report accidents and hazards. Individual Risk assessments carried out where required.	LOW RISK (2)		

Likelihood	Consequence				
	1 Negligible	2 Slight	3 Moderate	4 Severe	5 Very Severe
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<p>H=Temperature. HE- Exposure to hot or cold workplaces. C-general discomfort and low productivity.</p>	<p>Employees Councillors</p> <p>People at increased risk</p>	<p>Use Fans to cool office.</p> <p>Ensure radiators are set at a consistent temperature, use of portable fan heaters if radiators not working. Ensure not left unattended.</p>	LOW RISK (2)			
<p>H-Space. HE-Insufficient space, contact with or hitting against furniture. C-Minor injuries.</p>	<p>Employees, Councillors, Visitors</p>	<p>Space provided is sufficient to enable free movement around workspace and for carrying out tasks and complies with legal minimum (11m³ per person)</p>	LOW RISK (2)			

hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieved
H-Lighting. HE -Inadequate light levels; too bright, too dark, disability/distraction glare. C -eye discomfort or headaches. Cause unsafe conditions.	Employees	Lighting levels are adequate for the tasks. Lamps provided for close work where necessary. Report any lighting issues to NNDC	LOW RISK (1)			
Slips and trips. H -e.g., trailing cables, spillages, uneven flooring, loose carpet etc. HE -contact with slip / trip hazard C - First aid injuries, sometimes major injury.	Employees, visitors, Councillors, contractors	Employees maintain good housekeeping standards, clean up spillages, reporting major spillages. Keep Trailing cables away from walkways. Monthly office health and safety inspection	MEDIUM RISK (6)			
H- Work equipment. HE -Contact with hot or sharp parts or hot water (hot water tap) C - burns, cuts or scalds requiring first aid.	Employee who uses the equipment	User given safe use instruction for equipment within the office. User follows equipment safety instructions in shared space.	LOW RISK (2)			

hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieved
H- Electrical equipment. HE- Contact with live components C- fire and electric shock.	Employee who uses the equipment	User given safe use instruction for all equipment. Regular portable appliance inspection and testing (PAT) in place. Users complete simple visual checks before using equipment, personal electrical equipment items and dangerous items are not to be used.	MEDIUM RISK (5)			
H-Computer (DSE). HE- Poorly arranged workstation. Sitting in a poor posture, prolonged use. C- Aches and pains; persistent or occasionally disabling. Eye discomfort or headache.	Employees computer user	User completes a DSE self-assessment form and understands the essentials of Computer Safety. Users are reminded of the need to regularly review their assessment. This is carried out for new staff and following significant changes to workstation or work.	LOW RISK (3)			
H- Working at height. HE- Employee may fall when retrieving items stored at height, C- potentially resulting in major injury.	Employee	Minimise storage at height. Remove unused high shelves. Stepladder or kick stool provided for use. Stepladder and kick stool regularly checked, and records kept. User to check equipment before use. User understands principles of working at height.	LOW RISK (4)			

hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieved
<p>H-Hazardous substances. Substances labelled as hazardous. HE- People are exposed through the skin and eyes, ingestion, inhalation, accidental injection. C- Ill health; short term or long term.</p>	<p>Employees using the substances or others exposed in directly.</p>	<p> Only domestic cleaning products which are non-hazardous or with this pictogram used. This means the substance could cause short term health effects, such as skin irritation. Container labelled with the hazard and to instructions to use it safely. Where personal protective equipment (PPE) is recommended on the label, it is supplied, and its condition regularly checked. If there is a need to use a more hazardous substances a COSHH risk assessment will be carried out.</p>	<p>LOW RISK (2)</p>			
<p>HE-Manual handling. H- Heavy or unbalanced loads. Repetitive or prolonged, lifting, carrying, stretching and overreaching. C- Back pain and other musculoskeletal disorders; persistent or occasionally disabling.</p>	<p>Any employee who regularly lifts and carries at work.</p>	<p>Manual Handling guide read. Suitable handling aids used and inspected monthly. Workplace arranged to minimise overreaching, stretching, and twisting. For significant manual handling activities detailed manual handling risk assessment carried out.</p>	<p>LOW RISK (2)</p>			

hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls	Residual risk LxC=R	Date achieved
<p>Work related stress. H -work pressure, lack of job control, inadequate support, role concerns, poor relationships or change. HE - Prolonged exposure to work stressors C- Temporary physical and mental health effects. May develop significant mental or physical health problems.</p>	<p>Employees</p>	<p>Stress risk assessment carried out if required or requested. Appraisal and Performance Review meetings carried out where work plans, objectives and load are discussed. Regular 1:1 meeting where potential stressors can be discussed.</p>	<p>MEDIUM RISK (6)</p>			

Periodic Review

Review date:	03/12/24	01/04/2026			
Review by:	Lesley Meanley	Lesley Meanley			
Signed:	<i>L Meanley</i>	<i>L Meanley</i>			

Date: 02/04/2026

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Cashbook 1

User: K.LINDSAY

General Current Account

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		37,417.96					37,417.96	
BACS	Banked: 02/03/2026	40.00						
BACS	JK GR	40.00			1100	100	40.00	PETERKIN - ERB TRANSFER
BACS	Banked: 02/03/2026	85.64						
BACS	SMITH	85.64			1120	100	35.64	ALLOT RENT 2025/26 GWL77
					560		50.00	DEPOSIT GWL77
BACS	Banked: 02/03/2026	78.80						
BACS	IFRIM	78.80			1120	100	28.80	ALLOT RENT 2025/26 GWL25
					560		50.00	DEPOSIT GWL25
BACS	Banked: 06/03/2026	2,399.71						
BACS	NORFOLK COUNTY COUNCIL	2,399.71			1160	100	2,399.71	GRANT CLAIM - LYMT
	Banked: 10/03/2026	30,000.00						
TRANSFER	Precept Account	30,000.00			210		30,000.00	PRECEPT TRANSFER
TRANSFER	Banked: 10/03/2026	1,205.00						
TRANSFER	FAKENHAM TOWN COUNCIL	1,205.00			100		1,205.00	MKT REIMBURSEMENT
BACS	Banked: 23/03/2026	250.00						
BACS	FAKENHAM & DISTRICTICT FUNERAL	250.00			1100	100	250.00	BETTS - INT
BACS	Banked: 26/03/2026	5,755.00						
BACS	NORFOLK COUNTY COUNCIL	5,755.00			1160	100	5,755.00	GRANT CLAIM - TAP
CARD	Banked: 26/03/2026	40.00						
CARD	CARD MACHINE	40.00			1100	100	40.00	SMITH - ERB TRANSFER
BACS	Banked: 26/03/2026	500.00						
BACS	THORNALLEY	500.00			1100	100	500.00	MASON - INT / MEM
CARD	Banked: 30/03/2026	81.95						
CARD	CARD MACHINE	81.95			1120	100	31.95	ALLOT RENT 2026/26 GWL 49
					560		50.00	DEPOSIT GWL 49
TRANSFER	Banked: 30/03/2026	4,753.75						
TRANSFER	FAKENHAM TOWN COUNCIL MKT	4,753.75			1200	100	4,753.75	ANNUAL MANAGEMENT FEE 2025/26
TRANSFER	Banked: 30/03/2026	2,983.30						
TRANSFER	TRANSFER MKT TOLLS	2,983.30			100		1,849.30	MKT REMIBURSEMENTS
					100		1,134.00	MKT REMIBURSEMENTS - OVERPAID
BACS	Banked: 30/03/2026	3,230.00						
BACS	AVIVA	3,230.00			1160	100	3,230.00	BW - KEY PERSONS INS CLAIM
BACS	Banked: 31/03/2026	325.00						
BACS	M B HOWELL / H BRETT & SON LTD	325.00			1100	100	325.00	TOPPING - MEM

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Cashbook 1

User: K.LINDSAY

General Current Account

For Month No: 12

Total Receipts for Month	51,728.15	0.00	0.00	51,728.15
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Cashbook Totals	<u>89,146.11</u>	<u>0.00</u>	<u>0.00</u>	<u>89,146.11</u>
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Cashbook 1

User: K.LINDSAY

General Current Account

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/03/2026	VEOLIA	DD	106.78		17.80	4250	230	88.98	INV1000227774 COMMERCIAL BIN
04/03/2026	O2	DD	86.22		14.37	4110	210	71.85	MOBILE CONTRACTS
05/03/2026	ICO	DD	47.00			4190	220	47.00	DATA PROTECTION FEE
06/03/2026	HMRC	DD	791.00			4010	200	791.00	PAYE & NI MTH 10 2025/26 ADD.
09/03/2026	BARCLAYS	DD	8.50			4200	220	8.50	ACCOUNT FEE
09/03/2026	BARCLAYCARD COMMERCIAL	DD	2,252.66		279.78	4415	310	163.35	GWL - POSTS FOR NUMBERS
						4350	300	13.03	DE-ICER - PADLOCKS
						4412	310	4.65	CAP COVERS - PLAY EQUIPMENT
						4410	310	5.70	CAP COVERS - PLAY EQUIPMENT
						4412	310	9.85	CAP COVERS - PLAY EQUIPMENT
						4412	310	5.26	CAP COVERS - PLAY EQUIPMENT
						4155	210	4.91	WASTE PAPER BIN
						4410	310	39.58	SIGNS - PLAY AREAS
						4900	430	118.00	LYMT GRANT - COMPOST
						4412	310	30.80	4 X CAPS - FITNESS EQUIPMENT
						4345	300	395.00	OCCUPATIONAL HEALTH REFERRAL
						100	0	15.36	MKT PPE - MKT REIMBURSE
						100	0	32.73	MKT PPE - MKT REIMBURSE
						4415	310	7.08	GWL - PLOT NUMBERS
						4135	210	22.49	PENS
						4350	300	73.30	PADLOCKS
						4135	210	13.89	PENS
						100	0	29.98	MKT PPE - MKT REIMBURSE
						4900	430	29.11	LYMT GRANT - PLANTER REFLECTOR
						4350	300	20.08	ETL NOTICEBOARD
						4410	310	44.30	SIGNS - PLAY AREAS
						4900	430	8.75	LYMT GRANT - PLANTS
						4315	300	31.55	PPE - ETL SAFETY HELMET
						100	0	31.65	MKT PPE - MKT REIMBURSE
						100	0	23.29	MKT PPE - MKT REIMBURSE
						4410	310	47.15	SIGNS - PLAY AREAS
						4350	300	4.99	SIGNS - BINS
						4412	310	28.45	POLE MOUNTING KITS X 2
						4465	310	3.71	SIGN - BLEED KIT

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Fakenham Town Council

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Cashbook 1

User: K.LINDSAY

General Current Account

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
						4206	220	40.00	BW - TRAINING BUNDLE
						4350	300	92.60	WEEDKILLER
						100	0	582.29	MKT BARRIERS - MKT REIMBURSE
10/03/2026	NNDC	DD	135.00			4070	200	135.00	MKT RATES MARCH
10/03/2026	NNDC	DD	180.00			4406	310	180.00	CREAKE RD CEMETERY RATES MARCH
10/03/2026	BARCLAYCARD	DD	25.76		0.96	4202	220	24.80	CARD PAYMENT FEES
11/03/2026	FAKENHAM TOWN BAND	BACS	150.00			4230	220	150.00	INV 261108 REM DAY PARADE
11/03/2026	COZENS (UK) LTD	BACS	2,460.00		410.00	4270	230	2,050.00	INV10285 WILLIAM ROAD
11/03/2026	COZENS (UK) LTD	BACS	12,300.00		2,050.00	4270	230	10,250.00	INV 10286 ANNUAL SURVEY LIST
11/03/2026	ERNEST DOE & SONS LTD	BACS	412.63		68.78	4335	300	343.85	INVf18263 SERVICE X 2 MOWERS
11/03/2026	NORFOLK PARISH TRAINING	BACS	14.40		2.40	4206	220	12.00	INVS 30414/5 LM/KL
11/03/2026	NORFOLK PARISH TRAINING	BACS	72.00		12.00	4206	220	60.00	INV 30431 KL
11/03/2026	ICO SYSTEMS LTD	BACS	2,456.35		409.39	4120	210	2,677.20	MS365 ANNUAL 24/2/26 - 23/2/27
						4120	210	-630.24	MS365 REFUND 24/2 - 23/5/26
11/03/2026	NORSE EASTERN LTD	BACS	864.00		144.00	100		720.00	MKT SLG SUP TRAINING- MKT REIMB
11/03/2026	DJB ELECTRICAL SERVICES LTD	BACS	496.80		82.80	100		414.00	MKT EICR X 2 - MKT REIMBURSE
11/03/2026	WICKSTEED LEISURE LTD	BACS	519.84		86.64	4345	300	433.20	INV 830820 INTERIM PLAY INSPEC
11/03/2026	FAKENHAM SKIPS	BACS	384.00		64.00	4415	310	320.00	INV 62398 12CU YD SKIP
11/03/2026	JEWSON / STARK	BACS	31.04		5.17	4350	300	25.87	INV 0642/08029007 WOODSCREWS
11/03/2026	STARBOARD SYSTEMS LTD	BACS	150.00		25.00	4115	210	125.00	INV 16453 1 - 31/03/26
11/03/2026	NAYLOR	BACS	50.00			560		50.00	ALLOT DEPOSIT REFUND
11/03/2026	ERNEST DOE & SONS LTD	BACS	49.97		8.33	4330	300	41.64	INV F18658 ASPEN FUEL
11/03/2026	NJ COMBRINK	BACS	100.00			4350	300	100.00	INV 26/0375 GROUNDSMAN DUTIES
11/03/2026	COZENS (UK) LTD	BACS	90.00		15.00	4270	230	75.00	STREETLIGHT CONTRACT MARCH
11/03/2026	SARACENS AUTOMOTIVE LTD	BACS	100.00			4331	300	100.00	AE66SVR INSURANCE CLAIM EXCESS
11/03/2026	CLEAR INSURANCE MANAGEMENT LTD	BACS	113.08			4180	220	113.08	CHW00353-1034549 FRGC
11/03/2026	NORFOLK PARISH TRAINING	BACS	72.00		12.00	4206	220	60.00	INVS 30704/5 HW/BC
12/03/2026	NEST	DD	2,264.44			4020	200	2,264.44	NEST PENSION CONT. MARCH
13/03/2026	SALARIES	BACS	12,653.22			4000	200	12,653.22	SALARIES
13/03/2026	NORFOLK PENSION FUND	BACS	637.67			4020	200	637.67	NPF PENSION CONT. MARCH
16/03/2026	MOTIA/FUEL CARD SERVICES	DD	40.76		6.79	4330	300	33.97	GROUNDSTAFF FUEL CARD
19/03/2026	TALK TALK	DD	126.22		21.04	4110	210	105.18	OFFICE T/PHONE & B/BAND

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Cashbook 1

User: K.LINDSAY

General Current Account

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
19/03/2026	HMRC	DD	4,718.60			4010	200	4,718.60	PAYE & NI MTH 11 2025/26
23/03/2026	NPOWER	DD	1,201.66		200.28	4265	230	1,001.38	STREETLIGHTS ELEC. FEB 2026
23/03/2026	NPOWER	DD	75.97		12.66	4280	230	63.31	CCTV ELEC. FEBRUARY 2026
24/03/2026	COMMAND PEST CONTROL	DD	75.24		12.54	4415	310	62.70	INV881061GWL R/CONTROL
24/03/2026	COMMAND PEST CONTROL	DD	194.04		32.34	4415	310	161.70	INV881060 RSL&GL R/CONTROL
26/03/2026	KONICA MINOLTA	DD	118.94		19.82	4140	210	99.12	BIZHUB CONTRACT 4/3 - 3/06/26
30/03/2026	VEOLIA	DD	160.16		26.69	4250	230	133.47	INV1000238144 COMMERCIAL BIN
30/03/2026	MOTIA/FUEL CARD SERVICES	DD	178.48		29.75	4330	300	148.73	GROUNDSTAFF FUEL CARD
31/03/2026	COZENS (UK) LTD	BACS	570.00		95.00	4270	230	475.00	INV 10401 COL.9268
31/03/2026	SPALDING & CO	BACS	840.00		140.00	4345	300	700.00	REVIEW ALDISS PARK BOUNDARIES
31/03/2026	CLEAR INSURANCE MANAGEMENT LTD	BACS	113.08			4180	220	113.08	CHW00353-1034549 FRGC
31/03/2026	COZENS (UK) LTD	BACS	474.00		79.00	4270	230	395.00	INV 10481 COL.9154
31/03/2026	COZENS (UK) LTD	BACS	-474.00		-79.00	4270	230	-395.00	INV 10481 COL.9154 REVERSAL
31/03/2026	COZENS (UK) LTD	BACS	1,422.00		237.00	4270	230	1,185.00	INVS 10478/79/81 COLS. X 3
31/03/2026	STEVE JACKMAN	BACS	220.00			4122	210	220.00	WEBSITE SUPPORT 1/4- 30/3/27
31/03/2026	ERNEST DOE & SONS LTD	BACS	51.50		8.58	4315	300	42.92	BW BOOTS & HV VEST
31/03/2026	COMMUNITY CENTRE	BACS	32.00			4222	220	32.00	MEETING ROOM HIRE FEBRUARY
31/03/2026	FAKENHAM FOCUS (FIRST FOCUS)	BACS	100.00			4230	220	100.00	XMAS LIGHTS ASSET TRANSFER
31/03/2026	NJ COMBRINK	BACS	395.00			4430	310	67.50	INV 26/0379 GRASS CUTTING
						4406	310	67.50	INV 26/0380 GRASS NEW EXT
						4406	310	260.00	INV 26/0378 GRASS TO 17/03/26
31/03/2026	SLCC	BACS	210.60		35.10	4205	220	175.50	KL CHARITABLE TRUSTS TRAINING
31/03/2026	EASTERN COUNTIES KNOTWEED LTD	BACS	395.00			4415	310	395.00	INV EC-3007100 GWL MARES TAIL
31/03/2026	FENLAND LEISURE	BACS	314.00		52.33	4412	310	261.67	INV SIN071212 SEASAW SEAT
31/03/2026	SLCC	BACS	210.60		35.10	4206	220	175.50	KL PROCUREMENT TRAINING
31/03/2026	SMITH	BACS	50.00			560		50.00	ALLOT DEPOSIT REFUND
31/03/2026	DJB ELECTRICAL SERVICES LTD	BACS	251.69		41.95	100		209.74	MKT ELEC REPAIR -MKT REIMBURSE
31/03/2026	HAGS-SMP LTD	BACS	98.16		16.36	4412	310	81.80	INV 213259 BUFFER STOP
31/03/2026	SARACENS AUTOMOTIVE LTD	BACS	351.11		58.52	4331	300	292.59	INV I046866 AE66SVR

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Cashbook 1

User: K.LINDSAY

General Current Account

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
									REPAIR
31/03/2026	SLCC	BACS	46.20		7.70	4206	220	38.50	LM SLCC TRAINING
31/03/2026	SLCC	BACS	69.30		11.55	4206	220	57.75	LM TRANSFER OF ASSETS TRAINING
31/03/2026	SLCC	BACS	46.20		7.70	4206	220	38.50	LM PLANNING TRAINING
31/03/2026	FAKENHAM AUTO ELECTRICAL (FAE)	BACS	23.48		3.91	4331	300	19.57	INV 260674 BEACON (MULE)
31/03/2026	LAWNWISE & LEISURE	BACS	50.82		8.47	4335	300	42.35	INV 3572 STRIMMER REPAIR
31/03/2026	EP YOUTH LTD	BACS	3,000.00			4500	400	3,000.00	GRANT - TRANCHE 3 OF 3
Total Payments for Month			55,825.17	0.00	4,829.60			50,995.57	
Balance Carried Fwd			33,320.94						
Cashbook Totals			89,146.11	0.00	4,829.60			84,316.51	

Date: 02/04/2026

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Cashbook 2

User: K.LINDSAY

Business Reserve Account

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		164,198.77					164,198.77	
INT Banked: 02/03/2026		415.67						
INT BARCLAYS		415.67			1090	100	415.67	INT 8 DEC - 1 MAR
Total Receipts for Month		415.67	0.00	0.00			415.67	
Cashbook Totals		<u>164,614.44</u>	<u>0.00</u>	<u>0.00</u>			<u>164,614.44</u>	

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Cashbook 2

User: K.LINDSAY

Business Reserve Account

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		164,614.44						
	Cashbook Totals		164,614.44	0.00	0.00			164,614.44	

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Cashbook 3

User: K.LINDSAY

Precept Account

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		152,544.72					152,544.72	
INT Banked: 02/03/2026		501.89						
INT BARCLAYS		501.89			1090	100	501.89	INT 8 DEC - 1 MAR
Total Receipts for Month		501.89	0.00	0.00			501.89	
Cashbook Totals		<u>153,046.61</u>	<u>0.00</u>	<u>0.00</u>			<u>153,046.61</u>	

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Cashbook 3

User: K.LINDSAY

Precept Account

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
10/03/2026	General Current Account	TRANSFER	30,000.00			200		30,000.00	PRECEPT TRANSFER
Total Payments for Month			30,000.00	0.00	0.00			30,000.00	
Balance Carried Fwd			123,046.61						
Cashbook Totals			153,046.61	0.00	0.00			153,046.61	

Date: 13/04/2026

Fakenham Town Council

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Cashbook 6

User: K.LINDSAY

CCLA Investment Account

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		102,572.73					102,572.73	
CCLA INT Banked: 03/03/2026		296.09						
CCLA INT CCLA		296.09			1090	100	296.09	CCLA INT TO 31/03/2026
Total Receipts for Month		296.09	0.00	0.00			296.09	
Cashbook Totals		<u>102,868.82</u>	<u>0.00</u>	<u>0.00</u>			<u>102,868.82</u>	

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Cashbook 6

User: K.LINDSAY

CCLA Investment Account

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
-------------	-------------------	------------------	---------------------	--------------------	--------------	------------	---------------	-----------------	---------------------------

0.00

Total Payments for Month

0.00

0.00

0.00

0.00

Balance Carried Fwd

102,868.82

Cashbook Totals

102,868.82

0.00

0.00

102,868.82

Date: 02/04/2026

Fakenham Town Council

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Cashbook 7

User: K.LINDSAY

Petty Cash

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	62.24					62.24	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>62.24</u>	<u>0.00</u>	<u>0.00</u>			<u>62.24</u>	

Date: 02/04/2026

Fakenham Town Council

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Cashbook 7

User: K.LINDSAY

Petty Cash

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
19/03/2026	POST OFFICE LTD	CASH	3.60			4135	210	3.60	POSTAGE
Total Payments for Month			3.60	0.00	0.00			3.60	
Balance Carried Fwd			58.64						
Cashbook Totals			62.24	0.00	0.00			62.24	

Date: 02/04/2026

Fakenham Charter Market

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Cashbook 1

User: K.LINDSAY

Current Bank A/c

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	3,160.32					3,160.32	
BACS	Banked: 02/03/2026	220.00						
BACS	SEEKINGS ta MEADOW MARKET	220.00			1110	440	220.00	MARKET RENT MARCH
BACS	Banked: 02/03/2026	40.00						
BACS	BAPTIST CHURCH	40.00			1110	440	40.00	MARKET RENT MARCH
BACS	Banked: 02/03/2026	60.00						
BACS	WYE-HARRIS	60.00			1110	440	60.00	MARKET RENT MARCH
BACS	Banked: 02/03/2026	62.00						
BACS	CHAPMAN	62.00			1110	440	62.00	MARKET RENT MARCH
BACS	Banked: 02/03/2026	116.00						
BACS	A J FIELDS	116.00			1110	440	116.00	MARKET RENT MARCH
BACS	Banked: 02/03/2026	64.00						
BACS	CHRISTIE CHEESE	64.00			1110	440	64.00	MARKET RENT MARCH
BACS	Banked: 02/03/2026	120.00						
BACS	BADWAL	120.00			1110	440	120.00	MARKET RENT MARCH
BACS	Banked: 04/03/2026	88.00						
BACS	WESTON	88.00			1110	440	88.00	MARKET RENT MARCH
BACS	Banked: 05/03/2026	75.00						
BACS	COUNTRY VENTURE	75.00			1110	440	75.00	MARKET RENT MARCH
BACS	Banked: 06/03/2026	60.00						
BACS	DARREN GIBSON	60.00			1110	440	60.00	MARKET RENT MARCH
BACS	Banked: 09/03/2026	40.00						
BACS	BULLEN	40.00			1110	440	40.00	MARKET RENT MARCH
BACS	Banked: 11/03/2026	104.00						
BACS	THE GALLEY STREET KITCHEN	104.00			1110	440	104.00	MARKET RENT MARCH
BACS	Banked: 16/03/2026	40.00						
BACS	CHERRIE BENNETT / PISCES	40.00			1110	440	40.00	MARKET RENT MARCH
BACS	Banked: 17/03/2026	10.00						
BACS	NNDC	10.00			1110	440	10.00	MARKET RENT FEB (CASUAL)
BACS	Banked: 19/03/2026	60.00						
BACS	GERRY HADFIELD	60.00			1110	440	60.00	MARKET RENT MARCH
BACS	Banked: 19/03/2026	40.00						
BACS	JAKES KITCHEN	40.00			1110	440	40.00	MARKET RENT APRIL
BACS	Banked: 19/03/2026	104.00						
BACS	THE GALLEY STREET KITCHEN	104.00			1110	440	104.00	MARKET RENT APRIL
BACS	Banked: 20/03/2026	40.00						
BACS	NEWSQUEST (ARCHANT)	40.00			1110	440	40.00	MARKET RENT MARCH
BACS	Banked: 20/03/2026	84.00						

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Fakenham Charter Market

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Cashbook 1

User: K.LINDSAY

Current Bank A/c

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
BACS	VILLAGE VENISON	84.00			1110	440	84.00	MARKET RENT APRIL
BACS	Banked: 23/03/2026	40.00						
BACS	JUST RING / THE DAPPER DOG	40.00			1110	440	40.00	MARKET RENT APRIL
BACS	Banked: 24/03/2026	60.00						
BACS	MOAT ROAD NURSERY	60.00			1110	440	60.00	MARKET RENT APRIL
BACS	Banked: 24/03/2026	10.00						
BACS	NNDC	10.00			1110	440	10.00	MARKET RENT MARCH (CASUAL)
BACS	Banked: 25/03/2026	120.00						
BACS	CLEAN GETAWAYS	120.00			1110	440	120.00	MARKET RENT MARCH
BACS	Banked: 26/03/2026	40.00						
BACS	NEWSQUEST (ARCHANT)	40.00			1110	440	40.00	MARKET RENT APRIL
BACS	Banked: 27/03/2026	10.00						
BACS	RSPB	10.00			1110	440	10.00	MARKET RENT MARCH (CASUAL)
BACS	Banked: 27/03/2026	40.00						
BACS	NEWSTAR BAKERY (FLOUR & BEAN)	40.00			1110	440	40.00	MARKET RENT APRIL
BACS	Banked: 30/03/2026	60.00						
BACS	WYE-HARRIS	60.00			1110	440	60.00	MARKET RENT APRIL
Total Receipts for Month		1,807.00	0.00	0.00			1,807.00	
Cashbook Totals		<u>4,967.32</u>	<u>0.00</u>	<u>0.00</u>			<u>4,967.32</u>	

Date: 02/04/2026

Fakenham Charter Market

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Cashbook 1

User: K.LINDSAY

Current Bank A/c

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
09/03/2026	BARCLAYS	DD	8.50			4200	440	8.50	ACCOUNT FEES
10/03/2026	FAKENHAM TOWN COUNCIL	TRANSFER	1,205.00			4150	440	225.00	REIMBURSE FTC - TOWN GUIDE AD
						4335	440	960.00	REIMBURSE FTC - SLG TRAINING
						4150	440	20.00	REIMBURSE FTC - XMAS PROMOTION
20/03/2026	BRITISH GAS	DD	57.80		2.75	4265	440	55.05	FEEDER PILLAR 5/02 - 4/03/2026
30/03/2026	FAKENHAM TOWN COUNCIL	TRANSFER	2,983.30			4335	440	414.00	REIMBURSE FTC - ANNUAL EICR
						4335	440	720.00	REIMBURSE FTC - SLG SUP TRAIN
						500	0	414.00	REIMBURSE FTC - OVERPAID
						500	0	720.00	REIMBURSE FTC - OVERPAID
						4335	440	715.30	REIMBURSE FTC - PPE & BARRIERS
Total Payments for Month			4,254.60	0.00	2.75			4,251.85	
Balance Carried Fwd			712.72						
Cashbook Totals			4,967.32	0.00	2.75			4,964.57	

Date: 02/04/2026

Fakenham Charter Market

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Cashbook 2

User: K.LINDSAY

Deposit Account

For Month No: 12

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		11,664.83					11,664.83	
INT Banked: 02/03/2026		38.57						
INT BARCLAYS		38.57			1090	440	38.57	INT 8 DEC - 1 MAR
Total Receipts for Month		38.57	0.00	0.00			38.57	
Cashbook Totals		11,703.40	0.00	0.00			11,703.40	

Date: 02/04/2026

Fakenham Charter Market

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Cashbook 2

User: K.LINDSAY

Deposit Account

For Month No: 12

Payments for Month 12

Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
30/03/2026	FAKENHAM TOWN COUNCIL	TRANSFER	4,753.75			4270	440	4,753.75	ANNUAL MANAGMENT FEE 2025-26
Total Payments for Month			4,753.75	0.00	0.00			4,753.75	
Balance Carried Fwd			6,949.65						
Cashbook Totals			<u>11,703.40</u>	0.00	0.00			<u>11,703.40</u>	

Fakenham Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2026

<u>Confirmed Bank & Investment Balances</u>		
<u>Bank Statement Balances</u>		
31/03/2026		0.00
31/03/2026	General Current 70371432	33,320.94
31/03/2026	Business Reserve 70371408	164,614.44
31/03/2026	Precept Account 13943305	123,046.61
31/03/2026	CCLA Investment Account	102,868.82
31/03/2026	Petty Cash	58.64
		423,909.45
 <u>Receipts not on Bank Statement</u>		
		0.00
Closing Balance		423,909.45
<u>All Cash & Bank Accounts</u>		
1	General Current Account	33,320.94
2	Business Reserve Account	164,614.44
3	Precept Account	123,046.61
4	Market Tolls Current Account	0.00
5	Market Tolls Business Reserve	0.00
6	CCLA Investment Account	102,868.82
7	Petty Cash	58.64
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	423,909.45

**Bank Reconciliation Statement as at 31/03/2026
for Cashbook 1 - General Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
General Current 70371432	31/03/2026		33,320.94
	31/03/2026		0.00
			<u>33,320.94</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			33,320.94
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			33,320.94
		Balance per Cash Book is :-	33,320.94
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/03/2026
for Cashbook 2 - Business Reserve Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business Reserve 70371408	31/03/2026		164,614.44
			<u>164,614.44</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			164,614.44
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			164,614.44
		Balance per Cash Book is :-	164,614.44
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/03/2026
for Cashbook 3 - Precept Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Precept Account 13943305	31/03/2026		123,046.61
			<u>123,046.61</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			123,046.61
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			123,046.61
		Balance per Cash Book is :-	123,046.61
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/03/2026
for Cashbook 6 - CCLA Investment Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Investment Account	31/03/2026		102,868.82
			<u>102,868.82</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			102,868.82
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			102,868.82
		Balance per Cash Book is :-	102,868.82
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/03/2026
for Cashbook 7 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/03/2026		58.64
			<hr/> 58.64
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			58.64
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			58.64
		Balance per Cash Book is :-	58.64
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Fakenham Charter Market

Bank - Cash and Investment Reconciliation as at 31 March 2026

<u>Confirmed Bank & Investment Balances</u>		
<u>Bank Statement Balances</u>		
31/03/2026	Market Tolls Current 80371513	712.72
31/03/2026	Market Tolls Deposit 00816779	6,949.65
		7,662.37
 <u>Receipts not on Bank Statement</u>		
		0.00
Closing Balance		7,662.37
<u>All Cash & Bank Accounts</u>		
1	Current Bank A/c	712.72
2	Deposit Account	6,949.65
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	7,662.37

**Bank Reconciliation Statement as at 31/03/2026
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Market Tolls Current 80371513	31/03/2026		712.72
			<hr/> 712.72
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			712.72
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			712.72
		Balance per Cash Book is :-	712.72
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:02/04/2026

Fakenham Charter Market

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**Bank Reconciliation Statement as at 31/03/2026
for Cashbook 2 - Deposit Account**

User: K.LINDSAY

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Market Tolls Deposit 00816779	31/03/2026		6,949.65
			<u>6,949.65</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			6,949.65
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			6,949.65
		Balance per Cash Book is :-	6,949.65
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

13/04/2026

Fakenham Town Council

Page 1

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Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Income								
1076 Precept	0	567,675	567,675	0			100.0%	
1090 Interest Received	1,214	6,887	1,970	(4,917)			349.6%	
1100 Cemeteries Income	1,155	14,013	12,000	(2,013)			116.8%	
1120 Allotment Income	146	4,880	5,000	120			97.6%	
1130 Trap Lane Income	0	190	100	(90)			190.0%	
1160 Misc Receipts	11,385	19,505	0	(19,505)			0.0%	
1164 Trail Brochure	0	0	30	30			0.0%	
1180 Highways (NCC) Mgmt Receipts	0	18,308	10,300	(8,008)			177.7%	
1200 Market Management Charges	4,754	4,754	0	(4,754)			0.0%	
Income :- Income	18,654	636,211	597,075	(39,136)			106.6%	0
Net Income	18,654	636,211	597,075	(39,136)				
200 Direct Costs								
4000 Salaries & Wages	12,653	142,576	181,000	38,424		38,424	78.8%	
4001 Additional Staff Wages	0	125	5,000	4,875		4,875	2.5%	
4010 PAYE & NI	5,510	46,117	23,000	(23,117)		(23,117)	200.5%	
4020 Pension	2,902	32,809	23,500	(9,309)		(9,309)	139.6%	
4050 Rent/Service Charges	0	8,499	9,000	501		501	94.4%	
4060 Rates	0	1,245	1,600	355		355	77.8%	
4070 Charter Market Rates	135	1,622	1,900	278		278	85.4%	
Direct Costs :- Indirect Expenditure	21,200	232,993	245,000	12,007	0	12,007	95.1%	0
Net Expenditure	(21,200)	(232,993)	(245,000)	(12,007)				
210 Admin Services								
4110 Telephone/Broadband	177	1,953	2,000	47		47	97.6%	
4115 IT Equipment & Software	125	5,869	5,500	(369)		(369)	106.7%	
4120 IT Support/Maintenance	2,047	6,630	5,000	(1,630)		(1,630)	132.6%	
4122 Website Provision	220	440	500	60		60	88.0%	
4125 Office Equipment	0	456	1,500	1,044		1,044	30.4%	
4130 Office Repairs & Maintenance	0	428	500	72		72	85.6%	
4135 Stationery & Postage	40	773	1,200	427		427	64.4%	
4140 Photocopying	99	1,093	1,000	(93)		(93)	109.3%	
4145 Publications, Books & Binding	0	0	100	100		100	0.0%	
4150 Promotions and Publicity	0	278	500	222		222	55.6%	
4155 Misc Admin Expenses	5	130	750	620		620	17.3%	
Admin Services :- Indirect Expenditure	2,713	18,050	18,550	500	0	500	97.3%	0
Net Expenditure	(2,713)	(18,050)	(18,550)	(500)				

Continued over page

Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
220 Overheads								
4180 Insurance incl. Vehicle Cover	226	12,185	7,000	(5,185)		(5,185)	174.1%	
4185 Legal Costs	0	531	7,000	6,469		6,469	7.6%	
4190 Professional Fees	47	423	5,000	4,577		4,577	8.5%	
4193 Accountancy Fees	0	0	2,500	2,500		2,500	0.0%	
4195 Audit	0	300	2,500	2,200		2,200	12.0%	
4200 Bank Charges	9	190	250	60		60	76.1%	
4202 Card Payment Service	25	316	450	134		134	70.2%	
4205 Training - Members	176	456	500	45		45	91.1%	
4206 Training - Staff	482	2,700	1,300	(1,400)		(1,400)	207.7%	
4210 Travel Members	0	0	100	100		100	0.0%	
4211 Travel -Staff	0	0	200	200		200	0.0%	
4215 Subscriptions & Memberships	0	2,115	2,500	385		385	84.6%	
4222 Meeting Expenses	32	552	1,050	498		498	52.6%	
4230 Event Expenses	250	1,888	1,000	(888)		(888)	188.8%	
Overheads :- Indirect Expenditure	1,246	21,656	31,350	9,694	0	9,694	69.1%	0
Net Expenditure	(1,246)	(21,656)	(31,350)	(9,694)				
230 Contracts								
4160 Confidential Paper Disposal	0	325	600	275		275	54.2%	
4250 Veolia - Waste Collection	222	1,400	1,800	400		400	77.8%	
4255 Dog Bin - NNDC	0	4,446	4,500	54		54	98.8%	
4260 Grass Cutting - Nurture	0	(986)	6,000	6,986		6,986	(16.4%)	
4262 Mowing Grass Verges - Nurture	0	1,631	10,300	8,669		8,669	15.8%	
4265 Electricity - Street Lights	1,001	10,721	10,000	(721)		(721)	107.2%	
4270 Lighting Repairs & Renewals	14,035	19,763	18,160	(1,603)		(1,603)	108.8%	
4275 CCTV - Secure Defence	0	0	20,000	20,000		20,000	0.0%	
4280 CCTV Electricity	63	699	650	(49)		(49)	107.6%	
Contracts :- Indirect Expenditure	15,322	38,000	72,010	34,010	0	34,010	52.8%	0
Net Expenditure	(15,322)	(38,000)	(72,010)	(34,010)				
300 Estate Running Costs								
4315 Workwear	74	618	1,000	382		382	61.8%	
4330 Fuel	224	1,505	2,000	495		495	75.2%	
4331 Vehicle Costs	412	3,029	2,000	(1,029)		(1,029)	151.4%	
4335 Repairs- Machinery & Equipment	386	498	2,000	1,502		1,502	24.9%	
4340 Machinery & New Equipment	0	8,379	14,000	5,621		5,621	59.8%	
4345 Management & Professional Fees	1,528	2,534	3,000	466		466	84.5%	
4350 Misc Estate Expenditure	330	10,807	2,000	(8,807)		(8,807)	540.4%	
Estate Running Costs :- Indirect Expenditure	2,955	27,369	26,000	(1,369)	0	(1,369)	105.3%	0
Net Expenditure	(2,955)	(27,369)	(26,000)	1,369				

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Fakenham Town Council

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Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>310 Estate Sites</u>								
4476 Library Triangle	0	384	500	116		116	76.8%	
Estate Sites :- Direct Expenditure	0	384	500	116	0	116	76.8%	0
4400 Trap Lane	0	7,065	50,750	43,685		43,685	13.9%	
4406 Creake Road Cemetery	508	35,290	36,000	710		710	98.0%	
4410 Playing Fields	137	1,732	10,000	8,268		8,268	17.3%	
4412 Millennium Park FRGC	422	3,286	10,000	6,714		6,714	32.9%	
4415 Allotments	1,110	8,012	9,500	1,488		1,488	84.3%	
4422 Queens Road Cemetery	0	4,382	3,340	(1,042)		(1,042)	131.2%	
4430 St Peter's Gardens	68	990	500	(490)		(490)	198.0%	
4435 Goggs Mill Picnic Area	0	1,165	1,000	(165)		(165)	116.5%	
4440 Railway Cutting	0	0	500	500		500	0.0%	
4445 Town Signage/War Memorial/Etc	0	81	5,000	4,919		4,919	1.6%	
4450 Bus Shelters	0	417	1,000	583		583	41.7%	
4461 Cinema Triangle	0	0	50	50		50	0.0%	
4462 Tree Management	0	5,790	6,000	210		210	96.5%	
4463 Tunn Street	0	0	50	50		50	0.0%	
4464 Refurbishment Program	0	300	500	200		200	60.0%	
4465 Public Spaces	4	5,874	4,000	(1,874)		(1,874)	146.9%	
4466 Aldiss Park FRGC	0	240	2,000	1,760		1,760	12.0%	
4470 Heritage Trail Project	0	1,732	1,000	(732)		(732)	173.2%	
Estate Sites :- Indirect Expenditure	2,248	76,354	141,190	64,836	0	64,836	54.1%	0
Net Expenditure	(2,248)	(76,738)	(141,690)	(64,952)				
<u>400 Grants S137 & S144</u>								
4500 Grants - s137	3,000	9,726	10,500	774		774	92.6%	
4502 Grants - s144	0	0	500	500		500	0.0%	
4505 Misc Grants - other support	0	0	500	500		500	0.0%	
Grants S137 & S144 :- Indirect Expenditure	3,000	9,726	11,500	1,774	0	1,774	84.6%	0
Net Expenditure	(3,000)	(9,726)	(11,500)	(1,774)				
<u>420 Civic</u>								
4580 Elections	0	0	500	500		500	0.0%	
4585 Annual Meeting	0	107	100	(7)		(7)	107.2%	
Civic :- Indirect Expenditure	0	107	600	493	0	493	17.9%	0
Net Expenditure	0	(107)	(600)	(493)				

Continued over page

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Fakenham Town Council

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Detailed Income & Expenditure by Budget Heading 31/03/2026

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>430 Contingencies</u>								
4900 Contingencies	156	20,433	140,465	120,032		120,032	14.5%	
Contingencies :- Indirect Expenditure	156	20,433	140,465	120,032	0	120,032	14.5%	0
Net Expenditure	(156)	(20,433)	(140,465)	(120,032)				
<u>450 Earmarked Reserves</u>								
4011 PAYE & NI Reserve	0	0	3,000	3,000		3,000	0.0%	
4025 Staffing Contingencies	0	0	1,000	1,000		1,000	0.0%	
Earmarked Reserves :- Direct Expenditure	0	0	4,000	4,000	0	4,000	0.0%	0
4183 Insurance Excess Reserve	0	0	2,500	2,500		2,500	0.0%	
4231 Event Expenses Reserve	0	0	1,000	1,000		1,000	0.0%	
4271 Lighting Replacements Reserve	0	0	4,000	4,000		4,000	0.0%	
4332 Vehicle Reserve	0	0	1,000	1,000		1,000	0.0%	
4341 Machinery Reserve (C)	0	12,100	20,000	7,900		7,900	60.5%	12,100
4401 Welfare Unit Reserve	0	0	20,000	20,000		20,000	0.0%	
4480 Replacements Reserve	0	0	1,000	1,000		1,000	0.0%	
Earmarked Reserves :- Indirect Expenditure	0	12,100	49,500	37,400	0	37,400	24.4%	12,100
Net Expenditure	0	(12,100)	(53,500)	(41,400)				
6000 plus Transfer from EMR	0	12,100	0	(12,100)				
Movement to/(from) Gen Reserve	0	0	(53,500)	(53,500)				
Grand Totals:- Income	18,654	636,211	597,075	(39,136)			106.6%	
Expenditure	48,840	457,172	740,665	283,493	0	283,493	61.7%	
Net Income over Expenditure	(30,187)	179,039	(143,590)	(322,629)				
plus Transfer from EMR	0	12,100	0	(12,100)				
Movement to/(from) Gen Reserve	(30,187)	191,139	(143,590)	(334,729)				

13/04/2026

Fakenham Town Council

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**Cashbook transactions totalling £500.00 or more
for the period 01/03/2026 to 31/03/2026**

Payments

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	General Current Account	12	06/03/2026	DD	HMRC	791.00
3	Precept Account	12	10/03/2026	TRANSFER	General Current Account	30,000.00
1	General Current Account	12	11/03/2026	BACS	COZENS (UK) LTD	2,460.00
1	General Current Account	12	11/03/2026	BACS	COZENS (UK) LTD	12,300.00
1	General Current Account	12	11/03/2026	BACS	ICO SYSTEMS LTD	2,456.35
1	General Current Account	12	11/03/2026	BACS	NORSE EASTERN LTD	864.00
1	General Current Account	12	11/03/2026	BACS	WICKSTEED LEISURE LTD	519.84
1	General Current Account	12	12/03/2026	DD	NEST	2,264.44
1	General Current Account	12	13/03/2026	BACS	SALARIES	12,653.22
1	General Current Account	12	13/03/2026	BACS	NORFOLK PENSION FUND	637.67
1	General Current Account	12	09/03/2026	DD	BARCLAYCARD COMMERCIAL	2,252.66
1	General Current Account	12	19/03/2026	DD	HMRC	4,718.60
1	General Current Account	12	23/03/2026	DD	NPOWER	1,201.66
1	General Current Account	12	31/03/2026	BACS	COZENS (UK) LTD	570.00
1	General Current Account	12	31/03/2026	BACS	SPALDING & CO	840.00
1	General Current Account	12	31/03/2026	BACS	COZENS (UK) LTD	1,422.00
1	General Current Account	12	31/03/2026	BACS	EP YOUTH LTD	3,000.00

Receipts

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date Banked</u>	<u>Amount Banked</u>	<u>Received From</u>
1	General Current Account	12	06/03/2026	2,399.71	NORFOLK COUNTY COUNCIL
1	General Current Account	12	10/03/2026	30,000.00	Precept Account
1	General Current Account	12	10/03/2026	1,205.00	FAKENHAM TOWN COUNCIL
3	Precept Account	12	02/03/2026	501.89	BARCLAYS
1	General Current Account	12	26/03/2026	5,755.00	NORFOLK COUNTY COUNCIL
1	General Current Account	12	26/03/2026	500.00	THORNALLEY
1	General Current Account	12	30/03/2026	4,753.75	FAKENHAM TOWN COUNCIL MKT
1	General Current Account	12	30/03/2026	2,983.30	TRANSFER MKT TOLLS
1	General Current Account	12	30/03/2026	3,230.00	AVIVA

Governance & Finance Committee 17th March 2026

RFO Report

1. Transition to Scribe

Training on the transition to Scribe is now underway. I am currently assessing how our existing ancillary systems and internal processes will need to be adapted in order to make best use of the software's capabilities. This work is ongoing alongside other priorities and forms part of the wider implementation planning.

The initial focus will be on Accounts and Allotments, as these areas contain structured data that can be transferred into the system. Cemetery records will follow at a later stage, as these are currently held manually and will require a more gradual approach to digitisation and migration. It is therefore intended that Cemeteries will be eased into the system progressively once the core financial and allotments modules are fully operational.

A review of historical reporting from Rialtas is also being undertaken. There is only the capability within Rialtas to extract reports for a limited number of prior years, so we will download and retain historical information as far back as the system allows, to ensure continuity of records where possible.

Full entry and use of Scribe Accounts and Allotments will commence following completion of the AGAR and year-end financial processes. At that point, Rialtas will be rolled forward and the data file uploaded into Scribe. This is expected to take place in early June 2026.

It should also be noted that there is no change to the usual timing of financial processing following year-end. In previous years, Rialtas has not been updated during April and May due to year-end procedures being completed during this period. As such, no data would normally be entered into the system at this stage of the financial cycle.

The transition aligns with the established timetable, meaning that both April and May financial reports will continue to be presented to the June meetings as in previous years, with no disruption to reporting arrangements.

Members should be aware that implementing the new system represents a significant and ongoing piece of work for the administrative team, involving system setup, data migration, process review, and training across multiple modules. This work is being actively managed to ensure a smooth and well-structured transition to Scribe alongside day-to-day operational responsibilities.

2. Year-End Position, Accruals, Creditors and Journal Adjustments

The year-end financial position for 2025/26 is currently being finalised and remains subject to completion of accruals, creditors, debtors, prepayments, and other necessary year-end journal adjustments.

These adjustments are required to ensure that the accounts present a true and fair view of the Council's financial position as at 31 March 2026, in accordance with proper accounting

practice and as part of the transition from a Receipts and Payments basis to an Income and Expenditure accounting framework, as required.

Members are asked to review the attached schedule, which sets out the current items identified for journal adjustment. This schedule includes routine year-end adjustments (accruals, creditors, debtors, prepayments and other balancing entries), some of which may already be reflected within Rialtas.

Members are requested to approve that the RFO proceeds with the journal adjustments as set out in the attached schedule in order to finalise the accounts.

In addition, Members are asked to consider and approve the following specific recommendations, which are not included within the routine adjustments and will impact the overall year-end position:

Additional Journals for Approval

a) Write-off of aged debtor – Chamber of Commerce (£118.80)

This debt has been pursued appropriately and comprehensively over a sustained period. However, the Chamber of Commerce is now defunct and no longer operating, with no assets or funds available for recovery. It is therefore proposed that this balance be written off. For accounting purposes, the write-off will be processed via the relevant Section 137 (S137) grant code.

b) Removal of historic accrual – Employers' Allowance adjustment (£6,000)

This accrual relates to historic Employers' Allowance claims which were subsequently identified as ineligible. The matter has been considered over a number of years, and the previous Responsible Financial Officer (Stephenson Smart) made repeated contact with HMRC in an attempt to resolve the position and establish repayment arrangements.

HMRC has confirmed that the matter is now outside the relevant time limits and will not be pursued further. The liability is therefore no longer expected to crystallise. Retaining this accrual would continue to materially distort the Council's year-end financial position.

It is therefore proposed that this accrual is reversed through a year-end journal adjustment. Should any repayment ever be required in future, it is anticipated that this could be funded from General Reserves at that time.

Recommendation

Members are requested to:

- a) Review the attached schedule of year-end journal adjustments
- b) Approve the processing of all routine journals as set out in the attached schedule
- c) Approve the additional journal adjustments detailed above

Impact on Year-End Position

Subject to approval of the above journals and completion of all remaining year-end accounting entries, the revised year-end position indicates an anticipated surplus for 2025/26 of:

- **Year-end surplus (subject to final journals and adjustments): £173,775**

This represents the net surplus for the year to be transferred to the General Reserve. When combined with the opening General Reserve balance, this results in a projected closing General Reserve of **£286,825** as at 31 March 2026, prior to any appropriations to Earmarked Reserves as set out in the following section.

3. Budgetary Position and Earmarked Reserves

Following the position outlined in Section 2, the indicative year-end outturn for 2025/26 suggests that the Council is likely to be in an underspend position, subject to final confirmation.

This anticipated underspend provides an opportunity to strengthen the Council's financial position. In particular, it will support the ongoing aim of maintaining an appropriate level of General Reserves, in line with auditor guidance.

In addition, where underspends relate to specific projects or identified future commitments, it is considered appropriate that these funds are allocated to Earmarked Reserves. This ensures that resources are clearly designated for their intended purpose, rather than remaining as unallocated balances within the General Reserve.

The Council is therefore expected, subject to final year-end confirmation, to be in a position to transfer identified underspends into Earmarked Reserves to support planned expenditure in 2026/27.

The following underspends have been identified (subject to final year-end adjustments) for carry forward into 2026/27:

Budget Heading	Amount (£)	Proposed Earmarked Reserve	Purpose
CCTV	£20,000	CCTV System & Monitoring EMR (New)	To complete project delayed from 2025/26
Machinery & New Equipment	£5,621	Machinery EMR	As per Minute 31/25 GF
Trap Lane	£43,685	Welfare Unit EMR (Renamed Depot / Welfare Unit)	To complete project delayed from 2025/26
Town Signage / War Memorial	£4,919	War Memorial EMR (New)	To complete project delayed from 2025/26

Financial Implications

- The proposed allocations will be transferred from the General Reserve to the above Earmarked Reserves following completion of the 2025/26 year-end process and subject to Council approval.
- This will reduce the General Reserve accordingly and ensure that funds are appropriately allocated for their intended purposes in the 2026/27 financial year.

Recommendation

Members are requested to:

- a) Note the year-end financial position for 2025/26, subject to final adjustment
- b) Approve the allocation of identified underspends from the General Reserve to Earmarked Reserves as detailed above
- c) Authorise the RFO to process the necessary accounting entries in 2026/27

Reason for Recommendation

- a) To ensure transparent and appropriate financial management
 - b) To confirm that identified underspends are formally allocated to specific Council-approved projects in accordance with proper accounting practice and audit requirements
-

4. VAT Return

A **draft VAT return** for the period **1 January 2026 to 31 March 2026** has been prepared, indicating a **net VAT reclaim of £9,780** from HMRC.

Subject to approval of the March financial statements, the draft return and supporting audit statements will be forwarded to the **Chair of the Governance and Finance Committee** for approval prior to submission within the statutory deadline.

Box 7 Balances c/f

0.00

Code**Deduct**

Debtors:

VAT	105	9,780.00 *
Debtors (Currently in Rialtas)	100	441.62 *
Fakenham & District Funeral Services	1100	1,000.00

 11,221.62
Deduct

Prepayments: 110

Insurance x 9 months	4180	5,169.12
ICOS - MS365 x 11 months	4120	2,454.10
ICOS - Nameserver x 12 months	4120	18.00
Café Menu Systems - Domains x 10 months	4470	66.63
Café Menu Systems - Website x 10 months	4470	362.50
POL Mapping x 10 months	4115	200.00

 8,270.35
Total Deductions

 19,491.97
Add

Creditors / Accruals:

PAYE & NI - Month 12	516/4010	4,718.20
Creditors (Currently in Rialtas)	500	1,134.00 *
FTC Hire & Sales- Chipper	4415	151.55 C
FTC Hire & Sales- Tape and Gloves	4350	27.87 C
Kings & Barnhams - PAT Testing	4155	370.50 C
Community Centre - March Meetings	4222	57.60 C
Shred Station - Confidential Waste Disposal	4160	59.00 C
Barclays - Account Fees	4200	8.50 C
Veolia - Waste Collection	4250	163.13 C
Npower - CCTV Electricity	4280	64.83 C
Npower - Streetlights Electricity	4265	998.97 C
Barclays - Card Machine Charges	4202	24.80 C
We Clean Any Window - Bus Shelters	4450	125.00 C
Motia - Fuel Card	4330	91.33 C
Amazon - Frixion Pen Refills	4135	7.44 C
Amazon - Air Purifiers	4125	165.20 C
Amazon - SOSHH Book & Signs	4350	15.82 C
Amazon - Frixion Pen Refills	4135	4.31 C
Amazon - A3 Wallets	4135	12.06 C
Amazon - Coffee	4222	9.89 C
Amazon - Shelving	4130	76.98 C
Amazon - File Holders	4125	34.80 C
Amazon - Shelving	4130	78.37 C
Fresh Air Fitness - Hayes Lane Equip Repair	4410	70.26 C
All About Chevrons - Van Signage	4331	66.00 C

Vistaprint - Signs Millennium Park	4412	42.42 C
Handy Labels - Streetlight Tags	4270	97.65 C
Post Office - Stamps	4135	43.50 C
Amazon - LYMT Grant	4900	10.82 C
Amazon - A4 Wallets	4135	15.82 C
Amazon - LYMT Grant	4900	4.98 C
Amazon - Keyboard & Mouse	4115	16.66 C
Amazon - Stakes (GWL Numbering)	4415	27.30 C
Amazon - Estate Keys	4350	10.74 C
Amazon - Stickers (GWL Numbering)	4415	6.60 C
Amazon - Trundel Wheel	4350	24.99 C
Amazon - Hooks	4155	10.49 C
Amazon - Eye Plate	4350	9.98 C
Amazon - Padlock	4350	52.47 C
Amazon - Office Divider	4125	39.98 C
O2 - Telephone	4110	71.85 C
Konica Minolta - Bizhub Prints	4140	151.25 C
Accruals (Currently in Rialtas)	510	6,000.00 *
Nurture - Estate	4260	1,316.04 A
Nurture - Verges	4262	2,592.90 A
MJ Tree Services - Millennium Park	4412	2,205.00 A
Top Trees - Hedges & Trees Estate	4465	4,400.00 A
Café Menu Systems - HT Decals	4470	497.00 A
Office Cupboard	4125	800.00 A
Stephenson Smart - Payroll	4193	2,500.00 A
Mappus, Smith & Lemmon - YE Internal Audit	4195	500.00 A
PKF - External Audit 31/03/26	4195	900.00 A
Land Registry - Aldiss Park	4185	1,400.00 A
Haller - Board Walk Aldiss Park	4466	1,230.00 A
		<u>27,662.65</u>

Add

Receipts in advance:

Allotment Deposits

3,390.00 *

3,390.00**Total Additions**31,052.65**Box 8 Total Cash**11,560.68

Bev Combrink
 Fakenham Town Council
 Fakenham Connect
 Oak Street
 Fakenham
 Norfolk
 NR21 9DY



Date: 02/04/2026

Subject: Important Update: Temporary Fuel Surcharge & Mole control

Dear Bev,

At TTSR LTD we are committed to providing high-quality grounds maintenance while keeping our rates as stable as possible. However, as you are likely aware, recent significant increases in fuel costs have impacted our operational expenses.

To manage these rising costs without a permanent price rise, we are introducing a temporary Fuel Surcharge. To minimise the immediate impact on your budget, we have opted to spread this adjustment across your next **four invoices, totalling £400.00 + vat.**

What this means for you:

- A surcharge of **£100.00 + vat** will be added to your bill starting **30.04.26**
- This amount will appear as a separate line item for easy tracking.
- The surcharge will automatically expire after the **fourth** billing cycle.

Moles

Can we ask that you are vigilant with mole activity on your open spaces, we are seeing more and more mole activity at sites which is not being dealt with, this impacts us with damage to machinery and shortens the life of our blades etc, so as to mitigate future surcharges for mole damage please act now and put something in place if you have evidence of moles.

We truly appreciate your understanding and continued partnership. We remain dedicated to keeping your grounds looking their best regardless of market fluctuations.

If you have any questions regarding this adjustment, please feel free to reach out to us directly.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'W. Smith', is positioned above the printed name.

Wil Smith
Managing Director
TTSR Limited

Park View, Houghton Lane, North Pickenham, Norfolk PE37 8LF

01760 440806 | info@ttsrltd.co.uk | ttsrltd.co.uk

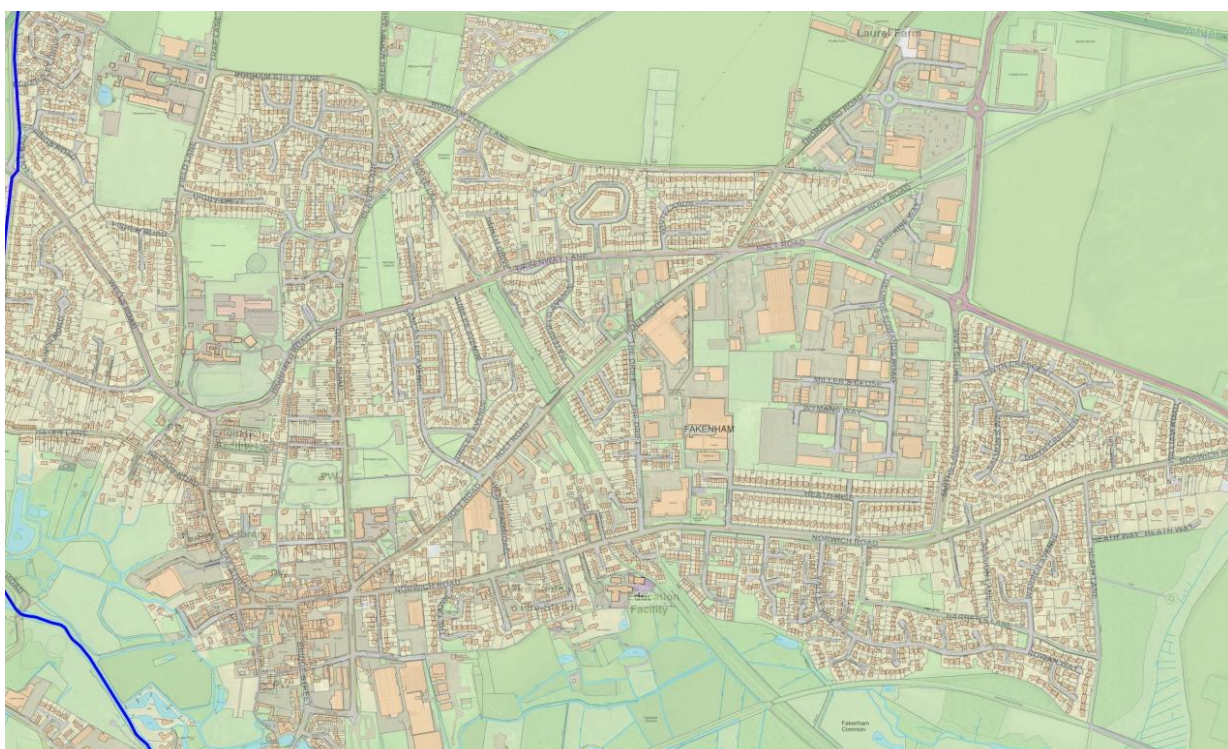
Company Registration 4937897 VAT Registration 279807350





Fakenham Town Council

Strategic Plan 2025 - 2028



Vision Statement

Creating a Thriving Environmentally friendly Market town where people aspire to live, work and play

Version Control

Version	Full Council Date
1	26/03/25
2	24/9/25
3	29/04/26

- 1. Fakenham**
- 2. Fakenham Town Council: Responsibilities and Structure**
- 3. Fakenham Lancaster – Council Structure**
- 4. Council Committees**
- 5. Achievements**
- 6. Our Priorities/goals for 25-28**
- 7. ACTION PLAN**
- 8. Fakenham Town Council Community Engagement Survey 2024**

1. Fakenham

Only 10 miles from the beautiful North Norfolk coast sits the traditional market Town of Fakenham. Known locally as the gateway to North Norfolk, with rich heritage and surrounded by spectacular countryside Fakenham is the largest town in North Norfolk with over 8000 residents.

The weekly charter market dates to 1250 and is today a vibrant event selling products for homes and gardens, pets and people. The income generated by stallholders' rents is paid into the 'Market Tolls' charitable account. Grants are awarded to community groups and individuals for the benefit of Fakenham residents. Dating back 140 years a weekly flea market and auction is also held on the same day.

The town council is also the sole trustee of the Fakenham Recreation Ground Charity, which owns Millennium Park and some of Aldiss Park.

Printing was the major industry in the 19th and 20th century. Printing blocks now form part of the market surface, and the Fakenham Museum of Gas and Local History is the only surviving town gasworks in England and Wales.

The skyline is dominated by the tower of the 14th century St Peters church and the river Wensum, the largest chalk fed river in Norfolk, runs alongside the town. The entire river and some adjoining fields in the southern tip of the Town are designated as a Site of Special Scientific Interest and a Special Area of Conservation.

2. Fakenham Town Council: Responsibilities and Structure

Estate and Grounds	Land Leased to others	Other Responsibilities
Aldiss Community Park (As a Trustee of FRGC)	Goggs Meadow – To the Hawk & Owl Trust	Weekly Charter Market
Millennium Park (As a Trustee of FRGC)	Bacons Piece – To the Hawk & Owl Trust	Administering grants from Market tolls fund
Hayes Lane Playing Field	Edmondsons Acres – To the Hawk & Owl Trust	Oak Street seating & Bike rack area opposite Library (Leased)
Trap Lane Playing Field	Trap Lane – To NNDC	Streetlights
Whitelands Play Areas		Heritage Trail
Creake Road Cemetery		Cinema Triangle (license)
Queens Road Cemetery		Town Sign
Quaker Burial Ground		
St. Peters Gardens		
Rudham Stile Lane Allotments		
Grove Lane Allotments		
Greenway Lane Allotments		
Railway Cutting		
Havelock Square		

3. Fakenham Lancaster – Council Structure

Ward	Councillors	Support (mix of F/T & P/T)
North Ward	5 Councillors	Town Clerk x 1 Deputy Clerk & RFO x 1 Administrative Assistant x 2 Groundsmen x 3
South Ward	11 Councillors	

4. Council Committees

Monthly Full council meetings with District & County Councillors in attendance are supported by committee meetings–

Governance & Finance (G&F)- Monthly
<ul style="list-style-type: none"> • Administration of the Council's Finances • Management of Staff Welfare & Performance • Allocates grants from the Markets Tolls Fund • Governance of Council Policies
Facilities & Amenities (F&A)- Monthly – moving to Bi-monthly from June 2026
<ul style="list-style-type: none"> • Manages all cemeteries, parks, play, allotments and amenity areas • Regulates the Thursday Charter Market • Responsible for the Heritage Trail

And Subcommittee meetings

Allotments – Quarterly
HR – As required

5. Achievements

Since the production of the last Business Plan Fakenham Town Council have;

- Supported improvements to the Wensum riverside walk
- Developed a heritage trail as part of the history of the town and tourist destination.
- Supported local business, charities and groups with a stall and gazebo at the weekly market.
- Supported local community groups and the police in activities combating anti-social activities.
- Supported armed forces charity initiatives.
- Reviewed services contracts to ensure value for public money.
- Consecrated the remainder of Creake Road Cemetery.
- Collaborated with NNDC to bring the FLASH project to Fakenham.

6. Our Priorities/goals for 25-28

In developing a new three-year action plan, we prioritised building it from the ground up with input from the community. In 2024, Fakenham Town Council (FTC) conducted a community survey (Annex A), providing residents with an opportunity to contribute their views and ideas.

This plan is a living document which will be reviewed biannually by the council and adjusted as necessary to reflect the evolving needs of the town, as well as the available resources and finances. Town councils have limited powers, but it is essential for FTC to develop in a way that effectively serves its community. As society continually evolves, it is important that we regularly review our practices to ensure they align with the changing needs of the community.

It is important to recognise that the priorities themselves are high level to support flexibility as there are many matters that fall outside of the council's control and, thus, we must adapt.

At the time of writing the Council has been briefed by North Norfolk District Council on the early implications of devolution and Local Government Reform. Undoubtedly the restructuring of the local government sector will impact upon town and parish councils. It is likely that more responsibility will fall to them for the supply of discretionary services, such as managing public conveniences, grass cutting, car park management and maintenance and emptying of dog waste bins. Very little detail is available at present.

7. ACTION PLAN

Prosperous Town - Increase economic prosperity and encourage a vibrant and diverse town, championing our business and investing in the town - We will:							
<ul style="list-style-type: none"> ➤ Encourage visitors to the town outside the main summer season ➤ Run a varied and vibrant Thursday market. ➤ Facilitate events with community groups throughout the year in our parks and open spaces. ➤ Support Fakenham Area Partnership to deliver town centre Christmas Lights ➤ Support a Banking hub ➤ Support a Transport Hub 							
No.	Aim	Action/Task	Priority	Timescale	Resource	Lead	Comments
1	Understand who uses our town and when the peak usage times are.	Work with NNDC Economic Growth Team. Attend District/County led business development days Attend Market Town development strategy meetings	High	2025-26	NNDC/NCC/ Broadlands Norfolk Chamber of Commerce	All Cllrs	Various Market Town or Tourism events attended. NNDC Wayfinding event attended
2	Support & engage with market traders, encouraging a flourishing Thursday market	Work with other organisations or initiatives to improve our market Advertise regularly on a variety of platforms	Medium	Ongoing	Social Media, Tourist information	FTC Staff	Market advertised on Facebook & Instagram. Attendance at the Norfolk Market Operator forum Oct 2025 Market shared with local parishes
3	Complete the restoration of the war memorial	Look at funding available for restoration projects and produce a business case.	Medium	2025	War Memorials Trust	F&A Cllrs	

No.	Aim	Action/Task	Priority	Timescale	Resource	Lead	Comments
4	Enhance the appeal of the town for visitors and the community	Work with district & county councils for improvements to pavements and road markings Implement community survey suggestions in surrounding green spaces that form part of our estate. Identify new opportunities to promote the town centre – e.g. the auto rally	High	2025-26 2025-28	NNDC / NCC / Community groups Market Tolls Grants Budgeted Grants	F&A Cllrs / FTC Staff	2025 – 26 Town Ambition Programme bid provided streetlight banners & a promotional film. 4 Planters received as part of the Love your market towns in bloom In January 2026 Highways Bridge Street resurfacing under consideration
5	Support residents and community groups	Free or low-cost council run events Support to other community groups providing free or low-cost events Market Tolls grants to community groups	Medium	2025-26 Ongoing	Community groups Market Tolls Grants	FTC Staff	Civic Events VE/VJ80th celebrations & Remembrance parade. S137 Grants to youth support with EP Youth. Various Market tolls grants inc Active Fakenham / Shop Fakenham / Fakenham Society / Fakenham Events Committee
6	Enhance tourism within the town	Work with local tourist information Advertise across North Norfolk Provide support for initiatives within the town	Medium	Ongoing	Tourist Information Social Media NNDC Budget £500 S144 Grant	F&A Cllrs / FTC Staff	Support Active Fakenham Events with publicity Share Market with other Parishes
7	Support the retention of banking facilities within the town	Working to improve Post Office Facilities Work with our MP / NNDC on campaigning for a banking hub	Medium	2025-26	Banks NNDC	All Cllrs	Working with NNDC & MP. New Post Office opened 2025

		Work with current individual bank local hubs to support and extend their services			Jerome Mayhew MP		
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Engaging with our community - *Engage with residents of all age groups to develop a greater sense of community spirit.*

We will:

- Provide a platform for promoting community activities.
- Work with a range of partners to provide initiatives to ensure the town remains a safe place.
- Work with young people and support the provision of youth groups and activities
- Collaborate with local stakeholders to identify & address hidden needs within our community
- Celebrate our community spirit

No.	Aim	Action/Task	Priority	Timescale	Resource	Lead	Comments
8	Carry out regular community and stakeholder surveys	Feedback on specific or general issues. Budget for expenditure	Low	Ongoing	Community	FTC Staff	Millenium Park review initial online social media survey April/May 2025. In Park Aug 2025, to schools and community groups Sept 2025. Aldiss Park to be scheduled next Hayes Lane Playing Field survey Spring 2026
9	Provide support & information to local community groups	Seek out opportunities to engage with more community initiatives. Work with NNDC community connector.	Medium	Ongoing	NNDC Community groups FTC Staff	FTC Staff	Market Tolls Grants Grants allocation in Budget. Market stalls loaned to support Barclays Scam support / NNDC Positivitea, Community connectors. Support Healthier Fakenham
10	Lead, develop & assist with community events	Continue to support funding for the Christmas events & activities. Provide support by way of grants & advertising. Lead on ceremonial occasions.	Medium	Ongoing	Community groups FTC Staff / Cllrs Market Tolls Grants	FTC Staff / F&A Cllrs	Civic Events VE/VJ80th celebrations & Remembrance parade. Community focused Annual Assembly

					Budget £1000		Advertising and Market Tolls grants to active Fakenham / Fakenham Events committee / Shop Fakenham
No.	Aim	Action/Task	Priority	Timescale	Resource	Lead	Comments
11	Provide support to services for young people	Work towards establishing a 'youth' council. Work with individual schools to support work placements and delivery of awards such as Duke of Edinburgh.	Medium	Ongoing	Budget £6000 allocation Local Schools	All Cllrs / FTC Staff	Duke of Lancaster pupils working in Queens Road Cemetery towards Duke of Edinburgh volunteering award. Work placement arranged for Winter 2025.
12	Annual Town Assembly (a meeting for the Town)	Awards for community spirit and Mayor's cadet. Invite community groups as stall holders	Medium	May Annually	Community groups FTC Staff / Cllrs	FTC Staff	Annual Assembly 22/5/25, 6 community stalls. Awards given out for Community Spirit and Mayors Cadet.
13	Publish an annual update to this plan, indicating where budget has and will be spent	Publish an annual report on the work of the Council and make this widely available. Consider working towards delivery of a Neighbourhood Plan	High	May Annually	FTC Staff / Cllrs	FTC Staff	Annual report given at the Town Assembly 22/5/25.
14	Ensure that all meetings of the Council are well-publicised and accessible to members of the public	Agree calendar of meetings for the year and publish this. Ensure that individual meetings are publicised Consider installing appropriate technology – recording etc	Medium	May Annually	FTC Staff Cllrs	FTC Staff	All meetings on the physical noticeboard and website
15	Improve communication with the electorate	Ensure regular use of Facebook to promote Council. Regular articles in local newsletters. Replace Town Council website.	Medium	Ongoing	FTC Staff Cllrs	FTC Staff	FTC / Community / NCC / NNDC / Highways / military events & updates shared on social media Monthly Beacon Article

Sustainable environment - <i>Seeking to improve the local environment for the benefit of present and future generations of townspeople</i>							
We will:							
<ul style="list-style-type: none"> ➤ Adapt to the changing climate in the management of our parks & open spaces ➤ Identify opportunities to deliver on our biodiversity duty ➤ Require all events held on Town Council land to complete an Environmental Impact Assessment 							
No.	Aim	Action/Task	Priority	Timescale	Resource	Lead	Comments
16	Maintain & develop allotments	Ensure sites are managed properly – reducing chemicals used and controlling waste disposal.	Low	Ongoing	National Allotment Society Tenant Reps 2025/6 £6000 budgeted for surveys. £5000 for fencing FTC Staff	FTC Staff	Monthly inspections Topographical surveys undertaken Greenway Lane Plot numbering project nearly complete February 2026
17	Management of burial grounds	Footpath improvements in Queens Road. Tree management in Queens Road. Improvement of abandoned grave sites. Consecration of new burial area at Creak Road. Extension of roadways and footpaths into new burial area at Creak Road. Consider memorial garden or garden of remembrance.	Medium	2025	£23000 budgeted for Creak Road £2000 budgeted for Queens Road memorials FTC Staff	FTC Staff	Consecration of Creak Road Jan 2025 Extension of roadways and footpaths into new burial area at Creak Road September 2025 Memorials inspections by staff completed Aug 2025. Creak Road Wall Repairs scheduled 2026
18	Reduce our carbon footprint	Review our energy contracts. Review our vehicles & equipment. Review our waste management procedures. Review and write sustainability criteria for events held on FTC sites. Consider green energy initiatives	Medium	Ongoing		FTC Staff	Market Place Electricity Feeder Pillars reviewed annually Replacement vehicle schedule in place

No.	Aim	Action/Task	Priority	Timescale	Resource	Lead	Comments
19	Seating and waste provisions at all open space sites	Refurbishment/replacement of benches. Review and list out current provisions.	Low	Ongoing	FTC staff	FTC Staff	
20	Open Space management	Develop Tree management plan. Reduce use of chemical pesticides. Look at balance between grass cutting to improve biodiversity and keeping areas tidy. Consider improvements to the Millenium Park Consider improvements to Aldiss Park. Develop clear plan for areas to be allowed to grow and encourage suitable additional planting. Consider ways to consult with public on plans for the site. Seek available funding for identified improvements.	Medium	2025/26	Tree surveys & work £6000 budgeted Millenium Park £10,000 budgeted Community Grant funds	FTC Staff	Estate Strategy June 2025 & Asset Management plan July 2025 developed. Tree surveys completed 0 Nov 24/July 25 and works completed / booked Millennium Park review Summer 2025
21	Manage development and the built environment	Play an active role in commenting on planning applications.	Medium	Ongoing	Cllrs	All Cllrs	Keeping pressure on NNDC regarding 9 Norwich Street & 6-10 Norwich Road
22	Consider our Biodiversity Duty	Follow the actions set out in our biodiversity policy.	Medium	Ongoing	FTC Staff Cllrs	FTC Staff	Estate Strategy June 2025 & Asset Management plan July 2025 developed.

Community Health & Wellbeing - *Improving our facilities to enable community wellbeing*

We will:

- Encourage participation in sporting and cultural activities including the new facilities.
- Maintain a safe environment
- Provide a range of community services, including allotments, cemeteries, and bus shelters.
- Support the provision of social housing for local people

No.	Aim	Action/Task	Priority	Timescale	Resource	Lead	Comments
23	Enhance Arts & Culture in the Town	Work with creative & artistic communities to support & showcase the incredible talent within the community, promoting festivals & community events.	Low	2026- 7	Local artisans Community Groups	F&A Cllrs	Potential Artists in residence appointed in 2025 Active Fakenham Arts & Film festival promotions Heritage Trail improvements planned as part of Wayfinding project
24	Improve Health & Wellbeing opportunities for residents	Support Active Fakenham in their many events promoting various health and wellbeing activities. Support County Council improvements to the national cycle highway. Provide opportunities to purchase fresh seasonal food through markets & events.	Medium	Ongoing	Market Tolls Grants	All Cllrs / FTC Staff	Support Active Fakenham with publicity & funding. Support the dementia café & Homelessness project Market tolls grants Facilitated Healthier Fakenham inaugural event
25	Support affordable local housing	Encourage others to identify areas that may be suitable for affordable housing. Challenge Planning applications to include affordable house where and when appropriate.	Low	Ongoing	NNDC	All Cllrs	Cllrs actively look for potential sites.

26	Spaces can be improved and better signposted	Promotion of areas and development of Millennium Park and Aldiss Park.	Low	Ongoing	NNDC Community Funding	L&E Cllrs	Millennium Park Summer 2025 Survey Hayes Lane survey scheduled spring 2026
No.	Aim	Action/Task	Priority	Timescale	Resource	Lead	Comments
27	Improve Riverside walks	Provide support to the continuation of improvements to the River Wensum walkways. Undertake a feasibility study to develop opportunities for improvements in the areas owned or managed by FTC.	Low	2026-7	NCC Environment Agency Ramblers	L&E Cllrs	Aldiss Park - Potential wetland grant funding options being explored.
28	Work with key enforcement agencies to tackle anti-social behaviour within the town	Ensure that CCTV provides a deterrent for damage to public assets and antisocial behaviour. Continue to ensure that the relationship with the Police is positive & supportive.	Medium	2025-26	Police NNDC NCC Youth Groups	All Cllrs	Police unable to provide support. CCTV equipment being renewed.
29	Safe management of community facilities	Effective management of Health & Safety, including statutory testing. Regular inspections to ensure assets are well maintained. Continue to review and evaluate risk.	High	Ongoing	HSE RoSPA ICCM FTC Staff	FTC Staff	Estate Strategy June 2025 & Asset Management plan July 2025 developed. H&S policy. Yearly PAT
30	Regular review of policies	Ensure Council is operating legally & with transparency.	High	Ongoing	Clerk / RFO / Cllrs	FTC Staff	Reviewed at Governance & Finance meetings
31	Stop Verges looking neglected	Encourage strategic planting, rewilding, safe maintenance from NCC.	Low	Ongoing	NCC Contractors	FTC Staff	Contractor replacement for 2026
32	Explore additional vehicle safety options, generally and for the Thursday Market	Assess locations & timings of cars parking on pavements blocking pedestrian access. Work with the police and parking enforcement team to reduce occurrences and educate drivers.	Low	Ongoing	Police Parking Enforcement	All Cllrs	
33	Clear Litter & graffiti on our estate	Increased groundsmen patrols during school holidays.	Low	Ongoing	FTC staff Police	All Cllrs	Groundsmen visit areas more in school holidays

34	Accessible options to our spaces for all ages & mobility	Ensure accessibility options are considered with any enhancement or updates to our open spaces.	Medium	Ongoing	FTC Staff Cllrs	FTC Staff	Inclusive play equipment and areas included within Millennium Park review
35	Safe fit for purpose equipment & machinery	Replace tractor. Regular servicing of equipment and replacement programme.	Medium	Ongoing (tractor 2025)	Budget £39,000 FTC staff	FTC Staff	New UTV purchased Sept 25 New Mowers & chainsaw purchased.
36	New fit for purpose grounds staff depot	Identify location, suitable building type. Assign contract.	High	2025	Budget £70,000 FTC Staff Cllrs NNDC	All Cllrs / FTC Staff	

Transport improvements - Working with other agencies to deliver a sustainable transport solution benefitting the town

We will:

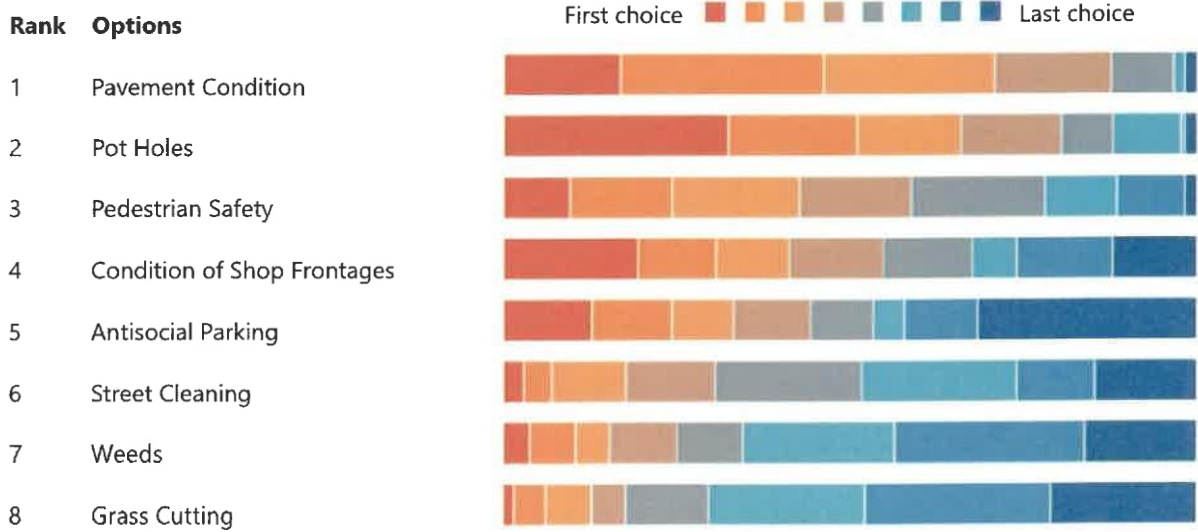
- Work with partner agencies for a new town transport hub
- Engage with transport providers
- Review town centre parking arrangements
- Monitor the town for highways defects
- Encourage the reduction of traffic speed to improve road safety by supporting road safety improvement measures

No.	Aim	Action/Task	Priority	Timescale	Resource	Lead	Comments
37	Transport improvement options	Work with NCC to improve Town Centre transport facilities including a transport hub.	Low	2026/7	Cllrs NCC	All Cllrs	Discussions with NCC ongoing
38	Encourage a reduction speed across town	Ensure the Speed Awareness Monitors (SAM2s) are moved regularly between locations. Work with Police, NNDC & NCC on ideas to reduce speed.	Medium	Ongoing	FTC Staff Cllrs Police NNDC NCC	FTC Staff	2 SAMS2 cameras located across 6 town locations for 1 month on 2 off. NCC looking at speed measuring devices

Fakenham Town Council Community Engagement Survey 2024

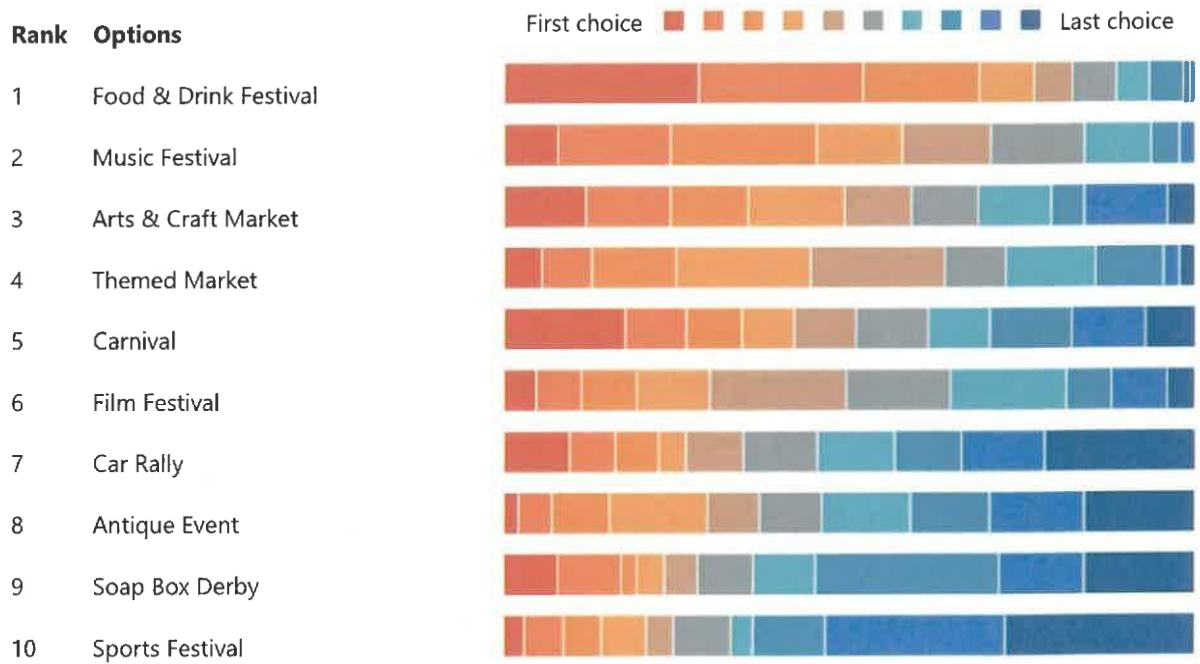
124 Responses 09:00 Average time to complete Closed Status

1. In our pilot survey residents said they saw the main issues facing Fakenham as the loss of banks and banking facilities and the loss of shops on the high street. The issues below also rated highly. Please rank them with the top item or number 1 being the issue that most concerns you down to the bottom item or number 8 the issue that least concerns you.



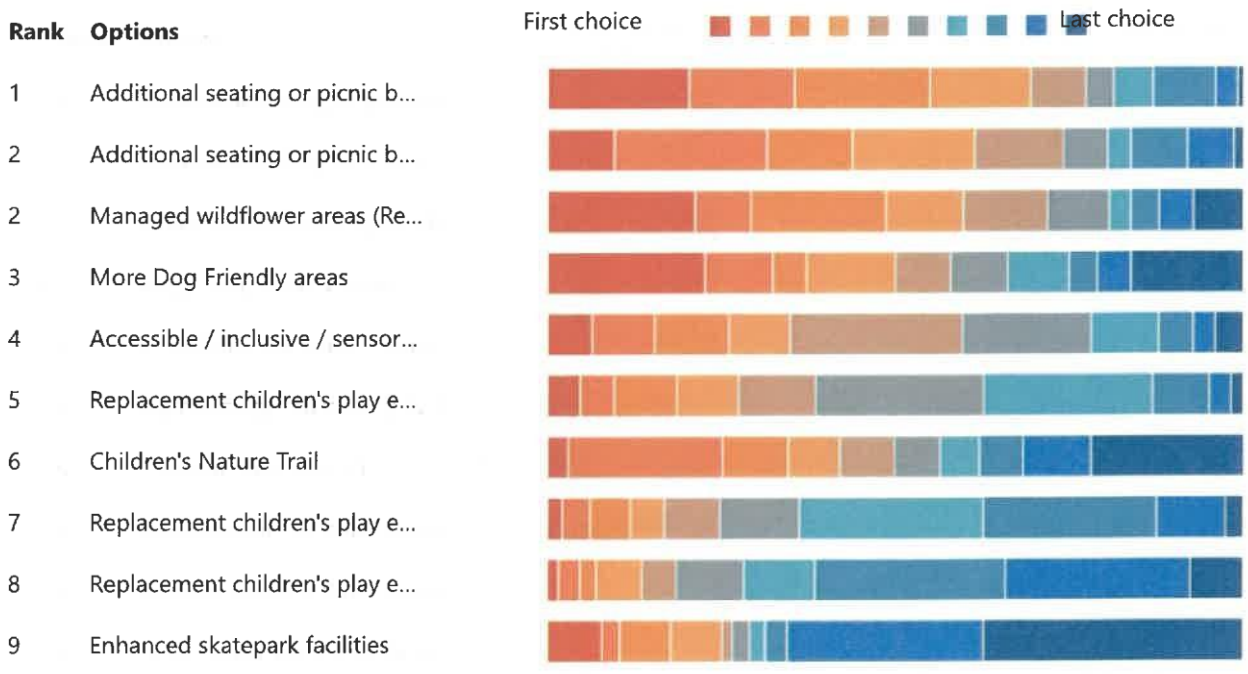
2. If events were planned in the Town, what would you attend.

Please rank as top item or number 1 being the most likely event that you would attend down to the bottom item or number 10 being the least likely you would attend.



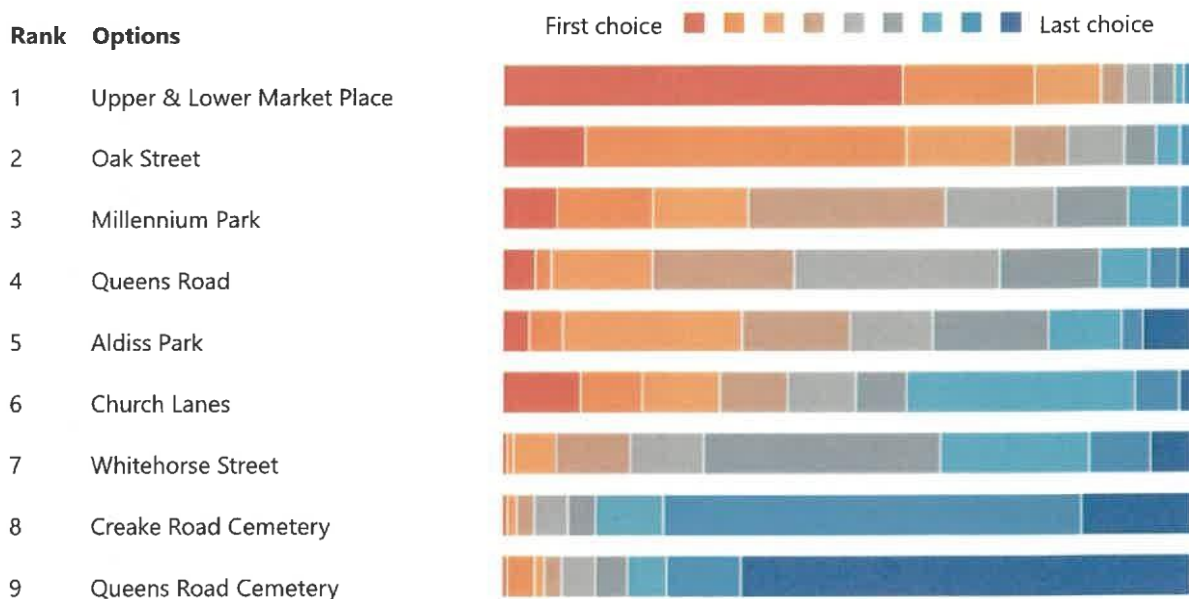
3 Fakenham Town Council manage several areas of estate within the town including Aldiss Park, Millennium Park, Hayes Lane playing field and Gogg's Mill Picnic Area.

If we were to make improvements, please rate as top item or number 1 being the most important to you down to the bottom item or number 10 being the least important to you.



4. If Fakenham Town Council were to enhance current CCTV provision within the Town what locations do you think should benefit?

Please rate as top item or number 1 being where you feel the most beneficial down to the bottom item or number 9 being where you feel the least benefit.



5. In the free text box below please enter any further comments.

61 Responses

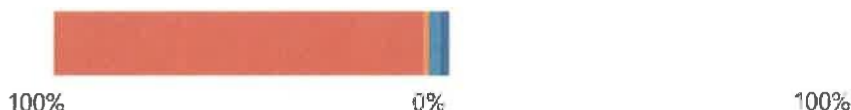
Latest Responses

"Better safer pavements for older residents on buggies mor..."

"Bridge Street would be better for cctv "

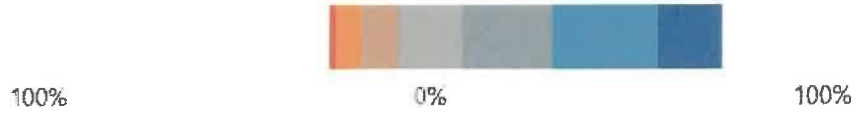
6. Are you a

Resident Visitor Worker in Fakenham Other



7. What is your age range?

■ 17 & Under ■ 18 - 29 ■ 30 - 39 ■ 40 - 49 ■ 50 - 59 ■ 60 - 69 ■ 70 +



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