



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 FULL COUNCIL MEETING
of FAKENHAM TOWN COUNCIL
held at the COMMUNITY CENTRE, OAK STREET, FAKENHAM**

WEDNESDAY 27th MAY 2026 at 18:00

Councillors: A Glynn, (Chair), V Joslin, M Campbell, J Rockett, P Bucknell, D Hunter, C Fairbrother, A Girton, M Dutton, L Harrison, G Thorpe & T Duffy

District / County Councillors: Cllr C Cushing / Cllr L Vickers

Clerk: L Meanley

Deputy Clerk/RFO: K Lindsay

Members of the Public: None

Press: None

Number	Agenda
1/26	<p>To elect the Town Mayor and receive the Town Mayor's Declaration of Acceptance of Office as required by law</p> <p>Cllr Campbell proposed, seconded by Cllr Fairbrother, that Cllr Glynn should continue as Town Mayor. It was agreed with 1 vote against. Cllr Glynn was duly elected as Town Mayor. Cllr Glynn signed the acceptance of office declaration as required by law.</p>
2/26	<p>To elect the Deputy Mayor and receive the Deputy Mayor's Acceptance of Office as required by law</p> <p>On the proposition of Cllr Glynn, seconded by Cllr Joslin, Cllr Thorpe was agreed and elected as Deputy Mayor. Cllr Thorpe signed the acceptance of office declaration as required by law.</p>
3/26	<p>To consider for acceptance apologies for absence</p> <p>None received</p>
4/26	<p>Declarations of Interest: Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda</p> <p>None recorded</p>
5/26	<p>All Councillors to confirm to abide by the Code of Conduct and sign the Statement of Assurance</p> <p>All Councillors signed their code of conduct papers and Statement of Assurance agreeing to abide by the Council's current Members Code of Conduct</p>
6/26	<p>Open Forum for Public Participation</p> <p>a) To receive a report from Fakenham Police No report received. On the proposition of Cllr Campbell, seconded by Cllr Harrison it was agreed with 2 abstentions and 1 vote against that the Clerk shall write to the Norfolk Chief Constable copying in the Police and Crime Commissioner regarding the lack of police engagement. ACTION: Clerk to write to the Chief Constable of Norfolk Police</p> <p>b) To receive any Electors Questions: Members of the public will be invited to ask questions of the Parish Council on issues on the agenda or raise issues for consideration of inclusion at future meetings. This item is limited to 10 mins No electors questions received</p> <p>c) To receive any reports from District/County Councillors For time management purposes, if possible written reports are requested prior to the meeting to facilitate Q&A only at the meeting. Cllr Cushing had supplied a report. Cllr Jamieson had given apologies and advised that the new leader to the County council would be appointed on the 28th May, then responsibilities etc would be established.</p>

23/26	<p>To discuss shoplifting within Fakenham Agenda item 23/26 was bought forward.</p> <p>An initial survey conducted estimates between £25,000 to £30,000 of stock stolen from shops within Fakenham on a monthly basis with complaints around a lack of police presence and anti-social behaviour. A WhatsApp group alerts traders to incidents in a similar way to a neighbour hood watch group. A link to report all crimes to the police has been posted. Shop Fakenham had been asked to provide their thoughts.</p> <p>Cllr Rockett Left</p> <p>On the proposition of Cllr Dutton, seconded by Cllr Duffy this will be discussed fully on the June Full Council agenda.</p>
7/26	<p>To confirm the Full Council Minutes of the Meeting held on 29th April 2026 and the Extraordinary Full Council Meeting held on 12th May 2026</p> <p>The minutes of the Full Council meeting held on the 29h April 2026 were agreed on the proposition of Cllr Glynn and seconded by Cllr Bucknell, AGREED by all and signed by the chair. The minutes of the Extraordinary Full Council held on the 12th May 2026, were agreed on the proposition of Cllr Glynn and seconded by Cllr Joslin, AGREED by all and signed by the chair</p>
8/26	<p>To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda or Clerk update</p> <p>These were noted</p>
9/26	<p>To constitute the Committees of the Council for the ensuing year as follows:</p> <p>a) Governance & Finance (Mayor and Deputy Mayor and 7 members) Cllrs Glynn, Thorpe, Joslin, Bucknell, Dutton, Harrison, & Hunter</p> <p>b) Facilities & Amenities (Mayor and Deputy Mayor and 7 members) Cllrs Glynn, Thorpe, Campbell, Duffy, Fairbrother, Rockett, & Girton.</p> <p>c) HR Sub Committee (Mayor, Deputy Mayor, and 3 other members with HR experience) Cllrs Glynn, Thorpe, Bucknell, Fairbrother & Harrison</p> <p>d) Allotment Sub Committee (3 members) Cllrs Glynn, Dutton and Hunter</p>
10/26	<p>To appoint representatives to the following outside bodies (previous appointee's names in brackets):</p> <p>a) Fakenham Olivet Twinning Club - Cllr P Bucknell</p> <p>b) Fakenham Museum of Gas & Local History - Cllr P Bucknell</p> <p>c) Fakenham Police SNAPS - Cllr A Glynn</p> <p>d) Fakenham Charities - Cllr A Glynn</p> <p>e) Area Representative for Norfolk Association of Local Councils - Cllr M Dutton</p> <p>f) Active Fakenham Steering Group - Cllr P Bucknell</p>
11/26	<p>To receive any reports from Councillors who have attended Meetings outside the Council</p> <p>Cllr Glynn and the Clerk attended a meeting with a potential event host looking to use Millennium Park for a community event in 2027</p>
12/26	<p>To receive and note correspondence and comment upon any items for information and action</p> <p>The Clerk advised that in accordance with our existing contract the first 38 streetlights from the list identified for full replacement had been selected and agreed with the contractor at a cost of £77,900 net.</p>
13/26	<p>To note, for information, the draft Minutes of the Annual Assembly of the Town Meeting held on 13th May 2026</p> <p>These were noted. Thanks were given by the Council to the staff who organised a very successful event.</p>

14/26	<p>To confirm the Minutes of the Facilities & Amenities Committee held on:</p> <ul style="list-style-type: none"> • 12th May 2026. <p>Cllr Joslin offered her thanks to both Cllrs and staff that had previously worked with her on Leisure & Environment and then Facilities and Amenities. The minutes of the meeting held on 12th May 2026 were moved for reception and adoption by Cllr Joslin seconded by Cllr Fairbrother and AGREED by all.</p>
15/26	<p>To confirm the Minutes of the Governance & Finance Committee held on:</p> <ul style="list-style-type: none"> • 19th May 2026. To note and/or approve: <p>The minutes of the meeting held on 19th May 2026 were moved for reception and adoption by Cllr Dutton seconded by Cllr Bucknell and AGREED by all. The Deputy Clerk / RFO advised that the minutes also needed to reflect the recommendation that the public participation timings be enforced.</p> <p>188/26 GF To review and agree policies and risk assessments for update:</p> <ul style="list-style-type: none"> • Financial Regulations <p>Cllrs reviewed Financial Regulations and RESOLVED to approve for presentation and approval by Full Council, with a minor amendment On the proposition of Cllr Dutton and seconded by Cllr Bucknell the Financial Regulations were approved by all.</p> <p>194/26 GF To review the Council's banking arrangements and make a recommendation to Full Council</p> <p>Members reviewed the Council's banking arrangements and RESOLVED to continue to utilise Barclays as the Council's primary banking provider and to recommend this arrangement to Full Council for approval On the proposition of Cllr Dutton and seconded by Cllr Bucknell the banking arrangements were approved by all.</p>
16/26	<p>To review Standing Orders</p> <p>On the proposition of Cllr Glynn and seconded by Cllr Hunter Standing Orders were approved by all.</p>
17/26	<p>To receive and note the Internal Auditors Report- End of Year Internal Audit 2025/2026 for Fakenham Town Council and the Charter Market</p> <p>Three recommendations were made for Fakenham Town Council.</p> <ol style="list-style-type: none"> 1) Recommendation 1 – the data breach procedure published on the website needs to be updated to show it is a final version. – The current version shows the word draft – this will be rectified. 2) Recommendation 2 - The Reserves policy has previously been approved by Full council. We recommend that the Council considers if this should continue to be the case. – Governance & Finance had delegated authority to approve this year and did so. On the proposition of Cllr Harrison, seconded by Cllr Glynn this will be approved in future by full Council. 3) Recommendation 3 – the council needs to ensure that the charity continues to be properly managed, and the councillors properly understand their responsibilities as Trustee of the charity. - A solicitor has been engaged to draft proper governance for Cllrs acting on behalf of the corporate trustee. <p>One recommendation was made for the Charter Market Recommendation – The market account cannot sustain a deficit of this level in 2026/27. The grants made by the council from this fund will need to reflect the monies being received. We recommend a balance of 3 months expenditure (£6,748.50) should be retained within reserves. Cllrs agreed to move to Governance & Finance to discuss.</p>
18/26	<p>Financial Matters – 2025-26 reports & annual Governance & Accountability Return</p>

	<p>a) To receive 2025-26 Statutory Income & Expenditure Report & Balance Sheet for signing - All Cllrs approved</p> <p>b) To receive and note final 2026- 2027 Reserves schedule - All Cllrs approved</p> <p>c) To receive and note the Annual Internal Audit Report 2025/2026 Annual Governance Statement - All Cllrs received and noted Cllr Campbell & Girton left</p> <p>d) To consider, approve and sign Section 1 Annual Governance Statement for signing - All Cllrs approved, signed by the Chair & Clerk.</p> <p>e) To consider, approve and sign Section 2 Annual Accounting Statement for signing - all Cllrs approved, signed by the Chair.</p> <p>f) To note the dates for the exercise of Public Rights for the 2025/26 AGAR – The dates are 3rd June to the 14th July 2026</p> <p>g) To appoint an Internal Control Officer – Cllr Thorpe was reconfirmed</p> <p>h) To confirm the appointment of the Internal Auditor 2026/27 – Mapus-Smith & Lemmon were confirmed as the Internal Auditor for 2026/27.</p>
19/26	<p>To consider a grant under the local government act 1972, s 137 Under the provisions of Section 137 of the Local Government Act 1972 the following expenditure should be incurred which, in the opinion of the Council is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with the expenditure:</p> <ul style="list-style-type: none"> • First Focus <p>Cllr Bucknell proposed, seconded by Cllr Dutton, that a S137 grant of £1,000 be made. A counter proposal for a S137 grant of £2,500 was made by Cllr Harrison, seconded by Cllr Fairbrother. The original proposal was withdrawn. All agreed the counter proposal.</p>
20/26	<p>To receive the following applications for a grant from the Market Tolls:</p> <ul style="list-style-type: none"> • EP Youth <p>On the proposition of Cllr Glynn seconded by Cllr Bucknell and agreed by all the grant application was rejected as EP Youth were already in receipt of S137 for a separate project.</p>
21/26	<p>To consider and discuss the Wayfinding working group recommendations. All agreed with the recommendations to seek planning permission for totems in the suggested locations and a finger post at the Town sign in 2026/27 with new totem & finger post costs factored into 2027/28. To seek costs for replacement Heritage trail boards at the library and town sign in a uniform design with other wayfinding signage and refresh maps/website & IT provision in 2026/27. To refurbish the Town sign in 2027/28 ACTION: Clerk to take forward</p>
22/26	<p>To consider Whitelands Playground swing grass matt repair quotes Cllrs accepted that the risk assessment showed this as low risk. All agreed to defer any repairs until after a 2027 consultation on the play equipment needed in the park.</p>
23/26	<p>To discuss shoplifting within Fakenham Considered after agenda item 6/26</p>
24/26	<p>To consider holding a Civic Ceremony Deferred to Junes Full Council</p>
25/26	<p>To receive the Internal Controllers report None</p>
26/26	<p>To consider planning applications up to 27/05/2026</p> <ul style="list-style-type: none"> • PF/26/0631 - 3 Barons Close, Fakenham - First floor extension to side and part of rear of dwelling above existing flat roof integral garage

	<p>PF/26/0631 First floor extension to side and part of rear of dwelling above existing flat roof integral garage 3 Barons Close Fakenham Norfolk NR21 8BE Response Deadline: 4/06/2026 Cllrs offer no objection and no comment</p> <ul style="list-style-type: none"> • RV/26/0978 - The Grove Veterinary Group , Holt Road, Fakenham - Siting of a single storey Portakabin building in the car park area to be used for consultations without complying with condition 1 (limited period approval) of planning permission PF/23/0934 to allow building to be retained for a further 3 years RV/26/0978 Siting of a single storey Portakabin building in the car park area to be used for consultations without complying with condition 1 (limited period approval) of planning permission PF/23/0934 to allow building to be retained for a further 3 years The Grove Veterinary Group Holt Road Fakenham Norfolk NR21 8JG Response Deadline: 8/06/2026 Cllrs offer no objection and no comment • PF/26/0841 - Ceramic Tile Distributors , 74 Holt Road, Fakenham - Demolition of all existing buildings and the erection of a 66 bed care home with external amenities and associated parking PF/26/0841 Demolition of all existing buildings and the erection of a 66 bed care home with external amenities and associated parking Ceramic Tile Distributors 74 Holt Road Fakenham Norfolk NR21 8DY Response Deadline: 10/06/2026 Cllrs considered that affordable housing would be beneficial for the site and the 3 story design would not fit within the area. Due to the size of documents to consider, email responses to be provided.
27/26	<p>To note comments on applications for planning applications as agreed via Email:</p> <ul style="list-style-type: none"> • ADV/26/0689 - 14 Market Place, Fakenham - Internally illuminated ATM Collar ADV/26/0689 Internally illuminated ATM Collar 14 Market Place Fakenham Norfolk NR21 9BG Response Deadline: 22/05/2026 Councillors Response: Councillors offered no objections. Councillors whole heartedly support the facility of an ATM at this location. • PF/26/0688 - 14 Market Place, Fakenham - Installation of new ATM in part of existing ground floor window opening, and accessible ramp with railings PF/26/0688 Installation of new ATM in part of existng ground floor window opening, and accessible ramp with railings 14 Market Place Fakenham Norfolk NR21 9BG Response Deadline: 22/05/2026 Councillors Response: Councillors offered no objections. Councillors whole heartedly support the facility of an ATM at this location but noted concerns regarding the positioning of a ramp on the highway. • LA/26/0696 - 14 Market Place Fakenham - Installation of ATM, accessible ramp with a railing, internally illuminated ATM signage, and associated works LA/26/0696 Installation of ATM, accessible ramp with a railing, internally illuminated ATM signage, and associated works 14 Market Place Fakenham Norfolk NR21 9BG Response Deadline: 1/06/2026 Councillors Response: Councillors offered no objections. Councillors whole heartedly support the facility of an ATM at this location but noted concerns regarding the positioning of a ramp on the highway. <p>These were noted</p>

28/26	<p>To receive notice of decisions of the planning authority:</p> <ul style="list-style-type: none"> • PO/22/2244 - 33 Greenway Lane Fakenham - Demolition of existing dwelling and erection of up to 8 no. dwellings and formation of new access to Greenway Lane (Outline - details of access only with all other matters reserved) PO/22/2244 Demolition of existing dwelling and erection of up to 8 no. dwellings and formation of new access to Greenway Lane (Outline - details of access only with all other matters reserved) 33 Greenway Lane Fakenham Norfolk NR21 8DF Councillors Response: Cllrs offered no objection and no comment Finally Disposed Of • PF/26/0470 - 170 Norwich Road, Fakenham - Extension to rear of dwelling, conversion of loft to habitable space, front porch and external alterations. Erection of detached double garage to front of dwelling PF/26/0470 Extension to rear of dwelling, conversion of loft to habitable space, front porch and external alterations. Erection of detached double garage to front of dwelling 170 Norwich Road Fakenham Norfolk NR21 8LX Councillors Response: Councillors offered no objections and no comments Approved • LA/26/0603 - 14 Market Place, Fakenham - Installation of defibrillator and bleed kit cabinets to external wall of building LA/26/0603 Installation of defibrillator and bleed kit cabinets to external wall of building 14 Market Place Fakenham Norfolk NR21 9BG Councillors Response: Councillors offered no objections and no comments. Approved • PF/25/2615 - Unit 5 , George Edwards Road, Fakenham - External alterations to facade and external works including a concrete hardstanding area to provide a dog run, external plant area, isolation run and a timber gate and fencing on the western boundary (retrospective) PF/25/2615 External alterations to facade and external works including a concrete hardstanding area to provide a dog run, external plant area, isolation run and a timber gate and fencing on the western boundary (retrospective) Unit 5 George Edwards Road Fakenham Norfolk NR21 8NL Councillors Response: Councillors offered no objection and no comments Approved • PF/26/0600 - Brambles, Heath Lane, Fakenham - Erection of open fronted detached carport on driveway to front of house PF/26/0600 Erection of open fronted detached carport on driveway to front of house Brambles Heath Lane Fakenham Norfolk NR21 8LN Councillors Response: Councillors offered no objection and no comments Approved • PF/26/0096 - Three Gables , Heath Way, Fakenham - Erection of single storey dwelling (revised design, self build), and demolition of balcony and replacement new window to existing dwelling PF/26/0096 Erection of single storey dwelling (revised design, self build), and demolition of balcony and replacement new window to existing dwelling Three Gables Heath Way Fakenham Norfolk NR21 8LW Councillors Response: Councillors offered no objection and no comments Approved
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	These were noted
29/26	To receive any further items for the agenda To discuss Shoplifting within Fakenham To consider holding a Civic ceremony
30/26	To move that the Public & Press be excluded from the Meeting under the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 On the proposition of Cllr Bucknell seconded by Cllr Glynn. RESOLVED that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that Public & Press be excluded from the Meeting, as publicity would be prejudicial to the public interest by reason of the nature of the business to be transacted.
31/26	To consider a response to verbal criticism of the council and staff A Cllr felt they had been subjected to an aggressive attack on Cllrs and staff at the annual assembly by a District Cllr. All agreed that the District Cllr should be offered an opportunity to explain their actions and apologise for their behaviour. The Cllr will supply an account to the Clerk for a letter to be sent. ACTION: Clerk will write to the District Cllr.
32/26	To discuss progression of alternative options for Council administrative staff and depot accommodation All Agreed to seek pre planning advice and then take the next steps including a public consultation. ACTION: Clerk to seek Preplanning advice
33/26	To discuss Devolution and Local Government Reform potential asset transfers All agreed with recommendations made and questions to ask. ACTION: Clerk to take forward questions
34/26	To discuss the FLASH project The UKPN lease has been signed. Cllr Glynn, the Clerk & Steve Hems met to discuss the Trap Lane depot.
35/26	To discuss 9 Norwich Street Nothing to discuss
36/26	To move into open session On the proposition of Cllr Bucknell seconded by Cllr Glynn RESOLVED the Council move into Open Session.
37/26	To confirm the date & Time of the next meetings: Facilities & Amenities: Tuesday 9th June 2026 at 18:00 Governance & Finance: Tuesday 16th June 2026 at 18:00 Full Council: Wednesday 24th June 2026 at 18:00

	There being no further business the meeting closed at 19:40
	Confirmed this day of 2026
	CHAIR

Action Log Full Council

Meeting	Date	Minute	Responsible	PRIORITY	Action	STATUS	Comments
Full	25/06/2025	67/25	Office	LOW	To explore different options for simple mayoral chains and pendants for Mayor & Deputy Mayor civic regalia	50%	Ongoing research and awaiting quotes
Full	27/08/2025	124/25	Clerk	HIGH	Ask current Heritage Trail Supplier for costs associated with moving boards and complete refurb/replacements	50%	On Site meeting 10/9/25. Quote received. Quotes will be sought from 3 suppliers for work 2026/27. Awaiting Way Finding report.
Full	24/09/2025	169/25	Clerk	HIGH	To take forward CCTV provisions	75%	22/9/25 Contacted Cozens. Awaiting survey from West Norfolk & Kings Lynn. Initial survey completed. WN&KL meeting with Fakenham Church 20/1/26. 28/1/26 Cllrs agreed to move forward with quote - Clerk moving forward with Church. Update 17/04/26 Church have given provisional agreement, Archdeacon sign off expected 27/28/4. Instructed West Norfolk to purchase equipment as 3/4 week lead intime. 6/5/26 Church sign off confirmed. Awaiting agreements between FTC & Church and FTC and WN&KL. Update 16/6/26, Annual Wayleave of £100 verbally agreed with church. Installation of church tower equipment booked for 26/6/26
Full	29/10/2025	175/25	Clerk	MEDIUM	Clerk to seek clarification to NNDC Cllr Vickers Facebook comments re free residents parking on Millennium Park.	75%	Emailed 30/10/25
Full	27/05/2026	6/26	Clerk	HIGH	Clerk to write to the Chief Constable of Norfolk Police	100%	Letter Drafted and sent 16/6/26
Full	27/05/2026	21/26	Clerk	MEDIUM	Take forward Wayfinding options	25%	Contacted NNDC Officer in charge of Car parks 16/6/26
Full	27/05/2026	31/26	Clerk	HIGH	Clerk to write to District Cllr	100%	Letter sent via email 2/6/26, reply and response part of June pack.
Full	27/05/2026	32/26	Clerk	MEDIUM	To seek Pre Planning Advice		
Full	27/05/2026	33/26	Clerk	MEDIUM	To take forward LGR recommendations	100%	Emailed NNDC full list of questions 4/6/26, Response part of June Pack

**MINUTES OF THE FACILITIES & AMENITIES COMMITTEE MEETING
HELD AT THE FAKENHAM CONNECT BUILDING, OAK STREET, FAKENHAM**

TUESDAY 9th JUNE 2026 AT 18:00

Attending Committee Councillors: G Thorpe (Chair), A Glynn, J Rockett

Attending Non-Committee: None

Town Clerk: L Meanley

General Public: None

Press: None

Number	Agenda
01/26 FA	To elect a Chair of the Committee to serve until the next Annual Meeting of the Council. Cllr Glynn proposed Cllr Thorpe, seconded by Cllr Rockett, agreed by all.
02/26 FA	To elect a Deputy Chair of the Committee to serve until the next Annual Meeting of the Council Cllr Glynn proposed Cllr Fairbrother, seconded by Cllr Thorpe, agreed by all.
03/26 FA	To receive Apologies for Absence Apologies received from C Fairbrother, M Campbell and T Duffy
04/26 FA	To adjourn the Meeting for Electors' questions None
05/26 FA	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 Cllr Thorpe declared an interest in agenda item 19/26 FA
06/26 FA	To Confirm the minutes of the Facilities & Amenities meeting held on the 12th May 2026 On the proposition of Cllr Glynn, seconded by Cllr Rockett the minutes of the Facilities and Amenities meetings held on 12 th May 2026 were AGREED by all and signed by the Chairman.
07/26 FA	To discuss any matters arising from the Minutes of the Facilities & Amenities Meeting held on 12th May 2026 The Clerk advised that so far 15 emails had been received in response to the Hayes Lane Playing Field Survey which closes on the 26 th June. Quotes have been sought for the lighting at Creake Road Cemetery toilet and for repairs to priority 1 memorials in Queens Road Cemetery. Cllrs had previously agreed that Aldiss Park should be land registered under FRGC and agreed professional costs. Deeds have been discovered for an element of land belonging to FTC for which there is a separate charge of £700 to register. All agreed to move forward with registration.
08/26 FA	To receive an update on estate management The large gates at Hayes Lane Playing field are in the process of repair as per issues identified in the independent operational inspection. The smaller gate had been hit so has been removed, as 3 lots of whips have not taken next to it a section of metal fencing will be placed and attached to the gate. Unauthorised encampments were discussed. ACTION: Clerk to get bailiff service details and prices
09/26 FA	To note any equipment expenditure within budget None
10/26 FA	To discuss and agree a quotation for tomb fencing in the Fakenham Churchyard

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

TUESDAY 16th June 2026 AT 18:00

Attending Committee Councillors: A Glynn (Mayor), P Bucknell, L Harrison, D Hunter

Attending Non-Committee: None

RFO & Deputy Clerk: K Lindsay

General Public: None

Press: None

Number	Agenda
1/26GF	<p>To elect a Chair of the Committee to serve until the next Annual Meeting of the Council. Cllr Glynn proposed Cllr Harrison, seconded by Cllr Bucknell, AGREED by all.</p>
2/26GF	<p>To receive Apologies for Absence Apologies received from Councillors Joslin, Dutton & Thorpe</p>
3/26GF	<p>To appoint a Deputy Chair of the committee to serve until the next Annual Meeting of the Council Cllr Glynn proposed Cllr Dutton, seconded by Cllr Hunter, AGREED by all.</p>
4/26GF	<p>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</p>
5/26GF	<p>To adjourn the Meeting for Electors' question None received</p>
6/26GF	<p>To confirm the minutes of the Governance & Finance Committee meeting held on 19th May 2026 On the proposition of Cllr Glynn, seconded by Cllr Hunter, the minutes of the Governance & Finance Committee meeting held on 19th May 2026 were AGREED by all and signed by the Chair</p>
7/26GF	<p>To discuss any matters arising from the Governance & Finance Committee meeting held on 19th May 2026 The Action Log was noted</p>
8/26GF	<p>To review and agree policies and risk assessments for update:</p> <ul style="list-style-type: none"> • Dignity at Work Policy Cllrs reviewed the Dignity at Work Policy and RESOLVED to recommend it to Full Council for approval • Compliments or Complaints Policy Cllrs reviewed the Compliments or Complaints Policy and RESOLVED to approve it • Discipline and Grievance Policy Cllrs reviewed the Discipline and Grievance Policy and RESOLVED to approve it • Health & Safety Policy Cllrs reviewed the Health & Safety Policy and RESOLVED to recommend it to Full Council for approval, subject to a minor amendment <p>Cllrs also noted the need for a procedure to ensure that volunteers are appropriately briefed and provided with relevant risk assessments and method statements (RAMS) for the tasks they undertake.</p>

<p>9/26GF</p>	<p>To review finance reports for month ending April and May 2026</p> <ul style="list-style-type: none"> • To receive and review April and May Payments and Receipts Lists for Fakenham Town Council and Charter Market Cllrs RESOLVED to approve for presentation and approval by Full Council • To receive and review April and May 2026 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts Cllrs RESOLVED to approve for presentation and approval by Full Council • To note the current Income and Expenditure Budget vs Actuals report Cllrs RESOLVED to approve for presentation and approval by Full Council • To receive and approve the April and May 2026 schedule of payments over £500 for display on the website Cllrs RESOLVED to approve for presentation and approval by Full Council
<p>10/26GF</p>	<p>To receive the RFO's report</p> <ol style="list-style-type: none"> 1. Fidelity Guarantee Insurance Members noted the Council's current Fidelity Guarantee Insurance cover and the outcome of enquiries with the insurance provider. It was noted that, although the Council's calculated requirement is below £1 million, the insurer's next available level is £1 million, and a quotation had therefore been sought to increase cover accordingly. A quotation has been received in the sum of £28.94 plus an administration fee of £25 (total £53.94) to increase Fidelity Guarantee Insurance cover to £1 million, with effect to the current insurance renewal date of 31 December 2026. Cllrs RESOLVED to accept the quotation and proceed with the increase in cover. 2. Payroll Provider Members noted that an invoice had been received from the payroll provider in respect of the 2025/26 financial year, and that a credit had been applied to reflect interest incurred due to a previous error in submitting employer obligations to HMRC. It was further noted that the Council's payroll arrangements will continue to be kept under review. The RFO also reported that a further error had occurred in relation to the payroll provider's submission of employer payments, resulting in correspondence from HMRC regarding late payment and associated interest charges. The provider had been contacted and asked to confirm the measures being put in place to prevent recurrence, and had advised that future payments would be diarised and subject to additional checks to ensure they are made within the required timescales. 3. Transition to Scribe Accounts Members noted the progress report on the transition to the Scribe accounting software package.

	<p>4. Financial Reports</p> <p>Members noted the new reporting formats now being presented following implementation of the Scribe accounting system.</p> <p>Members confirmed that they were content with the consolidated format of the Payments and Receipts reports for both the Town Council and Market, and AGREED that this approach should continue.</p> <p>Members AGREED that, in the interests of reducing duplication, they would in future receive only the main bank reconciliation summaries for both the Town Council and the Market, rather than separate reconciliation reports for each bank account, noting that the same information is contained within the summaries.</p> <p>Members noted the revised format of the Payments Over £500 report.</p>
11/26GF	<p>To receive the Internal Controller review</p> <p>None</p>
12/26GF	<p>To review the Internal Auditor’s Year End Report for the Charter Market 2025/26 and Recommendation – “The market account cannot sustain a deficit of this level in 2026/27. The grants made by the council from this fund will need to reflect the monies being received. We recommend a balance of 3 months expenditure (£6,748.50) should be retained within reserves.”</p> <p>Members reviewed the Internal Auditor’s Year End Report and considered the recommendation regarding the level of reserves to be retained within the Charter Market accounts.</p> <p>Members acknowledged the importance of ensuring that grant funding remains sustainable and that the Market should be able to meet its own ongoing expenditure from available income and reserves. It was recognised that grant awards should not exceed income levels and that sufficient provision must be maintained to meet anticipated and reasonable costs.</p> <p>Members did not agree to adopt a fixed reserve figure at this stage but acknowledged that greater oversight of the Market’s financial position is required. It was therefore AGREED that future grant applications in respect of Market Tolls funding should be supported by an income and expenditure statement for the Market to provide Members with a clearer understanding of affordability and financial impact.</p> <p>Members AGREED that grant awarding and market finances will be more actively monitored going forward to ensure sustainability.</p>
13/26GF	<p>To note the increase in the HMRC mileage rate from 45p to 55p per mile with effect from 6 April 2026 and the resulting adjustment to Council mileage claims</p> <p>Noted</p>
14/26GF	<p>To appoint Members authorised to review fortnightly invoice schedules and authorise invoices for payment on behalf of the Council in accordance with the Council’s Financial Regulations</p> <p>Members considered the appointment of Councillors to review fortnightly invoice schedules and authorise invoices for payment on behalf of the Council in accordance with the Council’s Financial Regulations.</p> <p>Cllrs RESOLVED to appoint Cllrs Bucknell, Dutton, Glynn, Harrison, Hunter and Joslin as authorised Members for this purpose.</p>
15/26GF	<p>To review the current Barclays Bank mandate and appoint authorised bank users for online payment approval. In making appointments, Members are requested to</p>

	<p>consider the operational requirements of the role, including participation in any necessary training and compliance with banking security procedures, to ensure the effective and secure administration of the Council's banking arrangements.</p> <p>Members reviewed the current Barclays Bank mandate and the authorised users for online payment approval.</p> <p>Cllrs RESOLVED to recommend to Full Council the removal of Cllr Rockett from the bank mandate, as requested by Cllr Rockett and reflecting that they are no longer a member of the Governance & Finance Committee.</p> <p>Members confirmed that the Councillor authorised bank users are Cllr Bucknell, Cllr Dutton, Cllr Glynn and Cllr Joslin. Members further confirmed that the authorised staff users are the Clerk and the Deputy Clerk/RFO.</p>
16/26GF	<p>To review and discuss the frequency of Governance & Finance meetings.</p> <p>Members reviewed the frequency of Governance & Finance Committee meetings. On the proposition of Cllr Glynn, seconded by Cllr Hunter, Cllrs RESOLVED that ordinary meetings of the Governance & Finance Committee would be held quarterly, following the end of each financial quarter, namely in July, October, January and April. In reaching this decision, Members noted that all financial reports would continue to be generated and provided monthly to Full Council within a finance pack, ensuring that all Councillors have access to the information required to monitor the Council's financial position. Members further AGREED that additional meetings may be convened as required, including for budget-setting and other time-sensitive matters.</p>
17/26GF	<p>To note the submission of the Town Council's AGAR 2025/26 to PKF Littlejohn for external audit and the subsequent acknowledgement of receipt</p> <p>Noted</p>
18/26GF	<p>To note the publication of the Notice of Public Rights and AGAR 2025/26 Sections 1 and 2 on the Town Council website, in accordance with statutory requirements and at least 24 hours before the commencement of the period for the exercise of public rights</p> <p>Noted</p>
19/26GF	<p>To discuss the FLASH Project</p> <p>Nothing was discussed</p>
20/26GF	<p>To confirm the date and time of next meeting</p> <p>Governance & Finance: Tuesday 21st July 2026 at 18:00</p>

	<p>There being no further business the meeting closed at 18.45</p> <p>Confirmed this day of 2026</p> <p>CHAIR</p>
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Fakenham Town Council

Fakenham Connect
Oak Street
Fakenham
Norfolk
NR21 9DY

Tel: 01328 853653

e-mail: info@fakenhamtowncouncil.gov.uk

website: fakenhamtowncouncil.gov.uk



DIGNITY AT WORK POLICY

Fakenham Town Council believes that civility and respect are important in the working environment, and expect all councillors, officers and the public to be polite and courteous when working for, and with the council.

Purpose

Fakenham Town Council is committed to creating a working environment where all council employees, councillors, contractors and others who come into contact with us in the course of our work, are treated with dignity, respect and courtesy. We aim to create a workplace where there is zero tolerance for harassment and bullying

In support of this objective, Fakenham Town Council has signed up to the Civility Pledge, as a commitment to civility and respect in our work, and politeness and courtesy in behaviour, speech, and in the written word. Further information about the Civility and Respect Pledge is available [NALC](#) & [SLCC](#)

We recognise that there is a continuum where unaddressed issues have the potential to escalate and become larger, more complex issues and this policy sets out how concerns will be managed however the emphasis of this policy is on resolution and mediation where appropriate, rather than an adversarial process.

This document:

- explains how we will respond to complaints of bullying or harassment;
- ensures that we respond sensitively and promptly; and,
- supports our employees in ensuring their behaviour does not amount to bullying and/or harassment by giving examples.

Scope

This policy covers bullying and harassment of and by clerks and all employees engaged to work at Fakenham Town Council. Should agency staff, or contractors have a complaint connected to their engagement with Fakenham Town Council this should be raised to their nominated contact, manager, or the Chair of the Council, in the first instance. Should the complaint be about the chair of the council the complaint should be raised to the Council's HR committee.

Agency staff, or contractors are equally expected to treat council colleagues, and other representatives and stakeholders with dignity and respect, and the council may terminate the contract, without notice, where there are suspicions of harassment or bullying.

Complaints about other employment matters will be managed under the council's grievance policy.

It is noted that the management of a situation may differ depending on who the allegations relate to (e.g. employees, contractor, councillor), however, the council will take appropriate action if any of its employees are bullied or harassed by employees, councillors, members of the public, suppliers or contractors.

The position on bullying and harassment

All staff and council representatives are entitled to dignity, respect and courtesy within the workplace and to not experience any form of discrimination. Fakenham Town Council will not tolerate bullying or harassment in our workplace or at work-related events outside of the workplace, whether the conduct is a one-off act or repeated course of conduct, and whether harm is intended or not. Neither will we tolerate retaliation against, or victimisation of, any person involved in bringing a complaint of harassment or bullying. You should also be aware that, if you have bullied or harassed someone (e.g. physical violence, harassment, **sexual harassment**), in some circumstances the treatment may amount to a crime punishable by a fine or imprisonment.

We expect all representatives of the council to treat each other with respect and uphold the values of the code of conduct, civility and respect pledge, equality & diversity policy, and all other policies and procedures set by the Council.

We expect you to demonstrate respect by listening and paying attention to others, having consideration for other people's feelings, following protocols and rules, showing appreciation and thanks, and being kind.

Allegations of bullying and harassment will be treated seriously. Investigations will be carried out promptly, sensitively and, as far as possible, confidentially. See the grievance policy for further details regarding the process. Employees and others who make allegations of bullying or harassment in good faith will not be treated less favourably as a result.

False accusations of harassment or bullying can have a serious effect on innocent individuals. Staff and others have a responsibility not to make false allegations. While we will assume that all complaints of bullying and harassment are made in good faith, in the event that allegations are found to be malicious or vexatious the person raising the complaint may be subject to action under the council's disciplinary procedure.

Harassment

- Where a person is subject to uninvited conduct that violates their dignity, in connection with a protected characteristic
- Behaviour that creates a hostile, humiliating, degrading or similarly offensive environment in relation to a protected characteristic
- **Unwanted behaviour violating someone's dignity, or creating an intimidating, hostile, humiliating or offensive environment whether it was intended or not**

Bullying

- Behaviour that leaves the victim feeling threatened, intimidated, humiliated, vulnerable or otherwise upset. It does not need to be connected to a protected characteristic.

What Type of Treatment amounts to Bullying or Harassment?

'Bullying' or 'harassment' are phrases that apply to treatment from one person (or a group of people) to another that is unwanted and that has the effect of violating that person's dignity or creating an intimidating, hostile, degrading, humiliating, or offensive environment for that person.

Examples of bullying and harassment include:

- Physical conduct ranging from unwelcome touching to serious assault
- Unwelcome sexual advances
- The offer of rewards for going along with sexual advances e.g. promotion, access to training
- Threats for rejecting sexual advances
- Demeaning comments about a person's appearance
- Verbal abuse or offensive comments, including jokes or pranks related to age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Unwanted nicknames, especially related to a person's age, disability, gender re-assignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex or sexual orientation
- Spreading malicious rumours or insulting someone
- Lewd or suggestive comments or gestures
- Deliberate exclusion from conversations, work activities or social activities.
- Withholding information a person needs in order to do their job
- Practical jokes, initiation ceremonies or inappropriate birthday rituals
- Physical abuse such as hitting, pushing or jostling
- Rifling through, hiding or damaging personal property
- Display of pictures or objects with sexual or racial overtones, even if not directed at any particular person
- Isolation or non-cooperation at work
- Subjecting a person to humiliation or ridicule, belittling their efforts, whether directly and / or in front of others
- The use of obscene gestures
- Abusing a position of power

Bullying and harassment can occur through verbal and face to face interactions, but can also take place through sharing inappropriate or offensive content in writing or via email and other electronic communications and social media.

It is important to recognise that conduct which one person may find acceptable, another may find totally unacceptable and behaviour could be harassment when the person had no intention to offend. We all have the right to determine what offends us. Some behaviour will be clear to any reasonable person that it is likely to offend – for example sexual touching. Other examples may be less clear, however, you should be aware that harassment will occur if behaviour continues after the recipient has advised you that the behaviour is unacceptable to them.

Harassment can also occur where the unwanted behaviour relates to a perceived characteristic (such as offensive jokes or comments based on the assumption someone is gay, even if they are not) or due

to their association with someone else (such as harassment related to their partner having a disability for example). See the council's equality and diversity Policy.

All employees must, therefore, treat their colleagues with respect and appropriate sensitivity and should feel able to challenge behaviour that they find offensive even if it is not directed at them.

It is important to recognise that bullying does not include appropriate criticism of an employee's behaviour or effective, robust performance management. Constructive and fair feedback about your behaviour or performance from your manager or colleagues/Councillors is not bullying. It is part of normal employment and management routines and should not be interpreted as anything different.

Victimisation

Victimisation is subjecting a person to a detriment because they have, in good faith, complained (whether formally or otherwise) that someone has been bullying or harassing them or someone else, or supported someone to make a complaint or given evidence in relation to a complaint. This would include isolating someone because they have made a complaint or giving them a heavier or more difficult workload.

Provided that you act in good faith, i.e. you genuinely believe that what you are saying is true, you have a right not to be victimised for making a complaint or doing anything in relation to a complaint of bullying or harassment and the council will take appropriate action to deal with any alleged victimisation, which may include disciplinary action against anyone found to have victimised you.

Making a complaint that you know to be untrue, or giving evidence that you know to be untrue, may lead to disciplinary action being taken against you.

Reporting Concerns

What you should do if you feel you are being bullied or harassed by a member of the public or supplier (as opposed to a colleague)

If you are being bullied or harassed by someone with whom you come into contact at work, please raise this with your nominated manager in the first instance or, with the clerk/or a councillor. Any such report will be taken seriously, and we will decide how best to deal with the situation, in consultation with you.

What you should do if you feel you are being bullied or harassed by a councillor: If you are being bullied or harassed by a councillor, please raise this with the clerk or the chair of the council in the first instance. They will then decide how best to deal with the situation, in consultation with you. There are two possible avenues for you, informal or formal. The Informal Resolution is described below. Formal concerns regarding potential breaches of the Councillors Code of Conduct must be investigated by the Monitoring Officer.

The council will consider reasonable measures to protect your health and safety. Such measures may include a temporary change in duties or change of work location, not attending meetings with the person about whom the complaint has been made etc.

What you should do if you witness an incident you believe to be harassment or bullying: If you witness such behaviour you should report the incident in confidence to the clerk or a councillor. Such reports will be taken seriously and will be treated in strict confidence as far as it is possible to do so.

What you should do if you are being bullied or harassed by another member of staff: If you are being bullied or harassed by a colleague or contractor, there are two possible avenues for you, informal or formal. These are described below.

Informal resolution

If you are being bullied or harassed, you may be able to resolve the situation yourself by explaining clearly to the perpetrator(s) that their behaviour is unacceptable, contrary to the council's policy and must stop. Alternatively, you may wish to ask the clerk or a colleague to put this on your behalf or to be with you when confronting the perpetrator(s).

If the above approach does not work or if you do not want to try to resolve the situation in this way, or if you are being bullied by your own nominated manager, you should raise the issue with the chair of the council. (If your concern relates to the chair, you should raise it with the chair of the HR committee). The chair (or another appropriate person) will discuss with you the option of trying to resolve the situation informally by telling the alleged perpetrator, without prejudicing the matter, that:

- there has been a complaint that their behaviour is having an adverse effect on a member of the council staff
- such behaviour is contrary to our policy
- for employees, the continuation of such behaviour could amount to a serious disciplinary offence

It may be possible for this conversation to take place with the alleged perpetrator without revealing your name, if this is what you want. The person dealing with it will also stress that the conversation is confidential.

In certain circumstances we may be able to involve a neutral third party (a mediator) to facilitate a resolution of the problem. The chair (or another appropriate person) will discuss this with you if it is appropriate.

If your complaint is resolved informally, the alleged perpetrator(s) will not usually be subject to disciplinary sanctions. However, in exceptional circumstances (such as extremely serious allegation or in cases where a problem has happened before) we may decide to investigate further and take more formal action notwithstanding that you raised the matter informally. We will consult with you before taking this step.

Raising a formal complaint

If informal resolution is unsuccessful or inappropriate, you can make a formal complaint about bullying and harassment through the council's grievance procedure. You should raise your complaint to the clerk or the chair of the council. A formal complaint may ultimately lead to disciplinary action against the perpetrator(s) where they are employed.

The clerk or the chair of the council will appoint someone to investigate your complaint in line with the grievance policy. You will need to co-operate with the investigation and provide the following details (if not already provided):

- The name of the alleged perpetrator(s),
- The nature of the harassment or bullying,
- The dates and times the harassment or bullying occurred,
- The names of any witnesses and
- Any action taken by you to resolve the matter informally.

The alleged perpetrator(s) would normally need to be told your name and the details of your grievance in order for the issue to be investigated properly. However, we will carry out the investigation as confidentially and sensitively as possible. Where you and the alleged perpetrator(s) work in proximity to each other, we will consider whether it is appropriate to make temporary adjustments to working arrangements whilst the matter is being investigated.

Where your complaint relates to potential breaches of the Councillors Code of Conduct, these will need to be investigated by the Monitoring Officer. The council will consider any adjustments to support you in your work and to manage the relationship with the councillor the allegations relate to, while the investigation proceeds.

Investigations will be carried out promptly (without unreasonable delay), sensitively and, as far as possible, confidentially. When carrying out any investigations, we will ensure that individuals' personal data is handled in accordance with the data protection policy.

The council will consider how to protect your health and wellbeing whilst the investigation is taking place and discuss this with you. Depending on the nature of the allegations, the Investigator may want to meet with you to understand better your complaint (see the grievance policy for further information, and details of your right to be accompanied).

After the investigation, a panel will meet with you to consider the complaint and the findings of the investigation in accordance with the grievance procedure. At the meeting you may be accompanied by a fellow worker or a trade union official.

Following the conclusion of the hearing the panel will write to you to inform you of the decision and to notify you of your right to appeal if you are dissatisfied with the outcome. You should put your appeal in writing explaining the reasons why you are dissatisfied with the decision. Your appeal will be heard under the appeal process that is described in the grievance procedure.

The use of the Disciplinary Procedure

If at any stage from the point at which a complaint is raised, we believe there is a case to answer and a disciplinary offence might have been committed, we will instigate our disciplinary procedure. We will keep you informed of the outcome.

Reviewed at Policy & Resources 16th July 2024 Governance & Finance 16th June 2026
Ratified at Full Council 31st July 2024 24th June 2026



Fakenham Connect
 Oak Street
 Fakenham
 Norfolk
 NR21 9DY
 Tel: 01328 853653

e-mail: info@fakenhamtowncouncil.gov.uk
 website: fakenhamtowncouncil.gov.uk

Fakenham Town Council

HEALTH & SAFETY POLICY

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1. Policy Statement

Fakenham Town Council recognises and accepts its responsibilities as an employer for providing a safe and healthy workplace and working environments for all its employees, and for protecting the safety of others who may be affected by its work. Fakenham Town Council is committed to providing a safe and healthy working environment for employees, councillors, contractors, volunteers and members of the public who may be affected by its activities. This Health and Safety Policy as required by the Health and Safety at Work Act 1974 defines the way we manage the health and safety hazards and risks associated with our business, premises and activities

All reasonable measures will be taken to ensure that a safe working and community environment is created.

Members of the Council have the responsibility for implementing this Policy and must ensure health and safety considerations are always given priority in planning and day-to-day supervision of work.

It is a requirement of the Health and Safety (Consultation with Employees) Regulations 1996 for employers to consult with employees on matters relating to health and safety. These regulations complement the Safety Representatives and Safety Committees Regulations 1977, which place duties on employers to consult with safety representatives who have officially been appointed as such by the trade unions. Employees will be consulted by the Clerk on matters regarding their health and safety during general employee's meetings and day to day contact.

All Employees are expected to co-operate in carrying out this Policy throughout the Council activities and must ensure that their own work, so far as is reasonably practicable, is carried out without risk to themselves or others. All Employees and Contractors associated with any works carried out by the Council will be made aware of this Policy and the importance of commitment to its objectives.

The organisation and arrangements for implementing the Policy are set out in the Policy document. The Policy will be kept up to date in response to changes in legislation or best practice. To ensure this, the Policy and the way in which it has operated, will be reviewed annually or as the need arises.

2. Duties and Responsibilities of Councillors

All Councillors are jointly responsible for the implementation of the Council Health & Safety Policy, for monitoring the day to day administration of the Council's affairs, and ensuring that all insurance policies are in date.

In doing so, they will ensure that:

- A copy of this Policy is circulated to all Employees on appointment. Opportunity will be given to discuss this Policy on an individual basis to ensure that it is fully understood and implemented.
- The Council's activities are monitored to ensure that the objectives of the Health & Safety Policy are being complied with.
- Contracts of employment include compliance with statutory and company health, safety & environmental requirements
- All staff have adequate competence and training for carrying out their specific jobs and for ensuring the health, safety and welfare of themselves and those around them.
- Employees are aware of the hazards which may exist within the operation of their tasks, and that they fully understand and observe all aspects of the Council's Health & Safety Policy.
- No employee shall be engaged in any work activity where technical knowledge or experience is necessary to prevent danger or injury unless they possess such knowledge or experience, or is under supervision of a competent person having regard to the nature of the work.
- Safe methods of work are adopted.

- All suppliers comply with Section 6 of the Health & Safety at Work Act (HASAWA) in supplying articles and substances that are safe and without risk to health when properly used and to provide information to enable them to be properly used.
- Any accidents arising out of the Council's activities are recorded, reported and investigated as detailed in the accident reporting procedure.
- Regular inspections of equipment are carried out and necessary records kept.
- Appropriate risk assessments and safe systems of work are in force.

Councillors have overall responsibility for ensuring that health and safety is effectively managed throughout the Council's activities. In fulfilling this responsibility, Councillors will:

- Promote a positive health and safety culture throughout.
- Ensure adequate resources are available to implement this policy.
- Monitor health and safety performance and compliance with legal requirements.
- Ensure suitable risk assessments and safe systems of work are in place.
- Ensure employees receive appropriate information, instruction, training and supervision.
- Ensure accidents, incidents and near misses are reported, investigated and appropriate corrective action taken.
- Ensure work equipment, premises and Council assets are maintained in a safe condition.
- Consider health and safety implications when making decisions and approving projects, activities and budgets.
- Review this policy at least annually and whenever significant changes occur.

3. Duties and Responsibilities of all Employees

- Employees have a responsibility to conform to the Council's policy and with the Health & Safety at Work etc. Act 1974 and associated legislation.
- Employees have a statutory duty to take reasonable care of the safety and health of themselves and others who may be affected by their acts or omissions and to cooperate with the company to enable it to fulfil statutory obligations. They should also ensure that they are physically fit and technically responsible for the work requested of them.
- Employees have responsibility for properly using any safety devices involved in their work. They will not recklessly interfere with or misuse anything provided in the interests of health, safety and welfare.
- All accidents and near miss incidents shall be reported to management and recorded in the Council's Accident Book as soon after the event as possible. Employees will also co-operate with the Council in investigating all accidents and near misses.
- Employees must request assistance or advice about any area of work that they are not familiar with.

All employees have a legal duty to take reasonable care of their own health and safety and that of others who may be affected by their actions or omissions at work.

Employees must:

- Comply with this Health and Safety Policy and associated procedures.
- Co-operate with the Council in meeting its legal health and safety obligations.
- Follow safe working practices, risk assessments and instructions provided.
- Use equipment, tools and personal protective equipment correctly and report any defects immediately.
- Report accidents, incidents, near misses, hazards and unsafe conditions as soon as reasonably practicable.
- Attend mandatory health and safety training.
- Not intentionally interfere with or misuse anything provided in the interests of health, safety or welfare.
- Seek advice or assistance if unsure how to carry out a task safely.

Failure to comply with health and safety requirements may result in disciplinary action.

4. Contractors

Contractors must comply with the following:

- Any Contractors employed by Fakenham Town Council shall be responsible for always conducting themselves safely and in complying with the Council's Health & Safety Policy.
- Any work carried out must be fully in compliance with Statutory Legislation and Codes of Practice to ensure the health and safety of their own Employees and others on and off site.
- All tools and equipment that they bring onto site must be safe and in sound working order. All necessary guards and safety devices must be in place and necessary Certificates must be available for checking.
- Any injury sustained whilst on site must be reported to a member of management staff immediately.
- All electrical equipment must have a valid Portable Appliance Test
- Contractors must provide written Risk Assessments and Method Statements where necessary, before commencing work for or on behalf of Fakenham Town Council.
- Contractors must report any incidents where materials containing asbestos become broken or damaged.

The Council recognises its duty to ensure, so far as is reasonably practicable, that contractors undertaking work on its behalf operate safely and without risk to employees, councillors, volunteers, visitors or members of the public.

All contractors engaged by the Council must:

- Comply with all relevant health and safety legislation.
- Be competent to undertake the work for which they are engaged.
- Provide suitable risk assessments and method statements (RAMS) where required.
- Maintain appropriate Public Liability Insurance and, where applicable, Employers' Liability Insurance.
- Ensure that all equipment, machinery and tools brought onto Council premises are safe, properly maintained and suitable for use.
- Ensure employees are appropriately trained, supervised and competent.
- Report accidents, incidents, hazards and dangerous occurrences arising from their work.

- Comply with any site-specific health and safety arrangements communicated by the Council.
- Immediately stop work and notify the Council where a serious risk to health and safety is identified.

The Council reserves the right to stop work or terminate contracts where contractors fail to comply with health and safety requirements.

5. Volunteers

The Council recognises that volunteers may assist with Council activities. Volunteers will be provided with appropriate information, instruction, training and supervision and are expected to comply with this policy and any relevant risk assessments or safe working procedures.

6. Visitors

Fakenham Town Council owes a Duty of Care to Contractors, Suppliers and Visitors to the Council owned areas of the town. Councillors will ensure so far as is reasonably practicable that safe access and egress is available and that areas are maintained in a safe condition.

7. Risk Assessments

Generic Risk Assessments will be carried out by the Clerk for all public areas and estate assets. These Assessments will be recorded, monitored and reviewed where necessary. Where technical expertise is required and/or there are serious/significant risks being assessed, qualified experts may be required to advise and undertake the assessment. Employees will also help to inform the assessments.

Action required to remove/control risks will be approved by the Clerk / relevant committee. A Risk based approach will inform the frequency of inspections for the Town Council's open space areas and the measures to be implemented to mitigate against the hazard /risk.

The following format will be used for risk assessment:

- Identify the task to be conducted and hazards arising from it
- Identify who could be harmed by the task and how
- Evaluate risks, and decide if existing controls/precautions are adequate
- Record the findings; Any significant findings will be recorded and discussed with the employees involved.
- Where necessary in the light of the risk assessment, appropriate control measures will be implemented.

8. Training

Councillors are responsible for ensuring that appropriate Health & Safety training is provided for Employees. The Clerk is responsible for maintaining records of such training. Where specific jobs require special training, the Clerk will plan for this to be undertaken, which can be by a work colleague, attendance on a training course or similar. Ongoing Training will be identified, arranged and monitored by the Clerk who will also plan for refresher training to be completed on an annual basis or such approved frequency determined by the service area risk assessment.

Refresher training will be provided at intervals determined by legal requirements, risk assessment and operational need.

9. Accident Reporting

- There is a legal duty placed upon the Council to report and record all accidents at work. Details of all accidents involving employees or members of the public shall be recorded in an Accident book held in the council offices.
- Individual employees are responsible for reporting accidents and potential accidents/near misses that occur at work.
- In accordance with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 certain specific injuries caused by accidents at work and resulting in absence from work more than ~~three~~ **Seven** consecutive days **not counting the day of the accident** must be reported for appropriate action.
- Accidents should be reported to the Council as soon as practicable, so that appropriate action is taken.
- Systems and procedures will be modified as necessary at the earliest opportunity
- In addition, all other Health & Safety Documents which, form part of the Health & Safety Policy, Fire, Risk Assessments, COSHH etc will be maintained and these are available to all employees in conjunction with this Policy.

10. First Aid

The Health and Safety (First Aid) Regulations 1981 (Last amended 2024). First aid means treating minor injuries at work and giving immediate attention to more serious casualties until medical help is available. Through this initial management of injury or illness suffered at work, lives can be saved, and minor injuries prevented from beginning major ones. First aid equipment is readily accessible at each premises and is kept stocked, clean and ready for use, First Aid Boxes must be properly replenished after use.

11. Fire & Evacuation

Dangerous Substances and Explosive Atmospheres Regulations 2002 (last amended 2013) Regulatory Reform (Fire Safety) Order 2005. UK fire regulations require a fire risk assessment for all workplaces. An appropriate provision of fire exits signs, alarms and extinguishers as well as Fire evacuation procedures must be provided at each place of work / public office.

Fire alarms and extinguishers at the Council Offices are checked periodically.

All fire escape routes must be kept clear and well signposted. The responsibility for this lies with all employees but in particular: Fire exit doors must be always kept clear of obstruction. Fire prevention doors must be kept always closed.

12. Personal Protective Equipment

A Personal Protective Equipment Assessment is completed for each task to ensure that appropriate information, equipment, instruction and training is issued.

PPE is supplied to protect employees/councillors/volunteers free of charge and must be used correctly. PPE will be supplied to employees when and where necessary. This must suitably fit and be kept in good repair.

PPE will only be supplied to councillors/volunteers undertaking Council business. Under no circumstances must any PPE equipment be kept by individuals. PPE held by councillors/volunteers must be stored correctly, be checked and cleaned and signed in and out. PPE must comply with UK legislation, and any defects or loss must be reported to the Town Clerk.

13. Hazardous substances

Control of Substances Hazardous to Health Regulations 2002 (COSHH) Classification, Labelling and Packaging Regulations 2008 (CLP) Control of Lead at Work Regulations 2002 COSHH.

- COSHH safety notices and Guidance Procedures are to be displayed on the applicable storage cupboards. Employees who use hazardous substances will be responsible for undertaking the COSHH assessments.
- Employees are responsible for notifying the Office of any hazardous substances for use in order that the Product Data Sheets can be obtained and Risk Assessments including appropriate control measures can be identified and implemented.
- The Clerk will be responsible for ensuring that all of their relevant employees are informed about the COSHH assessments.
- Risk Assessments will be reviewed every 3 years or when the work activity changes, whichever is soonest.
- Safety Data Sheets from suppliers are to be maintained at the appropriate Offices
- All staff should be aware of procedures in the event of a spillage of hazardous substances and for ensuring that stocks of spill control equipment are maintained

14. Display screen equipment

Display Screen Equipment Health and Safety (Display Screen Equipment) Regulations 1992 (as amended by the Health & Safety Miscellaneous Amendments Regulations 2002) Using a computer or other kinds of display screen equipment (visual display units) can give rise to back problems, repetitive strain injury or other musculoskeletal disorders. These health problems may become serious if no action is taken. They can be caused by poor design of workstations (and associated equipment such as chairs), insufficient space, lack of training or not taking breaks from display screen work. Work with a screen does not cause eye damage, but many users experience temporary eye strain or stress. This can lead to reduced work efficiency or taking time off work. All relevant employees;

- Should be given the necessary training
- complete a display screen risk assessment
- implement any necessary control measures to eliminate or reduce the identified risks.

Where applicable, staff will be able to arrange eye tests at appropriate intervals, for which reimbursement of the cost can be claimed from Fakenham Town Council

15. Vehicles

All vehicles provided for work purposes must be of sound condition and suitable for the purpose for which it is provided. The Clerk will ensure that all transport is used by competent persons and that regular maintenance and inspections are carried out to ensure safe operation. All Employees must use the vehicle in the manner to which the handbook suggests.

All persons required to drive or operate any form of transport owned by or hired by the council to carry out its undertakings must be suitably competent and, as a minimum, hold a full UK driving license. Whichever form of license or certificate is held by a driver it must be produced when requested by the Clerk. It is the responsibility of any driver to inform the Clerk if they are convicted of any offence in relation to their driving license and penalties bestowed upon them. Failure to do this could result in the dismissal of that employee.

All drivers of vehicles must ensure that they report all defects to the Clerk. If the defect presents a significant hazard the Clerk must be informed immediately. Drivers of road going vehicles must ensure they check their vehicles in accordance with the vehicle handbook. All drivers are responsible for the safety of their own vehicles. They must ensure that they leave their vehicles / machines in a safe condition whereby unauthorised start-up is prevented. Each vehicle / machine must be parked in a sensible area where it does not present a hazard to other people. Keys must be removed, and the vehicle / machine locked.

All persons driving on behalf of the council must do so in accordance with the Road Traffic Act and Highway Code. At no time, during business or private use, will the Council accept responsibility for any offences committed. If an offence is committed, the employee will be responsible for any fines imposed and may be subject to disciplinary action, which may result in their dismissal.

All vehicles which can carry a passenger will be classed as enclosed workplace and will be subject to the smoking bans. A relevant sign will be placed in the vehicle where it can be seen. Anyone found to be smoking in such a vehicle will be dealt with under the company's disciplinary procedures.

Travelling on Town Council Business (including Councillors) If travelling alone or using your own vehicle, ensure that you are sufficiently fit and healthy to drive ensure that your vehicle is maintained in a safe condition and fit for the road with sufficient fuel for your journey and take sufficient account of adverse weather conditions, avoid parking in poorly lit and isolated areas and ensure your motor insurance policy covers the activity you are undertaking.

16. Asbestos

The Control of Asbestos Regulations 2012 / The Control of Asbestos at Work Regulations 2002 (CAWR) introduces an explicit duty to manage asbestos in non-domestic premises, to manage the risk of exposure to asbestos or asbestos containing material (ACM). The duty to manage requires those in control of premises to;

- Take reasonable steps to determine the location and condition of materials likely to contain asbestos.
- Presume materials contain asbestos unless there is strong evidence that they do not.
- Make and keep an up-to-date record of the location and condition of the ACMs or presumed ACMs in the premises.
- Assess the risk of the likelihood of anyone being exposed to fibres from these materials. Employees must report any incidents whereby ACM become broken or damaged.

- Prepare a plan setting out how the risks from the materials are to be managed.
- Take the necessary steps to put the plan into action
- Review and monitor the plan periodically
- Provide information on the location and condition of the materials to anyone who is liable to work on or disturb them.

17. Machinery

When using machinery of all types, i.e. drills, lawnmowers, tractors etc., all dangerous parts must be identified, and guards positioned when in working order. Unsafe equipment or machinery must not be used. Manufacturers or supplier instructions must be followed and maintenance programmes followed.

- Any defect in equipment or machinery must be rectified before use.
- If equipment provided by the Employer is damaged or faulty the Employee is responsible for the immediate return or report of such equipment to the Employer for repair or replacement.
- If the equipment is lost or damaged through negligence, there is an onus on the Employee to report such loss or damage immediately.
- Safety equipment and protective clothing will be provided where necessary and employees must ensure that this is used.

18. Electrical Equipment

PAT testing must be carried out at appropriate intervals. All employees should make suitable arrangements for ensuring that all plugs and cables are inspected and that loose connections or faults are rectified before the equipment is used. Aspects to look for should include damage to the plug, cable or equipment casing, use of tape to join wiring, overheating, and whether the item has been exposed to conditions for which it is not suitable, e.g. a wet environment Any faults should be reported to the office so that the necessary repairs can be undertaken by a qualified electrician.

19. Manual Handling

Manual Handling Manual Handling Operations Regulations 1992 (as amended by the Health & Safety Miscellaneous Amendments Regulations 2002) Management of Health and Safety at Work Regulations 1999. Where manual handling is necessary, risks will be assessed by considering factors such as the weight and nature of the load, the distance carried, frequency, posture, and the working environment. Steps will be taken to reduce risks, including the use of suitable equipment, safe working procedures, and, where appropriate, the provision of training. Employees are expected to follow safe practices, use equipment correctly, cooperate with management, and report any concerns related to manual handling.

20. Working at Heights

The Work at Height Regulations 2005 and Provision and Use of Work Equipment Regulations 1998 Power Lifting Operations and Lifting Equipment Regulations 1998 Construction (Design & Management) Regulations 2015. A fall from height has sudden and irreversible consequences and can only be prevented by ensuring that each task associated with working at height is carefully planned before deciding if the method of gaining access is appropriate. The overriding principle is to do all that is practicable to prevent anyone falling.

Strict adherence to the principles and practices within the Work at Height Regulations 2005, and its Schedules, is the only acceptable solution.

21. Lone Working

A Lone Working Policy which is designed to raise awareness of the risks presented by lone working, to identify the responsibilities each person has in this situation, and to give guidance on how to manage such risks has been produced by the Town Council. **Employees must follow the requirements of the Lone Working Policy and any associated risk assessments.**

22. Stress and Mental Health at Work

Management of Health and Safety at Work Regulations 1999.

The Health & Safety Executive defines stress as “the adverse reaction people have to excessive pressure or other types of demand placed on them”. This makes an important distinction between pressure, which can be a positive state if managed correctly, and stress which can be detrimental to health. Stress at work can be tackled in the same way as any other risk to health – by identifying the hazards, assessing who is at risk and the level of risk, deciding how to manage the risk and putting the plans into action. To reduce stress in the organisation;

- Managers and the staff they are responsible for should keep in regular contact.
- Managers should ensure they hold regular team meetings and one to one meetings with individual members of staff, providing for an opportunity for all to raise any issues of concern and explore a way to resolve them.
- Ensure good communication between management and employees, particularly where there are organisational and procedural changes.
- Ensure employees are fully trained to discharge their duties.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that full time employees are not overworking.
- Monitor holidays to ensure that employees are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction.
- Be vigilant and offer additional support to a member of employees who is experiencing stress outside work, e.g. bereavement or separation.
- Employees will raise issues of concern with the Clerk or Chairman.

The Council recognises the importance of mental health and wellbeing and is committed to supporting employees through appropriate management practices, training, occupational health support and reasonable workplace adjustments.

23. Noise

The Control of Noise at Work Regulations 2005 & Noise at Work Regulations 1989 High levels of noise at work can cause hearing loss. All reasonable steps are taken to ensure, so far as is reasonably practicable, the risk of hearing damage to employees who work with noisy equipment is reduced to a minimum. If at any time the Clerk or an employee complains of high noise levels or the Clerk suspects the noise levels exceed those recommended, a noise assessment will be carried out by a competent person. Any areas or

equipment suspected of producing high noise levels must be reported the Clerk. Noise assessments are to be used as a basis for formulating action plans for reducing the risk of hearing damage. Measures to take to control noise;

Eliminate the noise at source or where this is not reasonably practicable, reduce it to a minimum by using engineering methods e.g. quieter equipment.

Carry out organisational changes to obstruct the path of the noise e.g. by erecting noise enclosures around equipment or by using barriers / screens.

Limit the number of people exposed to the noise source or the amount of time that they are exposed.

The establishment of noise protection zones where applicable.

Where noise levels are at the lower exposure action value (LAV) of 80dB(A), and the noise levels cannot be eliminated or reduced any further then hearing protection must be supplied. At these levels the employee does not have to wear it. Where the noise levels are at the upper action value of 85dB(A) a risk assessment is to be carried out. If the noise cannot be eliminated or controlled sufficiently then hearing protection zones are to be established and hearing protection supplied. Employees must wear hearing protection at this point. When hearing protection is provided, the Clerk will ensure that it is suitable and effective. They will also ensure that it is compatible with other PPE that has to be worn.

24. Violence at work

To avoid violence and aggression from members of the public or contractors, all staff should avoid getting into a confrontational situation. Always remain polite, but back off from situations that are potentially dangerous. Conflict training provided. Any incidents should be reported to the Clerk who may call the Police, if it is considered necessary.

25. Play Equipment

All play equipment is subject to a detailed Annual safety inspection by independent specialists and at least 2 operational inspections per annum. These detailed inspections should be supplemented with more frequent inspections by the Council's own staff, a visual inspection is carried out on a weekly basis to check for any obvious vandalism, wear and tear, broken glass, dog fouling, etc. A more detailed inspection is carried out monthly. All inspections should be formally recorded. Any equipment found to be unsafe should be immobilised and taken out of use. In some cases, it may be sufficient to cordon off the area, in others it may be necessary to remove the item completely to ensure the safety of users. DIY repairs should not be carried out unless they are endorsed by the original manufacturer or installer. All repairs shall be carried out by a competent person

26. Vibration

Control of Vibration at Work Regulations 2005, Health and Safety at Work Regulations 1999 Provision and Use of Work Equipment Regulations 1998. Vibration from work with powered handheld tools, equipment or processes can damage the hands and arms of users causing 'hand-arm vibration syndrome'. This is a painful, irreversible condition which includes 'vibration white finger' and the effects can be impaired blood circulation, damage to the nerves and muscles, and loss of ability to grip properly. Back damage can be caused by vibration from a vehicle or machine passing through the seat into the driver's body through the buttocks – known as whole body vibration. Whole body vibration can also be caused by standing on the platform of a vehicle or machine, so vibration passes into the operator

through their feet. Work equipment should be used to the manufacturer's guidelines only by trained staff with appropriate PPE. Staff are advised to report any faults immediately

27. Legislation

The following legislation may affect Employees, Councillors, Visitors and Contractors:

Health & Safety Legislation:

THE HEALTH & SAFETY AT WORK ETC. ACT 1974

THE MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1999

WORKPLACE (HEALTH, SAFETY AND WELFARE) REGULATIONS 1992

PROVISION AND USE OF WORK EQUIPMENT REGULATIONS 1998 (PUWER)

HEALTH & SAFETY (DISPLAY SCREEN EQUIPMENT) REGULATIONS 1992 (as amended 2002)

PERSONAL PROTECTIVE EQUIPMENT AT WORK REGULATIONS 1992 (as amended 2022)

REPORTING OF INJURIES, DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 2013 (R.I.D.D.O.R)

ELECTRICITY AT WORK REGULATIONS 1989

CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 2002 (COSHH)

HEALTH & SAFETY (FIRST AID) REGULATIONS 2013 1981 (as amended)

~~FIRE PRECAUTIONS ACT 1971~~

~~FIRE PRECAUTIONS (WORKPLACE) REGULATIONS 1999~~

REGULATORY REFORM (FIRE SAFETY) ORDER 2005

HEALTH & SAFETY (CONSULTATION WITH EMPLOYEES) REGULATIONS 1996

OFFICES, SHOPS AND RAILWAY PREMISES ACT 1963

EQUALITY ACT 2010

CONTROL OF VIBRATION AT WORK REGULATIONS 2005

OCCUPIERS LIABILITY ACTS 1957 And 1984

This is not a definitive list, other legislation may be relevant.

~~Ratified at Governance & Finance 19th August 2025~~

Reviewed at Governance & Finance 16th June 2026

Ratified at Full Council 24th June 2026



MARKET TOLLS GRANT APPLICATION FORM

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

Name of Organisation

THE FAKENHAM SOCIETY

Main Contact Name

MRS A CLAUSSEN-REYNOLDS

Contact e-mail Address

Secretary@fakenhamsociety.org.uk

Contact Phone Number

[Redacted]

Contact Address

[Redacted]

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

Since 1948

Do you have a formal constitution?

YES

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

NO

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

62 plus guests 80%+ FAK

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

NO

Do you have an annual record of accounts?

YES

Please describe your group's main activities:

TO PROVIDE A SOCIAL EVENT WITH REGULAR ENTERTAINMENT CONSISTING OF INTERESTING AND EDUCATIONAL SPEAKERS ON A REGULAR TWO WEEK INTERVAL OCTOBER - MARCH (INCL)

What is the Grant For?

FURTHER ADVERTISING TO ALL FAKENHAM THINGS, SOME S, 200 approx. THE GRANT WOULD COVER PRINTING COSTS OF ADVERTISING, LOCAL MAGAZINES/PAPERS; COST OF PRINTING LEAFLETS/PROGRAMMES BY LOCAL PRINTER. THIS TO ENCOURAGE A RETURN OF FORMER AND NEW MEMBERS DUE TO LOSS OF MEMBERS FROM COVID PANDEMIC AND OTHER NATURAL CAUSES. FINANCES ARE NOT SUSTAINABLE AND CAN ONLY BE MAINTAINED BY INCREASING MEMBERSHIP AND ENCOURAGING GUESTS/VISITORS. TO MAINTAIN THE QUALITY OF SPEAKERS WOULD ALLOW US TO DO THIS, AND THEREFORE ENCOURAGE FAKENHAM RESIDENT (SPEAKERS COST £800-1100 as a guide)

Who will benefit from the grant if approved?

THE FAKENHAM RESIDENTS

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

SUPPORT OF SOCIAL EVENTS WITH SPEAKER EDUCATIONS FOR FAKENHAM RESIDENTS LOCAL MAGAZINES. SUPPORT FOR THE GALLOP CENTRE WILL EASE ISOLATION FOR RESIDENTS GIVING A PLACE TO MEET

How much are you applying for?

£ 2350.00

How many Fakenham residents will benefit from the monies?

ALL MEMBERS OF SOCIETY

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

NONE

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

SEASON WILL STILL GO AHEAD BUT THE QUALITY OF SPEAKERS WILL REDUCE SO MAY NOT ATTRACT NEW MEMBERS ADVERTISING IN LOCAL MAGAZINES MAY NEED TO BE REDUCED

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

funded: Item	Cost	Funded From
12 X SPEAKERS	675	MEMBERSHIP + RAFFLE
ADVERTISING	100	
ROOM HIRE	900	
BROCHURE / PROGRAMME	75	
Total Project Cost:	2350	

Terms and Conditions

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

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

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

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

Name

MRS A CLAUSSEN-REYNOLDS

Position in Organisation

SECRETARY

Signature

[Redacted Signature]

Date

9th June 2026

This completed application forms, copy of your financial accounts, bank statement and any other supporting documents should be returned to:

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

Dear Consultee,

Action may be required - please read the important information below regarding the review of the North Norfolk Local Plan and launch of a 'Call for Sites' consultation.

We are writing to you because we hold your contact information, as you or your organisation have previously been identified as a General or Statutory Consultee in relation to preparing the Local Plan for North Norfolk, have voluntarily signed up to our Local Plan Consultation Database to be kept informed, or have previously submitted representations to the Local Plan process.

Local Plan Review

The North Norfolk Local Plan 2024-2040 was adopted in December 2025. However, national planning policy and legislation have changed since then, including updated Government guidance on housing need. This means the Council is required to begin work on a new Local Plan to make sure that planning policies remain up to date and effective, and that growth needs are planned for.

The Council is required to give at least four months' notice of its intention to commence Local Plan preparation under the new plan-making system, and to publish a timetable setting out the key dates for preparing the Local Plan or any Supplementary Plans. This is currently scheduled to take place by or before 30 June 2026. Further information will be provided on our [Local Plan review](#) web page when available.

Processing your data

Under the previous Local Plan process, the Council collected and used your contact data to keep you informed of key stages and consultation opportunities. As we begin preparation of a new Local Plan, we will continue to use your data for this purpose. We are also taking this opportunity to update you on how your data will be used and to provide you with an opportunity to review your preferences.

The processing of personal data is necessary for preparing a Local Plan, a statutory function undertaken by the Council under the Planning and Compulsory Purchase Act 2004 and associated regulations. This processing is necessary for the performance of a

task carried out in the public interest, rather than based on consent. In some cases, the Council is required to consult certain bodies as part of the Local Plan process, including statutory consultees and general consultation bodies (such as community groups, business interests, and groups representing protected characteristics).

We will only use your contact details to notify you of Local Plan consultations and opportunities to make representations. We do not use this database for marketing purposes.

We may share your personal data, where necessary, with parties involved in the preparation and examination of the Local Plan. This may include the Planning Inspectorate, an independent Programme Officer appointed to support the Local Plan at examination, and other organisations or service providers acting on behalf of the Council where it is appropriate to do so and necessary safeguards are in place.

As we rely on a public task as our lawful basis, you also have the right to object to the processing of your personal data. Requests may be sent to data.protection@north-norfolk.gov.uk

Where you do so, we will consider your request in line with data protection legislation. As part of preparing a Local Plan under current planning legislation, the Council is required to engage with certain consultation bodies and the wider community at key stages. Where you have been identified as a relevant consultation body, we may need to continue to use your contact details to notify you of these consultation stages. In all cases, we will ensure that any continued use of your data is necessary, proportionate, and limited to fulfilling these statutory consultation requirements.

- If you do not wish to be contacted in future, please email your request to planning.policy@north-norfolk.gov.uk
- If you wish to amend your contact information, please email your request to planning.policy@north-norfolk.gov.uk

We will consider any request in line with data protection legislation and the Council's statutory duties.

Please respond by no later than **Monday 29 June 2026**. If we don't hear from you, we will continue to process your data for the purpose of preparing a new Local Plan in line with our [privacy notice](#).

Call for Sites

As an early stage in preparing the new Local Plan, the Council has today launched a 'Call for Sites'. This invites landowners, developers, agents, organisations, and individuals to submit land to be considered for future development.

Sites can be proposed for a range of uses, including housing, employment, infrastructure, local green space, community and other uses. It is important to emphasise that submitting a site does not mean it will be allocated for development. All submitted sites will be assessed alongside other evidence and considered as part of a wider process to determine the most appropriate locations for future growth through the Local Plan.

The Call for Sites runs from **Monday 1 June** to **Monday 13 July 2026**. Submissions will only be accepted where they have capacity to accommodate at least 5 dwellings or represent a site area of 0.25 hectares or more. Each site must be submitted individually (multiple parcels cannot be submitted together).

Further information on the Call for Sites including how to respond, is available at: www.north-norfolk.gov.uk/callforsites

Your sincerely

Chris Brown

Project Management Support Officer (Planning Policy)

Register of Interests

I am writing to let you know about an important legislative change affecting the publication of elected and co-opted Members' home addresses in Registers of Interests, which takes effect from 29 June 2026.

The Localism Act 2011 is being amended by the insertion of a new section 32A, aimed at supporting the safety of those serving in public office. This makes clear that a Member's home address should not be included in the publicly available Register of Interests unless the Member has expressly requested that it be published.

How this affects Members of Town and Parish Councils

- Members are still required to complete their Register of Interests **in full, including their home address**, by completing their Register of Interests form and updating as required. The form can be accessed here: [Register of Members Interest : Register of Interest](#). Again, Councillors **must still provide their home address on this form**.
- The Democratic Services Team at North Norfolk District Council will retain full records to ensure compliance and to support the management of conflicts of interest.
- However, when Registers are published, home addresses will not be disclosed, unless the individual Member has requested publication.

Your own Town/Parish Council website should also publish the Register of Interest forms of its Members (but redacting home addresses) and keep this up to date.

Please make your Members aware of this change and ensure that your procedures and documents are updated accordingly. Some Register of Interest forms are incomplete. Whilst this is the personal obligation of each individual Member, I would ask that your Council undertakes a review of these forms within the next three months to assist and encourage compliance.

The Democratic Services team is currently working to redact home addresses from the forms on our public register to meet the new requirements. If you have any queries please get in contact.