



## Fakenham Town Council

23<sup>rd</sup> July 2024

I give notice that the Meeting of Fakenham Town Council will be held at the  
**LOUNGE AREA, COMMUNITY CENTRE, OAK STREET, FAKENHAM**

**on WEDNESDAY 31<sup>st</sup> JULY 2024 AT 6PM**

**PLEASE NOTE VENUE, DATE AND TIME**

Yours faithfully

***L Meanley***

Lesley Meanley  
Town Clerk

## AGENDA

In the interests of openness and transparency, Councillors and Members of the Public are reminded that the law permits any person to film, record, photograph or use Social Media in order to report on the proceedings of a meeting of the Council. The Council request anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.

To receive a report from Fakenham Police

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 15 mins.

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.

### AGENDA

- 1 To consider for acceptance apologies for absence.
- 2 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.
- 3 To confirm the Full Council Minutes of the Meeting held on 26<sup>th</sup> June 2024.
- 4 To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda.

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Website: [www.fakenhamtowncouncil.gov.uk](http://www.fakenhamtowncouncil.gov.uk)

Town Clerk: Lesley Meanley

- 5 To receive the Mayor's Announcements.
- 6 To receive any reports from Councillors who have attended Meetings outside the Council.
- 7 To receive and note correspondence and comment upon any items for information and action:
- 8 To receive and note the Minutes of the Annual Assembly meeting of the Town held on: 29<sup>th</sup> May 2024 (attached)
- 9 To receive and adopt the Minutes of the Development & Market Committee held on:
  - 1<sup>st</sup> July 2024 (attached)
- 10 To receive and adopt the Minutes of the Leisure & Environment Committee held on:
  - 9<sup>th</sup> July 2024 (attached) To note: cemetery fees  
Interment of adult increased from £184 to £203, interment of cremated remains to stay at £132, ERB for conventional burial increased from £184 to £300, ERB for a child not in the children's section remains at £79, transfer of ERB increased from £27 to £30, ashes memorial tablet to remain at £95, headstone to increase from £147 to £300, child's headstone to remain at £53, Flat stone for a child to remain at £42, additional inscription to rise from £53 to £59.
- 11 To receive and adopt the minutes of the Policy & Resources meeting held on:
  - 16<sup>th</sup> July 2024 (attached) and policies as recommended in Minute 14.
- 12 Financial Matters – monthly reports
  - a. To receive and approve Fakenham Town Council & Charter Market Receipts and Payments reports for June 2024.
  - b. To receive and approve Fakenham Town Council & Charter Market Consolidated Bank reports for June 2024.
  - c. To receive and approve 1st quarter Budget v Actuals with Variances report for Fakenham Town Council
  - d. To receive and adopt minutes for the Finance Committee meeting held on 15<sup>th</sup> July 2024 (attached) Items to note: Minute 27 re street lighting: Two quotes for annual charges: 3-year contract - same service: one £955 + vat, the other £3421.37  
Minute 33: Subscription for Automated email responses. Costs circa £120p.a
  - e. To receive Finance Team report
- 13 To receive information regarding the Draft Housing allocation scheme
- 14 To elect 1 member to the Allotment sub-committee
- 15 To confirm P&R standing committee representatives and elect a fifth independent member with relevant expertise to the Policy & Resources committee
- 16 To discuss FLASH project
- 17 To discuss Town Band Accommodation
- 18 To discuss grass cutting contracts
- 19 To receive any further items for the next agenda.

- 20 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.
- 21 To confirm the confidential minutes of the Full Council meeting held on 26<sup>th</sup> June 2024 (attached) Policy & Resources meeting held on 16<sup>th</sup> July 2024 (attached) Development & Market meeting 1<sup>st</sup> July 24 (attached) Finance Sub-Committee meeting 15<sup>th</sup> July 2024 (attached) and Leisure and environment meeting held on 9<sup>th</sup> July 2024 (attached)
- 22 To discuss Town Council Accommodation
- 23 To discuss staff matters
- 24 To discuss the transfer of Land on Rudham Stile Lane from Lovell to determine if the Council wish to pursue a formal investigation.
- 25 To discuss the Norfolk Mitigation Fund
- 26 To move into Open Session.
- 27 To note the date and time of the next meeting of the Council on 28<sup>th</sup> August 2024.