

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

TUESDAY 10th December 2025 AT 18:00

Attending Committee Councillors: A Glynn (Mayor), V Joslin (Deputy Mayor), P Bucknell & J Rockett

Attending Non-Committee: None

Clerk: L Meanley

RFO & Deputy Clerk: K Lindsay

General Public: None

Press: None

Number	Agenda
106/25GF	To receive Apologies for Absence Apologies received from Councillors M Dutton, D Hunter & L Harrison
107/25GF	To adjourn the Meeting for Electors' questions None received
108/25GF	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
109/25GF	To confirm the minutes of the Governance & Finance Committee meeting held on 18th November 2025 On the proposition of Cllr Glynn, seconded by Cllr Joslin, the minutes of the Governance & Finance Committee meeting held on 18 th November 2025 were AGREED by all and signed by the Chair
110/25GF	To discuss any matters arising from the Governance & Finance Committee meeting held on 18th November 2025 The Town Ambition Programme Project is progressing. D&A have provided written confirmation that the Council will retain full copyright ownership of all designs, and all potential sponsors have been contacted to secure formal agreement.
111/25GF	To review and agree policies and risk assessments for update: None
112/25GF	To review finance reports for month ending November 2025 <ul style="list-style-type: none">To receive and review November 2025 receipts and payments for Fakenham Town Council and Charter Market Cllrs RESOLVED to approve for presentation and approval by Full Council <ul style="list-style-type: none">To receive and review November 2025 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts Cllrs RESOLVED to approve for presentation and approval by Full Council <ul style="list-style-type: none">To note the current Income and Expenditure Budget vs Actuals report Cllrs RESOLVED to approve for presentation and approval by Full Council <ul style="list-style-type: none">To receive and approve the November 2025 schedule of payments over £500 for display on the website Cllrs RESOLVED to approve for presentation and approval by Full Council It was noted that in the absence of councillors available to approve payment run 18 at Barclays, the Clerk completed approvals including December salaries.
113/25GF	To receive the RFO's report

	Councillors received the RFO's report. The Reserves Position and Account Allocation Update was noted, and it was further noted that the successful <i>Love Your Market Town</i> grant application would require funding from reserves prior to reimbursement. The remainder of the RFO's report was noted.
114/25GF	To receive 2026 Insurance renewal quotations Cllrs RESOLVED to recommend to Full Council the approval of the quotation from Clear Councils for Agricultural Vehicle Insurance for 2026, at a total cost of £1,924.91 .
115/25GF	To receive and approve the Barclay card reader charges change as at 1 February 2026 Noted
116/25GF	To discuss Budget setting for 2026/27 Councillors reviewed the draft 2026–27 budget, including consideration of the available options and the rationale for the Reserve – Contingency. Councillors RESOLVED to recommend for presentation and approval at the Full Council meeting on 17th December 2025 a 52.89% (fifty-two point eight nine percent) increase in the precept, totalling £861,862.67 (eight hundred and sixty-one thousand, eight hundred and sixty-two pounds and sixty-seven pence). It was further agreed that a public meeting be advertised to allow residents to ask questions and provide input and feedback prior to approval by Full Council.
117/25GF	To review spending recommendations from other committees and make recommendations to Full Council where appropriate: <ul style="list-style-type: none"> To consider virement recommendations to enable emergency streetlight replacements (Full Council Minute 228/25) Councillors agreed the following virements to facilitate emergency streetlight replacements £12,475 (Full Council Minutes 228/25), 3no streetlight lamp replacements £1,185 (the Clerk) and partially cover Memorial Safety Works – Queen's Rd Cemetery £2,150 (F&A 177/25) – <i>if approved at Full Council 17th December 2025</i> Reduce 4185 Legal Costs £3,000 4193 Accountancy Fees £1,500 4222 Meeting Expenses £1,500 4335 Repairs – Mach & Equip £3,000 4415 Allotments £3,000 4500 Grants S137 £3,000 TOTAL £15,000 Increase 4270 Streetlight Repairs £13,660 4420 Queen's Rd Cemetery £1,340 TOTAL £15,000
118/25GF	To receive the Internal Controller review None
119/25GF	To discuss the FLASH Project Welfare provision was discussed.
120/25GF	To confirm the date and time of next meeting Governance & Finance: Tuesday 20th January 2026 at 18:00
	There being no further business the meeting closed at 18:29 Confirmed this day of 2025 CHAIR