



Fakenham Town Council

15th June 2022

I give notice that the Annual Meeting of Fakenham Town Council will be held at the
PRINCE OF WALES SUITE, FAKENHAM RACECOURSE
on TUESDAY 21st June 2022 AT 7PM

PLEASE NOTE VENUE, DATE AND TIME

Yours faithfully

G Hawkes

Granville Hawkes
Locum Town Clerk

A G E N D A

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:

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 receive the Town Mayor's Declaration of Acceptance of Office as required by law.
- 2 To consider for acceptance apologies for absence.
- 3 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.
- 4 To receive the Deputy Mayor's Acceptance of Office as required by law.
- 5 To confirm the Full Council Minutes of the Meeting held on 17th May 2022

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Website: www.fakenhamtowncouncil.org.uk

Town Clerk: Linda Jennings

- 6 To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda.
- 7 To receive the Mayor's Announcements.
- 8 To receive any reports from Councillors who have attended Meetings outside the Council.
- 9 To receive an update on the Decision Log (attached).
- 10 To receive and note correspondence and comment upon any items for information and action:
- 11 To receive and adopt the Minutes of the Development & Market Committees held on:
 - 23rd May 2022 (attached)
 - 6th June 2022 (attached)
 - 20th June 2022 (to follow)
- 12 To receive and adopt the Minutes of the Leisure & Environment Committee held on:
 - 28th May 2022 (attached)
- 13 Financial Matters - monthly reports:
 - a) To receive and approve Fakenham Town Council & Charter Market Receipts and Payments reports for May 2022.
 - b) To receive and approve Fakenham Town Council & Charter Market Consolidated Bank reports for May 2022.
 - c) To receive and adopt minutes for the Finance Committee meeting held on 13th June 2022(attached)
 - d) To receive Finance Team report
- 14 Annual Governance & Accountability (AGAR) and Year End Reports 2021-22:
 - a) To receive and note the Annual Internal Audit statement
 - b) To receive and agree Section 1 Annual Governance Statement
 - c) To receive and agree Section 2 Annual Accounting Statement
 - d) To receive Statutory Income & Expenditure Report & Balance Sheet for signing
 - e) To receive and approve 31 March 2022 year-end Reserves schedule
- 15 To receive the End of Year Independent Internal Audit Report for 31 March 2022
- 16 To agree dates for the 'Exercise of Rights' notice
- 17 To Receive a report from EP Youth
- 17 To receive any further items for the next agenda.
- 18 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.
- 19 To confirm the confidential minutes of the meeting held on 17th May 2022 (attached) and Extraordinary Full Council meeting held on Monday 13th June 2022
- 20 To discuss Town Council accommodation

- 21 To discuss staff matters
- 22 To move into Open Session.
- 22 To note the date and time of the next meeting of the Council on 19th July 2022.