

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

TUESDAY 20th October 2026 AT 18:00

Attending Committee Councillors: M Dutton, P Bucknell, A Kemp, D Hunter, V Joslin & J Rockett

Clerk: L Meanley

RFO & Deputy Clerk: K Lindsay

General Public: None

Press: None

Number	Agenda
36/26GF	To receive Apologies for Absence Apologies received from Councillors Harrison, Glynn, Thorpe, Fairbrother
37/26GF	Declarations of Interest: Members are asked at this stage to declare any Interests, which they may have, in any of the following items on the agenda Cllr Joslin declared a non-pecuniary interest in agenda items 47/26 GF & 51/26 GF
38/26GF	To adjourn the Meeting for Electors' questions None received On resuming, the Chair revised the order of the agenda – item 47/26GF to be considered after item 50/26GF
39/26GF	To confirm the minutes of the Governance & Finance Committee meeting held on 21st July 2026 On the proposition of Cllr Joslin, seconded by Cllr Bucknell, the minutes of the Governance & Finance Committee meeting held on 16 th July 2026 were AGREED by all and signed by the Chair
40/26GF	To discuss any matters arising from the Governance & Finance Committee meeting held on 21st July 2026 The Action Log was noted
41/26GF	To review and agree policies and risk assessments for update: Policies/Risk Assessments for review • Members code of Conduct Cllrs reviewed the Members Code of Conduct Policy and RESOLVED to approve it for presentation and approval by Full Council To note • Thursday Market Risk Assessment • Remembrance parade 2026 Management plan These were noted.
42/26GF	To review finance reports for month ending September 2026 • To receive and review September 2026 receipts and payments lists for Fakenham Town Council and Charter Market Cllrs RESOLVED to approve for presentation and approval by Full Council • To receive and review September 2026 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts and confirm bank statements for signing

	Cllrs RESOLVED to approve for presentation and approval by Full Council - To receive and review the second quarterly Income and Expenditure Budget vs Actuals report Cllrs RESOLVED to approve for presentation and approval by Full Council. Cllrs RESOLVED to recommend to Full Council approval of the following: - Use of £20,000 from the CCTV – System & Monitoring EMR to pay invoice BC110376524 for installation of the CCTV system. - Use of £4,919 from the War Memorial EMR against PO70 for the approved and ordered war memorial repairs. - To receive and approve the September 2026 schedule of payments over £500 for display on the website Cllrs RESOLVED to approve for presentation and approval by Full Council
43/26GF	To receive the RFO's report Budget Observations Members noted the report providing an overview of the second quarter Budget vs Actuals position. Reserves Investment - Update Members noted the current reserves position and RESOLVED to transfer a further £195,000 to CCLA, subject to four signatories being in place. Cllrs RESOLVED to recommend to Full Council that Cllr Kemp be added as an additional signatory to the CCLA account. Cllrs Dutton and Glynn are existing signatories, and Cllr Thorpe's application is pending. Cyber Insurance Review – Update Members RESOLVED not to pursue Cyber Essentials certification or a professional cyber security assessment at this stage, and to complete the Extended Proposal Form to the best of the Council's knowledge, seeking technical advice where necessary and available, should it be required. VAT Return Members noted the draft VAT reclaim of £9,707.54 for the period 1 July to 30 September 2026, subject to approval of the September financial statements and the return prior to submission to HMRC. Budget Setting – Principles and Preparation for the Meeting Members noted the budget-setting principles, preparation of Draft 1, and arrangements for reviewing and amending the draft budget ahead of a further Governance & Finance Committee meeting in November.
44/26GF	To discuss Highway projects criteria Cllrs agreed to trial the Highways projects criteria matrix for the 3 current requests and then review its suitability.
45/26GF	To receive the Internal Controller review None
46/26GF	To receive and note the revised Local Government pay scales for 2026/27, to be implemented from September 2026, with back pay payable from 1 April 2026, in accordance with all employees' contracts of employment This was noted

48/26GF	To notify of the Interim Internal Audit taking place on 29th October 2026 This was noted
49/26GF	To discuss the FLASH Project Cllr Hunter updated Cllrs about the latest SEG he had attended
50/26GF	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 Joslin. 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.
47/26GF	To discuss and consider adding TTSR Limited, Top Garden Services and NJ Combrink to the Approved Contractors Register Members considered the applications and RESOLVED to approve the addition of TTSR Limited, Top Garden Services and NJ Combrink to the Approved Contractors Register, with Top Garden Services' approval limited to verge works.
51/26GF	To discuss Fixed Term Staff appointments Cllrs discussed and agreed 3 recommendations for Full council: An administrative role be increased from 27.5 hours pw from January 2027. A fixed term appointment to made permanent at SCP5 A fixed term appointment be extended by 18 months
52/26GF	To discuss and consider events costings Cllrs agreed to recommend to Full Council that if staffing allowed for individual events, the council may be able to support with expertise/administrative assistance only, event ownership would always sit with the organisers. Action: Clerk to investigate Town Centre manager roles
53/26GF	To consider and review Draft 1 of the 2027–2028 Budget Members considered and discussed Draft 1 of the 2027–2028 Budget and put forward proposals for amendment. The RFO and Clerk will review the draft and make any further amendments considered appropriate before recommending the budget to Full Council.
54/26GF	To move into open session
55/26GF	To confirm the date and time of next meeting Governance & Finance: Tuesday 17th November 2026 at 18:00

	There being no further business the meeting closed at 20.10
	Confirmed this day of 2026
	CHAIR