



Fakenham Town Council

Fakenham Connect

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Governance & Finance Committee Meeting

Date: **Tuesday 20th October 2026**

Time: **18:00**

Location: **FAKENHAM CONNECT BUILDING, OAK STREET, FAKENHAM**

Members are hereby summoned to attend the above meeting to discuss the following items. Please take a moment to review each agenda item carefully beforehand

Committee Councillors: Angela Glynn (Mayor), Gary Thorpe (Deputy Mayor), Lucy Harrison, Martin Dutton, Penelope Bucknell, David Hunter, Viv Joslin, Mark Campbell, Tim Duffy, Carl Fairbrother, Andy Girton, Alice Kemp, Jim Rockett

Yours faithfully

L Meanley

Lesley Meanley

Town Clerk

15th October 2026

Number	Agenda	Pack Page
36/26GF	To receive Apologies for Absence	
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	1-2
38/26GF	To adjourn the Meeting for Electors' questions	
39/26GF	To confirm the minutes of the Governance & Finance Committee meeting held on 21st July 2026	3-6
40/26GF	To discuss any matters arising from the Governance & Finance Committee meeting held on 21st July 2026	7
41/26GF	To review and agree policies and risk assessments for update: Policies/Risk Assessments for review - Members code of Conduct To note - Thursday Market Risk Assessment - Remembrance parade 2026 Management plan	8-33

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 • 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 • To receive and review the second quarterly Income and Expenditure Budget vs Actuals report • To receive and approve the September 2026 schedule of payments over £500 for display on the website	34-50
43/26GF	To receive the RFO's report	51-54
44/26GF	To discuss Highway projects criteria	55-58
45/26GF	To receive the Internal Controller review	
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	59-61
47/26GF	To discuss and consider adding TTSR Limited, Top Garden Services and NJ Combrink to the Approved Contractors Register	62-67
48/26GF	To notify of the Interim Internal Audit taking place on 29th October 2026	
49/26GF	To discuss the FLASH Project	
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	
51/26GF	To discuss Fixed Term Staff appointments	Confidential 1-2
52/26GF	To discuss and consider events costings	Confidential 3-6
53/26GF	To consider and review Draft 1 of the 2027–2028 Budget	Confidential 7-9
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	