



Fakenham Town Council

11th May 2023

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

on WEDNESDAY 17th MAY 2023 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:

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 elect the Town Mayor and 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 elect the Deputy Mayor and receive the Deputy Mayor's Acceptance of Office as required by law.
- 5 All Councillors to confirm to abide by the Code of Conduct (attached) and sign their acceptance of office.

Fakenham Connect, Oak Street, Fakenham, Norfolk NR21 9DY

Tel: 01328 853653

Email: info@fakenhamtowncouncil.gov.uk

Website: www.fakenhamtowncouncil.gov.uk

Town Clerk: Lesley Meanley

- 6 To confirm the Full Council Minutes of the Meeting held on 26th April 2023
- 7 To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda.
- 8 To constitute the Committees of the Council for the ensuing year as follows:
 - a) Development & Market (Mayor and Deputy Mayor and 7 members)
 - b) Leisure & Environment (Mayor and Deputy Mayor and 7 members)
 - c) Finance Sub Committee (Mayor, Deputy Mayor and two or three members with finance expertise).
 - d) HR Sub Committee (Mayor, Deputy Mayor, former Mayor and 2 other members with HR experience)
 - e) To appoint a Councillor to assist the Town Clerk with the management of Estate land (i.e., cattle, fencing and woodland) currently Cllr M. Coates.
- 8 To appoint representatives to the following outside bodies (previous appointee's names in brackets):
 - a) Fakenham Olivet Twinning Club (Cllr G Foortse)
 - b) Fakenham Museum of Gas & Local History
 - c) Fakenham Police SNAPs (Cllr M Campbell)
 - d) Fakenham Town Band (Cllr M Coates & A Glynn)
 - e) Fakenham Charities (Cllrs G Foortse)
 - f) Area Representative for Norfolk Association of Local Councils (Cllr V Joslin)
- 9 To fill Three Town Councillor Vacancies by co-option.
- 10 To receive the Mayor's Announcements.
- 11 To receive any reports from Councillors who have attended Meetings outside the Council.
- 12 To receive and note correspondence and comment upon any items for information and action:
- 13 To receive and adopt the Minutes of the Development & Market Committees held on:
 - 3rd April 2023 (attached)
- 14 To receive and adopt the Minutes of the Leisure & Environment Committee held on:
 - 18th April 2023 (attached)
- 15 To receive and adopt the Minutes of the Policy & Resources Committee held on:
 - 25th April 2023 (Attached)
- 16 Financial Matters - monthly reports:
 - a) To appoint an Internal Control Officer
 - b) To appoint the Internal Auditor 2023/24
 - c) To receive Finance Team report
 - d) To receive Internal Controllers report 2023
- 17 To discuss the CCTV in the Town
- 18 To receive any further items for the next agenda.

- 19 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.
- 20 To confirm the confidential minutes of the Full Council meeting held on 26th April 2023 (attached) and Policy and Resources Meeting 25th April 2023 (attached)
- 21 To discuss Town Council accommodation.
- 22 To discuss staff matters.
 - To receive report on 2023-24 pay increments
- 23 To move into Open Session.
- 24 To note the date and time of the next meeting of the Council on 28th June 2023.