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Fakenham Town Council

Governance & Finance Committee Meeting

Date: **Tuesday 17th November 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
13th November 2026

Number	Agenda	Pack Page
56/26GF	**To receive Apologies for Absence**	
57/26GF	**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**
58/26GF	**To adjourn the Meeting for Electors' questions**	
59/26GF	**To confirm the minutes of the Governance & Finance Committee meeting held on 20th October 2026**	**3-5**
60/26GF	**To discuss any matters arising from the Governance & Finance Committee meeting held on 20th October 2026**	**6**
61/26GF	**To review and agree policies and risk assessments for update:** Policies/Risk Assessments for review: • Fakenham Town Council Traffic Signage Risk Assessment & SSoW • Equality & Diversity Policy • Internal Control Policy & Review	**7-26**
62/26GF	**To review finance reports for month ending October 2026**	

	• To receive and review October 2026 receipts and payments lists for Fakenham Town Council and Charter Market • To receive and review October 2026 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts. • To note the current Income and Expenditure Budget vs Actuals report. • To receive and approve the October 2026 schedule of payments over £500 for display on the website	**27-44**
63/26GF	**To receive the RFO's report**	**45-48**
64/26GF	**To discuss Town Centre Manager Roles**	**49-52**
65/26GF	**To consider and review Draft 2 of the 2027–2028 Budget**	**53-61**
66/26GF	**To note the notification from Barclaycard regarding an interest rate reduction on FTC Barclaycard business card**	**62-65**
67/26GF	**To consider the appropriate use of payment methods and their compliance with the Council's Financial Regulations**	
68/26GF	**To note staff overtime for Remembrance Day Parade**	
69/26GF	**To receive the Internal Controller review**	
70/26GF	**To receive and review the Internal Auditor's Interim Report for Fakenham Town Council for 2026/27**	**66-106**
71/26GF	**To discuss market electricity box access**	
72/26GF	**To discuss the FLASH Project**	
73/26GF	**To confirm the date and time of next meeting** **Governance & Finance: Tuesday 19th January 2027 at 18:00**	