



24th April 2025

I give notice that the Meeting of Fakenham Town Council will be held at the
LOUNGE AREA, COMMUNITY CENTRE, OAK STREET, FAKENHAM
on WEDNESDAY 30th APRIL 2025 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: Members of the public will be invited to ask questions of the Parish Council on issues on the agenda or raise issues for consideration of inclusion at future meetings. This item is limited to 10 mins.

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 consider for acceptance apologies for absence.
- 2 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.
- 3 To confirm the Full Council Minutes of the Meeting held on 26th March 2025.
- 4 To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda.
- 5 To receive the Mayor's Announcements.
- 6 To receive any reports from Councillors who have attended Meetings outside the Council.
- 7 To fill three Town Councillor vacancies by co-option.

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Town Clerk: Lesley Meanley

- 8 To elect an additional councillor for the finance subcommittee
- 9 To receive and note correspondence and comment upon any items for information and action.
- 10 To receive and adopt the Minutes of the Development & Market Committee held on:
 - 7th April 2025
- 11 To receive and adopt the Minutes of the Leisure & Environment Committee held on: 8th April 2025. To note:

Minute 187 - The Clerk gave current occupancy rates – Greenway Lane 81.61%, Grove Lane 47.83% and Rudham Stile Lane 83.33%. The Clerk advised that applications had been received for allotments from members of the public in surrounding villages that are currently not allowed to apply. Cllrs agreed to recommend to Full Council that applications can be considered for Grove Lane allotments from members of the public in neighbouring villages where allotment facilities are not available or for members of the public that work in the town and live in neighbouring villages. From the Allotments sub committee meeting Cllrs agreed to recommend to Full council that the plot number trial at Greenway Lane allotments proceeds, numbers are expected to cost around £670, plus stakes, oil. £1000 has been budgeted for the trial. Allotment Inspection & Warning process - all Cllrs agreed to recommend to Full council with the amendment in section 4 to ensure the panel consists of 3 Allotment sub committee members with a minimum of 1 Cllrs and the appeal will be considered within 21 days.

Minute 188 - To consider the playground equipment inspection quotations. After discussion Cllrs agreed to recommend the Wicksteed quotation for a total of £1383 a year to Full council with a 3-year review period.

- 12 To receive and adopt the Minutes of the Allotments Sub-Committee held on: 8th April 2025
- 13 Financial Matters – monthly reports
 - a. To receive and approve Fakenham Town Council & Charter Market Receipts and Payments reports for March 2025
 - b. To receive and approve Fakenham Town Council & Charter Market Consolidated Bank reports for March 2025 and signed bank statement balances
 - c. To receive schedule of payments over £500 for display on website
 - d. To receive and approve the fourth quarterly Income and Expenditure Budget v Actuals report
- 14 To receive and adopt the minutes of the Finance Sub-Committee meeting held on: 28th April 2025 (to follow)
- 15 To discuss the FLASH project
- 16 To agree the Fakenham Artists in Residence Terms of Reference proposal
- 17 To receive an update on the proposal for a Fakenham Town Crier
- 18 To discuss a Junior Park Run
- 19 To receive an update on event planning, including VE 80 and the annual assembly of the town

- 20 To confirm guests for the annual assembly of the town
- 21 To investigate the historical land purchase by Fakenham town council of an area of embankment bordering the road to the Gallow
- 22 To receive any further items for the next agenda
- 23 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.
- 24 To discuss the FLASH Project
- 25 To discuss devolution
- 26 To note the independent auditors Data breach report
- 27 To note the ICO conclusion of the Data Breach
- 28 To receive and adopt the minutes of the HR Sub-Committee meeting held on the 24th April 2025 (to follow)
- 29 To agree the recipient of the Community Spirit Award
- 30 To move into Open session
- 31 To note the date and time of the next meeting of the Council on 28th May 2025 at 18:00pm