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**Fakenham Town Council
Full Council Meeting**

Date: **Wednesday 29th April 2026**

Time: **18:00**

Location: **LOUNGE AREA, COMMUNITY CENTRE, OAK STREET, FAKENHAM**

Councillors: A Glynn (Mayor), V Joslin (Deputy Mayor), Penelope Bucknell, Mark Campbell, Tim Duffy, Martin Dutton, Carl Fairbrother, Andy Girton, Lucy Harrison, David Hunter, Jim Rockett & Gary Thorpe

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

Members of the public and the press may attend but may only address the Council during the Open Forum for Public Participation. Questions may be raised on items on this agenda, with responses provided at a later date if necessary. Issues for future consideration may be submitted subject to a Councillor's support. This item is limited to 10 minutes. The Public may not take part in Council debates.

Yours faithfully

L Meanley

Lesley Meanley

Town Clerk

23rd April 2026

Number	Agenda	Pack Page
386/26	To consider for acceptance apologies for absence	
387/26	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	1-2
388/26	Open Forum for Public Participation a) To receive a report from Fakenham Police b) 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 c) 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.	
389/26	To confirm the Full Council Minutes of the Meeting held on 25 th March 2026	3-9
390/26	To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda or Clerk update <ul style="list-style-type: none">To note the status of the 2026 Christmas Lights project	10

391/26	To receive any reports from Councillors who have attended Meetings outside the Council																
392/26	To receive and note correspondence and comment upon any items for information and action <ul style="list-style-type: none"> Norfolk Ramblers Parish Footpath Audit Active Fakenham Duck Race Duck sponsorship of £75 	11-12 13-16															
393/26	To confirm the Minutes of the Facilities & Amenities Committee held on: <ul style="list-style-type: none"> 14th April 2026. To note and/or approve: <p>Minute 238/26 FA To review the Allotment Sub-committee Terms of Reference The terms of reference were agreed to be recommended to Full Council</p>	17-18 19-20															
394/26	To confirm the Minutes of the Governance & Finance Committee held on: <ul style="list-style-type: none"> 21st April 2026. To note and/or approve: <p>Minute 170/26GF To review and agree policies and risk assessments for update: <ul style="list-style-type: none"> Safeguarding Policy Cllrs reviewed the Safeguarding policy and RESOLVED to approve it for presentation and approval by Full Council</p> <p>Minute 173/26GF To receive the RFO's report</p> <ol style="list-style-type: none"> Transition to Scribe Noted Year-End Position, Accruals, Creditors and Journal Adjustments Cllrs reviewed the proposed Year-End journals and RESOLVED to approve the processing of all routine journals as set out in the schedule Cllrs reviewed and RESOLVED to approve the proposed additional journals as detailed: <ul style="list-style-type: none"> Write-off of aged debtor – Chamber of Commerce (£118.80) Removal of historic accrual – Employers' Allowance adjustment (£6,000) Budgetary Position and Earmarked Reserves Cllrs noted the forecasted year-end financial position for 2025/26 Cllrs reviewed the position and RESOLVED to carry forward identified 2025/26 underspends and allocate them from the General Reserve to the appropriate Earmarked Reserves, with the RFO authorised to process the necessary accounting entries in 2026/27: <table border="0"> <thead> <tr> <th>Cost Code</th> <th>Amount</th> <th>Earmarked Reserve</th> </tr> </thead> <tbody> <tr> <td>CCTV</td> <td>£20,000</td> <td>CCTV System & Monitoring EMR (New)</td> </tr> <tr> <td>Machinery & New Equipment</td> <td>£5,621</td> <td>Machinery EMR</td> </tr> <tr> <td>Trap Lane</td> <td>£43,685</td> <td>Welfare Unit EMR (Renamed Depot / Welfare Unit)</td> </tr> <tr> <td>Town Signage / War Memorial</td> <td>£4,919</td> <td>War Memorial EMR (New)</td> </tr> </tbody> </table>	Cost Code	Amount	Earmarked Reserve	CCTV	£20,000	CCTV System & Monitoring EMR (New)	Machinery & New Equipment	£5,621	Machinery EMR	Trap Lane	£43,685	Welfare Unit EMR (Renamed Depot / Welfare Unit)	Town Signage / War Memorial	£4,919	War Memorial EMR (New)	21-23 24-25
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Town Signage / War Memorial	£4,919	War Memorial EMR (New)															

	<p>VAT Return Cllrs agreed that, in the absence of Cllr Dutton, the RFO is authorised to proceed with the submission of the VAT return</p> <p>Minute 176/26GF To review the Strategic Plan 2025 – 2028 and recommend amendments to Full Council Cllrs reviewed the Strategic Plan 2025 - 2028 and RESOLVED to approve it for presentation and approval by Full Council</p>	26-44
395/26	<p>Financial Matters –</p> <ul style="list-style-type: none"> a) To receive and review March 2026 receipts and payments for Fakenham Town Council and Charter Market b) To receive and review March 2026 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts and confirm bank statements balances for signing c) To receive and review the fourth quarterly Income and Expenditure Budget vs Actuals report d) To receive and approve the March 2026 schedule of payments over £500 for display on the website 	
396/26	To discuss communication from the Fakenham Area Partnership, Fakenham in Bloom noting their intention to invoice approximately £495 for flowers on the War memorial in breach of the current agreement.	
397/26	<p>To receive the following S137 Grant report for acquittal:</p> <ul style="list-style-type: none"> • EP Youth Streetlife 	45-65
398/26	<p>To consider a grant under the local government act 1972, s 137 Under the provisions of Section 137 of the Local Government Act 1972 the following expenditure should be incurred which, in the opinion of the Council is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with the expenditure:</p> <ul style="list-style-type: none"> • EP Youth Streetlife - £18,798.00 	66-69
399/26	<p>To receive the following Market Tolls Grant evaluation forms for acquittal:</p> <ul style="list-style-type: none"> • Shop Fakenham Food Market 	70
400/26	<p>To receive the following applications for a grant from the Market Tolls:</p> <ul style="list-style-type: none"> • Shop Fakenham - £288 	71 - 75
401/26	To discuss dangerous driving and parking in Upper Market and Norwich Street	
402/26	To discuss and agree in principle moving forward with a wetland project at Aldiss Park	
403/26	To receive the Internal Controllers report	
404/26	<p>To consider planning applications up to 29/04/2026</p> <ul style="list-style-type: none"> • PF/26/0699 - 53 Smiths Lane, Fakenham - Single storey front extension to dwelling PF/26/0699 Single storey front extension to dwelling 53 Smiths Lane Fakenham Norfolk NR21 8LQ Response Deadline: 7/05/2026 • PF/26/0726 - Norfolk Padel, Waterhouse Farm, Waterhouse, Fakenham - Erection of building to provide Padel tennis facility with 2no. indoor courts, changing facilities, bar and sitting area, and construction of outdoor court and parking area 	

	<p>(retrospective - revised positioning). Construction of additional building to provide 2no. indoor Padel courts and 2no. indoor Pickleball courts, treatment room and leisure facilities</p> <p>PF/26/0726 Erection of building to provide Padel tennis facility with 2no. indoor courts, changing facilities, bar and sitting area, and construction of outdoor court and parking area (retrospective - revised positioning). Construction of additional building to provide 2no. indoor Padel courts and 2no. indoor Pickleball courts, treatment room and leisure facilities Norfolk Padel Waterhouse Farm Waterhouse Fakenham Norfolk NR21 0LA</p> <p>Response Deadline: 11/05/2026</p> <ul style="list-style-type: none"> <p>PF/26/0722 - 11 Peckover Road, Fakenham - Single storey side extension to dwelling</p> <p>PF/26/0722 Single storey side extension to dwelling 11 Peckover Road Fakenham Norfolk NR21 9RE</p> <p>Response Deadline: 12/05/2026</p> <p>RV/26/0736 - 11A Norwich Street, Fakenham - Variation of prior approval ref. PU/23/0011 condition 1: development must be completed within a period of 3 years to enable regulation 77 decision and time to start the conversion.</p> <p>RV/26/0736 Variation of prior approval ref. PU/23/0011 condition 1: development must be completed within a period of 3 years to enable regulation 77 decision and time to start the conversion. 11A Norwich Street Fakenham Norfolk NR21 9AF</p> <p>Response Deadline: 13/05/2026</p> 	
405/26	<p>To note comments on applications for planning applications as agreed via Email:</p> <ul style="list-style-type: none"> <p>PF/26/0470 - 170 Norwich Road, Fakenham - Extension to rear of dwelling, dormer window to front, conversion of loft to habitable space, front porch and external alterations. Erection of detached double garage to front of dwelling</p> <p>PF/26/0470 Extension to rear of dwelling, dormer window to front, conversion of loft to habitable space, front porch and external alterations. Erection of detached double garage to front of dwelling 170 Norwich Road Fakenham Norfolk NR21 8LX</p> <p>Response deadline: 14/04/2026</p> <p>Councillors response: Councillors offered no objection and no comments.</p> <p>LA/26/0603 - 14 Market Place, Fakenham - Installation of defibrillator and bleed kit cabinets to external wall of building</p> <p>LA/26/0603 Installation of defibrillator and bleed kit cabinets to external wall of building 14 Market Place Fakenham Norfolk NR21 9BG</p> <p>Response deadline: 17/04/2026</p> <p>Councillors response: Councillors offered no objection and no comments.</p> <p>PF/26/0600 - Brambles, Heath Lane, Fakenham - Erection of open fronted detached carport on driveway to front of house</p> <p>PF/26/0600 Erection of open fronted detached carport on driveway to front of house Brambles Heath Lane Fakenham Norfolk NR21 8LN</p> <p>Response deadline: 17/04/2026</p> 	

	<p>Councillors response: Councillors offered no objection and no comments.</p> <ul style="list-style-type: none"> PF/26/0466 - 9 Wymans Way, Fakenham - Siting of storage containers to store raw materials and ancillary machinery PF/26/0466 Siting of storage containers to store raw materials and ancillary machinery 9 Wymans Way Fakenham Norfolk NR21 8NT Response deadline: 21/04/2026 Councillors response: Councillors offered no objection and no comments. 	
<p>406/26</p>	<p>To receive notice of decisions of the planning authority:</p> <ul style="list-style-type: none"> PF/25/1612 - Land At Waterhouse Farm, Wells Road - Change of use from agricultural to a dog exercise and training ground including perimeter fence, field shelter/store and parking area PF/25/1612 Change of use from agricultural to a dog exercise and training ground including perimeter fence, field shelter/store and parking area Land At Waterhouse Farm Wells Road Fakenham Norfolk Councillors Response: Councillors offered no objections. Councillors commented that further information is needed regarding the access route; the plans do not reflect the new road layout following the creation of the new roundabout and councillors raised concerns regarding traffic flow and provision for pedestrian access. Approved LA/25/2160 - 4 Market Place, Fakenham - Conversion of first floor vacant class E space into one two-bedroom self contained flat with ground floor internal alterations to create an updated office layout LA/25/2160 Conversion of first floor vacant class E space into one two-bedroom self contained flat with ground floor internal alterations to create an updated office layout 4 Market Place Fakenham Norfolk NR21 9BA Councillors Response: Councillors offered no objections and no comment. Approved PF/26/0418 - 4 Norman Close, Fakenham - Erection of side extension to garage PF/26/0418 Erection of side extension to garage 4 Norman Close Fakenham Norfolk NR21 9RX Councillors Response: Councillors offered no objection and no comments. Approved NMA/26/0452 - Land North Of Rudham Stile Lane & East Of , Water Moor Lane, Fakenham - Non-material amendment of planning permission RV/22/0855 NMA/26/0452 Non-material amendment of planning permission RV/22/0855 (Variation of conditions 2, 3, 4, 5, 6, 10, 11, 28, 37, 38, and 40 of outline planning permission PO/17/0680 (Outline planning application (all matters except primary means of access reserved for future approval) for residential development of up to 950 dwellings (Use Class C3), employment development (Use Classes B1/B2/B8), a primary school and children's nursery (Use Class D1), a hotel (Use Class C1), local retail (Use Classes A1/A3/A4/A5) and associated public open space and infrastructure) regarding the highways works associated with Condition 31i. (site access and roundabout from the A148 and associated works to Wells Road) are proposed to be undertaken directly by the Highway Authority and not the 	

	<p><u>applicant. As such, these works are to be specifically excluded from the requirements and triggers indicated in the conditions that are proposed to be amended (See-Schedule of Condition amends) Amendments 22 August 2024)) to allow revisions to the triggers set out under conditions 3 and 6 Land North Of Rudham Stile Lane & East Of Water Moor Lane Fakenham Norfolk</u></p> <p>Councillors Response: N/A Approved</p> <ul style="list-style-type: none"> <p>CD/26/0307 - Land North Of Rudham Stile Lane & East Of , Water Moor Lane, Fakenham - Discharge of condition 9 (materials) of planning permission PF/23/0649</p> <p><u>CD/26/0307 Discharge of condition 9 (materials) of planning permission PF/23/0649 (Erection of seven dwellings with parking and shared surface access drive) Land East Of Water Moor Lane South Of Bridge Farm Workshop Water Moor Lane Fakenham Norfolk</u></p> <p>Councillors Response: N/A Condition Discharge Reply</p> <p>RV/26/0355 - Norfolk Padel, Waterhouse Farm, Waterhouse, Fakenham - Erection of building to provide Padel tennis facility with two indoor courts, changing facilities, bar and sitting area; construction of outdoor court and parking area, without complying with condition 2 (approved plans) of PF/23/2569</p> <p>Application Withdrawn</p> 	
407/26	To receive any further items for the agenda	
408/26	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	
409/26	To discuss the FLASH project	
410/26	To discuss 9 Norwich Street	
411/26	To discuss progression of alternative options for Council administrative staff and depot accommodation	
412/26	To confirm the minutes of the HR Subcommittee meeting held on the 16th April 2026	
413/26	<p>To approve the recommendations made in Governance and Finance held on 21st April 2026</p> <ul style="list-style-type: none"> <p>Minute 180/26 GF Following recommendations from the HR Subcommittee meeting on the 16th April 2026 minute 34/26 & 35/26 it was proposed by Cllr Glynn, seconded by Cllr Joslin and agreed by all that the scope of administrative roles had developed beyond the current banding and aligned more closely with the next banding level, moves to be reflected from 1st April 2026.</p> <p>Following recommendations from the HR Subcommittee meeting on the 16th April 2026 minute 36/26 it was proposed by Cllr Rockett, seconded by Cllr Hunter, agreed by all, to appoint a Fixed Term Part Time Grounds person and Fixed Term Administrative assistant if it was cost neutral.</p> 	
414/26	To move into open session	

415/26	To confirm the date & Time of the next meetings: Facilities & Amenities: Tuesday 12th May 2026 at 18:00 Governance & Finance: Tuesday 19th May 2026 at 18:00 Full Council (Annual Meeting): Wednesday 27th May 2026 at 18:00	
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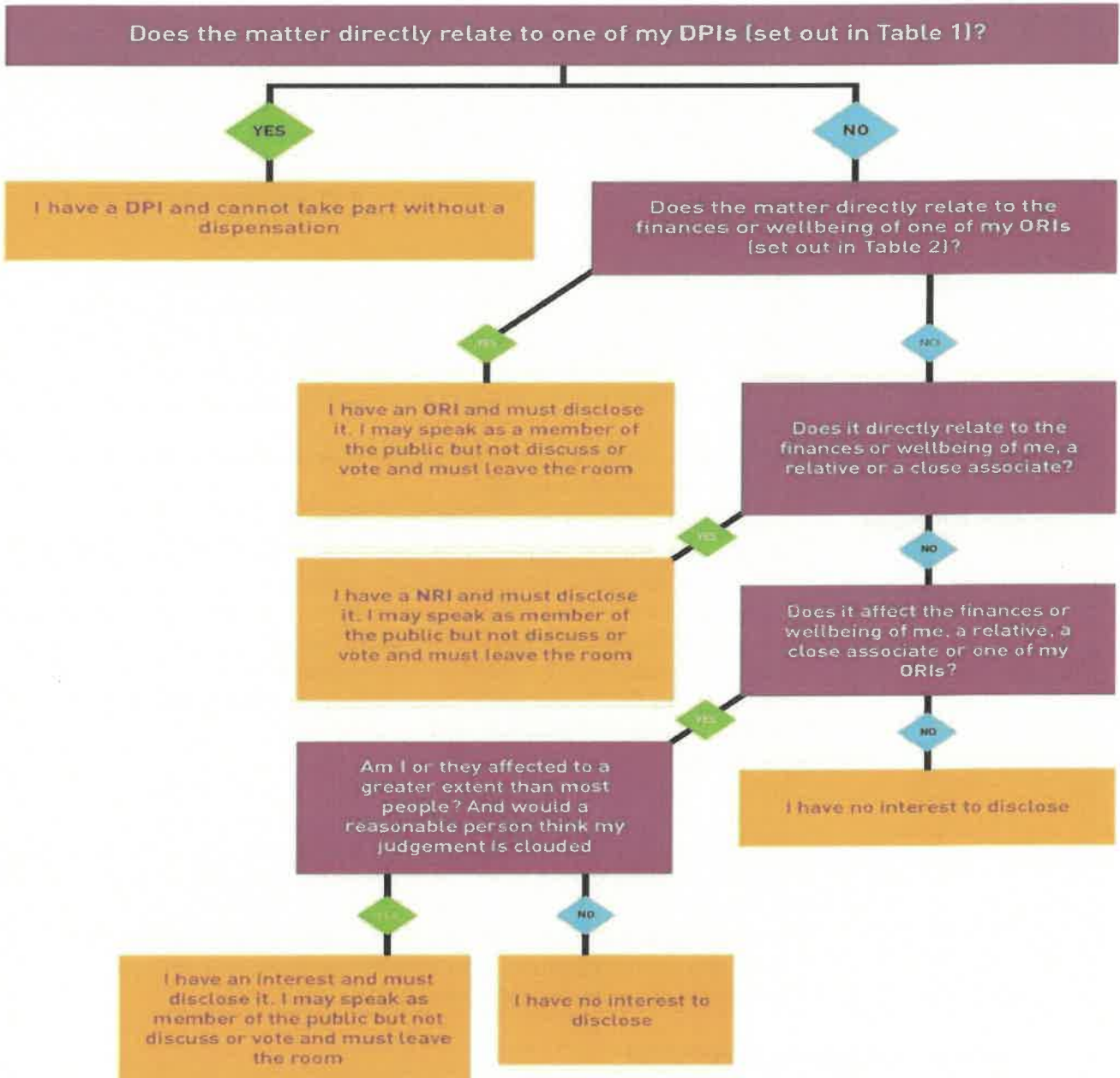


Table 1: Disclosable Pecuniary Interests – DPI

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

Contracts	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council.</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and Property	<p>Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)</p> <p>(a) the landlord is the council; and the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class</p>

Table 2: Other Registrable Interests - ORI

<p>You must register as an Other Registerable Interest:</p> <p>a) any unpaid directorships</p> <p>b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority</p> <p>c) any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.</p>

Table 3: Non-Registrable Interests - NRI

<p>An interest that is not a DPI, or an interest of a relative or close associate, which does not need to be registered.</p> <p>You must declare an NRI when relevant business affects the finances or wellbeing of you, your partner, a relative, or a close associate.</p>
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**MINUTES of the FULL COUNCIL MEETING
of FAKENHAM TOWN COUNCIL
held at the COMMUNITY CENTRE, OAK STREET, FAKENHAM**

WEDNESDAY 25th MARCH 2026 at 18:40

Councillors: A Glynn, (Chair), M Campbell, A Girton, J Rockett, P Bucknell, & G Thorpe

District / County Councillors: None

Clerk: Lesley Meanley

Deputy Clerk/RFO: K Lindsay

Members of the Public: None

Press: None

Number	Agenda
351/26	<p>To consider for acceptance apologies for absence Apologies were received from Cllrs V Joslin, M Dutton, L Harrison, C Fairbrother, D Hunter & T Duffy</p>
352/26	<p>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 Cllr Campbell declared an interest in agenda item 383/26</p>
353/26	<p>Open Forum for Public Participation</p> <p>a) To receive a report from Fakenham Police No report received</p> <p>b) 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 No electors' questions raised during the meeting. An elector had raised a question on the precept increase which was discussed prior to the meeting start.</p> <p>c) 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. Apologies received from all Cllrs due to a NNDC meeting clash. Reports received from Cllrs Cushing & Vickers.</p>
354/26	<p>To confirm the Full Council Minutes of the Meeting held on 25th February 2026 The minutes of the Full Council meeting held on the 25th February 2026 were agreed on the proposition of Cllr Glynn and seconded by Cllr Thorpe, AGREED by all and signed by the chair.</p>
355/26	<p>To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda or Clerk update No new updates</p>
356/26	<p>To receive any reports from Councillors who have attended Meetings outside the Council Cllr Glynn had attended a meeting of Mayors from North Norfolk and a spring seminar with the Clerk & Deputy Clerk by Norfolk Parish Training support.</p>
357/26	<p>To receive and note correspondence and comment upon any items for information and action None received</p>
358/26	<p>To confirm the Minutes of the Facilities & Amenities Committee held on:</p> <ul style="list-style-type: none"> • 10th February 2026 & 10th March 2026. <p>The minutes of the meeting held on 10th February 2026 were moved for reception and adoption by Cllr Fairbrother seconded by Cllr Joslin and agreed by all at the 25th February Full council meeting.</p>

	<p>The meeting held on 10th March 2026 was not quorate</p> <p>To discuss and agree:</p> <ul style="list-style-type: none"> • a war memorial survey quotation of £850 net Cllr Glynn proposed, seconded by Cllr Bucknell to move forward with this survey for £850 net. • a quotation for the repair of Tunn Street Triangle brickwork - £1050 net Cllr Glynn proposed, seconded by Cllr Campbell to move forward with this quote for £1050 net. • a quotation for repairs to the Creake Road Cemetery wall of £3685 net Cllr Glynn proposed, seconded by Cllr Rockett to move forward with this quote for £3685 net. 															
<p>359/26</p>	<p>To confirm the Minutes of the Governance & Finance Committee held on:</p> <ul style="list-style-type: none"> • 17th March 2026. <p>The minutes of the meeting held on 17th March 2026 were moved for reception and adoption by Cllr Glynn seconded by Cllr Rockett and agreed by all.</p> <p>To note and/or approve:</p> <ul style="list-style-type: none"> • 156/26GF - IT Policy Councillors reviewed the IT Policy and RESOLVED to approve it for presentation and approval by Full Council Cllr Glynn proposed, seconded by Cllr Rockett, agreed. • 156/26GF - Scheme of Delegation and Standing Committees Terms of Reference Councillors reviewed the Scheme of Delegation and Standing Committees Terms of Reference and RESOLVED to approve it for presentation and approval by Full Council Cllr Glynn proposed, seconded by Cllr Bucknell, agreed. • 159/26 To consider and agree the Council’s reserves for the 2026/27 financial year, as detailed within the agreed 2026/27 Budget Members considered the Council’s reserves for the 2026/27 financial year, as detailed within the agreed 2026/27 Budget. Following discussion, it was RESOLVED that the reserves for 2026/27 be approved as presented and below: Earmarked Reserves Earmarked reserves are held for specific purposes or anticipated future expenditure. <table border="1" data-bbox="319 1590 1428 2092"> <thead> <tr> <th>Reserve</th> <th>Balance (£)</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>PAYE & NI Reserve</td> <td>0</td> <td>Reserve no longer required</td> </tr> <tr> <td>Staffing Contingencies</td> <td>10,000</td> <td>Provision for staffing pressures including incremental increase and provision equivalent to approximately six months part-time Groundsman cover</td> </tr> <tr> <td>Insurance Excess Reserve</td> <td>2,500</td> <td>Provision to meet potential insurance excess costs</td> </tr> <tr> <td>Event Expenses Reserve</td> <td>1,500</td> <td>Incremental increase to support Council events</td> </tr> </tbody> </table>	Reserve	Balance (£)	Notes	PAYE & NI Reserve	0	Reserve no longer required	Staffing Contingencies	10,000	Provision for staffing pressures including incremental increase and provision equivalent to approximately six months part-time Groundsman cover	Insurance Excess Reserve	2,500	Provision to meet potential insurance excess costs	Event Expenses Reserve	1,500	Incremental increase to support Council events
Reserve	Balance (£)	Notes														
PAYE & NI Reserve	0	Reserve no longer required														
Staffing Contingencies	10,000	Provision for staffing pressures including incremental increase and provision equivalent to approximately six months part-time Groundsman cover														
Insurance Excess Reserve	2,500	Provision to meet potential insurance excess costs														
Event Expenses Reserve	1,500	Incremental increase to support Council events														

	Street Light Replacement Reserve	6,000	Incremental increase to support future street lighting replacement
	Vehicle Reserve	5,000	Incremental increase towards future vehicle replacement
	Machinery Reserve	10,000	Includes provision for machinery replacement and potential roll-forward of budget underspend at end of FY 2025/26
	Depot / Welfare Unit Reserve	20,000	Provision towards depot or welfare facilities and potential roll-forward of budget underspend at end of FY 2025/26
	Replacements Reserve	2,000	Incremental increase for minor asset replacement
	Local Government Reform	20,000	Provision to support potential costs associated with local government reform
	Office Space Provision	10,000	Provision equivalent to approximately six months accommodation rental if required
	Contingency Builder	20,000	Reserve to support strengthening the General Reserve above minimum levels
	CCTV – System & Monitoring	0	Potential roll forward of budget balance at end of FY 2025/26
	War Memorial	0	Potential roll forward of budget balance at end of FY 2025/26
	Capital Reserve	90,005	Existing capital reserve provision (Restricted)
	Cllr Glynn proposed seconded by Cllr Campbell, agreed.		
360/26	Financial Matters – a) To receive and review February 2026 receipts and payments for Fakenham Town Council and Charter Market b) To receive and review February 2026 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts c) To note the current Income and Expenditure Budget vs Actuals report d) To receive and approve the February 2026 schedule of payments over £500 for display on the website On the Proposition of Cllr Glynn, seconded by Cllr P Bucknell, all items were received and approved by all.		
361/26	To receive the following S137 Grant report for acquittal - Norfolk Community Law Service grant 2026 This was noted		
362/26	To award a grant under the local government act 1972, s 137 Under the provisions of Section 137 of the Local Government Act 1972 the following expenditure should be incurred which, in the opinion of the Council is in the interests of the area of its inhabitants and will benefit them in a manner commensurate with the expenditure: Norfolk Community Law Service (NCLS) - £2000 Cllrs denied the grant and asked that NCLS reapply in 6 months' time with more data on how Fakenham residents have been helped.		

363/26	<p>To note that the agreement between Fakenham Area Partnership & Fakenham Town Council regarding Christmas Lights has been signed and the Christmas Lights have passed to the council.</p> <p>This was noted</p>
364/26	<p>To discuss a quotation of £8994 for installation of the 2026 Christmas Lights</p> <p>Cllr Glynn proposed, seconded by Cllr Campbell to accept the quote of £8994 net, agreed.</p>
365/26	<p>To consider an Events & Marketing committee or working group (to include Shop Fakenham & the Fakenham Events Committee)</p> <p>Cllrs agreed to set up a working group for the Christmas lights event.</p> <p>ACTION: Clerk to take forward</p>
366/26	<p>To discuss and agree a quote for Aldiss Park Boardwalk works.</p> <p>Cllr Glynn proposed, seconded by Cllr Thorpe to move forward with a quotation for £1230 net, agreed.</p>
367/26	<p>To discuss and agree an approach to managing an entrance into Aldiss Park</p> <p>Cllrs agreed to seek a quotation for a bund</p> <p>ACTION: Clerk to take forward</p>
368/26	<p>To receive the Internal Controllers report</p> <p>A report dated 24/3/26 was noted.</p>
369/26	<p>To consider signing the Plant Based Treaty</p> <p>https://plantbasedtreaty.org/individual-endorse/</p> <p>This is not applicable</p>
370/26	<p>To discuss committee meeting members</p> <p>All agreed Cllr Girton would join the Facilities & Amenities Committee.</p>
371/26	<p>To discuss adding a member of Shop Fakenham to the Wayfinding working group</p> <p>All agreed.</p>
372/26	<p>To confirm the use of the remainder of the field at Trap Lane after the Swimming Pool build</p> <p>All agreed that the Fakenham Town Council land to the north of the new Swimming pool and MUGA development would include the relocation of the grounds depot to that area which would limit space. Cllrs agreed any remaining area should remain as open green space with no specific designation. Clerk to ask NNDC Cllrs to call in planning application.</p>
373/26	<p>To discuss and agree the signage and barrier agreement with Shop Fakenham</p> <p>The Clerk advised that Shop Fakenham had been advised on the limitations of the barriers and signage borrowed and placing them on the highway and as event organisers accepted the risk. Agreed this is minimal risk to the council.</p>
374/26	<p>To discuss Fakenham Town Council moving forward with the UK Town of Culture Bid.</p> <p>For context - North Norfolk Culture+Tourism Feasibility Study 25Sep24 v6</p> <p>A public meeting was held on the 18th March with a good turnout. The theme of the bid is storey telling.</p> <p>ACTION: Clerk will send out current EOI draft.</p>
375/26	<p>To consider planning applications up to 25/03/2026</p> <ul style="list-style-type: none"> • PF/25/2615 - Unit 5 , George Edwards Road, Fakenham - External alterations to facade and external works including a concrete hardstanding area to provide a dog run, external plant area, isolation run and a timber gate and fencing on the western boundary

[PF/25/2615](#) | [External alterations to facade and external works including a concrete hardstanding area to provide a dog run, external plant area, isolation run and a timber gate and fencing on the western boundary. | Unit 5 George Edwards Road Fakenham Norfolk NR21 8NL](#)
Response Deadline: 26/03/2026

- **PF/25/2321 Reconsultation due to amended plans-** Fakenham College, Highfield House, 50 Wells Road, Fakenham - Demolition of existing detached school buildings & parts of C20th extensions to original Highfield House. Repairs & restorations to original Highfield House & retained extensions with reinstatement of original plan form to Highfield House. Retention & conversion of two detached C20th two storey classroom blocks. Change of use of these buildings to create six residential units only.
Construction of 20 new terraced, semi-detached & detached 2, 3 & 4 bedroom houses

[PF/25/2321](#) | [Demolition of existing detached school buildings & parts of C20th extensions to original Highfield House. Repairs & restorations to original Highfield House & retained extensions with reinstatement of original plan form to Highfield House. Retention & conversion of two detached C20th two storey classroom blocks. Change of use of these buildings to create six residential units only. Construction of 20 new terraced, semi-detached & detached 2, 3 & 4 bedroom houses | Fakenham College Highfield House 50 Wells Road Fakenham Norfolk NR21 9HP](#)

Councillors previous response: Councillors offered no objection and no comments
Response deadline: 30/03/2026

- **LA/25/2322 Reconsultation due to amended plans** - Fakenham College, Highfield House, 50 Wells Road, Fakenham - Works to Highfield House including demolition of parts of C20th extensions to original building, repairs and restorations to original building and retained extensions with reinstatement of original plan form to facilitate conversion to dwellings

[LA/25/2322](#) | [Works to Highfield House including demolition of parts of C20th extensions to original building, repairs and restorations to original building and retained extensions with reinstatement of original plan form to facilitate conversion to dwellings | Fakenham College Highfield House 50 Wells Road Fakenham Norfolk NR21 9HP](#)

Councillors previous response: Councillors offered no objection and no comments
Response deadline: 30/03/2026

- **PF/23/0460 Reconsultation due to amended plans** - 2 Driftlands, Fakenham, Norfolk - Erection of two storey sides and part two/single storey rear extensions to existing dwelling

[PF/23/0460](#) | [Erection of two storey sides and part two/single storey rear extensions to existing dwelling | 2 Driftlands Fakenham Norfolk NR21 8EB](#)

Councillors previous response: Councillors objected to this application on the grounds that it is far too cramped on the existing site and the building will be out of keeping with those around it. Garage and car parking will be reduced and hence there will be more parking on the road
Response Deadline: 30/03/2026

- **AP/26/0004 (PF/25/2194) Planning Appeal-** Flat At, 12 - 14 Norwich Street, Fakenham - Replacement of first and second floor windows in front elevation

[PF/25/2194](#) | [Replacement of first and second floor windows in front elevation | Flat At 12 - 14 Norwich Street Fakenham Norfolk NR21 9AE](#)

Councillors previous response: Councillors offered no objections but noted they were reluctant to have had to make that decision
Response Deadline: 15/04/2026

	<ul style="list-style-type: none"> • PF/26/0579 - Fakenham Sports & Fitness Centre , Trap Lane, Fakenham - Creation of a 3G Artificial Grass Pitch (AGP) with perimeter fencing, hardstanding areas, storage container, floodlights and an access footpath. Extension of the gravel car park and installation of a reinforced mesh to create a grass overflow car park PF/26/0579 Creation of a 3G Artificial Grass Pitch (AGP) with perimeter fencing, hardstanding areas, storage container, floodlights and an access footpath. Extension of the gravel car park and installation of a reinforced mesh to create a grass overflow car park Fakenham Sports & Fitness Centre Trap Lane Fakenham Norfolk NR21 9HL Response Deadline: 8/04/2026 <p>Cllrs offered no objection and no comment.</p>
376/26	<p>To note comments on applications for planning applications as agreed via Email:</p> <ul style="list-style-type: none"> • RV/26/0355 - Norfolk Padel, Waterhouse Farm, Waterhouse, Fakenham - Erection of building to provide Padel tennis facility RV/26/0355 Erection of building to provide Padel tennis facility with two indoor courts, changing facilities, bar and sitting area; construction of outdoor court and parking area, without complying with condition 2 (approved plans) of PF/23/2569, to regularise the current development; (the building is the correct distance from the service road but has been moved 11m to the west northwest, the outdoor padel court has been moved 18m to the north, the parking area has increased from circa 500 sq/m to circa 700 sq/m, & the parking area has been topped with a tarmac surface) Norfolk Padel Waterhouse Farm Waterhouse Fakenham Norfolk NR21 0LA Response Deadline: 17/03/2026 Councillors response: Councillors offered no objection and no comments • PF/26/0418 - 4 Norman Close, Fakenham - Erection of side extension to garage PF/26/0418 Erection of side extension to garage 4 Norman Close Fakenham Norfolk NR21 9RX Response Deadline: 25/03/2026 Councillors response: Councillors offered no objection and no comments <p>These were noted</p>
377/26	<p>To receive notice of decisions of the planning authority:</p> <ul style="list-style-type: none"> • PF/25/2828 - Rosewood Villa , 4 Constitution Hill, Fakenham - Single storey front extension to dwelling PF/25/2828 Single storey front extension to dwelling Rosewood Villa 4 Constitution Hill Fakenham Norfolk NR21 9EF Councillors Response: Councillors offered no objections and no comment. Approved • PU/25/1153 - Henry Stewart & Co Chicken Sheds , Land To Rear Of Heath Farm, Pensthorpe Road, Fakenham - Change of use of agricultural building to dwellinghouse (Class C3) and building operations reasonably necessary for the conversion - Building 2 PU/25/1153 Change of use of agricultural building to dwellinghouse (Class C3) and building operations reasonably necessary for the conversion - Building 2 Henry Stewart & Co Chicken Sheds Land To Rear Of Heath Farm Pensthorpe Road Fakenham Norfolk NR21 8LZ Councillors Response: N/A Permission not required • PU/25/1152 - Henry Stewart & Co Chicken Sheds , Land To Rear Of Heath Farm, Pensthorpe Road, Fakenham - Change of use of agricultural building to dwellinghouse (Class C3) and building operations reasonably necessary for the conversion - Building 1

	<p>PU/25/1152 Change of use of agricultural building to dwellinghouse (Class C3) and building operations reasonably necessary for the conversion - Building 1 Henry Stewart & Co Chicken Sheds Land To Rear Of Heath Farm Pensthorpe Road Fakenham NR21 8LZ Councillors Response: Councillors offered no objection and no comments Permission not required</p> <ul style="list-style-type: none"> • PF/23/0128 - Upholstery Repair Service , Greenway Lane, Fakenham - Demolition of existing building and erection of two dwellings <p>PF/23/0128 Demolition of existing building and erection of two dwellings Upholstery Repair Service Greenway Lane Fakenham Norfolk NR21 8ET Application Withdrawn</p> <p>These were noted</p>
378/26	<p>To receive any further items for the agenda None</p>
379/26	<p>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 Glynn. 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.</p>
380/26	<p>To discuss the FLASH project and agree initial costs for a depot planning application. Cllr Rocket proposed, seconded by Cllr Glynn to move forward with the planning application.</p>
381/26	<p>To discuss 9 Norwich Street Nothing to discuss</p>
382/26	<p>To discuss staff accommodation It was noted that NNDC are withdrawing their services from the Connect Building from 1st April.</p>
383/26	<p>To discuss and agree the 2026 nominations for the Community Spirit Award Cllrs agreed to vote via email</p>
384/26	<p>To move into open session On the proposition of Cllr Bucknell, seconded by Cllr Glynn RESOLVED the meeting moves into Open Session.</p>
385/26	<p>To confirm the date & Time of the next meetings: Allotments: Tuesday 7th April 2026 at 14:30 Facilities & Amenities: Tuesday 14th April 2026 at 18:00 Governance & Finance: Tuesday 21st April 2026 at 18:00 Full Council: Wednesday 29th April 2026 at 18:00</p>

	<p>There being no further business the meeting closed at 19:37</p> <p>Confirmed this day of 2026</p> <p>CHAIR</p>
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Full Council Actions Log

Meeting	Date	Minute	Responsible	PRIORITY	Action	STATUS	Comments
3 Full	25/06/2025	67/25	Office	LOW	To explore different options for simple mayoral chains and pendants for Mayor & Deputy Mayor civic regalia	50%	Ongoing research and awaiting quotes
4 Full	27/08/2025	124/25	Clerk	HIGH	Ask current Heritage Trail Supplier for costs associated with moving boards and complete refurb/replacements	50%	On Site meeting 10/9/25. Quotes received. Quotes will be sought from 3 suppliers for work 2026/27. Awaiting Way Finding report.
4 Full	24/09/2025	169/25	Clerk	HIGH	To take forward CCTV provisions	75%	22/9/25 Contacted Cozens. Awaiting survey from West Norfolk & Kings Lynn. Initial survey completed. WN&KL meeting with Fakenham Church 20/1/26. 28/1/26 Cllrs agreed to move forward with quote - Clerk moving forward with Church. Update 17/04/26 Church have given provisional agreement, Archdeacon sign off expected 27/28/4. Instructed West Norfolk to purchase equipment as 3/4 week lead intime.
5 Full	29/10/2025	175/25	Clerk	MEDIUM	Clerk to seek clarification to NNDC Cllr Vickers Facebook comments re free residents parking on Millennium Park.	75%	Emailed 30/10/25
3 Full	28/01/2026	309/26	Clerk	HIGH	To ensure CCTV cant be hacked or WiFi used	100%	Connections are secure
5 Full	25/02/2026	316/26	JR	MEDIUM	Cllr Rockett to establish an electors concerns regarding river path at Hall Staithe	100%	31/03/2026 Cllr Rockett attended and noted slight deterioration of the path but no immediate concerns
6 Full	25/03/2026	365/26	Clerk	HIGH	Establish a Christmas Lights working group	100%	26/3/26 Emailed Shop Fakenham and Fakenham Events committee, meeting planned 20/5/26
7 Full	25/03/2026	367/26	Clerk	HIGH	To seek a bund or equivalent quote	100%	26/3/26 Emailed for quote, 02/4/26 Bund in place
8 Full	25/03/2026	374/26	Clerk	HIGH	Email all Cllrs the current Town of Culture EO1 draft	100%	26/3/26 emailed to all.

As Chairman of Norfolk Ramblers I am writing to you concerning Rights of Way and Footpaths in your Parish. You may know that Ramblers endeavour not only to lead walks but help to keep the Rights of Way and footpaths open and in an accessible condition for all to enjoy. Responsibility for maintaining these is shared between the landowner and Norfolk Highways but more and more paths are becoming difficult to walk, which then results in further decline and use. The Norfolk Highways budget for maintain paths is also diminishing. Ramblers do sterling work with their volunteers who undertaking smaller maintenance issues.

It is well documented that walking is a good, easy to access, and inexpensive way of maintaining fitness and good physical and mental health for all age groups and Norfolk Ramblers are proposing that each Parish has a documented audit of their paths and Rights of Way, which can be accessed by any member of the public from the minutes published on the Parish website. Each Parish Council should have either an appointed footpath warden or a Councillor who is responsible for this facility. It would be helpful to both residents and those planning walks from further afield if a detailed audit of the state of the paths could be published as a Report at the Annual Parish Meeting, or more frequently if you wish. Attached is a copy of part of a report from a local Parish Council, prepared for an Annual Parish Meeting which shows 'best practice'. An annual audit enables any defects or problems to be reported to Norfolk Highways, or to the landowner, and hopefully resolved before paths become overgrown or inaccessible through neglect, wilful obstruction, lack of signage etc.

If you are unsure of how the footpaths are numbered on the Rights of Way Definitive Map for your Parish, or how to report defects to Norfolk Highways, or who is responsible for what, please get in touch. I will be pleased to help.

Your co-operation with this suggestion will hopefully benefit your residents, as well as visitors to your Parish, and will add to the enjoyment of the Norfolk countryside for all.

If you are already completing and publishing a comprehensive footpath audit on your Parish website similar to the one attached, please ignore this correspondence, and thank you.

Parish Footpath and Rights of Way Annual Report Audit Exemplar

Footpath No. 9 (Kemp's Corner to Footpath No. 13). **Checked.** **Kemps Rd End, Drainage ditch bridge rotted. Footpath blocked by paddock fencing. Finger Post, Way marker discs and additional posts required. NCC ENQ90020**** Two new bridges in place 200m from Kemps Rd. Also two new Bridges in place 200m before FP13.**

Footpath No. 13 (Road leading to Old Hall farm to Parish Boundary/ FP9). **Checked OK.**

Footpath No. 14 (Footpath No. 13 to Parish Boundary). **Checked OK.**

Footpath No. 15 (Village Street to Kemp's Road). **Checked OK.** **No access to Kemps Rd, follow FP16 to Kemps Rd.**

Footpath No. 16 (Kemp's Road to Footpath No. 15). Checked OK. **Kemps road post loose.** Now fixed level, cemented in

Footpath No. 17 (Station Road to Parish Boundary) Checked OK. **Stile too high, new kissing gate requested.** New Kissing gate installed.

Footpath No. 18 (Station Road to Semere Lane. Checked, **Finger Post knocked out laying on floor. Reported to NCC, ENQ90027****** Now fixed, re-fitted Semere lane end. Station road end post cemented back in.

Footpath No. 19 (The Beeches to Doctor's Lane).Checked. **New post beeches road end now missing ??**

Footpath No. 20 (Norwich - Harleston Road to Doctor's Lane). **Post Loose.** Post cemented back in.

Footpath No. 21 (South Green to Parish Boundary). Checked OK. **Post loose. Will need replacing. Reported to NCC, ENQ90027******

Footpath No. 22 (South Green to Parish Boundary). **Post Loose.** Post cemented back in.

Footpath No. 23 (Garlic Street to road leading to South Green). Checked OK.

Footpath No. 24 (Garlic Street to Parish Boundary). Checked, **New post required, Reported to NCC, ENQ90027****.** New post at start, and way marker post fitted.

Footpath No. 25 (Footpath No. 17 to Semere Lane) **Post leaning over.** Post re-fitted.



Subject: Sponsor a Duck – Support Fakenham & Promote Your Business (2026)

Dear Local Business,

Fakenham Sponsored Duck Race 21st June 2026

Active Fakenham and the Rotary Club of Fakenham and District are delighted to be working together to bring back the ever-popular **Fakenham Duck and Cardboard Raft Races** in 2026.

The event will take place on **Sunday 21st June 2026** on the **River Wensum at Goggs Mill Lane**, alongside a lively riverside festival featuring stalls, music, food, games our own cardboard raft races and more on the adjacent field.

We are offering local businesses the opportunity to promote themselves while supporting a programme of community activities across Fakenham by sponsoring one of our **giant ducks** in the *Super Sponsored Duck Race*.

Sponsorship Options:

- **£75** – Includes a new giant duck and entry into the race
- **£50** – Entry if you already have a duck from a previous year

What's included:

- A chance to support your local community
- A fun, well-attended community event with strong local support
- Promotion across local press, social media, and websites
- Inclusion on our event pages (updated for 2026)
- Your duck decorated by you in your company branding (or possibly by a local school/community group)
- Opportunity to display your duck in your premises or within the town centre
- A PR photo opportunity with your duck
- The chance to win the **Sponsored Duck Race Cup**, to display for the year, plus additional prizes

By taking part, you will be supporting Active Fakenham and a wide range of local initiatives, including:

- The Fakenham Town Guide
- The Easter Sunday Festival of Running
- The Riverside Festival and community events
- The Fakenham Arts Festival throughout August
- Ride North Norfolk cycling event
- The Fakenham Film Festival
- Other local events and activities

We hope your business will join us in making this year's event another great success. See photos and videos here <https://www.activefakenham.org.uk/videos-and-photos>

Please let me know if you would like to take part or would like further information.

Best regards,

Richard Crook
Active Fakenham

Gordon Turner
Fakenham & District Rotary



<https://www.activefakenham.org.uk/2026-riverside-community-day-raft-races-and-duck-races>

How it Works

A payment of **£75** will secure your business a place in the **Fakenham Giant Duck Race**, and the duck is yours to keep!

You can decorate your duck to promote your business — *the brighter and more creative, the better!* If you already have a duck from a previous **Active Fakenham Sponsored Duck Race**, the entry cost is reduced to **£50**.

If you would prefer not to decorate your duck yourself, we may be able to arrange for a local school or community group to do this for you.

Funds raised will support community events in Fakenham, with a contribution also made to **Fakenham First Focus**. We also support local schools by donating tickets to them.

The Riverside Festival, including the Duck and Raft Races, is an important and enjoyable event for the town, and we very much hope your business will support it.

If you would like to take part, please complete the form below and return it to us, or scan and email it to:
richard@activefakenham.org.uk

You can view photos and videos from previous events at:
www.activefakenham.org.uk

If you have any questions, please feel free to contact:

Richard Crook, Active Fakenham

☎ 07887 803091

✉ richard@activefakenham.org.uk

or

✉ fakenhamrotaryclub@gmail.com

Yours faithfully,

Richard Crook
Active Fakenham

Fakenham Sponsored Duck Race 2026 – Entry Form

Name and Address of Business:

.....
.....

Contact Details:

Main contact name:

Email:

Phone:

We wish to enter the **2026 Super Sponsored Duck Race**.

Please tick as appropriate:

£75 – New duck (includes duck and entry)

£50 – Entry only (we already have a duck)

Payment Options:

We will make a BACS payment to Active Fakenham:

Barclays Bank

Sort Code: 20-30-81

Account Number: 43890872

We will send a cheque (payable to “Active Fakenham”) to:

Active Fakenham

Harp House

54 Wells Road

Fakenham

NR21 9HJ

Please return this form to:

richard@activefakenham.org.uk

**MINUTES OF THE FACILITIES & AMENITIES COMMITTEE MEETING
HELD AT THE FAKENHAM CONNECT BUILDING, OAK STREET, FAKENHAM**

TUESDAY 14th APRIL 2026 AT 18:00

Attending Committee Councillors: V Joslin (Chair), C Fairbrother and G Thorpe

Attending Non-Committee: J Rockett

Town Clerk: L Meanley

General Public: None

Press: None

Number	Agenda
224/26 FA	To receive Apologies for Absence Apologies received from Cllrs A Glynn and M Campbell
225/26 FA	To adjourn the Meeting for Electors' questions None received
226/26 FA	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 Cllrs Joslin declared an interest in Agenda Items 237/26 FA to 240/26 FA and Cllr C Fairbrother declared an interest in agenda item 243/26 FA
227/26 FA	To Confirm the minutes of the Facilities & Amenities meeting held on the 10th February 2026 & 10th March 2026 On the proposition of Cllr Joslin, seconded by Cllr Fairbrother the minutes of the Facilities and Amenities meetings held on 10 th February 2026 were AGREED by all and signed by the Chairman.
228/26 FA	To discuss any matters arising from the Minutes of the Facilities & Amenities Meeting held on 10th February 2026 Updates were noted
229/26 FA	To receive an update on estate management The Clerk updated that the bund at Aldiss Park had been completed and the boardwalk had been removed. Quotes had been accepted on Tunn Street triangle and Creake Road cemetery wall but no date set.
230/26 FA	To note any equipment expenditure within budget None
231/26 FA	To discuss and agree a quotation to repair a streetlight outside Grove House, Swan Street for either £475 or £695 net. On the proposition of Cllr Joslin, seconded by Cllr Fairbrother it was agreed to move forward with a quote for £695
232/26 FA	To discuss a quotation of £240 to clean 6 bus shelters every 6 weeks Current charges are £125 every 6 weeks, Cllrs agreed to remain with the current contractor.
233/26 FA	To discuss marketplace electricity usage for events. Cllrs agreed there was no objection in principle in supporting one off community events free of charge usage. A agreement for one off use of electricity feeder pillars was agreed. A separate event code will be used.
234/26 FA	To discuss a defibrillator & bleed kit training event in conjunction with Active Fakenham Active Fakenham had suggested and said a community centre room could be used and the Community First Responders look likely to be able to support, Cllrs agreed to proceed. ACTION: Clerk to arrange suitable dates



Fakenham Town Council

Fakenham Connect
Oak Street
Fakenham
Norfolk
NR21 9DY
Tel: 01328 853653

e-mail: info@fakenhamtowncouncil.gov.uk
website: fakenhamtowncouncil.gov.uk

Allotment Sub Committee Terms of Reference

Contents:

1. Introduction
2. Purpose
3. Membership
4. Quorum
5. Chair
6. Meetings
7. Public Participation
8. Reporting
9. Finance
10. Review of Terms of Reference

1. Introduction

The Allotment Sub-Committee is established by Full Council in accordance with the Council's Standing Orders.

The Sub-Committee is advisory only and has no delegated decision-making authority unless expressly granted by Full Council

The Sub-Committee will make recommendations to the Facilities and Amenities Committee for consideration and approval.

2. Purpose

The purpose of the Allotment Sub-Committee is to:

- Consider matters relating to the Council's allotment sites.
- Develop and promote projects that support the improvement, sustainability, and effective use of allotments.
- Provide a forum for discussion of allotment management, maintenance, and operational issues.
- Consider issues raised by allotment tenants and site representatives.
- Make recommendations to the Facilities and Amenities Committee on matters relating to allotment provision and management.

3. Membership

The Sub-Committee shall consist of a minimum of three councillors appointed by Full Council.

- Membership shall normally be reviewed annually following the Annual Meeting of the Council.
- The Sub-Committee will invite allotment tenant representatives to attend meetings.

Tenant representatives:

- May attend meetings and contribute to discussions
- Are not members of the Sub-Committee and do not have voting rights.

4. Quorum

The quorum of the Sub-Committee shall be two councillor members.

Tenant representatives and other attendees shall not be counted for the purpose of the quorum.

5. Chair

The Chair of the Sub-Committee shall be:

- Appointed by the Facilities and Amenities Committee; or
- Elected by the councillor members of the Sub-Committee at its first meeting following appointment.

6. Meetings

The Sub-Committee shall meet four times per year, or more frequently if required.

Meetings shall be convened in accordance with the Council's Standing Orders where applicable.

7. Public Participation

A period of public participation may be included at the beginning of each meeting.

During this time:

- Allotment tenants and members of the public may raise matters relating to allotments.
- Contributions should normally be limited to three minutes per speaker, at the discretion of the Chair.

The Sub-Committee may consider issues raised and determine whether they should be placed on a future agenda or referred to the Facilities and Amenities Committee.

Members of the public and tenant representatives may contribute to discussions with the permission of the Chair but shall not take part in any vote.

8. Reporting

The Sub-Committee shall report to the Facilities and Amenities Committee.

Recommendations of the Sub-Committee shall be submitted to the Facilities and Amenities Committee for consideration and decision.

Minutes or notes of meetings shall be circulated to members of the Facilities and Amenities Committee.

9. Finance

The Sub-Committee shall have no authority to commit the Council to expenditure.

Any financial implications arising from recommendations must be referred to the Facilities and Amenities Committee for approval in accordance with the Council's Financial Regulations.

10. Review of Terms of Reference

These Terms of Reference shall be reviewed periodically by the Facilities and Amenities Committee to ensure that they remain appropriate and effective.

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

TUESDAY 21st April 2026 AT 18:00

Attending Committee Councillors: A Glynn (Mayor), V Joslin, P Bucknell, D Hunter & J Rockett

Attending Non-Committee: None

Clerk: L Meanley

RFO & Deputy Clerk: K Lindsay

General Public: None

Press: None

Number	Agenda
	In the absence of both the Chair and Deputy Chair of the Governance & Finance Committee, the first item of business was to elect a Chair for the meeting It was proposed and AGREED that Cllr Glynn would chair the meeting
165/26GF	To receive Apologies for Absence Apologies received from Councillors Dutton and Harrison
166/26GF	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 None declared
167/26GF	To adjourn the Meeting for Electors' questions None received
168/26GF	To confirm the minutes of the Governance & Finance Committee meeting held on 17th March 2026 On the proposition of Cllr Glynn, seconded by Cllr Rockett, the minutes of the Governance & Finance Committee meeting held on 17 th March 2026 were AGREED by all and signed by the Chair
169/26GF	To discuss any matters arising from the Governance & Finance Committee meeting held on 17th March 2026 The Action Log was noted
170/26GF	To review and agree policies and risk assessments for update: <ul style="list-style-type: none"> • Safeguarding Policy Cllrs reviewed the Safeguarding policy and RESOLVED to approve it for presentation and approval by Full Council <ul style="list-style-type: none"> • FTC Estate Risk Assessment Cllrs reviewed the FTC Estate Risk Assessment and RESOLVED to approve it <ul style="list-style-type: none"> • General Office Duties Risk Assessment Cllrs reviewed the General Office Duties Risk Assessment and RESOLVED to approve it
171/26GF	To review finance reports for month ending March 2026 <ul style="list-style-type: none"> • To receive and review March 2026 receipts and payments for Fakenham Town Council and Charter Market Cllrs RESOLVED to approve for presentation and approval by Full Council <ul style="list-style-type: none"> • To receive and review March 2026 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts and confirm bank statements balances for signing Cllrs RESOLVED to approve for presentation and approval by Full Council - all bank statements and reconciliations were confirmed and signed <ul style="list-style-type: none"> • To receive and review the fourth quarterly Income and Expenditure Budget vs Actuals report Cllrs RESOLVED to approve for presentation and approval by Full Council

	<ul style="list-style-type: none"> To receive and approve the March 2026 schedule of payments over £500 for display on the website <p>Cllrs RESOLVED to approve for presentation and approval by Full Council</p>															
172/26GF	To note that in the absence of councillors available to approve payment run 26 and 1 at Barclays, the Clerk completed approvals including Salaries (on payment run 1) Noted															
173/26GF	<p>To receive the RFO's report</p> <ol style="list-style-type: none"> Transition to Scribe Noted Year-End Position, Accruals, Creditors and Journal Adjustments Cllrs reviewed the proposed Year-End journals and RESOLVED to approve the processing of all routine journals as set out in the schedule Cllrs reviewed and RESOLVED to approve the proposed additional journals as detailed: <ul style="list-style-type: none"> - Write-off of aged debtor – Chamber of Commerce (£118.80) - Removal of historic accrual – Employers' Allowance adjustment (£6,000) Budgetary Position and Earmarked Reserves Cllrs noted the forecasted year-end financial position for 2025/26 Cllrs reviewed the position and RESOLVED to carry forward identified 2025/26 underspends and allocate them from the General Reserve to the appropriate Earmarked Reserves, with the RFO authorised to process the necessary accounting entries in 2026/27: <table border="1" data-bbox="363 1131 1417 1451"> <thead> <tr> <th>Cost Code</th> <th>Amount</th> <th>Earmarked Reserve</th> </tr> </thead> <tbody> <tr> <td>CCTV</td> <td>£20,000</td> <td>CCTV System & Monitoring EMR (New)</td> </tr> <tr> <td>Machinery & New Equipment</td> <td>£5,621</td> <td>Machinery EMR</td> </tr> <tr> <td>Trap Lane</td> <td>£43,685</td> <td>Welfare Unit EMR (Renamed Depot / Welfare Unit)</td> </tr> <tr> <td>Town Signage / War Memorial</td> <td>£4,919</td> <td>War Memorial EMR (New)</td> </tr> </tbody> </table> VAT Return Cllrs agreed that, in the absence of Cllr Dutton, the RFO is authorised to proceed with the submission of the VAT return 	Cost Code	Amount	Earmarked Reserve	CCTV	£20,000	CCTV System & Monitoring EMR (New)	Machinery & New Equipment	£5,621	Machinery EMR	Trap Lane	£43,685	Welfare Unit EMR (Renamed Depot / Welfare Unit)	Town Signage / War Memorial	£4,919	War Memorial EMR (New)
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174/26GF	To notify of the Year End Internal Audit taking place on 7th and 8th May Noted															
175/26GF	To receive notification of TTSR fuel surcharge update Cllrs acknowledged the TTSR fuel surcharge update and recognised that similar fuel surcharge adjustments may also be advised by other suppliers and contractors.															
176/26GF	To review the Strategic Plan 2025 – 2028 and recommend amendments to Full Council Cllrs reviewed the Strategic Plan 2025 - 2028 and RESOLVED to approve it for presentation and approval by Full Council															
177/26GF	To receive the Internal Controller review None															
178/26GF	To discuss the FLASH Project Nothing was discussed															
179/26GF	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 Glynn. 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.
180/26GF	<p>To note HR subcommittee meeting minutes from the 16th April</p> <p>Following recommendations from the HR Subcommittee meeting on the 16th April 2026 minute 34/26 & 35/26 it was proposed by Cllr Glynn, seconded by Cllr Joslin and agreed by all that the scope of administrative roles had developed beyond the current banding and aligned more closely with the next banding level, moves to be reflected from 1st April 2026.</p> <p>Following recommendations from the HR Subcommittee meeting on the 16th April 2026 minute 36/26 it was proposed by Cllr Rockett, seconded by Cllr Hunter, agreed by all, to appoint a Fixed Term Part Time Grounds person and Fixed Term Administrative assistant if it was cost neutral.</p>
181/26GF	To move into open session
182/26GF	To confirm the date and time of next meeting Governance & Finance: Tuesday 19th May 2026 at 18:00

	There being no further business the meeting closed at 18.27
	Confirmed this day of 2026
	CHAIR



Fakenham Town Council

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Safeguarding Policy

1. Introduction
2. Scope
3. Definitions
4. Responsibilities
5. Grounds and Outdoor Staff
6. Office Staff and Work Experience Students
7. Reporting Concerns
8. Confidentiality
9. Training

1. Introduction

Fakenham Town Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. Although the Council does not directly provide services to children or vulnerable adults, staff and councillors may encounter them during their duties, particularly in parks, playgrounds, and public spaces, or through occasional work experience placements. This policy outlines how the Council will minimise risks and respond appropriately to any safeguarding concerns.

2. Scope

This policy applies to:

- All Council employees
- Councillors
- Contractors working on behalf of the Council
- Volunteers
- Work experience students

3. Definitions

Child / Young Person: Anyone under the age of 18.

Vulnerable Adult: A person aged 18 or over who may need community care services due to disability, age, illness, or other circumstances and may be unable to protect themselves from harm.

Safeguarding: Protecting the health, wellbeing, and human rights of individuals to ensure they live free from abuse, harm, and neglect.

4. Council Responsibilities

As the Council does not directly provide services to children or vulnerable adults, its safeguarding responsibilities are limited to:

- Ensuring staff understand their safeguarding responsibilities
- Minimising opportunities for unsupervised contact
- Reporting concerns to appropriate authorities
- Providing a safe working environment where members of the public may be present

5. Grounds and Outdoor Staff

Grounds staff may encounter children and young people while working in parks, playgrounds, and open spaces. Staff should:

- Avoid initiating unnecessary contact with children or young people
- Not supervise or take responsibility for children
- Avoid being alone with a child where possible
- Always maintain professional boundaries
- Report any safeguarding concerns immediately
- Never take photographs of children or young people

If approached by a child seeking help, staff should:

- Remain in a public/open area
- Offer reassurance where appropriate
- Contact emergency services if required
- Report the incident to the Clerk

6. Office Staff and Work Experience Students

The Council may host a work experience student for administrative duties, typically yearly.

When hosting a student, the Council will:

- Ensure the student is supervised at all times
- Allocate a named supervisor
- Avoid one-to-one closed-door working where possible
- Provide a clear programme of work
- Ensure appropriate conduct and professional boundaries

No regulated activity is undertaken, and therefore enhanced DBS checks are not normally required. However, the Council will review requirements where appropriate.

7. Reporting Concerns

All staff and councillors have a responsibility to report safeguarding concerns.

If a safeguarding concern arises:

1. Ensure immediate safety where possible
2. Report to the Clerk
3. Record the concern as soon as possible
4. The Clerk will refer to appropriate agencies where required

If the Safeguarding Lead is unavailable, concerns should be reported to:

- Local Authority Safeguarding Team
- Police (if immediate risk)

Emergency: 999 Non-emergency Police: 101

8. Confidentiality

Safeguarding concerns must be treated confidentially. Information will only be shared on a need-to-know basis and in accordance with data protection legislation.

9. Training

The Council will:

- Provide basic safeguarding awareness to relevant staff
- Refresh training periodically

Reviewed at Governance & Finance Committee 21st April 2026

Ratified at Full Council 29th April 2026. Due for review 2029



Fakenham Town Council

Strategic Plan 2025 - 2028



Vision Statement

Creating a Thriving Environmentally friendly Market town where people aspire to live, work and play

Version Control

Version	Full Council Date
1	26/03/25
2	24/9/25
3	29/04/26

- 1. Fakenham**
- 2. Fakenham Town Council: Responsibilities and Structure**
- 3. Fakenham Lancaster – Council Structure**
- 4. Council Committees**
- 5. Achievements**
- 6. Our Priorities/goals for 25-28**
- 7. ACTION PLAN**
- 8. Fakenham Town Council Community Engagement Survey 2024**

1. Fakenham

Only 10 miles from the beautiful North Norfolk coast sits the traditional market Town of Fakenham. Known locally as the gateway to North Norfolk, with rich heritage and surrounded by spectacular countryside Fakenham is the largest town in North Norfolk with over 8000 residents.

The weekly charter market dates to 1250 and is today a vibrant event selling products for homes and gardens, pets and people. The income generated by stallholders' rents is paid into the 'Market Tolls' charitable account. Grants are awarded to community groups and individuals for the benefit of Fakenham residents. Dating back 140 years a weekly flea market and auction is also held on the same day.

The town council is also the sole trustee of the Fakenham Recreation Ground Charity, which owns Millennium Park and some of Aldiss Park.

Printing was the major industry in the 19th and 20th century. Printing blocks now form part of the market surface, and the Fakenham Museum of Gas and Local History is the only surviving town gasworks in England and Wales.

The skyline is dominated by the tower of the 14th century St Peters church and the river Wensum, the largest chalk fed river in Norfolk, runs alongside the town. The entire river and some adjoining fields in the southern tip of the Town are designated as a Site of Special Scientific Interest and a Special Area of Conservation.

2. Fakenham Town Council: Responsibilities and Structure

Estate and Grounds	Land Leased to others	Other Responsibilities
Aldiss Community Park (As a Trustee of FRGC)	Goggs Meadow – To the Hawk & Owl Trust	Weekly Charter Market
Millennium Park (As a Trustee of FRGC)	Bacons Piece – To the Hawk & Owl Trust	Administering grants from Market tolls fund
Hayes Lane Playing Field	Edmondsons Acres – To the Hawk & Owl Trust	Oak Street seating & Bike rack area opposite Library (Leased)
Trap Lane Playing Field	Trap Lane – To NNDC	Streetlights
Whitelands Play Areas		Heritage Trail
Creake Road Cemetery		Cinema Triangle (license)
Queens Road Cemetery		Town Sign
Quaker Burial Ground		
St. Peters Gardens		
Rudham Stile Lane Allotments		
Grove Lane Allotments		
Greenway Lane Allotments		
Railway Cutting		
Havelock Square		

3. Fakenham Lancaster – Council Structure

Ward	Councillors	Support (mix of F/T & P/T)
North Ward	5 Councillors	Town Clerk x 1
South Ward	11 Councillors	Deputy Clerk & RFO x 1
		Administrative Assistant x 2
		Groundsmen x 3

4. Council Committees

Monthly Full council meetings with District & County Councillors in attendance are supported by committee meetings–

Governance & Finance (G&F)- Monthly
• Administration of the Council's Finances
• Management of Staff Welfare & Performance
• Allocates grants from the Markets Tolls Fund
• Governance of Council Policies
Facilities & Amenities (F&A)- Monthly – moving to Bi-monthly from June 2026
• Manages all cemeteries, parks, play, allotments and amenity areas
• Regulates the Thursday Charter Market
• Responsible for the Heritage Trail

And Subcommittee meetings

Allotments – Quarterly
HR – As required

5. Achievements

Since the production of the last Business Plan Fakenham Town Council have;

- Supported improvements to the Wensum riverside walk
- Developed a heritage trail as part of the history of the town and tourist destination.
- Supported local business, charities and groups with a stall and gazebo at the weekly market.
- Supported local community groups and the police in activities combating anti-social activities.
- Supported armed forces charity initiatives.
- Reviewed services contracts to ensure value for public money.
- Consecrated the remainder of Creake Road Cemetery.
- Collaborated with NNDC to bring the FLASH project to Fakenham.

6. Our Priorities/goals for 25-28

In developing a new three-year action plan, we prioritised building it from the ground up with input from the community. In 2024, Fakenham Town Council (FTC) conducted a community survey (Annex A), providing residents with an opportunity to contribute their views and ideas.

This plan is a living document which will be reviewed biannually by the council and adjusted as necessary to reflect the evolving needs of the town, as well as the available resources and finances. Town councils have limited powers, but it is essential for FTC to develop in a way that effectively serves its community. As society continually evolves, it is important that we regularly review our practices to ensure they align with the changing needs of the community.

It is important to recognise that the priorities themselves are high level to support flexibility as there are many matters that fall outside of the council's control and, thus, we must adapt.

At the time of writing the Council has been briefed by North Norfolk District Council on the early implications of devolution and Local Government Reform. Undoubtedly the restructuring of the local government sector will impact upon town and parish councils. It is likely that more responsibility will fall to them for the supply of discretionary services, such as managing public conveniences, grass cutting, car park management and maintenance and emptying of dog waste bins. Very little detail is available at present.

7. ACTION PLAN

Prosperous Town - Increase economic prosperity and encourage a vibrant and diverse town, championing our business and investing in the town - We will:

- Encourage visitors to the town outside the main summer season
- Run a varied and vibrant Thursday market.
- Facilitate events with community groups throughout the year in our parks and open spaces.
- Support Fakenham Area Partnership to deliver town centre Christmas Lights
- Support a Banking hub
- Support a Transport Hub

No.	Aim	Action/Task	Priority	Timescale	Resource	Lead	Comments
1	Understand who uses our town and when the peak usage times are.	Work with NNDC Economic Growth Team. Attend District/County led business development days Attend Market Town development strategy meetings	High	2025-26	NNDC/NCC/ Broadlands Norfolk Chamber of Commerce	All Cllrs	Various Market Town or Tourism events attended. NNDC Wayfinding event attended
2	Support & engage with market traders, encouraging a flourishing Thursday market	Work with other organisations or initiatives to improve our market Advertise regularly on a variety of platforms	Medium	Ongoing	Social Media, Tourist information	FTC Staff	Market advertised on Facebook & Instagram. Attendance at the Norfolk Market Operator forum Oct 2025 Market shared with local parishes
3	Complete the restoration of the war memorial	Look at funding available for restoration projects and produce a business case.	Medium	2025	War Memorials Trust	F&A Cllrs	

No.	Aim	Action/Task	Priority	Timescale	Resource	Lead	Comments
4	Enhance the appeal of the town for visitors and the community	<p>Work with district & county councils for improvements to pavements and road markings</p> <p>Implement community survey suggestions in surrounding green spaces that form part of our estate.</p> <p>Identify new opportunities to promote the town centre – e.g. the auto rally</p>	High	<p>2025-26</p> <p>2025-28</p>	<p>NNDC / NCC / Community groups</p> <p>Market Tolls</p> <p>Grants</p> <p>Budgeted Grants</p>	<p>F&A</p> <p>Cllrs /</p> <p>FTC</p> <p>Staff</p>	<p>2025 – 26 Town Ambition Programme bid provided streetlight banners & a promotional film.</p> <p>4 Planters received as part of the Love your market towns in bloom In January 2026</p> <p>Highways Bridge Street resurfacing under consideration</p>
5	Support residents and community groups	<p>Free or low-cost council run events</p> <p>Support to other community groups providing free or low-cost events</p> <p>Market Tolls grants to community groups</p>	Medium	<p>2025-26</p> <p>Ongoing</p>	<p>Community groups</p> <p>Market Tolls</p> <p>Grants</p>	<p>FTC</p> <p>Staff</p>	<p>Civic Events VE/VJ180th celebrations & Remembrance parade.</p> <p>£137 Grants to youth support with EP Youth.</p> <p>Various Market tolls grants inc Active Fakenham / Shop Fakenham / Fakenham Society / Fakenham Events Committee</p>
6	Enhance tourism within the town	<p>Work with local tourist information</p> <p>Advertise across North Norfolk</p> <p>Provide support for initiatives within the town</p>	Medium	Ongoing	<p>Tourist Information</p> <p>Social Media</p> <p>NNDC</p> <p>Budget £500</p> <p>£144 Grant</p>	<p>F&A</p> <p>Cllrs /</p> <p>FTC</p> <p>Staff</p>	<p>Support Active Fakenham Events with publicity</p> <p>Share Market with other Parishes</p>
7	Support the retention of banking facilities within the town	<p>Working to improve Post Office Facilities</p> <p>Work with our MP / NNDC on campaigning for a banking hub</p>	Medium	2025-26	<p>Banks</p> <p>NNDC</p>	<p>All</p> <p>Cllrs</p>	<p>Working with NNDC & MP. New Post Office opened 2025</p>

	Work with current individual bank local hubs to support and extend their services			Jerome Mayhew MP	
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Engaging with our community - Engage with residents of all age groups to develop a greater sense of community spirit.

We will:

- Provide a platform for promoting community activities.
- Work with a range of partners to provide initiatives to ensure the town remains a safe place.
- Work with young people and support the provision of youth groups and activities
- Collaborate with local stakeholders to identify & address hidden needs within our community
- Celebrate our community spirit

No.	Aim	Action/Task	Priority	Timescale	Resource	Lead	Comments
8	Carry out regular community and stakeholder surveys	Feedback on specific or general issues. Budget for expenditure	Low	Ongoing	Community	FTC Staff	Millenium Park review initial online social media survey April/May 2025. In Park Aug 2025, to schools and community groups Sept 2025. Alciss Park to be scheduled next Hayes Lane Playing Field survey Spring 2026
9	Provide support & information to local community groups	Seek out opportunities to engage with more community initiatives. Work with NNDC community connector.	Medium	Ongoing	NNDC Community groups FTC Staff	FTC Staff	Market Tolls Grants Grants allocation in Budget. Market stalls loaned to support Barclays Scam support / NNDC Positivitea, Community connectors. Support Healthier Fakenham
10	Lead, develop & assist with community events	Continue to support funding for the Christmas events & activities. Provide support by way of grants & advertising. Lead on ceremonial occasions.	Medium	Ongoing	Community groups FTC Staff / Cllrs Market Tolls Grants	FTC Staff / F&A Cllrs	Civic Events VE/VJ80th celebrations & Remembrance parade. Community focused Annual Assembly

No.	Aim	Action/Task	Priority	Timescale	Resource	Lead	Comments
11	Provide support to services for young people	Work towards establishing a 'youth' council. Work with individual schools to support work placements and delivery of awards such as Duke of Edinburgh.	Medium	Ongoing	Budget £6000 allocation Local Schools	All Cllrs / FTC Staff	Advertising and Market Toils grants to active Fakenham / Fakenham Events committee / Shop Fakenham Duke of Lancaster pupils working in Queens Road Cemetery towards Duke of Edinburgh volunteering award. Work placement arranged for Winter 2025.
12	Annual Town Assembly (a meeting for the Town)	Awards for community spirit and Mayor's cadet. Invite community groups as stall holders	Medium	May Annually	Community groups FTC Staff / Cllrs	FTC Staff	Annual Assembly 22/5/25, 6 community stalls. Awards given out for Community Spirit and Mayors Cadet.
13	Publish an annual update to this plan, indicating where budget has and will be spent	Publish an annual report on the work of the Council and make this widely available. Consider working towards delivery of a Neighbourhood Plan	High	May Annually	FTC Staff / Cllrs	FTC Staff	Annual report given at the Town Assembly 22/5/25.
14	Ensure that all meetings of the Council are well-publicised and accessible to members of the public	Agree calendar of meetings for the year and publish this. Ensure that individual meetings are publicised Consider installing appropriate technology – recording etc	Medium	May Annually	FTC Staff Cllrs	FTC Staff	All meetings on the physical noticeboard and website
15	Improve communication with the electorate	Ensure regular use of Facebook to promote Council. Regular articles in local newsletters. Replace Town Council website.	Medium	Ongoing	FTC Staff Cllrs	FTC Staff	FTC / Community / NCC / NNDC / Highways / military events & updates shared on social media Monthly Beacon Article

Sustainable environment - Seeking to improve the local environment for the benefit of present and future generations of townspeople							
We will:							
<ul style="list-style-type: none"> ➤ Adapt to the changing climate in the management of our parks & open spaces ➤ Identify opportunities to deliver on our biodiversity duty ➤ Require all events held on Town Council land to complete an Environmental Impact Assessment 							
No.	Aim	Action/Task	Priority	Timescale	Resource	Lead	Comments
16	Maintain & develop allotments	Ensure sites are managed properly – reducing chemicals used and controlling waste disposal.	Low	Ongoing	National Allotment Society Tenant Reps 2025/6 £6000 budgeted for surveys. £5000 for fencing FTC Staff	FTC Staff	Monthly inspections Topographical surveys undertaken Greenway Lane Plot numbering project nearly complete February 2026
17	Management of burial grounds	Footpath improvements in Queens Road. Tree management in Queens Road. Improvement of abandoned grave sites. Consecration of new burial area at Creake Road. Extension of roadways and footpaths into new burial area at Creake Road. Consider memorial garden or garden of remembrance.	Medium	2025	£23000 budgeted for Creake Road £2000 budgeted for Queens Road memorials FTC Staff	FTC Staff	Consecration of Creake Road Jan 2025 Extension of roadways and footpaths into new burial area at Creake Road September 2025 Memorials inspections by staff completed Aug 2025. Creake Road Wall Repairs scheduled 2026
18	Reduce our carbon footprint	Review our energy contracts. Review our vehicles & equipment. Review our waste management procedures. Review and write sustainability criteria for events held on FTC sites. Consider green energy initiatives	Medium	Ongoing		FTC Staff	Market Place Electricity Feeder Pillars reviewed annually Replacement vehicle schedule in place

No.	Aim	Action/Task	Priority	Timescale	Resource	Lead	Comments
19	Seating and waste provisions at all open space sites	Refurbishment/replacement of benches. Review and list out current provisions.	Low	Ongoing	FTC staff	FTC Staff	
20	Open Space management	Develop Tree management plan. Reduce use of chemical pesticides. Look at balance between grass cutting to improve biodiversity and keeping areas tidy. Consider improvements to the Millennium Park Consider improvements to Aldiss Park. Develop clear plan for areas to be allowed to grow and encourage suitable additional planting. Consider ways to consult with public on plans for the site. Seek available funding for identified improvements.	Medium	2025/26	Tree surveys & work £6000 budgeted Millenium Park £10,000 budgeted Community Grant funds	FTC Staff	Estate Strategy June 2025 & Asset Management plan July 2025 developed. Tree surveys completed 0 Nov 24/July 25 and works completed / booked Millennium Park review Summer 2025
21	Manage development and the built environment	Play an active role in commenting on planning applications.	Medium	Ongoing	CIlrs	All CIlrs	Keeping pressure on NNDC regarding 9 Norwich Street & 6-10 Norwich Road
22	Consider our Biodiversity Duty	Follow the actions set out in our biodiversity policy.	Medium	Ongoing	FTC Staff CIlrs	FTC Staff	Estate Strategy June 2025 & Asset Management plan July 2025 developed.

Community Health & Wellbeing - Improving our facilities to enable community wellbeing

We will:

- Encourage participation in sporting and cultural activities including the new facilities.
- Maintain a safe environment
- Provide a range of community services, including allotments, cemeteries, and bus shelters.
- Support the provision of social housing for local people

No.	Aim	Action/Task	Priority	Timescale	Resource	Lead	Comments
23	Enhance Arts & Culture in the Town	Work with creative & artistic communities to support & showcase the incredible talent within the community, promoting festivals & community events.	Low	2026- 7	Local artisans Community Groups	F&A Cllrs	Potential Artists in residence appointed in 2025 Active Fakenham Arts & Film festival promotions Heritage Trail improvements planned as part of Wayfinding project
24	Improve Health & Wellbeing opportunities for residents	Support Active Fakenham in their many events promoting various health and wellbeing activities. Support County Council improvements to the national cycle highway. Provide opportunities to purchase fresh seasonal food through markets & events.	Medium	Ongoing	Market Tolls Grants	All Cllrs / FTC Staff	Support Active Fakenham with publicity & funding. Support the dementia café & Homelessness project Market tolls grants Facilitated Healthier Fakenham inaugural event
25	Support affordable local housing	Encourage others to identify areas that may be suitable for affordable housing. Challenge Planning applications to include affordable house where and when appropriate.	Low	Ongoing	NNDC	All Cllrs	Cllrs actively look for potential sites.

26	Spaces can be improved and better signposted	Promotion of areas and development of Millennium Park and Aldiss Park.	Low	Ongoing	NNDC Community Funding	L&E Cllrs	Millennium Park Summer 2025 Survey Hayes Lane survey scheduled spring 2026
	No. Aim	Action/Task	Priority	Timescale	Resource	Lead	Comments
27	Improve Riverside walks	Provide support to the continuation of improvements to the River Wensum walkways. Undertake a feasibility study to develop opportunities for improvements in the areas owned or managed by FTC.	Low	2026-7	NCC Environment Agency Ramblers	L&E Cllrs	Aldiss Park - Potential wetland grant funding options being explored.
28	Work with key enforcement agencies to tackle anti-social behaviour within the town	Ensure that CCTV provides a deterrent for damage to public assets and antisocial behaviour. Continue to ensure that the relationship with the Police is positive & supportive.	Medium	2025-26	Police NNDC NCC Youth Groups	All Cllrs	Police unable to provide support. CCTV equipment being renewed.
29	Safe management of community facilities	Effective management of Health & Safety, including statutory testing. Regular inspections to ensure assets are well maintained. Continue to review and evaluate risk.	High	Ongoing	HSE RoSPA ICCM FTC Staff	FTC Staff	Estate Strategy June 2025 & Asset Management plan July 2025 developed. H&S policy. Yearly PAT
30	Regular review of policies	Ensure Council is operating legally & with transparency.	High	Ongoing	Clerk / RFO / Cllrs	FTC Staff	Reviewed at Governance & Finance meetings
31	Stop Verges looking neglected	Encourage strategic planting, rewilding, safe maintenance from NCC.	Low	Ongoing	NCC Contractors	FTC Staff	Contractor replacement for 2026
32	Explore additional vehicle safety options, generally and for the Thursday Market	Assess locations & timings of cars parking on pavements blocking pedestrian access. Work with the police and parking enforcement team to reduce occurrences and educate drivers.	Low	Ongoing	Police Parking Enforcement	All Cllrs	
33	Clear Litter & graffiti on our estate	Increased groundsmen patrols during school holidays.	Low	Ongoing	FTC staff Police	All Cllrs	Groundsmen visit areas more in school holidays

34	Accessible options to our spaces for all ages & mobility	Ensure accessibility options are considered with any enhancement or updates to our open spaces.	Medium	Ongoing	FTC Staff Cllrs	FTC Staff	Inclusive play equipment and areas included within Millennium Park review
35	Safe fit for purpose equipment & machinery	Replace tractor. Regular servicing of equipment and replacement programme.	Medium	Ongoing (tractor 2025)	Budget £39,000 FTC staff	FTC Staff	New UTV purchased Sept 25 New Mowers & chainsaw purchased.
36	New fit for purpose grounds staff depot	Identify location, suitable building type. Assign contract.	High	2025	Budget £70,000 FTC Staff Cllrs NNDC	All Cllrs / FTC Staff	

Transport improvements - Working with other agencies to deliver a sustainable transport solution benefitting the town

We will:

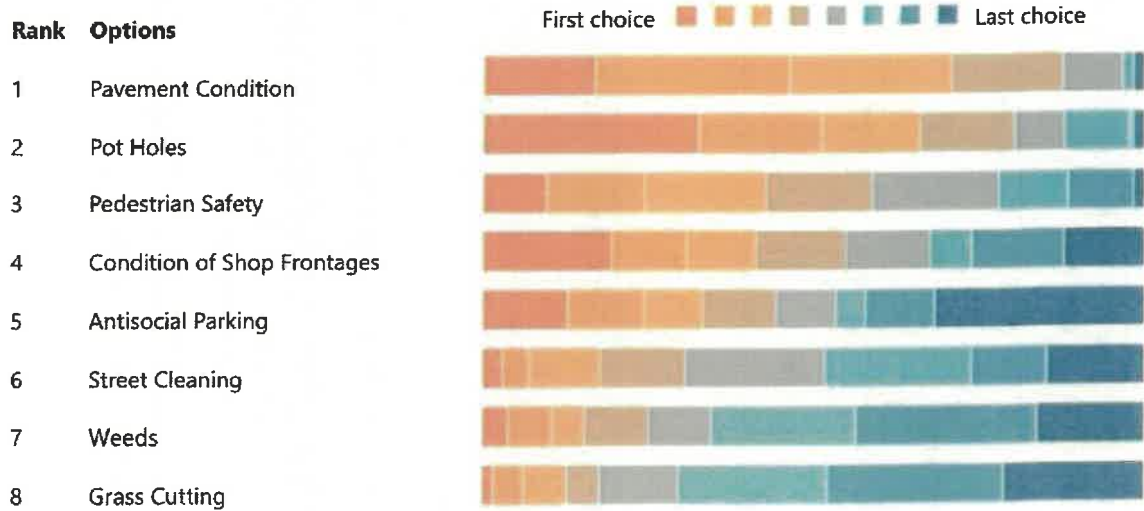
- Work with partner agencies for a new town transport hub
- Engage with transport providers
- Review town centre parking arrangements
- Monitor the town for highways defects
- Encourage the reduction of traffic speed to improve road safety by supporting road safety improvement measures

No.	Aim	Action/Task	Priority	Timescale	Resource	Lead	Comments
37	Transport improvement options	Work with NCC to improve Town Centre transport facilities including a transport hub.	Low	2026/7	Cllrs NCC	All Cllrs	Discussions with NCC ongoing
38	Encourage a reduction speed across town	Ensure the Speed Awareness Monitors (SAM2s) are moved regularly between locations. Work with Police, NNDC & NCC on ideas to reduce speed.	Medium	Ongoing	FTC Staff Cllrs Police NNDC NCC	FTC Staff	2 SAMS2 cameras located across 6 town locations for 1 month on 2 off. NCC looking at speed measuring devices

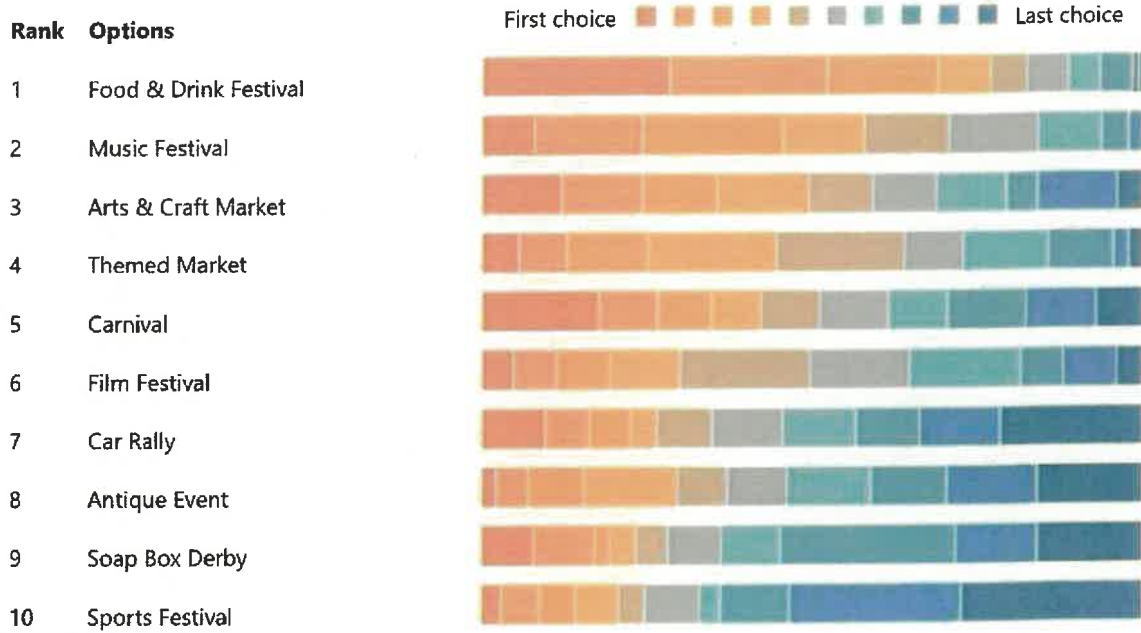
Fakenham Town Council Community Engagement Survey 2024

124 Responses 09:00 Average time to complete Closed Status

1. In our pilot survey residents said they saw the main issues facing Fakenham as the loss of banks and banking facilities and the loss of shops on the high street. The issues below also rated highly. Please rank them with the top item or number 1 being the issue that most concerns you down to the bottom item or number 8 the issue that least concerns you.

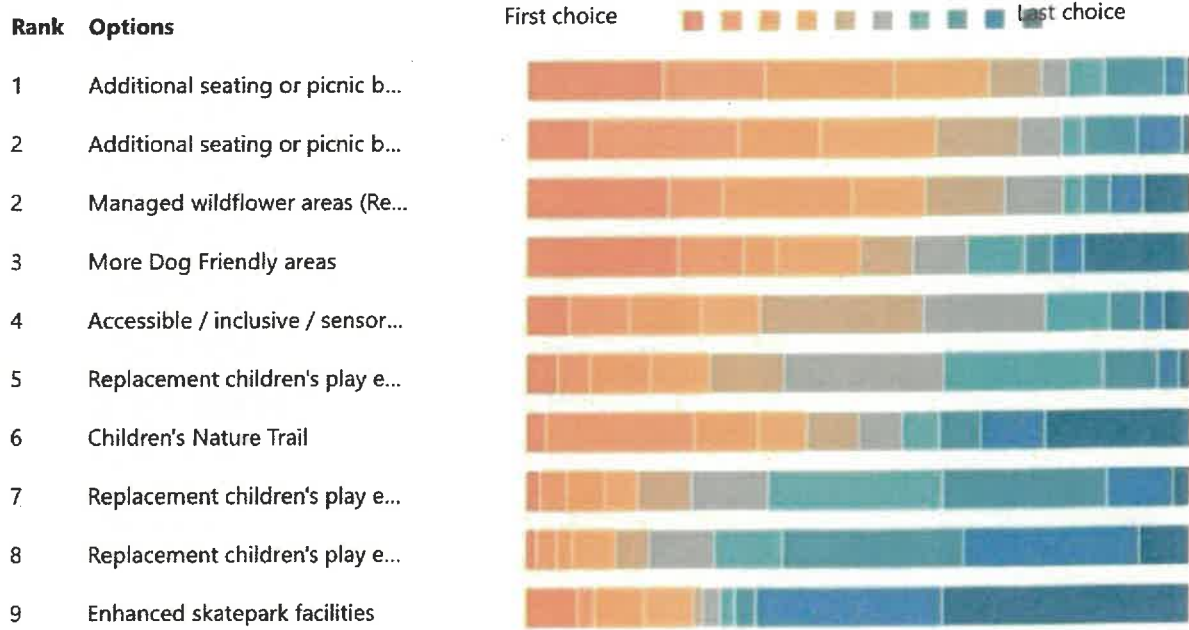


2. If events were planned in the Town, what would you attend.
Please rank as top item or number 1 being the most likely event that you would attend down to the bottom item or number 10 being the least likely you would attend.

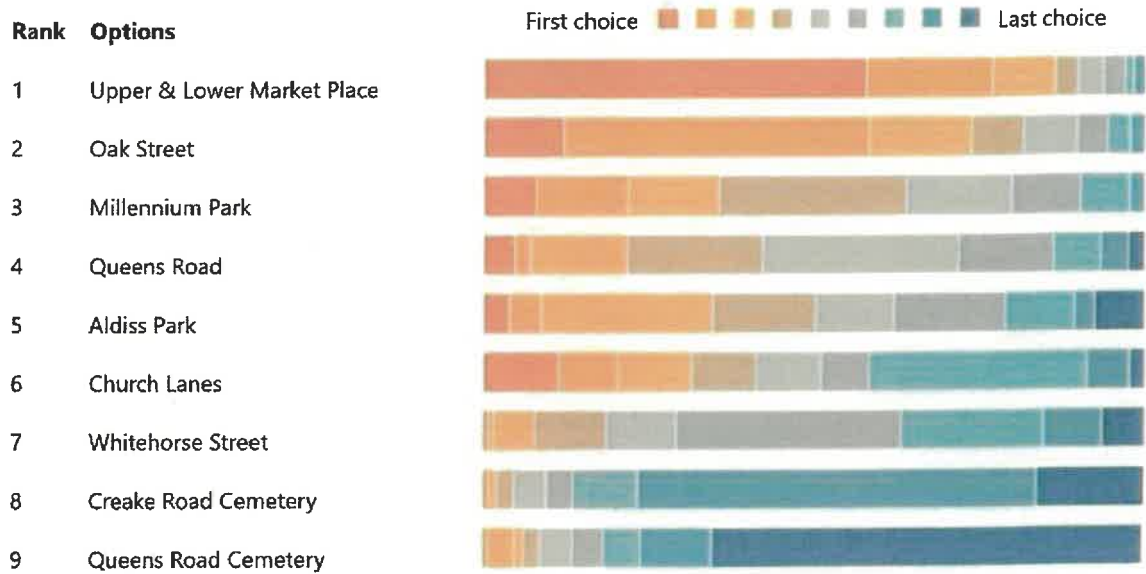


3 Fakenham Town Council manage several areas of estate within the town including Aldiss Park, Millennium Park, Hayes Lane playing field and Gogg's Mill Picnic Area.

If we were to make improvements, please rate as top item or number 1 being the most important to you down to the bottom item or number 10 being the least important to you.



4. If Fakenham Town Council were to enhance current CCTV provision within the Town what locations do you think should benefit?
Please rate as top item or number 1 being where you feel the most beneficial down to the bottom item or number 9 being where you feel the least benefit.



5. In the free text box below please enter any further comments.

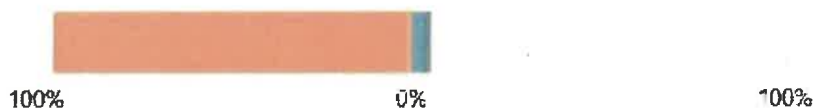
61 Responses

Latest Responses

"Better safer pavements for older residents on buggies mor..."
"Bridge Street would be better for cctv "

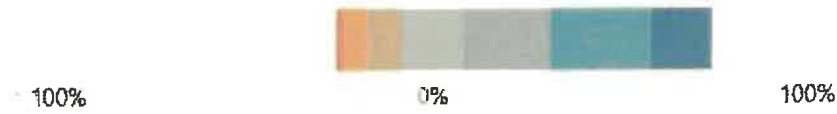
6. Are you a

Resident Visitor Worker in Fakenham Other



7. What is your age range?

■ 17 & Under ■ 18 - 29 ■ 30 - 39 ■ 40 - 49 ■ 50 - 59 ■ 60 - 69 ■ 70 +



Microsoft Forms | AI-Powered surveys, quizzes and polls [Privacy and cookies \(https://go.microsoft.com/fwlink/?LinkId=521839\)](https://go.microsoft.com/fwlink/?LinkId=521839) | [Terms of use \(https://go.microsoft.com/fwlink/?linkid=866263\)](https://go.microsoft.com/fwlink/?linkid=866263) [Create my own form](#)



EP YOUTH PROJECT REPORT: Streetlife DATE: FEBRUARY 2026

PROJECT DESCRIPTION FROM PLAN:

Our project continues to engage young people aged 10–25 within the community, building trusting relationships and fostering a sense of belonging with appropriate adults. By working alongside them, we aim to advocate for their needs, empower them to have a voice in decisions that affect them, and support them to take ownership of their role within the community. We place particular focus on those who are disengaged from mainstream services and may be at risk of exploitation, poor decision-making, or social isolation.

During the colder months, our work has centred on providing safe, consistent, and positive alternatives for young people who may otherwise spend time in unsafe spaces or on the streets. Alongside partner organisations and local residents, we continue to promote the well-being of young people in Fakenham, working collaboratively to challenge negative perceptions and highlight them as valued and important members of the community.

HOW MANY SESSIONS DELIVERED:	BUILDING: 18	Young people age range: 10 - 25	
HOW MANY YOUNG PEOPLE PARTICIPANTS:	ID MALE: 68	ID FEMALE: 52	TOTAL: 120

ACTIVITIES UNDERTAKEN WITH YOUNG PEOPLE:

We continue to provide a safe and inclusive space where young people choose to take part, explore new opportunities, and make positive choices for themselves and others. Our youth work team supports them to build confidence, develop skills, and form meaningful connections with peers from different backgrounds.

This term, our work has responded directly to young people's interests and has included:

- Delivering a successful tombola in partnership with Tesco, where young people volunteered, engaged with the public, and developed teamwork, social skills and communication skills.
- Marking key events such as Mother's Day and Valentine's Day through themed activities, giving young people the opportunity to celebrate and create items for loved ones, helping to reduce some of the barriers these occasions can present.
- Ongoing baking and cooking sessions to build practical life skills, while developing resourcefulness and an understanding of money management.
- Providing education around safer sex, relationships, and healthy boundaries, alongside open discussions about topics such as feminism, toxic masculinity, and respect for



EP YOUTH PROJECT REPORT: Streetlife DATE: FEBRUARY 2026

others, particularly in the lead-up to National Women's Month.

- Supporting employability through CV workshops, career conversations, and developing vocational skills to help young people consider their future pathways.
- Creating meaningful volunteering opportunities both within EP Youth and at Fakenham Food Fellowship, where young people have taken on active roles — including welcoming new members, giving tours, supporting others with registration forms, and helping to unload deliveries, with frequent access to goods to take home!
- Developing leadership and training skills, with young people stepping up to guide and support their peers.
- Encouraging reflection and goal-setting through activities such as mood vision boards, helping young people plan positively for 2026.
- Promoting wellbeing through initiatives like wellness walks, where young people engaged with nature and learned about the changing seasons.

Across all sessions, there has been a strong focus on relationship-building, creating a trusted environment where young people feel comfortable expressing themselves, trying new things, and contributing positively to their community.

YOUNG PEOPLE NEEDS ARISING FOR INTERVENTION OR REFERRAL:

As we move into the warmer, lighter months, young people are spending increasing amounts of time outdoors and for longer periods, which can heighten exposure to risk. Many continue to report having “nothing to do” or limited access to safe, appropriate spaces, alongside a lack of consistent, trusted adults in their lives. This can lead to increased engagement in risk-taking behaviours such as attempting bike jumps, skateboarding in unsafe areas, exploring unfamiliar or abandoned places, and meeting new people without appropriate safeguards.

We are also seeing a broader rise in concerns linked to substance use, carrying of weapons, and the influence of social media, including increased online presence and exposure to strangers. These factors can heighten vulnerability, particularly where young people may lack awareness of potential risks or feel pressure to engage in certain behaviours.

In response, we continue to provide early intervention and support, including:

- Supporting young people to understand and manage risk in both physical and online environments.
- Offering guidance around personal safety, including when meeting new people and navigating social media.


EP YOUTH PROJECT REPORT: Streetlife DATE: FEBRUARY 2026

- Challenging harmful behaviours and promoting safer alternatives through informal education and trusted conversations.
- Providing a consistent, safe space with positive activities and access to appropriately trained and supported adults.

Across all areas of our work, we aim to reduce risk, build resilience, and ensure young people feel supported, informed, and able to make safer choices.

CASE STUDY OR PARTNERSHIP WORK EXAMPLE:

We have had consistent feedback from young people that having access to our sessions has made a significant difference, particularly during the colder months. Many have shared that without this provision, they would otherwise be outside trying to find things to do, often leading to unsafe situations or antisocial behaviour. In some instances, young people have shared that they do not always have access to a safe home environment at certain times, increasing their vulnerability.

One young person in particular presented with multiple complex needs linked to ongoing family difficulties. They had been refusing to eat for periods of time as a form of protest, as well as sleeping outside in unsafe locations and lighting fires to keep warm. This behaviour placed them at significant risk, both physically and emotionally, and their parent had expressed concern around their safety, well-being, and increasing disconnection from the family.

Through consistent engagement and relationship-building, we have been able to provide a trusted space where this young person now attends regularly (2–3 times per week). In sessions, we have supported them to re-engage with food, offering encouragement and access to meals both to eat and to take home, as well as providing education around the physical impact of not eating. We have also worked to reduce risk by discussing safer practices, including the legal and safety implications of sleeping outdoors and lighting fires.

Alongside this, we have offered ongoing emotional support, creating opportunities for open conversation, helping them feel heard and valued. We have remained mindful of wider vulnerabilities, including exposure to harmful influences, and have provided guidance and informal education to support their safety and decision-making.

We have also supported the young person to make safer choices in their personal life, including when meeting a new person they had met online, where they were encouraged to meet in a public place and bring a friend, which they followed through with.

While challenges remain, there have been small but meaningful improvements in their engagement, safety, and relationships. This case highlights the importance of consistent, trusted youth work relationships in reducing harm, increasing protective factors, and providing young people with a safe alternative and support network within their community.

PROJECT EXPENDITURE THIS PERIOD:
BUILDING: £ 3,000.00
VAN: £ 0
DETACHED: £ 0

TOTAL: £ 0 remaining at 31/01/2026: We have continued to offer this project to young people by allocating some of our unrestricted and core funding received.

EP Youth Ltd

(a private company limited by guarantee)

Unaudited**Trustees' Report and Financial Statements****For the Year Ended 31st December 2024**

Registered Charity Number 1099864

EP Youth Ltd
Trustees' Report and Financial Statements
Year Ended 31st December 2024

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EP Youth Ltd
Company Information
Year Ended 31st December 2024

The Board of Trustees	R Dawson (Chair) G G E Woodland (resigned September 2024) N Cooper J Holdom E Shephard
Company Registered Number	04838412
Charity Registered Number	1099864
Registered Office	11 Oak Street Fakenham Norfolk NR21 9DX
Independent Examiner	Annatrice Limited Chartered Certified Accountant Registered Auditor 10, The Thoroughfare Harleston Norfolk IP20 9AX

EP Youth Ltd
Trustees' Annual Report
Year Ended 31st December 2024

The Trustees (who are also directors of the charity for the purposes of the Companies Act) present their annual report together with the financial statements of EP Youth Ltd (the company) for the ended 31st December 2024. The Trustees confirm that the financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and the Statement of Recommended Practice: "Accounting and Reporting by Charities" (FRS 102).

Since the company qualifies as small under section 383, the strategic report required of medium and large companies under The Companies Act 2006 (Strategic and Director's Report) Regulations 2013 is not required.

The trustees have complied with the duty in Section 17 (5) of the 2011 Charities Act to have paid due regard to guidance issued by the Charity Commission in relation to the activities being for the public benefit.

Structure, governance and management

Constitution

The company is registered as a charitable company limited by guarantee and was set up by a Memorandum of Association on the 19th July 2003.

Trustees

The following trustees served office during the year:

N Cooper
 G G E Woodland (Acting Chair)
 J Holdom
 R Dawson
 E Shephard

Organisational Structure and Decision Making

Throughout the year, the charity has been managed by a board of Trustees/Directors. We seek to ensure that the board brings a broad base of skills and experience relevant to current challenges. Where vacancies exist, we recruit by advertising and pro-active invitation. Candidates are selected by the board after consideration of their skills and references. Our board meets regularly, and its work is supported by the employees of the charity.

Objectives and Activities

Public Benefit

To promote for the benefit of the inhabitants of Fakenham and the surrounding area without distinction of sex, sexual orientation, race, political, religious or other opinions to advance education and provide facilities in the interest of social welfare and for the recreation and leisure-time occupation with the objects of improving the condition of life for the said inhabitants and by such other charitable means as the trustees from time to time may think fit.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

Achievements and performance

"Youth workers play a crucial role in the lives of many thousands of young people. They bring fun, a sense of structure and a whole host of new opportunities to the people they work with, broadening their horizons, boosting their social skills and giving them a place to simply be themselves."

National Youth Agency

EP Youth Ltd
Trustees' Annual Report (continued)
Year Ended 31st December 2024

EP Youth workers reach out to young people and families; inspiring them to believe in themselves; empowering them to pursue their goals; and celebrating them for their achievements, influence, and pursuit of happiness. Our team creates opportunities for young people to come together safely, presents challenges for young people to experience personal growth and the stretching kind of informal learning that builds character and resilience; and when times are difficult – and during adolescence, the stormiest of times for most of us, there are plenty of difficulties – we offer support in lots of different ways to make sure that we are accessible and useful to anyone who needs some help. One to one and group work which targets particular needs are commonplace offerings and we adapt our days and times of operation to suit the young people and families who want to come and use our services or need some help finding services from other organisations across the statutory and voluntary sectors. We aim to accommodate the broad spectrum of need we meet with our flexible approaches and variety of projects, providing accessible entry points to young people and families and a gentle introduction to more intensive support when they need it.

"We are so happy that EP Youth can hold our (family) hand through all of this; there's so much to remember, we couldn't do it without you"

Stepmum from large complex family unit on accessing support services

This year has brought opportunities to continue working together with more statutory, voluntary and private sector partners. We have joined multi-agency fora to share good practice and experiences, supporting a growing workforce with our contribution. We have supported two members of our youth work team to undertake level 3, and our newest team member to commit to level 2 National Youth Agency training. Our team have taken training including mental health first aid, trauma informed practices, and advocacy, and joined cross-agency skills sharing with networks including Nourishing Norfolk and the Sir Norman Lamb Coalition.

We have continued to maintain our one to one and small group offer in the local academy. We made a commitment to the young people and secured funding for this service, from the Sir Norman Lamb Coalition and from the Academy, which offers open-ended one to one mental health and well-being support for young people in and out of education. During the lunchtimes at school, we have shared donated food from Greggs the bakers which has helped new young people to find and learn about us.

Continuing our offers throughout family life in the community means that we are well-positioned to connect quickly when we need to; this year our Parent Partners group supporting parents at every stage welcomed parents aged from 17 - 64. Two of the parent members have brought and introduced 9 new members to the group because they have found it helpful themselves.

We welcomed work experience candidates from College of West Anglia, Fakenham Academy and Sixth Form, Litcham School, and City College Norwich who had learned about our project and wanted to secure safe, supported placements for their young people. One of the young people showed such a great attitude and work ethic that she has become our youngest ever hire, and a relatable inspiration to many of our work experience candidates.

Fakenham Food Fellowship, launched early last year, has recruited and trained 14 volunteers, supported 238 households with our affordable food and wrap-around care, including recipe ideas, cooking tips and nutrition information. Four members of our team are trained to run the store, and to support and signpost our FFF members to our other services and to our trusted partners. We continue developing valuable relationships with local retail donors, and receiving excellent support, funding and love through the Norfolk Community Foundation's Nourishing Norfolk Network.

"Our boys love coming here in the holidays and making their own dinner, and we love it when they bring home all the treats because we wouldn't afford it otherwise"

Dad of 2 boys aged 11 and 14

Our partnership with Fakenham Town Council is based on our shared understanding of the need to engage with local young people and encourage their participation in their community and maintain a proportionate response to the growing concern for young people in the town who are disengaged from mainstream services and at risk of exploitation. With their support, we engaged with more young people who may be at greater risk, with a year-round indoor and outdoor offer. Including local police and businesses as stakeholders, we are working to improve and showcase the positive images of youth through their participation in meaningful, pro-social activity.

We offered activities, food and fun throughout the school holidays this year. Funding from the government HAF fund was key, and we secured additional funding to ensure the offer extended to half terms as well, responding to the year-round

EP Youth Ltd
Trustees' Annual Report (continued)
Year Ended 31st December 2024

need to support low-income families and including young people from all backgrounds in positive activities and nutritional learning.

"I wish more organisations like yours were involved in making sure that the support (BNHF food and activities programme) gets to where it is most needed."

Sean, Active Norfolk.

In 2024, we engaged young people and their families with 1830+ hours of positive activities and support, which they attended throughout the year. We worked with local stakeholders and partner organisations to help shape our offer, making it helpful, meaningful, and gently, informally, educative for young people and families in Fakenham and the surrounding area.

We all love North Norfolk. It is beautiful, rich in heritage, wildlife and famous for its big, blue skies. For young people it is also inaccessible and lacking in opportunities to achieve, to gain skills and to grow into resilient, independent adults. Young people are isolated, and as a result, they are at risk of not fulfilling their true potential. They need inspiration and real-life positive experiences to raise their aspirations and realise their goals.

Our gratitude goes to the many private donors, local authority, and grant-making trusts and organisations whose generosity and support have enabled us to maintain a consistent offer to our service users. They include D J Yarham; Fakenham Baptist Community Church; Fakenham Academy who entered a Christmas tree in the festival to raise funds for us; Mrs SG & Mr D Franks - Bequest (Edith Britnell); Anne French Memorial Fund; The Pennycress Trust; Prince of Wales Charitable Foundation - King Charles III Fund; The Abba Trust; The Alchemy Foundation; Mrs HR Greene CS / The Fitton Trust; Stewards Co, Barnabas Trust; The Neighbourly Foundation; The Aquarius Foundation; Parish Council of Gt Snoring; Albert Hunt Trust; Mrs L D Rope Trust; Souter Trust; Matthews Wrightson Charity; The Mrs Smith and Mount Trust; Mrs SG & Mr DA Franks (Edith Britnell); The CPF Trust; The George John and Sheila Livanos Trust; Fakenham Town Council; The NCF SPACE Youth Fund; NCF Nourishing Norfolk Network.

Financial review

Our Treasurer and accountant work closely together with the team to entrench good working practices, continuing to develop our systems to be capable of maintaining a meaningful local association as we continue to do what we can to improve the outcomes for young people and families. Our in-house fundraising has secured enough funds to deliver projects this year, but we are, like many other small concerns, just about managing and there is so much more we could do in better circumstances. We are encouraged that our local, needs-led approach is commensurate to the wider agenda and that our priorities, drawn from continuously monitoring needs and the outcomes of our work with young people will, we hope, continue to be valued by our funders.

The charity made a total net surplus of £9,848 during the year (2023: £8,617surplus) and had total reserves of £89,640 at the end of the year (2023: £79,792) including free reserves (unrestricted funds excluding tangible fixed assets) of £51,515 (2023: £18,746)

Reserves Policy

The trustees aim to maintain reserves to (a) provide working capital to enable day to day running to continue in the event of a significant shortfall of income (b) cover longer term expenses such as maintenance of the equipment or strategic development of new facilities or services and (c) provide a contingency amount to cover moderate unforeseen expenses. We consider that maintaining Unrestricted Reserves equal to three months' operating costs is prudent.

Plans for the future

We are committed to train more youth support workers with the National Youth Agency, and volunteers to develop skills and support their community. The interest in youth work practice with young people is growing across multi-agency platforms regionally and we intend to take part in the development of teams with multi-discipline skills. Our peer mentors' co-operative will grow to encompass all kinds of youth volunteering and social action as agents of social change as well as for their own personal growth; we have seen remarkable shifts in confidence and self-esteem for young people and adults who have undertaken these responsibilities with us. We need to equip our paid and voluntary team members with the skills and knowledge they need to develop our wrap-around services even further. Our joined-up approach to needs-led provision and interwoven project services is making a valuable contribution to whole community well-being.

Financial instruments

EP Youth Ltd
Trustees' Annual Report (continued)
Year Ended 31st December 2024

Objectives and policies

The charity's activities expose it to a number of financial risks including cash flow risk and liquidity risk. The charity does not use derivative financial instruments.

Cash flow risk

The charity's activities expose it primarily to the financial risks of changes in interest rates. Where economically possible, interest bearing assets are held at fixed rate to ensure certainty of cash flows.

Credit risk

The charity's principal financial assets are bank balances and cash, trade and other receivables. The charity's credit risk is negligible as it has very low levels of trade receivables. The amounts presented in the balance sheet are net of allowances for doubtful receivables. An allowance for impairment is made where there is an identified loss event which, based on previous experience, is evidence of a reduction in the recoverability of the cash flows.

The credit risk on liquid funds and derivative financial instruments is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies and all deposits are held in accounts subject to the UK Financial Services Compensation Scheme.

Liquidity risk

In order to maintain liquidity to ensure that sufficient funds are available for ongoing operations and future developments, the charity aims to hold cash reserves equivalent to a minimum of three month's running costs.

Trustees' Responsibility Statement

The Trustees (who are also directors of EP Youth Ltd for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare financial statements for each financial year. Under company law, the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgments and accounting estimates that are reasonable and prudent;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

04/11/2025

This report was approved by the Trustees on and signed on their behalf by:

Nula Cooper

.....
Nula Cooper (Nov 4, 2025 17:04:47 GMT)

Nula Cooper

..... Print Name, Trustee

Independent Examiner's Report
to EP Youth Ltd
Year Ended 31st December 2024

I report on the financial statements of the charity for the year ended 31st December 2024 set out on pages 7 to 15.

This report is made solely to the charity's Trustees, as a body, in accordance with section 145 of the Charities Act 2011 and regulations made under section 154 of that Act. My work has been undertaken so that I might state to the charity's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's Trustees as a body, for my work or for this report.

Respective responsibilities of the trustees and the examiner

The charity's trustees, who are also the directors of the company for the purposes of company law, are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under charity or company law and is eligible for independent examination, it is my responsibility to:

- Examine the accounts under section 145 of the Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the Act; and
- state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in, any material respect, the requirements:
- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of Section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended practice: Accounting and Reporting by Charities
- have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mr Anthony Brice MEng (Hons) FCCA, Director
 Annatrice Limited
 Chartered Certified Accountant and Registered Auditor
 10, The Thoroughfare
 Harleston
 Norfolk
 IP20 9AX

04/11/2025

EP Youth Ltd
Statement of Financial Activities
(Incorporating Income & Expenditure Account)
Year Ended 31st December 2024

	Unrestricted Funds	Restricted Funds	Total Funds 2024	Total Funds 2023
Note	£	£	£	£
<u>Incoming Resources</u>				
From generated funds				
Voluntary income	3	73,661	84,147	157,808
Investment income	4	837	-	837
Government grants	3	-	-	-
Charitable activities	5	-	-	-
Total incoming Resources		<u>74,498</u>	<u>84,147</u>	<u>158,645</u>
<u>Resources Expended</u>				
Charitable activities				
Direct charitable expenditure	6	2,443	118,107	120,550
Costs of generating funds				
Governance and support costs	7	<u>603</u>	<u>27,644</u>	<u>28,247</u>
Total resources expended		<u>3,046</u>	<u>145,751</u>	<u>148,797</u>
Net (outgoing)/incoming Resources				
Transfers between funds	13	<u>(38,789)</u>	<u>38,789</u>	-
Net movement in Funds		<u>32,663</u>	<u>(22,815)</u>	<u>9,848</u>
Reconciliation of Funds				
Balances brought forward		<u>19,066</u>	<u>60,726</u>	<u>79,792</u>
Balances carried forward		<u>51,729</u>	<u>37,911</u>	<u>89,640</u>

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing.

The notes on pages 9 to 15 form part of these financial statements

Registration Number 04838412

EP Youth Ltd
Balance Sheet
Year Ended 31st December 2024

	Note	2024		2023	
		£	£	£	£
Fixed assets					
Tangible assets	10		1,364		1,855
Current assets					
Cash at bank and in hand		90,852		80,382	
Creditors:					
Amounts falling due within one year	11	(2,576)		(2,445)	
Net current assets			<u>88,276</u>		<u>77,937</u>
Total assets less					
Current liabilities			89,640		79,792
Long term liabilities			—		—
Total net assets			<u>89,640</u>		<u>79,792</u>
Represented by:					
Unrestricted funds	12		51,729		19,066
Restricted funds			<u>37,911</u>		<u>60,726</u>
			<u>89,640</u>		<u>79,792</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st December 2024.

The members have not required the company to obtain an audit of its financial statements for the year ended 31st December 2024 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

These financial statements were approved by the trustees on 04/11/2025 and are signed on their behalf by;

Nula Cooper

Nula Cooper (New 4, 2025, 17:04:47 GMT)

Print Name Nula Cooper.....Trustee

The notes on pages 9 to 15 form part of these financial statements.

EP Youth Ltd
Notes to the Financial Statements
Year Ended 31st December 2024

1. Accounting policies

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the year and in the preceding year.

a) Basis of accounting

The charity is a private company limited by guarantee registered in England and Wales and governed in accordance with its articles of association. The address of the registered office is given in the charity information page of these financial statements. The nature of the charity's operations and principal activities are described in the Trustees' Report. The members of the company are the Trustees named on the company information page. In the event of the company being wound up the liability in respect of the guarantee is limited to £10 per member of the company.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1st January 2015) – (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The financial statements are prepared on a going concern basis under the historical cost convention in sterling which is the functional currency of the charity

b) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objects of the charity.

Designated funds are unrestricted funds earmarked by the Trustees for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Surpluses on restricted funds are made available to other funds in the furtherance of the objectives of the charity as a whole.

c) Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy. The following specific policies are applied to particular categories of income.

Voluntary income is received by way of donations and gifts and is included in full in the SOFA when receivable. Grants and donations are recognised when receivable.

Investment income along with any recoverable income tax is recorded when receivable.

Gift aid reclaimable on donations to the charity is included with the amount received.

d) Resources expended

Expenditure is recognised in the accounts on an accruals basis and includes any irrecoverable VAT.

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity.

EP Youth Ltd
Notes to the Financial Statements (continued)
Year Ended 31st December 2024

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis.

e) Fixed assets

Tangible fixed assets are stated at historic cost less accumulated depreciation. Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

- Motor vehicles 25% reducing balance
- Equipment 20% straight line

f) Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value with the exception of bank loans which are subsequently measured at amortised cost using the effective interest method.

g) Impairment

Assets not measured at fair value are reviewed for any indication that the asset may be impaired at each balance sheet date. If such indication exists, the recoverable amount of the asset, or the asset's cash generating unit, is estimated and compared to the carrying amount.

Where the carrying amount exceeds its recoverable amount, an impairment loss is recognised in profit or loss unless the asset is carried at a revalued amount where the impairment loss is a revaluation decrease.

h) Provisions

Provisions are recognised when the charity has an obligation at the balance sheet date as a result of a past event, it is probable that an outflow of economic benefits will be required in settlement and the amount can be reliably estimated.

2. Taxation

EP Youth Ltd is a registered charity and is therefore exempt from direct taxation.

3. Voluntary Income and government grants

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2023 £
Charitable grants	73,661	84,147	128,339
Other donations	-	-	-
	<u>73,661</u>	<u>84,147</u>	<u>128,339</u>

4. Investment Income

	Unrestricted Funds 2024 £	Total Funds 2023 £
Bank interest	<u>837</u>	<u>448</u>

EP Youth Ltd
Notes to the Financial Statements (continued)
Year Ended 31st December 2024

5. Incoming Resources from Charitable Activities

	Unrestricted Funds 2024 £	Total Funds 2023 £
Consultancy fees	-	-
Other	-	-

6. Analysis of Charitable Expenditure

Direct charitable services

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2023 £
Wages, salaries and pension contributions	1,867	106,523	88,143
Project materials	576	9,498	6,651
Motor vehicle costs	-	<u>2,086</u>	<u>412</u>
	<u>2,443</u>	<u>118,107</u>	<u>95,206</u>

7. Governance and support costs

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2023 £
Subcontract	-	-	911
Rent	218	11,182	11,400
Water rates	6	318	298
Business rates	5	215	223
Electricity	72	3,693	1,647
Printing, postage and stationery	27	1,387	1,288
Telephone	12	635	379
Subscriptions and memberships	22	1,150	684
Repairs and renewals	56	2,884	2,709
Insurance	49	2,485	2,663
Legal and professional	23	1,145	239
Accountancy fees	-	-	-
Independent examiner	20	1,029	774
Training	15	795	1,048
Depreciation	-	491	619
Sundry	<u>78</u>	<u>235</u>	<u>82</u>
	<u>603</u>	<u>27,644</u>	<u>24,964</u>

8. The resources expended by the charity include:

	Unrestricted Funds 2024 £	Restricted Funds 2024 £	Total Funds 2023 £
Independent examiner's fee	20	1,029	774
Depreciation of tangible fixed assets	-	491	619
Operating leases	218	11,182	11,400

EP Youth Ltd
Notes to the Financial Statements (continued)
Year Ended 31st December 2024

12. Summary of Funds

	Balance at 1 January 2024 £	Incoming £	Outgoing & Transfers £	Balance at 31 December 2024 £
Unrestricted general fund	<u>19,066</u>	<u>74,498</u>	<u>(41,835)</u>	<u>51,729</u>
Restricted funds:				
Project Vehicles	1,535	-	(384)	1,151
EPY Drop-in	16,547	-	(16,547)	-
Key Skills	7,564	2,100	(531)	9,133
Streetlife	3,339	-	(3,339)	-
Me Time	4,672	5,670	(8,015)	2,327
Young Adult Carers	6,756	2,786	(4,171)	5,371
YP Volunteering Support	-	-	-	-
Wheels	10,764	-	-	10,764
Parent Partner	-	-	-	-
Young Parents	-	-	-	-
Fakenham Food Fellowship	1,943	29,250	(31,193)	-
HAF	-	-	-	-
YP 121 support	-	13,000	(13,000)	-
End of Term Hols BNHF	7,606	16,341	(23,947)	-
Space Villages	-	<u>15,000</u>	<u>(5,835)</u>	<u>9,165</u>
	<u>60,726</u>	<u>84,147</u>	<u>(106,962)</u>	<u>37,911</u>
Total funds	<u>79,792</u>	<u>158,645</u>	<u>(148,797)</u>	<u>89,640</u>

The specific purposes for which the funds are to be applied are as follows:

EPY Drop-in - after school club for young people to do their homework and interact with others.

Supper Club – life skills and employability for 14-25 outside of Employment, education or training

Street Life - an evening outreach project in Fakenham town centre

Me Time - helping to empower young women.

Young Adult Carers – support for young people with family caring responsibilities

YP Volunteering Support – volunteer training and development for young people

Wheels – mobile outreach project working with young people in the most rural areas.

Parent Partners – improves life chances by working with young parents and parents of young people to develop their own skills and understand family relationships, based on the Solihull approach.

Fakenham Food Fellowship – the charity redistributes publicly donated and surplus food, personal hygiene products, and household items to young people and families alongside informal education and the skills and knowledge to use the items effectively.

HAF - Holiday activities and food programme during all school holidays sponsored in part by Norfolk County Council.

YP 121 support – Improving outcomes for young people by working with them individually, using a range of therapeutic youth work practices.

Space Villages – Youth work offer in detached and outreach settings to engage young people where they choose to gather in towns and villages, sponsored in part by the .

EP Youth Ltd
Notes to the Financial Statements (continued)
Year Ended 31st December 2024

13. Analysis of net assets between restricted and unrestricted funds

	Tangible Fixed Assets £	Other Net Assets £	Total £
Unrestricted funds	214	51,515	51,729
Restricted funds	<u>1,150</u>	<u>36,761</u>	<u>37,911</u>
	<u>1,364</u>	<u>88,276</u>	<u>89,640</u>

14. Financial Instruments

	2024 £	2023 £
Financial assets measured at amortised cost	-	-
Financial liabilities measured at amortised cost	-	-

Financial assets measured at amortised cost comprise debtors excluding prepayments. Financial liabilities measured at amortised cost comprise creditors excluding accruals and deferred income.

15. Related Party Transactions

During the year the charity paid £nil (2023: £nil) for reimbursement of charity expenses incurred by trustees.

N Cooper, a trustee and employee of the charity, received remuneration of £44,094 (2023: £42,171) during the year for non-trustee services as a youth worker and manager.

16. Operating lease commitments

The total minimum lease payments under non-cancellable operating leases are as follows:

	2024 £	2023 £
Land and buildings Expiring within one year	11,400	11,400

EP Youth Ltd
Notes to the Financial Statements (continued)
Year Ended 31st December 2024

17. Comparative Statement of Financial Activities

		Unrestricted Funds	Restricted Funds	Total Funds 2023	Total Funds 2022
	Note	£	£	£	£
<u>Incoming Resources</u>					
From generated funds					
Voluntary income	3	43,654	84,685	128,339	147,115
Investment income	4	448	-	448	45
Government grants	3	-	-	-	-
Charitable activities	5	-	-	-	-
Total incoming Resources		<u>44,102</u>	<u>84,685</u>	<u>128,787</u>	<u>147,160</u>
<u>Resources Expended</u>					
Charitable activities					
Direct charitable expenditure	6	9,505	85,701	95,206	98,383
Costs of generating funds					
Governance and support costs	7	<u>2,356</u>	<u>22,608</u>	<u>24,964</u>	<u>24,352</u>
Total resources expended		<u>11,861</u>	<u>108,309</u>	<u>120,170</u>	<u>122,735</u>
Net (outgoing)/incoming Resources					
Transfers between funds	13	<u>(28,998)</u>	<u>28,998</u>	-	-
Net movement in Funds		3,243	5,374	8,617	24,425
Reconciliation of Funds					
Balances brought forward		<u>15,823</u>	<u>55,352</u>	<u>71,175</u>	<u>46,750</u>
Balances carried forward		<u>19,066</u>	<u>60,726</u>	<u>79,792</u>	<u>71,175</u>











EP Youth Acs 31-12-24 final

Final Audit Report

2025-11-04

Created:	2025-11-04
By:	Anthony Brice (anthony@ajbriceaccountancy.co.uk)
Status:	Signed
Transaction ID:	CBJCHBCAABAAev0aKcB_XJ9Zu41NsopvjeVGaiWP0dLN

"EP Youth Acs 31-12-24 final" History

-  Document created by Anthony Brice (anthony@ajbriceaccountancy.co.uk)
2025-11-04 - 4:52:07 PM GMT- IP address: 92.17.182.187
-  Document emailed to nulacooper@epyouth.org.uk for signature
2025-11-04 - 4:55:11 PM GMT
-  Email viewed by nulacooper@epyouth.org.uk
2025-11-04 - 5:03:58 PM GMT- IP address: 31.117.138.120
-  Signer nulacooper@epyouth.org.uk entered name at signing as Nula Cooper
2025-11-04 - 5:04:45 PM GMT- IP address: 31.117.138.120
-  Document e-signed by Nula Cooper (nulacooper@epyouth.org.uk)
Signature Date: 2025-11-04 - 5:04:47 PM GMT - Time Source: server- IP address: 31.117.138.120
-  Document emailed to anthony@ajbriceaccountancy.co.uk for signature
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2025-11-04 - 5:08:24 PM GMT- IP address: 92.17.182.187
-  Signer anthony@ajbriceaccountancy.co.uk entered name at signing as Anthony Brice
2025-11-04 - 5:09:17 PM GMT- IP address: 92.17.182.187
-  Document e-signed by Anthony Brice (anthony@ajbriceaccountancy.co.uk)
Signature Date: 2025-11-04 - 5:09:19 PM GMT - Time Source: server- IP address: 92.17.182.187
-  Agreement completed.
2025-11-04 - 5:09:19 PM GMT



GRANT APPLICATION FORM

Complete all sections.

Please attach a copy of the most recent accounts and latest bank statement to your application

Name of Organisation

E P Youth Ltd

Main Contact Name

Nula Cooper
Lucinda Freestone

Contact e-mail Address

office@epyouth.org.uk

Contact Phone Number

01328851020

Contact Address

Connaught House, 11 Oak Street, Fakenham. NR21 9DX

How long has your group been operating?

(If less than 1 year please give date of inception)

26 years

Do you have a formal constitution?

Yes

Is your group a registered Charity?

If yes please give a Registered Charity Number

Yes:1099864

How many members does your group have?

450 young people are registered for youth activities, and 206 households members: at least 50% are Fakenham residents

Do you have an equal opportunities policy/statement or have you undertaken relevant training?

Yes

Do you have an annual record of accounts?

Yes

Please describe your group's main activities:

Youth Work with 10 – 25 year olds: after school activities, groups and one to one support in schools, in our building in town, in local parks and open spaces and wherever young people choose to gather. Needs-led groups for LGBTQ, young carers, mental health and well-being, supported work experience, volunteering, literacy and numeracy support; projects tackling antisocial behaviour and child criminal exploitation; projects improving employability and self-esteem. Parents' group and Family Hub with Children's Services, a community supermarket and Holiday Activities and Food throughout all the school holidays

What is the Grant For?

We are asking you to support us again to offer detached and outreach work with young people in Fakenham who are not engaging with mainstream services and who are vulnerable to exploitation, the risks associated with anti-social behaviour and becoming disconnected from their community. These issues are perennial and represent the beginnings of young people making their own choices about the direction their lives will take. Young people need secure, trusting relationships and positive self-identity, including – and often especially – those who are harder to reach, experiencing trauma, have caring responsibilities or have multiple complex barriers to overcome. Your grant helped us to respond to young people's needs in creative and meaningful ways, helping them to make better informed choices for themselves and to recognise, form, and to start living up to their own values and expectations, taking responsibility and fulfilling their potential as they adults they want to become. Over time, young people move on and are replaced by new young people experiencing similar challenges and needing their own safe, professionally trained, informed and non-judgemental adult role model to meet them where they are – both geographically and developmentally – and support them in their transition to adulthood. We would like to continue to build on that work with your support please. We want to provide a youth work team to deliver two sessions of detached and outreach work in the town centre per week and over the course of a year. The sessions will vary in location and content in response to need, and reports from you, SNT and residents and businesses sharing information and concerns.

Terms and Conditions

By signing this Grant Application, you are agreeing to the following:

- You are an official representative of your group and are authorised to apply for funding on their behalf.
- Your details can be held with Fakenham Town Council in accordance with the Data Protection Act to administer the grants process.
- The information provided in this application is a fair and accurate description of your group and the project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Late application or failure to complete any section of the application form may result in your application being delayed or rejected.
- Information about your group and your project may be made available as part of Fakenham Town Councils decision making system. Personal contact details and bank details will not be made public.
- You have given due regard to health and safety considerations and have controls in place to eliminate or reduce risk exposure.
- You will provide Fakenham Town Council with any information they request to enable them to assess your application. This may include (but is not restricted to) a copy of your constitution, accounts or bank statements, equal opportunities policy, insurance and relevant health & safety policies.
- You will provide Fakenham Town Council with any evidence or monitoring information they request to ensure that any grant awarded has been spent in accordance with this application and any other terms and conditions.
- Grant funding may be subject to additional terms and conditions, which will be made available to you if your application is successful

I confirm that the information given in this application is a fair and accurate description of our group and our proposed project.

I am authorised to apply for funding on behalf of the group and agree to abide by the terms and conditions of the grants process.

Name

Nula Cooper

Position in Organisation

Managing Director

Signature

Nula Cooper

Date

17th April 2026

This completed application forms, copy of your financial accounts, bank statement and any other supporting documents should be returned to:

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

Contact tel 03457 60 60 60
see reverse for call times
Text phone 03457 125 563
used by deaf or speech impaired customers
www.hsbc.co.uk

Your Statement



Mrs Lucinda Freestone
E P Youth Ltd
11 Oak Street
Fakenham
NR21 9DX

55546 040878 0126 E 26500



Account Summary

Opening Balance	10,885.48
Payments In	9,603.72
Payments Out	13,204.06
Closing Balance	6,785.14

28 February to 31 March 2026

International Bank Account Number

Branch Identifier Code
HBUKGB4131A

Account Name
E P Youth Ltd

Sortcode Account Number Sheet Number
531

Your Charitable Bank Account details

Date	Payment type and details	Paid out	Paid in	Balance
27 Feb 26	BALANCE BROUGHT FORWARD			10,885.48 ✓
02 Mar 26	CR GROUNDWORK UK - TE		1,125.00 ✓	11,930.66
	DD ANGLIAN WATER BUSI	79.82 ✓		
03 Mar 26	SO BROWN & CO			10,980.66
	553OST01A	950.00 ✓		
04 Mar 26	BP ANGLIAN CHEMICALS			11,203.54
	INV-SPF-0003860	7.85 ✓		
	CR SumUp Payments Acc		230.73 ✓	11,192.14
	M62 PID1131883			
05 Mar 26	DD GOCARDLESS	11.40 ✓		
06 Mar 26	DD SMART PENSION LTD	26.40 ✓		
	CR CASH IN P.O. MAR06			11,365.74
	34 UPPER MAR@15:49			
	465941XXXXXX3773 <i>for PC</i>		200.00 ✓	
10 Mar 26	BP SHARP COPYIT			11,365.74
	80SBS00465	30.00 ✓		
	BP E M Hansford			11,365.74
	Payroll fees	84.00 ✓		
	OBP HMRC PAYE/NIC SPLY			11,365.74
	53 PV001563082611	2,757.81 ✓		8,493.93
12 Mar 26	DD SMART PENSION LTD	567.14 ✓		7,926.79
16 Mar 26	DD BT GROUP PLC	90.52 ✓		7,836.27
18 Mar 26	DD PREMIUM CREDIT LTD	93.01 ✓		7,743.26
	VIS LCN COM			7,743.26
	WORCESTER	257.02 ✓		7,486.24
19 Mar 26	TFR 402101 81230662			7,486.24
	INTERNET TRANSFER		5,000.00 ✓	2,486.24
20 Mar 26	CR CAF2603172854CF		47.99 ✓	2,438.25
	BALANCE CARRIED FORWARD			12,534.23

1 Market Place Dereham Norfolk NR19 1DY

MARKET TOLLS GRANT EVALUATION FORM

Complete all sections.

Name of Organisation	Year of Award
Shop Fakenham	2025
How much funding did you receive?	Did you spend the entire amount awarded?
£423	yES
If No, please explain why the full amount was not spent and detail how much remains?	

What did you use the grant monies for?
 We spent the £423 on the Public Liability Insurance for the Fakenham Food Market

What difference has funding made in the locality/community?
 Please include information about the number of people in Fakenham who participated and/or benefited from the grant.

All
 The Fakenham Food Market supported local businesses by presenting an event in the town on a Saturday when footfall is traditionally lower than the rest of the week. The Market had a range of foods for sale all produced by local businesses – some of whom currently travel to markets over 30 miles away. The variety of choice was to benefit a range of diets and tastes of local people

How did your group measure these benefits?
 We ensured that there was very little overlap of stallholders. We approached local shops first and offered them a stall on the market, when they declined, we then searched for stalls which sold produce which was slightly different or absent from that sold in the town. We asked for feedback from stall holders and we monitored community engagement on the FB and IG platforms. We also measured the footfall of visitors and talked to visitors and shops in the town for feedback.

Did you come across any problems in the delivery of your projects, and give reasons.
 We found the new legislation regarding the closure of the town centre a definite issue. We couldn't close the roads adequately with the barriers provided by the town council. We struggled to man the barriers and ensure that the stallholders were well looked after and relied on a very small group of volunteers. The reluctance of many people to volunteer has been a huge issue.

How was your project / event promoted? How was the Council's support acknowledged?
 Please attach copies

All printed leaflets, flyers and banners had the Council's logo printed on them and were displayed in prominent places in the town. Social media posts mentioned and thanked the Town Council and the LYMT grant. We also took part in interviews organised by the mayor and the LYMT district councillors in our own time.

Please use this space to make any other comments which will help us improve the grants process
 The grant process was very straightforward and easy to follow. Stall at the Town Council were really helpful and swift at sending out forms we asked for.

I am authorised to complete this form on behalf of the group. (Normally completed by the original applicant of the grant)

Name	Position in Organisation
Claire Howard	Secretary
Signature	Date
Claire Howard	25/3/26

This completed evaluation forms, and any other supporting documents should be returned to:
 Fakenham Town Council, Fakenham Connect, Oak Street, Fakenham, Norfolk, NR21 9DY



MARKET TOLLS GRANT APPLICATION FORM

Please attach a copy of the most recent accounts and latest bank statement to your application

Name of Organisation

SHOP FAKENHAM

Contact e-mail Address

shopfakenham@gmail.com

Main Contact Name

MELANIE HARRISS

Contact Phone Number

[REDACTED]

Contact Address

16 Norwich St, Fakenham

How long has your group been operating?

(If less than 1 year please give date of inception)

18 MONTHS

Do you have a formal constitution?

YES.

Is your group a registered Charity?

If yes please give a Registered Charity Number

NO

How many members does your group have? And what percentage are Fakenham residents?

6 COMMITTEE MEMBERS 5 RESIDENTS

Do you have an equal opportunities policy/statement or have you undertaken relevant training?

NO

Do you have an annual record of accounts?

YES

Please describe your group's main activities:

The objectives of Shop Fakenham are to:

- Collaborate to boost local trade.
- Share ideas and resources
- Promote Fakenham as a vibrant retail & leisure destination

What is the Grant For?

The grant is to reimburse Shop Fakenham for the cost of having a page added and populated on the Visit Fakenham website for the Thursday Market (in its entirety).

By signing this Grant Application, you are agreeing to the following:

- You are an official representative of your group and are authorised to apply for funding on their behalf.
- Your details can be held with Fakenham Town Council in accordance with the Data Protection Act to administer the grants process.
- The information provided in this application is a fair and accurate description of your group and the event / project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Late application or failure to complete any section of the application form may result in your application being delayed or rejected.
- Information about your group and your project may be made available as part of Fakenham Town Councils decision making system. Personal contact details and bank details will not be made public.
- You have given due regard to health and safety considerations and have controls in place to eliminate or reduce risk exposure.
- You will provide Fakenham Town Council with any information they request to enable them to assess your application. This may include (but is not restricted to) a copy of your constitution, accounts or bank statements, equal opportunities policy, insurance and relevant health & safety policies.
- You will provide Fakenham Town Council with any evidence or monitoring information they request to ensure that any grant awarded has been spent in accordance with this application and any other terms and conditions.
- Grant funding may be subject to additional terms and conditions, which will be made available to you if your application is successful

I confirm that the information given in this application is a fair and accurate description of our group and our proposed event / project.

I am authorised to apply for funding on behalf of the group and agree to abide by the terms and conditions of the grants process.

Name

MEANIE HARRISS

Signature



Position in Organisation

CHAIR.

Date

20/4/26

Please return this completed application form, together with a copy of your most recent financial accounts, a bank statement dated within the last three months, and any other supporting documents, to:

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

Account Name
SHOP FAKENHAM
COMMUNITY ACCOUNT

Account No Sort Code Page No



NatWest

SHOP FAKENHAM
16 NORWICH STREET
FAKENHAM
NORFOLK
NR21 9AE

Current Account

Summary	
Statement Date	01 APR 2026
Period Covered	28 FEB 2026 to 01 APR 2026
Previous Balance	£909.28
Paid In	£1,632.00
Withdrawn	£1,218.17
New Balance	£1,323.11
BIC	
IBAN	

Welcome to your NatWest Statement

Why file and store your statements when we can do it for you? Manage your statements online at www.natwest.com
If you have changed your address or telephone number please let us know.

Date	Description	Paid In(£)	Withdrawn(£)	Balance(£)
28 FEB 2026	BROUGHT FORWARD			909.28
02 MAR	Automated Credit REESEYS LTD 14TH MARCH FP 02/03/26 1206 925687036021203001	33.00		942.28
	Automated Credit NCC BACS A/P 586680	1,391.00		2,333.28
09 MAR	Automated Credit HOWLETT K L BBA INV20 K4U FP 07/03/26 0759 RP4659987117614800	25.00		2,358.28
	Card Transaction 0262 06MAR26 AMAZON* UT4R90WG5 LONDON GB		36.52	2,321.76
11 MAR	Bill Payment ANGLIA PRINT LTD SHOP FAKENHAM FP 11/03/26 10 40155726656851000N		70.00	2,251.76
	Bill Payment WILLOW TREE SHOP FAKENHAM 6 FP 11/03/26 10 01155746781189000N		70.00	2,181.76
	Bill Payment FAKENHAM PREPRESS SHOP FAKENHAM FP 11/03/26 10 20155705979774000N		354.00	1,827.76
13 MAR	Automated Credit ESSENCE FOODS LIM1 017 FP 13/03/26 1051 HUBX960BF857953E91	25.00		1,852.76
	Card Transaction 0262 12MAR26 AMZNMKTPLAC E*P15SY6745 LONDON GB		69.98	1,782.78
24 MAR	Bill Payment EXAMPLE MARKETING SHOP FAKENHAM FP 24/03/26 10 24140251023568000N		593.67	1,189.11
27 MAR	Automated Credit CAVALLI PIZZA CO 038 FP 27/03/26 0636 29567622620757019	33.00		1,222.11
	Automated Credit THE NORWICH BAKERY NORWICH BAKERY 028 FP 27/03/26 1104 YBBPI1104202829495	25.00		1,247.11
	Post Office Counter Post Office 27MAR	50.00		1,297.11
30 MAR	Automated Credit STARK HERDWICKS 034 FP 29/03/26 0938 ZLW5NP938XXY8V14JM	25.00		1,322.11
01 APR	Automated Credit C HARDY 037 FP 31/03/26 1921 300000001744946790	25.00		1,347.11
	Bill Payment FAKENHAM TOWN COUN FAKENHAM FOOD MARK FP 01/04/26 10 07160556640624000N		24.00	1,323.11

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Account Name
SHOP FAKENHAM
COMMUNITY ACCOUNT

Account No Sort Code Page No



NatWest

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<p>Need help with your finances If you want to set up a savings goal to fund your dreams or make a financial plan for the future, we're here to help with our free financial health check. www.natwest.com/financial-health-check.html</p>	
<p>Statement Abbreviations N-S TRN FEE = Non Sterling Transaction Fee VRATE = Variable Payment Scheme Exchange Rate OD = Overdrawn</p>	
<p>How to contact us Message Us via the mobile app Ask Cora, our digital assistant at: www.natwest.com 24hr Lost/Stolen Cards: 0370 600 0459</p> <p>If you're a Business Customer: 24/7 Business banking support - 0345 711 4477 (Outside the UK +44 870 511 4477) Find useful contact information visit on our 'contact us' page: https://www.natwest.com/business/support/contact-numbers.html Reporting online banking transactions, payments or scams - 0345 711 4477 (Outside the UK - +44 345 711 4477)</p> <p>Or, if you're a Commercial, Corporate & Institutional customer: Please contact your local sector service team or your relationship manager. To use Relay UK, add 18001 in front of the numbers above. Branch Address: Norwich Gentleman's Walk (A) Branch, 21 Gentleman's Walk, Norwich, Norfolk, NR2 1NA.</p>	
<p>Important information about compensation arrangements Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). Your eligible deposits with National Westminster Bank plc are protected by the Financial Services Compensation Scheme. This means that all deposits with one or more of NatWest, NatWest Premier, Ulster Bank, NatWest Boxed and Mettle are covered under the same FSCS limit. If you receive paper statements, a FSCS Information Sheet and list of exclusions will be provided to you on an annual basis. If you receive paperless statements, you can access the FSCS Information Sheet and list of exclusions: www.natwest.com/fscs-information-sheet If you can't open this link, please type the above URL into your web browser (ideally from a secure device in a private location). For further information about the compensation provided by the FSCS, refer to the website: www.FSCS.org.uk</p>	
<p>Dispute Resolution If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman. If you need to contact us about a complaint, you can:</p> <ul style="list-style-type: none"> • Message Us via the mobile app • Visit www.natwest.com/complaints • Telephone 03457 888 444 (to use Relay UK add 18001 in front of the number) 	
<p style="text-align: center;">For a Braille, large print or audio versions of your statement call 03457 888 444 or contact your local branch (to use Relay UK add 18001 in front of the number).</p>	

