

**MINUTES of the FULL COUNCIL ANNUAL
MEETING of FAKENHAM TOWN COUNCIL**
held at the COMMUNITY CENTRE, OAK STREET, FAKENHAM
on WEDNESDAY 17TH MAY 2023 at 6:00pm

PRESENT:

Councillor A Glynn (Chairman)

Cllrs: J Holdom, D Hunter, V Joslin, T Duffy, M Dutton, P Bucknell, M Campbell, J Rockett,

R Mallett, S Brown and G Foortse (arrived 18.20, left 19.25).

Town Clerk: Lesley Meanley and Granville Hawkes (locum)

Police: none

Press: none

Public: none

Other: James representing UPP

	The Chairman announced the passing of M/s Marina Watters who was the accountant liaison with the Council from Stephenson Smart, a minute silence was held.	Action (initials)
	Councillors signed their Acceptance of Office papers and verbally agreed to abide by the Councils current Members Code of Conduct, a copy of which had been circulated before the meeting.	
AGENDA		
1	TO RECEIVE A REPORT FROM FAKENHAM POLICE No police were present and no report was received.	
2	TO RECEIVE ANY ELECTORS' QUESTIONS A parishioner had contacted District Councillor Vickers regarding the movement of lorries late at night in Holt Road and the lack of adherence to the 20mph speed limit, this was exacerbated by poor signage. This has been reported to NCC Highways department for consideration and was noted by members. James for UPP gave a brief update on the network testing for the fibre optic broadband with the system likely to go live in the next couple of months..	
3	REPORTS FROM DISTRICT/COUNTY COUNCILLORS In the absence of any Councillors there were no reports.	
4	TO ELECT THE TOWN MAYOR AND RECEIVE THE TOWN MAYORS DECLARATION OF ACCEPTANCE OF OFFICE AS REQUIRED BY LAW On the proposition of Cllr Holdom, seconded by Cllr Joslin and agreed by all, Cllr Glynn was elected as Mayor. Cllr Glynn signed the acceptance of office declaration as required by law.	
5	TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE. Apologies were received and accepted from Cllrs Coates and Campbell. District Cllrs Cushing and Vickers and the Police.	
6	DECLARATIONS OF INTEREST There were none.	

7	TO ELECT THE DEPUTY TOWN MAYOR AND RECEIVE THE DEPUTY TOWN MAYORS DECLARATION OF ACCEPTANCE OF OFFICE AS REQUIRED BY LAW On the proposition of Cllr Glynn, seconded by Cllr Duffy and agreed by all, Cllr Holdom was elected as Deputy Mayor. Cllr Holdom signed the acceptance of office declaration as required by law.	
8	TO CONFIRM THE MINUTES OF THE MEETING HELD ON 26TH APRIL 2023 The minutes of the meeting held on 26 TH April 2023 were on the proposition of Cllr Holdom and seconded by Cllr Dutton, AGREED by all, and signed by the Chairman.	
9	TO RECEIVE UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT ON THE AGENDA The Clerk reported that an engineer had visited the Queens Road chapel and looked at likely water damage in three areas. He had recommended that a conversation architect visit to do a full report, in the meantime it was agreed that Cllrs Hunter and Duffy will do a site visit to assess the situation. The building has been secured by herras fencing. A visit and report will also be undertaken regarding the arch and roof at Creake Road cemetery, the visit will take place on the 18 th May. Finally a meeting has been arranged with CGM our grass contractor to review the contract on the 23 rd May.	
10	TO CONSTITUTE THE COMMITTEES OF THE COUNCIL FOR THE ENSUING YEAR Representatives were appointed as follows: Development and Market: Cllrs Hunter, Duffy, Mallett, Brown and Foortse. Leisure and Environment: Cllrs Joslin, Dutton, Bucknell, Rockett, Campbell and Coates. Finance Sub Committee: Cllrs Glynn, Holdom, Dutton and Rockett Human Resources Sub Committee: Cllrs Glynn, Holdom, Dutton, Foortse and Bucknell. Allotment Sub Committee: Cllrs Coates and Joslin. Assist the Clerk with management of the Estate: Cllrs Coates and Joslin.	
11	TO APPOINT REPRESENTATIVES TO THE FOLLOWING OUTSIDE BODIES Fakenham Oliver Twinning club: Cllr Foortse Fakenham Museum of gas and Local History: Cllr Brown Fakenham Police SNAPS: Cllr Campbell Fakenham Town Band: Cllrs Glynn and Coates Fakenham Charities: Cllr Foortse Area representative for NALC: Cllr Joslin	
12	TO FILL THREE TOWN COUNCILLOR VACANCIES BY CO-OPTION In the absence of any parishioners coming forward it was discussed by members that there was a need to recruit people with the skills needed to match the needs of the Council. Cllr Glynn agreed to write and publicise an article that can be used to attract new Councillors	A Glynn
13	TO RECEIVE THE MAYORS ANNOUNCEMENTS Cllr Glynn advised members that the Coronation events went well including the car rally which raised c£1,100 for local charities. The Clerk will email Cllr Hunter to thank Bob Boot and Ian Gibson who provided the big screen for the Coronation free of charge. Cllr Glynn advised that she met with EP youth who will submit a quarterly report to the Council relating to the outreach work. Cllr Glynn also reported a meeting with the new Clerk and two officers from NNDC who are keen to support the regeneration of Fakenham utilizing the £1.3M available to them from the UK Shared Prosperity Fund.	Clerk
14	TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL Cllr Campbell reported by email that he had attended the SNAP meeting at the Police station on 14 th May. Cllr Foortse advised that the third fashion show had been a success with a number of local businesses having stalls, the Blind Club and Get Smart charities would benefit from the monies raised of £1,100 less catering costs,	

	she also thanked the Deputy Clerk for organizing the collection of ticket money.	
15	TO RECEIVE AND NOTE CORRESPONDENCE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION The Clerk confirmed there were none.	
16	TO RECEIVE AND ADOPT THE MINUTES OF THE POLICY AND RESOURCES COMMITTEE ON THE 25TH APRIL 2023 The minutes of the meetings held on the 25th April 2023 were moved for reception and adoption by Cllr Glynn, seconded by Cllr Holdom and agreed unanimously.	
17	FINANCIAL MATTERS 17.1 To appoint an internal control officer On the proposition of Cllr Holdom, seconded by Cllr Rockett, and agreed by all members agreed to appoint Cllr Dutton as Internal Control Officer 17.2 To appoint the Internal Auditor for 2023/24 On the proposition of Cllr Dutton, seconded by Cllr Bucknell, and agreed by all members agreed to reappoint Trevor Brown for a third year. 17.3 To receive the Finance Team report. The Year End figures are in draft form, the internal Auditor will review the figures which will then be presented to the Finance sub-committee, then Full Council for ratification. 17.4 To receive the Internal Controllers report report. Cllr Dutton confirmed that the ICO report had been circulated to members for information. The report will be added to the next finance sub-committee meeting for review.	
18	TO DISCUSS THE CCTV IN THE TOWN The new Clerk advised that she had discussed the situation with Holt Town Council and would liaise with Cromer Town Council who had just completed a new installation. Cllr Duffy offered to be involved in the discussions as we need to consider whether we utilize what is in place or look at a new system and decide if the existing wire system was preferable to using fibre optic.	
19	TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA Cllr Hunter suggested that the MUGA be added to the next Leisure and Environment committee and the NNDC Sustainability grant funding application for the river Wensum project. Members agreed that a Fakenham Recreation Ground Charity meeting was needed in June to discuss the way forward in view of its lack of income.	
20	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 Dutton 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.	
21	TO CONFIRM THE CONFIDENTIAL MINUTES OF THE MEETINGS DETAILED BELOW The confidential minutes of the Full Council meeting held on 26 th April 2023 and the Policy and Resources meeting held on the 25 th April were on the proposition of Cllr Hunter and seconded by Cllr Joslin, AGREED by all, and signed by the Chairman.	
22	TOWN COUNCIL ACCOMODATION One matter was discussed	
23	TO DISCUSS STAFF MATTERS One staff matter was discussed.	
24	TO MOVE INTO OPEN SESSION On the proposition of Cllr Bucknell seconded by Cllr Dutton RESOLVED the Council move into Open Session.	
25	TO NOTE THE DATE OF THE NEXT MEETING The date of the next meeting is the 28 th June 2023.	

26	<p>There being no further business the meeting closed at 20.15 pm</p> <p>Confirmed this day of 2023.</p> <p style="text-align: center;"><u>CHAIRMAN</u></p>	
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