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.	

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 Clir Glynn, seconded by Clir Dutfy and agreed by all, Clir Holdom was elected as Deputy Mayor. Clir Holdom signed the acceptance of office declaration as required by law. 8 TO CONFIRM THE MINUTES OF THE MEETING HELD ON 26 TH APRIL 2023 The minutes of the meeting held on 26 TH April 2023 were on the proposition of Clir Holdom and seconded by Clir 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 Clirs 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 th May. 10 TO CONSTITUTE THE COMMITTEES OF THE COUNCIL FOR THE ENSUING YEAR. Representatives were appointed as follows: Development and Market: Clirs Hunter, Duffy, Mallett, Brown and Foortse. Lelisure and Environment: Clirs Joslin, Dutton, Bucknell, Rockett, Campbell and Coates. Finance Sub Committee: Clirs Glynn, Holdom, Dutton, Foortse and Bucknell. Assist the Clerk with management of the Estate: Clirs Coates and Joslin. Assist the Clerk with management of the Estate: Clirs Coates and Joslin. Assist the Clerk with management of the Estate: Clirs Coates and Joslin. Assist the Clerk with management of the Estate: Clirs Coates and Joslin. 11 TO APPOINT REPRESENTATIONES TO THE FOLLOWING OUTSIDE BODIES Fakenham Oliver Twinning club: Clir Foortse Fakenham Oliver Twinning club: Clir								
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	she also thanked the Deputy Clerk for organizing the collection of ticket money.					
15						
	15 TO RECEIVE AND NOTE CORRESPONDENCE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION					
	The Clerk confirmed there were none.					
16	TO DECEIVE AND ADOPT THE MINISTES OF THE BOLICY AND					
10						
	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					
4-	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					
10	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.					
40	TO RECEIVE ANY FURTHER ITEMS FOR THE NEXT AGENDA					
19	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					
20	THEMEETING UNDER THE PROVISIONS OF SECTION 1(2) OF					
	THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960.					
	On the proposition of Clir Bucknell seconded by Clir 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					
23	One staff matter was discussed.					
24						
24	TO MOVE INTO OPEN SESSION On the proposition of Cllr Businell accorded by Cllr Button BESOLVED					
	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	There being no further business the meeting closed at 20.15 pm					
	Confirmed this	day of	2023.			
	CHAIRMAN					