

FAKENHAM TOWN COUNCIL
FAKENHAM CONNECT
OAK STREET
FAKENHAM
NR21 9DY

10 February 2026

Company Account Number: *****9031



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We're updating your terms and conditions

Hello

We need to let you know about some changes we're making to your Barclaycard business credit terms and conditions.

There's nothing you need to do. The changes apply to all of your accounts and will be made automatically on 23 April 2026.

What's changing?

Here are the main updates we're making to your terms and conditions. You can learn more about these in the 'Summary of key changes' document that we've included with this letter.

- We're setting out what happens if you change your payment due date, and the limits on doing this
- We're extending the notice period we give customers before closing their accounts, from 60 days to 90 days
- We've added wording to cover reasons we may need to suspend or limit use of your account
- We're removing wording relating to the Business Banking Resolution Service.

To see your Barclaycard business credit terms and conditions in full please visit barclaycard.co.uk/business/credit-notice-update

We're here to help

If you have any questions, please get in touch on **0800 008 008**. Our lines are open **24 hours a day, seven days a week**.

Kind regards

Your Barclaycard Payments team

This information is also available in large print, Braille and audio format by calling 0800 008 008.

Calls to 0800 numbers are free from UK landlines and personal mobiles otherwise call charges may apply. Calls may be monitored or recorded in order to maintain high levels of security and quality of service.

Barclaycard is a trading name of Barclays Bank PLC. Barclays Bank PLC is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority (Financial Services Register number: 122702). Registered in England No. 1026167. Registered Office: 1 Churchill Place, London E14 5HP.

- **4430 – St Peter's Gardens:**
This budget line currently shows an **overspend of £423**, attributable to the **procurement of an alternative contractor to undertake grass cutting**. This overspend may be **partially offset by underspends within 4260 and 4262 – Grass Cutting**, arising from **credits received or claimed from Nurture**.
- **4435 – Goggs Mill Picnic Area:**
This budget line currently shows an **overspend of £165**, resulting from **emergency and additional tree works that were not covered under the 4462 – Tree Management budget**.
- **4465 – Public Spaces:**
An overspend of **£1,870** is reported, attributable to additional works coded to this line, as previously discussed and minuted. While this area requires close monitoring, the current overspend and committed expenditure are expected to be offset by **unbudgeted income from 1180 Highways and underspends within 4260 and 4262 – Grass Cutting**, due to credits received / claimed from Nurture.
- **4470 – Heritage Trail:**
This budget line currently shows an overspend of **£732**. This includes a **prepayment of £362.50** relating to 2026/27, which will be journalled at year end. Once adjusted, the effective overspend is approximately **£369.50**. Heritage Trail committed expenditure has also been allocated to **4465 – Public Spaces** to limit further pressure on this budget line.
- From an initial review of the financial position, it appears that the budget *may* be underspent by year end. With careful control and ongoing monitoring, this could place the Council in a position to restore the General Reserve to its minimum level, a concern previously highlighted by the auditor. The Council is also currently on course to carry forward appropriate budget lines, as identified within the 2026/27 budget, into Earmarked Reserves to support planned projects in that year. This will remain subject to continued review and careful financial management.

4. Town Ambition Programme Grant Claim

The TAP grant claim required extensive supporting documentation to demonstrate that the grant objectives had been achieved, despite the banners being in storage and the final film draft not yet received. The claim has now been **accepted**, and a **purchase order for £5,755** has been issued, with an invoice subsequently submitted.

The **total project cost is £7,673.50**, offset by **£1,750 in independent sponsorship**, leaving a **shortfall of £168.50**, which will be covered from **general reserves**.

3. Budget Observations

- **100 Codes – Income:**
When considered collectively, income across the 100 codes is currently **£20,482 above budget** for the reporting period. This favourable variance is primarily attributable to **additional interest received**, arising from the implementation of the Council’s **Investment Strategy**, **increased Cemeteries income** driven by a higher volume of activity, and **Miscellaneous Receipts**, which include **insurance claim reimbursements**.
- **4000, 4001, 4010, 4020 – Staffing Costs:**
When considered collectively, salaries and associated staffing cost budget lines are currently **in line with budget for the reporting period**. However, an error was identified in the Month 10 **P32** payroll submission. This has now been rectified and resulted in an additional payment of **£791 to HMRC** to address the shortfall arising from the erroneous submission.
Taking this adjustment into account, and noting that **P32 payments are collected via direct debit one month in arrears**, it is **anticipated that the associated budget lines will be marginally above budget at year end**.
- **4115 – IT Equipment & Software:**
Expenditure within this budget line reflects the **procurement of additional IT equipment and associated software licences** required to support the **Estates Team Leader (ETL) role**. These purchases were necessary to ensure the role is appropriately equipped to undertake its operational responsibilities.
- **4180 – Insurance (including Vehicle Cover):**
Although showing an apparent overspend of **£4,959**, this includes a **prepayment of £5,066.92** relating to 2026/27. This will be journalled accordingly at financial year end, reducing the effective position on this budget line to approximately **£6,892.08**, and therefore within budget.
- **4206 – Training – Staff:**
Expenditure within this budget line reflects the **training requirements associated with the Estates Team Leader (ETL) role**, in addition to **ongoing staff development across the wider team**. This reflects the continued need for training as staff are required to manage an **increasingly broad and complex range of issues and projects**.
- **4331 – Vehicle Costs:**
Expenditure within this budget line is currently **over budget** due to **unplanned repairs to one of the Council’s vehicles**, costs which were **not covered by insurance**. These expenses were necessary to maintain operational capability and ensure the vehicle remained serviceable.
- **4350 – Miscellaneous Estate Expenditure:**
This budget line currently shows an overspend of **£8,477**, reflecting contractor costs incurred to cover Groundsman duties during a period of sickness absence.
An interim Key Person Insurance claim payment of **£5,970** has been received (1160), offsetting the **4350** overspend. The final claim is yet to be submitted which will further mitigate the overspend.
- **4422 – Queens Road Cemetery:**
This budget line currently shows an **overspend of £1,042**, attributable to **oversized memorial repairs** that exceeded the planned budget for maintenance works.

Governance & Finance Committee 17th March 2026

RFO Report

1. Amey Invoice – Update

Minute 32/25 GF (22 July 2025) recorded that Councillors resolved to contact County Cllr Fitzpatrick to request an update before making a decision regarding payment of **Invoice 90936316 (£457.48 excl. VAT)**, following its review at the Finance Sub-Committee meeting on 28 April 2025.

County Cllr Fitzpatrick has since been contacted on multiple occasions, both verbally and by email. He has acknowledged the Council's position and advised that he would pursue the matter; however, no substantive update or resolution has been received to date.

In the meantime, the Council offered to pay the **undisputed portion** of the invoice. This offer was not accepted by Amey, however, the Council subsequently made payment of **£280.67 (excl. VAT)**, representing the undisputed amount. When making this payment, Amey were advised by email that:

“This payment is made in complete discharge of Invoice 90936316.”

A response has since been received from Amey which does not acknowledge the Council's position, but instead states that **£176.81 (excl. VAT)** remains outstanding on the Council's account.

Angela has also contacted **Tom Fitzpatrick**, who confirmed that he would deal with the matter. However, no further update has been received to date.

2. Transition to Scribe

As the deadline for the transition approaches, there remains a significant amount of work and training required to ensure the new system is fully implemented and functioning correctly. Due to competing priorities over recent weeks, it has not been possible to devote the level of time originally anticipated to this work.

The transition will therefore need to be treated as a priority during March and April, alongside the completion of essential year-end financial processes. Work during this period will focus on completing the system configuration, importing historical financial data, and undertaking training across the relevant modules to ensure the Council can operate effectively within the new system.

Members should note that the implementation timetable will require a concentrated period of work over the coming weeks. This update is provided so that Councillors are aware of the workload and timing pressures associated with the transition, and the need to prioritise this work to minimise operational risk ahead of the closure of access to Rialtas at the end of May 2026.

| Reserve | Balance (£) | Notes |
|----------------------------|-------------|---|
| 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) |

General Reserve

The Council's planned **General Reserve / Contingency Reserve** for 2026/27 is **£215,465.67**.

This level reflects the Council's intention to comply with the **Smaller Authorities Proper Practices Panel (SAPPP) guidance**, which recommends that councils maintain a minimum level of reserves equivalent to approximately **three months of net revenue expenditure**.

The planned reserve level is dependent on two factors:

1. The General Reserve being restored to the recommended minimum level at the end of the **2025/26 financial year**; and
2. The Council successfully delivering the **2026/27 budget**, which includes a planned contribution to reserves of **£73,545.67**.

This amount has been included within the **2026/27 precept and budget framework**. However, it represents funding intended to support the strengthening of the General Reserve and therefore assumes that this provision is **not utilised to support overspends in other budget areas** during the financial year.

As a result, the full reserve level will only be reflected in the Council's balance sheet **at the end of the 2026/27 financial year**, subject to successful budget management.

Total Reserves Position

The **projected total reserves position** for 2026/27 is **£412,470.67**.

This figure includes both the Council's **earmarked reserves** and the **General Reserve**, together with the existing **Capital Reserve**. The total should therefore be viewed as a **planned reserves position**, which will be confirmed through the Council's 2026/27 year-end accounts.

The figure may also **increase depending on any balances that are rolled forward from the 2025/26 financial year**, where this has been indicated in the reserves schedule.

Recommendation

Councillors are asked to:

Approve the Council's reserves structure for the 2026/27 financial year as set out in this paper and reflected in the approved 2026/27 budget.

Supporting Paper – Approval of Reserves 2026/27

This paper sets out the Council's reserves position for the 2026/27 financial year, reflecting the reserves structure included within the approved 2026/27 budget.

The purpose of this paper is to provide clarity on the Council's earmarked reserves and general reserves and to ensure that the Council formally approves the reserves structure as part of its financial governance arrangements.

Maintaining appropriate reserves supports the Council in managing financial risk, funding future asset replacement, and meeting potential unforeseen expenditure.

Earmarked Reserves

Earmarked reserves are held for specific purposes or anticipated future expenditure.

| 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 |

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**Cashbook transactions totalling £500.00 or more
for the period 01/02/2026 to 28/02/2026**

Payments

| <u>Cb No</u> | <u>Bank Account Name</u> | <u>Month</u> | <u>Date</u> | <u>Payment Ref</u> | <u>Payee Name</u> | <u>Amount</u> |
|--------------|--------------------------|--------------|-------------|--------------------|---------------------------|---------------|
| 1 | General Current Account | 11 | 05/02/2026 | DD | NEST | 2,264.44 |
| 1 | General Current Account | 11 | 09/02/2026 | BACS | NJ COMBRINK | 873.85 |
| 1 | General Current Account | 11 | 09/02/2026 | BACS | ICO SYSTEMS LTD | 1,312.16 |
| 1 | General Current Account | 11 | 09/02/2026 | BACS | MEMSAFE | 2,616.00 |
| 1 | General Current Account | 11 | 13/02/2026 | BACS | SALARIES | 12,588.12 |
| 1 | General Current Account | 11 | 13/02/2026 | BACS | NORFOLK PENSION FUND | 637.67 |
| 1 | General Current Account | 11 | 19/02/2026 | DD | HMRC | 3,927.80 |
| 3 | Precept Account | 11 | 24/02/2026 | TRANSFER | General Current Account | 30,000.00 |
| 1 | General Current Account | 11 | 24/02/2026 | BACS | LONSDALE DIRECT SOLUTIONS | 2,608.20 |
| 1 | General Current Account | 11 | 24/02/2026 | BACS | NORSE EASTERN LTD | 1,152.00 |
| 1 | General Current Account | 11 | 24/02/2026 | BACS | THE DnA FACTORY | 2,000.00 |
| 1 | General Current Account | 11 | 24/02/2026 | BACS | REVEL STUDIOS LTD | 2,100.00 |
| 1 | General Current Account | 11 | 25/02/2026 | DD | NPOWER | 1,516.81 |
| 1 | General Current Account | 11 | 25/02/2026 | DD | ENGIE | 4,248.56 |
| 1 | General Current Account | 11 | 25/02/2026 | DD | ENGIE | 4,148.56 |

Receipts

| <u>Cb No</u> | <u>Bank Account Name</u> | <u>Month</u> | <u>Date Banked</u> | <u>Amount Banked</u> | <u>Received From</u> |
|--------------|--------------------------|--------------|--------------------|----------------------|-------------------------|
| 1 | General Current Account | 11 | 02/02/2026 | 7,879.61 | HMRC |
| 1 | General Current Account | 11 | 13/02/2026 | 500.00 | FAKENHAM RACECOURSE LTD |
| 1 | General Current Account | 11 | 17/02/2026 | 500.00 | STEPHENSON SMART |
| 1 | General Current Account | 11 | 20/02/2026 | 500.00 | HAYES & STORR |
| 1 | General Current Account | 11 | 24/02/2026 | 30,000.00 | Precept Account |

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Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|------------------------|-------------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>430 Contingencies</u> | | | | | | | | |
| 4900 Contingencies | 5,924 | 20,277 | 140,465 | 120,188 | | 120,188 | 14.4% | |
| Contingencies :- Indirect Expenditure | <u>5,924</u> | <u>20,277</u> | <u>140,465</u> | <u>120,188</u> | <u>0</u> | <u>120,188</u> | <u>14.4%</u> | <u>0</u> |
| Net Expenditure | <u>(5,924)</u> | <u>(20,277)</u> | <u>(140,465)</u> | <u>(120,188)</u> | | | | |
| <u>450 Earmarked Reserves</u> | | | | | | | | |
| 4011 PAYE & NI Reserve | 0 | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| 4025 Staffing Contingencies | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| Earmarked Reserves :- Direct Expenditure | <u>0</u> | <u>0</u> | <u>4,000</u> | <u>4,000</u> | <u>0</u> | <u>4,000</u> | <u>0.0%</u> | <u>0</u> |
| 4183 Insurance Excess Reserve | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| 4231 Event Expenses Reserve | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4271 Lighting Replacements Reserve | 0 | 0 | 4,000 | 4,000 | | 4,000 | 0.0% | |
| 4332 Vehicle Reserve | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4341 Machinery Reserve (C) | 0 | 12,100 | 20,000 | 7,900 | | 7,900 | 60.5% | 12,100 |
| 4401 Welfare Unit Reserve | 0 | 0 | 20,000 | 20,000 | | 20,000 | 0.0% | |
| 4480 Replacements Reserve | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| Earmarked Reserves :- Indirect Expenditure | <u>0</u> | <u>12,100</u> | <u>49,500</u> | <u>37,400</u> | <u>0</u> | <u>37,400</u> | <u>24.4%</u> | <u>12,100</u> |
| Net Expenditure | <u>0</u> | <u>(12,100)</u> | <u>(53,500)</u> | <u>(41,400)</u> | | | | |
| 6000 plus Transfer from EMR | 0 | 12,100 | 0 | (12,100) | | | | |
| Movement to/(from) Gen Reserve | <u>0</u> | <u>0</u> | <u>(53,500)</u> | <u>(53,500)</u> | | | | |
| Grand Totals:- Income | 2,782 | 617,557 | 597,075 | (20,482) | | | 103.4% | |
| Expenditure | 37,264 | 411,364 | 740,665 | 329,301 | 0 | 329,301 | 55.5% | |
| Net Income over Expenditure | <u>(34,482)</u> | <u>206,193</u> | <u>(143,590)</u> | <u>(349,783)</u> | | | | |
| plus Transfer from EMR | 0 | 12,100 | 0 | (12,100) | | | | |
| Movement to/(from) Gen Reserve | <u>(34,482)</u> | <u>218,293</u> | <u>(143,590)</u> | <u>(361,883)</u> | | | | |

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Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 310 Estate Sites | | | | | | | | |
| 4476 Library Triangle | 0 | 384 | 500 | 116 | | 116 | 76.8% | |
| Estate Sites :- Direct Expenditure | 0 | 384 | 500 | 116 | 0 | 116 | 76.8% | 0 |
| 4400 Trap Lane | 3,496 | 7,065 | 50,750 | 43,685 | | 43,685 | 13.9% | |
| 4406 Creake Road Cemetery | 180 | 34,782 | 36,000 | 1,218 | | 1,218 | 96.6% | |
| 4410 Playing Fields | 0 | 1,627 | 10,000 | 8,373 | | 8,373 | 16.3% | |
| 4412 Millennium Park FRGC | 0 | 2,863 | 10,000 | 7,137 | | 7,137 | 28.6% | |
| 4415 Allotments | 248 | 6,902 | 9,500 | 2,598 | | 2,598 | 72.6% | |
| 4422 Queens Road Cemetery | 2,193 | 4,382 | 3,340 | (1,042) | | (1,042) | 131.2% | |
| 4430 St Peter's Gardens | 0 | 923 | 500 | (423) | | (423) | 184.5% | |
| 4435 Goggs Mill Picnic Area | 0 | 1,165 | 1,000 | (165) | | (165) | 116.5% | |
| 4440 Railway Cutting | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4445 Town Signage/War Memorial/Etc | 0 | 81 | 5,000 | 4,919 | | 4,919 | 1.6% | |
| 4450 Bus Shelters | 0 | 417 | 1,000 | 583 | | 583 | 41.7% | |
| 4461 Cinema Triangle | 0 | 0 | 50 | 50 | | 50 | 0.0% | |
| 4462 Tree Management | 0 | 5,790 | 6,000 | 210 | | 210 | 96.5% | |
| 4463 Tunn Street | 0 | 0 | 50 | 50 | | 50 | 0.0% | |
| 4464 Refurbishment Program | 0 | 300 | 500 | 200 | | 200 | 60.0% | |
| 4465 Public Spaces | 107 | 5,870 | 4,000 | (1,870) | | (1,870) | 146.8% | |
| 4466 Aldiss Park FRGC | 0 | 240 | 2,000 | 1,760 | | 1,760 | 12.0% | |
| 4470 Heritage Trail Project | 0 | 1,732 | 1,000 | (732) | | (732) | 173.2% | |
| Estate Sites :- Indirect Expenditure | 6,225 | 74,138 | 141,190 | 67,052 | 0 | 67,052 | 52.5% | 0 |
| Net Expenditure | (6,225) | (74,522) | (141,690) | (67,168) | | | | |
| 400 Grants S137 & S144 | | | | | | | | |
| 4500 Grants - s137 | 0 | 6,726 | 10,500 | 3,774 | | 3,774 | 64.1% | |
| 4502 Grants - s144 | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4505 Misc Grants - other support | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| Grants S137 & S144 :- Indirect Expenditure | 0 | 6,726 | 11,500 | 4,774 | 0 | 4,774 | 58.5% | 0 |
| Net Expenditure | 0 | (6,726) | (11,500) | (4,774) | | | | |
| 420 Civic | | | | | | | | |
| 4580 Elections | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4585 Annual Meeting | 0 | 107 | 100 | (7) | | (7) | 107.2% | |
| Civic :- Indirect Expenditure | 0 | 107 | 600 | 493 | 0 | 493 | 17.9% | 0 |
| Net Expenditure | 0 | (107) | (600) | (493) | | | | |

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Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 220 Overheads | | | | | | | | |
| 4180 Insurance incl. Vehicle Cover | 189 | 11,959 | 7,000 | (4,959) | | (4,959) | 170.8% | |
| 4185 Legal Costs | 0 | 531 | 7,000 | 6,469 | | 6,469 | 7.6% | |
| 4190 Professional Fees | 0 | 376 | 5,000 | 4,624 | | 4,624 | 7.5% | |
| 4193 Accountancy Fees | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| 4195 Audit | 0 | 300 | 2,500 | 2,200 | | 2,200 | 12.0% | |
| 4200 Bank Charges | 9 | 182 | 250 | 68 | | 68 | 72.7% | |
| 4202 Card Payment Service | 25 | 291 | 450 | 159 | | 159 | 64.7% | |
| 4205 Training - Members | 0 | 280 | 500 | 220 | | 220 | 56.0% | |
| 4206 Training - Staff | 60 | 2,218 | 1,300 | (918) | | (918) | 170.6% | |
| 4210 Travel Members | 0 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4211 Travel -Staff | 0 | 0 | 200 | 200 | | 200 | 0.0% | |
| 4215 Subscriptions & Memberships | 0 | 2,115 | 2,500 | 385 | | 385 | 84.6% | |
| 4222 Meeting Expenses | 115 | 520 | 1,050 | 530 | | 530 | 49.5% | |
| 4230 Event Expenses | 0 | 1,638 | 1,000 | (638) | | (638) | 163.8% | |
| Overheads :- Indirect Expenditure | 398 | 20,410 | 31,350 | 10,940 | 0 | 10,940 | 65.1% | 0 |
| Net Expenditure | (398) | (20,410) | (31,350) | (10,940) | | | | |
| 230 Contracts | | | | | | | | |
| 4160 Confidential Paper Disposal | 60 | 325 | 600 | 275 | | 275 | 54.2% | |
| 4250 Veolia - Waste Collection | 0 | 1,178 | 1,800 | 622 | | 622 | 65.4% | |
| 4255 Dog Bin - NNDC | 0 | 4,446 | 4,500 | 54 | | 54 | 98.8% | |
| 4260 Grass Cutting - Nurture | 0 | (986) | 6,000 | 6,986 | | 6,986 | (16.4%) | |
| 4262 Mowing Grass Verges - Nurture | 0 | 1,631 | 10,300 | 8,669 | | 8,669 | 15.8% | |
| 4265 Electricity - Street Lights | 1,264 | 9,719 | 10,000 | 281 | | 281 | 97.2% | |
| 4270 Lighting Repairs & Renewals | 356 | 5,728 | 18,160 | 12,432 | | 12,432 | 31.5% | |
| 4275 CCTV - Secure Defence | 0 | 0 | 20,000 | 20,000 | | 20,000 | 0.0% | |
| 4280 CCTV Electricity | 65 | 636 | 650 | 14 | | 14 | 97.8% | |
| Contracts :- Indirect Expenditure | 1,744 | 22,678 | 72,010 | 49,332 | 0 | 49,332 | 31.5% | 0 |
| Net Expenditure | (1,744) | (22,678) | (72,010) | (49,332) | | | | |
| 300 Estate Running Costs | | | | | | | | |
| 4315 Workwear | 0 | 544 | 1,000 | 456 | | 456 | 54.4% | |
| 4330 Fuel | 85 | 1,280 | 2,000 | 720 | | 720 | 64.0% | |
| 4331 Vehicle Costs | 147 | 2,617 | 2,000 | (617) | | (617) | 130.8% | |
| 4335 Repairs- Machinery & Equipment | 0 | 111 | 2,000 | 1,889 | | 1,889 | 5.6% | |
| 4340 Machinery & New Equipment | 0 | 8,379 | 14,000 | 5,621 | | 5,621 | 59.8% | |
| 4345 Management & Professional Fees | 0 | 1,006 | 3,000 | 1,994 | | 1,994 | 33.5% | |
| 4350 Misc Estate Expenditure | 1,298 | 10,477 | 2,000 | (8,477) | | (8,477) | 523.9% | |
| Estate Running Costs :- Indirect Expenditure | 1,530 | 24,414 | 26,000 | 1,586 | 0 | 1,586 | 93.9% | 0 |
| Net Expenditure | (1,530) | (24,414) | (26,000) | (1,586) | | | | |

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Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 100 Income | | | | | | | | |
| 1076 Precept | 0 | 567,675 | 567,675 | 0 | | | 100.0% | |
| 1090 Interest Received | 330 | 5,673 | 1,970 | (3,703) | | | 288.0% | |
| 1100 Cemeteries Income | 685 | 12,858 | 12,000 | (858) | | | 107.2% | |
| 1120 Allotment Income | 17 | 4,733 | 5,000 | 267 | | | 94.7% | |
| 1130 Trap Lane Income | 0 | 190 | 100 | (90) | | | 190.0% | |
| 1160 Misc Receipts | 1,750 | 8,120 | 0 | (8,120) | | | 0.0% | |
| 1164 Trail Brochure | 0 | 0 | 30 | 30 | | | 0.0% | |
| 1180 Highways (NCC) Mgmt Receipts | 0 | 18,308 | 10,300 | (8,008) | | | 177.7% | |
| Income :- Income | 2,782 | 617,557 | 597,075 | (20,482) | | | 103.4% | 0 |
| Net Income | 2,782 | 617,557 | 597,075 | (20,482) | | | | |
| 200 Direct Costs | | | | | | | | |
| 4000 Salaries & Wages | 12,588 | 129,923 | 181,000 | 51,077 | | 51,077 | 71.8% | |
| 4001 Additional Staff Wages | 0 | 125 | 5,000 | 4,875 | | 4,875 | 2.5% | |
| 4010 PAYE & NI | 3,928 | 43,607 | 23,000 | (20,607) | | (20,607) | 189.6% | |
| 4020 Pension | 2,902 | 29,907 | 23,500 | (6,407) | | (6,407) | 127.3% | |
| 4050 Rent/Service Charges | 0 | 8,499 | 9,000 | 501 | | 501 | 94.4% | |
| 4060 Rates | 0 | 1,245 | 1,600 | 355 | | 355 | 77.8% | |
| 4070 Charter Market Rates | 135 | 1,487 | 1,900 | 413 | | 413 | 78.3% | |
| Direct Costs :- Indirect Expenditure | 19,553 | 214,793 | 245,000 | 30,207 | 0 | 30,207 | 87.7% | 0 |
| Net Expenditure | (19,553) | (214,793) | (245,000) | (30,207) | | | | |
| 210 Admin Services | | | | | | | | |
| 4110 Telephone/Broadband | 177 | 1,776 | 2,000 | 224 | | 224 | 88.8% | |
| 4115 IT Equipment & Software | 164 | 5,744 | 5,500 | (244) | | (244) | 104.4% | |
| 4120 IT Support/Maintenance | 1,093 | 4,583 | 5,000 | 417 | | 417 | 91.7% | |
| 4122 Website Provision | 0 | 220 | 500 | 280 | | 280 | 44.0% | |
| 4125 Office Equipment | 0 | 456 | 1,500 | 1,044 | | 1,044 | 30.4% | |
| 4130 Office Repairs & Maintenance | 395 | 428 | 500 | 72 | | 72 | 85.6% | |
| 4135 Stationery & Postage | 53 | 733 | 1,200 | 467 | | 467 | 61.1% | |
| 4140 Photocopying | 0 | 994 | 1,000 | 6 | | 6 | 99.4% | |
| 4145 Publications, Books & Binding | 0 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4150 Promotions and Publicity | 0 | 278 | 500 | 222 | | 222 | 55.6% | |
| 4155 Misc Admin Expenses | 8 | 125 | 750 | 625 | | 625 | 16.7% | |
| Admin Services :- Indirect Expenditure | 1,890 | 15,337 | 18,550 | 3,213 | 0 | 3,213 | 82.7% | 0 |
| Net Expenditure | (1,890) | (15,337) | (18,550) | (3,213) | | | | |

Continued over page

Date:05/03/2026

Fakenham Charter Market

Page 1

Time: 16:56

**Bank Reconciliation Statement as at 28/02/2026
for Cashbook 2 - Deposit Account**

User: K.LINDSAY

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|------------------|
| Market Tolls Deposit 00816779 | 28/02/2026 | | 11,664.83 |
| | | | <u>11,664.83</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 11,664.83 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 11,664.83 |
| | | Balance per Cash Book is :- | 11,664.83 |
| | | Difference is :- | 0.00 |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:05/03/2026

Fakenham Charter Market

Page 1

Time: 16:50

**Bank Reconciliation Statement as at 28/02/2026
for Cashbook 1 - Current Bank A/c**

User: K.LINDSAY

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|-----------------|
| Market Tolls Current 80371513 | 28/02/2026 | | 3,160.32 |
| | | | <u>3,160.32</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 3,160.32 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 3,160.32 |
| | | Balance per Cash Book is :- | 3,160.32 |
| | | Difference is :- | 0.00 |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Fakenham Charter Market
Bank - Cash and Investment Reconciliation as at 28 February 2026

Confirmed Bank & Investment Balances
Bank Statement Balances

| | | |
|------------|-------------------------------|-----------|
| 28/02/2026 | Market Tolls Current 80371513 | 3,160.32 |
| 28/02/2026 | Market Tolls Deposit 00816779 | 11,664.83 |

14,825.15
Receipts not on Bank Statement
0.00
Closing Balance
14,825.15

All Cash & Bank Accounts

| | | |
|---|---------------------------------------|------------------|
| 1 | Current Bank A/c | 3,160.32 |
| 2 | Deposit Account | 11,664.83 |
| | Other Cash & Bank Balances | 0.00 |
| | Total Cash & Bank Balances | 14,825.15 |

Date:06/03/2026

Fakenham Town Council

Page 1

Time: 13:34

**Bank Reconciliation Statement as at 28/02/2026
for Cashbook 7 - Petty Cash**

User: K.LINDSAY

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|-----------------|
| Petty Cash | 28/02/2026 | | 62.24 |
| | | | <u>62.24</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 62.24 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 62.24 |
| | | Balance per Cash Book is :- | 62.24 |
| | | Difference is :- | 0.00 |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:06/03/2026

Fakenham Town Council

Page 1

Time: 13:30

**Bank Reconciliation Statement as at 28/02/2026
for Cashbook 6 - CCLA Investment Account**

User: K.LINDSAY

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|-------------------|
| CCLA Investment Account | 28/02/2026 | | 102,572.73 |
| | | | <u>102,572.73</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 102,572.73 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 102,572.73 |
| | | Balance per Cash Book is :- | 102,572.73 |
| | | Difference is :- | 0.00 |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:06/03/2026

Fakenham Town Council

Page 1

Time:13:42

**Bank Reconciliation Statement as at 28/02/2026
for Cashbook 3 - Precept Account**

User: K.LINDSAY

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|-------------------|
| Precept Account 13943305 | 28/02/2026 | | 152,544.72 |
| | | | <u>152,544.72</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 152,544.72 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 152,544.72 |
| | | Balance per Cash Book is :- | 152,544.72 |
| | | Difference is :- | 0.00 |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 28/02/2026
for Cashbook 2 - Business Reserve Account**

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|-------------------|
| Business Reserve 70371408 | 28/02/2026 | | 164,198.77 |
| | | | <u>164,198.77</u> |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 164,198.77 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 164,198.77 |
| | | Balance per Cash Book is :- | 164,198.77 |
| | | Difference is :- | 0.00 |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date:06/03/2026

Fakenham Town Council

Page 1

Time:13:55

**Bank Reconciliation Statement as at 28/02/2026
for Cashbook 1 - General Current Account**

User: K.LINDSAY

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|--|-----------------------|------------------------------------|------------------|
| General Current 70371432 | 28/02/2026 | | 37,417.96 |
| | 28/02/2026 | | 0.00 |
| | | | <hr/> 37,417.96 |
| <u>Unpresented Payments (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 37,417.96 |
| <u>Unpresented Receipts (Plus)</u> | | | |
| | | 0.00 | |
| | | | <hr/> 0.00 |
| | | | 37,417.96 |
| | | Balance per Cash Book is :- | 37,417.96 |
| | | Difference is :- | 0.00 |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Fakenham Town Council

Bank - Cash and Investment Reconciliation as at 28 February 2026

| <u>Confirmed Bank & Investment Balances</u> | | |
|---|---------------------------------------|-------------------|
| <u>Bank Statement Balances</u> | | |
| 28/02/2026 | | 0.00 |
| 28/02/2026 | General Current 70371432 | 37,417.96 |
| 28/02/2026 | Business Reserve 70371408 | 164,198.77 |
| 28/02/2026 | Precept Account 13943305 | 152,544.72 |
| 28/02/2026 | CCLA Investment Account | 102,572.73 |
| 28/02/2026 | Petty Cash | 62.24 |
| | | 456,796.42 |
| <u>Receipts not on Bank Statement</u> | | |
| | | 0.00 |
| | | <hr/> |
| Closing Balance | | 456,796.42 |
| <u>All Cash & Bank Accounts</u> | | |
| 1 | General Current Account | 37,417.96 |
| 2 | Business Reserve Account | 164,198.77 |
| 3 | Precept Account | 152,544.72 |
| 4 | Market Tolls Current Account | 0.00 |
| 5 | Market Tolls Business Reserve | 0.00 |
| 6 | CCLA Investment Account | 102,572.73 |
| 7 | Petty Cash | 62.24 |
| | Other Cash & Bank Balances | 0.00 |
| | Total Cash & Bank Balances | 456,796.42 |

Date: 06/03/2026

Fakenham Charter Market

Page: 30

Time: 15:35

Cashbook 2

User: K.LINDSAY

Deposit Account

For Month No: 11

Payments for Month 11

Nominal Ledger Analysis

| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|-------------------|------------------|---------------------|--------------------|--------------|------------|---------------|------------------|---------------------------|
| 06/02/2026 | Current Bank A/c | TRANSFER | 5,000.00 | | | | 200 | 5,000.00 | TRANSFER - CASH FLOW |
| Total Payments for Month | | | 5,000.00 | 0.00 | 0.00 | | | 5,000.00 | |
| Balance Carried Fwd | | | 11,664.83 | | | | | | |
| Cashbook Totals | | | <u>16,664.83</u> | 0.00 | 0.00 | | | <u>16,664.83</u> | |

Date: 06/03/2026

Fakenham Charter Market

Page: 29

Time: 15:35

Cashbook 2

User: K.LINDSAY

Deposit Account

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|----------------------|------------------------|------------------|--------------|------------|---------------|------------------|---------------------------|
| Balance Brought Fwd : | | 16,664.83 | | | | | 16,664.83 | |
| | Banked: | 0.00 | | | | | | |
| | | | 0.00 | | | | 0.00 | |
| Total Receipts for Month | | 0.00 | 0.00 | 0.00 | | | 0.00 | |
| Cashbook Totals | | <u>16,664.83</u> | <u>0.00</u> | <u>0.00</u> | | | <u>16,664.83</u> | |

Date: 06/03/2026

Fakenham Charter Market

Page: 55

Time: 15:37

Cashbook 1

User: K.LINDSAY

Current Bank A/c

For Month No: 11

Payments for Month 11

Nominal Ledger Analysis

| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|-----------------------------------|
| 04/02/2026 | BARCLAYS | DD | 8.50 | | | 4200 | 440 | 8.50 | ACCOUNT FEES |
| 06/02/2026 | FAKENHAM TOEN COUNCIL | TRANSFER | 32.50 | | | 4335 | 440 | 32.50 | REIMBURSE FTC - S/BAGS & SIGNS |
| 09/02/2026 | SHOP FAKENHAM | BACS | 423.00 | | | 4500 | 440 | 423.00 | MKT TOLLS GRANT AWARD FC54/25 |
| 10/02/2026 | TERRY ADAMS | BACS | 120.00 | | | 4150 | 440 | 120.00 | MARKET ENTERTAINMENT |
| 10/02/2026 | FAKENHAM AREA PARTNERSHIP | BACS | 5,000.00 | | | 4500 | 440 | 5,000.00 | MKT TOLLS GRANT AWARD FC282/26 |
| 20/02/2026 | BRITISH GAS | DD | 57.30 | | 2.72 | 4265 | 440 | 54.58 | FEEDER PILLAR 5/01 - 4/02/2026 |
| Total Payments for Month | | | 5,641.30 | 0.00 | 2.72 | | | 5,638.58 | |
| Balance Carried Fwd | | | 3,160.32 | | | | | | |
| Cashbook Totals | | | 8,801.62 | 0.00 | 2.72 | | | 8,798.90 | |

Date: 06/03/2026

Fakenham Charter Market

Page: 54

Time: 15:37

Cashbook 1

User: K.LINDSAY

Current Bank A/c

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|----------------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
| BACS | LELI'S DELI | 10.00 | | | 1110 | 440 | 10.00 | MARKET RENT FEBRUARY |
| BACS | Banked: 20/02/2026 | 84.00 | | | | | | |
| BACS | VILLAGE VENISON | 84.00 | | | 1110 | 440 | 84.00 | MARKET RENT MARCH |
| BACS | Banked: 20/02/2026 | 40.00 | | | | | | |
| BACS | TASTY WALID | 40.00 | | | 1110 | 440 | 40.00 | MARKET RENT MARCH |
| BACS | Banked: 20/02/2026 | 40.00 | | | | | | |
| BACS | JAKES KITCHEN | 40.00 | | | 1110 | 440 | 40.00 | MARKET RENT MARCH |
| BACS | Banked: 24/02/2026 | 40.00 | | | | | | |
| BACS | JUST RING / THE DAPPER DOG | 40.00 | | | 1110 | 440 | 40.00 | MARKET RENT MARCH |
| BACS | Banked: 24/02/2026 | 10.00 | | | | | | |
| BACS | NNDC | 10.00 | | | 1110 | 440 | 10.00 | MARKET RENT JANUARY |
| Total Receipts for Month | | 6,617.00 | 0.00 | 0.00 | | | 6,617.00 | |
| Cashbook Totals | | <u>8,801.62</u> | <u>0.00</u> | <u>0.00</u> | | | <u>8,801.62</u> | |

Date: 06/03/2026

Fakenham Charter Market

Page: 53

Time: 15:37

Cashbook 1

User: K.LINDSAY

Current Bank A/c

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------------------------|---------------------------|-----------------|-----------|-------|------|--------|-----------------|--------------------------------|
| Balance Brought Fwd : | | 2,184.62 | | | | | 2,184.62 | |
| BACS | Banked: 02/02/2026 | 220.00 | | | | | | |
| BACS | SEEKINGS ta MEADOW MARKET | 220.00 | | | 1110 | 440 | 220.00 | MARKET RENT FEBRUARY |
| BACS | Banked: 02/02/2026 | 40.00 | | | | | | |
| BACS | BAPTIST CHURCH | 40.00 | | | 1110 | 440 | 40.00 | MARKET RENT FEBRUARY |
| BACS | Banked: 02/02/2026 | 62.00 | | | | | | |
| BACS | CHAPMAN | 62.00 | | | 1110 | 440 | 62.00 | MARKET RENT FEBRUARY |
| BACS | Banked: 02/02/2026 | 116.00 | | | | | | |
| BACS | A J FIELDS | 116.00 | | | 1110 | 440 | 116.00 | MARKET RENT FEBRUARY |
| BACS | Banked: 02/02/2026 | 64.00 | | | | | | |
| BACS | CHRISTIE CHEESE | 64.00 | | | 1110 | 440 | 64.00 | MARKET RENT FEBRUARY |
| BACS | Banked: 02/02/2026 | 120.00 | | | | | | |
| BACS | BADWAL | 120.00 | | | 1110 | 440 | 120.00 | MARKET RENT FEBRUARY |
| BACS | Banked: 03/02/2026 | 80.00 | | | | | | |
| BACS | CHERRIE BENNETT / PISCES | 80.00 | | | 1110 | 440 | 80.00 | MARKET RENT JANUARY & FEBRUARY |
| BACS | Banked: 03/02/2026 | 88.00 | | | | | | |
| BACS | WESTON | 88.00 | | | 1110 | 440 | 88.00 | MARKET RENT FEBRUARY |
| BACS | Banked: 04/02/2026 | 75.00 | | | | | | |
| BACS | COUNTRY VENTURE | 75.00 | | | 1110 | 440 | 75.00 | MARKET RENT FEBRUARY |
| BACS | Banked: 05/02/2026 | 128.00 | | | | | | |
| BACS | BUCKENHAM | 128.00 | | | 1110 | 440 | 128.00 | MARKET RENT JANUARY & FEBRUARY |
| BACS | Banked: 06/02/2026 | 80.00 | | | | | | |
| BACS | NEWSQUEST (ARCHANT) | 80.00 | | | 1110 | 440 | 80.00 | MARKET RENT JANUARY & FEBRUARY |
| | Banked: 06/02/2026 | 5,000.00 | | | | | | |
| TRANSFER | Deposit Account | 5,000.00 | | | 210 | | 5,000.00 | TRANSFER - CASH FLOW |
| BACS | Banked: 09/02/2026 | 40.00 | | | | | | |
| BACS | WILSON S&A | 40.00 | | | 1110 | 440 | 40.00 | MARKET RENT FEBRUARY |
| BACS | Banked: 09/02/2026 | 40.00 | | | | | | |
| BACS | BULLEN | 40.00 | | | 1110 | 440 | 40.00 | MARKET RENT FEBRUARY |
| BACS | Banked: 11/02/2026 | 60.00 | | | | | | |
| BACS | GERRY HADFIELD | 60.00 | | | 1110 | 440 | 60.00 | MARKET RENT FEBRUARY |
| BACS | Banked: 16/02/2026 | 120.00 | | | | | | |
| BACS | CLEAN GETAWAYS | 120.00 | | | 1110 | 440 | 120.00 | MARKET RENT FEBRUARY |
| BACS | Banked: 19/02/2026 | 60.00 | | | | | | |
| BACS | MOAT ROAD NURSERY | 60.00 | | | 1110 | 440 | 60.00 | MARKET RENT MARCH |
| BACS | Banked: 20/02/2026 | 10.00 | | | | | | |

Continued on Page 54

Date: 06/03/2026

Fakenham Town Council

Page: 12

Time: 15:40

Cashbook 7

User: K.LINDSAY

Petty Cash

For Month No: 11

Payments for Month 11

Nominal Ledger Analysis

| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|-------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|---------------------------|
| 04/02/2026 | QD | CASH | 10.00 | | 1.67 | 4350 | 300 | 8.33 | STORAGE BOXES |
| 19/02/2026 | POST OFFICE LTD | CASH | 2.40 | | | 4135 | 210 | 2.40 | POSTAGE |
| 19/02/2026 | SP SHOE REPAIRS | CASH | 9.90 | | 1.65 | 4331 | 300 | 8.25 | KEY CUTTING |
| Total Payments for Month | | | 22.30 | 0.00 | 3.32 | | | 18.98 | |
| Balance Carried Fwd | | | 62.24 | | | | | | |
| Cashbook Totals | | | 84.54 | 0.00 | 3.32 | | | 81.22 | |

Date: 06/03/2026

Fakenham Town Council

Page: 11

Time: 15:40

Cashbook 7

User: K.LINDSAY

Petty Cash

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|------------------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
| | Balance Brought Fwd : | 84.54 | | | | | 84.54 | |
| | Banked: | 0.00 | | | | | | |
| | | | 0.00 | | | | | 0.00 |
| Total Receipts for Month | | 0.00 | 0.00 | 0.00 | | | 0.00 | |
| Cashbook Totals | | <u>84.54</u> | <u>0.00</u> | <u>0.00</u> | | | <u>84.54</u> | |

Date: 06/03/2026

Fakenham Town Council

Page: 16

Time: 15:44

Cashbook 6

User: K.LINDSAY

CCLA Investment Account

For Month No: 11

Payments for Month 11

Nominal Ledger Analysis

| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|-------------|---------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|---------------------------|
| | | | 0.00 | | | | | | |
| | Total Payments for Month | | 0.00 | 0.00 | 0.00 | | | 0.00 | |
| | Balance Carried Fwd | | 102,572.73 | | | | | | |
| | Cashbook Totals | | 102,572.73 | 0.00 | 0.00 | | | 102,572.73 | |

Date: 06/03/2026

Fakenham Town Council

Page: 15

Time: 15:44

Cashbook 6

User: K.LINDSAY

CCLA Investment Account

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-------------------|---------------------------|
| Balance Brought Fwd : | | 102,242.99 | | | | | 102,242.99 | |
| CCLA INT Banked:03/02/2026 | | 329.74 | | | | | | |
| CCLA INT CCLA | | | 329.74 | | 1090 | 100 | 329.74 | CCLA INT TO 28/02/2026 |
| Total Receipts for Month | | 329.74 | 0.00 | 0.00 | | | 329.74 | |
| Cashbook Totals | | 102,572.73 | 0.00 | 0.00 | | | 102,572.73 | |

Date: 06/03/2026

Fakenham Town Council

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Time: 15:45

Cashbook 3

User: K.LINDSAY

Precept Account

For Month No: 11

Payments for Month 11

Nominal Ledger Analysis

| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|-------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|---------------------------|
| 24/02/2026 | General Current Account | TRANSFER | 30,000.00 | | | | 200 | 30,000.00 | PRECEPT TRANSFER |
| Total Payments for Month | | | 30,000.00 | 0.00 | 0.00 | | | 30,000.00 | |
| Balance Carried Fwd | | | 152,544.72 | | | | | | |
| Cashbook Totals | | | 182,544.72 | 0.00 | 0.00 | | | 182,544.72 | |

Date: 06/03/2026

Fakenham Town Council

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Cashbook 3

User: K.LINDSAY

Precept Account

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-------------------|---------------------------|
| Balance Brought Fwd : | | 182,544.72 | | | | | 182,544.72 | |
| | Banked: | 0.00 | | | | | | |
| | | | 0.00 | | | | 0.00 | |
| Total Receipts for Month | | 0.00 | 0.00 | 0.00 | | | 0.00 | |
| Cashbook Totals | | <u>182,544.72</u> | <u>0.00</u> | <u>0.00</u> | | | <u>182,544.72</u> | |

Date: 06/03/2026

Fakenham Town Council

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Time: 15:47

Cashbook 2

User: K.LINDSAY

Business Reserve Account

For Month No: 11

Payments for Month 11

Nominal Ledger Analysis

| <u>Date</u> | <u>Payee Name</u> | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|-------------|---------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|---------------------------|
| | | | 0.00 | | | | | | |
| | Total Payments for Month | | 0.00 | 0.00 | 0.00 | | | 0.00 | |
| | Balance Carried Fwd | | 164,198.77 | | | | | | |
| | Cashbook Totals | | 164,198.77 | 0.00 | 0.00 | | | 164,198.77 | |

Date: 06/03/2026

Fakenham Town Council

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Time: 15:47

Cashbook 2

User: K.LINDSAY

Business Reserve Account

For Month No: 11

Receipts for Month 11**Nominal Ledger Analysis**

| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|---------------------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-------------------|---------------------------|
| Balance Brought Fwd : | | 164,198.77 | | | | | 164,198.77 | |
| | Banked: | 0.00 | | | | | | |
| | | | 0.00 | | | | 0.00 | |
| Total Receipts for Month | | 0.00 | 0.00 | 0.00 | | | 0.00 | |
| Cashbook Totals | | <u>164,198.77</u> | <u>0.00</u> | <u>0.00</u> | | | <u>164,198.77</u> | |

Continued on Page 32

Date: 06/03/2026

Fakenham Town Council

Page: 132

Time: 15:48

Cashbook 1

User: K.LINDSAY

General Current Account

For Month No: 11

| | | | | |
|---------------------------------|------------------|-------------|-----------------|------------------|
| Total Payments for Month | 41,504.92 | 0.00 | 3,054.56 | 38,450.36 |
| Balance Carried Fwd | 37,417.96 | | | |
| Cashbook Totals | <u>78,922.88</u> | <u>0.00</u> | <u>3,054.56</u> | <u>75,868.32</u> |

Date: 06/03/2026

Fakenham Town Council

Page: 131

Time: 15:48

Cashbook 1

User: K.LINDSAY

General Current Account

For Month No: 11

| Payments for Month 11 | | | | Nominal Ledger Analysis | | | | | | |
|-----------------------|---------------------------|-----------|--------------|-------------------------|---------|------|--------|-----------|---------------------------------|--|
| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail | |
| 20/02/2026 | ANGLIAN WATER | DD | 8.40 | | | 4415 | 310 | 8.40 | GWL2 WATER 6/11 - 5/02/26 | |
| 20/02/2026 | ANGLIAN WATER | DD | 46.24 | | | 4400 | 310 | 46.24 | TRAP LANE WATER 6/11 - 5/02/26 | |
| 23/02/2026 | TALK TALK | DD | 126.22 | | 21.04 | 4110 | 210 | 105.18 | OFFICE T/PHONE & B/BAND | |
| 24/02/2026 | ANGLIAN WATER | DD | 13.45 | | | 4422 | 310 | 13.45 | QUEENS RD CEM WATER 6/11-5/2/2 | |
| 24/02/2026 | LONSDALE DIRECT SOLUTIONS | BACS | 2,608.20 | | 434.70 | 4900 | 430 | 2,173.50 | TAP GRANT INV276519 BANNERS | |
| 24/02/2026 | NORSE EASTERN LTD | BACS | 1,152.00 | | 192.00 | 100 | | 960.00 | MKT SLG TRAINING-MKT REIMBURSE | |
| 24/02/2026 | THE DnA FACTORY | BACS | 2,000.00 | | | 4900 | 430 | 2,000.00 | TAP GRANT - INV BANNER DESIGNS | |
| 24/02/2026 | FAKENHAM SKIPS | BACS | 288.00 | | 48.00 | 4415 | 310 | 240.00 | INV 61834 LARGE SKIP | |
| 24/02/2026 | Q'S OF QUAKER LANE LTD | BACS | 100.00 | | 16.67 | 4222 | 220 | 83.33 | HEALTHIER FAK MEETING CATERING | |
| 24/02/2026 | REVEL STUDIOS LTD | BACS | 2,100.00 | | 350.00 | 4900 | 430 | 1,750.00 | TAP INV348 VIDEO PRODUCTION50% | |
| 24/02/2026 | JUST REGIONAL | BACS | 270.00 | | 45.00 | 100 | | 225.00 | MKT ADVERT INV - MKT REIMBURSE | |
| 24/02/2026 | NORFOLK PTS | BACS | 72.00 | | 12.00 | 4206 | 220 | 60.00 | INV 30393 CEM TRAINING HW | |
| 24/02/2026 | COZENS (UK) LTD | BACS | 90.00 | | 15.00 | 4270 | 230 | 75.00 | STREETLIGHT CONTRACT FEBRUARY | |
| 24/02/2026 | KINGS & BARNHAMS | BACS | 474.00 | | 79.00 | 4130 | 210 | 395.00 | INV605834 OFFICE ADD SOCKETS | |
| 24/02/2026 | COMMUNITY CENTRE | BACS | 32.00 | | | 4222 | 220 | 32.00 | MEETING ROOM HIRE JANUARY | |
| 24/02/2026 | NJ COMBRINK | BACS | 310.00 | | | 4350 | 300 | 310.00 | INV 26/0373 GROUNDSMAN DUTIES | |
| 24/02/2026 | FAKENHAM TYRES | BACS | 64.80 | | 10.80 | 4331 | 300 | 54.00 | INV 220424 AE66SVR SPARE WHEEL | |
| 24/02/2026 | AMEY LG LTD | BACS | 336.81 | | 56.14 | 4270 | 230 | 280.67 | INV90936316 JUBILEE AVE | |
| 25/02/2026 | NPOWER | DD | 1,516.81 | | 252.80 | 4265 | 230 | 1,264.01 | STREETLIGHTS ELEC. JAN 2026 | |
| 25/02/2026 | NPOWER | DD | 77.80 | | 12.97 | 4280 | 230 | 64.83 | CCTV ELEC. JANUARY 2026 | |
| 25/02/2026 | ENGIE | DD | 4,248.56 | | 708.09 | 4400 | 310 | 3,540.47 | ELEC. TRAP LANE 1 - 29/10/25 A | |
| 25/02/2026 | ENGIE | DD | -4,248.56 | | -708.09 | 4400 | 310 | -3,540.47 | ELEC. TRAP LANE 1 - 29/20/25 A | |
| 25/02/2026 | ENGIE | DD | 4,148.56 | | 708.09 | 4400 | 310 | 3,540.47 | ELEC. TRAP LANE 1 - 29/10/25 A | |
| | | | | | | 4400 | 310 | -100.00 | ELEC. TRAP LANE 1 - 29/10/25 CR | |
| 27/02/2026 | SHRED STATION | DD | 71.42 | | 11.90 | 4160 | 230 | 59.52 | INV1080011 CONF. PAPER DISP. | |

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Date: 06/03/2026

Fakenham Town Council

Page: 130

Time: 15:48

Cashbook 1

User: K.LINDSAY

General Current Account

For Month No: 11

Payments for Month 11

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|------------|--------------------------|-----------|--------------|-------------|--------|------|--------|-----------|----------------------------------|
| 02/02/2026 | O2 | DD | 86.22 | | 14.37 | 4110 | 210 | 71.85 | MOBILE CONTRACTS |
| 04/02/2026 | BARCLAYS | DD | 8.50 | | | 4200 | 220 | 8.50 | ACCOUNT FEE |
| 05/02/2026 | NEST | DD | 2,264.44 | | | 4020 | 200 | 2,264.44 | NEST PENSION CONT.FEBRUARY |
| 05/02/2026 | BARCLAYCARD COMMERCIAL | DD | 467.46 | | 39.23 | 100 | | 20.00 | MARKET EXPENSES |
| | | | | | | 4180 | 220 | 189.00 | APPLECARE THEFT AND LOSS |
| | | | | | | 4350 | 300 | 19.98 | GRAFFITI REMOVER & GLOVES |
| | | | | | | 4115 | 210 | 16.65 | ETL PHONE CHARGER |
| | | | | | | 4350 | 300 | 6.47 | GROUNDSMEN JOB BOOK |
| | | | | | | 4465 | 310 | 4.69 | BEE SQ PROJECT - STAMPS |
| | | | | | | 4465 | 310 | 35.88 | BEE SQ PROJECT - ENVELOPES |
| | | | | | | 4115 | 210 | 22.50 | MONITOR FILTER |
| | | | | | | 4135 | 210 | 43.50 | 50 X 2ND CLASS STAMPS |
| | | | | | | 4400 | 310 | 9.49 | TAP FROST PROTECTOR |
| | | | | | | 4331 | 300 | 15.20 | EX75 KAJ REAR PLATE |
| | | | | | | 4155 | 210 | 4.16 | PAPER PLATES |
| | | | | | | 4350 | 300 | 10.82 | PLASTIC CONTAINER - MULE |
| | | | | | | 4155 | 210 | 3.40 | SERVIETTES |
| | | | | | | 4465 | 310 | 19.15 | BEE SQ PROJECT - SEEDS |
| | | | | | | 4135 | 210 | 7.34 | INK - COUNCIL STAMP |
| 09/02/2026 | NJ COMBRINK | BACS | 873.85 | | | 4350 | 300 | 873.85 | INV 26/0372 GROUNDSMAN DUTIES |
| 09/02/2026 | ICO SYSTEMS LTD | BACS | 1,312.16 | | 218.69 | 4120 | 210 | 1,093.47 | Q MS365 & IT SUPPORT |
| 09/02/2026 | MEMSAFE | BACS | 2,616.00 | | 436.00 | 4422 | 310 | 2,180.00 | QUEENS RD CEM MEM REPAIRS |
| 09/02/2026 | MOAT ROAD NURSERY | BACS | 30.00 | | 5.00 | 4465 | 310 | 25.00 | PLANTS FOR PLANTERS |
| 09/02/2026 | WESTCOTEC LTD | BACS | 27.00 | | 4.50 | 4465 | 310 | 22.50 | SAM2 COVER |
| 09/02/2026 | ERNEST DOE & SONS LTD | BACS | 24.98 | | 4.16 | 4330 | 300 | 20.82 | INV F17666 ASPEN FUEL |
| 09/02/2026 | FTC HIRE | BACS | 35.36 | | 5.89 | 4350 | 300 | 29.47 | RIVETS & RIVET TOOL |
| 09/02/2026 | STARBOARD SYSTEMS LTD | BACS | 150.00 | | 25.00 | 4115 | 210 | 125.00 | INV 15636 1 - 28/02/26 |
| 09/02/2026 | ANGLIAN CHEMICALS | BACS | 46.53 | | 7.76 | 4350 | 300 | 38.77 | INV-SPF-0000179 BIN BAGS |
| 09/02/2026 | SARACENS LTD | BACS | 84.00 | | 14.00 | 4331 | 300 | 70.00 | AE66SVR - AIR CON |
| 10/02/2026 | NNDC | DD | 135.00 | | | 4070 | 200 | 135.00 | MKT RATES FEBRUARY |
| 10/02/2026 | NNDC | DD | 180.00 | | | 4406 | 310 | 180.00 | CREAKE RD CEM RATES FEBRUARY |
| 10/02/2026 | BARCLAYCARD | DD | 25.76 | | 0.96 | 4202 | 220 | 24.80 | CARD PAYMENT FEES |
| 13/02/2026 | SALARIES | BACS | 12,588.12 | | | 4000 | 200 | 12,588.12 | SALARIES |
| 13/02/2026 | NORFOLK PENSION FUND | BACS | 637.67 | | | 4020 | 200 | 637.67 | NPF PENSION CONT. FEBRUARY |
| 16/02/2026 | MOTIA/FUEL CARD SERVICES | DD | 77.36 | | 12.89 | 4330 | 300 | 64.47 | GROUNDSTAFF FUEL CARD |
| 19/02/2026 | HMRC | DD | 3,927.80 | | | 4010 | 200 | 3,927.80 | PAYE & NI MTH 10 2025/26 |

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Date: 06/03/2026

Fakenham Town Council

Page: 129

Time: 15:48

Cashbook 1

User: K.LINDSAY

General Current Account

For Month No: 11

Receipts for Month 11

Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|-------------------------------------|---------------|------------------|-------------|-------------|------|--------|------------------|----------------------------|
| Balance Brought Fwd : | | 38,508.42 | | | | | 38,508.42 | |
| BACS Banked: 02/02/2026 | | 7,879.61 | | | | | | |
| BACS HMRC | | 7,879.61 | | | 105 | | 7,879.61 | VAT REFUND |
| TRANSFER Banked: 06/02/2026 | | 32.50 | | | | | | |
| TRANSFER FAKENHAM TOWN COUNCIL | | 32.50 | | | 100 | | 32.50 | MKT REIMBURSEMENT |
| BACS Banked: 09/02/2026 | | 250.00 | | | | | | |
| BACS PEYTONS LTD / SCULTHORPE MILL | | 250.00 | | | 1160 | 100 | 250.00 | SPONSORSHIP TAP PROJECT |
| BACS Banked: 13/02/2026 | | 325.00 | | | | | | |
| BACS WALDER MAA & J | | 325.00 | | | 1100 | 100 | 325.00 | WALDER - ERB |
| BACS Banked: 13/02/2026 | | 500.00 | | | | | | |
| BACS FAKENHAM RACECOURSE LTD | | 500.00 | | | 1160 | 100 | 500.00 | SPONSORSHIP TAP PROJECT |
| CARD Banked: 16/02/2026 | | 40.00 | | | | | | |
| CARD CARD MACHINE | | 40.00 | | | 1100 | 100 | 40.00 | LYNN - ERB TRANSFER |
| BACS Banked: 17/02/2026 | | 500.00 | | | | | | |
| BACS STEPHENSON SMART | | 500.00 | | | 1160 | 100 | 500.00 | TAP PROJECT SPONSORSHIP |
| CARD Banked: 18/02/2026 | | 40.00 | | | | | | |
| CARD CARD MACHINE | | 40.00 | | | 1100 | 100 | 40.00 | ALEXANDER - ERB |
| BACS Banked: 20/02/2026 | | 500.00 | | | | | | |
| BACS HAYES & STORR | | 500.00 | | | 1160 | 100 | 500.00 | SPONSORSHIP TAP PROJECT |
| BACS Banked: 23/02/2026 | | 140.00 | | | | | | |
| BACS M B HOWELL / H BRETT & SON LTD | | 140.00 | | | 1100 | 100 | 140.00 | HYDE - ADD. INSCRIPTION |
| BACS Banked: 23/02/2026 | | 140.00 | | | | | | |
| BACS M B HOWELL / H BRETT & SON LTD | | 140.00 | | | 1100 | 100 | 140.00 | WHEELER - ADD. INSCRIPTION |
| Banked: 24/02/2026 | | 30,000.00 | | | | | | |
| TRANSFER Precept Account | | 30,000.00 | | | 210 | | 30,000.00 | PRECEPT TRANSFER |
| BACS Banked: 25/02/2026 | | 67.35 | | | | | | |
| BACS WARD | | 67.35 | | | 1120 | 100 | 17.35 | ALLOT RENT 2025/26 RSL50 |
| | | | | | 560 | | 50.00 | DEPOSIT RSL50 |
| Total Receipts for Month | | 40,414.46 | 0.00 | 0.00 | | | 40,414.46 | |
| Cashbook Totals | | 78,922.88 | 0.00 | 0.00 | | | 78,922.88 | |

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VISIT
NORTH
NORFOLK

TOWN COUNCIL AND VISIT NORTH NORFOLK PARTNERSHIP MEMBERSHIP 2026

For an annual membership contribution, town councils will receive the following benefits:

- A representative from the town council can attend the Visit North Norfolk annual conference
 - Opportunity to include a flier in the goody bag
- Free space on Visit North Norfolk's training workshops
 - As well as discounted workshop entry tickets for businesses to attend the workshops (if not a Visit North Norfolk member)
- Town councils can access the digital asset library and use the images and videos in their own materials
- Inclusion of events in what's on listings pages
- Town to be featured in 'spotlight on' in a monthly ecomms newsletter to 75,000 consumers with event round up
- Inclusion of towns in relevant national media editorials and press trips
- Organic social media posts to support key events and initiatives

In addition to the partnership membership, town councils will be able to work with Visit North Norfolk to create bespoke **marketing campaigns** to promote the towns. For an agreed budget, the activities could include:

- Creation of a promotional video about the town (can also use Visit North Norfolk's existing footage to keep video costs down)
 - The video can be featured on the town's pages on the Visit North Norfolk's website
- Paid-for digital campaigns to promote towns and events
- Featured in Visit North Norfolk's ecomms to 75,000 consumers
- Inclusion on Visit North Norfolk's marketing platforms (Facebook, Instagram, YouTube and Google Remarketing)
- Banner adverts on Visit North Norfolk's website and ecomms

Annual partnership membership fee: £995 +VAT

Contact:

Kayla Dunne, Brand Director, Visit North Norfolk

07496 049639 | kayla@visitnorthnorfolk.com



**VISIT
NORTH
NORFOLK**

TOWN COUNCIL AND VISIT NORTH NORFOLK PARTNERSHIP MEMBERSHIP 2026

Visit North Norfolk website:

Attracts over 5 million page views and 1 million users per year.

Over 40m organic search impressions annually.

8 in 10 people find visitnorthnorfolk.com through Google.

All-year round marketing campaigns drive traffic.

Comprehensive what's on listings.



Ranks first or second on Google for most used search terms: North Norfolk, North Norfolk Accommodation, Self-Catering North Norfolk, Things to Do in North Norfolk, North Norfolk Attractions, what's on in North Norfolk, Beaches in North Norfolk, Places to Visit in North Norfolk, What to Do in North Norfolk – as well as individual town searches.

Visit North Norfolk ranks first or second for searches about specific towns. Monthly town search volumes:

- Cromer – 74,000
- Fakenham – 33,100
- Holt – 49,500
- North Walsham – 27,100
- Sheringham – 49,500
- Stalham – 18,000
- Wells-next-the-Sea – 74,000

There are specific web pages (easily signposted from the main navigation) on the Visit North Norfolk website for each town linking to business listings: places to stay, places to eat and things to do.

Town Councils and Visit North Norfolk Working Together:

Working in partnership, Visit North Norfolk and Town Councils can promote the individual towns to visitors and residents. Town Councils can utilise the platforms and promotional channels Visit North Norfolk provides, gaining access to millions of engaged consumers. Businesses within the towns can access benefits and business support offered by Visit North Norfolk (by becoming members) and join a network of engaged local businesses.



**VISIT
NORTH
NORFOLK**

**TOWN COUNCIL AND VISIT NORTH NORFOLK PARTNERSHIP
MEMBERSHIP 2026**

Benefits of Business Membership:

Access to free images and videos for businesses to use on their own marketing platforms, via an online digital library.



Free attendance for VNN members to attend the **Visit North Norfolk annual conference** held each autumn.

The conference provides opportunities for networking with other local businesses and service providers.

Attendees hear the latest marketing trends and data specific to north Norfolk and a talk from high profile keynote speaker.



Visit North Norfolk operates a **Trusted Partner Directory** - a select list of tried and tested business partners who are able to supply relevant products and services to businesses in the visitor economy at a discounted rate.

Trusted Partners range from marketing and design agencies, social media and SEO, accountancy and laundry provision.



Free training workshops for businesses. Workshops include: using GA4, making promotional videos, improving your businesses' SEO, employment law in the visitor economy, social media and how to use AI in your business.



**VISIT
NORTH
NORFOLK**

TOWN COUNCIL AND VISIT NORTH NORFOLK PARTNERSHIP MEMBERSHIP 2026

About Visit North Norfolk:

Visit North Norfolk is the official not-for-profit destination management organisation (DMO) and visitor guide for the area. Visit North Norfolk is North Norfolk District Council's commissioned partner to promote the north Norfolk coast and countryside, and the Deep History Coast, continuing to grow the number of people visiting the area.

Sitting within the Visit East of England Local Visitor Economy Partnership (LVEP) national structure of VisitEngland-accredited DMOs, Visit North Norfolk is the official tourist board for the area.

Visit North Norfolk's Role for Supporting Businesses:

As a marketing organisation, Visit North Norfolk is more than just a listings site, bringing many additional benefits to business members. Membership starts from £190+VAT per annum. The marketing campaigns raise the profile of north Norfolk to a national and international audience, driving traffic to the website and business listings.



Business members also benefit from working with a skilled team geared towards understanding business needs, challenges and opportunities. Insights and regular research results are provided to help business leaders make informed choices about their own marketing.

A conference is held each autumn where attendees have the chance to network and meet with other local businesses and service providers.

Marketing trends and data specific to north Norfolk is presented along with a talk from high profile keynote speaker.

As well as supporting businesses through marketing the area to visitors, Visit North Norfolk offers additional benefits to its members.



| Hazard | Who may be harmed | Risk | Current Controls | Current Risk LxC=R | Additional Controls | Residual Risk LxC=R |
|--|--|-----------------------------------|--|--------------------|---------------------|---------------------|
| Public interaction / hostility | Operatives | Verbal abuse, distraction | Lone-working policy; communication procedure; withdraw if unsafe; report incidents | Low Risk (3) | | |
| Equipment failure / wind loading | Road users, operatives Supervisors | Signs falling into carriageway | Suitable PPE, Trained Operatives, Ballast correctly; wind checks; regular inspection; remove in extreme conditions | Low Risk (3) | | |
| Working near junctions/roundabouts | Operatives, Supervisors, road users, Pedestrians | Reduced reaction time, collisions | Trained Operatives, Enhanced advance signage: traffic marshals if needed; off-peak installation | Medium Risk (5) | | |
| Emergency access blocked | Emergency services, public | Delayed response | Maintain access routes; liaison with local authority /emergency services; quick-remove barriers | Low Risk (3) | | |
| Stop/Go Traffic Control (Civic Events) | Operatives, pedestrians | Traffic Collision | Trained Operatives, Adequate sightlines Advance warning signage, Escape route identified | Medium Risk (5) | | |

Periodic Review

| | |
|---------------------|--|
| Review date: | |
| Review by: | |

| Hazard | Who may be harmed | Risk | Current Controls | Current Risk LxC=R | Additional Controls | Residual Risk LxC=R |
|--------------------------------------|---|--|--|-----------------------|---------------------|------------------------|
| Poor visibility- weather | Operatives, Supervisors, road users | Struck by vehicles, missed signage | Suitable PPE lighting if required, Trained Operatives, Reflective signage avoid installation in severe weather Additional inspections | Low Risk (4) | | |
| Manual handling of signs/barriers | Operatives | Musculoskeletal injury | Manual handling training; team lifts; lightweight compliant equipment; plan storage/transport | Low Risk (4) | | |
| Incorrect sign placement | Road users, public | Confusion, collisions, non- compliance | Follow approved drawings & Chapter 8 layouts; Trained Operatives, competent supervisor checks; maintain minimum visibility distances | Low Risk (4) | | |
| Vehicle ingress into work zone | Operatives Supervisors Pedestrians | Serious injury/fatality | Road Closed Signage at all entry points, Reflective Signage, Trained Operatives Continuous, barriers, Signed Diversion routes, crash-worthy protection where required; Suitable PPE | Medium Risk (5) | | |
| Trips and slips during setup | Operatives, pedestrians | Minor-serious injury | PPE footwear; defined pedestrian routes, Keeping ground clear, No barrier pinch points | Low Risk (3) | | |

Fakenham Town Council Market Place Signage & Barriers Risk Assessment

| | | | | |
|--|--|--|-----------------|---|
| Description of activity / area being assessed | Town Centre Market Place Barriers for Thursday Market. | | Location | Fakenham Town Centre – Upper Market / Lower Market / Norwich Street / Tunn Street / Bridge Street |
| Manager responsible | Lesley Meanley | Signature & date | Lesley Meanley | |
| Assessed by (name & role) | Lesley Meanley - Clerk | Signature & assessment date | Lesley Meanley | |

| Likelihood | Consequence | | | | |
|-----------------|--------------|-------------|------------|----------------|----------------|
| | 1 Negligible | 2 Slight | 3 Moderate | 4 Severe | 5 Very Severe |
| 1 Very Unlikely | Low (1) | Low (2) | Low (3) | Low (4) | Medium (5) |
| 2 Unlikely | Low (2) | Low (4) | Medium (6) | Medium (8) | Medium (10) |
| 3 Possible | Low (3) | Medium (5) | Medium (9) | High (12) | High (15) |
| 4 Probable | Low (4) | Medium (8) | High (12) | High (16) | Very High (20) |
| 5 Very Likely | Medium (5) | Medium (10) | High (15) | Very High (20) | Very High (25) |

| Hazard | Who may be harmed | Risk | Current Controls | Current Risk LxC=R | Additional Controls | Residual Risk LxC=R |
|-------------------------|--|--------------------------------|--|--------------------|---------------------|---------------------|
| Working in live traffic | Operatives, Supervisors Drivers, Pedestrians | Collision with moving vehicles | Use approved traffic management plan; trained operatives; safe working zone; vehicle beacons; advance warning signs. Suitable PPE Team Working. Install in low traffic periods if possible | Medium Risk (5) | | |

Fakenham Town Council Market Place Signage & Barriers Method Statement

Appendix B - Sign & Barrier installation schedule for each closure point

Upper Market

- 1 Road Closed Sign / 10-12 Barriers chained across from Lamppost to Lamppost, covering full carriageway – Footway clear either side

Lower Market

- 2 Road Closed Signs either end of barriers facing oncoming traffic direction / 5 Road Barriers – Footway clear either side

Tunn Street

- 1 Road Closed Sign / 2 Barriers staggered to allow pedestrian access

Norwich Street

- 1 Road Closed Sign / 1 Thursday Market Ahead Sign / 3 Barriers chained across. One chained to railings, 1 chained to planter, removeable fixing in middle – Footway clear either side

Bridge Street

- 1 Road Closed Sign / 1 Thursday Market ahead Sign / 2 Road Barriers — Footway clear either side

Appendix C – Staff Competence Records

| Staff Member | Training – NRSWA Signage Guiding & Lighting | Date |
|-------------------|---|----------|
| Lesley Meanley | Operator & Supervisor | 12/02/26 |
| Karen Lindsay | Operator & Supervisor | 12/02/26 |
| Beverley Combrink | Operator & Supervisor | 12/02/26 |
| Jamie Francis | Operator | 26/01/26 |

Appendix D – Risk Assessment

Fakenham Town Council Market Place Signage & Barriers Method Statement

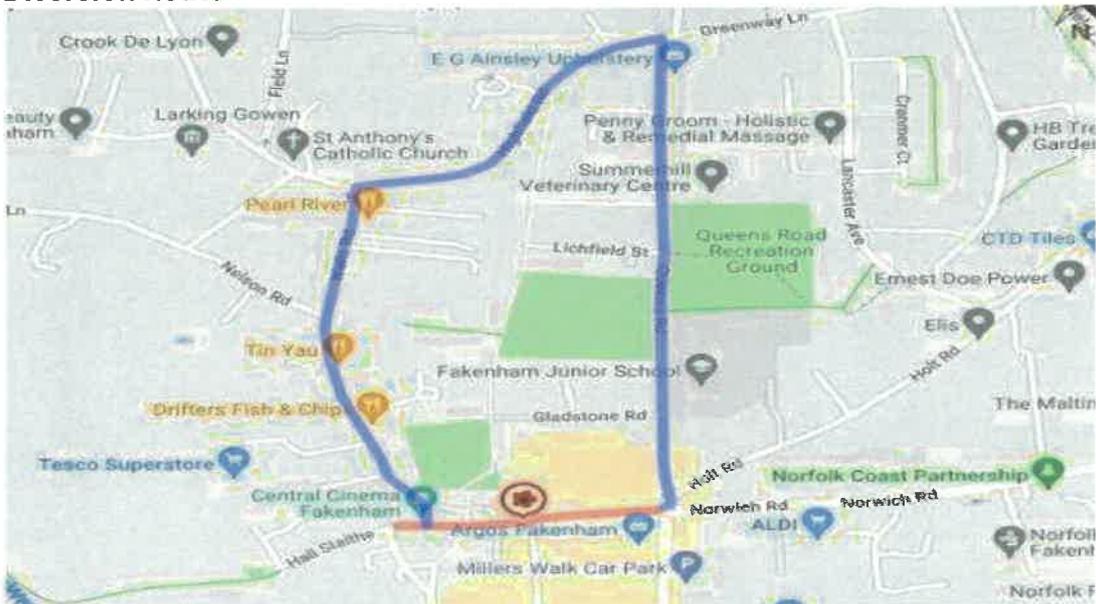
Appendices (to complete before issue)

- A. Site layout drawing showing five closure points and diversion routes
- B. Sign & Barrier installation schedule for each closure point
- C. Staff competence records
- D. Risk Assessment

Appendix A – Site Layout (TRO)



Diversion Route



Fakenham Town Council Market Place Signage & Barriers Method Statement

- Reopen roads safely

7. PPE Requirements

- High-visibility clothing
- Safety footwear
- Hard Hat
- Gloves
- Weather protection

8. Equipment

- Temporary road closure signs
- Barriers
- Cones
- Stop Works boards (where required)
- Radios or mobile communication
- Warning lamps where required
- Vehicles with Beacons / Chevrons

9. Emergency Procedures

- Stop work if conditions become unsafe
- Move staff to safe area
- First aid provision at event/market
- Contact emergency services where required
- Provide immediate barrier removal for access
- Record and report incidents

10. Environmental & Community Considerations

- Maintain resident and business access where agreed
- Avoid blocking fire hydrants and key infrastructure
- Minimise disruption during early setup
- Remove all equipment promptly after event

11. Training & Competence

- Traffic management Operative & Supervisor competence such as NRSWA training
- Manual handling awareness
- PPE compliance
- Stop Works operator competence for civic events
- Supervisor present during installation and removal

12. Monitoring & Review

- Annual review
- Review following incidents or layout changes

Fakenham Town Council Market Place Signage & Barriers Method Statement

- Traffic management supervisors
- Market traders and event staff
- Pedestrians including vulnerable users (elderly, children, mobility impaired)
- Cyclists
- Drivers
- Emergency services

5. Risk Assessment

See attached Appendix

5.1 Overall Risk Rating

Before controls: High (live urban traffic, public interface)

After controls: Low–Medium (acceptable for planned public event traffic management)

6. Method Statement

6.1 Pre-Event Planning

- Pre-event dynamic risk assessment
- Confirm closure extents and times
- Notify emergency services and stakeholders
- Confirm staff competence and equipment availability
- Conduct team briefing

6.2 Installation Sequence

- Operatives install advance warning signage on approaches if appropriate.
- Operatives position vehicle where required
- Install barriers and road closure signage at:
 - Norwich Street
 - Upper Market
 - Lower Market
 - Tunn Street
 - Bridge Street
- Confirm pedestrian routes and emergency access
- Supervisor conducts site check and dynamic risk assessment
- Verify layout and record inspection

6.3 Event Monitoring

- Routine inspections during operational hours
- Check barrier stability and visibility
- Maintain emergency access route
- Manage Stop Works operations where required
- Record incidents and near misses

6.4 Removal Sequence

- Operatives confirm safe traffic conditions
- Operatives remove barriers in controlled order
- Operatives remove signage last
- Operatives final sweep for equipment or debris

Risk Assessment & Method Statement – Temporary Road Closures for Fakenham Town Centre Markets & Civic Events

1. Document Control

Project: Town Centre Market & Civic Event Road Closures

Location: Fakenham – Upper Market, Lower Market, Tunn Street, Norwich Street, Bridge Street

Client/Authority: Fakenham Town Council

Responsible Organisation: Fakenham Town Council

Responsible Person: Lesley Meanley

Operational Times: 05:30 – 16:00

Prepared by: Lesley Meanley

Date: 18/02/2026

Approved by: Governance & Finance Committee **TBC**

Review Frequency: Annually or following any incident or significant change

2. Scope of Works

Installation, management, monitoring, and removal of temporary traffic management measures to close five entrances/exits within Fakenham town centre for:

- Weekly markets
- Civic/community events
- Occasional use of manual Stop Works traffic control on adjoining streets

Works include:

- Temporary signage
- Cones and barriers
- Pedestrian management
- Event-duration inspections
- Safe removal and reinstatement of the highway

Road environment: Urban streets with speed limits up to 30 mph.

3. Responsibilities

Traffic Management Supervisor

- Overall responsibility for site safety
- Conduct pre-event briefing where applicable
- Verify layout compliance
- Escalate incidents and liaise with authorities

Traffic Management Operatives

- Install and remove signage and barriers
- Monitor closure points
- Operate Stop Works boards where applicable

Event Coordinator

- Liaise with emergency services and stakeholders
- Ensure emergency access maintained

4. Persons at Risk

- Traffic management operatives

approval is more appropriate.

3.8 The Allotments Subcommittee will report to the Facility & Amenities Committee.

Reviewed at G&F 17th March 2026

Ratified at Full Council 25th March 2026. Due for review 2027

Delegated Budget lines

| Code | Title | 2025-2026 Agreed Budget |
|------|----------------------------------|-------------------------|
| 4230 | Event Expenses | 1,000.00 |
| 4262 | Grass Verges | 12,600.00 |
| 4275 | CCTV – System & Monitoring | 15,000.00 |
| 4280 | CCTV - Electricity | 1,500.00 |
| TBC | Grass - Creake Rd Cemetery EXT | 1,080.00 |
| TBC | Grass - Creake Rd Cemetery | 6,300.00 |
| TBC | Grass - St Peter's Parish Church | 1,580.00 |
| TBC | Grass - Gogg's Mill | 820.00 |
| TBC | Grass - Aldiss Park Field | 1,640.00 |
| TBC | Grass - Trap Lane Playing Field | 1,750.00 |
| TBC | Grass - Hayes Lane Playing Field | 1,100.00 |
| TBC | Grass - Whitelands Play Area | 625.00 |
| TBC | Grass - Millennium Park | 2,730.00 |
| TBC | Hedges - Trap Lane N&W Boundary | 870.00 |
| TBC | Hedges - Hayes Lane N&W Boundary | 390.00 |
| TBC | Minor Project Contracts | 5,000.00 |
| TBC | Parking Enforcement | 2,000.00 |
| 4331 | Vehicle Costs | 2,100.00 |
| 4335 | Repair Machinery & Equipment | 2,500.00 |
| 4340 | New Machinery & Equipment | 30,000.00 |
| 4345 | Management & Prof. Fees | 5,500.00 |
| 4350 | Misc. Estate Expenditure | 500.00 |
| 4476 | Library Triangle (Direct Exp) | 500.00 |
| 4400 | Trap Lane | 42,500.00 |
| 4405 | Creake Rd Cemetery | 25,000.00 |
| 4410 | Playing Fields | 20,000.00 |
| 4415 | Allotments | 12,500.00 |
| 4420 | Queens Road Cemetery | 5,000.00 |
| 4430 | St Peter's Gardens | 4,000.00 |
| 4435 | Goggs's Mill Picnic Area | 1,000.00 |
| 4440 | Railway Cutting | 500.00 |
| TBC | Wayfinding Project | 6,500.00 |
| 4445 | War Memorial | 5,000.00 |
| 4450 | Bus Shelters | 1,000.00 |
| 4465 | Public Spaces | 5,000.00 |
| 4461 | Cinema Triangle | 250.00 |
| 4462 | Tree Management | 7,500.00 |
| 4463 | Tunn Street | 2,500.00 |
| 4464 | Refurbishment Programme | 1,000.00 |

3.6 The following matters are reserved to the Council for decision, but the Committee may make recommendations:

- Setting the Budget and Precept
- All matters relating to the FLASH project
- All matters relating to the purchase/sale/leasing of land/property

3.7 The Committee may refer specific matters to the Council for a final decision where Full council

Facilities & Amenities Committee

1 Objectives

To implement, monitor and review FTC policies, strategies, procedures and regulations to ensure efficient proficient provision and maintenance of FTC facilities & amenities.

2. Composition

2.1 Membership will consist of The Council chair and Vice chair as well as 5 to 7 councillors appointed at the Annual Council meeting.

2.2 Appointed Councillors will be members of only one committee.

2.3 The Committee will elect a chair from its members at its first meeting each year following the Annual Council Meeting.

2.4 All councillors ~~unless sanctions imposed~~ will be able to attend Facilities and Amenities to debate and have full involvement including voting rights on all matters.

2.5 The quorum for a meeting will be a minimum of 3 councillors appointed to the committee.

3. Responsibilities

3.1 To monitor and manage the approved budget.

3.2 To produce estimates of proposed expenditure for the next financial year for submission to FTC for approval no later than the council's meeting in November of the current year.

3.3 The Facilities & Amenities Committee shall be delegated to make decisions on behalf of the Council in the following matters subject to the following limitations:

- extent of the committee's budget.
- amount of expenditure on any single transaction as per spending limits of up to £7500 provided the budget line has sufficient funding.

The management of council facilities, amenities, assets, services as follows;

- Maintenance and upkeep of all vehicles and equipment used for grounds maintenance purposes
- all aspects of Creake Road Cemetery & Queens Road Cemetery
- all aspects of Rudham Stile Lane, Greenway Lane & Grove Lane Allotments
- all aspects of Whitelands, Hayes Lane, Goggs Mill, Trap Lane playing field
- all aspects of the Thursday Charter Market – except Market Tolls Grants which will be heard at Full Council.
- All council run or affiliated events
- ~~All aspects of Aldiss Park & Millennium Park in conjunction with FRGC.~~
- All aspects of any other designated facility or amenity.
- Community safety including CCTV

- ensuring availability of suitable equipment & accessories for the use of staff
- ensuring effective use of the equipment & accessories

Delegated Budget lines

| Code | Title | 2026-2027 Agreed Budget |
|------|-----------------------------|-------------------------|
| TBC | Communications- Services | 1,500.00 |
| TBC | Communications - Equipment | 1,500.00 |
| 4115 | IT Equipment & Software | 10,500.00 |
| 4120 | IT Support/Maintenance | 5,500.00 |
| 4122 | Website Provision | 1,000.00 |
| 4193 | Accountancy Fees | 3,000.00 |
| 4195 | Audit | 2,000.00 |
| 4205 | Training - Members | 500.00 |
| 4210 | Travel - Members | 100.00 |
| 4222 | Meeting Expenses | 2,550.00 |
| TBC | Local Government Reform | 500.00 |
| 4265 | Electricity - Street Lights | 15,000.00 |
| 4270 | Lighting Repairs & Renewals | 93,000.00 |

3.5 The following matters are reserved to the Council for decision, but the Committee may make recommendations:

- Setting the Budget and Precept

3.6 The Committee may refer specific matters to the Council for a final decision where Full council approval is more appropriate.

3.7 The HR Subcommittee will report to the Governance & Finance Committee.

Governance & Finance Committee

1 Objectives

To implement, monitor and review FTC policies, strategies, procedures and regulations to ensure efficient use of property and effective management of staff welfare.

2. Composition

- 2.1 Membership will consist of The Council chair and Vice chair as well as 5 to 7 councillors appointed at the Annual Council meeting with priority being given to those with relevant financial experience.
- 2.2 Appointed councillors will be a member of only one committee
- 2.3 The Committee will elect a chair from its members at its first meeting each year following the Annual Council Meeting.
- 2.4 Only councillors who are members of the committee will have a vote.
- 2.5 The quorum for a meeting will be a minimum of 3 councillors appointed to the committee.
- 2.6 The Governance & Finance Committee will meet Monthly.

3. Responsibilities

- 3.1 To monitor and manage the approved budget.
- 3.2 To produce estimates of proposed expenditure for the next financial year for submission to FTC for approval no later than the council's meeting in November of the current year.
- 3.3 Administration of the Council's finances and oversees:
 - monitoring of income & expenditure,
 - internal & external audit of accounts and implementation & monitoring of action(s)
 - necessitated by auditors' recommendations,
 - income and expenditure
 - BACS & direct debit payments authorised by the Council
 - staff salaries, overtime, pension & discretionary payments
- 3.4 The Governance & Finance Committee shall be delegated to make decisions on behalf of the Council in the following matters subject to the following limitations:
 - extent of the committee's budget.
 - amount of expenditure on any single transaction as per spending limits.

Effective management of welfare & performance as follows:

- Governance of Council Policies
- hiring of staff with the approval of full council
- staff & Councillor training
- management of staff performance
- reviewing of job descriptions
- ensuring effective implementation of employment regulations
- ensuring effective implementation of health & safety regulations

- To act and spend monies in accordance with that agreed in the annual budget and within the terms of reference of the Committee.
- To refer budget overspends over 10% to Full Council
- To undertake work as directed by Full Council including projects identified in Council's Strategic Plan
- To annually review and submit for Council's consideration committees Terms of References
- election of Chairman and Vice Chairman for each civic year by the committee at its first meeting after the Annual Town Meeting or agreed at a subsequent full council meeting. Until a new chairman is elected the chairman from the previous year retains that office provided they remain a councillor.
- any matters of an urgent nature requiring settlement before the next meeting of the Committee will be referred to Full Council if time permits or may be dealt with by the Town Clerk after consultation but must be submitted for approval or otherwise to the next meeting of the Committee / Council (whichever is first).
- All councillors will receive an agenda – committee members for summons and non-committee members for information.
- Minutes will be circulated to all council members and will be presented at a relevant meeting for approval. Agreement is given to acknowledge that the decisions have been reached within the powers delegated to that committee
- Committees may create sub-committees. Sub- committees may make such decisions as have been delegated to them but these decisions must be reported to the responsible committee.
- The committee may appoint working groups for a specified purpose with the approval of council. Such groups will be task and finish groups and will operate under terms of reference agreed by the committee.
- The press and public may be excluded from committee meetings if their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion shall be by a resolution which shall give reasons for that exclusion

- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation.
- Making, amending or revoking By-laws
- Making of Orders under any Statutory powers
- **Matters of principle or policy.**
- Nomination and appointment of representatives of the Council to any other authority, organisation or body (excepting approved Conferences or meetings).
- Co-opting of new councillors onto the Council following any uncontested vacancies
- Appoint committees and members of the committees
- Agree annually, a meetings calendar of the council and its committees for the year
- Any proposed new undertakings.
- Prosecution or defense in a court of law.
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Parish, excluding those matters specific to a committee.
- Approving the annual return.
- Confirming eligibility to exercise the General Power of Competence.
- Consider expenditure requests from all committees where costs / estimated costs exceed agreed total annual budget line by more than 10 percent.
- Consider all grant or donation applications
- Authorise the disposal of surplus items of plant, furniture, equipment and land or interests in land acquisition / disposal as recommended by the Governance and Finance committee or when this committee is not able to meet.
- Any other matters not delegated to a committee, subcommittee or Officer or when a committee or subcommittee is suspended.

4. Standing Committees

4.1 The specific responsibilities of each Committee are confirmed by Terms of Reference detailed below and confirms membership and number of seats, frequency of meetings, remit, reporting structure, and delegated authority.

4.2 The Town Mayor and Deputy Town Mayor are ex-officio members of all Committees as per Council's Standing Orders and as such have voting rights and are included as part of the quorum requirement for all committees.

4.3 All Committees are subject to the following principles:

- All meetings of Town Council committees will be convened in accordance with the Town Council's Standing Orders.
- delegated powers are exercised in accordance with any policy or direction given by Full Council and subsequent decisions / acts are legally permissible.
- delegated powers are subject to the Council's Standing Orders, Financial Regulations and Code of Conduct
- any unresolved differences between Committees shall be referred to Full Council for determination
- Committees will refer to Council any matters being pursued by other local authority/statutory/voluntary or other bodies which have a beneficial or detrimental effect on the area

- Expenditure up to £2,000 excluding VAT within of the agreed budget as per the Councils Financial Regulations in consultation with the Chair and or Chair of the appropriate committee
- Emergency expenditure up to £5,000 excluding VAT whether or not there is any budget for such expenditure as per the Councils Financial Regulations.
- Take any proceedings or other steps as may be necessary to enforce and recover any debt owing or any other obligation due to the Council.
- To decide arrangements for the closure of the council offices in the interest of Public, Officers and Councillors safety.
- To respond to Freedom of Information requests in accordance with current legislation and guidance.
- To respond to all planning applications after seeking comment from all councillors and receiving a response from a minimum of 5 councillors either by email or by full council meeting.
- As Councils Health & Safety named representative take such action as is necessary to ensure the safety and security of council's properties and those who use them and
- To take such action as is necessary to fulfil their duties, as governed by Council standing orders.

2.3 Responsible Financial Officer

The Responsible Financial Officer to the Council shall be responsible for the Town Councils accounting procedures in accordance with the Accounts and Audit Regulations in force at any given time and shall;

- Undertake the Annual Accounting Governance & statement process with the internal & external auditor and council.
- To manage, monitor and review the Council's Internal control procedures
- To manage, monitor and review the Council's Financial Risk Assessment
- To operate the Council's Banking arrangements
- To make all necessary arrangements for the provision of an internal and external audit service for the council.
- To negotiate settlements in connection with claims made by and against the council in consultation with the council's insurers where appropriate.
- To compile, approve or vary lists of approved contractors subject to the requirements of the Councils Financial regulations.
- To carry out virement of sums between cost centres in accordance with the Councils Financial regulations
- To maintain a register of assets and inventory of equipment
- To determine the council's insurance requirements.

2.4 Delegated actions of the Town Clerk and Responsible Financial Officer shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and with directions given by the Council from time to time.

2.5 In the absence of the Town Clerk these duties shall be delegated to the Deputy Town Clerk.

3. Full Council

3.1 The following matters are reserved to the Full Council for decision, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration.

- Setting the annual budget and Precept
- Borrowing money



Fakenham Town Council

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Scheme of Delegation and Standing Committees Terms of Reference

1. Introduction
2. Proper Officer and Responsible Financial Officer - Duties and Powers
3. Full Council
4. Standing Committees
5. Governance & Finance Committee
6. Facilities & Amenities Committee

1. Introduction

This Scheme of Delegation and Standing Committees Terms of Reference authorises the Proper Officer, the Responsible Financial Officer and Standing Committees of the Council to act with delegated authority in the specific circumstances detailed.

2. Proper Officer and Responsible Financial Officer - Duties and Powers

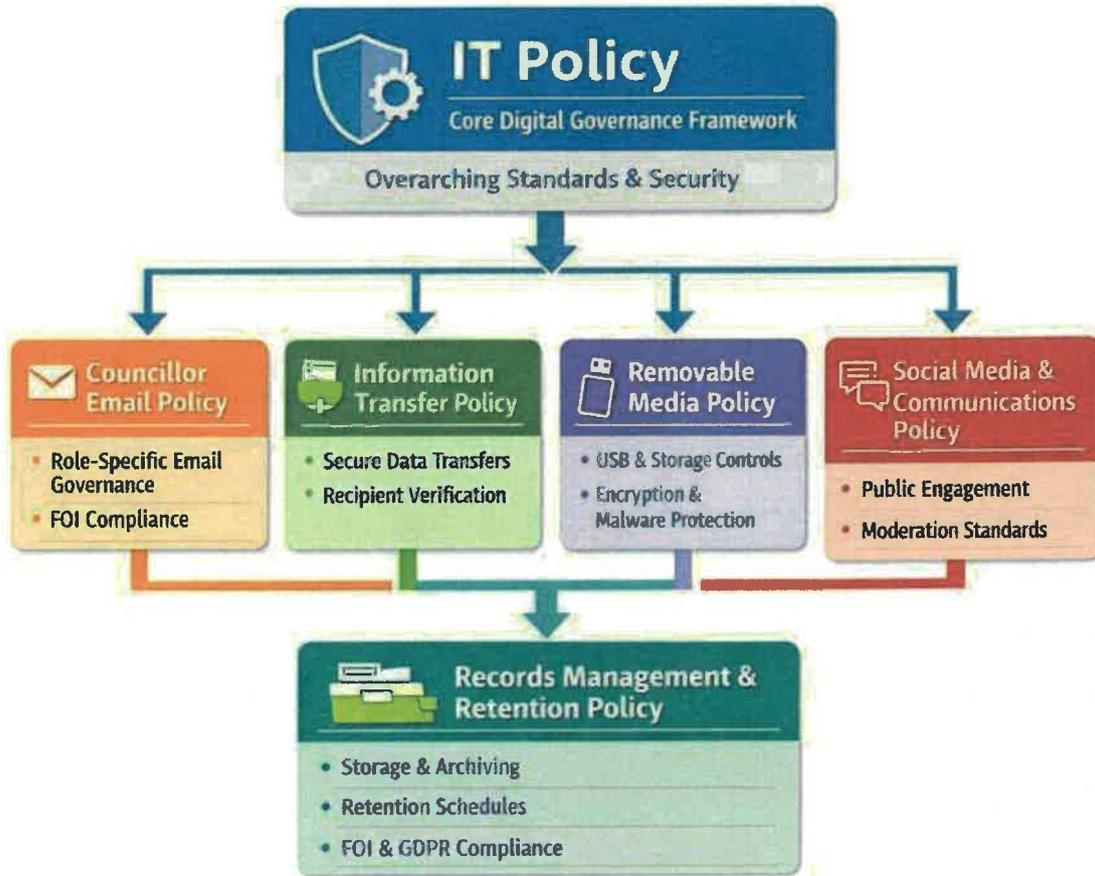
2.1 The Town Clerk shall be the Proper Officer of the Council and as such is specifically authorised to: (**bold** sections are statutory requirements)

- Receive declarations of acceptance of office.
- Receive and retain plans and documents.
- Sign Notices or other documents on behalf of the Council.
- Receive copies of By-laws made by the Unitary Council.
- Certify copies of By-laws made by the Council.
- Sign and issue summonses to attend meetings of the Council.
- Sign binding contracts on behalf of the Council in accordance with the Standing Orders.
- **Give public notice of the time, place and agenda at least three clear days before a meeting of the Council (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them)**
- **Convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in that office.**

2.2 In addition, the Town Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- The day-to-day administration of services, together with routine inspection and control.
- Day to day supervision and control of all staff employed by the Council.
- Authorisation of routine expenditure within the agreed budget.
- Authorise the procurement of services and enter into contracts for the execution of works or supply of equipment as authorised by Council or its committees in line with Councils financial Regulations
- Expenditure up to £1,000 excluding VAT within of the agreed budget as per the Councils Financial Regulations to be reported to the next Full council meeting.

Fakenham Town Council



■ IT Policy – Core Framework

■ Supporting Policies – Operational Detail



➔ Hierarchy & Policy Links

IT Policy Prevails Where Overlap Exists

- Disposal and destruction of records
- FOI and GDPR record-keeping requirements

Governance Responsibilities

| Governance Area | Governing Policy |
|--|---|
| IT security and acceptable use | IT Policy |
| Councillor email governance | Councillor Email Policy + IT Policy |
| Secure data transfer | Information Transfer Policy + IT Policy |
| Portable storage devices | Removable Media Policy + IT Policy |
| Website and social media | Social Media & Communications Policy |
| Records management & retention | Records Management and Retention Policy |
| Monitoring, misuse and system security | IT Policy |
| FOI and GDPR compliance | All policies collectively |

Policy Hierarchy

Core Framework

IT Policy

Supporting Policies

- Councillor Email Policy
- Information Transfer Policy
- Removable Media Policy
- Social Media & Electronic Communications Policy
- Records Management and Retention Policy

Together these policies form the Council's Digital Governance Framework, ensuring the secure, lawful and consistent management of digital systems and information.

Information Transfer Policy

Provides procedural safeguards when transferring Council information internally or externally.

Covers:

- Risk assessment before information transfer
 - Legal and necessity checks under data protection legislation
 - Encryption and password separation
 - Recipient identity verification
 - Secure postal, telephone and electronic transfer procedures
 - Third-party data sharing safeguards
-

Removable Media Policy

Controls the use of USB drives and portable storage devices.

Includes requirements for:

- Authorised use of removable devices
 - Encryption and malware scanning
 - Secure transport and storage
 - Version control and labelling
 - Secure disposal and destruction
 - Breach reporting
-

Social Media & Electronic Communications Policy

Governs the Council's public-facing digital communications, including:

- Council website governance
 - Facebook page moderation
 - Acceptable engagement standards
 - Comment removal criteria
 - Blocking procedures
 - Clarification that social media is not a formal communication channel
 - Management of corporate email communications (e.g. info@...)
-

Records Management and Retention Policy

Sets out how Council records and digital information must be stored, retained and disposed of in accordance with legal requirements.

Covers:

- Statutory retention periods
 - Secure storage of digital records
 - Archiving procedures
-

Fakenham Town Council – Digital Governance Framework

This framework outlines how the Council manages digital systems, communications, information security and compliance in line with AGAR Assertion 10 – Digital and Data Compliance, the UK GDPR, the Data Protection Act 2018, and the Freedom of Information Act 2000.

The Council operates a structured set of interrelated policies which together form its digital governance framework.

Core Governance Policy

IT Policy – Overarching Digital Governance

The IT Policy establishes the Council's primary standards for the secure and appropriate use of digital systems and technology.

It covers areas including:

- Acceptable use of IT systems
- Device security (Council and personal devices)
- Password management and multi-factor authentication
- Encryption standards
- Remote working
- Email and internet use
- Messaging applications (WhatsApp, Teams, SMS etc.)
- Social media conduct
- Artificial intelligence tools
- Monitoring and system security
- Incident reporting
- Misuse and disciplinary consequences

This policy applies to Councillors, employees, volunteers, contractors and authorised users.

All other digital policies operate alongside this policy.

Where overlap exists, the IT Policy provides the overarching governance standard.

Supporting Operational Policies

These policies provide more detailed operational guidance for specific areas of digital governance.

Councillor Email Policy

Provides governance requirements for councillors' use of official Council email accounts, including:

- Mandatory use of Council-issued email addresses
 - Prohibition on forwarding Council emails to personal accounts
 - Freedom of Information obligations and Section 77 offences
 - Email disclaimers and professional conduct
 - Record keeping responsibilities
-

Note to Councillors – Draft IT Policy

The proposed IT Policy follows the structure and subject areas of the National Association of Local Councils (NALC) IT policy template but has been substantially redrafted to reflect Fakenham Town Council's existing systems, practices, and related IT policies.

The national template is written as a strict generic model. This version has been tailored so that it aligns with the Council's current policies and the way we actually manage IT, while still ensuring all required areas are covered and the Council meets the minimum standards required for **Assertion 10 of the AGAR**.

The Council's related digital governance policies have been reviewed alongside this document to ensure there are no contradictions. However, some minor amendments and clarifications will be required so that those policies fully align with the updated framework.

A governance map has been provided to show how these policies work together to support a consistent and robust approach to digital governance.

11.2.4 Any blog, social media, or AI-generated content that references the council, councillors, staff, partners, or local stakeholders must be reviewed or authorised by the Clerk where it is publicly shared. Routine messaging or internal operational use does not require prior approval.

11.2.5 Council-issued social media accounts, group messaging tools, or AI tools remain council property. Login credentials must be shared with the council for continuity, and accounts must be updated or deactivated when a councillor leaves office or a staff member ceases employment.

11.3 Confidentiality and data protection

11.3.1 All council-related information, including stakeholder contact details and messages, remains the property of the council and must not be transferred to personal devices or accounts without prior approval.

11.3.2 Councillors, staff, and other authorised users must comply with data protection and privacy requirements when posting or sharing information online or via messaging/AI platforms. Special category data or sensitive council information must never be shared on unapproved platforms.

11.3.3 All social media or messaging activity may be subject to monitoring under Section 7. Users should assume that public or council-related content may be retained or reviewed for compliance, security, or legal purposes.

11.4 Professional conduct and accountability

11.4.1 Councillors must observe the Members' Code of Conduct and Nolan Principles. Staff must follow council disciplinary and professional standards.

11.4.2 Users are personally responsible for the content they post or share online, including comments, images, or AI-generated material. Misuse may result in disciplinary action, legal liability, or reputational harm.

11.4.3 Media inquiries regarding council business should be referred to the Clerk.

11.4.4 Councillors, staff, and other authorised users leaving the council must delete all council-related data from personal devices, remove themselves from council-related online accounts, and ensure that AI or social media content complies with confidentiality requirements.

11.5 Misuse

Misuse of council IT systems, devices, email, social media, messaging apps, or AI tools is not in line with the council's standards of conduct and will be treated seriously. Any inappropriate or unauthorised use may result in formal action, including disciplinary proceedings, termination of engagement, or, in serious cases, dismissal.

Reviewed at Governance and Finance Committee 17th March 2026

Ratified at Full Council 25th March 2026

Due for review March 2027

11.1.1 Social media includes blogs; user-generated content sites (e.g., YouTube); social networking sites (Facebook, LinkedIn, X, Instagram, TikTok, etc.); virtual worlds (Second Life); instant messaging apps (WhatsApp, Teams, Signal); text messaging; and more traditional media (TV, newspapers). Care should be taken when using social media or messaging tools at any time, whether using council systems or personal devices.

11.1.2 Personal use of social media during working hours is not permitted for staff. Councillors and staff should use social media responsibly outside of working hours or in their own time, ensuring personal activity does not interfere with council business, compromise council systems, or breach this policy.

11.1.3 Councillors, staff, and other authorised users may use social media, messaging apps, or AI tools in the course of their official duties to support council communications, engagement, or administration. Such use must comply with this policy, relevant data protection legislation (GDPR/Data Protection Act 2018), and copyright laws.

11.1.4 Any use of AI tools (e.g., ChatGPT, Bard, Bing AI) for council business must:

- Only involve council-approved data (no sensitive personal data unless appropriately anonymised).
- Be reviewed for accuracy before use in communications or decision-making.
- Be consistent with professional, lawful, and ethical standards.

11.2 Responsible use

11.2.1 Councillors, staff, and other authorised users must not post or share material that could:

- Compromise confidentiality or personal data.
- Defame or misrepresent the council, colleagues, or partners.
- Breach copyright or intellectual property rights.
- Constitute bullying, harassment, discrimination, or create a hostile environment.

11.2.2 Staff and councillors may use messaging apps (WhatsApp, Teams, Signal, etc.) to communicate council business without seeking prior approval, provided they follow the principles in this policy (confidentiality, security, professional conduct). Messages must be retained or archived in council-approved systems where they relate to council business.

11.2.3 Councillors, staff, and other authorised users must ensure that official council communications:

- Use council-provided accounts where available.
- Are not forwarded to personal email accounts or devices, unless specifically approved for secure storage or access in line with Sections 4.2, 8, and 9.
- Include disclaimers when expressing personal opinions online (e.g., “The views expressed here are my own and do not represent the council”).

Council will comply with the provisions of the Copyright, Designs and Patents Act 1988 and related legislation.

10.1.2 Copyright protection applies not only to written documents but also to software, images, graphics, databases, audio and video content. Unlawful use of copyrighted material may expose the Council to legal liability and financial penalties and may result in disciplinary action, including dismissal in the case of employees, or termination of engagement in the case of contractors or other authorised users.

10.1.3 The ease of copying material electronically does not remove the requirement to comply with copyright law. Councillors, staff, and other authorised users must not assume that material available online may be freely copied or reused.

10.1.4 Users should be aware that information described as being in the “public domain” does not necessarily mean it is free from copyright protection. In general, copyright in literary, dramatic, musical, and artistic works expires 70 years after the death of the author, subject to statutory exceptions. Where uncertainty exists, users must seek guidance before reproducing material.

10.1.5 Website terms and copyright notices must be reviewed before downloading, copying, or reusing online content. Where permission is required, it must be obtained before use. If unsure, councillors, staff, and other authorised users should consult the Clerk.

10.2 Domain Names, Trademarks, Links and Data Protection

10.2.1 No councillor, member of staff, or other authorised user may register domain names, social media accounts, or trademarks incorporating the Council’s name, branding, or insignia without prior authorisation from the Council.

10.2.2 Links from the Council’s official website or digital platforms to external websites must not be created without prior approval from the Clerk. External links may create reputational, legal, or security risks and must therefore be appropriately assessed before publication.

10.2.3 The processing of personal data via online systems or platforms must comply with the Council’s Data Protection Policy and applicable legislation, including the UK General Data Protection Regulation and the Data Protection Act 2018. Special category data must be handled in accordance with enhanced security and confidentiality requirements.

10.3 Accuracy and Reliability of Online Information

10.3.1 The internet provides access to a wide range of information sources. However, not all online content is accurate, reliable, or up to date. Councillors, staff, and other authorised users must exercise professional judgement when relying on information obtained from the internet for Council purposes.

10.3.2 Where online information is used to inform Council decisions, reports, publications, or public statements, reasonable steps should be taken to verify its accuracy and reliability using reputable sources.

11. Social Media, Messaging, and AI Tools

11.1 Scope and definitions

information unless a secure, encrypted connection (such as VPN or HTTPS) is in place, in accordance with Sections 4 and 6 of this policy.

9. Email

9.1 Council email facilities are provided to support effective, secure, and timely communication on Council business. Councillors, staff, and other authorised users must use email responsibly and strictly for Council purposes. As email presents security and legal risks, users must remain vigilant against phishing attempts, malware, and other cyber threats, and must comply with the security requirements set out elsewhere in this policy.

9.2 Email should be used appropriately and proportionately. In some circumstances, matters may be resolved more effectively by telephone or face-to-face discussion rather than through extended email correspondence. Councillors, staff, and other authorised users are expected to exercise professional judgement in selecting the most appropriate communication method.

9.3 These rules are designed to minimise legal, reputational, and security risks associated with email use. If a matter arises which is not clearly covered by this policy, Councillors, staff, and other authorised users should seek guidance from the Clerk before proceeding.

9.4 Councillors, staff, and other authorised users who require email access for their role will normally be provided with an individual Council email account. The Council reserves the right to withdraw or restrict access where it is no longer required for the role, or where misuse of the system is identified, in accordance with this policy and any applicable procedures.

9.5 Email accounts provided by the Council are for Council business only. Personal use of Council email accounts is not permitted.

9.6 Councillors must use their official Council-issued email address for all Council business. Council business must not be conducted using personal email accounts. Council emails must not be automatically or manually forwarded to personal email addresses.

9.7 Council staff must not send Council business communications to a Councillor's personal email address. Where a Councillor contacts the Council using a personal email account in relation to Council business, staff should reply to the Councillor's official Council email address and remind them of the requirement to use that account for Council communications.

9.8 Users must be aware that emails created, sent, or received in the course of Council business may constitute official records. Such emails may be subject to disclosure under the Freedom of Information Act 2000, the UK General Data Protection Regulation, the Data Protection Act 2018, or other applicable legislation. Emails should therefore be drafted professionally and with the understanding that they may be disclosed to third parties in accordance with the law. Email use is also subject to the monitoring provisions set out in Section 7 of this policy.

10. Use of the Internet

10.1 Copyright

10.1.1 Much of the material available on the internet is protected by copyright and other intellectual property rights. Unauthorised copying, reproduction, distribution, or adaptation of such material, including electronic copying, may constitute an infringement of copyright and is prohibited. The

7.11 All Council computers and systems will be periodically checked and scanned for unauthorised programmes, malware, and viruses as part of routine security maintenance.

8. Remote working

8.1 Increased IT security measures apply to Councillors, staff, and other authorised users who work away from their normal place of work (for example, whilst travelling, working from home, or working from an external venue), as follows:

- If logging into the Council's systems or services remotely using a device that does not belong to the Council, users must not save passwords or login credentials on that device and must log out fully at the end of the session. Council systems must not be accessed from shared or public computers (for example, internet cafés or publicly accessible terminals) where secure configuration cannot be assured;
- Access to Council systems must comply with the security requirements set out in Sections 4 and 6 of this policy, including the use of strong passwords and Multi-Factor Authentication (MFA) where enabled;
- The location and positioning of screens must be checked to ensure that confidential information cannot be overlooked. Appropriate steps must be taken to prevent unauthorised viewing, including when working on public transport or in public places;
- Any printed material containing Council information must be collected immediately from printers and stored securely. Printing should be avoided unless strictly necessary;
- Electronic files containing Council data must remain within Council-approved systems and platforms. Files must not be downloaded to unsecured local storage. Where files are temporarily downloaded for working purposes, they must be deleted once no longer required;
- Papers, files, removable media, or computer equipment must not be left unattended at non-Council premises unless stored in a locked room, cabinet, or other secure location;
- Council data (including papers, files, USB drives, or backup devices) must not be left unattended in vehicles except where unavoidable and only for short periods. In such cases, items must be concealed and locked in the boot. When staying away overnight, Council data and devices must be taken into secure accommodation and protected from unauthorised access or damage;
- Where technically supported, mobile devices used to process sensitive Council information must have remote location tracking and remote wipe capability enabled;
- Councillors, staff, and authorised users handling sensitive data away from Council premises should use a screen privacy filter where appropriate and ensure devices are locked when not in use.

8.2 Where Council-issued mobile connectivity devices (such as mobile data devices or similar technology) are provided to enable remote internet access, these must be used for essential Council purposes only. Users must be mindful of potential data roaming charges, particularly when travelling abroad, and must seek prior approval where significant costs may be incurred.

8.3 Where paid Wi-Fi access is required (for example, at transport hubs or hotels), usage must be limited to essential Council business. Public Wi-Fi networks must not be used to access sensitive Council

7.1 The Council reserves the right to monitor and maintain logs of computer usage and inspect files stored on its network, servers, computers, or associated technology where necessary to ensure compliance with this policy and relevant legislation. Internet, email, and computer usage may be monitored where necessary for security purposes, system maintenance, fault investigation, or the prevention and detection of unauthorised or unlawful activity.

7.2 The Council will monitor the use of electronic communications and internet access in accordance with UK data protection legislation, including the UK GDPR and the Data Protection Act 2018, and in line with relevant Information Commissioner's Office (ICO) guidance on workplace monitoring.

7.3 Monitoring of an employee's email and/or internet use will be conducted in accordance with an impact assessment carried out by the Council to ensure that monitoring is necessary, proportionate, and justified. Monitoring is undertaken in the Council's legitimate interests, including ensuring compliance with this policy, protecting Council systems, and safeguarding Council data.

7.4 The information obtained through monitoring may be shared internally, including with relevant Councillors and IT staff where access to the data is necessary for the performance of their roles. The information may also be shared with external HR or legal advisers for the purposes of obtaining professional advice. Any external advisers will be required to have appropriate data protection policies and safeguards in place.

7.5 The information gathered through monitoring will be retained only for as long as necessary for security, system management, or investigation purposes, and in accordance with the Council's data retention policy.

7.6 Councillors, staff, and other authorised users have rights in relation to their personal data, including the right to make a subject access request and, in certain circumstances, to request rectification or erasure of data. Further details of these rights and how to exercise them are set out in the Council's Data Protection Policy.

7.7 Such monitoring and, where necessary, retrieval of the content of messages may take place for legitimate purposes, including verifying appropriate use of Council systems, recovering lost or corrupted data, investigating suspected misconduct or security incidents, or complying with a legal obligation.

7.8 Where technically available, Council systems may generate audit logs recording internet activity, including websites accessed, dates and times of access, and associated user accounts. Such logs will be retained for a defined period in accordance with the Council's retention schedule (for example, six months), after which they will be securely deleted unless required for an ongoing investigation.

7.9 The Council reserves the right to inspect files stored on its computer systems where necessary to ensure compliance with this policy. The Council may also monitor use of Council systems at any time they are accessed, in order to prevent misuse, protect the Council's reputation, and safeguard systems from security threats. Monitoring will be restricted to Council systems and data and will not extend to purely personal information unrelated to Council business.

7.10 Any use of Council systems that is considered improper, excessive, unlawful, or in breach of this policy may result in disciplinary proceedings, or termination of engagement in the case of contractors or other authorised users.

6.3 Password Storage and Management

- Passwords must never be stored in plain text or written down in unsecured or publicly accessible locations.
- Administrative credentials may be stored as a hardcopy in a secure Council safe, accessible only by authorised personnel and the Clerk. A written log of any access must be maintained.
- Where appropriate, a secondary electronic backup may be stored in a Council-approved encrypted password manager (e.g., LastPass, Bitwarden, KeePass), with access restricted, auditable, and overseen by the Clerk.
- All other user passwords (non-administrative) should be managed using best practice standards, including password managers where possible, in line with NCSC guidance.
- Users must ensure any personal storage of passwords for Council systems (e.g., on personal devices) is avoided, except through Council-approved encrypted password managers.

6.4 Password Change Requirements

- Passwords must be changed immediately if compromise is suspected.
- Routine password changes are recommended in line with IT provider guidance and best practices.

6.5 Password Access Control and Logging

- All access to administrative or shared credentials must be logged and auditable.
- Attempts to access unauthorised passwords will be treated as a security incident in accordance with Council IT incident procedures.

6.6 Responsibilities

Users are responsible for:

- Creating and maintaining secure passwords for their accounts.
- Protecting credentials in accordance with this policy and reporting any suspected compromise immediately.

The Clerk (or designated Council officer) is responsible for:

- Enforcing this password policy across all Councillors, staff, and authorised users.
- Monitoring compliance and taking appropriate action if policy requirements are not met.
- Liaising with the IT provider to ensure technical controls (e.g., MFA, password managers, system settings) are in place.
- Maintaining records of password policy enforcement, incidents, and approvals for exceptional access.

The Council's IT security provider is responsible for:

- Managing system/service credentials and ensuring secure password creation.
- Implementing technical controls to support the password policy, such as MFA, encryption, and audit logging.
- Assisting the Clerk with auditing and reporting where technical systems allow.

7. Monitoring

used for Council business. The Council will use reasonable endeavours to provide guidance in relation to Council systems but cannot guarantee compatibility or technical support for personal equipment.

5. Health and Safety

5.1 Councillors, staff, and other authorised users who work in Council offices will be provided with an appropriate workstation, including furniture and equipment suitable for safe and comfortable use.

5.2 The Council has a duty to ensure that regular eye tests, carried out by a competent person, are offered to employees using display screen equipment (VDUs), in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

5.3 Any VDU user who believes their workstation requires adjustment to meet ergonomic or safety requirements should contact the Clerk.

If any hazards are identified at a workstation, including unusual noises or malfunctions from IT equipment, these must be reported immediately to the Clerk.

6. Password and Authentication Security

6.1 All user accounts must be protected by strong, secure passwords. The Council follows the National Cyber Security Centre (NCSC) recommendations for creating passwords using three random words (e.g., PurpleCandleRiver). This method provides strong protection against common cyber threats such as brute-force attacks while remaining memorable. This approach is endorsed in NALC guidance.

In addition to strong passwords, Multi-Factor Authentication (MFA) should be enabled wherever possible. MFA requires users to provide two or more independent forms of verification, for example, a password (something you know) and a code sent to a mobile device (something you have). This significantly reduces the risk of unauthorised access to systems and sensitive data.

To further strengthen account security:

- Initial user account passwords must be generated by the Council's IT provider.
- Default passwords provided by vendors or the IT provider must be changed immediately upon installation or setup.
- These practices support robust information security and compliance with the UK GDPR and the Data Protection Act 2018.

For more guidance, see the NCSC's advice on password security: [NCSC Password Guidance](#).

6.2 Access to Passwords

- Passwords are personal and must not be shared under any circumstances.
- Only the assigned user of an account may access or use the associated password.
- In specific cases (e.g., incident response, Councillor or staff offboarding, or device seizure as per Section 5.2.4), access to system credentials may be granted to authorised personnel, including IT provider staff, with prior approval and logging overseen by the Clerk.
- Administrative credentials (e.g., system or service administrator accounts) must be stored securely in a Council safe. Access is limited to authorised personnel and the Clerk. A written log of any access must be maintained. Where feasible, a secondary secure electronic backup using a Council-approved encrypted password manager may also be maintained to support emergency recovery, with access restricted and auditable.

- Using separate applications for Council email;
- Using a dedicated work profile where supported by the device;
- Avoiding the mixing of Council documents with personal files.

4.2.6 Councillors, staff, and other authorised users using personal devices for Council business must ensure that:

- The device is protected by a strong password, passphrase, PIN (minimum 6 digits), or biometric authentication. Users should combine these methods where supported for optimal security.
- Automatic screen lock is enabled after a short period of inactivity (recommended maximum 5 minutes).
- The device is configured to restrict access or automatically erase data after repeated failed login attempts, where supported.
- Up-to-date antivirus software (where applicable) and system updates are installed and maintained.
- Only secure Wi-Fi networks are used. Public or unsecured wireless networks must not be used to access sensitive Council information unless a secure connection (e.g., VPN or encrypted protocol) is in place.
- Work-related data cannot be accessed by family members or other third parties who may use the device.
- The Clerk is informed immediately if the device is lost, stolen, or accessed inappropriately where there is any risk to Council data.

4.2.7 Council data must not be permanently stored on personal devices. Documents downloaded for working purposes must be deleted once no longer required. The official Council system remains the primary and authoritative storage location for all Council records.

Council data must not be backed up, synchronised, or saved to personal cloud storage accounts (for example personal Google Drive, Dropbox, personal Microsoft OneDrive, iCloud or similar services).

Special category data and particularly sensitive information (including safeguarding matters, personnel records, disciplinary information, DBS information, or financial account details) must not be downloaded, stored, or processed on personal devices.

Where a Councillor ceases to hold office, or a member of staff leaves employment, all Council data held on personal devices must be permanently deleted without delay.

4.2.8 If removable media are used to transfer Council data (e.g. USB drives or CDs), data must be securely deleted from the media once the transfer is complete.

4.2.9 When transferring Council data electronically, this must be done using secure and encrypted channels (for example via secure email, VPN, or HTTPS connections). Unsecured wireless networks must not be used for transferring sensitive information.

4.2.10 Prior to disposal of any personal device used for Council business, and upon a Councillor or staff member leaving the Council, users must ensure that all Council-related accounts, access credentials, and identifiable Council data are removed from the device. The Clerk or the Council's appointed IT provider must verify that all Council data has been permanently deleted and that all Council accounts and access credentials have been deactivated. Guidance and support may be provided by the IT provider where required.

4.2.11 Users are responsible for the maintenance, insurance, and repair of their personal devices. The Council accepts no liability for loss of personal data, hardware failure, or damage to personal devices

be enabled wherever available and is mandatory for all accounts with access to sensitive Council data, including but not limited to Council email, financial systems, HR records, and other restricted systems. MFA significantly reduces the risk of unauthorised access and supports compliance with the UK GDPR and the Data Protection Act 2018.

4.1.6 Loss, theft, or damage to portable equipment must be reported immediately to the Clerk. Where loss or damage results from proven negligence, the Council reserves the right to seek appropriate reimbursement in accordance with contractual, employment, or governance arrangements.

4.1.7 Photographs, video, or audio recordings must not be taken on Council premises where this would compromise confidentiality, data protection obligations, or the privacy of individuals. Recording of non-public meetings or confidential discussions is prohibited without the consent of those present. This does not affect statutory rights under the Openness of Local Government Regulations 2014 in relation to public meetings.

4.1.8 Webcams and recording functionality on portable devices must only be used for legitimate Council business purposes.

4.2 Use of own devices

4.2.1 The Council recognises that Councillors, staff, and other authorised users may wish to use their own smartphones, tablets, laptops, or other devices to access Council email accounts, servers, approved cloud platforms, or networks for legitimate Council purposes. Any such use of personal devices is subject to compliance with this policy. Personal devices must be kept up to date, with operating systems and software patched and updated promptly to address known vulnerabilities. Council data must not be stored on personal devices except via Council-approved systems (for example, Council email accounts or approved cloud platforms).

4.2.2 The same standards of security, confidentiality, and acceptable use apply to personal devices as to Council-issued equipment when used for Council business.

For continuity and data protection purposes:

- Calls to external stakeholders should be made using Council landlines or Council-issued mobile numbers wherever practicable;
- Emails must be sent from a Council email account and must not identify or rely upon a personal email address for Council business.

4.2.3 Councillors, staff, workers, contractors, and other authorised users accessing Council systems must use all devices in an ethical and lawful manner. Accessing inappropriate, unlawful, or offensive material via Council systems or infrastructure is prohibited, irrespective of device ownership. For employees, breaches may result in disciplinary action, including summary dismissal where appropriate. For workers or contractors, this may result in termination of the relevant agreement.

4.2.4 In the event of legal proceedings, investigation, subject access request, or other lawful requirement, the Council may require access to relevant Council data held on a personal device. Users must cooperate in providing access to Council-related information where lawfully required. The Council will not seek access to personal data unrelated to Council business.

4.2.5 Users must maintain a clear separation between Council data and personal data wherever possible. This may include:

3.5 All assigned computer and mobile equipment will be recorded and issued to a named recipient, who will acknowledge receipt. A central record of issued equipment will be maintained and cross-referenced with the Council's Asset Register.

3.6 Council-issued equipment must not be dismantled, modified, or reassembled without prior authorisation.

3.7 Councillors, staff, and authorised users must not purchase computer or mobile equipment (including software) for Council use without prior authorisation.

3.8 Unauthorised installation of software on Council-issued devices is prohibited due to security risks.

3.9 Personal removable storage devices (including USB sticks, external drives, CDs or DVDs) must not be used on Council-issued computers without prior approval from the Clerk.

3.10 When using Council premises or Council networks, users must not create or access alternative Wi-Fi connections or portable hotspots that bypass the Council's authorised wireless networks, as this may introduce security vulnerabilities.

3.11 Routine IT issues, maintenance requirements, or technical support requests should be reported to the Council's appointed IT provider, ICO Systems Ltd. Any hardware faults or equipment requiring repair or replacement must also be reported to the Clerk.

4. Equipment

4.1 Portable Equipment

4.1.1 Portable equipment includes laptop computers, tablets, mobile and smart phones with email capability, and any other device capable of accessing Council systems or storing Council information.

4.1.2 Council backup and data protection procedures applicable to portable equipment must be followed at all times, in accordance with the Council's approved backup and information security arrangements.

4.1.3 All portable IT equipment must be used, handled, and stored in a manner that protects both the device and any information stored on it, whether on Council premises, offsite, or at home. Users must ensure that portable equipment:

- Is not left unattended in public or unsecured locations;
- Is kept within sight or close possession when used outside a secure environment;
- Is secured in a locked office, cabinet, or other approved secure location when not in use;
- Is not left in vehicles unless no reasonable alternative exists and the device is concealed and secured;
- Is handled with due care to prevent loss, damage, or unauthorised access.

4.1.4 All portable devices used to access or store Council data must be protected by encryption where supported and secured by a PIN, password, or biometric authentication. Where technically available, devices should be configured to restrict or erase data after repeated unsuccessful access attempts. Security settings must not be disabled.

4.1.5 Users are responsible for maintaining the security of their accounts and passwords. Passwords must be strong, unique, and must not be shared with others. Multi-Factor Authentication (MFA) must

The IT Policy provides the overarching framework for digital security, acceptable use, monitoring, and incident management. Supporting policies provide operational or role-specific guidance and must not contradict the IT Policy.

Where overlap exists between policies, the requirements of the IT Policy shall take precedence.

Failure to comply with any of the above policies may result in formal action in accordance with the Council's disciplinary procedures and, where applicable, statutory obligations under the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Freedom of Information Act 2000.

2. Scope

This policy applies to all Councillors, staff, and other authorised users, regardless of working location or pattern, including home-based, office-based, flexible, or part-time arrangements. It covers:

- IT equipment and systems provided by the Council; and
- Personal devices and systems used to access, process, or store Council information.

The policy establishes expectations for the secure, lawful, and appropriate use of Council systems and data and sets out responsibilities for all users.

Councillors, employees, contractors, and other authorised users should be aware that the Council may monitor the use of its IT systems where there is a legitimate and lawful reason for doing so. By using Council systems, users acknowledge that proportionate monitoring may take place. Responsibility for authorising and overseeing monitoring activity rests with the Clerk. Detailed information about monitoring, including scope, purposes, retention, data sharing, and data protection rights, is provided in Section 7 (Monitoring) of this policy. Monitoring will always be conducted proportionately, in accordance with UK data protection legislation, and will be restricted to Council systems and data.

3. Computer Use – Hardware

3.1 Council computer equipment is provided primarily for official Council business. Limited and reasonable personal use is permitted, provided that such use does not interfere with Council duties, incur additional cost, compromise security, or breach this policy. Users must adhere to ethical standards, respect copyright and intellectual property rights, and must not access inappropriate, unlawful, or offensive content.

3.2 Councillors, staff, and other authorised users must lock computers or devices when left unattended to prevent unauthorised access. This applies to both Council-issued devices and personal devices used for Council work. Failure to comply may result in appropriate action in accordance with the Council's governance or disciplinary procedures.

3.3 All computer and electronic equipment supplied by the Council must be used and handled with due care. Such equipment represents a significant investment by the Council, and damage or loss may result in financial cost.

3.4 Users must take reasonable steps to protect equipment from avoidable risks, including damage caused by food, drink, contamination, or improper storage.



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Fakenham Town Council

IT POLICY

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1. Introduction

Fakenham Town Council (“the Council”) recognises the importance of effective, secure, and lawful use of information technology (IT) and email systems in supporting its governance, operations, and communications.

This policy sets out the standards and responsibilities for the appropriate use of Council IT systems and related technology by Councillors, employees, volunteers, contractors, and other authorised users. It supports compliance with the Smaller Authorities Proper Practices Panel - Practitioners’ Guide 2025, relevant UK data protection legislation, and good practice standards.

This policy forms part of the Council’s Digital Governance Framework and must be read in conjunction with the following related policies:

- Councillor Email Policy
- Information Transfer Policy
- Removable Media Policy
- Social Media and Communications Policy
- Data Protection Policy
- Records Management and Retention Policy
- Members’ Code of Conduct

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

Fakenham Town Council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact the Clerk.

All staff and councillors are responsible for the safety and security of Fakenham Town Council's IT and email systems. By adhering to this IT and Email Policy, Fakenham Town Council aims to create a secure and efficient IT environment that supports its mission and goals.

Reviewed at Policy & Resources Committee 20th May 2025

Ratified at Full Council 28th May 2025

Due for review May 2026

responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Fakenham Town Council for work-related tasks.

Unauthorised installation of software on Council devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Fakenham Town Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Fakenham Town Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Fakenham Town Council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Fakenham Town Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by Fakenham Town Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Fakenham Town Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.



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Fakenham Town Council

IT POLICY

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1. Introduction

Fakenham Town Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors. It ensures compliance with the Smaller Authorities Proper Practices Panel – Practitioners Guide 2025 and should be read in conjunction with the Councillor Email, Removable Media, Social Media & Electronic Communications Policies.

2. Scope

This policy applies to all individuals who use Fakenham Town Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Fakenham Town Council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work

Governance & Finance Action Log

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|-----|------------|--------|------------|------|---|-------------|---|
| G&F | 18/11/2025 | 98/25 | Clerk | HIGH | Action: The Clerk to ensure formal agreements are in place with all Town Ambition Programme Project sponsors, prior to any related procurement or expenditure being undertaken. | 75% | 20/01/2026 Cllr Glynn to provide alternative contact details to enable correspondence to be re-sent |
| G&F | 20/01/2026 | 129/26 | RFO | LOW | RFO to obtain an additional quotation for Cyber Essentials certification | Not Started | |
| G&F | 17/02/2026 | 145/26 | Cllr Glynn | HIGH | Cllr Glynn to contact County Cllr Fitzpatrick regarding the disputed £176.81 (excl. VAT) Call Out charge on Arney Invoice 909363 | 50% | |
| G&F | 17/02/2026 | 145/26 | Cllr Glynn | LOW | Cllr Glynn to draft a publicity piece for the Town Ambition Programme project | Not Started | No longer applicable |

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| | <ul style="list-style-type: none"> Councillors reviewed Amey Invoice 90936316 totalling £457.48 (excl. VAT) and RESOLVED to pay the undisputed amount of £280.67 (excl. VAT). It was further agreed to contact County Cllr Fitzpatrick regarding the disputed Call Out element of £176.81 (excl. VAT). <p>ACTION: Cllr Glynn to contact County Cllr Fitzpatrick regarding the disputed £176.81 (excl. VAT) Call Out charge on Amey Invoice 909363</p> <ul style="list-style-type: none"> Councillors reviewed the current Income and Expenditure Budget vs Actuals report (Minute 144/26GF), considering notable variations and explanations provided. Councillors reviewed the Town Ambition Programme Grant update and suggested that a social media post be issued to demonstrate project publicity. It was further suggested that, upon completion, the promotional film could be screened for the public, potentially in the church. <p>ACTION: Cllr Glynn to draft a publicity piece for the Town Ambition Programme project</p> <p>The rest of the report was noted</p> |
| 146/26GF | <p>To note the notification from Barclays regarding an interest rate reduction on FTC Business Saver accounts</p> <p>Noted</p> |
| 147/26GF | <p>To receive notification of Fakenham Town Councils contribution rate to Norfolk Pension Fund 01/04/2026 to 31/03/2029</p> <p>Councillors received notification that Fakenham Town Council's contribution rate to the Norfolk Pension Fund for the period 01/04/2026 to 31/03/2029 will be 19.5%, representing a reduction of 3%.</p> |
| 148/26GF | <p>To receive the Internal Controller review</p> <p>None</p> |
| 149/26GF | <p>To discuss the FLASH Project</p> <p>Nothing was discussed</p> |
| 150/26GF | <p>To confirm the date and time of next meeting</p> <p>Governance & Finance: Tuesday 17th March 2026 at 18:00</p> |

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| | <p>There being no further business the meeting closed at 18.17</p> <p>Confirmed this day of 2026</p> <p>CHAIR</p> |
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**MINUTES OF THE GOVERNANCE & FINANCE COMMITTEE MEETING
HELD AT THE FAKENHAM CONNECT BUILDING, OAK STREET, FAKENHAM**

TUESDAY 17th February 2026 AT 18:00

Attending Committee Councillors: A Glynn (Mayor), V Joslin (Deputy Mayor), M Dutton, D Hunter & J Rockett

Attending Non-Committee: None
RFO & Deputy Clerk: K Lindsay
General Public: None
Press: None

| Number | Agenda |
|-----------------|---|
| 138/26GF | To receive Apologies for Absence Apologies received from Councillors Bucknell & Harrison |
| 139/26GF | To adjourn the Meeting for Electors' questions None received |
| 140/26GF | 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 |
| 141/26GF | To confirm the minutes of the Governance & Finance Committee meeting held on 20th January 2026 On the proposition of Cllr Dutton, seconded by Cllr Joslin, the minutes of the Governance & Finance Committee meeting held on 20 th January 2026 were AGREED by all and signed by the Chair |
| 142/26GF | To discuss any matters arising from the Governance & Finance Committee meeting held on 20th January 2026 Nothing was discussed |
| 143/26GF | To review and agree policies and risk assessments for update: <ul style="list-style-type: none"> • Reserves Policy Councillors reviewed the Reserves Policy and RESOLVED to approve it with one minor amendment • Investment Strategy Policy Councillors reviewed the Investment Strategy Policy and RESOLVED to approve it for presentation and approval by Full Council |
| 144/26GF | To review finance reports for month ending January 2026 <ul style="list-style-type: none"> • To receive and review January 2026 receipts and payments for Fakenham Town Council and Charter Market Cllrs RESOLVED to approve for presentation and approval by Full Council • To receive and review January 2026 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts Cllrs RESOLVED to approve for presentation and approval by Full Council • To note the current Income and Expenditure Budget vs Actuals report Cllrs RESOLVED to approve for presentation and approval by Full Council Councillors noted the RFO had highlighted key points within their report • To receive and approve the January 2026 schedule of payments over £500 for display on the website Cllrs RESOLVED to approve for presentation and approval by Full Council |
| 145/26GF | To receive the RFO's report |

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| Contracts | 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. (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged. |
| Land and Property | 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. |
| Licenses | Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer |
| Corporate tenancies | Any tenancy where (to the councillor's knowledge) (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. |
| Securities | Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (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 |

Table 2: Other Registrable Interests - ORI

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| <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> |
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Table 3: Non-Registrable Interests - NRI

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| <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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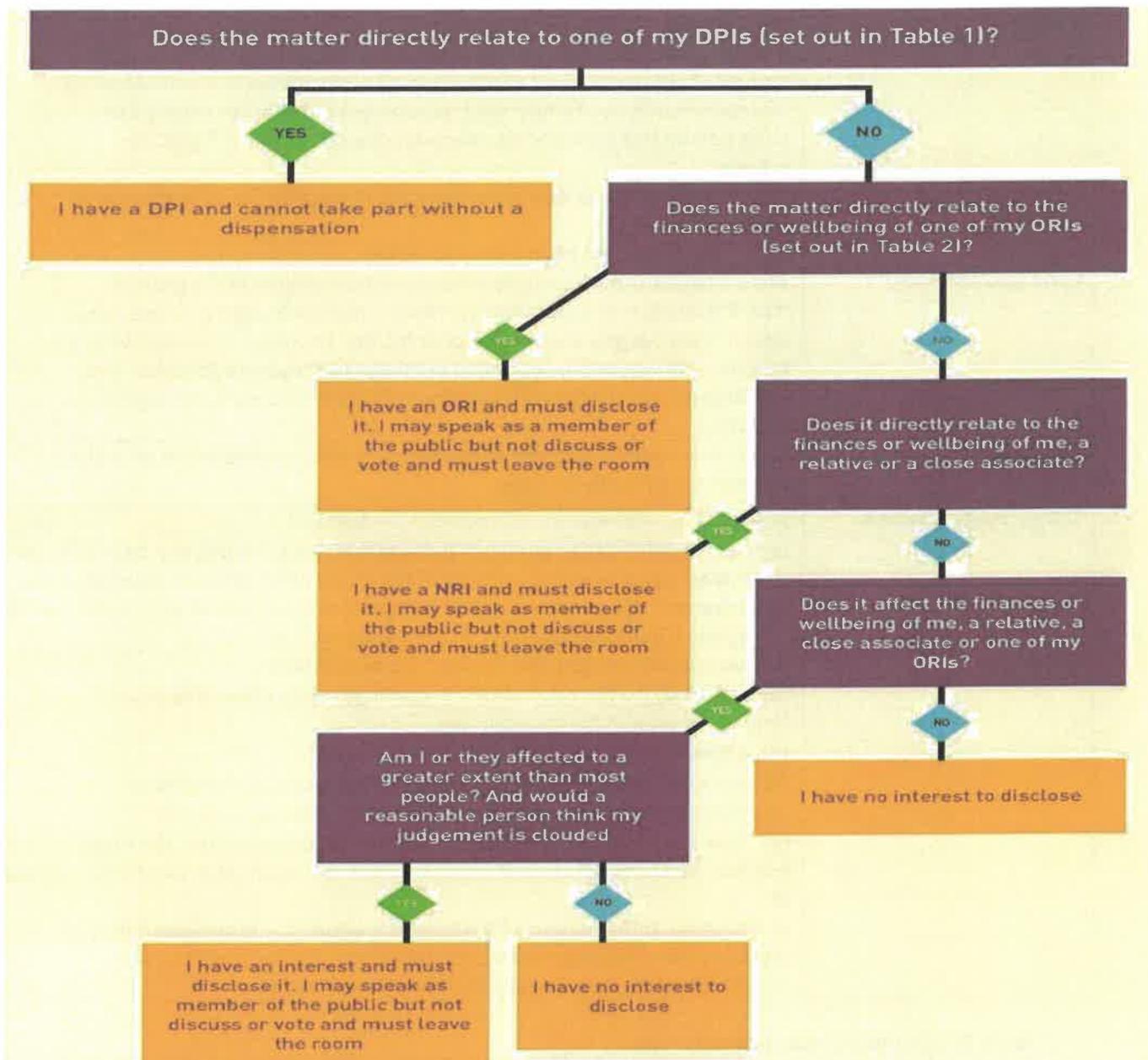


Table 1: Disclosable Pecuniary Interests – DPI

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. |