



Table 1: Disclosable Pecuniary Interests – DPI

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

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

Contracts	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

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

Table 3: Non-Registrable Interests - NRI

<p>An interest that is not a DPI, or an interest of a relative or close associate, which does not need to be registered.</p> <p>You must declare an NRI when relevant business affects the finances or wellbeing of you, your partner, a relative, or a close associate.</p>
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**MINUTES OF THE GOVERNANCE & FINANCE COMMITTEE MEETING
HELD AT THE FAKENHAM CONNECT BUILDING, OAK STREET, FAKENHAM**

TUESDAY 20th January 2026 AT 18:00

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

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

Number	Agenda
121/26GF	To receive Apologies for Absence Apologies received from Councillors P Bucknell & D Hunter
122/26GF	To adjourn the Meeting for Electors' questions None received
123/26GF	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
124/26GF	To confirm the minutes of the Governance & Finance Committee meeting held on 10th December 2025 On the proposition of Cllr Dutton, seconded by Cllr Glynn, the minutes of the Governance & Finance Committee meeting held on 10 th December 2025 were AGREED by all and signed by the Chair
125/26GF	To discuss any matters arising from the Governance & Finance Committee meeting held on 10th December 2025 110/25 – It was noted that one of the Town Ambition Programme project sponsors has not yet responded to the formal agreement request sent by the Clerk. ACTION: Cllr Glynn to provide alternative contact details to enable the correspondence to be re-sent
126/26GF	To review and agree policies and risk assessments for update: <ul style="list-style-type: none"> • Equality & Diversity Councillors reviewed the Equality & Diversity Policy and RESOLVED to approve for presentation and approval by Full Council with minor amendments. • Finance & Governance Risk Management Councillors reviewed the Finance & Governance Risk Management Policy and RESOLVED to approve for presentation and approval by Full Council with minor amendments.
127/26GF	To review finance reports for month ending December 2025 <ul style="list-style-type: none"> • To receive and review December 2025 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 December 2025 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts and confirm bank statements balances for signing Cllrs RESOLVED to approve for presentation and approval by Full Council - all bank statements and reconciliations were confirmed and signed • To receive and review the third quarterly Income and Expenditure Budget vs Actuals report

	<p>CLRs RESOLVED to approve for presentation and approval by Full Council</p> <p>Councillors noted that the RFO had highlighted key points within their report, which would be considered and noted under that item</p> <ul style="list-style-type: none"> To receive and approve the December 2025 schedule of payments over £500 for display on the website <p>CLRs RESOLVED to approve for presentation and approval by Full Council</p>
128/26GF	<p>To note that in the absence of councillors available to approve payment run 18 at Barclays, the Clerk completed approvals including Salaries. Also approved payment run 20, as advised by Cllr Dutton due to time constraints.</p> <p>Noted</p>
129/26GF	<p>To receive the RFO's report</p> <ul style="list-style-type: none"> Councillors reviewed the Insurance Renewal update and noted the additional cyber insurance requirements should the Council's projected turnover exceed £1 million. It was agreed that preparations should be made during 2026 in anticipation of this potentially impacting the 2027/28 budget. <p>ACTION: RFO to obtain an additional quotation for Cyber Essentials certification</p> <ul style="list-style-type: none"> Councillors considered the Rialtas termination fee and agreed to proceed with the termination of Rialtas and the transition to Scribe. Councillors reviewed the third quarterly Income & Expenditure Budget vs Actuals report, considering notable variations and the explanations provided. <p>The rest of the report was noted</p>
130/26GF	<p>To receive notification of submission of the 2026/27 Precept demand</p> <p>The 2026/27 precept demand for £861,862.67 was submitted to North Norfolk District Council on 22nd December 2025 and receipt was acknowledged the same day.</p>
131/26GF	<p>To prepare the 2026/27 Precept increase demand explanation for NNDC to use on Council Tax Demand Notices</p> <p>To recommend to Full Council the 2026-27 precept increase demand explanation for NNDC to use on council tax demand notices:</p> <ol style="list-style-type: none"> The Council's gross expenditure for the year 2026/27. = £763,125.00 as per budget The Council's gross expenditure for the year 2025/26. = £546,700.00 estimated The Council's Precept for the year 2026/27. = £861,862.67 Confirm the Council's Precept for the year was 2025/26. = £567,675.00 The reasons for any difference between 1 & 2. = The Council's expenditure for 2026/27 is £216,425 higher than 2025/26. This reflects unavoidable cost pressures, including increases to overheads, direct costs and contracts, in line with prevailing inflation. The budget also includes the continued funding of the Depot (£42,500) resulting from the impact of NNDC's FLASH project and the continuance of the CCTV replacement programme (£15,000) approved in 2025/26. While these costs were not originally forecast to extend into 2026/27, they now represent ongoing commitments and do not constitute new budget growth. The increase in expenditure is primarily attributable to essential and time-critical service requirements, including urgent streetlight replacements and repairs (phase 1) (£93,000), revised grass-cutting arrangements to address service deficiencies (£21,185), replacement of ageing plant and machinery where continued repair is no longer cost-effective (£16,000), and the renewal or removal of play equipment that has reached the end of its safe operational life (£25,000). The remainder of

	<p>the increase relates to a number of smaller service-critical and statutory items, including wayfinding, match-funded grant commitments, parking enforcement, increased electricity costs, memorial safety works and election planning.</p> <p>6) The reasons for any difference between 3 & 4. = The Council's precept for 2026/27 is £294,187.67 higher than 2025/26. This increase reflects the additional expenditure requirements outlined in Section 5, including unavoidable inflationary pressures and essential service and infrastructure priorities. In addition, the increase ensures the Council maintains sufficient contingencies and reserves to meet its statutory obligations and to respond proactively to emerging responsibilities. For example, as Local Government Reform progresses and County and District Councils move toward unitary structures, discussions are ongoing regarding the potential transfer of assets such as open spaces, playgrounds, and public toilets. The Council is taking a prudent approach to ensure it is able to respond appropriately to any new responsibilities that may arise.</p> <p>7) An opinion of the change in precept issued for the upcoming year to share with the taxpayer (what has caused this change, additional services provided etc.) = The Council recognises that the 2026/27 precept represents a significant increase. This decision was not taken lightly. The increase is necessary to meet rising costs, maintain essential services, invest in critical infrastructure, and ensure the Council is prepared for future responsibilities, including potential changes arising from Local Government Reorganisation. It also reflects the need to correct and address funding shortfalls from prior budgets to maintain financial stability. We are committed to transparency and accountability. The budget proposals were openly discussed at a public forum on 16th December, where residents had the opportunity to ask questions and provide feedback before the precept was formally set by Council on 17th December. This careful process ensures that the Council can plan prudently, safeguard essential services, and respond responsibly to the community's needs while maintaining statutory reserves and contingency funds. We appreciate that any increase can be challenging for households, and the Council will continue to manage resources efficiently and seek alternative sources of income wherever possible.</p>
132/26GF	<p>To receive an update on 2026 insurance renewals Councillors noted that all insurance policies were renewed and in place as of 1 January 2026. Other key points were reviewed in the RFO's report.</p>
133/26GF	<p>To discuss and consider adding MJ Tree Services Ltd to the Preferred Contractors Register Councillors reviewed the application from MJ Tree Services Ltd and RESOLVED to add the company to the Preferred Contractors Register for the provision of tree cutting services.</p>
134/26GF	<p>To receive notification of Rialtas termination costs Councillors noted and reviewed the Rialtas invoice for termination costs of £867.49 and, while expressing concern, RESOLVED to approve payment in order to enable a clean break and facilitate the transition to Scribe, as previously outlined in the RFO's report.</p>
135/26GF	<p>To receive the Internal Controller review None</p>
136/26GF	<p>To discuss the FLASH Project It was noted that confirmation of exchange of the lease contracts had not yet been received, and that the Council's solicitor is pursuing this matter with NNDC</p>
137/26GF	<p>To confirm the date and time of next meeting Governance & Finance: Tuesday 17th February 2026 at 18:00</p>

G & F Action Log as at February 2026

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	0%	



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Fakenham Town Council

RESERVES POLICY

Contents:

1. Purpose
2. Types of Reserve
3. General Reserves
4. Earmarked Reserves
5. Ringfenced Reserves

1. Purpose

Sections 32 and 43 of the Local Government Finance Act 1992 require local authorities to have regard to the level of Reserves needed for meeting estimated future expenditure when calculating the budget requirement.

Local Councils have no legal powers to hold revenue reserves other than for reasonable working capital or for specifically earmarked purposes.

The Auditor may seek an explanation of the year-end value of reserves in relation to the annual precept.

2. Types of Reserve

The council holds 2 types of reserves categorised as: General Reserves and Earmarked Reserves. General (contingency) Reserves are held to cushion the impact of uneven cashflow or unexpected events.

Earmarked Reserves are held for specific purposes. The Responsible Financial Officer will keep a schedule of reserves within the council's accounting package, which is reviewed annually in the budget setting process.

3. General Reserves

General Reserves, set aside in the budget as Contingency funds, do not have any restrictions as to their use. These reserves can be used to smooth the impact of uneven cash flows, offset budget requirements if necessary or can be held in case of unexpected events or emergencies.

Guidance states that 'a council should typically hold between 3-12 months net revenue expenditure as a general reserve', specified as Contingency funds in the budget.

(JPAG Practitioners Guide 2023 SAPPP Practitioners' Guide 2025 & Good Councillor's Guide on Finance & Transparency).

Elements of risk to the council's finances will be estimated and a minimum level of reserves recommended to council, with regard to the guidance, as part of the annual budget setting process.

The Governance & Finance Committee, as part of its quarterly review, will endeavour to ensure the minimum is maintained.

4. Earmarked Reserves

Earmarked Reserves will be established on a "needs" basis in line with anticipated requirements to meet known or predicted liabilities.

Earmarked Reserves are reviewed and / or established by the council at the annual budget setting meeting.

All Earmarked Reserves are recorded within the council's accounting package with the purpose for which they are held.

Sums can be moved between earmarked reserve headings should the need arise or should priorities change.

The council may hold Earmarked Reserves in the following categories:

- Where budgeted expenditure for projects is not spent within the financial year the surplus may be carried forward as an earmarked resource.
- Where Reserves are built up over a time period say, to meet significant anticipated future expenditure such as development projects.
- Ringfenced Reserves – funds that cannot be used for any other purpose beyond the external conditions imposed.

There is no statutory upper limit save that Reserves must be held for genuine and intended purposes.

Reserves are not held to fund general expenditure.

When reserves are used, schedules are updated, and amendments made in the year end reconciliations.

Reviewed & ratified at Governance & Finance Committee 17th February 2026



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INVESTMENT STRATEGY POLICY

CONTENTS:

- 1.INTRODUCTION**
- 2.POLICY**
- 3.INVESTMENT OBJECTIVES**
- 4.SPECIFIED OBJECTIVES**
- 5.NON SPECIFIED OBJECTIVES**
- 6.LIQUIDITY OF INVESTMENTS**
- 7.LONG TERM INVESTMENTS**
- 8. INVESTMENT STRATEGY**
- 9. END OF YEAR INVESTMENT REPORT**
- 10. REVIEW AND AMENDMENT OF REGULATIONS**
- 11. FREEDOM OF INFORMATION**

1. INTRODUCTION

Fakenham Town Council (the Council) acknowledges the importance of prudently investing temporary surplus funds held on behalf of the community as part of its fiduciary duty.

This Strategy complies with the revised requirements set out in the Department of Communities and Local Government *Guidance on Local Government Investments* and takes into account Section 15(1)(a) of the Local Government Act 2003 and guidance within **Governance and Accountability for Local Councils Practitioner's Guide 2018** **SAPPP Practitioners' Guide 2025**.

The Local Government Act 2003 states that a local authority may invest:

- For any purpose relevant to its functions under any enactment.
- For the purpose of prudent management of its financial affairs.

The Council defines its financial management responsibilities as:

- Responsible management of cash flow, banking and money transactions.
- Effective control of associated risks.
- Best value performance consistent with those risks.

2. POLICY

The investment strategy establishes objectives, practices and reporting arrangements for the effective management and control of the Councils financial management activities and associated risks in conjunction with its Financial Regulations.

3. INVESTMENT OBJECTIVES

The Council's investment priorities are SECURITY – LIQUIDITY – YIELD

Council aims to achieve the optimum return on investments in line with appropriate levels of security and liquidity.

- Investments will be made in sterling.
- The borrowing of money to invest or lend to make a return is unlawful and the Council will not engage in such activity.
- The Council will monitor investment risks by regular review.
- Investments will be spread over different providers and limited to institutions of high credit rating to minimise risk.

4. SPECIFIED INVESTMENTS

Specified investments are those offering high security, high liquidity, made in sterling and with a maturity of no more than a year. The Council will ensure Treasury Management Advisors are aware of the different context for Councils.

Investments with the UK Government, a local authority, town or parish council are Specified Investments.

For the prudent management of its finances, maintaining sufficient levels of security and liquidity, Fakenham Town Council will use:

- Deposits with banks, building societies, local authorities or other public authorities
- Other approved public sector investment funds.

The choice of institution and length of deposit will be initially considered by the **Governance & Finance Committee** for recommendation to the Council.

5. NON-SPECIFIED INVESTMENTS

Investments which include money markets, stocks and shares, with greater potential risks, will not be used by the Council.

6. LIQUIDITY OF INVESTMENTS

The investment terms by which funds may be prudently committed, without compromising liquidity, will be assessed initially by the **Governance & Finance Committee** for recommendation to full Council.

Investments will be regarded as commencing on the date of commitment rather than the date on which funds are paid over to the counterparty.

7. LONG TERM INVESTMENTS

Long term investments are defined in the Guidance as greater than 12 months. The Council does not currently hold any funds in long term investments.

8. INVESTMENT STRATEGY

The Council will aim to invest as much of its surplus cash assets as possible in low-risk products in order to achieve investment objectives.

- Cash assets are deposited with Barclays Bank plc, or other high street banks, as appropriate

The Council invests surplus cash assets in low-risk products that prioritise security and liquidity while achieving an appropriate return.

- Cash assets are held with Barclays Bank plc and, where appropriate, with other high-street banks.
- The Council also invests surplus cash with CCLA Investment Management Ltd through the Public Sector Deposit Fund, a pooled cash investment vehicle designed specifically for public sector bodies.

9. END OF YEAR INVESTMENT REPORT

At the end of the financial year, the Governance & Finance Committee will report on the investment activity to the Council.

10. REVIEW AND AMENDMENT OF REGULATIONS

The Investment Strategy must be reviewed annually and revised if considered necessary. The Council reserves the right to vary the Investment Strategy subject to the approval of the Council. Any variations will be made available to the public.

11. FREEDOM OF INFORMATION

In accordance with the Freedom of Information Act 2000, the Council's Investment Strategy will be published on the Town Council's website www.fakenhamtowncouncil.gov.uk and available as hard copy from the Town Council Offices.

Reviewed at Governance & Finance Committee 17th February 2026
Ratified at Full Council 25th February 2026

Date: 10/02/2026

Fakenham Town Council

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Cashbook 1

User: K.LINDSAY

General Current Account

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Balance Brought Fwd :		35,953.16					35,953.16	
CARD	Banked: 08/01/2026	38.00						
CARD	CARD MACHINE	38.00			1120	100	38.00	ALLOT RENT 2025/26 GWL 38
Banked: 12/01/2026		30,000.00						
TRANSFER	Precept Account	30,000.00			210		30,000.00	PRECEPT TRANSFER
TRANSFER	Banked: 12/01/2026	1,340.38						
TRANSFER	TRANSFER MKT TOLLS	1,340.38			100		1,340.38	MKT REIMBURSEMENTS
CARD	Banked: 14/01/2026	80.00						
CARD	CARD MACHINE	80.00			1100	100	40.00	STEADMAN - ERB TRANSFER
					1100	100	40.00	LAPHAM - ERB TRANSFER
BACS	Banked: 26/01/2026	5,970.00						
BACS	AVIVA	5,970.00			1160	100	5,970.00	BW - KEY PERSONS INS CLAIM
BACS	Banked: 27/01/2026	250.00						
BACS	CANLER / BLYTH & SONS LTD	250.00			1100	100	250.00	BOULTER - INT
BACS	Banked: 30/01/2026	140.00						
BACS	M B HOWELL / H BRETT & SON LTD	140.00			1100	100	140.00	JONES - ADD. INSCRIPTION
BACS	Banked: 30/01/2026	325.00						
BACS	M B HOWELL / H BRETT & SON LTD	325.00			1100	100	325.00	SMITH - MEMORIAL
BACS	Banked: 30/01/2026	140.00						
BACS	M B HOWELL / H BRETT & SON LTD	140.00			1100	100	140.00	ARMIGER - ADD. INSCRIPTION
Total Receipts for Month		38,283.38	0.00	0.00			38,283.38	
Cashbook Totals		74,236.54	0.00	0.00			74,236.54	

Date: 10/02/2026

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Cashbook 1

User: K.LINDSAY

General Current Account

For Month No: 10

Payments for Month 10

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>
05/01/2026	BARCLAYCARD COMMERCIAL	DD	2,163.03		351.40	4115	210	582.50	ETL MOBILE PHONE
						4215	220	16.67	LYNN NEWS ANNUAL SUBSCRIPTION
						4135	210	6.36	FRIXION PENS
						4135	210	11.57	STICKY NOTES
						4135	210	16.81	FRIXION PENS/REFILLS ETC
						4155	210	3.32	STICKY FOAM PADS
						4350	300	6.09	STICKY FOAM PADS
						4115	210	19.58	ETL PHONE CASE
						4331	300	5.37	DE-ICER
						4115	210	4.19	ETL IPHONE CHARGER
						4400	310	13.74	TRAP LANE - KEY LOCK BOX
						4115	210	12.04	ETL USB CHARGER
						4135	210	8.66	ENVELOPES
						4206	220	40.00	PW - TRAINING BUNDLE
						4125	210	51.62	STORAGE BOXES
						4230	220	9.99	POPPY SUPPLIES - REM SUNDAY
						4400	310	20.48	LED LIGHTING - CONTAINER
						4331	300	475.48	AE66SVR MOT & SERVICE
						4465	310	82.16	BEE SQ PROJECT - SEEDS
						4465	310	425.00	BLEED CABINET & CONTROL KIT
08/01/2026	BARCLAYS	DD	8.50			4200	220	8.50	ACCOUNT FEE
12/01/2026	BARCLAYCARD	DD	25.76		0.96	4202	220	24.80	CARD PAYMENT FEES
12/01/2026	NNDC	DD	135.00			4070	200	135.00	MKT RATES 2025/26 JANUARY
12/01/2026	NNDC	DD	180.00			4406	310	180.00	CREAKE RD CEM RATES DECEMBER
13/01/2026	COZENS (UK) LTD	BACS	474.00		79.00	4270	230	395.00	INV 10118 NORWICH ROAD
13/01/2026	COZENS (UK) LTD	BACS	474.00		79.00	4270	230	395.00	INV 10120 SILVERLANDS CLOSE
13/01/2026	COZENS (UK) LTD	BACS	474.00		79.00	4270	230	395.00	INV 10119 LE WARNER AVENUE
13/01/2026	JEWSON / STARK	BACS	47.14		7.86	100		23.50	SAND FOR BAGS MKT
						4350	300	15.78	SAW BLADES
13/01/2026	JEWSON / STARK	BACS	-47.14		-7.86	100		-23.50	REVERSAL
						4350	300	-15.78	REVERSAL
13/01/2026	JEWSON / STARK	BACS	15.77		2.63	4350	300	13.14	SAW BLADES £15.78 1p CREDIT
13/01/2026	STARBOARD SYSTEMS LTD	BACS	150.00		25.00	4115	210	125.00	INV 14824 1 -31 01/26
13/01/2026	NJ COMBRINK	BACS	1,150.00			4350	300	1,150.00	INV 26/0368 GROUNDSMAN DUTIES
13/01/2026	COMMUNITY CENTRE	BACS	64.00			4222	220	64.00	MEETING ROOM HIRE DECEMBER
13/01/2026	THE CROWN FAKENHAM	BACS	684.21			4500	400	684.21	S137 GRANT MIN264/25

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Date: 10/02/2026

Fakenham Town Council

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Cashbook 1

User: K.LINDSAY

General Current Account

For Month No: 10

Payments for Month 10

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>
15/01/2026	NEST	DD	2,264.44			4020	200	2,264.44	NEST PENSION CONT. JANUARY
15/01/2026	MOTIA/FUEL CARD SERVICES	DD	9.60		1.60	4330	300	8.00	GROUNDSTAFF FUEL CARD
15/01/2026	SALARIES	BACS	12,551.92			4000	200	12,551.92	SALARIES
15/01/2026	NORFOLK PENSION FUND	BACS	637.67			4020	200	637.67	NPF PENSION CONT. JANUARY
19/01/2026	HMRC	DD	3,927.80			4010	200	3,927.80	PAYE & NI MTH 9 2025/26
20/01/2026	NNDC	DD	1,722.50			4050	200	1,722.50	QRTLY SERVICE CHARGE JAN-MAR
20/01/2026	TALK TALK	DD	126.22		21.04	4110	210	105.18	OFFICE T/PHONE & B/BAND
22/01/2026	NPOWER	DD	1,563.86		260.64	4265	230	1,303.22	STREETLIGHTS ELEC. DEC 2025
22/01/2026	NPOWER	DD	78.16		13.03	4280	230	65.13	CCTV ELEC. DECEMBER 2025
23/01/2026	ANGLIAN WATER	DD	53.81			4406	310	53.81	WATER 9/10/25 - 8/01/26
27/01/2026	KONICA MINOLTA	DD	403.48		67.24	4140	210	99.12	BIZHUB CONTRACT 4/12 -3/03/26
						4140	210	237.12	BIZHUB PRINTS 4/09 - 3/12/25
27/01/2026	GEOXPHERE LTD	BACS	288.00		48.00	4115	210	240.00	INV 33UF029-0007 PARISH ONLINE
27/01/2026	COZENS (UK) LTD	BACS	90.00		15.00	4270	230	75.00	STREETLIGHT CONTRACT JANUARY
27/01/2026	CARBEN CONSTRUCTION	BACS	13.50		2.25	4900	430	11.25	LYMT GRANT - GRAVEL
27/01/2026	SECOND LIFE PRODUCTS WALES LTD	BACS	2,640.72		440.12	4900	430	2,200.60	LYMT GRANT - PLANTERS
27/01/2026	ICO SYSTEMS LTD	BACS	115.20		19.20	4120	210	96.00	INV21118 DOMAIN NAME & HOSTING
27/01/2026	FAKENHAM SKIPS	BACS	288.00		48.00	4415	310	240.00	INV 61167 LARGE SKIP
27/01/2026	RIALTAS BUSINESS SOLUTIONS LTD	BACS	1,040.99		173.50	4115	210	867.49	INV33396 TERMINATION FEE
27/01/2026	CAFE MENU SYSTEMS	BACS	522.00		87.00	4470	310	435.00	INV 1709 WEBSITE HOSTING 26-27
27/01/2026	MOAT ROAD NURSERY	BACS	62.00		10.33	4900	430	51.67	LYMT GRANT - PLANTS
27/01/2026	NORFOLK PTS	BACS	252.00		42.00	4205	220	70.00	INV 30309 AG
						4206	220	140.00	INVS 30307/8 LM/KL
27/01/2026	NJ COMBRINK	BACS	900.00			4350	300	900.00	INV 26/0370 GROUNDSMAN DUTIES
28/01/2026	VEOLIA	DD	127.22		21.20	4250	230	106.02	INV1000225692 COMMERCIAL BIN
29/01/2026	ANGLIAN WATER	DD	18.49			4415	310	18.49	GWL WATER 15/10 - 14/01/26
30/01/2026	MOTIA/FUEL CARD SERVICES	DD	32.27		5.38	4330	300	26.89	GROUNDSTAFF FUEL CARD
Total Payments for Month			35,728.12	0.00	1,892.52			33,835.60	
Balance Carried Fwd			38,508.42						
Cashbook Totals			74,236.54	0.00	1,892.52			72,344.02	

Date: 10/02/2026

Fakenham Town Council

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Cashbook 2

User: K.LINDSAY

Business Reserve Account

For Month No: 10

Receipts for Month 10

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>	

Date: 10/02/2026

Fakenham Town Council

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Cashbook 2

User: K.LINDSAY

Business Reserve Account

For Month No: 10

Payments for Month 10

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>
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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: 10/02/2026

Fakenham Town Council

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Cashbook 3

User: K.LINDSAY

Precept Account

For Month No: 10

Receipts for Month 10

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 :		212,544.72					212,544.72	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>212,544.72</u>	<u>0.00</u>	<u>0.00</u>			<u>212,544.72</u>	

Date: 10/02/2026

Fakenham Town Council

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Cashbook 3

User: K.LINDSAY

Precept Account

For Month No: 10

Payments for Month 10

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>
12/01/2026	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			182,544.72						
Cashbook Totals			<u>212,544.72</u>	0.00	0.00			<u>212,544.72</u>	

Date: 10/02/2026

Fakenham Town Council

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Cashbook 6

User: K.LINDSAY

CCLA Investment Account

For Month No: 10

Receipts for Month 10

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 :		101,910.41					101,910.41	
CCLA INT Banked: 05/01/2026		332.58						
CCLA INT CCLA		332.58			1090	100	332.58	CCLA INT TO 31/01/2026
Total Receipts for Month		332.58	0.00	0.00			332.58	
Cashbook Totals		<u>102,242.99</u>	<u>0.00</u>	<u>0.00</u>			<u>102,242.99</u>	

Date: 10/02/2026

Fakenham Town Council

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Cashbook 6

User: K.LINDSAY

CCLA Investment Account

For Month No: 10

Payments for Month 10

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			102,242.99						
Cashbook Totals			<u>102,242.99</u>	0.00	0.00			<u>102,242.99</u>	

Date: 10/02/2026

Fakenham Town Council

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Cashbook 7

User: K.LINDSAY

Petty Cash

For Month No: 10

Receipts for Month 10

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 :		93.14					93.14	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>93.14</u>	<u>0.00</u>	<u>0.00</u>			<u>93.14</u>	

Date: 10/02/2026

Fakenham Town Council

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Cashbook 7

User: K.LINDSAY

Petty Cash

For Month No: 10

Payments for Month 10

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>
22/01/2026	POST OFFICE LTD	CASH	8.60			4135	210	8.60	POSTAGE & STAMPS
Total Payments for Month			8.60	0.00	0.00			8.60	
Balance Carried Fwd			84.54						
Cashbook Totals			93.14	0.00	0.00			93.14	

Date: 10/02/2026

Fakenham Charter Market

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Cashbook 1

User: K.LINDSAY

Current Bank A/c

For Month No: 10

Receipts for Month 10

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	6,248.63					6,248.63	
	BACS Banked: 02/01/2026	220.00						
	BACS SEEKINGS ta MEADOW MARKET	220.00			1110	440	220.00	MARKET RENT JANUARY
	BACS Banked: 02/01/2026	75.00						
	BACS COUNTRY VENTURE	75.00			1110	440	75.00	MARKET RENT JANUARY
	BACS Banked: 02/01/2026	40.00						
	BACS BAPTIST CHURCH	40.00			1110	440	40.00	MARKET RENT JANUARY
	BACS Banked: 02/01/2026	116.00						
	BACS A J FIELDS	116.00			1110	440	116.00	MARKET RENT JANUARY
	BACS Banked: 02/01/2026	64.00						
	BACS CHRISTIE CHEESE	64.00			1110	440	64.00	MARKET RENT JANUARY
	BACS Banked: 02/01/2026	120.00						
	BACS BADWAL	120.00			1110	440	120.00	MARKET RENT JANUARY
	BACS Banked: 02/01/2026	62.00						
	BACS CHAPMAN	62.00			1110	440	62.00	MARKET RENT JANUARY
	BACS Banked: 02/01/2026	40.00						
	BACS JUST RING / THE DAPPER DOG	40.00			1110	440	40.00	MARKET RENT JANUARY
	BACS Banked: 05/01/2026	88.00						
	BACS WESTON	88.00			1110	440	88.00	MARKET RENT JANUARY
	BACS Banked: 07/01/2026	40.00						
	BACS BULLEN	40.00			1110	440	40.00	MARKET RENT JANUARY
	BACS Banked: 09/01/2026	120.00						
	BACS CLEAN GETAWAYS	120.00			1110	440	120.00	MARKET RENT JANUARY
	BACS Banked: 09/01/2026	40.00						
	BACS NEWSTAR BAKERY (FLOUR & BEAN)	40.00			1110	440	40.00	MARKET RENT JANUARY
	BACS Banked: 12/01/2026	60.00						
	BACS GERRY HADFIELD	60.00			1110	440	60.00	MARKET RENT JANUARY
	BACS Banked: 16/01/2026	40.00						
	BACS NEWSTAR BAKERY (FLOUR & BEAN)	40.00			1110	440	40.00	MARKET RENT FEBRUARY
	BACS Banked: 19/01/2026	20.00						
	BACS TASTY WALID	20.00			1110	440	20.00	MARKET RENT JANUARY
	BACS Banked: 21/01/2026	10.00						
	BACS LELI'S DELI	10.00			1110	440	10.00	MARKET RENT JANUARY
	BACS Banked: 28/01/2026	36.00						
	BACS JAKES KITCHEN	36.00			1110	440	36.00	MARKET RENT FEBRUARY
	BACS Banked: 29/01/2026	40.00						
	BACS NEWSTAR BAKERY (FLOUR &	40.00			1110	440	40.00	MARKET RENT MARCH

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Date: 10/02/2026

Fakenham Charter Market

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Cashbook 1

User: K.LINDSAY

Current Bank A/c

For Month No: 10

Receipts for Month 10

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>
	BEAN)							
BACS	Banked: 29/01/2026	60.00						
BACS	MOAT ROAD NURSERY	60.00			1110	440	60.00	MARKET RENT FEBRUARY
BACS	Banked: 30/01/2026	60.00						
BACS	WYE-HARRIS	60.00			1110	440	60.00	MARKET RENT FEBRUARY
BACS	Banked: 30/01/2026	40.00						
BACS	JUST RING / THE DAPPER DOG	40.00			1110	440	40.00	MARKET RENT FEBRUARY
BACS	Banked: 30/01/2026	84.00						
BACS	VILLAGE VENISON	84.00			1110	440	84.00	MARKET RENT FEBRUARY
BACS	Banked: 30/01/2026	40.00						
BACS	TASTY WALID	40.00			1110	440	40.00	MARKET RENT FEBRUARY
Total Receipts for Month		1,515.00	0.00	0.00			1,515.00	
Cashbook Totals		<u>7,763.63</u>	<u>0.00</u>	<u>0.00</u>			<u>7,763.63</u>	

Date: 10/02/2026

Fakenham Charter Market

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Cashbook 1

User: K.LINDSAY

Current Bank A/c

For Month No: 10

Payments for Month 10

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>
08/01/2026	BARCLAYS	DD	8.50			4200	440	8.50	ACCOUNT FEES
12/01/2026	FAKENHAM TOWN COUNCIL	TRANSFER	1,340.38			4335	440	1,340.38	REIMBURSE FTC - BARRIERS ETC.
13/01/2026	ACTIVE FAKENHAM	BACS	3,900.00			4500	440	3,900.00	MKT TOLLS GRANT AWARD FC263/25
20/01/2026	BRITISH GAS	DD	30.13		1.43	4265	440	28.70	FEEDER PILLAR 5/12 - 4/01/2026
27/01/2026	CLUB 26	BACS	300.00			4500	440	300.00	MKT TOLLS GRANT AWARD FC263/25
Total Payments for Month			5,579.01	0.00	1.43			5,577.58	
Balance Carried Fwd			2,184.62						
Cashbook Totals			<u>7,763.63</u>	0.00	1.43			<u>7,762.20</u>	

Date: 10/02/2026

Fakenham Charter Market

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Cashbook 2

User: K.LINDSAY

Deposit Account

For Month No: 10

Receipts for Month 10

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: 10/02/2026

Fakenham Charter Market

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Time: 15:04

Cashbook 2

User: K.LINDSAY

Deposit Account

For Month No: 10

Payments for Month 10

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>
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0.00

Total Payments for Month

0.00

0.00

0.00

0.00

Balance Carried Fwd

16,664.83

Cashbook Totals

16,664.83

0.00

0.00

16,664.83

Fakenham Town Council

Bank - Cash and Investment Reconciliation as at 31 January 2026

<u>Confirmed Bank & Investment Balances</u>		
<u>Bank Statement Balances</u>		
31/01/2026		0.00
31/01/2026	General Current 70371432	38,508.42
31/01/2026	Business Reserve 70371408	164,198.77
31/01/2026	Precept Account 13943305	182,544.72
31/01/2026	CCLA Investment Account	102,242.99
31/01/2026	Petty Cash	84.54
		487,579.44
 <u>Receipts not on Bank Statement</u>		
		0.00
Closing Balance		487,579.44
<u>All Cash & Bank Accounts</u>		
1	General Current Account	38,508.42
2	Business Reserve Account	164,198.77
3	Precept Account	182,544.72
4	Market Tolls Current Account	0.00
5	Market Tolls Business Reserve	0.00
6	CCLA Investment Account	102,242.99
7	Petty Cash	84.54
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	487,579.44

**Bank Reconciliation Statement as at 31/01/2026
for Cashbook 1 - General Current Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
General Current 70371432	31/01/2026		38,508.42
	31/01/2026		0.00
			<u>38,508.42</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			38,508.42
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			38,508.42
		Balance per Cash Book is :-	38,508.42
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/01/2026
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	31/01/2026		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:10/02/2026

Fakenham Town Council

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Time: 15:12

**Bank Reconciliation Statement as at 31/01/2026
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	31/01/2026		182,544.72
			<u>182,544.72</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			182,544.72
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			182,544.72
		Balance per Cash Book is :-	182,544.72
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/01/2026
for Cashbook 6 - CCLA Investment Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CCLA Investment Account	31/01/2026		102,242.99
			<u>102,242.99</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			102,242.99
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			102,242.99
		Balance per Cash Book is :-	102,242.99
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/01/2026
for Cashbook 7 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/01/2026		84.54
			<hr/> 84.54
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			84.54
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			84.54
		Balance per Cash Book is :-	84.54
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Fakenham Charter Market

Bank - Cash and Investment Reconciliation as at 31 January 2026

<u>Confirmed Bank & Investment Balances</u>		
<u>Bank Statement Balances</u>		
31/01/2026	Market Tolls Current 80371513	2,184.62
31/01/2026	Market Tolls Deposit 00816779	16,664.83
		18,849.45
 <u>Receipts not on Bank Statement</u>		
		0.00
Closing Balance		18,849.45
<u>All Cash & Bank Accounts</u>		
1	Current Bank A/c	2,184.62
2	Deposit Account	16,664.83
	Other Cash & Bank Balances	0.00
	Total Cash & Bank Balances	18,849.45

Date:10/02/2026

Fakenham Charter Market

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**Bank Reconciliation Statement as at 31/01/2026
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	31/01/2026		2,184.62
			<u>2,184.62</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,184.62
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,184.62
		Balance per Cash Book is :-	2,184.62
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 31/01/2026
for Cashbook 2 - Deposit Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Market Tolls Deposit 00816779	31/01/2026		16,664.83
			<u>16,664.83</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			16,664.83
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			16,664.83
		Balance per Cash Book is :-	16,664.83
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

10/02/2026

Fakenham Town Council

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Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

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	333	5,343	1,970	(3,373)			271.2%	
1100 Cemeteries Income	935	12,173	12,000	(173)			101.4%	
1120 Allotment Income	38	4,716	5,000	284			94.3%	
1130 Trap Lane Income	0	190	100	(90)			190.0%	
1160 Misc Receipts	5,970	6,370	0	(6,370)			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	7,276	614,775	597,075	(17,700)			103.0%	0
Net Income	7,276	614,775	597,075	(17,700)				
200 Direct Costs								
4000 Salaries & Wages	12,552	117,335	181,000	63,665		63,665	64.8%	
4001 Additional Staff Wages	0	125	5,000	4,875		4,875	2.5%	
4010 PAYE & NI	3,928	39,679	23,000	(16,679)	(16,679)		172.5%	
4020 Pension	2,902	27,005	23,500	(3,505)	(3,505)		114.9%	
4050 Rent/Service Charges	1,723	8,499	9,000	501		501	94.4%	
4060 Rates	0	1,245	1,600	355		355	77.8%	
4070 Charter Market Rates	135	1,352	1,900	548		548	71.1%	
Direct Costs :- Indirect Expenditure	21,239	195,240	245,000	49,760	0	49,760	79.7%	0
Net Expenditure	(21,239)	(195,240)	(245,000)	(49,760)				
210 Admin Services								
4110 Telephone/Broadband	105	1,599	2,000	401		401	79.9%	
4115 IT Equipment & Software	1,851	5,580	5,500	(80)	(80)		101.4%	
4120 IT Support/Maintenance	96	3,490	5,000	1,510		1,510	69.8%	
4122 Website Provision	0	220	500	280		280	44.0%	
4125 Office Equipment	52	456	1,500	1,044		1,044	30.4%	
4130 Office Repairs & Maintenance	0	33	500	467		467	6.6%	
4135 Stationery & Postage	52	680	1,200	520		520	56.6%	
4140 Photocopying	336	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	3	118	750	632		632	15.7%	
Admin Services :- Indirect Expenditure	2,495	13,447	18,550	5,103	0	5,103	72.5%	0
Net Expenditure	(2,495)	(13,447)	(18,550)	(5,103)				

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Fakenham Town Council

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Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

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	0	11,770	7,000	(4,770)		(4,770)	168.1%	
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	173	250	77		77	69.3%	
4202 Card Payment Service	25	266	450	184		184	59.2%	
4205 Training - Members	70	280	500	220		220	56.0%	
4206 Training - Staff	180	2,158	1,300	(858)		(858)	166.0%	
4210 Travel Members	0	0	100	100		100	0.0%	
4211 Travel -Staff	0	0	200	200		200	0.0%	
4215 Subscriptions & Memberships	17	2,115	2,500	385		385	84.6%	
4222 Meeting Expenses	64	404	1,050	646		646	38.5%	
4230 Event Expenses	10	1,638	1,000	(638)		(638)	163.8%	
Overheads :- Indirect Expenditure	374	20,012	31,350	11,338	0	11,338	63.8%	0
Net Expenditure	(374)	(20,012)	(31,350)	(11,338)				
230 Contracts								
4160 Confidential Paper Disposal	0	266	600	334		334	44.3%	
4250 Veolia - Waste Collection	106	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	1,303	8,455	10,000	1,545		1,545	84.6%	
4270 Lighting Repairs & Renewals	1,260	5,373	18,160	12,787		12,787	29.6%	
4275 CCTV - Secure Defence	0	0	20,000	20,000		20,000	0.0%	
4280 CCTV Electricity	65	571	650	79		79	87.9%	
Contracts :- Indirect Expenditure	2,734	20,934	72,010	51,076	0	51,076	29.1%	0
Net Expenditure	(2,734)	(20,934)	(72,010)	(51,076)				
300 Estate Running Costs								
4315 Workwear	0	544	1,000	456		456	54.4%	
4330 Fuel	35	1,195	2,000	805		805	59.7%	
4331 Vehicle Costs	481	2,469	2,000	(469)		(469)	123.5%	
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	2,069	9,180	2,000	(7,180)		(7,180)	459.0%	
Estate Running Costs :- Indirect Expenditure	2,585	22,884	26,000	3,116	0	3,116	88.0%	0
Net Expenditure	(2,585)	(22,884)	(26,000)	(3,116)				

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Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

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>310 Estate Sites</u>								
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	34	3,568	50,750	47,182		47,182	7.0%	
4406 Creake Road Cemetery	234	34,602	36,000	1,398		1,398	96.1%	
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	258	6,653	9,500	2,847		2,847	70.0%	
4422 Queens Road Cemetery	0	2,189	3,340	1,151		1,151	65.5%	
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	507	5,763	4,000	(1,763)		(1,763)	144.1%	
4466 Aldiss Park FRGC	0	240	2,000	1,760		1,760	12.0%	
4470 Heritage Trail Project	435	1,732	1,000	(732)		(732)	173.2%	
Estate Sites :- Indirect Expenditure	1,469	67,913	141,190	73,277	0	73,277	48.1%	0
Net Expenditure	(1,469)	(68,297)	(141,690)	(73,393)				
<u>400 Grants S137 & S144</u>								
4500 Grants - s137	684	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	684	6,726	11,500	4,774	0	4,774	58.5%	0
Net Expenditure	(684)	(6,726)	(11,500)	(4,774)				
<u>420 Civic</u>								
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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Fakenham Town Council

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Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

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	2,264	14,354	140,465	126,111		126,111	10.2%	
Contingencies :- Indirect Expenditure	2,264	14,354	140,465	126,111	0	126,111	10.2%	0
Net Expenditure	(2,264)	(14,354)	(140,465)	(126,111)				
<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	0	0	4,000	4,000	0	4,000	0.0%	0
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	0	12,100	49,500	37,400	0	37,400	24.4%	12,100
Net Expenditure	0	(12,100)	(53,500)	(41,400)				
6000 plus Transfer from EMR	0	12,100	0	(12,100)				
Movement to/(from) Gen Reserve	0	0	(53,500)	(53,500)				
Grand Totals:- Income	7,276	614,775	597,075	(17,700)			103.0%	
Expenditure	33,844	374,100	740,665	366,565	0	366,565	50.5%	
Net Income over Expenditure	(26,569)	240,675	(143,590)	(384,265)				
plus Transfer from EMR	0	12,100	0	(12,100)				
Movement to/(from) Gen Reserve	(26,569)	252,775	(143,590)	(396,365)				

10/02/2026

Fakenham Town Council

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**Cashbook transactions totalling £500.00 or more
for the period 01/01/2026 to 31/01/2026**

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>
3	Precept Account	10	12/01/2026	TRANSFER	General Current Account	30,000.00
1	General Current Account	10	05/01/2026	DD	BARCLAYCARD COMMERCIAL	2,163.03
1	General Current Account	10	13/01/2026	BACS	NJ COMBRINK	1,150.00
1	General Current Account	10	13/01/2026	BACS	THE CROWN FAKENHAM	684.21
1	General Current Account	10	15/01/2026	DD	NEST	2,264.44
1	General Current Account	10	15/01/2026	BACS	SALARIES	12,551.92
1	General Current Account	10	15/01/2026	BACS	NORFOLK PENSION FUND	637.67
1	General Current Account	10	19/01/2026	DD	HMRC	3,927.80
1	General Current Account	10	20/01/2026	DD	NNDC	1,722.50
1	General Current Account	10	22/01/2026	DD	NPOWER	1,563.86
1	General Current Account	10	27/01/2026	BACS	SECOND LIFE PRODUCTS WALES	2,640.72
1	General Current Account	10	27/01/2026	BACS	RIALTAS BUSINESS SOLUTIONS	1,040.99
1	General Current Account	10	27/01/2026	BACS	CAFE MENU SYSTEMS	522.00
1	General Current Account	10	27/01/2026	BACS	NJ COMBRINK	900.00

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	10	12/01/2026	30,000.00	Precept Account
1	General Current Account	10	12/01/2026	1,340.38	TRANSFER MKT TOLLS
1	General Current Account	10	26/01/2026	5,970.00	AVIVA

Governance & Finance Committee 17th February 2026

RFO Report

1. VAT Return – Third Quarter 2025/26 (Update)

The VAT return for the third quarter of the 2025/26 financial year was reviewed and approved prior to submission by Cllr Dutton. The return has since been submitted, and a VAT refund of £7,879.61 was received on 02/02/2026.

2. Amey Invoice – Update

Recap - 22nd July 2025 32/25 GF To discuss Invoice 90936316 £457.48 (excl. VAT) Amey as reviewed at the Finance Sub-Committee meeting 28th April 2025 Cllrs RESOLVED to contact County Cllr Fitzpatrick to request an update before making a decision regarding payment of the invoice.

ACTION: Cllr Glynn to contact County Cllr Fitzpatrick

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

In the meantime, we have offered to Amey that the Council will pay the undisputed portion of Invoice 90936316. This offer has not been accepted, and Amey is continuing to actively pursue payment of the full invoiced amount.

Councillors are therefore asked to consider the position and advise on the appropriate next steps.

3. Transition to Scribe

Rialtas has been paid the agreed termination fee, and the Council will retain access to the system until the end of May 2026 to enable the extraction of all required data.

I have been liaising with Scribe regarding the setup of the new ledgers. While some preparatory work can be completed in advance, the main implementation phase will be intensive from 1 March through April. This will include importing historical data, fine-tuning the system configuration, and completing training across all modules.

4. Budget Observations

- **4000, 4001, 4010, 4020 – Staffing Costs:**
When considered collectively, salaries and associated budget lines are currently marginally **under budget**.
- **4180 – Insurance (including Vehicle Cover):**
Although showing an apparent overspend of **£4,770**, 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 **£6,703.08**, and therefore within budget.
- **4350 – Miscellaneous Estate Expenditure:**
This budget line currently shows an overspend of **£5,180**, reflecting contractor costs incurred to cover Groundsman duties during a period of sickness absence.
- **1160 - Misc Receipts:**
An interim Key Person Insurance claim payment of **£5,970** has been received, offsetting the **4350** overspend.
- **4465 – Public Spaces:**
An overspend of **£1,763** 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.

5. Town Ambition Programme Grant

Invoices have been issued to all confirmed sponsors. An invoice has also been issued to Sculthorpe Mill following verbal indication of their wish to participate.

The grant claim must be submitted by 28 February. All invoices must be received and paid in advance of this date, with proof of payment attached to the claim. Outstanding invoices for completed work have been chased and are expected to be settled in the next scheduled payment run. The timing of the film deliverable is currently the only potential risk to the overall claim. Revel Studios have been contacted to confirm the film timeline and issue the final invoice, which may require a separate payment run.

The financial elements of the grant claim, including confirmation of paid invoices and photographic evidence of the asset register, are either in place or actively being followed up. Additional requirements for the claim include evidence of appropriate insurance cover and evidence of publicity relating to the project. It is noted that the appropriate funder logos will be displayed within the film; however, Councillors are invited to provide their ideas and suggestions on any further supporting material that could be included to demonstrate project publicity within the grant submission.

6. Section 137 Expenditure: Limit for 2026/27

We have been informed by the Ministry of Housing, Communities & Local Government that the appropriate sum for the purposes of Section 137(4)(a) of the Local Government Act 1972 for parish and town councils in England for 2026–27 is **£11.60 per local government elector registered within the parish.**



Business Banking

003788 BBMU362A 709C801HA00012 35500 C 66188

Barclays
Leicester
LE87 2BB

0345 605 2345*



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



7 January 2026

Our Ref: BR3/2601071800160029343

We're reducing the interest rates on your business accounts

We regularly review the interest rates across our business savings accounts and from **24 March 2026**, we'll be reducing them. Here's what's changing on your account:

Business Premium Account

Balance	Current standard rates	Rates from 24 March 2026	Change in rates
£1+	1.10%	1.05%	Reduced by 0.05%
£1 million+	1.40%	1.30%	Reduced by 0.10%
£10 million+	1.60%	1.50%	Reduced by 0.10%

These interest rates aren't directly linked to the Bank of England base rate. We'll always give you two months' notice before we lower your interest rates.

We calculate interest daily, in line with your account terms and conditions. If you'd like a copy of them, please visit barclays.co.uk/business-banking/manage/terms-and-conditions

What happens next

You don't need to do anything. The changes will happen automatically on **24 March 2026**. To find out more, please visit barclays.co.uk/business-banking/accounts/compare-accounts

If you're unhappy with these changes, you always have the option to close your account free of charge before the changes take place – although we hope you'll continue to bank with us.

Yours sincerely

Your Barclays Business team

You can request this in Braille, large print or audio. For information about all of our accessibility services or ways to contact us, visit barclays.co.uk/accessibility

*Call charges may apply. Please check with your service provider. To maintain a quality service, we may monitor or record phone calls.

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