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

TUESDAY 16th June 2026 AT 18:00

Attending Committee Councillors: A Glynn (Mayor), P Bucknell, L Harrison, D Hunter

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

Number	Agenda
1/26GF	**To elect a Chair of the Committee to serve until the next Annual Meeting of the Council.** Cllr Glynn proposed Cllr Harrison, seconded by Cllr Bucknell, AGREED by all.
2/26GF	**To receive Apologies for Absence** Apologies received from Councillors Joslin, Dutton & Thorpe
3/26GF	**To appoint a Deputy Chair of the committee to serve until the next Annual Meeting of the Council** Cllr Glynn proposed Cllr Dutton, seconded by Cllr Hunter, AGREED by all.
4/26GF	**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
5/26GF	**To adjourn the Meeting for Electors' question** None received
6/26GF	**To confirm the minutes of the Governance & Finance Committee meeting held on 19th May 2026** On the proposition of Cllr Glynn, seconded by Cllr Hunter, the minutes of the Governance & Finance Committee meeting held on 19th May 2026 were AGREED by all and signed by the Chair
7/26GF	**To discuss any matters arising from the Governance & Finance Committee meeting held on 19th May 2026** The Action Log was noted
8/26GF	**To review and agree policies and risk assessments for update:** • **Dignity at Work Policy** Cllrs reviewed the Dignity at Work Policy and RESOLVED to recommend it to Full Council for approval • **Compliments or Complaints Policy** Cllrs reviewed the Compliments or Complaints Policy and RESOLVED to approve it • **Discipline and Grievance Policy** Cllrs reviewed the Discipline and Grievance Policy and RESOLVED to approve it • **Health & Safety Policy** Cllrs reviewed the Health & Safety Policy and RESOLVED to recommend it to Full Council for approval, subject to a minor amendment Cllrs also noted the need for a procedure to ensure that volunteers are appropriately briefed and provided with relevant risk assessments and method statements (RAMS) for the tasks they undertake.

9/26GF	**To review finance reports for month ending April and May 2026** • To receive and review April and May Payments and Receipts Lists for Fakenham Town Council and Charter Market Cllrs RESOLVED to approve for presentation and approval by Full Council • To receive and review April and May 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 • To receive and approve the April and May 2026 schedule of payments over £500 for display on the website Cllrs RESOLVED to approve for presentation and approval by Full Council
10/26GF	**To receive the RFO's report** 1. Fidelity Guarantee Insurance Members noted the Council's current Fidelity Guarantee Insurance cover and the outcome of enquiries with the insurance provider. It was noted that, although the Council's calculated requirement is below £1 million, the insurer's next available level is £1 million, and a quotation had therefore been sought to increase cover accordingly. A quotation has been received in the sum of £28.94 plus an administration fee of £25 (total £53.94) to increase Fidelity Guarantee Insurance cover to £1 million, with effect to the current insurance renewal date of 31 December 2026. Cllrs RESOLVED to accept the quotation and proceed with the increase in cover. 2. Payroll Provider Members noted that an invoice had been received from the payroll provider in respect of the 2025/26 financial year, and that a credit had been applied to reflect interest incurred due to a previous error in submitting employer obligations to HMRC. It was further noted that the Council's payroll arrangements will continue to be kept under review. The RFO also reported that a further error had occurred in relation to the payroll provider's submission of employer payments, resulting in correspondence from HMRC regarding late payment and associated interest charges. The provider had been contacted and asked to confirm the measures being put in place to prevent recurrence, and had advised that future payments would be diarised and subject to additional checks to ensure they are made within the required timescales. 3. Transition to Scribe Accounts Members noted the progress report on the transition to the Scribe accounting software package.

	4. Financial Reports Members noted the new reporting formats now being presented following implementation of the Scribe accounting system. Members confirmed that they were content with the consolidated format of the Payments and Receipts reports for both the Town Council and Market, and AGREED that this approach should continue. Members AGREED that, in the interests of reducing duplication, they would in future receive only the main bank reconciliation summaries for both the Town Council and the Market, rather than separate reconciliation reports for each bank account, noting that the same information is contained within the summaries. Members noted the revised format of the Payments Over £500 report.
11/26GF	**To receive the Internal Controller review** None
12/26GF	**To review the Internal Auditor's Year End Report for the Charter Market 2025/26 and Recommendation – "The market account cannot sustain a deficit of this level in 2026/27. The grants made by the council from this fund will need to reflect the monies being received. We recommend a balance of 3 months expenditure (£6,748.50) should be retained within reserves."** Members reviewed the Internal Auditor's Year End Report and considered the recommendation regarding the level of reserves to be retained within the Charter Market accounts. Members acknowledged the importance of ensuring that grant funding remains sustainable and that the Market should be able to meet its own ongoing expenditure from available income and reserves. It was recognised that grant awards should not exceed income levels and that sufficient provision must be maintained to meet anticipated and reasonable costs. Members did not agree to adopt a fixed reserve figure at this stage but acknowledged that greater oversight of the Market's financial position is required. It was therefore AGREED that future grant applications in respect of Market Tolls funding should be supported by an income and expenditure statement for the Market to provide Members with a clearer understanding of affordability and financial impact. Members AGREED that grant awarding and market finances will be more actively monitored going forward to ensure sustainability.
13/26GF	**To note the increase in the HMRC mileage rate from 45p to 55p per mile with effect from 6 April 2026 and the resulting adjustment to Council mileage claims** Noted
14/26GF	**To appoint Members authorised to review fortnightly invoice schedules and authorise invoices for payment on behalf of the Council in accordance with the Council's Financial Regulations** Members considered the appointment of Councillors to review fortnightly invoice schedules and authorise invoices for payment on behalf of the Council in accordance with the Council's Financial Regulations. Cllrs RESOLVED to appoint Cllrs Bucknell, Dutton, Glynn, Harrison, Hunter and Joslin as authorised Members for this purpose.
15/26GF	**To review the current Barclays Bank mandate and appoint authorised bank users for online payment approval. In making appointments, Members are requested to**

	consider the operational requirements of the role, including participation in any necessary training and compliance with banking security procedures, to ensure the effective and secure administration of the Council's banking arrangements. Members reviewed the current Barclays Bank mandate and the authorised users for online payment approval. Cllrs RESOLVED to recommend to Full Council the removal of Cllr Rockett from the bank mandate, as requested by Cllr Rockett and reflecting that they are no longer a member of the Governance & Finance Committee. Members confirmed that the Councillor authorised bank users are Cllr Bucknell, Cllr Dutton, Cllr Glynn and Cllr Joslin. Members further confirmed that the authorised staff users are the Clerk and the Deputy Clerk/RFO.
16/26GF	**To review and discuss the frequency of Governance & Finance meetings.** Members reviewed the frequency of Governance & Finance Committee meetings. On the proposition of Cllr Glynn, seconded by Cllr Hunter, Cllrs RESOLVED that ordinary meetings of the Governance & Finance Committee would be held quarterly, following the end of each financial quarter, namely in July, October, January and April. In reaching this decision, Members noted that all financial reports would continue to be generated and provided monthly to Full Council within a finance pack, ensuring that all Councillors have access to the information required to monitor the Council's financial position. Members further AGREED that additional meetings may be convened as required, including for budget-setting and other time-sensitive matters.
17/26GF	**To note the submission of the Town Council's AGAR 2025/26 to PKF Littlejohn for external audit and the subsequent acknowledgement of receipt** Noted
18/26GF	**To note the publication of the Notice of Public Rights and AGAR 2025/26 Sections 1 and 2 on the Town Council website, in accordance with statutory requirements and at least 24 hours before the commencement of the period for the exercise of public rights** Noted
19/26GF	**To discuss the FLASH Project** Nothing was discussed
20/26GF	**To confirm the date and time of next meeting** **Governance & Finance: Tuesday 21st July 2026 at 18:00**

	There being no further business the meeting closed at 18.45 Confirmed this day of 2026 **CHAIR**