

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

TUESDAY 16th SEPTEMBER 2025 AT 18:00

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

Attending Non-Committee: None

RFO & Deputy Clerk: K Lindsay

General Public: None

Press: None

Number	Agenda
60/25 GF	To receive Apologies for Absence Apologies received and accepted from Councillors P Bucknell, D Hunter & L Harrison
61/25 GF	To adjourn the Meeting for Electors' questions None received
62/25 GF	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
63/25 GF	To confirm the minutes of the Governance & Finance Committee meeting held on 19th August 2025 On the proposition of Cllr Dutton, seconded by Cllr Glynn, the minutes of the Governance & Finance Committee meeting held on 19 th August 2025 were AGREED by all and signed by the Chair
64/25 GF	To discuss any matters arising from the Governance & Finance Committee meeting held on 19th August 2025 49/25 GF To receive the RFO's report Cllrs agreed to pursue an account with Unity Cllr Glynn confirmed that communication with Unity is ongoing, and the application process is in progress.
65/25 GF	To review and agree policies for update: <ul style="list-style-type: none">• Councillor Email Policy• Members Code of Conduct Policy On the proposition of Cllr Dutton, seconded by Cllr Joslin, policies were agreed by all for presentation and approval by Full Council
66/25 GF	To review finance reports for month ending August 2025 <ul style="list-style-type: none">• To receive and review August 2025 receipts and payments for Fakenham Town Council and Charter Market Cllrs RESOLVED to approve for presentation and approval by Full Council <ul style="list-style-type: none">• To receive and review August 2025 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts Cllrs RESOLVED to approve for presentation and approval by Full Council <ul style="list-style-type: none">• To note the current Income and Expenditure Budget vs Actuals report Cllrs RESOLVED to approve for presentation and approval by Full Council <ul style="list-style-type: none">• To receive and approve the August 2025 schedule of payments over £500 for display on the website Cllrs RESOLVED to approve for presentation and approval by Full Council
67/25 GF	To receive the RFO's report

	<ul style="list-style-type: none"> • Cllr Dutton confirmed he has received a message from Barclay's notifying the mandate change has been completed • It was noted that any payments relating to Youth Services should be allocated to S137 <p>ACTION: RFO to vire the entire Youth Services budget to Section 137 and record a general journal entry to move the payment already made, to the S137 expenditure code</p> <p>The rest of the report was noted</p>
68/25 GF	<p>To review spending recommendations from other committees and make recommendations to Full Council where appropriate</p> <p>It was noted that a tree at Gogg's Mill required emergency work, which was approved by the Clerk on 15th September 2025, in accordance with Section 5.18 of the Financial Regulations. The approved quotation of £1,165 is to be coded to 4435 – Gogg's Mill Picnic Area</p>
69/25 GF	<p>To review proposal and quotation for adopting Scribe as the accounting software provider from 1 April 2026</p> <p>Councillors reviewed the Scribe proposal and quotation to provide accounting software and associated modules, with an initial payment of £1,644 and a monthly payment of £245 from 1st April 2026 and RESOLVED to recommend approval to Full Council.</p>
70/25 GF	<p>To receive the Internal Controller review</p> <p>None</p>
71/25 GF	<p>To move that the Public & Press be excluded from the Meeting under the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960</p> <p>On the proposition of Cllr Glynn seconded by Cllr Joslin RESOLVED that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that Public & Press be excluded from the Meeting, as publicity would be prejudicial to the public interest by reason of the nature of the business to be transacted</p>
72/25 GF	<p>To discuss the FLASH Project</p> <p>Depot budget considerations were noted</p>
73/25 GF	<p>To move into Open Session</p> <p>On the proposition of Cllr Glynn, seconded by Cllr Joslin RESOLVED the meeting move into open session</p>
74/25 GF	<p>To confirm the date and time of next meeting</p> <p>Governance & Finance: Tuesday 21st October 2025 at 18:00</p>
	<p>There being no further business the meeting closed at 18:24</p> <p>Confirmed this day of 2025</p> <p>CHAIR</p>