

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

TUESDAY 21st April 2026 AT 18:00

Attending Committee Councillors: A Glynn (Mayor), V Joslin, P Bucknell, D Hunter & J Rockett

Attending Non-Committee: None

Clerk: L Meanley

RFO & Deputy Clerk: K Lindsay

General Public: None

Press: None

Number	Agenda
	In the absence of both the Chair and Deputy Chair of the Governance & Finance Committee, the first item of business was to elect a Chair for the meeting It was proposed and AGREED that Cllr Glynn would chair the meeting
165/26GF	To receive Apologies for Absence Apologies received from Councillors Dutton and Harrison
166/26GF	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
167/26GF	To adjourn the Meeting for Electors' questions None received
168/26GF	To confirm the minutes of the Governance & Finance Committee meeting held on 17th March 2026 On the proposition of Cllr Glynn, seconded by Cllr Rockett, the minutes of the Governance & Finance Committee meeting held on 17 th March 2026 were AGREED by all and signed by the Chair
169/26GF	To discuss any matters arising from the Governance & Finance Committee meeting held on 17th March 2026 The Action Log was noted
170/26GF	To review and agree policies and risk assessments for update: <ul style="list-style-type: none"> • Safeguarding Policy Cllrs reviewed the Safeguarding policy and RESOLVED to approve it for presentation and approval by Full Council • FTC Estate Risk Assessment Cllrs reviewed the FTC Estate Risk Assessment and RESOLVED to approve it • General Office Duties Risk Assessment Cllrs reviewed the General Office Duties Risk Assessment and RESOLVED to approve it
171/26GF	To review finance reports for month ending March 2026 <ul style="list-style-type: none"> • To receive and review March 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 March 2026 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 fourth quarterly 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 March 2026 schedule of payments over £500 for display on the website <p>Cllrs RESOLVED to approve for presentation and approval by Full Council</p>															
172/26GF	<p>To note that in the absence of councillors available to approve payment run 26 and 1 at Barclays, the Clerk completed approvals including Salaries (on payment run 1)</p> <p>Noted</p>															
173/26GF	<p>To receive the RFO's report</p> <ol style="list-style-type: none"> Transition to Scribe Noted Year-End Position, Accruals, Creditors and Journal Adjustments Cllrs reviewed the proposed Year-End journals and RESOLVED to approve the processing of all routine journals as set out in the schedule Cllrs reviewed and RESOLVED to approve the proposed additional journals as detailed: <ul style="list-style-type: none"> - Write-off of aged debtor – Chamber of Commerce (£118.80) - Removal of historic accrual – Employers' Allowance adjustment (£6,000) Budgetary Position and Earmarked Reserves Cllrs noted the forecasted year-end financial position for 2025/26 Cllrs reviewed the position and RESOLVED to carry forward identified 2025/26 underspends and allocate them from the General Reserve to the appropriate Earmarked Reserves, with the RFO authorised to process the necessary accounting entries in 2026/27: <table border="1" data-bbox="343 1142 1436 1478"> <thead> <tr> <th>Cost Code</th> <th>Amount</th> <th>Earmarked Reserve</th> </tr> </thead> <tbody> <tr> <td>CCTV</td> <td>£20,000</td> <td>CCTV System & Monitoring EMR (New)</td> </tr> <tr> <td>Machinery & New Equipment</td> <td>£5,621</td> <td>Machinery EMR</td> </tr> <tr> <td>Trap Lane</td> <td>£43,685</td> <td>Welfare Unit EMR (Renamed Depot / Welfare Unit)</td> </tr> <tr> <td>Town Signage / War Memorial</td> <td>£4,919</td> <td>War Memorial EMR (New)</td> </tr> </tbody> </table> VAT Return Cllrs agreed that, in the absence of Cllr Dutton, the RFO is authorised to proceed with the submission of the VAT return 	Cost Code	Amount	Earmarked Reserve	CCTV	£20,000	CCTV System & Monitoring EMR (New)	Machinery & New Equipment	£5,621	Machinery EMR	Trap Lane	£43,685	Welfare Unit EMR (Renamed Depot / Welfare Unit)	Town Signage / War Memorial	£4,919	War Memorial EMR (New)
Cost Code	Amount	Earmarked Reserve														
CCTV	£20,000	CCTV System & Monitoring EMR (New)														
Machinery & New Equipment	£5,621	Machinery EMR														
Trap Lane	£43,685	Welfare Unit EMR (Renamed Depot / Welfare Unit)														
Town Signage / War Memorial	£4,919	War Memorial EMR (New)														
174/26GF	<p>To notify of the Year End Internal Audit taking place on 7th and 8th May</p> <p>Noted</p>															
175/26GF	<p>To receive notification of TTSR fuel surcharge update</p> <p>Cllrs acknowledged the TTSR fuel surcharge update and recognised that similar fuel surcharge adjustments may also be advised by other suppliers and contractors.</p>															
176/26GF	<p>To review the Strategic Plan 2025 – 2028 and recommend amendments to Full Council</p> <p>Cllrs reviewed the Strategic Plan 2025 - 2028 and RESOLVED to approve it for presentation and approval by Full Council</p>															
177/26GF	<p>To receive the Internal Controller review</p> <p>None</p>															
178/26GF	<p>To discuss the FLASH Project</p> <p>Nothing was discussed</p>															
179/26GF	<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>															

	On the proposition of Cllr Bucknell seconded by Cllr Glynn. 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.
180/26GF	<p>To note HR subcommittee meeting minutes from the 16th April</p> <p>Following recommendations from the HR Subcommittee meeting on the 16th April 2026 minute 34/26 & 35/26 it was proposed by Cllr Glynn, seconded by Cllr Joslin and agreed by all that the scope of administrative roles had developed beyond the current banding and aligned more closely with the next banding level, moves to be reflected from 1st April 2026.</p> <p>Following recommendations from the HR Subcommittee meeting on the 16th April 2026 minute 36/26 it was proposed by Cllr Rockett, seconded by Cllr Hunter, agreed by all, to appoint a Fixed Term Part Time Grounds person and Fixed Term Administrative assistant if it was cost neutral.</p>
181/26GF	To move into open session
182/26GF	<p>To confirm the date and time of next meeting</p> <p>Governance & Finance: Tuesday 19th May 2026 at 18:00</p>

	There being no further business the meeting closed at 18.27
	Confirmed this day of 2026
	CHAIR