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Fakenham Town Council

Governance & Finance Committee Meeting

Date: **Tuesday 19th May 2026**

Time: **18:00**

Location: **FAKENHAM CONNECT BUILDING, OAK STREET, FAKENHAM**

Members are hereby summoned to attend the above meeting to discuss the following items. Please take a moment to review each agenda item carefully beforehand

Committee Councillors: A Glynn (Mayor), V Joslin (Deputy Mayor), Penelope Bucknell, Martin Dutton, Lucy Harrison, David Hunter, Jim Rockett

For Information: Mark Campbell, Tim Duffy, Carl Fairbrother, Andy Girton, Gary Thorpe

Yours faithfully

L Meanley

Lesley Meanley

Town Clerk

14th May 2026

Number	Agenda	Pack Page
183/26GF	To receive Apologies for Absence	
184/26GF	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	1-2
185/26GF	To adjourn the Meeting for Electors' questions	
186/26GF	To confirm the minutes of the Governance & Finance Committee meeting held on 21 st April 2026	3-5
187/26GF	To discuss any matters arising from the Governance & Finance Committee meeting held on 21 st April 2026	6
188/26GF	To review and agree policies and risk assessments for update: <ul style="list-style-type: none">• Standing orders• Financial Regulations	7-44
189/26GF	To review finance reports for financial year end 2025-2026 – to note April 2026 reports are not yet available pending year-end completion	45-51

190/26GF	To receive and review the Internal Auditor's Year End Report for Fakenham Town Council and the Charter market for 2025/26	
191/26GF	To review the Asset Register as of 31 st March 2026	52-53
192/26GF	To review the AGAR and associated documents: <ul style="list-style-type: none"> • Annual Internal Audit Report 2025/26 • Section 1 – Annual Governance Statement 2025/26 • Section 2 – Accounting Statements 2025/26 • Confirmation of the dates of the period for the exercise of public rights • Bank reconciliation • Explanation of significant variances • Reconciliation between Box 7 and Box 8 in Section 2 • Completed contact details form • Minutes of the meeting where the current internal auditor was first appointed showing the smaller authority considered the independence of the internal auditor 	54-70
193/26GF	To approve, in advance, the continued payment of all regular contractual and statutory payments, including all existing variable direct debit arrangements, as detailed within the agenda pack, in accordance with Financial Regulations 6.6 and 7.9, including the required biennial review of variable direct debits.	71
194/26GF	To review the Council's banking arrangements and make a recommendation to Full Council	
195/26GF	To receive the RFO's Report	72
196/26GF	To receive the Internal Controller review	
197/26GF	To consider and approve engaging Wellers Law Group to provide governance advice in relation to Fakenham Recreation Ground Charity, including separation of responsibilities between the Charity and the Council acting as Corporate Trustee, at an estimated cost not exceeding £900 plus VAT	
198/26GF	To receive notification of the increased rates for Dog Waste Bin Servicing NNDC	73
199/26GF	To receive notification of LGPS Changes to Unpaid Leave & Family Leave	74-82
200/26GF	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	
201/26GF	To discuss the FLASH Project	
202/26GF	To move into open session	
203/26GF	To confirm the date and time of next meeting Governance & Finance: Tuesday 16 th June 2026 at 18:00	