



21st November 2024

I give notice that the Meeting of Fakenham Town Council will be held at the
LOUNGE AREA, COMMUNITY CENTRE, OAK STREET, FAKENHAM
on WEDNESDAY 27th NOVEMBER 2024 AT 6PM
PLEASE NOTE VENUE, DATE AND TIME

Yours faithfully

L Meanley

Lesley Meanley
Town Clerk

AGENDA

In the interests of openness and transparency, Councillors and Members of the Public are reminded that the law permits any person to film, record, photograph or use Social Media in order to report on the proceedings of a meeting of the Council. The Council request anyone wishing to record the meeting lets the Council know beforehand so appropriate arrangements can be made to facilitate the recording.

To receive a report from Fakenham Police

To receive any Electors Questions: Members of the public will be invited to ask questions of the Parish Council on issues on the agenda or raise issues for consideration of inclusion at future meetings. This item is limited to 15 mins.

To receive any reports from District/County Councillors

For time management purposes, if possible written reports are requested prior to the meeting to facilitate Q&A only at the meeting.

AGENDA

- 1 To consider for acceptance apologies for absence.
- 2 Declarations of Interest: Members are asked at this stage to declare any interests that they may have in any of the following items on the agenda.
- 3 To confirm the Full Council Minutes of the Meeting held on 30th October 2024.
- 4 To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda.

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Town Clerk: Lesley Meanley

- 5 To receive the Mayor's Announcements.
 - 6 To receive any reports from Councillors who have attended Meetings outside the Council.
 - 7 To fill two Town Councillor vacancies by co-option
 - 8 To receive and note correspondence and comment upon any items for information and action:
 - 9 To receive and adopt the Minutes of the Development & Market Committee held on:
 - 4th November 2024 (attached)
 - 10 To receive and adopt the Minutes of the Leisure & Environment Committee held on:
 - 12th November 2024
 - 11 To receive and adopt the minutes of the Policy & Resources meeting held on:
 - 19th November 2024. To note:
 - Minute 46 - To discuss payment or allowance for prescription safety spectacles. All Agreed to recommend to Full council to pay 50% up to a maximum of £100
 - Minute 49 - To receive and adopt policies as listed reviewed at P&R meeting:
 - i. Sickness Absence Policy
 - ii. Leave from Work Policy
 - Minute 51 - On the proposal of Cllr Dutton, seconded by Cllr Harrison, to move that proposal 1, that each meeting is audio recorded in full for the sole purpose of producing draft minutes be recommended to full council.
 - 12 Financial Matters – monthly reports
 - a. To receive and approve Fakenham Town Council & Charter Market Receipts and Payments reports for October 2024
 - b. To receive and approve Fakenham Town Council & Charter Market Consolidated Bank reports for October 2024
 - c. To receive schedule of payments over £500 for uploading to website
- To receive and adopt the minutes of the Finance Subcommittee meeting held on 21st October 2024 (being inquorate)
- To receive and adopt the minutes of the Finance Subcommittee meeting held 18th November 2024. To note the following proposals:
- Increased staffing for events (see Agenda Item 20)
 - To proceed with zip wire repair at a cost of £950
- 13 TO AWARD A GRANT UNDER THE LOCAL GOVERNMENT ACT 1972, S 137
Under the provisions of Section 137 of the Local Government Act 1972 the following expenditure should be incurred which, in the opinion of the Council is in the interests, of the area of its inhabitants and will benefit them in a manner commensurate with the expenditure:
Norfolk Community Law Service (NCLS)
 - 14 To discuss a request for signage at the entrance to Wensum Grange Estate
 - 15 To discuss FRGC and Community Interest Organisation status
 - 16 To discuss restarting the farmer's market
 - 17 To discuss the proposal to rename the Human Resources Subcommittee

- 18 To propose an additional member of the HR subcommittee
- 19 To receive notification of Public Space Protection Orders (PSPOs) consultation
- 20 To discuss 2025 events, including VE Day and event staffing
- 21 To discuss Cadent Gas Welfare unit at Aldiss Park
- 22 To note the conclusion of the Fakenham Town Council community engagement survey and the setting up of a Business plan working group
- 23 To discuss Standing Orders, specifically Section 4e: members of committees
- 24 To discuss council meetings
- 25 To note Affordable Housing Crisis correspondence from NNDC
- 26 To receive notification of Enabling remote attendance and proxy voting at local authority meetings consultation
- 27 To discuss request for making locations available to be filmed by Norfolk Screen
- 28 To receive any further items for the next agenda.
- 29 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.
- 30 To agree staffing recommendations as heard at the HR Committee meeting on 13th November 2024- RFO & Deputy Clerk role commencing 1st January 2025 and a Full Time Admin Assistant to be recruited for immediate start.
- 31 To move into Open session
- 32 To note the date and time of the next meeting of the Council on 18th December 2024.