

**1. Request for support in proposition to Highways for a dropped kerb on the junction of Greenway Lane and North Drive**

I wonder if you would be able to assist with a local road safety issue. The junction at the Henry IV (Greenway Lane / North Drive) presents a particular hazard for pedestrians. The pavement is very narrow and there is no dropped kerb by the corner of the pub car park. I use this route regularly to get to and from the bus stops and I always have difficulties pulling my shopping trolley round the corner and across North Drive to the pavement on the opposite side. It would be much safer for pedestrians and people using mobility scooters (like my neighbour) to negotiate if there were to be a dropped kerb on the corner.



## 2. Request for support in proposition to Highways for the development of the path at the end of Enterprise Way

Elector is a new mobility scooter user and would like to be able to access Morrisons via the cut through at the end of Enterprise Way. Whilst there appears to currently be a partial path, this is not accessible.



**3. Request from resident of Norwich Road – request for 40 mph speed limit reduced to 30 mph on Norwich Road.**

We are the only part of Fakenham which is 40 mph. On bin collection days we put our bins on the grass verge and when they are empty they are left on the path. We have a number of elderly people who use mobility scooters and it's dangerous for them to go onto the road because the speeding traffic.



**3. Request from resident of Norwich Road – request for 40 mph speed limit reduced to 30 mph on Norwich Road.**

We are the only part of Fakenham which is 40 mph. On bin collection days we put our bins on the grass verge and when they are empty they are left on the path. We have a number of elderly people who use mobility scooters and it's dangerous for them to go onto the road because the speeding traffic.



### 50 mph Speed Limit

- few facilities - shops, filling station, PH etc.
- almost entirely frontage development exceeding 400m overall length
- few junctions
- limited pedestrian/cycle activity
- limited reasons to cross the road
- roads of suitable standard for 50 mph, particularly forward visibility



### 40 mph Speed Limit

- outer/periphery of village/settlement
- has shop(s), PH, filling station etc
- significant development on both sides of the road, but not necessarily continuous, with some development in depth. Overall frontage exceeds 400m in length
- junctions
- some pedestrian/cycle activity throughout the day with possible peaks associated with schools etc.
- some provision for pedestrians/cyclists or acknowledged need and possible warning signs
- lengths of road that more closely fit the conditions for a 50 mph limit but where the standard of road/forward visibility is more appropriate to 40 mph



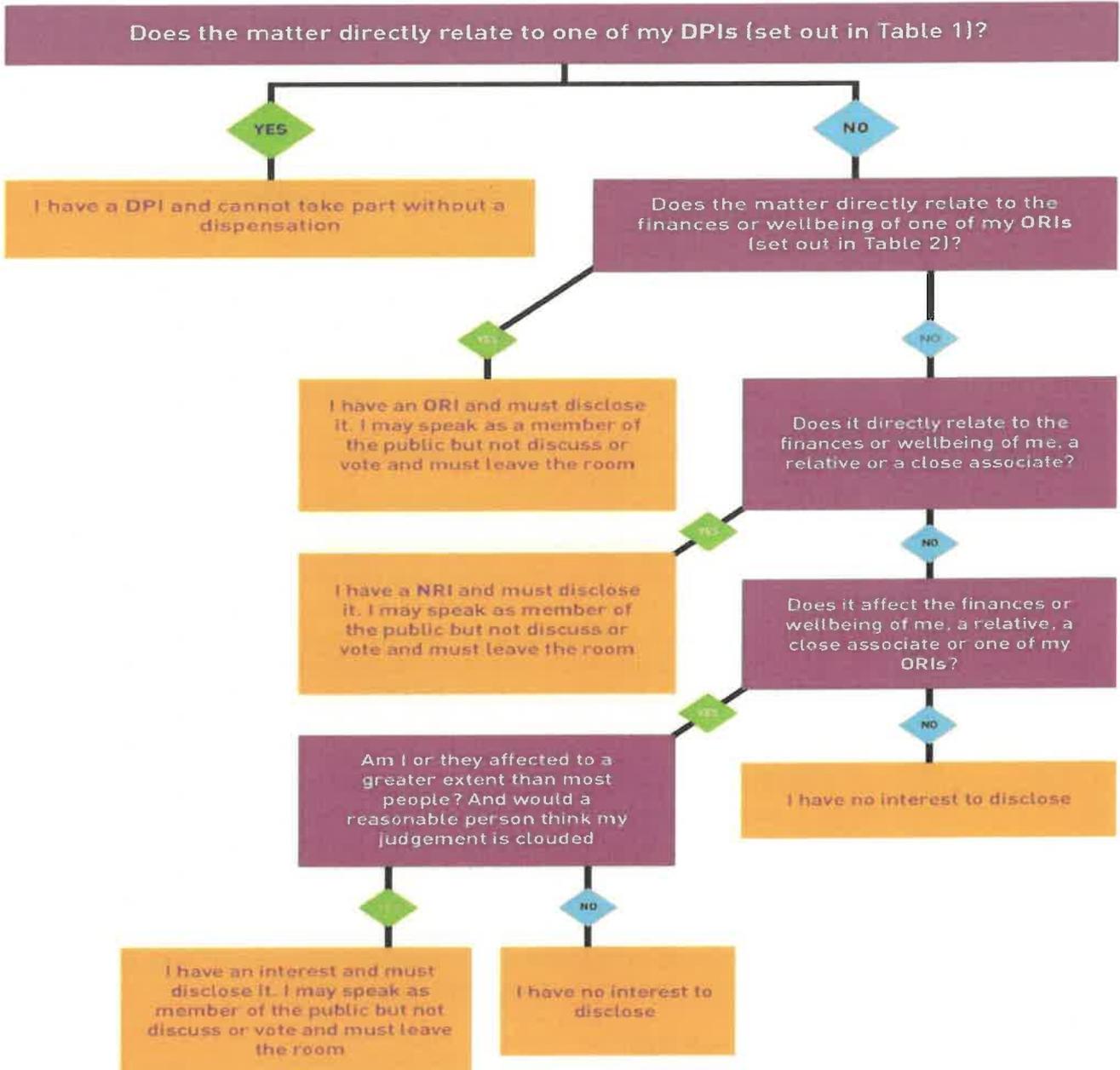
### 30 mph Speed Limit

- village core should be the focus of the 30 mph speed limit
- settlement has a clearly defined centre, for example village green, cluster of shops/post office, PH, village hall etc. facilities generating pedestrian/cycle activity - schools, shops, PH, playground areas, etc.
- frontage development exceeding 400m in length

#### **In addition to the above, may also include:**

- adjacent building development
- route has junctions and accesses present
- there is pedestrian activity throughout the day with provision of footways and may have crossings

In terms of 30, 40 and 50 mph speed limits, there exists a range of speed restrictions on Norfolk's Highway Network tailored to meet local conditions and providing a good overall level of road safety benefit on the network.



**Table 1: Disclosable Pecuniary Interests – DPI**

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

Subject	Description
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.

<b>Contracts</b>	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council. (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
<b>Land and Property</b>	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
<b>Licenses</b>	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
<b>Corporate tenancies</b>	Any tenancy where (to the councillor's knowledge) (a) the landlord is the council; and the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
<b>Securities</b>	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class

**Table 2: Other Registrable Interests - ORI**

<p>You must register as an Other Registrable Interest:</p> <p>a) any unpaid directorships</p> <p>b) any body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority</p> <p>c) any body (i) exercising functions of a public nature (ii) directed to charitable purposes or (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management.</p>
--

**Table 3: Non-Registrable Interests - NRI**

<p>An interest that is not a DPI, or an interest of a relative or close associate, which does not need to be registered.</p> <p>You must declare an NRI when relevant business affects the finances or wellbeing of you, your partner, a relative, or a close associate.</p>
--

**FAKENHAM AREA PARTNERSHIP CIC**

**2025 XMAS LIGHTS REPORT AND STOCK ASSET TRANSFER TO FAKENHAM TOWN COUNCIL**

**2025 XMAS LIGHTS CHARGES**

	DR	CR	NET
GROSS INSTALLATION COSTS	£9,553		K&B Revised Invoice
VAT		£1,592	
NEW STOCK COSTS	£2,034		K&B Invoice - Upper Market Place Lights
VAT		£339	
O'HD & ADMIN COSTS	£150		O/Hd costs share - Accs. Insurance. Fees, Admin
	<hr/>		
	£11,737	£1,931	

**PROJECT NET COSTS**

£9,806

**2025 XMAS LIGHTS RECEIPTS**

DONATIONS	£2,241
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**NET COSTS OF DISPLAY & NEW STOCK**

£7,565

**GRANT FUNDING APPLIED FOR:**

**2025 PROJECT COSTS ON TRANSFER OF STOCK ASSETS TO FAKENHAM TOWN COUNCIL**

**2025 LIGHTS DISPLAY AND NEW STOCK**

£7,565

**CIC 53: CONSENT FOR ASSET TRANSFER AT OTHER THAN FULL CONSIDERATION (MARKET VALUE)**

**IN ACCORDANCE WITH ARTICLES OF ASSOCIATION - REGULATOR RECOMMENDATION :-**

**A NOMINAL CONTRIBUTION CIRCA £100 IN RESPECT OF CIC'S NOMINATED CHARITY - FIRST FOCUS**

£100

**2025 LIGHTS DISPLAY COST INC. ASSET STOCK TRANSFER**

£7,665

## *Fakenham Area Partnership Re. Christmas Lights*

***Ref: 605664/1B***

**We are Proud of our reputation for the excellent service we provide to our customers and look forward to being able to provide the same service to you.**

*Never knowingly under quoted.....*

*At Kings & Barnhams we have an enviable history of 70 years quality of service to our customers. With today's global supply of varying qualities of materials from all parts of the world, it is difficult for you, the customer to quantify the quality of materials used on quotations from other Companies. Kings & Barnhams traditionally quote for the supply and installation of **first class materials** from leading manufacturers, sometimes this makes our quotations seem slightly more expensive. If you wish us to match what appears to be a more competitive quotation on a like for like basis with lesser quality materials, please contact us on **01328 862080** with the details, and we will do our utmost to match that figure.*



**This quotation is valid for orders & acceptance placed within 30 days of the date overleaf**



# Kings & Barnhams

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Professional  
service"*

3 George Edwards Road, Fakenham, Norfolk. NR21 8NL. 01328 862080

Our Ref: JW/NA/0522  
Wednesday 5th November 2025

Fakenham Area Partnership  
Connect Building  
Oak Street  
Fakenham  
NR21 9DY

Dear Janet

**Quotation No: 605664/1A**  
**Re: Christmas Light Installation for Christmas 2025**

Thank you for your recent enquiry regarding electrical works at the above address, please receive our quotation, as requested.

To install and remove the Christmas Decorations to Fakenham Town Centre as necessary.

**1) Thain Wilbur**

As per last year, no new decorations.

**For the sum of £548.36 excluding VAT**

**2) Barclays**

As per last year, no new decorations.

**For the sum of £548.36 excluding VAT**

**3) Nationwide**

As per last year, no new decorations.

**For the sum of £394.71 excluding VAT**

**4) Poundland (Former Woolworths)**

As per last year, no new decorations.

**For the sum of £394.71 excluding VAT**

**5) Boots**

As per last year, no new decorations.

**For the sum of £472.17 excluding VAT**



**K&B**

[www.kingsandbarnhams.co.uk](http://www.kingsandbarnhams.co.uk) Tel 01328 862080

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## **6) Gallery Bistro**

As per last year, no new decorations.

**For the sum of £375.92 excluding VAT**

## **7) HSBC**

As per last year, no new decorations

**For the sum of £394.71 excluding VAT**

## **8) Cinema**

As per last year, no new decorations.

**For the sum of £975.56 excluding VAT**

## **9) 4M Christmas Tree**

As per last year, no new decorations.

**For the sum of £437.82 excluding VAT**

## **10) 6M Christmas Tree**

As per last year, no new decorations.

**For the sum of £498.39 excluding VAT**

## **11) 4 Footpath Trees**

As per last year, no new decorations.

**For the sum of £498.39 excluding VAT**

## **12) Bridge Street**

As per last year, no new decorations.

**For the sum of £1,211.02 excluding VAT**

## **13) Norwich Street**

As per last year, no new decorations.

**For the sum of £1,211.02 excluding VAT**

Please note the below sum is based upon 3x advertisement signs being put up in the town center while the Christmas lights are up.



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**For the total sum of £7,961.14 excluding VAT**

To accept this quotation, simply sign the terms and conditions and return. This quotation is valid for orders & acceptance placed within 30 days of the date above. In the meantime if there are any points that require further explanation, please do not hesitate to contact me.

Yours faithfully

Jason West  
Electrical Manager



[www.kingsandbarnhams.co.uk](http://www.kingsandbarnhams.co.uk) Tel 01328 862080

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# Kings & Barnhams

"Over 70 years of  
Professional  
service"

3 George Edwards Road, Fakenham, Norfolk. NR21 8NL. 01328 862080

## CONDITIONS OF TRADING

### 1. General

Acceptance of the tender includes acceptance of the following Terms and Conditions

### 2. Period of Tender

The Tender remains open for 30 days unless previously withdrawn. Thereafter, the Tender is subject to confirmation or adjustment by the contractor.

### 3. Basis of Tender

(a) All increases or decreases in labour and/or Material cost arising after the date of tender may be recovered from or allowed to the customer unless the tender expressly excludes this Condition.

(b) The Tender is based on the work being effected during normal working hours, Monday to Friday.

(c) Variations or additional work shall be charged on a time and material basis unless subject of a separate quotation accepted by the customer.

(d) The laying of cables and conduits runs is by shortest practicable routes.

(e) Work by other Trades, any Statutory fees, or Local Authority is not included.

(f) Whilst reasonable care will be taken, the tender does not include for incidental redecoration or other works consequent upon the proper execution of the work.

### 4. Terms of Payment

(a) Payment in full shall be due on completion of the work and shall be made within 14/28 days of the date of a written application/invoice submitted by the contractor.

(b) Where the Contract Period is in excess of 4 weeks, written applications/invoices may be submitted monthly for the total value of work executed – less previous payments – the net amount due to be paid by the Customer within 14/28 days.

(c) Failure by the Customer to make any payment as 'aforesaid' shall entitle the Contractor to suspend work and/or charge interest on the amount outstanding at 4% above base rate of the Contractor's bank from time to time in force.

### 5. Completion

The Contractor shall endeavour to carry out the work within the period stipulated or, if no period is stipulated, within a reasonable time, but shall not be held responsible for any loss or damage arising out of delay due to any cause beyond the Contractor's control.

### 6. Consequential Loss or Damage

Without prejudice to the Customer's statutory rights the Contractor will pass to the customer the benefit of any guarantees the Contractor has received in respect of materials, supplied by the Contractor and undertakes to repair or, if necessary, replace free of charge any materials or work found to be defective if the defect is due to faulty workmanship by the Contractor, his servants or agents and is brought to his attention within 12 months of the completion of the work, provided nevertheless that:

(a) The Contractor accepts no responsibility for any drawing, design or specification not prepared by him.

(b) The Contractor's responsibility to the Customer is limited to the fulfilment of the contract in a proper and workmanlike manner and the Contractor shall not be liable for any consequential loss or damage arising out of the execution of the Contract, unless due to the negligence of the Contractor, his servants, or agents.

(c) The Contractor shall not be liable for any wear and tear, loss or damage, direct or indirect, nor for any extra work entailed due to apparatus being put into operation by the Customer or by the Contractor, his servants, or agents at the Customer's request before it is handed-over for beneficial use.

(d) The repair or replacement of any faulty work or material shall only be carried out by the Contractor, his servants or agents: otherwise the Contractor's warranties as to repair or replacement shall not apply.

(e) The Contractor will take reasonable care but accept no liability for damage to furniture or other fixtures and fittings, which have to be moved, by the Contractor or his workman in order to carry out the Contract Works. Without prejudice to this the Contractor will maintain adequate Public Liability Insurance cover for at least the duration of the Contract.

### 7. Guarantees

Without prejudice to the above terms the Customer may have the benefit of the Performance Guarantee Schemes of the Electrical Contractors' Association (of which the Contractor is a member) subject to the terms of each Scheme, copies of which may be obtained on request from the Association at 32-34 Palace Court, London W2 4HY.

SIGNED by or on behalf of the Installing Company

*[Handwritten Signature]*

SIGNED by or on behalf of the Customer



**K&B**  
Group

www.kingsandbarnhams.co.uk Tel 01328 862080

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**Kings &  
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**New Install Cobble Area (Zigzag from Betfred to Old Metcalf Jewellers).**

6 x Install fixing points.

1 x Install sash cord between.

1 x 70m 240V LED Pea Light stings and power supply.

1 x Install LED Pea Lights to sash cord.

Upon completion full certification will be issued

This quotation is valid for orders & acceptance placed within 7 days of the date above due to unstable material prices

**For the sum of £1,695.00 excluding VAT**

**FAKENHAM CHRISTMAS LIGHTS 2025 K&B 2025 INVOICE - WITH DETAILS IN PREMISES' GROUPS**

PREMISES	INSTALLATION COST	PREMISES INCLUDED IN GROUP HEADING
1) Thain Wilbur As per last year, no new decorations.	For the sum of £548.36 excluding VAT	Thain Wilbur/Betfred/Charity Shop: LED Pea Lights est. 85mtrs
2) Barclays Bay +War Memorial As per last year, no new decorations.	For the sum of £548.36 excluding VAT	Barclays Bay LED Icicle Lights Est. 10 mtrs. Gdn Tree LED Pea Lights Est. 12mtrs War Memorial Pea Lights Est 50 mtrs
3) Nationwide As per last year, no new decorations.	For the sum of £394.71 excluding VAT	Market Square Surrounds - LED Icicle Lights Est Total 60mtrs
4) Poundland (Former Woolworths) As per last year, no new decorations.	For the sum of £394.71 excluding VAT	AS ABOVE
5) Boots As per last year, no new decorations.	For the sum of £472.17 excluding VAT	AS ABOVE
6) Barclays Bank/Office Block As per last year, no new decorations.	For the sum of £375.92 excluding VAT	From Barclays Entrance Along Street - LED Icicle Lights Est 55mtrs
7) HSBC As per last year, no new decorations	For the sum of £394.71 excluding VAT	HSB Four Sides of Bldg - LED Icicle Lights Est 60mtrs
8) Cinema As per last year, no new decorations.	For the sum of £975.56 excluding VAT	Fire Escape - LED Icicle Lights Est 20 mtrs Garden Trees LED Pea Lights Est 70 mtrs & Oak Street Est 120mtrs
9) 4M Christmas Tree As per last year, no new decorations.	For the sum of £437.82 excluding VAT	Cinema LED Christmas Tree and Curtain Light
10) 6M Christmas Tree As per last year, no new decorations.	For the sum of £498.39 excluding VAT	Barclays Flat Roof LED Christmas Tree & Control Box
11) 3 Footpath Trees As per last year, no new decorations.	For the sum of £498.39 excluding VAT	Trees Front of HSBC - LED Pea Lights Est 140mtrs
12) Bridge Street As per last year, no new decorations.	For the sum of £1,211.02 excluding VAT	Bridge St LED Pea Lights Est 120mtrs + Benbows Bay LED Icicle Lights - 10mtrs
13) Norwich Street As per last year, no new decorations.	For the sum of £1,211.02 excluding VAT	Norwich St LED Pea Lights Est. 140mtrs Red's, St. Serenity to Superdrug across to Benbow - LED Icicle Lights Est. 50mtrs
Charges also include: Test all lighting at yard prior to installation Install xmas lighting to xmas tree frames at yard prior to installation 12 months storage of lights stock Access Equipment - 2 weeks Cherry Picker hire Lights installation & dismantling 2-3wks Attendance at Switch On day Daily drive through town to check all working Repairs if required and if stock available	7961.14 1592.22 9553.36	Stock Inventory Summary: 260 mtrs icicle lights 790mtrs pea lights 1x 4mtr + 1x 6mtr LED Christmas Trees 1 x Curtain Light Control Box
14) Upper Market Place	New Stock separate invoice £2034	Zig Zag LED Pea Lights 70 mtrs - 6 Fixing Points, Sash Cord and Power Supply

FINANCIAL STATEMENTS  
FOR THE YEAR ENDING 31ST MARCH 2025  
FOR THE  
FAKENHAM AREA PARTNERSHIP  
COMMUNITY INTEREST COMPANY 05920437

Bay Tree Cottage  
School Road  
Brisley  
Norfolk  
NR20 5LH

Tel: 01362 667756

**FAKENHAM AREA PARTNERSHIP  
COMMUNITY INTEREST COMPANY 05920437**

**AUDITOR'S REPORT TO DIRECTORS**

The Administrator provided me with the following documents in order for me to perform the audit of the accounts for the Fakenham Area Partnership Community Interest Company for the year ending 31<sup>st</sup> March 2025.

- Bank Statements
- Invoices & Receipts
- Cheque & Paying-In Books
- Bank Reconciliation & Purchase Analysis Documents

I found the records to be arithmetically correct and everything was in good order.

In addition, I have prepared accounts for your approval, comprising of a Profit and Loss Account and Balance Sheet which will assist you in fulfilling your duties under the Companies Act 2006.

I understand that you consider Fakenham Area Partnership (CIC) to be exempt from the statutory audit requirements and, as such, I have prepared abridged accounts, as agreed by all Directors.

Finally, I am grateful to the Administrator for their assistance in this matter.

*SA Irving*

Sheryl Irving  
30th July 2025



Accounts



Warning criminals are posing as us! We'll never call you and ask for your one time passcodes or the codes from your HID App.



Payment and transfers

# Accounts

## Shortcuts



Search transactions

→ Save a new payee

→ Make a UK payment



Approvals

→ View statements and reports

→ Make an international payment

→ Transfer money between my accounts



Payees

## Accounts

Your balance as of 19/10/2025 at 13:05



Reports & Statements

All accounts(1)      Current(1)      Savings(0)      Loans(0)



Products and Services

Account nickname	Sort code	Account number	Account type
FAKENHAM AREA PARTNERSHIP MP E CIC			CHARITY AND COMMUNITY BANK ACCOUNT

£ 2,291.38  
£ 0.00 overdraft

⋮ Actions



Cheques



Settings

Credit card(0)



Manage service requests



You do not have any credit cards  
[View available business credit card accounts](#)



# FAKENHAM AREA PARTNERSHIP

Community Interest Company 05920437

## ABRIDGED PROFIT AND LOSS ACCOUNT FOR YEAR ENDING 31<sup>ST</sup> MARCH 2025

	YE 31 <sup>st</sup> March 2025	YE 31 <sup>st</sup> March 2024
	£	£
<b>Income</b>		
FIB	1,600	1,715
Xmas Lights	9,840.50	11,015.98
Cost of Sales	0	0
<b>TOTAL INCOME</b>	<b>11,440.50</b>	<b>12,730.98</b>
<b>Expenditure</b>		
FIB Plants	1,266	1,381
Maintenance	1,180	1,241.87
Prof Fees	283.40	242.40
Postage	0	20.20
Xmas Lights	9,245.52	8,664.63
Misc	0	44.90
<b>TOTAL EXPENDITURE</b>	<b>11,974.92</b>	<b>11,595.00</b>
<b>PROFIT/LOSS</b>	<b>-534.42</b>	<b>1,135.98</b>



## MARKET TOLLS GRANT APPLICATION FORM

Complete all sections.

Please attach a copy of the most recent accounts and latest bank statement to your application

Name of Organisation

Fakenham Area Partnership

Main Contact Name

Beryl Bratt

Contact e-mail Address

Contact Phone Number

Contact Address

7 Wells Road, Fakenham, Norfolk, NR21 9EG

How long has your group been operating?

(If less than 1 year please give date of inception)

17 years

Do you have a formal constitution?

Yes

Is your group a registered Charity?

If yes please give a Registered Charity Number

No, it is a Community Interest Company

How many members does your group have? And what percentage are Fakenham residents?

Four Directors/Co-ordinators and project group volunteers; one lives outside Fakenham boundary.

Do you have an equal opportunities policy/statement or have you undertaken relevant training?

Equal opportunities obligations are enshrined in the Partnership constitution.

Do you have an annual record of accounts?

Yes

Please describe your group's main activities:

Fakenham Area Partnership organises two annual community projects - Fakenham in Bloom and Fakenham Christmas Lights display.

What is the Grant For?

The grant is used **EXCLUSIVELY** to cover **CONTRACTOR COSTS** for installation, dismantling, maintenance and year-round storage of the Christmas lights. The town display includes lights strings along Oak Street, Bridge Street and Norwich Street and throughout the town centre, where additional features include 2 x LED Christmas trees, curtain wall lights and light strings through the war memorial railings then along railings and over the trees in Barclays garden. Traditionally the light display runs from last Saturday in November to Feast of the Epiphany on January 6th.

**Who will benefit from the grant if approved?**

This community event is a winter festival for the pleasure and benefit of all Fakenham residents, their families and local businesses. The dazzling display is an acknowledged visitor attraction, with the potential to generate economic activity for town businesses during the pre-Christmas weeks.

**How will Fakenham benefit from the monies if the grant is awarded?**

The lights festival has won plaudits and wide public approval over many years, projecting a positive and welcoming image of the town to its residents, neighbouring parishes and visitors, even through the Covid period. The upbeat publicity and cheer it promotes increases footfall into the town over the Christmas shopping period, a business boost appreciated by the retail and hospitality sector.

**How much are you applying for?**

£ 10,474.96

**How many Fakenham residents will benefit from the monies?**

With an open invitation to the street event from 29 November to 6 January, all Fakenham residents have the opportunity to benefit.

**Have any other bodies been approached for grant funding in relation to this application / Project? If yes please provide details.**

No. Local Government sources supported initial set up costs and Community Energy schemes supported transmission to LED energy saving light stock; this phase is now completed. Not aware of any grants available for ongoing running costs.

**What will you do if you get less funding than you have asked for? Will all or part of the project still go ahead?****Please tell us what could be achieved if you only receive part funding?**

If a funding shortfall could not be replenished promptly, the project plan and contract would have to be renegotiated or, worst-case scenario, cancelled, with possible contract obligation costs. Cuts to the display may cause disproportionate detriment between display loss impact and cost savings. Modifications would challenge display integrity, trimming across entire display may not achieve meaningful savings. Alternatively, focusing on specific spaces with distinct winners and losers, may cause dissatisfaction about detriment to one area versus another, potentially generating dispute and negative PR. In context of funding raising it would be counterproductive - donors would be less inclined to contribute if local council support for an iconic community project was diminished.

**Please provide a full breakdown of the event / project costs and how they will be**

funded: Item	Cost	Funded From
<b>Fakenham Christmas Lights event:</b>	<b>£10,474.96</b>	<b>The Market Tolls grant covers CONTRACTOR COSTS ONLY</b>
<b>The MT Grant is used SOLELY for CONTRACTOR COSTS which include: Display installation, dismantling, minor repairs and yearly storage of light stock</b>		<b>as detailed in the ITEM column.</b>
		<b>LIGHT STOCK REPLACEMENTS OR DISPLAY ENHANCEMENTS, such as incorporating the dark area prominent on Upper Market Place, are funded by external donations largely from local businesses.</b>
		<b>Costs for new stock and admin overheads are deducted from donations and any funds remaining are refunded to the Council</b>
<b>Total Project Cost:</b>	<b>£10,474.96</b>	

## Terms and Conditions

By signing this Grant Application, you are agreeing to the following:

- You are an official representative of your group and are authorised to apply for funding on their behalf.
- Your details can be held with Fakenham Town Council in accordance with the Data Protection Act to administer the grants process.
- The information provided in this application is a fair and accurate description of your group and the event / project for which you are seeking funding. Misleading or inaccurate information may result in your application being rejected. Late application or failure to complete any section of the application form may result in your application being delayed or rejected.
- Information about your group and your project may be made available as part of Fakenham Town Councils decision making system. Personal contact details and bank details will not be made public.
- You have given due regard to health and safety considerations and have controls in place to eliminate or reduce risk exposure.
- You will provide Fakenham Town Council with any information they request to enable them to assess your application. This may include (but is not restricted to) a copy of your constitution, accounts or bank statements, equal opportunities policy, insurance and relevant health & safety policies.
- You will provide Fakenham Town Council with any evidence or monitoring information they request to ensure that any grant awarded has been spent in accordance with this application and any other terms and conditions.
- Grant funding may be subject to additional terms and conditions, which will be made available to you if your application is successful

**I confirm that the information given in this application is a fair and accurate description of our group and our proposed event / project.**

**I am authorised to apply for funding on behalf of the group and agree to abide by the terms and conditions of the grants process.**

Name

Beryl Bratt

Position in Organisation

Chairman

Signature

Date

18th October 2025

This completed application forms, copy of your financial accounts, bank statement and any other supporting documents should be returned to:

Fakenham Town Council, Fakenham Connect, Oak Street, Fakenham, Norfolk, NR21 9DY



# Kings & Barnhams Group

## *Fakenham Area Partnership Re. Christmas Lights*

***Ref: 605664/1A***

**We are Proud of our reputation for the excellent service we provide to our customers and look forward to being able to provide the same service to you.**

*Never knowingly under quoted... ..*

*At Kings & Barnhams we have an enviable history of 70 years quality of service to our customers. With today's global supply of varying qualities of materials from all parts of the world, it is difficult for you, the customer to quantify the quality of materials used on quotations from other Companies. Kings & Barnhams traditionally quote for the supply and installation of **first class materials** from leading manufacturers, sometimes this makes our quotations seem slightly more expensive. If you wish us to match what appears to be a more competitive quotation on a like for like basis with lesser quality materials, please contact us on **01328 862080** with the details, and we will do our utmost to match that figure.*



**This quotation is valid for orders & acceptance placed within 30 days of the date overleaf**



# Kings & Barnhams

*"Over 70 years of  
Professional  
service"*

3 George Edwards Road, Fakenham, Norfolk. NR21 8NL. 01328 862080

Our Ref: JW/NA/0522

Wednesday 17th September 2025

Fakenham Area Partnership  
Connect Building  
Oak Street  
Fakenham  
NR21 9DY

Dear Janet

**Quotation No: 605664/1A**

**Re: Christmas Light Installation for Christmas 2025**

Thank you for your recent enquiry regarding electrical works at the above address, please receive our quotation, as requested.

To install and remove the Christmas Decorations to Fakenham Town Centre as necessary.

**1) Thain Wilbur**

As per last year, no new decorations.

**For the sum of £548.36 excluding VAT**

**2) Barclays**

As per last year, no new decorations.

**For the sum of £548.36 excluding VAT**

**3) Nationwide**

As per last year, no new decorations.

**For the sum of £394.71 excluding VAT**

**4) Poundland (Former Woolworths)**

As per last year, no new decorations.

**For the sum of £394.71 excluding VAT**

**5) Boots**

As per last year, no new decorations.

**For the sum of £472.17 excluding VAT**



**K&B**

[www.kingsandbarnhams.co.uk](http://www.kingsandbarnhams.co.uk) Tel 01328 862080

Kings & Barnhams is the trading name of Kings & Barnhams Group Limited and its subsidiary companies.  
3 George Edwards Road, Fakenham Norfolk NR21 8NL. (Co Reg no 08522917) VAT No 176483376  
Our terms and conditions of sale apply and are those found at [www.kingsandbarnhams.co.uk](http://www.kingsandbarnhams.co.uk)





# Kings & Barnhams

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Professional  
service"*

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## **6) Gallery Bistro**

As per last year, no new decorations.

**For the sum of £375.92 excluding VAT**

## **7) HSBC**

As per last year, no new decorations

**For the sum of £394.71 excluding VAT**

## **8) Cinema**

As per last year, no new decorations.

**For the sum of £975.56 excluding VAT**

## **9) 4M Christmas Tree**

As per last year, no new decorations.

**For the sum of £437.82 excluding VAT**

## **10) 6M Christmas Tree**

As per last year, no new decorations.

**For the sum of £498.39 excluding VAT**

## **11) 4 Footpath Trees**

As per last year, no new decorations.

**For the sum of £498.39 excluding VAT**

## **12) Bridge Street**

As per last year, no new decorations.

**For the sum of £1,211.02 excluding VAT**

## **13) Norwich Street**

As per last year, no new decorations.

**For the sum of £1,211.02 excluding VAT**

## **14) Hayes & Storr**

Install Hayes & Storr supplied xmas lights.

**For the sum of £768.00 excluding VAT**

## K&B

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# Kings & Barnhams

"Over 70 years of  
Professional  
service"

3 George Edwards Road, Fakenham, Norfolk. NR21 8NL. 01328 862080

Please note the below sum is based upon 3x advertisement signs being put up in the town center while the Christmas lights are up.

For the total sum of £8,729.14 excluding VAT

TOTAL: £10,474.96 incl. VAT

To accept this quotation, simply sign the terms and conditions and return. This quotation is valid for orders & acceptance placed within 30 days of the date above. In the meantime if there are any points that require further explanation, please do not hesitate to contact me.

Yours faithfully

Jason West  
Electrical Manager

## K&B

www.kingsandbarnhams.co.uk Tel 01328 862080

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**MINUTES of the FULL COUNCIL MEETING  
of FAKENHAM TOWN COUNCIL  
held at the COMMUNITY CENTRE, OAK STREET, FAKENHAM**

**WEDNESDAY 17<sup>TH</sup> DECEMBER 2025 at 18:00**

Councillors: A Glynn (Chair), V Joslin, M Dutton, G Acheson, D Hunter, J Rockett, A Girton & P Bucknell

District / County Councillors: None

Clerk: Lesley Meanley

Deputy Clerk/RFO: K Lindsay

Members of the Public: None

Press: None

Speakers: 3

Number	Agenda
247/25	<p><b>Open Forum for Public Participation</b></p> <p><b>a)</b> To receive a report from Fakenham Police The report was noted</p> <p><b>b)</b> 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 10 mins Electors had raised questions with Cllrs regarding the derelict caravans being moved into a field in Hempton. The Clerk advised she had written to NNDC Cllr Housden and Hempton Parish Chair Cllr FitzPatrick in September and received no response. The Hempton Parish clerk contacted the office last week to ask that any residents contacting Fakenham were not told it was in Hempton and were directed directly to NNDC, as they could not deal with elector's questions when there was nothing Hempton could do about the situation. The Hempton Clerk was advised that whilst we did and would continue to direct electors to NNDC we did need to explain to electors that it is not in Fakenham and it's their choice as to whether they contact Hempton to raise concerns with Hempton Cllrs. Cllrs raised concerns about the H&amp;S risks, environmental risks to the SSSI River Wensum, fire risks. <b>ACTION: The Clerk will write to NNDC CEO and Leader of the Council, copying in Cllrs Housden and Fitzpatrick.</b></p> <p>An Elector had raised a question on the Sport England guidance regarding mixed sex changing rooms seeking an assurance that the new Swimming pool and MUGA facility would follow the guidance of single sex changing facilities. <b>ACTION: Clerk to write to NNDC to confirm single sex changing facilities will be installed.</b></p> <p><b>c)</b> 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&amp;A only at the meeting. Report received from Cllr Cushing, lack of volunteers for a community speed watch initiative mentioned, Cllrs suggested it may be expanded to the whole of Fakenham. <b>ACTION: Clerk to contact District Cllrs</b> The report also mentioned lorries parking on the verge outside Morrisons had destroyed it. Cllr Girton will speak to a Morrisons contact.</p>
248/25	<p><b>To consider for acceptance apologies for absence NNDC Cllr C Cushing &amp; NCC Cllr T FitzPatrick, due to a NNDC meeting clash. Fakenham Town Cllrs Campbell, Fairbrother, Harrison &amp; Duffy</b></p>
249/25	<p><b>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</b></p>

	None
<b>250/25</b>	<p><b>To hear from Joshua Harris, M&amp;D Developments Ltd, in relation to planning applications PF/25/2321 and LA/25/2322 at Fakenham College, Highfield House, 50 Wells Road (Agenda Item 267/25)</b></p> <p>Mr Harris updated Cllrs on the progression of the development, the intention to develop a mix of units, sympathetic development of the listed building and retain as many mature trees as possible. A management company will be appointed to look after the additional outside space. Nutrient Neutrality credits will be applied for once planning agreed. Depending upon conditions imposed by planners start time of build will be impacted but hopefully it will be within a few months.</p> <p>Agenda Item 267/25 moved to be heard whilst developers on site.</p> <ul style="list-style-type: none"> <li>PF/25/2321 - Fakenham College, Highfield House, 50 Wells Road - Demolition of existing detached school buildings &amp; parts of C20th extensions to original Highfield House. Repairs &amp; restorations to original Highfield House &amp; retained extensions with reinstatement of original plan form to Highfield House. Retention &amp; conversion of two detached C20th two storey classroom blocks. Change of use of these buildings to create six residential units only. Construction of 20 new terraced, semi-detached &amp; detached 2, 3 &amp; 4 bedroom houses</li> </ul> <p><a href="#">PF/25/2321   Demolition of existing detached school buildings &amp; parts of C20th extensions to original Highfield House. Repairs &amp; restorations to original Highfield House &amp; retained extensions with reinstatement of original plan form to Highfield House. Retention &amp; conversion of two detached C20th two storey classroom blocks. Change of use of these buildings to create six residential units only. Construction of 20 new terraced, semi-detached &amp; detached 2, 3 &amp; 4 bedroom houses   Fakenham College Highfield House 50 Wells Road Fakenham Norfolk NR21 9HP</a></p> <p>Response deadline: 18/12/2025 Cllrs offered no objection and no comment <ul style="list-style-type: none"> <li>LA/25/2322 - Fakenham College, Highfield House, 50 Wells Road - Works to Highfield House including demolition of parts of C20th extensions to original building, repairs and restorations to original building and retained extensions with reinstatement of original plan form to facilitate conversion to dwellings.</li> </ul> <p><a href="#">LA/25/2322   Works to Highfield House including demolition of parts of C20th extensions to original building, repairs and restorations to original building and retained extensions with reinstatement of original plan form to facilitate conversion to dwellings   Fakenham College Highfield House 50 Wells Road Fakenham Norfolk NR21 9HP</a></p> <p>Response deadline: 18/12/2025 Cllrs offered no objection and no comment</p> </p>
<b>251/25</b>	<p><b>To hear from Sharon Edwards, Mapus-Smith and Lemmon, regarding the Interim Internal Audit</b></p> <p>The auditor offered thanks to the Clerk &amp; Deputy Clerk/RFO for facilitating the visit. All of the systems, controls and processes are good, recommendations of the Internal Audit run through.</p>
<b>252/25</b>	<p><b>To confirm the Full Council Minutes of the Meeting held on 26<sup>th</sup> November 2025</b></p> <p>The minutes of the Full Council meeting held on the 26<sup>th</sup> November 2025 were agreed on the proposition of Cllr Glynn and seconded by Cllr Joslin, AGREED by all and signed by the chair</p>
<b>253/25</b>	<p><b>To receive an update on actions taken after the last Council Meeting if these matters are not included on the agenda or Clerk update</b></p> <p>The Clerk updated on Item 169/25, surveys have progressed and potential locations identified. Item 210/25 Highways have been chased for a reply.</p>

254/25	<p><b>To receive any reports from Councillors who have attended Meetings outside the Council</b></p> <p>Cllr Glynn updated on a public meeting held on the 16<sup>th</sup> December to discuss the forthcoming budget where 6 members of the public attended and thanked Cllrs Joslin, Dutton and Rockett for attending.</p> <p>Cllr Glynn has met with the Fakenham Academy Head of Geography to discuss a proposed wetland project in Aldiss Park which would benefit A level students of science and geography.</p> <p>Cllr Glynn and the Clerk met with NNDC to discuss the MUGA build entry.</p>
255/25	<p><b>To receive and note correspondence and comment upon any items for information and action</b></p> <p>Nothing to report</p>
256/25	<p><b>To confirm the Minutes of the Facilities &amp; Amenities Committee held on:</b></p> <ul style="list-style-type: none"> <li>• <b>9<sup>th</sup> December 2025.</b></li> </ul> <p>The minutes of the meeting held on 9<sup>th</sup> December 2025 were moved for reception and adoption by Cllr Joslin seconded by Cllr Glynn and agreed by all.</p> <ul style="list-style-type: none"> <li>• <b>To approve:</b></li> </ul> <p>Agenda Item 173/25 FA - <b>To Discuss a quote for £1080 to cut the back of Creake Road Cemetery April 2026 – March 2027.</b></p> <p>On the proposition of Cllr Joslin, seconded by Cllr Fairbrother, all agreed to move forward with the quote of £1080.</p> <p>All agreed to move forward with the quote for £1080</p> <p>Agenda Item 177/25 FA - <b>To discuss Queens Road Cemetery oversize Memorial quotes</b></p> <p>7 oversize memorials still to be inspected. Cordoning off or lying flat regarded as temporary make safe options – not permanent repairs. Quote received for 4 failed oversize memorials to repair, totalling £830 net. Quote received for 8 under 1.6m totalling £1320. On the proposition of Cllr Joslin, seconded by Cllr Glynn to recommend this work is completed as soon as possible to Full Council. 1 agreed.</p> <p>Agreed to move forward with repairs totalling £2150</p> <ul style="list-style-type: none"> <li>• <b>To note:</b></li> </ul> <p>Agenda Item 181/25 - <b>To discuss the Bee Squared initiative</b></p> <p>The initiative encourages residents to plant a square meter of wildflower seeds distributed freely by the council to create wildflower patches forming a countrywide wildlife corridor. Approx costs of £100 to be funded via market fees for the benefit of residents. On the proposition of Cllr Fairbrother, seconded by Cllr Joslin all agreed to support the initiative, all agreed.</p> <p>This was noted</p> <p>Agenda Item 182/25 FA - <b>To discuss the purchase of bleed kits</b></p> <p>An additional mitigation for market safety and wider public access in the event of an accident or incident. On the proposition of Cllr Fairbrother, seconded by Cllr Glynn all agreed to purchase a lockable kit to be installed within the red phone box in the town centre from Market Tolls for approximately £425.</p> <p>This was noted</p>
257/25	<p>Cllr Hunter left the meeting</p> <p><b>To confirm the Minutes of the Governance &amp; Finance Committee held on:</b></p> <ul style="list-style-type: none"> <li>• <b>10<sup>th</sup> December 2025.</b></li> </ul> <p>The minutes of the meeting held on 10<sup>th</sup> December 2025 were moved for reception and adoption by Cllr Dutton seconded by Cllr Bucknell and agreed by all.</p> <ul style="list-style-type: none"> <li>• <b>To note and/or approve:</b></li> </ul>

	<p>Agenda item 114/25 GF - <b>To receive 2026 Insurance renewal quotations</b>  Cllrs RESOLVED to recommend to Full Council the approval of the quotation from Clear Councils for Agricultural Vehicle Insurance for 2026, at a total cost of <b>£1,924.91</b>.  All Agreed to move forward with the Agricultural Vehicle Insurance for a total of £1924.91</p>
<b>258/25</b>	<p><b>To receive and approve 2026 insurance renewal quotations and delegate authority to the Clerk to approve quotes received post 17<sup>th</sup> December 2025.</b>  Insurance quotes had been received for the Council for £3266.86 or if tying into a 3-year deal £3100.94. On the proposition of Cllr Dutton seconded by Cllr Acheson all agreed to move forward with the 3-year tie in, 2026 price of £3100.94. A quote for FRGC had been received for £835.43, On the proposition of Cllr Dutton seconded by Cllr Bucknell all agreed to move forward with the policy for £835.43  On the proposition of Cllr Dutton, seconded by Cllr Glynn all agreed to give the Clerk delegated authority to approve the Cyber policy inconjunction with Cllrs Glynn &amp; Dutton via email.</p>
<b>259/25</b>	<p><b>Financial Matters –</b></p> <ol style="list-style-type: none"> <li>a) To receive and review November 2025 receipts and payments for Fakenham Town Council and Charter Market</li> <li>b) To receive and review November 2025 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts</li> <li>c) To note the current Income and Expenditure Budget vs Actuals report</li> <li>d) To receive and approve the November 2025 schedule of payments over £500 for display on the website</li> </ol> <p>On the Proposition of Cllr Dutton, seconded by Cllr Acheson, all items were received and approved by all</p>
<b>260/25</b>	<p><b>To discuss a donation to be made to the Royal British Legion on behalf of the Bugler, for the 2025 Armistice Day Service</b>  On the Proposition of Cllr Dutton, seconded by Cllr Glynn all Cllrs agreed a donation of £60</p>
<b>261/25</b>	<p><b>To receive the 2026/2027 budget as recommended at the Governance and Finance Committee 10<sup>th</sup> December 2025</b>  The Council received and considered the draft budget for the financial year 2026/27 from the Governance &amp; Finance Committee. The Clerk advised that an alternative, more modest budget proposal was available for members' consideration, which would have resulted in a 28.77% increase to the precept, should Councillors have wished to view it.  <b>RESOLVED:</b> That the budget for the financial year 2026/27 be approved in the sum of <b>£902,270.67</b>.  On the proposition of Cllr Dutton, seconded by Cllr Rockett, Agreed with 1 abstention</p>
<b>262/25</b>	<p><b>To receive and propose the precept demand for 2026-27</b>  The Council received and considered the recommendation of the Governance &amp; Finance Committee to set the precept for the financial year 2026/27 at £861,862.67 (Eight hundred and sixty-one thousand, eight hundred and sixty-two pounds and sixty-seven pence), representing an increase of £294,187.67 from £567,675, equating to a 52.89% increase for a Band D property.  <b>RESOLVED:</b> That a precept of <b>£861,862.67</b> (Eight hundred and sixty-one thousand, eight hundred and sixty-two pounds and sixty-seven pence), be issued to the billing authority for the financial year <b>2026/27</b>.  On the proposition of Cllr Dutton, seconded by Cllr Rockett, Agreed with 1 abstention</p>
<b>263/25</b>	<p><b>To receive the following applications for a grant from the Market Tolls:</b></p> <ul style="list-style-type: none"> <li>• <b>Club 26 Heather Barrow Court Annual Christmas Lunch</b></li> </ul>

	<p>(Development and Market Committee meeting 4<sup>th</sup> December 2024, Minute 95 - Christmas dinner applications are to be considered at an amount of £13 per person) On the proposition of Cllr Acheson, seconded by Cllr Glynn a sum of £300 was granted from Market Tolls</p> <ul style="list-style-type: none"> <li>• <b>Active Fakenham</b></li> </ul> <p>On the proposition of Cllr Joslin, seconded by Cllr Acheson a sum of £3900 was granted from Market Tolls</p>
<b>264/25</b>	<p><b>To award a grant under the local government act 1972, s 137</b> 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: <b>The Crown free Christmas lunches for the elderly and vulnerable</b> On the proposition of Cllr Glynn, seconded by Cllr Joslin a S137 grant of £684.21 was awarded</p>
<b>265/25</b>	<p><b>To discuss Healthier Fakenham and agree a contribution to the inaugural event refreshments.</b> Cllrs have agreed to support where possible but not lead. Initial meeting of interested parties organised for 10<sup>th</sup> February 2026. Defer to January's agenda to discuss further.</p>
<b>266/25</b>	<p><b>To receive the Internal Controllers report</b> The report was noted, the recommendation to fill in H&amp;S poster details has now been rectified.</p>
<b>267/25</b>	<p><b>To consider planning applications up to 17/12/2025</b></p> <ul style="list-style-type: none"> <li>• PF/25/2321 - Fakenham College, Highfield House, 50 Wells Road - Demolition of existing detached school buildings &amp; parts of C20th extensions to original Highfield House. Repairs &amp; restorations to original Highfield House &amp; retained extensions with reinstatement of original plan form to Highfield House. Retention &amp; conversion of two detached C20th two storey classroom blocks. Change of use of these buildings to create six residential units only. Construction of 20 new terraced, semi-detached &amp; detached 2, 3 &amp; 4 bedroom houses <a href="#">PF/25/2321   Demolition of existing detached school buildings &amp; parts of C20th extensions to original Highfield House. Repairs &amp; restorations to original Highfield House &amp; retained extensions with reinstatement of original plan form to Highfield House. Retention &amp; conversion of two detached C20th two storey classroom blocks. Change of use of these buildings to create six residential units only. Construction of 20 new terraced, semi-detached &amp; detached 2, 3 &amp; 4 bedroom houses   Fakenham College Highfield House 50 Wells Road Fakenham Norfolk NR21 9HP</a> Response deadline: 18/12/2025</li> <li>• LA/25/2322 - Fakenham College, Highfield House, 50 Wells Road - Works to Highfield House including demolition of parts of C20th extensions to original building, repairs and restorations to original building and retained extensions with reinstatement of original plan form to facilitate conversion to dwellings. <a href="#">LA/25/2322   Works to Highfield House including demolition of parts of C20th extensions to original building, repairs and restorations to original building and retained extensions with reinstatement of original plan form to facilitate conversion to dwellings   Fakenham College Highfield House 50 Wells Road Fakenham Norfolk NR21 9HP</a> Response deadline: 18/12/2025 Discussed at agenda item 250/25</li> </ul>
<b>268/25</b>	<p><b>To note comments on applications for planning applications as agreed via Email:</b></p> <ul style="list-style-type: none"> <li>• PF/25/2515 - 13 The Drift, Fakenham - Proposed New Single Storey Dwelling</li> </ul>

	<p><a href="#">PF/25/2515   Proposed New Single Storey Dwelling   13 The Drift Fakenham Norfolk NR21 8EE</a> Response deadline: 16/12/2025 Councillors Response: Councillors offered no objection and no comments.</p> <ul style="list-style-type: none"> <li>• PU/25/1152 – Re-Consultation due to amended plans Henry Stewart &amp; Co Chicken Sheds , Land To Rear Of Heath Farm, Pensthorpe Road - Change of use of agricultural building to dwellinghouse (Class C3) and building operations reasonably necessary for the conversion - Building 1 <a href="#">PU/25/1152   Change of use of agricultural building to dwellinghouse (Class C3) and building operations reasonably necessary for the conversion - Building 1   Henry Stewart &amp; Co Chicken Sheds Land To Rear Of Heath Farm Pensthorpe Road Fakenham NR21 8LZ</a> Response deadline: 10/12/2025 Councillors Response: Councillors offered no objection and no comments.</li> <li>• PF/25/2555 - Flat At, 5 Oak Street, Fakenham - Demolition of existing wooden staircase and erection of steel staircase to provide continued access to flat <a href="#">PF/25/2555   Demolition of existing wooden staircase and erection of steel staircase to provide continued access to flat   Flat At 5 Oak Street Fakenham Norfolk NR21 9DX</a> Response deadline: 17/12/2025 Councillors Response: Councillors offered no objection and no comments. These were noted</li> </ul>
269/25	<p><b>To receive notice of decisions of the planning authority:</b></p> <ul style="list-style-type: none"> <li>• NMA/25/2464 - 145 Holt Road, Fakenham - Non-material amendment to planning permission PF/25/1443 (Two storey rear extension to dwelling and canopy to front) to allow change of roof tiles, to be slate or man made similar <a href="#">NMA/25/2464   Non-material amendment to planning permission PF/25/1443 (Two storey rear extension to dwelling and canopy to front) to allow change of roof tiles, to be slate or man made similar   145 Holt Road Fakenham Norfolk NR21 8JF</a> Councillors Response: N/A <b>Approved</b></li> <li>• PF/22/0694 - Land North Of 11 Hall Staithe Fakenham - Erection of single storey dwelling <a href="#">PF/22/0694   Erection of single storey dwelling   Land North Of 11 Hall Staithe Fakenham Norfolk</a> Councillors Response: Councillors offered no objections. Councillors commented that materials used should be sympathetic to the surrounding properties <b>Approved</b></li> <li>• EF/25/2202 - Mercury Petrol Filling Station, Clipbush Lane, Fakenham - Certificate of lawfulness for proposed 24 hour opening of existing Petrol Filling Station <a href="#">EF/25/2202   Certificate of lawfulness for proposed 24 hour opening of existing Petrol Filling Station   Mercury Petrol Filling Station Clipbush Lane Fakenham Norfolk NR21 8SW</a> Councillors Response: N/A <b>Permission not required</b></li> <li>• PF/25/2194 - Flat At, 12 - 14 Norwich Street, Fakenham- Replacement of first and second floor windows in front elevation <a href="#">PF/25/2194   Replacement of first and second floor windows in front elevation   Flat At 12 - 14 Norwich Street Fakenham Norfolk NR21 9AE</a> Councillors Response: Councillors offered no objections but noted they were reluctant to have had to make that decision <b>Refused</b></li> <li>• PF/25/2367 - Stables Building Adjacent To , Heath Barn, Norwich Road - Partial Change of Use to Form Office Space &amp; Retrospective Car parking <b>Application Withdrawn</b></li> </ul>

	<ul style="list-style-type: none"> <li>AP/25/0018 (Appeal of PO/24/0808) - 77 Norwich Road Fakenham - Appeal Against Refusal - Erection of single storey dwelling - outline with all matters reserved  <a href="#">PO/24/0808   Erection of single storey dwelling - outline with all matters reserved   77 Norwich Road Fakenham Norfolk NR21 8HH</a>  Councillors Response: Fakenham Town Council supports the decision to refuse this planning application. Councillors commented that the site is not suitable for back garden development and access is impossible for construction traffic, due to three large oak trees and the need to go over private land.  <b>Appeal Dismissed</b>  These were noted</li> </ul>
<b>270/25</b>	<b>To discuss Devolution and Local Government Reform and agree a working party group.</b> Defer to January
<b>271/25</b>	<b>To receive and discuss correspondence from Wells Town Council regarding a common response to consultations on Local Government Reform</b> Cllrs discussed and agreed with survey answer 9 as a council. Cllrs felt that they did not have enough information for an informed response. On the proposition of Cllr Dutton, seconded by Cllr Glynn, Clerk to complete survey on behalf of Fakenham Town Council and Cllr's to complete as individuals <b>ACTION: Clerk to complete survey</b>
<b>272/25</b>	<b>To receive any further items for the agenda</b> To consider a change to Full Council meetings timings and/ or days
<b>273/25</b>	<b>To move that the Public &amp; Press be excluded from the Meeting under the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960</b> On the proposition of Cllr Bucknell seconded by Cllr Acheson. 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.
<b>274/25</b>	<b>To discuss the FLASH project</b> The Clerk advised that a new water supply had been fitted without a stopcock, so one had been requested. Steve Hems was visiting the site to view the lack of welfare provision today. NNDC had advised that UKPN required a separate lease for the substation. All agreed that NNDC's proposal to complete the Head Lease from FTC and exclude the UKPN area from the current sublease, leasing it separately.
<b>275/25</b>	<b>To discuss 9 Norwich Street</b> NNDC's response was noted.
<b>276/25</b>	<b>To move into open session</b> On the proposition of Cllr Bucknell seconded by Cllr Dutton RESOLVED the Meeting moves into Open Session
<b>277/25</b>	<b>To confirm the date &amp; Time of the next meetings:</b> <b>Allotment Sub-Committee: Tuesday 6<sup>th</sup> January 2026 at 14:30</b> <b>Facilities &amp; Amenities: Tuesday 13<sup>th</sup> January 2026 at 18:00</b> <b>Governance &amp; Finance: Tuesday 20<sup>th</sup> January 2026 at 18:00</b> <b>Full Council: Wednesday 28<sup>th</sup> January 2026 at 18:00</b>

	There being no further business the meeting closed at 19:46
	Confirmed this                      day of    2026
	<b>CHAIR</b>

## Full Council Action Log

Meeting	Date	Minute	Responsible	PRIORITY	Action	STATUS	Comments
Full	25/06/2025	67/25	Office	LOW	To explore different options for simple mayoral chains and pendants for Mayor & Deputy Mayor civic regalia	50%	Ongoing research and awaiting quotes
Full	27/08/2025	124/25	Clerk	HIGH	Ask current Heritage Trail Supplier for costs associated with moving boards and complete refurb/replacements	50%	On Site meeting 10/9/25. Quote received. Quotes will be sought from 3 suppliers for work 2026/27. Awaiting Way Finding report.
Full	24/09/2025	143/25	Clerk	HIGH	Clerk to request further information from the North Norfolk Active Communities re funding request	75%	Emailed for further information 25/9/25. 3/10/25 NNAC replied - will source Specific Fakenham information.
Full	24/09/2025	169/25	Clerk	HIGH	To take forward CCTV provisions	75%	22/9/25 Contacted Cozens. Awaiting survey from West Norfolk & Kings Lynn. Initial survey completed. WN&KL meeting with Fakenham Church 20/1/26
Full	29/10/2025	175/25	Clerk	MEDIUM	Clerk to seek clarification to NNDC Cllr Vickers Facebook comments re free residents parking on Millennium Park.	75%	Emailed 30/10/25 Emailed 17/11/25
Full	29/10/2025	175/25	Office	MEDIUM	Contact NNDC Licensing team and Police Licensing team re public house enquiry	75%	Response received from Police 12/01/2026 No response from NNDC Licensing. Followed up with District Councillors- Liz Vickers to take forward

Full	26/11/2025	210/25	Clerk	HIGH	Contact Highways regarding Grit bin positioning in Great Eastern Way / The Drift	100%	Clerk Emailed Highways 27/11/25 & 12/12/25. 18/12/25 Highways advised they check new locations once a year, will add to list, expect next location review to be around September 2026. 22/12/25 emailed resident to advise.
Full	26/11/2025	210/25	Clerk	HIGH	Contact Highways re support for industrial estate parking restrictions	100%	Clerk Emailed Highways 27/11/25 & 12/12/25, 18/12/25 Highways suggested options. 22/12/25 Clerk advised company of their options.
Full	26/11/2025	234/25	Clerk	HIGH	Clerk to contact NNDC re Asset data - costs/income	50%	11/12/25 Clerk emailed NNDC
Full	17/12/2025	247/25	Clerk	HIGH	Write to NNDC CEO & Leader of the council regarding land at Goggs Mills	100%	12/01/26 Written to Steve Blatch/Tim Adams/Tom FitzPatrick & Nigel Housden. 12/1/26 Resposense received from Steve Blatch.
Full	17/12/2025	247/25	Clerk	HIGH	Write to NNDC to confirm single sex changing facilities will be installed at Trap Lane	100%	Emailed District Cllrs 22/12/25, NNDC replied 23/12/25, emailed to Cllrs 23/12/25
Full	17/12/2025	247/25	Clerk	MEDIUM	Write to NNDC Cllrs regarding community Speedwatch	100%	Emailed District Cllrs 22/12/25
Full	17/12/2025	271/25	Clerk	HIGH	Clerk to complete online consultation on LGR	100%	Completed 18/12/25

## NNDC response from Steve Blatch regarding land at Gogg's Mill, Hempton

I refer to your email below and advise that concerns over this piece of land have recently been raised with the District Council by a member of the public, and a response provided to them by Kevin Peacock, Planning Enforcement Team Leader, as below:-

*"I am the Team Leader for the Planning Enforcement Team at North Norfolk District Council. Mr Steve Blatch has asked me to respond to your email dated 5 January 2026.*

*I can confirm that I do have an open enforcement case and this is a site that I have been monitoring for several weeks. I would like to split my response to you in three parts, the planning history of the site, enforcement action taken to date and steps moving forward.*

### **Planning History**

*In the first instance an exemption Licence has been issued for a site by a certified camping organisation. This in turn means that the Under Part 5, Class A of the General Permitted Development Order 2015, the use is permitted. However, these permitted development rights cannot be executed if the Habitat Regulations 77 have not been satisfied prior to the use commencing.*

*As a result, a condition discharge application- ref CD/24/0809) was submitted to the Council for:- Application under regulation 77 of the Conservation of Habitats and Species Regulations 2017 to determine whether the Site is likely to have a significant effect on a European site or a European offshore marine site (either alone or in combination with other plans or projects) - The site will be for up to 5 pitches under exempted camping legislation.*

*The application chose to use the GIRAMS subscription model based on a five-year subscription for the period 01 Jan 2025 to 31 Dec 2029 at a cost of £79. I can confirm that this tariff has been paid. Therefore, the use for camping of up to 5 units is permitted on the land.*

### **Enforcement case**

*I have visited the site on several occasions, and I concur with the concerns of the negative visual impact the caravans are having. I have served a Planning Contravention Notice (PCN) on the owner. This is a legal document that sets out a series of questions, in effect this is evidence gathering tool which assists in determining an outcome in the case.*

*The service of the PCN has opened dialogue between me and the owner. It has been relayed to me that they are in the process of obtaining additional finance to renovate the caravans and turn them into luxury pods as detailed in the discharge of condition application. The owner is aware of the condition of the site and wants to clear this as soon as possible and make use of the permitted camping use.*

### **Future actions**

*I am now monitoring the site for the next two months and will be in regular contact with the owner to ensure there is progress in renovating the caravans. I understand this is a sensitive site and I want the site tidied as soon as possible.*



Fakenham Town Council  
 Connect Building  
 Oak Street  
 Fakenham NR21 9DY  
 01328 853653  
 info@fakenhamtowncouncil.gov.uk

APPLICATION FOR CO-OPTION	
Thank you for your interest in becoming a town councillor. Please provide the below information to assist the council in making their decision.	
PERSONAL DETAILS	
Full Name and Title	Gary Richard Thorpe
Home Address	
Home Telephone	
Mobile Telephone	
Email Address	
ABOUT YOU	
Please provide the council with some background information about yourself:	
<p>I am 62 years old and married with two grown up children. I have lived in Fakenham since my parents moved from Kings Lynn in 1967. I have worked in the town since leaving school in 1979 where I was at R C Edmondson Ltd as a vehicle technician until 1995 when the company closed. Since then I continued to work in the motor trade in garages in Kings Lynn and Norwich where I worked in various junior management roles before finishing my motor trade career in 2005 as a service manager.</p> <p>I was also employed during this time as a retained Fire Fighter at Fakenham from 1985 up to my recent retirement in September 2025, during this time I have been promoted to manager roles within the station finally being promoted to Station Manager in 2005 which I remained in until I retired. One of my notable incidents during my career in the fire service was the Aldiss building fire in 2014 which destroyed a significant building in the town centre, during this time the second appliance at Fakenham was under threat of removal and had been for some time. After this incident and with the Town Councils support the County Council made the decision to retain the second appliance.</p> <p>I also work for Norfolk Fire and Rescue Service as a Watch Manager in the main Control room which I started in 2005 after 25 years in the motor trade. I still work in this role managing a team where I coordinate emergency response to 999 calls from members of the public along with working alongside partner agencies such as Police and Ambulance.</p>	
Please continue on a separate sheet if necessary	

NNDC response from Steve Blatch regarding land at Gogg's Mill, Hempton

*If there is not sufficient progress, then I will look at the powers available to me to resolve the issue. It is important to note that enforcement action is a last resort, and I will try to work with the owner to try and resolve the issue, but I am expecting an improvement in the next few weeks/months.*

I hope that the above is helpful to you in explaining to members of Fakenham Town Council the action the District Council is taking with respect to this site; but should you or they have any further questions please do come back to me and I will ask Kevin Peacock (copied in) to investigate and reply further to you.

**REASONS FOR APPLYING**

Please provide the council with your reasons for wanting to become a town councillor:

During the period shortly after the fire in Fakenham in 2014 I accompanied the then Chief Fire Officer to a council meeting where he pledged support for the town along with myself following the destruction of a prominent building in the town centre. I was impressed with the councils resolve to rebuild and reinvigorate the town following this and after attending meetings as a member of the public put myself forward for co option to the council in 2015. During my time with the council I was on both the Leisure and Environment and Development and Marketing committees as well as Human Resources and Allotment committees.

I was able to attend most of the full council meetings and working commitments also allowed me to get to many of the other meetings however when full council moved from Tuesday to Wednesday evenings this unfortunately clashed with my Retained Fire Service commitments causing me to reluctantly step down from the Council.

Since retiring as the Officer in charge of Fakenham Fire station I am now in a position to be able to commit to council activities again and I am keen to see Fakenham continue to prosper as a town and be a place where people feel proud to live and work.

Seeing the developments where the Town Council has played an active role such as the new swimming pool has spurred me to want to become involved in bettering the town and its facilities which can only be of benefit to the general population.

My experience within the County Council as an employee of the Fire Service can be of benefit with things such as human resources matters and policy and procedure which play a great part in my full time role as a manager day to day.

In closing I hope my application meets the approval of the Council and I am happy to answer any questions arising from my application.

Please continue on a separate sheet if necessary

**QUESTIONS**

Is there anything you would like to ask the council or the Clerk?

Please continue on a separate sheet if necessary

**SIGNATURE & DATE**

Gary Thorpe      27th November 2025

Please return your completed application to the Clerk to Fakenham Town Council. Your application will be considered at the next available Town Council meeting, where a vote will be held to decide your co-option to Fakenham Town Council.

Data Protection Act (2018): The information provided on the application form will remain private and confidential.

1. In order to be eligible for co-option as a Fakenham Town Councillor, you must be a British citizen, an eligible Commonwealth citizen, a citizen of the Republic of Ireland, a qualifying EU citizen or an EU citizen with retained rights; and on the date of the poll, election or co-option, 18 years of age or over; and be able to meet one of the following qualifications set out below:

Please tick which one applies to you:

- a) I am, and will continue to be, registered as a local government elector for the parish; or
- b) I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or
- c) My principle or only place of work, during the twelve months preceding the date of my co-option, has been in the parish; or
- d) I have, during the whole of the twelve months preceding the date of my co-option, resided in the parish or within three miles of it.

2. Apart from meeting the qualifications for co-option, you must also not be disqualified. The full range of disqualifications is complex and if you are in any doubt, you must do everything you can to check you are not disqualified before submitting your application. It is a criminal offence to make a false statement as to your qualification for being elected, if in any doubt you should consult the legislation and / or take your own independent legal advice. We are not able to confirm whether or not you are disqualified.

A person is disqualified from being a parish councillor if they, at the time of election or co-option:

- a) Are employed by the parish council or hold a paid office under the parish council -Section 80(1)(a) LGA Act 1972; or
- b) Are the subject of a bankruptcy restrictions order or interim order - Section 80(1)(b) LGA 1972; or
- c) During the five years before the day of election or co-option, or since his/her election or co-option, have been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine - Section 80(1)(d) & 80(5) LGA 1972; or
- d) Have been disqualified under the Representation of the People Act 1983 (which covers corrupt or illegal electoral practices) – Section 80(1)(e) LGA 1972 & Section 173(3) RPA 1983
- e) I subject to the notification requirement of or under Part 2 of the Sexual Offences Act 2003 – Section 81A (4) & (5) LGA 1972; or
- f) Have been convicted of an intimidatory criminal offence motivated by hostility towards a candidate, future candidate or campaigner or holder of a relevant elective office – Section 30 EAA 2022.

A person may also be disqualified from being or becoming a member of certain authorities following a conviction under the Localism Act 2011 – Section 27(6) & 34(4) LA 2011.

## DECLARATION

I, Gary Richard Thorpe hereby confirm that I am eligible for the vacancy of Fakenham Town Councillor; and the information given on this form, and attached, is a true and accurate record.

Signature

G R Thorpe

Date

27/11/2025

## CO-OPTED COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Strong knowledge of local issues and a deep understanding of the community's needs and dynamics</li> <li>• Proactive and innovative, with the ability to anticipate challenges and drive future-focused solutions.</li> <li>• Must demonstrate impartiality and fairness, ensuring decisions are made in the best interests of the community rather than influenced by personal views or biases</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to contribute new skills, expertise, or valuable local knowledge to enhance the Council's work</li> </ul>
<b>Experience, Skills, Knowledge and Ability</b>	<ul style="list-style-type: none"> <li>• Ability to consistently uphold and adhere to the Code of Conduct in all actions and decisions</li> <li>• Ability to listen constructively</li> <li>• Ability to contribute to the development of plans and strategies for the area</li> <li>• Ability to comprehend and apply relevant legal and regulatory considerations, ensuring informed and responsible decision-making in the best interests of the community</li> <li>• Ability to demonstrate resilience and sound judgment, making decisions based on the best interests of the community, even when they may be unpopular or not immediately understood by the public</li> <li>• Collaborative and supportive, with a strong</li> </ul>	<ul style="list-style-type: none"> <li>• Proven experience working with or serving as a member of a local authority or other public body</li> <li>• Experience working with voluntary, local, or community groups, supporting initiatives and fostering engagement</li> <li>• Possesses a foundational understanding of legal matters relevant to town and parish councils or local authorities</li> <li>• Proven experience in delivering presentations and speaking effectively in public forums</li> </ul>

	<p>ability to work effectively within a team</p> <ul style="list-style-type: none"> <li>• Ability to initiate and lead diverse projects effectively.</li> <li>• Ability and willingness to represent the Council and their community</li> <li>• Strong interpersonal skills, able to contribute ideas in meetings while respecting others' views and accepting majority decisions</li> <li>• Clear and concise communicator, able to convey information effectively</li> <li>• Ability and willingness to collaborate effectively with colleagues, fostering strong working relationships with both members and staff</li> <li>• Ability and willingness to work with the Council's partners (e.g. voluntary groups, other Parish Councils etc.)</li> <li>• Ability and willingness to undertake induction training and other relevant training</li> </ul>	
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Ability and willingness to attend meetings of the Council and its committees (or meetings of other local authorities and local bodies) at any time; and events in the evening and at weekends</li> </ul>	

**MINUTES OF THE ALLOTMENTS SUB COMMITTEE OF THE  
FACILITIES & AMENITIES COMMITTEE  
HELD AT THE FAKENHAM CONNECT BUILDING, OAK STREET, FAKENHAM  
MONDAY 12<sup>th</sup> JANUARY 2026 AT 14:30**

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Attending Committee Councillors: M Dutton

Allotment Representatives: N Combrink, R Appleton

Attending Non-Committee: None

Deputy Town Clerk / RFO: K Lindsay

Estate Team Leader: P Woodhouse

General Public: None

Number	Agenda
<b>23/25 A</b>	<b>To receive Apologies for Absence</b> Apologies received from Cllr Hunter
<b>24/25 A</b>	<b>To adjourn the Meeting for Electors' questions</b> None received
<b>25/25 A</b>	<b>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.</b> None were declared
<b>26/25 A</b>	<b>To introduce Paul Woodhouse as the Fakenham Town Council Estate Team Leader</b> Paul Woodhouse was introduced as the Fakenham Town Council Estates Team Leader. Paul provided a brief overview of his role and responsibilities in relation to allotments.
<b>27/25 A</b>	<b>To confirm the minutes of the Allotments Sub-Committee meeting held on 7<sup>th</sup> October 2025</b> The minutes of the meeting held on 7 <sup>th</sup> October 2025 were on the proposition of N Combrink, seconded by R Appleton, agreed, and signed by the Chair
<b>28/25 A</b>	<b>To discuss any matters arising from the minutes of the meeting held on 7<sup>th</sup> October 2025</b> 21/25A N Combrink provided an update on progress with the plot numbering project. Approximately 40 discs have been cut and are currently in storage, awaiting treatment, potentially with linseed oil. The Estates Team Leader will coordinate the next steps to progress the project.
<b>29/25 A</b>	<b>To receive updated site maps showing vacant plots, to be used for identification purposes in further discussion</b> Received and noted
<b>30/25 A</b>	<b>To discuss the siting of a bleed kit on an allotment site</b> Tenant Representatives discussed the potential siting of a bleed kit either within or in the vicinity of an allotment site. Having considered usage levels, footfall, and passing traffic, the Tenant Representatives concluded that a bleed kit would be unlikely to be of practical benefit at or near the allotment sites. <b>RESOLVED:</b> That a bleed kit should not be sited on or adjacent to an allotment site.
<b>31/25 A</b>	<b>To discuss any current problems relating to allotment sites</b> <b>Greenway Lane</b>

	<p>The Deputy Clerk/RFO provided an update on the procured professional treatment of Mares Tail. Plots 56 and 59 will receive multiple treatments in May, July and September, after which the effectiveness of the treatment will be reviewed. Further treatments will be undertaken if required to attempt to eradicate the infestation. Additional in-house measures will then be considered and agreed to help ensure the infestation does not re-occur.</p> <p>Mr Appleton raised the following points:</p> <ul style="list-style-type: none"> <li>• The recent tree works were completed to a high standard and the contractor was recommended.</li> <li>• Concerns were raised regarding the 12 months' notice of the increase in allotment rent to 25p per square metre for the 2026/27 allotment year. The Deputy Clerk / RFO advised that the increase was agreed by Councillors following careful consideration and was primarily due to significant increases in water charges across all allotment sites.</li> <li>• Overgrown boundary hedges affected by ivy were noted and have been added to the grounds maintenance action list. Cuttings may be stacked at the road end of plots for disposal by the grounds team.</li> <li>• Responsibility for vacant plots was discussed. The Deputy Clerk / RFO confirmed that vacant plots are maintained by the grounds team and are flailed rather than cut.</li> <li>• An on-site meeting between the Estates Team Leader and Mr Appleton was requested.</li> <li>• Concerns were raised by Rudham Stile Lane allotment holders regarding nearby development and its potential impact on the site.</li> </ul>
32/25 A	<p><b>To confirm the date and time of the next meeting: Tuesday 7<sup>th</sup> April 2026, 14:30</b></p>

	<p>There being no further business the meeting closed at 15:10</p> <p>Confirmed this                      day of    2026</p> <p><b>CHAIRMAN</b></p>
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**MINUTES OF THE FACILITIES & AMENITIES COMMITTEE MEETING  
HELD AT THE FAKENHAM CONNECT BUILDING, OAK STREET, FAKENHAM**

**TUESDAY 13<sup>th</sup> JANUARY 2026 AT 18:00**

Attending Committee Councillors: V Joslin (Chair), C Fairbrother, G Acheson & A Glynn (Mayor)

Attending Non-Committee: J Rockett & M Dutton

Town Clerk: L Meanley

General Public: None

Press: None

Number	Agenda
186/26 FA	<b>To receive Apologies for Absence</b> Apologies received from Cllrs Campbell & Duffy
187/26 FA	<b>To adjourn the Meeting for Electors' questions</b> None
188/26 FA	<b>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</b> Cllr Joslin declared an interest in agenda Item 197/26 FA and Cllr Fairbrother declared an interest in agenda item 201/26 FA
189/26 FA	<b>To Confirm the minutes of the Facilities &amp; Amenities meeting held on the 09<sup>th</sup> December 2025</b> On the proposition of Cllr Joslin, seconded by Cllr Fairbrother the minutes of the Facilities and Amenities meeting held on 9 <sup>th</sup> December 2025 were AGREED by all and signed by the Chairman
190/26 FA	<b>To discuss any matters arising from the Minutes of the Facilities &amp; Amenities Meeting held on 09<sup>th</sup> December 2025</b> The Clerk updated on the Bee Squared project, locations for seeds – Fakenham Library, Fakenham Church and Fakenham Town Council offices. Anticipated launch date 13 <sup>th</sup> February.
191/26 FA	<b>To receive an update on estate management</b> Cllrs noted that the zip wire repairs have been completed, groundsmen are working through the playground inspection reports. Queens Road memorial repairs are planned for w/c 26 <sup>th</sup> January weather permitting
192/26 FA	<b>To note any equipment expenditure within budget</b> Cllr Glynn arrived The Clerk advised Cllrs that whilst not equipment staff were undertaking NRSWA signing, lighting & guarding training
193/26 FA	<b>To discuss Market Place Feeder Pillar Quotations</b> On the proposition of Cllr Joslin, seconded by Cllr Fairbrother, all agreed to move forward with the DJB market feeder pillar quotation of £414 net
194/26 FA	<b>To discuss Love Your Market Town Planters</b> The Clerk advised that planters were due by the third week in January, Compost and gravel had been ordered, just needed engagement o assist in planting
195/26 FA	<b>To Receive the 2025 Annual Hawk &amp; Owl Trust Report on Bacons Piece, Gogg's Meadow and Edmondsons Acres</b> The report was noted. <b>ACTION: Cllr Joslin will review and report back to February's F&amp;A</b>
196/26 FA	<b>To receive an update on the ground's vehicle</b> None received. The van is awaiting repair for an accident in the snow.
197/26 FA	<b>To receive an update on Allotment services</b>

	Noted
<b>198/26 FA</b>	<p><b>To receive an update on Cemetery services</b></p> <p>Noted Cllr Dutton suggested considering the reuse of grave spaces in Queens Road cemetery</p> <p><b>ACTION: The Clerk will report back on the legalities and points to consider</b></p>
<b>199/26 FA</b>	<p><b>To discuss Shop Fakenham's Monthly Market.</b></p> <p>The Clerk &amp; Deputy Clerk had met with Shop Fakenham to go through some of the considerations for running a monthly market. Cllrs all agreed they were happy for a display banner to be placed outside Benbows for the week preceding each event.</p>
<b>200/26 FA</b>	<p><b>To discuss War Memorial surveys</b></p> <p>Deferred</p>
<b>201/26 FA</b>	<p><b>To discuss the FLASH Project</b></p> <p>The water had frozen on Monday. The Clerk was awaiting contact from Saunders Boston. The grounds team still have no access to any welfare facilities past a toilet. The Clerk has chased NNDC multiple times without success.</p> <p><b>ACTION: Cllr Glynn will speak to the construction company directly.</b></p>
<b>202/26 FA</b>	<p><b>To confirm the date and time of next the meeting –</b> <b>Facilities &amp; Amenities: Tuesday, 10<sup>th</sup> February 2026 at 18:00</b></p>

	There being no further business the meeting closed at 18:45
	Confirmed this                      day of    2026
	<b>CHAIRMAN</b>

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

**TUESDAY 20<sup>th</sup> January 2026 AT 18:00**

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

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

Number	Agenda
<b>121/26GF</b>	<b>To receive Apologies for Absence</b> Apologies received from Councillors P Bucknell & D Hunter
<b>122/26GF</b>	<b>To adjourn the Meeting for Electors' questions</b> None received
<b>123/26GF</b>	<b>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</b> None declared
<b>124/26GF</b>	<b>To confirm the minutes of the Governance &amp; Finance Committee meeting held on 10<sup>th</sup> December 2025</b> On the proposition of Cllr Dutton, seconded by Cllr Glynn, the minutes of the Governance & Finance Committee meeting held on 10 <sup>th</sup> December 2025 were AGREED by all and signed by the Chair
<b>125/26GF</b>	<b>To discuss any matters arising from the Governance &amp; Finance Committee meeting held on 10<sup>th</sup> December 2025</b> <b>110/25</b> – It was noted that one of the Town Ambition Programme project sponsors has not yet responded to the formal agreement request sent by the Clerk. <b>ACTION: Cllr Glynn to provide alternative contact details to enable the correspondence to be re-sent</b>
<b>126/26GF</b>	<b>To review and agree policies and risk assessments for update:</b> <ul style="list-style-type: none"> <li>• <b>Equality &amp; Diversity</b> Councillors reviewed the Equality &amp; Diversity Policy and RESOLVED to approve for presentation and approval by Full Council with minor amendments.</li> <li>• <b>Finance &amp; Governance Risk Management</b> Councillors reviewed the Finance &amp; Governance Risk Management Policy and RESOLVED to approve for presentation and approval by Full Council with minor amendments.</li> </ul>
<b>127/26GF</b>	<b>To review finance reports for month ending December 2025</b> <ul style="list-style-type: none"> <li>• To receive and review December 2025 receipts and payments for Fakenham Town Council and Charter Market Cllrs RESOLVED to approve for presentation and approval by Full Council</li> <li>• To receive and review December 2025 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</li> <li>• To receive and review the third quarterly Income and Expenditure Budget vs Actuals report</li> </ul>

	<p>Cllrs RESOLVED to approve for presentation and approval by Full Council</p> <p>Councillors noted that the RFO had highlighted key points within their report, which would be considered and noted under that item</p> <ul style="list-style-type: none"> <li>To receive and approve the December 2025 schedule of payments over £500 for display on the website</li> </ul> <p>Cllrs RESOLVED to approve for presentation and approval by Full Council</p>
<b>128/26GF</b>	<p><b>To note that in the absence of councillors available to approve payment run 18 at Barclays, the Clerk completed approvals including Salaries. Also approved payment run 20, as advised by Cllr Dutton due to time constraints.</b></p> <p>Noted</p>
<b>129/26GF</b>	<p><b>To receive the RFO's report</b></p> <ul style="list-style-type: none"> <li>Councillors reviewed the Insurance Renewal update and noted the additional cyber insurance requirements should the Council's projected turnover exceed £1 million. It was agreed that preparations should be made during 2026 in anticipation of this potentially impacting the 2027/28 budget.</li> </ul> <p><b>ACTION: RFO to obtain an additional quotation for Cyber Essentials certification</b></p> <ul style="list-style-type: none"> <li>Councillors considered the Rialtas termination fee and agreed to proceed with the termination of Rialtas and the transition to Scribe.</li> <li>Councillors reviewed the third quarterly Income &amp; Expenditure Budget vs Actuals report, considering notable variations and the explanations provided.</li> </ul> <p>The rest of the report was noted</p>
<b>130/26GF</b>	<p><b>To receive notification of submission of the 2026/27 Precept demand</b></p> <p>The 2026/27 precept demand for £861,862.67 was submitted to North Norfolk District Council on 22<sup>nd</sup> December 2025 and receipt was acknowledged the same day.</p>
<b>131/26GF</b>	<p><b>To prepare the 2026/27 Precept increase demand explanation for NNDC to use on Council Tax Demand Notices</b></p> <p>To recommend to Full Council the 2026-27 precept increase demand explanation for NNDC to use on council tax demand notices:</p> <ol style="list-style-type: none"> <li>The Council's gross expenditure for the year 2026/27. = <b>£763,125.00 as per budget</b></li> <li>The Council's gross expenditure for the year 2025/26. = <b>£546,700.00 estimated</b></li> <li>The Council's Precept for the year 2026/27. = <b>£861,862.67</b></li> <li>Confirm the Council's Precept for the year was 2025/26. = <b>£567,675.00</b></li> <li>The reasons for any difference between 1 &amp; 2. = The Council's expenditure for 2026/27 is £216,425 higher than 2025/26. This reflects unavoidable cost pressures, including increases to overheads, direct costs and contracts, in line with prevailing inflation. The budget also includes the continued funding of the Depot (£42,500) resulting from the impact of NNDC's FLASH project and the continuance of the CCTV replacement programme (£15,000) approved in 2025/26. While these costs were not originally forecast to extend into 2026/27, they now represent ongoing commitments and do not constitute new budget growth. The increase in expenditure is primarily attributable to essential and time-critical service requirements, including urgent streetlight replacements and repairs (phase 1) (£93,000), revised grass-cutting arrangements to address service deficiencies (£21,185), replacement of ageing plant and machinery where continued repair is no longer cost-effective (£16,000), and the renewal or removal of play equipment that has reached the end of its safe operational life (£25,000). The remainder of</li> </ol>

	<p>the increase relates to a number of smaller service-critical and statutory items, including wayfinding, match-funded grant commitments, parking enforcement, increased electricity costs, memorial safety works and election planning.</p> <p>6) The reasons for any difference between 3 &amp; 4. = The Council's precept for 2026/27 is £294,187.67 higher than 2025/26. This increase reflects the additional expenditure requirements outlined in Section 5, including unavoidable inflationary pressures and essential service and infrastructure priorities. In addition, the increase ensures the Council maintains sufficient contingencies and reserves to meet its statutory obligations and to respond proactively to emerging responsibilities. For example, as Local Government Reform progresses and County and District Councils move toward unitary structures, discussions are ongoing regarding the potential transfer of assets such as open spaces, playgrounds, and public toilets. The Council is taking a prudent approach to ensure it is able to respond appropriately to any new responsibilities that may arise.</p> <p>7) An opinion of the change in precept issued for the upcoming year to share with the taxpayer (what has caused this change, additional services provided etc.) = The Council recognises that the 2026/27 precept represents a significant increase. This decision was not taken lightly. The increase is necessary to meet rising costs, maintain essential services, invest in critical infrastructure, and ensure the Council is prepared for future responsibilities, including potential changes arising from Local Government Reorganisation. It also reflects the need to correct and address funding shortfalls from prior budgets to maintain financial stability. We are committed to transparency and accountability. The budget proposals were openly discussed at a public forum on 16th December, where residents had the opportunity to ask questions and provide feedback before the precept was formally set by Council on 17th December. This careful process ensures that the Council can plan prudently, safeguard essential services, and respond responsibly to the community's needs while maintaining statutory reserves and contingency funds. We appreciate that any increase can be challenging for households, and the Council will continue to manage resources efficiently and seek alternative sources of income wherever possible.</p>
<b>132/26GF</b>	<p><b>To receive an update on 2026 insurance renewals</b> Councillors noted that all insurance policies were renewed and in place as of 1 January 2026. Other key points were reviewed in the RFO's report.</p>
<b>133/26GF</b>	<p><b>To discuss and consider adding MJ Tree Services Ltd to the Preferred Contractors Register</b> Councillors reviewed the application from MJ Tree Services Ltd and RESOLVED to add the company to the Preferred Contractors Register for the provision of tree cutting services.</p>
<b>134/26GF</b>	<p><b>To receive notification of Rialtas termination costs</b> Councillors noted and reviewed the Rialtas invoice for termination costs of £867.49 and, while expressing concern, RESOLVED to approve payment in order to enable a clean break and facilitate the transition to Scribe, as previously outlined in the RFO's report.</p>
<b>135/26GF</b>	<p><b>To receive the Internal Controller review</b> None</p>
<b>136/26GF</b>	<p><b>To discuss the FLASH Project</b> It was noted that confirmation of exchange of the lease contracts had not yet been received, and that the Council's solicitor is pursuing this matter with NNDC</p>
<b>137/26GF</b>	<p><b>To confirm the date and time of next meeting</b> <b>Governance &amp; Finance: Tuesday 17<sup>th</sup> February 2026 at 18:00</b></p>

	There being no further business the meeting closed at 18.43
	Confirmed this                      day of    2026
	<b>CHAIR</b>



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## Fakenham Town Council EQUALITY AND DIVERSITY POLICY

- 1 - Our commitment
- 2 - The law
- 3 - Types of unlawful discrimination
- 4 - Equal opportunities in employment
- 5 - Dignity at work
- 6 - People not employed by the council
- 7 - Training
- 8 - The Councils Commitment
- 9 - Your responsibilities
- 10 - Grievances
- 11 - Monitoring and review

### 1 - Our commitment

The council is committed to providing equal opportunities in employment encouraging equality, diversity and inclusion among our workforce and to avoiding eliminating unlawful discrimination.

The Council in providing goods and/or services and /or facilities is also committed against unlawful discrimination of customers or the public.

This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

We define diversity as the celebration of differences and the recognition of the unique value of every individual. Each person brings a distinct set of visible and non-visible characteristics, and by embracing these differences, we foster an environment where everyone feels respected and appreciated for their contributions.

### 2 - The law

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. Under the worker Protection (Amendment of Equality Act 2010) Act 2023 which came into

effect on 26<sup>th</sup> October 2024 all employers must take reasonable steps to prevent sexual harassment of their employees.

It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

### **3 -Types of unlawful discrimination**

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Sexual Harassment is unwanted behaviour of a sexual nature. The unwanted behaviour must either violate someone's dignity, or create an intimidating, hostile, humiliating or offensive environment whether it was intended or not. Sexual Harassment has many forms of seriousness with sexual assault the most serious.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that he/she has a particular protected characteristic when he/she does not, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because they made or supported a complaint or raised a grievance under the Equality Act 2010, or because they are suspected of doing so. However, an employee is not protected from victimisation if they acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not

have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

#### **4 - Equal opportunities in employment**

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

##### Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

##### Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

##### Equal opportunities monitoring

The council will monitor the ethnic, gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

#### **5 - Dignity at work**

The council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

#### **6 - People not employed by the council**

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

#### **7 - Training**

The council is committed to offering training, development and progression opportunities to all staff, councillors and volunteers.

The council will provide training in or raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The council will provide training to or raise awareness of all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they can do to help create a working environment free of bullying and harassment. The council will provide additional training to managers to enable them to deal more effectively with complaints of bullying and harassment.

## **8 – The Councils Commitment**

The Council is dedicated to fostering an inclusive environment where individual differences are respected, and the contributions of all staff are recognized and valued. We are equally committed to delivering functions and services that are accessible to everyone in our community.

To support this commitment, the Council will provide reasonable adjustments for staff, councillors, and members of the public as needed, proactively identifying and addressing barriers that may hinder participation in community life.

We aim to ensure the equitable allocation of resources by actively listening, responding, and collaborating with diverse groups through meaningful and inclusive consultation and engagement processes.

Our communications and events will reflect and celebrate the diversity of our communities, promoting inclusion and ensuring full accessibility for all.

## **9 - Your responsibilities**

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure.

Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

The council encourages the reporting of any incidents or situations where employees felt at risk even if nothing happened.

## **10 - Grievances**

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

**11 - Monitoring and review**

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law.

Information provided by job applicants and employees for monitoring purposes will be used only for these purposes and will be dealt with in accordance with relevant data protection legislation.

This is a non-contractual procedure which will be reviewed from time to time.

Reviewed at Governance & Finance 20<sup>th</sup> January 2026

Ratified at Full Council 28<sup>th</sup> January 2026

Due for review 2027



Fakenham Town Council

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## Finance & Governance Risk Management Policy

1. Introduction
2. Risk Management
3. Objectives
4. Roles & Responsibilities
5. Council Services & Functions
6. Insurance

### 1. Introduction

Good governance, accountability and transparency are essential to local councils. Those who are responsible for the conduct of public business and for spending public money must ensure that everything is conducted in accordance with the law and proper practices.

The Local Audit and Accountability Act 2014 and Accounts and Audit Regulations 2015 set out how we should act when accounting for public funds. This includes an annual review of the effectiveness of the system of internal control and a formal financial risk assessment. This is part of the Annual Return, as identified in Section 2 part 5 of the Statement of Assurance, which is made to the External Auditor and will be inspected by the independent Internal Auditor.

The Policy is intended as a working document for the Internal Auditor, Councillors and Town Council employees, and will assist elected members in their approval of the Statement of Assurance.

### 2. Risk Management

Risk Management is the ongoing process of identifying the actual and potential risks that an organisation is facing, assessing the impact of these risks and putting in place actions (controls) intended to lessen (mitigate) the risk to an acceptable level. It should be recognised that risks are unlikely to be fully eliminated but through robust and timely management, can be bought within an acceptable level.

As with all management systems the risk management policy should be monitored and reviewed to ensure that all risks are identified, controls are implemented and that they remain effective. The Model Financial Regulations for Local Councils, updated April 2024 states;

**The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

Fakenham Town Councils robust approach to risk management includes;

- A risk management policy
- Annual audit of accounts – internal auditor – with a full internal audit report, submitted at the 6 month and 12-month periods.
- Submission of the Annual Governance and Accountability Return
- Financial & Governance risk register
- Annually reviewed Insurance cover.

### 3. Objectives

The objectives of this policy are:

- To clearly identify roles and responsibilities for managing risk by the Town Council.
- To create a structured framework for the identification, assessment and evaluation of risks.

- To ensure a corporate approach is adopted across the Council which facilitates the prioritisation of risks and avoids duplication of mitigating action.
- To ensure risk management principles are embedded in all systems and processes to help demonstrate openness, integrity and accountability in all the Council's activities.
- To ensure the risk management process contributes to the development of a more robust internal control framework, providing assurance to senior officers and Members that appropriate levels of control exist.
- To provide a framework for ensuring actions are proportionate to identified risks thereby efficiently and effectively utilising resources and maintaining a balance between risks and controls.

#### **4. Roles & Responsibilities**

##### Councillors;

- The Town council has responsibility for overseeing its risk management and the approach to assessing risk will be consistent and include an assessment of likelihood and impact.
- Review (on an annual basis) the risk management policy and risk register. This will include ensuring there is:
  - i. A review of the risk assessment criteria, risk appetite and approaches to managing risk.
  - ii. An identification and updating of the schedule of risks
  - iii. An evaluation of the likelihood and potential impact to the Council of each risk materialising
  - iv. A decision on measures to avoid, reduce or control each risk, as appropriate
  - v. A record made of the decisions reached

##### The Clerk;

- Ensure that risk assessments are carried out for areas and activities under their control.
- Ensure that such assessments are updated at regular intervals or whenever there is reason to believe that the assessment is no longer valid
- Ensure that risk assessments are adequately recorded and documented
- Ensure that action is taken to adequately control risks to health and safety identified by the assessment
- Ensure that staff members are kept adequately informed of risks to health or safety and of any control measures provided
- Ensure, for areas under their control, that contractors or visitors to the areas who may be exposed to risk are adequately informed of the risk and any required precautions or preventive measures

##### The RFO;

- Assess and implement the Council's insurance requirements
- Assess the financial implications of strategic policy options, aid and advice on budgetary planning and control.
- Ensure that the Financial Information System allows effective budgetary control
- Inform investment decisions made by the Town Council.

##### Staff;

- Undertake their job within risk management guidelines ensuring that the skills and knowledge passed to them are used effectively.
- All employees will maintain an awareness of the impact and costs of risks and how to feed data into the process.

- Staff will work to control risks or threats within their jobs, monitor progress and report on job related risks to the Clerk.

#### 5. Council Services & Functions

- Council Offices, Connect Building, Oak Street, Fakenham

The Council is a tenant in this building, which is owned by Norfolk County Council, leased, and managed by NNDC. The Town Council office is open to the public from 10.00am to 2pm Monday to Friday. One of Fakenham Town Council's (FTC) main functions is to organise meetings for its members and the public, and deal with matters arising from those meetings. FTC also has financial, managerial and administrative responsibilities - managing allotments, cemeteries and open space areas, arranging site visits. FTC also reports problems on behalf of the public for services provided by other tiers of government.

- Queen's Road Cemetery and Chapel

A town centre Cemetery, where limited burials can still take place, in the Garden Plot after confirmation with the office. The Cemetery is always open except when necessary to prevent misuse. Installation of memorials must be undertaken by authorised masons on the allocated plot. Memorials are inspected at least every five years or more as required and are recorded. Rules & Regulations are in place, advertised on site as well as online and sent to all exclusive rights of burial holders and funeral directors, these are reviewed annually. Rules and Regulations are in place and reviewed annually. The full version is available on the Fakenham Town Council website, with links advertised on cemetery sites. Copies are provided to funeral directors and stonemasons, and new or transferred Exclusive Right of Burial holders receive a synopsis together with a link to the full Rules and Regulations online.

- St Peter's Churchyard and Memorial Garden

FTC maintains these areas. Interment of ashes still takes place in the restricted memorial garden area managed by the Parish Church, not the Council.

- Creake Road Cemetery

An out-of-town site, with archway entrance, brick storage buildings and wall to either side of the entrance. This is the site currently used for burials after confirmation with the office. The site is always open. FTC arranges matters concerning burial plots and memorials as well as the maintenance of the site. Maintenance of the site is mainly arranged through a contractors. Funeral Directors prepare burial plots and reinstate areas after burial. Installation of memorials must be undertaken by authorised masons on the allocated plot. Memorials are inspected at least every five years or more as required and are recorded. Rules & Regulations are in place, advertised on site as well as online and sent to all exclusive rights of burial holders and funeral directors, these are reviewed annually. Rules and Regulations are in place and reviewed annually. The full version is available on the Fakenham Town Council website, with links advertised on cemetery sites. Copies are provided to funeral directors and stonemasons, and new or transferred Exclusive Right of Burial holders receive a synopsis together with a link to the full Rules and Regulations online.

- Peckover Cemetery

Town Centre Cemetery with wall surrounds and mature evergreen oak trees, adjacent to the Aldiss Superstore. The site is available for future Quaker burials.

- Allotment sites

- (1) Rudham Stile Lane
- (2) Greenway Lane
- (3) Grove Lane

Rents are reviewed annually and rent increases are notified to the tenants 12 months in advance. Rents are due on 11<sup>th</sup> October annually (After old Michaelmas day)

Office staff and the Estate Team Leader manage the Allotments, and all sites have Tenant Representatives or advertised vacancies. ~~Tenancy agreements are issued annually, and tenants are given a copy of the current Rules.~~ Tenancy Agreements are issued at the commencement of each tenancy, and tenants are provided with the Rules and Conditions of Letting at that time. The current Rules and Conditions of Letting are available on the Fakenham Town Council website, and all tenants receive a link annually with their rent notification, which also serves as tenancy renewal. Council staff carry out regular inspections of the sites.

- Playing Fields

- (1) Hayes Lane - Trim Trail, outdoor gym equipment and play equipment on a large area of open space.
- (2) Whitelands - Infant swings, Twin Forest Tower, see-saw and a slide with a public path through the site.
- (3) Millennium Park - Includes play equipment, a cable rider and outdoor gym equipment, There is a large area of grassland and a landscaped garden area. The park is managed by the Town Council as Trustee of the Fakenham Recreation Ground Charity.
- (4) Trap Lane Field (an open sports area with free public access), a Pavilion, Depot and Storage Container.

- Other Open Spaces sites

- 1 Railway Cutting
- 2 Trap Lane Field
- 3 Goggs' Mill Picnic Area
- 4 Library Corner
- 5 Cinema Triangle

Goggs' Meadow, Edmondson's Acres and Bacon's Piece are currently leased to the Hawk & Owl Trust.

Inspection of these areas is managed by the groundsmen and Town Clerk. Litter picking on all the Council's land is undertaken by the Council's own grounds staff.

- Street Lights

Street Lights (382) in the town, are owned and maintained by FTC through contracted services. Faulty lights, vandalism and impact damage is reported to Cozens Street Lighting Services. The contractor provides Street Lighting stock amendments to UK Power Networks who have oversight of lights system and records.

FTC annually requests confirmation of any stock changes, and the contractor undertakes an visual annual inspection of each light. ~~FTC request 5 yearly structural and electrical tests of all streetlights.~~ Certification is provided by UKPN and passed to the utilities provider to enable adjustments to billing data for the subsequent year.

Electricity invoices then checked by Finance to verify monthly charges.

- Charter Market Management

~~The Town Clerk~~ Council Staff supervises the market and stallholders' sites. The Market cleaning is managed by the Traders with groundsmen checking for any litter at the end of the day. Rents are paid by bank transfer or standing order to the Market Tolls General account.

- Market Tolls

Local organisations can apply to the Market Tolls for funding for new community projects, social activities, and other events. Grant applications are assessed and considered by Councillors at a **Development and Market Full Council** meeting before grants are awarded.

- Provide and maintain street furniture

The Town Council has benches in various locations in the town. These are inspected and repaired regularly. The Council has been gifted a concrete seat which is on Goggs' Picnic Area. It also maintains the Edward VII Coronation Lamp, the Fakenham Town Sign, the War Memorial, Bus Shelters, Heritage Trail map tables and plaques and the library corner equipment.

- Street Collecting Licences

A delegated task from NNDC for the purpose of managing charity/ community fund raising activities in the town centre.

## 6. Insurance

The current Insurance Provider is:

Clear Insurance Management Ltd, 7/8 Tolherst Court, Turkey Mill, Ashford Road, Maidstone, Kent ME14 5SF

Tel: 0330 013 0036 / e-mail : [councils@thecleargroup.com](mailto:councils@thecleargroup.com)

The policy renewal date is 1 January. The Insurance Policy is reviewed annually. There is a public liability cover of £10 million. There is also Employer's Liability & Fidelity Guarantee. Employers Liability certificates are displayed.

Local Councils - Policy Number: LCO01802 / Cyber – Policy number: CY-CP-00014610 / Agricultural Vehicles – Policy Number: AGRI/110037/2024 / FRGC - Policy Number: CHW00353

***Reviewed at P&R Committee 8<sup>th</sup> January 2025***

***Ratified at Full Council 29<sup>th</sup> January 2025 Due for review 2026***

***Reviewed at G&F 20<sup>th</sup> January 2026***

***Ratified at Full Council 28<sup>th</sup> January 2026 Due for review 2027***

Likelihood of Occurrence	High	L	M	H	H
	Medium	L	M	M	H
	Low	L	L	M	M
		Minor	Moderate	Serious	Major
Financial Impact and/or		up to £1000	Up to £10,000	Up to £50,000	Over £50,000
Reputational Impact and/or		Minimal / Localised	Medium term damage to reputation	Serious damage within area and beyond	National / Long standing damage.
Health & Safety Impact and/or		None	Minor Injury	Serious Injuries	Fatality or Life Changing injuries
Legal/Regulatory Exposure Impact		None	Moderate findings against the council / moderate impact on the public / services/ assets	Serious findings against the council / moderate impact on the public / services/ assets	Major findings against the council / moderate impact on the public / services/ assets

<b>MANAGEMENT &amp; GOVERNANCE</b>					
<b>No.</b>	<b>Subject</b>	<b>Risk Identified</b>	<b>Risk Level</b>	<b>Management / Control</b>	<b>Action / Annual Review Required</b>
MG1	Staff	Loss of Key personnel  Compliment not at capacity  Fraud by staff  Health & Safety  Training	M  M  L  L  L	Deputy Clerk could undertake a wide range of the Clerks role. The Clerk can undertake a wide range of the RFO role or accountant assistance can be sought. If the Clerk or RFO are absent for 10 days or more council to consider locum services. If both Clerk & RFO absent simultaneously HR committee to meet urgently and authorise urgent locum appointments. Business Interruption Insurance in place. HR Subcommittee to regularly consider resilience. Adequate budgets. Fidelity Guarantee insurance value reviewed annually. Controls in place detailed in the Financial regulations. The council is affiliated to the National Association of Local Councils through its membership of the county association Norfolk ALC where advice can be sought. The Clerk is a member of the Society of Local council clerks. All Employees provided with adequate and appropriate directions and safety equipment and training. Employers liability insurance in place. Training for roles regularly reviewed, Training budget in place and training provided when needed.	Deputy Clerk to undertake CilCA when FILCA complete.  HR Subcommittee reviews Reviewed annually  Reviewed annually  Existing procedures adequate
MG2	Business Continuity	Council business not being able to continue due to unexpected circumstances	H	Staff able to work from home on laptops, Cloud storage used. Website and social media able to be kept updated remotely. No current plan in place for the loss of records, full or majority replacement of the Council at an election etc. Insurances in place	Records to be backed up electronically. No mitigation for replacement of councillors.
MG3	Legal Powers	Illegal activity or Payment	M	All activity and payments within the powers of the Town Council to be resolved at Full council meetings unless delegated authority in place.	Clerk to notify Councillors of available training

MG4	Agendas / Minutes / Notices / Statutory Documents	Accurate & Legal	L	Internal controller councillor appointed who is not a bank signatory to complete regular checks which are minuted at council meetings. Fidelity Guarantee insurance in place.	Existing procedures adequate
MG5	Member Interests	Conflict of Interest	M	Agendas displayed according to legal requirements & Transparency code. Minutes reviewed and approved at following meetings Business conducted managed by the Chair	Existing procedures adequate
MG6	Standing Orders	Breached or ignored	M	Standing item on all agendas. Declarations of interest to be documented / minuted and any conflict addressed as appropriate. Members take responsibility to update register. Members code of conduct in place.	Training for Councillors
MG7	Councillor Training	Not sufficiently aware of roles	M	Standing orders given to all councillors	Training for Councillors
MG8	Councillor Conduct	Councillors fail to abide by the code of conduct or behave appropriately	M	Induction pack given to councillors	Existing procedures adequate
MG9	Insurance	Adequacy Cost Compliance Fidelity guarantee	L L L L	Code of conduct signed by all. Access to legal advice through Associations of Local council. Complaints procedure to Monitoring officer in place. Libel & Slander Insurance in place. Annual reviews of all policies undertaken. Current insurances in place: Employers Liability / Public liability / Property damage / Money / Business interruption / Fidelity / Libel & Slander / Officials / Personal accident / Legal expenses / Cyber / Vehicles.	Existing procedures adequate
MG10	Data Protection	Policy Provision Breaches / Litigation	L H	Data Audit reviewed independently, policies updated in line with General Data Protection Regulation (GDPR) 2016 and Data Protection Act (DPA) 2018 Registered with the Information Commissioners Office. ICO advice followed and Data protection Officer appointed when required. GDPR/Data Protection	Staff & Councillor training recommended.

MG11	Freedom of Information	Vexious requests / complex or substantial requests  Lack of Training	M	training for councillors and staff. Mandatory GDPR training for all staff to be refreshed every 2 years  Model publication scheme in place Payments over £500 on website – Transparency Code Public & Press can attend meetings FOI policy in place – Requests can take up large amounts of office time. FOI requests refused if time barred. FOI training provided to councillors and staff to ensure correct handling of requests; aligned with GDPR/Data Protection compliance; refresher training every 2 years	Staff & Councillor training recommended.
MG12	Council Records - Paper  Electronic	Loss through - theft - fire / water damage  Loss through – theft, fire, water damage, corruption of IT	L M  L	Records are stored in a secure locked room in the office. Records include historical correspondence, minutes, insurance, bank records. Property damage insurance in place  External IT provided used, and data backed up onto the Cloud. Certain documents held online. Cyber insurance in place	Damage from theft is unlikely. Fire & Water may cause significant harm. Move some records to the archives. Existing procedures adequate
MG13	Civic & Other Events	Public Liability Weather Conditions Vendors	L M L	Councils’ insurance policy covers its public liability obligations. In adverse weather event will be cancelled. Risk assessments completed for all events	Existing procedures adequate
MG14	Sufficient Councillors	Failure to attract candidates for vacancies or elections Reduced representation of the community Inquorate meetings	L L L	Actively publicise Council activities and vacancies.	Existing procedures adequate
MG15	Quorate meetings	Business not transacted Decisions not made	L L	Annual meeting calendar issued to all councillors. Meeting agendas issued promptly. Attendance recorded.	Existing procedures adequate

MG16	Lack of Public participation / consultation	Decisions not based on evidence Electors disenfranchised	L	Meetings publicised on noticeboard & website. Public participation on all agendas. Annual parish meeting advertised. Articles in local newsletters. Regular community surveys	Existing procedures adequate
MG17	Website Accessibility & Transparency Compliance	Inaccurate or outdated Accessibility Statement and incomplete statutory transparency	L	Website reviewed annually against WCAG 2.2 AA and Accessibility Regulations; Accessibility Statement published; statutory documentation published per FOI Act and Transparency Code. FOI Publication Scheme on website	Existing procedures adequate
MG18	Use of Personal Email or Devices for Council Business	Data security and information loss Non-compliance with GDPR circumvention of internal controls	L	Council-issued email accounts used exclusively  IT Policy covers personal/FTC equipment	IT Policy to be adopted in line with Assertion 10

FINANCIAL			Risk Level H/M/L	Management / Control	Action / Annual Review Required
No.	Subject	Risk Identified			
F1	Precept	Adequacy of precept Submission deadline missed Delayed or unpaid by district council	L L L	Budgetary information received monthly and reviewed at quarterly Finance subcommittee meetings. October & November Committee meetings agenda discussion with full reports from RFO to make recommendations for following years budgets. December committee meetings and Full council agree final budget and precept claim. Figures submitted by Clerk to District council in writing and council updated when monies received. Annual independent internal interim and end of year audits confirm appropriate procedures in place	Existing procedures adequate

F2	Financial controls & Records	Inadequate records Financial irregularities	L L	Councils Financial Regulations outline current requirements. Financial software is used to record all transactions. Internal controller appointed. Annual independent internal interim and end of year audits confirm appropriate procedures in place. Monthly Finance Subcommittee meetings review transactions and financial records. Officials Insurance & Fidelity guarantee in place.	Keep Financial Regulations and standing orders reviewed & updated yearly
F3	Banking	Bank Mistakes Loss Charges	L L L	Financial regulations set out banking requirements. The council has several bank accounts and an investment strategy. The majority of payments are made via BACS or Direct Debit and approved by 2 councillors. A monthly Governance & Finance Committee meeting reviews transactions and reconciliations which highlight any issues. Officials Insurance & Fidelity guarantee in place.	Existing procedures adequate
F4	Salaries	Wrong salary/rates paid Wrong deductions paid	L L	Salaries & deductions checked by RFO and Governance & Finance Chair.	Payroll managed externally.
F5	Costs & Expenses	Goods not supplied to the council Invoices incorrectly calculated or recorded Payment duplicated or to wrong supplier	L L L	Goods received checked against invoices before payment Invoice calculations checked Payments checked by RFO and 2 Councillors against invoices for fortnightly payment runs.	Existing procedures adequate
F6	Banks & Banking	Inadequate Checks  Bank Mistakes Loss of signatories Cash Flow	L  L M L	Instructions for payment checked and confirmed by RFO & 2 councillors. BACS approved by a 3 <sup>rd</sup> councillor. Financial regulations followed. Where appropriate minuted authorisation provided. Officials Insurance & Fidelity guarantee in place. Monthly bank reconciliations Ensure a minimum of 5 councillor signatories as well as the Clerk & RFO – new signatories minuted. Monitored by the RFO monthly.	Existing procedures adequate

F7	Credit Cards	Inadequate Controls	L	Limited to Clerk & RFO authorised expenditure in circumstances where payment must be made up front of the goods being purchased. Reconciled to invoices each month before payment. Fidelity guarantee in place.	Existing procedures adequate
F8	Grants – Payable Receivable	Lack of powers to pay Lack of evidence of council agreement to pay Conditions Agreed Correct procedure followed when claiming	L M M L	Minute council agreement with power used to authorise payment. Ensure applicants complete application form correctly. Agree & document conditions Clerk & RFO follow conditions but no regular grants received.	Recipients to confirm Grant used for purpose given and any conditions met.
F9	VAT	Reclaiming Charging	L	Financial Regulation cover the requirements. Current accounting software calculates VAT owed/due. Returns entered quarterly	Existing procedures adequate
F10	Reserves – General	Adequacy	L	Consider as part of budget setting	Existing procedures adequate
F11	Reserves - Earmarked	Adequacy	L	Consider as part of budget setting	Existing procedures adequate
F12	Election Costs	Risk of election costs	L	Risk higher in election years. Clerk will obtain an estimate of costs. No measures can minimise risk.	Existing procedures adequate
F12	Cash Handling	Cash Payments Petty Cash Loss through theft or dishonesty	L L L	No Cash payments taken <del>Petty Cash limited to £100, locked in locked cash box in a locked safe, receipts of all purchases kept and verified by the Clerk and 2 councillors.</del> Petty Cash is limited to £100 and is held in a locked cash box secured within a locked safe. All petty cash expenditure must be supported by a valid receipt. Receipts are verified by the Clerk or RFO. A record of all petty cash receipts and payments is reported to the Governance & Finance Committee for review and subsequently presented to the next Full Council for oversight and approval. Withdrawals to top up cash authorised by 2 councillors	Existing procedures adequate

				and undertaken by the Clerk. Fidelity guarantee in place.			Existing procedures adequate
F13	Investment Income	Received when due	L	Received direct to bank account. RFO checks and allocated accordingly			Existing procedures adequate
F14	Procurement	Work or contracts awarded incorrectly Overspends	L M	Normal practice as per Financial Regulations and standing orders to seek 3 quotes or go out to tender depending upon amount. Clerk or RFO to investigate overspends & report to Councillors			Existing procedures adequate
F15	Annual Return	Submitted in time limit	L	RFO completes and signs within time frame Annual return completed and signed by internal auditors, the council and submitted to the external auditor within time frame			Existing procedures adequate
F16	Income	Late or non-payment of invoices Theft of payments	M	<del>Allotment tenants enter lease agreements, rents reviewed annually, sessional hires &amp; market stall holders pay in arrears, Cemetery expenses are paid in advance.</del> Allotment tenants enter into formal lease agreements and are invoiced in advance for the forthcoming allotment year, with rents reviewed annually. Cemetery services are reviewed annually, invoiced in arrears, and paid following receipt of a valid invoice. Market traders are invoiced in advance for the forthcoming month, with all payments credited to the Market Tolls General Account. All monies paid by Credit card or BACS direct to council. Invoices & Payments for all checked by Internal controller and Internal Audit. Officials Insurance & Fidelity guarantee in place.			Existing procedures adequate

## ASSETS &amp; FACILITIES

No.	Subject	Risk Identified	Risk Level H/M/L	Management / Control	Action / Annual Review Required
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AF1	Assets	Loss or Damage	M	<p>Weekly, Monthly, 6 monthly or Annual inspections by Groundsmen, Estate Team Leader or Office Staff according to Inspections as required in line with the Asset management plan. Annual RoSPA inspections of all play equipment plus 2 operational inspections per annum. Tree surveys conducted every 18 months or as required. Regular allotment checks. UpToDate Property damage insurance values and assets registers. Income not relied upon</p>	<p>Monthly full visual inspections by Clerk- Asset management plan reviewed by Town Clerk and Estate Team Leader annually 3 yearly insurance valuations</p>
AF2	Maintenance	Reduced value of assets or amenities – loss of income or performance	M	<p>The council must ensure property is properly maintained and in a safe condition. Annual review of Insurance to ensure coverage. Regular maintenance inspections scheduled and recorded under asset management plan</p>	<p>Regular maintenance inspections to be scheduled and recorded Budget to be made available for maintenance and reserves for refurbishment programmes.</p>
AF3	Land	Encroachment Adverse possession Inadequate maintenance	M L L	<p>The council owns various parcels of land in Fakenham. Very few are registered with HM Land Registry and exact boundaries are unclear on nearly all. Groundsmen carry out weekly visual checks and inspections of all areas detailing any maintenance work required. Legal expenses cover in place</p>	<p>All parcels of land need boundaries established. All parcels of land need to be registered with H Land registry.</p>
AF4	Equipment	Failure to inspect and report matters requiring attention  Personal Injury	L  M	<p>Groundsmen carry out weekly play equipment inspections noting any work required. Some grounds equipment serviced as and when required. Portable electrical equipment is tested every year. Asset Management plan followed. Insurance in place. Employers &amp; Public liability insurance in place.</p>	<p>Maintenance equipment schedule to be drawn up and followed Existing procedures adequate</p>

AF5	Vehicles	Accident Poor Condition Tax/insurance/MOT	L L L	Vehicles are used locally and insured for use by all groundsmen. Tax/insurance/MOT in place and are covered by the office.	Existing procedures adequate
AF6	Meeting Locations	Adequacy Health & Safety	L L	Meeting venues have suitable facilities for staff, councillors and the public and are accessible by all.	Existing procedures adequate
AF7	Contractors	Lack of Site Assessment Inadequate Public liability insurance Inadequate resources to complete contract Unsatisfactory performance	L L L L	Site Risk Assessment should be provided Copy of insurance certificate with public liability insurance cover must be provided. Financial Regulations deal with the tendering process for contracts Clerk or Groundsmen check work	Existing procedures adequate
AF8	Street lighting	Public injury Outage/damage	L L	Public Liability damage in place Maintenance contractor in place and annual inspection / 5-year electrical test	Existing procedures adequate
AF9	Estate / Office Furniture	Public or staff injury Damage/ destruction	L L	Public Liability insurance in place Equipment and furniture sourced from suppliers of street furniture – ensuring compliant materials and designed with public safety in mind. Training provided if required.	Designated reserves in budget for repair / refurbishment / replacement

## MARKET TOLLS GRANT EVALUATION FORM

Complete all sections.

Name of Organisation

FAKENHAM CHORAL SOCIETY

Year of Award

2025

How much funding did you receive?

£1000

Did you spend the entire amount awarded?

YES

If No, please explain why the full amount was not spent and detail how much remains?

N/A

FINANCE REPORT OF CONCERT ATTACHED

What did you use the grant monies for?

TO HELP FUND OUR CHRISTMAS  
CONCERT ON 13-12-25

What difference has funding made in the locality/community?

Please include information about the number of people in Fakenham who participated and/or benefited from the grant.

All  Older people  Children  Youth  Multicultural  Other (specify)

MANY OF THE CHORAL LIVE IN FAKENHAM.  
THIS WAS A FREE CONCERT WHICH ENABLED PEOPLE  
WHO LIVE IN FAKENHAM TO EXPERIENCE LIVE MUSIC  
WITH AN ORCHESTRA, CHOR & PROFESSIONAL SINGERS

How did your group measure these benefits?

THE CHURCH (FAKENHAM PARISH CHURCH) WAS  
ALMOST FULL, ONLY ABOUT 10 SEATS NOT TAKEN.  
MANY PEOPLE WHO LIVE IN FAKENHAM & SURROUNDS  
ATTENDED.

Did you come across any problems in the delivery of your projects, and give reasons.

NO

How was your project / event promoted? How was the Council's support acknowledged?

PLEASE ATTACH COPIES THE EVENT WAS PROMOTED ON  
SOCIAL MEDIA, VIA BANNERS AND POSTERS. THE  
COUNCIL'S SUPPORT WAS ACKNOWLEDGED IN THE  
PROGRAMMES (FRONT INSIDE COVERS & OUTSIDE ALL COVER) PROGRAMME END  
ON BANNER IN CHURCH.

Please use this space to make any other comments which will help us improve the grants process

ALL AS SIMPLE TO USE

I am authorised to complete this form on behalf of the group. (Normally completed by the original applicant of the grant)

Name

SALLY BONE

Position in Organisation

SECRETARY

Signature

Date

7-1-26

This completed evaluation forms, and any other supporting documents should be returned to:  
Fakenham Town Council, Fakenham Connect, Oak Street, Fakenham, Norfolk, NR21 9DY

Christmas Concert 2025 - rough sheet

Income

PROGRAMMES	£	321.20
DRINKS -cash	£	408.00
Drinks via Zettle	£	119.00
DONATIONS	£	903.96
CAR PARK	£	51.10
Market tolls grant	£	1,000.00
<b>TOTAL</b>	<b>£</b>	<b>2,803.26</b>

recouped float included  
in total

<b>Deficit</b>	
<b>-£</b>	<b>3,110.45</b>

Expenses

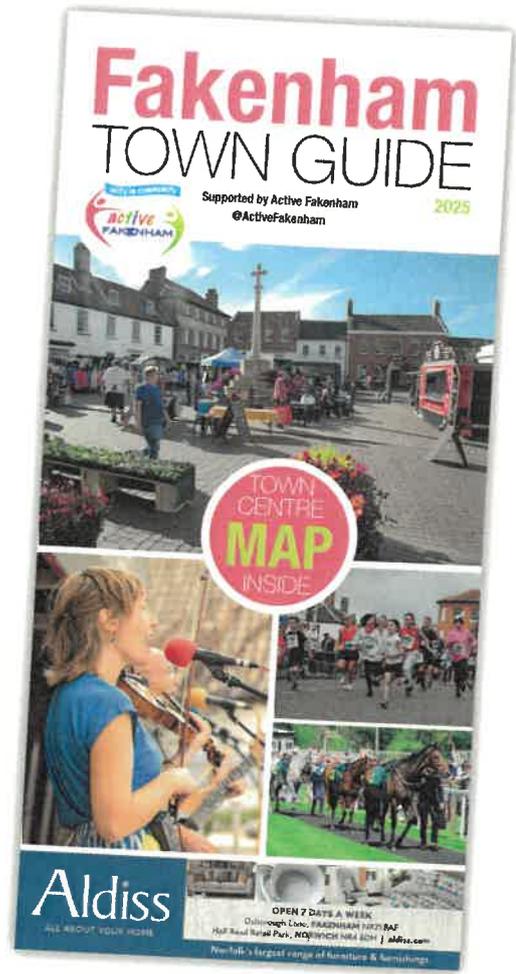
	£	620.00
	£	175.00
	£	150.00
	£	400.00
	£	150.00
	£	120.00
	£	60.00
Singers - 3@120	£	360.00
Orchestra 11 @120	£	1,320.00
Church hire	£	500.00
car park	£	50.00
piano hire	£	675.00
percussion transport	£	190.00
	£	99.00
	£	150.00
Orchestral scores	£	235.13
Posters	£	144.22
Programmes	£	88.00
Float	£	250.00
Drinks	£	91.08
presentations	£	34.15
Hall hire - teas	£	50.00
Zettle fees		2.13
<b>Total</b>	<b>£</b>	<b>5,913.71</b>

Names redacted for  
anonymity (music team  
names).

# Fakenham TOWN GUIDE

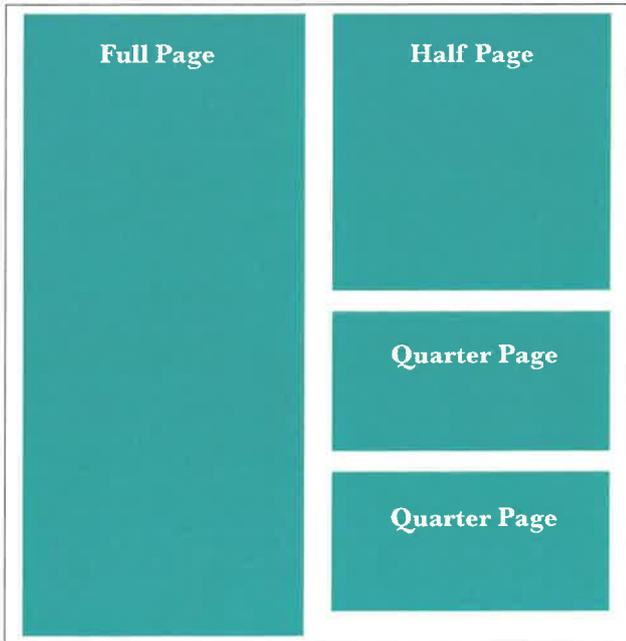
An annual publication distributed across the county, to households in Fakenham and available to pick up at various outlets.

The guide is produced by **Active Fakenham** and **Just Regional** with a print run of 8,000.



ADVERT SIZES	
Full Page	89mm wide x 200mm high
Full Page (IFC or OBC)	99mm wide x 210mm high plus 3mm of bleed & trim
Half Page	89mm wide x 89mm high
Quarter Page	89mm wide x 45mm high

Fakenham Town Guide 2026 will be DL size: 99mm x 210mm (portrait)



RATES*	
Full Page	£225
Half Page	£175
Quarter Page	£100
Sponsorship	Sold to Aldiss <b>Aldiss</b>

\*All prices subject to VAT

DELIVERY DATES AND DEADLINES	
Delivery	Easter 2026
Booking Date	February 18th
Advert Copy Date	February 23rd



MARKETING & CONSULTANCY



# Fakenham Market

Est. 1250



**Every Thursday from 8am**

A fine selection of local flavours,  
everyday needs and speciality products



**Fakenham Town Council**  
**01328 853653**

[info@fakenhamtowncouncil.gov.uk](mailto:info@fakenhamtowncouncil.gov.uk)  
[www.fakenhamtowncouncil.gov.uk](http://www.fakenhamtowncouncil.gov.uk)



**THE NORTH NORFOLK DISTRICT COUNCIL (OFF-STREET PARKING PLACES)  
ORDER 2026  
NOTICE OF PROPOSALS**

**North Norfolk District Council HEREBY GIVES NOTICE**, in accordance with regulation 7 of the Local Authorities Traffic Orders (Procedure) (England and Wales) Regulations 1996, as amended of its intention to make an Order under its powers contained in Sections 32 and 35(1) and (3) of the Road Traffic Regulation Act 1984 (as amended), that it proposes to make an order entitled 'the North Norfolk District Council (Off-Street Parking Places) Order 2026' (the 2026 Parking Places Order), the effect of which will be:

(1) From 7 April 2026, to revoke all previous Off-Street Parking Places Orders (hereinafter together referred to as 'the previous Off-Street Parking Places Orders') made by the Council including the North Norfolk District Council (Off-Street Parking Places) Order 2025 as amended and variations thereto.

(2) In connection with use by all classes of vehicles not exceeding 3.5 tonnes at the following off-street Parking Places, classified as STANDARD car parks:

Fakenham	Bridge Street Fakenham connect/oak street Highfield road Queens Road The Limes*
North Walsham	Bank Loke Mundesley Road New Road Vicarage Street
Stalham	High Street

to levy the following charges on all days:

- for parking between 8.00am and 6.00pm not exceeding thirty minutes 60p
- for parking between 8.00am and 6.00pm not exceeding two hours £1.30 and 90p per subsequent hour or part thereof
- for parking for up to 24 hours £6.50
- for parking up to 7 days £46.00 (transferable to other NNDC car parks)

\*separate charges apply for coaches (see 8 below)

(3) In connection with use by all classes of vehicles not exceeding 3.5tonnes at the following off-street Parking Places, namely classified as RESORT car parks:

Cromer	Cadogan Road* Promenade** The Meadow
Holt	Albert Street Station Yard
Mundesley	Beach Road/Gold park
Sheringham	Station Approach* Morris Street
Wells next the Sea	Staithe Street

to levy the following charges on all days:

For parking between 8.00am and 6.00pm, not exceeding thirty minutes £1.05

For parking between 8.00am and 6.00pm exceeding thirty minutes but not exceeding one hour £1.75, and for each subsequent hour or part hour £1.45

For parking for up to 24 hours £9.20

For parking up to 7 days £46.00 (transferable to other NNDC car parks)

\*separate charges apply for coaches (see8 below)

\*\*Promenade blue badge holders only

(4) In connection with use by all classes of vehicles not exceeding 3.5 tonnes, at the following off-street Parking Places, namely classified as COASTAL car parks:

Cromer	Runton Road*
East Runton	Beach Road
Happisburgh	Cart Gap

Happisburgh	Community car park**
Bacton	Coast Road
Overstrand	Pauls Lane
Sea Palling	Clink Road*
Sheringham	East Cliff and Chequers
Wells next the Sea	Stearmans Yard
Weybourne	Beach Road

to levy the following charges on all days:

- For parking between 8.00am and 6.00pm, not exceeding thirty minutes £1.05
- For parking between 8.00am and 6.00pm exceeding thirty minutes but not exceeding 1 hour £2.20, and for each subsequent hour or part hour £2.20
- For parking for up to 24 hours £11.50
- For parking up to 7 days £46.00 (transferable to other NNDC car parks)

\*separate charges apply for coaches (see 8 below)

\*\* Managed by Happisburgh parish council, charges apply 8am-8pm

- (5) In connection with use of the Off-Street Parking Place at Holt Country Park, Holt by all classes of vehicles not exceeding 3.5t, to levy a charge for parking of £2.50 per day.
- (6) In connection with use of the Off-Street Parking Place at Hornbeam road\*, North Walsham by all classes of vehicles not exceeding 3.5t, to levy a charge for parking of £3.00 per day.(app only) \*Separate charges apply to coaches (see 8 below)
- (7) In connection with parking for purposes of using leisure centres by all classes of vehicles not exceeding 3.5t except coaches at the following Off-Street Parking Places:  
 Victory Leisure Centre  
 To provide 3 hours free parking whilst using the leisure centres.  
 Reef Leisure centre (no time limit)  
 no stay beyond two hours.
- (8) In connection with parking for Coaches at the following:  
 Cadogan Road, Cromer  
 Runton Road, Cromer  
 Hornbeam Road, North Walsham  
 The Limes, Fakenham  
 Station Approach, Sheringham  
 Clink Road, Sea Palling  
 to levy the following charges on all days:
- For Parking for up to four hours £2.50 per hour
  - For parking for up to 24 hours £13
- (9) In connection with the purchase of season tickets to levy a charge as follows:
- |            |               |         |
|------------|---------------|---------|
| Short Stay | three months  | £22.00  |
|            | Six months    | £43.00  |
|            | Twelve months | £78.00  |
| Long Stay  | three months  | £92.00  |
|            | Six months    | £171.00 |
|            | Twelve months | £285.00 |

The proposed 2026 Parking Places Order may be examined at the Council Offices, Holt Road, Cromer, Norfolk, NR27 9EN and Fakenham Connect, Oak Street, Fakenham, Norfolk, NR21 9DY

Monday, Tuesday and Thursday from 8.30am to 5pm, Wednesday from 10am to 5pm and

Fridays from 8.30am to 4.30pm or accessed online on the Council's website [www.north-norfolk.gov.uk](http://www.north-norfolk.gov.uk)

Any objection or other representation relating to the proposed 2026 Parking Places Order should be made in writing. All objections must specify the grounds on which they are made. Objections and other representations should be sent, marked for the attention of the Asset Management Officer, at the Cromer address given above or by email to [carparkconsultation@north-norfolk.gov.uk](mailto:carparkconsultation@north-norfolk.gov.uk) no later than 5<sup>th</sup> February 2026.

Dated 15<sup>th</sup> January 2026.

Steve Blatch

Head of Paid Service, North Norfolk District Council

### NNDC Proposed Car Park Changes

Fakenham Car Parks: Bridge Street, Fakenham Connect/Oak Street, Highfield Road, Queens Road, The Limes

Standard Charges (from 8:00am to 6:00pm)

	2025	2026
<b>Up to 30 minutes</b>		60p
<b>Up to 2 hours</b>	£1.30	£1.30
<b>Additional hours</b>	90p per hour	90p per hour
<b>24 hours</b>	£6.50	£6.50
<b>7 days</b>	£44.00	£46.00

Season tickets

	2025		2026	
	3 hour parking	24 hour parking	3 hour parking	24 hour parking
<b>12 months</b>	£75.50	£275.00	£78.00	£285.00
<b>6 months</b>	£41.50	£165.00	£43.00	£171.00
<b>3 months</b>	£21.50	£88.50	£22.00	£92.00

Coaches – The Limes Car Park

	2025	2026
<b>Up to 4 hours</b>	£2.50 per hour, up to 4 hours maximum	£2.50 per hour, up to 4 hours maximum
<b>24 hours</b>	£13.00	£13.00

# [The circuit]

The National Defibrillator Network



British Heart  
Foundation

# What. When. Why...

A Guardian's guide to The Circuit

In partnership with



Resuscitation  
Council UK



St John  
Ambulance



ASSOCIATION OF  
AMBULANCE  
CHIEF EXECUTIVES



ACHUB BYWYD CYMRU  
SAVE A LIFE CYMRU



Proudly supported by  
 omaze

In 2025 Omaze raised funds for British Heart Foundation  
that will help to power The Circuit for two years.

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<b>06</b>	<b>Add additional defibs to your account</b>	
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# Welcome

Welcome to your Guardian's Guide to The Circuit. The Circuit is the National Defibrillator Network, a pioneering database developed by The British Heart Foundation, Association of Ambulance Chief Executives, The Resuscitation Council UK, and St John Ambulance.

We have a shared goal to increase survival rates from cardiac arrest. Low survival rates are likely because 999 call handlers aren't always aware there's a defibrillator nearby. So, they can't direct a bystander to one while the bystanders waits for the ambulance to arrive.

The Circuit makes it easier to find the nearest defibrillator; it combines what were previously separate regional databases managed by the 14 ambulance services. Combining these allows ambulance services to direct people to the nearest defibrillator when somebody is having a cardiac arrest, wherever they are. It saves time so could increase survival rates.

However, The Circuit only knows where defibrillators are if people looking after a defib - like you - register them. The Circuit also acts as a means of communicating the defib's status between you and the ambulance service. The more you use it, the easier being a Guardian will be. It ensures accuracy of the information and increases the chances of saving a life.

We've designed a simple menu for The Circuit, but this document acts as your companion guide. This Guide is for single Guardians managing up to 10 defibs in one account. Thanks for being a defib Guardian and using The Circuit.

**Simon Dunn**

Head of Circuit Operations



## A Guardian's Journey

The Circuit supports you at every stage of a Guardian's journey, from registering a single defib to adding devices and Supporting Guardians to decommissioning a defib.

Our Guardian's Guide to The Circuit explains what you need to do at each stage of this journey, including:

- What you need to do
- Why you should do it
- When you need to do it
- How to do it.

It's not intended to be a step-by-step guide but will direct you to the entry point in The Circuit, where the onscreen prompts will guide you through the tasks.

## Create an account

Registering with The Circuit is vital because the ambulance service needs a named Guardian responsible for keeping the defib emergency-ready.

You can create an account before you have bought a defib. Simply go to The Circuit's home page [www.thecircuit.uk](http://www.thecircuit.uk)

You'll see two different types of accounts, a Single and a Multiple Guardians' account (click the red down arrow to reveal these options).

A 'Single' Guardian account is for one person or a small group managing one or a small number of defibrillators. You can register defibrillators one by one.

The 'Multiple' Guardians option is for organisations with larger numbers of defibrillators, typically across multiple sites where more than one Guardian takes care of them.

**This companion guide is for people who have or are registering a Single Guardian account.**



For Multiple Guardian accounts we have the following guides available:

Organisation Administrator Guide: [www.bhf.org.uk/orgadminguide](http://www.bhf.org.uk/orgadminguide)

Organisation Guardian Guide: [www.bhf.org.uk/orgguardianguide](http://www.bhf.org.uk/orgguardianguide)

You'll need to accept the Terms and Conditions. Note that these vary slightly from any you may have previously accepted if you registered a defib with a regional ambulance service, so you must confirm these terms.

## Register a defib with 24/7 availability

Registering a defib with The Circuit makes it visible to ambulance services.

By registering, you're adding your defib to the National Defibrillator Network' The database stores locations and vital information relating to defibs registered with it. Registering increases the chances of your defib being used in a life-threatening emergency (cardiac arrest) because the ambulance service knows where it is and can quickly direct a bystander to it.

Ideally, a defib will be available 24/7, so it's there when needed.

### How to register the defib

Registering a defib that is available every day is the most basic and easiest option (you can amend details later if this is no longer the case).

Go to [www.thecircuit.uk](http://www.thecircuit.uk) and log in to your account to register a defib. You'll need the following details about your defib:

- The location of the defibrillator,
  - Firstly the nearest postal address to help in plotting the location
  - Secondly a description, so the 999 call handler can describe how to find it to a bystander who is going to retrieve it
- The brand, model and serial number of your defib
- When the defibrillator is accessible
- When the pads expire
- Confirm that the self-test and battery life display indicates that everything is ok (this may be a green light, a tick, OK or another symbol - check your user handbook).

“**Ideally, a defib will be available 24/7, so it's there when needed.**”

## Register a defib with variable availability

Not all defibs are available 24/7. For example, your defib might be inside a community centre that's only open during set hours or weekdays.

Or you may be a business with a defib to support your staff and visitors, when open Monday to Friday during office hours.

What's important is that The Circuit reflects your defib's availability accurately so that if an emergency occurs outside office hours, the ambulance service doesn't waste valuable minutes trying to access your defib and instead directs a bystander to the next nearest one.

The Circuit can accommodate varying degrees of availability, whether it's regular building closures, times of the day or longer periods when the device is unavailable.

Log in to your The Circuit account and click on **My Defibrillators** to add or amend availability. **Select a device.** You can check 24 hours, 7 days a week or not always accessible.

Where your defib is not always accessible, add details in the boxes provided.

### How many defibs in your area?

Find out if your defib is the only one in your local area by checking [www.defibfinder.uk](http://www.defibfinder.uk)

If it is, consider whether your defib could be made available 24/7 by installing an external cabinet on an outside wall, railings or post. It can still be close enough for your staff and visitors, but it could also save a life in the community when your premises are closed.

## Register a defib with restricted access

Just as it's essential to know when a defib is available, it's equally vital to know where to find it.

For example, your defib may be on the side of a building with unrestricted access, but many defibs are inside and could be in a shared space behind a reception area.

Access to these areas could be restricted. For example, you may need a valid pass to gain entry. Therefore, it may not be viable for a bystander to access it from the street. That may mean that it'll take more time to reach your defib than another that may be slightly further away. So, please provide as much information as possible regarding access to your defib.

Log in to your The Circuit account and click on **My Defibrillators** to add or amend access. Scroll down to the heading Access type and click **Restricted**. Add a brief, clear description of why access is restricted. Your description will help the ambulance service call handler to decide on whether your defib is the best option for this incident and then describe to the bystander what they need to do to gain access.

### Access type

Public  Restricted

### Additional Access Information

Please include descriptive access information such as "inside first aid room on 2nd floor - door key at reception" or "Use intercom on right hand side of front door to speak with reception/security for entry". Please do not include personal details here

you need to ask the security guard for access to get in.

### Top tip

For setting the accessibility times for a school, sports club or office, we have some handy videos to show you how to do this available on The Circuit website:  
[www.thecircuit.uk/home/learnMore](http://www.thecircuit.uk/home/learnMore)

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## Add additional defibs to your account

If you are taking responsibility for another defib in your community, you also need to add it to the Guardian account so that the ambulance services know it is there.

For example, you could be taking over a currently orphaned defib (one that doesn't have an owner), or you may have bought another defib to improve coverage in your community.

**A Single Guardian account allows you to manage up to ten defibs.**

Registering makes it easy to find your defib quickly in an emergency and increases the chances of survival when someone has a cardiac arrest.

You can register additional defibs anytime. To start, click on My Defibrillators, scroll to the bottom of the page, and click Register a defibrillator.



Register a defibrillator

## Add a postal address

When a defib is needed, it's needed fast. Every minute counts, so the ambulance service must know the location of your defib so that the call handler can direct a bystander to it – remembering that the bystander may not be familiar with the area.

When registering a defib, you should add the address details, including the location. Use the postcode search function and select your address, or enter it manually if not listed (you can change these anytime if the defib changes location).

### Helping people find your defib

You can also use the map view to more accurately locate your defib. To do this, click on the button marked **Add map location**. Then, you can click and drag the pin to locate the defib more accurately. For example, you may have a defib situated in a train station – but only one. The defib could be one side of the station identified by a landmark, e.g., the side where the pub is, or on the side by the central car park. You can drag the pin towards the pub, say.

There's also a field for adding details such as "on the pub side". Arguably, this is more useful than a street name as not everyone will be local and local people don't always know street names. Also, when someone is rushing in an emergency, and under stress, so the easier you can make it for the ambulance services to direct them using landmarks, the better.

Note that there is a character limit on instructions, so be as concise as possible. The word limit is necessary as the instructions are displayed on the 999 call handlers monitor along with other vital information so only a certain amount of space on the screen can be taken up by the defib location instructions.

### Change of location

You can amend the address details anytime. Should your defib move location, you should update the details as soon as possible so that the ambulance service knows where to find it.

To do this, click on **My Defibrillators**, enter a postcode and any additional information that will help someone quickly locate the device.

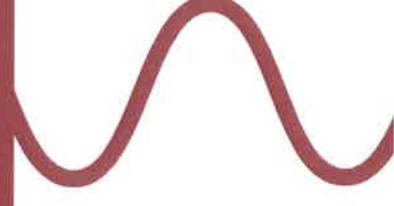
### Top tip



Test out the directions on a volunteer to check they're intuitive before the defib is needed. A test will draw out issues you may not have thought of, such as visibility. For example, a defib might be visible when approached from one direction but harder to find from another.

Good signage can help bystanders locate a defib quickly, so try approaching the defib location from different directions. The cabinet may be enough to draw attention to the defib but additional signage will help.

We recommend the Resuscitation Council's [www.resus.org.uk/defib-sign-guidance](http://www.resus.org.uk/defib-sign-guidance)



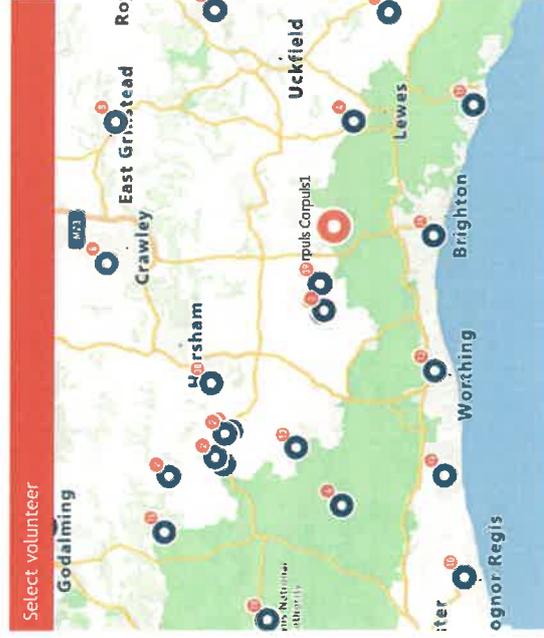
## Nominate a support Guardian

Looking after a defib isn't hugely time-consuming, but sometimes you may not be available to carry out necessary tasks.

To help you look after your defib the Circuit enables you to nominate a Support Guardian. If you're on holiday or unwell then they can carry out and record checks or check the defib after a deployment and return it to emergency ready. This ensures there is continuity in looking after the defib.

To set up a Support Guardian, click on **My defibrillators** and **Ask for Support**. You may be a member of a community group and know the person who has agreed to act as a Support Guardian. Just click Invite someone to help and enter their email address. Alternatively, click Ask The Circuit to help.

You'll see a map of volunteers in your area. Click one. The Circuit will ask if you're sure you want to add the person as a Support Guardian, click yes, and they will receive a request to act as a Supporting Guardian. You can ask for help anytime.



Map of volunteers in your area

### Guardian Defibrillator status check emails

Supporting Guardians receive many of the same emails from The Circuit as Primary Guardians, including:

- Emails about manual removal of a device from The Circuit
- An email when a defibrillator is manually decommissioned
- Emails regarding Pad expiry
- Emails when a defibrillator has been deployed

### Support other Guardians

You can also support other Guardians by becoming a Support Guardian. To do this, again click on My Defibrillators and Ask for Help.

## Record a defib status check

You should regularly record a physical check of your defib on the Circuit.

Checks should be made in line with the manufacturer's recommendations but we would recommend this is done at least monthly. Recording this on The Circuit gives confidence to the ambulance service that your defib is emergency-ready.

You should check the defib is there and that everything is in the kit that's usually stored with it. The kit may include:

- heavy duty scissors for cutting away clothing so electrode pads can be placed on the patient
- a towelette for drying away moisture to ensure the pads adhere
- a safety razor (for shaving hairy chests, if needed)
- a face shield (for performing CPR)

To record the check on The Circuit, click on **My Defibrillators** and then **Status check**. Next, you can click on the calendar to enter the date of your latest check and confirm that the defib is showing as, Yes, emergency-ready.



### Status check

Confirm your battery and pad status

“**We recommend doing a physical check of your defib every month**”

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## Record pad expiry dates

The Circuit will prompt you to enter the pad expiry dates when registering a defib.

They have an expiry date printed on the label or embossed into the foil packaging and will usually need replacing within three years.

However, you'll need to replace pads post-emergency if the pads packaging has been opened.

To record the expiry dates of new pads, click on **My Defibrillators** and scroll down to **When do the pads expire**. You can use the calendar tool to add a new date for any replacement or new pads. Before these pads expire, The Circuit will send you an email reminder that expiration is approaching. The reminder email will arrive 30-days before the expiry date.



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## Return your defib to emergency-ready (post-deployment)

When the ambulance service deploys your defib, you'll receive an email from The Circuit letting you know and prompting you to check it.

Deployment doesn't necessarily mean that the defib was used, but you should check it anyway.

Replace any consumed items and then it's critical that you return your defibs system status to "emergency-ready". This is because post-deployment, it will be marked as "unavailable" to prevent the ambulance service sending another bystander to your defib when it might not be ready for use.

To do this, click on **My Defibrillators, Status**, and tick **Yes, emergency ready**.

Do this as soon as you can following receipt of the email.

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## Make a defib temporarily unavailable

You should make a defib unavailable if it's not emergency-ready.

For example, you may be awaiting delivery of replacement pads. Or it may be that the device is in a closed building, during school holidays, for example.

Changing the status means that the ambulance service is not wasting valuable time sending a bystander to a device that isn't operational.

To make your device temporarily unavailable, click on **My defibrillators**, and then **Remove from service**. You can then select the relevant option of why you're removing the defibrillator from service temporarily.

### Reason for removing from service

#### Please choose one

- Deployed by public/bystander responder
- Vandalised
- Moving to a new location
- Recalled by manufacturer
- Accidental Damage/Malfunction
- Awaiting replacement parts
- Contaminated/awaiting cleaning
- Removed by the ambulance service
- Deployed by ambulance service
- Temporary location closure
- Other

Please provide a reason for removing this defibrillator from service.

Remaining characters: 100

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## Decommission a defib

You may wish to remove a defib from your account permanently, perhaps, because the defib is now obsolete or damaged beyond repair and is being replaced by a new one.

To decommission a device, click on **My defibrillators**, and then Decommission.



### Decommission

Permanently remove your defibrillator from  
The Circuit

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## Transfer a defib to a new Guardian

You may be passing a defib on for someone else to look after. For example, let's say you're stepping down from a Council or volunteer group role and someone else is stepping in.

The Circuit makes transferring a defib simple. First, click on **My Defibrillators, Ask for Help** and select the option to **Transfer a Defibrillator**. Next, enter the person's email address.

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## Close a Guardian account

Where you are no longer acting as a Guardian, you can close your account.

To do this, select the small red person icon, which will reveal your account details and select Delete your account.

Before you close your account please ensure you have transferred your defib to another Guardian or invited someone to become a Guardian.

# [The circuit]

The National Defibrillator Network



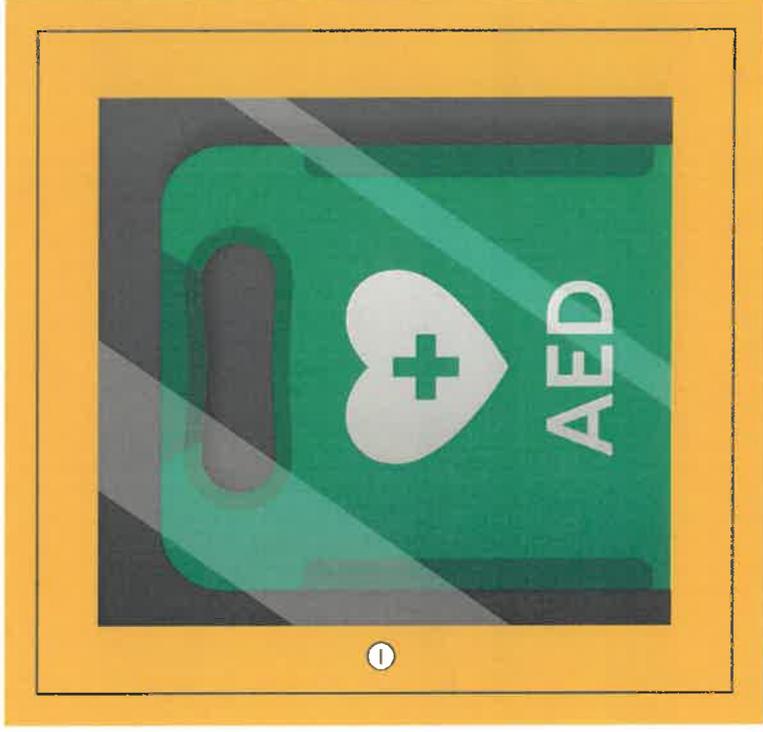
The Circuit, the national defibrillator network was developed by British Heart Foundation (BHF) in partnership with Resuscitation Council UK, St John Ambulance, the Association of Ambulance Chief Executives, NHS England and Safe a life Cymru.

In 2025 Omaze raised funds for BHF that will help to power The Circuit for two years.

# Registered. Checked. Ready...

Your guide to being a  
Defibrillator Guardian

In partnership with



Proudly supported by  
 omaze

In 2025 Omaze raised funds for British Heart Foundation  
that will help to power The Circuit for two years.

# What's inside

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# Welcome

Welcome to your guide to being a defibrillator Guardian. The role involves looking after a defibrillator in your local community or at work.

By looking after a defibrillator, you're doing something remarkable that could help save a life, so thank you.

A defibrillator is a lifeline. Think of it like having a lifebuoy by a riverbank or attached to a harbour wall; it's on standby for an emergency. Like a lifebuoy, a defibrillator can help to save lives. In the case of a defibrillator, the crisis is a cardiac arrest which will lead to death unless someone helps immediately.

As a Guardian looking after a defibrillator, you're providing that lifeline.

You're one part of an emergency response to a cardiac arrest, so you're not shouldering the whole responsibility alone. Even if a member of the public or a work colleague uses a defibrillator you look after, the person who has had a cardiac arrest will need support from the ambulance service just as you might need the coastguard to complete a sea rescue.

Looking after a defibrillator isn't equivalent responsibility to that of your local ambulance service. Instead, think of it as doing something community or team-spirited that will help to buy time in an emergency until expert help arrives.

Our guide to being a defibrillator Guardian is here to support you every step of the way. We've also included some links and a number to call if you need it.

And thank you for registering it on The Circuit: the national defibrillator network.

## Simon Dunn

Head of Circuit Operations



## How to use this guide

### This booklet covers:

- Why we need defibrillators in communities, public places, and workplaces (p4)
- What to consider before you buy a defibrillator (p5)
- How to budget for your defibrillator (p7)
- FAQs on buying a defibrillator (p8)
- How to look after your defibrillator (p9)
- Why you should register your defibrillator on The Circuit: the national defibrillator network (p13)
- How to register it with your local ambulance service using The Circuit (p16)

# The value of defibrillators for public use

A cardiac arrest occurs when the heart stops beating unexpectedly. If not treated within minutes, it quickly leads to death.

Immediate cardio-pulmonary resuscitation (CPR) and defibrillation can help to increase someone's chance of survival. In some cases, it's possible to resuscitate the person before the ambulance service arrives – even if the person isn't revived before then, they are more likely to survive if they've received help while waiting.

## CPR

If you don't already know CPR, we recommend learning this essential, lifesaving skill. The BHF, St John Ambulance and Resuscitation Council UK all have great tools and training available online and in-person to do this. Simply use your online search engine to find the type of training that will suit you. It's quick and simple and could save a life.

## Defibrillation

A shock from a defibrillator can potentially restart the heart when the person has had a cardiac arrest and allow a normal rhythm to resume. Then the experts arrive, they will take over leading the resuscitation.

Until the ambulance service arrives and takes over, every second counts. Therefore, people need to know how to perform CPR and where to find the nearest defibrillator.

Registering your defib on The Circuit: the national defibrillator network (p14) enables ambulance service call handlers to direct a bystander to the nearest defib, so that it can be brought to the patient.

## Your role as a defibrillator Guardian

A Guardian's primary role is to look after a defibrillator. Specifically, it involves:

- Installing it if someone else has not already done so (p6)
- Ensuring your defibrillator is kept "emergency-ready" (p6)
- Buying the defibrillator if someone else has not already done so (p7)
- Registering your defibrillator on The Circuit (p14)

This guide will tell you more about your role as a Guardian and what support can help you play your part.

## Defibrillator terms explained

You may hear people call defibrillators a PAD or an AED. PAD stands for Public Access Defibrillator. Sometimes it's referred to as a community PAD.

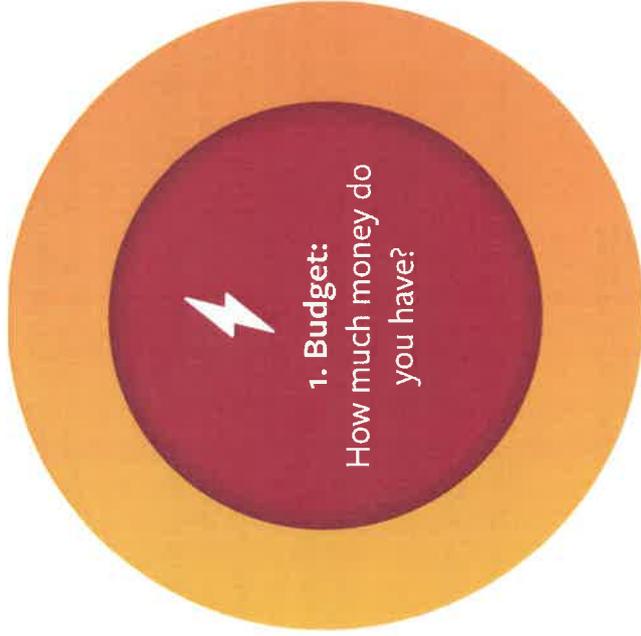
AED stands for automated external defibrillator. They all mean the same thing in that whether it's called a PAD, a community PAD, or an AED, it is designed for use by the public who may not have had any medical or first aid training.

For simplicity, we refer to it as a defibrillator or 'defib' in this booklet.

## 03

## What to consider before buying a defibrillator

There are three things you need to consider before you buy a defibrillator:



03



### Budget:

#### How much money do you have?

Before you buy a defibrillator, there are some things to consider which will impact the overall cost. See (p7). Firstly, are you putting it indoors or outdoors? For an indoor defibrillator, you'll need a wall bracket or cupboard with a glass door to place it in. If you're placing the defibrillator outdoors, you will need a weatherproof cabinet. In some instances, you may need a heated cabinet with an electricity supply. You can get advice on this from your local ambulance service or defibrillator supplier. **There are extra costs incurred with outdoor cabinets.**

You should also factor in the cost of replacement batteries and pads. Over a decade, the battery will expire an average of two or three times. Pads should be replaced after each use; if the pads are unopened in an emergency, they will usually need to be replaced within three years (they have an expiry date printed on the label or embossed into the foil packaging).

For any more FAQs on buying a defibrillator see (p8).



### Placement:

#### Where will you put the defibrillator?

Ideally, a defibrillator will be in a location where it is accessible 24/7. So, an outdoor location such as on the outside wall of a community building is excellent. It needs to be easy to find and you should ensure that there is a defibrillator location sign. You can download these signs from the BHF: [www.bhf.org.uk/defibsign](http://www.bhf.org.uk/defibsign) or from the Resuscitation Council UK:

[www.resus.org.uk/defib-sign-guidance](http://www.resus.org.uk/defib-sign-guidance) for free.

The availability of a power supply may limit your options if a heated or lit cabinet is being installed, so confirm this first. Once that has been addressed consider how easy it will be to see the cabinet and use approved signage to help bystanders find it. Signage is important particularly as the person retrieving it in an emergency could be coming from directions where its exact position is less obvious.

If you are putting a defibrillator indoors, it is best to put it in a location where people can see it easily and quickly access it in an emergency, for example, by the front door or the lift. Do not place it in a storage area, first aid room or office that is often inaccessible or locked as it could be inaccessible in an emergency.



### Guardianship:

#### Who will look after the defibrillator?

Being a Guardian is not complicated, but you do need someone to check the defibrillator regularly to ensure that it is still in place, and emergency ready (the defib is displaying a ready signal, e.g. a green light or OK symbol, and it has unused and in date pads). See (p11) for more information.

It's therefore essential to identify a Guardian. Ideally, backed up by a Supporting Guardian. Once the defibrillator is registered on The Circuit, both Guardians will receive reminders to check it regularly.



**Ideally, a defibrillator will be in a location where it is accessible 24/7**

## Budgeting for your defibrillator

	Average cost (£)	Indoor defib	Outdoor defib	Notes
Defibrillator	£900-£1500	✓	✓	Potential for discount if buying more than one. Consider the cost of replacement batteries and pads for the make and model you are considering before making a final decision.
Indoor cabinet	£100-£400	✓	✗	A less expensive simple wall bracket may be suitable in some indoor locations.
Outdoor cabinet	£500-£700	✗	✓	If you have a heated cabinet, you'll need to factor in costs for the electricity supply and installation. Some retailers offer bundles with the defibrillator.
Replacement battery	£45-£285	✓	✓	Typically, it will need to be replaced twice or three times in 10 years. If a defibrillator is used regularly then battery replacements will be more frequent.
Replacement pads	£35-£155	✓	✓	Pads usually last 2-4 years. Some ambulance services will replace the pads after use in an emergency. Some defibrillators require separate adult and child pads for public use.
Disposable items	£5-£20	✓	✓	Razor, small towel, face shield, scissors.
Signage and poster	£2-£20	✓	✓	Both signs and poster are available from the BHF: <a href="http://www.bhf.org.uk/defibsign">www.bhf.org.uk/defibsign</a> or from the Resuscitation Council UK: <a href="http://www.resus.org.uk/defib-sign-guidance">www.resus.org.uk/defib-sign-guidance</a> websites.
<b>Average total (over 10 yrs)</b>		<b>£2,241.00</b>	<b>£ 2,591.00</b>	

## FAQs on buying a defibrillator

### How many defibrillators should I buy for my community?

There's no hard and fast answer. It will depend on a number of factors including the size of the community or workplace in terms of number of people and the area over which they are spread and how easy it is for the ambulance service to reach them. You can use [www.defibfinder.uk](http://www.defibfinder.uk) to identify how many Circuit-registered defibrillators are already in your community. You can seek advice on placing new defibrillators from your local ambulance service.

### How many defibrillators should I buy for my workplace?

You should consider the number of people in the workplace and its size. Think about the time it would take for a bystander to collect the defibrillator and return to the person having a cardiac arrest. You may need additional defibrillators if you have more than one building or the workplace is spread over multiple floors. Make sure your defib is easily accessible and visible to everyone in the workplace and not locked in a cupboard or a first aid room with restricted access. Your defibrillator(s) must be well signposted.

### Where can I buy a defibrillator?

You can purchase a defibrillator from a variety of sources, including the British Heart Foundation [giftshop.bhf.org.uk/defibrillators](http://giftshop.bhf.org.uk/defibrillators) and St John Ambulance [www.sja.org.uk/defibs](http://www.sja.org.uk/defibs)

### Should I buy a locked or an unlocked cabinet?

Ideally, your defibrillator will be placed in an unlocked cabinet to make it easier to fetch in an emergency. However, if you do decide to purchase a locked cabinet, it's vital to ensure that the local ambulance service knows the access code. That's why registering it on The Circuit is essential (see p14 for more information).

If you need help choosing a defib that's right for your workplace, school or community space visit:

[www.bhf.org.uk/getadefib](http://www.bhf.org.uk/getadefib)  
[www.resus.org.uk/guidetodefibs](http://www.resus.org.uk/guidetodefibs)  
[www.sja.org.uk/defibguide](http://www.sja.org.uk/defibguide)

Where can I buy one?

How many should I get?

## How to look after your defibrillator

Looking after a defib is easy. Every manufacturer provides a simple guidance booklet on how to do it. We recommend you read that because there are minor variations between brands.

Regular checks will ensure that you know when the electrode pads expire, whether your defibrillator has been used or if it has a fault. For example, the battery is approaching the end of its life.

If you register your defibrillator on The Circuit, you will receive regular reminders to record your checks and notification of when the electrode pads are about to expire. It only takes a few minutes to update your record.

You can register your defibrillator now on The Circuit if you haven't already. See (p14) for a step-by-step guide.

Below are some routine checks. See (p20) for details of checks to carry out after a defib has been deployed.

### 1. Defibrillator self-checks

Defibrillators perform regular self-checks; a small LED screen will indicate everything is OK, or you will see a green light on the front of the device. The status is evident on most models sold in the UK. However, if you are unsure, check the manufacturer's handbook. You should also check the rest of the defibrillator for any apparent signs of damage or use since you last checked it. Any problems identified can be discussed with your defibrillator supplier.

### 2. Check your kit

Check that everything is in the kit that is usually stored with it. This should include strong scissors for removing clothing, a small towel for drying the patient's chest if it's sweaty or wet, a safety razor for shaving hair that may prevent pads from monitoring the heart and administering a shock if needed, and a CPR face shield.

### 3. Defibrillator pads

The pads need replacing when they are out-of-date, removed from their foil packaging, or after use. The expiration date of the defibrillator pads is either embossed into their foil packaging or printed on a label.

### Where can I buy defibrillator pads?

You can buy replacement pads from the manufacturer or distributor. Guardians should have two sets of pads: one set of pads kept with the defibrillator and a spare set to ensure it can quickly be returned to an emergency ready state. If it's out of service, then the ambulance service won't be able to use it to help save someone else's life.

#### To replace the defibrillator pads:

- Defibrillator designs vary. Some are a single piece unit kept in a fabric cover, others have hinged lids or covers that open when a catch or button is released.
- Depending on the design, the pads may be stored in a slot in the fabric cover or inside the hinged lid. Either way the wire that connects the pads to the defibrillator may be plugged in or only plugged in when they are about to be used.
- Get to know your defib by reading the manufacturer's handbook. These are normally available online and many manufacturers also have short video guides available.
- Replacing the pads is as simple as unplugging (if necessary) and removing the expired pads and plugging in and stowing the new ones.
- Avoid turning on the defibrillator needlessly, as this can reduce battery life.
- You can now return the defibrillator to where it is usually kept.

**4. How to know if your battery needs replacing**  
The self-checks will identify if the battery needs replacing and most defibrillators have a battery life indicator that will give an indication of whether the battery has a long life remaining or may need replacement soon.

For more detailed information on looking after a defibrillator, read *A guide to automated external defibrillators* [www.resus.org.uk/defib-sign-guidance](http://www.resus.org.uk/defib-sign-guidance) by the Resuscitation Council UK.

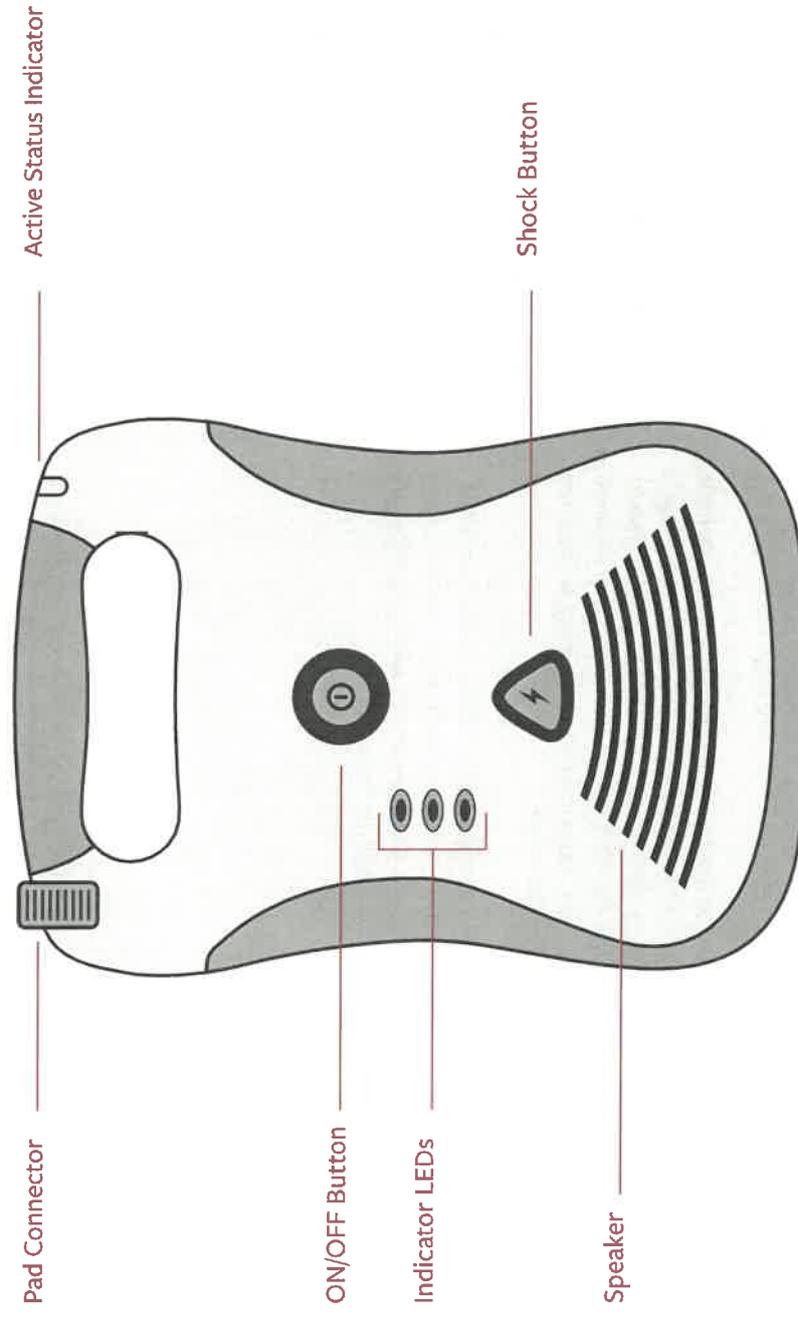
#### **Fast Fact:** **Why do defibrillator pads need replacing?**



For the device to accurately know whether the person is in cardiac arrest or not, it needs to monitor the heart. If the person is in cardiac arrest, the device needs to deliver a shock. The defibrillator pads must have good contact with the patient's skin to provide a shock.

So, when they're made, a gel is applied to the defibrillator pads. This gel binds the pad to the skin. However, over time, the gel dries out, and the chemical makeup of the gel breaks down, so they don't stick as well. The degradation of this gel is why pads come with an expiry date.

## How a defibrillator works\*



\*Guide for illustrative purposes. Model will vary by manufacturer

# Defibs in rural areas

Retired firefighter Bryn Roberts from North Wales fundraised for his first defibrillator after his father sadly died from a cardiac arrest in 2014.



“When my dad had a cardiac arrest, his friends carried out CPR until the ambulance arrived,” said Bryn. At the time, there wasn’t a defibrillator in the village. “His friends did an amazing job of keeping him alive with chest compressions until the ambulance and defib arrived,” said Bryn. “Sadly, despite everyone’s efforts, he died on the way to the hospital.”

## Community unites through Local Heartbeat

None of the surrounding villages had public access to defibrillators, so Bryn set up a voluntary group called Curriad Calon Lleol / Local Heartbeat in memory of his father.

Bryn raised money for a defibrillator in the village, through a series of car washes at the fire station and by asking local businesses and the community for support. “I help fundraise, purchase, install and maintain defibs for local communities. If my efforts help save one life, then it’s all worth it,” he said.

“**I want everyone to have the best possible chance of survival**”

**Looking after defibrillators**  
Bryn has helped to buy and install 24 defibrillators across eight villages. Bryn maintains the devices through The Circuit, the national defibrillator network. “If a defib is nearby, someone has a chance. One of the things with my dad was wondering if there had been a defib available, whether it would have made a difference. I want everyone to have the best possible chance of survival,” said Bryn.

Registering the devices with The Circuit ensures that the ambulance service knows that they are emergency ready and where to direct a bystander in the event of an emergency. The Circuit also helps Bryn maintain the defibrillators by keeping track of pad expiry dates and routine check reminders.

“With 24 defibs to check and maintain, The Circuit is a fantastic help. It holds all the defib information such as the date last checked pad expiry dates and codes for the cabinets; it also sends a reminder of when the maintenance check is due. When I carry out the checks, I can update the details on The Circuit on my phone while I do my checks. Very handy.”

Bryn says that looking after the devices doesn’t take too long, but with 24 dotted around eight villages, he’s glad of help from Supporting Guardians.

## Why you should register your defibrillator

The speed of response is vital when someone has a cardiac arrest; effective CPR and early defibrillation can double the chance of survival.

Someone must call 999 immediately to ensure the ambulance service is on its way. The ambulance service call handler will then instruct bystanders on how to do effective CPR and give them directions to the nearest registered defibrillator if there is one close enough to be retrieved. Once the defibrillator arrives, turn it on and follow its instructions, it will tell you what to do. You must not retrieve a defibrillator if you are alone. Instead, stay with the person in cardiac arrest and perform CPR as the ambulance service will bring a defibrillator to you.

Therefore, the ambulance service needs to know where your defibrillator is. Registering it means it's more likely to be used in an emergency.

### What is The Circuit?

The Circuit: the national defibrillator network is linked to the ambulance services in the UK. It only takes a few minutes to register a defibrillator on The Circuit, and 60 seconds later, the ambulance services will be able to see that information.

Almost all defibrillators should be registered. Even if the defib is in a place not normally accessible to the public such as a factory, power station or building site. If someone suffers a cardiac arrest the ambulance service still needs to know that a defib is available and be able to direct someone to the location to access it.

So, registering it on The Circuit could help to save a life.

Registering with The Circuit means you will receive regular reminders to check your defibrillator and change the electrode pads when they have expired. Each defibrillator needs a primary named guardian linked to it, but you can also nominate people to help you. They are known as Support Guardians, and they will also receive reminders if you don't have time to respond to the emails.

See (p16) for more information on registering your defibrillator on The Circuit.

## (The Circuit)

The National Defibrillator Network

The Circuit, the national defibrillator network was developed by British Heart Foundation (BHF) in partnership with Resuscitation Council UK, St John Ambulance, the Association of Ambulance Chief Executives, NHS England and Safe a life Cymru.

In 2025 Omaze raised funds for BHF that will help to power The Circuit for two years.

## Registering your defibrillator on The Circuit

Registering your defibrillator on The Circuit is easy and only takes a few minutes.

There are two different types of Circuit account, and it's worth taking a little time to explain these as they may impact the way you join The Circuit.

- Single Guardian
- Multiple Guardians

Register as a single guardian if you are an individual or a small group registering between 1-5 defibrillators. You will be able to register these defibrillators one by one.

The Multiple Guardians option is for organisations with larger numbers of defibrillators normally across multiple sites where more than one Guardian is taking care of them. You can upload data in bulk using The Circuit's pre-formatted spreadsheet.

Whichever option you choose, each defibrillator should have at least one named Guardian associated with it.

The same Guardian can look after more than one defibrillator. However, think about what's practical. For example, it's unlikely that one person can regularly check many defibrillators that are spread over a large geographical area.

For more details, see our step-by-step guide to registering (p16).





## Joining The Circuit

Lions Club member Bryn Jones chose to fund a defibrillator as his charity project in the year he was president (2018). All presidents get to choose a charity for the year.

Bryn belongs to Lions Club Flint and District, Flintshire, North Wales. “My wife and I did much hillwalking. We saw defibrillators in different villages as we walked, so I made it my charity for the year,” said Bryn.

The defib was installed in Flint. Since then, the Flint and District Lions Club has fundraised for and installed 12 more.

### Registering with The Circuit

The club has registered their 13 existing defibrillators with The Circuit. This national defibrillator database connects to the ambulance services despatch systems. So, services can identify the nearest defibrillator.

Bryn is the Guardian for all defibs, but Lions’ Club members support him. He says The Circuit is invaluable in helping him look after the defibs.

“The Circuit is so easy to follow,” said Bryn. “It informs me if the ambulance service has sent someone to fetch a defibrillator. I’ll check it within three to four hours to check it’s back and in the cabinet and replace the pads if they have been used.”

### Keeping defibrillators accessible

Having the defibs registered means they’re more likely to be used in an emergency. All the devices funded by the club are accessible 24/7.

“The Circuit is so easy to follow. It informs me if the ambulance service has sent someone to fetch a defib. I’ll check it within three to four hours to check it’s back and in the cabinet

They are in locked but easily accessible cabinets with the code provided when calling the emergency services. They are regularly deployed, but not all have been used every time.

When a defibrillator is deployed, it is automatically marked as not emergency ready. The Circuit sends an email to Guardians such as Bryn to alert them when this happens and enables them to reset the status to emergency ready once it has been checked.

What keeps him motivated? Bryn said: “The possibility of saving a life.”

# How to Register your defibrillator on The Circuit

For either a Single Guardian or Multiple Guardian account, first, follow steps 1-3:

## 1. Preparing to register

Before you register, you will need to have bought your defibrillator and placed it in an accessible location and/or in a cabinet.

We'll ask for details you'll only have if you already own the defibrillator. You'll need to know:

- The location of the defibrillator and its surroundings
- The brand and model of the defibrillator
- When the defibrillator is accessible
- When the pads expire, and if the battery display is ready (i.e., it is displaying a green light, so we know it's emergency-ready).

## 2. Go to The Circuit

Open your browser and go to [www.thecircuit.uk](http://www.thecircuit.uk). First you will need to create an account. Click **Sign Up**.



## 3. Choose an account type

Next, choose an account. There are two options: **Single Guardian** or **Multiple Guardians**.

If you are a person managing one or more defibrillators, choose the **Single Guardian** option (and go to 4a. on p17). If you are an organisation with multiple defibrillators across one or multiple sites where multiple people take care of them, choose **Multiple Guardians** (and go to 5a. on p18)

### Select the right account type

#### Single Guardian

**For less than 3 defibrillators**

Suitable for small community or volunteer groups, businesses, local councils, sports clubs, venues etc. Includes most public access defibrillators.

May be suitable for some larger organisations that carry out all defibrillator management tasks centrally.

- ✓ Register as an individual or local group/organisation
- ✓ Straightforward process to add each defib
- ✓ Facility for Support Guardians to help manage your defibrillators
- ✓ Email notifications for key actions & reminders

Create account >

#### Multiple Guardians

**For 3 or more defibrillators**

Suitable for larger organisations that have a nominated person to look after the defibrillator at each location

Includes main & subsidiary sites, public sector departments, regional or national charities

- ✓ Register as an organisation
- ✓ Easy to bulk upload multiple defibs using a downloaded template
- ✓ Nominate your organisation's Guardian by email
- ✓ Useful dashboard includes key management of your organisation's defibs

Request account >

Not sure which account type to select?  
See our [FAQ](#) for more information.

## Register a Single Guardian account

Follow steps 1-3 as outlined and then:

### 4a. Create a single account

Click **Create account** under the heading **Single Guardian** and fill in the details (email address, password, and name). Next, scroll down and click **Register your defibrillator**. The Circuit will prompt you to Log in.

Enter your email and password details. Next, you will receive a message alerting you to a confirmation email. Check your Junk email or Spam, open the email and click **Activate your account**. If you're using a work email address, contact your internal IT team and ensure the domain @thecircuit.uk is whitelisted.

### 4b. Identify your defibrillator

Next, you'll see a box asking for the all-important postcode. The postcode will help us to identify the local Ambulance Service that your defibrillator falls under. The identity of your regional ambulance service will show on the screen. Click **Continue**.

Next, enter the geographic location of your defibrillator. Add some extra details in the free form box so your device is easy to find.

Enter the specific details of your device (model, serial number) and whether it is emergency ready. Click **Save and Continue**. You can pick the model from a simple drop-down list.

### 4c. How to access your defibrillator

Now, enter details of how to access your defibrillator. Should you select **restricted**, you'll need to enter more details about how someone can access the defib. For example, you might say "next to the first floor lift." If the defib is not available 24/7 you'll need to fill in details of the times when it is accessible.

Choose **Public** if it's freely accessible 24/7. Click **Register**, and you'll see your Circuit dashboard on-screen. You're all set.

### Top tip

For more information on how to look after your defibrillator on The Circuit, read our 'The Guardian's Guide to The Circuit': [www.bhf.org.uk/thecircuitguide](http://www.bhf.org.uk/thecircuitguide)



# Register a Multiple Guardian account

## 5a. Multiple Guardian account

Under the heading **Multiple Guardians**, click **Request account**. Remember, this account is for an organisation with multiple or large sites. It's for situations where organisations have many defibrillators and usually many guardians.

You'll see a form titled **Organisation account request**. Enter the name of your charity or organisation. There's a space to enter details, such as a registered charity number. Select your sector from the handy drop-down menu. Next, enter the postcode of your location (office) and find the address.

## Organisation account request

1

Organisation details

2

Contact details

This form allows you to apply for a main admin account for your organisation.

**Please note:** There should only be one main admin account created for each organisation. For more info see our [FAQs](#).

---

**Organisation details**

Organisation name

Organisation registration ID <sup>1</sup>   
 For example, your company number or charity number

Sector <sup>1</sup>

## Top tip

For more information on being an organisation administrator, or an organisation guardian, please see our guides below:

Organisation Administrator Guide:  
[www.bhf.org.uk/orgadminguide](http://www.bhf.org.uk/orgadminguide)

Organisation Guardian Guide:  
[www.bhf.org.uk/orgguardianguide](http://www.bhf.org.uk/orgguardianguide)



## Register a Multiple Guardian account

### 5b. Enter contact details

Next, enter a name, address, and email address and click **Submit**.

Think about the best email to choose. You may be the named Guardian for now, but someone else will need to take over looking after the defibrillator if you leave. If you have a general account (admin@theoffice.com, for example) that several people can access, it would be best to use this one.

You'll see a message thanking you for your request. You should hear from us within two days, and we will send an email asking for more information. Specifically, the email will ask you how many defibrillators your organisation has and whether you are responsible for them. So, keep an eye on junk inboxes in case it goes there.

## Thank you

Your request for an organisation account has been received and should take no longer than 2 working days to be processed.

Once the request has been approved, you will receive an email containing a link to verify your account.

In the meantime, you can start getting your organisation's defibrillator information ready to upload.

Here's some things you will need to hand for the upload:

- The location and surroundings of your organisation's defibrillators
- The email addresses of colleagues/others (on The Circuit we call them guardians) who you may want to invite to look after individual defibrillators
- Ideally you'll also need the information on the brand, model, serial number and accessibility times of your defibrillators

If you have any further questions please contact us on 0300 330 5482.

## What to do when a defibrillator has been used

After your defibrillator is used in an emergency, it's easy to return it to an emergency ready status, following these simple steps:

- Wipe the defibrillator and case over thoroughly with an antibacterial cleansing wipe.
- Check for any signs of obvious external damage and that the battery/self-test indicator still shows it's OK as per the manufacturer's instructions. If the battery needs replacing, follow the manufacturer's instructions on how to do this.
- Check whether disposable items, such as electrode pads, razor or a small towel, are missing or appear to have been used. If so, dispose of them safely and replace them with new ones.

Your defibrillator is now ready for use during another emergency and can be returned to where you usually keep it.

### Defibrillators registered with The Circuit

Defibrillators registered with The Circuit will be automatically marked as non-emergency ready when the emergency services sends someone to fetch them. That ensures they won't send anyone to that defibrillator after it's used until you have done the checks.

You will receive an automated email if the ambulance service has sent someone to fetch it during an emergency. The email saves the ambulance service from having to contact you directly and increases the speed at which you will be informed about it. Once you have performed the checks, you'll need to log in to your account and return the defibrillator to emergency ready; it's a simple process.

If you haven't registered your defibrillator on The Circuit already, you can register it here now and for more information, see (p16).

“ You will receive an automated email if the ambulance service has sent someone to fetch it during an emergency

# [The circuit]

The National Defibrillator Network



The Circuit, the national defibrillator network was developed by British Heart Foundation (BHF) in partnership with Resuscitation Council UK, St John Ambulance, the Association of Ambulance Chief Executives, NHS England and Safe a life Cymru.

In 2025 Omaze raised funds for BHF that will help to power The Circuit for two years.

location_name	address_line1	address_line2	address_city	address_county	address_post_code	defibrillators_availability	defibrillators_access_type
NA	Fakenham Racecourse	The Racecourse	Fakenham	Norfolk	NR21 7NY	24/7 Access	Public
W J Aldiss Ltd	W J Aldiss Ltd	Oxborough Lane	Fakenham	Norfolk	NR21 8AF	Varied Access	Restricted
NA	Fakenham Junior School	Queens Road	Fakenham	Norfolk	NR21 8BN	Varied Access	Restricted
W J Aldiss Distribution Centre	125 Norwich Road	NA	Fakenham	Norfolk	NR21 8HH	Varied Access	Restricted
Anglian Chemicals	Millers Close, Fakenham, Norfolk, Nr21 8nw	Millers Close	Fakenham	Norfolk	NR21 8NW	24/7 Access	Public
NA	Public Telephone 8m From The Gallery Bistrot, 37 Market Place 14m From Market Place	Upper Market	Fakenham	Norfolk	NR21 9DN	24/7 Access	Public
Tesco Superstore	17 Oak St	NA	Fakenham	Norfolk	NR21 9DX	Varied Access	Public
Fakenham Jobcentre	Fakenham Connect, Oak Street,	Fakenham	Fakenham	Norfolk	NR21 9DY	Varied Access	Restricted
Everyone Active	Fakenham Sports & Fitness Centre	Trap Lane	Fakenham	Norfolk	NR21 9HL	24/7 Access	Public
Fakenham Cricket Club	Highfield Lawn	Field Lane	Fakenham	Norfolk	NR21 9QR	24/7 Access	Public
Fakenham Sixth Form	Field Lane	NA	Fakenham	Norfolk	NR21 9QT	Varied Access	Restricted
Fakenham Academy	Field Lane	NA	Fakenham	Norfolk	NR21 9QT	Varied Access	Restricted
School Field	Fakenham Academy	Field Lane	Fakenham	Norfolk	NR21 9QT	Varied Access	Restricted
New Reception	Fakenham Academy	Field Lane	Fakenham	Norfolk	NR21 9QT	Varied Access	Restricted
Fakenham Fire Station	Fakenham Fire Station	Norwich Road	Fakenham	Norfolk	NR21 8BB	24/7 Access	Public
NA	Fakenham County Infants School	Norwich Road	Fakenham	Norfolk	NR21 8HN	Varied Access	Restricted
NA	Crammer House	Norwich Road	Fakenham	Norfolk	NR21 8HR	24/7 Access	Public
Busseys Ltd	Busseys & Sabberton	Enterprise Way	Fakenham	Norfolk	NR21 8SN	24/7 Access	Public
B&Q	B & Q	Enterprise Way	Fakenham	Norfolk	NR21 8SN	24/7 Access	Public
Meadow Walk	Managers Office Meadow Walk	Trinity Road	Fakenham	Norfolk	NR21 8SU	Varied Access	Restricted
Fakenham Town Fc	Clipbush Park	Clipbush Lane	Fakenham	Norfolk	NR21 8SW	24/7 Access	Restricted
Screwfix	Unit 12 Clipbush Park	Hawthorn Way	Fakenham	Norfolk	NR21 8SX	Varied Access	Restricted
The General Townshend Club	16 Cattle Market Street	NA	Fakenham	Norfolk	NR21 9AW	24/7 Access	Public
NA	Masonic Hall	Hayes Lane	Fakenham	Norfolk	NR21 9ER	24/7 Access	Public
Larking Cowen	51 Sandy Lane	NA	Fakenham	Norfolk	NR21 9EX	24/7 Access	Public
Fakenham Rugby Club	Summerhill House	1 Sculthorpe Road	Fakenham	Norfolk	NR21 9HA	24/7 Access	Public
	Fakenham R U F C The Stringer Ground	Old Wells Road	Fakenham	Norfolk	NR21 9RZ	Varied Access	Restricted

FAKENHAM TOWN COUNCIL  
MEETING DATES 2026/2027

2026	2027						
DAY	DATE	MEETING	TIME	DAY	DATE	MEETING	TIME
Thursday	TBC May	Annual Assembly of the town	7:00pm	Tuesday	5th January	Allotment Sub-Committee	2:30pm
Wednesday	27th May	Full Council (Annual Meeting)	6:00pm	Tuesday	12th January	Facilities & Amenities	6:00pm
Tuesday	9th June	Facilities & Amenities	6:00pm	Tuesday	19th January	Governance & Finance	6:00pm
Tuesday	16th June	Governance & Finance	6:00pm	Wednesday	27th January	Full Council	6:00pm
Wednesday	24th June	Full Council	6:00pm	Tuesday	9th February	Facilities & Amenities	6:00pm
Tuesday	7th July	Allotment Sub-Committee	2:30pm	Tuesday	16th February	Governance & Finance	6:00pm
Tuesday	14th July	Facilities & Amenities	6:00pm	Wednesday	24th February	Full Council	6:00pm
Tuesday	21st July	Governance & Finance	6:00pm	Tuesday	9th March	Facilities & Amenities	6:00pm
Wednesday	29th July	Full Council	6:00pm	Tuesday	16th March	Governance & Finance	6:00pm
Tuesday	11th August	Facilities & Amenities	6:00pm	Wednesday	31st March	Full Council	6:00pm
Tuesday	18th August	Governance & Finance	6:00pm	Tuesday	6th April	Allotment Sub-Committee	2:30pm
Wednesday	26th August	Full Council	6:00pm	Tuesday	13th April	Facilities & Amenities	6:00pm
Tuesday	8th September	Facilities & Amenities	6:00pm	Tuesday	20th April	Governance & Finance	6:00pm
Tuesday	15th September	Governance & Finance	6:00pm	Wednesday	28th April	Full Council	6:00pm
Wednesday	30th September	Full Council	6:00pm	Tuesday	11th May	Facilities & Amenities	6:00pm
Tuesday	6th October	Allotment Sub-Committee	2:30pm	Tuesday	18th May	Governance & Finance	6:00pm
Tuesday	13th October	Facilities & Amenities	6:00pm	Wednesday	26th May	Full Council (Annual Meeting)	6:00pm
Tuesday	20th October	Governance & Finance	6:00pm				
Wednesday	28th October	Full Council	6:00pm				
Tuesday	10th November	Facilities & Amenities	6:00pm				
Tuesday	17th November	Governance & Finance	6:00pm				
Wednesday	25th November	Full Council	6:00pm				
Tuesday	8th December	Facilities & Amenities	6:00pm				
Wednesday	9th December	Governance & Finance	6:00pm				
Wednesday	16th December	Full Council	6:00pm				



Fakenham Town Council

*Community Spirit Award Winner*

*Richard  
Crook*



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*Fakenham Town Council*

*Mayors Cadet 2025*

*This Certificate is awarded to*

*Cadet Sargent Tyler Barker*

*With grateful thanks from the Mayor and Councillors of Fakenham*

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*Mayor Angela Glynn*

*Date: 22<sup>nd</sup> May 2025*