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Fakenham Town Council

Governance & Finance Committee Meeting

Date: **Tuesday 20th January 2026**

Time: **18:00**

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

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

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

For Information: George Acheson, Mark Campbell, Tim Duffy, Carl Fairbrother, Ali May-Hannam, Andy Girton

Yours faithfully

L Meanley

Lesley Meanley

Town Clerk

15th January 2026

Number	Agenda	Pack Page
121/26GF	To receive Apologies for Absence	
122/26GF	To adjourn the Meeting for Electors' questions	
123/26GF	Declarations of Interest: Members are asked at this stage to declare any Interests, which they may have, in any of the following items on the agenda	
124/26GF	To confirm the minutes of the Governance & Finance Committee meeting held on 10 th December 2025	1-2
125/26GF	To discuss any matters arising from the Governance & Finance Committee meeting held on 10 th December 2025	3
126/26GF	To review and agree policies and risk assessments for update: <ul style="list-style-type: none">• Equality & Diversity• Finance & Governance Risk Management	4-23
127/26GF	To review finance reports for month ending December 2025 <ul style="list-style-type: none">• To receive and review December 2025 receipts and payments for Fakenham Town Council and Charter Market	24-54

	<ul style="list-style-type: none"> • 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 • To receive and review the third quarterly Income and Expenditure Budget vs Actuals report • To receive and approve the December 2025 schedule of payments over £500 for display on the website 	
128/26GF	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.	
129/26GF	To receive the RFO's report	55-57
130/26GF	To receive notification of submission of the 2026/27 Precept demand	
131/26GF	To prepare the 2026/27 Precept increase demand explanation for NNDC to use on Council Tax Demand Notices	58-59
132/26GF	To receive an update on 2026 insurance renewals	
133/26GF	To discuss and consider adding MJ Trees to preferred contractors register	60-65
134/26GF	To receive notification of RIALTAS termination costs	
135/26GF	To receive the Internal Controller review	
136/26GF	To discuss the FLASH Project	
137/26GF	To confirm the date and time of next meeting Governance & Finance: Tuesday 17th February 2026 at 18:00	