## Section 1 – Annual Governance Statement 2024/25

We acknowledge as the members of:

FAKENHAM TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2025, that:

| | Agreed Yes | Agreed No* | | 'Yes' means that this authority: |
|---|---|---|---|---|
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | ✓ | | | *prepared its accounting statements in accordance with the Accounts and Audit Regulations.* |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✓ | | | *made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.* |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓ | | | *has only done what it has the legal power to do and has complied with Proper Practices in doing so.* |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | ✓ | | | *during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.* |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | ✓ | | | *considered and documented the financial and other risks it faces and dealt with them properly.* |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | ✓ | | | *arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.* |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | ✓ | | | *responded to matters brought to its attention by internal and external audit.* |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | ✓ | | | *disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.* |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. | Yes: ✓ | No: | N/A: | *has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.* |

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

28/05/2025

and recorded as minute reference:

21/25

Signed by the Chair and Clerk of the meeting where approval was given:

Chair [redacted]

Clerk [redacted]

fakenhamtowncouncil.gov.uk

## Section 2 – Accounting Statements 2024/25 for

FAKENHAM TOWN COUNCIL

| | Year ending | | Notes and guidance |
|---|---|---|---|
| | 31 March 2024 £ | 31 March 2025 £ | *Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.* |
| 1. Balances brought forward | 276,409 | 244,805 | *Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.* |
| 2. (+) Precept or Rates and Levies | 239,550 | 341,600 | *Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.* |
| 3. (+) Total other receipts | 67,082 | 55,116 | *Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.* |
| 4. (-) Staff costs | 123,587 | 179,608 | *Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.* |
| 5. (-) Loan interest/capital repayments | 0 | 0 | *Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).* |
| 6. (-) All other payments | 214,649 | 217,457 | *Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).* |
| 7. (=) Balances carried forward | 244,805 | 244,456 | *Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).* |
| 8. Total value of cash and short term investments | 268,506 | 253,803 | *The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – **To agree with bank reconciliation.*** |
| 9. Total fixed assets plus long term investments and assets | 878,609 | 874,187 | *The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.* |
| 10. Total borrowings | 0 | 0 | *The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).* |

| For Local Councils Only | Yes | No | N/A | |
|---|---|---|---|---|
| 11a. Disclosure note re Trust funds (including charitable) | ✓ | | | *The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.* |
| 11b. Disclosure note re Trust funds (including charitable) | ✓ | | | *The figures in the accounting statements above exclude any Trust transactions.* |

I certify that for the year ended 31 March 2025 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

[redacted]

Date 12/05/2025

I confirm that these Accounting Statements were approved by this authority on this date:

28/05/2025

as recorded in minute reference:

21/25

Signed by Chair of the meeting where the Accounting Statements were approved

[redacted]

**Fakenham Town Council**

**Bank - Cash and Investment Reconciliation as at 31 March 2025**

**Confirmed Bank & Investment Balances**

Bank Statement Balances

| | | | |
|---|---|---|---|
| 31/03/2025 | | 0.00 | |
| 31/03/2025 | General Current 70371432 | 21,730.97 | |
| 31/03/2025 | Business Reserve 70371408 | 181,524.23 | |
| 31/03/2025 | Precept Account 13943305 | 152.02 | |
| 31/03/2025 | CCLA Investment Account | 50,291.77 | |
| | | | **253,698.99** |

Other Cash & Bank Balances

| | |
|---|---|
| | **103.83** |
| | **253,802.82** |

Unpresented Payments

| | |
|---|---|
| | **0.00** |
| | **253,802.82** |

Receipts not on Bank Statement

| | |
|---|---|
| | **0.00** |
| **Closing Balance** | **253,802.82** |

All Cash & Bank Accounts

| | | |
|---|---|---|
| 1 | General Current Account | 21,730.97 |
| 2 | Business Reserve Account | 181,524.23 |
| 3 | Precept Account | 152.02 |
| 4 | Market Tolls Current Account | 0.00 |
| 5 | Market Tolls Business Reserve | 0.00 |
| 6 | CCLA Investment Account | 50,291.77 |
| | Other Cash & Bank Balances | 103.83 |
| | **Total Cash & Bank Balances** | **253,802.82** |

## Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

**(applies to Accounting Statements prepared on an income and expenditure basis only)**
Please complete the highlighted boxes.

| | |
|---|---|
| Name of smaller authority: | Fakenham Town Council |
| County area (local councils and parish meetings only): | Norfolk |

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net differnece between them is equal to the difference between Boxes 7 and 8.

| | | £ | £ |
|---|---|---|---|
| **Box 7: Balances carried forward** | | | 244 456.00 |
| Deduct: | **Debtors (enter these as negative numbers)** | | |
| | Fakenham Chamber of Trade | (118.80) | |
| | Market photos | (200.00) | |
| | 3 | | |
| | | (318.80) | |
| Deduct: | Payments made in advance | | |
| | (prepayments) **(enter these as negative numbers)** | | |
| | Vat | (10,512.88) | |
| | SLCC- MEMBERSHIP | (290.00) | |
| | BHIB- TRACTOR INSURANCE | (1,292.78) | |
| | BHIB- FTC INSURANCE | (2,627.49) | |
| | BHIB- CYBER INSURANCE | (303.94) | |
| | Café Menu website hosting 24/25 | (42.62) | |
| | ICO Systems | (370.51) | |
| | ICO Systems | (189.00) | |
| | Parish online | (180.00) | |
| | Heritage Trail Hosting | (362.50) | |
| | Clear insurance- FRGC Ins | (694.29) | |
| | | (16,866.01) | |
| **Total deductions** | | | (17.184.81) |
| Add: | | | |
| | Creditors (must not include community infrastructure levy (CIL) receipts) | | |
| | Npower CCTV | 60.60 | |
| | Npower CCTV | 47.42 | |
| | Npower CCTV | 64.82 | |
| | Npower CCTV | 68.27 | |
| | Npower CCTV | 63.58 | |
| | Shred Station | 89.75 | |
| | Konica Minolta | 210.94 | |
| | Fuel Card Services | 49.43 | |
| | Talk Talk | 104.40 | |
| | Stephenson Smart | 1,833.33 | |
| | Npower Streetlights | 1,037.27 | |
| | Cambridgeshire Proficiency Test | 125.00 | |
| | N Combrink | 320.00 | |
| | FTC Hire & Sales | 2.88 | |
| | FTC Hire & Sales | 2.49 | |
| | FTC Hire & Sales | 139.90 | |
| | Jewson | 40.58 | |
| | Amazon - Milk Pots | 6.29 | |
| | Amazon - Serviettes | 7.08 | |
| | Amazon - Refuse Sacks | 16.32 | |
| | Jacksons Fencing - Verge Protection | 449.80 | |
| | Amazon - Office Organisers | 23.92 | |
| | Amazon - Laminating Pouches | 9.96 | |
| | Amazon - First Aid Kit | 9.16 | |
| | Amazon - Office Organisers | 17.40 | |
| | Amazon - Batteries | 11.16 | |
| | Amazon - Paper Plates | 5.29 | |
| | Argos - Mobile Phone | 56.00 | |
| | Amazon - Biros | 4.24 | |
| | Amazon - A4 Paper | 70.80 | |
| | Amazon - Office Organiser | 10.03 | |
| | Amazon - Markers | 3.95 | |
| | Amazon - Office Organisers | 8.82 | |
| | Amazon - Office Organisers | 46.19 | |
| | Amazon - Knowles LA Meetings | 96.28 | |
| | Amazon - Scissors | 7.49 | |
| | Amazon - First Aid Kit | 20.53 | |
| | Amazon - Highlighters | 3.70 | |
| | HSQE Ltd - Training | 120.00 | |
| | Amazon - Bleed Kit | 70.83 | |
| | Amazon - Binder | 14.32 | |
| | Amazon - Pens & Tape Measure | 9.14 | |
| | Amazon - Clipboards | 12.07 | |
| | Amazon - Clipboards | 9.88 | |
| | Norfolk ALC - Training | 35.00 | |
| | Eastec UK Ltd - Training | 275.00 | |
| | Ernest Doe | 414.19 | |
| | Ernest Doe | 258.71 | |
| | Amey - Jubilee Ave. Streetlight | 457.48 | |
| | Fakenham Community Centre | 30.63 | |
| | Barclays FTC Bank Charges | 8.50 | |
| | Nurture Grass Cutting - Estates | 1,641.66 | |
| | Nurture Grass Cutting - Verges | 2,571.30 | |
| | NFLK PENSION FUND | 628.80 | |
| | PAYE & NI | 10,019.69 | |
| | Trevor Brown | 759.36 | |
| | PKF Littlejohn | 850.00 | |
| | 1 | | |
| | 2 | | |
| | | 23,331.63 | |
| Add: | | | |
| | **Receipts in advance (must not include deferred grants/loans received)** | | |
| | Allotment deposits | 3,200.00 | |
| | 2 | | |
| | | 3,200.00 | |
| **Total additions** | | | 26,531.63 |
| **Box 8: Total cash and short term investments** | | | 253,802.82 |

# Explanation of variances – pro forma

Name of smaller authority: Fakenham Town Council

County area (local councils and [illegible]

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

**Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:**

• variances of more than 15% between totals for individual boxes (except variances of less than £200);

• New from 2020/21 onwards: variances of £100,000 or more require explanation regardless of the % variation year on year;

| | 2023/24 £ | 2024/25 £ | Variance £ | Variance % | Explanation Required? | Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES | Explanation from smaller authority (must include narrative and supporting figures) |
|---|---|---|---|---|---|---|---|
| 1 Balances Brought Forward | 276,409 | 244,805 | | | | Explanation of % variance from PY opening balance not required - Balance brought forward agrees | |
| 2 Precept or Rates and Levies | 239,550 | 341,606 | 102,050 | 42.60% | YES | | Increased precept required to cover:- Increase in staff costs to cover additional admin and grounds staff required £56,000, increase in necessary expenditure on repairs and maintaining council buildings etc £23,000, Increase in energy costs and maintaining streetlights £3,000, expenditure on additional equipment/vehicles required £20,000 |
| 3 Total Other Receipts | 67,082 | 55,116 | -11,966 | 17.84% | YES | | Includes insurance claims received £3112 (2024 Nil), Management charges received from Market £4,697 (2024 Nil) Wayleave received £99 (2024 Nil). Increase in interest received £1327, increase in allotment income £414.. Income received in 2024 - Streetlights adopted £13,000 (2025 Nil), donation towards cost of repairing Millenium gates £6,858 (2025 Nil). Decrease in cemetries income received £828, decrease in rental income received £1,606. Difference in miscellaneous income received £677. |
| 4 Staff Costs | 123,587 | 179,606 | 56,021 | 45.33% | YES | | Two new admin assistants appointed during year 9816 |
| | | | | | | | Decrease due to retirement of deputy clerk in year (4127) |
| | | | | | | | New groundsman appointed during year 13598 |
| | | | | | | | Appointment of RFO/deputy clerk during year 8373 |
| | | | | | | | Increase in admin assistant started during y/e 31.03.24 12732 |
| | | | | | | | Increase in wages due to pay rises 8506 |
| | | | | | | | Increase in employers NIC 4132 |
| | | | | | | | Increase in employers pension 5991 |
| | | | | | | | Adjustment for overclaimed employers allowance, no longer repayable (3000) |
| 5 Loan Interest/Capital Repayment | 0 | 0 | 0 | 0.00% | NO | | |
| 6 All Other Payments | 214,649 | 217,457 | 2,808 | 1.31% | NO | | |
| 7 Balances Carried Forward | 244,805 | 244,456 | | | | VARIANCE EXPLANATION NOT REQUIRED | |
| 8 Total Cash and Short Term Investments | 263,506 | 253,903 | | | | VARIANCE EXPLANATION NOT REQUIRED | |
| 9 Total Fixed Assets plus Other Long Term Investments and | 874,609 | 874,187 | -4,422 | 0.50% | NO | | |
| 10 Total Borrowings | | | 0 | 0.00% | NO | | |

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable