

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

**TUESDAY 22<sup>nd</sup> JULY 2025 AT 18:00**

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Attending Committee Councillors: A Glynn (Mayor), V Joslin (Deputy Mayor), P Bucknell

Attending Non-Committee: J Rockett

Town Clerk: L Meanley

RFO & Deputy Clerk: K Lindsay

General Public: None

Press: None

Number	Agenda
	<b>In the absence of both the Chair and Deputy Chair of the Governance &amp; Finance Committee, the first item of business was to elect a Chair for the meeting.</b> It was proposed and AGREED that Cllr Glynn would chair the meeting
<b>23/25 GF</b>	<b>To receive Apologies for Absence</b> Cllrs Dutton and Harrison offered apologies
<b>24/25 GF</b>	<b>To adjourn the Meeting for Electors' questions</b> None received
<b>25/25 GF</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>26/25 GF</b>	<b>To confirm the minutes of the Governance &amp; Finance Committee meeting held on 17<sup>th</sup> June 2025</b> On the proposition of Cllr Glynn, seconded by Cllr Joslin, the minutes of the Governance & Finance Committee meeting held on 17 <sup>th</sup> June 2025 were AGREED by all and signed by the Chair
<b>27/25 GF</b>	<b>To discuss any matters arising from the Governance &amp; Finance Committee meeting held on 17<sup>th</sup> June 2025</b> <b>16/25 GF</b> To consider the 2024/25 internal auditor's recommendation to increase Fidelity Guarantee Insurance All AGREED to increase. <b>ACTION: RFO to seek quotes for cover of £550K</b> Cllr Glynn proposed, seconded by Cllr Joslin, to proceed with the quotation to increase Fidelity Guarantee insurance to £750,000 at a cost of £56.26, covering the period until the end of the current insurance term, 31 <sup>st</sup> December 2025, AGREED by all
<b>28/25 GF</b>	<b>To review and agree policies and risk assessments for update:</b> <ul style="list-style-type: none"><li><b>a) Memorial Inspection Policy</b> Cllrs RESOLVED to approve, with several minor amendments <b>ACTION: Clerk to amend prior to publication</b></li><li><b>b) Memorial Inspection Risk Assessment</b> Cllrs RESOLVED to approve</li><li><b>c) Cemeteries Risk Assessment</b> Cllrs RESOLVED to approve, with several minor amendments <b>ACTION: Clerk to amend prior to publication</b></li><li><b>d) Internal Control Policy</b> Cllrs RESOLVED to approve, with one minor amendment <b>ACTION: RFO to amend prior to publication</b></li></ul>

	<p><b>e) Internal Control Review</b> Cllrs RESOLVED to approve</p> <p><b>f) Fakenham Town Council Children's Play &amp; Fitness Equipment Areas Risk Assessment</b> Cllrs RESOLVED to approve</p> <p><b>g) Asset Management plan</b> Cllrs RESOLVED to approve</p> <p><b>h) Data Protection Documentation</b> Cllrs RESOLVED to approve</p> <p><b>ACTION: Clerk to provide a list outlining the context for each policy</b></p>
<b>29/25 GF</b>	<p><b>To review finance reports for month ending June 2025</b></p> <ul style="list-style-type: none"> <li>To receive and review June 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 June 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 first quarterly Income and Expenditure Budget vs Actuals report Cllrs RESOLVED to approve for presentation and approval by Full Council</li> <li>To receive and approve the June 2025 schedule of payments over £500 for display on the website Cllrs RESOLVED to approve for presentation and approval by Full Council</li> </ul>
<b>30/25 GF</b>	<p><b>To agree Stephenson Smart payroll provider costs £2000 + VAT per annum. To consider invoicing monthly or annually.</b></p> <p>Councillors RESOLVED to retain Stephenson Smart as the Council's payroll provider for the 2025/26 financial year, at a total cost of £2,000 excluding VAT, to be invoiced and paid as a full annual fee.</p>
<b>31/25 GF</b>	<p><b>To discuss the reallocation of Budget funds following issue of first quarterly Income and Expenditure Budget vs Actuals report</b></p> <p>Councillors discussed budget requirements and RESOLVED to meet the necessary expenditure by approving the following amendments and virement, and to recommend to Full Council a withdrawal from the relevant Earmarked Reserve:</p> <ul style="list-style-type: none"> <li><b>Cemetery Expenditure – Approx.£26,000</b> £18,000 allocated in the current Cemetery budget. An additional £5,000 to be reallocated from the Cemetery brickwork budget (the brickwork project to be deferred and given a separate budget in 2026/27), and £3,000 to be vired from the underspend on the Allotment surveys.</li> <li><b>UTV – Approx.£18,000</b> To be funded by £12,500 from the Machinery EMR and £5,500 from the New Machinery budget line. Any underspend remaining on the New Machinery budget at the end of the financial year is to be reallocated to the Machinery EMR.</li> <li><b>Trees and Streetlights</b> Costs are currently unknown and will be considered as they become available, with prioritisation as necessary.</li> </ul>
<b>32/25 GF</b>	<p><b>To discuss Invoice 90936316 £457.48 (excl. VAT) Amey as reviewed at the Finance Sub-Committee meeting 28<sup>th</sup> April 2025</b></p>

	<p>Cllrs RESOLVED to contact County Cllr Fitzpatrick to request an update before making a decision regarding payment of the invoice.</p> <p><b>ACTION: Cllr Glynn to contact County Cllr Fitzpatrick</b></p>
<b>33/25 GF</b>	<p><b>To receive notice of changes to Fakenham Town Council CCLA Investment Fund</b></p> <p>Noted</p>
<b>34/25 GF</b>	<p><b>To receive the RFO's report</b></p> <ul style="list-style-type: none"> <li>• The transfer of £1,259.25 from the Market Tolls General Current Account to the Market Tolls Deposit Account – 25% of Charter Market Income for the first quarter of 2025/26, was noted and approved.</li> <li>• The transfer of the majority of the balance of the Market Tolls General Current Account to the Market Tolls Deposit Account, with a working balance maintained in the Market Tolls General Current Account, was noted and approved.</li> </ul> <p>The rest of the report was noted.</p>
<b>35/25 GF</b>	<p><b>To approve, in advance, all current direct debits for regular payments (as listed in agenda pack item), including all variable direct debits, in accordance with the Financial Regulations requirement for Governance &amp; Finance Committee to formally approve variable direct debits at least once every two years</b></p> <p>Cllrs RESOLVED to approve in advance all direct debits, including all variable direct debits:</p> <p>Barclaycard          Barclays Account Charges (Market)          Barclays Account Charges (FTC)          Barclays Card Machine          British Gas (Elec Market Place)          Command Pest Control (Allotments and as required)          Engie (Elec Trap Lane)          Mota / Fuel Card Services          ICO Registration          Konica Minolta          NEST Pension Fund          Norfolk Rivers &amp; Drainage          N Power (CCTV &amp; Streetlights)          NNDC (Rates x 4 / Service Charge / Brown Bin / Dog Bins)          O2          Talk Talk          Veolia          Wave Water (Trap Lane / Allotments)          Wix Website</p>
<b>36/25 GF</b>	<p><b>To receive and sign the Barclays mandate change form removing Martyn Benstead (Stephenson Smart - former RFO) and Natasha Southerland (former Councillor) as signatories from all accounts</b></p> <p>Cllrs RESOLVED to approve and recommend to Full Council for signing, the mandate change form</p>
<b>37/25 GF</b>	<p><b>To note that, in the absence of Councillors available to authorise Payment Run 8 at Barclays, the Clerk completed authorisations which included July salaries</b></p> <p>Noted</p>
<b>38/25 GF</b>	<p><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></p> <p>On the proposition of Cllr Bucknell seconded by Cllr Glynn RESOLVED that pursuant to</p>

