

**MINUTES of the FULL COUNCIL MEETING**

**of FAKENHAM TOWN COUNCIL**

**held at the PRICE OF WALES SUITE, FAKENHAM RACECOURSE,**

**on TUESDAY 21<sup>st</sup> JUNE 2022 at 7:00pm**

**PRESENT:**

Councillor A Glynn (Chairman, Presiding)

Cllrs: V Joslin, M Dutton, J Holdom, M Coates, D Andrews, J Griffiths, T Duffy, P Bucknell, W Simmons, G Thorpe.

Town Clerk: Granville Hawkes

Deputy Town Clerk: A Kerrison

District Councillors: Cllr Cushing & Rest

County Councillor:

Police: None

Press: James Harding (Lynn Advertiser)

Public: No members of the public

		Action (initials)
<b>AGENDA</b>		
<b>36</b>	<b>TO RECEIVE A REPORT FROM FAKENHAM POLICE</b> No police were present. A report was sent that was forwarded to all councillors.	
<b>37</b>	<b>TO RECEIVE ANY ELECTORS' QUESTIONS</b> An email has been received regarding signage showing the speed limit or a concealed entrance sign for Baxter Close relating to the entry exit opposite the Grove Veterinary Hospital. This will be referred to Norfolk County Council Highways Department. Cllr Joslin asked District Councillor Rest about the lack of designated motorbike spaces in the Town car parks. Cllr Rest advised that it is possible on relining to address this and will ask Norfolk County Highways to make note of the issue.	<b>Clerk</b>
<b>38</b>	<b>TO RECEIVE ANY REPORTS FROM DISTRICT/COUNTY COUNCILLORS</b> <b>District Cllr Cushing</b> reported that he and several Town Councillors had a positive meeting with County Cllr S Emms who is leading the Fakenham levelling up bid. Further costings were awaited before the bid is considered by the Cabinet Office. He reminded members about the NNDC parish forum on the 4 <sup>th</sup> July 2022. Finally, there is a dilapidated building in Clay Pit Lane which is likely to be subject of an enforcement notice. <b>District Cllr Rest</b> reported that the scaffolding erection had made the building in Newman's Yard safe and secure, if the owner does not progress repairs the property will be subject to a Compulsory purchase order. Cllr Dutton asked if green mesh could be added to the scaffolding as without this the building still look ugly. Cllr rest will refer back to Norfolk County Highways. The Queens Road car park toilet unit is now finished and awaits electricity connection before reopening, this is being chased.	

39	<b>TO RECEIVE THE TOWN MAYOR'S DECLARATION OF ACCEPTANCE OF OFFICE AS REQUIRED BY LAW</b> Cllr Glynn declared acceptance and duly signed the declaration.	
40	<b>TO CONSIDER FOR ACCEPTANCE APOLOGIES FOR ABSENCE.</b> Apologies were received and accepted from Cllrs G Acheson, J Rockett, D Hunter, G Foortse and District Cllr J Punchard.	
41	<b>DECLARATIONS OF INTEREST</b> Cllr J Holdom relating item 17 on the agenda.	
42	<b>TO RECEIVE THE DEPUTY MAYOR'S ACCEPTANCE OF OFFICE AS REQUIRED BY LAW</b> Cllr Holdom declared acceptance and duly signed the declaration.	
43	<b>TO CONFIRM THE MINUTES OF THE MEETING HELD ON 19<sup>th</sup> APRIL 2022</b> 43.1 The minutes of the meeting held on 17 <sup>th</sup> May 2022 were on the proposition of Cllr Coates and seconded by Cllr Dutton, AGREED, and signed by the Chairman.	
44	<b>TO RECEIVE UPDATE ON ACTIONS TAKEN AFTER THE LAST COUNCIL MEETING IF THESE MATTERS ARE NOT ON THE AGENDA</b> There were none.	
45	<b>TO RECEIVE THE MAYORS' ANNOUNCEMENTS</b> Cllr Glynn reported attendance at a meeting of the levelling up bid in respect of the swimming pool which had been productive.	
46	<b>TO RECEIVE ANY REPORTS FROM COUNCILLORS WHO HAVE ATTENDED MEETINGS OUTSIDE THE COUNCIL</b> Cllr Joslin reported the upcoming NALC Summer conference at Fakenham race course on the 6 <sup>th</sup> July.	
47	<b>DECISION LOG AND CLERKS REPORT</b> The log was discussed and updated.	
48	<b>TO RECEIVE AND COMMENT UPON ANY ITEMS FOR INFORMATION AND ACTION</b> There were none.	
49	<b>TO RECEIVE AND ADOPT THE MINUTES OF THE DEVELOPMENT &amp; MARKET COMMITTEE ON 23<sup>rd</sup> MAY and 6<sup>th</sup> JUNE 2022</b> 49.1 The minutes of the meeting held on 23 <sup>rd</sup> May 2022 were moved for reception and adoption by Cllr Duffy Seconded by Cllr Glynn and agreed unanimously. 49.2 The minutes of the meeting held on 6 <sup>th</sup> June 2022 were moved for reception and adoption by Cllr Duffy Seconded by Cllr Glynn and agreed unanimously.	
50	<b>TO RECEIVE AND ADOPT THE MINUTES OF THE LEISURE AND ENVIRONMENT COMMITTEE ON 28<sup>th</sup> MAY 2022</b> 50.1 As the minutes of the meeting held on 28 <sup>th</sup> May 2022 were moved for reception and adoption by Cllr Joslin Seconded by Cllr Coates and agreed unanimously.	
51	<b>FINANCIAL MATTERS</b> <b>51.1 To adopt and approve Fakenham Town Council &amp; Charter Market Receipts &amp; Payments Reports for May 2022</b> On the proposition of Cllr Dutton, seconded by Cllr Glynn, RESOLVED to receive and approve the receipts and payments of the accounts as reviewed by the finance committee for May 2022. <b>51.2 To adopt and approve Fakenham Town Council &amp; Charter Market Consolidated Bank reports for May 2022</b> On the proposition of Cllr Dutton, seconded by Cllr Glynn, RESOLVED to receive and approve the consolidated bank reports as reviewed by the finance committee for May 2022.	

	<p><b>51.3 To approve Minutes of Finance Committee Meeting held 13<sup>th</sup> June 2022</b> The minutes of the meeting held on 13<sup>th</sup> June 2022, were moved for reception and adoption by Cllr Dutton, seconded by Cllr Glynn and agreed unanimously.</p> <p><b>51.4 To receive the finance team report</b> Cllr Dutton reported one matter regarding staff wages to take forward to the next Finance Committee meeting.</p>	Clerk
52	<p><b>ANNUAL GOVERNANCE &amp; ACCOUNTABILITY (AGAR) AND YEAR END REPORTS 2021-22:</b></p> <p><b>52.1 To receive and note the Annual Internal Audit statement</b> On the proposition of Cllr Dutton, seconded by Cllr Andrews and agreed by all to receive and adopt the annual internal audit statement.</p> <p><b>52.2 To receive and agree Section 1 Annual Governance Statement</b> This has been signed by the RFO. On the proposition of Cllr Dutton, seconded by Cllr Andrews and agreed by all to approve and sign the Annual Governance statement.</p> <p><b>52.3 To receive and agree Section 2 Annual Accounting Statement</b> On the proposition of Cllr Dutton, seconded by Cllr Andrews and agreed by all to receive and approve section 2 of the Accounting statement.</p> <p><b>52.4 To receive Statutory Income &amp; Expenditure Report &amp; Balance Sheet for signing</b> On the proposition of Cllr Dutton, seconded by Cllr Andrews and agreed by all to approve and sign the Statutory Income and Expenditure report and balance Sheet.</p> <p><b>52.5 To receive and approve 31 March 2022 year-end Reserves schedule</b> On the proposition of Cllr Dutton, seconded by Cllr Andrews and agreed by all to adopt the reserves schedule.</p>	
53	<p><b>TO RECEIVE THE END OF YEAR INDEPENDENT INTERNAL AUDIT REPORT FOR 31 MARCH 2022</b> On the proposition Cllr Dutton, seconded by Cllr Glynn and agreed by all to receive and adopt the final annual internal audit report for year ending 31 March 2022.</p>	
54	<p><b>TO AGREE DATES FOR THE 'EXERCISE OF RIGHTS' NOTICE</b> On the proposition of Cllr Dutton, seconded by Cllr Glynn it was agreed that the exercise of public rights should take place between 30<sup>th</sup> June 2022 and 15<sup>th</sup> August 2022.</p>	
55	<p><b>TO RECEIVE A REPORT FROM EP YOUTH</b> The report was received and accepted, and the next tranche of payment proposed by Cllr Glynn, seconded by Cllr Thorpe, Agreed by all. Cllr Holdom advised the group will need access to Millennium Park on Friday evenings</p>	Clerk
56	<p><b>TO RECEIVE FURTHER ITEMS FOR THE NEXT AGENDA</b> The matter of the Cinema triangle garden will need to be discussed as the expenditure for this was never formally authorised by Full Council</p>	
57	<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> On the proposition of Cllr Glynn seconded by Cllr Coates RESOLVED that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that Public &amp; 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.</p>	
58	<p><b>To confirm the confidential minutes of the meeting held on 17th May 2022 (attached) and Extraordinary Full Council meeting held on Monday 13th June 2022</b></p>	

