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

TUESDAY 21st July 2026 AT 18:00

Attending Committee Councillors: A Glynn (Mayor), P Bucknell, L Harrison, D Hunter, M Dutton, V Joslin

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

Number	Agenda
21/26GF	**To receive Apologies for Absence** None received
22/26GF	**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** None declared
23/26GF	**To adjourn the Meeting for Electors' questions** None received
24/26GF	**To confirm the minutes of the Governance & Finance Committee meeting held on 16th June 2026** On the proposition of Cllr Hunter, seconded by Cllr Bucknell, the minutes of the Governance & Finance Committee meeting held on 16th June 2026 were AGREED by all and signed by the Chair
25/26GF	**To discuss any matters arising from the Governance & Finance Committee meeting held on 16th June 2026** • 16/26GF Cllr Dutton expressed disappointment at the decision to hold Governance & Finance Committee meetings quarterly. • 17/26GF Following submission of the AGAR to PKF Littlejohn, additional information regarding the Council's Internal Auditor was requested and subsequently provided. PKF Littlejohn acknowledged receipt and confirmed that the audit submission would progress to the next stage.
26/26GF	**To review and agree policies and risk assessments for update:** • **To note an amendment to Section 4 of the Fakenham Town Council Strategic Objectives Plan 2025 2028 V4** Cllrs noted the amendment to Section 4 of the Fakenham Town Council Strategic Objectives Plan 2025 2028 V4 and RESOLVED to approve it. • **Mileage Log and Authorisation Procedure** Cllrs reviewed the Mileage Log and Authorisation Procedure and RESOLVED to approve it, with all staff mileage claims to be authorised by the Clerk and the Clerk's mileage claims by the Chair. • **Scheme of Delegation and Standing Committees Terms of Reference** Cllrs reviewed the Scheme of Delegation and Standing Committees Terms of Reference and RESOLVED to approve it for presentation and approval by Full Council • **Expenses Policy**

	• Cllrs reviewed the Expenses Policy and RESOLVED to approve it for presentation and approval by Full Council subject to clarification that approved business travel includes attendance at the employee's normal workplace outside contracted hours (e.g. weekends) and travel to and from the workplace for an authorised evening meeting as part of a split shift. • **Councillor Email Policy** Cllrs reviewed the Councillor Email Policy and RESOLVED to approve it for presentation and approval by Full Council • **Information Transfer Policy** Cllrs reviewed the Information Transfer Policy and RESOLVED to approve it for presentation and approval by Full Council • **Removable Media Policy** Cllrs reviewed the Removable Media Policy and RESOLVED to approve it for presentation and approval by Full Council • **Social Media and Communications Policy** Cllrs reviewed the Social Media and Communications Policy and RESOLVED to approve it for presentation and approval by Full Council • **Records Management and Retention Policy** Cllrs reviewed the Records Management and Retention Policy and RESOLVED to approve it for presentation and approval by Full Council • **Driver & Vehicle Policy** Cllrs reviewed the Driver & Vehicle Policy and RESOLVED to approve it for presentation and approval by Full Council with amendments • **Driver & Vehicle Risk Assessment** Cllrs reviewed the Driver and Risk Assessment and RESOLVED to approve it for presentation and approval by Full Council with amendments • **Data Protection Policies (Separate Pack)** Cllrs reviewed the Data Protection Policies listed and RESOLVED to approve them: **Data Protection by Design Checklist** **Data Protection Impact Assessment (DPIA) Procedure** **Appropriate Policy Document for the Processing of Special Categories of Personal Data and Criminal Offences Data** **Data Protection Complaints Procedure** **Website Privacy Notice** **Employee Privacy Notice** Cllrs reviewed the Data Protection Policies listed and RESOLVED to approve them for presentation and approval by Full: **Data Breach Procedure** **Data Subject Rights Request Procedure**
27/26GF	**To review finance reports for month ending June 2026** • To receive and review June 2026 Payments and Receipts Lists for Fakenham Town Council and Charter Market Cllrs RESOLVED to approve for presentation and approval by Full Council • To receive and review June 2026 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts and confirm bank statements for signing

	Cllrs RESOLVED to approve for presentation and approval by Full Council, confirming that all bank statements had been checked against the reconciliations and signed • To receive and review the quarterly Income and Expenditure Budget vs Actuals report Cllrs RESOLVED to approve for presentation and approval by Full Council • To receive and approve the June 2026 schedule of payments over £500 for display on the website Cllrs RESOLVED to approve for presentation and approval by Full Council • To note the Committed Expenditure report Noted
28/26GF	**To receive the RFO's report** 1. **Transition to Scribe Accounts** Members noted the progress report on the transition to the Scribe accounting software package and modules. 2. **Financial Reports** Members noted the progress made in the development of financial reporting. 3. **Budget Observations** Members noted the report providing an overview of the first quarter Budget vs Actuals position. 4. **Reserves Investment** Members noted the current reserves position and RESOLVED to invest £100,000 with CCLA. Members further agreed that a test withdrawal should be undertaken to establish the ease and timescale of accessing funds. The outcome of this exercise will be reported to the next Governance & Finance Committee meeting, where consideration will be given to a potential further investment of £100,000. 5. **Fidelity Guarantee Insurance** Members noted the additional cover is now in place. 6. **Cyber Insurance Review** Members noted that Cyber Essentials Certification is not a mandatory requirement of the Council's insurance provider. However, Members recognised that, should the Council's turnover exceed £1m in the future, completion of the Proposal Form may require an appropriate level of technical knowledge and supporting information. Following consultation with suitable providers, Cyber Essentials Certification has been recommended; however, Members considered that a more proportionate approach may be to seek a limited assessment and support with completion of the Proposal Form rather than undertaking a full Cyber Essentials Certification review. This would ensure the Council is prepared should the requirement arise. Cllrs Harrison and Glynn offered to provide details of potential contacts who may be able to assist.
29/26GF	**To receive the Internal Controller review** None
30/26GF	**To receive and note the current Reserves Report and confirm that it accords with the 2026/27 Reserves Schedule approved by Full Council in May 2026.** Members noted the current Reserves Report
31/26GF	**To review the current allocation of financial administration responsibilities following the appointment of a new Chair of Governance & Finance, including the provision of a**

	Microsoft 365 Premium licence, access to the payroll provider's portal and associated payroll documentation, and responsibility for reviewing and authorising the Council's VAT returns, and to determine whether any changes are required. Members reviewed the current allocation of financial administration responsibilities following the appointment of a new Chair of Governance & Finance. It was noted that the Microsoft 365 Premium Licence allocated to the Chair of Governance & Finance transfers with the position. Accordingly, Cllr Dutton's licence will be changed to a Basic Licence. Cllr Harrison, the newly appointed Chair of Governance & Finance, confirmed that a Premium Licence is not required for her role; therefore, the Premium Licence will remain unallocated and held in abeyance. Members further noted that access to the payroll provider's portal for the purpose of reviewing payroll payments will remain with Cllr Dutton in his capacity as Vice Chair of Governance & Finance. Responsibility for reviewing and authorising the Council's VAT returns will also remain with Cllr Dutton.
32/26GF	**To discuss and consider adding Lonsdale Print Solutions Ltd t/a Lonsdale Direct Solutions to the Approved Contractors Register** Members discussed the addition of Lonsdale Print Solutions Ltd t/a Lonsdale Direct Solutions to the Approved Contractors Register and RESOLVED to approve their inclusion, subject to their approval being limited to works that cannot be sourced from local providers.
33/26GF	**To consider quotation for streetlight column 9084 replacement** Members considered the quotation for the replacement of streetlight column 9084 and RESOLVED to proceed with the quotation at a cost of £2,050.00 excluding VAT.
34/26GF	**To discuss the FLASH Project** Nothing was discussed
35/26GF	**To confirm the date and time of next meeting** **Governance & Finance: Tuesday 20th October 2026 at 18:00**

	There being no further business the meeting closed at 18.55 Confirmed this day of 2026 **CHAIR**