



Fakenham Connect
Oak Street
Fakenham
Norfolk
NR21 9DY

Tel: 01328 853653

e-mail: info@fakenhamtowncouncil.gov.uk

website: fakenhamtowncouncil.gov.uk

Fakenham Town Council

Governance & Finance Committee Meeting

Date: **Tuesday 21st October 2025**

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

Yours faithfully

L Meanley

Lesley Meanley

Town Clerk

16th October 2025

Number	Agenda	Pack Page
75/25 GF	To receive Apologies for Absence	
76/25 GF	To adjourn the Meeting for Electors' questions	
77/25 GF	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	
78/25 GF	To confirm the minutes of the Governance & Finance Committee meeting held on 16 th September 2025	1-2
79/25 GF	To discuss any matters arising from the Governance & Finance Committee meeting held on 16 th September 2025	3
80/25 GF	To review and agree policies and risk assessments for update: <ul style="list-style-type: none"> Pension Scheme Policy Fakenham Town Council Remembrance Parade event plan & Risk Assessment 	4-8 9-15
81/25 GF	To review finance reports for month ending September 2025 <ul style="list-style-type: none"> To receive and review September 2025 receipts and payments for Fakenham Town Council and Charter Market 	16-46

	<ul style="list-style-type: none"> • To receive and review September 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 second quarterly Income and Expenditure Budget vs Actuals report • To receive and approve the September 2025 schedule of payments over £500 for display on the website 	
82/25 GF	To receive the RFO's report	47-48
83/25 GF	To discuss Budget setting for 2026/27	
84/25 GF	To review spending recommendations from other committees and make recommendations to Full Council where appropriate	
85/25 GF	To receive the Internal Controller review	
86/25 GF	To discuss the FLASH Project	
87/25 GF	To confirm the date and time of next meeting Governance & Finance: Tuesday 18th November 2025 at 18:00	