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Fakenham Town Council

Governance & Finance Committee Meeting

Date: **Tuesday 16th June 2026**

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: Angela Glynn (Mayor), Gary Thorpe (Deputy Mayor), Penelope Bucknell, Martin Dutton, Lucy Harrison, David Hunter, Viv Joslin

For Information: Mark Campbell, Tim Duffy, Carl Fairbrother, Andy Girton, Jim Rockett

Yours faithfully

L Meanley

Lesley Meanley

Town Clerk

9th June 2026

Number	Agenda	Pack Page
1/26GF	To elect a Chair of the Committee to serve until the next Annual Meeting of the Council.	
2/26GF	To receive Apologies for Absence	
3/26GF	To elect a Deputy Chair of the committee to serve until the next Annual Meeting of the Council	
4/26GF	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	1-2
5/26GF	To adjourn the Meeting for Electors' questions	
6/26GF	To confirm the minutes of the Governance & Finance Committee meeting held on 19 th May 2026	3-6
7/26GF	To discuss any matters arising from the Governance & Finance Committee meeting held on 19 th May 2026	7
8/26GF	To review and agree policies and risk assessments for update: <ul style="list-style-type: none">• Dignity at Work Policy• Compliments or Complaints• Discipline and Grievance Policy• Health & Safety	8-37

9/26GF	To review finance reports for month ending April and May 2026 <ul style="list-style-type: none"> • To receive and review April and May Payments and Receipts Lists for Fakenham Town Council and Charter Market • To receive and review April and May 2026 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts • To note the current Income and Expenditure Budget vs Actuals report • To receive and approve the April and May 2026 schedule of payments over £500 for display on the website 	38-45 46-61 62-66 67-69
10/26GF	To receive the RFO's report	70-72
11/26GF	To receive the Internal Controller review	
12/26GF	To review the Internal Auditor's Year End Report for the Charter Market 2025/26 and Recommendation – "The market account cannot sustain a deficit of this level in 2026/27. The grants made by the council from this fund will need to reflect the monies being received. We recommend a balance of 3 months expenditure (£6,748.50) should be retained within reserves."	73-87
13/26GF	To note the increase in the HMRC mileage rate from 45p to 55p per mile with effect from 6 April 2026 and the resulting adjustment to Council mileage claims	
14/26GF	To appoint Members authorised to review fortnightly invoice schedules and authorise invoices for payment on behalf of the Council in accordance with the Council's Financial Regulations	
15/26GF	To review the current Barclays Bank mandate and appoint authorised bank users for online payment approval. In making appointments, Members are requested to consider the operational requirements of the role, including participation in any necessary training and compliance with banking security procedures, to ensure the effective and secure administration of the Council's banking arrangements.	
16/26GF	To review and discuss the frequency of Governance & Finance meetings.	
17/26GF	To note the submission of the Town Council's AGAR 2025/26 to PKF Littlejohn for external audit and the subsequent acknowledgement of receipt	
18/26GF	To note the publication of the Notice of Public Rights and AGAR 2025/26 Sections 1 and 2 on the Town Council website, in accordance with statutory requirements and at least 24 hours before the commencement of the period for the exercise of public rights	
19/26GF	To discuss the FLASH Project	
20/26GF	To confirm the date and time of next meeting Governance & Finance: Tuesday 21st July 2026 at 18:00	