



**Fakenham Town Council**

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## **Governance & Finance Committee Meeting**

Date: **Wednesday 10<sup>th</sup> December 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, Andy Girton

Yours faithfully

**L Meanley**

Lesley Meanley

Town Clerk

5<sup>th</sup> December 2025

<b>Number</b>	<b>Agenda</b>	<b>Pack Page</b>
<b>106/25GF</b>	<b>To receive Apologies for Absence</b>	
<b>107/25GF</b>	<b>To adjourn the Meeting for Electors' questions</b>	
<b>108/25GF</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>	
<b>109/25GF</b>	<b>To confirm the minutes of the Governance &amp; Finance Committee meeting held on 18<sup>th</sup> November 2025</b>	<b>1-5</b>
<b>110/25GF</b>	<b>To discuss any matters arising from the Governance &amp; Finance Committee meeting held on 18<sup>th</sup> November 2025</b>	<b>6</b>
<b>111/25GF</b>	<b>To review and agree policies and risk assessments for update:</b> <ul style="list-style-type: none"><li>•</li></ul>	
<b>112/25GF</b>	<b>To review finance reports for month ending November 2025</b> <ul style="list-style-type: none"><li>• To receive and review November 2025 receipts and payments for Fakenham Town Council and Charter Market</li><li>• To receive and review November 2025 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts</li></ul>	<b>7-37</b>

	<ul style="list-style-type: none"> <li>• To note the current Income and Expenditure Budget vs Actuals report</li> <li>• To receive and approve the November 2025 schedule of payments over £500 for display on the website</li> </ul>	
<b>113/25GF</b>	<b>To receive the RFO's report</b>	<b>38-39</b>
<b>114/25GF</b>	<b>To receive 2026 Insurance renewal quotations</b>	
<b>115/25GF</b>	<b>To receive and approve the Barclay card reader charges change as at 1 February 2026</b>	<b>40-45</b>
<b>116/25GF</b>	<b>To discuss Budget setting for 2026/27</b>	
<b>117/25GF</b>	<b>To review spending recommendations from other committees and make recommendations to Full Council where appropriate:</b> <ul style="list-style-type: none"> <li>• <b>To consider virement recommendations to enable emergency streetlight replacements (Full Council Minute 28/25)</b></li> </ul>	<b>46</b>
<b>118/25GF</b>	<b>To receive the Internal Controller review</b>	
<b>119/25GF</b>	<b>To discuss the FLASH Project</b>	
<b>120/25GF</b>	<b>To confirm the date and time of next meeting</b> <b>Governance &amp; Finance: Tuesday 20<sup>th</sup> January 2026 at 18:00</b>	