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## Fakenham Town Council

### Governance & Finance Committee Meeting

Date: **Tuesday 21<sup>st</sup> April 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: A Glynn (Mayor), V Joslin (Deputy Mayor), Penelope Bucknell, Martin Dutton, Lucy Harrison, David Hunter, Jim Rockett

For Information: Mark Campbell, Tim Duffy, Carl Fairbrother, Andy Girton, Gary Thorpe

Yours faithfully

**L Meanley**

Lesley Meanley

Town Clerk

17<sup>th</sup> April 2026

Number	Agenda	Pack Page
165/26GF	To receive Apologies for Absence	
166/26GF	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
167/26GF	To adjourn the Meeting for Electors' questions	
168/26GF	To confirm the minutes of the Governance & Finance Committee meeting held on 17 <sup>th</sup> March 2026	3-5
169/26GF	To discuss any matters arising from the Governance & Finance Committee meeting held on 17 <sup>th</sup> March 2026	6
170/26GF	To review and agree policies and risk assessments for update: <ul style="list-style-type: none"><li>• Safeguarding Policy</li><li>• FTC Estate Risk Assessment</li><li>• General Office Duties Risk Assessment</li></ul>	7-20
171/26GF	To review finance reports for month ending March 2026 <ul style="list-style-type: none"><li>• To receive and review March 2026 receipts and payments for Fakenham Town Council and Charter Market</li></ul>	21-53

	<ul style="list-style-type: none"> <li>• To receive and review March 2026 consolidated bank reconciliation reports for Fakenham Town Council and Charter Market bank accounts and confirm bank statements balances for signing</li> <li>• To receive and review the fourth quarterly Income and Expenditure Budget vs Actuals report</li> <li>• To receive and approve the March 2026 schedule of payments over £500 for display on the website</li> </ul>	
<b>172/26GF</b>	<b>To note that in the absence of councillors available to approve payment run 26 and 1 at Barclays, the Clerk completed approvals including Salaries (on payment run 1).</b>	
<b>173/26GF</b>	<b>To receive the RFO's report</b>	<b>54-59</b>
<b>174/26GF</b>	<b>To notify of the Year End Internal Audit taking place on 7<sup>th</sup> and 8<sup>th</sup> May</b>	
<b>175/26GF</b>	<b>To receive notification of TTSR fuel surcharge update</b>	<b>60</b>
<b>176/26GF</b>	<b>To review the Strategic Plan 2025 – 2028 and recommend amendments to Full Council</b>	<b>61-79</b>
<b>177/26GF</b>	<b>To receive the Internal Controller review</b>	
<b>178/26GF</b>	<b>To discuss the FLASH Project</b>	
<b>179/26GF</b>	<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>	
<b>180/26GF</b>	<b>To note HR subcommittee meeting minutes from the 16<sup>th</sup> April</b>	<b>confidential</b>
<b>181/26GF</b>	<b>To move into open session</b>	
<b>182/26GF</b>	<b>To confirm the date and time of next meeting Governance &amp; Finance: Tuesday 19<sup>th</sup> May 2026 at 18:00</b>	