

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

TUESDAY 19th May 2026 AT 18:00

Attending Committee Councillors: A Glynn (Mayor), M Dutton, D Hunter & P Bucknell

Attending Non-Committee: None

RFO & Deputy Clerk: K Lindsay

General Public: None

Press: None

Number	Agenda
183/26GF	To receive Apologies for Absence Apologies received from Councillors Joslin and Harrison
184/26GF	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
185/26GF	To adjourn the Meeting for Electors' questions None received
186/26GF	To confirm the minutes of the Governance & Finance Committee meeting held on 21st April 2026 On the proposition of Cllr Glynn, seconded by Cllr Hunter, the minutes of the Governance & Finance Committee meeting held on 21 st April 2026 were AGREED by all and signed by the Chair
187/26GF	To discuss any matters arising from the Governance & Finance Committee meeting held on 21st April 2026 The Action Log was noted
188/26GF	To review and agree policies and risk assessments for update: <ul style="list-style-type: none"> • Standing orders Cllrs reviewed Standing orders and RESOLVED to approve for presentation and approval by Full Council, with minor amendments. Cllrs also recommend to Full Council that Section 3(f) and (g) relating to public participation be applied consistently at all meetings. • Financial Regulations Cllrs reviewed Financial Regulations and RESOLVED to approve for presentation and approval by Full Council, with a minor amendment
189/26GF	To review finance reports for financial year end 2025-2026 – to note April 2026 reports are not yet available pending year-end completion Members reviewed: <ul style="list-style-type: none"> • Final 2025/26 Year End Detailed Income and Expenditure Report (Budget vs Actuals) • Statutory Income and Expenditure Report Year End 31st March 2026 • Statutory Balance Sheet Year End 31st March 2026 Cllrs RESOLVED to approve for presentation and approval by Full Council
190/26GF	To receive and review the Internal Auditor's Year End Report for Fakenham Town Council and the Charter market for 2025/26 Members received and noted the Internal Auditor's Year End Report for the Charter Market for 2025/26 and RESOLVED to defer detailed consideration to the next meeting. Members received and reviewed the Internal Auditor's draft Year End Report for Fakenham Town Council for 2025/26, noting a small number of queries requiring

	<p>clarification with the Internal Auditor prior to presentation to Full Council on 27 May 2026. Following discussion, it was agreed that, subject to clarification of the points raised, the report be presented to Full Council.</p> <p>Members received and reviewed the Internal Auditor's quotation in the sum of £1,250 per annum (excluding VAT) for the continuation of internal audit services for Fakenham Town Council and the Charter Market for the 2026/27 and 2027/28 financial years. Having reviewed the independence and competence of the Internal Auditor, Members RESOLVED to recommend to Full Council acceptance of the quotation and the reappointment of Mapus-Smith & Lemmon LLP</p>
191/26GF	<p>To review the Asset Register as of 31st March 2026</p> <p>Members received and reviewed the Asset Register as at 31 March 2026 and, following consideration, RESOLVED to approve the register as presented</p>
192/26GF	<p>To review the AGAR and associated documents:</p> <ul style="list-style-type: none"> • Annual Internal Audit Report 2025/26 • Section 1 – Annual Governance Statement 2025/26 • Section 2 – Accounting Statements 2025/26 • Confirmation of the dates of the period for the exercise of public rights • Bank reconciliation • Explanation of significant variances • Reconciliation between Box 7 and Box 8 in Section 2 • Completed contact details form • Minutes of the meeting where the current internal auditor was first appointed showing the smaller authority considered the independence of the internal auditor <p>Members received and reviewed the Annual Governance and Accountability Return (AGAR) for 2025/26 and the associated supporting documentation, including the Annual Internal Audit Report, Section 1 – Annual Governance Statement, Section 2 – Accounting Statements, bank reconciliation, explanation of significant variances, reconciliation between Box 7 and Box 8, completed contact details form, confirmation of the period for the exercise of public rights, and minutes confirming the appointment and independence of the Internal Auditor.</p> <p>Members confirmed that the documentation was in order and RESOLVED to approve the AGAR for submission to Full Council for approval</p>
193/26GF	<p>To approve, in advance, all current direct debits and regular payments (as listed in agenda pack item), including all variable direct debits, in accordance with the Financial Regulations requirement for Governance & Finance Committee to formally approve variable direct debits at least once every two years</p> <p>Members received and reviewed the list of current direct debits and regular payments, including all variable direct debits, as set out in the agenda pack.</p> <p>In accordance with Financial Regulations, Members RESOLVED to approve in advance the continuation of all such payments, including variable direct debits, and confirm that these arrangements remain appropriate for use over the forthcoming period:</p> <p>Barclaycard Purchases Barclays Account Charges (Market) Barclays Account Charges (FTC) Barclays Card Machine British Gas (Elec Market Place)</p>

	<p>Civic.ly Subscription Command Pest Control (Allotments and as required) Motia / Fuel Card Services HMRC ICO Annual Registration Konica Minolta NEST Pension Fund Norfolk Rivers & Drainage N Power (CCTV & Streetlights) NNDC (Rates x 4 / Service Charge / Brown Bin / Dog Bins) O2 Parish Online Scribe – Accounts / Cemeteries / Allotments Shred Station Talk Talk Veolia Viking Office Supplies Wave Water (Trap Lane / Allotments) Wix Website Statutory Payments – Salaries / Norfolk Pension Fund</p>
194/26GF	<p>To review the Council’s banking arrangements and make a recommendation to Full Council Members reviewed the Council’s banking arrangements and RESOLVED to continue to utilise Barclays as the Council’s primary banking provider and to recommend this arrangement to Full Council for approval</p>
195/26GF	<p>To receive the RFO’s Report Members noted the RFOS’s report. Members further noted two additional matters: (1) that an increase in Fidelity Guarantee Insurance cover may be required, and that the Council’s insurer will be contacted to review the position; and (2) issues arising in relation to the payroll provider, including errors in the submission of employer obligations to HMRC, recent changes to the payroll and payslip portals, and a historic overpayment which has since been corrected. Members also noted that no recent invoices had been received from the payroll provider, and that alternative arrangements may be reviewed in due course.</p>
196/26GF	<p>To receive the Internal Controller review None</p>
197/26GF	<p>To consider and approve engaging Wellers Law Group to provide governance advice in relation to Fakenham Recreation Ground Charity, including separation of responsibilities between the Charity and the Council acting as Corporate Trustee, at an estimated cost not exceeding £900 plus VAT Members received and considered a proposal to engage Wellers Law Group to provide governance advice in relation to Fakenham Recreation Ground Charity, including the separation of responsibilities between the Charity and the Council acting in its capacity as Corporate Trustee, at an estimated cost not exceeding £900 plus VAT. Members RESOLVED to proceed with the appointment of Wellers Law Group at a cost not exceeding £900 plus VAT, and confirmed that this approval is sufficient to enable the appointment and commencement of the work, with no further approval from FRGC required. Members noted that, in accordance with Financial Regulations 5.12(ii), the requirement to obtain competitive quotations does not apply to specialist services, including legal</p>

	professionals. Members were satisfied as to the suitability and professional standing of the appointed adviser, and therefore agreed that no further quotations were required.
198/26GF	<p>To receive notification of the increased rates for Dog Waste Bin Servicing NNDC</p> <p>Members noted the notification of increased rates for Dog Waste Bin Servicing from North Norfolk District Council, together with the potential impact on future budget forecasts.</p> <p>Members were advised that, when considering any requests for additional dog waste bins, the associated ongoing servicing costs should be taken into account and, where appropriate, consideration given to the provision of standard litter bins, which may also be used for the disposal of dog waste.</p>
199/26GF	<p>To receive notification of LGPS Changes to Unpaid Leave & Family Leave</p> <p>Members received and noted the notification regarding changes to the Local Government Pension Scheme (LGPS) in respect of unpaid leave and family leave arrangements.</p> <p>Members confirmed that the notification will be passed to the Council's payroll provider for information and implementation as appropriate.</p>
200/26GF	<p>To move that the Public & Press be excluded from the Meeting under the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960</p> <p>On the proposition of Cllr Bucknell seconded by Cllr Glynn. RESOLVED that pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, that Public & Press be excluded from the Meeting, as publicity would be prejudicial to the public interest by reason of the nature of the business to be transacted.</p>
201/26GF	<p>To discuss the FLASH Project</p> <p>Nothing to discuss</p>
202/26GF	To move into open session
203/26GF	<p>To confirm the date and time of next meeting</p> <p>Governance & Finance: Tuesday 16th June 2026 at 18:00</p>

	There being no further business the meeting closed at 18.50
	Confirmed this day of 2026
	CHAIR