



Swaffham Town Council

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PLEASE REPLY TO: Richard Bishop, Town Clerk **E-mail:** townclerk@swaffhamtowncouncil.gov.uk

SWAFFHAM TOWN COUNCIL – NOTICE

Councillors are hereby summoned to a meeting of the Full Council (Finance), to be held on **Monday, 29th April 2019** at **6.30 p.m.** at the Town Hall, Swaffham.

(NOTE: In the case of non-members, this agenda is for information only.)

DECLARATIONS OF INTEREST

Councillors please note that members are asked at the relevant point on the agenda to declare any interests they may have in any items on the agenda. Declarations include the nature of the interest, and whether it is a personal or disclosable pecuniary interest.

Richard Bishop
Town Clerk

Summons issued on 23rd April 2019

AGENDA

1. To receive **APOLOGIES FOR ABSENCE.**
2. To receive **DECLARATIONS OF INTEREST – for items included on the Agenda.**

To adjourn the meeting to allow any members of the public to address the Town Council in a **PUBLIC OPEN FORUM** (Maximum of 15 minutes)

3. To receive & approve **MINUTES:**
 - 3.1. ****Full Council Finance meeting held on 28th January 2019.**
4. To consider **FINANCIAL REPORT, issues for consideration and updates from the RFO:**
 - 4.1. ****To receive and consider accounts to 31st March 2019 for Income & Expenditure analysis 2018-19.**
 - 4.2. ****To receive and consider Internal Auditors Report 2018-19 (Final).**
 - 4.3. **** To receive and consider – confirmation of Land at Buttercross transferred to the Town Council.**
 - 4.4. **** To receive and consider – request for memorial from H Brett and Son**
 - 4.5. **** To receive and consider – match funding request of £500 for MTI bid for Norfolk Day.**
 - 4.6. To receive and consider – new pricing structure Cemetery and protocol for Grave Digging.
 - 4.7. To receive and consider – End of Financial Year Approvals:
 - 4.7.1. Annual Internal audit Report 2018/19 – signed off by Auditing Solutions Ltd.
 - 4.7.2. Income and Expenditure summary report and Balance Sheet 2018/19
 - 4.7.3. Notice of Public Rights – 17th June 2019 – 26th July 2019
 - 4.7.4. Section 1 – annual Governance Statement 2018/19
 - 4.7.5. Section 2 – Accounting Statements 2018/19

N.B. Information to follow on items 4.6 and 4.7

5. To receive and consider annual Policy review of Policies as listed below:

- 5.1. ** EH (I) 002 Internet Usage Policy
- 5.2. ** EH (S) 005 Social Media Policy
- 5.3. ** TC (S) 001-009 Financial Risk Assessments
- 5.4. ** EH (T) 002 Training and Development Policy
- 5.5. ** EH (F) 011 Fire Emergency Evacuation Plan – Town Hall
- 5.6. ** EH (F) 012 Fire Emergency Evacuation Plan – Cemetery Chapel
- 5.7. ** EH (C) 001 Child Protection Policy
- 5.8. ** TC (G) 003 Grants Policy
- 5.9. **TC (A) 001 Alcohol and Drug Abuse Policy
- 5.10. ** EH (A) 004 Anti Bribery Policy
- 5.11. ** EH (F) 001 Flexible Working Policy
- 5.12. ** EH (S) 009 Staff Travel and Expenses Policy
- 5.13. **EH (W) 001 Whistleblowing Policy
- 5.14. ** Asset Management Register
- 5.15. ** Review of Terms of Reference for Personnel Committee

6. To receive and consider a cashflow report regarding the financial year 2018-19 and budgetary issues for 2019-20.

- 6.1. *Un-earmarked Capital Reserves*
- 6.2. *Earmarked Capital Reserves*
- 6.3. *Earmarked Revenue Reserves*
- 6.4. *Town Hall*
- 6.5. *Administration & Miscellaneous*
- 6.6. *Market*
- 6.7. *Events*
- 6.8. *Northwell Pool*
- 6.9. *Outside Equipment and Vehicles*
- 6.10. *Allotments*
- 6.11. *Recreation Ground*
- 6.12. *Toilets & TIC*
- 6.13. *Cemetery & Churchyard*
- 6.14. *Open Spaces*
- 6.15. *Amenity & Agency*
- 6.16. *Precept*

7. To confirm the date of the next Full Council Finance (Budget) meeting on Monday 22nd July 2019 at 6.30pm.