



Swaffham Town Council

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PLEASE REPLY TO: Claire Smith, Deputy Town Clerk E-mail: deputyclerk@swaffhamtowncouncil.gov.uk

Swaffham Town Council **Estates, Heritage/Town Hall & Site Maintenance Committee**

You are hereby summoned to a meeting of the **Estates, Heritage/Town Hall & Site Maintenance Committee** on **Wednesday 22nd January 2020** at **6.00pm** in the Town Hall, Swaffham.

N.B In the case of non-members this agenda is for information only.


Richard Bishop
Town Clerk

Committee members are as follows: -

Councillors: - J Skinner, K Sandle, P Darby, L Scott, J. Anscombe, G Edwards

Non-Voting Advisory Representatives – Swaffham Heritage, Icen Partnership

Summons issued on 15th January 2020

AGENDA

- 1 To receive apologies for absence**
- 2 To receive declarations of interest for items on the agenda**

To adjourn the meeting to allow any members of the public to address the Estates Committee in a **PUBLIC OPEN FORUM** (Maximum of 15 minutes)
- 3 To receive and agree the Minutes: 16th October 2019**
- 4 To report on outstanding actions agreed at previous meetings (not included elsewhere on the agenda).**
- 5 To receive and consider any planning related issues from Non-Member Councillors (at the Chairman's discretion, prior notification must be received).**
- 6 To receive and consider outstanding actions for Swaffham Heritage/Town Hall**
 - 6.1 Invoice for Heritage Insurance Policy – copy of quote to Town Hall
 - 6.2 Swaffham Heritage list of keys and duplicate keys
 - 6.3 Policies for Lone Worker and Emergency Call Out
 - 6.4 To set up a meeting to discuss emergency call out procedure to include policy on lone working.
 - 6.5 To note that the TIC SLA is due for renewal in April 2020
 - 6.6 Peter Wilgloss and James Dean's names removed from emergency call out list
 - 6.7 Town Hall window cills update Town Clerk
 - 6.8 Repair to magnetic catch on Carter Room
 - 6.9 Copy of FEEP to Town Hall
 - 6.10 Fire Alarm Practice December 2019 update to confirm (planned for 11th February)
 - 6.11 Update of Fire Risk Assessment actions for Swaffham Heritage
 - 6.12 To clarify the recent discussions on Wi-Fi extenders
 - 6.13 Update on Town Hall wall repairs

- 7 To receive and consider outlying buildings:**
 - 7.1 Cemetery Chapel - review
 - 7.2 Rec Public Toilets – key deposit system
 - 7.3 Shambles Public Toilets/potential improvements refurbishment – revised timetable next steps
 - 7.4 The Magazine – old ammunitions store – costs from Cllr Les Scott
 - 7.5 Church Clock – digitalisation.
- 8 To receive and consider Asset Register – to add Land Purchased for Swimming Pool.**
- 9 To receive and consider planned preventative maintenance (PPM) programme – Town Clerk update on software to deliver this programme.**
- 10 To receive and consider the role of this Committee in regard to Health & Safety Compliance**
- 11 To receive and consider late or urgent matters at the Chairman’s discretion, not included elsewhere on the agenda (*prior notice must be given*).**
- 12 ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960:
CONFIDENTIAL BUSINESS following the exclusion of the public and press**
- 12.1 To receive and Consider Legal updates re-Ward Gethin Archer**
- 13 To agree date for next meeting and items for a future agenda: Monday 15th April 2020**