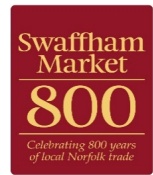




Swaffham Town Council

Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ
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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 Virtual meeting of the Town Council, to be held on

Wednesday, 13th May 2020 at 4.00 p.m. using the following link

<https://us02web.zoom.us/j/85931030270?pwd=N1RpMTRHNElyMGIMSTlaa2NlVU1BUT09>

(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 7th May 2020

AGENDA

For a Virtual meeting of the Full Council on Wednesday, 13th May 2020 at 4.00pm commencing with prayers led by the Mayor.

1. To receive APOLOGIES & REASONS FOR ABSENCE

2. To receive DECLARATIONS OF INTEREST – for items included on the Agenda.

To adjourn the meeting to allow members of the public to address the Town Council in a PUBLIC OPEN FORUM (Maximum of 15 minutes) – NB the public will be muted at the end of the public session.

3. To receive MAYOR'S REPORT

3.1 To receive a report on Civic Events attended by the Mayor.

3.2 To receive and consider urgent reports, correspondence or information at the Mayor's discretion - prior notice must be given.

4. To receive and consider REPORTS: police, principal authority etc

N.B. Councillors have an opportunity to ask questions after each report and where appropriate can consider to bring forward or discuss items further down the agenda where the representative can make a positive contribution towards the debate: -

4.1 To receive a **POLICE report** from a local PC or PCSO on police matters for the past month.

4.2 To receive a **COUNTY COUNCILLOR report** from your County Councillor Ed Colman.

4.3 To receive a **BRECKLAND COUNCILLOR report** from Cllrs I Sherwood, E Colman, D Wickerson

5. To receive and/or agree the MINUTES:

5.1 ** Wednesday, 11th March 2020 – Full Council Meeting.

6. To receive a report from the TOWN HALL by the Town Clerk

6.1 To receive a brief report from the Town Clerk.

6.2 To receive Councillors' questions relating to ongoing business.

7. FINANCE:

7.1 ** To receive and consider Accounts for payment for May 2020 (*recorded as Appendix 1*).

7.2 To receive and consider Market Trader Licence Fees and electric charges.

7.3 To receive and consider Town Council Plans to support businesses and residents after the lockdown? Need a plan of action to help businesses adapt to a new way of working and re-establish Swaffham Town Centre.

8. To receive and consider CORRESPONDENCE or INFORMATION

8.1 GENERAL:

a) ** To receive and consider Annual TIC Report from Swaffham Heritage (Museum)

b) ** To receive and consider revised meeting programme calendar of meetings – Full Council and Committees – including Virtual meetings (draft to follow).

c) ** To receive and consider the new 'Normal way of working' (should we have more information this weekend from government). This includes how the office will work, meetings and events etc; all related to Social Distancing and safety of all. (further details to follow)

d) ** To receive and consider Communications Policy, including E-mail/WhatsApp (draft to follow).

8.2 BRECKLAND COUNCIL

a) ** To receive and consider request from Breckland Council to use Market Stalls data.

8.3 NORFOLK COUNTY COUNCIL

a) ** To receive and consider Street Lighting for Phases 4 and 5 for Abel Homes Swan's Nest site.

9. To note receipt of CORRESPONDENCE or INFORMATION

A list of all other correspondence is recorded as *Appendix 2*

10. To notify the DATES of forthcoming meetings and to receive any items for a future AGENDA:

12.1	Market, Events & Tourism Committee	Mon	18 th May	4.00pm	Council Chamber
12.2	Planning & Built Environment Committee	Tues	26 th	4.00pm	Council Chamber
12.3	Recreation & Community Services Committee	Wed	27 th	4.00pm	Council Chamber
12.4	HR & Governance Committee	Mon	1 st June	4.00pm	Council Chamber
12.5	Transport, Access & Environment Committee	Tues	2 nd	4.00pm	Council Chamber
12.6	Finance Committee -	Wed	3 rd	4.00pm	Council Chamber
12.7	Full Council	Wed	10 th	4.00pm	Council Chamber

11. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960:

CONFIDENTIAL BUSINESS following the exclusion of the public and press

11.1 To receive and consider any staff related issues from the HR & Governance Committee.

*Indicates where copies have been circulated to Town Councillors previously.

**Indicates where copies have been circulated to Town Councillors recently.