

SWAFFHAM TOWN COUNCIL

Minutes of the **FINANCE FULL COUNCIL** meeting held on **Monday 16th April 2018** at **6.30pm** in the Council Chamber, Town Hall, Swaffham.

Present: Mayor Cllr J Skinner (in the Chair)

Councillors: Mr S Allen, Mr P Darby, Mrs S Matthews, Mr L Scott, Mrs A Thorp, Mrs J Buckley-Stevens, Mrs S Lister, Mr R Bartram, Mr C Houghton

Town Clerk: Mr R Bishop
Office Administrator Mrs H Duggan

1. **Apologies for Absence**

- 1.1. Cllr W Bensley – work commitments
- 1.2. Cllr B Bowler – family reasons
- 1.3. Cllr T Jennison- unwell

2. **Declarations of Interest**

- 2.1. There were no declarations of interest.

3. **Minutes of the previous Meeting**

- 3.1. The minutes of the meeting held on Monday, 22nd January 2018 were agreed and signed as a true and accurate record by the Chairman.

4. **Finance Report**

- 4.1. Accounts to 28th February 2018 for Income & expenditure analysis 2017-18.
The Town Clerk confirmed the March accounts were in progress, and code to code transfers for salaries and other codes where multiple invoicing had taken place, would be transferred before the final accounts were signed off.
The final accounts would be ready to sign off by the time the Internal Auditor visits on 1st May 2018, and the Internal Auditors report would be circulated to the May full Council meeting.
This would allow the Council to agree the annual return and to sign off the governance statement on 9th May 2018.
- 4.2. Update on the issue of Street Light Maintenance and possible partial re-allocation of Revenue Contingency Budget.
The Town Clerk advised the budget commitment alluded to by Breckland Council to carry out the necessary repairs to the existing stock of lighting was subsequently agreed, after the Town Council had agreed their budget in January 2018.
A sum of £46,105 had been allocated to Code 4705 Street Lights Fund – in Cost Centre 102 Earmarked Revenue Reserves.
The Town Clerk highlighted the fact this amount would not be needed in the short-term, and the Council were asked to consider re-allocating some of the budget.

After discussion it was proposed to reallocate the following:

4540 Xmas Lights (shortfall)	£3,700
4661 War Memorial – fund	£3,000 (matching Breckland MTI money of £2,550 for item 4.4)
4780 Town Events – fund	£2,500 (as a budget for new Project Support Officer to use)

It was agreed to reallocate some of Code 4705 Street Lights Fund – in Cost Centre 102 Earmarked Revenue Reserves as follows:

4540 Xmas Lights (shortfall)	£3,700
4661 War Memorial – fund	£3,000
4780 Town Events – fund	£2,500

4.3. Options to consider for the replacement of the smaller of the two trucks.

The Town Clerk request an in principle decision, to allow him to negotiate the best deal within the current budget of £15,000, trading in the older truck as part of the deal.

Initials.....

After discussion it was proposed that the Town Clerk be allowed to investigate the best options available – ex-demo, new and lease hire – to obtain a truck for the council.

It was agreed to allow the Town Clerk to investigate the best options – ex-demo, new and lease – to obtain a truck for the council.

4.4. Open Spaces Committee – Memorial Archway Project ‘in principle budget’.

The Town Clerk explained the ‘Memorial Archway Project’ had come out of a discussion at the March 2018 Open Spaces Committee. It had come about by accident, as Breckland Council had removed two trees in the vicinity of the War Memorial and the Committee were looking to do something a little bit special in their place, in this the 100th anniversary of the end of World War 1. The idea was to design a ‘Memorial Archway’ with a ‘Lest We Forget’ inscription appropriately placed on the arch, and a unique commissioned design to give a permanent gateway from the traffic light crossing to the War Memorial area, with a seat underneath. Aesthetically it would greatly enhance the area and be a fitting tribute to mark the 100th anniversary in this way. Allowing the partial re-allocation of the budget agreed at item 4.2, the idea would be to also draw down the £2,550 from the original Market Towns Initiative from Breckland Council, that to date has not been spent. The project would meet criteria of a piece of ‘public art’ as it would be a high quality bespoke design. The final design would then need to be approved by the Open Spaces Committee.

All that was required was to agree a budget for this project in principle.

Cllrs discussed the Memorial Archway Project but did not wish to proceed.

It was agreed not to proceed with the Memorial Archway Project.

Cllrs suggested a revamp to the whole area including the walled area directly behind Costa where the bins are maintained.

It was suggested that Cllr Allen create a design for the area for review by the Council at a later date.

It was agreed that Cllr Allen would create a design for the area for review by the Council at a later meeting.

4.5. To receive and consider updates from the Town Clerk on the following on-going issues:

4.5.1. Days Field – Newbury Homes.

It was noted the Town Clerk was waiting to receive alternative dates for the proposed meeting with the solicitor, Tracey Hughes at Howes Percival, Will Wright from Savills estate agents and Matthew Newbury from Newbury New Homes.

4.5.2. Legal issues being dealt with by Ward Gethin Archer (Shambles, Town Pound, Buttercross etc)

The Town Clerk confirmed he had met with Chris Cosgrave at Ward Gethin Archer last week to pick up the thread of issues being dealt with by Sue Bloomfield, who has retired.

Shambles - The Shambles application for registration under adverse possession had been made, but it was not apparent if there had been a follow up of correspondence with the Land Registry. The solicitor confirmed he would now pick up this correspondence with the Land Registry direct.

Town Pound – the documents were agreed in draft, but correspondence needed to be picked up between Mr. & Mrs. Symonds, their solicitors and Ward Gethin Archer. This would be done as soon as possible for the transfer of title to the Town Council and licence back to Mr. & Mrs. Symonds.

Buttercross – the documents for the transfer of land to the Council were in draft, but clarification was being sought for the legal costs being picked up of both sides by Breckland

Council. The second task would be to start a first registration with the Land Registry of the Buttercross itself.

Draft agreements were being drawn up for both the Church Wall and for Trees at the Cemetery, these were promised last July, so would be drawn up as a matter of urgency.

4.5.3. 10 fixed Market Stalls (shared project with Watton) – deferred from full Council on 11/04/18

Deferred from the full Council meeting on 11th April – all that was asked was an ‘in principle’ decision from the Council that they accept the concept.

The Town Clerk explained a request would go forward for Breckland to provide a grant of £15,000 to cover the cost of 10 Market Stalls, this would be on the proviso that the Town Council agreed to pay £5,000 to £7,000 installation costs per year over a three-year period as match funding. The detail of the project had then to be approved by the Market Committee, Monday 23rd April 2018 and by Watton Town Council.

The Town Clerk emphasised it was important that the Market Committee were fully supportive of the project, as without their support the project would certainly fail. The in principle decision requested was not about the detail of the project, it was about covering the worst case scenario, which was if the 10 stalls are not let out, the Council would have to pick up the installation costs, which amounts to something close to 2% of the Precept.

After discussion it was proposed to approve, in principle, to the three year commitment and potential cost up to £7,000, subject to the Market Committee giving their full approval of the bid to go forward to Breckland Council.

It was unanimously agreed to approve, in principle, the three year Fixed Market stall contract commitment and potential worst case scenario cost up to £7,000, subject to the Market Committee giving their full approval of the bid to go forward to Breckland Council.

4.5.4. Public Toilets Concept –in principle deferred from full Council on 11/04/18

The Town Clerk circulated a public toilets estimate prepared by the Town Team at the meeting, with the existing layout of the toilets.

The Town Clerk explained the idea coming from the Toilet Working Group was to have just two disabled DDA compliant unisex toilets with a 20p charge, so that they could be accessible at any time. This would take up the area currently used as an entrance to the Ladies and the current disabled toilet.

This would then free up the remaining space to be converted into retail space.

The Town Clerk also suggested that Council consider adding a small toilet for the existing shop, and similarly for the new premises, so that they would be fully self-contained, adding to future rental income.

It was agreed in principle to continue with the Working Group discussions, finalise a drawing of the layout for 2 toilets and to obtain a bill of quantities for competitive tendering.

It was agreed to use Jeremy Stacey to draw up the plan for the proposed amendments.

It was agreed to asked Ben Moore of GC Baxter & Associates Ltd to draw up a cost plan or a bill of quantities for the amended layout for the planned use of the existing toilets as a commercial premise.

4.5.5. Consideration of an event on the Royal Wedding Day 19th May

This was an idea muted at the Full Council meeting on 11th April 2018. After discussion Cllrs suggested flags for the town to be used in existing businesses flag holders. It was recognised that businesses would need to give their permission first.

It was agreed Cllr Allen would survey the businesses in town and let the office know numbers, up to a maximum of 50.

It was agreed the office would source best price flags for the occasion.

It was agreed Cllrs Thorp and Scott would ask the museum to consider a theme day for children.

4.5.6. Consideration of an event on Norfolk Day, Friday 27th July

The idea was put forward for consideration to celebrate the day. After discussion it was suggested the flags used for the Royal wedding could be reused on the Norfolk day.

It was agreed that the flags used for the Royal wedding could be reused on Norfolk day, Friday 27th July 2018.

4.5.7. Xmas Lights and Light Switch-On for 2018

The Town Clerk confirmed that the balance of money had been requested from the Trade Association, but not yet received.

A meeting of the Xmas Lights Switch-On Working Group needed to be set up next month to move matters forward for later this year.

It was agreed the Deputy Clerk would organise a Xmas Lights Switch-On Working Group meeting next month to progress the event planning for December 2018.

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

5.1. EH (I) 002 Internet Usage Policy

No changes were recommended to the Policy.

It was agreed to accept the EH (I) 002 Internet Usage Policy without amendment.

5.2. EH (S) 005 Social Media Policy

The only addition recommended was a further Twitter account and Facebook Account for the new member of staff following the joint appointment with Watton Town Council. It was noted there were other social media possibilities that could be used in the future such as Pinterest and Instagram, these would come to the Council for consideration at the appropriate time

It was agreed to accept the EH (S) 005 Social Media Policy with recommended amendments.

5.3. TC (F) 001-009 Financial Risk Assessments

No changes were recommended to the policy, other than the appropriate dates

It was agreed to accept the TC (F) 001-009 Financial Risk Assessments Policy without amendment.

5.4. EH (T) 002 Training Statement and Development Policy

Several changes were recommended as listed on the draft policy

It was agreed to accept the EH (T) 002 Training Statement and Development Policy with recommended amendments.

5.5. EH (F) 011 Fire Emergency Evacuation Plan – Town Hall

The updated FEEP was recommended for approval

It was agreed to accept the updated EH (F) 011 Fire Emergency Evacuation Plan – Town Hall.

- 5.6. EH (F) 012 Fire Emergency Evacuation Plan – Cemetery Chapel
The updated FEEP was recommended for the Cemetery Chapel

It was agreed to accept the updated EH (F) 012 Fire Emergency Evacuation Plan – Cemetery Chapel.

- 5.7. EH (C) 001 Child Protection Policy
No changes were recommended to the Policy.

It was agreed to accept the EH (C) 001 Child Protection Policy without amendment.

- 5.8. TC (G) 003 Grants Policy
No changes were recommended to the Policy.

It was agreed to accept the TG (G) 003 Grants Policy without amendment.

- 5.9. TC (T) 001 Twinning Policy
It was recommended to defer the review of the policy until October 2018, to take account of the new Charter being signed in September.

It was agreed to defer the TC (T) 001 Twinning Policy until the October Full Finance meeting.

- 5.10. TC (A) 001 Asset Management Register Policy
A new policy was recommended for consideration and an updated Asset Register would follow at the May 2018 council meeting

It was agreed to accept the new TC (A) 001 Asset Management Register Policy.

- 5.11. TC (A) 001 Alcohol and Drug Abuse Policy
A new policy was recommended for consideration having previously been part of the Employee Handbook

It was agreed to accept the new TC (A) 001 Alcohol and Drug Abuse Policy.

- 5.12. EH (A) 004 Anti Bribery Policy
A new policy was recommended for consideration having previously been part of the Employee Handbook

It was agreed to accept the new EH (A) 004 Anti Bribery Policy.

- 5.13. EH (F) 001 Flexible Working Policy
A new policy was recommended for consideration having previously been part of the Employee Handbook

It was agreed to accept the new EH (F) 001 Flexible Working Policy.

- 5.14. EH (S) 009 Staff Travel & Expenses Policy
A new policy was recommended for consideration having previously been part of the Employee Handbook

It was agreed to accept the new EH (S) 009 Staff Travel & Expenses Policy.

- 5.15. EH (W) 001 Whistleblowing Policy
A new policy was recommended for consideration having previously been part of the Employee Handbook

It was agreed to accept the new EH (W) 001 Whistleblowing Policy.

6. To receive and consider a cashflow and budget report regarding the financial year 2017-18.

There were no specific questions raised.

Cllr Houghton raised a request from the April Town Council meeting to organise informal meetings to start reviewing and considering the Budget for next year.

It was agreed to organise an informal meeting in June 2018 to start to review and consider the budget for next January 2019.

7. Date of the next Full Council Finance meeting - Monday 23rd July 2018 at 6.30pm.

Meeting closed 8.30pm

Chairman.....

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Initials.....