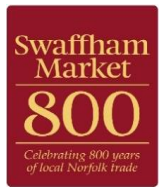




# Swaffham Town Council

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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 virtual meeting of the Town Council, to be held on  
**Wednesday, 9<sup>th</sup> June 2021 at 6.30 p.m.** in the **Council Chamber at the Town Hall.**

(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 2<sup>nd</sup> June 2021

### **AGENDA**

For a meeting of the **Full Council on Wednesday, 9<sup>th</sup> June 2021 at 6.30pm (to 8pm maximum duration 90minutes)** in the Town Hall, Swaffham commencing with prayers led by the Mayor.

**PLEASE NOTE - We will be Live Streaming the meeting on Facebook, and unfortunately due to Covid-19 restrictions, on this occasion we cannot accommodate members of the public attending. ANY QUESTIONS must be submitted in writing in advance of the meeting and will be answered if possible, within the meeting.**

#### **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)*

***N.B. Due to Covid-19 restrictions – No public in attendance at this meeting - ALL QUESTIONS MUST BE SUBMITTED IN WRITING in advance of the meeting and will be answered if possible, within the meeting.***

***It is sincerely hoped that if the governments roadmap out of the pandemic lockdown concludes on 21<sup>st</sup> June 2021, then the public will be able to attend the meeting on 14<sup>th</sup> July 2021.***

#### **3. 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: -***

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

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

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

#### **4. To receive REPORTS from the Mayor, the Town Clerk, Committees, Working Groups & Outside Bodies**

**4.1** To receive and consider **co-option for Casual Vacancy on the Town Council** (*providing notification received that there is no call for an election under the statutory process*) – prospective candidates will be considered and can be co-opted to participate in the remainder of the meeting.

**4.2** To receive Mayor's Announcements including a report on Civic Events attended.

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

**4.4** To receive the Town Clerk's Report and Councillors' questions relating to ongoing business.

#### **5. To receive and/or agree the MINUTES:**

**5.1** \*\* Wednesday 19<sup>th</sup> May 2021 – Annual Meeting

**5.2** \*\* Wednesday 19<sup>th</sup> May 2021 - Full Council.

#### **6. FINANCE:**

**6.1** \*\* To receive and consider Accounts for payment for June 2021 (*recorded as **Appendix 1***).

**6.2** \*\* To receive and re-consider NALC membership for 2021-22 (including formal request to include on the June agenda by the required number of Councillors).

**6.3** To receive and consider Draft Budget for Christmas Light Switch On – Sat 4<sup>th</sup>/Sun 5<sup>th</sup> December 2021.

#### **7. To receive and consider CORRESPONDENCE or INFORMATION**

##### **7.1 GENERAL:**

**a)** To note receipt of weekly correspondence or information (a list is recorded as **Appendix 2**).

**b)** \*\* To receive and consider Draft Health & Safety Policy.

**c)** \*\* To receive examples of previous Town Assembly formats and consider a review, including a proposal by the Mayor that the agenda concentrates on single subject.

##### **7.2 BRECKLAND COUNCIL**

**a)** \*\* To receive and consider information re-Welcome Back Fund & Digital Signage Project.

**b)\*\*** To receive and consider notes by the Mayor and Deputy Clerk re-quarterly meeting on 2<sup>nd</sup> June 2021 hosted by Breckland Leader Sam Chapman-Allen with all Breckland Towns.

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

<b>8.1</b>	HR & Governance Committee	Mon	7 <sup>th</sup> June	12noon	Council Chamber
<b>8.2</b>	FULL COUNCIL	Wed	9 <sup>th</sup> June	6.30pm	Council Chamber
<b>8.3</b>	Market Committee	Mon	21 <sup>st</sup> June	6.30pm	Council Chamber
<b>8.4</b>	Planning Committee	Tues	29 <sup>th</sup> June	4.00pm	Council Chamber
<b>8.5</b>	FULL COUNCIL	Wed	14 <sup>th</sup> July	6.30pm	Council Chamber
<b>8.6</b>	Assets & Open Spaces Committee	Wed	21 <sup>st</sup> July	4.00pm	Council Chamber
<b>8.7</b>	Full Council Finance	Mon	26 <sup>th</sup> July	6.30pm	Council Chamber
<b>8.8</b>	ANNUAL TOWN ASSEMBLY	Thurs	29 <sup>th</sup> July	6.30pm	Assembly Rooms

#### **9. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960:**

CONFIDENTIAL BUSINESS following the exclusion of the public and press.

**9.1** \*\*To receive and consider update on the Barn acquisition and consultants' progress.

#### **8.pm - CLOSE OF MEETING**

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

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