



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 October 2018 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 22nd October 2018

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 23rd July 2018.**
4. To consider **FINANCIAL REPORT, issues for consideration and updates from the RFO:**
 - 4.1. ****Accounts to 31st August 2018 for Income & Expenditure analysis 2018-19.**
 - 4.2. ****Street Lighting for Phase 3 of Swans Nest Development – for formal adoption.**
 - 4.3. ****LoRaWAN routers/gateways – proposed installation at Swaffham Community Centre.**
 - 4.4. ****Mayor's Charity – application for grant towards omiVista Mobii – Interactive Table Projection to be located at Swaffham Community Centre.**
 - 4.5. ****Notification of Parish Precept Requirement 2018-19 and Precept Guidance with deadline for setting a precept by 31st January 2019.**
 - 4.6. ****Consider a request from Paul McMahon for a 'Dog Bin' on the Brandon Road for the footpath in between Redland Park and Swans Nest.**
 - 4.7. ****Cost comparisons for Market, Allotments and Cemetery.**

4.8. To receive an update from the Town Clerk on the following on-going issues:

- 4.8.1. The Shambles
- 4.8.2. The Town Pound
- 4.8.3. Town Centre Works

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

- 5.1. ** EH (G) 001 Grievance Procedure
- 5.2. ** EH (M) 002 Member & Officer Protocol
- 5.3. ** EH (S) 003 Smoking Policy & Procedure
- 5.4. ** TC (C) 002 Community Engagement Strategy
- 5.5. ** EH (H) 001 Health & Safety
- 5.6. ** EH (C) 004 Confidentiality Policy
- 5.7. ** EH (C) 003 Complaints Procedure
- 5.8. ** EH (E) 001 Equal Opportunities & Dignity at Work Policy
- 5.9. ** EH (L) 002 Lone Working Policy
- 5.10. ** EH (IO) 003 Information Security Policy
- 5.11. ** EH (M) 004 Maternity Policy and Procedure
- 5.12. ** EH (P) 001 Paternity Leave Policy & Procedure
- 5.13. ** TC (G) 003 Grants, Match funding, Sponsorship & Donations (amended)

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. Admissions to meetings Act (public Bodies) 1960: Confidential business following the exclusion of the public and press.

- 7.1. To receive and consider draft outline GBC Business Plan/proposal for Breckland Council.
- 7.2. To receive and consider job description and clarification of the role of Project Support Officer.
- 7.3. To receive and consider progress report from the Town Clerk on all aspects of Days Field.

8. To confirm the date of the next Full Council Finance (Budget) meeting on Monday 21st January 2019 at 6.30pm.