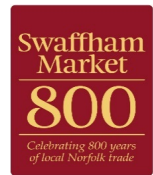




Swaffham Town Council

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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 Town Council, to be held on **Wednesday, 8th August 2018 at 6.00 p.m.** at the Town Hall, Swaffham – **N.B. the meeting will commence 30 minutes early for Councillors to receive a confidential report (public and press excluded); this is immediately followed by the normal monthly meeting which will commence at 6.30 p.m.**

(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 2nd August 2018

CONFIDENTIAL AGENDA

For a meeting of the Full Council on Wednesday, 8th August 2018 at 6.00pm in the Town Hall, Swaffham.

To bring forward part of item 13 as follows: -

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

CONFIDENTIAL BUSINESS following the exclusion of the public and press

13.1 **To receive and consider a confidential report from the Town Clerk on the progress made with the proposed sale/development of Days Field.

N.B. This item will be adjourned at 6.30pm to allow members of the public and press to attend the monthly meeting and re-convene at item 13 when the Council go back into private session.

PUBLIC AGENDA

For a meeting of the Full Council on Wednesday, 8th August 2018 at 6.30pm in the Town Hall, Swaffham 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)

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 P. Darby, S. Matthews and I. Sherwood

5. To receive and/or agree the MINUTES:

- 5.1 ** Wednesday 4th July 2018 – Extraordinary Council meeting
- 5.2 ** Wednesday, 11th July 2018 – Full Council Meeting.
- 5.3 ** Monday 16th July 2018 – Extraordinary 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 including:-
 - a) Notes from the meeting with Highway Engineer David Jacklin on 7th August 2018 (will be distributed at the meeting).
- 6.2 To receive Councillors' questions relating to ongoing business.

7. FINANCE:

- 7.1 ** To receive and consider Accounts for payment for August 2018 (*recorded as **Appendix 1***).
- 7.2 ** To receive and consider e-mailed correspondence with Netmatters in respect of dispute over invoices, quotations and to consider delegated authority request from Town Clerk to change IT company.

8. To receive and consider CORRESPONDENCE or INFORMATION

8.1 GENERAL:

- a) ** To receive and consider e-mailed correspondence with Jeremy Stacey (Architect) and Phillip Angell of the Christmas Decorators in respect of removing Christmas lights from the Buttercross for the duration of the Town Centre improvement works.
- b) To note receipt of new NALC Model Standing Orders and the necessity to review Standing Orders within 6 months of the 2018 review in July – review recommended for September 2018.
- c) To note receipt of the new National Planning Policy Framework (distributed by e-mail).

8.2 BRECKLAND COUNCIL

- a) ** To receive and consider e-mailed correspondence with Chris Hack, Facilities Surveyor in respect of Street Lighting at Abel Homes Swans Nest site for phase 3 of the development.

8.3 NORFOLK COUNTY COUNCIL

- a) ** To receive and consider update from Ninan Xu, Infrastructure and Economic Growth Project Officer in regard to the Swaffham Network strategy.

9. To note receipt of CORRESPONDENCE or INFORMATION

A list of all other correspondence is recorded as **Appendix 2**; a hard copy of this correspondence or information is contained in a YELLOW FILE at the Town Hall for Councillors to read.

10. To receive COMMITTEE & WORKING GROUP reports:

*N.B. Reports include recommendations **from** or issues that the Council may refer **to** the Committee for further consideration; to be referred back to Full Council or to give delegated authority to allow the Committee to decide on receipt of further information.*

10.1 COMMITTEES and Sub-Committees

a) To receive current COMMITTEE Reports

Open Spaces Committee	Planning Committee	Personnel Committee (non-confidential)
Market Committee	Allotment Sub-Committee	

10.2 WORKING GROUPS, TASK GROUPS or TOPIC GROUPS

a) To receive current WORKING GROUP reports

Twinning Liaison	Museum Liaison	Neighbourhood Plan Steering Group
Christmas Lights	Transport and Access Focus Group	Swaffham & Watton Focus Group

11. To receive REPORTS by REPRESENTATIVES of OUTSIDE BODIES

N.B. Reports include feedback or recommendations from Council representatives of the various organisations or issues that the Council may wish to refer to or essential information that may be relevant to Town Council business.

*Iceni Partnership
Relief in Need Charity
Health Forum
SCALGA
The Hamond Educational Charity*

*Swaffham Heritage
Swaffham Town Estate
Swaffham Community Transport
Swaffham in Bloom
Town Team*

*Iceni Partnership Buildings Management
Garden Science Trust
Norfolk Association of Local Councils
Swimming Pool Association*

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

12.1	Market Committee	Mon	13 th Aug	6.30pm	Council Chamber
12.2	Planning Committee	Tues	28 th Aug	1.30pm	Council Chamber
12.3	FULL COUNCIL	Wed	12 th Sept	6.30pm	Council Chamber

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

CONFIDENTIAL BUSINESS following the exclusion of the public and press

13.1 **To receive and consider a confidential report from the Town Clerk on the progress made with the proposed sale/development of Days Field.

13.2 To receive and consider any staff related issues from the Personnel Committee.

13.3 To receive and consider any contractual on-going issues in respect of the Town Centre Project – due to start on 13th August for 15 weeks.

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

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