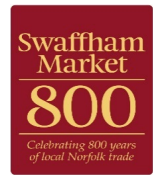




Swaffham Town Council

Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ
Telephone 01760 722922
www.swaffhamtowncouncil.gov.uk



PLEASE REPLY TO: Richard Bishop, Town Clerk

E-mail: townclerk@swaffhamtowncouncil.gov.uk

SWAFFHAM TOWN COUNCIL – NOTICE

Councillors are hereby summoned to the Annual Meeting of the Town Council, immediately followed by a full town Council meeting to be held on **Wednesday, 9th May 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 3rd May 2018

ANNUAL MEETING - AGENDA

For the annual meeting of the Full Council on Wednesday 9th May 2018 commencing at 6.45pm in the Town Hall, Swaffham with prayers led by the Mayor

1. To receive, consider and confirm nominations for **MAYOR** for 2018-19.
(Cllr C. Houghton elected as Deputy Mayor 8th March 2017)
2. To receive an **address from the newly elected Mayor** Cllr Colin Houghton.
3. To receive, consider and confirm nominations for **DEPUTY MAYOR** for 2018-19.
(Cllr. J. Skinner elected as Deputy Mayor 14th March 2018)
4. To record the **signing of Councillors Declarations of Office** for the Mayor & Deputy Mayor.
5. To receive **APOLOGIES and reasons for absence.**
6. To receive **declarations of interest**, for this Annual meeting Agenda.
7. To receive an **Annual Report & Final address from the retiring Mayor** Cllr Jill Skinner on Civic Events attended and her year in office.
8. To receive and consider nominations for **COMMITTEES/Sub-Committees** (including substitute members):
 - (a) Market Committee
 - (b) Open Spaces Committee
 - (c) Planning Committee
 - (d) Personnel Committee (Mayor, Deputy Mayor, + three members) + Grievance & Appeal Panel
9. To receive and consider nominations for **Working Groups or Task Groups**:
 - (a) Twinning Liaison
 - (b) Museum Liaison
 - (c) Neighbourhood Plan Steering Group

(d) Allotment Partners

10. To receive and consider nominations for **representatives on outside bodies**

(see list on item 12 of full Council Agenda)

11. To appoint **INTERNAL AUDITOR** for the forthcoming year 2018-19.

12. To appoint **DATA PROTECTION OFFICER** for the forthcoming year 2018-19.

13. To receive and consider **POLICY REVIEW** programme for 2018-19 including Finance Regulations and Standing Orders.

To adjourn the proceedings between the two meetings to allow members of the public to address the Town Council in a PUBLIC OPEN FORUM (Maximum of 15 minutes)

FULL COUNCIL MEETING - AGENDA

For the Full Council meeting held on Wednesday 9th May 2018 commencing at the conclusion of the Public Open Forum which follows the Annual Meeting of the Council, in the Town Hall, Swaffham

1. To receive APOLOGIES & REASONS FOR ABSENCE

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

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, 11th April 2018 – 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 including:-

a) ** Notes from the meeting with Highway Engineer David Jacklin on 2nd May 2018.

6.2 To receive Councillors' questions relating to ongoing business.

7. FINANCE:

- 7.1 **** To receive and consider Accounts for payment for May 2018 (*recorded as **Appendix 1***).
- 7.2 **** To receive and consider the Internal Audit Report (Section 4 of Annual Return) signed off and prepared by Auditing Solutions following their visit to the Town Hall on 1st May 2018 (full detailed report to follow, expected Monday 7th or Tuesday 8th May).
- 7.3 **** To receive and consider detailed Income and Expenditure Cost Centre report for the year 2017-18.
- 7.4 **** To receive and consider summary of Income and Expenditure, list of assets in Asset Register, bank and cash reconciliation, C/fwd. Balances and supporting reserves reconciliation at year end 31st March 2018.
- 7.5 **** To receive and consider Annual Governance Statement (Section 1 of the Annual Return) 2017-18 questions 1 – 9.
- 7.6 **** To receive and consider Accounting Statements (Section 2 of the Annual Return) 2017-18.
- 7.7 **** To receive and consider a request for a grant of £950 from the Town Events Fund from Mr. Lee Lawrence in respect of Plowright Place.
- 7.8 **** To receive and consider statutory guidance on local government investments, following the reduction of the £500,000 investment threshold to £100,000 from 1st April 2018 – and the necessity to develop an Investment Policy.
- 7.9** to receive and consider a request to supply flags and flagpoles for the Royal wedding and Norfolk Day.

8. To receive and consider CORRESPONDENCE or INFORMATION

8.1 GENERAL:

- a) **** To receive and consider e-mailed correspondence with Barclays Bank regarding the proposed closure of their Swaffham Branch on 27th July 2018.
- b) **** To receive and consider correspondence from Revd Canon Stuart Nairn regarding the closure of Swaffham Branch of Barclays Bank, with a copy of a letter sent to the Chairman of Barclays Bank.
- c) **** To receive and consider attendance at Norfolk SLCC Summer Conference on 15th June at Carrow Road, Norwich – closing date for bookings is 8th June.
- d) **** To receive and consider SLCC 2018 Regional Training Seminar on 11th July at the Holiday Inn, Norwich North – closing date for bookings is 13th June.
- e) **** To receive and consider a request from Swaffham Museum researching Swaffham's military past, for a future military display and publication.
- f) **** To receive and consider a negative response to a grant application to Norfolk Community Foundation, North Pickenham Windfarm Community Fund.
- g) **** To receive and consider a Draft Data Protection Policy.

8.2 BRECKLAND COUNCIL

- a) **** To receive and consider e-mail correspondence with Dylan Powles Customer Service Manager, and notes from a recent meeting with Officers and the Portfolio Holder regarding the Breckland Satellite Office.

8.3 NORFOLK COUNTY COUNCIL

- a) **** To receive and consider e-mailed correspondence with Toni Fernandez Graduate Engineer regarding the changes to Traffic Regulation Orders coming into force in mid-July 2018.
- b) **** To receive and consider notification of a Temporary Traffic Order affecting Whitsands Road from its junction with Queen street to its junction with Princes Street (30th April – 18th May).

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

a) To receive current **COMMITTEE Reports** (Planning, Market & Open Spaces)

10.2 WORKING GROUPS, TASK GROUPS or TOPIC GROUPS

a) To receive current **WORKING GROUP reports** (Twinning Liaison, Museum Liaison, Allotment Partners, Neighbourhood Plan Steering Group, Christmas Lights, Swaffham/Watton Liaison)

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 refer **to** or essential information that may be relevant to Town Council business.*

Iceni Partnership, Iceni Partnership Buildings Management, Swaffham Museum Ltd, Relief in Need Charity, Swaffham Town Estate, Garden Science Trust, Health Forum, Swaffham Community Transport, Norfolk Association of Local Councils, SCALGA, Swaffham in Bloom, Swaffham Swimming Pool, AQMA Steering Group, The Hamond Educational Charity and Town Team

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

12.1	Open Spaces Committee	Mon	14 th May	6.30pm	Council Chamber
12.2	NP Steering Committee	Tues	29 th May	10.00am	Council Chamber
12.3	Planning Committee	Tues	29 th May	1.30pm	Council Chamber
12.4	Relief in Need Charity	Mon	21 st May	6.45pm	Council Chamber
12.5	FULL COUNCIL	Wed	13 th June	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 any staff related issues from the Personnel Committee.

13.2 **To receive and consider correspondence from Ward Gethin Archer and the transfer details of land surrounding the Buttercross.

13.3 **To receive and consider estimates for the replacement of Carpet Tiles at the Town Hall i.e. Offices and Council Chamber.

13.4 **To receive and consider latest correspondence from Mike Horn, in-house solicitor at Breckland Council in relation to the Deed of Variation for Millngate Ltd Section 106 agreement.

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

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