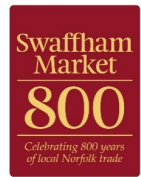




Swaffham Town Council

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PLEASE REPLY TO: Richard Bishop, Town Clerk **E-mail:** townclerk@swaffhamtowncouncil.gov.uk

Swaffham Town Council Finance Committee

You are hereby summoned to a meeting of a virtual **Finance Committee meeting** on **Monday 26th October 2020** at **6.30pm** using the following link: -

<https://us02web.zoom.us/j/86460073779?pwd=ZHM0REdQNTxLUm1Db2drSHVvUkFRUT09>

Meeting ID: 864 6007 3779

Passcode: 980043

N.B In the case of non-members this agenda is for information only.

Richard Bishop
Town Clerk

Committee members are as follows: -

Councillors: - J Skinner, K Sandle, J Anscombe, S Bell, G Edwards, B Holmes, I Pilcher
Summons issued on 21st October 2020

AGENDA

- 1 To receive apologies for absence**
- 2 To receive declarations of interest for items on the agenda**

To adjourn the meeting to allow any members of the public to address the Finance Committee in a **PUBLIC OPEN FORUM** (Maximum of 15 minutes)

- 3 To receive and consider any Financial issues raised by non-Committee member Councillors** (*prior notification must be received*).
- 4 To receive and consider any urgent items at the Chairman's discretion** (*prior notification must be received*).
- 5 To receive and agree the Minutes:** Monday 17th August 2020
- 6 To report on outstanding actions agreed at the last meeting.**
 - 6.1 To report on progress with external audit – P.K.F. Littlejohn.
 - 6.2 To briefly report on Policy Review deferred to December 2020
 - 6.3 New style Finance Risk Assessment
 - 6.4 Water rates – investigation of bill received to Aug 2020
 - 6.5 Photocopier – review of current contract
 - 6.6 ICO systems – progress with review of IT upgrade
 - 6.7 Consolidation of peripheral accounts
 - 6.8 Impact of Home working costs or savings.
 - 6.9 S. 106 viable formula for streetlights, play areas and open spaces

7 To consider Financial Report, issues for consideration and updates from the RFO:

7.1 **To receive and consider accounts to 30th September 2020 for Income & Expenditure analysis 2020-21.

7.2 To receive and consider early budgetary issues for forthcoming Budget debate for 2021-22

7.3 To receive and consider progress report from the Town Clerk on all outstanding Legal Issues with Ward Gethin Archer (Town Pound, Church Wall, Cemetery Trees and first registration of the Buttercross). and Greene & Greene (GBC, The Barn and Swan's Nest) including financial implications and/or commitments.

7.4 To receive and consider report from Town Clerk in respect of S. 106 or S. 38 commitments already in the pipeline, play areas, open spaces and street-lights – any monies involved and expected timeline.

7.5 To receive and consider brief report from the Town clerk on the application for a Loan to the Department of Housing, Communities and Local Government.

8. To agree date for next meeting and items for a future agenda: Monday 7th December 2020, 6.30pm.