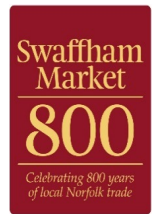




Swaffham Town Council

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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, 16th April 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 10th April 2018

AGENDA

- 1. To receive APOLOGIES FOR ABSENCE.**
- 2. To receive DECLARATIONS OF INTEREST – for items included on the Agenda.**
- 3. To receive & approve MINUTES:**
 - 3.1. **Full Council Finance meeting held on 22nd January 2018.
- 4. To consider FINANCIAL REPORT from the RFO:**
 - 4.1. **Accounts to 28th February 2018 (N.B. Date shows 31st March, but March accounts not fully entered) for Income & expenditure analysis 2017-18.
 - 4.2. Update on the issue of Street Light Maintenance and possible partial re-allocation of Revenue Contingency Budget.
 - 4.3. **Options to consider for the replacement of the smaller of the two trucks.
 - 4.4. **Open Spaces Committee – Memorial Archway Project ‘in principle budget’.
 - 4.5. To receive an update from the Town Clerk on the following on-going issues:
 - 4.5.1. Days Field – Newbury Homes.
 - 4.5.2. Legal issues being dealt with by Ward Gethin Archer (Shambles, Town Pound, Buttercross etc)
- 5. To receive and consider annual Policy review of Policies as listed below:**
 - 5.1. **EH (I) 002 Internet Usage Policy
 - 5.2. **EH (S) 005 Social Media Policy
 - 5.3. **TC (F) 001-009 Financial Risk Assessments
 - 5.4. **EH (T) 002 Training Statement and Development Policy
 - 5.5. **EH (F) 011 Fire Emergency Evacuation Plan – Town Hall

- 5.6. **EH (F) 012 Fire Emergency Evacuation Plan – Cemetery Chapel
- 5.7. **EH (C) 001 Child Protection Policy
- 5.8. **TC (G) 003 Grants Policy
- 5.9. **TC (T) 001 Twinning Policy
- 5.10. **TC (A) 001 Asset Management Register
- 5.11. **TC (A) 001 Alcohol and Drug Abuse Policy
- 5.12. **EH (A) 004 Anti Bribery Policy
- 5.13. **EH (F) 001 Flexible Working Policy
- 5.14. **EH (S) 009 Staff Travel & Expenses Policy
- 5.15. **EH (W) 001 Whistleblowing Policy

6. To receive and consider a cashflow and budget report regarding the financial year 2017-18.

- 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. *Market 800*
- 6.8. *Northwell Pool*
- 6.9. *Allotments*
- 6.10. *Recreation Ground*
- 6.11. *Toilets & TIC*
- 6.12. *Cemetery & Churchyard*
- 6.13. *Open Spaces*
- 6.14. *Amenity & Agency*
- 6.15. *Precept*

7. To confirm the date of the next Full Council Finance meeting on Monday 23rd July 2018 at 6.30pm.