



# 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 a meeting of the Full Council (Finance – Budget), to be held on **Monday, 28<sup>th</sup> January 2019 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 Tuesday 22<sup>nd</sup> January 2019

## 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 29<sup>th</sup> October 2018.**
4. To consider **FINANCIAL REPORT, issues for consideration and updates from the RFO:**
  - 4.1. **\*\*To receive and consider accounts to 31<sup>st</sup> December 2018 for Income & Expenditure analysis 2018-19.**
  - 4.2. **\*\*To receive and consider match funding for the 'Oaklands Pocket Park' grant application.**
  - 4.3. To receive and consider cost of Outline Planning Application for Days Field.
5. To receive and consider annual **Policy review of Policies as listed below:**
  - 5.1. **\*\* EH (E) 002 Employer's Pension Policy.**
  - 5.2. **\*\* TC (C) 005 Code of Conduct**
  - 5.3. **\*\* TC (F) 012 Freedom of Information publication scheme**
  - 5.4. **\*\* TC (M) 003 Members Allowance Policy**
  - 5.5. **\*\* TC (T) 001 Twinning Policy**

**6. To receive and consider a BUDGET presentation by the Town Clerk for the forthcoming year. To also debate and consider recommendations and issues identified in the Budget Report in each cost centre, including setting the Precept 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. 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 29<sup>th</sup> April 2019 at 6.30pm.**