



Swaffham Town Council

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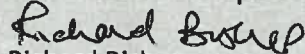
SWAFFHAM TOWN COUNCIL – NOTICE

Councillors are hereby summoned to the First/Annual meeting of the Town Council, immediately followed by a Full Town Council meeting to be held on **Wednesday, 8th May 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 2nd May 2019

ANNUAL MEETING - AGENDA

For the First/Annual meeting of the Full Council on Wednesday 8th May 2019 commencing at 6.30pm in the Town Hall, Swaffham with prayers led by the Mayor

1. To receive, consider and confirm nominations for **MAYOR** for 2019-20.
(Cllr J Skinner elected as Deputy Mayor 14th March 2018)
2. To receive an address from the newly elected Mayor.
3. To receive, consider and confirm nominations for **DEPUTY MAYOR** for 2019-20.
(no candidates were put forward by the outgoing Council for the position of Deputy Mayor)
4. To record the signing of Councillors Declarations of Office and for the Mayor & Deputy Mayor.
5. To receive **APOLOGIES** and reasons for absence.
6. To receive **declarations of interest**, for this First/Annual meeting Agenda.
7. To receive an **Annual Report & Final address from the retiring Mayor Cllr Colin Houghton** on Civic Events attended and his 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 appointed for 4 years) + Grievance & Appeal Panel
 - (e) Allotment Sub-Committee (three Cllrs)
9. To receive and consider nominations for **Working Groups or Task Groups**:
 - (a) Twinning Liaison
 - (b) Swaffham Heritage Liaison
 - (c) Neighbourhood Plan Steering Group
 - (d) Christmas Lights Switch-on event organising Group

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

Iceni Partnership (1)
Iceni Partnership Buildings Management (3)
Swaffham Heritage (1)
Swaffham Relief in need Charity (6 – appointed for 4 years)
Swaffham Town estate (2)
Garden Science Trust (1)
Health Forum (1)
Swaffham Community Transport (1)
SCALGA (1)
Swaffham Swimming Pool (1)
AQMA Steering Group (1)
The Hamond Educational Charity (2)
Town Team (3)

11. To appoint **INTERNAL AUDITOR** for the forthcoming year 2019-20.

(Current Internal auditors are Auditing Solutions Ltd)

12. To receive and consider review of **DATA PROTECTION POLICY** including removal of the need to appoint a **DATA PROTECTION OFFICER** for the forthcoming year 2019-20.

13. To receive and consider Draft **POLICY REVIEW** programme for 2019-20 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 a meeting of the Full Council on Wednesday, 8th May 2019 commencing at the conclusion of the PUBLIC OPEN FORUM which follows the First/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 the MAYOR'S REPORT

3.1 To receive the monthly report on Civic Events attended by the retiring Mayor Cllr Colin Houghton.

3.2 To receive and consider urgent reports, correspondence or information at the newly appointed 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 the newly elected Breckland Councillors

5. To receive and/or agree the MINUTES:

5.1 ** Wednesday, 10th April 2019 – 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 Highways on 7th May 2019.

6.2 To receive Councillors' questions relating to ongoing business.

7. FINANCE:

- 7.1 **** To receive and consider Accounts for payment for May 2019 (*recorded as Appendix 1*).
- 7.2 **** To receive and consider latest report from Essential Safety and Environmental Solutions Ltd following their recent 6 monthly visit.
- 7.3 **** To receive and consider Swaffham Churchyard Kissing Gates project, and receive verbal update from the Town Clerk at the meeting.

8. To receive and consider CORRESPONDENCE or INFORMATION

8.1 GENERAL:

- a) **** To receive and consider information from Anglian Water regarding works commencing on a new pumping station on 6th May at Castle Acre Water Recycling Centre and a new sewer pipeline from Castle acre to Swaffham.
- b) **** To receive and consider attendance at a Parish Paths Seminar in North Walsham on 29th May.
- c) **** To receive and consider on-going e-mailed correspondence in respect of UDC Records and the possibility of digitalisation.
- d) **** To receive and consider suggestion from Ian Clews in regard to deter pigeons from roosting at the Buttercross.
- e) **** To receive and consider family request for a memorial bench at Swaffham allotments for Tony Davies
- f) **** To receive and consider request for location of textile bank in Swaffham.

8.2 BRECKLAND COUNCIL

- a) **** To receive and consider confirmation of registered application by the Town Council for 51 dwellings at Days Field.
- b) **** To receive and consider update from Contract Monitoring Officer regarding Leisure Feasibility report, likely to be released after the Local Government elections.

8.3 NORFOLK COUNTY COUNCIL

- a) **** To receive and consider on-going e-mailed correspondence regarding wrongly placed street light in Kendall Road.

9. To note receipt of CORRESPONDENCE or INFORMATION

A list of all other correspondence is recorded as *Appendix 2*

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, Allotment sub-committee)
- **** To receive and consider e-mailed correspondence and outline of proposal for conversion works on public toilets at the Haspall's Road Recreation Ground, due to commence shortly.

10.2 WORKING GROUPS, TASK GROUPS or TOPIC GROUPS

- a) To receive current WORKING GROUP reports** (Twinning Liaison, Swaffham Heritage Liaison, Neighbourhood Plan Steering Group, Christmas Lights Event Working Group, Transport & Access Focus Group, 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 Heritage 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, The Hamond Educational Charity and the 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	20 th May	6.30pm	Council Chamber
12.2	Planning Committee	Tues	28 th May	12.noon	Council Chamber
12.3	Personnel Committee	Mon	3 rd June	12noon	Council Chamber
12.4	Allotment Sub-Committee	Tues	4 th June	6.30pm	Council Chamber
12.5	Full Council	Wed	12 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 request to put forward for a National Honour.

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

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