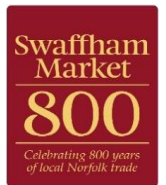




Swaffham Town Council

Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ
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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 virtual meeting of the Town Council, to be held on **Wednesday, 11th November 2020 at 6.30 p.m.** by using the following link

<https://us02web.zoom.us/j/83594915091?pwd=eGN0THdXTXJxNklnRGZPUXBGblBoUT09>

Meeting ID: 835 9491 5091 Passcode: 040297

(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.

Claire Smith
Deputy Clerk

Summons issued on 5th November 2020

AGENDA

For a meeting of the Full Council on Wednesday, 11th November 2020 at 6.30pm commencing with prayers led by the Mayor.

1. To receive APOLOGIES & REASONS FOR ABSENCE

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

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

3. 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: -

3.1 To receive a POLICE report from a local PC or PCSO on police matters for the past month.

3.2 To receive a COUNTY COUNCILLOR report from County Councillor Ed Colman.

3.3 To receive a BRECKLAND COUNCILLOR report from Cllrs I Sherwood, E Colman, D Wickerson

4. To receive REPORTS from the Mayor, the Town Clerk, Committees, Working Groups & Outside Bodies

4.1 To receive Mayor's Announcements including a report on Civic Events attended.

4.2 To receive and consider urgent reports, correspondence or information at the Mayor's discretion - prior notice must be given.

4.3 To receive the Town Clerk's Report and Councillors' questions relating to ongoing business including

- a) Update on Saturday market operation through lockdown.
- b) Cancellation of Christmas Market
- c) Change to arrangements for the Men's Shed

5. To receive and/or agree the MINUTES:

5.1 ** Wednesday, 14th October – Annual Meeting and Full Council Meeting.

6. FINANCE:

6.1 ** To receive and consider Accounts for payment for November 2020 (*recorded as Appendix 1*).

6.2**To receive and consider quote for work to remedy water leaks in various places at the Town Hall (Information to follow)

6.3**To receive and consider cost of removing pigeon droppings at the Town Hall and to consider installation of further preventative measures.

7. To receive and consider CORRESPONDENCE or INFORMATION

7.1 GENERAL:

- a) ** To note receipt of weekly correspondence or information (a list is recorded as **Appendix 2**).
- b) To note the completion of the Toilet Project
- c) To receive and consider further report from Working Group presenting draft criteria/protocol for "Heroes of Swaffham Awards".

7.2 BRECKLAND COUNCIL

a) To receive and consider report from Mayor and Deputy Mayor on five town meetings with the Leader of Breckland Council Sam Chapman-Allen.

7.3 NORFOLK COUNTY COUNCIL

- a) **To receive and consider Parish Partnership applications
 - 1) Signage to Theatre street carpark
 - 2) improved surfacing of Bears Lane (information to follow)

b)**To note temporary traffic order restricting access to North Pickenham Rd 23rd -27th November

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

8.1	Market, Events & Tourism Committee	Mon	16 th Nov	6.30pm	Zoom virtual
8.2	Recreation & Community Services Committee	Mon	23 rd Nov	6.30pm	Zoom virtual
8.3	Planning & Built Environment Committee	Tues	24 th Nov	4.00pm	Zoom virtual
8.4	Transport, Access & Environment Committee	Tues	1 st Dec	4.00pm	Zoom virtual
8.5	Human Resources & Governance Committee	Mon	7 th Dec	12 noon	Zoom virtual
8.6	Full Council Finance	Mon	7 th Dec	6.30pm	Zoom virtual
8.7	Estates, Heritage/Town Hall & Site Maintenance Committee	Wed	20 th Jan	6.30pm	Zoom virtual

9. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960:

CONFIDENTIAL BUSINESS following the exclusion of the public and press

9.1 To receive and consider update on retrospective permission for bench erected at the Cemetery, plus request for permission for wording and coloured motifs on stonework from the same applicant.

9.2 To receive and consider contractual obligations in regard to the joint post with Watton Town Council of the Project, Events and Promotions Support Officer to June 2021 and confirm Council's intent, either for continuation or to cease at that point.

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

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