



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 Town Council, to be held on **Wednesday, 10th October 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.

Claire Smith
Deputy Town Clerk

Summons issued on 4th October 2018

AGENDA

For a meeting of the Full Council on Wednesday, 10th October 2018 at 6.30pm in the Town Hall, Swaffham 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 MAYOR'S REPORT

3.1 To receive a report on Civic Events attended by the Mayor.

3.2 To receive and consider urgent reports, correspondence or information at the 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 Cllrs P. Darby, S. Matthews and I. Sherwood

5. To receive and/or agree the MINUTES:

5.1 ** Wednesday, 12th September 2018 – 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 Highway Engineer David Jacklin on 2nd October 2018.

6.2 To receive Councillors' questions relating to ongoing business.

7. FINANCE:

7.1 ** To receive and consider Accounts for payment for October 2018 (*recorded as Appendix 1*).

7.2 ** To receive and consider a request from NARS for a donation.

8. To receive and consider CORRESPONDENCE or INFORMATION

8.1 GENERAL:

a) ** To receive and consider appointing a footpath warden

b) ** To receive and consider confirmation of the timetable for the Town/Parish and District Council elections on Thursday 2nd May

c) ** To receive and consider correspondence regarding the Buttercross works and the siting of the UKPN electrical cabinet

d) ** To receive and consider a request for litter bins at the end of halfacre footpath

8.2 BRECKLAND COUNCIL

a) ** To receive and note the transfer of a part of The Shambles to Swaffham Town Council

b) ** To receive and consider notification of the Market Towns Initiative funding from Breckland

8.3 NORFOLK COUNTY COUNCIL – no items for consideration in this section

9. To note receipt of CORRESPONDENCE or INFORMATION

A list of all other correspondence is recorded as **Appendix 2**; a copy of this correspondence is available online on the Council website – www.swaffhamtowncouncil.gov.uk

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)

10.2 WORKING GROUPS, TASK GROUPS or TOPIC GROUPS

a) To receive current WORKING GROUP reports (Twinning Liaison, Museum Heritage, Allotment Partners, Neighbourhood Plan Steering Group, Christmas Lights, 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, Relief in Need Charity, Swaffham Town Estate, Garden Science Trust, Health Forum, Swaffham Community Transport, Norfolk Association of Local Councils, SCALGA, Swaffham in Bloom, Swimming Pool Association, The Hamond Educational Charity and Town Team

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

12.2	Market Committee	Mon	15 th Oct	6.30pm	Council Chamber
12.6	Xmas lights Working Group	Tues	15 th Oct	5.00pm	Council Chamber
12.5	Allotment sub committee	Tue	16 th Oct	5.00pm	Council Chamber
12.1	FULL COUNCIL FINANCE	Mon	29 th Oct	6.30pm	Council Chamber
12.3	NP Steering Committee	Tues	30 th Oct	10.00am	Council Chamber
12.4	Planning Committee	Tues	30 th Oct	1.30pm	Council Chamber
12.7	FULL COUNCIL	Wed	14 th Nov	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.

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

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