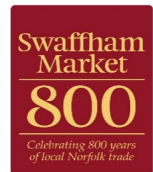




Swaffham Town Council

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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, 13th June 2017** 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 7th June 2018

AGENDA

For a meeting of the Full Council on Wednesday, 13th June 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, 9th May 2018 – Annual Meeting of the Town Council.

5.2 ** Wednesday, 9th May 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 5th June 2018.

6.2 To receive Councillors' questions relating to ongoing business.

7. FINANCE:

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

7.2 ** To receive and consider request from the Town Mayor, Cllr Colin Houghton regarding 'Swaffham Poppy tribute', to ratify the decision to agree a grant in principle and discuss detailed proposal.

7.3 ** To receive and consider a request from Icen Partnership to provide a new dog bin as part of the Community Garden Project development at the Campinglands.

7.4 ** To receive and consider confirmation of Neighbourhood Plan grant of £4,500 from Locality/ Groundwork UK, Neighbourhood Planning Team.

8. To receive and consider CORRESPONDENCE or INFORMATION

8.1 GENERAL:

a) ** To receive and consider request from the Royal British Legion to have a small ceremony on Armed Forces Day on Saturday 23rd June 2018.

b) ** To receive and consider Freedom of Information Request relating to Council Policy regarding the running and operation of Swaffham Town Market and in particular policies which ban any political groups.

c) ** To receive and consider final exchange of correspondence with Barclays Bank following the meeting held on 17th May regarding the pending closure of the Swaffham Branch on 27th July.

d) ** To receive and consider flying the Red Ensign ashore on Merchant Navy Day, 3rd September.

e) ** To receive and consider e-mailed correspondence from the Town Clerk in respect of agreeing a policy for flying flags within the Town, and to consider purchasing more flags in time for Norfolk Day on 27th July.

f) ** To receive and consider e-mailed correspondence with SCALGA regarding a report of the Annual Allotment Forum in the Swaffham Newsletter, and notification of a meeting on 5th July.

8.2 BRECKLAND COUNCIL

a) ** To receive and consider notification of the Satellite Office being relocated to the library from 1st June.

b) ** To receive and consider 1st Draft Air Quality Action Plan.

8.3 NORFOLK COUNTY COUNCIL

a) ** To receive and consider schemes to be put forward for the 'Parish Partnership Scheme' for 2019-20, deadline for bids is 7th December 2018.

9. To note receipt of CORRESPONDENCE or INFORMATION (for

A list of all other correspondence is recorded as **Appendix 2**; a hard copy of this correspondence or information is contained in a YELLOW FILE at the Town Hall for Councillors to read.

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** (Twining Liaison, Museum Liaison, Allotment Partners, Neighbourhood Plan Steering Group, Christmas Lights, Public Toilets, 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, Swaffham 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

11.1 Report from Swaffham Heritage Ltd for the period November 2017 to April 2018

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

12.1	Xmas lights Working Group	Tues	18 th June	5.00pm	Council Chamber
12.2	Market Committee	Mon	18 th June	6.30pm	Council Chamber
12.3	NP Steering Committee	Tues	19 th June	10.00am	Council Chamber
12.4	Planning Committee	Tues	26 th June	1.30pm	Council Chamber
12.5	FULL COUNCIL	Wed	11 th July	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 Section 106 update.

13.3 ** To receive and consider update on registration of the Shambles.

14.4 To receive and consider update in respect of Town Centre Tendering process and timetable.

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

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