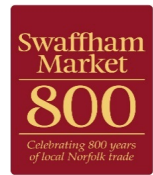




Swaffham Town Council

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 meeting of the Town Council, to be held on
Wednesday 13th April 2022 at 6.30 p.m. in the **Council Chamber at the Town Hall.**

(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 April 2022

AGENDA

For a meeting of the **Full Council** on **Wednesday, 13th April 2022 at 6.30pm** in the Town Hall, Swaffham commencing with prayers led by the Mayor.

PLEASE NOTE - We will be Live Streaming the meeting on Facebook

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 (PC Button) 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.

5. To receive and/or agree the MINUTES:

- 5.1 ** Wednesday 9th March 2022 - Full Council.
- 5.2 **Tuesday 22nd March 2022 – Extraordinary Full Council.
- 5.3 **Wednesday 30th March 2022 – Extraordinary Full Council.

6. FINANCE:

- 6.1 ** To receive and consider Accounts for payment for Mar/April 2022 (*recorded as **Appendix 1***).

- 6.2 ** To receive and consider revised quote for Alarm Monitoring following company going into liquidation.

- 6.3 ** To receive and consider request to discuss Shop Rent & Lease Renewal Arrangements – consideration of appointing small delegation of Councillors to meet with the current tenant.

- 6.4 ** To receive and consider request to use rear of Toilet Block for a Youth Project and to support with an initial £1,000 grant.

- 6.5 ** To receive and consider revised software upgrade, installation, training and support for Swaffham Cemetery.

- 6.6 ** To receive and consider awarding of a £100 grant towards a Swaffham Scarecrow Festival 26th, 27th & 28th August 2022.

- 6.7 ** To receive and consider quotes (to follow) for lopping tree at Swans Nest/Redland Park and removal of tree(s) at the Churchyard.

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 receive and consider invitation for the Twinning Weekend in Hemmoor, Germany 9th – 11th September 2022.

- c) ** To receive and consider Draft format of Annual meeting of STC, Annual Town Assembly and May Full Council meeting.

- d) ** To receive and consider request from resident re-environmental and litter issues.

- e) ** To receive and consider draft letter to Charity Commission and progress report (to follow) from the Town Clerk in respect of the proposed handover of the Relief in Need administration and issues to consider prior to completion.

- f) To receive and consider update from the Mayor, Deputy Mayor and Town Clerk following meetings with the LEP and other potential external funders.

- g) **To receive and consider request to continue with the Barn Steering Group.

7.2 BRECKLAND COUNCIL

- a) ******To receive and consider notification of date for Breckland Town and Parishes Forum Monday 23rd May 2022 at 5.30pm
- b) ******To receive and consider confirmation of transfer of small section of land in the Shambles to Swaffham Town Council.
- c) ******To receive and consider confirmation of a meeting with Cllr Sarah Suggitt and Jason Cole regarding sport and leisure in Swaffham.
- d) ****** To receive and consider updated report from the HAZ project from the Mayor.

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

<i>No.</i>	<i>Meeting</i>	<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Venue</i>	<i>Staff</i>
8.1	Market Committee	Mon	11 th Apr	6.30pm	Council Chamber	RB RO
8.2	FULL COUNCIL	Wed	13 th Apr	6.30pm	Council Chamber	RB HD
8.3	Finance Full Council	Mon	25 th Apr	6.30pm	Council Chamber	RB HC
8.4	Planning Committee	Tues	26 th Apr	6.30pm	Council Chamber	RB HD
8.5	ANNUAL meeting of TOWN COUNCIL ANNUAL TOWN ASSEMBLY FULL COUNCIL	Wed	11 th May	6.30pm To follow To follow	Council Chamber	RB HC
8.6	Market Committee	Mon	23 rd May	6.30pm	Council Chamber	RB RO (HC)
8.7	Planning Committee	Tues	24 th May	4.00pm	Council Chamber	RB HD (JW)
8.8	Assets & Open Spaces Committee	Mon	30 th May	6.30pm	Council Chamber	RB HC (JW)

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

CONFIDENTIAL BUSINESS following the exclusion of the public and press.

- 9.1****** To receive and consider revised Draft Deed of Variation (to follow), and e-mailed correspondence regarding amendments to proposed site entrance to land owned by Swaffham Town Council.
- 9.2 To receive and consider Breckland Council update on Heads of Terms for two-acres of land, including revised draft (to follow).
- 9.3 To receive and consider progress report from Town Clerk on legal issues with Days Field.
- 9.4 To receive and consider nominations for Deputy Mayor for 2022-23

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

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