

SWAFFHAM TOWN COUNCIL

Minutes of the **Finance Full Council** meeting on **Monday 26th July 2021** at **6.30pm** held via virtual media link.

Present: Mayor Cllr J Anscombe (in the Chair),
Cllrs L Beech, S Bell, P Darby, C Houghton, S Matthews, I Pilcher, J Skinner, L Scott (from 6.50pm)

Town Clerk: R Bishop
Minute Taker: C Smith

Public: 2

1. Apologies for Absence

Cllr W Bensley – work commitments
Cllr K Oliver – On holiday
Cllr N Bass – family commitments
Cllr G Edwards - Away

2. Declarations of Interest

2.1. Cllrs Anscombe and Pilcher declared a personal interest in item 6.3 as honorary members of Rotary.

ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960:

CONFIDENTIAL BUSINESS following the exclusion of the public and the press.

6.32pm meeting adjourned for questions – none received.

6.33pm meeting resumed

3. Urgent Items at the Chairman's Discretion

3.1. None received

4. Minutes of the previous Meeting

4.1. The minutes of 26th April 2021 were agreed as accurate records of the meetings and would be signed by the chairman when next in the office.

5. Report on outstanding actions agreed at the last meeting

No issues were identified.

6. Finance Report

6.1. Income and Expenditure to 31st May 2021

Cllrs noted the accounts up to the end of month 2, Cllrs were invited to email any questions to the Town Clerk.

6.2. External Audit requirements

Cllrs noted that additional information was required by the external auditors before the audit could be signed off.

6.3. Application for grant/sponsorship from Swaffham Rotary

Cllrs considered the application and proposed that the arts event was awarded a grant of £500. Cllr Anscombe would contact Rotary separately to discuss the cultural consortia.

It was unanimously agreed to award a grant of £500 to Rotary for the arts event in October.

6.4. Digitalisation of cemetery records

The Town Clerk reported that the ways to record and store data was still being researched. It was proposed that when the research was concluded, a proposal with the specification and costings be brought back to Full Council finance for consideration.

6.50pm Cllr Scott joined the meeting

It was unanimously agreed to consider a proposal for digitalisation of the cemetery records when the research was concluded. A proposal with specification and costings would be brought to a future meeting.

6.5. Options for Sharps Bins at rear of Public Toilets – either to increase frequency of emptying from bi-monthly to four-weekly OR to consider replacing the current Sharps Bins with a larger bin

Councillors considered the need to increase the provision for a sharps bin. It was proposed that the quote for a larger bin, supplied by the company emptying the bin, would be accepted.

It was unanimously agreed to accept the quote with bi-monthly lifts of a 60l bin with an annual waste transfer note of £426 per annum.

6.6. Recommendation from Assets and Open spaces committee to upgrade and place a new bin near the Buttercross

Cllrs noted the recommendation to replace one bin and place a new one at the Buttercross. Cost would be £495 per bin; installation would be carried out by STC. It was proposed that the green grant by BDC would be applied for to fund the bins, if this was not successful STC would fund the bins. It was noted that the design of the bins had been approved by A Gayton and BDC had agreed to empty the new bin.

It was agreed that the green grant by BDC would be applied for to fund the bins, if this was not successful STC would fund the bins.

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

CONFIDENTIAL BUSINESS following the exclusion of the public and press.

7.1. Update on Barn Acquisition – information from the extraordinary meeting had been conveyed to the solicitor. Applications for access and removal of flat occupancy restrictions would be taken forward. Cllr Edwards had agreed to help with the work.

7.2. Issues arising from Consultant's workshop – Cllr Anscombe thanked Cllrs for their responses, these would be collated

- 7.2.1. The Barn – Cllrs considered points to be fed back to the consultants these included:
- Although there needs to be an element of commerciality the main thrust of the project was to establish a community asset for arts and crafts.
 - The building had some practical challenges and would need some refurbishment, this needs to be considered in the business plan
 - The centre should be allowed to open and develop organically without too many changes at the beginning
 - The working group to oversee the project needs to be established once the consultants have reported on governance models for the project

- Any income from the tenants of any part of the building, including the flat would be part of the buildings financial model
- A model similar to ICENI to manage the building and project was received positively, it was noted that the Town Council had experience setting this model up.
- Expertise from local people would be welcomed
- All ideas from the framework would be forwarded to the consultants

7.3. Conveyance of two-acres of land to BDC and subsequent detail of covenant – Cllrs noted and were disappointed that a press report from BDC had gone out early. A later release including comment from STC had been made. There was concern that no timescale for the development of the land had been confirmed.

7.4. Issues arising from consultants' workshop - Days Field
Cllrs discussed Days Field, it was noted that the responses to the workshop had indicated a clear preference to dispose of the asset and this was proposed.

It was agreed by a majority vote to dispose of Days Field.

Cllrs discussed various options of how the land could be disposed of including the best way to market the land. Consideration would be given to the plans of any potential purchaser as well as financial value offered. Housing design, environmental considerations, neighbourhood plan aspirations and reputation would all be considered.

It was proposed that the land would be offered as a whole for sale and an offer for a small section of the land would be declined.

It was agreed that the land would be offered for sale as a whole and an offer for a small section would be declined.

Cllrs discussed tendering options; it was proposed that the Town Clerk approach several land agents for information so that one could be chosen to take the sale forward. Existing enquirers would be asked to contact the appointed land agent.

It was agreed that the Town Clerk would approach several land agents to ascertain fees and service, with a view to Cllrs to appointing an agent to sell the land.

8. Date of the next Finance Committee meeting – Monday 25th October 2021, 6.30pm

8.1. Cllrs noted the date and time of the next meeting.

Meeting closed at 8.11pm

Chairman.....

Initials.....