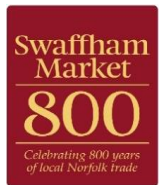




Swaffham Town Council

Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ
Telephone 01760 722922
www.swaffhamtowncouncil.gov.uk



PLEASE REPLY TO: Richard Bishop, Town Clerk
E-mail: townclerk@swaffhamtowncouncil.gov.uk

SWAFFHAM TOWN COUNCIL – NOTICE

Councillors are hereby summoned to the Annual meeting of the Town Council, which will be immediately followed by a Full Town Council meeting to be held on **Wednesday, 19th May 2021 at 6.30 p.m.** at the Assembly Rooms, Swaffham. Please note the public are able to attend, but due to covid19 social distancing measures, places will be restricted to the first 10 attendees. This is in line with the capacity able to be accommodated by the room and exceeds the usual attendance at previous meetings.

(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 13th May 2021

ANNUAL MEETING - AGENDA

For the Annual meeting of the Full Council on Wednesday 19th May 2021 commencing at 6.30pm in the Assembly Rooms, Swaffham with prayers led by the Mayor.

1. To receive, consider and confirm nominations for **MAYOR** for 2021-22.
(Cllr J Anscombe elected as Deputy Mayor on 10th June 2020 for 2020-21)
2. To receive an **address from the newly elected Mayor.**
3. To receive, consider and confirm nominations for **DEPUTY MAYOR** for 2021-22.
(Cllr S. Bell elected as Deputy Mayor on 10th March 2021 for 2020-22)
4. To record the **signing of Councillors Declarations of Office and for the Mayor & Deputy Mayor.**
5. To receive **APOLOGIES and reasons for absence.**
6. To receive **declarations of interest, for this Annual meeting Agenda.**
7. To receive an **Annual Report & Final address from the retiring Mayor Cllr Jill Skinner on Civic Events attended and her extended period of two years in office.**

8. To receive and consider nominations for **COMMITTEES/Sub-Committees:**

- (a) ****Draft Amendments to Committee Structure Terms of reference – including Barn Steering Group**
- (b) Market Committee (Mayor/Deputy Mayor + 5)
- (c) Assets & Open Spaces Committee (amalgamation of Rec & Estates Committee) (Mayor/Deputy Mayor + 5)
- (d) Planning Committee (Mayor/Deputy Mayor + 5)
- (e) HR & Governance Committee (Mayor/Deputy Mayor) + WB, GE & CH for 4-years
- (f) Grievance & Appeal Panel – **(NB terms of reference required)**
- (f) Transport & Environment Committee (Mayor/Deputy Mayor + 5)

9. To receive and consider nominations for **Working Groups or Task Groups:**

- (a) Twinning Liaison
- (b) Swaffham Heritage Liaison (3)
- (c) Barn Steering Group
- (d) Christmas Lights Switch-on event organising Group
- (e) Cheque signatories
- (f) Councillor to check bank reconciliations

10. To receive and consider nominations for **representatives on outside bodies**

Iceni Partnership Buildings Management (3)
Swaffham Heritage (1)
Swaffham Town Estate (2)
SCALGA (1)
Swaffham Swimming Pool (1)
The Hamond Educational Charity (2) 4-years

HAZ (Heritage Action Zone) – Project Board – Town Clerk
HAZ (Heritage Action Zone) – Operational Board
HAZ (Heritage Action Zone) – Strategic Board – Town Mayor
HAZ (Heritage Action Zone) – Cultural Consortia

11. To appoint **INTERNAL AUDITOR** for the forthcoming year 2021-22.

(Current Internal auditors are Auditing Solutions Ltd)

12. To receive and consider Draft **POLICY REVIEW** programme for 2021-22 including Finance Regulations and Standing Orders.

- 12.1 ****Draft Health & Safety Policy**
- 12.2 ****Draft Disciplinary Policy**

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

FULL COUNCIL MEETING - AGENDA

For a meeting of the Full Council on Wednesday, 19th May 2021 commencing at the conclusion of the PUBLIC OPEN FORUM which follows the Annual meeting of the Council in the Town Hall, Swaffham.

1. To receive APOLOGIES & REASONS FOR ABSENCE

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

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 your 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 14th April 2021 – Full Council.

5.2 ** 3rd March 2021 – extraordinary Full Council

5.3 **20th April 2021 – extraordinary Full Council

6. FINANCE:

6.1 ** To receive and consider Accounts for payment for July 2021 (*recorded as Appendix 1*).

6.2 ** To receive and consider Formal Review of Grass Cutting – all areas.

6.3 ** To receive and consider Advice and Support for 2021-22 – (a) NALC/NorfolkALC, (b) Norfolk Parishes Training & Support, (c) Community Action Norfolk.

6.4 ** To receive and consider – Draft End of Financial Year Approval:

- a) Annual Internal Audit Report 2020-21 – to be signed off by Auditing Solutions Ltd
- b) Income and Expenditure summary report and Balance Sheet 2020-21
- c) Notice of Public Rights – to agree dates.
- d) Section 1 – annual Governance Statement 2020.21
- e) Section 2 – Accounting Statements 2020-21

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 submitting any nominations for the CPRE annual awards – deadline for nominations 28th May 2021.

c) ** To receive and consider enquiry re-debt advice sessions from Norfolk Community Law Service.

d) ** To receive and consider Watton & Swaffham quarterly report for January – March 2021.

e) To receive and consider possible date (Sunday 5th December 2021) and to agree preliminary details for Christmas Light Switch On & Christmas Market.

7.2 BRECKLAND COUNCIL

a) ** To receive and consider HGV Park Station Street to Car Park (further comments to Transport Committee review on 4th May 2021).

b) ** To receive and consider CASUAL VACANCY following the resignation of Cllr Brendan Holmes and to agree a criterion for filling the vacancy by co-option, in the event that a by-election is not called.

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

8.1	Planning & Built Environment Committee	Tues	25 th May	4.00pm	Assembly Rooms
8.2	Recreation & Community Services Committee	Tues	25th May	6.30pm	CANCELLED
8.3	Transport and Environment Committee	Tues	1 st June	4.00pm	Assembly Rooms
8.4	HR & Governance Committee	Mon	6 th June	12noon	Council Chamber
8.5	FULL COUNCIL	Thurs	10 th June	6.30pm	Assembly Rooms
8.6	Market Committee	Wed	16th June	6.30pm	RE-ARRANGED
8.7	Market Committee	Mon	21 st June	6.30pm	Council Chamber
8.8	Planning Committee	Tues	29 th June	4.00pm	Council Chamber
8.9	FULL COUNCIL	Wed	14 th July	6.30pm	Council Chamber
8.10	Assets & Open Spaces Committee	Wed	21 st July	4.00pm	Council Chamber
8.11	Full Council Finance	Mon	26 th July	6.30pm	Council Chamber
8.12	ANNUAL TOWN ASSEMBLY	Wed	29 th July	6.30pm	Assembly Rooms

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

CONFIDENTIAL BUSINESS following the exclusion of the public and press

9.1 ** To receive and consider Tenders for the Council's general Insurance for the period 1st June 2021 to 31st May 2026.

9.2 ** To receive and consider update from the Town Clerk on the legal issues relating to the proposed acquisition of the Sacred Heart Barn Theatre and Swimming Pool as a Community Asset.

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

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