

Swaffham Town Council

Minutes of the **Annual Town Council** meeting held on **Wednesday, 9th May 2018** at **6.30pm** in the Council Chamber, Town Hall Swaffham.

Present: Mayor Cllr J Skinner (Cllr C Houghton from item 2)

Councillors: Mr S Allen, Mr R Bartram, Mrs W Bensley, Mrs J Buckley-Stevens, Mrs B Bowler, Mr P Darby, Mr C Houghton, Mrs T Jennison, Mrs S Lister, Mrs S Matthews, Mr L Scott, Mrs J Skinner, Mrs A Thorp.

Town Clerk: Mr R Bishop
Deputy Clerk: Mrs C Smith

Norfolk County Councillor: Mr E Colman

Police: PC Gilluley
Press: Mr A Webb
Public: 3

1 Confirmation of Nomination for Mayor for 2018/9

- 1.1 Council confirmed the decision, taken by the Council on 8th March 2017, to elect Cllr C Houghton Deputy Town Mayor and under their standing orders to be elected Town Mayor at the Annual Meeting of the Council 9th May 2018.

It was unanimously agreed for Cllr C Houghton to be Mayor for 2018/19.

2 Address from the Newly Elected Mayor

- 2.1 Cllr Houghton thanked the Council for supporting his election and said that it was an exciting year to be Mayor with a number of projects to be carried forward during the year. He was keen to promote the town and would do his best to represent Swaffham. Cllrs gave a round of applause.

3 Nominations for Deputy Mayor for 2018/9

- 3.1 The Mayor asked the Council to confirm the decision that Cllr J Skinner, who was elected to be Deputy Town Mayor on 8th March 2017, be elected Deputy Town Mayor at the Annual Meeting of the Council 9th May 2018.

It was unanimously agreed for Cllr J Skinner to be Deputy Town Mayor for 2018/19

4 Councillors Declaration of Office for the Newly Elected Mayor and Deputy Mayor

- 4.1 The newly elected Town Mayor Cllr C Houghton, and Deputy Town Mayor Cllr J Skinner, signed their declaration of office for the position which they hold for the next 12 months.

5 Apologies for Absence

- 5.1 Cllr I Sherwood – work commitments.

6 Declarations of Interest

- 6.1 There were no declarations of interest.

7 Civic Events attended and Final Address for the Past Year from the Retiring Mayor

- 7.1. Cllr Skinner reported that in the past year she had attended a number of meetings and events, it had been a busy but enjoyable year. Highlights of the year included the disabled

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sports day at RAF Mildenhall, the RAF Marham fly past and the heritage day at Thetford. Projects completed during the year included the long awaited MUGA and the work to address pollution and traffic had been started and would continue. The market was also looking good with a vibrant auction. Cllr Skinner thanked all for their hard work over the year.

8 Nominations for Committees

8.1 Market

Mayor + Deputy Mayor ex-officio + five Councillors

It was agreed the Market Committee members as follows: Mayor, Deputy Mayor and Cllrs R Bartram, S Lister, S Matthews, T Jennison, A Thorp. Substitute members Cllrs Bensley and Darby

Following a request from the Market committee the poultry auction and Friday market reps were promoted to being voting members of the market committee.

It was agreed that F Eagle and H Eagle would become voting members of the market committee.

8.2 Open Spaces Committee

Mayor + Deputy Mayor ex-officio + five Councillors

It was agreed for Open Spaces Committee, members as follows: Mayor, Deputy Mayor, Cllrs B Bowler, W Bensley, S Lister, A Thorp, R Bartram. Substitute members Cllrs Matthews and Darby.

8.3 Planning

Mayor & Deputy Mayor ex-officio + five Councillors

It was agreed the Planning Committee members to be: Mayor, Deputy Mayor, Cllrs J Buckley-Stevens, B Bowler, L Scott, R Bartram, P Darby. Substitute Members Cllrs Matthews and Jennison.

8.4 Personnel

Mayor, Deputy Mayor, + three members

It was agreed for the Personnel Committee, members to be: Mayor, Deputy Mayor and for a remainder two-year term; Cllrs, W Bensley, L Scott & J Buckley-Stevens. Substitute members Cllrs Darby and Thorp.

Grievance & Appeal Panel

It was agreed for the Councillors on the Grievance and Appeal Panel to be: Cllrs A Thorp, T Jennison and S Matthews.

GDPR

It was agreed to add the circulated Data Protection terms of reference to the Personnel terms of reference.

9 Nominations for Working Groups

9.1 Twinning Liaison

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Mayor, Deputy Mayor and Cllrs P Darby and S Matthews

9.2 Museum Liaison

Cllrs A Thorp, L Scott, J Buckley-Stevens and P Darby

9.3 Neighbourhood Plan Steering Group

Cllrs Colin Houghton, Jill Skinner, Shirley Matthews, Jan Buckley-Stevens, Paul Darby, Les Scott
Non-Councillors: Judy Anscombe, Stan Sole, David Coker, David Wickerson, John Wallace, Sue Gattuso, Sally Palmer

9.4 Allotment Partners

Cllrs S Lister and P Darby

9.5 Toilet Working Group

Cllrs J Skinner, S Lister, J Buckley-Stevens, B Bowler, P Darby, S Matthews.

10 Nominations for Representatives on Outside Bodies

a) Iceni Partnership

Cllr P Darby, J Skinner and S Lister as substitute

b) Iceni Partnership Buildings Management

Cllrs P Darby, S Lister & B Bowler and J Buckley-Stevens as substitute

c) Swaffham Museum Ltd

Cllrs A Thorp & P Darby as substitute

d) Relief in Need Charity

**Mayor, Deputy Mayor.
Appointed Trustees: Cllrs Matthews & Jennison, Buckley -Stevens, Darby
Appointed Trustees: Mr P Ison, Mr D Cannon.
Co-opted: Mr N Ashford, Mrs R Noble, Mr J Reed.**
No changes were made as all appointments were for 4 years.

e) Swaffham Town Estate

Cllr P Darby

f) Garden Science Trust

Cllrs W Bensley & J Skinner

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g) Health Forum

Cllrs T Jennison & J Buckley-Stevens

h) Swaffham Community Transport

Mr Charles Gunner

i) Norfolk Association of Local Councils

Cllr S Matthews

j) SCALGA

Cllr S Lister

k) Swaffham in Bloom

Cllr B Bowler

k) Swimming Pool Association

Cllr J Skinner

l) AQMA Steering Group

Cllr J Skinner

m) The Hammond Educational Charity

Cllr L Scott and Mr D Wickerson (4 year term)

m) Town Team

Cllrs P Darby, L Scott, C Houghton, appointed representatives other attendees were B Bowler and J Skinner. The Mayor confirmed that these were open meeting and Cllrs Bartram and Buckley-Stevens stated they would also like to attend.

11 To appoint the Internal Auditor for the forthcoming year 2018-9.

Auditing Solutions Ltd were appointed internal auditors for the year 2018-9.

Cheque Signatories

Cllrs Bensley, Buckley-Stevens, Darby, Houghton, Skinner, Thorp.

Councillor Review of Internal Accounting System

Cllr Bowler

12 To appoint Data Protection Officer for 2018-9

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The Town Clerk reported that there were two pieces of legislation to consider. The most urgent was the European Directive for the General Data Protection Regulations which comes into force on 26th May. For this a Data Protection Officer had to be appointed each year, and the Town Clerk was appointed last November in preparation for this change in the law. It was recommended to re-appoint the Town Clerk at this Annual Meeting for 2018-19.

The second piece of legislation is the Data Protection Act, which was currently going through parliament and the government has just referred an amendment back to the House of Lords. The amendment put forward by government (following is that all Parish and Town Councils would be exempt from the requirement to appoint a Data Protection Officer, whilst all of the other regulations would have to be complied with. We are advised that this piece of legislation when it becomes law, will supersede the European Directive which will be repealed in March next year when the UK comes out of the EU.

It was agreed to appoint the Town Clerk as the DPO.

13 To receive and consider Policy review including Finance Regulations and Standing Orders

13.1 The full list of Council policies is given below. It is recommended that all policies are reviewed at Full Council Finance meetings below as appropriate, using the timescale suggested below.

23 th July 2018	29 th Oct 2018	21 st Jan 2019	29 th April 2019
Policy (I)001 Internal Audit Terms of Reference & Effectiveness of Internal Controls (25/4/16)	EH Policy (E)001 Equal Opportunities & Dignity at work (30/10/2017)	TC Policy (M)003 Members Allowances (22/01/2018)	EH Policy (I)002 Internet Usage (16/04/2018)
Policy (S)001 Standing Orders (24/07/2017)	Policy (G)001 Grievance Procedure (30/10/2017)	EH Policy (E)002 Employers Discretionary Pension Policy (22/01/2018) 3 yrs	EH Policy (S)005 Social Media Policy (16/04/2018)
Policy (F) 010 Financial Regulations - (27/07/2017)	Policy(M) 002 Member & Officer Protocol (30/10/2017)	Policy (F)012 Freedom of Information - publications Scheme 22/01/2018	TC Policy (F)001 - 009 Financial Risk Assessments (16/04/2018)
Policy (G)002 Gifts & Hospitality (27/07/2017)	Policy(S)003 Smoke Free Policy (30/10/2017)	Policy (C)005 Code of Conduct - June 2012 Review 22/01/2018)	Policy (T)002 Training & Development Statement of Intent (16/04/2018)
Policy (M) 001 Town Mayor & Deputy Town Mayor Protocol & Guidance 27/07/2017)	Policy(I)002 Community Engagement Strategy (30/10/2017)	Policy (T)001 Twinning Policy (24/04/2017) deferred from April 2018	Policy (F)011 FEPP - Fire Emergency Evacuation Plan (16/04/2018)
Policy (S)004 Stress Policy (27/07/2017)	Policy(H)001 Health & Safety (28/11/2016)		Policy (C)001 Child Protection (16/04/2018)
Policy (S)002 Sharps Policy	Policy (C)004 Confidentiality		Policy (G)003 Grants, Match

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(27/07/2017)	Policy (30/10/2017)		Funding, Sponsorship & Donations (24/04/2017)
Policy (C)006 Call Out Policy (27/07/2017)	Policy (C)003 Complaints Procedure (30/10/2017)		Policy (T)001 Twinning Policy (24/04/2017)
Policy (C)007 Contractors List 2014-15 (20/5/2015)	EH Policy (A)002 Absence Management Policy & Procedure (30/10/2017)		Policy (A)001 Asset Register at 31 st March 2017 (10/5/2017 FC)
	EH Policy (A)003 Adoption Leave Policy & Procedure (30/10/2017)		EH Policy (C)001 Child Protection (16/04/2018)
	EH Policy (D)001 Disciplinary Policy & Procedure (30/10/2017)		EH Policy (A)004 Anti-Bribery Policy (16/04/18)
	EH Policy (S) 008 Shared Parental Leave Policy and Procedure (30/10/2017)		EH Policy (F)001 Flexible Working Policy (30/04/18)
	EH Policy (M) 004 Maternity Policy & Procedure (30/10/2017)		EH (S) 009 Staff Travel & Expenses Policy (30/04/18)
	EH Policy (P) 001 Paternity Leave Policy & Procedure (30/10/2017)		EH (W) 001 Whistleblowing Policy (30/04/2017)
	TC Policy (I)002 Information Security (card payments) (30/10/2017)		EH (D) 002 Data Protection Policy (NEW) (09/05/2018)

It was agreed that all policies are reviewed at the Full Council Finance meetings using the timescale suggested above.

The meeting closed at 7.00p.m. Mayor.....

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