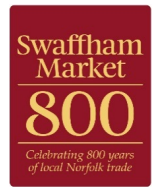




Swaffham Town Council

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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 Full Council (Finance), to be held on **Monday, 23rd July 2018 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 17th July 2018

AGENDA

1. To receive **APOLOGIES FOR ABSENCE**.
2. To receive **DECLARATIONS OF INTEREST – for items included on the Agenda**.

To adjourn the meeting to allow any traders or members of the public to address the Town Council in a **PUBLIC OPEN FORUM** (Maximum of 15 minutes)

3. To receive & approve **MINUTES**:
 - 3.1. **Full Council Finance meeting held on 16th April 2018.
4. To receive and consider **FINANCIAL REPORT from the RFO**:
 - 4.1. **Accounts to 30th June 2018 for Income & expenditure analysis 2018-19.
 - 4.2. Replacement Truck (details to follow).
 - 4.3. Replacement Ride on Mower (details to follow).
 - 4.4. Council Chamber Coffee Machine (details to follow).
 - 4.5. **Cemetery Records Digitalisation.
 - 4.6. Carpet Tiles for Office and Council Chamber (details to follow).
 - 4.7. To receive an update from the Town Clerk on the following on-going issues:
 - 4.7.1. The Shambles
 - 4.7.2. Town Pound

5. To receive and consider annual Policy review of Policies as listed below:

- 5.1. **TC (I) 002 NEW Investment Strategy DRAFT.
- 5.2. **TC (I) 001 Internal Audit terms of reference.
- 5.3. **EH (G) 002 Gifts & Hospitality Policy.
- 5.4. **TC (M) 001 Town Mayor & Deputy Mayor Protocol & Guidance.
- 5.5. **EH (C) 006 Call Out Policy.
- 5.6. **EH (S) 002 Sharps Policy.
- 5.7. **EH (D) 001 Disciplinary Policy and Procedure.
- 5.8. **EH (C) 008 Capability Policy and Procedure.
- 5.9. **EH (A) 003 Adoption Leave Policy and Procedure.
- 5.10. **TC (F) 010 Financial Regulations.
- 5.11. **TC (S) 006 Standing Orders.
- 5.12. **DRAFT Terms of Reference for Traffic and Access Focus Group.

6. To receive and consider a forthcoming BUDGET report regarding the financial year 2019-20.

- 6.1. *Un-earmarked Capital Reserves*
- 6.2. *Earmarked Capital Reserves*
- 6.3. *Earmarked Revenue Reserves*
- 6.4. *Town Hall*
- 6.5. *Administration & Miscellaneous*
- 6.6. *Market*
- 6.7. *Events*
- 6.8. *Northwell Pool*
- 6.9. *Allotments*
- 6.10. *Recreation Ground*
- 6.11. *Toilets & TIC*
- 6.12. *Cemetery & Churchyard*
- 6.13. *Open Spaces*
- 6.14. *Amenity & Agency*
- 6.15. *Precept*

7. Admissions to meetings Act (public Bodies) 1960: Confidential business following the exclusion of the public and press.

- 7.1. To receive and consider update from the Town Clerk on Days Field.
- 7.2. To receive and consider report from Town Clerk on the Town Centre Project.

8. To confirm the date of the next Full Council Finance meeting on Monday 29th October 2018 at 6.30pm.