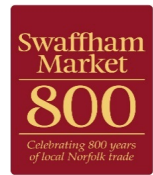




Swaffham Town Council

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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 virtual meeting of the Town Council, to be held on **Wednesday, 10th June 2020 at 5.30 p.m. by using the following link:** -
<https://us02web.zoom.us/j/81370380920?pwd=TSnbnV1QXJRWjUyM3c2VmJsY2NUUT09>

(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 5th June 2020

AGENDA

For a meeting of the Full Council on Wednesday, 10th June 2020 at 5.30pm in the Town Hall, Swaffham commencing with prayers led by the Mayor.

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 MAYOR'S REPORT

3.1 To receive a report on Civic Events attended by the Mayor.

3.2 To receive and consider urgent reports, correspondence or information at the Mayor's discretion - prior notice must be given.

3.3 To receive and consider nominations for the office of **DEPUTY MAYOR** following the resignation of Cllr Keith Sandle, who remains as a Councillor. (N.B. If signed ballot required, then this item may have to be moved to be dealt with at 13. 4, in the private session

4. 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: -

- 4.1 To receive a **POLICE report** from a local PC or PCSO on police matters for the past month.
- 4.2 To receive a **COUNTY COUNCILLOR report** from your County Councillor Ed Colman.
- 4.3 To receive a **BRECKLAND COUNCILLOR report** from Cllrs I Sherwood, E Colman, D Wickerson

5. To receive and/or agree the MINUTES:

- 5.1 ** Wednesday, 6th May 2020 – Extraordinary Full Council Meeting.
- 5.2 ** Wednesday, 13th May 2020 – Full Council Meeting.
- 5.3 ** Tuesday, 26th May 2020 – extraordinary Full Council Meeting.

6. To receive a report from the TOWN HALL by the Town Clerk

- 6.1 To receive a brief report from the Town Clerk.

- 6.2 To receive Councillors' questions relating to ongoing business.

7. FINANCE:

7.1 ** To receive and consider Accounts for payment for June 2020 (*recorded as **Appendix 1***).

7.2 To receive and consider a request from the Relief in Need Charity Trustees – (a verbal request will be made by the Trustees of the Charity for the Town Council to administer the Charity at minimal cost).

7.3 **To receive and consider further details from Abel Homes on the transfer of Open Spaces and Play Areas for Phases one and Two of Swans Nest; showing a map of where litter/dog bins would be located and including the appointment of the Council's solicitors.

7.4 ** To receive and consider a request for a financial contribution towards the acquisition of a scanner for Swaffham Heritage.

8. To receive and consider CORRESPONDENCE or INFORMATION

8.1 GENERAL:

- a) ** To receive and consider Draft Standing Orders (to be circulated on Tues 8th June).

- b) ** To receive and consider further details from Abel Homes in respect of Street Lighting for Phases 4 and 5 of Swans Nest, Swaffham.

- b) To receive and consider feedback from Cllr Judy Anscombe on the Business Surveys.

- c) To receive and consider update on phased return for various facilities i.e. Public Toilets, Skatepark & MUGA, Children's Play areas – latest government advice.

8.2 BRECKLAND COUNCIL

- a) To receive and consider report from Town Clerk on Phase One and Phase Two of the support offered from Breckland Council for the re-opening of the Town Centre shops.

9. To note receipt of CORRESPONDENCE or INFORMATION

A list of all other correspondence is recorded as **Appendix 2**

10. To receive COMMITTEE & WORKING GROUP reports:

N.B. Reports include recommendations from or issues that the Council may refer to the Committee for further consideration; to be referred back to Full Council or to give delegated authority to allow the Committee to decide on receipt of further information.

10.1 COMMITTEES

a) To receive current COMMITTEE Reports

(Planning & Built Environment, Market, Events & Tourism, Recreation & Community Services, Transport, Access & Environment, HR & Governance, Estates, Heritage/Town Hall & Site Maintenance, Finance Committee)

10.2 WORKING GROUPS, TASK GROUPS or TOPIC GROUPS

a) To receive current WORKING GROUP reports

(Twinning Liaison, Swaffham Heritage Liaison, Swaffham/Watton Liaison)

11. To receive REPORTS by REPRESENTATIVES of OUTSIDE BODIES

N.B. Reports include feedback or recommendations from Council representatives of the various organisations or issues that the Council may wish refer to or essential information that may be relevant to Town Council business.

Iceni Partnership, Iceni Partnership Buildings Management, Swaffham Heritage Ltd, Relief in Need Charity, Swaffham Town Estate, Health Forum, Swaffham Community Transport, Norfolk ALC, SCALGA, Swaffham Swimming Pool, The Hamond Educational Charity and the Town Team

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

12.1	Market, Events & Tourism Committee	Mon	15 th Jun	5.30pm	Virtual
12.2	Estates, Town Hall/Heritage & Site Maintenance Committee	Wed	17 th Jun	4.00pm	Virtual
12.3	Planning & Built Environment Committee	Tues	30 th Jun	4.00pm	Virtual
12.4	Full Council	Wed	8 th July	4.00pm	Virtual
12.5	Recreation & Community Services Committee	Mon	13 th July	6.30pm	Virtual
12.6	Finance Committee	Mon	27 th July	6.30pm	Virtual
12.7	Planning & Built Environment Committee	Tues	28 th July	6.30pm	Virtual

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

CONFIDENTIAL BUSINESS following the exclusion of the public and press

13.1 To receive and consider any staff related issues from the HR & Governance Committee.

13.2 **To receive and consider breach of Market Rules and Regulations by a Licensed Market Trader.

13.3 To receive and consider progress report on 'in-principle' stage one investigations regarding the possible acquisition of a community asset.

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

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