

Swaffham Town Council

Minutes of the **Annual Town Council** meeting held on **Wednesday 18th May 2022** at **6.35pm** in the **Town Hall**.

Present: Mayor Cllr J Anscombe (in the Chair)

Councillors: Mrs N Bass, Mrs L Beech, Mr S Bell, Mr P Darby, Mr C Houghton, Mrs S Matthews, Mr K Oliver, Mr I Pilcher, Mr L Scott, Mrs J Skinner

Town Clerk: Mr R Bishop
Office Administrator: Mrs H Duggan

Breckland Cllrs: Mr D Wickerson

Public: 6

Prayers were led by Cllr Matthews

1. Nominations for Mayor for 2022-23.

In accordance with standing orders Cllr S Bell was elected as Mayor.

It was agreed Cllr Stewart Bell was elected and confirmed as Mayor for 2022-23

2. Address from the Mayor

The Mayor addressed the Council – see Appendix 1.

3. Nominations for Deputy Mayor 22-23

In accordance with Standing Orders Cllr J Anscombe was confirmed as Deputy Mayor 2022-23.

It was agreed Cllr Judy Anscombe was confirmed as Deputy Mayor for 2022-23

4. Declarations of Acceptance of Office for the Mayor and Deputy Mayor

The Declarations of Acceptance of Office were signed by the Mayor and Deputy Mayor, witnessed by the Town Clerk.

5. Apologies for absence

Cllr Graham Edwards – holiday
Cllr W Bensley – work commitment
Cllr I Sherwood – prior commitment
Cllr E Colman – travel difficulties
PC Button – work commitment

6. Declarations of Interest

None received.

7. Annual Report & Final address from the retiring Mayor, Cllr Judy Anscombe.

The Deputy Mayor referred to the report given at the earlier Annual Town Assembly meeting.

8. Nominations for Committees/Sub-Committees:

(a) Committee Structure Terms of reference – including Barn Steering Group

The only proposed change highlighted was the amendments to the terms of reference for the Barn Steering Group including consideration of whether this sits better as a committee or remain as a Steering Group.

(b) Market Committee (Mayor/Deputy Mayor + 5)

Initials: _____

<p>The Market Committee – has the option of five Councillors, plus Mayor and Deputy Mayor and four non-Councillor members.</p> <p>One of the ex-officio roles is not being taken up, so six Councillors + the Deputy Mayor (ex-officio) is required.</p>	<p>It was agreed to continue with current members: Mayor Cllr Stewart Bell (ex-officio) Cllrs Lindsay Beech, Wendy Bensley, Paul Darby, Colin Houghton, Shirley Matthews, Jill Skinner</p>
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(c) Assets & Open Spaces Committee (Mayor/Deputy Mayor + 5)

<p>The Assets & Open Spaces Committee – has the option of five Councillors, plus Mayor and Deputy Mayor.</p> <p>One of the ex-officio roles is not being taken up, so six Councillors + the Mayor (ex-officio) is required.</p>	<p>It was agreed to continue with current members: Deputy Mayor Cllr Judy Anscombe, (ex-officio) Cllrs Wendy Bensley, Paul Darby, Graham Edwards, Kurt Oliver, Les Scott, Jill Skinner</p>
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(d) Planning Committee (Mayor/Deputy Mayor + 5)

<p>The Planning & Built Environment Committee – has the option of five Councillors, plus Mayor and Deputy Mayor.</p> <p>One of the ex-officio roles is not being taken up - six Councillors + the Deputy Mayor (ex-officio) is required.</p>	<p>It was agreed to continue with current members: Mayor Cllr Stewart Bell (ex-officio) Cllrs Lindsay Beech, Paul Darby, Graham Edwards, Colin Houghton, Shirley Matthews, Les Scott</p>
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(e) HR & Governance Committee (Mayor/Deputy Mayor) + WB, GE & CH for 4-years

<p>The HR & Governance Committee has the option of three councillors, plus Mayor and Deputy Mayor</p> <p>Three Cllrs were appointed for a four-year term in May 2019.</p>	<p>It was agreed to continue with current members: Mayor Stewart Bell, Deputy Mayor, Cllr Judy, Anscombe (ex-officio), Cllrs Wendy Bensley, Graham Edwards, Colin Houghton</p>
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(f) Grievance & Appeal Panel – (NB terms of reference required)

<p>Members of the Grievance Panel must not be on the HR Committee for obvious reasons.</p> <p>A Draft Terms of reference is not ready to be considered</p>	<p>It was agreed to continue with current members: Cllrs Paul Darby, Shirley Matthews, Jill Skinner</p>
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(g) Transport & Environment Committee (Mayor/Deputy Mayor + 5)

<p>The Transport & environment Committee has the option of five Councillors, plus the Mayor and Deputy Mayor</p>	<p>It was agreed to continue with current members: Deputy Mayor Cllr Judy Anscombe (ex-officio) Cllrs Lindsay Beech, Kurt Oliver, Les Scott, Jill Skinner (two vacancies)</p>
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9. Nominations for Working Groups or Task Groups:

(a) Twinning Liaison

Initials: _____

It was agreed to continue with Mayor, Deputy Mayor and Cllr Graham Edwards (Twinning Association representative).

(b) Swaffham Heritage Liaison

It was agreed to continue with the Mayor/Deputy Mayor, Town Clerk/Deputy Clerk.

(c) Christmas Lights Switch-on event organising Group

It was agreed to continue with Cllrs Nayna Bass, Lindsay Beech, Stewart Bell, Kurt Oliver.

(d) Barn Steering Group – (NB terms of reference required to update & evolve to Committee?)

Cllrs Beech and Oliver initially asked to be removed from the Steering Group however Cllr Skinner asked that the decision on the Barn Steering Group members be deferred until the group had been reconstituted. Current members: Cllr L Beech, P Darby, C Houghton, K Oliver, Jill Skinner, G Edwards.

It was agreed to defer a decision on the Barn Steering Group members until the group had been reconstituted.

(e) Cheque signatories

It was agreed to remove Cllr Skinner as a signatory on the Council Bank accounts.

It was agreed to continue with five Cllrs as signatories on the Council Bank accounts – Cllrs Judy Anscombe, Wendy Bensley, Paul Darby, Graham Edwards, Colin Houghton.

(f) Councillor to check bank reconciliations

It was agreed to continue with Cllr Pilcher for bank reconciliation.

10. Nominations for representatives on outside bodies

It was agreed to continue with current Cllrs for representation on Outside Bodies:

- Icen Partnership Buildings Management - Cllrs Paul Darby, Graham Edwards, Colin Houghton
- Swaffham Heritage - Cllr Paul Darby
- Swaffham Town Estate - Cllrs Paul Darby, Shirley Matthews
- SCALGA - Cllr Graham Edwards
- Swaffham Swimming Pool - Cllr Jill Skinner
- The Hamond Educational Charity - Cllr Paul Darby and David Wickerson
- HAZ (Heritage Action Zone) – Strategic Board - Cllr Judy Anscombe
- Swaffham Twinning Association - Cllr Graham Edwards

11. Internal Auditor for the forthcoming year 2022-23.

It was agreed to continue with Auditing Solutions Ltd.

12. Policy Review programme for 2022-23 including Finance Regulations and Standing Orders.

The Town Clerk advised the Draft Policy Review programme was not yet ready for circulation.

The meeting closed at 7.00pm

Mayor.....

Initials: _____

Mayor Cllr Stewart Bell address

Before I begin I would like to express my sincere thanks to Judy for all her tireless work during her time as Mayor, striving always to get the best for the people of Swaffham and even to get the best from myself. Judy has been a fantastic friend and advisor in preparing me for my own time as Mayor. So Judy I say again, thank you.

As for myself, my family have called Swaffham home for 4 generations, owning various businesses around the town as well as many know our main industry as Travelling Showman on the Funfairs. Though my work life has often took me far away Swaffham has always been home and where I look forward to coming back to.

My family are business people and I will be the first to admit when I first became a councillor I found it very hard to adjust to the ways of local government and not being able to make decisions on my own, but thankfully I have had the opportunity to spend my time here working alongside dedicated and passionate experienced councillors who have helped show me a new way of doing things.

Working together these days is more important than ever and I am glad to say I will be fulfilling my role to the best of abilities with the full support of my wife, Debbie, who is very much looking forward to attending the numerous civic functions together.

Now that we the council are in our last year in office I ask each and everyone of you to pull together and make a real difference for the people of Swaffham.

I have never had any hidden agendas while sitting on the council, I only wish to return the kindness the people of Swaffham have shown me and my family over all the years by doing the best I can for them and so I encourage all my fellow councillors to speak openly and without hidden agenda so we may work to the best conclusion for the people of this town.

In accepting the chain of office I do so for my family, past and present, especially my late parents Alfie and Joan, who love and loved this town as well, for the many great friends I've met along the way and most importantly for the people of Swaffham who chose to allow me to represent them. Thank you.