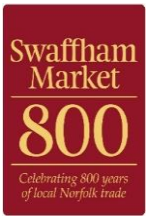




# Swaffham Town Council

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**PLEASE REPLY TO: Claire Smith**, Deputy Town Clerk **E-mail:** deputyclerk@swaffhamtowncouncil.gov.uk

## Swaffham Town Council Estates, Heritage/Town Hall & Site Maintenance Committee

You are hereby summoned to a meeting of the **Estates, Heritage/Town Hall & Site Maintenance Committee** on **Wednesday 17<sup>th</sup> June** at **4.00pm** by zoom link below

<https://us02web.zoom.us/j/89538261202?pwd=NEc3M0pDVFJpYkFIOHBDbENocm1xUT09>

N.B In the case of non-members this agenda is for information only.

Claire Smith  
**Deputy Town Clerk**

**Committee members are as follows: -**

**Councillors:** - J Skinner, P Darby, L Scott, J. Anscombe, G Edwards, Deputy Mayor (to be elected 10th June)

**Non-Voting Advisory Representatives** – Swaffham Heritage, Icen Partnership

Summons issued on 11<sup>th</sup> June 2020

### AGENDA

- 1 To receive apologies for absence
- 2 To receive declarations of interest for items on the agenda

To adjourn the meeting to allow any members of the public to address the Estates Committee in a **PUBLIC OPEN FORUM** (Maximum of 15 minutes)

- 3 To receive and agree the Minutes: 22<sup>nd</sup> January 2019
- 4 To report on outstanding actions agreed at previous meetings (*not included elsewhere on the agenda*).
- 5 To receive and consider any Estates related issues from Non-Member Councillors (*at the Chairman's discretion, prior notification must be received*).
- 6 To receive and consider issues relating to Swaffham Heritage and the Town Hall
  - 6.1 Request for a copy of the actual loan papers (not the repayment schedule) for the Trustee with legal experience to inspect.
  - 6.2 A request for the Town Council to carry out their obligations under The Second Schedule – Tenant's Covenants Clause 6.2 of the lease.

6.2 As often as shall be necessary to treat, maintain, wash, clean in a suitable and workmanlike manner all the internal surfaces of all present and future structures comprising any part of the Premises as per enclosed plan. The Landlord and tenant shall have a shared right of way through the main entrance from London Street and the Landlord would take responsibility for one daily clean (Monday to Friday) of the main foyer on the ground floor.

- 6.3 Invoice for Heritage Insurance Policy
- 6.4 Emergency Call Out Policy
- 6.5 TIC SLA renewal
- 6.6 Town Hall Window Sills update
- 6.7 Fire Alarm practice update
- 6.8 Emergency Lighting repair

**7 To receive and consider outlying buildings:**

- 7.1 Shambles Public Toilets/potential improvements refurbishment update
- 7.2 The Magazine – old ammunitions store update – Cllr L Scott
- 7.3 Church Clock – digitalisation update

**8 Health and Safety Compliance**

**9 To receive update on planned preventative maintenance (PPM) programme**

**10 To review codes for repairs and maintenance for outside equipment (4075,4143,4235,4301)**

**11 Footpath Maintenance- the increased use of Swaffham footpaths during coronavirus reinforces the desirability of providing/increasing a budget for grass cutting and clearing**

**12 To receive and consider late or urgent matters at the Chairman's discretion, not included elsewhere on the agenda (*prior notice must be given*).**

**13 ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960:  
CONFIDENTIAL BUSINESS following the exclusion of the public and press**

**14 To receive and Consider Legal updates re-Ward Gethin Archer**

**15 To agree date for next meeting and items for a future agenda: 5<sup>th</sup> August 2020**