

## SWAFFHAM TOWN COUNCIL

Minutes of the **Finance Full Council** meeting on **Monday 3 July 2023** at **1.00pm** in the Council Chamber.

Present: Mayor Cllr S Bell (in the Chair),  
Cllr Darby, Cllr Eves, Cllr Skinner, Cllr Zielinski

Town Clerk: H Carrier

Deputy Clerk: L Jarrett

Finance Officer: H Duggan

Member of public: None

### **FIN1/23**      **Absence**

Apologies were received from Cllr Bensley, Cllr Edwards and Cllr Pickard.

No Apologies were received and so the following Cllrs are marked as absent: Cllr Beech, Cllr Braithwaite, Cllr Cooper, Cllr Ellerbeck, Cllr Scott.

### **FIN2/23**      **Declarations of interest**

There were no declarations of interest.

### **FIN3/23**      **Public Open Form**

There were no public present at the meeting.

### **FIN4/23**      **Minutes of the Finance Full Council**

The minutes of the Full Finance Council meeting held on 24 April 2023 were agreed as an accurate record.

### **FIN5/23**      **Late urgent items at the Chairman's discretion**

There were no late items for discussion.

### **FIN6/23**      **Outstanding actions agreed at the last Finance meeting**

Item 6.1 – The Town Clerk at the time was tasked with producing a detailed report of all costings in relation to the Barn Complex, from purchase up to date. This was outstanding and the new Town Clerk advised an accounts report would be sent to councillors shortly.

### **FIN7/23**      **Summary of Receipts and Payments Q1**

Noted.

The Town Clerk advised that from the autumn the office would begin the budget review for 2024/25 with regular updates provided to Council.

### **FIN8/23**      **Budget Forecast Report for Q1**

Noted

### **FIN9/23**      **Internal Control Officer report**

Cllr Zielinski confirmed the quarterly review was undertaken prior to the meeting and all was satisfactory.

### **FIN10/23**      Request for the use of Recreation Ground for a Family Day

It was confirmed that the request would be put to the Market Committee for consideration.

Initials.....

**FIN11/23      Internal Audit quote**

It was resolved to accept and proceed with a quote from Norfolk ALC to undertake the Internal Audit for 2023/24.

**FIN12/23      Breckland District Council Service Level Agreement for bin serving at Swans Nest.**

It was resolved to accept the Service level Agreement and the quote from Breckland District Council for the servicing of bins at Swans Nest.

**FIN13/23      Next meeting**

Monday 23 October 2023 at 1pm, Council Chamber, Town Hall.

Meeting closed at 1.20pm

Chairman.....