



## SWAFFHAM TOWN COUNCIL

Town Hall, 4 London Street, Swaffham, Norfolk PE37 7DQ

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[www.swaffhamtowncouncil.gov.uk](http://www.swaffhamtowncouncil.gov.uk)



### Full Council Meeting

**You are hereby summoned to a Full Council meeting of the Town Council to be held on Wednesday 9 September 2026 at 6.30pm in the Council Chamber**

The meeting will be live streamed via MS Teams and can be viewed by using the link [Full Council](#)

#### **DECLARATIONS OF INTEREST**

Councillors, please note that members are asked at the relevant point on the agenda to declare any interests that they may have in any items on the agenda. Declaration includes the nature of the interest, and whether it is a personal or disclosable pecuniary interest.

NB In case of non-members this agenda is for information only.

#### **AGENDA**

**67/26 To receive apologies for absence**

**68/26 To receive declarations of interest**

To deal with any disclosure by Members of any disclosable pecuniary interests and interests other than pecuniary interests, as defined under the Swaffham Town Council Code of Conduct and the Localism Act 2011, in relation to matters on the agenda.

**69/26 To receive and agree the Minutes of the Full Council Meeting held on Wednesday 8 July 2026**

**70/26 Receive reports from:**

70.1. Norfolk County Council

70.2. Breckland District Council

**71/26 Public Forum: an opportunity for members of the public attending in person to address County, District and Town Councillors**

**72/26 To receive reports from:**

72.1. Mayor

72.2. Town Clerk

72.3. Museum Report

**73/26 To receive and consider late any urgent items at the Chairman's discretion (prior notification must be received)**

**74/26 To receive notification of the resignation of Cllr Ellerbeck with immediate effect.**

**75/26 \*\*To consider schemes for Parish Partnership Scheme**

**76/26 \*\*To consider and decide Calendar of Meetings 2027**

**77/26 To consider the response regarding Regulation 19, as forwarded from the Planning & Built Environment Committee meeting held on 25 August 2026**

- 78/26 \*\* Christmas Lights Upgrade and Christmas Light Switch-on – update and options for consideration from the Community Engagement Officer**
- 79/26 \*\*To consider request from Icen Partnership for Additional Car Parking at the Swaffham Community Centre**
- 80/26 \*\*To consider quote received for the repair of the lime plaster in top corridor at the Town Hall/Museum**
- 81/26 To consider Finance**
- 81.1. \*\* To note the inclusion of Cyber Defence cover within the Council’s insurance policy
- 81.2. \*\*To receive receipts for July and August 2026
- 81.3. \*\*To approve the payments of accounts July and August 2026
- 81.4. \*\*To approve Bank Reconciliation up to date of Agenda
- 82/26 To resolve to exclude the press and public from the meeting pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, as applied by Section 100 of the Local Government Act 1972, as matters under discussion are confidential and related to staffing matters.**
- 83/26 \*\*To receive update from Chair of HR & Governance Committee**
- 84/26 \*\*To consider decision on staffing as recommended by HR & Governance Committee meeting held on 1 September 2026**
- 85/26 To agree the date of the next Full Council meeting on Wednesday 14 October 2026 at 6.30pm to be held in the Council Chamber at the Town Hall and agree items for a future agenda.**

Signed: *Helen Carrier*  
Town Clerk

Dated: 4 September 2026

**\*\*indicates more information circulated with agenda**