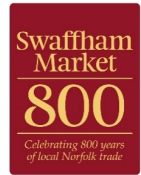




Swaffham Town Council

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PLEASE REPLY TO: Richard Bishop, Town Clerk **E-mail:** townclerk@swaffhamtowncouncil.gov.uk

Swaffham Town Council **Full Council Finance**

You are hereby summoned to a **Finance Full Council meeting** on **Wednesday 4th May 2022** at **6.30pm** in the Council Chamber of the Town Hall.

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

Richard Bishop
Town Clerk

Summons issued on 27th April 2022

AGENDA

(6.30pm)

- 1 To receive apologies for absence.

(6.31pm)

- 2 To receive declarations of interest for items on the agenda.

(6.32pm)

To adjourn the meeting to allow any members of the public to address the Finance Committee in a **PUBLIC OPEN FORUM** (Maximum of 15 minutes, N.B. only questions received in advance either verbally or in written form can be answered)

(6.47pm)

- 3 To receive and consider any urgent items at the Chairman's discretion (*prior notification must be received*).

(6.48pm)

- 4 ****To receive and agree the Minutes:** Wednesday 26th January 2022.

(6.49pm)

- 5 To report on outstanding actions agreed at the last Finance Committee meeting.

- 6 To consider Financial Report, issues for consideration and updates from the RFO:

(6.50pm)

- 6.1 ****To receive and consider accounts to 28th February 2022:** -
 - (a) Income & Expenditure analysis 2021-22 and
 - (b) Bank Reconciliation.

(6.55pm)

- 6.2 ****To receive and consider the following issues**

- a. ** Commencement of Council Truck Review – consideration of recommendations for short-term costs associated with small truck and notification of 4-year lease rental for larger truck ending in October 2022 and possibilities of replacements.
- b. ** Accounts Software Upgrade – consider changing software and support for 2022-23 for Accounts, Allotments and Cemetery.
- c. ** Compare Dropbox cost plans and consider upgrade for one year.
- d. ** Consider options for Investment in upgraded IT hardware for the office.
- e. ** Finalise Budget for Queen’s Platinum Jubilee Events (£2,000 allocated) and report on programme for the Bank Holiday Weekend.
- f. ** Tree Report (awaited) re-Churchyard trees.
- g. **PKF Littlejohn External Auditor notification of timetable for 2021-22 Audit.
- h. Update from the Town Clerk on commuted sums received or expected from 4 housing developers.

(7.25pm)

7. REVIEW OF GENERAL POLICIES (N.B. start review 21st Dec – complete 24th Jan)

7.1 Progress on Policy Review – Updated Policy Review Record – (to follow)

7.2 Updated – Health & Safety Policy – (to follow)

7.3 ** To Consider Barn Terms of Reference (Draft) alongside Barn Steering Group Terms of Reference (Existing).

(7.35pm)

8. To agree date for next meeting and items for a future agenda: Monday 25th April 2022, 6.30pm.

(7.36pm)

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

CONFIDENTIAL BUSINESS following the exclusion of the public and press.

9.1 ** To receive and consider commercially sensitive information relating to 6.2 (b) and 6.2 (d) costings etc.

9.2 ** To receive and consider Confidential correspondence re-Days Field.

9.3 To receive and consider update re-Transfer of land to Breckland Council.

9.4 To discuss options for management changes relating to Mayor/Chairman, Full Council and possible changes to Committee Structure.

Meeting to close at approximately 8.00pm