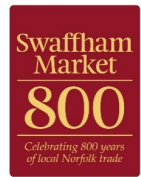




Swaffham Town Council

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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 **Monday 26th July 2021** at **6.30pm** in the Council Chamber of the Town Hall.

MEMBERS OF PUBLIC ARE WELCOME

N.B. The Town Council will be continuing with social distancing guidelines, hand sanitiser and request that you to enter and leave the building fully masked, removing masks when seated.

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

Richard Bishop
Town Clerk

Summons issued on 21st July 2021

AGENDA

1 To receive apologies for absence. (6.30pm)

2 To receive declarations of interest for items on the agenda. (6.31pm)

(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)

3 To receive and consider any urgent items at the Chairman's discretion (*prior notification must be received*). (6.47pm)

4 ****To receive and agree the Minutes:** Monday 26th April 2021. (6.48pm)

5 To report on outstanding actions agreed at the last Finance Committee meeting. (6.49pm)

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

6.1 ****To receive and consider accounts to mid-May 2021 for Income & Expenditure analysis 2021-22.** (6.50pm)

- 6.2 **To receive and consider progress report on external audit 2020-21.(6.55pm).
- 6.3 **To receive and consider application for grant/sponsorship from Swaffham Rotary. (7.00pm)
- 6.4 **To receive and consider digitalisation of Cemetery records by purchase of specialised software to modernise and streamline the Cemetery booking process. (Initial set up cost, on-going support cost, staff time involved, balanced against medium to long-term benefit and staff time saved). (7.10pm)
- 6.5 **To receive and consider options for Sharps Bins at rear of Public Toilets – either to increase frequency of emptying from bi-monthly to four-weekly OR to consider replacing the current Sharps Bins with a larger bin. (7.20pm)
- 6.6 **To receive and consider recommendation from Assets & Open Spaces Committee in respect of upgrading and replacement of litter bins in various locations around the Town. (7.25pm)
7. **ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960:**
CONFIDENTIAL BUSINESS following the exclusion of the public and press.
- 7.1 To receive and consider update from the Town Clerk on the Barn acquisition, dealing with the Draft Contract and Title Report. (7.35pm)
- 7.2 To receive and consider progress report re-conveyance of two-acres of land to Breckland Council and subsequent detail of covenant. (7.45pm)
- 7.3 To receive and consider important or urgent issues arising out of consultants' workshop on 21st July 2021 re-asset review. (7.50pm)
8. **To agree date for next meeting and items for a future agenda:** Monday 25th October 2021, 6.30pm. (8.29pm)

Meeting to close at approximately 8.30pm