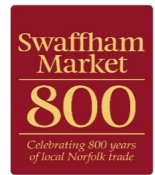




Swaffham Town Council

Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ
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PLEASE REPLY TO: Richard Bishop, Town Clerk

E-mail: townclerk@swaffhamtowncouncil.gov.uk

SWAFFHAM TOWN COUNCIL – NOTICE

Councillors are hereby summoned to a virtual meeting of the Town Council, to be held on

Wednesday, 9th December 2020 at 6.30 p.m. by using the following link

<https://us02web.zoom.us/j/82917495362?pwd=dDFDNzlrS2EwbHAzM0lzdZlZWZUhdz09>

Meeting ID: 829 1749 5362

Passcode: 697987

(NOTE: In the case of non-members, this agenda is for information only.)

DECLARATIONS OF INTEREST

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

Richard Bishop

Town Clerk

Summons issued on 3rd December 2020

AGENDA

For a meeting of the Full Council on Wednesday, 9th December 2020 at 5.30pm in the Town Hall, Swaffham commencing with prayers led by the Mayor.

1. To receive APOLOGIES & REASONS FOR ABSENCE

2. To receive DECLARATIONS OF INTEREST – for items included on the Agenda.

To adjourn the meeting to allow members of the public to address the Town Council in a PUBLIC OPEN FORUM (Maximum of 15 minutes)

3. To receive and consider REPORTS: police, principal authority etc

N.B. Councillors have an opportunity to ask questions after each report and where appropriate can consider to bring forward or discuss items further down the agenda where the representative can make a positive contribution towards the debate: -

- 3.1 To receive a POLICE report from a local PC or PCSO on police matters for the past month.
- 3.2 To receive a COUNTY COUNCILLOR report from your County Councillor Ed Colman.
- 3.3 To receive a BRECKLAND COUNCILLOR report from Cllrs I Sherwood, E Colman, D Wickerson

4. To receive REPORTS from the Mayor, the Town Clerk, Committees, Working Groups & Outside Bodies

- 4.1 To receive Mayor's Announcements including a report on Civic Events attended.
- 4.2 To receive and consider urgent reports, correspondence, or information at the Mayor's discretion - prior notice must be given.
- 4.3 To receive the Town Clerk's Report and Councillors' questions relating to ongoing business.

5. To receive and/or agree the MINUTES:

- 5.1 ** Tuesday 3rd November 2020 – Extraordinary Full Council.
- 5.2 ** Wednesday 11th November 2020 – Full Council.

6. FINANCE:

- 6.1 ** To receive and consider Accounts for payment for July 2020 (recorded as **Appendix 1**).
- 6.2 ** To receive and consider request for further pandemic rent relief for Sues News – Jan-March 2020.
- 6.3 ** To receive and consider request from Swaffham Heritage for contribution towards CCTV system.

7. To receive and consider CORRESPONDENCE or INFORMATION

7.1 GENERAL:

- a) To note receipt of weekly correspondence or information (a list is recorded as **Appendix 2**).
- b) ** To receive and adopt Draft Metal Detecting Policy & Agreement.
- c) ** To receive and consider Icen Partnership request minor alterations to Creche at Community Centre.
- d) ** To receive and consider resident complaint re-ducks in the Town Centre.
- e) To receive and consider resignation from all Committees by Councillors Keith Sandle and Brendan Holmes, consideration for changes to Committee Structure, until full review at annual meeting in May: -
- f) i Terms of reference - to allow Councillors to serve on five Committees instead of four.
 - f) ii Possible amalgamation of Recreation & Community Services, with Estates Committee.
 - f) iii Appointment of Councillors to newly formed Market Committee.
 - f) iv Confirmation of Tourism being moved to the Estates Committee.
 - f) v Confirmation of Working Groups being used for Events as appropriate.
 - f) vi Other areas/issues to address during Full review – e.g. HR referred to HR Committee in January.

7.2 POLICE:

- a) ** To receive and consider invitation to District Superintendent briefing on 15th December.

8.To notify the DATES of forthcoming meetings and to receive any items for a future AGENDA:

8.1	Extraordinary Full Council	Mon	14 th Dec	6.30pm	Zoom virtual
8.2	Planning & Built Environment Committee	Tues	15 th Dec	4.00pm	Zoom virtual
8.3	Finance Full Council - BUDGET	Wed	16 th Dec	6.30pm	Zoom virtual
8.4	Human Resources & Governance Committee	Mon	11 th Jan	12noon	Zoom virtual
8.5	FULL COUNCIL	Wed	13 th Jan	6.30pm	Zoom virtual
8.6	Market Committee – inaugural meeting	Mon	18 th Jan	6.30pm	Zoom virtual
8.7	Estates, Heritage/Town Hall & Site Maint. Committee	Wed	20 th Jan	6.30pm	Zoom virtual
8.8	Recreation & Community Services Committee	Mon	25 th Jan	6.30pm	Zoom virtual
8.9	Planning & Built Environment Committee	Tues	26 th Jan	4.00pm	Zoom virtual
8.10	Finance Full Council – BUDGET	Wed	27 th Jan	6.30pm	Zoom virtual

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

CONFIDENTIAL BUSINESS following the exclusion of the public and press

9.1 **To receive and consider Draft Press Statement for release 10th Dec 2020.

9.2 To receive and consider code of conduct issues relating to the circulation of recent/on-going correspondence.

9.3 To receive and consider Freedom of Information request in relation to a possible breach of General Data Protection Regulations (GDPR).

*Indicates where copies have been circulated to Town Councillors previously.

**Indicates where copies have been circulated to Town Councillors recently.