



# Swaffham Town Council

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## SWAFFHAM TOWN COUNCIL – NOTICE

Councillors are hereby summoned to an extraordinary meeting of the Town Council, to be held on **Monday, 23<sup>rd</sup> March 2020 at 6.30 p.m.** at the Town Hall, Swaffham.

(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 16<sup>th</sup> March 2020

## AGENDA

*For an extraordinary meeting of the Full Council on **Monday, 23<sup>rd</sup> March 2020 at 6.30p.m.** in the Town Hall, Swaffham*

### 1. To receive APOLOGIES & REASONS FOR ABSENCE

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

### 3. To receive and consider government guidance in regard to Coronavirus (CONVID-19) and self-isolation or quarantine - to put in place temporary/emergency governance arrangements: -

- a) To receive and consider emergency meeting programme and the possibility of temporarily suspending all Committee meetings and reverting to twice monthly Full Council meetings for the foreseeable future.
- b) To receive and consider example of draft scaled Full Council agenda.
- c) To receive and consider draft emergency scheme of delegation, including roles and responsibility and communication.
- d) To discuss and agree essential and non-essential tasks, during this period of emergency.
- e) To discuss and agree the continuation of services such as Market, Public Toilets, Town Hall and Cemetery (Burial Authority).
- f) To discuss and agree possible scaled down Annual Town Assembly (scheduled for 29<sup>th</sup> April) and Annual Meeting of the Town Council (scheduled for 13<sup>th</sup> May).

- g) To discuss and agree the continuation/postponement or cancellation of forthcoming community events in 2020.
- h) To receive and consider the role of the Town Council in respect of assisting/identifying/or increasing awareness of Vulnerable People in the Town.

**4. To receive and consider any LATE BUSINESS at the discretion of the MAYOR –** (prior notification must be received).

**5. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960:**

CONFIDENTIAL BUSINESS following the exclusion of the public and press

**5.1** To receive and consider HR issues, staff contacts/communication, GDPR, self-isolation/sick pay, working from home and to agree how the staff could operate.

**5.2** To receive and consider update from the Green Britain Centre Working Group in respect of any progress made since the meetings on 2<sup>nd</sup> and 11<sup>th</sup> March.