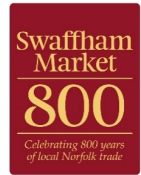




Swaffham Town Council

Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ
Telephone 01760 722922
www.swaffhamtowncouncil.gov.uk



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 25th July 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 18th July 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 4th May 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 for the 1st Quarter: -**
 - (a) Income & Expenditure analysis to 18th July 2022 and**
 - (b) Bank Reconciliation to 30th June 2022.**

(7.00pm)

6.2 **To receive and consider the following issues

- a. ** Consideration of taking of Grass Cutting from Norfolk County Council with agreed budget.
- b. ** Consideration of our sourcing HR Policy review and support.
- c. ** Dementia Care
- d. Report from Relief in Need Charity

(7.30pm)

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

7.1 Draft (A) TC 101 Asset Management & Register

7.2 Draft (M) TC 102 Mourning Protocol

7.3 Draft (C) TC 102 Code of Conduct (in progress + recommendations)

7.4 Draft (F) TC 101-109 Financial Risk Assessments (in progress + recommendations)

(7.55pm)

8. **To agree date for next meeting and items for a future agenda:** Monday 24th October 2022, 6.30pm.

Meeting to close at approximately 8.00pm