



Swaffham Town Council

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

Swaffham Town Council Finance Committee

You are hereby summoned to a meeting of the **Finance Committee** on **Monday 13th January 2020** at **6.00pm** in the Town Hall, Swaffham.

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


Richard Bishop
Town Clerk

Committee members are as follows: -

Councillors: - J Skinner, K Sandle, J Anscombe, S Bell, G Edwards, B Holmes, I Pilcher
Summons issued on 7th January 2020

AGENDA

- 1 To receive apologies for absence**
- 2 To receive declarations of interest for items on the agenda**

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 Financial issues raised by non-Committee member Councillors (prior notification must be received).**
- 4 To receive and consider any urgent items at the Chairman's discretion (prior notification must be received).**
- 5 To receive and agree the Minutes: Monday 2nd December 2019**
- 6 To report on outstanding actions agreed at the last meeting.**
- 7 To consider Financial Report, issues for consideration and updates from the RFO:**
 - 7.1 ****To receive and consider actual accounts to 31st December 2019 for Income & Expenditure analysis 2019-20.**
 - 7.2 **To receive and consider estimate for 2nd valuation of GBC as part of due diligence.**
 - 7.3 **To receive and consider estimate for surveyor's costs for Land adjacent to GBC.**
 - 7.4 **To record receipt of Section 106 monies from Breckland Council re-Tesco/Millingate development.**
 - 7.5 **To receive and consider revised critical analysis for the GBC/Days Field project.**
- 8 To receive and consider Policy Review for the following policies: -**
 - 8.1 ****Code of Conduct**
 - 8.2 ****Community Engagement Strategy**
 - 8.3 ****The General Power of Competence**
 - 8.4 ****Members' allowance Policy**
 - 8.5 ****Procurement Policy & Procedure Guide**
 - 8.6 ****Records Retention Policy & Disposal Guide**

- 9 To receive and consider amendments to Budget and Budget Report for the financial year 2020-21 and budget presented by the Town Clerk/RFO on 2nd December 2019 (in the order of the following Cost Centres): -**

Finance Committee

- 9.1 *Un-earmarked Capital Reserves*
- 9.2 *Earmarked Capital Reserves*
- 9.3 *Earmarked Revenue Reserves*
- 9.4 *Precept*
- 9.5 *Amenity & Agency*

Market, Events & Tourism Committee

- 9.6 *Market*
- 9.7 *Events & Tourism*

Recreation & Community Services Committee

- 9.8 *Northwell Pool*
- 9.9 *Allotments*
- 9.10 *Cemetery & Churchyard*
- 9.11 *Open Spaces*

Estates, Town Hall/Heritage & Maintenance Committee

- 9.12 *Town Hall*
- 9.13 *Public Toilets*

HR & Governance Committee

- 9.14 *Administration & Miscellaneous*
- 9.15 *Outside Equipment and Vehicles*

- 10. To agree date for next meeting and items for a future agenda: Monday 27th April 2020, 6.30pm.**