

## SWAFFHAM TOWN COUNCIL

Minutes of the **Finance Full Council** meeting on **Monday 26<sup>th</sup> April 2021** at **6.30pm** held via virtual media link.

Present: Cllr J Skinner (in the Chair),  
Cllrs J Anscombe, L Beech, S Bell, P Darby, G Edwards, C Houghton,  
S Matthews, K Oliver, I Pilcher,

Town Clerk: R Bishop  
Minute Taker: C Smith

R Crook, H de Lyon

1. **Apologies for Absence**  
Cllr W Bensley – work commitments

2. **Declarations of Interest**  
2.1. None received.

**ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960:  
CONFIDENTIAL BUSINESS following the exclusion of the public and the press.**

3. **Further information regarding the recent bid for a feasibility study, business plan and asset review**

3.1. Cllrs asked R Crook and H de Lyon to clarify a couple of issues regarding their bid. R Crook and H de Lyon left the meeting at 18.43

4. **Feasibility Study, Business Plan and Asset review**

4.1. Cllrs discussed the bids and information received so far. It was proposed that the item be adjourned to another meeting after a face-to-face meeting was held to clarify bids with one other contractor.

**It was agreed to adjourn the meeting to defer the appointment of a consultant until a meeting was held with one other contractor to clarify the bid.**

4.2. Cllrs discussed the management of the project, it was proposed that a steering group be set up as soon as possible, after the appointment of the consultant. The Town Clerk advised that the Full Council need to agree terms of reference for the steering group, to avoid duplication and constant referral to Full Council for decisions.

**It was agreed that Draft terms of reference for the steering group would be presented to Full Council for agreement at the next meeting, with a view to then appointing a steering group.**

5. **Grounds Maintenance at Swans Nest**

5.1. Cllrs discussed the bids it was proposed to appoint CGM for the ground's maintenance at Swans Nest.

**It was agreed to appoint CGM for the ground's maintenance contract at Swans Nest.**

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)

6. **Urgent Items at the Chairman's Discretion**

Initials.....

- 6.1. Green Lighting for St Johns Day in June – Cllr Oliver reported that he had the acetate that could be placed on the Buttercross lighting to make the light green for the day. The Town Clerk and Cllr Oliver agreed to meet and check that the acetate could be fitted. It was also proposed that the St Johns flag be flown at the Town Hall as in previous years.

**It was agreed to use the acetate for green lighting on St Johns Day if possible and to fly the St Johns Ambulance flag at the Town Hall.**

**7. Minutes of the previous Meeting**

- 7.1. The minutes of 27<sup>th</sup> January 2021 were agreed as accurate records of the meetings and would be signed by the chairman when next in the office.

**8. Report on outstanding actions agreed at the last meeting**

No issues were identified.

**9. Finance Report**

9.1. Income and Expenditure and Bank Rec to 31<sup>st</sup> March 2021

Cllrs noted the accounts up to the end of month 12.

**It was agreed to accept the accounts to the end of month 12.**

9.2. Internal and External Audit requirements

Cllrs noted the information required for audit. It was also noted that there was an aged debt in the accounts. Cllrs agreed that the debt be pursued, including resorting to legal action.

**10. Date of the next Finance Committee meeting – Wednesday 26<sup>th</sup> July 2021, 6.30pm**

- 10.1. Cllrs noted the date and time of the next meeting.

- 10.2. The Town Clerk reported that there was a national legal challenge being mounted to the suspension of virtual meetings on 7<sup>th</sup> May 2021, the outcome was expected by 30<sup>th</sup> April 2021. The changes in meeting venue were then discussed briefly.

**If it was legal to do so, it was agreed to continue with virtual meetings if it was possible for Full Council meetings. It was thought that Committees where smaller numbers are involved, should be able to make their own decision on where they should meet.**

The Town Clerk reiterated that there may be no change possible, if the legal challenge is unsuccessful.

Meeting adjourned at 7.33pm

Minutes of the **Full Council Finance** meeting reconvened 6.36pm on 6<sup>th</sup> May 2021 by virtual link.

Present: Cllr J Skinner (in the Chair),  
Cllr J Anscombe, (in the chair for the first 15 minutes of the meeting due to technical issues with the Mayors internet connection)  
Cllrs L Beech, S Bell, W Bensley, P Darby, G Edwards, C Houghton, S Matthews, K Oliver, I Pilcher, L Scott

Town Clerk: R Bishop  
Deputy Clerk: C Smith

R Ingham, K Pinnock

**11. Feasibility Study, Business Plan and Asset review**

- 11.1. Councillors invited R Ingham and K Pinnock to clarify some matters regarding their bid. Cllrs thanked them for attending, they left the meeting 18.54pm.
- 11.2. Cllrs discussed the tenders for the feasibility study, business plan and Asset review, it was proposed accept the bid by Ingham and Pinnock

**It was unanimously agreed to accept the tender from Ingham and Pinnock**

**12. Church Rooms**

- 12.1. Councillors noted that the Church Rooms had been valued, the use of the building as a community space was discussed. It was proposed that the Town Council seek to register the building as an asset of community value with Breckland District Council.

**It was agreed to seek to register the Church Rooms as an asset of community value with Breckland District Council.**

**13. Purchase of Convent Barn – receipt of Inventory**

- 13.1. Councillors noted that the inventory had been received from the Convent. It was proposed that this be passed to the Town Council solicitor to handle as part of the sale. The inventory would be shared with Councillors so that items and any offer can be considered at a future meeting.

**It was agreed that the inventory would be passed to the Town Councils solicitor to be handled as part of the sale.**

Meeting closed 19.25

Chairman.....

Initials.....