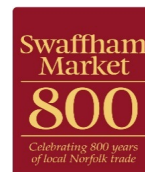




# Swaffham Town Council

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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 meeting of the Town Council, to be held on  
**Wednesday, 11<sup>th</sup> August 2021 at 6.30 p.m.** in the **Council Chamber at the Town Hall.**

(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 5<sup>th</sup> August 2021

### AGENDA

For a meeting of the **Full Council** on **Wednesday, 11<sup>th</sup> August 2021 at 6.30pm (to 8pm maximum duration 90minutes)** in the Town Hall, Swaffham commencing with prayers led by the Mayor.

**PLEASE NOTE - We will be Live Streaming the meeting on Facebook. We can only accommodate a small number of public attending. It would be appreciated if you could book a space, to avoid disappointment.**

#### 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 (PC Button) 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 \*\* Wednesday 14<sup>th</sup> July 2021 - Full Council.  
5.2 \*\* Monday 19<sup>th</sup> July -Extraordinary Full Council.

## **6. FINANCE:**

6.1 \*\* To receive and consider Accounts for payment for August 2021 (*recorded as **Appendix 1***).

6.2 To receive and consider updated costs from ICO in relation to proposal previously agreed by the HR & Governance Committee for Councillor remote access to part of the Council server to receive on-going correspondence, documents, and information – replacing the current Dropbox system (in-progress, update circulated ASAP).

6.3 To receive and consider update from Town Clerk in respect of Land Agents for the proposed sale of former allotment land at Days Field and consideration for interviewing process for the appointment of a Land Agent (in-progress, update circulated ASAP).

## **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 consider consultants' progress to date and any actions emerging from the Councillors workshop with the consultants on Wednesday 11<sup>th</sup> August 2021 10am – 12noon.
- c) \*\* To receive and consider Appointment of the Five Barn Steering Group Town Council Members in line with the Terms of Reference agreed as part of the STC Committee Structure on 19<sup>th</sup> May 2021, and to agree how to publicise and appoint the four non-Councillor members of the Steering Group.
- d) \*\* To receive and consider flying the red ensign on 'Merchant Navy Day' 3<sup>rd</sup> September.

### **7.2 BRECKLAND COUNCIL**

- a) \*\* To receive and consider Thriving People and Places (Future Breckland) – stakeholders & meetings (Town Delivery Plan for Swaffham).
- b) To receive and consider report from the Mayor following a meeting of the Heritage Action Zone (HAZ) Strategic Board on 4<sup>th</sup> August 2021.

### **7.3 NORFOLK COUNTY COUNCIL**

- a) \*\* To receive and consider Splashes name change proposal.

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

<u>No.</u>	<u>Meeting</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Staff</u>
8.1	Market Committee	Mon	16 <sup>th</sup> Aug	6.30pm	Council Chamber	RB RO
8.2	Planning Committee	Tues	31 <sup>st</sup> Aug	4.00pm	Council Chamber	CS KF
8.3	Transport & Environment Committee	Tues	7 <sup>th</sup> Sept	4.00pm	Council Chamber	RB KF
8.4	FULL COUNCIL	Wed	8 <sup>th</sup> Sept	6.30pm	Council Chamber	RB KF
8.5	Market Committee	Mon	20 <sup>th</sup> Sept	6.30pm	Council Chamber	CS RO
8.6	Assets & Open Spaces Committee	Mon	27 <sup>th</sup> Sept	4.00pm	Council Chamber	CS KF
8.7	Planning Committee	Tues	28 <sup>th</sup> Sept	4.00pm	Council Chamber	RB HD
8.8	HR & Governance Committee	Mon	4 <sup>th</sup> Oct	12 noon	Council Chamber	RB CS
8.9	FULL COUNCIL	MON	11 <sup>th</sup> Oct	6.30pm	Council Chamber	CS KF

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

CONFIDENTIAL BUSINESS following the exclusion of the public and press.

9.1 To receive and consider update on the Barn acquisition – final draft contract (imminent).

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

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