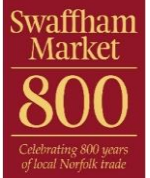




Swaffham Town Council

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PLEASE REPLY TO: Claire Smith, Deputy Town Clerk **E-mail:** deputyclerk@swaffhamtowncouncil.gov.uk

Swaffham Town Council Estates, Heritage/Town Hall & Site Maintenance Committee

You are hereby summoned to a meeting of the **Estates, Heritage/Town Hall & Site Maintenance Committee** on **Wednesday 20th January** at **4.00p.m.** by zoom link below

<https://us02web.zoom.us/j/83428856239?pwd=WENEbmxyRFdCTFBxMzF6Wm5hTUwzQT09>

Meeting ID: 834 2885 6239 Passcode: 526461

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, J Anscombe, P Darby, G Edwards, L Scott

Non-Voting Advisory Representatives – Swaffham Heritage, Icen Partnership

Summons issued on 16th January 2021

AGENDA

- 1 **4.00pm (1 min)**
To receive apologies for absence
- 2 **4.01pm (1 min)**
To receive declarations of interest for items on the agenda
4.02pm (15 mins)
To adjourn the meeting to allow any members of the public to address the Estates Committee in a **PUBLIC OPEN FORUM** (Maximum of 15 minutes)
- 3 **4.17pm (2 mins)**
To receive and agree the Minutes: 19th October 2020
- 4 **4.19pm (5 mins)**
To report on outstanding actions agreed at previous meetings (*not included elsewhere on the agenda*) – **ammunitions store at Magazine Field allotments.**
- 5 **4.24pm (2mins)**
To receive and consider any Estates related issues from Non-Member Councillors (*at the Chairman's discretion, prior notification must be received*).
- 6 **4.28pm (5 mins)**
To receive and consider annual buildings maintenance – Community Centre/Assembly Rooms – Claire Cotterill
- 7 **4.33pm (10 mins)**
To receive and consider – Ducks in Town Centre (Breckland Council Craig Fowler)

4.43pm (25 mins)

- 8 To receive and consider issues relating to Swaffham Heritage and the Town Hall
- 8.1 Thanks for Town Council contribution to CCTV
 - 8.2 Sale of existing CCTV system
 - 8.3 Repairs to outside of the building
 - 8.4 HAZ funding
 - 8.5 Working Party for the Carter 22 Celebration – including statue
 - 8.6 Notification of Town Hall/Museum staff/volunteers Evacuation exercise.

5.08pm (5 mins)

- 7 To receive and consider timetable for Section 106 play areas/open spaces/street lighting policy.

5.13pm (2 mins)

- 8 To receive and consider late or urgent matters at the Chairman's discretion, not included elsewhere on the agenda (*prior notice must be given*).

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

5.15pm (5 mins)

10. To receive and consider timetable for legal work on Church Wall, Shambles and Town Pound.

5.17pm (5 mins)

11. To agree a date for next meeting and items for a future agenda: 21st April 2021.

5.22pm Close

NB Approximate time guide for the meeting