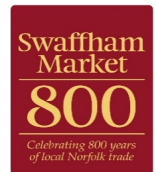




Swaffham Town Council

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 – NOTICE

Councillors are hereby summoned to the **Annual Town Assembly**,
to be held on **Wednesday, 18th May 2022 at 6.30 p.m.** at the Town Hall, Swaffham.

- Immediately followed by the **Annual meeting of the Town Council**
- Immediately followed by a **Full Town Council** meeting.

(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 12th May 2022

SWAFFHAM ANNUAL TOWN ASSEMBLY - NOTICE

To be held in the Town Hall, Swaffham at 6.30pm on Wednesday 18th May 2022; ALL members of the public are welcome.

Cllr Judy Anscombe
Town Mayor

AGENDA

6.30pm

1. Apologies for absence.

6.31pm

2. Declarations of Interest *(for items on the agenda)*.

6.32pm

3. To agree minutes of the Annual Town Assembly held on Thursday 29th July 2021.

6.33pm

4. **OPEN FORUM** - including any correspondence received and any questions from the floor (15 minutes)

6.48pm

5. Mayor's Annual Report & overview of the year 2021-22.

6.53pm

6. 2021-22 Synopsis of Accounts, and Budget for 2022-23.

ANNUAL MEETING - AGENDA

For the Annual meeting of the Full Council on Wednesday 18th May 2022 commencing at the conclusion of the Annual Town Assembly in the Council Chamber, Town Hall, Swaffham with prayers led by the Mayor.

6.58pm

1. To receive, consider and confirm nominations for MAYOR for 2022-23.

(Cllr Stewart Bell elected as Deputy Mayor on 10th March 2021 for 2021-22)

7.00pm

2. To receive an address from the newly elected Mayor.

7.05pm

3. To receive, consider and confirm nominations for DEPUTY MAYOR for 2022-23.

(Cllr Judy Anscombe elected as Deputy Mayor on 13th April 2022 for 2022-23)

7.07pm

4. To record the signing of Councillors Declarations of Office for the Mayor & Deputy Mayor.

7.09pm

5. To receive APOLOGIES and reasons for absence.

7.10pm

6. To receive Declarations of Interest, for this Annual meeting Agenda.

7.11pm

7. To receive an Annual Report & Final address from the retiring Mayor Cllr Judy Anscombe on Civic Events attended and her year in office.

7.15pm

8. To receive and consider nominations for COMMITTEES/Sub-Committees:

- (a) **Draft Amendments to Committee Structure Terms of reference – including Barn Steering Group
- (b) Market Committee (Mayor/Deputy Mayor + 5)
- (c) Assets & Open Spaces Committee (Mayor/Deputy Mayor + 5)
- (d) Planning Committee (Mayor/Deputy Mayor + 5)
- (e) HR & Governance Committee (Mayor/Deputy Mayor) + WB, GE & CH for 4-years
- (f) Grievance & Appeal Panel – **(NB terms of reference required)**
- (f) Transport & Environment Committee (Mayor/Deputy Mayor + 5)

7.25pm

9. To receive and consider nominations for Working Groups or Task Groups:

- (a) Twinning Liaison
- (b) Swaffham Heritage Liaison (3)
- (c) Christmas Lights Switch-on event organising Group
- (d) Barn Steering Group – **(NB terms of reference required to update & evolve to Committee?)**
- (e) Cheque signatories
- (f) Councillor to check bank reconciliations

7.30pm

10. To receive and consider nominations for representatives on outside bodies

- Iceni Partnership Buildings Management (3)
- Swaffham Heritage (1)
- Swaffham Town Estate (2)
- SCALGA (1)
- Swaffham Swimming Pool (1)
- The Hamond Educational Charity (2) 4-years
- HAZ (Heritage Action Zone) – Strategic Board – Town Mayor

7.35pm

11. To appoint INTERNAL AUDITOR for the forthcoming year 2022-23.

(Current Internal auditors are Auditing Solutions Ltd)

7.36pm

12. To receive and consider Draft POLICY REVIEW programme for 2022-23 including Finance Regulations and Standing Orders.

FULL COUNCIL MEETING - AGENDA

For a meeting of the Full Council on Wednesday, 18th May 2022 commencing at the conclusion of the ANNUAL meeting of the Town Council, in the Council Chamber, Town Hall, Swaffham.

7.40pm

1. To receive APOLOGIES & REASONS FOR ABSENCE

7.41pm

2. To receive DECLARATIONS OF INTEREST – for items included on the Agenda.

7.42pm

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 or PCSO 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

7.50pm

4. To receive REPORTS from the Mayor, the Town Clerk, Committees, Working Groups & Outside Bodies

4.1 To receive newly appointed Mayor's Announcements including a report on Civic Events attended by retiring Mayor.

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.

7.55pm

5. To receive and/or agree the MINUTES:

5.1 **Wednesday 13th April 2022 – Full Council.

5.2 **Wednesday 20th April 2022 – Extraordinary Full Council.

7.56pm

6. FINANCE:

6.1 ** To receive and consider Accounts for payment for May 2022 (*recorded as **Appendix 1***).

6.2 ** To receive and consider quotes from Cloudy IT for technology upgrade.

6.3 ** To receive and consider notification of Zurich Insurance renewal for 2022-23.

7. To receive and consider CORRESPONDENCE or INFORMATION

8.00pm

7.1 GENERAL:

a) To note receipt of weekly correspondence or information (a list is recorded as **Appendix 2**).

b) ** To receive and consider correction of a statement regarding regular use of the Assembly Rooms by Icen partnership.

c) ** To receive and consider Street Lighting amendment – Barratts Norwich Road site.

d) ** To receive and consider supporting the Hedgehogs R Us Highway Project.

8.05pm

7.2 BRECKLAND COUNCIL

- a) ** To receive and consider Green Spaces Call for sites – CPRE report & request – deadline 20th May.

8.10pm

7.3 NORFOLK COUNTY COUNCIL

- a) ** To receive and consider establishing of a new Breckland area Community Forum on 9th June 2022 – 10.30am – 12noon.

8.14pm

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

8.1	Planning & Built Environment Committee	Tues	25 th May	4.00pm	Council Chamber	RB HD (JW)
8.2	Market Committee	Mon	30 th May	6.30pm	Council Chamber	RB RO (HC)
8.3	Assets & Open Spaces Committee	Wed	1 st June	6.30pm	Council Chamber	RB HC (JW)
8.4	Transport, Access & Environment Committee	Tues	7 th June	4.00pm	Council Chamber	RB HD (JW)
8.5	FULL COUNCIL	Wed	8 th June	6.30pm	Council Chamber	RB HD (JW)
8.6	HR & Governance Committee	Mon	13 th June	12noon	Council Chamber	RB HC
8.7	Market Committee	Mon	20 th June	6.30pm	Council Chamber	HC RO (RB)
8.8	Planning & Built Environment Committee	Tues	28 th June	4.00pm	Council Chamber	RB JW (HC)

8.15pm

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

CONFIDENTIAL BUSINESS following the exclusion of the public and press

9.1 ** To receive and consider on-going legal matters regarding the transfer of two acres of land to Breckland council

9.2 ** To receive and consider on-going legal matters regarding the proposed sale of Days Field subject to planning permission being achieved.

9.3 ** To receive and consider exchange of e-mails and update on the transfer of the Town Pound to the Town Council.

9.4 To receive and consider verbal update on progress made by Town Mayor/Deputy Mayor and Town Clerk/Deputy Clerk with meetings relating to the Barn Project i.e. establishing potential external grant funding, prevention of dilapidation and working towards viability.

Approximate finish time 9.00pm

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

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