



# Swaffham Town Council

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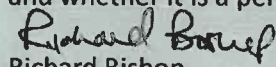
## SWAFFHAM TOWN COUNCIL – NOTICE

Councillors are hereby summoned to a meeting of the Town Council, to be held on **Wednesday, 10<sup>th</sup> April 2019 at 6.30 p.m.** at the Town Hall, Swaffham.

(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 4<sup>th</sup> April 2019

## AGENDA

*For a meeting of the Full Council on Wednesday, 10<sup>th</sup> April 2019 at 6.30pm in the Town Hall, Swaffham commencing with prayers led by the Mayor.*

### 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 MAYOR'S REPORT

3.1 To receive a report on Civic Events attended by the Mayor.

3.2 To receive and consider urgent reports, correspondence or information at the Mayor's discretion - prior notice must be given.

### 4. 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:-*

4.1 To receive a **POLICE report** from a local PC or PCSO on police matters for the past month.

4.2 To receive a **COUNTY COUNCILLOR report** from your County Councillor Ed Colman.

4.3 To receive a **BRECKLAND COUNCILLOR report** from Cllrs P. Darby, S. Matthews and I. Sherwood

### 5. To receive and/or agree the MINUTES:

5.1 \*\* Wednesday, 13<sup>th</sup> March 2019 – Full Council Meeting.

### 6. To receive a report from the TOWN HALL by the Town Clerk

6.1 To receive a brief report from the Town Clerk including: -

a) \*\* Notes from the meeting with Highways on 2<sup>nd</sup> April 2019.

6.2 To receive Councillors' questions relating to ongoing business.

## **7. FINANCE:**

7.1 \*\* To receive and consider Accounts for payment for March 2019 (prior to year-end) and April 2019 (recorded as **Appendix 1**).

7.2 \*\* To receive and consider reactive services estimate from CGM Group Ltd in respect of unauthorised encampments or similar urgent requirements; also, to receive brief report from the Town Clerk in respect of discussions with representatives of CGM.

7.3 \*\* To receive and consider additional budget required of £540.00 for trenching work on the Haspall's Road Rec for water supply to the toilets and a further £360.00 for electrical ducting/manholes either end.

7.4 \*\* To receive and consider Tesco 100<sup>th</sup> birthday 'Bags for Help' grants of £25,000, £15,000 and £10,000 for projects offering health and wellbeing benefits, tackling cancer, heart disease and diabetes.

7.5 \*\* To receive and consider details of 'Heavy Duty Bollards' for consideration at Haspall's Road Rec and Orford Road Playing Field.

7.6 \*\* To receive and consider estimate for display panels on the UKPN cabinet in the Town Centre, project put forward by the Town Team.

7.7 \*\* To receive and consider estimate for 'pigeon control' at the Town Hall.

## **8. To receive and consider CORRESPONDENCE or INFORMATION**

### **8.1 GENERAL:**

a) \*\* To receive and consider (excerpt/redacted) Freedom of Information request from Kelly and Debbie Alford relating to allotments at Tumbler Hill.

b) \*\* To receive and consider e-mailed correspondence between David Ormerod, Sue Gattuso and Ian Palfrey in respect of Swaffham UDC Records.

c) \*\* To receive and consider e-mailed correspondence with Ian Pilcher (and Stan Sole) in respect of salary and budget queries.

d) \*\* To receive and consider flying the Red Ensign for Merchant Navy day on 3<sup>rd</sup> September.

e) \*\* To receive and consider 'Local elections and housing allocations' circular to all prospective candidates on behalf of CPRE.

### **8.2 BRECKLAND COUNCIL**

a) \*\* To receive and consider Statement of Persons Nominated for the election of Breckland District Councillors – Swaffham Ward (6 candidates for 3 seats)

b) \*\* To receive and consider Statement of persons nominated for the Election of Town Councillors – Swaffham Town Council (21 candidates for 13 seats)

### **8.3 NORFOLK COUNTY COUNCIL**

a) \*\* To receive and consider letter regarding dangerous traffic on Watton Road from Daniel Webster, also requesting a meeting with the Town Council in this regard.

b) \*\* To receive and consider notification of a 'Highway Rangers' visit, and any requests for minor works should be by 22<sup>nd</sup> April.

## **9. To note receipt of CORRESPONDENCE or INFORMATION**

A list of all other correspondence is recorded as **Appendix 2**

**10. To receive COMMITTEE & WORKING GROUP reports:**

*N.B. Reports include recommendations **from** or issues that the Council may refer **to** the Committee for further consideration; to be referred back to Full Council or to give delegated authority to allow the Committee to decide on receipt of further information.*

**10.1 COMMITTEES**

- a) To receive current COMMITTEE Reports (Planning, Market & Open Spaces, Allotment sub-committee)

**10.2 WORKING GROUPS, TASK GROUPS or TOPIC GROUPS**

- a) To receive current WORKING GROUP reports (Twinning Liaison, Swaffham Heritage Liaison, Neighbourhood Plan Steering Group, Christmas Lights Event Working Group, Transport & Access Focus Group, Swaffham/Watton Liaison)

**11. To receive REPORTS by REPRESENTATIVES of OUTSIDE BODIES**

*N.B. Reports include feedback or recommendations **from Council representatives** of the various organisations or issues that the Council may wish refer **to** or essential information that may be relevant to Town Council business.*

*Iceni Partnership, Iceni Partnership Buildings Management, Swaffham Heritage Ltd, Relief in Need Charity, Swaffham Town Estate, Garden Science Trust, Health Forum, Swaffham Community Transport, Norfolk Association of Local Councils, SCALGA, Swaffham in Bloom, Swaffham Swimming Pool, The Hamond Educational Charity and the Town Team*

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

12.1	Allotment sub-committee	Tues	16 <sup>th</sup> Apr	5.00pm	Council Chamber
12.2	Market Committee	Mon	15 <sup>th</sup> Apr	6.30pm	Council Chamber
12.3	Annual Town Assembly	Wed	24 <sup>th</sup> Apr	6.30pm	Council Chamber
12.4	Full Finance	Mon	29 <sup>th</sup> Apr	6.30pm	Council Chamber
12.4	Planning Committee	Tues	30 <sup>th</sup> Apr	12.noon	Council Chamber
12.5	LOCAL COUNCIL ELECTIONS and NEIGHBOURHOOD PLAN REFERENDUM	Thurs	2 <sup>nd</sup> May		
12.6	Annual/First meeting of the Council Followed by Full Council	Wed	8 <sup>th</sup> May	6.30pm	Council Chamber

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

CONFIDENTIAL BUSINESS following the exclusion of the public and press

**13.1** To receive and consider any staff related issues from the Personnel Committee – including request to vary 'Complaints Procedure' for a complaint against staff.

**13.2\*\*** To receive and consider 'Forgotten Heroes – Service Recognition Award' – approval of certificate.

**13.3\*\*** To receive and consider Pension Strain report following meeting with Norfolk Pension Fund.

**13.4\*\*** To receive and consider confidential matter relating to an Allotment.

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

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

