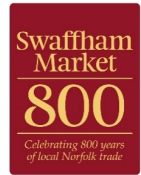




Swaffham Town Council

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PLEASE REPLY TO: Richard Bishop, Town Clerk **E-mail:** townclerk@swaffhamtowncouncil.gov.uk

Swaffham Town Council **Full Council Finance**

You are hereby summoned to a **Finance Full Council meeting** on **Tuesday 21st December 2021** at **6.30pm** in the Council Chamber of the Town Hall.

MEMBERS OF PUBLIC ARE UNABLE TO ATTEND – COVID-19 (Omicron)
N.B. The Town Council are unable to accommodate members of the public in this face-to-face setting – this is a temporary measure, to protect the Councillors and Staff who have to attend.

N.B In the case of non-members this agenda is for information only.

Richard Bishop
Town Clerk

Summons issued on 14th December 2021

AGENDA

- (6.30pm)
- 1 To receive apologies for absence.**
- (6.31pm)
- 2 To receive declarations of interest for items on the agenda.**
- (6.32pm)
- 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, N.B. only questions received in advance either verbally or in written form can be answered)
- (6.47pm)
- 3 To receive and consider any urgent items at the Chairman's discretion (*prior notification must be received*).**
- (6.48pm)
- 4 **To receive and agree the Minutes: Monday 26th July 2021.**
- (6.49pm)
- 5 To report on outstanding actions agreed at the last Finance Committee meeting.**
- 6 To consider Financial Report, issues for consideration and updates from the RFO:**
- (6.50pm)
- 6.1 **To receive and consider accounts to 30th September 2021 for Income & Expenditure analysis 2021-22.**

(6.55pm)

- 6.2 **To receive and consider Interim Internal Audit Report for half-year to 30th Sept 2021.

(7.05pm).

- 6.3 ** To receive and consider final report on external audit 2020-21.

(7.10pm)

- 6.4 ** To receive and consider request for new Street Light in the Churchyard – Church Walk.

(7.20pm)

- 6.5 ** To receive and consider Borrowing Approval deadline of 8th February 2022, current PWLB Borrowing rates, repayment of Internal Borrowing deadline of 31st March 2021 and expected Capital income at some point during 2022-23 – the Town Clerk will give a brief report on the options open to the Council in order to meet statutory legal requirements.

(7.30pm)

- 6.6 To receive and consider short/medium/long term financial considerations emanating out of the recent Asset Review (identify possible budget headings) – for the remainder of this financial year to 31st March 2022, for the imminent budget of 2022-23 and beyond.

(7.40pm)

- 6.7 To receive and consider potential capital investment in the short/medium term emerging out of actions agreed from the Barn Feasibility and Business Planning Report, early discussions can identify budget headings and/or indicative costs, to firm up at 24th January meeting: -

- a. Potential costs for the Barn Flat in preparation for letting ASAP.
- b. Potential capital investment in the Barn and Swimming Pool projects in the short/medium/long term, and exploration of unlocking external grant funding.
- c. Feedback from recent meeting with Swaffham Swimming Pool Charity in relation to the outdoor pool at the Barn complex.
- d. Any issues emerging out of the Barn Steering Group informal meetings – where costs may or will be involved/required.

(7.55pm)

- 6.8 **To receive and take note of budgetary issues in progress that will come to the budget meeting on 24th January.

- a. digitalisation of Cemetery records by purchase of specialised software to modernise and streamline the Cemetery booking process.
- b. Investment in hybrid meeting technology, options can include upgrade in video conferencing facilities, improvement in sound equipment, projector, PC/Laptop and meeting furniture.
- c. Investment in upgraded IT equipment, to better suit hybrid/flexible working practices and connectivity/continuity of communications/services.

(8.00pm)

7. **REVIEW OF GENERAL POLICIES** (N.B. start review 21st Dec – complete 24th Jan)

7.1 Policy (C) 023Community Engagement Strategy

7.2 Policy (F) 010 Financial Regulations

7.3 Policy (F) 001 – 009 Financial Risk Assessments

7.4 Policy (M) 001 Mayor and Deputy Mayor Protocol and Guidance

7.5 Policy (C) 005 Code of Conduct

7.6 Policy (G) 003 Grants, Match Funding, Sponsorship and Donations

7.7 Policy (I) 001 Internal Audit Terms of Reference & Effectiveness of Internal Controls

7.8 Policy (M) 003 Members Allowances

7.9 Policy (I) 002 Investment Strategy

7.10 Policy (P) Procurement Policy & Procedure

7.11 Policy (F) 012 Freedom of Information (FOI) Model Publication Scheme

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

CONFIDENTIAL BUSINESS following the exclusion of the public and press.

(8.15pm)

8.1 To receive and consider estimates for Photocopier Lease at the Town Hall.

(8.25pm)

8.2 To receive and consider – draft Heads of Terms for transfer of land adjacent to the Green Britain Centre.

(8.29pm)

9. **To agree date for next meeting and items for a future agenda: Budget meeting - Monday 24th January 2022, 6.30pm.**

Meeting to close at approximately 8.30pm