



Swaffham Town Council

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

Swaffham Town Council Finance Committee

You are hereby summoned to a meeting of the **Finance Committee** on **Monday 2nd December 2019** at **6.30pm** in the Town Hall, Swaffham.

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, K Sandle, J Anscombe, S Bell, G Edwards, B Holmes, I Pilcher
Summons issued on 26th November 2019

AGENDA

- 1 To receive apologies for absence
- 2 To receive declarations of interest for items on the agenda
- 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)
- 3 To receive and consider any Financial issues raised by non-Committee member Councillors (*prior notification must be received*).
- 4 To receive and consider any urgent items at the Chairman's discretion (*prior notification must be received*).
- 5 To receive and agree the Minutes: Monday 28th October 2019
- 6 To consider Financial Report, issues for consideration and updates from the RFO:
 - 6.1 **To receive and consider accounts to 30th September 2019 for Income & Expenditure analysis 2019-20.
 - 6.2 To receive and consider estimated costs and to appoint a solicitor in respect of advice relating to due diligence for potential Asset Swap.
 - 6.3 To ratify decisions taken to appoint a commercial estate agent to carry out a red book valuation for various land and properties, as part of due diligence for potential Asset Swap and an in-principle to earmark a budget to an agreed maximum within the 'Land and Property' budget for 2019-20 (current year).
 - 6.4 To receive and consider confirmation from Breckland Council, Tesco and Millngate that all Section 106 monies will be paid.

6.5 **To receive and consider street lighting policy for new developments in the Town and specifically the current development at Norwich Road by Persimmon Homes.

6.6 **To receive and consider Draft critical path analysis for the potential Asset Swap (N.B. information to follow prior to the meeting).

7 ****To receive and consider a Draft Budget and Budget Report for the financial year 2020-21 and budget presentation by the Town Clerk/RFO to assist/guide the Committee through the process (in the order of the following Cost Centres): -**

Finance Committee

7.1 Un-earmarked Capital Reserves

7.2 Earmarked Capital Reserves

7.3 Earmarked Revenue Reserves

7.4 Precept

7.5 Amenity & Agency

Market, Events & Tourism Committee

7.6 Market

7.7 Events & Tourism

Recreation & Community Services Committee

7.8 Northwell Pool

7.9 Allotments

7.10 Cemetery & Churchyard

7.11 Open Spaces

Estates, Town Hall/Heritage & Maintenance Committee

7.12 Town Hall

7.13 Public Toilets

HR & Governance Committee

7.14 Administration & Miscellaneous

7.15 Outside Equipment and Vehicles

7. **To agree a recommendation for the 2020-21 Precept to take to the Full Council meeting for approval on 11th December 2019.**

ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960:

CONFIDENTIAL BUSINESS following the exclusion of the public and press

8. **** To receive and consider legal advice in respect of Land allocated as swimming pool land.**

9. **** To receive and consider legal updates on all outstanding issues in respect of the Town Pound, the Church Wall, the Cemetery Trees, the Shambles and the Buttercross.**

10. **To confirm the date of the next meeting on Monday 27th January 2020, 6.30pm.**