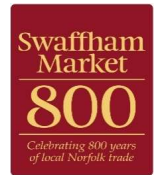




# Swaffham Town Council

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**PLEASE REPLY TO:** Richard Bishop, Town Clerk

**E-mail:** townclerk@swaffhamtowncouncil.gov.uk

## SWAFFHAM TOWN COUNCIL – NOTICE

Councillors are hereby summoned to an extraordinary meeting of the Town Council, to be held on  
**Tuesday 23<sup>rd</sup> November 2021 at 4.00pm**, in the Council Chamber at the Town Hall.

(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 16<sup>th</sup> November 2021

### **Agenda**

#### **4.00pm**

1. To receive and consider apologies and reasons for absence.

#### **4.01pm**

2. To receive and consider declarations of interest.

### **ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960:**

**CONFIDENTIAL BUSINESS following the exclusion of the public and press: -**

#### **4.02pm**

3. To receive and consider a **DRAFT FEASIBILITY & BUSINESS PLANNING** document for **THE BARN**, Swaffham in a final discussion/workshop with the consultants Ingham Pinnock – Ross Ingham and Kate Pinnock will be present to engage with Councillors as this process comes to a conclusion.

N.B. Our consultants will then leave the meeting at this point.

#### **5.00pm**

4. To receive and consider amended **DRAFT HEADS OF TERMS FOR DAYS FIELD**.

### 5.05pm

5. To receive and consider issues emerging out of the **ASSET REVIEW REPORT** – to identify which issues can be actioned as followed:
  - a. Changes/Improvements – to move forward ASAP.
  - b. Areas where further investigation or costings are required.
  - c. Serious considerations for the forthcoming 2022-23 budget.

### 5.20pm

6. To receive and consider the **DRAFT FEASIBILITY & BUSINESS PLANNING DOCUMENT** – to identify which issues can be actioned as followed:
  - a. Identify preferred options for the Steering Group to fully investigate. i.e. arts & culture building, art/culture/commercial mix, community v commercial.
  - b. Identify other tasks that the Council would like the Steering Group to carry out. i.e. soft market testing, preferred management structure, public consultation (open day), external grant funding, firm up initial interest into fully costed proposals.
  - c. Identify issues that require funding in short, medium, and long term. Short term is this financial year 2021-22, medium term is 2022-23 next financial year and long term is from 1<sup>st</sup> April 2023 and beyond – budget meetings 13<sup>th</sup> Dec & 24<sup>th</sup> Jan.
  - d. Clarify timescales as a guidance for the Steering Group – when will the Town Council look to make key strategic and financial decisions?
  - e. Revisit the agreed Terms of Reference for the Steering Group agreed in May 2021 and tweak if appropriate, to clarify, instruct and delegate to the Group to get on with the tasks in hand and to clearly signpost the expectancy of what comes back to Full Council for final approval.

**The meeting will aim to conclude at 6.00pm, but at the mayor's discretion can continue if the importance of the debate demands and a conclusion can be reached within a reasonable period of time (otherwise the meeting will be adjourned and re-convened on another day).**