

SWAFFHAM TOWN COUNCIL

FIRST/ANNUAL MEETING - REPORT

Interim Report and meeting Guide for the First/Annual meeting of the Full Council on Wednesday 8th May 2019 commencing at 6.30pm in the Town Hall, Swaffham with prayers led by the Mayor

N.B. For the attention of new Councillors – this is an Interim Report prepared by the Town Clerk to inform and guide Councillors in advance of the meeting. There will be a Final Report issued at the meeting on Wednesday 8th May, as this will include updates and any late issues that need to be drawn to the Councillors attention, to assist with working through the published agenda.

1. To receive, consider and confirm nominations for MAYOR for 2019-20.

(Cllr J Skinner elected as Deputy Mayor 14th March 2018)

In accordance with Standing Orders in election year the Mayor Cllr Colin Houghton shall take the Chair (whether re-elected as a Councillor or not), this is his final duty as Mayor. The Deputy Mayor Cllr Jill Skinner (providing she is re-elected as a Councillor) shall automatically go forward as a candidate for Mayor in 2019-20, no proposer or seconder is required.

For any other candidate, it is standard practice to have a prepared citation (of a minimum of 50 words – maximum 200 words) of the reasons why a Councillor is putting themselves forward as Mayor or is being proposed as Mayor. Normally these citations would be received 7 days prior to the meeting to allow circulation to the Council, this is not possible in election year. Late citations can therefore be read out to the meeting for proposals received from the floor. After the citation is read, the nomination must be validated by a proposer and a seconder. No proposed candidate, proposer or seconder can propose or second more than one candidate.

Voting shall be by a signed secret ballot.

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

This is an opportunity for the newly elected Mayor to address the Council and any Public in attendance, for the first time. It is usually a short address of no more than 5 minutes.

3. To receive, consider and confirm nominations for DEPUTY MAYOR for 2019-20.

(no candidates were put forward by the outgoing Council for the position of Deputy Mayor)

In accordance with Standing Orders it is standard practice to have a prepared citation (of a minimum of 50 words – maximum 200 words) of the reasons why a Councillor is putting themselves forward as Deputy Mayor or is being proposed as Deputy Mayor. Normally these citations would be received 7 days prior to the meeting to allow circulation to the Council, this is not possible in election year. Late citations can be read out to the meeting for proposals received from the floor. After the citation is read, the nomination must be validated by a proposer and a seconder. No proposed candidate, proposer or seconder can propose or second more than one candidate. It is usual practice for the outgoing Council to recommend a Deputy Mayor for the forthcoming year, but on this occasion the Council declined to do so.

Voting shall be by a signed secret ballot.

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

The Town Clerk will take all newly elected or re-elected Councillors through the formality of signing their Declaration of Office and similarly the newly elected Mayor and Deputy Mayor will have to sign a separate Declaration for the forthcoming year. The Councillors Declaration covers their four-year term, the Mayor and Deputy Mayor sign each year as their term of office lasts just one year.

5. To receive APOLOGIES and reasons for absence.

It may appear odd to have Apologies for absence as item 5 on the agenda, but the order in which we deal with the Council business at the Annual or First meeting is determined by the Local Government Act 1972, so we have no choice, as we have to deal with the election of Mayor and Deputy Mayor and the signing of the declarations as the first business.

None received in advance

6. To receive declarations of interest, for this First/Annual meeting Agenda.

When the summons is sent to Councillors to attend the meeting there is a reminder on the same page, which reads as follows: -

“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.”

This is the point at which Councillors record their Declarations of whether they have a personal or disclosable pecuniary interest (for the Annual or First meeting only, as the same item features on the Normal Full Council agenda too), which immediately follows this meeting.

None received in advance

7. To receive an Annual Report & Final address from the retiring Mayor Cllr Colin Houghton on Civic Events attended and his year in office.

To conclude the duties of the Civic Year, the retiring Mayor Cllr Colin Houghton will give a report on the Civic Events attended throughout the year. Looking back through the last year to pick out perhaps five or six highlights.

N.B. The normal monthly report from the Mayor will take place in the Full Council meeting that follows.

8. To receive and consider nominations for COMMITTEES/Sub-Committees (including substitute members):

(a) Market Committee

The Market Committee meet by-monthly on a Monday evening (at 6.30pm Feb, Apr, June, Aug, Oct and Dec), next meeting is on 17th June – the Committee consists of the Mayor and Deputy Mayor as ex-officio members (as of right) and five other Councillors + four Market Traders + representatives of the Indoor Market and Poultry Auction (all are voting members). Current position, with Councillors not standing for re-election crossed out: -

Cllr C. Houghton (M), Cllr J. Skinner (DM)

Cllr R. Bartram, Cllr S. Lister (Chair), Cllr S. Matthews, ~~Cllr T. Jennison, Cllr A. Thorp~~

Substitute Cllrs – W. Bensley, P. Darby

Traders: Ms Helen Robinson, Mr. David Smith (Vice Chair), Mr Earl Ratcliffe and one vacancy

Friday Market: Haydn Eagle and Poultry Auction: Fabian Eagle

(b) Open Spaces Committee

The Open Spaces Committee meet by-monthly on a Monday evening (at 6.30pm Jan, Mar, May, Jul, Sep and Nov), next meeting is on 20th May – the Committee consists of the Mayor and Deputy Mayor as ex-officio members and five other councillors + non-voting advisory representative members. Current position: -

Cllr C. Houghton M, Cllr J. Skinner (DM) (Chair)

~~Cllr B. Bowler~~, Cllr W. Bensley, Cllr S. Lister (Vice Chair), ~~Cllr A. Thorp~~, Cllr R. Bartram

Substitute Cllrs – P. Darby, S. Matthews

(c) Planning Committee

The Planning Committee meet monthly on the last Tuesday of each month (at 12 noon) except in December, when it is the last Tuesday prior to Christmas. The Committee consists of the Mayor and Deputy Mayor as ex-officio members and five other councillors. Current position: -

Cllr C. Houghton (M), Cllr J. Skinner (DM)

~~Cllr J. Buckley-Stevens, Cllr B. Bowler~~ (Vice Chair), Cllr L. Scott (Chair), Cllr R. Bartram, Cllr P. Darby

Substitute Cllrs - S. Matthews, ~~T. Jennison~~

(d) Personnel Committee (Mayor, Deputy Mayor, + three members appointed for 4 years) + Grievance & Appeal Panel

The Personnel Committee meet bi-monthly on the first Monday (at 12noon Feb, Apr, June, Aug, Oct and Dec) – next meeting is on 3rd June. The Committee consists of the Mayor and Deputy Mayor as ex-officio members and three other Councillors and two substitute members, appointed for a period of four years. Current position: -

Cllr C. Houghton (M), Cllr J. Skinner (DM)

Cllr W. Bensley, Cllr. L. Scott, ~~Cllr J. Buckley-Stevens~~

Substitute Cllrs – P. Darby, ~~A. Thorp~~

(e) Allotment Sub-Committee (three Cllrs)

The Allotment Sub-Committee report to the Open Spaces Committee and meet quarterly. The Sub-Committee consists of three Councillors off the Open Spaces Committee, plus representatives of each allotment site, plus representatives of ESCAPE Project and SCALGA. Current position: -

Cllr P. Darby (Chair), Cllr S. Lister, Cllr J. Skinner – Substitute Cllr Vacancy

Tumbler Hill: Paul McMahon (Vice Chair), SCALGA: Graham Edwards, ESCAPE Clare Peak

Shouldham Lane: Vacancy, **Four Acres:** Vacancy, **Magazine Field:** Vacancy

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

(a) Twinning Liaison – Mayor, Deputy Mayor and Town Clerk plus any interested Councillors

(b) Swaffham Heritage Liaison – ~~Cllr A. Thorp~~, Cllr L. Scott and Cllr P. Darby

(c) Neighbourhood Plan Steering Group – No longer required unless the referendum result is a No vote.

(d) Christmas Lights Switch-on event organising Group – Cllr R. Bartram, ~~Cllr J. Buckley Stevens~~, Cllr S. Matthews – no limit on numbers

(e) Transport & Access Focus Group – Cllr P. Darby, Cllr L. Scott, Cllr J. Skinner
(Substitutes ~~Cllrs B. Bowler and J. Buckley-Stevens~~)

There has in the past been Working Groups for Buttercross, Days Field and Public Toilets

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

Iceni Partnership (2) Cllrs P. Darby, J. Skinner (Substitute - Cllr S. Lister)

Iceni Partnership Buildings Management (3) Cllrs S. Lister, P. Darby, ~~B. Bowler~~ (Substitute ~~Cllr J. Buckley-Stevens~~)

Swaffham Heritage (1) ~~Cllr A. Thorp~~ (Substitute Cllr P. Darby)

Swaffham Relief in need Charity (6 – appointed for 4 years) Cllr S. Matthews, ~~Cllr T. Jennison~~, ~~Cllr J. Buckley-Stevens~~, Cllr P. Darby, Paul Ison, ~~Dave Cannon~~ (3 Co-opted Trustees: Nicholas Ashford, ~~Rosie Noble~~, Jonathan Reed
Cllr C. Houghton (M) and Cllr J. Skinner (DM))

Swaffham Town Estate (1) Cllr P. Darby

Garden Science Trust (2) Cllrs W. Bensley, J. Skinner

Health Forum (2) ~~Cllrs T. Jennison, J. Buckley-Stevens~~

Swaffham Community Transport (1) Former Cllr Charles Gunner

SCALGA (1) Cllr S. Lister

Swaffham Swimming Pool (1) Cllr J. Skinner

AQMA Steering Group (1) Cllr J. Skinner

The Hamond Educational Charity (2) Cllr L. Scott and Former Cllr D. Wickerson

Town Team (3) Cllrs P. Darby, L. Scott, C. Houghton (~~Cllr B. Bowler for Swaffham in Bloom~~)

11. To appoint INTERNAL AUDITOR for the forthcoming year 2019-20.

(Current Internal auditors are Auditing Solutions Ltd)

It is a statutory requirement to appoint or re-appoint your Internal Auditors every year. It is recommended to continue with Auditing Solutions Ltd for the 2019-20 financial year.

12. To receive and consider review of DATA PROTECTION POLICY including removal of the need to appoint a DATA PROTECTION OFFICER for the forthcoming year 2019-20.

The main changes to this policy is reflected because of the Information Commissioners Office change to the requirement of appointing a Data Protection Officer, this is no longer required for Town and Parish Councils, so the Town Clerk has been substituted wherever the DPO has previously been mentioned. The additions are in RED, the omissions are in BLUE with a line through, the draft policy is recommended as presented to Council.

13. To receive and consider Draft POLICY REVIEW programme for 2019-20 including Finance Regulations and Standing Orders.

The full list of Policies and the timetable for review will be tabled in the Final report.

To adjourn the proceedings between the two meetings to allow members of the public to address the Town Council in a PUBLIC OPEN FORUM (Maximum of 15 minutes)

FULL COUNCIL MEETING - AGENDA

For a meeting of the Full Council on Wednesday, 8th May 2019 commencing at the conclusion of the PUBLIC OPEN FORUM which follows the First/Annual meeting of the Council in the Town Hall, Swaffham.

1. To receive APOLOGIES & REASONS FOR ABSENCE

None received in advance

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

None received in advance

3. To receive the MAYOR'S REPORT

3.1 To receive the monthly report on Civic Events attended by the retiring Mayor Cllr Colin Houghton.

This is just the normal monthly report given by the Mayor on the Civic Events attended in the last month of office.

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

The discretion on this item rests with the newly elected Mayor, advance notice must be given to the Town Clerk, as the Mayor will not be known until the meeting.

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.

5. To receive and/or agree the MINUTES:

5.1 ** Wednesday, 10th April 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 7th May 2019.

The notes will be tabled with the Final Report, as the meeting does not take place until Tuesday next week.

Various on-going updates will be added to the Final report, updated to late on Wednesday afternoon.

6.2 To receive Councillors' questions relating to ongoing business.

This is the chance for Councillors to question the Town Clerk on any item of on-going business that is not covered elsewhere in the agenda. The usual position though is that if an item is not elsewhere on the agenda or covered by an update by the Town Clerk in his report, then there is a high chance that there is very little to update.

This item on the agenda is also a good one for newly elected Councillors to use, for things that are not clear or where more background information is required.

7. FINANCE:

7.1 ** To receive and consider Accounts for payment for May 2019 (*recorded as Appendix 1*).

The interim list of payments is circulated at the same time as the agenda, an updated list of payments is always tabled at the meeting for approval. Councillors have the opportunity of questioning the Town Clerk on any or every payment.

7.2 ** To receive and consider latest report from Essential Safety and Environmental Solutions Ltd following their recent 6 monthly visit.

The Town Clerk will give a verbal summary to the meeting, added to the detailed report circulated in advance.

7.3 ** To receive and consider Swaffham Churchyard Kissing Gates project and receive verbal update from the Town Clerk at the meeting.

There are approximate costings coming in for this project and guidance will be required as to whether the Council wish to formalise a tender process or go along with the costs achieved, which do not appear to be excessive.

8. To receive and consider CORRESPONDENCE or INFORMATION

8.1 GENERAL:

a) ** To receive and consider information from Anglian Water regarding works commencing on a new pumping station on 6th May at Castle Acre Water Recycling Centre and a new sewer pipeline from Castle acre to Swaffham.

No action recommended, but important information to share with Councillors.

b) ** To receive and consider attendance at a Parish Paths Seminar in North Walsham on 29th May.

Any Councillors wishing to attend, please inform the Town Hall so that you can be booked into this seminar.

c) ** To receive and consider on-going e-mailed correspondence in respect of UDC Records and the possibility of digitalisation.

The story continues, but no action required at this stage. The Town Clerk will continue to liaise with Sue Gattuso and other interested parties, a future digitalisation project is likely to be presented to the Council for consideration, otherwise the Council decision is the default position i.e. for the UDC records to remain with Swaffham Heritage.

d) ** To receive and consider suggestion from Ian Clews in regard to deter pigeons from roosting at the Buttercross.

This suggestion has come without any kind of background research being conducted. If the council would like the Town Clerk to investigate this issue could be deferred to a future finance meeting for consideration, following some preparatory work. The Town Clerk would like guidance on how to proceed.

e) ** To receive and consider family request for a memorial bench at Swaffham allotments for Tony Davies
It is recommended to approve this request for a memorial seat subject to finding a suitable position with the family. It would not be appropriate to take up space within any particular allotment, but in the public car parking areas there could be a suitable area for a seat if the Council deem the request to be appropriate.

f) ** To receive and consider request for location of textile bank in Swaffham.
It is recommended that the Council pass this request to Breckland Council who are responsible for recycling facilities in the Town. If Councillors have any ideas on locations to put to Breckland Council, these recommendations could also be passed to Breckland Council.

8.2 BRECKLAND COUNCIL

a) ** To receive and consider confirmation of registered application by the Town Council for 51 dwellings at Days Field.

This is for information only, very shortly the Town Council's application for Days Field will come officially through the Planning Committee for formal comment.

b) ** To receive and consider update from Contract Monitoring Officer regarding Leisure Feasibility report, likely to be released after the Local Government elections.

This is a brief update from Breckland Council on the Leisure Feasibility Report, it is expected that the report will be released very soon after the Local Government elections.

8.3 NORFOLK COUNTY COUNCIL

a) ** To receive and consider on-going e-mailed correspondence regarding wrongly placed street light in Kendall Road.

This correspondence is still on-going, the Town Clerk is trying to establish where the developer is with the transfer of the street lighting in the Redland Park development, whilst dealing with a complaint from a member of public regarding a street light erected in the wrong place. The stance taken is that the lighting will not be taken over by the Town Council whilst the dispute is in progress, and it should be easy for the developer to establish with the contractor and the resident whether the various easement permissions are in place, if they are not then to instigate moving the light to the correct location, prior to handing the responsibility for the lights over to the Town Council.

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)

** To receive and consider e-mailed correspondence and outline of proposal for conversion works on public toilets at the Haspall's Road Recreation Ground, due to commence shortly.

The correspondence and specification for the proposed works are self-explanatory for the refurb of the derelict toilets at the Recreation Ground. The works are scheduled to commence shortly.

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	Open Spaces Committee	Mon	20 th May	6.30pm	Council Chamber
12.2	Planning Committee	Tues	28 th May	12.noon	Council Chamber
12.3	Personnel Committee	Mon	3 rd June	12noon	Council Chamber
12.4	Allotment Sub-Committee	Tues	4 th June	6.30pm	Council Chamber
12.5	Full Council	Wed	12 th June	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.

We are currently in-between meetings for the Personnel Committee, so there will be very little to report. The next Personnel Committee meeting is scheduled for 2nd June.

13.2 To receive and consider request to put forward for a National Honour.

This item is 'below the line' so as not to reveal the persons name. It is a consideration for the Council to take forward.

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

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

