



Swaffham Town Council

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SWAFFHAM TOWN COUNCIL – NOTICE

Councillors are hereby summoned to an extraordinary meeting of the Town Council, to be held on **Monday, 22nd July 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 16th July 2019

AGENDA

*For a meeting of the Full Council on **Monday, 22nd July 2019 at 6.30p.m.** in the Town Hall, Swaffham*

1. To receive APOLOGIES & REASONS FOR ABSENCE

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

3. To receive and consider Draft Committee Structure Terms of Reference for Committees:

- 3.1 Terms of Reference to Committees (Ref: Standing Orders) – draft additions
- 3.2 All Committees – Generic terms of reference - draft
- 3.3 Finance Committee – to note agreed terms of reference
- 3.4 Human Resources & Governance Committee – draft
- 3.5 Market; Events and Tourism Committee – draft
- 3.6 Estates, Heritage Museum/Town Hall & Site Maintenance – draft
- 3.7 Recreation & Community Services Committee – draft
- 3.8 Planning & Built Environment Committee – draft
- 3.9 Transport, Access and Environment Committee – draft
- 3.10 Sub-Committees – Generic terms of reference (Ref: Standing Orders)
- 3.11 Representatives of Outside Bodies & Charities (Ref: Standing Orders)
- 3.12 Watton & Swaffham Focus Group – amended draft

4. To receive and consider draft agendas for Committees.

5. To receive and consider meeting dates for the remainder of 2019.