



# Swaffham Town Council

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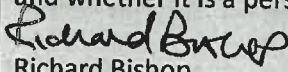
## SWAFFHAM TOWN COUNCIL – NOTICE

Councillors are hereby summoned to a meeting of the Town Council, to be held on **Wednesday, 11<sup>th</sup> March 2020** 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 5<sup>th</sup> March 2020

## AGENDA

*For a meeting of the Full Council on Wednesday, 11<sup>th</sup> March 2020 at 6.30pm in the Town Hall, Swaffham commencing with prayers led by the Mayor.*

### 1. To receive APOLOGIES & REASONS FOR ABSENCE

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

*To adjourn the meeting to allow members of the public to address the Town Council in a PUBLIC OPEN FORUM (Maximum of 15 minutes)*

### 3. To receive MAYOR'S REPORT

3.1 To receive a report on Civic Events attended by the Mayor.

3.2 To receive and consider Mayor's announcements.

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

### 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 Cllr E Colman.

4.3 To receive a **BRECKLAND COUNCILLOR report** from Cllrs I Sherwood, E Colman, D Wickerson

### 5. To receive and/or agree the MINUTES:

5.1 **\*\* Monday, 10<sup>th</sup> February 2020** – extraordinary meeting.

5.2 **\*\* Wednesday, 19<sup>th</sup> February 2020** – Full Council Meeting.

5.3 **\*\* Monday, 2<sup>nd</sup> March 2020** – extraordinary 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 draft meeting programme through to June 2021)
- 6.2 To receive and consider outstanding decisions from the February Full Council meeting.
- 6.3 To receive Councillors' questions relating to ongoing business.

## **7. FINANCE:**

- 7.1 \*\* To receive and consider Accounts for payment for March 2020 (*recorded as Appendix 1*).
- 7.2 \*\*To receive and consider Internal Audit Report 2019-20 (Interim Update) from Auditing Solutions Ltd.
- 7.3 \*\*To receive and consider e-mailed correspondence in regard to the Rural Mobility Fund as a fund open to communities of less than 10,000 residents.
- 7.4 \*\*To receive and consider revised contract for Pest control for forthcoming year 2020-21.
- 7.5 To receive and consider report from the Town Clerk in respect of upgrading sound system in the Council Chamber.

## **8. To receive and consider CORRESPONDENCE or INFORMATION**

### **8.1 GENERAL:**

- a) \*\* To receive and consider information forwarded by the office of Elizabeth Truss MP relating to 'Community Access to Cash Pilots'.
- b) \*\* To receive and consider resolution from Cllr Graham Edwards. 'The decision to deem a subject as 'below the line', shall be determined by nominated Councillors and the Mayor. The Councillors shall include the Chair of any Committee if the Agenda for that Committee requires such items to be defined. The adjudication for 'below the line' status shall not remain solely the remit of the Town Clerk or similar representative.'
- c) \*\* To receive and consider request from Swaffham Climate Action to provide information via a questionnaire.
- d) \*\* to receive and consider information from Community Action Norfolk in respect of 'Operation No Cold Shoulder'.

### **8.2 BRECKLAND COUNCIL**

- a) \*\* To receive and consider transfer of small piece of the Shambles to the Town Council at nil value.

### **8.3 NORFOLK COUNTY COUNCIL**

- a) \*\* To receive and consider Temporary Traffic Order in the Parish of Necton, with a diversion coming through the Parish of Swaffham – 9<sup>th</sup> to 17<sup>th</sup> March 2020.
- b) \*\*To receive and consider Temporary Traffic Order in the Parish of Home Hale, with a diversion coming through the Parish of Swaffham – scheduled for 21<sup>st</sup> to 27<sup>th</sup> February 2020 for the duration of works, expected to be about 7 days. If necessary, the restriction could run for a maximum period of 21 days.

## **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 & Built Environment, Market, Events & Tourism, Recreation & Community Services, Transport, Access & Environment, HR & Governance, Estates, Heritage/Town Hall & Site Maintenance, Finance Committee)*

Recommendation from the Transport, Access and Environment Committee – for the car park monitoring trial for two-hour free parking in the Town Centre to be made permanent, with no amendments to the scheme.

## **10.2 WORKING GROUPS, TASK GROUPS or TOPIC GROUPS**

### **a) To receive current WORKING GROUP reports**

*(Twinning Liaison, Swaffham Heritage Liaison, Swaffham/Watton Liaison)*

**\*\***To receive and consider correspondence with Wolfgang Poit from the Rathaus (Town Hall) in Hemmoor – giving a draft programme for the planned visit to Germany in September over the weekend of 18<sup>th</sup> to 20<sup>th</sup>. The Town Council need to finalise who is representing the Town, as the tickets need to be booked.

## **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, Health Forum, Swaffham Community Transport, Norfolk ALC, SCALGA, Swaffham Swimming Pool, and The Hamond Educational Charity*

## **12. To notify the DATES of forthcoming meetings and to receive any items for a future AGENDA:**

12.1 Market, Events & Tourism Committee	Mon 16 <sup>th</sup> March	6.30pm Council Chamber
12.2 Recreation & Community Services Committee	Mon 23 <sup>rd</sup> March	6.30pm Council Chamber
12.3 Planning & Built Environment Committee	Tues 31 <sup>st</sup> March	4.00pm Council Chamber
12.4 Human Resources & Governance Committee	Mon 6 <sup>th</sup> April	12noon Council Chamber
12.5 Transport, Access & environment Committee	Tues 7 <sup>th</sup> April	4.00pm Council Chamber
12.6 Full Council	Wed 8 <sup>th</sup> April	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 HR & Governance Committee.

**13.2** To receive and consider confidential updates and legal advice in respect of the proposed GBC/days Field asset swap, following actions agreed on 2<sup>nd</sup> March extraordinary meeting and subsequent meeting with New Anglia LEP. To consider instructing Building Specialist Consultant and any other actions within agreed budget.

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

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

