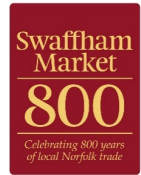




Swaffham Town Council

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

Swaffham Town Council Full Council Finance

You are hereby summoned to a **Finance Full Council meeting** on **Wednesday 26th January 2022** at **6.30pm** in the Council Chamber of the Town Hall.

MEMBERS OF PUBLIC ARE UNABLE TO ATTEND – COVID-19 (Omicron)
N.B. The Town Council are unable to accommodate members of the public in this face-to-face setting – this is a temporary measure, to protect the Councillors and Staff who have to attend.

N.B In the case of non-members this agenda is for information only.

Richard Bishop
Town Clerk

Summons issued on 20th January 2022

AGENDA

- (6.30pm)
- 1 To receive apologies for absence.**
- (6.31pm)
- 2 To receive declarations of interest for items on the agenda.**
- (6.32pm)
- 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, N.B. only questions received in advance either verbally or in written form can be answered)
- (6.47pm)
- 3 To receive and consider any urgent items at the Chairman's discretion (*prior notification must be received*).**
- (6.48pm)
- 4 **To receive and agree the Minutes: Monday 21st December 2021.**
- (6.49pm)
- 5 To report on outstanding actions agreed at the last Finance Committee meeting.**
- 6 To consider Financial Report, issues for consideration and updates from the RFO:**
- (6.50pm)
- 6.1 **To receive and consider accounts to 31st December 2021 for (a) Income & Expenditure analysis 2021-22 and (b) Bank Reconciliation.**

(6.55pm)

6.2 **To receive and consider the following issues

- a. Digitalisation of Cemetery records by purchase of specialised software to modernise and streamline the Cemetery booking process (currently not in draft budget).
- b. Investment in hybrid meeting technology, options can include upgrade in video conferencing facilities, improvement in sound equipment, projector, PC/Laptop and meeting furniture (currently in the draft budget and could partly be in the current year).
- c. Investment in upgraded IT equipment, to better suit hybrid/flexible working practices and connectivity/continuity of communications/services (currently in the draft budget and could partly be in the current year).
- d. Quotation to consider in relation to the Bus Stop in Lynn Road and decide whether to proceed independently of the Parish Partnership Application.
- e. Updated information/costs and options to consider in relation to the recent vandalism of the Public Toilets.

(7.10pm)

7. REVIEW OF GENERAL POLICIES (N.B. start review 21st Dec – complete 24th Jan)

7.1 Policy (C) 023 Community Engagement Strategy

7.2 Policy (F) 010 Financial Regulations

7.3 Policy (F) 001 – 009 Financial Risk Assessments

7.4 Policy (M) 001 Mayor and Deputy Mayor Protocol and Guidance

7.5 Policy (C) 005 Code of Conduct

7.6 Policy (G) 003 Grants, Match Funding, Sponsorship and Donations

7.7 Policy (I) 001 Internal Audit Terms of Reference & Effectiveness of Internal Control.

7.8 Policy (M) 003 Members Allowances

7.9 Policy (I) 002 Investment Strategy

7.10 Policy (P) Procurement Policy & Procedure

7.11 Policy (F) 012 Freedom of Information (FOI) Model Publication Scheme

(7.20pm)

8. To receive and consider Draft BUDGET and BUDGET REPORT for 2022-23 giving consideration of 34 recommendations, including setting the Precept from 1st April 2022.

(8.29pm)

9. To agree date for next meeting and items for a future agenda: Monday 25th April 2022, 6.30pm.

Meeting to close at approximately 8.30pm