

SWAFFHAM TOWN COUNCIL

You are hereby summoned to a Finance & General Purposes Committee meeting of the Town Council held on **Wednesday 10th December 2003 at 6.45pm** in the Assembly Rooms Swaffham.

NOTE: In the case of non-members, this agenda is for information only.

Richard Bishop
Town Clerk

COMMITTEE CONSISTS OF ALL COUNCILLORS

Summons issued Wednesday 3rd December 2003

AGENDA from 6.45 p.m – (PRESS & PUBLIC FROM 7.15pm)

1. To receive APOLOGIES FOR ABSENCE.
2. To receive DECLARATIONS OF INTEREST – for items included on the Agenda.
3. **ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public & press** - To consider report from personnel committee – members' allowances & travel exes – staff training & development policy and equal opportunities policy.

(short adjournment to allow members of the public & press to arrive)

Agenda from 7.15pm

4. To receive and agree MINUTES of Finance & G.P. meeting held on 1st Oct. 2003.
5. To consider QUARTERLY FINANCIAL REPORT.
 - 5.1. *To receive financial report from the Responsible Finance Officer.*
 - a) *To receive Accounts to date (Receipts & Payments 2003/04.*
 - b) **To receive report from Internal Auditor.*
6. To consider BUDGET 2004/05
 - 6.1. *To receive Budget Report by the Town Clerk for 2004/05.*
 - a) *Introduction & Executive Summary*
 - b) *Budget Summary*
 - c) *Use of Reserves*
 - d) *Allocation of Salaries*
 - e) *New style of presentation – Understanding the Budget*
 - f) *Account Cost Centres*

Continued overleaf.....

- i) Market
- ii) Town Hall
- iii) Museum
- iv) Assembly Rooms
- v) Allotments
- vi) Cemetery
- vii) Open Spaces & Amenities
- viii) Administration & Miscellaneous
- ix) Precept for 2004/05

6.2. To debate and consider recommendations issues from Budget Report.

6.3. To agree and recommend Budget proposals to full Council to include the Precept requirements for 2004/05.

7. To receive and consider PLANNING APPLICATIONS:

7.1. *To consider planning request from Swaffham Cricket Club.

7.2. To report the following planning decisions:

3PL/2003/1457/LB Listed building consent granted for the repairs to roof, front windows and repair to rear side wall. 91 Market Place. Mr A. Martin.	3PL/2003/1502/CU Planning permission granted for the change of use from retail unit to taxi office. 17 Plowright Place. Mr. R.C. Wood.
3PL/2003/0387/F Planning permission granted for proposed Town Council offices, Council Chamber and ancillary accommodation.	3PL/2003/0388/LB Listed building consent for new Council offices and Council Chamber. Demolish rear building, adapt window to form access, remove garage.
3PL/2003/1600/F Planning permission granted for the erection of conservatory and shed & replace flat roofed garage with pitched roof. 22 Longfields. Paul Edward Smith.	

7.3. To consider the following planning applications:

3PL/2003/1742/F Erection of two storey primary care centre. Ecotech Business Park, off Greenway Road. Chaplin Farrant Ltd	3PL/2003/1777/F Attic conversion and extension. 51 Mill Farm Nurseries. Mr. & Mrs. Allen.
3PL/2003/1746/CU Change of use from retail outlet to sandwich/coffee bar. 2 Lynn Street. Tracy Hall.	3PL/2003/1799/F Erection of detached dwelling with integral garage. Adjacent to 53 Watton Road. Mr. & Mrs. Scott
3PL/2003/1801/LB Erection of projecting sign. Swaffham Conservative Club, 23 London Street.	