

## **SWAFFHAM TOWN COUNCIL**

You are hereby summoned to a Finance & General Purposes Committee meeting of the Town Council held on **Wednesday 25<sup>th</sup> JULY 2007 at 7.00pm** 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 THE FOLLOWING:**

Mrs. S. Mathews (Mayor, Mr. F. Sharpe (Deputy Mayor), Mr. D. Butters, Mr. P. Darby, Mr. I. Sherwood, Mr. D. Wickerson (two vacancies)

- Summons issued Thursday 19<sup>th</sup> July 2007

## **AGENDA**

- 1. To receive APOLOGIES FOR ABSENCE.**
- 2. To receive DECLARATIONS OF INTEREST – for items included on the Agenda.**
- 3. To receive & approve MINUTES of Finance & G.P. meeting held on 28<sup>th</sup> March 2007.**
- 4. To consider QUARTERLY FINANCIAL REPORT.**
  - 4.1. *To receive financial report from the Responsible Finance Officer to include:-*
    - a) *To receive Accounts to date (Receipts & Payments 2007/08).*
    - b) *To receive report from Internal Auditor.*
    - c) *To receive and discuss approved end of year Accounts to 31<sup>st</sup> March 2007.*
- 5. To consider financial implications of the following:-**
  - 5.1. *To receive progress report of costs of Allotment clearance and preparation.*
  - 5.2. *To receive and discuss ROSPA report.*
  - 5.3. *To receive and consider report from Town Clerk regarding Health & Safety issues*
  - 5.4. *To receive and consider early budget considerations for 2008/09.*
- 6. To confirm date of NEXT MEETING on Wednesday 3<sup>rd</sup> October 2007 at 7pm.**