

## **SWAFFHAM TOWN COUNCIL**

You are hereby summoned to a Finance & General Purposes Committee meeting of the Town Council held on **Wednesday 5<sup>th</sup> December 2007 at 7.00pm** in the **COMMUNITY CENTRE**, Swaffham.

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

Richard Bishop  
**Town Clerk**

### **COMMITTEE FOR THE BUDGET MEETING CONSISTS OF ALL COUNCILLORS**

*Councillors please note that on receipt of your Draft Budget papers, the Town Clerk is available by appointment in the period leading into the Budget Meeting on 5<sup>th</sup> December to discuss and clarify all information or recommendations.*

**Summons issued Friday**

**23<sup>rd</sup> November 2007**

### **AGENDA**

- 1. To receive APOLOGIES FOR ABSENCE.**
- 2. To receive DECLARATIONS OF INTEREST – for items included on the Agenda.**
- 3. To receive and agree MINUTES of Finance & G.P. meeting held on 3<sup>rd</sup> October 2007.**
- 4. To consider QUARTERLY FINANCIAL REPORT from the Responsible Finance Officer to include:-**
  - 4.1 To receive Accounts to date Receipts & Payments 2007/08.*
  - 4.2 To receive report from Internal Auditor.*
- 5. To receive and consider a BUDGET presentation by the Town Clerk (supported by the Deputy Town Clerk and the Project Officer) for 2008/09. To also debate and consider recommendations issues from the Budget Report in each cost centre as follows:-**
  - 5.1. Capital Projects*
  - 5.2. Asset Management Fund*
  - 5.3. Town Hall*
  - 5.4. Administration & Miscellaneous*
  - 5.5. Market*
  - 5.6. Northwell Pool*
  - 5.7. Youth Council*
  - 5.8. Allotments*
  - 5.9. Recreation Ground*
  - 5.10. Toilets & TIC*
  - 5.11. Cemetery & Churchyard*
  - 5.12. Open Spaces*
  - 5.13. Amenity & Agency*
  - 5.14. To agree and recommend to full Council the Precept requirements for 2008/09.*