

SWAFFHAM TOWN COUNCIL

You are hereby summoned to a Finance & General Purposes Committee meeting of the Town Council held on **Wednesday 3rd December 2008 at 7.00pm** in the **Council Chamber at the Town Hall, 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 3rd December to discuss and clarify all information or recommendations.

Summons issued Friday 21st November 2008

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 1st October 2008.
4. To consider QUARTERLY FINANCIAL REPORT from the Responsible Finance Officer to include:-
 - 4.1 To receive Accounts to date Receipts & Payments 2008/09.
 - 4.2 ***To receive resignation from the Internal Auditor and consider procedure for appointing a replacement internal auditor.*
5. To receive and consider a BUDGET presentation by the Town Clerk (supported by the Deputy Town Clerk) for 2009/10. To also debate and consider recommendations issues from the Budget Report in each cost centre as follows:-
 - 5.1. Capital Projects (RB & MM)
 - 5.2. Asset Management Fund (RB)
 - 5.3. Town Hall (MM)
 - 5.4. Administration & Miscellaneous (RB)
 - 5.5. Market (MM)
 - 5.6. Northwell Pool (RB)
 - 5.7. Youth Council (MM)
 - 5.8. Allotments (RB)
 - 5.9. Recreation Ground (MM)
 - 5.10. Toilets & TIC (RB)
 - 5.11. Cemetery & Churchyard (MM)
 - 5.12. Open Spaces (RB)
 - 5.13. Amenity & Agency (RB)
 - 5.14. To agree and recommend to full Council the Precept requirements for 2009/10.