

SWAFFHAM TOWN COUNCIL

You are hereby summoned to a Finance & General Purposes Committee meeting of the Town Council held on **Wednesday 1st October 2008 at 7.00pm** in the Town Hall, 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. D. Harman (Deputy Mayor), Mr. D. Butters, Mr. P. Darby, Mr. C. Gunner, Mr. F. Sharpe, Mr. I. Sherwood and Mr. D. Wickerson,

- Summons issued Thursday 25th September 2008

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 30th July 2008.**
- 4. To consider QUARTERLY FINANCIAL REPORT from RFO to include:-**
 - 4.1. *To receive report on Accounts to date (Income & expenditure 2008/09).*
 - 4.2. *To receive report from Internal Auditor.*
 - 4.3. *To receive and discuss approved end of year Accounts to 31st March 2008.*
- 5. To consider the following financial issues:-**
 - 5.1. *To receive and consider draft lease for Kool Cabs.*
 - 5.2. *To receive and consider tendering process for Public Toilets.*
 - 5.3. *To receive progress report for cash-flow actual and projections 2008/09.*
 - 5.4. *To receive and consider obvious/early budget considerations for 2009/10.*
 - 5.5. *To receive timetable for 2009/10 budget.*
- 6. To confirm date of NEXT MEETING on Wednesday 3rd December 2008 at 7pm.**