

## **SWAFFHAM TOWN COUNCIL**

You are hereby summoned to a Finance & General Purposes Committee meeting of the Town Council to be held on **Monday 2<sup>nd</sup> November 2009 at 7.00pm** in the Town Hall, Swaffham.

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

**THIS IS A RE-SCHEDULED MEETING FOLLOWING THE CANCELLATION OF THE MEETING ON 21<sup>ST</sup> OCTOBER 2009 WHICH COULD NO GO AHEAD BECAUSE IT WAS NOT QUORATE.**

Richard Bishop  
**Town Clerk**

### **COMMITTEE CONSISTS OF THE FOLLOWING:**

Mr. D. Harman (Mayor), Mr. D. Butters, Mr. P. Darby, Mr. C. Gunner, Mrs. S. Mathews, Mr. F. Sharpe, Mr. I. Sherwood (Deputy Mayor) and Mr. D. Wickerson,

- Summons issued Thursday 22<sup>nd</sup> October 2009

## **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 29<sup>th</sup> July 2009.**
- 4. To consider QUARTERLY FINANCIAL REPORT from RFO to include:-**
  - 4.1. *To receive report from the Internal Auditor.*
  - 4.2. *To receive and discuss issues raised by external auditors Mazars.*
  - 4.3. *To receive report on Accounts to date (Income & expenditure 2009/10).*
- 5. To consider the following financial issues:-**
  - 5.1. *To discuss contractors tenders for various services 2009/10..*
  - 5.2. *To receive progress report for cash-flow actual and projections 2009/10.*
  - 5.3. *To receive and consider early budget considerations for 2009/10.*
  - 5.4. *To receive timetable for 2010/11 budget and annual estimates.*
- 6. To confirm date of BUDGET MEETING on Wednesday 2<sup>nd</sup> December 2009 at 7pm.**