

SWAFFHAM TOWN COUNCIL

You are hereby summoned to a Finance & General Purposes Committee meeting of the Town Council held on **Wednesday 28th July 2010 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:

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

- Summons issued Thursday 22nd July 2010

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 10th May 2010.**
- 4. To consider QUARTERLY FINANCIAL REPORT from RFO to include:-**
 - 4.1. ***To receive report on Accounts to date Income & expenditure 2010/11.*
 - 4.2. *To receive and consider a report from Mr. Tony Lawler Internal Auditor.*
 - 4.3. *To discuss issues arising out of the year end Accounts to 31st March 2010*
- 5. To consider the following financial issues:-**
 - 5.1. ***To review list of contractors for 2010/11.*
 - 5.2. *To receive a report from the Town Clerk regarding CCTV costs and consider paying survey cost for CCTV of £600 for Merryweather Road.*
 - 5.3. *To receive progress report for cash-flow actual and projections 2010/11.*
 - 5.4. *To consider baseline amendments to the 2010/11 budget.*
 - 5.5. *To receive and consider early budget considerations for 2011/12.*
 - 5.6. *To receive and consider timetable for 2011/12 budget.*
- 6. **To confirm date of NEXT MEETING on Wednesday 20th October 2010 at 7pm and to give consideration to the format of a new DRAFT AGENDA.**