

SWAFFHAM TOWN COUNCIL

You are hereby summoned to a Finance & General Purposes Committee meeting of the Town Council held on **Wednesday 1st December 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 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 1st December to discuss and clarify all information or recommendations.

Swaffham Town Council, Town Hall, 4 London Street, Swaffham, Norfolk, PE37 7DQ Telephone 01760 722922 Fax 01760 720469 E-mail richard@swaffhamtowncouncil.gov.uk

Summons issued Thursday 25th November 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:-**
 - 3.1. Finance & G.P. meeting held on 20th October 2010..

- 4. To receive and consider reports from Committees, representatives or outside bodies:-**
 - 4.1. SCALGA report on allotments by Christine Wright.
 - 4.2. Market Committee.
 - 4.3. Recreation Ground Committee.
 - 4.4. Town Partnership Committee.
 - 4.5. Youth Council.
 - 4.6. Internal Auditors' report from Tony Lawlor.

- 5. To consider FINANCIAL REPORT from the RFO:**
 - 5.1. Accounts to date for Income & expenditure 2010/11.

6. To receive and consider a BUDGET presentation by the Town Clerk (supported by the Deputy Town Clerk) for 2011/12. To also debate and consider recommendations issues from the Budget Report in each cost centre as follows:-

- 6.1. *Capital Projects (RB)*
- 6.2. *Asset Management Fund (RB)*
- 6.3. *Town Hall (RB)*
- 6.4. *Administration & Miscellaneous (RB)*
- 6.5. *Market (MM)*
- 6.6. *Northwell Pool (RB)*
- 6.7. *Youth Council (MM)*
- 6.8. *Allotments (RB)*
- 6.9. *Recreation Ground (MM)*
- 6.10. *Toilets & TIC (RB)*
- 6.11. *Cemetery & Churchyard (MM)*
- 6.12. *Open Spaces (RB)*
- 6.13. *Amenity & Agency (RB)*
- 6.14. *To agree and recommend to full Council the Precept requirements for 2011/12.*

7. To confirm date of NEXT MEETING on Wednesday 23rd February 2010 at 7pm.