

## **SWAFFHAM TOWN COUNCIL**

You are hereby summoned to a Finance & General Purposes Committee meeting of the Town Council held on **Wednesday 22<sup>nd</sup> June 2011 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 COUNCILLORS:-**

Cllr S. Matthews (Mayor), Cllr T. Jennison (Deputy Mayor and Cllrs. S. Bell, P Darby, M. Edwards, S. Lister, J Skinner and I. Sherwood

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

**Summons issued 16<sup>th</sup> June 2011**

### **AGENDA**

1. To receive APOLOGIES FOR ABSENCE.
2. To receive DECLARATIONS OF INTEREST – for items included on the Agenda.
3. To elect a ‘Chairman & Vice Chairman’ for the forthcoming year.
4. **\*\*To receive and discuss terms of reference for the Finance & General Purposes Committee as part of the Council’s Committee Structure Review.**
5. **To receive & approve MINUTES:-**
  - 5.1. **\*\*Finance & G.P. meeting held on 6<sup>th</sup> April 2011.**
6. **To receive and consider reports from Committees, representatives or outside bodies:-**
  - 6.1. SCALGA report on allotments by Christine Wright.
  - 6.2. Swaefas Swale Community Orchard Group
  - 6.3. Youth Council
  - 6.4. Market Committee.
  - 6.5. Recreation Ground Committee.
  - 6.6. Advance Swaffham Action Group.
  - 6.7. Internal Auditors’ report from Tony Lawlor.

Continued....

**7. To receive and consider FINANCIAL REPORT from the RFO:**

- 7.1. Accounts to date for Income & expenditure 2010/11 and the RFO will answer any further questions relating to the end of year Accounts agreed on 8<sup>th</sup> June.
- 7.2. \*\*Review of Financial Risk Assessments for 2011/12.
- 7.3. Cash-flow and Cost Centre progress report for 2010/11:-  

<i>Capital Projects * Asset Management Fund * Town Hall * Administration &amp; Miscellaneous * Market * Northwell Pool * Youth Council * Allotments * Recreation Ground * Toilets &amp; TIC * Cemetery &amp; Churchyard * Open Spaces * Amenity &amp; Agency * Precept</i>
--
- 7.4. \*\*Report regarding increasing income & sponsorship in 2011/12.
- 7.5. \*\*Annual review of the list of Assets held at 31<sup>st</sup> March 2011.
- 7.6. \*\*Annual review of the list of Suppliers and Contractors for 2011/12.
- 7.7. \*\*Annual review of the effectiveness of Internal Audit and the Internal Audit terms of reference for 2011/12.
- 7.8. \*\*Detailed report on Capital and Revenue Reserves.
- 7.9. External Audit for 2009/10 – report on actions taken to date.
- 7.10. Budget timetable for 2011/12, early budget considerations and to set a date for first meeting of Budget Working Group.

**8. To confirm date of NEXT MEETING on Wednesday 31<sup>st</sup> August 2011 at 7pm.**