

SWAFFHAM TOWN COUNCIL

You are hereby summoned to a Finance & General Purposes Committee meeting of the Town Council held on **Wednesday 7th September 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.

ALL COUNCILLORS ARE WELCOME TO ATTEND & PARTICIPATE IN THE BUDGET WORKSHOP

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Summons issued Thursday 1st September 2011

AGENDA

- 1. To receive APOLOGIES FOR ABSENCE.**
- 2. To receive DECLARATIONS OF INTEREST – for items included on the Agenda.**
- 3. **To receive and discuss terms of reference for the Finance & General Purposes Committee as part of the Council's Committee Structure Review.**
- 4. To receive & approve MINUTES:-**
 - 4.1. **Finance & G.P. meeting held on 22nd June 2011.
- 5. To receive and consider reports from Committees, representatives or outside bodies:-**
 - 5.1. SCALGA report on allotments by Christine Wright.
 - 5.2. **To receive and consider an appeal from Mr. Dean Claxton in respect of an allotment at 45 Tumbler Hill.
 - 5.3. To receive a general allotment report from the Town Clerk
 - 5.4. Internal Auditors' report from Tony Lawlor.
- 6. To receive and consider FINANCIAL REPORT from the RFO:**
 - 6.1. **Accounts to 30th June 2011 (Trial Balance 1st quarter 2011/12) Income & Expenditure and the RFO will answer any questions relating to the accounts.
- 7. BUDGET WORKSHOP 2011/12.**
 - 7.1 Following an informal workshop on the Budget on 25th July this workshop session will put the budget into perspective for this coming year in the formal arena. All Councillors will be set various tasks by the Town Clerk to assist with the budget process as together we work towards the draft budget being ready for circulation by 25th November and debated fully on 7th December.
- 8. To confirm date of NEXT MEETING on Wednesday 26th October 2011 at 7pm.**