

## **SWAFFHAM TOWN COUNCIL**

You are hereby summoned to a Finance & General Purposes Committee meeting of the Town Council held on **Wednesday 7<sup>th</sup> December 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 FOR THE BUDGET MEETING CONSISTS OF ALL COUNCILLORS**

Cllr I. Sherwood (Chairman), The Mayor Cllr S. Matthews (Vice Chairman)

*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 7<sup>th</sup> 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](mailto:richard@swaffhamtowncouncil.gov.uk)

Summons issued Friday 25<sup>th</sup> November 2011

## **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 26<sup>th</sup> October 2011
4. To receive and consider reports from Committees, representatives or outside bodies:-
  - 4.1. SCALGA report on allotments by Christine Wright.
  - 4.2. Allotment update from the Town Clerk.
  - 4.3. 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 2012-13. 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 (DT)*
- 6.6. *Northwell Pool (RB)*
- 6.7. *Youth Council (RB)*
- 6.8. *Allotments (RB)*
- 6.9. *Recreation Ground (DT)*
- 6.10. *Toilets & TIC (RB)*
- 6.11. *Cemetery & Churchyard (RB)*
- 6.12. *Open Spaces (RB)*
- 6.13. *Amenity & Agency (RB)*
- 6.14. *To agree and recommend to full Council the Precept requirements for 2012-13.*

**7. To confirm date of NEXT MEETING on Wednesday 22<sup>nd</sup> February 2012 at 7pm.**