

SWAFFHAM TOWN COUNCIL

Minutes of the Finance and General Purposes meeting held on Wednesday 5th October 2005 at 7.00p.m. in the Council Chamber, Town Hall, Swaffham.

Present: Mayor Cllr J. Stockdale

Councillors: - Mrs P. Buxton, Mr P. Darby, Mrs A. Greaves.

Town Clerk: - Mr R Bishop

Assistant Town Clerk: - Mrs R Noble

1. APOLOGIES & REASONS FOR ABSENCE.

1.1. Cllr Sherwood (work commitments) Cllr. S Matthews (work commitments) Mr B Clements (holiday).

2. DECLARATIONS OF INTEREST – for items included on the Agenda.

2.1. There were no Declarations of Interest.

3. MINUTES OF PREVIOUS MEETING

3.1. The Minutes of the Finance and General Purposes meeting of Wednesday 27th July 2005 were agreed and signed as a true record by the Mayor.

4. QUARTERLY FINANCIAL REPORT

4.1. The Responsible Finance Officer reported the Annual Return had been completed and was ready for the Chairman and himself to formally agree it.

4.2. It was reported that projects are required to drag money in for the Cemetery, Northwell Pool area etc. and that £600,000 would be required for the Recreation Ground next year.

4.3. Copies of the Statement of Accounts were circulated to the Committee. It was unanimously agreed to sign these as correct.

4.4. Copies of the Statement of Assurance were circulated to the Committee. It was unanimously agreed to sign these as correct.

4.5. It was reported that issues regarding NPS with reference to the Community Centre are ongoing. Brian Clements and Barbara White have given a detailed list, so there is a good case for this. If this invoice was due it would have been argued when the Committee took over.

4.6. Internal Auditors Report.

A report prepared by the Internal Auditor was circulated to committee members. He stated he was totally happy with the calculations for the accepted level of pay as agreed by Full Council relating to The Town Clerk, Deputy Town Clerk and Assistant Town Clerk.

He has a meeting arranged with the Deputy Town Clerk, Assistant Town Clerk and the Market Superintendent on 18th October to review in depth the pricing structure and method of invoicing of the Market.

He has a meeting with the Deputy Town Clerk on 21st October for the VAT Return extracts for the Quarter to 30th September 2005.

4.7. A copy of the Receipts and Payments for 1st April – 5th October 2005 was circulated to all committee members. The Responsible Finance Officer reported this will be updated and a more accurate copy will be circulated to all Councillors in 2-3 weeks.

4.8. A short conversation took place regarding Norfolk County Services, it was felt the standard of the workmanship is not good enough, especially on the Recreation Ground and Campingland where grass is left all over the place. The Responsible Finance Officer reported this would be put on the Open Spaces Agenda.

There are also issues with Rabbits in the Churchyard. The Responsible Finance Officer reported he has a meeting arranged with the Rev. John Smith to discuss all issues relating to the Churchyard.

4.9. A question was asked relating to money being available for work to be carried out on the Campingland and Antinghams as there are lots of nettles etc. A short discussion took place on this and also the fact that the Saturday Market is in decline. The Responsible Finance Officer stated to be able to cope with all this the precept would have to be increased.

He went on to explain that Match Funding would have to be considered when setting the Precept as Match Funding needs to be there to get funding for projects. If the Precept had been increased years ago money would have been there to do the Community Centre, Assembly Rooms, Town Hall and Recreation Ground.

There is more money out there for local authorities to have, the objective 2 money stops next year but money from the Big Lottery will be available next year.

4.10. Early Budget Considerations were circulated to committee members. See Appendix 1.

5. OTHER FINANCIAL MATTERS

5.1. A letter from the Citizen Advice Bureau requesting a grant was circulated to the committee. Following a short discussion it was agreed for this request to be put on the next Full Town Council agenda.

The meeting closed at 8.15p.m.

Chairman