



SWAFFHAM TOWN COUNCIL

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Office open Monday, Tuesday & Thursday 8.45am – 2pm, Friday 8.45am – 1pm (Closed Wednesday)

SWAFFHAM TOWN COUNCIL and ICENI PARTNERSHIP

Invite you to a meeting of the TOWN GROUP

to be held on **Monday 9th July 2007 at 6.30 p.m.**

at the Community Centre, Swaffham

AGENDA

- 1. Welcome by the IcenI Partnership Manager Dennis Tallon.**
- 2. To receive apologies and reasons for absence**
- 3. To receive a short presentation/guidance from Project Officer David Bek:**
 - a. Distribution of resources to support each Working Group's activities.
 - b. Detail on the methodology for conducting the Healthchecks.
 - c. Distribution of copies of overarching surveys.
 - d. Notes concerning other towns' experiences of conducting Healthchecks.
- 4. To receive a short presentation from Janice Howell (*Team Leader, Rural Social & Community Programme - Norfolk Rural Community Council*) – Healthchecks and Action Plans: what can we learn from the experiences of Norfolk Parishes?**
 - a. Best practice conduct of Healthchecks at Working Group Level.
 - b. Examples of positive outcomes from Healthchecks/Action Plans in the County.
 - c. Ways that the RCC can support Working Groups.
- 5. To receive brief report from Richard Bishop, Town Clerk – to outline the admin aspects of the Healthcheck/Action Plan** (meeting structures, officer support to Working Groups, reporting processes, timescales, financial record keeping, procedures for photocopying, sharing and usage of database etc).
- 6. Formalising the Committee:-**
 - a. *To receive names of six Councillors and five non-Councillors for the Town Group. Each working group to be represented by a minimum of one councillor and one non-councillor as voting members on the Town Group..*
 - b. *To appoint a Chairman, Vice Chairman and Lead Member for 2007/08.*
 - c. *To receive and agree the minutes of 28th February, 4th April and 18th June 2007.*
 - d. *To receive brief progress report from each of the thematic groups:*
 - i. *Community*
 - ii. *Economy*
 - iii. *Transport*
 - iv. *Environment.*
 - e. *To receive the date for the next Town Group meeting – Wednesday 5th September 2007.*

Richard Bishop
Town Clerk
Swaffham Town Council

Dennis Tallon
Manager
IcenI Partnership

