

SWAFFHAM TOWN COUNCIL

You are hereby summoned to a Finance & General Purposes Committee meeting of the Town Council held on **Wednesday 24th May 2006 at 7.00pm** in the Council Chamber of the Town Hall, Swaffham.

NOTE: In the case of non-members, this agenda is for information only.

Richard Bishop
Town Clerk

COMMITTEE CONSISTS OF ALL COUNCILLORS

- Summons issued Thursday 19th May 2006

AGENDA

- 1. To receive APOLOGIES FOR ABSENCE.**
- 2. To receive DECLARATIONS OF INTEREST – for items included on the Agenda.**
- 3. To receive copy of agreed MINUTES of Finance & G.P. meeting held on 7th Dec 2005.**
- 4. To consider QUARTERLY FINANCIAL REPORT.**
 - 4.1. *To receive financial report from the Responsible Finance Officer to include:-*
 - a) *To receive Accounts to date (Receipts & Payments 2006/07).*
 - b) *To receive report from Internal Auditor.*
 - c) *To receive interim report on end of year Accounts to 31st March 2006.*
- 5. To consider financial implications of the following:-**
 - 5.1. *To receive updated details of Grounds Maintenance Contract.*
 - 5.2. *To receive early budget amendments for the current year.*
 - 5.3. *To receive early budget considerations for 2007/08.*
- 6. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960 – following the exclusion of the public & press - To consider report from the Town Clerk re personnel issues.**