

## **Swaffham Town Council**

Minutes of the Virtual **Full Town Council** meeting held on **Wednesday 9<sup>th</sup> September 2020** at **5.30pm** via link: Meeting ID: 833 1664 7252 Passcode: 083904

<https://us02web.zoom.us/j/83316647252?pwd=MjRQd2lpYVo1TjFZZUlrFBweTJmUT09>

Present: Mayor Cllr J Skinner (in the Chair)

Councillors: Mrs J Ancombe, Mrs L Beech, Mr S Bell, Cllr W Bensley, Mr P Darby, Mr G Edwards, Mr C Houghton, Mr I Pilcher, Mrs S Matthews, Cllr K Sandle

Town Clerk: Mr R Bishop  
Office Administrator: Mrs H Duggan

Breckland District Cllr: Mr E Colman  
& Norfolk County Cllr

Press: 2

Prayers were led by the Mayor.

### **1. Apologies and reason for absence**

- 1.1. Cllr B Holmes – work commitments
- 1.2. Cllr Bell – personal reasons
- 1.3. Cllr D Wickerson – prior commitment
- 1.4. Cllr I Sherwood – prior commitment

### **2. Declarations of Interest** – for items included on the Agenda.

- 2.1 There were no declarations of interest.

5.31pm – Dr S Gattuso wished to convey the thanks of Swaffham Heritage for the grant approved by the Council towards the cost of the new scanner, which was now in place in the museum.

5.32pm – The meeting resumed.

### **3. Reports: Police, principal authority etc**

#### **3.1. Police report**

There was no Police present and no report was provided in advance.

Cllr Edwards raised concern regarding an incident recently where an allotment holder had been extremely harsh, on social media, in their criticism of the Council and SCALGA for not allegedly protecting allotments. Cllr Edwards was asked to obtain a copy of the photographs mentioned to raise with the Police.

#### **3.2. Norfolk County Council Report.**

Cllr Colman provided a brief update on the following items:

Norfolk Public Health – update on Banham Poultry crisis, weekly updates are happening, copies to be provided to the Town Clerk.

Budget – COVID 19 has worsened the already challenging budget situation.

School returns – NCC are working closely to aid the return to schools, safely and quickly.

Cllr Darby enquired about the progress of the Theatre St Highways proposal and was informed that there were many projects that were taking precedent at the moment. Cllr Colman recognised there was still an appetite for the Theatre St proposal and funding may be sought via the Parish Partnership Scheme to progress this.

**Initials:** \_\_\_\_\_

### 3.3. Breckland DC Report

Cllr Colman provided a brief update on the following items:

Grant Funding – businesses in Breckland are being encouraged to apply for two new grant options to help them implement measures which help them continue safely trading despite Covid-19.

1 – funding available to local businesses in the tourism and hospitality sectors and could see them receive up to £5,000 to help put in place safety measures and invest in ways to keep trading successfully over the winter months.

2 - The other element of the funding can be used by businesses to help businesses innovate or future-proof ahead of winter to increase space and capacity at their venues, and online/mobile-based interventions to reduce queueing.

The Breckland scheme has around £140k available and forms part of a wider £2.2m Norfolk-wide package of measures to support the hospitality and visitor economy, which has been identified as one of the hardest hit by COVID.

Partnership with Daisy - Breckland Council is providing funding to enable the Daisy Programme to establish a community support team for residents vulnerable to domestic abuse. They will be working with Swaffham Football Club to support this locally.

Warm Homes Partnership - Breckland Council is extending its first-time central heating grant programme into Spring 2021 after a hugely successful first year. This will allow people receiving universal credit, on pensions, on low incomes or with health conditions, to obtain grants to put central heating in their homes.

Cllr Darby raised awareness of the recent Government white paper on Planning which he was concerned about. Cllr Colman advised BDC was working closely with South Norfolk DC to raise concerns on the adverse effect this could have on both areas.

Cllr Scott also raised awareness of the current CPRE petition available on social media in response to the white paper mentioned above.

### 4. Reports from the Mayor, the Town Clerk, Committees, Working Groups & Outside Bodies

#### 4.1. Mayor's Announcements including a report on Civic Events attended.

No Civic events were attended due to COVID 19.

Age Concern – the Town Hall was advised earlier in the day that Age Concern were closing down their shop in Swaffham due to the COVID 19 issue, and they would not be responsible for clearing away items from the pavement if they were left there after they closed. It was recommended to help raise awareness and discourage people from leaving items outside the shop area through social media.

Swaffham Shanty Crew – permission was requested from Swaffham Shanty Crew to perform in the centre of town in the near future. It was proposed by Cllr Skinner, seconded by Cllr Darby that approval be given to the Swaffham Shanty Crew to play in the near future.

<b>It was agreed 10 votes for, 1 abstention to allow the Swaffham Shanty Crew to perform in the town centre in the near future.</b>
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#### 4.2. Urgent reports, correspondence, or information at the Mayor's discretion.

Cllr Anscombe confirmed all documents regarding the recent meeting on the HAZ project (Heritage Action Zone) had been circulated to Cllrs ahead of the meeting.

Cllr Scott highlighted to Cllr Colman the HAZ bid required a breakdown of the ownership of all properties and businesses within the Town Centre. Cllr Colman was aware resources had yet to be allocated for the project however promised to speak with the lead Project Manager on this topic.

Initials: \_\_\_\_\_

Concerns were raised about the Old School building in town as it was looking worse for wear. The owner/developer had been contacted and they confirmed a planning application was still being worked on and they were very interested in being part of the HAZ project.

Concerns were also raised about the area behind the Greyhound Public House.

It was confirmed the bid would be submitted to the Breckland DC Full Council meeting on 24th September to accept the grant and T&C's offered in the contract.

#### 4.3. Town Clerk's Report and Councillors' questions relating to ongoing business.

Breckland Zoom meeting reminder - information was circulated to Councillors the day before the meeting about a Breckland Council Zoom meeting on Wed 16<sup>th</sup> Sept at 2pm regarding the 'Planning for the future' White Paper in terms of Neighbourhood Planning, being hosted by Susan Heinrich

The Town Clerk had received a request from Cllr Beech to attend, and Cllrs Scott, Skinner, Houghton, and Darby also asked to be involved.

Newsletter – the Town Clerk advised the October Newsletter article was being completed at the moment and asked for any suggestions, inclusions to be emailed to him directly.

Swaffham Xmas Market – at the last Market Committee it was agreed to hold a Christmas Market instead of the usual Christmas event which normally included entertainment, raffle, Santa's Grotto etc.

It was suggested that given the reduced size of the event that the price of stalls be reduced to £15 for a standard stall and £25 for a food stall.

Cllrs discussed the merits of the reduced costs and it was proposed by Cllr Darby, seconded by Cllr Beech to approve a £15 standard pitch fee and £25 food stall pitch fee, with monies raised covering staffing costs needed on the day.

**It was agreed, 10 votes for, 1 abstention to approve a 2020 Christmas Market pitch price of £15 standard pitch, £25 food stall pitch – with monies raised covering staffing costs needed on the day.**

It was noted that the decision was being made at this meeting to allow for immediate issue of invites to prospective traders and would be formally ratified at the next Council meeting on Wednesday 7<sup>th</sup> October 2020 when a decision to proceed with the Christmas Market would also be taken, COVID 19 allowing.

## 5. Minutes

### 5.1. Wednesday, 12<sup>th</sup> August 2020 – Full Council Meeting.

Cllr Stewart Bell raised an objection to Item 4 .4 as he did not feel the conversation between the Clerk and himself was as reported, regarding the topic of meetings/gatherings of up to thirty people.

The Town Clerk recommended the following addition to the minutes for clarification: -

“the issue of meetings of 30 people was raised by Cllr Bell, but the Town Clerk confirmed that this was for Weddings and Funerals and guidelines for those are different, as they are for hospitality venues. The issue of health and safety was that the Town Clerk would be held responsible by the Council and the Council cannot instruct anyone to act contrary to the law.”

**It was agreed 10 votes for, 1 abstention to approve the addition to the minutes of 12<sup>th</sup> August 2020 regarding item 4.4.**

Cllr Edwards highlighted point 6.2 Sues News rent review and asked that it be noted that he voted against this item. The minutes would be amended to quote:

**It was agreed by 7 votes for, 1 against and 2 abstentions to agree to a rent reduction, for Sues News, of 50% for the period of July, August & September.**

Initials: \_\_\_\_\_

**The minutes of 12<sup>th</sup> August, with the amendments were then agreed as a true and accurate account of the meeting.**

## 6. Finance

### 6.1. Accounts for payment for September 2020 (recorded as Appendix 1).

An interim list of accounts was circulated to Councillors with the agenda pack for the meeting, an updated list was circulated earlier in the day.

**It was unanimously agreed to approve the Accounts for payment for September 2020**

## 7. Correspondence or Information

### 7.1. General

#### a) Weekly correspondence or information.

It was noted the weekly correspondence was circulated each Friday around 11am.

#### b) Public consultation for the proposed Barn Centre project.

Cllr Anscombe provided a brief update on the progress of the Public Consultation and Survey Monkey. It was noted the consultation period was due to close on Monday the 14<sup>th</sup> September.

Cllr Darby highlighted the need to make it clear that additional parking was available in the Barn.

#### c) Swaffham Town Council involvement in Remembrance Day.

Correspondence previously circulated in the weekly circulation referred to the local Branch of the RBL standing back from organising of local Remembrance events. The Town Council previously had paid for the Fakenham Town Band and a wreath, RBL nationally were now stating that such events were now classified as civic events and should be picked up by the local Councils.

The Town Clerk confirmed there were two decisions Cllrs needed to take in regard to Remembrance Sunday in respect of the parade to the War Memorial –

1) Were the Town Council willing to organise this each year and take this on as an annual Civic event?

2) In the light of COVID 19, what should the arrangements be for this year?

Cllrs discussed the questions raised and recognised the work completed by the Swaffham Royal British Legion in the past and their wish to be involved in future events, however due to dwindling numbers etc they were in favour of the need for local councils to take over the events going forward.

Cllrs were in favour of continuing with the events and were agreeable to the Council organising the event with the support of the Swaffham Royal British Legion and local Community Groups however it was recognised that the impact on resources, cost etc would not be known until the first event had been held this year.

It was proposed by Cllr Anscombe, seconded by Cllr Beech that the Council continue with the tradition of the Remembrance Sunday event and parade with this year's event being organised by the Council and this year taken as an opportunity to review the impact on resources and staffing for future events.

**It was unanimously agreed that the Council continue with the tradition of the Remembrance Sunday event and parade with this year's event being organised by the Council and this year taken as an opportunity to review the impact on resources and staffing for future events.**

#### d) Request from Gray's Fair to hire the Rec for a Funfair W/C 14<sup>th</sup> Sept for 2 weeks.

Initials: \_\_\_\_\_

The Town Clerk advised a request had been received from Jonathan Gray to hire the Recreation Ground for two weeks from Sunday 13<sup>th</sup> September. A copy of the request and risk assessment had been circulated to Cllrs prior to the meeting.

The Town Clerk had also circulated the Showman's Guild Covid-19 Guidance for Risk Assessment for Funfairs, which included all the necessary links through to government guidance.

During the discussion council meeting procedures were disputed, which the Mayor then clarified, and this was confirmed by the Town Clerk.

Cllr Anscombe highlighted several Health & Safety concerns with the Risk Assessment which once clarified would allow the request to go through.

After further discussion it was proposed by Cllr Bensley, seconded by Cllr Pilcher to approve the request to hire the Recreation Ground for two weeks from Sunday 13<sup>th</sup> September, subject to a detailed layout plan, separate entrance and exit points and a one way system being provided by Mr Gray prior to hire.

**It was unanimously agreed to approve the request to hire the Recreation Ground for two weeks from Sunday 13<sup>th</sup> September, subject to a detailed layout plan, separate entrance and exit points and a one way system being provided by Mr Gray prior to hire.**

e) Report from Town Clerk with risk assessment and recommendations for timetable to return to 'face to face' meetings from 29<sup>th</sup> September 2020.

The Town Clerk highlighted the issues that needed to be addressed and considered by Cllrs including the following: -

- To use the opportunity to upgrade Council Chamber tables/chairs to achieve greater flexibility
- To address the poor air circulation issue in the Council Chamber
- To identify any/all risks to be mitigated within the Council Chamber
- To look at upgrading video conferencing technology
- To allow compromise of face to face meetings for Smaller Working Groups/Committees
- To look at special arrangement for the Town Assembly
- To consider an alternative venue to the Town Hall
- To look at draft guidance procedures and measures to keep everyone safe

Draft – risk assessment – this was circulated prior to the meeting

Timetable – initially as per list of meetings quoted at item 8, urgent decisions to make in preparation and mitigating issues identified in the risk assessment

The Town Clerk also highlighted the most recent Government guidelines - *Source BBC News website 9.9.20*

What are the new rules?

- Social gatherings of more than six people in England will not be allowed in law from Monday 14 September
- The new rule applies to private homes, indoors and outdoors, and places such as bars and cafes
- The rule does not apply to schools and workplaces, or weddings, funerals, and organised team sports
- A full list of exemptions is due to be published before the law changes
- People who ignore police could be fined £100 - doubling with each offence to a maximum of £3,200
- The change applies to people in England of all ages, and to gatherings indoors and outdoors, in private homes, public outdoor spaces, and venues such as pubs and restaurants.
- No 10 said any group of seven or more people gathering anywhere "risks being dispersed by police or fined for non-compliance".
- The rise in cases seen in recent days has caused alarm among ministers and their health advisers.
- They believe the UK is at a critical point ahead of the onset of autumn and winter, when respiratory viruses tend to thrive.
- Close contact within homes remains the most common risk of transmission identified by contact tracers.
- Clearly people living with an infected person are most at risk.

**Initials:** \_\_\_\_\_

- But, after that, the most common contact infected individuals have is with visitors to their household, according to data gathered by England's NHS Test and Trace service.
- It is ahead of leisure venues, shops, workplaces and health and care settings.
- Clearly large gatherings in homes - especially indoors, which is more likely to happen when the weather turns - present the greatest risk.
- Ministers will also make it clear further restrictions will follow if the rise in infections is not curbed.

The Town Clerk clarified at the meeting several additional considerations/issues:

Council Chamber - The key issue with the Council Chamber was not size of the room but the air flow in the room which after 30 minutes would be considered an issue for COVID safety. Additionally, the existing extractor fans were loud and distracting and so not considered viable; windows could be opened but these were small, and it was recognised that in the colder months would not be comfortable. The existing Council furniture was very old and no longer suitable to a meeting; the large tables were cumbersome and there was no flexibility in being able to accommodate social distancing for large groups – especially for a full council meeting with a minimum attendance in excess of 20 people, without Public attendance.

The Town Clerk also noted that he was not aware of any local Councils or Breckland District Council or Norfolk County Council who were holding face to face meetings at the moment or indeed this year. The Government Guidance was changing constantly which did not help with planning and risk assessments.

It was recognised the need for basic principles however some Cllrs felt strongly that the Council needed to start getting back to face to face meetings as soon as possible and the Council should be doing everything it can, getting fans, heating etc set up in order to do so. There were also some Cllrs who expressed their wish get back to face to face meetings however stressed that health and safety must come first,

The Town Clerk suggested a small group of Cllrs gather to help look at the Council Chamber and alternative locations.

After lengthy discussion it was proposed by Cllr Darby, seconded by Cllr Anscombe that the Council allow the Town Clerk to continue to investigate all options for Council face to face meetings but that no hard and fast decision be made, at the moment, on when the Council would begin face to face meetings.

**It was agreed by 7 votes for, 3 against and 1 abstention to allow the Town Clerk to continue to investigate all options for Council face to face meetings but that no hard and fast decision be made, at the moment, on when the Council would begin face to face meetings.**

## 7.2. BRECKLAND COUNCIL

- a) Report from Mayor and Deputy Mayor on five town meetings with the Leader of Breckland Council Sam Chapman-Allen, progress with the Confidence Campaign and considerations for long term strategic projects for the Market Towns Initiative over the next 3 years.

A report by Cllrs Judy Anscombe and Jill Skinner was circulated prior to the meeting. It was acknowledged there were three possible suggestions being put forward for Swaffham:

- Theatre St Car Park
- Walks App
- City Green Tree – behind Costa.

It was proposed by Cllr Anscombe, seconded by Cllr Skinner that Cllrs review the report and provide additional suggestions for the use of the MTI funds to the Town Clerk by Monday 21<sup>st</sup> September 2020 for discussion and agreement in the weekly Mayor/Deputy Mayor and Town Clerk meeting.

**It was unanimously agreed that Cllrs review the report by Cllrs Skinner and Anscombe and provide additional suggestions for the use of the MTI funds to the**

Initials: \_\_\_\_\_

**Town Clerk by Monday 21<sup>st</sup> September 2020 for discussion and agreement in the weekly Mayor/Deputy Mayor and Town Clerk meeting.**

**7.3. NORFOLK COUNTY COUNCIL**

b) Restricted Byway Application 61080\_HP435\_9.

Cllr Scott provided some background to the Application. The process is about reinstating lost Public Rights of Way (PROW) that are no longer showing on the current Definitive Map Order (DMO).

The current application refers to a section of Long Lane, to the rear of Grange Farm, that was shown to be in existence as far back as 1750 however has over time disappeared from the map. Dr Ormerod has undertaken extensive investigation for Norfolk County Council and if the application is successful it will reinstate a lost PROW taking people from Swaffham to Sporle, connecting more footpaths including the Peddars Way.

**8. Dates of forthcoming meetings and to receive any items for a future AGENDA:**

Market, Events & Tourism Committee	Mon	14 <sup>th</sup> Sept	5.30pm	Zoom virtual
Recreation & Community Services Committee	Mon	21 <sup>st</sup> Sept	5.30pm	Zoom virtual
Planning & Built Environment Committee	Tues	29 <sup>th</sup> Sep	4.00pm	Council Chamber
Human Resources & Governance Committee	Mon	5 <sup>th</sup> Oct	12noon	Council Chamber
Transport, Access & Environment Committee	Tues	6 <sup>th</sup> Oct	4.00pm	Council Chamber
Estates, Heritage/Town Hall & Site Maint Committee	Wed	7 <sup>th</sup> Oct	6.30pm	Council Chamber
Market, Events & Tourism Committee	Mon	12 <sup>th</sup> Oct	6.30pm	Council Chamber
Full Council/Annual meeting	Wed	14 <sup>th</sup> Oct	6.30pm	Council Chamber
Annual Town Assembly	Wed	21 <sup>st</sup> Oct	6.30pm	Council Chamber
Finance Committee	Mon	26 <sup>th</sup> Oct	6.30pm	Council Chamber
Planning Committee	Tues	27 <sup>th</sup> Oct	4.00pm	Council Chamber

Following the decision taken at 7.1e all meetings quoted above and for the foreseeable future would be by virtual Zoom.

Relief in Need - it was highlighted by the Town Clerk that there is a Relief in Need Charity meeting planned for Monday 21<sup>st</sup> September at 4.30pm.

Cllr Trustees were asked to note that there were currently no applications to consider, but this meeting would be classed as the 'Annual Meeting' where policies etc would reviewed, officers re-elected and consideration could be given to the Town Council's admin cost/offer, which is in three options;

1 for the face to face meetings and paper

2 for a virtual and paperless option

3 is a meeting by meeting temporary arrangement, which is the current practice.

and any alternative admin solutions to be considered.

**9. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960:**

CONFIDENTIAL BUSINESS following the exclusion of the public and press

**9.2. Update on retrospective permission for bench erected at the Cemetery, plus request for permission for wording and coloured motifs on stonework from the same applicant.**

The Town Clerk updated Councillors on this confidential matter, including several additional issues for consideration.

After discussion it was proposed by Cllr Pilcher, seconded by Cllr Bensley to give approval to the wording and coloured motifs for the applicant once the issues regarding the bench were resolved to the Councils satisfaction. An addition to the proposal was put forward by Cllr Sandle to have the Cemetery Rules change to reflect this new approval.

**Initials: \_\_\_\_\_**

**It was agreed, 9 votes for, 2 abstentions that approval be given to the wording and coloured motifs for the applicant once the issues regarding the bench were resolved to the Councils satisfaction and to change the Cemetery Rules at the same time.**

- 9.2. Confidential progress report from The Barn Centre Working Group re-due diligence/permission to borrow, contractual issues and to agree next steps.

The Working Group consists of Cllrs Jill Skinner, Judy Anscombe, Lindsay Beech, Colin Houghton, Paul Darby, and Graham Edwards.

The Town Clerk provided a brief update on the progress of the contractual issues.

- 9.3. Confidential scenarios report from the GBC Working Group and proposed consultation timetable/expense and to agree next steps.

The Working Group consists of Cllrs Jill Skinner, Judy Anscombe, Paul Darby, Ian Pilcher, and Les Scott.

A draft timetable of 'next steps' was contained in a confidential scenarios report circulated to the Cllrs prior to the meeting.

The Town Clerk provided an update on progress so far and confirmed the Council would make a final decision in the Full Council meeting in November 20.

**Cllrs were in agreement to the Working Party continuing with the proposed meeting with Breckland DC to be organised by the Town Clerk for next week, if feasible.**

The meeting closed at 20.15pm

Mayor.....

Initials: \_\_\_\_\_



## Swaffham Town Council - Accounts for SEPTEMBER 2020

6.1

No	Payment	Name	Details	Price	VAT	Total
<b>Paid - 1st - 9th September Town Council meeting</b>						
847	Card	Lloyds Bank	Monthly credit card - Sept 20	£ 3.00	£ -	£ 3.00
848	Card	Amazon	General office stationery	£ 28.00	£ 5.59	£ 33.59
849	Card	Amazon	General office stationery	£ 10.54	£ 2.11	£ 12.65
850	Card	Amazon	PPE- Hand sanitiser holders	£ 26.64	£ 5.32	£ 31.96
851	Card	Amazon	General use hand towels	£ 16.23	£ 3.25	£ 19.48
852	Card	DVLA	Vehicleinformation.uk	£ 5.95	£ -	£ 5.95
853	Card	Amazon	Town Hall - Dehumidifiers	£ 166.64	£ 33.33	£ 199.97
854	Card	Kedel Ltd	Replacement bench slats	£ 133.24	£ 26.64	£ 159.88
855	Card	Duff Morgan	Truck Service - AU68 CNC	£ 481.28	£ 96.26	£ 577.54
856	Card	The Workplace Depot	Office - barriers & chains	£ 60.12	£ 12.02	£ 72.14
857	Card	Amazon	Office - desktop PC stand	£ 108.32	£ 21.67	£ 129.99
858	Card	Amazon	Town Hall - hand sanitiser bottle pumps	£ 9.20	£ 1.84	£ 11.04
859	Card	Amazon	Town Hall - Hand sanitiser dispensers	£ 54.13	£ 10.82	£ 64.95
860	d/d	Siemens Financial Services	Photocopier Lease - Q3 20	£ 1,085.53	£ 217.10	£ 1,302.63
861	d/d	Hitachi	Truck Lease - Sept 20	£ 336.88	£ 67.37	£ 404.25
862	d/d	SSE Southern Electric	Public Toilets - electricity - Aug 20	£ 113.15	£ 5.65	£ 118.80
863	d/d	SSE Southern Electric	Cemetery Chapel - electricity - Aug 20	£ -	£ -	£ -
864	d/d	SSE SWALEC	Buttercross - electricity - Aug 20	£ -	£ -	£ -
865	d/d	SSE SWALEC	Rec Ground Toilets - electricity - Aug20	£ -	£ -	£ -
866	d/d	Vodafone	Mobile Phone bills - Aug 20 - Sue	£ 26.42	£ 5.28	£ 56.91
			Mobile Phone bills - Aug 20 - Ruth	£ 21.01	£ 4.20	
867	d/d	WorldPay	Monthly payment charges - Aug 20	£ 12.90	£ 2.02	£ 14.92
<b>Sub Total</b>				£ 2,699.18	£ 520.47	£ 3,219.65

<b>To be authorised and paid - post 9th September 2020 Town Council meeting</b>						
868	BACS	Net Salaries <i>incl. staff travel expenses</i>	Town Council salaries	£ 17,751.06		£ 17,751.06
869	BACS	Inland Revenue	Tax	£ 2,522.60		£ 6,247.94
			Employer National Insurance contribution	£ 1,641.60		
			Employee National Insurance contribution	£ 2,083.74		
870	BACS	Norfolk Pension Service	Employer Contribution	£ 4,814.85		£ 6,331.95
			Employee Contribution	£ 1,517.10		
871	d/d	Breckland Council	Town Hall - Rates	£ 1,048.00	£ -	£ 1,971.00
			Market - Rates	£ 349.00	£ -	
			Cemetery - Rates	£ 190.00	£ -	
			Public Toilet - Rates	£ 384.00	£ -	
872	d/d	Immervox (Aug 20)	VOIP router & line - 720014	£ 38.18	£ 7.64	£ 336.94
			Town Council - Fax & Broadband 720469	£ 48.09	£ 9.62	
			Swaffham Heritage - Telephone 721230	£ 47.17	£ 9.43	
			Town Council - Telephone 722922	£ 87.89	£ 17.58	
			Town Council - Alarm 724968	£ 13.00	£ 2.60	
			Town Wi-Fi - 336135	£ 46.45	£ 9.29	
873		Petty Cash	<i>not required this month</i>	£ -	£ -	£ -
874	BACS	ATS Euromaster	New tyre - Truck - AJ63 LXN	£ 51.18	£ 10.24	£ 61.42
875	BACS	CGM	Grass Cutting - Rec Ground - July 20	£ 114.00	£ 22.80	£ 136.80
876	BACS	Countrywide	Market Gazebo - final invoice	£ 260.00	£ 52.00	£ 312.00
877	BACS	EBC Pest Control	Public Toilets Clean - Aug 20	£ 55.00	£ -	£ 105.00
			Allotment - wasp nest removal	£ 50.00	£ -	
878	BACS	Express Lift	Annual Service contract - 20/21	£ 243.57	£ 48.71	£ 292.28
879	BACS	ICO Systems	Anti Virus monthly subscription	£ 7.50	£ 1.50	£ 9.00
880	BACS	Swaffham Museum	TIC SLA - Sept 20	£ 1,020.00	£ -	£ 1,020.00
881	BACS	Veolia	Town Hall waste collection - Aug 20	£ 52.90	£ 10.58	£ 137.88
			Cemetery waste collection - Aug 20	£ 62.00	£ 12.40	
882	BACS	WAVE / Anglian Water	Public Toilets water - Aug 20	£ 3.73	£ -	£ 3.73
883	BACS	WAVE / Anglian Water	Allotments - SL water - Aug 20	£ 143.51	£ -	£ 143.51
884	BACS	WAVE / Anglian Water	Allotments - SL2 water - Aug 20	£ 31.92	£ -	£ 31.92
885	BACS	WAVE / Anglian Water	Allotments - TH water - Aug 20	£ 100.27	£ -	£ 100.27
886	BACS	WAVE / Anglian Water	Rec Ground water - Aug 20	£ 4.03	£ -	£ 4.03
<b>Sub Total</b>				£ 37,481.52	£ 734.86	£ 38,216.38

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<b>Late Bills - received after agenda issued</b>						
887	BACS	Anglian Chemicals	Public Toilets hand towels	£ 48.41	£ 9.68	£ 58.09
888	BACS	Cooleraid	Town Hall drinking water - Aug 20	£ 19.75	£ 3.95	£ 23.70
889	BACS	Corona Corp Serv	Photocopier usage - <i>qly warranty</i>	£ 35.00	£ 7.00	£ 123.97
			Photocopier usage - <i>Room 3</i>	£ 68.31	£ 13.66	
890	BACS	ICO Systems	IT quarterly subscription	£ 999.00	£ 199.80	£ 1,198.80
891	BACS	Swaffham Museum	Council Grant - <i>scanner</i>	£ 700.00	£ -	£ 700.00
892	BACS	Swaffham Service Station	Truck Fuel - <i>Aug 20</i>	£ 112.96	£ 22.59	£ 237.60
			Outside Fuel - <i>Aug 20</i>	£ 76.98	£ 15.38	
			Motor Oil - <i>Aug 20</i>	£ 8.08	£ 1.61	
893	BACS	Blanchere	Xmas lights	£ 1,049.62	£ 209.92	£ 1,259.54
				£ 40,599.63	£ 1,218.45	£ 41,818.08

<b>Summary of Income - July 2020</b> (market rents, allotment deposits, cemetery invoices, room rentals, loan payments etc)						
10-Aug-20	Cash Analysis	Cash & Cheques taken over the counter				£ 597.00
18-Aug-20	Cash Analysis	Cash & Cheques taken over the counter				£ 1,024.15
21-Aug-20	Cash Analysis	Cash & Cheques taken over the counter				£ 5,343.14
25-Aug-20	Cash Analysis	Cash & Cheques taken over the counter				£ 66.00
27-Aug-20	Cash Analysis	Cash & Cheques taken over the counter				£ 592.00
<b>Total BACS</b>		Total Additional Income received by BACS				£ 4,671.24
<b>TOTAL</b>						£ 11,696.53

<b>Items of expenditure to be reclaimed</b>						
Watton TC		Monthly reclaim	£ 1,397.12	£ 2.64		£ 1,399.76
Museum		Museum - Telephone 721230	£ 47.17	£ 9.43		£ 56.60
Sues News		Electricity - <i>Aug 20</i>	£ 86.02	£ 17.20		£ 103.22
<b>TOTAL</b>				£ 1,444.29	£ 12.07	£ 1,456.36

Initials: \_\_\_\_\_