

Swaffham Town Council

Draft Minutes of a Full Council meeting held on Wednesday 8 June 2022 in the Town Hall

Councillors: Mrs J Anscombe, Mrs N Bass, Mr S Bell (Mayor), Mrs W Bensley, Mr P Darby, Mr C Houghton, Mr K Oliver and Mrs J Skinner

Town Clerk: Mr R Bishop

Deputy Clerk: H Carrier

Admin Assistant: Mrs J Williams

Public: 6

1. **Apologies for absence**

Cllr G Edwards - attending SCALGA AGM

Cllr S Matthews – feeling unwell

Cllr I Pilcher – personal reasons

Cllr L Scott – business commitments

Breckland Councillor – Cllr Wickerson – family commitments

2. **Declarations of Interest**

None received.

3. **Reports**

3.1 **Police**

No written report received.

3.2 **Norfolk County Council**

No written report received.

3.3 **Breckland Council**

a. No written report received.

b. £120,000 Inspiring Communities grant scheme announced - Breckland Council has launched a new Inspiring Communities match funding scheme, which will provide grants of up to £5,000 for groups working within the district.

The match funding grants will help support community projects that can demonstrate that they address local community needs and help with the prevention of vulnerability through tackling isolation, improving wellbeing, and encouraging healthy activity. Groups can apply for a maximum of 50% of the total project cost therefore match funding is required, which can be from an organisation's existing funds, external funders or in the form of in-kind contributions.

Full details: www.breckland.gov.uk/community/funding

4. **Reports: Mayor and Town Clerk**

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4.1 Mayor's Announcements

The Mayor, Cllr Stewart Bell, reported on Civic events attended.

4.2 Urgent reports, correspondence, or information at the Mayor's discretion – prior notice must be given

No urgent reports received.

4.3 Town Clerk's Report

Queen's Platinum Jubilee – all went well with the Beacon lighting and entertainment on Thursday 2 June, and with the Market and Sheep Fair on Saturday 4 June. Unfortunately, the RAF decided to change their course of a Red Arrows flyover, this was not a planned part of Swaffham's event, and the changes were way beyond the Town Council's control. There were also many who were disappointed that we could not go ahead with our planned event on Sunday 5 June at the Campingland, but a decision was taken by the Working Group to cancel as there was a severe weather forecast of heavy rain and thunderstorms. The possibility of using both the Community Centre and the Assembly Rooms was given serious consideration. We will move on after reflecting what went well, not so well or not at all, and the reasons behind them all. Thanks to all Councillors, Staff, Volunteers, and those in attendance to support these events.

Orford Road - EIBE have almost completed the installation of the new Play Area at Orford Road. A date has been set for the official opening of the Orford Road Play Area of Thursday 14 July 4pm–7pm, with an after school 'Funday' planned. The Play Area will be available for use as soon as the ROSPA safety checks are complete, but the official opening is part of the requirement of the funders and is good publicity for the manufacturers EIBE too! Any availability to help at this event would be appreciated, please let Meg know at the Town Hall.

5. Minutes

5.1 Wednesday 18 May 2022 – Town Assembly

5.2 Wednesday 18 May 2022 – Annual meeting of the Full Council

5.3 Wednesday 18 May 2022 – Full Council

The minutes of the above meetings were agreed and signed by the mayor as an accurate record.

6. Finance

6.1 Accounts for payment June 2022

The interim list of accounts was circulated prior to the meeting (see Appendix 1).

The accounts were agreed.

6.2 Draft End of Financial Year Approval

a. Internal Audit Final Report from Auding Solutions Ltd

The full report had been circulated to all Councillor with the agenda papers. There are two recommendations to take on board as follows:

R1 The results of the June 2021 play area inspections should be formally reported to the next Assets & Open Spaces Committee meeting, together with an explanation of the actions that have been taken to address the matters identified (especially those considered to present a high or medium risk to the Council), and any that remain

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outstanding. In future years, the results of the annual play area inspections should be reported to Members on a timely basis.

R2 The Council should also review its monitoring arrangements for ensuring that issues identified by the annual play area inspections and internal reviews are addressed on a timely basis. We recommend that issues identified from either source are recorded on a schedule/log, identifying the nature of the issue, the source and date identified, the associated level of risk, the action required and the timescale for completion. It should also identify the member of staff responsible for ensuring that appropriate and timely action is taken and should include evidence of manager review.

Councillors received the report and agreed to action the recommendations.

b. Annual Internal Audit Report 2021-22

The Council received the report from Auditing Solutions Ltd and agreed for it to be passed on to the External Auditors, PKF Littlejohn.

c. Income & Expenditure summary report and balance sheet 2021-22

The end of year Income and Expenditure summary report and Balance Sheet are ready to be signed off by the Mayor & Town Clerk, Councillors need to agree by resolution.

It was RESOLVED to approve the Income and Expenditure summary and Balance Sheet.

d. Income and Expenditure analysis (final) at year end 31 March 22

The Council received the Income and Expenditure analysis.

e. Notice of Public Rights

It was RESOLVED to approve The Notice of Public Rights with the recommended standard dates of 13 June to 22 July 2022.

f. Section 1 Annual Governance Statement 2021-22

It was RESOLVED to approve Section 1 – Annual Governance Statement 2021-22

g. Section 2 Statement of Accounts 2021-22

It was RESOLVED to approve Section 2 - Statement of Accounts was signed by the Town Clerk and the Mayor. Councillors noted the end of year PWLB statement, Bank and Reserves reconciliations and the up-to-date Asset Register which was circulated with the agenda papers.

6.3 Purchase the 7th edition of Pease and Chitty's 'Law of Markets and Fairs'

All agreed to purchase the updated version.

7. General Correspondence or Information

7.1 Weekly correspondence

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The list of correspondence records items had been circulated to Councillors prior to the meeting.

7.2 Bus Shelter Design for Norwich Road Site

Barratts has submitted a design of a bus shelter planned for their site in the Norwich Road.

After reviewing the design councillors agreed for the Town Clerk to ask for alternative designs, Councillors did not like the design put forward.

7.3 Civic Twinning Weekend

Due to this event being on at the same time as the Carter weekend both the Mayor and Deputy Mayor were unavailable to attend. No other councillors wish to attend.

It was agreed to ask the Comms Officer to add to the next newsletter article to see if there was still interest in the Twinning Society.

7.4 Terms of Reference Barn Steering Group

After a discussion.

It was agreed to delegate authority of governance to the Barn Steering Group, under the original terms of reference.

It was agreed that the Steering Group provide a loose brief on what needs to be done immediately to the next full council meeting and for the Town Clerk to speak to regular council contractors for advice to stop the building falling into a worse condition.

It was also agreed for the Steering Group to approach an architect to provide a drawing of a workable venue and to contact a local builder to get an idea of the cost of renovating the flat.

7.5 Swan's Nest Public Open Space at Land Registry

Council received documents from the Land Registry registering the land for the first stages of Public Open Space and Play Area at the Swan's Nest site.

8. Dates of forthcoming meetings and items for future agenda

<u>No</u>	<u>Meeting</u>	<u>Day</u>	<u>Date</u>	<u>Time</u>	<u>Venue</u>	<u>Staff</u>
8.1	HR & Governance Committee	Mon	13 th Jun	12noon	Council Chamber	RB HC
8.2	Market Committee	Mon	20 th Jun	6.30pm	Council Chamber	HC RO
8.3	Planning Committee	Tues	28 th Jun	4.00pm	Council Chamber	RB HD
8.4	FULL COUNCIL	Wed	13 th Jul	6.30pm	Council Chamber	RB JW
8.5	Market Committee	Mon	18 th Jul	6.30pm	Council Chamber	HC RO
8.6	Planning Committee	Tues	26 th Jul	4.00pm	Council Chamber	RB JW
8.7	Assets & Open Spaces Committee	Wed	27 th Jul	6.30pm	Council Chamber	HC JW
8.8	HR & Governance Committee	Mon	1 st Aug	6.30pm	Council Chamber	RB HC
8.9	FULL COUNCIL	Wed	10 th Aug	6.30pm	Council Chamber	RB HD

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

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CONFIDENTIAL BUSINESS following the exclusion of the public and press

9.1 Transfer of 2-acres of land to Breckland Council

Councillors agreed to the amended draft documents (TP1 and Deed of Variation) circulated subject to receiving satisfactory solicitors' advice, that the pre-emption had been reduced to four-years and the legal costs would be met by Breckland Council in the event that the project did not materialise within the four-year period.

9.2 Days Field

Councillors agreed to proceed subject to receiving satisfactory solicitors advice and removal of VAT from the transaction. Two abstentions.

9.3 Assets & Open Spaces Committee relation to adoption Avant Homes

Councillors all agreed with the recommendation from the Assets & Open Spaces Committee to not adopt the Public Open Space at Avant Homes.

Meeting Closed at 8.30pm

Chairman.....

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APPENDIX 1

Swaffham Town Council - Accounts for JUNE 2022							6.1
No	Payment	Name	Details	Price	VAT	Total	
Paid - 1st -8th June 2022							
128	Card	Lloyds Bank	Monthly credit card fee - May 22	£ 3.00	£ -	£ 3.00	
129	Card	Lloyds Bank	Farm & Country - sheep fair mats	£ 131.90	£ 26.38	£ 158.28	
130	Card	Lloyds Bank	Amazon - stationery	£ 19.61	£ 3.92	£ 23.53	
131	Card	Lloyds Bank	Parker V - past mayor medal engraving	£ 65.00	£ -	£ 65.00	
132	Card	Lloyds Bank	Amazon - office stamps	£ 78.95	£ 5.68	£ 84.63	
133	Card	Lloyds Bank	Amazon - shredder oil	£ 7.10	£ 1.42	£ 8.52	
134	Card	Lloyds Bank	Amazon - office post it notes	£ 9.96	£ 2.00	£ 11.96	
135	Card	Lloyds Bank	Cut Price - Jubilee event - refund	-£ 11.88	-£ 2.37	-£ 14.25	
136	d/d	Hitachi	Truck Lease - Jun 22	£ 336.88	£ 67.38	£ 404.26	
137	d/d	SSE Southern Electric	Public Toilets - electricity - Mar 22	£ 126.69	£ 6.33	£ 133.02	
138	d/d	SSE Southern Electric	Public Toilets - electricity - Apr 22	£ 113.41	£ 5.67	£ 119.08	
139	d/d	SSE Southern Electric	Public Toilets - electricity - May 22	£ 207.11	£ 10.35	£ 217.46	
140	d/d	SSE Southern Electric	Cemetery Chapel - electricity - Mar 22	£ 59.91	£ 2.99	£ 62.90	
141	d/d	SSE Southern Electric	Cemetery Chapel - electricity - Apr 22	£ 71.07	£ 3.55	£ 74.62	
142	d/d	SSE SWALEC	Buttercross - electricity - Apr 22	£ 176.29	£ 8.81	£ 185.10	
143	d/d	SSE SWALEC	Rec Ground - electricity - May 22	£ -	£ -	£ -	
144	d/d	Siemens	Photocopier lease Q3 2022	£ 1,103.48	£ 220.69	£ 1,324.17	
145	d/d	Vodafone	Mobile Phone bills - May 22 - S Dent	£ 15.53	£ 3.11	£ 18.64	
			Mobile Phone bills - May 22 - R Ostler	£ 15.53	£ 3.10	£ 18.63	
146	d/d	Vodafone	Mobile phone - MF	£ 24.00	£ -	£ 24.00	
147	d/d	WorldPay	Monthly payment charges - May 22	£ 44.36	£ 8.02	£ 52.38	
			148	£ 2,597.90	£ 377.03	£ 2,974.93	
To be authorised and paid - post 8th June 2022							
148	BACS	Net Salaries	Town Council salaries	£ 14,622.85		£ 14,622.85	
149	BACS	Inland Revenue	Tax	£ 2,213.67		£ 2,213.67	
			Employer National Insurance contribution	£ 1,811.03		£ 1,811.03	
			Employee National Insurance contribution	£ 1,412.51		£ 1,412.51	
150	BACS	Norfolk Pension Service	Employer Contribution	£ 4,305.76		£ 4,305.76	
			Employee Contribution	£ 1,219.09		£ 1,219.09	
151	d/d	Breckland Council	Town Hall - Rates	£ 1,048.00		£ 1,048.00	
			Market - Rates	£ 349.00		£ 349.00	
			Cemetery - Rates	£ 190.00		£ 190.00	
152	d/d	Breckland Council	Barn - Rates	£ 115.00		£ 115.00	
153	d/d	Immervox (May 22)	VOIP router & line - 720014	£ -	£ -	£ -	
			Town Council - Fax & Broadband 720469	£ -	£ -	£ -	
			Swaffham Heritage - Telephone 721230	£ -	£ -	£ -	
			Town Council - Telephone 722922	£ -	£ -	£ -	
			Town Council - Alarm 724968	£ -	£ -	£ -	
			Town Wi-Fi - 336135	£ -	£ -	£ -	
154	BACS	Allotment Deposit refund	J Callus - TH15b	£ 40.00	£ -	£ 40.00	
155	BACS	Auditing Solutions	Final Internal Audit 2021-22	£ 460.00	£ 92.00	£ 552.00	
156	BACS	Dean Kirby	Truck respray	£ 900.00	£ -	£ 900.00	
157	BACS	Diddlington Nurseries	Summer plans	£ 171.15	£ 34.23	£ 205.38	
158	BACS	Lyreco	PPE - Gloves	£ 43.92	£ 8.78	£ 52.70	
159	BACS	Redroc Group	Toilets - repairs	£ 482.08	£ 96.42	£ 578.50	
160	BACS	The Norfolk Arborist	Churchyard tree report	£ 375.00	£ 75.00	£ 450.00	
161	BACS	Tracy Fussell	Toilets - repairs	£ 1,421.34	£ -	£ 1,421.34	
162	BACS	Travis Perkins	Allotments - new water tap	£ 12.49	£ 2.50	£ 14.99	
			PPE - Industrial wipes	£ 12.59	£ 2.52	£ 15.11	
163	BACS	WAVE - Anglian Water	Allotment SL1 - 295096901 - May 22	£ 142.58	£ -	£ 142.58	
164	BACS	WAVE - Anglian Water	Allotment SL2 - 291055801 - May 22	£ 18.65	£ -	£ 18.65	
165	BACS	WAVE - Anglian Water	Allotment TH - 291044001 - May 22	£ 90.39	£ -	£ 90.39	
166	BACS	WAVE - Anglian Water	Town Hall - 346045001 - Dec-Feb 22	£ 24.46	£ -	£ 24.46	
167	BACS	WAVE - Anglian Water	Public Toilets - 341378101 - May 22	£ 72.92	£ -	£ 72.92	
168	BACS	WAVE - Anglian Water	Rec Ground- 225554301 - May 22	£ 0.71	£ -	£ 0.71	
			Sub Total	£ 34,153.09	£ 688.48	£ 34,841.57	

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Late Bills - received after agenda issued						
169	BACS	Cooleraid	Drinking Water - May 22	£ 7.90	£ 1.58	£ 9.48
170	BACS	Swaffham Building Supplies	Orford Road - post mix	£ 20.75	£ 4.15	£ 24.90
171	BACS	Dr S Gattuso	Cultural Consortium - <i>bundle 2 receipts refund</i>	£ 148.43	£ -	£ 148.43
172	BACS	Dr S Gattuso	Cultural Consortium - <i>bundle 3 receipts refund</i>	£ 29.29	£ -	£ 29.29
173	BACS	Mosaic Moments	Cultural Consortium - <i>2nd payment</i>	£ 1,663.00	£ -	£ 1,663.00
174	BACS	St Peter & St Paul Church	Cultural Consortium - <i>donation</i>	£ 50.00	£ -	£ 50.00
175	BACS	Methodist Church	Cultural Consortium - <i>donation</i>	£ 50.00	£ -	£ 50.00
176	BACS	J & B Foulkes	Cultural Consortium - <i>Green Parrot room booking</i>	£ 35.00	£ -	£ 35.00
177	BACS	Jamie's Bakes - C M Jones	Jubilee event - Sunday stall refund	£ 65.00	£ -	£ 65.00
	BACS	Steam Shed - Paul Johnson	Jubilee event - Sunday stall refund	£ 60.00	£ -	£ 60.00
	BACS	Amy Raine	Jubilee event - Sunday stall refund	£ 30.00	£ -	£ 30.00
	BACS	Simply Just Coffee	Jubilee event - Sunday stall refund	£ 50.00	£ -	£ 50.00
	BACS	Ayaans Ices	Jubilee event - Sunday stall refund	£ 50.00	£ -	£ 50.00
	BACS	White Hart & Hart Catering	Jubilee event - Sunday stall refund	£ 110.00	£ -	£ 110.00
178	BACS	Swaffham Service Centre	Truck Fuel - May 22	£ 173.26	£ 34.64	£ 309.44
			Outside Fuel - May 22	£ 84.62	£ 16.92	
179	BACS	Veolia	Town Hall waste collection - May 22	£ 50.98	£ 10.20	£ 143.79
			Cemetery - waste collection - May 22	£ 68.84	£ 13.77	
180	BACS	C Smith	Locum Services - <i>year end accounts</i>	£ 1,095.00	£ -	£ 1,095.00
181	BACS	CGM Group	Grass cutting - May 22	£ 448.38	£ 89.68	£ 538.06
182	BACS	Rialtas	Acct close down fee	£ 63.00	£ 12.60	£ 75.60
183	BACS	EIBE	Orford Road Play area	£ 72,500.00	£ 14,500.00	£ 87,000.00
184	BACS	L H Contractors	Bus stop road	£ 2,828.00	£ 565.60	£ 3,933.60
			ChurchyardKissing GATES	£ 450.00	£ 90.00	
Total				£ 114,284.54	£ 16,027.62	£ 130,312.16

Summary of Income - MAY 2022 (market rents, allotment deposits, cemetery invoices, room rentals, loan payments etc)						
10-May-22	Cash & Cheques taken over the counter					£ 132.00
10-May-22	Cash & Cheques taken over the counter					£ 150.00
17-May-22	Cash & Cheques taken over the counter					£ 464.40
31-May-22	Cash & Cheques taken over the counter					£ 5,405.88
Income from BACS & Card payment - <i>incl. precept £224250.00</i>						£ 4,549.58
TOTAL						£ 10,701.86

Items of expenditure to be reclaimed						
Watton TC	Mobile reclaim - May 22			£ 15.53	£ 3.11	£ 18.64
Museum	Museum - Telephone 721230 - May 22			£ 47.17	£ 9.43	£ 56.60
Sues News	Electricity May 22			£ 67.50	£ 3.38	£ 70.88
TOTAL				£ 130.20	£ 15.92	£ 146.12

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