

## Swaffham Town Council

### Minutes of a Full Council meeting held on Wednesday 8 March 2023 in the Town Hall

Councillors: Cllr Anscombe, Cllr Beech, Cllr Bell, Cllr Bensley, Cllr Cooper, Cllr Darby, Cllr Edwards, Cllr Eves, Cllr Houghton, Cllr Pilcher and Cllr Skinner

Town Clerk: Helen Carrier

Members of public: Four

#### 1 **Apologies for absence**

Apologies were received from Cllr Matthews and Cllr Scott.

#### 2 **Declarations of Interest**

None received.

#### 3 **Public Open Forum**

A member of the public enquired as to why the Swimming Pool could not be opened within six weeks. It was explained that connecting the utilities will take time as new cabling and pipes will need to be installed and permissions will need to be granted.

#### 4 **Reports**

##### 4.1 **Breckland Council**

Cllr Wickerson gave a verbal report to the meeting.

##### 4.2 **Norfolk County Council**

Cllr Eagle attended the meeting and gave a verbal report. Cllr Eagle will cover Swaffham Town until the County Councillor vacancy is filled.

##### 4.3 **Police**

There was no representative present and no report received prior to the meeting.

#### 5 **Reports**

##### 5.1 **Mayor**

The Mayor gave a brief update on events attended since the last meeting.

##### 5.2 **Urgent business**

A request had been submitted asking if the Community Garden could be extended to include the area to the north of the current boundary up to the footpath to Church Walk for the purpose of creating a small wild flower garden.

All agreed to this request.

A skylight in the Museum is damaged, the ceiling around the Skylight is cracked and the decorative trim around the skylight is beginning to drop. It is requested that the Ground Works Manager hires scaffolding to investigate the reason for the failure of the area.

All agreed for the Ground Works Manager to move forward with the scaffolding as soon as possible.

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

### 5.3 Deputy Clerk

The Town Clerk had received an updated plan of the War Memorial which did not include the slip road into the Costa area and so confirmed that this road will be maintained by Highways. Councillors noted this plan.

A request had been received from Norfolk County Council to add an additional BT socket into a room at the Community Centre that they have on long-term hire.

All agreed for the socket to be installed.

## 6 Minutes

The minutes of the Full Council meeting held on 15 February 2023 were agreed and signed by the Mayor as an accurate record.

## 7 TIC Service Level Agreement

Cllr Anscombe had provided an updated SLA and would check with the Town Clerk the budget figure for 2023-24.

All agreed to adopt the agreement.

## 8 High Streets Heritage Action Zone (HSHAZ)

Councillors noted this report.

## 9 Skate Park – Hammond School request

Councillors agreed to the request from Hammond School to paint the Skate park as part of the Duke of Edinburgh's Scheme.

## 10 Finance

### 10.1 Payments & Receipts for March 2023

It was unanimously agreed to approve the payments and receipts for March 2023.

### 10.2 Reconcile Bank Accounts up to 28 February 2023

It was unanimously agreed to approve the accounts.

## 11 Policies

### 11.1 GDPR (Data Protection) Policy

### 11.2 Gifts and Hospitality Policy

### 11.3 Training and Development Policy

It was unanimously agreed to adopt all three policies with immediate effect

## 12 General correspondence

Noted

## 13 Dates of forthcoming meetings

Monday 20 March, 6.30pm – Market, Events & Tourism

Monday 27 March, 6.30pm – Assets & Open Spaces

Tuesday 28 March, 4pm – Planning & Built Environment

All meetings will be held in Council Chambers, Town Hall

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

**ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960: STAFFING following the exclusion of the public and press.**

**14 Organisation Review – report and recommendations from HR Committee**

Councillors had received the report and recommendations prior to the meeting. It was unanimously agreed to accept the recommendation from the HR Committee and to provide a copy of the review to all staff with the salary scale redacted.

**15 Assembly Rooms**

Cllr Anscombe provided a brief update on the Assembly Rooms, insurance progress and potential next steps.

Meeting Closed at 7.35pm

Chairman.....

Appendix 1 – February 2023 payments list

**Swaffham Town Council**  
**PAYMENTS (AWAITING AUTHORISATION) LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
882 Bank Charges	17/01/2023		1 Unity Trust Current	Cheque	Petty Cash Balance	Unity Trust Bank	E	383.91		383.91
883 IT Software	17/01/2023		Lloyd Credit Card	Card	IT - Software	Adobe	E	12.64		12.64
884 IT Software	17/01/2023		Lloyd Credit Card	Card	IT - Software	Adobe	S	16.64	3.33	19.97
885 IT Software	17/01/2023		Lloyd Credit Card	Card	IT - Software	Fasthosts Internet Ltd	S	61.00	12.20	73.20
886 Stationery	17/01/2023		Lloyd Credit Card	Card	Office - Stationery	Scale Lane Printers	S	20.81	4.16	24.97
887 Bank Charges	17/01/2023		Lloyd Credit Card	Card	Credit Card Monthly Fee	Lloyds Bank - Cr Card	E	3.00		3.00
888 Rates	17/01/2023		1 Unity Trust Current	DD	Rates - Barn	Breckland DC	E	115.00		115.00
889 Chapel Electricity & Gas	17/01/2023		1 Unity Trust Current	DD	Electricity - Chapel	SSE - Southern Electric	L	45.96	2.29	48.25
891 Electric & Gas (Rec)	17/01/2023		1 Unity Trust Current	DD	Electricity - Rec Ground	SSE - Southern Electric	L	18.26	0.91	19.17
892 Telephone Market Superinter	17/01/2023		1 Unity Trust Current	DD	Mobile Phone costs	Vodafone	S	12.50	2.50	15.00
893 Electric - War Memorial	17/01/2023		1 Unity Trust Current	DD	War Memorial	NPower	L	12.11	0.61	12.72
894 Public Works Loan - Repaym	17/01/2023		1 Unity Trust Current	DD	loan account - 483005	Public Works Loan Board	E	83,178.56		83,178.56
895 General Maintenance	18/01/2023		1 Unity Trust Current	B/P	General Maintenance	A1 Motorstore	E	39.00		39.00
897 IT Software	18/01/2023		1 Unity Trust Current	B/P	IT - Website	Aubergine	S	2,074.00	414.80	2,488.80
898 Photocopier Equipment & Ma	18/01/2023		1 Unity Trust Current	B/P	Photocopier - usage	Aurora	S	13.50	2.70	16.20
898 Photocopier Equipment & Ma	18/01/2023		1 Unity Trust Current	B/P	Photocopier - usage	Aurora	S	-13.50	-2.70	-16.20
899 Market Regular Trader	18/01/2023		1 Unity Trust Current	B/P	refund of error payment	Peggy Little Products	E	46.43		46.43
900 Barn Project including legal f	18/01/2023		1 Unity Trust Current	B/P	Barn - Swimming Pool	Cadent	S	378.00	75.60	453.60
901 Cultural Consortium	18/01/2023		1 Unity Trust Current	B/P	Cultural Consortium	Dr S Gattuso	E	45.00		45.00
903 Legal Fees/Professional Advir	18/01/2023		1 Unity Trust Current	B/P	Legal Fees	Greene & Greene Sols	S	2,010.00	402.00	2,412.00
904 General Maintenance	18/01/2023		1 Unity Trust Current	B/P	Cleaning	MVS Cleaning Services	E	660.00		660.00
905 Photocopier Equipment & Ma	18/01/2023		1 Unity Trust Current	B/P	Photocopier - Lease	Siemens	S	523.66	104.73	628.39
906 Car Rally	18/01/2023		1 Unity Trust Current	B/P	Event - First Aid	St Johns Ambulance	S	144.00	28.80	172.80
906 Christmas Weekend	18/01/2023		1 Unity Trust Current	B/P	Event - First Aid	St Johns Ambulance	S	168.00	33.60	201.60
907 Barn Project including legal f	18/01/2023		1 Unity Trust Current	B/P	Barn - Swimming Pool	T K Drakes	S	50.00	10.00	60.00
909 Electric & Gas	18/01/2023		1 Unity Trust Current	B/P	Electricity - Town Hall	SSE - Southern Electric	L	1,971.43	98.57	2,070.00
910 General Maintenance	24/01/2023		1 Unity Trust Current	B/P	General Maintenance	Ben Burgess Beeston	S	450.00	90.00	540.00
911 Grounds Maintenance	24/01/2023		1 Unity Trust Current	B/P	Swans Nest bins	Breckland DC	E	1,918.24		1,918.24
912 CloudyIT Monthly Fee	24/01/2023		1 Unity Trust Current	B/P	IT - Monthly Fee	Cloudy IT	S	344.90	68.98	413.88
913 Computer Maintenance	24/01/2023		1 Unity Trust Current	B/P	IT - Software	Cloudy IT	S	240.00	48.00	288.00
913 Computer Maintenance	24/01/2023		1 Unity Trust Current	B/P	IT - Software	Cloudy IT	S	0.01		0.01
914 Street Furniture - annual mai	24/01/2023		1 Unity Trust Current	B/P	Xmas Lights Maintenance	Redroc	S	1,787.50	357.50	2,145.00

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

**Swaffham Town Council**  
**PAYMENTS (AWAITING AUTHORISATION) LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
915 Christmas Weekend	24/01/2023		1 Unity Trust Current	B/P	Xmas - electrician	Redroc	S	400.00	80.00	480.00
916 Payroll Services	24/01/2023		1 Unity Trust Current	B/P	Payroll services	Stephenson Smart	E	55.42		55.42
918 Office Furniture	25/01/2023		Lloyd Credit Card	Card	Office - Equipment	Meridian Office Furniture	S	417.00	83.40	500.40
919 Cemetery Waste Removal	25/01/2023		Lloyd Credit Card	Card	Cemetery - Skip Hire	Norman Wenn Ltd	S	204.17	40.83	245.00
920 Health & Safety	25/01/2023		1 Unity Trust Current	B/P	Health & Safety	Staff Expenses	E	69.00		69.00
921 Mayors Allowance	25/01/2023		1 Unity Trust Current	B/P	Donation	Ashill Welfare	E	500.00		500.00
922 Mayors Allowance	25/01/2023		1 Unity Trust Current	B/P	Mayors Allowance	Stewart Bell	E	392.05		392.05
923 Cultural Consortium	25/01/2023		1 Unity Trust Current	B/P	Cultural Consortium	Mosaic Moment/Mrs C E Ash	E	1,832.00		1,832.00
924 Cultural Consortium	25/01/2023		1 Unity Trust Current	B/P	Cultural Consortium	Carters Coaches	E	130.00		130.00
925 Health & Safety	30/01/2023		1 Unity Trust Current	B/P	Health & Safety	Staff Expenses	E	35.00		35.00
927 Water Rates	30/01/2023		1 Unity Trust Current	B/P	Water - Allotment SL1	WAVE - Anglian Water	E	10.62		10.62
928 Water Rates	30/01/2023		1 Unity Trust Current	B/P	Water - Allotment SL2	WAVE - Anglian Water	E	4.10		4.10
929 Water Rates	30/01/2023		1 Unity Trust Current	B/P	Water - Allotment TH	WAVE - Anglian Water	E	7.36		7.36
930 Water Rates	30/01/2023		1 Unity Trust Current	B/P	Water - Town Hall	WAVE - Anglian Water	E	90.41		90.41
931 Water Rates (Rec)	30/01/2023		1 Unity Trust Current	B/P	Water - Rec Ground	WAVE - Anglian Water	E	4.09		4.09
937 Stationery	07/02/2023		Lloyd Credit Card	Card	stationery supplies	Viking	S	23.26	4.65	27.91
938 Stationery	07/02/2023		Lloyd Credit Card	Card	stationery supplies	Amazon	S	11.97	2.40	14.37
938 Stationery	07/02/2023		Lloyd Credit Card	Card	stationery supplies	Amazon	S	5.98	1.20	7.18
939 Bank Charges	07/02/2023		Lloyd Credit Card	DD	Account Charges	Worldpay	S	48.40	8.03	56.43
940 General Maintenance	07/02/2023		Lloyd Credit Card	Card	General Supplies	Stone Tech (Cleveland) Ltd	S	87.60	17.52	105.12
941 Stationery	07/02/2023		Lloyd Credit Card	Card	General Supplies	Ideal 365 Ltd	S	12.50	2.50	15.00
942 Electricity	07/02/2023		1 Unity Trust Current	DD	Electricity - Public Toilets	SSE - Southern Electric	L	87.83	3.65	91.48
943 General Maintenance	07/02/2023		1 Unity Trust Current	B/P	Public Toilets - Maintenance	Anglian Chemicals	S	30.00	6.00	36.00
943 Repairs/Replacements	07/02/2023		1 Unity Trust Current	B/P	Public Toilets - Maintenance	Anglian Chemicals	S	80.00	16.00	96.00
944 Audit External & Internal	07/02/2023		1 Unity Trust Current	B/P	Internal Audit Service	Auditing Solutions Ltd	S	960.00	192.00	1,152.00
945 Chapel General Maintenance	07/02/2023		1 Unity Trust Current	B/P	Cemetery	CGM Group	S	7,040.00	1,408.00	8,448.00
946 CloudyIT Monthly Fee	07/02/2023		1 Unity Trust Current	B/P	IT - Monthly Fee	Cloudy IT	S	344.90	68.98	413.88
947 General Maintenance	07/02/2023		1 Unity Trust Current	B/P	General Maintenance	Dan Cawthorne	E	76.86		76.86
948 Hospitality	07/02/2023		1 Unity Trust Current	B/P	Drinking Water - Town Hall	Cooleraid	S	9.88	1.98	11.86
949 Memberships/Subscriptions	07/02/2023		1 Unity Trust Current	B/P	Subscription	CPRE	E	36.00		36.00
950 Cultural Consortium	07/02/2023		1 Unity Trust Current	B/P	Cultural Consortium	George Tufts & Sons	S	22.88	4.58	27.46
951 General Maintenance	07/02/2023		1 Unity Trust Current	B/P	General Maintenance	K Lock Maintenance	S	82.60	16.52	99.12
952 Stationery	07/02/2023		1 Unity Trust Current	B/P	Office - Stationery	Lyreco UK Ltd	S	0.51	0.10	0.61
953 Photocopier Equipment & Ma	07/02/2023		1 Unity Trust Current	B/P	Photocopier - usage	Officeflow office automation	S	92.72	18.54	111.26
954 Repairs/Replacements	07/02/2023		1 Unity Trust Current	B/P	Truck Maintenance	Swaffham MOT & Service Cen	S	95.83	19.17	115.00

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

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**PAYMENTS (AWAITING AUTHORISATION) LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
955	Fuel Outside Equipment	07/02/2023		1 Unity Trust Current	B/P	Fuel	Swaffham Service Centre	S	28.48	5.70	34.18
955	Truck Fuel	07/02/2023		1 Unity Trust Current	B/P	Fuel	Swaffham Service Centre	S	133.77	26.76	160.53
956	Cemetery Waste Removal	07/02/2023		1 Unity Trust Current	B/P	Waste Collection	Veolia	S	79.84	15.97	95.81
956	Cemetery Waste Removal	07/02/2023		1 Unity Trust Current	B/P	Waste Collection	Veolia	S	3.78	0.76	4.54
956	Waste Collection	07/02/2023		1 Unity Trust Current	B/P	Waste Collection	Veolia	S	71.16	14.23	85.39
956	Waste Collection	07/02/2023		1 Unity Trust Current	B/P	Waste Collection	Veolia	S	18.72	3.74	22.46
957	Salaries	07/02/2023		1 Unity Trust Current	B/P	Salaries	Salaries	E	13,702.14		13,702.14
958	PAYE - Tax	07/02/2023		1 Unity Trust Current	B/P	PAYE	PAYE	E	2,295.67		2,295.67
958	PAYE - Employer National In:	07/02/2023		1 Unity Trust Current	B/P	PAYE	PAYE	E	1,712.27		1,712.27
958	PAYE - Employee National In	07/02/2023		1 Unity Trust Current	B/P	PAYE	PAYE	E	1,122.71		1,122.71
959	Pension - Employer contribut	07/02/2023		1 Unity Trust Current	B/P	Pension	Norfolk Pensions	E	4,402.32		4,402.32
959	Pension - Employee Contribu	07/02/2023		1 Unity Trust Current	B/P	Pension	Norfolk Pensions	E	1,250.74		1,250.74
960	General Maintenance	07/02/2023		1 Unity Trust Current	B/P	Allotment Maintenance	Wordingham Plant Hire Ltd	S	180.00	36.00	216.00
961	IT Software	07/02/2023		1 Unity Trust Current	B/P	IT - Software	Cloud Next Ltd	S	99.99	19.99	119.98
962	Cultural Consortium	07/02/2023		1 Unity Trust Current	B/P	Cultural Consortium	Spoilheap Archaeology	E	133.00		133.00
963	Cultural Consortium	07/02/2023		1 Unity Trust Current	B/P	Cultural Consortium	Brian Armitage	E	100.80		100.80
964	Electric Town Centre (Butter	08/02/2023		1 Unity Trust Current	DD	Electricity - Buttercross	SSE - Southern Electric	L	280.97	14.04	295.01
965	Telephone	08/02/2023		1 Unity Trust Current	DD	Mobile Phone - Comms	Vodafone	S	20.83	4.17	25.00
966	General Maintenance	08/02/2023		1 Unity Trust Current		General Maintenance	T K Drakes	S	133.34	26.67	160.01
967	Telephone	13/02/2023		1 Unity Trust Current	DD	Telephone - Swaffham Heritag	Immervox	S	47.17	9.43	56.60
968	Telephone	13/02/2023		1 Unity Trust Current	DD	VOIP	Immervox	S	38.18	7.64	45.82
969	Telephone	13/02/2023		1 Unity Trust Current	DD	Broadband	Immervox	S	50.34	10.07	60.41
970	Telephone	13/02/2023		1 Unity Trust Current	DD	Telephone costs	Immervox	S	92.24	18.45	110.69
971	Telephone	13/02/2023		1 Unity Trust Current	DD	Alarm	Immervox	S	13.00	2.60	15.60
972	Telephone	13/02/2023		1 Unity Trust Current	DD	Town Wifi	Immervox	S	46.45	9.29	55.74
973	Cultural Consortium	13/02/2023		1 Unity Trust Current	B/P	Cultural Consortium	George Tufts & Sons	S	463.20	92.64	555.84
974	General Maintenance	13/02/2023		1 Unity Trust Current	B/P	Cultural Consortium	George Tufts & Sons	S	11.95	2.39	14.34
975	General Maintenance	13/02/2023		1 Unity Trust Current	B/P	Cultural Consortium	George Tufts & Sons	S	1.80	0.36	2.16
976	Repairs/Replacements	13/02/2023		1 Unity Trust Current	B/P	Barn - Theatre	Worzels Roofing	E	2,480.00		2,480.00
977	Chapel Electricity & Gas	13/02/2023		1 Unity Trust Current	DD	Electricity - Chapel	SSE - Southern Electric	L	49.69	2.48	52.17
978	Electric & Gas (Rec)	13/02/2023		1 Unity Trust Current	DD	Electricity - Rec Ground	SSE - Southern Electric	L	18.20	0.91	19.11
979	Electric Town Centre (Butter	13/02/2023		1 Unity Trust Current	DD	Electric - Buttercross	SSE - Southern Electric	L	218.93	10.94	229.87

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

Appendix 2 – February 2023 receipts list

**Swaffham Town Council**

**RECEIPTS LIST**

oucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
820	Market Regular Trader	14/01/2023		1 Unity Trust Current	BACS	Market - Rent	Supersox	E	70.58		70.58
821	Market Regular Trader	14/01/2023		1 Unity Trust Current	BACS	Market - Rent	C&R Auctions	E	191.76		191.76
822	Market Regular Trader	14/01/2023		1 Unity Trust Current	BACS	Market - Rent	Old Bygones	E	88.22		88.22
823	Telephone	14/01/2023		1 Unity Trust Current	BACS	Museum - Telephone Costs	Swaffham Heritage	S	47.17	9.43	56.60
824	Market Regular Trader	16/01/2023		1 Unity Trust Current	BACS	Market - Rent	Sea Green Soap	E	46.43		46.43
825	Market Regular Trader	16/01/2023		1 Unity Trust Current	BACS	Market - Rent	Melt Down Danes/Printed Te	E	88.22		88.22
826	Market Regular Trader	16/01/2023	CSA 19/12/22	1 Unity Trust Current	Cash	Market - Rent	Graders Delights	E	88.22		88.22
827	Market Regular Trader	16/01/2023	CSA 19/12/22	1 Unity Trust Current	Cash	Market - Rent	Carols Collectables	E	55.72		55.72
828	Market Regular Trader	16/01/2023	CSA 19/12/22	1 Unity Trust Current	Cash	Market - Rent	All Jam	E	70.58		70.58
829	Market Regular Trader	16/01/2023	CSA 19/12/22	1 Unity Trust Current	Cheque	Market - Rent	Lilac Nurseries	E	313.43		313.43
830	Market Regular Trader	17/01/2023		1 Unity Trust Current	BACS	Market - Rent	Peggy Little Products	E	46.43		46.43
831	Market Regular Trader	17/01/2023		1 Unity Trust Current	Card	Market - Rent	Hurrell	E	83.58		83.58
831	Market Regular Trader	17/01/2023		1 Unity Trust Current	Card	Market - Rent	Hurrell	E	5.00		5.00
832	Market Regular Trader	17/01/2023		1 Unity Trust Current	Card	Market - Rent	Hurrell	E	79.20		79.20
832	Market Regular Trader	17/01/2023		1 Unity Trust Current	Card	Market - Rent	Hurrell	E	4.18		4.18
833	Market Regular Trader	18/01/2023		1 Unity Trust Current	BACS	Market - Rent	Watchman & Wife	E	46.43		46.43
834	Allotment Rent	23/01/2023		1 Unity Trust Current	BACS	Allotment Rent 2022-23	Daren Benzie	Z	39.06		39.06
835	Market Regular Trader	23/01/2023		1 Unity Trust Current	BACS	Market - Rent	Active Solutions	E	60.36		60.36
835	Market Regular Trader	23/01/2023		1 Unity Trust Current	BACS	Market - Rent	Active Solutions	E	3.00		3.00
836	Market Regular Trader	23/01/2023		1 Unity Trust Current		Market - Rent	QMB Antiques	E	55.72		55.72
837	Photocopier Equipment & Ma	23/01/2023		1 Unity Trust Current		Office - Printing	Swaffham Relief in Need	E	0.50		0.50
838	Allotment Rent	23/01/2023		1 Unity Trust Current		Allotment Rent 2022-23	Heidi Savage	Z			
839	Allotment Rent	23/01/2023		1 Unity Trust Current		Allotment Rent 2022-23	Sophie Potter	Z			
840	Allotment Rent	23/01/2023		1 Unity Trust Current		Allotment Rent 2022-23	Neville Currie	Z			
841	Cemetery & Chapel Fees	24/01/2023		1 Unity Trust Current	BACS	Cemetery - Memorial	H Brett & Sons	E	113.75		113.75
842	Allotment Rent	26/01/2023		1 Unity Trust Current		Allotment Rent 2022-23	Sam Savory	Z	41.93		41.93
843	Electric Town Centre (Butterf	30/01/2023		1 Unity Trust Current		Electricity - Market	Routs of Wisbech	S	27.86	5.57	33.43
844	Market Place Electric	30/01/2023		1 Unity Trust Current		Electricity - Market	Routs of Wisbech	S	0.01		0.01
845	Office Rent - former TIC buil	30/01/2023		1 Unity Trust Current	BACS	Sues News - Rent	Sues News	S	474.17	94.83	569.00
845	Electricity	30/01/2023		1 Unity Trust Current	BACS	Sues News - Rent	Sues News	L	60.28	3.01	63.29
846	Market Casual Trader	30/01/2023	CSA 23/12/22	1 Unity Trust Current	Cash	Market - casual rent	Thirty 6 Scents	E	16.00		16.00
847	Allotment Rent	30/01/2023	inv 542	1 Unity Trust Current	Card	Allotment Rent 2022-23	Harry Tinker	Z	28.48		28.48
847	Allotment Deposits	30/01/2023	inv 542	1 Unity Trust Current	Card	Allotment Rent 2022-23	Harry Tinker	Z	40.00		40.00

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

**Swaffham Town Council**  
**RECEIPTS LIST**

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
848	Market Regular Trader	06/02/2023	inv 559	1 Unity Trust Current	Cash	Market - Rent	Graders Delights	E	88.22		88.22
849	Office Rent - former TIC buil	06/02/2023	inv 562	1 Unity Trust Current	BACS	Telephone - Swaffham Heritag	Swaffham Heritage	S	47.14	9.46	56.60
850	Market Regular Trader	06/02/2023	inv 523	1 Unity Trust Current	BACS	Market - Rent	The Woollery	E	46.43		46.43
851	Electric Town Centre (Butter	06/02/2023	inv 536	1 Unity Trust Current	BACS	Electricity - Market	Fountain Fresh Imports Ltd	S	63.01	12.60	75.61
852	Electric Town Centre (Butter	06/02/2023	inv 533	1 Unity Trust Current	BACS	Electricity - Market	Get Stuffed Catering	S	37.61	7.52	45.13
853	Cemetery & Chapel Fees	08/02/2023	Inv 543	1 Unity Trust Current	BACS	Cemetery - Memorial	H Brett & Sons	E	63.00		63.00
854	Market Regular Trader	08/02/2023	Inv 552	1 Unity Trust Current	BACS	Market - Rent	Drip Drop Bake Stop	E	46.43		46.43

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