

Swaffham Town Council

Minutes of a Full Council meeting held on Wednesday 11 January 2023 in the Town Hall

Councillors: Cllr Anscombe, Cllr Beech, Cllr Bensley, Cllr Darby, Cllr Houghton, Cllr Matthews, Cllr Pilcher, Cllr Scott, Cllr Skinner, Cllr Eves (from 6.35pm), Cllr Cooper (from 6.35pm)

Town Clerk: Mr R Bishop

Deputy Clerk: Mrs H Duggan

Members of public: Five

1 **Apologies for absence**

Apologies were received from Cllr Bell and Cllr Edwards.

Apologies were also received from Breckland Cllr Sherwood.

2 **Declarations of Interest**

Cllrs Anscombe, Darby & Scott declared an interest in Item 6.2

Public Open Forum

The Swaffham Heritage manager expressed thanks to the Council, local community groups and residents for their support in helping to deliver the Carter 22 celebrations last year. The mosaic pyramid installation is now planned for late February and the celebrations planned this year will be the 'Under the Eye of the Buttercross' with more details to follow when available.

Public Forum closed

3 **Casual Vacancy + Reports: police, principal authority**

3.1 **Casual Vacancies**

Two applications were received for the two vacancies which were circulated to Cllrs prior to the meeting.

Each applicant was given the opportunity to speak before a vote was taken.

It was agreed by a majority vote to appoint Mrs Stephanie Cooper.

It was agreed by a unanimous vote to appoint Mr Graham Eves.

The Town Clerk arranged the signing of the Declaration of Office, and the Mayor duly invited each new Cllr to the table to join the meeting.

3.2. **Breckland Council**

a) **Future Breckland – Town Delivery Plans**

Breckland Officers, Caroline Bidewell and Emma Crampton gave a briefing on the current position and next steps for Future Breckland and the Swaffham Town Delivery Plan.

Cllrs discussed the plans and options available before taking a vote.

Initials: _____

It was agreed by a majority vote to adopt the Swaffham Town Delivery Plan

b) Breckland District Council

Cllrs D Wickerson and E Colman gave a verbal report to the meeting.

3.3. Norfolk County Council

Cllr E Colman gave a verbal report to the meeting.

3.4. Police

No written report was received.

It was highlighted Cllrs were not made aware of the SNAP meeting that was held on 11 January 23. The Town Clerk was asked to highlight this to PC Johnson for future meetings.

4 Reports: Mayor and Town Clerk

4.1. Mayor's Announcements

The Deputy Mayor, Cllr J Anscombe, reported on the recent Civic events attended by the Mayor, Cllr S Bell

4.2. Urgent Business

None received.

4.3. Town Clerk

The Town Clerk gave a brief update on the following items:

Internal audit – due to take place Tuesday 17 and Wednesday 18 January.

Budget – the draft budget would be circulated to councillors on Friday 13 January.

2023 council elections – at the 4 May 2023 elections there will be a requirement to show photographic ID before you can vote. i.e., passport or driving licence.

Escape Project – the annual Wassail event is due to take place on Monday 16 January in the orchard adjacent to Tumbler Hill allotments. The event will start at 4pm, with a procession into the Orchard, wassailing the oldest tree and having a fire out there. The fire brigade has been notified, the event will be well attended by volunteers and a risk assessment has been given to the office.

5 Minutes

The minutes of the Full Council meeting held on 14 December 2022 were agreed by the Deputy Mayor as an accurate record.

6 Finance

6.1. Payments for January 2023

Payments were approved, there were no queries.

6.2. Cultural Consortium draft Service Level Agreement (SLA)

A new Draft Service Level Agreement between Swaffham Town Council (STC) and Friends of Swaffham Heritage (FoSH) was put forward by the Cultural Consortium, who are now organising themselves for the remainder of their tenure. They are splitting

the administrative duties now that the Carter 22 celebrations are over with the Town Council asked to conduct some administration in return for an annual fee of £1,000.

It was unanimously agreed to accept the draft Cultural Consortium Service Level SLA.

6.3 Website – consideration of estimates ahead of the budget.

Three estimates were circulated for consideration prior to the meeting.

After discussion it was unanimously agreed to proceed with Option 2 at a cost of £1,374 in year 1 and £299 from Year 2 onwards.

6.4 Coffee machine

Estimates were circulated for consideration prior to the meeting.

It was unanimously agreed to defer the decision to the next council meeting to allow for more clarity to be obtained.

6.5 Brecks 3rd Party Grant Fund

It was proposed by the Deputy Mayor that this agenda item be delegated to the Assets & Open Spaces Committee for further deliberation and recommendation to full Council at a later date.

7 Correspondence or information

7.1. Weekly correspondence

Noted as received.

7.2. Swimming Pool

A report was circulated from the Swimming Pool Charity prior to the meeting

It was noted the Town Clerk planned to host a meeting with representatives of the Swimming Pool Charity. The purpose of the meeting would be to establish clarity on costs to help inform the 2023/24 Budget, not to make any decisions. Any recommendations made by the Swimming Pool Charity would be conveyed to the Council prior to the Budget meeting, to allow time to consider them.

Councillors were invited to join the meeting if they wished.

7.3 Chance Project

Councillors were asked to consider how they could support the project which aims to help Swaffham residents in their search for work.

It was unanimously agreed to help publicise the project through the council website and Swaffham newsletter.

7.4 Health & Safety – Draft Policy and Handbook prepared by Nest, for adoption.

The reports were circulated to Councillors prior to the meeting. It was noted there were anomalies in the draft reports that required updating.

It was unanimously agreed to delegate the Health & Safety Policy and handbook to the HR & Governance Committee for finalising and approving.

8 Dates of forthcoming meetings

8.1	Market Committee	Wed 16 Jan	6.30pm
8.2	Finance Full Council	Mon 23 Jan	6.30pm

8.3	Xmas & Remembrance events washup	Wed 25 Jan	2.00pm
8.4	Planning Committee	Tues 31 Jan	4.00pm
8.5	Do you want to be a Councillor	Mon 30 Jan	5.00pm
8.6	Assets & open Spaces Committee	Mon 30 Jan	6.30pm
8.7	HR & Governance Committee	Mon 6 Feb	12noon
8.8	Full Council	Wed 8 Feb	6.30pm
8.9	Transport Committee	tbc	tbc

Cllr Pilcher requested a change of date for the Finance Committee to Mon 30 January, to accommodate a personal commitment. The Deputy Mayor proposed to speak with the Deputy Clerk before a decision could be made as the proposed change would clash with the Assets & Open Spaces committee.

9 ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960:

CONFIDENTIAL BUSINESS following the exclusion of the public and press.

9.1 2-acres land transfer – update from Breckland Council.

The Town Clerk gave a verbal update

9.2 Days Field – legal update.

The Town Clerk gave a verbal update

9.3 War Memorial Garden – interim legal exchanges re-land transfer.

The Town Clerk gave a verbal update

9.4 Estimates relating to items under consideration at 6.3 and 6.4

Noted

Meeting Closed at 8.20pm

Chairman.....

Appendix 1 – January 2023 payments list

10 January 2023 (2022 - 2023)

Swaffham Town Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
616 General Maintenance	20/12/2022		1 Unity Trust Current	B/P	General Supplies	Travis Perkins	S	3.74	0.75	4.49
616 Grounds Maintenance	20/12/2022		1 Unity Trust Current	B/P	General Supplies	Travis Perkins	S	204.25	40.85	245.10
799 Consumables	20/12/2022		1 Unity Trust Current	B/P	Public Toilets - Cleaning	Anglian Chemicals	S	34.40	6.88	41.28
799 General Maintenance	20/12/2022		1 Unity Trust Current	B/P	Public Toilets - Cleaning	Anglian Chemicals	S	30.00	6.00	36.00
805 Mayors Civic Service	14/12/2022		1 Unity Trust Current	B/P	Civic costs	Stewart Bell	E	50.00		50.00
805 Mayors Civic Service	14/12/2022		1 Unity Trust Current	B/P	Civic costs	Stewart Bell	E	70.50		70.50
805 Mayors Civic Service	14/12/2022		1 Unity Trust Current	B/P	Civic costs	Stewart Bell	E	29.25		29.25
819 IT Software	12/12/2022		Lloyd Credit Card	Card	IT - Software	Adobe	Z	12.64		12.64
820 IT Software	12/12/2022		Lloyd Credit Card	Card	IT - Software	Adobe	S	16.64	3.33	19.97
821 Street Furniture - annual mai	12/12/2022		Lloyd Credit Card	Card	War Memorial	Brunel Engraving Company L	S	345.80	69.16	414.96
822 Rates	19/12/2022		1 Unity Trust Current	DD	Rates - Town Hall	Breckland DC	E	1,048.00		1,048.00
823 Rates	19/12/2022		1 Unity Trust Current	DD	Rates - Barn	Breckland DC	E	115.00		115.00
824 Rates - Market	19/12/2022		1 Unity Trust Current	DD	Rates - Market	Breckland DC	E	349.00		349.00
825 Chapel Rates	19/12/2022		1 Unity Trust Current	DD	Rates - Cemetery	Breckland DC	E	190.00		190.00
826 Street Furniture - annual mai	19/12/2022		1 Unity Trust Current	B/P	War Memorial	George Tufts & Sons	S	160.28	32.06	192.34
827 Chapel General Maintenance	19/12/2022		1 Unity Trust Current	B/P	Cemetery	George Tufts & Sons	S	114.50	22.90	137.40
828 Repairs/Replacements	19/12/2022		1 Unity Trust Current	B/P	General Maintenance Equipme	George Tufts & Sons	S	52.50	10.50	63.00
829 Bank Charges	19/12/2022		Lloyd Credit Card	Card	Account Charges	Lloyds Bank - Cr Card	E	3.00		3.00
830 Telephone Market Superinter	19/12/2022		1 Unity Trust Current	DD	Mobile Phone - Costs	Vodafone	S	12.50	2.50	15.00
831 Market Regular Trader	20/12/2022		1 Unity Trust Current	B/P	Market - Rent	Drip Drop Bake Stop	E	143.19		143.19
832 Market Regular Trader	20/12/2022		1 Unity Trust Current	B/P	Market - Rent	Peggy Little Products	E	92.86		92.86
833 Market Regular Trader	20/12/2022		1 Unity Trust Current	B/P	Xmas - Holly Auction	Nelson's Journey	E	185.00		185.00
835 Bank Charges	31/12/2022		1 Unity Trust Current	dd	Account Charges	Unity Trust Bank	E	29.70		29.70
836 Bank Charges	31/12/2022		1 Unity Trust Current	dd	Account Charges	Unity Trust Bank	E	78.90		78.90
837 PPE & Hi-Viz Clothing	03/01/2023		Lloyd Credit Card	Card	PPE	TSSC Safety Supply Compan	S	47.29	9.46	56.75
838 Electric & Gas	03/01/2023		1 Unity Trust Current	DD	Electricity - Town Hall	SSE - Southern Electric	L	1,464.93	73.25	1,538.18
839 Memberships/Subscriptions	03/01/2023		1 Unity Trust Current	DD	GDPR / Data Protection	ICO - Information Commissio	E	35.00		35.00
840 Staff Training	03/01/2023		1 Unity Trust Current	B/P	Staff Training	The training Assoc	S	325.00	65.00	390.00
841 Water Rates (Rec)	03/01/2023		1 Unity Trust Current	B/P	Water - Rec Ground	WAVE - Anglian Water	E	3.98		3.98
842 Water Rates	03/01/2023		1 Unity Trust Current	B/P	Water - Allotment SL1	WAVE - Anglian Water	E	10.49		10.49
843 Water Rates	03/01/2023		1 Unity Trust Current	B/P	Water - Allotment SL2	WAVE - Anglian Water	E	3.97		3.97
844 Water Rates	03/01/2023		1 Unity Trust Current	B/P	Water - Allotment TH	WAVE - Anglian Water	E	23.54		23.54
846 Electric & Gas	03/01/2023		1 Unity Trust Current	B/P	Gas - Town Hall	EON Next	S	847.19	169.44	1,016.63

Swaffham Town Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
847	03/01/2023		1 Unity Trust Current	B/P	Xmas - Entertainment	Angelika Anna Gower	E	400.00		400.00
848	09/01/2023		1 Unity Trust Current	DD	Electricity - Public Convenience	SSE - Southern Electric	L	93.46	4.67	98.13
849	03/01/2023		1 Unity Trust Current	B/P	IT - Monthly Fee	Cloudy IT	S	344.90	68.98	413.88
850	03/01/2023		1 Unity Trust Current	B/P	Cleaning	MVS Cleaning Services	E	650.00		650.00
851	03/01/2023		1 Unity Trust Current	B/P	Truck Lease	Novuna Business	S	336.88	67.38	404.26
852	03/01/2023		1 Unity Trust Current	B/P	Photocopier - usage	Officeflow office automation	S	72.39	14.48	86.87
853	03/01/2023		1 Unity Trust Current	B/P	Job Advert	SLCC Enterprize	S	211.00	42.20	253.20
854	03/01/2023		1 Unity Trust Current	B/P	Salaries	Salaries	E	13,770.96		13,770.96
855	03/01/2023		1 Unity Trust Current	B/P	PAYE	HMRC	E	2,317.66		2,317.66
856	03/01/2023		1 Unity Trust Current	B/P	PAYE	HMRC	E	1,136.92		1,136.92
857	03/01/2023		1 Unity Trust Current	B/P	PAYE	HMRC	E	1,728.61		1,728.61
858	03/01/2023		1 Unity Trust Current	B/P	Pension	Norfolk Pensions	E	1,257.61		1,257.61
859	03/01/2023		1 Unity Trust Current	B/P	Pension	Norfolk Pensions	E	4,430.74		4,430.74
866	09/01/2023		1 Unity Trust Current	DD	Mobile Phone - Comms	Vodafone	S	20.83	4.17	25.00
867	09/01/2023		1 Unity Trust Current	DD	Account Charges	Worldpay	S	59.56	8.06	67.62
868	09/01/2023		1 Unity Trust Current	B/P	Waste Collection	Veolia	S	86.85	17.37	104.22
868	09/01/2023		1 Unity Trust Current	B/P	Waste Collection	Veolia	S	72.63	14.53	87.16
869	09/01/2023		1 Unity Trust Current	B/P	Staff Training	SLCC Enterprize	S	35.00	7.00	42.00
869	09/01/2023		1 Unity Trust Current	B/P	Staff Training	SLCC Enterprize	S	35.00	7.00	42.00
870	09/01/2023		1 Unity Trust Current	B/P	Drinking Water - Town Hall	CoolerAid	S	4.94	0.99	5.93
871	09/01/2023		1 Unity Trust Current	B/P	Fuel	Swaffham Service Centre	S	25.00	5.00	30.00
872	09/01/2023		1 Unity Trust Current	B/P	General Supplies	George Tufts & Sons	S	54.95	10.99	65.94
872	09/01/2023		1 Unity Trust Current	B/P	General Supplies	George Tufts & Sons	S	54.95	10.99	65.94
872	09/01/2023		1 Unity Trust Current	B/P	General Supplies	George Tufts & Sons	S	54.95	10.99	65.94
873	09/01/2023		Lloyd Credit Card	Card	Health & Safety	Ladders UK Direct	S	749.72	149.93	899.65
875	10/01/2023		1 Unity Trust Current	DD	VOIP	Immervox	S	38.18	7.63	45.81
876	10/01/2023		1 Unity Trust Current	DD	Broadband	Immervox	S	47.99	9.60	57.59
877	10/01/2023		1 Unity Trust Current	DD	Telephone - Swaffham Heritag	Immervox	S	47.17	9.43	56.60
878	10/01/2023		1 Unity Trust Current	DD	Telephone - Costs	Immervox	S	87.98	17.59	105.57
879	10/01/2023		1 Unity Trust Current	DD	Alarm	Immervox	S	13.00	2.60	15.60
880	10/01/2023		1 Unity Trust Current	DD	Town WIFI	Immervox	S	46.45	9.29	55.74
Total								34,419.32	1,012.95	35,432.27

Appendix 2 – January 2023 receipts list

6 January 2023 (2022 - 2023)

Swaffham Town Council
RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
800	Market Regular Trader	15/12/2022		1 Unity Trust Current	BACS	Market - Rent	Melt Down Danes/Printed Te	E	88.22		88.22
798	Allotment Rent	16/12/2022	CSA 12/12/22	1 Unity Trust Current	Card	Allotment Rent 2022-23	Craig Peters	E	56.23		56.23
799	Allotment Rent	16/12/2022		1 Unity Trust Current	Card	Allotment Rent 2022-23	Alison Ingham	E	41.81		41.81
802	Market Regular Trader	16/12/2022		1 Unity Trust Current	BACS	Market - Rent	Sea Green Soap	E	46.43		46.43
805	Market Regular Trader	19/12/2022	CSA 12/12/22	1 Unity Trust Current	Cash	Market - Rent	Carols Collectables	E	55.72		55.72
804	Market Regular Trader	19/12/2022	CSA 12/12/22	1 Unity Trust Current	Cash	Market - Rent	QMB Antiques	E	55.72		55.72
806	Market Casual Trader	19/12/2022	CSA 12/12/22	1 Unity Trust Current	Cash	Market - casual rent	Roberts Wholesale	E	31.00		31.00
807	Cemetery & Chapel Fees	20/12/2022		1 Unity Trust Current		Cemetery - Memorial	Mallandrain Memorials	E			
808	Electricity	31/12/2022		1 Unity Trust Current	BACS	Sues News - Rent	Sues News	L	46.95	2.35	49.30
808	Office Rent - former TIC buil	31/12/2022		1 Unity Trust Current	BACS	Sues News - Rent	Sues News	S	474.17	94.83	569.00
809	Bank Interest	31/12/2022		Unity Trust Deposit	dd	Account Interest	Unity Trust Bank	E	1,363.59		1,363.59
810	Market Regular Trader	03/01/2023		1 Unity Trust Current	BACS	Market - Rent	Norfolk Produce	E	176.44		176.44
811	Market Casual Trader	03/01/2023	CSA 19/12/2022	1 Unity Trust Current	Cash	Market Rent	Fab Fudge	E	16.00		16.00
Total									2,452.28	97.18	2,549.46

Initials: _____