

Swaffham Town Council

Minutes of a Full Council meeting held on Wednesday 15 February 2023 in the Town Hall

Councillors:	Cllr Anscombe, Cllr Beech, Cllr Bell, Cllr Bensley, Cllr Darby, Cllr Edwards, Cllr Eves, Cllr Houghton, Cllr Matthews, Cllr Scott, Cllr Skinner
Town Clerk:	Helen Carrier
Deputy Clerk:	Hannah Duggan
Members of public:	Five

1 Apologies for absence

Apologies were received from Cllr Cooper and Cllr Pilcher.

Apologies were also received from Breckland Cllr Sherwood and Cllr Wickerson.

2 Declarations of Interest

Councillors Darby and Matthews declared an interest in Agenda items 8.3 & 14.

Councillor Anscombe declared an interest in Agenda item 8.3.

Councillor Bell declared an interest in agenda item 8.3, 14 and 15.

3 Public Open Forum

A member of the public enquired as to when the Assembly Rooms would be fully reopened. The Mayor advised there was an ongoing insurance investigation at present.

4 Reports

4.1 Breckland Council

There was no Breckland representative present, and no report was received in advance.

4.2 Norfolk County Council

There was no representative present, and no report was received in advance.

4.3 Police

There was no representative present however a report was received and circulated to Councillors in advance of the meeting.

5 Reports

5.1 Mayor

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

5.2 Urgent business

There was no urgent business to discuss.

5.3 Deputy Clerk

All required topics were already included in the agenda. There were no additional questions from councillors.

Initials: _____

6 Minutes

The minutes of the Full Council meeting held on 11 January 2023 were agreed and signed by the Mayor as an accurate record.

7 Days Field Land at New Sporle Road

The Council to not submit representations on Notice of Application for planning permission relating to Land at New Sporle.

8 King Charles III Coronation:

8.1 Breckland Coronation screen

The Deputy Clerk provided an overview of the plans to have the screen on the Market Place for the screening of the coronation on the Saturday afternoon. It was suggested the screen could be kept for a film on the Saturday night and the concert on the Sunday, at an extra cost.

After discussion it was resolved to book the screen from Breckland for the Saturday and Sunday and to apply for an entertainment licence for showing a film on the Saturday night.

8.2 Breckland grant

It was resolved to apply for the Coronation grant from Breckland.

8.3 Conservative Club fete

After discussion it was resolved to allow the Conservative Club to hold a small fete on Saturday 7 May 2023.

8.4 Swaffham Cultural Consortium

Dr S Gattuso was invited to join the meeting and delivered an overview of the Cultural Consortium plans for a minimum 1000 people gathering on Monday 8 May 2023 as part of the Coronation plans.

9 Donation

It was resolved to support the people of Ukraine with education and stationery supplies left at the Barn.

Cllrs Eves and Houghton would liaise between Swaffham Rotary and the Council on the logistics.

10 Buckingham Palace Garden Party 2023

It was resolved that the Mayor of Swaffham, Cllr Stewart Bell would be put forward for the NALC ballot to attend the annual Buckingham Palace Garden party 2023.

11 War Memorial

It was unanimously agreed to accept the plan from Breckland DC for transferring the War Memorial area to the Town Council.

Cllr Darby asked if the small pull in area beside Costa should be included or was this Highways responsibility. This would be confirmed with Breckland.

12 Town Hall intruder alarm

Initials: _____

It was unanimously agreed to accept the quote from Anglia Electrical & Security, Lowestoft to take on the management and service of the Town Hall Intruder Alarm system.

13 TIC Service Level Agreement (SLA)

It was recommended that the proposed TIC SLA needed modernising and updating.

It was unanimously resolved to as the Museum Trustees to review and update the TIC SLA for consideration at the March Council meeting and prior to the renewal date of 1 April 2023.

14 Swaffham Relief in Need

It was resolved to agree and ask the Mayor to sign the proposal that Swaffham Relief in Need Trust be managed by a board of Independent Trustees.

The proposal was duly signed by the Mayor.

15 2023 Christmas Light Switch On

Cllr Stewart Bell put forward a proposal that his family business take on the management of the 2023 Christmas Light event with minimal administration required by the office other than road closures, stall advertising and invoicing and that the Santa's Grotto be managed by a community volunteer group like 2022.

It was unanimously agreed to allow Cllr S Bell and his family business to take on the management of the 2023 Christmas Light event with minimal administration required by the office other than road closures, stall advertising and invoicing and that the Santa's Grotto be managed by a community volunteer group like 2022.

16 Public Consultation for Barn & Swimming Pool

It was agreed to organise a Public Consultation event on Wed 8 March 2023 at the Town Hall from 3-6pm.

A leaflet drop and online survey would also be undertaken to help gather public opinion on the future of the Barn complex for the Council to consider and adopt.

17 Finance

17.1 Wi-Fi in Town Hall and Town Centre

It was unanimously agreed to accept the quote from Cloudy IT to upgrade and future proof the Wi-Fi and telephone system for both the Town Centre and Town Hall.

17.2 Town Hall guttering quotes.

It was unanimously agreed to obtain further comparative quotes before considering and agreeing repair of the guttering at the front of the Town Hall.

17.3 NS&I savings account

It was unanimously agreed to open a new NS&I savings account for the Council and to agree an amount to invest at a future council meeting.

17.4 Payments & Receipts for February 2023

The payments and receipts for February 2023 were unanimously agreed.

17.5 Reconcile Bank Accounts up to 31 January 2023

Initials: _____

Noted, it was also acknowledged the office reconciled the bank accounts daily.

18 Policies

18.1 Website Privacy Policy

It was unanimously agreed to accept the new Website Privacy Policy with immediate effect.

18.2 Accessibility Statement

It was unanimously agreed to accept the new Accessibility Statement with immediate effect.

19 General correspondence

Noted

20 Dates of forthcoming meetings

Tuesday 28 February, 4pm – Planning & Built Environment

Tuesday 7 March, 4pm – Transport, Access & Environment

Wednesday 8 March, 6.30pm Full Council

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

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

21 Assembly Rooms

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

22 Staffing contract

After discussion it was resolved to offer Mrs H Carrier the Position as Town Clerk & RFO, with appropriate salary scale, upon retirement of the current Town Clerk Mr R Bishop with effect from 3 July 2023

Meeting Closed at 8.40pm

Chairman.....

Initials: _____

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 Advic	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 Fumiture	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 Ce	S	95.83	19.17	115.00

Initials: _____

Swaffham Town Council
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 (Butterr	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 (Butterr	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

Number	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 (Butter	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: _____