

# Swaffham Town Council

## Minutes of the Annual Town Meeting held on Wednesday 17 May 2023 in the Town Hall

Councillors:	Cllr Beech, Cllr Bell, Cllr Bensley, Cllr Braithwaite, Cllr Cooper, Cllr Darby, Cllr Edwards, Cllr Ellerbeck, Cllr Eves, Cllr Pickard, Cllr Scott, Cllr Skinner, and Cllr Zielinski
County Councillor:	Cllr Nunn
District Councillors:	Cllr Anscombe Cllr Morton Cllr Wickerson
Town Clerk:	Richard Bishop
Deputy Clerk:	Helen Carrier
Office Administrator:	Nicola Forrest
Community Engagement Officer:	Phoebe Harrison
Members of Public:	Five

### **1/23 Election for Town Mayor for Mayoral Year 2023-24**

Cllr Bell was nominated by Cllr Cooper and seconded by Cllr Eves. Cllr Darby was nominated by Cllr Beech and seconded by Cllr Skinner. A secret vote was carried out in accordance with Standing Orders and Cllr Bell was elected Mayor.

### **2/23 Declaration of Acceptance**

Following the election of Mayor Cllr Bell signed the Declaration of Acceptance of Office.

### **3/23 Election for Deputy Mayor for Mayoral Year 2023-24**

Cllr Darby was nominated by Cllr Skinner and seconded by Cllr Beech. Cllr Eves was nominated by Cllr Bell and seconded by Cllr Cooper. A secret vote was carried out in accordance with Standing Orders and Cllr Darby was elected Deputy Mayor.

### **4/23 Apologies**

No apologies received.

### **5/23 Declarations of Interest**

None received.

### **6/23 Reports**

#### **6.1 Norfolk County Council**

Cllr Nunn gave a verbal report.

#### **6.2 Breckland District Council**

Cllr Morton sent a written report prior to the meeting, this can be found at appendix 1, Cllr Morton then gave a verbal introduction.

Initials \_\_\_\_\_

Cllr Anscombe and Cllr Wickerson gave verbal reports.

6.3 Police

The Deputy Clerk read a verbal report received by PC Justin Johnson.

**7/23 Public Open Forum**

A member of the public asked if there was an alternative way, they could receive updates from Swaffham Town Council and Breckland District Council, as their email updates have stopped. The Deputy Clerk explained updated news and events can be accessed through the Town Council website, another member of public offered to help set up My Breckland, where they can receive updated via email.

A member of public was concerned with the lack of signage for dog waste and the amount of dog fouling outside their home and around Swaffham Town, they had spoken with the dog warden and were told it is Swaffham Town Council to issue new signs. The Deputy Clerk will liaise with Breckland District Council who issue the signs and arrange for them to be placed around Swaffham Town.

**8/23 Opening Prayers**

It was discussed whether to change or remove opening prayers to be inclusive to other faiths

**It was proposed to keep opening prayers, eight Councillors agreed, two opposed, and two abstained, under the proposal of not directing prayers toward the Church of England.**

**9/23 Correspondence**

The Deputy Town Clerk read out a card of thanks to the Council received from a member of public regarding the “excellent events” over the Coronation weekend.

**10/23 Nominations for Committees and Working Groups**

10.1 Committee Structure Terms of Reference

**It was unanimously agreed to adopt the Committee Terms of Reference**

Committee Lists had been sent to all councillors prior to the meeting requesting nominations. If more councillors than needed was put forward a secret vote was held in accordance with Standing Orders. Cllr Edwards had forwarded his preferences by email due to sending apologies. The results are listed below:

10.2 Assets and Open Spaces Committee

**It was unanimously agreed for Cllr Bensley, Cllr Braithwaite, Cllr Cooper, Cllr Edwards, and Cllr Ellerbeck to be committee members.**

10.3 HR and Governance Committee

**It was unanimously agreed for Cllr Bensley, Cllr Edwards, and Cllr Skinner to be committee members.**

10.4 Market and Tourism Committee

**It was unanimously agreed for Cllr Beech, Cllr Bensley, Cllr Cooper, Cllr Pickard, and Cllr Skinner to be committee members**

10.5 Planning and Build Environment Committee

Nominations: Cllr Scott, Cllr Zielinski, Cllr Cooper, Cllr, Eves, Cllr, Beech, Cllr Braithwaite, Cllr Ellerbeck, and Cllr Edwards.

**It was unanimously agreed for Cllr Beech, Cllr Cooper, Cllr Edwards, Cllr Eves, and Cllr Scott**

10.6 Transport Working Group

**It was unanimously agreed for Cllr Skinner and Cllr Zielinski to be on the Working Group**

## 10.7 Christmas Lights Working Group

**It was unanimously agreed that Cllr Beech, Cllr Bell, Cllr Bensley, Cllr Cooper, and Cllr Ellerbeck to be on the Working Group**

**11/23 Nominations for Representatives on Outside Bodies**

The Representative Lists had been sent to all councillors prior to the meeting requesting nominations. If more councillors than needed was put forward a secret vote was held in accordance with Standing Orders. Cllr Edwards had forwarded his preferences by email due to sending apologies. The results are listed below:

11.1 Iceni Partnership Buildings Management

Nominations: Cllr Beech, Cllr Braithwaite, Cllr Darby, Cllr Edwards, and Cllr Eves.

**Cllr Braithwaite, Cllr Edwards, and Cllr Eves**

11.2 Swaffham Town Estate

**Cllr Darby**

11.3 SCALGA

**Cllr Edwards**

11.4 The Hamond Educational Charity

Councillors: Cllr Darby, Cllr Cooper, Cllr Edwards, Cllr Ellerbeck, and Cllr Skinner

**Cllr Cooper and Cllr Skinner**

11.5 HAZ (Heritage Action Zone)

**Cllr Paul Darby**

11.6 Swaffham Swimming Pool Group

**Cllr Pickard**

11.7 Swaffham Heritage

Councillors: Cllr Darby and Cllr Zielinski

**Cllr Zielinski**

**12/23 Policies**

All policies had been sent to all councillors prior to the meeting

12.1 Financial Regulation

**It was unanimously agreed to adopt the policy**

12.2 Standing Orders

**It was unanimously agreed to adopt the policy**

12.3 Risk Assessment

**It was unanimously agreed to adopt the policy with the agreed updates**

12.4 Communications Policy

**It was unanimously agreed to adopt the policy**

12.5 Social Media Policy

**It was unanimously agreed to adopt the policy**

12.6 Model Publication Scheme

**It was unanimously agreed to adopt the policy**

**13/23 Highways**13.1 Carriageway Resurfacing A1065

The Deputy Clerk gave a verbal report including a start date of October 2023 and the works will be carried out overnight

13.2 Cycling Infrastructure

It was agreed to send the information to the Transport working group, Cllr Scott explained the Cycling Infrastructure was covered in the Local Plan from Breckland District Council

13.3 Grass Cutting

The Town Clerk gave a verbal update of the grass cutting

**14/23 Barn Theatre**14.1 Barn Lease

The Town Clerk gave a verbal update on the lease to the Fountain of life Church

All quotes and information had been sent to all councillors prior to meeting

14.2 Fire Protection14.3 Boiler14.4 Electrical Work14.5 Replacement Stairlift

**Having seen the quotes above prior to the meeting, it was agreed to carry out the above remedial works, ten Councillors agreed, and three Councillors abstained.**

**15/23 Finance**

- 15.1 Internal Auditor Report  
It was unanimously agreed to approve.
- 15.2 Annual Governance Statement in the 2022-2023 Annual Return  
It was unanimously agreed to approve the Annual Governance Statement.
- 15.3 Statement of Account in the 2022-2023 Annual Return  
It was agreed to approve the Statement of Accounts. 12 Councillors agreed and one abstained.
- 15.4 Unity Trust Signatories  
A request for a signatory was sent to all councillors. Cllr Eves volunteered to be a signatory along with Cllr Bensley, Cllr Edwards, and Cllr Darby.  
It was unanimously agreed to approve Cllr Eves.
- 15.5 Internal Audit Control Officer  
It was unanimously agreed for Cllr Zielinski to become Internal Audit Control Officer.
- 15.6 Receipts from April 2023  
It was unanimously agreed to approve the receipts for April 2023.
- 15.7 Payments of accounts for May 2023  
It was unanimously agreed to approve payments of accounts for May 2023.
- 15.8 Bank Reconciliation up to 17 May 2023  
It was unanimously agreed to approve the accounts up to May 2023.
- 15.9 Norfolk ALC Subscription and Representative  
It was unanimously agreed to re-subscribe to Norfolk ALC. Cllr Darby to become the representative.
- 15.10 Fire Protection at the Town Hall and Museum  
It was agreed to accept the quote for upgrading the Fire Protection, The Town Clerk to speak to Andrew Gayton regarding the listed door at the Museum.  
12 Councillors agreed and one abstained
- 15.11 Insurance Policy Renewal  
It was unanimously agreed before the renewal a review the cost of buildings must take place

**16/23 General Power of Competence**

Having agreed that Council meet the eligibility, it was unanimously agreed to adopt the General Power of Competence

Initials \_\_\_\_\_

**17/23 Next Meeting and Agenda Items**

The next Full Council meeting is confirmed for Wednesday 24 June 2023 at 6.30pm, to be held in the Council Chamber at the Town Hall.

- Swimming Pool
- The old School in Swaffham Town Centre – Listed Building Status
- Swans Nest Bus Stop

Meeting Closed at 8.35pm

Chairman\_\_\_\_\_

Initials\_\_\_\_\_

## 18/23 RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
13 Market Licensed Traders	12/04/2023	Inv 607	1 Unity Trust Current	BACS	Market - Rent	Supersox	E	74.18		74.18
14 Market Licensed Traders	12/04/2023	Inv 613	1 Unity Trust Current	BACS	Market - Rent	C&R Auctions	E	191.60		191.60
15 Market Licensed Traders	17/04/2023	Inv 614	1 Unity Trust Current	BACS	Market - Rent	Porters Nurseries	E	92.72		92.72
16 Market Licensed Traders	17/04/2023	Inv 621	1 Unity Trust Current	BACS	Market - Rent	The Woollery	E	46.36		46.36
17 Market Licensed Traders	17/04/2023	Inv 633	1 Unity Trust Current	BACS	Market - Rent	Christie & Son Cheese	E	702.00		702.00
18 Market Licensed Traders	17/04/2023		1 Unity Trust Current		Market - Rent	H Eagle	E	1,384.93		1,384.93
18 Bank Charges	17/04/2023		1 Unity Trust Current		Market - Rent	H Eagle	E	19.07		19.07
20 Market Licensed Traders	15/04/2023	Inv 644	1 Unity Trust Current	Cash	Market - Rent	Drip Drop Bake Stop	E	46.29		46.29
21 Market Licensed Traders	15/04/2023	Inv 616	1 Unity Trust Current	Cash	Market - Rent	QMB Antiques	E	58.56		58.56
22 Market Licensed Traders	15/04/2023	Inv 609	1 Unity Trust Current	Cash	Market - Rent	All Jam	E	74.18		74.18
23 Market Licensed Traders	18/04/2023	Inv 615	1 Unity Trust Current	Cash	Market - Rent	Hurrell	E	83.45		83.45
24 Market Licensed Traders	18/04/2023	Inv 606	1 Unity Trust Current	Cash	Market - Rent	Carols Collectables	E	58.56		58.56
25 Market Licensed Traders	15/04/2023	Inv 620	1 Unity Trust Current	Cash	Market - Rent	Graders Delights	E	92.72		92.72
27 Market Casual Trader	18/04/2023	Inv 648	1 Unity Trust Current	Cash	Market - Casual rent	Good 2 Go	E	22.00		22.00
28 Market Casual Trader	18/04/2023	Inv 649	1 Unity Trust Current	Cash	Market - Casual rent	Good 2 Go	E	22.00		22.00
29 Market Casual Trader	18/04/2023	Inv 650	1 Unity Trust Current	Cash	Market - Casual rent	Val Hurrell & Brian Dixon	E	24.00		24.00
30 Market Casual Trader	18/04/2023	Inv 651	1 Unity Trust Current	Card	Market - Casual rent	Norfolk Chilli Farm	E	17.00		17.00
31 Photocopier	18/04/2023	Inv 652	1 Unity Trust Current	Card	Photocopier - usage	Beachamwell Village Fete	E	20.00		20.00
32 Market Gazebo Hire	15/04/2023	CSA 3/4/2023	1 Unity Trust Current	Cash	Market - Gazebo Hire help	All Jam	E	-10.00		-10.00
33 Market Licensed Traders	19/04/2023	Inv 618	1 Unity Trust Current	BACS	Market - Rent	Melt Down Danes/Printed Te	E	92.72		92.72
34 Market Licensed Traders	19/04/2023	Inv 626	1 Unity Trust Current	BACS	Market - Rent	Baxters Household Goods	E	571.84		571.84
35 Market Licensed Traders	19/04/2023	Inv 623	1 Unity Trust Current	BACS	Market - Rent	ABC Meats	E	316.01		316.01
36 Utilities - electric	19/04/2023	Inv 654	1 Unity Trust Current	BACS	Market - Electricity hire	Fountain Fresh Imports Ltd	S	-54.01	-10.80	-64.81
37 Utilities - electric	19/04/2023	Inv 639	1 Unity Trust Current	BACS	Market - Electricity hire	Fountain Fresh Imports Ltd	S	54.01	10.80	64.81
38 Market Licensed Traders	19/04/2023	Inv 608	1 Unity Trust Current	BACS	Market - Rent	Watchman & Wife	E	92.72		92.72

38	Market Licensed Traders	19/04/2023	Inv 608	1 Unity Trust Current	BACS	Market - Rent	Watchman & Wife	E	-42.80	-42.80
38	Market Licensed Traders	19/04/2023	Inv 608	1 Unity Trust Current	BACS	Market - Rent	Watchman & Wife	E	-42.80	-42.80
38	Market Licensed Traders	19/04/2023	Inv 608	1 Unity Trust Current	BACS	Market - Rent	Watchman & Wife	E	42.80	42.80
39	Market Licensed Traders	19/04/2023	Inv 630	1 Unity Trust Current	BACS	Market - Rent	Lewis' Speciality Bread	E	982.80	982.80
40	Market Licensed Traders	20/04/2023	Inv 625	1 Unity Trust Current	BACS	Market - Rent	MG Building Maitenance	E	497.25	497.25
41	Market Licensed Traders	19/04/2023	Inv 624	1 Unity Trust Current	BACS	Market - Rent	Get Stuffed Catering	E	355.51	355.51
42	Market Licensed Traders	21/04/2023	inv 628	1 Unity Trust Current	BACS	Market - Rent	Norfolk Produce	E	1,872.00	1,872.00
3	Market Licensed Traders	24/04/2023	Inv 617	1 Unity Trust Current	BACS	Market - Rent	Active Solutions	E	63.44	63.44



Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
44	Market Licensed Traders	20/04/2023	Inv 631	1 Unity Trust Current	BACS	Market - Rent	Fountain Fresh Imports Ltd	E	2,106.00		2,106.00
45	Utilities - electric	24/04/2023	Inv 637	1 Unity Trust Current	BACS	Market - Electricity hire	Norfolk Produce	S	51.43	10.29	61.72
46	Market Casual Trader	25/04/2023	Inv 658	1 Unity Trust Current	Cash	Market - Casual rent	Norfolk Crafts	E	27.00		27.00
47	Market Casual Trader	25/04/2023	Inv 657	1 Unity Trust Current	Cash	Market - Casual rent	Good 2 Go	E	22.00		22.00
48	Bank Charges	25/04/2023	Inv 646	1 Unity Trust Current	BACS	Allotment Rent 2022-23	Amy-Marie Gunner	E	0.96		0.96
48	Allotment Deposits	25/04/2023	Inv 646	1 Unity Trust Current	BACS	Allotment Rent 2022-23	Amy-Marie Gunner	E	40.00		40.00
48	Allotment Rent	25/04/2023	Inv 646	1 Unity Trust Current	BACS	Allotment Rent 2022-23	Amy-Marie Gunner	E	9.69		9.69
50	Cemetery Fees	27/04/2023		1 Unity Trust Current		Cemetery - Memorial	H Brett & Sons	E	415.25		415.25
51	Cemetery Fees	27/04/2023		1 Unity Trust Current		Cemetery - Ashes	Littleprouds FD	E	183.70		183.70
52	Bank Charges	02/05/2023	Inv 653	1 Unity Trust Current	BACS	Market - Casual rent	NCC Swaffham Flexibus	E	0.79		0.79
52	Market Casual Trader	02/05/2023	Inv 653	1 Unity Trust Current	BACS	Market - Casual rent	NCC Swaffham Flexibus	E	30.21		30.21
53	Cemetery Fees	28/04/2023	Inv 665	1 Unity Trust Current	BACS	Cemetery - Ashes	Thornally FD KL	E	501.25		501.25
54	Civic - misc	02/05/2023	Inv 659	1 Unity Trust Current	BACS	Civic Regalia	Unique Jewellery	E	150.00		150.00
54	Civic - misc	02/05/2023	Inv 659	1 Unity Trust Current	BACS	Civic Regalia	Unique Jewellery	E	64.89		64.89
55	Utilities - electric	02/05/2023	Inv 636	1 Unity Trust Current	BACS	Market - Electricity hire	Get Stuffed Catering	S	34.72	6.94	41.66
56	Utilities - electric	02/05/2023	Inv 641	1 Unity Trust Current	BACS	Shop costs	Sues News	L	52.91	2.65	55.56
56	Shop costs	02/05/2023	Inv 641	1 Unity Trust Current	BACS	Shop costs	Sues News	S	493.75	98.75	592.50
57	Market Licensed Traders	02/05/2023	Inv 666	1 Unity Trust Current	BACS	Market - Rent	Routs of Wisbech	E	4.49		4.49
58	Cemetery Fees	02/05/2023	Inv 655	1 Unity Trust Current	Card	Cemetery - Ashes	Andrew Francis FS	E	183.70		183.70
59	Cemetery Fees	02/05/2023	Inv 656	1 Unity Trust Current	Card	Cemetery - Exclusive Rights	Susan Humphreys	E	17.60		17.60
59	Cemetery Fees	02/05/2023	Inv 656	1 Unity Trust Current	Card	Cemetery - Exclusive Rights	Susan Humphreys	E	155.65		155.65
60	BDC SLA Town Trees	03/05/2023	Inv 604	1 Unity Trust Current	BACS	Cemetery - Ashes	East of England Coop, Dereh	E	384.50		384.50
60	BDC SLA Town Trees	03/05/2023	Inv 604	1 Unity Trust Current	BACS	Cemetery - Ashes	East of England Coop, Dereh	E	32.00		32.00
60	BDC SLA Town Trees	03/05/2023	Inv 604	1 Unity Trust Current	BACS	Cemetery - Ashes	East of England Coop, Dereh	E	282.00		282.00
61	Cemetery Fees	04/05/2023		1 Unity Trust Current		Cemetery - Memorial	H Brett & Sons	E	229.90		229.90
62	Cemetery Fees	04/05/2023		1 Unity Trust Current		Cemetery - Memorial	H Brett & Sons	E	63.00		63.00
63	Photocopier	09/05/2023	CSA 24/4/23	1 Unity Trust Current	Cash	Photocopier	VARIOUS	E	0.40		0.40
64	Market Casual Trader	09/05/2023	CSA 24/4/23	1 Unity Trust Current	Cash	Market - Rent	Good 2 Go	E	22.00		22.00

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
71	Market Licensed Traders	09/05/2023	Inv 668	1 Unity Trust Current	BACS	Market - Rent	Supersox	E			
72	Market Licensed Traders	10/05/2023	Inv 672	1 Unity Trust Current	BACS	Market - Rent	Porters Nurseries	E	92.72		92.72
<b>Total</b>									<b>14,407.01</b>	<b>132.77</b>	<b>14,539.78</b>
65	Utilities - electric	09/05/2023	CSA 24/4/23	1 Unity Trust Current	Cash	Market - Electricity hire	Routs of Wisbech	S	23.57	4.71	28.28
66	Museum Loan	09/05/2023	Inv 686	1 Unity Trust Current	BACS	Swaffham Heritage - Loan	Swaffham Heritage	E	696.50		696.50
67	Telephony - Swaffham Herita	09/05/2023	Inv 685	1 Unity Trust Current	BACS	Telephony - Swaffham Heritag	Swaffham Heritage	S	47.17	9.43	56.60
68	Market Licensed Traders	09/05/2023	IInv 677	1 Unity Trust Current	BACS	Market - Rent	Old Bygones	E	92.72		92.72
69	Market Licensed Traders	09/05/2023		1 Unity Trust Current	BACS	Market - Rent	Drip Drop Bake Stop	E	46.43		46.43
70	Market Casual Trader	09/05/2023	Inv 689	1 Unity Trust Current	BACS	Market - Casual rent	NCC - Norfolk Council Counci	E	26.29		26.29
70	Bank Charges	09/05/2023	Inv 689	1 Unity Trust Current	BACS	Market - Casual rent	NCC - Norfolk Council Counci	E	0.71		0.71

16 May 2023 (2023-2024)

Swaffham Town Council  
**19/23 PAYMENTS (AWAITING  
AUTHORISATION) LIST**

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
11	03/05/2023		1 Unity Trust Current	DD	PWLB - 494979	Public Works Loan Board	E	1,219.28		1,219.28
12	11/04/2023		1 Unity Trust Current	DD	Rates - Barn Flat	Breckland DC	E	121.00		121.00
44	17/04/2023		1 Unity Trust Current	DD	Telephony - Comms mobile	Vodafone	S	12.50	2.50	15.00
45	17/04/2023		1 Unity Trust Current	BACS	Stripe Fee at source	Stripe	E	19.07		19.07
52	24/04/2023		1 Unity Trust Current	DD	Electricity - Town Hall	SSE - Southern Electric	L	990.41	49.52	1,039.93
53	24/04/2023		1 Unity Trust Current	DD	Telephone - Market	Vodafone	S	23.95	4.79	28.74
54	25/04/2023		1 Unity Trust Current	BACS	Stripe Fee at source	Stripe	E	0.96		0.96
55	02/05/2023		1 Unity Trust Current	BACS	Stripe Fee at source	Stripe	E	0.79		0.79
56	02/05/2023		1 Unity Trust Current	DD	Photocopier	Siemens	S	473.00	94.60	567.60
56	02/05/2023		1 Unity Trust Current	DD	Photocopier	Siemens	S	50.66	10.13	60.79
57	02/05/2023		1 Unity Trust Current	DD	Electricity - Cemetery Chapel	SSE - Southern Electric	L	280.31	14.02	294.33
58	02/05/2023		1 Unity Trust Current	DD	Electricity - Buttercross	SSE - Southern Electric	L	221.54	11.07	232.61
59	02/05/2023		1 Unity Trust Current	DD	Electricity - Recreation Ground	SSE - Southern Electric	L	19.06	0.95	20.01
64	09/05/2023		1 Unity Trust Current	BACS	Stripe Fee at source	Stripe	E	0.71		0.71
67	02/05/2023		Lloyds Credit Card	Card	Lloyds Cr Card monthly fee	Lloyds Bank - Cr Card	E	3.00		3.00
68	09/05/2023		1 Unity Trust Current	B/P	Barn - Theatre	M T Panks & Sons	Z	1,717.00		1,717.00
69	09/05/2023		Lloyds Credit Card	Card	Event - Road Closure	NCC - Norfolk Council Council	E	81.10		81.10
70	09/05/2023		Lloyds Credit Card	Card	Event - Road Closure	NCC - Norfolk Council Council	E	-81.10		-81.10
71	09/05/2023		1 Unity Trust Current	B/P	PPE	Seton	S	81.70	16.34	98.04
72	09/05/2023		Lloyds Credit Card	Card	PPE	Amazon	S	14.57	2.91	17.48

73	Telephony - Town Hall	09/05/2023	Lloyd Credit Card	B/P	Telephone costs	Ligo Electronics Ltd	S	95.82	19.17	114.99
74	Town Flags	09/05/2023	1 Unity Trust Current	Card	Office Furniture	Meridian Office Furnitire	S	142.00	28.40	170.40
75	Town Flags	09/05/2023	1 Unity Trust Current	Card	Town Flags	NW Flags	S	39.94	7.99	47.93
76	Stationery	09/05/2023	1 Unity Trust Current	Card	stationery supplies	Viking	S	26.93	5.39	32.32
77	General Maintenance - Open	09/05/2023	1 Unity Trust Current	B/P	General Maintenance - Public	CK Engineering	E	35.00		35.00
78	Salaries	12/05/2023	1 Unity Trust Current	B/P	Salaries	Unity Trust Bank	E	17,218.89		17,218.89
79	PAYE	12/05/2023	1 Unity Trust Current	B/P	PAYE	PAYE	E	6,114.89		6,114.89
80	Pension	12/05/2023	1 Unity Trust Current	B/P	Pension	Norfolk Pensions	E	6,839.98		6,839.98
81	General Maintenance - Open	10/05/2023	1 Unity Trust Current	Card	General Maintenance - Rec Gr	Screwfix	S	54.16	10.83	64.99
82	Stationery	10/05/2023	Lloyd Credit Card	Card	General Maintenance - Museu	Amazon	S	7.48	1.50	8.98
83	Town Flags	10/05/2023	1 Unity Trust Current	Card	Town Flags	SHENZHENSHI	S	13.32	2.66	15.98
84	Kings Coronation 2023	10/05/2023	Lloyd Credit Card	Card	General Maintenance	Supertrade Ltd	S	6.75	1.35	8.10

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
85 Kings Coronation 2023	10/05/2023		1 Unity Trust Current	Card	Event - Entertainment	Amazon	S	21.64	4.34	25.98
86 General Maintenance - Town	10/05/2023		1 Unity Trust Current	Card	General Maintenance - Town H	Amazon	S	29.49	5.91	35.40
87 Town Flags	10/05/2023		1 Unity Trust Current	B/P	Town Flags	NW Flags	S	249.58	49.92	299.50
88 IT Software	10/05/2023		Lloyd Credit Card	Card	IT - Adobe software	Adobe	E	12.64		12.64
89 IT Software	10/05/2023		Lloyd Credit Card	Card	IT - Adobe software	Adobe	S	16.64	3.33	19.97
90 Memberships/Subscriptions	10/05/2023		Lloyd Credit Card	Card	Licence fee	Breckland DC	E	20.00		20.00
91 BDC Rates	10/05/2023		1 Unity Trust Current	DD	Rates - Cemetery & Chapel	Breckland DC	E	199.00		199.00
92 BDC Rates	10/05/2023		1 Unity Trust Current	DD	Rates - Market	Breckland DC	E	205.00		205.00
93 BDC Rates	10/05/2023		1 Unity Trust Current	DD	Rates - Town Hall	Breckland DC	E	1,205.00		1,205.00
94 Utilities - electric & gas	10/05/2023		1 Unity Trust Current	DD	Electricity - Barn	Total Energies	L	145.37	7.27	152.64
95 Bank Charges	10/05/2023		1 Unity Trust Current	DD	Credit Card fees	Worldpay	S	41.01	8.02	49.03
96 General Maintenance	10/05/2023		1 Unity Trust Current	B/P	General Maintenance - Allotme	Travis Perkins	S	11.90	2.38	14.28
97 Cultural Consortium	10/05/2023		1 Unity Trust Current	B/P	Cultural Consortium	AllDover.com	E	500.00		500.00
97 Cultural Consortium	10/05/2023		1 Unity Trust Current	B/P	Cultural Consortium	AllDover.com	E	172.80		172.80
98 Public Toilets - Cleaning	10/05/2023		1 Unity Trust Current	B/P	General Maintenance - Public	Anglian Chemicals	S	30.00	6.00	36.00
99 Cultural Consortium	10/05/2023		1 Unity Trust Current	B/P	Cultural Consortium	Brian Armitage	E	90.00		90.00
99 Cultural Consortium	10/05/2023		1 Unity Trust Current	B/P	Cultural Consortium	Brian Armitage	E	180.19		180.19
100 General Maintenance - Open	10/05/2023		1 Unity Trust Current	B/P	General Maintenance	Ben Burgess Beeston	S	12.80	2.56	15.36
100 General Maintenance - Open	10/05/2023		1 Unity Trust Current	B/P	General Maintenance	Ben Burgess Beeston	S	111.87	22.37	134.24
102 Telephony - Town Hall	10/05/2023		1 Unity Trust Current	B/P	IT	Cloudy IT	S	41.25	8.25	49.50
102 IT Subscriptions	10/05/2023		1 Unity Trust Current	B/P	IT	Cloudy IT	S	451.70	90.34	542.04
102 Telephony - Town Hall	10/05/2023		1 Unity Trust Current	B/P	IT	Cloudy IT	S	852.96	170.59	1,023.55
102 Telephony - Town Hall	10/05/2023		1 Unity Trust Current	B/P	IT	Cloudy IT	S	968.95	193.79	1,162.74
102 Telephony - Town Hall	10/05/2023		1 Unity Trust Current	B/P	IT	Cloudy IT	S	2,410.00	482.00	2,892.00
103 Hospitality	10/05/2023		1 Unity Trust Current	B/P	Drinking water	Cooleraid	S	80.00	16.00	96.00
103 Hospitality	10/05/2023		1 Unity Trust Current	B/P	Drinking water	Cooleraid	S	9.88	1.98	11.86
104 General Maintenance - Open	10/05/2023		1 Unity Trust Current	BACS	General Maintenance	EIBE	S	186.00	37.20	223.20
105 Christmas event	10/05/2023		1 Unity Trust Current	BACS	General Maintenance	Fakenham Town Band	E	25.00		25.00

106	Kings Coronation 2023	10/05/2023	1	Unity Trust Current	B/P	Event - Entertainment	Filmbankmedia	S	153.00	30.60	183.60
106	Kings Coronation 2023	10/05/2023	1	Unity Trust Current	B/P	Event - Entertainment	Filmbankmedia	S	153.00	30.60	183.60
107	Assembly Rooms	10/05/2023	1	Unity Trust Current	B/P	General Maintenance - Assemb	Norfolk Ceilings & Interiors L	S	11,069.44	2,213.89	13,283.33
108	Assembly Rooms	10/05/2023	1	Unity Trust Current	B/P	Photocopier - usage	Officeflow office automation	S	85.03	17.01	102.04
109	General Maintenance - Muse	10/05/2023	1	Unity Trust Current	B/P	General Maintenance - Museu	RA & SR Lewis	S	2,700.00	540.00	3,240.00
110	Stationery	10/05/2023	1	Unity Trust Current	B/P	Stationery	sjs engraving	E	16.10		16.10
111	Payroll Services	10/05/2023	1	Unity Trust Current	B/P	Payroll services	Stephenson Smart	S	55.42	11.08	66.50

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
112 Cultural Consortium	10/05/2023		1 Unity Trust Current	B/P	Cultural Consortium	Swaffham History Group	E	140.45		140.45
113 Assembly Rooms	10/05/2023		1 Unity Trust Current	B/P	General Maintenance - Assemb	Swift Air Ventilation ltd	S	846.00	169.20	1,015.20
114 Training - Staff	10/05/2023		1 Unity Trust Current	B/P	Training - Staff	Tailored Highway Support Lt	S	1,375.00	275.00	1,650.00
115 General Maintenance - Town	10/05/2023		1 Unity Trust Current	B/P	Signs	Uncle Lukes	S	141.00	28.20	169.20
116 Legal Fees/Professional advi	10/05/2023		1 Unity Trust Current	B/P	Legal Fees	Ward Gethin Archer	S	750.00	150.00	900.00
116 Legal Fees/Professional advi	10/05/2023		1 Unity Trust Current	B/P	Legal Fees	Ward Gethin Archer	E	64.00		64.00
117 Cultural Consortium	10/05/2023		1 Unity Trust Current	B/P	Event - general	White Hart PH	E	562.90		562.90
118 Waste Collection	10/05/2023		1 Unity Trust Current	B/P	Waste Collection	Veolia	S	79.84	15.97	95.81
118 Waste Collection - Town Hall	10/05/2023		1 Unity Trust Current	B/P	Waste Collection	Veolia	S	71.16	14.23	85.39
119 Water Rates	10/05/2023		1 Unity Trust Current	B/P	Water rates - Allotments	WAVE - Anglian Water	E	113.95		113.95
120 Water Rates	10/05/2023		1 Unity Trust Current	B/P	Water rates - Allotments	WAVE - Anglian Water	E	14.46		14.46
121 Water Rates	10/05/2023		1 Unity Trust Current	B/P	Water rates - Allotments	WAVE - Anglian Water	E	65.71		65.71
122 Water Rates - Town Hall	10/05/2023		1 Unity Trust Current	B/P	Water rates - Town Hall	WAVE - Anglian Water	E	22.50		22.50
123 Water Rates - Rec Ground	10/05/2023		1 Unity Trust Current	B/P	Water rates - Rec Ground	WAVE - Anglian Water	E	5.67		5.67
124 Public Toilets - contract clea	10/05/2023		1 Unity Trust Current	B/P	Cleaning	WPM	S	555.34	111.06	666.40
124 Town Hall - contract cleaner	10/05/2023		1 Unity Trust Current	B/P	Cleaning	WPM	S	317.34	63.47	380.81
125 Delapidation	10/05/2023		1 Unity Trust Current	B/P	General Maintenance - Barn	T K Drakes	S	333.90	66.78	400.68
126 Cultural Consortium	10/05/2023		1 Unity Trust Current	B/P	Cultural Consortium	Vectare Limited	E	560.00		560.00
127 Telephony - Town Hall	10/05/2023		1 Unity Trust Current	B/P	Telephone costs	Immervox	S	38.18	7.64	45.82
127 Telephony - Town Hall	10/05/2023		1 Unity Trust Current	B/P	Telephone costs	Immervox	S	50.13	10.03	60.16
127 Telephony - Swaffham Herita	10/05/2023		1 Unity Trust Current	B/P	Telephone costs	Immervox	S	47.17	9.43	56.60
127 Telephony - Town Hall	10/05/2023		1 Unity Trust Current	B/P	Telephone costs	Immervox	S	91.60	18.32	109.92
127 Telephony - Town Hall	10/05/2023		1 Unity Trust Current	B/P	Telephone costs	Immervox	S	13.00	2.60	15.60
127 WiFi - Town Centre	10/05/2023		1 Unity Trust Current	B/P	Telephone costs	Immervox	S	46.45	9.29	55.74
128 Market Superintendent Phon	15/05/2023		1 Unity Trust Current		Telephone - Market	Vodafone	S	14.30	2.86	17.16
129 General Maintenance - Town	15/05/2023		1 Unity Trust Current	B/P	General Maintenance - Town H	GO Bright	E	50.00		50.00
130 General Maintenance - Muse	15/05/2023		1 Unity Trust Current	B/P	General Maintenance - Museu	Narford Scaffolding	S	80.00	16.00	96.00

131	Audit - Internal & External	15/05/2023	1	Unity Trust Current	B/P	Audit - Internal	Auditing Solutions Ltd	S	480.00	96.00	576.00	
132	Audit - Internal & External	15/05/2023	1	Unity Trust Current	B/P	General Maintenance - Museu	D J Bensley Roofing	S	5,810.00	1,162.00	6,972.00	
133	General Maintenance - Muse	15/05/2023	1	Unity Trust Current	B/P	General Maintenance - Museu	Dereham Decorating Supplie	S	97.48	19.50	116.98	
									<b>Total</b>	<b>71,194.86</b>	<b>6,487.13</b>	<b>77,681.99</b>



<b>Bank Reconciliation at 10/05/2023</b>			
	Cash in Hand 01/04/2023		394,005.65
	<b>ADD</b>		
	Receipts 01/04/2023 - 10/05/2023		266,548.01
			660,553.66
	<b>SUBTRACT</b>		
	Payments 01/04/2023 - 10/05/2023		57,277.20
			<b>603,276.46</b>
<b>A</b>	<b>Cash in Hand 10/05/2023</b> (per Cash Book)		
	Cash in hand per Bank Statements		
	Petty Cash	10/05/2023	94.31
	Lloyd Credit Card	10/05/2023	0.00
	Unity Trust Deposit	10/05/2023	363,973.29
	1 Unity Trust Current	10/05/2023	242,301.07
			<b>606,368.67</b>
	Less unrepresented payments		3,092.21
			603,276.46
	Plus unrepresented receipts		
			<b>603,276.46</b>
<b>B</b>	<b>Adjusted Bank Balance</b>		
	<b>A = B Checks out OK</b>		

## Report of Jacob Morton, Breckland District Councillor for Swaffham

I'd like to start by congratulating new and returning Town Councillors and wishing them well for the next 4 years. I'm honored to have been elected as one of Swaffham's three Breckland District Councillors, and I look forward to serving the town where I'm proud to live and work. As you'll appreciate, as a newly elected Councillor, I will be spending the coming weeks and months getting settled into my new role at Breckland.

I'll also be working with newly elected Norfolk County Councillor for Swaffham, William Nunn, to organise opportunities for residents to discuss their concerns/issues with us.

I am looking forward to attending the first Full Council at Breckland tomorrow (18<sup>th</sup> May), and I fully intend to attend meetings of Swaffham Town Council as much as possible.

I look forward to working positively and constructively with you all over the next four years. Please do get in touch on [jacob.morton@breckland.gov.uk](mailto:jacob.morton@breckland.gov.uk) if you'd like to discuss any issues.

### *Breck/and Achievements 2022-23:*

Breckland Council has worked hard to deliver for and support residents across Swaffham and the wider district in line with its key objectives - *Inspiring Communities, Thriving Places, Breckland2035 and Working Smarter*. Notable achievements have included:

- Contributed funding to the Heritage Action Zone project to restore historic buildings in Swaffham
- Invested in projects to support our town centres, including the StartUp/Meanwhile Schemes which has seen local businesses move into empty shops within Swaffham (e.g Plowright Place)
- Awarding a contract for the installation of EV charging points in Swaffham (and Watton)
- Distributing £100,000 of Green Community Grants across the district, including here in Swaffham
- Supported domestic abuse survivors by supporting the Daisy Programme with **£100,000 of funding over 3 years.**
- Awarding over £120,000 to local community projects across Breckland

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### *Other Breck/and Issues Raised:*

- Leisure Provision - Breckland officers have said that progress is being made on discussions with the Lead Local Flood Authority (LLFA) in relation to drainage and the planning application for a new leisure centre. Whilst the initial *Levelling Up Fund* bid was not successful, Breckland Council officers continue to look for alternative funding sources and this is an ongoing process.
- Days Field Development- I've been contacted by a number of residents regarding the development proposals on Days Field. Residents are free to express comments on the planning application through Breckland and I'd advise them to do so if they wish to have their views considered as part of the process. Flagship have informed me that they intend to send consultation literature to 100 homes within the surrounding area (including areas such as Tumbler Hill) with further information about their proposals and the project. Hopefully this will help to answer their questions/concerns.