

Swaffham Town Council

Minutes of a Full Council meeting held on Wednesday 12 July 2023 in the Town Hall

Councillors: Cllr Bell, Cllr Darby, Cllr Bensley, Cllr Beech, Cllr Braithwaite, Cllr Cooper, Cllr Edwards, Cllr Ellerbeck, Cllr Eves, Cllr Scott, Cllr Anscombe, Cllr Morton, Cllr Wickerson

Town Clerk: Helen Carrier

Deputy Clerk: Leanne Jarrett

Finance Officer: Hannah Duggan

Members of public: Three

The meeting was opened with prayers by Cllr Beech.

38/23 Apologies for absence

Apologies were received in advance from Cllr Pickard, Cllr Skinner and Cllr Zielinski.

39/23 Declarations of interest

None received.

40/23 Minutes of the Ordinary Meeting held on 14 June 2023

The minutes of the Ordinary meeting held on 14 June 2023 were agreed and signed by the Chairman as an accurate record.

41/23 Reports

41.1. Norfolk County Council - Cllr Nunn provided a brief overview on the following matters:

Adult Social Care Review

Highways Budget – a sum of £11,000 has been made available for use within the town. Cllrs were asked to collate ideas and send through key ideas for consideration.

London St mini roundabout

It was advised the mini roundabout and Zebra crossing were due to be repainted by autumn 2023.

Leader of Norfolk

A brief update on the proposal of a future Leader of Norfolk was given and Cllrs were asked to take the opportunity to read further about the plans at <https://www.norfolk.gov.uk/>

41.2. Breckland District Council - Cllr Morton provided a report in advance which was shared with Cllrs prior to the meeting. Cllrs Anscombe and Wickerson provided brief updates on HAZ, Swaffham Leisure Centre, Breckland housing plans and the proposed Car Park Survey.

Cllr Wickerson highlighted an electric car charging point on the Market Place that was no longer working. The office was tasked with looking into this.

41.3. Police – There were no Police in attendance at the meeting and there was no report.

Cllr Beech, who attended the last SNAP meeting, confirmed the key priority for the area was Anti-Social Behaviour.

Initials

42/23 Reports

- 42.1. Mayor - The Mayor and Deputy Mayor both confirmed the civic events attended since the last council meeting including the funeral of the former Kings Lynn & West Norfolk Mayor, Swaffham & Litcham Home Hospice annual meeting, Bishop of Norwich garden party and the Norfolk ALC / SLCC Conference.

Cllr Darby gave a brief overview of the Norfolk ALC / SLCC conference he attended, and the key topics covered.

- 42.2. Town Clerk - the Town Clerk provided a brief update on the following topics:

Barn – work was progressing, the boiler was now installed, and the stair lift review was now complete, and work was about to start on installation.

Museum Flag – an example of the proposed new Museum Flag for the front of the Town Hall was shared with Cllrs.

Staff Team training day – this was planned for 19 July 2023 and Cllrs were asked to note the office would be closed on that day.

Bus stops/Bollards – the new bus stops were now in situ and the sedum tops were due to be installed shortly.

Olive Tree at Costa – sadly the tree was battered by the wind and despite the best efforts of the Market Superintendent and Market Traders on the Saturday the top of the tree was lost due to damage. The Olive Tree Company were due to attend the site shortly to re-stake the tree.

43/23 Public Forum

A member of the public raised the issue of the step outside Jana Market shop which was impeding disabled wheelchair users and those with mobility issues however Breckland had refused to assist with a ramp.

It was resolved the Town Clerk would raise the issue at the July Highways meeting.

A short presentation was given by K&N Family Events in support of the Statement of Intent which Cllrs were due to discuss at agenda item 55/23.

44/23 Late urgent items at the Chairman's discretion

Barn Stannah Stairlift - additional cost of £1666 was discussed.

It was resolved to accept the Stannah stairlift additional cost and proceed.

Cultural Consortium – it was noted there was a short non-denominational harvest event planned for Sunday 24 September 2023 at 3pm. Further details would be shared on social media by the Cultural Consortium.

45/23 Highways issues and report from Transport Working Group

The report circulated prior to the meeting was noted

46/23 Parish Partnership Scheme Initiative 2024-25

It was noted the closing date for suggestions was 31 December 2023.
The Town Clerk asked Cllrs to consider acceptable projects.

Initials

It was agreed Cllrs would give thought to potential schemes and bring ideas to the September Council meeting

47/23 Defibrillator in the Town Hall

It was unanimously resolved to accept the proposal to purchase a new defibrillator for the Town Hall at a cost of £900 which was being match funded through a grant obtained by the Community Engagement Officer.

48/23 Dog Fouling signs from Breckland District Council

It was resolved to obtain local company quotes on signage to compare with the Breckland costs and to investigate potential savings on bulk buying.

49/23 Breckland DC trial of mobile deployable surveillance cameras

It was unanimously agreed to trial the mobile deployable surveillance cameras in the town.

50/23 Council Chamber carpet quotes

It was unanimously agreed to proceed with the quote from Swaffham Carpet & Bedding, Swaffham.

51/23 Councillor gazebo, position and rota for the Market

Cllrs agreed to create a rota for attendance at the Council Gazebo which would be set up on the Saturday market starting on Saturday 15 July 2023.

Cllrs were asked to ensure that they manned the gazebo from 9am through to 2.30pm / 3pm each week.

52/23 Correspondence

A letter of thanks, received by the office, was shared with Cllrs prior to the meeting.

53/23 Finance

53.1. Receipts from June 2023

It was unanimously agreed to approve the receipts for June 2023.

53.2. Payments of accounts for July 2023

It was unanimously agreed to approve the payments for June 2023.

Cllrs were advised the August payments would be made as normal however added to the September meeting for ratification.

53.3. Bank Reconciliation up to date of Agenda

It was unanimously agreed to approve the Bank Reconciliation.

54/23 Confidential Business

To resolve to exclude the press and public from the meeting pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, as applied by Section 100 of the Local

Initials

Government Act 1972, as matters under discussion are confidential and related to legal matters.

55/23 Statement of Intent

The Town Clerk highlighted the Council's policy regarding the hire of council owned grounds and stipulated the cost of hire of the various areas in Swaffham: Recreation Ground, Campingland, Merryweather and Orford Road.

It was agreed by a majority vote of nine in favour with one abstention that any request to hire Council Grounds areas would require: - a completed Application Form, incur the normal schedule of costs and any proposed event to be held on a Saturday would require the approval of the Market & Tourism Committee.

56/23 Code Of Conduct Complaint

The code of conduct complaint received for a current Cllr was noted and the Cllr involved advised that after Legal Advice they had made an apology.

After further discussions it was noted an apology was also required to Mr Lesley, in person, which the Cllr agreed to do.

57/23 Assembly Rooms Insurance Claim

The Town Clerk, following a meeting with Iceni earlier in the day, gave an update on progress to date and a breakdown of the financials paid and received to date.

The work is now completed with only one small invoice still due.

58/23 Leisure Land Agreements

The Town Clerk provided a short update on the Leisure Land agreements.

59/23 Date of the next meeting

Wednesday 13 September 2023 at 6.30pm, Council Chamber, Town Hall

Meeting closed 8.15pm

Chairman

Initials

7 July 2023 (2023-2024)

Swaffham Town Council
RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
103	Allotment Deposit Refund	01/06/2023		1 Unity Trust Current		Allotment Deposit Refund	Alyson Sansbury	Z			
104	Market Licensed Traders	01/06/2023		1 Unity Trust Current		Market - Rent	Routs of Wisbech	E	92.72		92.72
105	Market Licensed Traders	06/06/2023		1 Unity Trust Current		Market - Rent	Ayaans Ices	E	436.90		436.90
106	Cemetery Fees	06/06/2023		1 Unity Trust Current		Cemetery - Ashes	Thornally FD KL	E	183.70		183.70
107	Market Licensed Traders	08/06/2023		1 Unity Trust Current		Market - Rent	Hurrell	E	83.45		83.45
108	Market Licensed Traders	09/06/2023		1 Unity Trust Current		Market - Rent	Drip Drop Bake Stop	E	46.43		46.43
109	Telephony - Swaffham Herita	09/06/2023		1 Unity Trust Current		Telephony - Swaffham Heritag	Swaffham Heritage	S	47.17	9.43	56.60
113	Market Licensed Traders	12/06/2023		1 Unity Trust Current		Market - Rent	Supersox	E	74.18		74.18
112	Market Licensed Traders	12/06/2023		1 Unity Trust Current		Market - Rent	Watchman & Wife	E	67.60		67.60
112	Market Licensed Traders	12/06/2023		1 Unity Trust Current		Market - Rent	Watchman & Wife	E	92.72		92.72
114	Market Licensed Traders	12/06/2023		1 Unity Trust Current		Market - Rent	C&R Auctions	E	191.60		191.60
111	Market Licensed Traders	12/06/2023		1 Unity Trust Current		Market - Rent	Porters Nurseries	E	92.72		92.72
110	Market Licensed Traders	12/06/2023		1 Unity Trust Current		Market - Rent	Old Bygones	E	92.72		92.72
115	Market Licensed Traders	13/06/2023		1 Unity Trust Current		Market - Rent	Melt Down Danes/Printed Te	E	92.72		92.72
118	Market Casual Trader	13/06/2023		1 Unity Trust Current		Market - Casual Rent	Sea Green Soap	E	17.00		17.00
118	Market Casual Trader	13/06/2023		1 Unity Trust Current		Market - Casual Rent	Sea Green Soap	E	17.00		17.00
122	Market Licensed Traders	13/06/2023		1 Unity Trust Current		Market - Rent	Hurrell	E	70.00		70.00
121	Market Licensed Traders	13/06/2023		1 Unity Trust Current		Market - Rent	Graders Delights	E	92.72		92.72
119	Market Casual Trader	13/06/2023		1 Unity Trust Current		Market - Casual Rent	Norfolk Crafts	E	27.00		27.00
120	Market Casual Trader	13/06/2023		1 Unity Trust Current		Market - Casual Rent	Good 2 Go	E	22.00		22.00
116	Bank Interest	13/06/2023		1 Unity Trust Current		Shares Repaid	Equiniti	Z	256.75		256.75
117	Photocopier	13/06/2023		1 Unity Trust Current		Printing	Oona Kelly	Z	10.00		10.00
127	Cemetery Fees	15/06/2023		1 Unity Trust Current		Cemetery - Exclusive Rights	Andrew Francis FS	E	17.60		17.60
127	Cemetery Fees	15/06/2023		1 Unity Trust Current		Cemetery - Exclusive Rights	Andrew Francis FS	E	263.45		263.45
126	Cemetery Fees	15/06/2023		1 Unity Trust Current		Cemetery - Burial	Andrew Francis FS	E	551.38		551.38
125	Cemetery Fees	15/06/2023		1 Unity Trust Current		Cemetery - Burial	Thornally FD KL	E	551.38		551.38
123	Cemetery Fees	15/06/2023		1 Unity Trust Current		Cemetery - Ashes	Thornally FD KL	E	422.95		422.95
124	Cemetery Fees	15/06/2023		1 Unity Trust Current		Cemetery - Ashes	Thornally FD KL	E	211.48		211.48
128	Classis Car Show	16/06/2023		1 Unity Trust Current		Event - Stall Hire	MR K J Mace	E	20.00		20.00
129	Market Licensed Traders	19/06/2023	CSA 12/6/2023	1 Unity Trust Current		Market - Rent	Hurrell	E	13.45		13.45
130	Market Licensed Traders	19/06/2023	CSA 12/6/2023	1 Unity Trust Current		Market - Rent	Carols Collectables	E	58.56		58.56
131	Market Licensed Traders	19/06/2023	CSA 12/6/2023	1 Unity Trust Current		Market - Rent	All Jam	E	74.18		74.18

7 July 2023 (2023-2024)

Swaffham Town Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
135 Classis Car Show	19/06/2023	Inv738	1 Unity Trust Current		Event - Stall Hire	Ayaans Ices	E	50.00		50.00
132 Market Licensed Traders	19/06/2023	CSA 12/6/2023	1 Unity Trust Current		Market - Rent	QMB Antiques	E	58.56		58.56
137 Market Licensed Traders	19/06/2023	Inv 717	1 Unity Trust Current		Market - Rent	Active Solutions	E	63.44		63.44
136 Photocopier	19/06/2023	CSA 19/6/2023	1 Unity Trust Current	Card	Printing	VARIOUS	E	20.00		20.00
134 Photocopier	19/06/2023	CSA 12/6/2023	1 Unity Trust Current		Printing	VARIOUS	E	2.00		2.00
133 Cemetery Fees	19/06/2023		1 Unity Trust Current		Cemetery - Memorial	HL Perfit Stonemasons	E	229.90		229.90
138 Market Licensed Traders	20/06/2023	Inv 721	1 Unity Trust Current		Market - Rent	The Woollery	E	46.36		46.36
139 Cemetery Fees	21/06/2023	Inv 760	1 Unity Trust Current		Cemetery - Memorial	H Brett & Sons	E	459.80		459.80
140 Cemetery Fees	21/06/2023	CSA 12/6/2023	1 Unity Trust Current		Cemetery - Memorial	P R Bowers & Sons FD	E	229.90		229.90
141 Classis Car Show	23/06/2023		1 Unity Trust Current		Event - Stall Hire	KJ's Sizzling Scents	E	20.00		20.00
142 Market Licensed Traders	26/06/2023	Inv 696	1 Unity Trust Current	CSA 19/6/2023	Market - Rent	The Woollery	E	3.00		3.00
143 Cemetery Fees	26/06/2023	Inv 762	1 Unity Trust Current	BACS	Cemetery - Memorial	Richard King	E	229.90		229.90
144 HMRC - VAT refund	27/06/2023		1 Unity Trust Current	Cheque	VAT Refund	HMRC	R		10,698.96	10,698.96
145 Cemetery Fees	27/06/2023		1 Unity Trust Current		Cemetery - Exclusive Rights	Thornally FD KL	E			
147 Classis Car Show	28/06/2023	Inv 763	1 Unity Trust Current	Cash	Event - car boot	Andrew Walker	E	8.00		8.00
146 Cemetery Fees	28/06/2023	Inv 729	1 Unity Trust Current	BACS	Cemetery - Memorial	Thornally FD KL	E	139.43		139.43
148 Shop costs	29/06/2023		1 Unity Trust Current		Shop costs	Sues News	L	79.95	4.00	83.95
149 Shop costs	29/06/2023		1 Unity Trust Current		Shop costs	Sues News	S	497.92	99.58	597.50
150 Classis Car Show	29/06/2023		1 Unity Trust Current	104984	Event - Stall Hire	Ivan Bond	E	20.00		20.00
151 Cemetery Fees	29/06/2023		1 Unity Trust Current		Cemetery - Memorial	Louise Tiplady	E	125.13		125.13
156 Bank Interest	30/06/2023		Unity Trust Deposit		Bank - Interest	Unity Trust Bank	E	2,049.72		2,049.72
Total								8,624.54	10,811.97	19,436.51

Initials

11 July 2023 (2023-2024)

Swaffham Town Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
101 Ground Maintenance - Open	10/05/2023		1 Unity Trust Current	95869900	Grass Cutting - Rec & Swans H	CGM Group	S	653.00	130.60	783.60
101 Ground Maintenance - Open	10/05/2023		1 Unity Trust Current	95869900	Grass Cutting - Rec & Swans H	CGM Group	S	439.00	87.80	526.80
164 Payroll Services	26/06/2023		1 Unity Trust Current	447291839	Payroll services	Stephenson Smart	S	55.42	11.08	66.50
164 Payroll Services	26/06/2023		1 Unity Trust Current	447291839	Payroll services	Stephenson Smart	S	55.42	11.08	66.50
164 Payroll Services	26/06/2023		1 Unity Trust Current	447291839	Payroll services	Stephenson Smart	S	55.42	11.08	66.50
191 PWLB - PW492650	10/07/2023		1 Unity Trust Current	DD	PWLB - 492650	Public Works Loan Board	Z	1,441.00		1,441.00
192 PWLB - PW492650	10/07/2023		1 Unity Trust Current	DD	PWLB - 492651	Public Works Loan Board	Z	2,017.40		2,017.40
193 IT Software	15/06/2023		Lloyd Credit Card	Card	IT - Adobe software	Adobe	S	16.64	3.33	19.97
194 IT Software	15/06/2023		Lloyd Credit Card	Card	IT - Adobe software	Adobe	E	12.64		12.64
195 General Maintenance - Open	19/06/2023		Lloyd Credit Card	Card	General Maintenance - Open S	Amazon	S	17.07	3.41	20.48
196 Telephony - Town Hall	19/06/2023		1 Unity Trust Current	Card	Telephone costs	Immervox	S	38.18	7.64	45.82
196 Telephony - Town Hall	19/06/2023		1 Unity Trust Current	Card	Telephone costs	Immervox	S	50.74	10.15	60.89
196 Telephony - Town Hall	19/06/2023		1 Unity Trust Current	Card	Telephone costs	Immervox	S	91.60	18.32	109.92
196 Telephony - Town Hall	19/06/2023		1 Unity Trust Current	Card	Telephone costs	Immervox	S	13.00	2.60	15.60
196 Telephony - Swaffham Heritz	19/06/2023		1 Unity Trust Current	Card	Telephone costs	Immervox	S	47.17	9.43	56.60
196 WiFi - Town Centre	19/06/2023		1 Unity Trust Current	Card	Telephone costs	Immervox	S	46.45	9.29	55.74
198 Bank Charges	20/06/2023		1 Unity Trust Current	DD	Credit Card fees	Worldpay	S	49.10	8.01	57.11
199 General Maintenance - Town	20/06/2023		Lloyd Credit Card	Card	General Maintenance - Town F	Screwfix	S			
205 Bank Charges	20/06/2023		Lloyd Credit Card	Card	Credit Card fees	Lloyds Bank - Cr Card	E	3.00		3.00
206 Market - electric	20/06/2023		1 Unity Trust Current	DD	Electricity - Buttercross	SSE - Southern Electric	L	193.14	9.65	202.79
207 Utilities - electric	20/06/2023		1 Unity Trust Current	DD	Electricity - Cemetery Chapel	SSE - Southern Electric	L	44.83	2.24	47.07
208 Utilities - electric	20/06/2023		1 Unity Trust Current	DD	Electricity - Recreation Ground	SSE - Southern Electric	L	135.33	6.76	142.09
209 Utilities - electric	20/06/2023		1 Unity Trust Current	DD	Electricity - Town Hall	SSE - Southern Electric	L	4,157.64	207.87	4,365.51
210 Public Toilets - Cleaning	20/06/2023		1 Unity Trust Current	464904711	Public Toilet Consumables	Anglian Chemicals	S	30.00	6.00	36.00
210 Public Toilets - consumables	20/06/2023		1 Unity Trust Current	464904711	Public Toilet Consumables	Anglian Chemicals	S	18.00	3.60	21.60
211 General Maintenance - Open	20/06/2023		1 Unity Trust Current	41890139	General Maintenance - Open S	Ben Burgess Beeston	S	18.24	3.65	21.89
212 Hospitality	20/06/2023		1 Unity Trust Current	162991900	Drinking water	Cooleraid	S	40.00	8.00	48.00
213 General Maintenance - Town	20/06/2023		1 Unity Trust Current	684700591	General Maintenance - Town F	Redroc	S	35.00	7.00	42.00
213 General Maintenance - Town	20/06/2023		1 Unity Trust Current	684700591	General Maintenance - Town F	Redroc	S	76.30	15.26	91.56
213 General Maintenance - Town	20/06/2023		1 Unity Trust Current	684700591	General Maintenance - Town F	Redroc	S	48.75	9.75	58.50
214 General Maintenance - Open	20/06/2023		1 Unity Trust Current	718596716	General Maintenance - Cemets	Travis Perkins	S	11.86	2.37	14.23
215 Assembly Rooms	20/06/2023		1 Unity Trust Current	546866912	General Maintenance - Assembl	Tesla Electrical	E	120.00		120.00
216 Fuel	20/06/2023		1 Unity Trust Current	866439196	Fuel	Swaffham Service Centre	S	290.54	58.10	348.64

Swaffham Town Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
216 Fuel	20/06/2023		1 Unity Trust Current	866439196	Fuel	Swaffham Service Centre	S	390.43	78.10	468.53
218 Bank Charges	19/06/2023		Lloyd Credit Card	Card	Petty Cash top up	Lloyds Bank - Cr Card	E	400.00		400.00
219 Utilities - electric	20/06/2023		1 Unity Trust Current	DD	Electricity - Town Hall	SSE - Southern Electric	L	327.30	16.35	343.65
220 Market Superintendent Phon	21/06/2023		1 Unity Trust Current	DD	Telephone - Market	Vodafone	S	23.80	4.76	28.56
221 Cultural Consortium	22/06/2023		Lloyd Credit Card	Card	Event - Road Closure	NCC - Norfolk Council Counci	E	81.10		81.10
222 Membership subs - NABMA	22/06/2023		Lloyd Credit Card	Card	Premises Licence Application -	Breckland District Council	X	100.00		100.00
223 Barn Complex - Dilapidation	26/06/2023	PO 69	1 Unity Trust Current		Barn - Refurbishment	Evolution Contract Managem	S	13,625.00	2,725.00	16,350.00
224 Stationery	26/06/2023	po 71	1 Unity Trust Current	111429632	Stationery	TOAST Promotional Products	S	61.50	12.30	73.80
225 Training - Councillors	26/06/2023		1 Unity Trust Current	559317404	Training - Councillors	Norfolk Association of Local C	S	50.00	10.00	60.00
225 Training - Councillors	26/06/2023		1 Unity Trust Current	559317404	Training - Councillors	Norfolk Association of Local C	S	120.00	24.00	144.00
225 Training - Councillors	26/06/2023		1 Unity Trust Current	559317404	Training - Councillors	Norfolk Association of Local C	S	108.00	21.60	129.60
226 Cultural Consortium	27/06/2023		1 Unity Trust Current	820529666	Cultural Consortium	Dr S Gattuso	E	289.96		289.96
227 Cultural Consortium	27/06/2023		1 Unity Trust Current	744077627	Cultural Consortium	Joshua White	E	15.00		15.00
228 Cultural Consortium	27/06/2023		1 Unity Trust Current	741135170	Cultural Consortium	Mosaic Moment/Mrs C E Ash	E	475.00		475.00
229 Cultural Consortium	27/06/2023		1 Unity Trust Current	183967096	Cultural Consortium	Mick Boyle	E	300.00		300.00
230 Water Rates	28/06/2023		1 Unity Trust Current		Water rates - Allotments	WAVE - Anglian Water	E	358.90		358.90
231 Water Rates	28/06/2023		1 Unity Trust Current	297867279	Water rates - Allotments	WAVE - Anglian Water	E	70.37		70.37
232 Water Rates	28/06/2023		1 Unity Trust Current	489484137	Water rates - Allotments	WAVE - Anglian Water	E	223.55		223.55
233 Water Rates - Town Hall	28/06/2023		1 Unity Trust Current	661557607	Water rates - Town Hall	WAVE - Anglian Water	E	61.11		61.11
234 Water Rates - Rec Ground	28/06/2023		1 Unity Trust Current	944327787	Water rates - Rec Ground	WAVE - Anglian Water	E	100.66		100.66
235 Water Rates - Public Toilets	28/06/2023		1 Unity Trust Current	654214673	Water Rates - Public Toilets	WAVE - Anglian Water	E	499.60		499.60
236 Water Rates	28/06/2023		1 Unity Trust Current	450854825	Water rates - Barn Complex	WAVE - Anglian Water	E	18.61		18.61
240 Bank Charges	03/07/2023		1 Unity Trust Current	DD	Bank Service Charge	Unity Trust Bank	E	63.90		63.90
241 Bank Charges	03/07/2023		1 Unity Trust Current	DD	Bank Manual Handling Charge	Unity Trust Bank	E	13.00		13.00
242 IT Subscriptions	04/07/2023		1 Unity Trust Current	830394500	Monthly subscription	Cloudy IT	S	506.70	101.34	608.04
243 Utilities - gas	04/07/2023		1 Unity Trust Current	26148082	Utilities	EON Next	L	1,112.81	55.65	1,168.46
245 Photocopier	04/07/2023		1 Unity Trust Current	350668999	Photocopier - usage	Officeflow office automation	S	61.58	12.31	73.89
246 Ground Maintenance - Open	04/07/2023		1 Unity Trust Current		Grass cutting - NCC contract	CGM Group	S	2,433.98	486.80	2,920.78
247 Waste Collection	04/07/2023		1 Unity Trust Current	153569458	Waste Collection	Veolia	S	99.80	19.96	119.76
247 Waste Collection - Town Hall	04/07/2023		1 Unity Trust Current	153569458	Waste Collection	Veolia	S	82.93	16.59	99.52
248 Town Hall - contract cleaner	04/07/2023		1 Unity Trust Current	838754255	Contract Cleaning	WPM	S	317.34	63.47	380.81
248 Public Toilets - contract clear	04/07/2023		1 Unity Trust Current	838754255	Contract Cleaning	WPM	S	555.34	111.07	666.41
249 Allotment Deposit Refund	04/07/2023		1 Unity Trust Current	710212942	Allotment Deposit Refund	Alyson Sansbury	E	40.00		40.00
250 BDC Rates	05/07/2023		1 Unity Trust Current	DD	Rates - Barn Flat	Breckland District Council	E	121.00		121.00
251 BDC Rates	05/07/2023		1 Unity Trust Current	DD	Rates - Cemetery & Chapel	Breckland District Council	E	199.00		199.00

11 July 2023 (2023-2024)

Swaffham Town Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
252	05/07/2023		1 Unity Trust Current	DD	Rates - Market	Breckland District Council	E	205.00		205.00
253	05/07/2023		1 Unity Trust Current	DD	Rates - Town Hall	Breckland District Council	E	1,205.00		1,205.00
254	05/07/2023		1 Unity Trust Current	840499450	TIC SLA	Swaffham Heritage	E	1,065.00		1,065.00
256	05/07/2023		1 Unity Trust Current	12876293	Street Furniture	Parish Noticeboard Company	S	927.50	185.50	1,113.00
257	05/07/2023		1 Unity Trust Current	DD	Stripe Fee at source	Stripe	E	0.82		0.82
258	05/07/2023		1 Unity Trust Current	DD	Stripe Fee at source	Stripe	E	0.50		0.50
259	05/07/2023		1 Unity Trust Current	DD	Credit Card fees	Worldpay	S	43.71	8.02	51.73
260	05/07/2023		1 Unity Trust Current	B/P	Salaries	Salaries	E	18,197.37		18,197.37
261	05/07/2023		1 Unity Trust Current		PAYE	HMRC	E	5,719.85		5,719.85
262	05/07/2023		1 Unity Trust Current		Pension	Norfolk Pensions	E	6,892.37		6,892.37
263	06/07/2023		1 Unity Trust Current	192377986	General Maintenance - Open S	Haward Horological	S	400.00	80.00	480.00
264	07/07/2023		1 Unity Trust Current	3852233772	Insurance Reclaim - Assembly	Redroc	S	14,134.78	2,826.96	16,961.74
265	07/07/2023		1 Unity Trust Current	88991429	Legal Fees	Greene & Greene Sols	S	956.00	191.20	1,147.20
265	07/07/2023		1 Unity Trust Current	88991429	Legal Fees	Greene & Greene Sols	Z	45.00		45.00
266	07/07/2023		Lloyd Credit Card	Card	Apple iPad	Apple	S	307.50	61.50	369.00
267	10/07/2023		1 Unity Trust Current	877598865	Drinking water	Cooleraid	S	19.76	3.95	23.71
268	10/07/2023		1 Unity Trust Current	127867606	Electricity - War Memorial	NPower	L	16.19	0.81	17.00
269	10/07/2023		1 Unity Trust Current	641866971	Playground Annual Inspections	ROSPA	S	586.50	117.30	703.80
270	10/07/2023		1 Unity Trust Current	216204257	General Maintenance - Rec Gr	Worzels Roofing	E	30.00		30.00
271	10/07/2023		1 Unity Trust Current	495355495	Stationery Supplies	Viking	S	15.93	3.19	19.12
272	10/07/2023		1 Unity Trust Current	862318880	Event - First Aid	St Johns Ambulance	S	52.80	10.56	63.36
272	10/07/2023		1 Unity Trust Current	862318880	Event - First Aid	St Johns Ambulance	S	216.00	43.20	259.20
273	10/07/2023		1 Unity Trust Current	457483839	Annual Fee	Environment Agency	E	34.63		34.63
274	10/07/2023		1 Unity Trust Current	286617562	General Maintenance - Museur	Stannah	S	140.82	28.16	168.98
275	10/07/2023		1 Unity Trust Current	402670165	General Maintenance - Campin	Swaffham Building Supplies	S	32.29	6.46	38.75
276	11/07/2023		Lloyd Credit Card	Card	Stationery Supplies	Amazon	S	13.21	2.64	15.85
277	11/07/2023		Lloyd Credit Card	Card	General Maintenance - Town H	Amazon	S	11.87	2.37	14.24
278	11/07/2023		Lloyd Credit Card	Card	IT	Amazon	S	27.90	5.58	33.48
Total								84,927.45	8,000.77	92,928.22

Initials

Swaffham Town Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 07/07/2023		
	Cash in Hand 01/04/2023		394,005.85
	ADD		
	Receipts 01/04/2023 - 07/07/2023		316,369.98
			710,375.83
	SUBTRACT		
	Payments 01/04/2023 - 07/07/2023		303,075.98
A	Cash in Hand 07/07/2023 (per Cash Book)		407,299.65
	Cash in hand per Bank Statements		
	Petty Cash 05/07/2023	333.57	
	Lloyd Credit Card 05/07/2023	0.00	
	Unity Trust Deposit 05/07/2023	386,023.01	
	1 Unity Trust Current 05/07/2023	103,428.07	
			469,784.65
	Less unrepresented payments		62,714.90
			407,069.75
	Plus unrepresented receipts		229.90
B	Adjusted Bank Balance		407,299.65
	A = B Checks out OK		