

Swaffham Town Council

1 May 2025 (2023-2024)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
2	Assembly Rooms - Ins	05/04/2023		1 Unity Trust Current	BACS	Insurance Reclaim - Assembly	Norfolk Ceilings & Interiors	S	5,270.40	1,054.08	6,324.48
9	BDC Rates	11/04/2023		1 Unity Trust Current	DD	Rates - Town Hall	Breckland District Council	E	1,205.85		1,205.85
11	PWLB - PW494979	03/05/2023		1 Unity Trust Current	DD	PWLB - 494979	Public Works Loan Board	E	1,219.28		1,219.28
14	Salaries	11/04/2023		1 Unity Trust Current	B/P	Salaries	Salaries	E	15,025.71		15,025.71
15	HMRC	11/04/2023		1 Unity Trust Current	DD	PAYE	HMRC	E	5,224.06		5,224.06
16	Pension	11/04/2023		1 Unity Trust Current	DD	Pension	Norfolk Pensions	E	4,599.16		4,599.16
21	Utilities - gas	11/04/2023		1 Unity Trust Current	B/P	Utilities	EON Next	S	1,097.51	219.50	1,317.01
23	Barn Complex - Dilapidation	11/04/2023		1 Unity Trust Current	B/P	Barn - Refurbishment	j & j Drake	S	790.34	158.07	948.41
29	Street Furniture - maintenance	11/04/2023		1 Unity Trust Current	B/P	General Maintenance - Open Sp	Peter Garner Mechanical Ser	S	500.00	100.00	600.00
30	Audit - Internal & External	11/04/2023		1 Unity Trust Current	B/P	Audit - External	PKF Littlejohn	S	2,040.00	408.00	2,448.00
31	Scribe software system	11/04/2023		1 Unity Trust Current	B/P	IT - Software	Scribe - Starboard Sys Ltd	S	2,110.00	422.00	2,532.00
32	Kings Coronation 2023	11/04/2023		1 Unity Trust Current	B/P	Event - Entertainment	Skylight Cinemas Ltd	S	2,179.00	435.80	2,614.80
34	Staff expenses	11/04/2023		1 Unity Trust Current	B/P	Staff - recruitment	SLCC Enterprize	S	596.00	119.20	715.20
40	Town Hall - contract cleaner	11/04/2023		1 Unity Trust Current	B/P	Contract Cleaning	WPM	S	317.34	63.47	380.81
40	Public Toilets - contract cleaner	11/04/2023		1 Unity Trust Current	B/P	Contract Cleaning	WPM	S	396.67	79.33	476.00
40	Public Toilets - contract cleaner	11/04/2023		1 Unity Trust Current	B/P	Contract Cleaning	WPM	S	158.67	31.73	190.40
41	TIC SLA	11/04/2023		1 Unity Trust Current	B/P	TIC SLA	Swaffham Heritage	E	1,118.00		1,118.00
49	Pension	17/04/2023	missed payment 13/4/2023	1 Unity Trust Current	B/P	Pension	Norfolk Pensions	E	1,000.00		1,000.00
52	Utilities - electric	24/04/2023		1 Unity Trust Current	DD	Electricity - Town Hall	SSE - Southern Electric	L	990.41	49.52	1,039.93
56	Photocopier	02/05/2023		1 Unity Trust Current	DD	Photocopier - lease	Siemens	S	473.00	94.60	567.60
56	Photocopier	02/05/2023		1 Unity Trust Current	DD	Photocopier - lease	Siemens	S	50.66	10.13	60.79
68	Barn Complex - Dilapidation	09/05/2023		1 Unity Trust Current	B/P	Barn - Refurbishment	M T Panks & Sons	Z	1,717.00		1,717.00
78	Salaries	12/05/2023		1 Unity Trust Current	B/P	Salaries	Salaries	E	17,218.89		17,218.89
79	HMRC	12/05/2023		1 Unity Trust Current	B/P	PAYE	HMRC	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
93	BDC Rates	10/05/2023		1 Unity Trust Current	DD	Rates - Town Hall	Breckland District Council	E	1,205.00		1,205.00
97	Cultural Consortium	10/05/2023		1 Unity Trust Current	B/P	STC for Cultural Consortium	AllDover.com	E	500.00		500.00
97	Cultural Consortium	10/05/2023		1 Unity Trust Current	B/P	STC for Cultural Consortium	AllDover.com	E	172.80		172.80
101	Grass Cutting - Open Spaces	10/05/2023		1 Unity Trust Current	95869900	Grass cutting - Rec Ground	CGM Group	S	439.00	87.80	526.80
101	Grass Cutting - Open Spaces	10/05/2023		1 Unity Trust Current	95869900	Grass cutting - Rec Ground	CGM Group	S	653.00	130.60	783.60
102	IT Subscriptions	10/05/2023		1 Unity Trust Current	B/P	Telephone costs	Cloudy IT	S	451.70	90.34	542.04
102	Telephony - Town Hall	10/05/2023		1 Unity Trust Current	B/P	Telephone costs	Cloudy IT	S	41.25	8.25	49.50
102	Telephony - Town Hall	10/05/2023		1 Unity Trust Current	B/P	Telephone costs	Cloudy IT	S	852.96	170.59	1,023.55
102	Telephony - Town Hall	10/05/2023		1 Unity Trust Current	B/P	Telephone costs	Cloudy IT	S	968.95	193.79	1,162.74

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Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
102	Telephony - Town Hall	10/05/2023		1 Unity Trust Current	B/P	Telephone costs	Cloudy IT	S	2,410.00	482.00	2,892.00
104	Cultural Consortium	16/05/2023		1 Unity Trust Current	BACS	STC for Cultural Consortium	Headland Archaeology	S	796.00	159.20	955.20
107	Assembly Rooms - Ins	10/05/2023		1 Unity Trust Current	B/P	Insurance Reclaim - Assembly	Norfolk Ceilings & Interiors	S	11,069.44	2,213.89	13,283.33
109	General Maintenance - Museum	10/05/2023		1 Unity Trust Current	B/P	General Maintenance - Museum	RA & SR Lewis	S	2,700.00	540.00	3,240.00
113	Assembly Rooms - Ins	10/05/2023		1 Unity Trust Current	B/P	Insurance Reclaim - Assembly	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	S	1,375.00	275.00	1,650.00
116	Legal Fees/Professional advice	10/05/2023		1 Unity Trust Current	B/P	Legal Fees - Town Pound	Ward Gethin Archer	S	750.00	150.00	900.00
116	Legal Fees/Professional advice	10/05/2023		1 Unity Trust Current	B/P	Legal Fees - Town Pound	Ward Gethin Archer	E	64.00		64.00
117	Cultural Consortium	10/05/2023		1 Unity Trust Current	B/P	STC for Cultural Consortium	White Hart PH	E	562.90		562.90
124	Town Hall - contract cleaner	10/05/2023		1 Unity Trust Current	B/P	Contract Cleaning	WPM	S	317.34	63.47	380.81
124	Public Toilets - contract cleaner	10/05/2023		1 Unity Trust Current	B/P	Contract Cleaning	WPM	S	555.34	111.06	666.40
126	Cultural Consortium	10/05/2023		1 Unity Trust Current	B/P	STC for Cultural Consortium	Vectare Limited	E	560.00		560.00
132	General Maintenance - Museum	15/05/2023		1 Unity Trust Current	B/P	General Maintenance - Museum	D J Bensley Roofing	S	5,810.00	1,162.00	6,972.00
146	BDC Rates	03/06/2023		1 Unity Trust Current	DD	Rates - Town Hall	Breckland District Council	E	1,205.00		1,205.00
153	Barn Complex - Dilapidation	23/05/2023		1 Unity Trust Current	B/P	Barn - Refurbishment	Stannah	S	3,626.25	725.25	4,351.50
154	Assembly Rooms - Ins	14/06/2023		1 Unity Trust Current	977235594	Insurance Reclaim - Assembly	Narford Scaffolding	S	1,325.00	265.00	1,590.00
155	Town Hall - Security	14/06/2023		1 Unity Trust Current	121125882	Intruder Alarm	Anglia Electrical Security	S	574.90	114.98	689.88
156	Parish Partnership Projects	14/06/2023		1 Unity Trust Current	81819317	NCC Funding Contribution	NCC - Norfolk Council	Z	4,000.00		4,000.00
159	Insurance	14/06/2023		1 Unity Trust Current	777950269	Town Council Insurance	Zurich Insurance	Z	5,515.61		5,515.61
159	Insurance	14/06/2023		1 Unity Trust Current	777950269	Town Council Insurance	Zurich Insurance	Z	723.49		723.49
159	Insurance	14/06/2023		1 Unity Trust Current	777950269	Town Council Insurance	Zurich Insurance	Z	434.12		434.12
159	Insurance	14/06/2023		1 Unity Trust Current	777950269	Town Council Insurance	Zurich Insurance	Z	683.72		683.72
160	Assembly Rooms - Ins	14/06/2023		1 Unity Trust Current	859747515	Insurance Reclaim - Assembly	IP Cotterill	Z	2,702.50		2,702.50
161	Street Lighting	14/06/2023		1 Unity Trust Current	479470881	Streetlight Maintenance Breckland	Breckland District Council	S	17,327.60	3,465.52	20,793.12
162	Assembly Rooms - Ins	14/06/2023		1 Unity Trust Current	91006113	Insurance Reclaim - Assembly	RA & SR Lewis	S	3,600.00	720.00	4,320.00
167	Town Hall - contract cleaner	14/06/2023		1 Unity Trust Current	839668485	Contract Cleaning	WPM	S	317.34	63.47	380.81
167	Public Toilets - contract cleaner	14/06/2023		1 Unity Trust Current	839668485	Contract Cleaning	WPM	S	555.34	111.06	666.40
168	Cultural Consortium	14/06/2023		1 Unity Trust Current	553269410	STC for Cultural Consortium	AllDover.com	Z	500.00		500.00
182	Salaries	14/06/2023		1 Unity Trust Current	B/P	Salaries	Salaries	E	19,060.57		19,060.57
183	HMRC	14/06/2023		1 Unity Trust Current	B/P	PAYE	HMRC	E	5,187.23		5,187.23
184	Pension	14/06/2023		1 Unity Trust Current	B/P	Pension	Norfolk Pensions	E	7,536.09		7,536.09
186	Council Chambers Upgrade	15/06/2023		1 Unity Trust Current		Chambers Upgrade	Rosehill Furniture Limited	S	3,262.95	652.59	3,915.54
187	Memberships/Subscriptions	15/06/2023		1 Unity Trust Current	235227995	Subscription	Norfolk Association of Local	X	1,065.84		1,065.84
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 - PW492651	10/07/2023		1 Unity Trust Current	DD	PWLB - 492651	Public Works Loan Board	Z	2,017.40		2,017.40

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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
216	Fuel	20/06/2023		1 Unity Trust Current	866439196	Fuel	Swaffham Service Centre	S	390.43	78.10	468.53
216	Fuel	20/06/2023		1 Unity Trust Current	866439196	Fuel	Swaffham Service Centre	S	290.54	58.10	348.64
223	Barn Complex - Dilapidation	26/06/2023	PO 69	1 Unity Trust Current		Barn - Refurbishment	Evolution Contract Manage	S	13,625.00	2,725.00	16,350.00
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
244	Assembly Rooms - HAZ	26/07/2023		1 Unity Trust Current		Assembly Rooms - HAZ project	Iceni Partnership	S	27,206.04	5,441.21	32,647.25
246	NCC Grass cutting	04/07/2023		1 Unity Trust Current		Grass cutting - NCC contract	CGM Group	S	2,433.98	486.80	2,920.78
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 cleaner	04/07/2023		1 Unity Trust Current	838754255	Contract Cleaning	WPM	S	555.34	111.07	666.41
253	BDC Rates	05/07/2023		1 Unity Trust Current	DD	Rates - Town Hall	Breckland District Council	E	1,205.00		1,205.00
254	TIC SLA	05/07/2023		1 Unity Trust Current	840499450	TIC SLA	Swaffham Heritage	E	1,065.00		1,065.00
256	Street Furniture - maintenance	05/07/2023		1 Unity Trust Current	12876293	Street Furniture	Parish Noticeboard Compai	S	927.50	185.50	1,113.00
260	Salaries	05/07/2023		1 Unity Trust Current	B/P	Salaries	Salaries	E	18,197.37		18,197.37
261	HMRC	05/07/2023		1 Unity Trust Current		PAYE	HMRC	E	5,719.85		5,719.85
262	Pension	05/07/2023		1 Unity Trust Current		Pension	Norfolk Pensions	E	6,892.37		6,892.37
264	Assembly Rooms - Ins	07/07/2023		1 Unity Trust Current	3852233772	Insurance Reclaim - Assembly	Redroc	S	14,134.78	2,826.96	16,961.74
265	Legal Fees/Professional advice	07/07/2023		1 Unity Trust Current	88991429	Legal Fees - War Memorial	Greene & Greene Sols	S	956.00	191.20	1,147.20
265	Legal Fees/Professional advice	07/07/2023		1 Unity Trust Current	88991429	Legal Fees - War Memorial	Greene & Greene Sols	Z	45.00		45.00
269	Sports & Play Equipment repair	10/07/2023		1 Unity Trust Current	641866971	Playground Annual Inspections	ROSPA	S	586.50	117.30	703.80
280	Barn Complex - Dilapidation	14/07/2023		1 Unity Trust Current		Barn - Refurbishment	Redroc	S	11,170.74	2,234.15	13,404.89
288	BDC Rates	17/07/2023		1 Unity Trust Current	DD	Rates - Town Hall	Breckland District Council	E	1,205.00		1,205.00
289	PWLB - PW483005	17/07/2023		1 Unity Trust Current	DD	PWLB - 483005	Public Works Loan Board	E	83,178.56		83,178.56
290	Photocopier	17/07/2023		1 Unity Trust Current	DD	Photocopier - lease	Siemens	S	583.66	116.73	700.39
296	Council Chambers Upgrade	20/07/2023		1 Unity Trust Current		Chambers Upgrade	Swaffham Carpet and Bedc	S	1,263.33	252.67	1,516.00
308	Assembly Rooms - Ins	26/07/2023		1 Unity Trust Current	940759628	Insurance Reclaim - Assembly	The Alarm Company	S	500.00	100.00	600.00
310	IT Subscriptions	26/07/2023		1 Unity Trust Current	103996009	Monthly subscription	Cloudy IT	S	506.70	101.34	608.04
310	Councillor email accounts	26/07/2023		1 Unity Trust Current	103996009	Monthly subscription	Cloudy IT	S	825.00	165.00	990.00
314	HR Advisory Service	26/07/2023		1 Unity Trust Current		Subscription	Council HR and Governanc	E	1,500.00		1,500.00
321	Cultural Consortium	31/07/2023		1 Unity Trust Current	568669205	STC for Cultural Consortium	AllDover.com	E	500.00		500.00
321	Cultural Consortium	31/07/2023		1 Unity Trust Current	568669205	STC for Cultural Consortium	AllDover.com	E	500.00		500.00
323	Barn Complex - Dilapidation	31/07/2023		1 Unity Trust Current	845919016	Barn - Refurbishment	Evolution Contract Manage	S	20,875.00	4,175.00	25,050.00
336	Town Hall - contract cleaner	01/08/2023		1 Unity Trust Current	332236287	Contract Cleaning	WPM	S	317.34	63.47	380.81
336	Public Toilets - contract cleaner	01/08/2023		1 Unity Trust Current	332236287	Contract Cleaning	WPM	S	555.34	111.07	666.41
339	Salaries	07/08/2023		1 Unity Trust Current	DD	Salaries	Salaries	E	15,640.26		15,640.26

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340	HMRC	07/08/2023		1 Unity Trust Current	626377483	PAYE	HMRC	E	5,302.24		5,302.24
341	Pension	07/08/2023		1 Unity Trust Current	63994716	Pension	Norfolk Pensions	E	6,009.49		6,009.49
348	Christmas Light - Town	07/08/2023		1 Unity Trust Current		Xmas Lights - sockets	Amey L G Limited	S	3,215.33	643.07	3,858.40
360	BDC Rates	16/08/2023		1 Unity Trust Current	DD	Rates - Town Hall	Breckland District Council	E	1,205.00		1,205.00
362	General Maintenance - Open Sp	16/08/2023		1 Unity Trust Current		General Maintenance - Open Sp	Ben Burgess Beeston	S	640.00	128.00	768.00
362	General Maintenance - Open Sp	16/08/2023		1 Unity Trust Current		General Maintenance - Open Sp	Ben Burgess Beeston	S	24.68	4.94	29.62
363	Northwell Pool	16/08/2023		1 Unity Trust Current		General Maintenance - Open Sp	Eradik-8 pest & environme	E	489.00		489.00
363	General Maintenance - Open Sp	16/08/2023		1 Unity Trust Current		General Maintenance - Open Sp	Eradik-8 pest & environme	E	241.00		241.00
364	Council Chambers Upgrade	16/08/2023		1 Unity Trust Current	312233627	General Maintenance - Town H	Kingdom Electrical Solution	E	637.20		637.20
364	Council Chambers Upgrade	16/08/2023		1 Unity Trust Current	312233627	General Maintenance - Town H	Kingdom Electrical Solution	E	30.00		30.00
365	TIC SLA	16/08/2023		1 Unity Trust Current	804751726	TIC SLA	Swaffham Heritage	E	1,116.00		1,116.00
367	BDC SLA Town Trees	16/08/2023		1 Unity Trust Current	557745397	SLA Agreement	The Norfolk Olive Tree Con	Z	1,100.00		1,100.00
377	Barn Complex - Dilapidation	22/08/2023		1 Unity Trust Current	849265105	Barn - Refurbishment	Redroc	S	1,764.33	352.87	2,117.20
377	Barn Complex - Dilapidation	22/08/2023		1 Unity Trust Current	849265105	Barn - Refurbishment	Redroc	S	2,538.39	507.68	3,046.07
377	Barn Complex - Dilapidation	22/08/2023		1 Unity Trust Current	849265105	Barn - Refurbishment	Redroc	S	1,028.83	205.77	1,234.60
377	Barn Complex - Dilapidation	22/08/2023		1 Unity Trust Current	849265105	Barn - Refurbishment	Redroc	S	195.00	39.00	234.00
377	Barn Complex - Dilapidation	22/08/2023		1 Unity Trust Current	849265105	Barn - Refurbishment	Redroc	S	3,408.45	681.69	4,090.14
379	Cultural Consortium	22/08/2023		1 Unity Trust Current	200439976	STC for Cultural Consortium	Iceni Partnership	S	240.00	48.00	288.00
379	Cultural Consortium	22/08/2023		1 Unity Trust Current	200439976	STC for Cultural Consortium	Iceni Partnership	E	47.00		47.00
379	Cultural Consortium	22/08/2023		1 Unity Trust Current	200439976	STC for Cultural Consortium	Iceni Partnership	S	72.10	14.42	86.52
379	Cultural Consortium	22/08/2023		1 Unity Trust Current	200439976	STC for Cultural Consortium	Iceni Partnership	S	258.33	51.67	310.00
379	Cultural Consortium	22/08/2023		1 Unity Trust Current	200439976	STC for Cultural Consortium	Iceni Partnership	E	85.33		85.33
379	Cultural Consortium	22/08/2023		1 Unity Trust Current	200439976	STC for Cultural Consortium	Iceni Partnership	S	183.75	36.75	220.50
379	Cultural Consortium	22/08/2023		1 Unity Trust Current	200439976	STC for Cultural Consortium	Iceni Partnership	S	95.18	19.04	114.22
379	Cultural Consortium	22/08/2023		1 Unity Trust Current	200439976	STC for Cultural Consortium	Iceni Partnership	S	200.00	40.00	240.00
380	Council Chambers Upgrade	22/08/2023		1 Unity Trust Current	101048376	Chambers Upgrade	Swaffham Carpet and Bedc	S	1,263.33	252.67	1,516.00
384	Barn Complex - Dilapidation	23/08/2023		1 Unity Trust Current		Barn - Refurbishment	Evolution Contract Manage	S	20,000.00	4,000.00	24,000.00
407	Cultural Consortium	05/09/2023		1 Unity Trust Current	254122018	STC for Cultural Consortium	AllIDover.com	E	500.00		500.00
408	S106 Swans Nest	05/09/2023		1 Unity Trust Current		Swans Nest - bins	Breckland District Council	E	1,918.24		1,918.24
409	NCC Grass cutting	05/09/2023		1 Unity Trust Current		Grass cutting - NCC contract	CGM Group	S	2,433.98	486.80	2,920.78
410	S106 Swans Nest	05/09/2023		1 Unity Trust Current		Grass cutting - Rec Ground	CGM Group	S	248.00	49.60	297.60
410	Grass Cutting - Open Spaces	05/09/2023		1 Unity Trust Current		Grass cutting - Rec Ground	CGM Group	S	337.50	67.50	405.00
411	IT Subscriptions	05/09/2023		1 Unity Trust Current		Monthly subscription	Cloudy IT	S	506.70	101.34	608.04
414	Assembly Rooms - HAZ	05/09/2023		1 Unity Trust Current		Assembly Rooms - HAZ project	Iceni Partnership	S	20,352.75	4,070.55	24,423.30
419	Town Hall - contract cleaner	05/09/2023		1 Unity Trust Current		Contract Cleaning	WPM	S	317.34	63.47	380.81
419	Public Toilets - contract cleaner	05/09/2023		1 Unity Trust Current		Contract Cleaning	WPM	S	555.34	111.06	666.40

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421	Cultural Consortium	05/09/2023		1 Unity Trust Current	103672300	STC for Cultural Consortium	Climb Higher Ltd	E	620.00		620.00
423	Cultural Consortium	05/09/2023		1 Unity Trust Current	745248717	STC for Cultural Consortium	Swaffham Arts	E	500.00		500.00
424	Cultural Consortium	05/09/2023		1 Unity Trust Current	719511340	STC for Cultural Consortium	The Liveley Crew Ltd	S	850.00	170.00	1,020.00
427	Classic Car Show	05/09/2023		1 Unity Trust Current		Event - toilets	Algeco	S	620.00	124.00	744.00
433	Salaries	06/09/2023		1 Unity Trust Current		Salaries	Salaries	E	17,281.18		17,281.18
434	HMRC	06/09/2023		1 Unity Trust Current		PAYE	HMRC	E	3,976.25		3,976.25
435	Pension	06/09/2023		1 Unity Trust Current		Pension	Norfolk Pensions	E	6,068.94		6,068.94
436	Christmas event	06/09/2023		1 Unity Trust Current	866543713	Event - Entertainment	Rentadinosaur Ltd	S	540.25	108.05	648.30
464	BDC Rates	18/09/2023		1 Unity Trust Current	DD	Rates - Town Hall	Breckland District Council	E	1,205.00		1,205.00
470	Street Furniture - maintenance	19/09/2023		1 Unity Trust Current	271674849	Street Furniture	Parish Noticeboard Compai	S	927.50	185.50	1,113.00
490	Cultural Consortium	02/10/2023		1 Unity Trust Current	120156955	STC for Cultural Consortium	Stewart Bell	X	5,000.00		5,000.00
497	Cultural Consortium	05/10/2023		1 Unity Trust Current	793022243	STC for Cultural Consortium	AllDover.com	X	500.00		500.00
504	Town Hall - contract cleaner	05/10/2023		1 Unity Trust Current	939491348	Contract Cleaning	WPM	S	317.34	63.47	380.81
504	Public Toilets - contract cleaner	05/10/2023		1 Unity Trust Current	939491348	Contract Cleaning	WPM	S	555.34	111.06	666.40
505	HMRC	05/10/2023		1 Unity Trust Current	BACS	PAYE	HMRC	X	5,018.20		5,018.20
506	Salaries	05/10/2023		1 Unity Trust Current	BACS	Salaries	Salaries	X	16,103.90		16,103.90
507	Pension	05/10/2023		1 Unity Trust Current	BACS	Pension	Norfolk Pensions	X	6,056.65		6,056.65
509	Audit - Internal & External	06/10/2023		1 Unity Trust Current	1913821	Audit - External	PKF Littlejohn	S	1,680.00	336.00	2,016.00
514	Cultural Consortium	09/10/2023		1 Unity Trust Current	94850889	STC for Cultural Consortium	RGE events Limited	S	2,000.00	400.00	2,400.00
517	Assembly Rooms - HAZ	09/10/2023		1 Unity Trust Current	915519687	Assembly Rooms - additional e	VPH Roofing & Scaffolding	S	36,875.13	7,375.03	44,250.16
549	BDC Rates	18/10/2023		1 Unity Trust Current	DD	Rates - Town Hall	Breckland District Council	E	1,205.00		1,205.00
557	Street Furniture - maintenance	18/10/2023		1 Unity Trust Current	364178027	Street Furniture	Westcotec Limited	S	5,624.00	1,124.80	6,748.80
558	PWLB - PW494979	18/10/2023		1 Unity Trust Current	DD	PWLB - 494979	Public Works Loan Board	E	1,219.28		1,219.28
559	Photocopier	18/10/2023		1 Unity Trust Current	DD	Photocopier - lease	Siemens	S	523.66	104.73	628.39
564	Vehicle Management	24/10/2023		1 Unity Trust Current	527523015	Insurance - Vehicles	Zurich Insurance	E	1,336.75		1,336.75
569	Legal Fees/Professional advice	30/10/2023		1 Unity Trust Current	236372650	Legal Fees - Rosehill	Greene & Greene Sols	S	869.67	173.93	1,043.60
574	Cultural Consortium	30/10/2023		1 Unity Trust Current	400308255	STC for Cultural Consortium	AllDover.com	E	500.00		500.00
589	General Maintenance - Town H	02/11/2023		1 Unity Trust Current	303337829	General Maintenance - Town H	M T Services	X	1,317.00		1,317.00
591	H&S contract - Worknest	02/11/2023		1 Unity Trust Current	770995498	IT	WorkNest Limited	S	2,240.95	448.19	2,689.14
593	NCC Grass cutting	02/11/2023		1 Unity Trust Current	506622675	Grass cutting	CGM Group	S	2,433.98	486.80	2,920.78
593	Grass Cutting - Open Spaces	02/11/2023		1 Unity Trust Current	506622675	Grass cutting	CGM Group	S	225.00	45.00	270.00
594	Salaries	02/11/2023		1 Unity Trust Current		Salaries	Salaries	X	16,056.67		16,056.67
595	HMRC	02/11/2023		1 Unity Trust Current	342810934	PAYE	HMRC	X	5,005.08		5,005.08
596	Pension	02/11/2023		1 Unity Trust Current	887206081	Pension	Norfolk Pensions	X	6,009.39		6,009.39
600	Museum Loan	06/11/2023		1 Unity Trust Current	784267836	Swaffham Heritage - Loan	Swaffham Heritage	E	696.50		696.50

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
607	Utilities - electric & gas	06/11/2023		1 Unity Trust Current	DD	Gas - Barn Complex	Total Energies	L	704.11	35.20	739.31
620	Cultural Consortium	07/11/2023		1 Unity Trust Current	95419269	STC for Cultural Consortium	Mosaic Moment/Mrs C E As	E	448.13		448.13
620	Cultural Consortium	07/11/2023		1 Unity Trust Current	95419269	STC for Cultural Consortium	Mosaic Moment/Mrs C E As	E	480.00		480.00
622	Cultural Consortium	07/11/2023		1 Unity Trust Current	186888382	STC for Cultural Consortium	Joshua White	E	1,000.00		1,000.00
630	Cemetery Fees	15/11/2023		1 Unity Trust Current	512586949	Cemetery - Memorial	H Brett & Sons	S	1,230.60	246.12	1,476.72
630	Cemetery Fees	15/11/2023		1 Unity Trust Current	512586949	Cemetery - Memorial	H Brett & Sons	X	74.00		74.00
634	IT Subscriptions	16/11/2023		1 Unity Trust Current	793980189	Monthly subscription	Cloudy IT	S	658.01	131.60	789.61
636	Assembly Rooms - HAZ	16/11/2023		1 Unity Trust Current	920886349	Assembly Rooms - HAZ project	Iceni Partnership	S	10,441.21	2,088.24	12,529.45
650	BDC Rates	20/11/2023		1 Unity Trust Current	DD	Rates - Town Hall	Breckland District Council	E	1,205.00		1,205.00
654	Legal Fees/Professional advice	20/11/2023		1 Unity Trust Current	258115150	Legal Fees - Turbine Way	Greene & Greene Sols	S	2,535.00	507.00	3,042.00
657	Town Hall - contract cleaner	20/11/2023		1 Unity Trust Current	104989754	Contract Cleaning	WPM	S	317.34	63.47	380.81
657	Town Hall - contract cleaner	20/11/2023		1 Unity Trust Current	104989754	Contract Cleaning	WPM	S	-20.87	-4.18	-25.05
657	Town Hall - contract cleaner	20/11/2023		1 Unity Trust Current	104989754	Contract Cleaning	WPM	S	317.34	63.47	380.81
657	Public Toilets - contract cleaner	20/11/2023		1 Unity Trust Current	104989754	Contract Cleaning	WPM	S	555.34	111.06	666.40
657	Public Toilets - contract cleaner	20/11/2023		1 Unity Trust Current	104989754	Contract Cleaning	WPM	S	-39.12	-7.82	-46.94
657	Public Toilets - contract cleaner	20/11/2023		1 Unity Trust Current	104989754	Contract Cleaning	WPM	S	555.34	111.06	666.40
680	Legal Fees/Professional advice	27/11/2023		1 Unity Trust Current	258115150	Legal Fees - Days Field	Greene & Greene Sols	S	515.00	103.00	618.00
685	Vehicle Management	28/11/2023		1 Unity Trust Current	101111076	Truck Maintenance	A1 Motorstore	E	550.00		550.00
687	Christmas Light - Town	28/11/2023		1 Unity Trust Current	353887561	Xmas Lights - sockets	Kingdom Electrical Solution	E	1,282.50		1,282.50
695	Cultural Consortium	29/11/2023		1 Unity Trust Current	7755646	STC for Cultural Consortium	Academy Transformation T	S	644.00	128.80	772.80
701	Utilities - electric	04/12/2023		1 Unity Trust Current	DD	Electricity - Town Hall	SSE - Southern Electric	L	718.54	35.93	754.47
704	Cultural Consortium	04/12/2023		1 Unity Trust Current	879436035	STC for Cultural Consortium	AllDover.com	E	500.00		500.00
715	IT Subscriptions	06/12/2023		1 Unity Trust Current	793980189	Monthly subscription	Cloudy IT	S	620.96	124.19	745.15
716	Salaries	06/12/2023		1 Unity Trust Current		Salaries	Salaries	E	25,455.03		25,455.03
717	HMRC	06/12/2023		1 Unity Trust Current		PAYE	HMRC	E	6,487.37		6,487.37
718	Pension	06/12/2023		1 Unity Trust Current		Pension	Norfolk Pensions	E	10,081.27		10,081.27
722	General Maintenance - Open Sp	12/12/2023		1 Unity Trust Current	144339925	General Maintenance - Open Sp	CK Engineering	E	2,492.03		2,492.03
723	Christmas Light - Town	12/12/2023		1 Unity Trust Current	353887561	Xmas Lights - Buttercross	Kingdom Electrical Solution	E	530.00		530.00
737	Utilities - electric	03/01/2024		1 Unity Trust Current	DD	Electricity - Town Hall	SSE - Southern Electric	L	515.10	25.76	540.86
740	Salaries	03/01/2024		1 Unity Trust Current	B/P	Salaries	Salaries	E	18,274.84		18,274.84
741	HMRC	03/01/2024		1 Unity Trust Current	B/P	PAYE	HMRC	E	4,483.05		4,483.05
742	Pension	03/01/2024		1 Unity Trust Current	B/P	Pension	Norfolk Pensions	E	6,505.72		6,505.72
748	BDC Rates	03/01/2024		1 Unity Trust Current	DD	Rates - Town Hall	Breckland District Council	E	1,205.00		1,205.00
750	PWLB - PW492650	03/01/2024		1 Unity Trust Current	DD	PWLB - 492650/51	Public Works Loan Board	E	1,416.50		1,416.50
750	PWLB - PW492651	03/01/2024		1 Unity Trust Current	DD	PWLB - 492650/51	Public Works Loan Board	E	1,983.10		1,983.10

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Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
756	IT Subscriptions	03/01/2024		1 Unity Trust Current	793980189	Monthly subscription	Cloudy IT	S	620.96	124.19	745.15
758	Utilities - gas	03/01/2024		1 Unity Trust Current	163736698	Gas - Town Hall	EON Next	S	1,762.89	352.58	2,115.47
760	Office Furniture	03/01/2024		1 Unity Trust Current	559110595	Office Furniture	Hodson Office Supplies	S	765.00	153.00	918.00
761	Assembly Rooms - Ins	03/01/2024		1 Unity Trust Current	444843734	Insurance Reclaim - Assembly	Narford Scaffolding	S	2,985.00	597.00	3,582.00
772	Town Hall - contract cleaner	03/01/2024		1 Unity Trust Current	563639312	Contract Cleaning	WPM	S	317.34	63.47	380.81
772	Public Toilets - contract cleaner	03/01/2024		1 Unity Trust Current	563639312	Contract Cleaning	WPM	S	555.34	111.06	666.40
773	Legal Fees/Professional advice	05/01/2024		1 Unity Trust Current	208784603	Legal Fees	Greene & Greene Sols	S	1,837.00	367.40	2,204.40
777	Cultural Consortium	08/01/2024		1 Unity Trust Current	466611628	STC for Cultural Consortium	Reach Digital Ltd	S	9,750.00	1,950.00	11,700.00
778	Street Lighting	08/01/2024		1 Unity Trust Current	36321357	Streetlight Maintenance Breckland	Breckland District Council	S	12,344.06	2,468.81	14,812.87
780	Cultural Consortium	08/01/2024		1 Unity Trust Current	264981306	STC for Cultural Consortium	AllDover.com	E	500.00		500.00
793	PWLB - PW483005	15/01/2024		1 Unity Trust Current	DD	PWLB - 483005	Public Works Loan Board	E	83,178.56		83,178.56
800	IT Subscriptions	17/01/2024		1 Unity Trust Current	793980189	Monthly subscription	Cloudy IT	S	506.70	101.34	608.04
810	Photocopier	24/01/2024		1 Unity Trust Current	DD	Photocopier - lease	Siemens	S	523.66	104.73	628.39
818	Cultural Consortium	30/01/2024		1 Unity Trust Current	641878941	STC for Cultural Consortium	AllDover.com	X	500.00		500.00
824	IT Subscriptions	02/02/2024		1 Unity Trust Current	42670140	Monthly subscription	Cloudy IT	S	620.96	124.19	745.15
828	General Maintenance - Town Hall	02/02/2024		1 Unity Trust Current	363315663	General Maintenance - Town Hall	CK Engineering	E	1,296.70		1,296.70
842	Salaries	06/02/2024		1 Unity Trust Current	B/P	Salaries	Salaries	E	17,455.75		17,455.75
843	HMRC	06/02/2024		1 Unity Trust Current	991570761	PAYE	HMRC	E	5,396.60		5,396.60
844	Pension	06/02/2024		1 Unity Trust Current	747926716	Pension	Norfolk Pensions	E	6,526.31		6,526.31
846	HMRC	07/02/2024		Lloyd Credit Card	Card	PAYE	HMRC	E	535.14		535.14
848	Utilities - electric	07/02/2024		1 Unity Trust Current	DD	Electricity - Town Hall	SSE - Southern Electric	L	941.12	47.06	988.18
850	Street Furniture - maintenance	07/02/2024		Lloyd Credit Card	Card	Street Furniture	Glasdon UK Ltd	S	702.58	140.52	843.10
857	General Maintenance - Open Space	12/02/2024		1 Unity Trust Current	364839014	General Maintenance - Open Space	TTSR Limited	S	500.00	100.00	600.00
858	General Maintenance - Town Hall	13/02/2024		1 Unity Trust Current	478255221	General Maintenance - Town Hall	Narford Scaffolding	S	2,095.00	419.00	2,514.00
859	Town Hall - contract cleaner	13/02/2024		1 Unity Trust Current	104057777	Contract Cleaning	WPM	S	317.34	63.46	380.80
859	Public Toilets - contract cleaner	13/02/2024		1 Unity Trust Current	104057777	Contract Cleaning	WPM	S	555.34	111.07	666.41
875	Audit - Internal & External	20/02/2024		1 Unity Trust Current	297424403	Audit - Internal	Norfolk Association of Local Authorities	S	500.00	100.00	600.00
879	Cultural Consortium	20/02/2024		1 Unity Trust Current	194760639	STC for Cultural Consortium	Iceni Partnership	S	1,617.61	41.84	1,659.45
886	Utilities - electric	27/02/2024		1 Unity Trust Current	DD	Electricity - Town Hall	SSE - Southern Electric	L	887.68	44.38	932.06
890	Cultural Consortium	28/02/2024		1 Unity Trust Current	69681585	STC for Cultural Consortium	AllDover.com	E	500.00		500.00
903	IT Subscriptions	04/03/2024		1 Unity Trust Current	342207494	Monthly subscription	Cloudy IT	S	620.96	124.19	745.15
909	Salaries	06/03/2024		1 Unity Trust Current	B/P	Salaries	Salaries	E	17,390.44		17,390.44
910	HMRC	22/03/2024		1 Unity Trust Current	DD	PAYE	HMRC	E	4,482.72		4,482.72
911	Pension	06/03/2024		1 Unity Trust Current	259804618	Pension	Norfolk Pensions	E	6,505.72		6,505.72
930	Cultural Consortium	18/03/2024		1 Unity Trust Current	669858445	STC for Cultural Consortium	AllDover.com	E	500.00		500.00

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930	Cultural Consortium	18/03/2024		1 Unity Trust Curren	669858445	STC for Cultural Consortium	AIIDover.com	E	23.96		23.96
930	Cultural Consortium	18/03/2024		1 Unity Trust Curren	669858445	STC for Cultural Consortium	AIIDover.com	E	172.80		172.80
934	Cultural Consortium	19/03/2024		1 Unity Trust Curren	396846698	STC for Cultural Consortium	Iceni Partnership	S	1,449.32	180.87	1,630.19
934	Cultural Consortium	19/03/2024		1 Unity Trust Curren	396846698	STC for Cultural Consortium	Iceni Partnership	E	500.00		500.00
934	Cultural Consortium	19/03/2024		1 Unity Trust Curren	396846698	STC for Cultural Consortium	Iceni Partnership	S	1,845.79	77.71	1,923.50
940	Cultural Consortium	26/03/2024		1 Unity Trust Curren	176777378	STC for Cultural Consortium	Swaffham Arts	E	1,000.00		1,000.00
943	Cultural Consortium	26/03/2024		1 Unity Trust Curren	469215203	STC for Cultural Consortium	Dr S Gattuso	E	5,000.00		5,000.00
948	Utilities - electric	28/03/2024		1 Unity Trust Curren	DD	Electricity - Town Hall	SSE - Southern Electric	L	863.53	43.18	906.71
Total									965,651.31	70,345.89	1,035,997.20