

**Swaffham Town Council**  
**Minutes of a Full Council meeting held on**  
**Wednesday 14 January 2026 in the Town Hall**

Councillors: L Beech (Chairman), W Bensley, D Braithwaite, B Couzins, S Cooper, P Darby, G Eves, J Mander, L Scott, J Skinner and J Zielinski

Town Clerk: H Carrier

Minute taker: N Forrest

Members of public: Five

Norfolk County Councillor: W Nunn

Breckland District Councillors: J Anscombe and D Wickerson

The Mayor started the meeting with prayers.

**183/25 Apologies for absence**

Apologies were received in advance from C Ellerbeck and Breckland Councillor J Morton.

**184/25 Declarations of interest**

None.

**185/25 Minutes of the Ordinary Full Council Meeting held on Wednesday 10 December 2025**

**ACTION: The minutes of the Ordinary Full Council Meeting held on 10 December 2025 were agreed and signed by the Chairman as an accurate record.**

**186/25 Reports**

186.1. Norfolk County Council

CLr Nunn provided a verbal update on items contained within the report circulated prior to the meeting – Appendix 1

CLr Beech asked whether future elections for NCC representatives would take place. CLr Nunn advised that this decision sits with central Government and was therefore unable to confirm at this time.

CLr Darby asked whether NCC would continue to support efforts to prevent further solar farm developments in Norfolk. CLr Nunn confirmed that NCC's stance on solar farms remains unchanged and that they will continue to oppose further developments.

CLr Scott raised concerns regarding pedestrian safety along North Pickenham Road, specifically the route from Ceres Rise into the town centre, noting that part of Norwich Road has no footpath. CLr Nunn confirmed that they will liaise with the Highways Engineer to explore this matter further. CLr Zielinski asked about the potential for a relief road or bypass for Swaffham. CLr Nunn advised that an additional several thousand homes would be required for such a scheme to be considered. CLr Darby suggested that this matter should be included within Breckland Council's Local Plan. It was noted that if developments incorporated connecting roads, these could link together and potentially remove the need for a bypass.

**ACTION: CLr Nunn agreed to arrange a meeting with the Council and Highways to discuss this further.**

186.2. Breckland District Council

CLr Morton was not present at the meeting but had provided a written report in advance – Appendix 2.

Cllr Beech asked the Breckland Councillors who was responsible for gritting Theatre Street Car Park. It was confirmed that responsibility for gritting rests with Breckland Council. The Council will contact Breckland Council when the car park requires gritting. The Clerk advised that STC staff currently use the nearest grit bin to assist with gritting the area when necessary.

Cllr Braithwaite asked whether there were any updates regarding the Old School. Cllr Anscombe advised that a meeting with the developer is scheduled for next week and that the discharge of conditions is currently taking place. While progress is slow, it was confirmed that the development is progressing.

Cllr Eves reported that water is emerging from the brickwork at the White Hart public house. Cllr Anscombe advised that funding for external works to the building has been approved and confirmed that she will make the owner aware of the issue.

186.3. Police

No representative was present, and no report was provided.

**187/25 Public Forum**

The Mayor closed the meeting to allow members of the public to speak at 6.52pm.

A member of the public expressed concern regarding speeding on Haspalls Road. Although visibility on the road is good, vehicles are reportedly travelling at excessive speeds. The member asked whether it would be possible to install a solar-powered speed indicator to raise awareness of vehicle speeds. Cllr Cooper also requested the installation of a sign on Cley Road. The Clerk advised that a spare SAM 2 device is available, as NCC have recently installed one for the new school on Lynn Road.

**ACTION: The Clerk will seek permission from NCC to install the SAM 2 on both Haspalls Road and Cley Road.**

6.57pm the Mayor called the meeting back into session.

**188/25 Receive reports from:**

188.1. Mayor

The Mayor reported that on Sunday 20 December 2025, she presented the Honorary Citizen award to Fabian Eagle. It was noted that Mr Eagle was honoured by the recognition.

188.2. Town Clerk

The Town Clerk provided a detailed report – Appendix 3

188.3. Museum Report from Cllr Zielinski

A report was circulated prior to the meeting – Appendix 4

**189/25 Late items**

There were no late items.

**190/25 Correspondence**

All correspondence had previously been shared with Councillors.

**191/25 Remembrance Day 2026 Lamp Light of Peace**

The Clerk reported receipt of an email regarding the Lamp of Light for Peace for Councillors' consideration.

**ACTION: It was agreed to purchase four lamps, with ten Councillors in favour and one Councillor against.**

**192/25 St Peter & St Paul Parish Church donation towards the cost to improving the surface water drainage**

A request was received from St Peter & St Paul Church for a donation of £500 towards the cost of improving surface water drainage at the west end of the Church to help prevent further flooding.

**ACTION:** After discussion, it was unanimously agreed to make a donation of £500 towards the cost of the improvements.

**193/25 Arts Council funding bid for a for a community-led festival, including the provision of in-kind match funding through officer time to support organisation and delivery.**

Joe Warburton, Project Manager for Heritage and Culture, requested that the Town Council provide in-kind match funding for a community-led festival bid to the Arts Council.

**ACTION:** After discussion, it was unanimously agreed to provide the in-kind match funding for the community-led festival.

**194/25 Town Centre Ranger recruitment following Finance Meeting held on Monday 12 January 2026**

Following the working group, it was confirmed that the position will be titled Town Warden and that the job specification has been completed.

**ACTION:** After discussion, it was unanimously agreed to open the position for applications.

**195/25 Cemetery Storage Container options following a site visit with delivery company**

Following a consultation, it was reported that the installation of the storage container would take longer than expected and would require a road closure for several hours. An alternative option was proposed by Waites and Stone to rent space at their yard for £100+VAT per month for the storage of Town Council assets.

**ACTION:** After discussion, it was unanimously agreed to rent storage at the yard to ensure the safety of Town Council assets.

**196/25 Town Council Policies**

## 196.1. Procurement Policy &amp; Procedure

Cllr Zielinski suggested that the policy should be reworded to include the appointment of a professional project manager to oversee certain projects.

**ACTION: It was agreed that the Clerk will look into the wording and options around this, update the policy accordingly, and defer further consideration to the next Assets and Open Spaces Committee meeting.**

**197/25 Finance**197.1. Receipts from December 2025

**ACTION: It was unanimously agreed to accept the receipts from December 2025.**

197.2. Payments of accounts for January 2026

**ACTION: It was unanimously to accept the payments for January 2026.**

197.3. Bank Reconciliation to date of Agenda

**ACTION: It was unanimously agreed to accept the bank reconciliation up to the date of the agenda.**

**198/25 Next Full Council meeting**

Wednesday 11 February 2026, 6.30pm to be held in the Council Chamber at the Town Hall.

Meeting closed at 19.24pm

Chairman\_\_\_\_\_

## Report from Cllr William Nunn – Norfolk County Council

### Norfolk gritting vehicles head out over winter season

Norfolk County Council's winter gritting is underway, with gritters active on A/B roads, key bus routes, and village access roads, using new tech for efficiency. The first runs of the recent winter season (late 2025/early 2026) started as temperatures dropped, utilizing the 58-strong fleet with automated salting to cover 2,200 miles of routes, supported by stocked salt barns and public grit bins.

Updates are posted on their social media using #NorfolkWinter, with a dedicated website for info, and recent campaigns even involved naming the gritters. Residents can also check this year's gritting routes using the online map on the council's website

(<https://maps.norfolk.gov.uk/highways/maps/gritting.aspx>)

If you'd want to report any gritting issues please contact the Report a Highways Problem section on the Norfolk County Council website

(<https://www.norfolk.gov.uk/article/63696/Report-a-highways-problem>)

### Norfolk County Council takes first place in the Eastern region in annual Highways and Transport Satisfaction Survey

Norfolk County Council has once again demonstrated strong performance in the National Highways and Transport (NHT) Public Satisfaction Survey, taking the top spot in the Eastern region for overall satisfaction and second out of 29 county councils across England.

The annual survey, which gathers public views on highways and transport services, saw Norfolk achieve an overall satisfaction score of 48%, well above the national average of 40%.

This marks the 15th consecutive year Norfolk has participated in the survey, and the 7th year in a row that we have come either first or second overall.

Key highlights from this year's results include:

- Top Regional Performer: Norfolk ranked 1st in the Eastern Region for overall satisfaction.
- Some of the best above average score were in our bus services thanks to improvements that have been made as part of our Bus Service Improvement Plan. The 'local bus services' overall category we were 10% above the group average with sub indicators as follows:
  - Public Transport Information (11% above group average)
  - Frequency of bus services (9% above group average)
  - Ease of access to school / work (6% above group average)
- Condition of highways (8% above group average)

### Norfolk secures multi-year funding boost for highways and bus services

Norfolk County Council has welcomed two major funding announcements from government, providing long-term certainty for highways maintenance and bus services for the first time in many years.

The multi-year settlements will allow the council to plan with confidence and deliver programmes of work that join up different funding streams to maximise impact for residents and businesses.

The council has received confirmation of its highway's maintenance funding allocations through to 2029/30. Funding will rise from £56 million in 2025/26 to over £83 million by 2029/30 - a £27 million increase over the period.

Norfolk's future bus grant allocations have also been confirmed, covering both revenue (for services) and capital (for schemes) funding through to 2029/30. Annual funding for bus services across Norfolk will now exceed £15 million.

### Norfolk secures more than £12 million for active travel improvements

Norfolk County Council has been awarded more than £12 million in capital funding and nearly £3 million in revenue funding to improve walking, wheeling, and cycling infrastructure across the county from the Department for Transport's Active Travel Capability Fund.

The allocation means Norfolk will receive:

- £3,052,372 per year in capital funding from 2026/27 to 2029/30
- £957,705 per year in revenue funding from 2026/27 to 2028/29

This long-term settlement will provide certainty for planning and delivering projects that make it easier and safer for residents to walk, cycle, and wheel around the county.

### **Are you ready to take on the 30-day health challenge in 2026?**

If you've ever set a New Year's resolution only to see it slip by February, you're not alone - but 2026 could be different.

Norfolk County Council is encouraging residents across Norfolk and Waveney to kick start the new year by signing up to the 30-day health challenge, a simple and supportive way to make positive changes to health using the free online Ready to Change tool.

The challenge is designed to help people make realistic, achievable lifestyle changes over 30 days; a timeframe which experts say is far more manageable than aiming for drastic, long-term change all at once.

Ready to Change also signposts to lots of local organisations which can help you achieve your goals, including free weight management, smoking cessation and fitness groups.

Visit [www.readytochange.co.uk](http://www.readytochange.co.uk) to find out more about the 30-day health challenge, take health quizzes and sign up for expert health guidance and support to get you the success you deserve in 2026.

How do I get involved in the 30-day health challenge?

Step 1: Visit the Ready to Change website and choose one of the following health challenges:

- Aim for a healthier weight
- Drink less alcohol
- Quit smoking
- Eat more healthily
- Be more active

Step 2: Sign up to receive free weekly expert health guidance, tips and support by email over the next 30 days.

### **Connect to Work to support more than 4,000 people facing barriers to employment**

People in Norfolk with disabilities and long-term health issues that are keeping them out of employment are to receive support from the newly launched Connect to Work programme.

The scheme aims to build on the achievements of the previous Working Well Norfolk and Local Supported Employment projects and reduce the county's higher than average economically inactive population.

In Norfolk, 109,100 (20.6%) of individuals aged 16-65 were classed as economically inactive in 2024 - 1.5% higher than post-covid - and 30,100 (27.7%) were classed as having long-term sickness, compared with 23.7% in 2019. This is higher than the East of England figure of 25.9% and the UK average of 27.2%.

Connect to Work is aimed at people aged 18 and over from Norfolk (and 16-17 in some cases) from a wide range of cohorts including people with mental and physical health challenges, learning disabilities, neurodiversity, care leavers, carers, military veterans, ex-offenders, the homeless, refugees and victims of domestic abuse.

People who are in work but at risk of having to give up due to their health condition or other complex challenges will also be assisted.

To find out how to access support via Connect to Work, please visit [www.norfolk.gov.uk/workingwell](http://www.norfolk.gov.uk/workingwell) or email us on [connecttowork@norfolk.gov.uk](mailto:connecttowork@norfolk.gov.uk)

**Made Smarter funding for region' s manufacturing businesses set to double**

Advanced manufacturing small and medium enterprises (SMEs) in the East of England are set to receive more support to grow and innovate after the Government agreed to double its funding for the Made Smarter Adoption (MSA) programme.

The programme will deliver funding, impartial advice, a roadmap from digital specialists, and leadership and management development programmes to upskill workforces. Norfolk County Council will also be responsible for delivering and processing 48 match-funded grants delivered up to £20k.

A successful pilot has seen Norfolk County Council lead a £1.2m programme in 2025/26, supporting more than 88 SMEs in the region with digital support and roadmaps for implementation, leadership and management, organisational change. Funding for a £2.4m programme for 2026/27, with the potential for a significant increase in future years, has now been confirmed - subject to Government funding and performance.

Norfolk County Council's cabinet agreed the funding and to the council being the accountable body for the programme when it met on 5<sup>th</sup> January 2026.

The East of England Made Smarter Adoption Programme Board is made up of upper tier local authorities from Bedfordshire, Essex, Cambridgeshire, Hertfordshire, Suffolk and Norfolk, and is led by a Chair and Deputy Chair from industry, working closely with local authorities, academia, Make UK and the Department for Business and Trade (DBT).

**New specialist fire service vehicles for Norfolk**

Two new state-of-the-art specialist vehicles are being delivered into Norfolk later this month, leading the way in technology and ability across the fire and rescue sector in the UK.

The water and foam carriers can hold and pump 13,500L of water, 1,500L of foam concentrate, making them among the largest and most capable vehicles with specialist equipment to enhance firefighting operations.

Built by Emergency One in Scotland, the cost of the two water carriers is £850,000 and replace two ageing and smaller carriers which are 23 and 24 years old.

## Report of Cllr Jacob Morton, Breckland District Councillor for Swaffham – January 2026

Happy New Year! I apologise for not being able to make this month's meeting due to volunteering commitments, so have a written update.

### Breckland 2026-27 Budget Proposals

Breckland Council's Cabinet have approved draft budget plans which are now going out to public consultation. The budget is – as is legally required – balanced for the year and makes no cuts to any of its core services. The Council will also continue supporting the most vulnerable residents in Breckland through discretionary initiatives such as the Inspiring Communities programme (which has provided grants to projects across the district). This will mean a £4.95 annual increase in district council tax for band D properties, though 75% of houses are in bands A-C so will see a lower rate.

To give feedback and view plans, go to [www.breckland.gov.uk](http://www.breckland.gov.uk).

### Redlands Open Spaces

Last week I met with Ben Felton, Regional Director at Avant Homes, alongside Leanne (Deputy Town Clerk). We discussed the extreme delays that residents have seen in getting the open spaces on the estate adopted by Breckland Council, due to Avant not completing works and meeting the requirements. This has been an unacceptably long-running issue. I also asked for an update on Breckland's end from our Land Development Officer. Key points include:

- The play areas have been signed off as acceptable by Breckland
- There are some discrepancies with a previous tree survey, so a new survey will need to be completed by Avant – arrangements for this are in progress
- There are some discrepancies regarding boundaries which are being addressed between Avant and Breckland – this is important to be clear on what areas are being adopted and avoid future issues
- Issues of encroachment look to be resolved or in the process of being resolved
- I have pressed on them the need to ensure good maintenance of the site, particularly around the emptying of bins

This is certainly a slow-moving process and I want to be clear that this on the part of Avant, not Breckland. However, I can reassure residents that discussions remain ongoing, and Breckland is doing all it can to progress this.

### Big Breckland Breakfast

Breckland Council is holding its first 'Big Breckland Breakfast' to bring together people from across the district's farming and rural communities for "a morning of conversation, connection and support". This will take place at 9am on Monday 19<sup>th</sup> January at Algy's Farm Café in Bintree. The event aims to bring these communities together, recognising the demanding and sometimes isolating nature of this work. There will also be opportunities to learn practical self-care tips. Registration is not required to attend.

### Devolution

In December, Breckland's Cabinet agreed to develop a 'prospectus' of projects which it believes should receive funding from the future Norfolk & Suffolk Combined Authority, which will be led by the Mayor from 2028 (delayed from 2026 by the Government). This will allow us to showcase key schemes that will benefit Breckland areas and the county as a whole, helping to boost skills, prosperity and our rural economies.

**Car Parking**

Following discussions with Town Councils across the District, Breckland's Cabinet agreed at the meeting on 12 January to transfer a number of car parks to Attleborough, Dereham, Watton and Thetford Town Councils. This will ensure that local councils and local people shape their futures (including potential charging models), rather than having this imposed by future larger unitary authorities. Swaffham Town Council was the only town council to decline any transfer.

**Town Clerk Report – January 2026****Market Superintendent**

Ian will be volunteering as a Community First Responder within the town and is currently undertaking the required training. As a result, he will be unavailable for market duties over the next two Saturdays, but both days will be covered by the outside team. With his background as a paramedic, Ian will be a valuable asset to the town.

A Community First Responder (CFR) is a trained volunteer who provides immediate emergency care in their local community while waiting for an ambulance to arrive.

Key points you can include in a report or explanation:

- Community First Responders are dispatched by the ambulance service to certain emergency calls, such as cardiac arrests, breathing difficulties, or unconscious patients.
- They are trained in basic life-saving skills, including CPR, defibrillator use, and patient assessment.
- Responders often arrive before an ambulance, especially in rural or busy areas, helping to stabilise patients and potentially save lives.
- They do not replace paramedics, but support ambulance services by providing early care until professional medical help arrives.

**Glutton Street Cleaner**

The machine has now been purchased and is being used daily by the outside team. Feedback from the team has been very positive to date. If any councillor would like to see the machine in action, please contact Ryan who will arrange a demonstration.

**Sue's News**

The keys have been handed back to the Town Hall.

**The Museum of Swaffham**

Occasional report by the Town Council representative to the Trustees Management Board – January 2026

The Swaffham Museum Ltd (the official title of the charity that runs the museum) financial year end was December 2025.

This has been a successful year for the museum with overall income increasing by around 25%.

Although visitor numbers were slightly down on the previous year, income from paying visitors and from donations was up. The museum trustees have decided to continue with free admission, with donations suggested, during the winter opening months as this has been quite successful, with income from this source increasing compared with previous years when admission during that period was by payment. However, from analysing the figures, it was decided to retain the payment system for the rest of the year.

The gift shop in particular has had a very successful year with sales increasing by around 30%. Undoubtedly the extensive changes to the shop has been a big factor in driving up sales.

The shop also is increasingly fulfilling a role as a main ticket office for events put on by other organisations in the town.

The museum is now getting into its stride with its education offering reaching out to schools and other organisations.

The museum organised events last year proved popular and a programme for this year has now been agreed; the details will be shared on the Town Council website. The museum, it should be noted, also plays a significant part in events put on by the Swaffham Cultural Consortium and Swaffham Town Council.

Talking of websites, the museum website is about to have a major overhaul which it is hoped will provide a much better user experience. The website does actually attract a substantial number of hits both on aspects of the museum, but also in the role of Information Centre.

**Cllr John Zielinski**

**Swaffham Town Council representative to the Swaffham Museum Board of Trustees**

**14th January 2026**

## Swaffham Town Council

7 January 2026 (2025-2028)

## RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
665	Cemetery Fees	10/12/2025	Inv 2868	1 Unity Trust Current	BACS	Cemetery - Memorial	H Brett & Sons	E	131.47		131.47
666	Cemetery Fees	10/12/2025	Inv 2869	1 Unity Trust Current	BACS	Cemetery - Memorial	H Brett & Sons	E	483.08		483.08
668	Cemetery Fees	11/12/2025	Invoice 2870	1 Unity Trust Current	BACS	Cemetery - Memorial	A F Holman & Son Memori	E	262.92		262.92
669	Market Licensed Traders	11/12/2025	Inv 2839	1 Unity Trust Current	BACS	Market - Regular Trader	Watchman & Wife	E	97.47		97.47
670	Market Licensed Traders	11/12/2025	Invoice 2838	1 Unity Trust Current	BACS	Market - Regular Trader	Sea Green Soap	E	51.30		51.30
667	Advertising	11/12/2025	Invoice 2769	1 Unity Trust Current	BACS	Advertising Space	Abel Homes Ltd	E	75.00		75.00
673	Cemetery Fees	12/12/2025	Inv 2867	1 Unity Trust Current	BACS	Cemetery - Burial	Littleprouds FD	E	193.00		193.00
674	Christmas Light Switch On	12/12/2025	CSA 8/12/25	1 Unity Trust Current	Cash	Event - Sponsorship	Various MOP	E	300.00		300.00
671	Market Licensed Traders	12/12/2025		1 Unity Trust Current		Market - Regular Trader	C&R Auctions	E	196.39		196.39
672	Market Licensed Traders	12/12/2025		1 Unity Trust Current		Market - Regular Trader	Routs of Wisbech	E	97.47		97.47
675	Coin Entry Revenue	12/12/2025		1 Unity Trust Current	Cash	Entry Fee	Various MOP	E	18.40		18.40
677	Market Casual Trader	15/12/2025	Inv 2865	1 Unity Trust Current	Card	Market Trader - Casual	LW Sales	E	146.21		146.21
678	Market Licensed Traders	15/12/2025	Inv 2852	1 Unity Trust Current	Cash	Market - Regular Trader	QMB Antiques	E	61.56		61.56
676	Market Licensed Traders	15/12/2025	Inv 2837	1 Unity Trust Current	Card	Market - Regular Trader	Carols Collectables	E	61.56		61.56
681	Stationery	15/12/2025	Inv 2858	1 Unity Trust Current	Cash	Event - Ticket Sales	Various MOP	E	30.00		30.00
679	Market Licensed Traders	15/12/2025	Inv 2848	1 Unity Trust Current	Cash	Market - Regular Trader	Graders Delights	E	97.47		97.47
682	Market Licensed Traders	15/12/2025	Inv 2843	1 Unity Trust Current	BACS	Market - Regular Trader	Melt Down Danes/Printed 1	E	146.21		146.21
683	Market Licensed Traders	15/12/2025	Inv 2847	1 Unity Trust Current	BACS	Market - Regular Trader	Old Bygones	E	97.47		97.47
684	Vehicle Management	15/12/2025		1 Unity Trust Current	Cheque	Vehicle Tax - AJ63 LXN	HMRC	E	115.00		115.00
685	Vehicle Management	15/12/2025		1 Unity Trust Current	Cheque	Vehicle Tax - AU68 CNC	HMRC	E	287.50		287.50
680	Pantomime	15/12/2025	Inv 2833	1 Unity Trust Current	Cash	Event - Ticket Sales	Various MOP	E	60.00		60.00
687	Classic Car Show	16/12/2025	Inv 2386	1 Unity Trust Current	BACS	Event - Promotion	Narford Scaffolding	E	35.00		35.00
686	Advertising	16/12/2025	Inv 2831	1 Unity Trust Current	BACS	Advertising Space	Beeston Architectural Servi	E	75.00		75.00
688	Pantomime	17/12/2025		1 Unity Trust Current	BACS	Event - Ticket Sales	Ticketsource	E	1,094.00		1,094.00
689	Advertising	19/12/2025	Inv 2873	1 Unity Trust Current	BACS	Advertising Space	Puff n Stuff	E	40.00		40.00
690	Allotment Rent	21/12/2025	Inv 2866	1 Unity Trust Current	Stripe	Allotment fees	Heidi Savage	E	35.32		35.32
690	Allotment Deposits	21/12/2025	Inv 2866	1 Unity Trust Current	Stripe	Allotment fees	Heidi Savage	E	40.00		40.00
691	Market Casual Trader	22/12/2025	Inv 2874	1 Unity Trust Current	Cash	Market - Casual Rent	Earth Panda Creations Ltd	E	17.50		17.50
692	Market Licensed Traders	23/12/2025	Inv 2842	1 Unity Trust Current	BACS	Market - Regular Trader	Love Pepper UK	E	146.12		146.12
699	Bank Interest	29/12/2025		Hinkley & Rugby Sav		Bank - Interest	Hinkley & Rugby Building 5	Z	181.30		181.30
701	Bank Interest	31/12/2025		1 Unity Trust Current	DD	Bank - Interest	CCLA Investment Managen	E	1,492.67		1,492.67
695	Bank Interest	02/01/2026		Unity Trust Deposit	DD	Bank - Interest	Unity Trust Bank	E	321.40		321.40
696	Bank Interest	02/01/2026		Instant Access	DD	Bank - Interest	Unity Trust Bank	E	6,349.92		6,349.92
693	Shop Rental	02/01/2026	Inv 2717	1 Unity Trust Current	BACS	Asset Rental	Sues News	S	510.32	102.06	612.38

## Swaffham Town Council

7 January 2026 (2025-2026)

## RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
693	Shop Electricity	02/01/2026	Inv 2717	1 Unity Trust Current	BACS	Asset Rental	Sues News	L	64.04	3.20	67.24
694	Rent	02/01/2026	Inv 2903	1 Unity Trust Current	BACS	Asset Rental	Fountain of Life Church	Z	416.67		416.67
703	Electric Market AGR0442785 (B	05/01/2026	Inv 2896	1 Unity Trust Current	BACS	Market - Electricity Hire	Get Stuffed Catering	S	38.33	7.67	46.00
697	Cemetery Fees	05/01/2026	Inv 2871	1 Unity Trust Current	Cheque	Cemetery - Burial	RJ Bartrams	E	579.29		579.29
700	Cemetery Fees	05/01/2026	Inv 2906	1 Unity Trust Current	BACS	Cemetery - Memorial	H Brett & Sons	E	483.08		483.08
706	Market Gazebo Hire	05/01/2026	Inv 2885	1 Unity Trust Current	Card	Market - Regular Trader	The Painted Giraffe	S	31.60	6.32	37.92
706	Market Gazebo Hire	05/01/2026	Inv 2885	1 Unity Trust Current	Card	Market - Regular Trader	The Painted Giraffe	E	51.30		51.30
706	Market Gazebo Hire	05/01/2026	Inv 2885	1 Unity Trust Current	Card	Market - Regular Trader	The Painted Giraffe	S	31.60	6.32	37.92
707	Market Licensed Traders	05/01/2026	Inv 2846	1 Unity Trust Current	Card	Market - Regular Trader	The Painted Giraffe	E	51.30		51.30
707	Market Licensed Traders	05/01/2026	Inv 2846	1 Unity Trust Current	Card	Market - Regular Trader	The Painted Giraffe	S	31.60	6.32	37.92
704	Market Licensed Traders	05/01/2026	Inv 2878	1 Unity Trust Current	BACS	Market - Regular Trader	Active Solutions	E	66.69		66.69
705	Market Licensed Traders	05/01/2026	Inv 2876	1 Unity Trust Current	BACS	Market - Regular Trader	Sea Green Soap	E	51.30		51.30
706	Market Licensed Traders	05/01/2026	Inv 2885	1 Unity Trust Current	Card	Market - Regular Trader	The Painted Giraffe	E	51.30		51.30
698	Market Licensed Traders	05/01/2026	Inv 698	1 Unity Trust Current	Cash	Market - Regular Trader	Bryan Dixon	E	87.72		87.72
702	Market Licensed Traders	05/01/2026	Inv 2880	1 Unity Trust Current	BACS	Telephone & Wifi	Swaffham Heritage	S	47.17	9.43	56.60
712	Allotment Rent	06/01/2026		1 Unity Trust Current	Invoice cancelled	Allotment rent	G Overman	E			
713	Allotment Rent	06/01/2026		1 Unity Trust Current	Stripe	Allotment rent	Lucy Gladd	E	22.25		22.25
710	Classic Car Show	06/01/2026	refund	1 Unity Trust Current	Cash	Event - General	Various MOP	E	50.00		50.00
708	Market Licensed Traders	06/01/2026	Invoice 2881	1 Unity Trust Current	BACS	Market - Regular Trader	Love Pepper UK	E	146.21		146.21
709	General Maintenance	06/01/2026	25005511M NF COMP	1 Unity Trust Current	BACS	Toilets - Compensation	HMCTS Centralised	Z	25.00		25.00
711	Coin Entry Revenue	06/01/2026	Mon 5/1/26	1 Unity Trust Current	Cash	Entry Fee	Various MOP	E	4.00		4.00
<b>Total</b>									<b>15,678.48</b>	<b>141.32</b>	<b>15,819.80</b>

**Swaffham Town Council**  
**PAYMENTS (AWAITING AUTHORISATION) LIST**

12 January 2026 (2025-2026)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
813	Vehicle Management	09/12/2025		Lloyd Credit Card	Card	Vehicle Maintenance	Halfords	S	18.33	3.67	22.00
815	Equipment	09/12/2025		Lloyd Credit Card	Card	Outdoor Equipment - Replacen	Wickes	S	9.17	1.83	11.00
816	Vehicle Management	09/12/2025		Lloyd Credit Card	Card	Truck Maintenance	B&Q	S	114.33	22.87	137.20
817	Training - Staff	09/12/2025		Lloyd Credit Card	Card	Training - Staff	HSQE Ltd	S	36.00	7.20	43.20
817	Training - Staff	09/12/2025		Lloyd Credit Card	Card	Training - Staff	HSQE Ltd	S	60.00	12.00	72.00
819	General Maintenance - Open S	10/12/2025		Lloyd Credit Card	Card	Outdoor Equipment - Replacen	Start Safety UK	S	52.86	10.57	63.43
820	Equipment	12/12/2025		Lloyd Credit Card	Card	General Maintenance	Screwfix	S	208.32	41.67	249.99
821	Pantomime	12/12/2025		1 Unity Trust Current	BACS	Event - Entertainment	Magical Story Elves	E	750.00		750.00
826	Training - Staff	15/12/2025		1 Unity Trust Current	727090983	Training - Staff	ICCM - InstitUte Of Cemets	S	150.00	30.00	180.00
827	General Maintenance - Open S	15/12/2025		1 Unity Trust Current	721257607	Electricity H&S	Kingdom Electrical Solution	Z	837.17		837.17
828	BDC Rates	15/12/2025		1 Unity Trust Current	DD	Rates	Breckland District Council	E	205.00		205.00
828	BDC Rates	15/12/2025		1 Unity Trust Current	DD	Rates	Breckland District Council	E	1,310.00		1,310.00
828	BDC Rates	15/12/2025		1 Unity Trust Current	DD	Rates	Breckland District Council	E	212.00		212.00
829	Utilities - Gas	15/12/2025		1 Unity Trust Current		Gas	EDF Energy	S	506.02	101.20	607.22
830	CPRE	15/12/2025		1 Unity Trust Current	DD	Monthly Subscription	CPRE	X	5.00		5.00
831	Nayax Monthly Service Fee	15/12/2025		1 Unity Trust Current	DD	Nayax Fees	Nayax	S	0.89	0.18	1.07
832	Market Superintendent Phone	15/12/2025		1 Unity Trust Current	DD	Mobile Charges	Vodafone	S	18.08	3.61	21.69
833	Intruder Alarm	15/12/2025		1 Unity Trust Current	349065336	Intruder Alarm	Anglia Electrical Security	S	455.50	91.10	546.60
834	Contract Cleaner	15/12/2025		1 Unity Trust Current	101949988	Contract Cleaning	Infinity Cleaning Services	S	582.88	116.58	699.46
834	Contract Cleaner	15/12/2025		1 Unity Trust Current	101949988	Contract Cleaning	Infinity Cleaning Services	E	-46.13		-46.13
835	Waste Collection	15/12/2025		1 Unity Trust Current	232130210	Waste Collection	Breckland District Council	E	71.46		71.46
835	Waste Collection	15/12/2025		1 Unity Trust Current	232130210	Waste Collection	Breckland District Council	E	99.59		99.59
836	Iceni Newsletter	15/12/2025		1 Unity Trust Current	317171831	Iceni Newsletter	Iceni Partnership	S	105.00	21.00	126.00
836	Iceni Newsletter	15/12/2025		1 Unity Trust Current	317171831	Iceni Newsletter	Iceni Partnership	S	105.00	21.00	126.00
837	General Maintenance - Museum	15/12/2025		1 Unity Trust Current	275624112	Town Hall - Lift	Stannah	S	150.85	30.17	181.02
838	Christmas Light Switch On	15/12/2025		1 Unity Trust Current	539085062	Event - First Aid	St Johns Ambulance	S	200.20	40.04	240.24
838	Christmas Light Switch On	15/12/2025		1 Unity Trust Current	539085062	Event - First Aid	St Johns Ambulance	E	-171.60		-171.60
839	General Maintenance	15/12/2025		1 Unity Trust Current	106458852	General Maintenance - Public T	Travis Perkins	S	13.79	2.75	16.54
839	General Maintenance	15/12/2025		1 Unity Trust Current	106458852	General Maintenance - Public T	Travis Perkins	S	9.58	1.92	11.50
839	General Maintenance	15/12/2025		1 Unity Trust Current	106458852	General Maintenance - Public T	Travis Perkins	S	37.16	7.43	44.59
840	Vehicle Management	15/12/2025		1 Unity Trust Current	634147310	Signage	Uncle Lukes	S	520.00	104.00	624.00
841	IT Monthly WiFi/Teams/MS 365	15/12/2025		1 Unity Trust Current	918454272	Monthly Subscription	Cloudy IT	S	675.48	135.10	810.58
842	Sanitary Bins	07/01/2026		1 Unity Trust Current		Public Toilets	Anglian Chemicals	S			
843	Payroll Services	15/12/2025		1 Unity Trust Current	780209316	Payroll Services	Stephenson Smart	S	58.00	11.60	69.60

**Swaffham Town Council**  
**PAYMENTS (AWAITING AUTHORISATION) LIST**

12 January 2026 (2025-2026)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
844	Electricity Town Hall AGR04723	16/12/2025		1 Unity Trust Current	DD	Electricity - Town Hall	SSE - Southern Electric	L	416.56	20.83	437.39
845	Electric Market AGR0442785 (B	16/12/2025		1 Unity Trust Current	DD	Electricity - Buttercross	SSE - Southern Electric	L	197.90	9.90	207.80
846	Electricity Cemetery AGR04963	16/12/2025		1 Unity Trust Current	DD	Electricity - Chapel	SSE - Southern Electric	L	56.71	2.84	59.55
847	Electricity Public Toilets AGR04	16/12/2025		1 Unity Trust Current	DD	Electricity - Public Toilets	SSE - Southern Electric	L	107.56	5.38	112.94
848	Electricity Rec Ground AGR045	16/12/2025		1 Unity Trust Current	DD	Electricity - Rec Ground	SSE - Southern Electric	L	31.52	1.58	33.10
849	Vehicle Management	16/12/2025		1 Unity Trust Current		Sale of Vehicle	Novuna Business	E	300.00		300.00
853	General Maintenance - Open Sp	17/12/2025		1 Unity Trust Current	571772967	General Maintenance - Merryw	TTSR Limited	S	150.00	30.00	180.00
854	PPE & Hi Vis clothing	17/12/2025		Lloyd Credit Card	Card	PPE	Safety Gloves .co.uk	S	36.63	7.33	43.96
855	World Pay Fee	17/12/2025		1 Unity Trust Current	Worldpay	Credit Card Fees	Worldpay	S	0.04	0.01	0.05
855	World Pay Fee	17/12/2025		1 Unity Trust Current	Worldpay	Credit Card Fees	Worldpay	E	1.50		1.50
856	World Pay Fee	17/12/2025		1 Unity Trust Current	Worldpay	Credit Card Fees	Worldpay	E	5.19		5.19
856	World Pay Fee	17/12/2025		1 Unity Trust Current	Worldpay	Credit Card Fees	Worldpay	S	0.08	0.02	0.10
857	Christmas Light Switch On	17/12/2025		1 Unity Trust Current	766371665	Event - Entertainment	Norfolk Sound System - NS	S	260.00	52.00	312.00
861	Stripe Fee	21/12/2025		1 Unity Trust Current	Stripe	Stripe Transaction Fee	Stripe	X	1.33		1.33
862	Waste Collection	22/12/2025		1 Unity Trust Current	571772967	Waste Collection	TTSR Limited	S	425.25	85.05	510.30
863	Capital Expenditure	22/12/2025		1 Unity Trust Current	66267+9155	Outdoor Equipment - Purchase	Bradley Woolley	S	19,250.00	3,850.00	23,100.00
864	Waste Collection	22/12/2025		1 Unity Trust Current	234772188	Waste Collection	Gamble Plant (Hire) Limite	S	136.04	27.21	163.25
865	Capital Expenditure	23/12/2025		1 Unity Trust Current	76306851	General Maintenance - Town H	Adcock Refrigeration and A	S	2,975.00	595.00	3,570.00
866	Bank Charges	02/01/2026		1 Unity Trust Current	DD	Bank Manual Handling Charge	Unity Trust Bank	E	21.80		21.80
867	Bank Charges	02/01/2026		1 Unity Trust Current	DD	Bank Service Charge	Unity Trust Bank	E	23.85		23.85
868	HMRC Land Registry	05/01/2026		1 Unity Trust Current	DD	HMRC Land Registry Charges	HMRC	E	14.00		14.00
869	Equipment	05/01/2026		1 Unity Trust Current	930401094	Play Equipment	EIBE	S	244.00	48.80	292.80
869	Equipment	05/01/2026		1 Unity Trust Current	930401094	Play Equipment	EIBE	S	36.60	7.32	43.92
870	Fuel	06/01/2026		1 Unity Trust Current	875119429	Fuel	Swaffham Service Centre	S	185.76	37.15	222.91
871	Photocopier	06/01/2026		1 Unity Trust Current	815474735	Photocopier - Contract	Officeflow Office Automatic	S	53.10	10.62	63.72
872	Photocopier	06/01/2026		1 Unity Trust Current	DD	Photocopier - Contract	Siemens Financial Services	S	523.66	104.73	628.39
873	Water Rates	06/01/2026		1 Unity Trust Current	819806897/81859	Water Rates - Allotments	WAVE - Anglian Water	E	87.10		87.10
874	Water Rates	06/01/2026		1 Unity Trust Current	289725616	Water Rates - Town Hall	WAVE - Anglian Water	E	243.70		243.70
875	Water Rates	06/01/2026		1 Unity Trust Current	905777434	Water Rates - Rec Ground	WAVE - Anglian Water	E	6.33		6.33
876	General Maintenance	06/01/2026		1 Unity Trust Current	721257607	Electricity H&S	Kingdom Electrical Solution	E	987.95		987.95
877	Street Furniture - Maintenance	06/01/2026		1 Unity Trust Current	232130210	Waste Collection - Campinglan	Breckland District Council	E	259.32		259.32
878	Information Commissioner's Of	06/01/2026		1 Unity Trust Current	DD	Annual Fee	ICO - Information Commis	E	52.00		52.00
879	Bank Charges	06/01/2026		Lloyd Credit Card	Card	Credit Card Fees	Lloyds Bank - Cr Card	E	3.00		3.00
880	Software	06/01/2026		Lloyd Credit Card	Card	IT - Software	Adobe	E	16.64		16.64
880	Software	06/01/2026		Lloyd Credit Card	Card	IT - Software	Adobe	S	16.64	3.33	19.97

**Swaffham Town Council**  
**PAYMENTS (AWAITING AUTHORISATION) LIST**

12 January 2026 (2025-2026)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
881	Hospitality	06/01/2026		1 Unity Trust Current	638131382	Drinking Water	Cooleraid	S	11.90	2.38	14.28
882	Stripe Fee	06/01/2026		1 Unity Trust Current	Stripe	Stripe Transaction Fee	Stripe	X	0.53		0.53
883	Consumables	07/01/2026		1 Unity Trust Current	292230733	Public Toilet Consumables	Anglian Chemicals	S	20.73	4.15	24.88
884	Utilities - Gas	07/01/2026		1 Unity Trust Current	DD	Gas	EDF Energy	S	667.13	133.43	800.56
885	Stripe Fee	08/01/2026		1 Unity Trust Current	Stripe	Stripe Transaction Fee	Stripe	X	2.39		2.39
886	Stripe Fee	09/01/2026		1 Unity Trust Current	Stripe	Stripe Transaction Fee	Stripe	X	0.53		0.53
887	Vehicle Management	09/01/2026		1 Unity Trust Current	BACS	Insurance	Zurich Insurance	E	-332.51		-332.51
888	PWLB - PW492650	12/01/2026		1 Unity Trust Current	DD	PWLB - 492650/51	Public Works Loan Board	E	1,318.50		1,318.50
888	PWLB - PW492651	12/01/2026		1 Unity Trust Current	DD	PWLB - 492650/51	Public Works Loan Board	E	1,845.90		1,845.90
889	Fire & Electrical H&S	12/01/2026		1 Unity Trust Current	84089624	Fire Risk Assessment	APF Fire Protection	S	349.99	70.00	419.99
890	Website	12/01/2026		1 Unity Trust Current	651079358	Website	Aubergine	S	599.00	119.80	718.80
891	World Pay Fee	12/01/2026		1 Unity Trust Current	Worldpay	Credit Card Fees	Worldpay	S	10.00	2.00	12.00
892	World Pay Fee	12/01/2026		1 Unity Trust Current	Worldpay	Credit Card Fees	Worldpay	S	0.04	0.01	0.05
892	World Pay Fee	12/01/2026		1 Unity Trust Current	Worldpay	Credit Card Fees	Worldpay	E	6.69		6.69
893	Salaries	12/01/2026		1 Unity Trust Current	BACS	Staff - Salaries	Salaries	X	19,089.95		19,089.95
894	HMRC	12/01/2026		1 Unity Trust Current	DD	PAYE	HMRC	X	6,815.51		6,815.51
895	Pension	12/01/2026		1 Unity Trust Current	36193532	Pension	Norfolk Pensions	X	6,755.61		6,755.61
896	Fire & Electrical H&S	12/01/2026		1 Unity Trust Current	721257607	Town Hall Emergency Lighting	Kingdom Electrical Solution	Z	175.00		175.00
897	Software	12/01/2026		Lloyd Credit Card	Card	Annual Fee	Canva PTY Ltd	Z	100.00		100.00
898	LYM - Duck Trail	12/01/2026		1 Unity Trust Current	317408907	Town Guide Printing	K Lockwood & R Slater Ltd	Z	981.06		981.06
899	Electricity War Memorial A0009	12/01/2026		1 Unity Trust Current	735151077	Electricity - War Memorial	NPower	L	38.69	1.93	40.62
<b>Total</b>									<b>72,943.33</b>	<b>6,050.29</b>	<b>78,993.62</b>

Swaffham Town Council

	<b>Bank Reconciliation at 05/01/2026</b>		
	Cash in Hand 01/04/2025		1,729,720.36
	<b>ADD</b> Receipts 01/04/2025 - 05/01/2026		866,936.51
			2,596,656.87
	<b>SUBTRACT</b> Payments 01/04/2025 - 05/01/2026		675,923.04
<b>A</b>	<b>Cash in Hand 05/01/2026</b> (per Cash Book)		<b>1,920,733.83</b>
	Cash in hand per Bank Statements		
	Petty Cash 05/01/2026	243.56	
	1 Unity Trust Current 05/01/2026	235,231.31	
	Unity Trust Deposit 05/01/2026	58,642.35	
	Lloyd Credit Card 05/01/2026	0.00	
	Instant Access 05/01/2026	771,983.41	
	CCLA Public Sector Deposit Fund 05/01/2026	450,000.00	
	Hinkley & Rugby Savings 05/01/2026	451,181.30	
			<b>1,967,281.93</b>
	Less unrepresented payments		47,258.36
			1,920,023.57
	Plus unrepresented receipts		710.26
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>1,920,733.83</b>
	<b>A = B Checks out OK</b>		