

Swaffham Town Council

Minutes of a Finance Full Council meeting held on Monday 12 January 2026 at 6.30pm in the Town Hall

Councillors: L Beech, W Bensley, D Braithwaite, B Cousins, P Darby, G Eves, J Mander, L Scott, J Skinner,
J Zielinski

Town Clerk: H Carrier

Minute Taker: L Jarrett

Member of public: Four

FIN44/25 Apologies for absence

No apologies were received from S Cooper and C Ellerbeck so marked as absent.

FIN45/25 Declarations of interest

Cllr Bensley declared an interest in agenda item 55.1.

FIN46/25 Public Forum

A resident requested that a statement be issued to the public explaining how the sale proceeds from Days Field will be reinvested in the town. As a former councillor, a previous town council asset review previously took place which could be helpful in any future development of Sue's News site and the town.

FIN47/25 Minutes of the Finance Full Council meeting held on 13 October 2025

The minutes of the Finance Full Council meeting held on 13 October 2025 were agreed and signed by the Chairman as an accurate record.

FIN48/25 Late or urgent items

A councillor requested combining agenda items 51/25, 52.1, 57.1 and 57.2 as they all refer to the same item.

FIN49/25 Outstanding actions agreed at the last Finance meeting

Outstanding item includes the Town Council's decision not to take on the town's car park and the Barn roof has now been now completed.

FIN50/25 Quarterly report from the Internal Control Officer

The quarterly check was carried out. All checks were fine.

FIN51/25 To discuss and agree to compliance requirement for Assertion 10: Digital and Data Compliance which focuses on digital governance and data protection, effective from the 2026/27 Annual Governance and Accountability Return (AGAR)

It was unanimously agreed not to purchase councillor tablets for the remaining duration of this council and reconsider following the next election.

FIN52/25 To consider Capital Expenditure Items:

52.1. Quote for the purchase of tablets for councillors following Assertion 10 decision if required

12 votes against but to reconsider at next election.

52.2. Quote to upgrade screen in Chambers with an 85" 4K Smart TV

ACTION: It was unanimously agreed to purchase a new screen.

- 52.3. Quote for the resurfacing of the roads at the Cemetery
ACTION: It was unanimously agreed to obtain a clear specification from Highways for a development road and use this to obtain further quotes.
- 52.4. Quote to decorate Chapel
ACTION: It was unanimously agreed to accept the repair quote ensuring that the appropriate paint is used as advised by Andrew Gayton.
- 52.5. Purchase of eight Gazebos and accessories
ACTION: It was unanimously agreed to purchase 4 white gazebos for the market and 4 coloured gazebos for events. The gazebos are to be STC branded.
- 52.6. Quote to decorate or replace windows at Town Hall
ACTION: It was unanimously agreed to accept the quote to repaint the Town Hall windows.
- 52.7. Replacing carpet tiles on bottom floor of the Town Hall
 This item will not be considered as a quote has not yet been received.
- 52.8. Installation of three electrical points on Iceland side of Market
ACTION: It was unanimously agreed by all councillors to install three additional electrical points to the East side of the market.

FIN53/25 To consider the creation of a combined Street Cleaner and Toilet Caretaker role, and to establish a working group to review and develop the role.

ACTION: It was agreed to create a working group to agree the details of the proposed position. The working group was agreed as Cllrs Braithwaite, Zielinski, Mander and Cousins.

FIN54/25 To consider proposals for the upgrade of the Public Toilets and Sue's News, and to agree the establishment of a working group for the project

ACTION: It was agreed to create a working group to consider proposals for the upgrade of the Public Toilets and Sue's News. The working group was agreed as Cllrs Cousins, Skinner, Scott, Eves, Beech and Zielinski. Previous toilet research paperwork to be circulated to working group.

FIN55/25 To receive a Budget Report for Q3 and to receive comments from Budget Working Group

55.1. To consider Allotment rent increase

ACTION: It was unanimously agreed to increase the allotment rent by 2.5% from September 2027. This is taking into account the 12 months notice required.

55.2. To consider Cemetery fee increase

ACTION: It was unanimously agreed to increase the cemetery fees by 2.5% from April 2026.

55.3. To consider market rent, electric and gazebo increase

ACTION: It was unanimously agreed to increase the rent, electric and gazebo charges by 2.5% from April 2026.

FIN56/25 To discuss and agree the Precept requirement for 2026-27

It was proposed to request a 2026/27 Precept of £655,657.80, which includes a 0.5% increase on last year. Vote 11 councillors for, 1 abstained.

ACTION: Town Clerk to request a Precept of £655,657.80 for 2026/27.

FIN57/25 To consider and review Town Council policies:

57.1. IT Policy (New Policy required for Assertion 10 compliance)

57.2. BYOD Policy (New Policy required for Assertion 10 compliance)

ACTION: It was unanimously agreed to accept the IT Policy and BYOD Policy.

FIN58/25

Date of the next meeting

Monday 13 April 2026 at 6.30pm to be held in the Council Chamber at the Town Hall.

Meeting closed at 7.30pm

Chairman.....