

Swaffham Town Council
Minutes of a Full Council meeting held on
Wednesday 11 February 2026 in the Town Hall

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

Town Clerk: L Jarrett

Minute taker: H Duggan

Members of public: Five

Breckland District Councillors: J Anscombe

The Mayor started the meeting with the Fire Drill notice and prayers.

199/25 Apologies for absence

Apologies were received in advance from C Ellerbeck, W Bensley and Breckland Councillors J Morton and D Wickerson.
 Norfolk County Councillor W Nunn was absent

200/25 Declarations of interest

Cllr Beech declared a personal interest in agenda item 208.

201/25 Minutes of the Ordinary Full Council Meeting held on Wednesday 14 January 2026

ACTION: The minutes were agreed and signed by the Chairman as an accurate record.

202/25 Reports

202.1. Norfolk County Council

Cllr Nunn was not present and did not provide a report in advance.

202.2. Breckland District Council

Cllr Anscombe provided a report which was circulated prior to the meeting – Appendix 1
 Cllr Anscombe gave an updated on the following:

Old Hammonds Grammar School

It was confirmed Breckland had met with the developers on site to move things along. Equipment is on site and BDC have been advised things are moving forward, albeit slowly. Cllr Anscombe will continue to chase.

Lidl

There was no further update however it was noted that it was common for a project of this size to take many months to progress.

Cllr Anscombe reported the disappointing news that Courtyard Kitchens is not progressing in the old Margarets Tearoom building.

Agenda item 206

Cllr Anscombe met with NCC Cllr Nunn and they will be arranging to meet with Highways, STC to discuss the issue. Cllr Anscombe acknowledged this has been an ongoing concern and also reported by Heartwood Primary School. This issue is exacerbated with each new development which causes displacement of cars and pressure on existing car parking spaces and other residential streets.

202.3. Police

It was noted the Police no longer attend local council meetings.

ACTION: It was agreed to contact the Police to request a regular report for each meeting.

203/25 **Public Forum**

The Mayor closed the meeting to allow members of the public to speak at 6.40pm.

Agenda Item 206 - the resident wished to expand on the issues raised in her email to the Council on 23 January 2026 asking for support regarding local parking pressures on London Street and surrounding areas.

A response had been sent to the resident offering to act as an advocate on behalf of residents, by bringing this topic to the council, issuing a letter to NCC highways copied into Cllr Nunn and urging Breckland to consider the cumulative impact of residential developments on parking and infrastructure in the area. A meeting is being arranged with NCC Highways, County Cllr Nunn, District Cllr Anscombe and STC to discuss the issue further.

Councillors empathised with the resident and advised the issue was included in the current Swaffham Neighbourhood Plan and would be looked at again in the review currently being undertaken. It was noted Swaffham Planning Committee regularly highlight these concerns when consulted on new developments in the town however the ultimate decision to approve planning applications lay with Breckland Council with input from Norfolk County Council Highways. The resident called for a more holistic approach to address the issue with future developments in the town.

6.50pm the Mayor called the meeting back into session.

204/25 **Reports**204.1. Mayor

The Mayor gave a brief update of the events attended since the last meeting including meeting local MP Terry Jermy when he visited Swaffham and again at a meeting in Thetford regarding the proposed High Grove solar farm project.

204.2. Deputy Town Clerk

The Deputy Town Clerk provided a report – Appendix 2.

204.3. Museum Report from Cllr Zielinski

Cllr Zielinski highlighted the Museum sales revenue for 2024 was £2,000 whilst in 2025 it was significantly higher at £4,374, attributed to the success of the museum shop.

205/25 **Late items**Swaffham Climate and Environment Group

Cllr Scott put forward a request from the group who are obtaining funding to purchase a thermal imaging camera. This camera can be borrowed by residents to check if they have any heat leakage in their homes. The advantage to the town is that it links into the Governments Warm Homes Programme and this initiative should allow residents to apply for funding for improvements. There could be a request at a later date, asking the council to store the camera and manage requests to borrow it by residents and groups.

The council were asked to support the initiative at this stage.

A demonstration of the camera was being held on 18 February 26 at the Methodist Church.

ACTION: It was unanimously agreed to support the new initiative surrounding the thermal imaging camera.

206/25 Correspondence

206.1. Resident request asking for support regarding local parking pressures on London Street and surrounding area.

Noted and addressed in the Public Forum.

207/25 Rescind and overturn the decision of Swaffham Town Council made on 8 October 2025 in relation to Item Number 129/25 "Offer letter of transferring Theatre Street and Lynn Street Car Park to the Town Council" this being a special motion in accordance with Standing Order 7(a), for which written notice has been duly given by not fewer than five councillors to the Proper Officer in accordance with Standing Order 9.

The Clerk had received a motion signed by five councillors in accordance with Standing Order 7(a).

208/25 Breckland Council proposal to transfer responsibility for specified public car parks within the town.

The five options to lease/purchase were discussed noting the positives and negatives for each option. Discussions took place regarding results of Breckland's consultation in 2025 and the recent Swaffham resident consultation.

During the discussion Cllr Mander asked for the following to be minuted " At no point, am I taking for granted what it's going to be long term for the cost to the council, I fully understand that"

After a full discussion it was to proceed with Option 2 - Freehold Transfer at £nil value consideration without conditions for both the Lynn Street and Theatre Street Car Parks. The Town Clerk will submit the agreed Statement of Economic, Social and Environmental Well-being

ACTION: It was agreed, six votes for, two against and two abstentions to move forward with Option 2 - Freehold Transfers at £nil value consideration without conditions for both the Lynn Street and Theatre Street Car Parks.

209/25 Estimated legal fees in relation to the proposed transfer of Breckland Council car parks and the associated legal work required to progress the Council's preferred option(s) and to authorise the Town Clerk to formally instruct the appointed solicitor and to incur approved legal expenditure within an agreed budget.

ACTION: After discussion, it was agreed, nine votes for and one abstention to approve the suggested Option 2 legal costs of Theatre Street at £6,000 + VAT and Lynn Street at a cost of £3,000 + VAT.

210/25 Civic.ly Asset Management Software

ACTION: It was unanimously agreed to approve the quote for Civic.ly Asset Management software system.

211/25 Town Planters and Lamp Post Baskets requirements for summer planting

Councillors were in favour of the proposal, however, recommended the Assets & Open Spaces Committee discuss further and agree a plan.

ACTION: It was unanimously agreed the Asset & Open Spaces Committee would agree a plan.

212/25 Town Council Policies

212.1. Grants, Match Funding, Sponsorship & Donations Policy

ACTION: It was agreed to accept the revised Grants, Match Funding, Sponsorship & Donations Policy.

213/25 Finance

213.1. Receipts from January 2026

ACTION: It was unanimously agreed to accept the receipts from January 2026.

213.2. Payments of accounts for February 2026

ACTION: It was unanimously agreed to accept the payments for February 2026.

213.3. Bank Reconciliation to date of Agenda

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

214/25 Next Full Council meeting

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

Meeting closed at 8pm

Chairman _____

Report to Swaffham Town Council – February 2026
 Cllr Judy Anscombe Ward Member Breckland Council
New Businesses – Breckland Re-open Award Scheme

Breckland Business Grants have been awarded to the following new businesses in Swaffham:

Inkaroo Clothing

This company are currently a home-based business in Swaffham, expanding to the high street for the first time.

They are a specialist apparel brand transitioning from digital print to a physical "live production" studio in a vacant (to be determined) space. They serve a dual market: high quality retail streetwear and bespoke B2B workwear for local trades.

By installing professional DTF and embroidery technology directly on the shop floor, they will offer a unique "see-it-made" experience that drives high street footfall and consumer engagement.

They see their project as actively revitalising a vacant commercial space, strengthening the local business ecosystem, and the business projects to create new local employment opportunities within the first 18 months of operation.

Courtyard Kitchens

Good news that another larger vacant premises has been filled very quickly after previous closure.

This business is taking over the recently closed high street premises Margaret's Tea Rooms.

Their intention is to develop the premises into a cafe bistro, offering lunch services alongside occasional themed evening dining.

The property includes a garden area facing the church, which they consider to be an underutilised asset.

Plans include the installation of a pergola and the creation of an outdoor seating area to enhance use of this space.

In addition, they plan to operate their existing wedding and events catering business from the premises, supporting business growth, job creation, and the development of younger talent.

The owners currently run Norfolk County Catering, which has been operating successfully for four years, giving them a strong background in professional catering and events.

BOOST News

Start • Build • Grow – Supporting Aspiring Entrepreneurs

Taking place on 17 February at The Link, Dereham, Start • Build • Grow is designed for young people aged 16–30 who are curious about starting their own business.

• **Morning Session – “What it’s really like to run your own business”** o Features industry guest speakers (tourism, crafts, digital, etc.)

o Speakers tailored to the attending audience

o Q&A and open conversation on the realities of self-employment

• **Afternoon Session – Business Model Canvas Workshop** o Guided practical session working through the Business Model Canvas

o Helps participants explore ideas, challenges, direction, and feasibility

o Provides helpful insights for both participants and the BOOST/SBG team

Rippleacts – 6-Week Cognitive-Behavioural Group Coaching Course

We are also pleased to be offering Rippleacts, a free hybrid 6-week cognitive-behavioural group coaching programme starting 4 February 2026, running Wednesdays from 10am–1pm, delivered both online and in Central Norwich (Carrow House, NR1 2TG)

This programme supports 18–30-year-olds living in Breckland who are out of work or education and looking to make a positive change.

Food Waste Legislation

The implementation of the Simpler Recycling legislation requires waste collection authorities to implement a weekly household food waste collection, starting June 2026.

Breckland Council will provide an internal and external food waste container to all properties and will be purchasing 7 and 23 litres food caddies for all households.

Swaffham a Historic Market Town

Cultural Consortium:

Sunday April 19th - Swaffham Railway Memories & Model Railway Exhibition

Event planning moving forward. The Museum of Swaffham will be displaying historic documents about the railway, together with a massive map of the town which is pre 1920s. plus a railway walk trail and activities for children.

The model railway exhibition will feature selected model railway layouts from some of the main clubs in Norfolk, plus private modellers, including Lego layouts. Creative artist Robin Deacon will be delivering a spy in the cab workshop.

Summer weeks – Tourist in Your Town Event

8 volunteers have now volunteered to be Town Guides, with training on April: 8th and 29th

The newly qualified town guides will be taking residents/visitors on 2 different walks from July to September 2026, booked via the museum.

September 27th – Chanters Jigge

Pleased to confirm that following their cancellation last year for the Pedlar Day, we have booked this medieval group again for a Sunday concert at 3pm in St Peter and St Pauls Church, Swaffham at 3pm on Sunday September 27th.

Cllr Judy Anscombe
Breckland Council Ward Member
Judy.anscombe@breckland.gov.uk

Town Clerk Report – January 2026

Appendix 2

Town Warden Vacancy

7 applications have been received to date. The closing date is 15 February. Interviews will take place w.c. 23 February.

Cemetery Barrier

Posts for the barrier will be installed tomorrow. Ground work for the path has commenced and will be completed when the weather dries.

Town Trail

Lots of positive feedback has been received regarding the Town Trail. These are available from various market stalls, the town hall and the museum which reopens Saturday.

Town Guide

The Town Guide has been sent to print today and is expected to be delivered to the town council w.c 23 February. We will do a call out to councillors and residents for volunteers to help with hand-delivering to each property in the town.

Neighbourhood Plan, Solar Farm, Car Parks consultations

Thank you to all staff and councillors who helped distribute 3,500 leaflets to residents.

Works Team

Due to the wet weather, the outside team have been decorating the offices, clearing Sue's News and moving equipment to the Brandon Road storage unit.

Swaffham Town Council

6 February 2026 (2025-2026)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
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 Electricity	02/01/2026	Inv 2717	1 Unity Trust Current	BACS	Asset Rental	Sues News	L	64.04	3.20	67.24
693	Shop Rental	02/01/2026	Inv 2717	1 Unity Trust Current	BACS	Asset Rental	Sues News	S	510.32	102.06	612.38
694	Rent	02/01/2026	Inv 2903	1 Unity Trust Current	BACS	Asset Rental	Fountain of Life Church	Z	416.67		416.67
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	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	E	51.30		51.30
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
703	Electric Market AGR0442785 (E	05/01/2026	Inv 2896	1 Unity Trust Current	BACS	Market - Electricity Hire	Get Stuffed Catering	S	38.33	7.67	46.00
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	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	S	31.60	6.32	37.92
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	Inv 2777	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	146.12		146.12
716	General Maintenance	06/01/2026	25005511M NF COMP	1 Unity Trust Current	BACS	Toilets - Compensation	HMCTS Centralised	E			
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
709	General Maintenance	06/01/2026	25005511M NF COMP	1 Unity Trust Current	BACS	Toilets - Compensation	HMCTS Centralised	Z	25.00		25.00
714	Market Licensed Traders	08/01/2026	Inv 2892	1 Unity Trust Current	Stripe	Market - Regular Trader	LW Sales	E	146.21		146.21
715	Allotment Rent	09/01/2026	Inv 2741	1 Unity Trust Current	Stripe	Allotment rent	Philippa Jarvis	E	22.25		22.25
719	Market Licensed Traders	12/01/2026	Inv 2800	1 Unity Trust Current	BACS	Market - Regular Trader	Oakland View Ltd	E	97.47		97.47
719	Market Licensed Traders	12/01/2026	Inv 2800	1 Unity Trust Current	BACS	Market - Regular Trader	Oakland View Ltd	E	5.13		5.13
720	Market Licensed Traders	12/01/2026	Inv 2879	1 Unity Trust Current	BACS	Market - Regular Trader	Oakland View Ltd	E	97.47		97.47
721	Market Licensed Traders	12/01/2026	Inv 2888	1 Unity Trust Current	BACS	Market - Regular Trader	C&R Auctions	E	196.39		196.39
722	Market Licensed Traders	12/01/2026	Inv 2877	1 Unity Trust Current	BACS	Market - Regular Trader	Watchman & Wife	E	97.47		97.47
723	Market Licensed Traders	12/01/2026	Inv 2883	1 Unity Trust Current	BACS	Market - Regular Trader	Routs of Wisbech	E	97.47		97.47
724	Market Licensed Traders	12/01/2026	Invoice 2891	1 Unity Trust Current	Cash	Market - Regular Trader	QMB Antiques	E	61.56		61.56

Swaffham Town Council

6 February 2026 (2025-2026)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
717	Shop Electricity	12/01/2026	Inv 2904	1 Unity Trust Current	BACS	Asset Rental	Sues News	L	42.41	2.12	44.53
718	Electric Market AGR0442785 (B	12/01/2026	Inv 2898	1 Unity Trust Current	BACS	Market - Electricity Hire	Brownbread	S	49.64	9.93	59.57
725	Cemetery Fees	14/01/2026	Inv 2907	1 Unity Trust Current	BACS	Cemetery - Memorial	H Brett & Sons	E	262.92		262.92
726	Market Licensed Traders	14/01/2026	Invoice 2875	1 Unity Trust Current	BACS	Market - Regular Trader	Carols Collectables	E	61.56		61.56
727	Market Licensed Traders	14/01/2026	Invoice 2886	1 Unity Trust Current	BACS	Market - Regular Trader	Old Bygones	E	97.47		97.47
728	Market Licensed Traders	14/01/2026	Invoice 2882	1 Unity Trust Current	BACS	Market - Regular Trader	Melt Down Danes/Printed 1	E	146.21		146.21
729	Cemetery Fees	15/01/2026	Inv 2908	1 Unity Trust Current	BACS	Cemetery - Memorial	H Brett & Sons	E	241.54		241.54
730	Postage	15/01/2026		Petty Cash	PC	Postage	Post Office	Z			
732	Market Casual Trader	19/01/2026	Inv 2910	1 Unity Trust Current	Cash	Market - Casual Rent	Earth Panda Creations Ltd	E	17.50		17.50
731	Market Licensed Traders	19/01/2026	Inv 2893	1 Unity Trust Current	Cheque	Market - Regular Trader	Lilac Nurseries	E	346.05		346.05
733	Classic Car Show	20/01/2026	Inv 2853	1 Unity Trust Current	BACS	Event - Stall Hire	Victoria Baker	E	60.00		60.00
734	Cemetery Fees	21/01/2026	Invoice 2914	1 Unity Trust Current	BACS	Cemetery - Memorial	H Brett & Sons	E	241.54		241.54
736	Cemetery Fees	21/01/2026	Invoice 2911	1 Unity Trust Current	BACS	Cemetery - Burial	AJ Coggles	E	579.29		579.29
736	Cemetery Fees	21/01/2026	Invoice 2911	1 Unity Trust Current	BACS	Cemetery - Burial	AJ Coggles	E	18.49		18.49
736	Cemetery Fees	21/01/2026	Invoice 2911	1 Unity Trust Current	BACS	Cemetery - Burial	AJ Coggles	E	276.79		276.79
737	Market Licensed Traders	21/01/2026	Invoice 2894	1 Unity Trust Current	BACS	Market - Regular Trader	Get Stuffed Catering	E	373.73		373.73
737	Market Licensed Traders	21/01/2026	Invoice 2894	1 Unity Trust Current	BACS	Market - Regular Trader	Get Stuffed Catering	E	41.53		41.53
735	Advertising	21/01/2026	Invoice 2835	1 Unity Trust Current	BACS	Advertising Space	Dipple & Conway	E	75.00		75.00
738	Electric Market AGR0442785 (B	21/01/2026	Invoice 2688	1 Unity Trust Current	BACS	Market - Electricity Hire	Get Stuffed Catering	S	38.33	7.67	46.00
741	Allotment Rent	22/01/2026	Inv 2916	1 Unity Trust Current	Stripe	Allotment Deposit	Tim Crittenden	E	29.76		29.76
740	Allotment Rent	22/01/2026	Inv 2915	1 Unity Trust Current	Stripe	Allotment Deposit	Tim Crittenden	E	29.76		29.76
740	Allotment Deposits	22/01/2026	Inv 2915	1 Unity Trust Current	Stripe	Allotment Deposit	Tim Crittenden	E	40.00		40.00
741	Allotment Deposits	22/01/2026	Inv 2916	1 Unity Trust Current	Stripe	Allotment Deposit	Tim Crittenden	E	40.00		40.00
739	Market Licence Bonds	22/01/2026	Inv 2905	1 Unity Trust Current	Stripe	Market - Regular Trader	Paul Jones	E	146.21		146.21
742	Advertising	24/01/2026	Inv 2773	1 Unity Trust Current	Stripe	Advertising Space	Mother Hubbards	E	40.00		40.00
743	Photocopier	26/01/2026	Inv 2826	1 Unity Trust Current	Cash	Printing Service	C&R Auctions	E	7.00		7.00
745	Allotment Rent	26/01/2026	Inv 2730	1 Unity Trust Current	BACS	Allotment rent	Tania Richards	E	3.60		3.60
746	Allotment Rent	26/01/2026	Inv 2546	1 Unity Trust Current	BACS	Allotment rent	Robert Wilson	E	3.60		3.60
746	Allotment Rent	26/01/2026	Inv 2546	1 Unity Trust Current	BACS	Allotment rent	Robert Wilson	E	3.60		3.60
750	Allotment Rent	26/01/2026		1 Unity Trust Current	Cheque	Allotment rent	Susan Davison	E	20.43		20.43
744	Market Casual Trader	26/01/2026	Inv 2918	1 Unity Trust Current	Cash	Market - Casual Rent	Various MOP	E	17.50		17.50
749	Market Licensed Traders	26/01/2026	Inv 2919	1 Unity Trust Current	Cheque-300395	Market - Regular Trader	Bryan Dixon	E	-79.92		-79.92
750	Allotment Deposits	26/01/2026		1 Unity Trust Current	Cheque	Allotment rent	Susan Davison	E	-40.00		-40.00
746	Allotment Deposits	26/01/2026	Inv 2546	1 Unity Trust Current	BACS	Allotment rent	Robert Wilson	E	-40.00		-40.00
746	Allotment Deposits	26/01/2026	Inv 2546	1 Unity Trust Current	BACS	Allotment rent	Robert Wilson	E	-40.00		-40.00

Swaffham Town Council
RECEIPTS LIST

6 February 2026 (2025-2026)

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
745	Allotment Deposits	26/01/2026	Inv 2730	1 Unity Trust Current	BACS	Allotment rent	Tania Richards	E	-40.00		-40.00
748	General Maintenance	26/01/2026		1 Unity Trust Current	BACS	Funding	Breckland District Council	E	723.75		723.75
747	Electric Market AGR0442785 (B	26/01/2026	Inv 2900	1 Unity Trust Current	BACS	Market - Electricity Hire	Fountain Fresh Imports Ltd	S	76.83	15.37	92.20
757	Allotment Rent	27/01/2026	Inv2912	1 Unity Trust Current	Card	Allotment rent	Ian Clifton	E	40.23		40.23
757	Allotment Rent	27/01/2026	Inv2912	1 Unity Trust Current	Card	Allotment rent	Ian Clifton	E	-19.92		-19.92
751	Cemetery Fees	27/01/2026	Inv 2921	1 Unity Trust Current	BACS	Cemetery - Memorial	H Brett & Sons	E	146.49		146.49
753	Cemetery Fees	27/01/2026	Inv 2920	1 Unity Trust Current	BACS	Cemetery - Memorial	H Brett & Sons	E	72.81		72.81
754	Market Licensed Traders	27/01/2026	Inv 2845	1 Unity Trust Current	Card	Market - Regular Trader	L Blue Concina	E	33.35		33.35
755	Market Licensed Traders	27/01/2026	Inv 2884	1 Unity Trust Current	Card	Market - Regular Trader	L Blue Concina	E	33.35		33.35
752	HMRC	27/01/2026		1 Unity Trust Current	BACS	VAT Refund	HMRC	R		19,798.57	19,798.57
756	Electric Market AGR0442785 (B	27/01/2026	Inv 2901	1 Unity Trust Current	Card	Market - Electricity Hire	L Blue Concina	S	4.62	0.92	5.54
758	Allotment Rent	28/01/2026	Inv 2917	1 Unity Trust Current	Stripe	Allotment Deposit	Stephanie Nellist	E	29.53		29.53
758	Allotment Deposits	28/01/2026	Inv 2917	1 Unity Trust Current	Stripe	Allotment Deposit	Stephanie Nellist	E	40.00		40.00
759	Market Licensed Traders	30/01/2026	Inv 2932	1 Unity Trust Current	Stripe	Market - Regular Trader	Paul Jones	E	146.21		146.21
Total									14,772.21	19,975.90	34,748.11

Swaffham Town Council
PAYMENTS (AWAITING AUTHORISATION) LIST

9 February 2026 (2025-2026)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
764	Christmas Light Switch On	18/11/2025		1 Unity Trust Current	619245382	Event - Road Closure	Uncle Lukes	S	30.00	6.00	36.00
911	HMRC Land Registry	13/01/2026		1 Unity Trust Current	DD	HMRC Land Registry Charges	HMRC	Z	14.00		14.00
915	Cemetery - Capital	19/01/2026		1 Unity Trust Current	BACS	Cemetery Barrier	Hyperion Security Specialis	S	845.21	169.04	1,014.25
917	Stripe Fee	22/01/2026		1 Unity Trust Current	Stripe	Stripe Transaction Fee	Stripe	X	2.39		2.39
918	Stripe Fee	22/01/2026		1 Unity Trust Current	Stripe	Stripe Transaction Fee	Stripe	X	1.25		1.25
919	Stripe Fee	22/01/2026		1 Unity Trust Current	Stripe	Stripe Transaction Fee	Stripe	X	1.25		1.25
922	Stripe Fee	24/01/2026		1 Unity Trust Current	Stripe	Stripe Transaction Fee	Stripe	X	0.80		0.80
926	Market Superintendent Phone	26/01/2026		1 Unity Trust Current	DD	Mobile Charges	Vodafone	S	18.08	3.61	21.69
929	Electric Market AGR0442785 (B	26/01/2026		1 Unity Trust Current	DD	Electricity - Buttercross	SSE - Southern Electric	L	268.75	13.44	282.19
928	Electricity Town Hall AGR04723	26/01/2026		1 Unity Trust Current	DD	Electricity - Town Hall	SSE - Southern Electric	L	380.06	19.00	399.06
934	General Maintenance	26/01/2026		Lloyd Credit Card	Card	General Maintenance	Quality Discounts	S	19.82	3.97	23.79
939	General Maintenance	26/01/2026		1 Unity Trust Current	817849670	Plumbing Works	Kevin Moulton Heating	S	121.61	24.32	145.93
943	Waste Collection	26/01/2026		1 Unity Trust Current	420856572	Waste Collection	Breckland District Council	E	71.46		71.46
938	Classic Car Show	26/01/2026		1 Unity Trust Current	736911724	Car Show Entertainment	JM Entertainment Ltd	S	1,310.00	262.00	1,572.00
941	Christmas Light Switch On	26/01/2026		1 Unity Trust Current	739475238	Event - Entertainment	Norfolk Sound System - NS	S	35.00	7.00	42.00
950	IT Monthly WiFi/Teams/MS 365	26/01/2026		1 Unity Trust Current	500213371	Monthly Subscription	Cloudy IT	S	675.48	135.10	810.58
935	H&S Contract	26/01/2026		1 Unity Trust Current	628985137	Training - Staff	Anglian Safety Training	S	1,350.00	270.00	1,620.00
916	Hospitality	26/01/2026		1 Unity Trust Current	65885345	Hospitality	Cooleraid	S	23.80	4.76	28.56
927	Payroll Services	26/01/2026		1 Unity Trust Current	776966647	Payroll Services	Stephenson Smart	S	58.00	11.60	69.60
952	Photocopier	26/01/2026		1 Unity Trust Current	612757473	Photocopier - Contract	Officeflow Office Automatic	S	81.18	16.23	97.41
947	Salaries	26/01/2026		1 Unity Trust Current	BACS	Staff - Salaries	Salaries	X	19,016.55		19,016.55
933	Training - Staff	26/01/2026		Lloyd Credit Card	Card	Training - Staff	HSQE Ltd	S	36.00	7.20	43.20
936	Utilities	26/01/2026		1 Unity Trust Current	108912643	Gas - Barn Flat	EON Next	L	1,294.08	64.70	1,358.78
943	Waste Collection	26/01/2026		1 Unity Trust Current	420856572	Waste Collection	Breckland District Council	E	99.59		99.59
930	Electricity Cemetery AGR04963	26/01/2026		1 Unity Trust Current	DD	Electricity - Chapel	SSE - Southern Electric	L	59.77	2.99	62.76
942	General Maintenance - Open S	26/01/2026		1 Unity Trust Current	679384216	General Maintenance	Swaffham Building Supplli	S	4.99	1.00	5.99
942	General Maintenance - Open S	26/01/2026		1 Unity Trust Current	679384216	General Maintenance	Swaffham Building Supplli	S	24.18	4.84	29.02
956	General Maintenance - Open S	26/01/2026		1 Unity Trust Current	619245382	General Maintenance	Uncle Lukes	S	70.00	14.00	84.00
946	Fuel	26/01/2026		1 Unity Trust Current	983787835	Fuel	Swaffham Service Centre	S	177.34	35.45	212.79
949	Pension	26/01/2026		1 Unity Trust Current	540432770	Pension	Norfolk Pensions	X	-59.90		-59.90
949	Pension	26/01/2026		1 Unity Trust Current	540432770	Pension	Norfolk Pensions	X	6,755.61		6,755.61
954	Vehicle Management	26/01/2026		Lloyd Credit Card	Card	Vehicle Maintenance	Amazon	S	-61.32	-12.26	-73.58
948	HMRC	26/01/2026		1 Unity Trust Current	DD	PAYE	HMRC	X	6,816.11		6,816.11
945	Software	26/01/2026		Lloyd Credit Card	Card	IT - Software	Adobe	E	16.64		16.64

Swaffham Town Council
PAYMENTS (AWAITING AUTHORISATION) LIST

9 February 2026 (2025-2026)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
945	Software	26/01/2026		Lloyd Credit Card	Card	IT - Software	Adobe	S	16.64	3.33	19.97
951	Iceni Newsletter	26/01/2026		1 Unity Trust Current	364215298	Iceni Newsletter	Iceni Partnership	S	105.00	21.00	126.00
932	Electricity Rec Ground AGR045:	26/01/2026		1 Unity Trust Current	DD	Electricity - Rec Ground	SSE - Southern Electric	L	34.69	1.73	36.42
955	Neighbourhood Plan Review	26/01/2026		1 Unity Trust Current	619245382	Neighbourhood Plan Workshop	Uncle Lukes	S	184.00	36.80	220.80
944	Bank Charges	26/01/2026		Lloyd Credit Card	Card	Credit Card Fees	Lloyds Bank - Cr Card	E	3.00		3.00
939	General Maintenance - Museum	26/01/2026		1 Unity Trust Current	817849670	Plumbing Works	Kevin Moulton Heating	S	121.61	24.32	145.93
940	National Allotments Society	26/01/2026		1 Unity Trust Current	892904494	Annual Fee	National Society of Allotme	S	70.00	14.00	84.00
931	Electricity Public Toilets AGR04	26/01/2026		1 Unity Trust Current	DD	Electricity - Public Toilets	SSE - Southern Electric	L	113.18	5.66	118.84
957	Nayax Monthly Processing Fee	26/01/2026		1 Unity Trust Current	DD	Nayax Fees	Nayax	S	10.00	2.00	12.00
957	Nayax Monthly Processing Fee	26/01/2026		1 Unity Trust Current	DD	Nayax Fees	Nayax	S	10.00	2.00	12.00
923	CPRE	26/01/2026		1 Unity Trust Current	DD	Monthly Subscription	CPRE	X	5.00		5.00
937	Town Hall - Capital	26/01/2026		1 Unity Trust Current	79651186	Gazebo purchase and accessor	Gala Tent Limited	S	5,799.18	1,159.84	6,959.02
953	Cemetery - Capital	26/01/2026		1 Unity Trust Current	BACS	Cemetery Barrier	Hyperion Security Specialis	S	845.03	169.01	1,014.04
959	General Maintenance	27/01/2026		Lloyd Credit Card	Card	General Maintenance - Town H	Toolstation	S	23.13	4.63	27.76
960	General Maintenance	27/01/2026		Lloyd Credit Card	Card	General Maintenance - Town H	B&Q	S	147.50	29.50	177.00
962	General Maintenance	28/01/2026		Lloyd Credit Card	Card	General Maintenance - Cemete	RTS Plant Hire	E	450.00		450.00
962	General Maintenance	28/01/2026		Lloyd Credit Card	Card	General Maintenance - Cemete	RTS Plant Hire	E	-250.00		-250.00
961	Neighbourhood Plan Review	28/01/2026		1 Unity Trust Current	597675966	Neighbourhood Plan Workshop	K Lockwood & R Slater Ltd	X	209.22		209.22
963	Stripe Fee	28/01/2026		1 Unity Trust Current	Stripe	Stripe Transaction Fee	Stripe	X	1.24		1.24
966	World Pay Fee	30/01/2026		1 Unity Trust Current	Worldpay	Credit Card Fees	Worldpay	S	0.08	0.02	0.10
966	World Pay Fee	30/01/2026		1 Unity Trust Current	Worldpay	Credit Card Fees	Worldpay	E	3.15		3.15
967	Stripe Fee	30/01/2026		1 Unity Trust Current	Stripe	Stripe Transaction Fee	Stripe	X	2.39		2.39
965	Town Hall - Capital	30/01/2026		1 Unity Trust Current	420856572	Town Pound repairs	Breckland District Council	E	7,318.14		7,318.14
972	Water Rates	02/02/2026		1 Unity Trust Current	35277974	Water Rates - Allotments	WAVE - Anglian Water	E	57.01		57.01
972	Water Rates	02/02/2026		1 Unity Trust Current	35277974	Water Rates - Allotments	WAVE - Anglian Water	E	34.30		34.30
972	Water Rates	02/02/2026		1 Unity Trust Current	35277974	Water Rates - Allotments	WAVE - Anglian Water	E	9.07		9.07
976	General Maintenance	02/02/2026		1 Unity Trust Current	679384216	General Maintenance - Cemete	Swaffham Building Supplli	S	56.30	11.25	67.55
970	Stationery	02/02/2026		Lloyd Credit Card	Card	Stationery	Amazon	S	17.37	3.47	20.84
970	Stationery	02/02/2026		Lloyd Credit Card	Card	Stationery	Amazon	S	9.81	1.97	11.78
970	Stationery	02/02/2026		Lloyd Credit Card	Card	Stationery	Amazon	S	17.49	3.50	20.99
970	Stationery	02/02/2026		Lloyd Credit Card	Card	Stationery	Amazon	S	-17.49	-3.50	-20.99
971	Stationery	02/02/2026		1 Unity Trust Current	351165019	Stationery	Lyreco UK Ltd	S	17.40	3.48	20.88
975	Water Rates	02/02/2026		1 Unity Trust Current	672252762	Water Rates - Rec Ground	WAVE - Anglian Water	E	6.55		6.55
977	Storage Container	02/02/2026		1 Unity Trust Current	680859755	Storage Container - Monthly	Waites & Stone	S	100.00	20.00	120.00
969	Bank Charges	02/02/2026		1 Unity Trust Current	DD	Bank Service Charge	Unity Trust Bank	E	22.05		22.05

Swaffham Town Council
PAYMENTS (AWAITING AUTHORISATION) LIST

9 February 2026 (2025-2026)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
973	Water Rates	02/02/2026		1 Unity Trust Current	278396480	Water Rates - Public Toilets	WAVE - Anglian Water	E	6.29		6.29
979	IT Hardware	03/02/2026		1 Unity Trust Current	750621183	IT Equipment	Cloudy IT	S	1,350.00	270.00	1,620.00
983	IT Hardware	05/02/2026		1 Unity Trust Current	PC	IT Equipment	Cloudy IT	S	71.34	14.27	85.61
984	IT Hardware	05/02/2026		1 Unity Trust Current	432612526	IT Equipment	Cloudy IT	S	966.50	193.30	1,159.80
981	World Pay Fee	05/02/2026		1 Unity Trust Current	Worldpay	Credit Card Fees	Worldpay	S	0.04	0.01	0.05
982	World Pay Fee	05/02/2026		1 Unity Trust Current	Worldpay	Credit Card Fees	Worldpay	S	10.00	2.00	12.00
981	World Pay Fee	05/02/2026		1 Unity Trust Current	Worldpay	Credit Card Fees	Worldpay	E	1.49		1.49
989	Utilities - Gas	09/02/2026		1 Unity Trust Current	DD	Gas	EDF Energy	S	710.58	142.12	852.70
990	Capital Expenditure	09/02/2026		1 Unity Trust Current	422276696	General Maintenance - Church	St Peter & St Paul Parish Cl	Z	500.00		500.00
991	General Maintenance	09/02/2026		Lloyd Credit Card	Card	Public Toilet Consumables	Latham's Steel Security Do	Z	10.19		10.19
991	General Maintenance	09/02/2026		Lloyd Credit Card	Card	Public Toilet Consumables	Latham's Steel Security Do	S	50.00	10.00	60.00
986	Information Commissioner's Of	09/02/2026		1 Unity Trust Current	DD	Annual Fee	ICO - Information Commis	E	47.00		47.00
Total									58,833.25	3,209.70	62,042.95

Swaffham Town Council

	Bank Reconciliation at 06/02/2026		
	Cash in Hand 01/04/2025		1,729,720.36
	ADD Receipts 01/04/2025 - 06/02/2026		895,882.05
			2,625,602.41
	SUBTRACT Payments 01/04/2025 - 06/02/2026		777,531.65
A	Cash in Hand 06/02/2026 (per Cash Book)		1,848,070.76
	Cash in hand per Bank Statements		
	Petty Cash	06/02/2026 326.10	
	1 Unity Trust Current	06/02/2026 178,364.77	
	Unity Trust Deposit	06/02/2026 58,642.35	
	Lloyd Credit Card	06/02/2026 0.00	
	Instant Access	29/01/2026 771,983.41	
	CCLA Public Sector Deposit Fund	29/01/2026 450,000.00	
	Hinkley & Rugby Savings	27/01/2026 451,181.30	
			1,910,497.93
	Less unrepresented payments		63,921.55
			1,846,576.38
	Plus unrepresented receipts		1,494.38
B	Adjusted Bank Balance		1,848,070.76
	A = B Checks out OK		