

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

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

Town Clerk: H Carrier

Minute taker: D Hamilton

Members of public: Five

Breckland District Councillors: J Anscombe, D Wickerson and J Morton

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

215/25 Apologies for absence

Apologies were received in advance from C Ellerbeck, L Scott and J Skinner
 Norfolk County Councillor W Nunn was absent.

216/25 Declarations of interest

None received.

217/25 Minutes of the Ordinary Full Council Meeting held on Wednesday 11 February 2026
ACTION: The minutes were agreed and signed by the Chairman as an accurate record.

218/25 Co-Option

The Councillors were invited to place their choice for co-option in a closed vote. Kelly Alford was elected as the new Council member with five votes to four.
 Cllr Beech welcomed Cllr Alford to Swaffham Town Council and invited her to join the meeting.

219/25 Reports

219.1. Norfolk County Council

Cllr Nunn was not present and provided a report in advance - Appendix 1

Cllr Zielinski requested that Cllr Nunn focus on efforts to bring a bypass to Swaffham. Cllr Zielinski also stated that reports received from Cllr Nunn are too long and irrelevant to Swaffham.

219.2. Breckland District Council

Cllr Morton provided a report which was circulated prior to the meeting – Appendix 2

Cllr Anscombe provided a report which was circulated prior to the meeting – Appendix 3
 Cllr Anscombe gave an update on the following:

There was no further update on Old Hammond’s School and Lidl.

Cllr Anscombe reported that Norfolk Agents are taking up space on number 83 Marketplace and the old Leli Deli now has a tenant.

Cllr Wickerson provided an update that work is in progress with the Trust and the Academy to finalise designs and plans for the enhanced leisure facilities at the Academy site. Next steps are the updated feasibility and drawings before planning permission and the spend is now likely to be in the next financial year. The future leisure provision for Swaffham, £700 000, and the Swaffham Newbuild on the Ecotec site, £1 million, will be moved to the next financial year.

219.3. Police

It was noted that this section be removed from the agenda moving forward as the Police no longer provide reports and instead hold SNAP meetings.

220/25 Public Forum

The Mayor closed the meeting to allow members of the public to speak at 6.39pm.

Cllr Zielinski asked if there was an update on Margaret's Tea Rooms and Cllr Anscombe has said that there is no update yet.

Cllr Darby asked if there could be assurance from all District Councillors that the Drovers Solar Farms application will be objected to. Cllr Wickerson assured Cllr Darby that Breckland had already objected to the Solar Farms, and this has not changed.

Cllr Beech asked if the District Councillors have had an update on the LGR and Cllr Morton confirmed that they will have a response within the next couple of weeks.

6.44pm the Mayor called the meeting back into session.

221/25 Reports221.1. Mayor

The Mayor gave a brief update of the events attended since the last meeting including attending the Ceremonial Opening of the King's Lynn Mart and the first event of the year of the Showmen's Guild with Cllr Eves.

221.2. Town Clerk

The Town Clerk welcomed Cllr Alford to the Town Council and said an induction will be arranged.

The Town Clerk then gave a verbal report as follows:

Staff Training

Danielle, Ryan, and I completed a three-day IOSH Health & Safety course, earning the IOSH Managing Safely qualification

Councillor Training

A reminder that councillor training is scheduled for Friday, 13 March, from 9.30 am. Please make every effort to attend, as this session has been arranged for several weeks. As it is an in-person training session, the cost is higher than usual

Town Wardens

Two Town Wardens have been recruited and started this week (pink uniform). They attended training and completed initial paperwork on Tuesday and Wednesday, after which they began on-the-job duties. The Wardens will operate on a job-share basis, alternating weeks

221.3. Museum Report from Cllr Zielinski

Cllr Zielinski reported that he had attended the Trustee meeting and all is going well financially. The museum is now open full-time and currently operates on a donations-only basis. The committee is considering whether to continue with this model in the future or to introduce an admission fee.

222/25 Late items

None received

223/25 Correspondence

None received

224/25 Toilet block plan

The plan had been distributed to councillor prior to the meeting.

The Town Clerk added the planning permission would now need to be granted and this would be a Category 2 application at a cost of £298.

Cllr Darby expressed that he would like to see the estimated running costs of the new proposed changes to the public toilets before deciding. Cllr Darby also questioned the loss of the rental income from the retail space at the front of the public toilets. The Town Clerk clarified that the plans still made provision for a community space that could be rented out to the public for pop up shops or an indoor market stall so a revenue could still be generated.

Cllr Zielinski proposed that the Council proceed with the application to ensure the toilets are improved and do not remain in their current condition.

ACTION: It was agreed with eight councillors agreeing and one against to move forward with the toilet block plan

225/25 Town Council Policies:**225.1. Standing Orders**

ACTION: It was agreed to accept the Standing Orders

225.2. Mayor & Deputy Mayor Guidance Policy

The Town Clerk wished to highlight to all Councillors that as per Standing Orders it is standard practice to have a prepared citation (of a minimum of 50 words – maximum 200 words) of the reasons why a Councillor is putting themselves forward as Deputy Mayor or is being proposed as Deputy Mayor.

ACTION: It was agreed to accept the Mayor & Deputy Mayor Guidance Policy

225.3. Hand Arm Vibration Policy

ACTION: It was agreed to accept the Hand Arm Vibration Policy

226/25 Finance**226.1. Receipts from February 2026**

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

226.2. Payments of accounts for March 2026

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

226.3. Bank Reconciliation to date of Agenda

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

227/25 To resolve to exclude the press and public from the meeting pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, as applied by Section 100 of the Local Government Act 1972, as matters under discussion are confidential and related to legal matters

228/25 Heads of Terms from Breckland Council regarding car parks

The Heads of Terms have been received.

229/25 Next Full Council meeting

Wednesday 8 April 2026, 6.30pm to be held in the Council Chamber at the Town Hall.

Report to Swaffham Town Council – March 2026

CLr William Nunn, Norfolk County Councillor

Norfolk County Council has approved a balanced £613.8m budget for 2026–27, demonstrating strong financial leadership and prudent management in what remains one of the toughest funding climates in decades.

Under Conservative leadership, the council has once again delivered stability and certainty for residents, setting a balanced financial position while identifying £42.3 million in savings and efficiencies and committing £76.3 million in targeted investment to protect vital services and strengthen Norfolk's economy.

Despite significant national financial pressures and ongoing constraints in central government funding, Norfolk's Conservative administration has ensured the county remains on a firm financial footing, without resorting to emergency measures. This stands in stark contrast to a growing number of upper-tier authorities across the country that have issued Section 114 notices or are facing effective bankruptcy.

The budget enables the council to continue:

- Protecting frontline services
- Investing heavily in adults and children's services
- Delivering new libraries and modern learning hubs in key towns
- Supporting for heritage, culture, and tourism
- Driving transformative reforms to improve efficiency and outcomes
- Backing economic growth and infrastructure
- Maintaining long-term financial sustainability

Councillors also agreed a 4.998% council tax increase, in line with national funding assumptions and the continued reliance on local taxation to safeguard core services. Norfolk Conservatives have been clear that this decision reflects the financial realities facing councils nationwide, while ensuring essential services remain protected for Norfolk residents.

This budget reinforces Norfolk Conservatives' commitment to careful stewardship of taxpayers' money, strong local services, and a resilient future for the county.

County council elections confirmed for 7th May

Elections for all 84 divisions of Norfolk County Council will now go ahead on 7th May, following a late reversal by the Labour Government to withdraw its previous decision to postpone the vote.

The original postponement had been announced to allow councils to focus on preparations for local government reorganisation and devolution. However, the sudden change of direction has created uncertainty for local authorities across the country.

Despite the shifting national position, Norfolk County Council had responsibly prepared for all eventualities. The authority had already made financial provision and operational plans to ensure elections could proceed smoothly if required.

Local Conservative leaders have welcomed the confirmation that residents will have their say as planned. The Norfolk Conservatives have reiterated their commitment to strong local leadership, sound financial management and standing up for Norfolk's interests, particularly at a time when national policy decisions have caused disruption and uncertainty for councils.

With elections now confirmed, attention turns to ensuring a clear choice for voters about the future direction of the county and continued stable leadership for Norfolk.

Further details of the Government's decision can be found in its published statement on the postponement of local elections in England in May 2026.

Norfolk County Council invests in community led highway improvements across the county

Norfolk County Council has reaffirmed its commitment to supporting local communities with the approval of 99 new highway improvement schemes for 2026-27, delivered in partnership with town and parish councils across Norfolk.

Papers published today ahead of next month's Cabinet meeting highlight how the Parish Partnership Programme, now entering its fifteenth year, gives local communities a voice in shaping the highways enhancements that matter most to them, whether that's improving pedestrian safety, slowing vehicle speeds, or making it easier to walk, cycle or access local services.

This year's programme represents a total investment of £769,034, made possible through the longstanding 50/50 funding model. Town and parish councils will collectively contribute £384,517, matched by £384,517 from Norfolk County Council, enabling more than twice as many small-scale schemes to be delivered than could be funded by the council alone.

In total local councils submitted 99 bids for 2026/27 and all were approved as viable schemes after being carefully assessed against value for money, community outcomes, safety benefits and compliance.

The programme will deliver across the county from Ashill and Attleborough to Wymondham and Weybourne and include;

- **68 small highway improvements** - such as village gateways, new trods, signage, surfacing, benches, and access improvements
- **31 vehicle activated speed sign (VAS/SAM2) projects**, helping encourage safer speeds through villages and towns. The County Council has stepped in to fully support this part of the programme following the withdrawal of previous funding from the Safety Camera Partnership

The full report including a list of all 99 schemes can be found from page 788 in the [cabinet papers online](#).

Norfolk County Council back hospitality with £250,000 support programme

Norfolk County Council is delivering targeted support for the county's vital hospitality sector, launching a £250,000 package at the Norfolk Market Towns Conference as part of a wider £1m investment in high streets.

More than 120 retailers and organisations gathered at Thursford to shape the future of Norfolk's market towns, highlighting the council's proactive, partnership-led approach to supporting local businesses.

Building on the success of the council's High Streets Matter initiative, the new programme will offer bespoke training for pubs, restaurants, hotels and independent retailers. Businesses can access practical workshops, both in-person and online, covering marketing, bookings, menu development and staffing, alongside business improvement grants of up to £1,000.

A further High Growth Programme will support 24 ambitious businesses with specialist advice and grants of up to £2,500 to help grow the next retail and hospitality success stories.

Additional Love Your Market Town grants will help businesses boost civic pride, increase footfall and celebrate what makes their town unique, while Retail Excellence courses are also available for non-hospitality high street businesses.

This investment underlines Norfolk Conservatives' commitment to backing local enterprise, strengthening market towns and ensuring Norfolk's high streets remain vibrant, resilient and ready to thrive.

Norfolk County Council launches 2026 Rural Business Awards

Norfolk County Council is once again shining a spotlight on the county's outstanding rural enterprise as nominations open for the prestigious Norfolk Rural Business Awards 2026.

From pioneering food and drink producers to forward-thinking farming innovators and dedicated community champions, the awards celebrate the very best of rural Norfolk. Businesses, individuals and organisations are invited to apply across nine categories, with finalists honoured at a special ceremony during the Royal Norfolk Show in June.

Now firmly established as a highlight of Norfolk's business calendar, the 2026 awards were officially launched on 10th February at the Norfolk Farming Conference, underlining the council's ongoing commitment to supporting and championing the rural economy.

Delivered by Norfolk County Council in partnership with the Royal Norfolk Agricultural Association, the awards recognise excellence, innovation and resilience across the county's diverse rural sectors. The council continues to work closely with partners and sponsors to ensure rural businesses receive the recognition they deserve.

Each category will be judged by a specialist panel, who will review applications and follow up with shortlisted nominees before selecting the winners. The closing date for entries is Tuesday 21st April.

Winners will receive a trophy and certificate, as well as the opportunity to use Norfolk Rural Business Awards branding in their promotions, a mark of excellence backed by Norfolk County Council.

The categories are:

- Best Rural Community Initiative - sponsored by Pearn Wyatt Transport Ltd
- Best Rural Innovation in Practice - sponsored by Birketts
- Best Food and Drink Producer - sponsored by Fountain Fresh Imports
- Norfolk's 'Unsung Hero' - sponsored by Poultec
- Best Food and Farming Champion - sponsored by CLG Norfolk
- Best Emerging Talent - sponsored by PlantGrow
- Best Rural Tourism Attraction - sponsored by Thursford
- Best Woman in Agriculture - sponsored by Lovewell Blake
- Best Rural Business - sponsored by New Anglia Growth Hub

Find out how to apply by visiting www.norfolk.gov.uk/business/norfolk-rural-business-awards.

Norfolk strengthens support for fostering

Leaders at Norfolk County Council have reaffirmed their commitment to strengthening fostering services and supporting foster families across the county.

The council continues to focus on:

- Expanding fostering capacity
- Enhancing regional collaboration
- Innovating to improve outcomes for children
- Developing stronger support for foster families
- Simplifying processes and putting trusted relationships first

This builds on significant investment, agreed last month, which will see:

- A 15% uplift in fees for mainstream and kinship carers
- Additional uplifts for mainstream carers looking after children aged 10 and older
- Greater rewards for long service
- An expanded therapeutic support team
- Enhanced practical support for foster families

Norfolk County Council is taking action to address the ongoing shortage of foster carers. There are children currently living in residential care who could thrive in a fostering family. Evidence shows that living in a family environment is less traumatic and leads to better long-term outcomes for children in care. It also represents better value for the local authority, with a residential care placement in Norfolk costing nearly £300,000 per year compared with around £45,000 per year for a foster home.

The council continues to play a key role in regional collaboration through Foster East, a partnership between 11 local authorities across the eastern region.

On average, five children per week come into care in Norfolk. The council works with around 300 fostering households who look after children ranging in age from babies to young adults.

For further information visit www.norfolk.gov.uk/fostering

Boost for water safety as new rescue boats arrive

Norfolk Fire & Rescue Service has taken delivery of six new Zodiac Milpro ERB400 rescue boats to strengthen its response to water emergencies across the county.

The boats will support rescues on inland waterways and the Broads, as well as assist during major flooding incidents. They will replace ageing vessels at King's Lynn, Great Yarmouth, Dereham and Carrow fire stations, with an additional boat based at the Training and Development Centre in Bowthorpe to enhance in-house training.

Crews will complete familiarisation training before the new fleet becomes fully operational. The investment modernises equipment that was more than 18 years old, ensuring firefighters are equipped to respond quickly and safely.

Norfolk Fire & Rescue Service will continue working with partners through the county's Water Safety Forum to educate the public about staying safe around water. In any coastal emergency, residents should call 999 and ask for HM Coastguard.

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

NEW: 'Pride in Breckland' Grant

Breckland is establishing a new £100,000 'Pride in Breckland' grant scheme to support projects that 'enhance the district and respond to the needs of local communities', providing direct investment to projects that make a real difference. A share will be allocated to each of the Town Councils who will be able to use the grants to support their towns. Projects that could potentially be supported through the scheme include:

- Those enhancing public spaces
- Those supporting cultural, arts or heritage initiatives
- Those that enable environmental improvements such as tree planting or community clean ups

Town councils will receive more details, including their allocation of funding, in the coming days. This is a fantastic opportunity for Swaffham and our other Breckland market towns.

Breckland Council Budget 2026-27

Last week, Breckland Councillor approved our budget for the coming year. The budget is balanced for this year and next, and continues to invest in our district and support our most vulnerable residents. There are no cuts in services, and whilst district council tax will increase by £4.95 per **year** for a Band D property (most properties are bands A-C so will pay less), we will continue to have the lowest district council tax in the county.

Read the full budget here:

<https://democracy.breckland.gov.uk/documents/s74743/Budget%20Medium%20Term%20Plan%20and%20Capital%20Strategy.pdf>

Breckland Council Inspiring Communities Grant Scheme

The latest round of this grant scheme funded by Breckland Council closes for applications on 12th March, offering match funding of up to £5000 to support projects that enhance health and wellbeing in the district. Further rounds are expected in the 2026-27 financial year and details can be found at

<https://www.norfolkfoundation.com/funding-support/grants/groups/breckland-council-inspiring-communities/>.

Old Hamonds School

Reported to developer February 15th that youths were climbing over the gate to enter the premises. Developer visited the following day to check access. There has been some social media about the contractor traffic that may occur along Whitsands Road, when the development works start, this is part of the conditions for the development.

Article in Lynn News February 16th supports that this development is moving ahead, but there is no timeline at present.

Police & Crime Commissioner Survey - Business Crime Survey

The aim of the survey is to better understand the real experiences and concerns of businesses across the county. It will help capture issues that may not always be reported to us and provides insight into crime, antisocial behaviour and prevention.

The results will help shape local policing priorities, problem-solving and partnership activity based on business feedback.

The survey is running for two months and will close on Tuesday 31 March.

You can find the survey here: <https://www.smartsurvey.co.uk/s/NorfolkBusinessCrimeSurvey/>

Local Plan 2022-2042 update

Attended a Local Plan update meeting February 18th. Regulation 19 process will begin in July 2026 for the next consultation, and the Local Plan will be redrafted ready for the final submission to the Planning Inspectorate in December 2026.

Dwellings for Regulation 19 are 7774 and the for the total plan is 19218.

A shortfall in Gypsy and Traveller site across Breckland, will be looked at.

The first set of consultee comments, which includes Statutory Consultees alongside some additional consultee comments have now been published. Please use the link below.

<https://www.breckland.gov.uk/local-plan-2025>

LGR & Devolution Update

Shared from Cllr Bill Borrett – Cabinet Member for LGR & Devolution

Local Government Reorganisation (LGR) Timetable

The Government is saying that it remains committed to the imposition of LGR in Norfolk.

- They are saying that the Minister will decide their preferred model for Unitary Government in Norfolk (3, 2 or 1 Councils) this March.
- There will be elections to the new Council(s) in May 2027.
- The new Councillors will operate in 'shadow' form for a year before taking control fully in May 2028 when the new Unitary Councils 'go live'.

There has been some press commentary sparked by debates at Norfolk County Council that LGR has been "cancelled". This has never been up to Norfolk's existing Councils, it is the Governments decision, and they have given no indication that they are changing their plans to go ahead.

Breckland's Members decided in the March 2025 Council Meeting that they do not support the Governments proposals for LGR. They were very concerned on the effects on residents and businesses. However, given the Government is pushing ahead anyway, we have continued to promote the case for the 3 Unitary Councils.

Devolution

The Government has continued to say it wants the whole country covered by Mayoral Authorities.

Norfolk and Suffolk have been designated a "priority" area for "Devolution" with the view that a combined Norfolk and Suffolk population of 1.5m is their preferred size for a new Mayoral area. Whilst it is unclear what powers this Mayor will hold, it is thought that they might include: access to capital funding, "strategic planning", the power to create spatial plans for Norfolk and Suffolk and include the two Police and Crime Commissioner roles.

The Government had originally proposed this would start following the Mayoral elections in May 2026. However, they have since announced that they are postponing the Mayoral election to May 2028. It is currently unclear what, if any, retained benefit may be available in the interim between 2026 – 2028.

Community Network Workshop.

Date: Thursday 26th March 2026 - 10:00 - 14:00

Venue: Breckland Council, Elizabeth House, Walpole Loke, Dereham, NR19 1EE

Guest Speakers on Topics Including:

- **Community Action Norfolk - Martyn's Law: We'll explore what Martyn's Law is and why it matters for local venues.**
- **Voluntary Norfolk - Vision for Volunteering: A look at how we can support volunteers and shape a shared vision together.**
- **Health & Wellbeing Partnership - Community Funding: We'll share an update on the funding available and what opportunities it could open for your organisation.**

Community First Responders

Pleased to support the Friends of Swaffham Area Community First Responders in their grant application to fundraise for equipment for the volunteers that provide such a valuable emergency service in the Swaffham area. Currently 5 CFRs share just one kit, so it is urgent that more kits and uniforms are purchased for the volunteers.

Cllr Judy Anscombe

Breckland Council Ward Member

Judy.anscombe@breckland.gov.uk

Swaffham Town Council

06 March 2026 (2025-2026)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
760	Allotment Rent	02/02/2026	Invoice 2660	1 Unity Trust Current	BACS	Asset Rental	Fountain of Life Church	Z	416.67		416.67
761	MS Teams Refund - Swaffham	02/02/2026	Invoice 2895	1 Unity Trust Current	BACS	Telephone & Wifi	Swaffham Heritage	S	47.17	9.43	56.60
763	Hospitality	02/02/2026	Inv 2940	1 Unity Trust Current	Cash	Hospitality	Various MOP	E	5.00		5.00
765	Allotment Rent	02/02/2026	Inv 2922	1 Unity Trust Current	Card	Allotment Deposit	Indre Zablackaite	E	19.49		19.49
764	Cemetery Fees	02/02/2026	Inv 2941	1 Unity Trust Current	BACS	Cemetery - Memorial	H Brett & Sons	E	241.54		241.54
762	Market Casual Trader	02/02/2026	Inv 2939	1 Unity Trust Current	Cash	Market - Casual Rent	The Refill Wagon	E	17.50		17.50
765	Allotment Deposits	02/02/2026	Inv 2922	1 Unity Trust Current	Card	Allotment Deposit	Indre Zablackaite	E	40.00		40.00
767	Bank Interest	03/02/2026		1 Unity Trust Current	DD	Bank - Interest	CCLA Investment Managen	E	1,451.89		1,451.89
766	Cemetery Fees	03/02/2026	Inv 2938	1 Unity Trust Current	PC	Cemetery - Burial	East of England Co-op	E	579.29		579.29
766	Cemetery Fees	03/02/2026	Inv 2938	1 Unity Trust Current	PC	Cemetery - Burial	East of England Co-op	E	18.49		18.49
766	Cemetery Fees	03/02/2026	Inv 2938	1 Unity Trust Current	PC	Cemetery - Burial	East of England Co-op	E	276.79		276.79
768	Market Licensed Traders	03/02/2026	Inv 2931	1 Unity Trust Current	Card	Market - Regular Trader	L Blue Concina	E	33.35		33.35
769	General Maintenance	04/02/2026	25005511M NF COMP	1 Unity Trust Current	BACS	Toilets - Compensation	HMCTS Centralised	E	20.00		20.00
770	General Maintenance	04/02/2026	25005523D NF COMP	1 Unity Trust Current	BACS	Toilets - Compensation	HMCTS Centralised	E	80.00		80.00
771	Allotment Rent	04/02/2026	Inv 2942	1 Unity Trust Current	Cheque 300399	Allotment rent	Jan Leigh	E	-18.36		-18.36
772	Market Licensed Traders	05/02/2026	Inv 2925	1 Unity Trust Current	BACS	Market - Regular Trader	Watchman & Wife	E	97.47		97.47
773	Market Licensed Traders	09/02/2026	Inv 2928	1 Unity Trust Current	BACS	Market - Regular Trader	Love Pepper UK	E	146.21		146.21
774	Market Licensed Traders	09/02/2026	Inv 2929	1 Unity Trust Current	BACS	Market - Regular Trader	Melt Down Danes/Printed 1	E	146.21		146.21
775	Cemetery Fees	10/02/2026	Inv 2943	1 Unity Trust Current	BACS	Cemetery - Burial	Thornalley FD KL	E	579.29		579.29
776	Utilities	11/02/2026	Inv 2944	1 Unity Trust Current	BACS	Barn - Flat utilities	Fountain of Life Church	S	358.40	71.68	430.08
777	Cemetery Fees	11/02/2026	Inv 2945	1 Unity Trust Current	BACS	Cemetery - Burial	Thornalley FD KL	E	579.29		579.29
778	Market Licensed Traders	11/02/2026	Inv 2933	1 Unity Trust Current	BACS	Market - Regular Trader	Old Bygones	E	97.47		97.47
779	Market Licensed Traders	12/02/2026	Inv 2935	1 Unity Trust Current	BACS	Market - Regular Trader	Paul Cross Auctions	E	196.39		196.39
780	Market Licensed Traders	12/02/2026	Inv 2930	1 Unity Trust Current	BACS	Market - Regular Trader	Routs of Wisbech	E	97.47		97.47
781	Allotment Rent	13/02/2026	Inv 2949	1 Unity Trust Current	Stripe	Allotment Deposit	Monika Fikret	E	13.94		13.94
781	Allotment Deposits	13/02/2026	Inv 2949	1 Unity Trust Current	Stripe	Allotment Deposit	Monika Fikret	E	40.00		40.00
782	Parish Partnership Funding	13/02/2026	Inv 2909	1 Unity Trust Current	BACS	Funding	Norfolk County Council	Z	10,848.00		10,848.00
783	Market Licensed Traders	16/02/2026	Inv 2936	1 Unity Trust Current	Cash	Market - Regular Trader	QMB Antiques	E	61.56		61.56
784	Market Licensed Traders	16/02/2026	Inv 2923	1 Unity Trust Current	Cash	Market - Regular Trader	Carols Collectables	E	61.56		61.56
785	Market Licensed Traders	16/02/2026	Inv 2937	1 Unity Trust Current	BACS	Market - Regular Trader	LW Sales	E	146.21		146.21
786	Market Casual Trader	16/02/2026	Inv 2950	1 Unity Trust Current	Cash	Market - Casual Rent	The Refill Wagon	E	17.50		17.50
787	Market Casual Trader	16/02/2026	Inv 2951	1 Unity Trust Current	Cash	Market - Casual Rent	Glue	E	17.50		17.50
788	Market Casual Trader	16/02/2026	Inv 2952	1 Unity Trust Current	Cash	Market - Casual Rent	Earth Panda Creations Ltd	E	17.50		17.50
789	Market Casual Trader	16/02/2026	Inv 2953	1 Unity Trust Current	Cash	Market - Casual Rent	Leli's Deli	E	17.50		17.50

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06 March 2026 (2025-2026)

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
791	Utilities	18/02/2026	Inv 2955	1 Unity Trust Curren	BACS	Barn - Flat utilities	Fountain of Life Church	S	-358.40	-71.68	-430.08
790	Market Licensed Traders	18/02/2026	Inv 2926	1 Unity Trust Curren	BACS	Market - Regular Trader	Active Solutions	E	66.69		66.69
792	Coin Entry Revenue	18/02/2026	Wed 18/2	1 Unity Trust Curren	Cash	Entry Fee	Various MOP	E	10.15		10.15
795	Allotment Rent	20/02/2026	Inv 2727	1 Unity Trust Curren	Stripe	Allotment rent	Stewart Harvey	E	43.25		43.25
794	Cemetery Fees	20/02/2026	Invoice 2956	1 Unity Trust Curren	BACS	Cemetery - Ashes	Eirlys Johnson Futral Servi	E	386.00		386.00
796	Cemetery Fees	20/02/2026	Inv 2954	1 Unity Trust Curren	Card	Cemetery - Exclusive Rights	Margaret MacCann	E	18.49		18.49
796	Cemetery Fees	20/02/2026	Inv 2954	1 Unity Trust Curren	Card	Cemetery - Exclusive Rights	Margaret MacCann	E	276.79		276.79
793	Market Licensed Traders	20/02/2026	Inv 2924	1 Unity Trust Curren	Stripe	Market - Regular Trader	Sea Green Soap	E	51.30		51.30
797	Cemetery Fees	23/02/2026	Inv 2369	1 Unity Trust Curren	BACS	Cemetery - Burial	Andrew Francis FS	E	579.29		579.29
798	Cemetery Fees	23/02/2026	Inv 2390	1 Unity Trust Curren	BACS	Cemetery - Ashes	Andrew Francis FS	E	9.30		9.30
798	Cemetery Fees	23/02/2026	Inv 2390	1 Unity Trust Curren	BACS	Cemetery - Ashes	Andrew Francis FS	E	11.41		11.41
799	Cemetery Fees	25/02/2026	Inv 2946	1 Unity Trust Curren	BACS	Cemetery - Exclusive Rights	David Cannon	E	18.49		18.49
799	Cemetery Fees	25/02/2026	Inv 2946	1 Unity Trust Curren	BACS	Cemetery - Exclusive Rights	David Cannon	E	276.79		276.79
801	Chamber Hire	27/02/2026	Inv 2947	1 Unity Trust Curren	BACS	Chamber Room Hire	Norfolk & Norwich Festival	E	34.50		34.50
Total									18,192.34	9.43	18,201.77

Swaffham Town Council
PAYMENTS (AWAITING AUTHORISATION) LIST

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Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
878	Consumables	24/02/2026		1 Unity Trust Curren	315441307	Public Toilet Consumables	Anglian Chemicals	S	7.35	1.47	8.82
974	Water Rates	02/02/2026		1 Unity Trust Curren	608442691	Water Rates - Town Hall	WAVE - Anglian Water	E	488.57		488.57
997	Stripe Fee	13/02/2026	Inv 2949	1 Unity Trust Curren	Stripe	Stripe Transaction Fee	Stripe	X	1.01		1.01
998	Admin	16/02/2026		1 Unity Trust Curren	18640064	Town Guide Map	Latitude Mapping Limited	S	404.13	80.83	484.96
1000	Nayax Monthly Processing Fee	17/02/2026		1 Unity Trust Curren	879382738	Nayax Fees	Nayax	S	10.00	2.00	12.00
1001	Market Superintendent Phone	17/02/2026		1 Unity Trust Curren	DD	Mobile Charges	Vodafone	S	18.08	3.61	21.69
1002	Payroll Services	17/02/2026		1 Unity Trust Curren	126477400	Payroll Services	Stephenson Smart	S	58.00	11.60	69.60
1003	Electricity Town Hall AGR04723	17/02/2026		1 Unity Trust Curren	DD	Electricity - Town Hall	SSE - Southern Electric	L	391.37	19.57	410.94
1004	Electric Market AGR0442785 (E	17/02/2026		1 Unity Trust Curren	DD	Electricity - Buttercross	SSE - Southern Electric	L	180.57	9.03	189.60
1005	Electricity Cemetery AGR04963	17/02/2026		1 Unity Trust Curren	DD	Electricity - Chapel	SSE - Southern Electric	L	60.32	3.02	63.34
1006	Electricity Public Toilets AGR04	17/02/2026		1 Unity Trust Curren	DD	Electricity - Public Toilets	SSE - Southern Electric	L	91.97	4.60	96.57
1007	Electricity Rec Ground AGR045	17/02/2026		1 Unity Trust Curren	DD	Electricity - Rec Ground	SSE - Southern Electric	L	34.53	1.73	36.26
1009	IT Hardware	17/02/2026		Lloyd Credit Card	Card	IT Equipment	Amazon	S	14.99	3.00	17.99
1010	Stationery	17/02/2026		Lloyd Credit Card	Card	Stationery	Amazon	S	5.99	1.20	7.19
1010	Stationery	17/02/2026		Lloyd Credit Card	Card	Stationery	Amazon	S	6.57	1.32	7.89
1011	CPRE	17/02/2026		1 Unity Trust Curren	DD	Monthly Subscription	CPRE	X	5.00		5.00
1013	General Maintenance	17/02/2026		Lloyd Credit Card	Card	General Maintenance	Amazon	S	29.07	5.81	34.88
1013	General Maintenance	17/02/2026		Lloyd Credit Card	Card	General Maintenance	Amazon	S	24.24	4.85	29.09
1014	Bank Charges	17/02/2026		Lloyd Credit Card	Card	Credit Card Fees	Lloyds Bank - Cr Card	E	3.00		3.00
1015	Software	17/02/2026		Lloyd Credit Card	Card	IT - Software	Adobe	E	16.64		16.64
1015	Software	17/02/2026		Lloyd Credit Card	Card	IT - Software	Adobe	S	16.64	3.33	19.97
1016	IT Monthly WiFi/Teams/MS 365	17/02/2026		1 Unity Trust Curren	501238131	Monthly Subscription	Cloudy IT	S	675.48	135.10	810.58
1017	Iceni Newsletter	17/02/2026		1 Unity Trust Curren	519306449	Iceni Newsletter	Iceni Partnership	S	105.00	21.00	126.00
1018	Waste Collection	17/02/2026		1 Unity Trust Curren	376565583	Waste Collection	Breckland District Council	E	107.02		107.02
1018	Waste Collection	17/02/2026		1 Unity Trust Curren	376565583	Waste Collection	Breckland District Council	E	71.46		71.46
1019	Christmas Light Switch On	17/02/2026		1 Unity Trust Curren	174745550	Event - Entertainment	Gaming Events 2U Ltd	E	50.00		50.00
1020	General Maintenance - Open Sp	17/02/2026		1 Unity Trust Curren	529522566	General Maintenance	Swaffham Building Supplie	S	12.50	2.50	15.00
1020	General Maintenance - Open Sp	17/02/2026		1 Unity Trust Curren	529522566	General Maintenance	Swaffham Building Supplie	S	19.73	3.95	23.68
1020	General Maintenance - Open Sp	17/02/2026		1 Unity Trust Curren	529522566	General Maintenance	Swaffham Building Supplie	S	10.00	2.00	12.00
1021	Shop Rental	17/02/2026		1 Unity Trust Curren	456682352	Rates	Breckland District Council	E	472.75		472.75
1022	World Pay Fee	18/02/2026		1 Unity Trust Curren	Worldpay	Credit Card Fees	Worldpay	E	1.54		1.54
1022	World Pay Fee	18/02/2026		1 Unity Trust Curren	Worldpay	Credit Card Fees	Worldpay	S	0.08	0.02	0.10
1027	Stripe Fee	20/02/2026		1 Unity Trust Curren	Stripe	Stripe Transaction Fee	Stripe	X	1.17		1.17
1028	Stripe Fee	20/02/2026		1 Unity Trust Curren	Stripe	Stripe Transaction Fee	Stripe	X	0.85		0.85

Swaffham Town Council
PAYMENTS (AWAITING AUTHORISATION) LIST

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Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1034	SLCC	24/02/2026		1 Unity Trust Current	601045719	SLCC Membership	SLCC Enterprize	Z	442.00		442.00
1035	Training - Councillors	24/02/2026		1 Unity Trust Current	989450631	Training - Councillors	CHRGs Ltd	S	495.00	99.00	594.00
1036	Printing	24/02/2026		1 Unity Trust Current	213102746	Town Guide Printing	K Lockwood & R Slater Ltd	Z	885.00		885.00
1037	Waste Collection	24/02/2026		1 Unity Trust Current	202796533	Waste Tipping	Gamble Plant (Hire) Limite	S	127.50	25.50	153.00
1038	Christmas Light Switch On	24/02/2026		1 Unity Trust Current	202281395	Christmas Event	Miniature Donkey for Ther	Z	65.00		65.00
1040	Hospitality	24/02/2026		1 Unity Trust Current	750895027	Drinking Water	Cooleraid	S	23.80	4.76	28.56
1041	Fuel	24/02/2026		1 Unity Trust Current	661765495	Fuel	Swaffham Service Centre	S	132.96	26.59	159.55
1042	General Maintenance - Open S	24/02/2026		1 Unity Trust Current	22581436	Outdoor Equipment Mainten	Ben Burgess Beeston	S	60.36	12.07	72.43
1043	World Pay Fee	25/02/2026		1 Unity Trust Current	Worldpay	Credit Card Fees	Worldpay	E	7.38		7.38
1043	World Pay Fee	25/02/2026		1 Unity Trust Current	Worldpay	Credit Card Fees	Worldpay	S	0.04	0.01	0.05
1046	Bank Charges	02/03/2026		1 Unity Trust Current	DD	Bank Service Charge	Unity Trust Bank	E	22.05		22.05
1047	Photocopier	02/03/2026		1 Unity Trust Current	778862624	Photocopier - Contract	Officeflow Office Automat	S	70.79	14.16	84.95
1048	Water Rates	02/03/2026		1 Unity Trust Current	136100827/777888	Water Rates - Allotments	WAVE - Anglian Water	E	31.77		31.77
1048	Water Rates	02/03/2026		1 Unity Trust Current	136100827/777888	Water Rates - Allotments	WAVE - Anglian Water	E	26.73		26.73
1048	Water Rates	02/03/2026		1 Unity Trust Current	136100827/777888	Water Rates - Allotments	WAVE - Anglian Water	E	54.48		54.48
1049	Water Rates	02/03/2026		1 Unity Trust Current	522259431	Water Rates - Public Toilets	WAVE - Anglian Water	E	69.86		69.86
1050	Water Rates	02/03/2026		1 Unity Trust Current	832331943	Water Rates - Rec Ground	WAVE - Anglian Water	E	6.55		6.55
1051	Storage Container	02/03/2026		1 Unity Trust Current	241277232	Storage Container - Monthly	Waites & Stone	S	100.00	20.00	120.00
1052	H&S Contract	02/03/2026		Lloyd Credit Card	Card	H&S Equipment	Amazon	S	5.23	1.05	6.28
1052	H&S Contract	02/03/2026		Lloyd Credit Card	Card	H&S Equipment	Amazon	S	12.06	2.42	14.48
1052	H&S Contract	02/03/2026		Lloyd Credit Card	Card	H&S Equipment	Amazon	S	38.32	7.66	45.98
1053	Stationery	02/03/2026		Lloyd Credit Card	Card	Stationery	Amazon	S	7.35	1.47	8.82
1054	H&S Contract	03/03/2026		Lloyd Credit Card	Card	H&S Equipment	Amazon	Z	26.60		26.60
1054	H&S Contract	03/03/2026		Lloyd Credit Card	Card	H&S Equipment	Amazon	Z	15.00		15.00
1054	H&S Contract	03/03/2026		Lloyd Credit Card	Card	H&S Equipment	Amazon	Z	18.00		18.00
1055	Fire & Electrical H&S	03/03/2026		1 Unity Trust Current	851904224	Town Hall Emergency Lighting	Kingdom Electrical Solution	Z	192.07		192.07
1056	General Maintenance	03/03/2026		1 Unity Trust Current	851904224	Electricity H&S	Kingdom Electrical Solution	Z	294.44		294.44
1056	General Maintenance	03/03/2026		1 Unity Trust Current	851904224	Electricity H&S	Kingdom Electrical Solution	Z	143.52		143.52
1058	Fire Alarm	03/03/2026		1 Unity Trust Current	315421230	Fire Alarm - annual contract	Alarming UK	S	360.00	72.00	432.00
1061	Stationery	04/03/2026		Lloyd Credit Card	Card	Stationery	Amazon	S	5.82	1.17	6.99
1062	PPE & Hi Vis clothing	04/03/2026		Lloyd Credit Card	Card	PPE	Amazon	S	9.27	1.86	11.13
1062	PPE & Hi Vis clothing	04/03/2026		Lloyd Credit Card	Card	PPE	Amazon	S	14.68	2.94	17.62
1063	Office Equipment	04/03/2026		Lloyd Credit Card	Card	Office Equipment	Amazon	S	17.96	3.59	21.55
1064	PPE & Hi Vis clothing	04/03/2026		Lloyd Credit Card	Card	PPE	Amazon	S	11.48	2.30	13.78
1065	H&S General	04/03/2026		Lloyd Credit Card	Card	H&S Equipment	Amazon	E	1.99		1.99

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Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1066	Equipment	04/03/2026		Lloyd Credit Card	Card	Outdoor Equipment - Purchase	Amazon	S	21.64	4.32	25.96
1067	Stationery	04/03/2026		Lloyd Credit Card	Card	Stationery	Amazon	S	16.22	3.24	19.46
1069	World Pay Fee	04/03/2026		1 Unity Trust Curren	Worldpay	Credit Card Fees	Worldpay	E	1.22		1.22
1069	World Pay Fee	04/03/2026		1 Unity Trust Curren	Worldpay	Credit Card Fees	Worldpay	S	0.04	0.01	0.05
1070	World Pay Fee	04/03/2026		1 Unity Trust Curren	Worldpay	Credit Card Fees	Worldpay	S	10.00	2.00	12.00
1071	Salaries	05/03/2026		1 Unity Trust Curren	BACS	Staff - Salaries	Salaries	E	19,810.88		19,810.88
1072	HMRC	05/03/2026		1 Unity Trust Curren	DD	PAYE	HMRC	X	7,081.79		7,081.79
1073	Pension	05/03/2026		1 Unity Trust Curren	1459149	Pension	Norfolk Pensions	X	6,970.45		6,970.45
1074	PPE & Hi Vis clothing	09/03/2026		Lloyd Credit Card	Card	PPE	MowShop	S	133.00	26.60	159.60
1078	General Maintenance	09/03/2026		1 Unity Trust Curren		General Maintenance - Cemete	TTSR Limited	S	425.25	85.05	510.30
1079	Capital Expenditure	09/03/2026		1 Unity Trust Curren		Cemetery Barrier	Swaffham Building Suppli	S	63.17	12.63	75.80
1080	PPE & Hi Vis clothing	09/03/2026		1 Unity Trust Curren		PPE	Melt Down Danes/Printed 1	Z	143.96		143.96
1081	Sanitary Bins	09/03/2026		1 Unity Trust Curren		Contract Cleaning	Anglian Chemicals	S	20.00	4.00	24.00
1081	Sanitary Bins	09/03/2026		1 Unity Trust Curren		Contract Cleaning	Anglian Chemicals	S	20.00	4.00	24.00
1081	Sanitary Bins	09/03/2026		1 Unity Trust Curren		Contract Cleaning	Anglian Chemicals	S	20.00	4.00	24.00
1081	Sanitary Bins	09/03/2026		1 Unity Trust Curren		Contract Cleaning	Anglian Chemicals	S	30.00	6.00	36.00
1082	Utilities - Gas	09/03/2026		1 Unity Trust Curren	DD	Gas	EDF Energy	S	613.72	122.74	736.46
1083	General Maintenance	09/03/2026		Lloyd Credit Card	Card	H&S Equipment	Amazon	S	33.80	6.76	40.56
1083	General Maintenance	09/03/2026		Lloyd Credit Card	Card	H&S Equipment	Amazon	S	17.84	3.56	21.40
1083	H&S General	09/03/2026		Lloyd Credit Card	Card	H&S Equipment	Amazon	S	9.09	1.84	10.93
1083	H&S General	09/03/2026		Lloyd Credit Card	Card	H&S Equipment	Amazon	S	13.92	2.78	16.70
1083	Stationery	09/03/2026		Lloyd Credit Card	Card	H&S Equipment	Amazon	S	6.66	1.33	7.99
1084	H&S General	09/03/2026		Lloyd Credit Card	Card	H&S Equipment	Amazon	S	5.86	1.17	7.03
1085	PPE & Hi Vis clothing	09/03/2026		Lloyd Credit Card	Card	PPE	Amazon	S	18.42	3.69	22.11
1086	Office Equipment	09/03/2026		Lloyd Credit Card	Card	Office Equipment	Amazon	S	35.42	7.09	42.51
1087	Training - Staff	10/03/2026		Lloyd Credit Card	Card	Training - Staff	HSQE Ltd	S	80.00	16.00	96.00
1088	Training - Staff	10/03/2026		1 Unity Trust Curren		Training - Staff	Norfolk Parish Training & S	S	6.00	1.20	7.20
1088	Training - Staff	10/03/2026		1 Unity Trust Curren		Training - Staff	Norfolk Parish Training & S	S	6.00	1.20	7.20
1089	Cemetery - Capital	10/03/2026		1 Unity Trust Curren		Cemetery Barrier	Hyperion Security Specialis	S	1,690.23	338.05	2,028.28
Total									44,495.26	1,279.35	45,774.61

