

Swaffham Town Council

**Minutes of a Full Council meeting held on
Wednesday 8 April 2026 in the Town Hall**

Councillors:	K Alford, L Beech (Chairman), W Bensley, D Braithwaite, B Couzins, P Darby, C Ellerbeck, G Eves, J Mander, L Scott and J Zielinski
Town Clerk:	H Carrier
Minute taker:	H Duggan
Members of public:	Sixteen
Press	One
Breckland District Councillors:	J Anscombe, D Wickerson and J Morton
Norfolk County Councillor	W Nunn (left 7pm)

The Mayor started the meeting with a prayer.

1/26 Apologies for Absence

Apologies were received in advance from S Copper and J Skinner.

2/26 Declarations of Interest

Cllr Bensley declared an interest in agenda item 244/25.

3/26 Minutes of the Ordinary Full Council Meeting held on Wednesday 11 March 2026

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

4/26 Reports

4.1. Norfolk County Council

There were no questions for Cllr Nunn.

4.2. Breckland District Council

Cllr Anscombe provided a report prior to the meeting – Appendix 1.

Cllr Anscombe was asked about progress on the Old School development and advised the planning application had expired in January 2026, and meetings were currently being held after which an update would be provided.

Cllr Morton highlighted a new Armed Forces Grant scheme with a total of fund of £11,500 available to projects that support the Armed Forces Community.

5/26 Public Forum

The Mayor closed the meeting to allow members of the public to speak at 6.34pm.

A presentation was given by a local community group, Room to Breathe, interested in the proposed community space available at the Public Toilets to establish a new wellbeing initiative.

The Mayor called the meeting back into session at 6.37pm.

6/26 Reports

6.1. Mayor

The Mayor gave a brief update of the events attended since the last meeting.

6.2. Town Clerk

The Town Clerk then gave a verbal report as follows:

Martyn's Law Training

Leanne, Ian and Nicola attended training on Martyn's Law (the proposed legislation aimed at improving public safety by requiring venues and public spaces to better prepare for and respond to terrorist threats). This training was kindly provided free of charge by Thetford Town Council.

Breach of the Code of Conduct

Breckland District Council has concluded its investigation into the breach of the Code of Conduct by former Councillor Edwards. The report and Decision Notice are available on both the Breckland District Council website and the Town Council's website.

Annual Governance Statement and Year-End

I have been busy with year-end processes, and the internal audit was completed yesterday (6 April). The AGAR will be presented for approval at next week's Full Finance meeting. In light of the past 18 months and the ongoing management of finances, I would like to invite new and any other interested councillors to visit the Town Hall prior to the meeting. This will provide an opportunity for me to explain the year-end financial management and reporting process in more detail.

Town Wardens

The Wardens have now been in post for nearly a month, and the feedback from the public has been very positive. They attended today's monthly staff meeting as part of their integration into the Town Council team. A staff team-building day is scheduled for Wednesday 15 July, which all staff will attend. The Town Wardens have now completed all the necessary training required for their roles.

At today's staff meeting, it was suggested that a working lunch be organised for councillors and staff to introduce new members of both groups.

6.3. Museum Report from Cllr Zielinski

Cllr Zielinski advised the next Museum Trustee meeting was next week and so he would have a report for the May council meeting.

7/26 Late Items

None received

8/26 Correspondence

The Town Clerk reported that several enquiries had been received from interested parties regarding the kiosk at the public toilets, formerly known as Sue's News. All parties had been informed of the proposed building works and the resulting delay to any potential tenancy.

The Town Clerk emphasised that agenda item 243/25 was to determine whether the space should be let, rather than to consider any prospective tenants at this stage.

9/26 Toilet Block Plan

After discussion it was proposed by Cllr Couzins, seconded by Cllr Beech to proceed with a planning application to Breckland based on the plan agreed in principle at the March council meeting.

ACTION: It was agreed, ten votes in favour, one abstention to proceed with a planning application to Breckland based on the plan agreed in principle at the March council meeting.

6.49pm – the meeting was suspended as the fire alarm sounded and the building was evacuated.

7pm – the meeting resumed with Councillors, public and press present.

The Town Clerk advised the fire alarm had been a practice test and thanked everyone for their cooperation. A report from our Health & Safety adviser would be forthcoming.

10/26 Town Hall Carpets

After discussion, a proposal was made by Cllr Ellerbeck, seconded by Cllr Braithwaite that the council move to obtain a lower quote and to use a local company. A vote was taken which failed with only three councillors in favour.

A second proposal was made by Cllr Beech, seconded by Cllr Darby to proceed with the quote from Swaffham Carpets Ltd.

ACTION: It was agreed, seven votes for, one abstention to proceed with the quote from Swaffham Carpets Ltd to replace the carpet tiles on the ground floor of the Town Hall.

11/26 Town Hall Alarm System

After discussion it was proposed by Cllr Darby, seconded by Cllr Scott to proceed with the quote from the Council's current contractor, Alarming UK.

ACTION: It was agreed, ten votes in favour, one abstention to proceed with the quote from Alarming UK to upgrade the Town Hall alarm system.

12/26 Cemetery Memorial Bench

ACTION: It was unanimously agreed to allow the siting of a new cemetery memorial bench.

13/26 Recreation Ground U8's Play Area

The Town Clerk reported that the Section 106 (S106) funds were still awaited, with no confirmed timescale for receipt. It was noted that, although capital funds were available to carry out the necessary repairs, proceeding in this way would invalidate the S106 agreement and result in the loss of those funds.

Following discussion, it was proposed by Cllr Beech, seconded by Cllr Eves, that efforts to secure the S106 funding for the Recreation Ground Under 8s play area should continue.

ACTION: It was unanimously agreed to continue with pursuing the S106 funds for the Recreation Ground Under 8's play area.

14/26 Shop Unit at Public Toilets

The Town Clerk reported having met with a representative from Brown & Co, who provided advice on the potential commercial rental income for the shop. It was noted that the reduced floor area would need to be considered when determining an appropriate rental valuation.

The Town Clerk clarified that the purpose of the agenda item was to establish whether the council wished to proceed with letting the unit as a commercial, charity, or community space, as this decision would inform the marketing approach and potential income expectations.

Following discussion, it was proposed by Cllr Beech, seconded by Cllr Eves, that the Town Clerk invite expressions of interest from prospective occupiers for the available space, with applications to be considered and determined at the May meeting.

ACTION: It was agreed, ten votes in favour, one abstention, to invite interested parties to make an application for the space available in the Toilets.

15/26 Icen Partnership Community Fridge Proposal

The Mayor suspended the session to allow a presentation from Icen Partnership regarding the location of a unit to house the Community Fridge. (Appendix 2)

ACTION: It was agreed to support Icen Partnership with their Community Fridge proposal.

16/26 Town Council Policies

16.1. Records Retention Policy & Schedule

ACTION: It was agreed to accept the Records Retention Policy & Schedule

16.2. Dignity at Work Policy

ACTION: It was agreed to accept the Dignity at Work Policy

17/26 Finance

17.1. Receipts from March 2026

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

17.2. Payments of accounts for March 2026

ACTION: It was unanimously agreed to accept the late payments for March and April 2026. An updated list for April 2026 was presented to councillors.

17.3. Bank Reconciliation to date of Agenda

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

18/26 Date of Next Meeting

The next meeting of the Council will be the Annual Town meeting to be held on Wednesday 13 May 2026 at 6pm, followed by the Annual Meeting of the Council to be held in the Council Chamber at the Town Hall.

Meeting closed at 7.30pm

Chairman _____

Cllr Judy Anscombe Ward Member Breckland Council**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



Community Centre The Campingland Swaffham PE37 7RB

COMMUNITY FRIDGE PROJECT – APRIL 2026

The Swaffham Community Fridge was set up over 10 years ago and has evolved since then becoming a vital community asset. Food is donated and collected by volunteers 4 nights a week from Waitrose, Tesco and Tesco Express; an amazing variety of fresh food that would otherwise go to waste. Volunteers open the fridge four mornings a week for approximately an hour to ensure that it is shared on an equitable basis for those who queue. After this, any remaining food is available on a self-serve basis.

Key statistics:

- Saves about 500kg of food a week that would otherwise go to waste/landfill.
- Around 30 individuals/families queue each morning to collect food.

The Fridge also provides an important point for social interaction, helping to combat loneliness and an opportunity, if required, for volunteers to signpost other services located in the Community Centre such as Family Action and the Citizens' Advice Bureau.

The Iceni Partnership Board is committed to ensuring that the Community Fridge continues to meet the changing and growing needs of the Swaffham community. In December research was carried out into the other Community Fridges in Norfolk. We consulted with our users, volunteers and other key stakeholders and carried out SWOT analysis to determine the future direction for the Community Fridge. Whilst concluding that the Community Fridge has a vital role to play in the local community, it was also determined that it could not stay in its current location:

- The space is not big enough to accommodate the anticipated growth.
- It limits access to and from the Community Centre for other users.
- There is no space for people to congregate whilst waiting to collect food.

Having considered other options, the conclusion is that the best solution is to create space specifically for the Community Fridge adjacent to the Community Centre.

We are asking permission from the Town Council to locate a non-permanent structure at the front and western side of the Community Centre, as indicated on the document sent to Councillors. The proposed dimensions of the structure are 6m x 3m and 3m tall. The structure would be visually sympathetic to the existing building. This will require the removal of a birch tree. The new location would make the fridge more visible and accessible for residents. It would allow us to expand and enhance what we are able to offer to meet the changing and growing needs of the Swaffham Community. We sincerely hope that the Council will support the proposal for this key local asset.

Swaffham Town Council
RECEIPTS LIST

01 April 2026 (2025-2026)

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
802	Rent	02/03/2026	Inv 29673	1 Unity Trust Current	BACS	Asset Rental	Fountain of Life Church	Z	416.67		416.67
803	MS Teams Refund - Swaffham	02/03/2026		1 Unity Trust Current		Telephone & Wifi	Swaffham Heritage	S	47.17	9.43	56.60
804	Advertising	02/03/2026		1 Unity Trust Current		Town Guide Printing	Waites & Stone	E	350.00		350.00
805	Bank Interest	03/03/2026		1 Unity Trust Current	DD	Bank - Interest	CCLA Investment Managen	E	1,299.28		1,299.28
806	Electric Market AGR0442785 (B	03/03/2026	Inv 2897	1 Unity Trust Current	BACS	Market - Electricity Hire	Norfolk Produce	S	56.73	11.35	68.08
807	Electric Market AGR0442785 (B	03/03/2026	Inv 2689	1 Unity Trust Current	BACS	Market - Electricity Hire	Norfolk Produce	S	52.00	10.40	62.40
808	Electric Market AGR0442785 (B	03/03/2026	Inv 2899	1 Unity Trust Current	BACS	Market - Electricity Hire	Routs of Wisbech	S	28.41	5.68	34.09
811	Allotment Rent	04/03/2026	Inv 2976	1 Unity Trust Current	Card	Allotment rent	Jason Mueller	E	43.25		43.25
809	General Maintenance	04/03/2026	25005523D NF COMP	1 Unity Trust Current	DD	Toilets - Compensation	HMCTS Centralised	E	40.00		40.00
810	General Maintenance	04/03/2026	25005511M NF COMP	1 Unity Trust Current	DD	Toilets - Compensation	HMCTS Centralised	E	20.00		20.00
812	Market Casual Trader	09/03/2026	Inv 2978	1 Unity Trust Current	Cash	Market Trader - Casual	RMS Bees & Honey	E	17.50		17.50
813	Market Casual Trader	09/03/2026	Inv 29798	1 Unity Trust Current	Cash	Market - Casual Rent	The Refill Wagon	E	17.50		17.50
814	Market Licensed Traders	09/03/2026	Inv 2961	1 Unity Trust Current	BACS	Market - Regular Trader	Active Solutions	E	66.69		66.69
815	PAT Testing Service	09/03/2026	Inv 2977	1 Unity Trust Current	BACS	PAT Testing	Swaffham Heritage	Z	4.50		4.50
817	Market Licensed Traders	09/03/2026	Inv 2972	1 Unity Trust Current	BACS	Market - Regular Trader	LW Sales	E	97.47		97.47
817	Market Licensed Traders	09/03/2026	Inv 2972	1 Unity Trust Current	BACS	Market - Regular Trader	LW Sales	E	-48.74		-48.74
816	Market Licence Bonds	09/03/2026	Inv 2865	1 Unity Trust Current	BACS	Market - Regular Trader	LW Sales	E	97.47		97.47
819	Cemetery Fees	10/03/2026	Inv 2981	1 Unity Trust Current	Card	Cemetery - Ashes	Barry Smith	E	36.98		36.98
819	Cemetery Fees	10/03/2026	Inv 2981	1 Unity Trust Current	Card	Cemetery - Ashes	Barry Smith	E	553.57		553.57
820	Cemetery Fees	10/03/2026	Inv 2982	1 Unity Trust Current	Card	Cemetery - Ashes	Barry Smith	E	36.98		36.98
820	Cemetery Fees	10/03/2026	Inv 2982	1 Unity Trust Current	Card	Cemetery - Ashes	Barry Smith	E	553.57		553.57
818	Market Licensed Traders	10/03/2026	Inv 2963	1 Unity Trust Current	BACS	Market - Regular Trader	Love Pepper UK	E	146.21		146.21
821	Market Licensed Traders	10/03/2026	Inv 2966	1 Unity Trust Current	Card	Market - Regular Trader	L Blue Concina	E	33.35		33.35
822	Market Licensed Traders	10/03/2026		1 Unity Trust Current		Market - Regular Trader	Paul Jones	E			
823	Cemetery Fees	11/03/2026		1 Unity Trust Current		Cemetery - Ashes	A F Holman & Son Memoriz	E	131.47		131.47
826	Cemetery Fees	11/03/2026	Inv 2975	1 Unity Trust Current	Stripe	Cemetery - Ashes	Brian Douglas Knight	E	18.49		18.49
826	Cemetery Fees	11/03/2026	Inv 2975	1 Unity Trust Current	Stripe	Cemetery - Ashes	Brian Douglas Knight	E	163.53		163.53
827	Market Licensed Traders	11/03/2026	Inv 2967	1 Unity Trust Current	Card	Market - Regular Trader	The Painted Giraffe	E	51.30		51.30
824	Market Licensed Traders	11/03/2026		1 Unity Trust Current		Market - Regular Trader	Watchman & Wife	E	97.47		97.47
825	Market Licensed Traders	11/03/2026	Inv 2889	1 Unity Trust Current	n/a	Market - Regular Trader	Paul Jones	E			
827	Market Licensed Traders	11/03/2026	Inv 2967	1 Unity Trust Current	Card	Market - Regular Trader	The Painted Giraffe	S	31.60	6.32	37.92
828	Market Licensed Traders	12/03/2026		1 Unity Trust Current		Market - Regular Trader	Routs of Wisbech	E	97.47		97.47
829	Market Licensed Traders	12/03/2026		1 Unity Trust Current		Market - Regular Trader	Paul Cross Auctions	E	196.39		196.39
830	Market Licensed Traders	12/03/2026		1 Unity Trust Current		Market - Regular Trader	Old Bygones	E	97.47		97.47

Swaffham Town Council
RECEIPTS LIST

01 April 2026 (2025-2026)

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
831	Market Licensed Traders	13/03/2026	Inv 2964	1 Unity Trust Current	BACS	Market - Regular Trader	Melt Down Danes/Printed 1	E	146.21		146.21
832	Market Licensed Traders	15/03/2026	Inv 2959	1 Unity Trust Current	Stripe	Market - Regular Trader	Sea Green Soap	E	51.30		51.30
838	Cemetery Fees	16/03/2026	inv 2987	1 Unity Trust Current	n/a	Cemetery - Memorial	H Brett & Sons	E			
835	Market Casual Trader	16/03/2026	Inv 2986	1 Unity Trust Current	Cash	Market - Regular Trader	Bryan Dixon	E	25.00		25.00
836	Market Casual Trader	16/03/2026	Inv 2984	1 Unity Trust Current	Cash	Market - Casual Rent	Earth Panda Creations Ltd	E	17.50		17.50
837	Market Casual Trader	16/03/2026	Inv 2985	1 Unity Trust Current	Cash	Market - Casual Rent	The Refill Wagon	E	17.50		17.50
833	Market Licensed Traders	16/03/2026	Inv 29671	1 Unity Trust Current	Cash	Market - Regular Trader	QMB Antiques	E	61.56		61.56
834	Market Licensed Traders	16/03/2026	Inv 2958	1 Unity Trust Current	Cash	Market - Regular Trader	Carols Collectables	E	61.56		61.56
840	Cemetery Fees	17/03/2026		1 Unity Trust Current		Cemetery - Memorial	A F Holman & Son Memoriz	E	131.47		131.47
839	Market Licensed Traders	17/03/2026	Inv 2927	1 Unity Trust Current	BACS	Market - Regular Trader	Oakland View Ltd	E	97.47		97.47
842	Allotment Rent	18/03/2026		1 Unity Trust Current	n/a	Allotment rent	William Clarke	E	12.08		12.08
841	Allotment Rent	18/03/2026		1 Unity Trust Current	n/a	Allotment rent	Ciara Smith	E	9.27		9.27
841	General Maintenance	18/03/2026		1 Unity Trust Current	n/a	Allotment rent	Ciara Smith	E	30.73		30.73
842	General Maintenance	18/03/2026		1 Unity Trust Current	n/a	Allotment rent	William Clarke	E	27.92		27.92
842	Allotment Deposits	18/03/2026		1 Unity Trust Current	n/a	Allotment rent	William Clarke	E	-40.00		-40.00
841	Allotment Deposits	18/03/2026		1 Unity Trust Current	n/a	Allotment rent	Ciara Smith	E	-40.00		-40.00
843	Coin Entry Revenue	18/03/2026	18/3/26	1 Unity Trust Current	Cash	Entry Fee	Various MOP	E	0.43		0.43
845	Cemetery Fees	19/03/2026		1 Unity Trust Current		Cemetery - Exclusive Rights	Carol Hawkins	Z	276.79		276.79
845	Cemetery Fees	19/03/2026		1 Unity Trust Current		Cemetery - Exclusive Rights	Carol Hawkins	Z	18.49		18.49
844	Market Licensed Traders	19/03/2026	Inv 2962	1 Unity Trust Current	BACS	Market - Regular Trader	Oakland View Ltd	E	97.47		97.47
844	Market Licensed Traders	19/03/2026	Inv 2962	1 Unity Trust Current	BACS	Market - Regular Trader	Oakland View Ltd	E	5.13		5.13
846	Photocopier	20/03/2026	Inv 2989	1 Unity Trust Current	BACS	Printing Service	Swaffham Heritage	E	4.00		4.00
846	Photocopier	20/03/2026	Inv 2989	1 Unity Trust Current	BACS	Printing Service	Swaffham Heritage	E	1.60		1.60
846	Photocopier	20/03/2026	Inv 2989	1 Unity Trust Current	BACS	Printing Service	Swaffham Heritage	E	4.95		4.95
846	Photocopier	20/03/2026	Inv 2989	1 Unity Trust Current	BACS	Printing Service	Swaffham Heritage	E	18.00		18.00
846	Photocopier	20/03/2026	Inv 2989	1 Unity Trust Current	BACS	Printing Service	Swaffham Heritage	E	4.00		4.00
846	Photocopier	20/03/2026	Inv 2989	1 Unity Trust Current	BACS	Printing Service	Swaffham Heritage	E	7.00		7.00
846	Photocopier	20/03/2026	Inv 2989	1 Unity Trust Current	BACS	Printing Service	Swaffham Heritage	E	16.00		16.00
848	Cemetery Fees	23/03/2026	Inv 2957	1 Unity Trust Current	BACS	Cemetery - Ashes	AJ Coggles	E	1,158.58		1,158.58
847	Market Casual Trader	23/03/2026	Inv 2991	1 Unity Trust Current	Cash	Market - Casual Rent	The Refill Wagon	E	17.50		17.50
851	Chamber Hire	25/03/2026	Inv 2948	1 Unity Trust Current	BACS	Chamber Room Hire	Youth Advisory Board - We	E	24.00		24.00
852	Market Licensed Traders	27/03/2026		1 Unity Trust Current		Market - Regular Trader	Graders Delights	E			
853	Market Licensed Traders	27/03/2026		1 Unity Trust Current		Market - Regular Trader	Graders Delights	E			
854	Cemetery Fees	30/03/2026		1 Unity Trust Current		Cemetery - Burial	Trevor (Tom) Bell	E	193.00		193.00
856	Bank Interest	31/03/2026		Unity Trust Deposit	DD	Bank - Interest	Unity Trust Bank	E	302.45		302.45
857	Bank Interest	31/03/2026		Instant Access		Bank - Interest	Unity Trust Bank	E	3,981.53		3,981.53

Swaffham Town Council
RECEIPTS LIST

01 April 2026 (2025-2026)

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
855	Classic Car Show	31/03/2026		1 Unity Trust Current		Event - Car Boot	League of Friends (Swaffham)	E	10.00		10.00
								Total	11,602.24	43.18	11,645.42

Swaffham Town Council
PAYMENTS (AWAITING AUTHORISATION) LIST

01 April 2026 (2025-2026)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1090	Stripe Fee	11/03/2026	Inv 2975	1 Unity Trust Current	Stripe	Stripe Transaction Fee	Stripe	X	2.93		2.93
1091	World Pay Fee	13/03/2026		1 Unity Trust Current	Worldpay	Credit Card Fees	Worldpay	E	1.11		1.11
1091	World Pay Fee	13/03/2026		1 Unity Trust Current	Worldpay	Credit Card Fees	Worldpay	S	0.04	0.01	0.05
1092	World Pay Fee	13/03/2026		1 Unity Trust Current	Worldpay	Credit Card Fees	Worldpay	E	29.53		29.53
1092	World Pay Fee	13/03/2026		1 Unity Trust Current	Worldpay	Credit Card Fees	Worldpay	S	0.04	0.01	0.05
1094	Stripe Fee	15/03/2026		1 Unity Trust Current	Stripe	Stripe Transaction Fee	Stripe	X	0.97		0.97
1098	Electric Market AGR0442785 (B	16/03/2026		1 Unity Trust Current	DD	Electricity - Buttercross	SSE - Southern Electric	L	177.75	8.89	186.64
1097	Electricity Town Hall AGR04723	16/03/2026		1 Unity Trust Current	DD	Electricity - Town Hall	SSE - Southern Electric	L	368.69	18.43	387.12
1105	Office Equipment	16/03/2026		Lloyd Credit Card	Card	Office Equipment	Quality Discounts	S	8.60	1.72	10.32
1099	Electricity Cemetery AGR04963	16/03/2026		1 Unity Trust Current	DD	Electricity - Chapel	SSE - Southern Electric	L	55.11	2.76	57.87
1103	General Maintenance - Open S	16/03/2026		Lloyd Credit Card	Card	General Maintenance	Choice Homewares Limited	E	7.00		7.00
1104	General Maintenance - Open S	16/03/2026		Lloyd Credit Card	Card	General Maintenance	Quality Discounts	S	10.00	2.00	12.00
1101	Electricity Rec Ground AGR045:	16/03/2026		1 Unity Trust Current	DD	Electricity - Rec Ground	SSE - Southern Electric	L	30.30	1.52	31.82
1100	Electricity Public Toilets AGR04:	16/03/2026		1 Unity Trust Current	DD	Electricity - Public Toilets	SSE - Southern Electric	L	100.74	5.04	105.78
1095	World Pay Fee	16/03/2026		1 Unity Trust Current	Worldpay	Credit Card Fees	Worldpay	E	2.23		2.23
1095	World Pay Fee	16/03/2026		1 Unity Trust Current	Worldpay	Credit Card Fees	Worldpay	S	0.04	0.01	0.05
1113	Tree Maintenance	17/03/2026		1 Unity Trust Current	315471919	Tree Maintenance	The Norfolk Arborist Ltd	S	820.00	164.00	984.00
1114	World Pay Fee	20/03/2026		1 Unity Trust Current	Worldpay	Credit Card Fees	Worldpay	Z	7.38		7.38
1114	World Pay Fee	20/03/2026		1 Unity Trust Current	Worldpay	Credit Card Fees	Worldpay	S	0.04	0.01	0.05
1117	Vehicle Management	23/03/2026		1 Unity Trust Current	29330186	Outdoor Equipment Maintenanc	Ben Burgess Beeston	S	280.78	56.15	336.93
1112	Mobile Phone charges	23/03/2026		1 Unity Trust Current	DD	Telephone & Wifi	Currys Business	S	199.00	39.80	238.80
1120	Training - Staff	25/03/2026		Lloyd Credit Card	Card	Training - Staff	National Association of Loc	S	170.00	34.00	204.00
1115	Floral Displays	25/03/2026		1 Unity Trust Current	130381783	Plants	Didlington Nurseries Ltd	S	76.67	15.33	92.00
1118	General Maintenance - Open S	25/03/2026		Lloyd Credit Card	Card	General Maintenance	Quality Discounts	S	14.14	2.84	16.98
1116	General Maintenance	25/03/2026		1 Unity Trust Current	645926625	Public Toilets	Beeston Architectural Servi	E	250.00		250.00
1119	CPRE	25/03/2026		1 Unity Trust Current	DD	Monthly Subscription	CPRE	X	5.00		5.00
1122	Hospitality	26/03/2026		Lloyd Credit Card	Card	Hospitality	Tesco	E	52.74		52.74
1124	Stationery	26/03/2026		Lloyd Credit Card	Card	Stationery	The Works	S	83.33	16.67	100.00
1125	Civic - Mayors Allowance	26/03/2026		1 Unity Trust Current	411106404	Mayor Expenses	Swaffham & Litcham Home	Z	1,500.00		1,500.00
1126	Vehicle Management	26/03/2026		1 Unity Trust Current	707725560	Vehicle Maintenance	Uncle Lukes	S	55.00	11.00	66.00
1123	Cleaning Materials	26/03/2026		Lloyd Credit Card	Card	Cleaning Materials	Tesco	E	38.80		38.80
1136	HMRC Land Registry	26/03/2026		1 Unity Trust Current		HMRC Land Registry Charges	HMRC	Z	7.00		7.00
1127	Sanitary Bins	26/03/2026		1 Unity Trust Current	4072611	Contract Cleaning	Anglian Chemicals	S	25.00	5.00	30.00
1128	Neighbourhood Plan Review	27/03/2026		1 Unity Trust Current	243193981	Neighbourhood Plan Revieww	Rachel Leggett	Z	1,149.30		1,149.30

Swaffham Town Council
PAYMENTS (AWAITING AUTHORISATION) LIST

01 April 2026 (2025-2026)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1135	Intruder Alarm	30/03/2026		Lloyd Credit Card	Card	Blink Basic Plan Monthly	Amazon	S	2.08	0.42	2.50
1134	Civic - Service, Reception & Re	30/03/2026		1 Unity Trust Current	818587308	Civic Regalia	Vaughtons	S	1,033.80	206.76	1,240.56
1134	Civic - Service, Reception & Re	30/03/2026		1 Unity Trust Current	818587308	Civic Regalia	Vaughtons	S	180.00	36.00	216.00
1134	Civic - Service, Reception & Re	30/03/2026		1 Unity Trust Current	818587308	Civic Regalia	Vaughtons	S	15.00	3.00	18.00
1131	Equipment	30/03/2026		Lloyd Credit Card	Card	Outdoor Equipment Maintenax	Timpson Ltd	Z	18.00		18.00
1132	Equipment	30/03/2026		Lloyd Credit Card	Card	Outdoor Equipment Maintenax	B&Q	Z	152.52		152.52
1133	Equipment	30/03/2026		Lloyd Credit Card	Card	Outdoor Equipment Maintenax	Screwfix	S	33.32	6.67	39.99
1130	Stripe Fee	30/03/2026		1 Unity Trust Current	DD	Stripe Transaction Fee	Stripe	Z	3.10		3.10
1138	Bank Charges	31/03/2026		1 Unity Trust Current	DD	Bank Manual Handling Charge	Unity Trust Bank	E	8.90		8.90
1139	Bank Charges	31/03/2026		1 Unity Trust Current	DD	Bank Service Charge	Unity Trust Bank	E	20.20		20.20
1137	World Pay Fee	31/03/2026		1 Unity Trust Current	Worldpay	Credit Card Fees	Worldpay	E	0.25		0.25
1137	World Pay Fee	31/03/2026		1 Unity Trust Current	Worldpay	Credit Card Fees	Worldpay	S	0.04	0.01	0.05
Total									6,996.47	638.05	7,634.52

Swaffham Town Council
PAYMENTS (AWAITING AUTHORISATION) LIST

08 April 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
1	Civic.ly!	01/04/2026		1 Unity Trust Current	DD	IT - Software	Scribe - Starboard Sys Ltd	S	255.00	51.00	306.00
2	World Pay Fee	02/04/2026		1 Unity Trust Current	Worldpay	Credit Card Fees	Worldpay	E	1.97		1.97
2	World Pay Fee	02/04/2026		1 Unity Trust Current	Worldpay	Credit Card Fees	Worldpay	S	0.04	0.01	0.05
3	BDC Rates	07/04/2026		1 Unity Trust Current	DD	Rates	Breckland District Council	E	213.19		213.19
3	BDC Rates	07/04/2026		1 Unity Trust Current	DD	Rates	Breckland District Council	E	1,222.50		1,222.50
3	BDC Rates	07/04/2026		1 Unity Trust Current	DD	Rates	Breckland District Council	E	209.50		209.50
4	Fuel	07/04/2026		1 Unity Trust Current	65879811	Fuel	Swaffham Service Centre	S	237.04	47.40	284.44
5	Salaries	07/04/2026		1 Unity Trust Current	BACS	Staff - Salaries	Salaries	X	21,003.15		21,003.15
6	HMRC	07/04/2026		1 Unity Trust Current	DD	PAYE	HMRC	X	7,263.69		7,263.69
7	Pension	07/04/2026		1 Unity Trust Current	64181740	Pension	Norfolk Pensions	X	6,529.83		6,529.83
8	IT Monthly WiFi/Teams/MS 365	07/04/2026		1 Unity Trust Current	818644180	Monthly Subscription	Cloudy IT	S	675.48	135.10	810.58
9	Payroll Services	07/04/2026		1 Unity Trust Current	436663859	Payroll Services	Stephenson Smart	S	58.00	11.60	69.60
10	Photocopier	07/04/2026		1 Unity Trust Current	780322540	Photocopier - Contract	Officeflow Office Automatic	S	54.80	10.96	65.76
11	TIC SLA	07/04/2026		1 Unity Trust Current	113428958	TIC SLA	Swaffham Heritage	E	1,118.00		1,118.00
12	Water Rates	07/04/2026		1 Unity Trust Current	197984948/84693	Water Rates - Allotments	WAVE - Anglian Water	E	48.80		48.80
12	Water Rates	07/04/2026		1 Unity Trust Current	197984948/84693	Water Rates - Allotments	WAVE - Anglian Water	E	31.13		31.13
12	Water Rates	07/04/2026		1 Unity Trust Current	197984948/84693	Water Rates - Allotments	WAVE - Anglian Water	E	5.91		5.91
13	Water Rates	07/04/2026		1 Unity Trust Current	306091127	Water Rates - Public Toilets	WAVE - Anglian Water	E	58.69		58.69
14	Water Rates	07/04/2026		1 Unity Trust Current	662544504	Water Rates - Town Hall	WAVE - Anglian Water	E	195.41		195.41
15	Water Rates	08/04/2026		1 Unity Trust Current	268677270	Water Rates - Rec Ground	WAVE - Anglian Water	E	5.91		5.91
16	Hospitality	08/04/2026		1 Unity Trust Current	435288768	Drinking Water	Cooleraid	S	47.60	9.52	57.12
16	Hospitality	08/04/2026		1 Unity Trust Current	435288768	Drinking Water	Cooleraid	S	105.50	21.10	126.60
17	Neighbourhood Plan Review	08/04/2026		1 Unity Trust Current	401684411	Neighbourhood Plan Review	Emma V Harrison	E	1,200.00		1,200.00
18	General Maintenance - Open Sp	08/04/2026		1 Unity Trust Current	502025460	Play Equipment	EIBE	S	187.00	37.40	224.40
19	Northwell Pool	08/04/2026		1 Unity Trust Current	21702658	Pest Control	Eradik-8 Pest & Environme	Z	670.00		670.00
20	General Maintenance - Open Sp	08/04/2026		1 Unity Trust Current	681603392	CCTV	Hyperion Security Specialis	S	260.00	52.00	312.00
21	General Maintenance - Open Sp	08/04/2026		1 Unity Trust Current	42975457	General Maintenance - Rec Gro	Kingdom Electrical Solution	E	35.00		35.00
22	Stationery	08/04/2026		1 Unity Trust Current	110413043	Stationery	Lyreco UK Ltd	S	87.39	17.48	104.87
23	NAMBA	08/04/2026		1 Unity Trust Current	471505301	Annual Fee	NABMA	E	509.00		509.00
24	Electricity War Memorial A0009	08/04/2026		1 Unity Trust Current	705506090	Electricity - War Memorial	NPower	L	35.23	1.76	36.99
25	Scribe Software System	08/04/2026		1 Unity Trust Current	84292344	Annual Fee	Scribe - Starboard Sys Ltd	S	2,447.60	489.52	2,937.12
26	General Maintenance	08/04/2026		1 Unity Trust Current	736551041	General Maintenance - Cemete	Swaffham Building Supppli	S	159.10	31.82	190.92
27	Open Spaces Ground Hire	08/04/2026		1 Unity Trust Current	736551041	Ground Hire	Swaffham Building Supppli	S	80.00	16.00	96.00
28	General Maintenance	08/04/2026		1 Unity Trust Current	656660549	General Maintenance - Town H	Travis Perkins	S	25.06	5.01	30.07

Swaffham Town Council
PAYMENTS (AWAITING AUTHORISATION) LIST

08 April 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
29	Utilities - Gas	08/04/2026		1 Unity Trust Current	dd	Gas - Town Hall	EDF Energy	S	553.52	110.70	664.22
30	CPRE	08/04/2026		1 Unity Trust Current	dd	Monthly Subscription	CPRE	X	5.00		5.00
31	Photocopier	08/04/2026		1 Unity Trust Current	dd	Photocopier - Contract	Siemens Financial Services	S	523.66	104.73	628.39
32	General Maintenance - Open S	08/04/2026		1 Unity Trust Current	476994401	Storage Container - Monthly	Waites & Stone	S	100.00	20.00	120.00
33	Bank Charges	08/04/2026		Lloyd Credit Card	Card	Credit Card Fees	Lloyds Bank - Cr Card	E	3.00		3.00
34	Software	08/04/2026		Lloyd Credit Card	Card	IT - Software	Adobe	S	16.64	3.33	19.97
34	Software	08/04/2026		Lloyd Credit Card	Card	IT - Software	Adobe	E	16.64		16.64
35	Stationery	08/04/2026		Lloyd Credit Card	Card	Stationery	Paperstone Ltd	S	28.74	5.75	34.49
36	General Maintenance - Open S	08/04/2026		Lloyd Credit Card	Card	General Maintenance	Amazon	S	58.32	11.67	69.99
37	PPE & Hi Vis clothing	08/04/2026		Lloyd Credit Card	Card	Outdoor Equipment - Purchase	Amazon	S	14.01	2.80	16.81
37	Stationery	08/04/2026		Lloyd Credit Card	Card	Outdoor Equipment - Purchase	Amazon	S	16.24	3.25	19.49
37	Town Hall - Capital	08/04/2026		Lloyd Credit Card	Card	Outdoor Equipment - Purchase	Amazon	S	599.94	119.97	719.91
38	Town Hall - Capital	08/04/2026		Lloyd Credit Card	Card	Gazebo purchase and accessori	Amazon	S	66.66	13.33	79.99
39	General Maintenance - Open S	08/04/2026		Lloyd Credit Card	Card	General Maintenance	Amazon	S	24.58	4.92	29.50
40	IT Hardware	08/04/2026		Lloyd Credit Card	Card	IT Equipment	Amazon	S	20.82	4.16	24.98
41	Market Superintendent Phone	08/04/2026		Lloyd Credit Card	Card	IT Equipment	Amazon	S	14.74	2.95	17.69
42	Market Superintendent Phone	08/04/2026		Lloyd Credit Card	Card	IT Equipment	Amazon	S	10.06	2.51	12.57
43	Stationery	08/04/2026		Lloyd Credit Card	Card	Stationery	Amazon	S	4.00	0.80	4.80
44	Stationery	08/04/2026		Lloyd Credit Card	Card	Stationery	Amazon	S	14.44	2.89	17.33
45	Audit - Internal	08/04/2026		1 Unity Trust Current	758297992	Audit - Internal	Robin Goreham	E	90.00		90.00
Total									47,217.53	1,351.44	48,568.97

31 March 2026 (2025-2026)

Swaffham Town Council

	Bank Reconciliation at 31/03/2026		
	Cash in Hand 01/04/2025		1,729,720.36
	ADD		
	Receipts 01/04/2025 - 31/03/2026		918,066.29
			2,647,786.65
	SUBTRACT		
	Payments 01/04/2025 - 31/03/2026		831,967.34
A	Cash in Hand 31/03/2026 (per Cash Book)		1,815,829.31
	Cash in hand per Bank Statements		
	Petty Cash	31/03/2026	220.38
	1 Unity Trust Current	31/03/2026	92,302.69
	Unity Trust Deposit	31/03/2026	58,642.35
	Lloyd Credit Card	31/03/2026	0.00
	Instant Access	31/03/2026	771,983.41
	CCLA Public Sector Deposit Fund	31/03/2026	450,000.00
	Hinkley & Rugby Savings	31/03/2026	451,181.30
			1,824,330.13
	Less unrepresented payments		8,518.75
			1,815,811.38
	Plus unrepresented receipts		17.93
B	Adjusted Bank Balance		1,815,829.31
	A = B Checks out OK		