

Swaffham Town Council

Minutes of a Finance Full Council meeting held on Monday 13 April 2026 at 6.30pm in the Town Hall

Councillors: K Alford, L Beech, D Braithwaite, P Darby, G Eves, J Mander, L Scott, J Zielinski

Town Clerk: H Carrier

Minute Taker: L Jarrett

Member of public: One

FIN59/25 Apologies for absence

Apologies were received from W Bensley, S Cooper and J Skinner. No apologies were received from B Couzins or C Ellerbeck Ellerbeck so marked as absent.

FIN60/25 Declarations of interest

None.

FIN61/25 Public Forum

A resident provided information about Swaffham's Community First Responder group which has recently started as a satellite service from Fakenham.

FIN62/25 Minutes of the Finance Full Council meeting held on 12 January 2026

The minutes of the Finance Full Council meeting held on 12 January 2026 were agreed and signed by the Chairman as an accurate record.

FIN63/25 Late or urgent items

None.

FIN64/25 Outstanding actions agreed at the last Finance meeting

None.

FIN65/25 Quarterly report from the Internal Control Officer

The quarterly check was carried out. No issues raised.

FIN66/25 To receive a Budget Report for Q4

It was noted that there was a large difference between the budgeted figures and actual payments/receipts. This was mainly capital spend although a full explanation is given in the Explanation of Variance report.

FIN67/25 To receive Internal Auditor's Report

The Internal Audit Report was circulated prior to the meeting. The report was very complimentary, and the report narrative was appreciated. No issues were raised.

FIN68/25 To approve the Annual Governance Statement in the 2025-26 Annual Return

The AGAR was agreed by all councillors and signed by the Clerk and the Chairman. The Town Clerk was thanked for inviting councillors to come in and explain the AGAR in detail.

RESOLVED:

It was unanimously agreed to agree the 2025-26 AGAR.

FIN69/25 To approve the Statement of Accounts in the 2025-26 Annual Report

The Town Clerk explained the reason for the explanations for the "No" responses recorded against Assertions 4 and 7 of the Annual Governance Statement.

In relation to Assertion 4, it was noted that the period for the exercise of public rights was not correctly set in accordance with statutory requirements and that the Notice of Public Rights was not properly published. Members acknowledged that this arose due to administrative oversight and weaknesses in internal processes.

In relation to Assertion 7, Members noted that the Council had not formally documented or tracked actions arising from internal and external audit reports, resulting in some matters not being fully addressed.

RESOLVED:

Council agreed that progress against these actions will be monitored regularly and reviewed by Council to ensure full compliance in future years.

FIN70/25 To appoint a councillor as Internal Audit Control Officer for the coming year

RESOLVED:

It was unanimously agreed for Cllr Zielinski to continue as Internal Audit Control Officer for the next financial year.

FIN71/25 To consider Service Level Agreement for the Visitor Information Centre between The Town Council and Swaffham Museum Limited

The three-year SLA was discussed. Amendments are needed to incorporate the change in winter opening times (close at 3pm) and the weekday closure in January-February. Councillors agreed that they were very pleased with the knowledge and professionalism of the stewards of the museum. Stewards had available systems and manuals to deal with various enquiries in an efficient manner.

RESOLVED:

It was unanimously agreed to accept the opening changes to the SLA and issue on a 3-year term.

FIN72/25 To consider a request for a grant from The Friends of Swaffham Area Community First Responders

Following a discussion and information received from the Public session, it was unanimously agreed to donate £3,500 to the Friends of Swaffham Area Community First Responders. It was noted that only £3,000 had been budgeted for grants. It was unanimously agreed to add £500 from the general fund.

RESOLVED:

It was unanimously agreed to donate £3,500 to Friends of Swaffham Area Community First Responders and increase the grant budget to £3,500 from the general fund.

FIN73/25 To consider and review Town Council Policies

73.1 Investment Strategy

A discussion took place as to the duration of reviewing the investments.

RESOLVED:

It was unanimously agreed to adopt the Investment Strategy Policy.

FIN74/25 Date of next meeting

Monday 13 July 2026 to be held in the Council Chamber at the Town Hall

Meeting closed at 7.31pm

Chairman.....

Initials.....