

Swaffham Town Council
Minutes of the Annual Town Council meeting held on
Wednesday 13 May 2026 in the Town Hall

Councillors: K Alford, L Beech, W Bensley, S Cooper, B Couzins, D Braithwaite, P Darby, G Eves, J Mander, L Scott, J Skinner and J Zielinski

Town Clerk: H Carrier
 Deputy Clerk: L Jarrett
 Minute taker: D Hamilton
 Members of public: 16
 Norfolk County Councillor: J Lister
 Breckland District Councillors: D Wickerson and J Morton

The meeting was opened by Cllr Beech

1/26 Election of Town Mayor for Mayoral Year 2026-27

In accordance with Standing Orders 5(e)(ii) Cllr Eves was appointed as Town Mayor at 6.12pm

2/26 Declaration of Acceptance of Office – Mayor

Cllr Eves and the Town Clerk signed the Declaration of Acceptance of Office

3/26 Address from the Newly elected Town Mayor

Cllr Eves expressed his thanks to Cllr Beech, Town Council staff, Town Clerk and Councillors for the opportunity to serve the town in an important year ahead of the next elections and creation of the new unitary council and what it will mean to the Town.

Cllr Eves said we have another year ahead of us with the major refurbishment of the public toilets and hoping the S106 monies becomes available for the refurbishment of the Under 8'S Play Area on the Recreation Ground. The Town Council will be chasing Breckland about the improvements to the Leisure Centre at Nicholas Hamond Academy. The Planning Committee will continue to raise the issue of the Old School and the lack of progress on getting this site redeveloped. There are other areas around the town centre that are looking neglected and need addressing as it detracts from the hard work the Town Council are doing to make the area attractive to welcome visitors and residents alike.

There are two major events coming up with the Community Engagement Officer already working very hard to bring these events to life, The Car Show in August and the Christmas Light Switch on in December are looking on course to be successful for another year.

He concluded that Swaffham Town Council brings together a great mix of personalities and said he looks forward to working with all members.

4/26 Election of Deputy Mayor for Mayoral Year 2026-27

As set out in Standing Order No. 5(e)(iv), Cllr Alford and Cllr Mander put forward citations to be considered for Deputy Mayor.

A closed vote was made between Cllr Alford and Cllr Mander. Cllr Mander was elected as the next Deputy Mayor with nine votes and three abstained.

5/26 Apologies for absence

Apologies were received in advance from Breckland District Councillor J Anscombe, Cllr Ellerbeck was marked absent

6/26 Declarations of interest

None received

7/26 Minutes of the Ordinary Meeting held on 8 April 2026

The minutes of the Ordinary meeting held on Wednesday 8 April 2026 were agreed and signed by the Chairman as an accurate record. With 11 Councillors agreeing and one abstained

8/26 Reports

8.1. Norfolk County Council

The newly elected Norfolk County Councillor, Cllr Lister, was present and introduced himself to the Town Council. He advised that he is currently two days into his role and is awaiting setup of his official email address, which he will share once available. He expressed his intention to work closely with the District Councillors and all members of the Council.

Cllr Darby asked whether Cllr Lister would support opposition to the proposed Drove and High Grove solar farms. In response, Cllr Lister stated that Reform UK is opposed to solar farms on arable land, preferring instead that such developments be located on car parks and building rooftops. He noted, however, that in Norfolk the party falls three seats short of a majority and is therefore seeking to form a minority administration, which will require engagement and discussion with other parties. He added that efforts will be made to ensure a voice is put forward regarding solar farm developments.

Cllr Zielinski congratulated Cllr Lister on his appointment and queried whether he was aware of the Town Council's position on the proposed relief road for the town, and whether his support could be sought. Cllr Lister responded that he was not yet in a position to make a commitment and would provide a response later.

8.2. Breckland District Council

Cllr Anscombe and Cllr Morton provided a report prior to the meeting (Appendix 1 & 2).

Cllr Morton extended his congratulations to the Mayor and Deputy Mayor and to Cllr Lister on their appointments. Cllr Morton then ran over his report briefly to the Council and added updates to the below outstanding items:

Old Hamond School:

The Old Hamonds School Planning permission has lapsed, and currently there is a dispute that work is taking place and more to follow. Cllr Alford added that it is not possible for BDC to contact the developers to improve the external of the building as it is an eye sore to the area. Cllr Morton stated that the BDC is in regular contact with the landowner and enforcement powers are difficult unless it is a safety issue.

Lidl:

The Local Flood Authority and Anglian Water has objected on this application. BDC has requested for additional information from Lidl and are still waiting. This application will not be put before the Planning Committee before the objections are resolved. Cllr Darby asked if there is an impact assessment for Lidl currently. Cllr Morton clarified that he does not believe they have reached the threshold for an impact assessment as yet.

S106 Monies:

Cllr Skinner asked for the District Cllrs support with following up with BDC regarding the S106 monies. Cllr Morton will follow up with the Planning Department to follow up with the Planning Control, as there is a trigger point to the application and the monies will only be released once development reaches 25%.

District Councillor Wickerson provided an update on Swaffham Leisure. Discussions are progressing, and efforts are ongoing to reach a decision on how the £700,000 currently held by Breckland District Council will be allocated to Swaffham Leisure in the coming months.

8.3. Town Clerk

The Town Clerk provided a report prior to the meeting (Appendix 3)

8.4. Community Engagement Officer

The Community Engagement Officer provided a report prior to the meeting (Appendix 4)

9/26 Public Forum

The Mayor opened the meeting to the public, however as questions were asked earlier at the Annual Town Meeting there were no further questions.

10/26 Late items

The Town Clerk informed the Committee that Fred Nicholson had requested the Town Council to appoint two trustees. This matter has been recorded under item 13.7 of the minutes.

11/26 Correspondence

No correspondence received.

12/26 Nominations for Committees and Working Groups

12.1 Assets & Open Spaces Committee

It was unanimously agreed that Cllr Alford, Cllr Couzins, Cllr Darby, Cllr Eves, Cllr Mander, Cllr Skinner and Cllr Zielinski to be appointed committee members

12.2 Market & Tourism Committee

It was unanimously agreed that Cllr Beech, Cllr Bensley, Cllr Cooper, Cllr Darby, Cllr Eves, Cllr Mander and Cllr Skinner to be appointed committee members

12.3 Planning & Built Environment Committee

It was unanimously agreed that Cllr Alford, Cllr Beech, Cllr Darby, Cllr Eves, Cllr Mander, Cllr Scott and Cllr Zielinski to be appointed committee members

13/26 Nominations for representatives on outside bodies

13.1. Assets Buildings Management

Cllr Alford, Cllr Darby and Cllr Scott

13.2. Hammonds Educational Charity

Cllr Mander

13.3. Swaffham Town Estate

Cllr Darby and Cllr Zielinski

13.4. SCALGA

Cllr Bensley

13.5. PSiCA (Partnerships in Conservation Areas)

Cllr Scott

13.6. Swaffham Heritage

Cllr Zielinski

13.7. Fred Nicholson School

Cllr Cooper and Cllr Eves

14/26 Proposals for the Rental of the Kiosk

The proposals were distributed prior to the meeting. All applicants had been invited to the meeting and the Chairman asked if Councillors would like to hear from the applicants. No questions were forthcoming and Cllr Mander proposed to grant a lease to Crumbs'.

ACTION: It was agreed to accept the proposal from Crumbs with eight Cllrs agreeing and two abstaining

- 15/26 Quotation for the installation and upgrade of electrical infrastructure within the Market Place to support the enhancement of the Christmas Lighting Scheme**

ACTION: It was unanimously agreed to accept the quote

- 16/26 Provision of an iPad to support council duties and digital working**

After a lengthy discussion, five Councillors placed their interest forward to be considered for an iPad, namely Cllr Braithwaite, Cllr Cooper, Cllr Couzins, Cllr Eves and Cllr Scott.

ACTION: It was agreed to accept the quote from CloudyIT and provide the requested iPads with seven Councillors agreeing and four abstaining

- 17/26 St John the Baptist Catholic Multi-Academy Trust on change in religious designation for the Sacred Heart Primary School**

ACTION: It was agreed for the Town Council to support the change with ten Councillors agreeing, one against and one abstained

- 18/26 Request to Planning Inspectorate: Solar Farm Traffic Concerns and Management Plan**

ACTION: It was unanimously agreed for Cllr Scott to draft a letter for the Planning Inspectorate to highlight that a traffic plan is needed and for the Council staff to send this to the Planning Inspectorate

- 19/26 Town Council Policies**

19.1. Community Engagement Strategy

19.2. Community Events & Unsocial Hours Policy

ACTION: It was agreed to adopt all policies by 12 Councillors agreeing

- 20/26 Finance**

20.1. Receipts from April 2026

ACTION: It was agreed to accept receipts from April 2026 by 12 Councillors agreeing

20.2. Payment of accounts for May 2026

ACTION: It was agreed to accept the payments receipts from May 2026 by 12 Councillors agreeing

20.3. Bank Reconciliation of up to date of Agenda

ACTION: It was agreed to accept the bank reconciliation up to the date of the agenda by 12 Councillors agreeing

- 21/26 Date of the next meeting**

The date of the next meeting was agreed as Wednesday 10 June 2026 at 6.30pm to be held at the Council Chamber at the Town Hall.

Meeting closed at 7:05 pm

Chairman _____

Report to Swaffham Town Council – May 2026
Cllr Judy Anscombe Ward Member Breckland Council

Kerbside collection of small electricals and batteries

Following a fire at Wiser, the recycling site in Thetford which recycles small electricals and batteries, we have had to suspend our kerbside collections of these items.

We are working hard to secure another outlet and are awaiting the compliance scheme to organise another supplier who can collect these items from us.

We will continue to advise residents via our website and social media that collections are postponed and to hang on to the items until we recommence collections.

Business Rates Relief

As of April 2026, Breckland Council has approved full top-up discretionary business rates relief for specific, qualifying businesses for two financial years (2025-26 and 2026-27), aiming to support key local leisure and community services. Businesses can also apply for standard reliefs, including Small Business Rate Relief and Hardship Relief, through the Anglia Revenues Partnership.

Key Relief Measures and Details (2025-2027)

- Top-Up Discretionary Relief: Approved for 2025-26 and 2026-27 for qualifying businesses providing important services.
- Hardship Relief: Available for businesses facing exceptional circumstances, with applications required to be submitted via the Anglia Revenues Partnership (ARP) website.
- Small businesses in Breckland with a rateable value of £12,000 or less can receive 100% business rates relief, with a sliding scale up to £15,000, for the 2026-27 financial year. For 2026/27, the small business multiplier is set at 43.2p, with a lower 38.2p rate for eligible retail, hospitality, and leisure businesses, following a revaluation

Station Street Car Park

Feedback from visitors who took part in the walk along station street on April 19th, highlight concerns relating to the Station Street Car Park, about seemingly abandoned vehicles, campervans and the number of coaches parked, and the general state and appearance of the car park.

As this is Breckland Council owned land, I have contacted the Property Team, who are arranging a site visit.

Old Hamonds School

Simon Wood, Director of Planning and Building Control, and officers from the planning team, have met recently with the developer on site to discuss lapse of planning permission. The developer stated that material works have been initiated on site prior to planning permission lapsing, and that a schedule of works timeline would be provided after their visit.

A project plan has now been received (no start date provided), and the planning team are discussing next steps.

Lidl Planning Application

Update from the case officer: the LLFA and Anglian Water have now responded, and both are objecting to this planning application.

SHMT

Swaffham Cultural Consortium

The Swaffham Railway Reflections event on April 19th, was a great success and many visitors enjoyed the different aspects of the day. Strolling down Station Street walk was taken up by many who wanted to imagine the atmosphere of the railway station back in the day.

The two maps of the town and the railway created a lot of interest, and it was good to see visitors who used to live in the town, return to view more of its social history from the museum displays.

The feedback from the modellers was excellent, and their layouts held the attention of visitors of all ages and from many locations; the ratio of residents to those from other locations was 60:40.

Many thanks to the Cultural Consortium members and to the many volunteers who helped to make this event a success.

Next event is Tourist in Your Town. 5 volunteers are being trained to be our town guides, the script for the tours is being finalised and the guides will be practising their routes, ready for the start date of July 1st and ending in September.

All households will be leafleted to encourage residents to find out more about the town they live in.

Cllr Judy Anscombe
Breckland Council Ward Member
Judy.anscombe@breckland.gov.uk
01603 561054.

Report of Cllr Jacob Morton to Swaffham Town Council (Annual Meeting) – May 2026

It has been another busy year for Swaffham and Breckland, and I look forward to continuing to work with you all, and my ward colleagues, to serve our residents.

Breckland Council Corporate Achievements

It has been a successful year for Breckland in Swaffham and across the district. Key achievements this year include:

- Allocating £250k to repair 7 historic buildings as part of the Swaffham Historic Market Town project, as well as 8 community engagements and learning events with over 800 attendees
- Awarding £30,000 worth of shopfront redecoration/repair grants
- Funding the 'BOOST' programme to develop new skills for local people, particularly young people/students, through hands-on training
- £64,000 worth of 'Re-Open Grants', helping to fill empty commercial buildings on our high streets
- Partnering with Norfolk County Council to award 'Love Your Market Town' grants to increase footfall, including successful bids from Swaffham Town Council
- Providing subsidised membership of the Federation of Small Businesses (FSB)
- Restoring Swaffham's 'Town Pound', by securing £56k extra funding and supporting 20 young people to gain City & Guilds qualifications!
- £82,695 in community grant funding, **including most recently £5k for the ESCAPE Community Allotment Project in Swaffham**
- Distributing £12,000 of VJ Day 80 grants
- Working with Norfolk County Council to provide a new Supported Living Scheme in Swaffham, helping adults with additional needs to live independently in the community
- £4,000 Community Transport grants
- Significantly reduced number of households in temporary accommodation through targeted initiatives and use of technology
- Expanding our business waste scheme to 598 customers and 1089 bins
- Launching the new Armed Forces Community Fund, with an application already received from Swaffham RBL
- Issued fines of more than £94,000 against criminal landlords

I have provided the Town Council with the full document detailing Breckland's work towards its corporate aims.

Local Government Re-Organisation

We await further guidance following the Government's decision to create 3 new unitary councils for Norfolk from May 2028, with Breckland, Kings Lynn & West Norfolk and small parts of nearby districts merging to create a West Norfolk Unitary Council.

Breckland Council's own CEO, Maxine O'Mahony, has been designated as the Deputy Senior Responsible Officer for the implementation team in West Norfolk, ensuring that Breckland has a firm seat at the table. Senior councillors from Breckland will also represent us on transition committees.

We have also been given the new warding pattern for the unitary council (which will be elected in May 2027, going 'live' in May 2028). Swaffham will be one ward with 2 unitary councillors representing it (as opposed to the current 3 district and 1 county councillor). These councillors will be elected for a total of 5 years (including

the 1-year transition). The warding patterns will then be reviewed during this term before the following election.

Armed Forces

At its March Full Council meeting, Breckland Councillors approved a motion agreeing to write to the Armed Forces Minister, calling for greater funding and strengthening of the Armed Forces Covenant. This is alongside Breckland Council's launching of a new Armed Forces Community Fund, which gives grants to support and recognise our local armed forces community.

Annual Report of the Town Clerk - Financial Year 2025/26

Introduction

It is my pleasure to present the Annual Report for Swaffham Town Council covering the period from 1 April 2025 to 31 March 2026.

This report outlines the work undertaken by the Council during the year, highlights key achievements, summarises financial performance, and identifies priorities for the year ahead.

The past year has continued to demonstrate the importance of local government in supporting residents, maintaining community assets, and delivering services that contribute positively to the quality of life within our town.

I would like to thank Councillors, Council staff, volunteers, community organisations, and residents for their ongoing support and commitment throughout the year.

Council Activity and Key Achievements

During 2025/26, the Council has continued to deliver a broad range of services and initiatives for the benefit of the community.

Key achievements during the year included:

- Maintenance and enhancement of parks, open spaces, and public facilities
- Support for local events and community groups
- Continued investment in community safety and public amenities
- Successful grant funding applications for Community Orchard, Market Events and other Community Events.

Governance and Administration

The Council met regularly throughout the year to consider matters affecting the town and make decisions in accordance with its statutory responsibilities.

Meetings Held

- Full Council Meetings: 11
- Other Committee Meetings: 37

The Council continued to operate in accordance with:

- The Local Government Act 1972
- Financial Regulations
- Standing Orders
- Relevant transparency and governance requirements

Training opportunities were provided to Councillors and staff to support effective governance and professional development.

Finance Summary

The Council approved a budget for the 2025/26 financial year with a precept of £655,657.80.

The Council continued to monitor expenditure carefully throughout the year to ensure sound financial management and value for money for residents.

The annual internal audit was completed successfully, and the Council continued to comply with accountability and transparency requirements.

Services and Facilities

The Council maintained and managed a range of local facilities and services, including:

- Open spaces
- Allotments
- Play areas
- Public conveniences
- Community buildings
- Cemeteries
- Events and markets

Routine maintenance programmes were undertaken throughout the year to ensure facilities remained safe, accessible, and well presented.

The Town Warden initiative has proven to be very successful, with a significant amount of positive feedback received from members of the public. It is hoped that the 12-month contract can be extended next year and developed into a permanent arrangement.

Community Engagement

Community engagement remained an important focus for the Council.

During the year, the Council:

- Supported local events and commemorations
- Communicated regularly through its website and social media channels
- Worked with local schools, businesses, and voluntary groups

The Council remains committed to improving communication and encouraging greater public participation in local decision-making.

A sincere thank you must be extended to Nicola Forrest, Community Engagement Officer, for her continued dedication and commitment to developing and supporting community events and initiatives throughout the year.

Staffing and Operations

The Council experienced a period of staff transition during the year, following the retirement of two valued members of staff.

The Council staff continued to provide professional and effective support to Councillors and residents throughout the year.

Key operational priorities included:

- Ensuring compliance with legislation and policies
- Supporting efficient council administration
- Managing projects and contracts
- Responding to resident enquiries and service requests

I would like to thank all members of staff for their hard work, flexibility, and dedication. Particular thanks must also go to Leanne Jarrett, Deputy Clerk, for her support, professionalism, and hard work throughout a particularly difficult period last year, including her assistance in managing a sensitive HR matter.

Challenges and Priorities for 2026/27

The Council continues to face challenges including:

- Increasing operational costs
- Budget pressures
- Rising demand for local services
- Maintenance of ageing infrastructure

Key priorities for the coming year include:

- Transfer of the town's car parks from Breckland District Council to the Council
- Delivery of a comprehensive overhaul of the public toilet facilities building
- Strengthening community engagement
- Seeking external funding opportunities
- Reviewing long-term asset management

The Council remains committed to delivering effective and responsive local services for the benefit of the community.

Acknowledgements

On behalf of the Council, I would like to express appreciation to:

- Town Councillors
- Council staff
- District Councillors
- Volunteers
- Community organisations
- Partner authorities
- Residents

for their contribution and support throughout the year.

Helen Carrier

Town Clerk

7 May 2026

Community Engagement Officer Annual Report

Over the past year, I have delivered a comprehensive and inclusive programme of community events and initiatives, aimed at increasing engagement and enhancing wellbeing across the town. This has involved both the successful delivery of established events and the introduction of new opportunities to broaden participation.

Events and Community Engagement

This year's events programme has been varied and well attended, offering something for all age groups and interests. Key events delivered include:

- **Sheep Fayre** – A flagship community event celebrating rural heritage, attracting significant visitor numbers and supporting local traders and exhibitors.
- **Festival of Youth** – A dedicated event focused on engaging younger residents through activities, entertainment, and community involvement.
- **Family Funday** – Promoting health and access to local support services in an inclusive and welcoming environment.
- **Classic Car Fayre** – A popular event drawing enthusiasts and visitors into the town, contributing to increased footfall and economic activity.
- **Halloween Event** – A themed community event encouraging family participation and town centre engagement.
- **Remembrance Day** – A respectful and well-supported civic event, bringing the community together to honour and remember.
- **Christmas Festival** – A key highlight of the year, creating a festive atmosphere, supporting local businesses, and driving significant town centre activity.
- **Pantomime** – Providing accessible and affordable festive entertainment for residents and families, contributing to the town's seasonal offer.

In addition, I supported the Artisan Fayre and Pedlar Day in collaboration with the Cultural Consortium as part of the *Swaffham: A Historic Market Town* funding. These events enhanced the cultural offer within the town, celebrated local crafts and traders, and contributed to increased visitor engagement.

These events have not only increased community participation but have also strengthened the town's identity as a vibrant and active place to live and visit.

Funding and Project Delivery

Securing external funding has remained a key priority, enabled the delivery of additional projects and reduced reliance on council resources. Successful funding secured this year includes:

- **Community Orchard – Revitalise the Orchard: £3,055**
Supporting improvements to a valued green space, enhancing biodiversity and community use.
- **Love Your Market Fund – Heritage Walk: £2,341**
Promoting local history and encouraging both residents and visitors to explore the town. As part of this initiative, the Town Trail and accompanying guide have attracted a significant number of visitors and have been extremely well received, encouraging greater engagement with the town's heritage and supporting increased footfall.
- **Love Your Market Fund – Twilight Markets: £2,659**

These projects have enhanced the overall offer within the town and demonstrated strong alignment with external funding priorities.

Community Impact

The combined delivery of events and funded initiatives has resulted in:

- Increased community engagement and participation
- Greater support for local businesses and traders
- Enhanced cultural and social opportunities
- Increased use of public spaces and town centre footfall
- Strengthened community partnerships and networks

Looking Ahead to 2026

Priorities for the coming year include:

- Expanding and diversifying the events programme
- Continuing to secure external funding opportunities
- Increasing community involvement and volunteer engagement
- Further developing partnerships to strengthen delivery and impact

In addition to 2026, funding secured through the Love Your Market Fund – Twilight Markets will support the delivery of Twilight Markets in 2026. These events will provide extended trading opportunities and contribute to boosting the evening economy.

Alongside this, plans are in place to introduce a Young Traders Market, providing opportunities for young people to gain experience in trading, entrepreneurship, and business development, while further enhancing the town's market offer.

A further funding application has been submitted to the National Lottery, with an outcome expected shortly. If successful, this will provide additional opportunities to expand community initiatives and enhance future event delivery.

Swaffham Town Council

06 May 2026 (2026-2027)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
15	Chamber Hire	10/04/2026	Invoice 2913	1 Unity Trust Current	BACS	Facilities Hire	Holmwood House Care	S	10.00	2.00	12.00
15	Chamber Hire	10/04/2026	Invoice 2913	1 Unity Trust Current	BACS	Facilities Hire	Holmwood House Care	S	30.00	6.00	36.00
15	Chamber Hire	10/04/2026	Invoice 2913	1 Unity Trust Current	BACS	Facilities Hire	Holmwood House Care	E	20.00		20.00
16	Cemetery Fees	10/04/2026	Invoice 3035	1 Unity Trust Current	BACS	Cemetery - Memorial	H Brett & Sons	E	247.58		247.58
17	VAT Refund	10/04/2026		1 Unity Trust Current	BACS	VAT Refund	HMRC	R		6,016.60	6,016.60
18	Market Licensed Traders	10/04/2026	Invoice 3015	1 Unity Trust Current	Card	Market - Regular Trader	H Eagle	E	2,898.00		2,898.00
18	Market Licensed Traders	10/04/2026	Invoice 3015	1 Unity Trust Current	Card	Market - Regular Trader	H Eagle	E	-579.60		-579.60
19	Electric Market AGR0442785 (E	13/04/2026	Inv 3023	1 Unity Trust Current	BACS	Market - Electricity Hire	Brownbread	S	47.26	9.45	56.71
20	Market Licensed Traders	13/04/2026	Inv 3011	1 Unity Trust Current	BACS	Market - Regular Trader	Brownbread	E	945.00		945.00
20	Market Licensed Traders	13/04/2026	Inv 3011	1 Unity Trust Current	BACS	Market - Regular Trader	Brownbread	E	-141.75		-141.75
21	Market Licensed Traders	13/04/2026	Inv 3024	1 Unity Trust Current	BACS	Market - Electricity Hire	Routs of Wisbech	S	31.56	6.31	37.87
22	Market Licensed Traders	13/04/2026	Inv 3005	1 Unity Trust Current	BACS	Market - Regular Trader	The Refill Wagon	E	68.38		68.38
22	Market Licence Bonds	13/04/2026	Inv 3005	1 Unity Trust Current	BACS	Market - Regular Trader	The Refill Wagon	E	68.38		68.38
23	Market Licensed Traders	13/04/2026	Inv 2999	1 Unity Trust Current	BACS	Market - Regular Trader	Routs of Wisbech	E	102.73		102.73
23	Market Licensed Traders	13/04/2026	Inv 2999	1 Unity Trust Current	BACS	Market - Regular Trader	Routs of Wisbech	E	-5.26		-5.26
24	Market Licensed Traders	13/04/2026	Inv 3002	1 Unity Trust Current	BACS	Market - Regular Trader	Paul Cross Auctions	E	201.30		201.30
25	Electric Market AGR0442785 (E	13/04/2026	Inv 3025	1 Unity Trust Current	BACS	Market - Electricity Hire	Fountain Fresh Imports Ltc	S	78.75	15.75	94.50
26	Market Licensed Traders	13/04/2026	Inv 3017	1 Unity Trust Current	BACS	Market - Regular Trader	Fountain Fresh Imports Ltc	E	3,150.00		3,150.00
26	Market Licensed Traders	13/04/2026	Inv 3017	1 Unity Trust Current	BACS	Market - Regular Trader	Fountain Fresh Imports Ltc	E	-630.00		-630.00
27	Market Licensed Traders	13/04/2026	Inv 3008	1 Unity Trust Current	Cash	Market - Regular Trader	Lilac Nurseries	E	394.00		394.00
27	Market Licensed Traders	13/04/2026	Inv 3008	1 Unity Trust Current	Cash	Market - Regular Trader	Lilac Nurseries	E	-39.40		-39.40
28	Market Licensed Traders	13/04/2026	Inv 2992	1 Unity Trust Current	Card	Market - Regular Trader	Carols Collectables	E	63.12		63.12
29	Market Licensed Traders	13/04/2026	Inv 3003	1 Unity Trust Current	Card	Market - Regular Trader	QMB Antiques	E	63.12		63.12
30	Market Licence Bonds	14/04/2026	Inv 3032	1 Unity Trust Current	Cheque	Market - Regular Trader	L Blue Concina	E	-40.00		-40.00
31	Cemetery Fees	14/04/2026	Inv 3036	1 Unity Trust Current	Stripe	Cemetery - Memorial	Aaron Butler	E	163.53		163.53
31	Cemetery Fees	14/04/2026	Inv 3036	1 Unity Trust Current	Stripe	Cemetery - Memorial	Aaron Butler	E	18.49		18.49
32	Market Licensed Traders	14/04/2026	Inv 3010	1 Unity Trust Current	Stripe	Market - Regular Trader	Simon Baxter	E	724.50		724.50
32	Market Licensed Traders	14/04/2026	Inv 3010	1 Unity Trust Current	Stripe	Market - Regular Trader	Simon Baxter	E	-108.68		-108.68
33	Market Licensed Traders	15/04/2026	Inv 3001	1 Unity Trust Current	BACS	Market - Regular Trader	Old Bygones	E	105.20		105.20
33	Market Licensed Traders	15/04/2026	Inv 3001	1 Unity Trust Current	BACS	Market - Regular Trader	Old Bygones	E	-5.26		-5.26
34	Market Licensed Traders	15/04/2026	Inv 2993	1 Unity Trust Current	BACS	Market - Regular Trader	Sea Green Soap	E	51.30		51.30
35	Market Licensed Traders	15/04/2026	Inv 2997	1 Unity Trust Current	BACS	Market - Regular Trader	Love Pepper UK	E	157.80		157.80
35	Market Licensed Traders	15/04/2026	Inv 2997	1 Unity Trust Current	BACS	Market - Regular Trader	Love Pepper UK	E	-7.89		-7.89
36	Market Licensed Traders	15/04/2026	Inv 3019	1 Unity Trust Current	BACS	Market - Regular Trader	Aaron Christie	E	1,008.00		1,008.00
36	Market Licensed Traders	15/04/2026	Inv 3019	1 Unity Trust Current	BACS	Market - Regular Trader	Aaron Christie	E	-201.60		-201.60

Swaffham Town Council

06 May 2026 (2026-2027)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
37	Market Licensed Traders	15/04/2026	Inv 2998	1 Unity Trust Curren	BACS	Market - Regular Trader	Melt Down Danes/Printed	E	157.80		157.80
37	Market Licensed Traders	15/04/2026	Inv 2998	1 Unity Trust Curren	BACS	Market - Regular Trader	Melt Down Danes/Printed	E	-7.89		-7.89
38	Market Licensed Traders	15/04/2026	Inv 3016	1 Unity Trust Curren	BACS	Market - Regular Trader	Lewis' Speciality Bread	E	1,323.00		1,323.00
38	Market Licensed Traders	15/04/2026	Inv 3016	1 Unity Trust Curren	BACS	Market - Regular Trader	Lewis' Speciality Bread	E	-264.60		-264.60
39	Cemetery Fees	15/04/2026	Inv 3037	1 Unity Trust Curren	BACS	Cemetery - Memorial	H Brett & Sons	E	74.63		74.63
40	Market Licence Bonds	15/04/2026	Inv 3033	1 Unity Trust Curren	cheque	Allotment Deposit Refund	J Harvey	E	-43.50		-43.50
41	Classic Car Show	15/04/2026	Inv 3040	1 Unity Trust Curren	Cash	Event - Car Boot	Colin Mockett	E	10.00		10.00
42	Classic Car Show	15/04/2026	Inv 3041	1 Unity Trust Curren	Cheque	Event - Car Boot	B Woods	E	10.00		10.00
43	Classic Car Show	15/04/2026	Inv3042	1 Unity Trust Curren	cheque	Event - Stall Hire	SCALGA	E	15.00		15.00
44	Classic Car Show	15/04/2026	inv 3043	1 Unity Trust Curren	cheque	Event - Stall Hire	Norfolk & Nowich Group of	E	25.00		25.00
45	Cemetery Fees	15/04/2026	Inv 3063	1 Unity Trust Curren	761942826	Refund	H Brett & Sons	E	-247.58		-247.58
46	Cemetery Fees	15/04/2026		1 Unity Trust Curren	BACS	Cemetery - Memorial	H Brett & Sons	E	247.58		247.58
47	Classic Car Show	15/04/2026	Inv 3058	1 Unity Trust Curren	Stripe	Event - Stall Hire	Earth Panda Creations Ltd	E	25.00		25.00
48	Classic Car Show	16/04/2026	Inv 3054	1 Unity Trust Curren	BACS	Event - Stall Hire	Ian Bramwell	E	35.00		35.00
49	Market Licensed Traders	16/04/2026	Inv 2927	1 Unity Trust Curren	BACS	Market - Regular Trader	Oakland View Ltd	E	5.13		5.13
50	Market Licensed Traders	16/04/2026	Inv 2996	1 Unity Trust Curren	BACS	Market - Regular Trader	Oakland View Ltd	E	105.20		105.20
50	Market Licensed Traders	16/04/2026	Inv 2996	1 Unity Trust Curren	BACS	Market - Regular Trader	Oakland View Ltd	E	-5.26		-5.26
51	Classic Car Show	16/04/2026	Inv 3050	1 Unity Trust Curren	Stripe	Event - Stall Hire	Deborah Lomas	E	25.00		25.00
52	Classic Car Show	16/04/2026	Inv 3044	1 Unity Trust Curren	Stripe	Event - Stall Hire	Megan Colley	E	30.00		30.00
53	Classic Car Show	17/04/2026	Inv 3046	1 Unity Trust Curren	BACS	Event - Stall Hire	Snow White ice Cream	E	60.00		60.00
54	Photocopier	17/04/2026	Inv 3038	1 Unity Trust Curren	BACS	Swaffham Museum services	Swaffham Heritage	E	2.00		2.00
54	PAT Testing Service	17/04/2026	Inv 3038	1 Unity Trust Curren	BACS	Swaffham Museum services	Swaffham Heritage	E	1.50		1.50
55	Classic Car Show	21/04/2026	Inv 3060	1 Unity Trust Curren	Cash	Event - Car Boot	Sheila Owen	E	10.00		10.00
56	Photocopier	21/04/2026	Inv 3066	1 Unity Trust Curren	Cash	Printing Service	Wimbotsham PC	E	1.65		1.65
57	Cemetery Fees	22/04/2026	Inv 3067	1 Unity Trust Curren	BACS	Cemetery - Memorial	H Brett & Sons	E	247.58		247.58
58	Cemetery Fees	23/04/2026	Inv 3065	1 Unity Trust Curren	BACS	Cemetery - Memorial	Thornalley FD KL	E	593.77		593.77
59	Allotment Rent	23/04/2026	Invc3068	1 Unity Trust Curren	Stripe	Allotment Deposit	Ryan Hunt	E	12.63		12.63
59	Allotment Deposits	23/04/2026	Invc3068	1 Unity Trust Curren	Stripe	Allotment Deposit	Ryan Hunt	E	40.00		40.00
60	Photocopier	23/04/2026	Inv 3029	1 Unity Trust Curren	Cash	Printing Service	Oona Kelly	E	1.50		1.50
61	Cemetery Fees	30/04/2026	Inv 3091	1 Unity Trust Curren	BACS	Cemetery - Memorial	S T Sutton	E	593.77		593.77
62	Market Licensed Traders	30/04/2026	Inv 2995	1 Unity Trust Curren	BACS	Market - Regular Trader	Active Solutions	E	68.38		68.38
63	Allotment Rent	01/05/2026	Inv 3095	1 Unity Trust Curren	Stripe	Allotment Rent	Philippa-Rose Dubery	E	17.90		17.90
63	Allotment Deposits	01/05/2026	Inv 3095	1 Unity Trust Curren	Stripe	Allotment Rent	Philippa-Rose Dubery	E	40.00		40.00
64	Rent	01/05/2026		1 Unity Trust Curren	DD	Asset Rental	Fountain of Life Church	E	416.67		416.67
65	Classic Car Show	01/05/2026		1 Unity Trust Curren	Invoice 3093	Event - Brochure	Puff n Stuff	E	40.00		40.00

Swaffham Town Council

06 May 2026 (2026-2027)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
66	Classic Car Show	01/05/2026	Inv 3092	1 Unity Trust Curren	Stripe	Event - Sponsorship	Swaffham MOT & Service C	S	166.67	33.33	200.00
67	Hospitality	05/05/2026	Inv 3096	1 Unity Trust Curren	Cash	Hospitality	Various MOP	E	5.00		5.00
68	Market Casual Trader	05/05/2026	Inv 3097	1 Unity Trust Curren	Cash	Market - Casual Rent	Clares Crepes	E	18.00		18.00
68	Market Casual Trader	05/05/2026	Inv 3097	1 Unity Trust Curren	Cash	Market - Casual Rent	Clares Crepes	E	18.00		18.00
69	Market Casual Trader	05/05/2026	Inv 3098	1 Unity Trust Curren	Cash	Market - Casual Rent	The Norfolk Sharpener	E	18.00		18.00
70	MS Teams Refund - Swaffham	05/05/2026	Inv 3088	1 Unity Trust Curren	PC	Telephone & Wifi	Swaffham Heritage	E	56.50		56.50
71	General Maintenance	06/05/2026	25005523D NF COMP	1 Unity Trust Curren	BACS	Public Toilets	HMCTS Centralised	E	40.00		40.00
72	General Maintenance	06/05/2026	25005511M NF COMP	1 Unity Trust Curren	BACS	General Maintenance - Public T	HMCTS Centralised	E	20.00		20.00
73	Bank Interest	06/05/2026	PS100585	1 Unity Trust Curren	DD	Bank - Interest	CCLA Investment Managen	E			
74	Allotment Rent	06/05/2026	Inv 3099	1 Unity Trust Curren	15278355	Allotment Deposit Refund	Paul Hill	E	-18.02		-18.02
74	Allotment Deposits	06/05/2026	Inv 3099	1 Unity Trust Curren	15278355	Allotment Deposit Refund	Paul Hill	E	-40.00		-40.00
Total									12,839.57	6,089.44	18,929.01

Swaffham Town Council
PAYMENTS (AWAITING AUTHORISATION) LIST

11 May 2026 (2026-2027)

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
47	General Maintenance - Open Sp	09/04/2026		Lloyd Credit Card	Card	Fencing	Thomson Sawmills Ltd	S	184.17	36.83	221.00
48	General Maintenance - Open Sp	10/04/2026		Lloyd Credit Card	Card	Outdoor Equipment - Purchase	Kingspan Water & Energy I	S	325.00	65.00	390.00
48	General Maintenance - Open Sp	10/04/2026		Lloyd Credit Card	Card	Outdoor Equipment - Purchase	Kingspan Water & Energy I	S	58.00	11.60	69.60
49	Town Hall - Capital	10/04/2026		1 Unity Trust Curren	772881913	Flooring - Town Hall	Swaffham Carpet and Bedc	S	1,895.00	379.00	2,274.00
51	Civic - Service, Reception & Re	13/04/2026		1 Unity Trust Curren	14066804	Mayor Expenses	Breckland District Council	Z	30.00		30.00
55	Stripe Fee	14/04/2026	Inv 3036	1 Unity Trust Curren	Stripe	Stripe Transaction Fee	Stripe	X	2.93		2.93
56	Stripe Fee	14/04/2026	Inv 3010	1 Unity Trust Curren	Stripe	Stripe Transaction Fee	Stripe	X	9.44		9.44
57	World Pay Fee	15/04/2026		1 Unity Trust Curren	Worldpay	Credit Card Fees	Worldpay	S	0.08	0.02	0.10
57	World Pay Fee	15/04/2026		1 Unity Trust Curren	Worldpay	Credit Card Fees	Worldpay	E	3.16		3.16
58	World Pay Fee	15/04/2026		1 Unity Trust Curren	Worldpay	Credit Card Fees	Worldpay	S	0.04	0.01	0.05
58	World Pay Fee	15/04/2026		1 Unity Trust Curren	Worldpay	Credit Card Fees	Worldpay	E	57.96		57.96
59	World Pay Fee	15/04/2026		1 Unity Trust Curren	Worldpay	Credit Card Fees	Worldpay	S	10.00	2.00	12.00
60	Market Superintendent Phone	15/04/2026		1 Unity Trust Curren	dd	Telephone & Wifi	Vodafone	S	18.08	3.61	21.69
61	BDC Rates	15/04/2026		1 Unity Trust Curren	dd	Rates	Breckland District Council	E	215.00		215.00
61	BDC Rates	15/04/2026		1 Unity Trust Curren	dd	Rates	Breckland District Council	E	1,227.00		1,227.00
61	BDC Rates	15/04/2026		1 Unity Trust Curren	dd	Rates	Breckland District Council	E	210.00		210.00
62	Payroll Services	15/04/2026		1 Unity Trust Curren	106539043/58548	Payroll Services	Stephenson Smart	S	60.00	12.00	72.00
62	Payroll Services	15/04/2026		1 Unity Trust Curren	106539043/58548	Payroll Services	Stephenson Smart	S	60.00	12.00	72.00
63	Iceni Newsletter	15/04/2026		1 Unity Trust Curren	54116413	Iceni Newsletter	Iceni Partnership	S	105.00	21.00	126.00
64	CPRE	15/04/2026		1 Unity Trust Curren	dd	Monthly Subscription	CPRE	X	5.00		5.00
65	Hospitality	15/04/2026		1 Unity Trust Curren	743874508	Drinking Water	Cooleraid	S	35.70	7.14	42.84
65	Hospitality	15/04/2026		1 Unity Trust Curren	743874508	Drinking Water	Cooleraid	S	165.36	33.07	198.43
66	Christmas Light Switch On	15/04/2026		1 Unity Trust Curren	409887035	Christmas Event	Tornado Event Hire Ltd	S	250.00	50.00	300.00
67	General Maintenance - Open Sp	15/04/2026		1 Unity Trust Curren	785141771	Cleaning Materials	Anglian Chemicals	S	62.53	12.51	75.04
68	General Maintenance	15/04/2026		1 Unity Trust Curren	442927744	General Maintenance	Swaffham Building Supplli	S	13.50	2.70	16.20
68	General Maintenance	15/04/2026		1 Unity Trust Curren	442927744	General Maintenance	Swaffham Building Supplli	S	7.00	1.40	8.40
69	Open Spaces Ground Hire	15/04/2026		1 Unity Trust Curren	442927744	General Maintenance	Swaffham Building Supplli	S	40.00	8.00	48.00
70	General Maintenance	15/04/2026		1 Unity Trust Curren	88432414	General Maintenance - Allotme	Travis Perkins	S	26.05	5.21	31.26
70	General Maintenance	15/04/2026		1 Unity Trust Curren	88432414	General Maintenance - Allotme	Travis Perkins	S	8.80	1.76	10.56
71	General Maintenance	15/04/2026		1 Unity Trust Curren	73841869	General Maintenance - Cemete	Uncle Lukes	S	40.00	8.00	48.00
72	PSiCA	15/04/2026		Lloyd Credit Card	Card	STC for Cultural Consortium	Instaprint	E	3.33		3.33
72	PSiCA	15/04/2026		Lloyd Credit Card	Card	STC for Cultural Consortium	Instaprint	E	31.85		31.85
72	PSiCA	15/04/2026		Lloyd Credit Card	Card	STC for Cultural Consortium	Instaprint	E	53.06		53.06
72	PSiCA	15/04/2026		Lloyd Credit Card	Card	STC for Cultural Consortium	Instaprint	S	19.99	4.00	23.99
72	PSiCA	15/04/2026		Lloyd Credit Card	Card	STC for Cultural Consortium	Instaprint	S	4.16	0.83	4.99

Swaffham Town Council

11 May 2026 (2026-2027)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
73	PSICA	15/04/2026		Lloyd Credit Card	Card	STC for Cultural Consortium	Printers Today	E	54.31		54.31
74	Office Equipment	15/04/2026		Lloyd Credit Card	Card	General Maintenance	Amazon	S	17.00	3.40	20.40
77	Stripe Fee	15/04/2026		1 Unity Trust Current	Stripe	Stripe Transaction Fee	Stripe	X	0.68		0.68
78	Equipment Purchase/Replacem	16/04/2026		Lloyd Credit Card	Card	Cleaning Materials	Myhills	E	4.50		4.50
80	General Maintenance	16/04/2026		Lloyd Credit Card	Card	Public Toilets	The Planning Portal	S	75.83	15.17	91.00
80	General Maintenance	16/04/2026		Lloyd Credit Card	Card	Public Toilets	The Planning Portal	E	154.50		154.50
81	Stripe Fee	16/04/2026		1 Unity Trust Current	Stripe	Stripe Transaction Fee	Stripe	X	0.58		0.58
82	Stripe Fee	16/04/2026		1 Unity Trust Current	Stripe	Stripe Transaction Fee	Stripe	X	0.65		0.65
83	Electricity Town Hall AGR04723	20/04/2026		1 Unity Trust Current	dd	Electricity - Town Hall	SSE - Southern Electric	L	420.48	21.02	441.50
84	Electric Market AGR0442785 (B	20/04/2026		1 Unity Trust Current	dd	Electricity - Buttercross	SSE - Southern Electric	L	188.72	9.44	198.16
85	Electricity Cemetery AGR04963	20/04/2026		1 Unity Trust Current	dd	Electricity - Chapel	SSE - Southern Electric	L	48.40	2.42	50.82
86	Electricity Public Toilets AGR04	20/04/2026		1 Unity Trust Current	dd	Electricity - Public Toilets	SSE - Southern Electric	L	111.53	5.58	117.11
87	Electricity Rec Ground AGR045:	20/04/2026		1 Unity Trust Current	dd	Electricity - Rec Ground	SSE - Southern Electric	L	32.61	1.63	34.24
91	General Maintenance	22/04/2026		1 Unity Trust Current	442927744	General Maintenance - Town H	Swaffham Building Supplie	S	3.75	0.75	4.50
92	Premises Licence	22/04/2026		Lloyd Credit Card	Card	Premise Licence	Breckland District Council	E	100.00		100.00
93	Bank Charges	22/04/2026		Lloyd Credit Card	Card	Credit Card Fees	Lloyds Bank - Cr Card	E	3.00		3.00
94	Software	22/04/2026		Lloyd Credit Card	Card	IT - Software	Adobe	E	16.64		16.64
94	Software	22/04/2026		Lloyd Credit Card	Card	IT - Software	Adobe	S	16.64	3.33	19.97
95	Community Grants	23/04/2026	FIN 72/25	1 Unity Trust Current	63075328	Community Grant	The Friends of Swaffham (E	3,500.00		3,500.00
96	Stripe Fee	23/04/2026		1 Unity Trust Current	Stripe	Stripe Transaction Fee	Stripe	X	0.99		0.99
99	Tree Maintenance	27/04/2026		1 Unity Trust Current	424586433	Tree Survey	A T Combes Associates Ltd	S	625.00	125.00	750.00
100	Upgrade 2026	27/04/2026		1 Unity Trust Current	298680344	Public Toilets project	Beeston Architectural Servi	E	285.74		285.74
101	Stationery	27/04/2026		Lloyd Credit Card	Card	Stationery	Amazon	S	20.73	4.14	24.87
102	General Maintenance - Open Sp	27/04/2026		Lloyd Credit Card	Card	General Maintenance	Amazon	S	17.48	3.49	20.97
103	PPE & Hi Vis clothing	27/04/2026		Lloyd Credit Card	Card	PPE	Amazon	S	70.56	14.11	84.67
105	Consumables	28/04/2026		1 Unity Trust Current	189426496	Public Toilet Consumables	Anglian Chemicals	S	11.20	2.24	13.44
106	Training - Staff	28/04/2026		1 Unity Trust Current	189426496	Training - Staff	Anglian Safety Training	S	300.00	60.00	360.00
107	Legal Fees	28/04/2026	FC 209/25	1 Unity Trust Current	788715524	Legal Fees - Car Park Transfer	Davitt Jones Bould Ltd	S	2,212.00	442.40	2,654.40
109	Water Rates	29/04/2026		1 Unity Trust Current	602033601/620821	Water Rates - Allotments	WAVE - Anglian Water	E	184.64		184.64
110	Water Rates	29/04/2026		1 Unity Trust Current	336050356	Water Rates - Public Toilets	WAVE - Anglian Water	E	70.44		70.44
111	Water Rates	29/04/2026		1 Unity Trust Current	620826340	Water Rates - Town Hall	WAVE - Anglian Water	E	91.19		91.19
112	Water Rates	29/04/2026		1 Unity Trust Current	861107684	Water Rates - Rec Ground	WAVE - Anglian Water	E	86.63		86.63
113	General Maintenance	29/04/2026		1 Unity Trust Current	88432414	General Maintenance - Town H	Travis Perkins	S	25.06	5.01	30.07
113	General Maintenance	29/04/2026		1 Unity Trust Current	88432414	General Maintenance - Town H	Travis Perkins	S	14.28	2.86	17.14
114	Stationery	29/04/2026		Lloyd Credit Card	Card	Stationery	Vista Print	S	18.62	3.72	22.34

Swaffham Town Council

11 May 2026 (2026-2027)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
116	Floral Displays	30/04/2026		1 Unity Trust Curren	Card	Plants	Quality Discounts	S	12.48	2.49	14.97
117	Stripe Fee	01/05/2026		1 Unity Trust Curren	Stripe	Stripe Transaction Fee	Stripe	X	1.07		1.07
118	Civic.ly!	01/05/2026		1 Unity Trust Curren	dd	IT - Software	Scribe - Starboard Sys Ltd	S	255.00	51.00	306.00
119	Bank Charges	30/04/2026		1 Unity Trust Curren	dd	Bank Service Charge	Unity Trust Bank	E	22.45		22.45
120	Stripe Fee	01/05/2026		1 Unity Trust Curren	Stripe	Stripe Transaction Fee	Stripe	X	4.00		4.00
125	Bank Charges	05/05/2026		Lloyd Credit Card	Card	Monthly Subscription	Amazon	S	2.08	0.42	2.50
126	Orchard Orford Road	05/05/2026		Lloyd Credit Card	Card	Stationery	Amazon	S	5.82	1.16	6.98
127	PWLB - PW494979	05/05/2026		1 Unity Trust Curren	dd	PWLB - 494979	Public Works Loan Board	E	1,219.28		1,219.28
128	Intruder Alarm	05/05/2026		1 Unity Trust Curren	103484401	Intruder Alarm	Alarming UK	S	360.00	72.00	432.00
129	Sanitary Bins	05/05/2026		1 Unity Trust Curren	45391066	Contract Cleaning	Anglian Chemicals	S	25.00	5.00	30.00
130	Fuel	05/05/2026		1 Unity Trust Curren	396686519	Fuel	Swaffham Service Centre	S	242.45	48.49	290.94
131	IT Monthly WiFi/Teams/MS 365	05/05/2026		1 Unity Trust Curren	784598191	Monthly Subscription	Cloudy IT	S	675.30	135.06	810.36
132	S106 Swans Nest	05/05/2026		1 Unity Trust Curren	685099966	Grass Cutting	TTSR Limited	S	1,510.24	302.05	1,812.29
132	Grass Cutting - Urban Cut NCC	05/05/2026		1 Unity Trust Curren	685099966	Grass Cutting	TTSR Limited	S	1,884.12	376.82	2,260.94
132	Grass Cutting - Urban Cut NCC	05/05/2026		1 Unity Trust Curren	685099966	Grass Cutting	TTSR Limited	S	87.66	17.53	105.19
132	Grass Cutting - Open Spaces	05/05/2026		1 Unity Trust Curren	685099966	Grass Cutting	TTSR Limited	S	698.94	139.79	838.73
133	Photocopier	05/05/2026		1 Unity Trust Curren	617224145	Photocopier - Contract	Officeflow Office Automatic	S	68.05	13.61	81.66
134	Waste Collection	05/05/2026		1 Unity Trust Curren	43602197	Waste Collection	Breckland District Council	E	107.02		107.02
134	Waste Collection	05/05/2026		1 Unity Trust Curren	43602197	Waste Collection	Breckland District Council	E	107.02		107.02
134	Waste Collection	05/05/2026		1 Unity Trust Curren	43602197	Waste Collection	Breckland District Council	E	28.13		28.13
134	Waste Collection	05/05/2026		1 Unity Trust Curren	43602197	Waste Collection	Breckland District Council	E	99.59		99.59
134	Waste Collection	05/05/2026		1 Unity Trust Curren	43602197	Waste Collection	Breckland District Council	E	99.59		99.59
135	General Maintenance - Open Sp	05/05/2026		1 Unity Trust Curren	654489277	Storage Container - Monthly	Waites & Stone	S	100.00	20.00	120.00
136	Equipment Purchase/Replacem	05/05/2026		1 Unity Trust Curren	Card	Outdoor Equipment - Replacem	R T Machinery Limited	S	196.90	39.38	236.28
137	Rates	05/05/2026		1 Unity Trust Curren	228600780	Rates	Breckland District Council	E	200.01		200.01
138	Sheep Fayre	05/05/2026		1 Unity Trust Curren	310454449	Event - Entertainment	J P Sutton	Z	250.00		250.00
139	General Maintenance	05/05/2026		1 Unity Trust Curren	63075328	Environment Agency costs	Environment Agency	X	35.23		35.23
140	Utilities - Gas	06/05/2026		1 Unity Trust Curren	dd	Gas	EDF Energy	S	4,345.92	869.19	5,215.11
140	Utilities - Gas	06/05/2026		1 Unity Trust Curren	dd	Gas	EDF Energy	S	-3,125.31	-613.91	-3,739.22
141	Stripe Fee	07/05/2026		1 Unity Trust Curren	Stripe	Stripe Transaction Fee	Stripe	X	0.95		0.95
142	General Maintenance - Open Sp	11/05/2026		Lloyd Credit Card	91087719	Ground Maintenance	Agri-gem Ltd	S	46.66	9.33	55.99
142	General Maintenance - Open Sp	11/05/2026		Lloyd Credit Card	91087719	Ground Maintenance	Agri-gem Ltd	S	34.25	6.85	41.10
142	General Maintenance - Open Sp	11/05/2026		Lloyd Credit Card	91087719	Ground Maintenance	Agri-gem Ltd	S	11.98	2.40	14.38
143	Salaries	11/05/2026		1 Unity Trust Curren	BACS	Staff - Salaries	Salaries	X	20,219.39		20,219.39
144	HMRC	11/05/2026		1 Unity Trust Curren	dd	PAYE	HMRC	X	7,117.06		7,117.06
145	Pension	11/05/2026		1 Unity Trust Curren	775789574	Pension	Norfolk Pensions	X	6,324.09		6,324.09

Swaffham Town Council

11 May 2026 (2026-2027)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
146	BDC Small Lotteries	11/05/2026		1 Unity Trust Curren	1401933906	Waste Collection	Breckland District Council	E	20.00		20.00
Total									57,313.99	2,902.06	60,216.05

Swaffham Town Council

	Bank Reconciliation at 08/05/2026		
	Cash in Hand 01/04/2026		1,820,093.09
	ADD		
	Receipts 01/04/2026 - 08/05/2026		351,179.62
			2,171,272.71
	SUBTRACT		
	Payments 01/04/2026 - 08/05/2026		75,086.85
A	Cash in Hand 08/05/2026 (per Cash Book)		2,096,185.86
	Cash in hand per Bank Statements		
	Petty Cash	08/05/2026	165.74
	1 Unity Trust Current	08/05/2026	392,407.30
	Unity Trust Deposit	08/05/2026	58,944.80
	Lloyd Credit Card	08/05/2026	0.00
	Instant Access	08/05/2026	775,964.94
	CCLA Public Sector Deposit Fund	01/05/2026	450,000.00
	Hinkley & Rugby Savings	01/05/2026	451,181.30
			2,128,664.08
	Less unrepresented payments		32,139.12
			2,096,524.96
	Plus unrepresented receipts		-339.10
B	Adjusted Bank Balance		2,096,185.86
	A = B Checks out OK		