

**Swaffham Town Council  
Minutes of the Full Town Council meeting held on  
Wednesday 10 June 2026 in the Town Hall**

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

Town Clerk: H Carrier

Minute taker: H Duggan

Members of public: Six

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

**22/26 To receive apologies for absence**

Apologies were received in advance from C Ellerbeck and W Bensley.  
Norfolk County Councillor, J Lister, submitted apologies.

**23/26 To receive declarations of interest**

Cllr Cooper declared an interest in agenda item 44/26.

**24/26 Minutes of the Annual Town Council Meeting and Annual Meeting of the Council held on  
Wednesday 13 May 2026**

It was noted that there were two amendments required to the minutes from the Annual  
Town Council meeting:

Agenda Item 8.2 – LIDL - the impact statement should refer to the Town Centre trading.

Agenda item 8.2 – S106 monies - should quote Crocus Homes Sporle Road development.

**RESOLVED: Both minutes were agreed with the above amendments noted and signed by  
the Chairman as an accurate record.**

**25/26 Reports**

25.1. Norfolk County Council

There was no representative present and no report provided .

25.2. Breckland District Council

Cllr Morton provided a report prior to the meeting – Appendix 1

Cllr Morton explained that the town centre impact assessment referred to at the last  
meeting was only required if the development exceeded 2500sqm and the Lidl proposal  
was below that. Cllr Morton also highlighted Breckland’s food waste collection service,  
going live in September 2026, as mentioned in his report. Cllrs Morton and Wickerson  
promised to investigate the biodiversity source for the waste recycling.

Cllr Wickerson referred to discussions had with R Walker from Breckland about the Leisure  
Centre commissioned review and would be sharing the emails with the Town Clerk.

Cllr Anscombe provided a report prior to the meeting – Appendix 2

Cllr Anscombe gave a brief update on the Old Hamond School development to advise that  
the developer was currently in discussions with Breckland over the progression of the site.  
Cllr Anscombe also gave an update on the Station St businesses, advising that whilst the  
new Swaffham Guardians had tidied up the pavements and shop fronts and were

contacting the landlords to obtain permission to repaint the shop fronts, Breckland was following process in addressing the which was proving difficult. It was acknowledged everyone had the same aim, that the businesses be converted to much needed residential spaces, however acknowledged this was a lengthy and protracted process.

## 26/26 Public Forum

### Haspalls Road

A request was received regarding maintenance of the overgrown hedgerow between Haspalls Road and the Recreation Ground. It was also noted that a request for a speed awareness sign had previously been considered by Highways and declined on safety grounds due to the curvature of the road. A request was subsequently made for a new 30mph speed limit sign.

**FOR ACTION: The Town Clerk will confirm whether the hedgerow falls within the Town Council's responsibility and arrange for it to be cut back if appropriate. If the hedge is not the Council's responsibility, the matter will be reported to the landowner. The Town Clerk will also refer the request for additional speed signage to the Highways team for further consideration**

## 27/26 Reports

### 27.1. Mayor

The Mayor gave a verbal update on the civic events attended since the last meeting. The work of the new Swaffham Guardians was recognised and the Mayor thanked them on behalf of the Council for the work they were undertaking to make the town a nice place for residents and visitors.

There was a visit earlier in the day involving the new Kingsley Healthcare regional representative who met with the Mayor, Deputy Mayor as well as the office staff to advise they were now taking responsibility for Icen House Care Home, which is currently being renovated and will be renamed as Swaffham House Care Home as well as a number of other local care homes. Kingsley Healthcare are keen to be involved more in the community and have already sponsored a number of events for this year. There will be information packs available at the office for Councillors.

### 27.2. Town Clerk

The Town Clerk gave an update on the following:

#### Swaffham Guardians

The newly formed community group are now helping to tidy up and repaint the Pedlar Sign in town.

#### Events

- Annual Festival of Youth event - now in its third year, is taking place on the Campingland this Saturday 13 June, 10am – 4pm.
- Twilight Markets - the first of four planned Twilight Markets, is scheduled for Friday 26 June 4pm – 8pm.

Councillors are kindly asked to show support by attending these events

#### Swaffham Neighbourhood Plan

A working group meeting was held on Monday 8 June. Cllr Scott advised that positive progress was being made, the green space in town and a first draft of the design code has been agreed with the character assessment of the town now being looked at. The project review timetable was on track.

### 27.3. Museum Report

A report was circulated prior to the meeting. Cllr Zielinski advised that after a slow start shop sales were showing an increase of 60% on last year and visitor numbers were also up on last year. Everything was going very positively however more volunteers would be very welcome

### 27.4. Campingland Excavation Report

The report was positively received, and it was recognised that it would be a costly project to repeat.

### 28/26 **Late items**

Cllr Mander raised a late item seeking a formal vote on whether to continue the practice of opening Full Council meetings with a prayer. The matter was last considered in 2023, when Council resolved to retain opening prayers, with eight Councillors voting in favour, two against and two abstaining. The resolution included the provision that prayers should not be directed towards the Church of England. Following discussion, the matter was put to a vote.

**RESOLVED: That the practice of opening Full Council meetings with a prayer be discontinued. Voting: Seven in favour, three against and one abstention**

### 29/26 **Correspondence**

There was no new correspondence to discuss at the meeting.

### 30/26 **Grant Application**

Members recognised that the Icen Partnership was delivering a successful and much-needed initiative for the town. Cllr Morton, who had recently taken up the role of Community Fridge Coordinator for the Icen Partnership, spoke in support of the project and the benefits it provides to local residents.

It was noted that the Community Grant budget for 2026/27 had already been fully allocated. However, members considered that support for the initiative was warranted and proposed that a grant of £500 be awarded from Council reserves. It was further suggested that consideration be given to increasing the Community Grant budget for 2027/28.

**RESOLVED: That a grant of £500 be awarded to the Icen Partnership in support of the Swaffham Community Fridge initiative. The resolution was carried unanimously**

### 31/26 **Public Toilets**

The Town Clerk confirmed that the planning application had been approved. Building Regulations were now in the process of being prepared and once completed and approved by Breckland Council, the tender process could commence. It was noted that tenders would be considered and agreed at the September meeting of the Assets & Open Spaces Committee.

Cllr Scott drew attention to a condition of the planning approval requiring the protection of the Public Right of Way during the construction period. The Town Clerk confirmed that this requirement would be carefully managed and monitored throughout the building works.

### **32/26 Remodelling of The Kiosk and Upgrades:**

#### 32.1. Fire alarm

Following an inspection by the Town Council's H&S & Fire Risk Advisor it was advised that an alarm system was not required and two domestic ceiling fire alarms would be sufficient, one in the shop and one in the toilet service area.

**RESOLVED: It was unanimously agreed to install two domestic ceiling fire alarms as advised by the Fire Assessor**

#### 32.2. Electrical upgrades

The Council had received a quote from the Town Council's normal electrical contractor.

**RESOLVED: It was unanimously agreed to accept the quote for the electrical repairs and upgrade to the Kiosk**

#### 32.3. Plumbing upgrades

It was acknowledged this work would future proof the building and to fulfil the new lease a new door and flooring is also being addressed.

**RESOLVED: It was unanimously agreed to accept the quote for the plumbing repairs and upgrade to the Kiosk**

### **33/26 Christmas Lights**

The proposal is for the hire or purchase of new lights for the Market Place, as per the circulated catalogue and costs options. It was confirmed these would in addition to the current stock of Christmas Lights that would still be maintained and erected by the outside team.

**RESOLVED: It was unanimously agreed to proceed with the four-year hire option**

### **34/26 Chapel Spire**

Five quotations were requested; however, only two were received. Following consideration of the quotations and the proposed works, it was proposed to proceed with the quotation for the re-leading of the roof and top spire, including scaffolding and a 25-year guarantee.

**RESOLVED: To accept the quote that included the re-leading of the roof and spire which includes scaffolding. All agreed**

### **35/26 Town Council Insurance**

Council considered the Town Clerk's recommendation. The proposed Insurance policy now includes the Museum artefacts that were not previously included.

**RESOLVED: It was unanimously agreed to proceed with the new policy from Arthur J. Gallagher Insurance Brokers Limited**

### **36/26 Swaffham Youth Provision**

Cllr Skinner, in light of a report circulated prior to the meeting detailing current youth provision within the town, noted that the proposal from Beside Youth was considered somewhat premature. It was further reported that the Beside Youth coordinator had been allocated to the area for the forthcoming year and tasked with establishing provision. Members recognised that the Community Engagement Officer, Nicola Forrest, continued to work to promote and develop youth engagement within the town, including the annual Festival of Youth, scheduled for June 2026 and now in its third year, alongside other planned initiatives. It was agreed that no further action is required at this time.

**37/26 Building Inspection Report**

The report had been reviewed at an Assets & Open Spaces Committee meeting.

Councillors had asked for the report to be reviewed at Full Council. Council reviewed the report and the future of the Barn theatre and flat, currently under lease, was discussed and it was accepted that work would be needed to maintain the building and future use.

**FOR ACTION: It was agreed to add this to the agenda for the July Full Council meeting, to discuss further and potentially agree the need for a structural survey to determine works needed and subsequent future intent**

**38/26 Finance**38.1. Receipts from May 2026

**RESOLVED: It was unanimously agreed to accept the receipts from May 2026.**

38.2. Payments of accounts June 2026

**RESOLVED: It was unanimously agreed to accept the late payments for June 2026.**

38.3. Bank Reconciliation up to date of Agenda

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

**39/26 To resolve to exclude the press and public from the meeting pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, as applied by Section 100 of the Local Government Act 1972, as matters under discussion are confidential and related to legal and staffing matters.**

**40/26 Recommendation from HR & Governance Committee**

**RESOLVED: It was unanimously agreed to accept the HR & Governance recommendations regarding staffing.**

**41/26 Heads of Terms for The Kiosk**

**RESOLVED: It was unanimously agreed to accept the Heads of Terms for the kiosk and for the Town Clerk to instruct the Council's solicitor to provide a lease with agreed rent and deposit.**

**42/26 Heads of Terms on Transfer of Land at Orford Road**

**RESOLVED: It was unanimously agreed to accept the Heads of Terms on transfer of land at Orford Road.**

**43/26 Amended Transfer from Breckland regarding Car Parks**

**RESOLVED: It was agreed, eight in favour and three abstentions to proceed with the amended transfer from Breckland regarding the disposal of the Theatre St and Lynn St car parks.**

**44/26 Purchase of Commercial Land**

Following discussion, Councillors agreed to proceed with making an offer on the commercial land.

**RESOLVED: That an offer be made for the purchase of the commercial land, with a cash offer to be submitted, or, if this is declined, a maximum ceiling bid to be set for any subsequent auction. The resolution was carried with seven votes in favour and three against.**

**45/26 Date of the Next Meeting**

The date of the next meeting was agreed as Wednesday 8 July 2026 at 6.30pm to be held at the Council Chamber at the Town Hall.

**Agenda items to add:**

- Works required on The Barn

Meeting closed at 8.35pm

Chairman\_\_\_\_\_

**Food Waste Update**

The Government has introduced new legislation requiring local authorities to introduce weekly food waste collections from this year.

Breckland's food waste collection service will go live in September 2026. It will be rolled out in two phases, with the north of the district being first from W/C 7<sup>th</sup> September, followed by south from W/C 21<sup>st</sup> September.

Each property will receive a 7 litre caddy for use inside their property, and a 23 litres bin to be placed outside for collection as with current wheelie bins. These will be delivered between 8<sup>th</sup> August and 11<sup>th</sup> September, and households will also be provided with a leaflet with information, including when their collections are due to start. Additional resources will be made available for the first 12 weeks to support the rollout.

Town Councils can attend a drop-in session on 18<sup>th</sup> June from 2-3pm in the Anglia Room at Elizabeth House in Dereham.

**Housing Support for Young People**

Breckland Council has awarded a huge *£1.2million* of funding to YMCA Norfolk to provide a dedicated, holistic support service to 18-25 year olds in the district. This is based on evidence that shows rising demand in this age group, with 20% of people in Breckland seeking housing support falling into this age group over the past 3 years.

The service – which will now be developed in detail – will not only provide accommodation (e.g assisted living flats), but also wider support around training, skills and employment. This aims to avoid repeat homelessness and support young people to gain long-term, independent living.

**Armed Forces Community Fund**

Very pleased that the Swaffham Royal British Legion have been awarded a grant from Breckland's new Armed Forces Community Fund. Myself, Cllr Anscombe and Cllr Wickerson all wrote in support of their application, which will help fund their event in September marking the Rededication of the County Standard, which is being held in Swaffham.

**New Chairman & Vice Chairman**

At its AGM last month, Breckland Councillors elected Cllr Nigel Wilkin as this year's Chairman, and Cllr William Nunn as Vice Chairman.

### Food Waste Service Update

The Food Waste Service will go live in September 2026 and will be rolled out in two phases:

- Phase 1 – North of the district - w/c 7th September
- Phase 2 – South of the district - w/c 21<sup>st</sup> September

Ahead of go live, we will deliver two containers to each property:

- 7 litre caddies for use in the property
- 23 litre bins for use outside the property and to be placed out for collection

A leaflet will be provided with the containers, providing residents with the information they need for the service, including when collections are due to start.

Containers will be delivered to residents between the 8<sup>th</sup> of August and 11<sup>th</sup> of September.

A bedding in period of up to 12 weeks has been allowed, where additional resource will be available to support both residents and Serco whilst they familiarise themselves with the new service. During this period Serco will return for any missed collections, whether the fault of the resident or Serco.

We will be running a drop in sessions, to answer any questions at Elizabeth House, Dereham on **18<sup>th</sup> June 2:00 to 3:00 Anglia room** – Members and Town & Parish Councils

For further information please visit [Household Food Waste Collection Service coming soon - Breckland Council](#) or contact [environmental.services@breckland.gov.uk](mailto:environmental.services@breckland.gov.uk).

### Training Sessions

#### Listening Skills – Online Course Thursday 25th June 2026 time 09:30 - 12:30

Active listening helps community volunteers connect with people in a genuine way. By slowing down and really hearing what someone is saying, volunteers can offer support that feels personal and caring. This also helps organisations create stronger, more trusting relationships within the community.

Listening Skills is a friendly, 3-hour online course (delivered via Zoom) designed especially for people who regularly support or chat with others in their community. Whether you're talking with residents, service users, or fellow volunteers, this course will help you build strong active-listening skills so you can have supportive, confident, and sensitive conversations.

The session is led by an experienced Samaritans facilitator and includes practical tools, real-life examples, and plenty of chances to take part and learn together as a group.

**Booking:** <https://www.breckland.gov.uk/article/26231/Listening-Skills-Online>

#### ASIST Applied Suicide Intervention Skills Training (2 days) In Dereham

We are pleased to offer a ASIST Applied suicide Intervention Skills training course delivered by PAPYRUS and funded by Norfolk County Council.

This two-day course will consider and reflect on how we all view suicide, both personally and as a community.

Learn a well-known, easy-to-use model for helping someone who may be thinking about suicide.

Spot the signs that someone might be struggling and know how to offer support.

Talk with someone about what's causing their distress and help them find reasons to stay safe.

Work together to create a simple safety plan and know where to signpost people for extra help.

**Dates:** Thurs 16th & Fri 17th July 2026 from 09:00 - 17:00

**Venue:** Anglia Room, Conference Centre, Elizabeth House, Dereham, NR19 1EE

**Booking:** <https://www.breckland.gov.uk/article/26076/ASIST-Applied-Suicide-Intervention-Skills-Training-2-days>

### **Old Hamonds School**

Verbal report at the town council meeting.

### **Lidl Planning Application**

No further news on this planning application.

### **SHMT**

Notes from board meeting June 2<sup>nd</sup>, 2026:

The budget is now 65% spent, for the 2<sup>nd</sup> year of the project.

The next Market Place building improvement projects that will start September to December this year are:

- Break Charity shop
- Market Cross Café and Gift Gallery
- White Hart pub

The Light Festival - Joe has secured £53,000 from the Arts Council for the final event of the 3 year project. A further £4000 of funding has been provided from the Hamonds Education Trust, to fund the art workshops, which will produce the image projections. Proposed dates for the festival are February 20<sup>th</sup> or 27<sup>th</sup> 2027.

Rose Evaluation presented their findings after 2 years of delivery.

Year 2 shows a maturing programme with growing momentum. Delivery is becoming more established, partnerships are more effective, and early evidence of impact is emerging across heritage, community engagement and skills development. Partnership working has strengthened, enabling additional resources, expertise and funding to be brought into the programme. This has supported a broader range of activities and increased the overall impact of delivery.

Communications have improved significantly becoming more coordinated, consistent and visible across the programme. A wider range of channels has been used, including building signage, event promotion, digital content, video and media coverage, helping to raise awareness of the project both locally and beyond.

Full evaluation report link: copy available at the Town Hall on request.

LDA design – final proposals on the public realm for the Market Place were discussed, and the options for progression to next stage, including discussions with town council.

### **Swaffham Cultural Consortium**

Next event is **Tourist in Your Town**. Which will be delivered from July to September.

5 volunteers have been trained to be our town guides and have a walk that full of hidden histories about the town's heritage and families.

All households will be leafleted from June 15 to encourage residents to find out more about the town they live in. We hope that the walks will also encourage footfall to the town's businesses, following the walking tours.

Bookings are made through the Museum of Swaffham website and the Ticket Tailor platform.

**Chanter's Jigge performance** 27 September 2026 in St Peter and St Paul Church.

Save the date for a Tudor Portrait performed by Chanter's Jigge and featuring tunes and tales of Elizabethan England. There will also be information on Swaffham in Tudor times.

Cllr Judy Anscombe

Breckland Council Ward Member

[Judy.anscombe@breckland.gov.uk](mailto:Judy.anscombe@breckland.gov.uk)

## Swaffham Town Council

05 June 2026 (2026-2027)

## RECEIPTS LIST

| Vouche | Code                       | Date       | Minute            | Bank                  | Receipt No   | Description                   | Supplier                  | VAT Type | Net    | VAT   | Total  |
|--------|----------------------------|------------|-------------------|-----------------------|--------------|-------------------------------|---------------------------|----------|--------|-------|--------|
| 63     | Allotment Rent             | 01/05/2026 | Inv 3095          | 1 Unity Trust Current | Stripe       | Allotment Rent                | Philippa-Rose Dubery      | E        | 17.90  |       | 17.90  |
| 63     | Allotment Deposits         | 01/05/2026 | Inv 3095          | 1 Unity Trust Current | Stripe       | Allotment Rent                | Philippa-Rose Dubery      | E        | 40.00  |       | 40.00  |
| 64     | Rent                       | 01/05/2026 |                   | 1 Unity Trust Current | DD           | Asset Rental                  | Fountain of Life Church   | E        | 416.67 |       | 416.67 |
| 65     | Classic Car Show           | 01/05/2026 |                   | 1 Unity Trust Current | Invoice 3093 | Event - Brochure              | Puff n Stuff              | E        | 40.00  |       | 40.00  |
| 66     | Classic Car Show           | 01/05/2026 | Inv 3092          | 1 Unity Trust Current | Stripe       | Event - Sponsorship           | Swaffham MOT & Service C  | S        | 166.67 | 33.33 | 200.00 |
| 67     | Hospitality                | 05/05/2026 | Inv 3096          | 1 Unity Trust Current | Cash         | Hospitality                   | Various MOP               | E        | 5.00   |       | 5.00   |
| 68     | Market Casual Trader       | 05/05/2026 | Inv 3097          | 1 Unity Trust Current | Cash         | Market - Casual Rent          | Claire's Crepes           | E        | 18.00  |       | 18.00  |
| 68     | Market Casual Trader       | 05/05/2026 | Inv 3097          | 1 Unity Trust Current | Cash         | Market - Casual Rent          | Claire's Crepes           | E        | 18.00  |       | 18.00  |
| 69     | Market Casual Trader       | 05/05/2026 | Inv 3098          | 1 Unity Trust Current | 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 Current | PC           | Telephone & Wifi              | Swaffham Heritage         | E        | 56.50  |       | 56.50  |
| 73     | Bank Interest              | 06/05/2026 | PS100585          | 1 Unity Trust Current | DD           | Bank - Interest               | CCLA Investment Managen   | E        |        |       |        |
| 74     | Allotment Rent             | 06/05/2026 | Inv 3099          | 1 Unity Trust Current | 15278355     | Allotment Deposit Refund      | Paul Hill                 | E        | -18.02 |       | -18.02 |
| 74     | Allotment Deposits         | 06/05/2026 | Inv 3099          | 1 Unity Trust Current | 15278355     | Allotment Deposit Refund      | Paul Hill                 | E        | -40.00 |       | -40.00 |
| 71     | General Maintenance        | 06/05/2026 | 25005523D NF COMP | 1 Unity Trust Current | BACS         | Toilets - Compensation        | HMCTS Centralised         | E        | 40.00  |       | 40.00  |
| 72     | General Maintenance        | 06/05/2026 | 25005511M NF COMP | 1 Unity Trust Current | BACS         | Toilets - Compensation        | HMCTS Centralised         | E        | 20.00  |       | 20.00  |
| 75     | General Maintenance        | 07/05/2026 | Inv 3101          | 1 Unity Trust Current | Stripe       | General Maintenance - Allotme | Monika Fikret             | E        | 50.00  |       | 50.00  |
| 76     | Classic Car Show           | 07/05/2026 | Inv 3094          | 1 Unity Trust Current | BACS         | Event - Brochure              | The Red Lion              | S        | 166.67 | 33.33 | 200.00 |
| 77     | Market Licensed Traders    | 07/05/2026 | Inv 3081          | 1 Unity Trust Current | BACS         | Market - Regular Trader       | Love Pepper UK            | E        | 157.80 |       | 157.80 |
| 77     | Market Licensed Traders    | 07/05/2026 | Inv 3081          | 1 Unity Trust Current | BACS         | Market - Regular Trader       | Love Pepper UK            | E        | -7.89  |       | -7.89  |
| 78     | Classic Car Show           | 08/05/2026 | Inv 3102          | 1 Unity Trust Current | Cash         | Event - Car Boot              | Paul Fiddy                | E        | 10.00  |       | 10.00  |
| 79     | Market Licensed Traders    | 11/05/2026 | Inv 3082          | 1 Unity Trust Current | BACS         | Market - Regular Trader       | Melt Down Danes/Printed 1 | E        | 157.80 |       | 157.80 |
| 79     | Market Licensed Traders    | 11/05/2026 | Inv 3082          | 1 Unity Trust Current | BACS         | Market - Regular Trader       | Melt Down Danes/Printed 1 | E        | -7.89  |       | -7.89  |
| 84     | Market Casual Trader       | 11/05/2026 | Inv 3104          | 1 Unity Trust Current | Cash         | Market - Casual Rent          | Claire's Crepes           | E        | 18.00  |       | 18.00  |
| 85     | Market Casual Trader       | 11/05/2026 | Inv 3105          | 1 Unity Trust Current | Cash         | Market - Casual Rent          | The Norfolk Sharpener     | E        | 18.00  |       | 18.00  |
| 86     | Market Gazebo Hire         | 11/05/2026 | Inv 3087          | 1 Unity Trust Current | Card         | Market - Regular Trader       | The Painted Giraffe       | S        | 32.50  | 6.50  | 39.00  |
| 86     | Market Licensed Traders    | 11/05/2026 | Inv 3087          | 1 Unity Trust Current | Card         | Market - Regular Trader       | The Painted Giraffe       | S        | 5.42   | 1.08  | 6.50   |
| 86     | Market Licensed Traders    | 11/05/2026 | Inv 3087          | 1 Unity Trust Current | Card         | Market - Regular Trader       | The Painted Giraffe       | E        | 6.50   |       | 6.50   |
| 86     | Market Licensed Traders    | 11/05/2026 | Inv 3087          | 1 Unity Trust Current | Card         | Market - Regular Trader       | The Painted Giraffe       | E        | 52.60  |       | 52.60  |
| 86     | Market Licensed Traders    | 11/05/2026 | Inv 3087          | 1 Unity Trust Current | Card         | Market - Regular Trader       | The Painted Giraffe       | S        | 32.50  | 6.50  | 39.00  |
| 86     | Market Licensed Traders    | 11/05/2026 | Inv 3087          | 1 Unity Trust Current | Card         | Market - Regular Trader       | The Painted Giraffe       | E        | 52.60  |       | 52.60  |
| 80     | Market Licensed Traders    | 11/05/2026 | Inv 3078          | 1 Unity Trust Current | BACS         | Market - Regular Trader       | Routs of Wisbech          | E        | 105.20 |       | 105.20 |
| 80     | Market Licensed Traders    | 11/05/2026 | Inv 3078          | 1 Unity Trust Current | BACS         | Market - Regular Trader       | Routs of Wisbech          | E        | -5.26  |       | -5.26  |
| 81     | Market Licensed Traders    | 11/05/2026 | Inv 3080          | 1 Unity Trust Current | BACS         | Market - Regular Trader       | LW Sales                  | E        | 105.20 |       | 105.20 |
| 81     | Market Licensed Traders    | 11/05/2026 | Inv 3080          | 1 Unity Trust Current | BACS         | Market - Regular Trader       | LW Sales                  | E        | -5.26  |       | -5.26  |
| 82     | Market Licensed Traders    | 11/05/2026 | Inv 3084          | 1 Unity Trust Current | Cash         | Market - Regular Trader       | QMB Antiques              | E        | 63.12  |       | 63.12  |

**Swaffham Town Council**  
**RECEIPTS LIST**

05 June 2026 (2026-2027)

| Vouche | Code                    | Date       | Minute      | Bank                  | Receipt No | Description              | Supplier                   | VAT Type | Net      | VAT  | Total    |
|--------|-------------------------|------------|-------------|-----------------------|------------|--------------------------|----------------------------|----------|----------|------|----------|
| 83     | Market Licensed Traders | 11/05/2026 | Inv 3074    | 1 Unity Trust Current | Card       | Market - Regular Trader  | Carols Collectables        | E        | 63.12    |      | 63.12    |
| 87     | Waste Collection        | 11/05/2026 | Inv 3100    | 1 Unity Trust Current | Stripe     | Allotment Deposit Refund | Vygante Green              | E        | 100.00   |      | 100.00   |
| 87     | Allotment Deposits      | 11/05/2026 | Inv 3100    | 1 Unity Trust Current | Stripe     | Allotment Deposit Refund | Vygante Green              | E        | -40.00   |      | -40.00   |
| 87     | Allotment Deposits      | 11/05/2026 | Inv 3100    | 1 Unity Trust Current | Stripe     | Allotment Deposit Refund | Vygante Green              | E        | -40.00   |      | -40.00   |
| 89     | Classic Car Show        | 12/05/2026 | Inv 3061    | 1 Unity Trust Current | Cheque     | Event - Car Boot         | Joyce Lambert              | E        | 10.00    |      | 10.00    |
| 88     | Market Licensed Traders | 12/05/2026 | Inv 3083    | 1 Unity Trust Current | BACS       | Market - Regular Trader  | Paul Cross Auctions        | E        | 201.30   |      | 201.30   |
| 91     | Market Licensed Traders | 12/05/2026 | Inv 3085    | 1 Unity Trust Current | Stripe     | Market - Regular Trader  | Earth Panda Creations Ltd  | E        | 52.60    |      | 52.60    |
| 91     | Market Licensed Traders | 12/05/2026 | Inv 3085    | 1 Unity Trust Current | Stripe     | Market - Regular Trader  | Earth Panda Creations Ltd  | E        | 52.60    |      | 52.60    |
| 90     | Coin Entry Revenue      | 12/05/2026 | Mon 11/5/26 | 1 Unity Trust Current | Cash       | Entry Fee                | Various MOP                | E        | 3.86     |      | 3.86     |
| 92     | Market Licensed Traders | 14/05/2026 | Inv 3107    | 1 Unity Trust Current | BACS       | Market - Regular Trader  | Routs of Wlsbech           | E        | 7.73     |      | 7.73     |
| 92     | Market Licensed Traders | 14/05/2026 | Inv 3107    | 1 Unity Trust Current | BACS       | Market - Regular Trader  | Routs of Wlsbech           | E        | -5.26    |      | -5.26    |
| 93     | Market Licensed Traders | 14/05/2026 | Inv 3079    | 1 Unity Trust Current | BACS       | Market - Regular Trader  | Old Bygones                | E        | 105.20   |      | 105.20   |
| 93     | Market Licensed Traders | 14/05/2026 | Inv 3079    | 1 Unity Trust Current | BACS       | Market - Regular Trader  | Old Bygones                | E        | -5.26    |      | -5.26    |
| 94     | Market Licensed Traders | 14/05/2026 | Inv 3075    | 1 Unity Trust Current | BACS       | Market - Regular Trader  | Sea Green Soap             | E        | 51.30    |      | 51.30    |
| 95     | Market Licensed Traders | 14/05/2026 | Inv 3107    | 1 Unity Trust Current | BACS       | Market - Regular Trader  | Routs of Wlsbech           | E        | 97.47    |      | 97.47    |
| 96     | Classic Car Show        | 15/05/2026 | Inv 3071    | 1 Unity Trust Current | Stripe     | Event - Stall Hire       | Tarman Art                 | E        | 25.00    |      | 25.00    |
| 101    | Open Spaces Ground Hire | 18/05/2026 | Inv 3073    | 1 Unity Trust Current | BACS       | Ground Hire              | Norfolk & Norwich Festival | E        | 70.00    |      | 70.00    |
| 100    | Classic Car Show        | 18/05/2026 | Inv 3055    | 1 Unity Trust Current | BACS       | Event - Stall Hire       | Rose Burton                | E        | 40.00    |      | 40.00    |
| 98     | Classic Car Show        | 18/05/2026 | Inv 3057    | 1 Unity Trust Current | Stripe     | Event - Stall Hire       | David Bancroft             | S        | 12.50    | 2.50 | 15.00    |
| 98     | Classic Car Show        | 18/05/2026 | Inv 3057    | 1 Unity Trust Current | Stripe     | Event - Stall Hire       | David Bancroft             | E        | 25.00    |      | 25.00    |
| 99     | Market Licensed Traders | 18/05/2026 | Inv 3076    | 1 Unity Trust Current | Cash       | Market - Regular Trader  | Watchman & Wife            | E        | 105.20   |      | 105.20   |
| 99     | Market Licensed Traders | 18/05/2026 | Inv 3076    | 1 Unity Trust Current | Cash       | Market - Regular Trader  | Watchman & Wife            | E        | -5.26    |      | -5.26    |
| 97     | Market Licensed Traders | 18/05/2026 | Inv 3103    | 1 Unity Trust Current | Cash       | Market - Regular Trader  | Graders Delights           | E        | 105.20   |      | 105.20   |
| 97     | Market Licensed Traders | 18/05/2026 | Inv 3103    | 1 Unity Trust Current | Cash       | Market - Regular Trader  | Graders Delights           | E        | -5.26    |      | -5.26    |
| 106    | Allotment Rent          | 19/05/2026 | Inv 3116    | 1 Unity Trust Current | Stripe     | Allotment Rent           | Gwendoline Horncastle      | E        | 15.62    |      | 15.62    |
| 105    | Classic Car Show        | 19/05/2026 | Inv 3112    | 1 Unity Trust Current | Card       | Event - Car Boot         | Dorothy Pearman            | E        | 10.00    |      | 10.00    |
| 102    | Market Casual Trader    | 19/05/2026 | Inv 3109    | 1 Unity Trust Current | BACS       | Market Trader - Casual   | Claire's Crepes            | E        | 18.00    |      | 18.00    |
| 103    | Market Casual Trader    | 19/05/2026 | Inv 3110    | 1 Unity Trust Current | Cash       | Market Trader - Casual   | Bryan Dixon                | E        | 25.00    |      | 25.00    |
| 104    | Market Licensed Traders | 19/05/2026 | inv 3111    | 1 Unity Trust Current | Cash       | Market - Regular Trader  | Graders Delights           | E        | 99.94    |      | 99.94    |
| 106    | Allotment Deposits      | 19/05/2026 | Inv 3116    | 1 Unity Trust Current | Stripe     | Allotment Rent           | Gwendoline Horncastle      | E        | 40.00    |      | 40.00    |
| 107    | Classic Car Show        | 20/05/2026 | Inv 3049    | 1 Unity Trust Current | BACS       | Event - Stall Hire       | David Mitchell             | E        | 25.00    |      | 25.00    |
| 108    | Classic Car Show        | 20/05/2026 | Inv 3051    | 1 Unity Trust Current | BACS       | Event - Stall Hire       | Louise Firman              | E        | 25.00    |      | 25.00    |
| 109    | Classic Car Show        | 20/05/2026 | Inv 3048    | 1 Unity Trust Current | Stripe     | Event - Stall Hire       | Ayaans Ices                | E        | 60.00    |      | 60.00    |
| 110    | Market Licensed Traders | 21/05/2026 | Inv 3013    | 1 Unity Trust Current | BACS       | Market - Regular Trader  | Norfolk Produce            | E        | 2,520.00 |      | 2,520.00 |
| 110    | Market Licensed Traders | 21/05/2026 | Inv 3013    | 1 Unity Trust Current | BACS       | Market - Regular Trader  | Norfolk Produce            | E        | -504.00  |      | -504.00  |
| 110    | Market Licensed Traders | 21/05/2026 | Inv 3013    | 1 Unity Trust Current | BACS       | Market - Regular Trader  | Norfolk Produce            | E        | 84.00    |      | 84.00    |

## Swaffham Town Council

05 June 2026 (2026-2027)

## RECEIPTS LIST

| Vouche       | Code                          | Date       | Minute   | Bank                  | Receipt No | Description                   | Supplier                   | VAT Type | Net              | VAT           | Total            |
|--------------|-------------------------------|------------|----------|-----------------------|------------|-------------------------------|----------------------------|----------|------------------|---------------|------------------|
| 111          | Grass Cutting - Urban Cut NCC | 22/05/2026 |          | 1 Unity Trust Current | BACS       | Delegated Grass Cutting Agree | NCC - Norfolk Council Cour | X        | 13,510.41        |               | 13,510.41        |
| 114          | Allotment Rent                | 26/05/2026 |          | 1 Unity Trust Current |            | Allotment Deposit Refund      | Brandon Clements           | E        | -14.42           |               | -14.42           |
| 113          | Classic Car Show              | 26/05/2026 | Inv 3056 | 1 Unity Trust Current | BACS       | Event - Stall Hire            | LW Sales                   | E        | 35.00            |               | 35.00            |
| 112          | Market Casual Trader          | 26/05/2026 | Inv 3117 | 1 Unity Trust Current | Cash       | Market - Casual Rent          | The Norfolk Sharpener      | E        | 18.00            |               | 18.00            |
| 114          | Allotment Deposits            | 26/05/2026 |          | 1 Unity Trust Current |            | Allotment Deposit Refund      | Brandon Clements           | E        | -40.00           |               | -40.00           |
| 117          | Allotment Rent                | 27/05/2026 | Inv 3123 | 1 Unity Trust Current | Stripe     | Allotment Rent                | Jonathan Daw               | E        | 7.54             |               | 7.54             |
| 115          | Cemetery Fees                 | 27/05/2026 | Inv 3121 | 1 Unity Trust Current | BACS       | Cemetery - Memorial           | H Brett & Sons             | E        | 247.58           |               | 247.58           |
| 116          | Chamber Hire                  | 27/05/2026 | Inv 3072 | 1 Unity Trust Current | BACS       | Chamber Room Hire             | Iceni Partnership          | E        | 53.00            |               | 53.00            |
| 116          | Chamber Hire                  | 27/05/2026 | Inv 3072 | 1 Unity Trust Current | BACS       | Chamber Room Hire             | Iceni Partnership          | S        | 9.00             | 1.80          | 10.80            |
| 117          | Allotment Deposits            | 27/05/2026 | Inv 3123 | 1 Unity Trust Current | Stripe     | Allotment Rent                | Jonathan Daw               | E        | 40.00            |               | 40.00            |
| 118          | Family Fun Day                | 27/05/2026 |          | 1 Unity Trust Current | BACS       | Funding                       | Norfolk Community Founda   | E        | 2,100.00         |               | 2,100.00         |
| 119          | Electric Market AGR0442785 (B | 28/05/2026 | Inv 3022 | 1 Unity Trust Current | BACS       | Market - Electricity Hire     | Norfolk Produce            | S        | 63.00            | 12.60         | 75.60            |
| 119          | Electric Market AGR0442785 (B | 28/05/2026 | Inv 3022 | 1 Unity Trust Current | BACS       | Market - Electricity Hire     | Norfolk Produce            | S        | 63.00            | 12.60         | 75.60            |
| 119          | Electric Market AGR0442785 (B | 28/05/2026 | Inv 3022 | 1 Unity Trust Current | BACS       | Market - Electricity Hire     | Norfolk Produce            | S        | 63.00            | 12.60         | 75.60            |
| 119          | Electric Market AGR0442785 (B | 28/05/2026 | Inv 3022 | 1 Unity Trust Current | BACS       | Market - Electricity Hire     | Norfolk Produce            | S        | 63.00            | 12.60         | 75.60            |
| 119          | Electric Market AGR0442785 (B | 28/05/2026 | Inv 3022 | 1 Unity Trust Current | BACS       | Market - Electricity Hire     | Norfolk Produce            | S        | 63.00            | 12.59         | 75.59            |
| 124          | Classic Car Show              | 28/05/2026 | Inv 3059 | 1 Unity Trust Current | BACS       | Event - Sponsorship           | Kingsley Healthcare Group  | S        | 166.67           | 33.33         | 200.00           |
| 125          | Market Licensed Traders       | 28/05/2026 | Inv 3009 | 1 Unity Trust Current | BACS       | Market - Regular Trader       | Get Stuffed Catering       | E        | 425.52           |               | 425.52           |
| 125          | Market Licensed Traders       | 28/05/2026 | Inv 3009 | 1 Unity Trust Current | BACS       | Market - Regular Trader       | Get Stuffed Catering       | E        | -42.55           |               | -42.55           |
| 125          | Market Licensed Traders       | 28/05/2026 | Inv 3009 | 1 Unity Trust Current | BACS       | Market - Regular Trader       | Get Stuffed Catering       | E        | 42.55            |               | 42.55            |
| 126          | Market Licensed Traders       | 28/05/2026 | Inv 3021 | 1 Unity Trust Current | BACS       | Market - Electricity Hire     | Get Stuffed Catering       | S        | 39.28            | 7.86          | 47.14            |
| 120          | Market Licensed Traders       | 28/05/2026 | Inv 3086 | 1 Unity Trust Current | BACS       | Market - Regular Trader       | Active Solutions           | E        | 68.38            |               | 68.38            |
| 121          | Market Licensed Traders       | 28/05/2026 | Inv 2993 | 1 Unity Trust Current | BACS       | Market - Regular Trader       | Sea Green Soap             | E        | 1.30             |               | 1.30             |
| 122          | Market Licensed Traders       | 28/05/2026 | Inv 3075 | 1 Unity Trust Current | BACS       | Market - Regular Trader       | Sea Green Soap             | E        | 1.30             |               | 1.30             |
| 123          | Family Fun Day                | 28/05/2026 | Inv 3064 | 1 Unity Trust Current | BACS       | Event - Sponsorship           | Kingsley Healthcare Group  | S        | 270.83           | 54.17         | 325.00           |
| 127          | Museum Loan                   | 29/05/2026 | Inv 3090 | 1 Unity Trust Current | BACS       | Swaffham Heritage - Loan      | Swaffham Heritage          | E        | 696.50           |               | 696.50           |
| <b>Total</b> |                               |            |          |                       |            |                               |                            |          | <b>23,202.82</b> | <b>243.39</b> | <b>23,446.21</b> |

**Swaffham Town Council**  
**PAYMENTS (AWAITING AUTHORISATION) LIST**

09 June 2026 (2026-2027)

| Vouche | Code                             | Date       | Minute    | Bank                  | Payment Ref. | Description                  | Supplier                    | VAT Type | Net      | VAT   | Total    |
|--------|----------------------------------|------------|-----------|-----------------------|--------------|------------------------------|-----------------------------|----------|----------|-------|----------|
| 148    | Stripe Fee                       | 12/05/2026 | Inv 30858 | 1 Unity Trust Current | Stripe       | Stripe Transaction Fee       | Stripe                      | X        | 2.20     |       | 2.20     |
| 152    | LYM (Twilight Markets)           | 13/05/2026 |           | Lloyd Credit Card     | Card         | Premise Licence              | Newsquest Media Group       | S        | 422.80   | 84.56 | 507.36   |
| 153    | World Pay Fee                    | 14/05/2026 |           | 1 Unity Trust Current | Worldpay     | Credit Card Fees             | Worldpay                    | S        | 0.04     | 0.01  | 0.05     |
| 153    | World Pay Fee                    | 14/05/2026 |           | 1 Unity Trust Current | Worldpay     | Credit Card Fees             | Worldpay                    | E        | 4.91     |       | 4.91     |
| 154    | World Pay Fee                    | 14/05/2026 |           | 1 Unity Trust Current | Worldpay     | Credit Card Fees             | Worldpay                    | E        | 2.03     |       | 2.03     |
| 154    | World Pay Fee                    | 14/05/2026 |           | 1 Unity Trust Current | Worldpay     | Credit Card Fees             | Worldpay                    | S        | 0.08     | 0.02  | 0.10     |
| 155    | World Pay Fee                    | 14/05/2026 |           | 1 Unity Trust Current | Worldpay     | Credit Card Fees             | Worldpay                    | S        | 10.00    | 2.00  | 12.00    |
| 156    | Stripe Fee                       | 15/05/2026 | Inv 3071  | 1 Unity Trust Current | Stripe       | Stripe Transaction Fee       | Stripe                      | X        | 0.58     |       | 0.58     |
| 157    | Stripe Fee                       | 18/05/2026 | Inv 3057  | 1 Unity Trust Current | Stripe       | Stripe Transaction Fee       | Stripe                      | X        | 0.96     |       | 0.96     |
| 158    | Market Superintendent Phone      | 18/05/2026 |           | 1 Unity Trust Current | dd           | Mobile Charges               | Vodafone                    | S        | 49.25    | 9.85  | 59.10    |
| 159    | Equipment Purchase/Replacem      | 19/05/2026 |           | Lloyd Credit Card     | Card         | Outdoor Equipment - Purchase | Harvey Supplies             | S        | 71.00    | 14.20 | 85.20    |
| 159    | Equipment Purchase/Replacem      | 19/05/2026 |           | Lloyd Credit Card     | Card         | Outdoor Equipment - Purchase | Harvey Supplies             | S        | 5.95     | 1.19  | 7.14     |
| 160    | Equipment Purchase/Replacem      | 19/05/2026 |           | Lloyd Credit Card     | Card         | Outdoor Equipment - Purchase | Screwfix                    | S        | 104.16   | 20.83 | 124.99   |
| 161    | Civic.ly!                        | 19/05/2026 |           | 1 Unity Trust Current | dd           | IT - Software                | Scribe - Starboard Sys Ltd  | S        | 255.00   | 51.00 | 306.00   |
| 162    | BDC Rates                        | 19/05/2026 |           | 1 Unity Trust Current | dd           | Rates                        | Breckland District Council  | E        | 210.00   |       | 210.00   |
| 162    | BDC Rates                        | 19/05/2026 |           | 1 Unity Trust Current | dd           | Rates                        | Breckland District Council  | E        | 1,227.00 |       | 1,227.00 |
| 162    | BDC Rates                        | 19/05/2026 |           | 1 Unity Trust Current | dd           | Rates                        | Breckland District Council  | E        | 215.00   |       | 215.00   |
| 164    | Electricity Town Hall AGR04723   | 19/05/2026 |           | 1 Unity Trust Current | dd           | Electricity - Town Hall      | SSE - Southern Electric     | L        | 405.63   | 20.28 | 425.91   |
| 165    | Iceni Newsletter                 | 19/05/2026 |           | 1 Unity Trust Current | 174584544    | Iceni Newsletter             | Iceni Partnership           | S        | 105.00   | 21.00 | 126.00   |
| 166    | Waste Collection                 | 19/05/2026 |           | 1 Unity Trust Current | 64115129     | Waste Collection             | Breckland District Council  | E        | 107.02   |       | 107.02   |
| 166    | Waste Collection                 | 19/05/2026 |           | 1 Unity Trust Current | 64115129     | Waste Collection             | Breckland District Council  | E        | 99.59    |       | 99.59    |
| 167    | CPRE                             | 19/05/2026 |           | 1 Unity Trust Current | dd           | Monthly Subscription         | CPRE                        | X        | 5.00     |       | 5.00     |
| 168    | Electric Market AGR0442785 (B    | 19/05/2026 |           | 1 Unity Trust Current | dd           | Electricity - Buttercross    | SSE - Southern Electric     | L        | 149.34   | 7.47  | 156.81   |
| 169    | Electricity Cemetery AGR04963    | 19/05/2026 |           | 1 Unity Trust Current | dd           | Electricity - Chapel         | SSE - Southern Electric     | L        | 42.47    | 2.12  | 44.59    |
| 170    | Electricity Public Toilets AGR04 | 19/05/2026 |           | 1 Unity Trust Current | dd           | Electricity - Public Toilets | SSE - Southern Electric     | L        | 107.93   | 5.40  | 113.33   |
| 171    | General Maintenance              | 19/05/2026 |           | 1 Unity Trust Current | 6766068      | Waste Tipping                | Gamble Plant (Hire) Limitex | S        |          |       |          |
| 171    | Waste Collection                 | 19/05/2026 |           | 1 Unity Trust Current | 6766068      | Waste Tipping                | Gamble Plant (Hire) Limitex | S        |          |       |          |
| 171    | General Maintenance - Open S     | 19/05/2026 |           | 1 Unity Trust Current | 6766068      | Waste Tipping                | Gamble Plant (Hire) Limitex | S        | 135.32   | 27.06 | 162.38   |
| 172    | LYM (Twilight Markets)           | 19/05/2026 |           | 1 Unity Trust Current | 958580576    | Event - Entertainment        | Julia Charles Event Manage  | S        | 325.00   | 65.00 | 390.00   |
| 173    | PSICA                            | 19/05/2026 |           | Lloyd Credit Card     | Card         | STC for Cultural Consortium  | Instaprint                  | S        | 19.99    | 4.00  | 23.99    |
| 173    | PSICA                            | 19/05/2026 |           | Lloyd Credit Card     | Card         | STC for Cultural Consortium  | Instaprint                  | S        | 4.16     | 0.83  | 4.99     |
| 173    | PSICA                            | 19/05/2026 |           | Lloyd Credit Card     | Card         | STC for Cultural Consortium  | Instaprint                  | E        | 53.06    |       | 53.06    |
| 173    | PSICA                            | 19/05/2026 |           | Lloyd Credit Card     | Card         | STC for Cultural Consortium  | Instaprint                  | E        | 3.33     |       | 3.33     |
| 173    | PSICA                            | 19/05/2026 |           | Lloyd Credit Card     | Card         | STC for Cultural Consortium  | Instaprint                  | E        | 31.85    |       | 31.85    |
| 174    | Training - Councillors           | 19/05/2026 |           | 1 Unity Trust Current | 119737165    | Training - Councillors       | Norfolk Parish Training & S | S        | 65.00    | 13.00 | 78.00    |

**Swaffham Town Council**  
**PAYMENTS (AWAITING AUTHORISATION) LIST**

09 June 2026 (2026-2027)

| Vouche | Code                          | Date       | Minute   | Bank                  | Payment Ref. | Description                    | Supplier                    | VAT Type | Net      | VAT    | Total    |
|--------|-------------------------------|------------|----------|-----------------------|--------------|--------------------------------|-----------------------------|----------|----------|--------|----------|
| 175    | General Maintenance           | 19/05/2026 |          | 1 Unity Trust Current | 467418504    | General Maintenance            | Uncle Lukes                 | S        | 96.00    | 19.20  | 115.20   |
| 175    | General Maintenance           | 19/05/2026 |          | 1 Unity Trust Current | 467418504    | General Maintenance            | Uncle Lukes                 | S        | 72.00    | 14.40  | 86.40    |
| 175    | General Maintenance           | 19/05/2026 |          | 1 Unity Trust Current | 467418504    | General Maintenance            | Uncle Lukes                 | S        | 36.00    | 7.20   | 43.20    |
| 176    | IT Hardware                   | 19/05/2026 |          | 1 Unity Trust Current | 255075991    | IT Equipment                   | Cloudy IT                   | S        | 487.50   | 97.50  | 585.00   |
| 176    | Town Hall - Capital           | 19/05/2026 |          | 1 Unity Trust Current | 255075991    | IT Equipment                   | Cloudy IT                   | S        | 1,625.00 | 325.00 | 1,950.00 |
| 176    | Town Hall - Capital           | 19/05/2026 |          | 1 Unity Trust Current | 255075991    | IT Equipment                   | Cloudy IT                   | S        | 845.00   | 169.00 | 1,014.00 |
| 177    | Waste Collection              | 19/05/2026 |          | 1 Unity Trust Current | 400149496    | Waste Collection               | TTSR Limited                | S        | 567.00   | 113.40 | 680.40   |
| 178    | Cemetery - Capital            | 19/05/2026 |          | 1 Unity Trust Current | 325104235    | General Maintenance - Chapel   | APT Roofing                 | S        | 3,100.00 | 620.00 | 3,720.00 |
| 179    | Bank Charges                  | 19/05/2026 |          | Lloyd Credit Card     | Card         | Credit Card Fees               | Lloyds Bank - Cr Card       | E        | 3.00     |        | 3.00     |
| 180    | Software                      | 19/05/2026 |          | Lloyd Credit Card     | Card         | IT - Software                  | Adobe                       | E        | 16.64    |        | 16.64    |
| 180    | Software                      | 19/05/2026 |          | Lloyd Credit Card     | Card         | IT - Software                  | Adobe                       | S        | 16.64    | 3.33   | 19.97    |
| 181    | IT Monthly WiFi/Teams/MS 365  | 19/05/2026 |          | 1 Unity Trust Current | 816348958    | Monthly Subscription           | Cloudy IT                   | S        | 675.30   | 135.06 | 810.36   |
| 182    | S106 Swans Nest               | 19/05/2026 |          | 1 Unity Trust Current | 400149496    | Grass Cutting                  | TTSR Limited                | S        | 1,510.24 | 302.05 | 1,812.29 |
| 182    | Grass Cutting - Urban Cut NCC | 19/05/2026 |          | 1 Unity Trust Current | 400149496    | Grass Cutting                  | TTSR Limited                | S        | 1,884.12 | 376.82 | 2,260.94 |
| 182    | Grass Cutting - Open Spaces   | 19/05/2026 |          | 1 Unity Trust Current | 400149496    | Grass Cutting                  | TTSR Limited                | S        | 698.94   | 139.79 | 838.73   |
| 182    | Grass Cutting - Open Spaces   | 19/05/2026 |          | 1 Unity Trust Current | 400149496    | Grass Cutting                  | TTSR Limited                | S        | 87.66    | 17.53  | 105.19   |
| 183    | General Maintenance - Open Sp | 19/05/2026 |          | 1 Unity Trust Current | 946931528    | Storage Container - Monthly    | Waites & Stone              | S        | 100.00   | 20.00  | 120.00   |
| 184    | Market Superintendent Phone   | 19/05/2026 |          | 1 Unity Trust Current | dd           | Mobile Charges                 | Vodafone                    | S        | 19.40    | 3.87   | 23.27    |
| 184    | Town Warden Phone             | 19/05/2026 |          | 1 Unity Trust Current | dd           | Mobile Charges                 | Vodafone                    | S        | 18.49    | 3.70   | 22.19    |
| 185    | Stripe Fee                    | 19/05/2026 | Inv 3116 | 1 Unity Trust Current | Stripe       | Stripe Transaction Fee         | Stripe                      | X        | 1.03     |        | 1.03     |
| 186    | General Maintenance - Open Sp | 20/05/2026 |          | Lloyd Credit Card     | Card         | General Maintenance            | Amazon                      | S        | 29.99    | 6.00   | 35.99    |
| 187    | H&S General                   | 20/05/2026 |          | Lloyd Credit Card     | Card         | H&S Equipment                  | Amazon                      | S        | 3.32     | 0.66   | 3.98     |
| 188    | H&S General                   | 20/05/2026 |          | Lloyd Credit Card     | Card         | H&S Equipment                  | Amazon                      | S        | 1.65     | 0.33   | 1.98     |
| 189    | Stationery                    | 20/05/2026 |          | Lloyd Credit Card     | Card         | Stationery                     | Amazon                      | S        | 8.32     | 1.66   | 9.98     |
| 190    | General Maintenance           | 20/05/2026 |          | Lloyd Credit Card     | Card         | General Maintenance - Allotme  | Amazon                      | S        | 24.96    | 5.00   | 29.96    |
| 191    | General Maintenance           | 20/05/2026 |          | 1 Unity Trust Current | 872274137    | General Maintenance - Buttercr | LM Surveys                  | S        | 700.00   | 140.00 | 840.00   |
| 192    | Stripe Fee                    | 20/05/2026 |          | 1 Unity Trust Current | Stripe       | Stripe Transaction Fee         | Stripe                      | X        | 1.34     |        | 1.34     |
| 195    | Floral Displays               | 21/05/2026 |          | Lloyd Credit Card     | Card         | Plants                         | Didlington Nurseries Ltd    | S        | 200.00   | 40.00  | 240.00   |
| 196    | Stationery                    | 26/05/2026 |          | Lloyd Credit Card     | Card         | Stationery                     | Quality Discounts           | S        | 2.49     | 0.50   | 2.99     |
| 198    | World Pay Fee                 | 26/05/2026 |          | 1 Unity Trust Current | Worldpay     | Credit Card Fees               | Worldpay                    | E        | 0.25     |        | 0.25     |
| 198    | World Pay Fee                 | 26/05/2026 |          | 1 Unity Trust Current | Worldpay     | Credit Card Fees               | Worldpay                    | S        | 0.04     | 0.01   | 0.05     |
| 199    | Cultural Consortium           | 26/05/2026 |          | Lloyd Credit Card     | Card         | STC for Cultural Consortium    | Post Office                 | S        | 239.34   | 47.87  | 287.21   |
| 199    | Cultural Consortium           | 26/05/2026 |          | Lloyd Credit Card     | Card         | STC for Cultural Consortium    | Post Office                 | E        | 0.72     |        | 0.72     |
| 199    | Cultural Consortium           | 26/05/2026 |          | Lloyd Credit Card     | Card         | STC for Cultural Consortium    | Post Office                 | S        | 14.00    | 2.80   | 16.80    |
| 200    | Training - Councillors        | 26/05/2026 |          | 1 Unity Trust Current | 119737165    | Training - Councillors         | Norfolk Parish Training & S | S        | 130.00   | 26.00  | 156.00   |
| 201    | General Maintenance           | 26/05/2026 |          | 1 Unity Trust Current | 958574711    | General Maintenance - Town H   | Travis Perkins              | S        | 25.06    | 5.01   | 30.07    |

**Swaffham Town Council**  
**PAYMENTS (AWAITING AUTHORISATION) LIST**

09 June 2026 (2026-2027)

| Vouche | Code                           | Date       | Minute | Bank                  | Payment Ref. | Description                   | Supplier                    | VAT Type | Net      | VAT   | Total    |
|--------|--------------------------------|------------|--------|-----------------------|--------------|-------------------------------|-----------------------------|----------|----------|-------|----------|
| 201    | General Maintenance            | 26/05/2026 |        | 1 Unity Trust Current | 958574711    | General Maintenance - Town H  | Travis Perkins              | S        | 13.68    | 2.74  | 16.42    |
| 201    | H&S General                    | 26/05/2026 |        | 1 Unity Trust Current | 958574711    | General Maintenance - Town H  | Travis Perkins              | S        | 9.01     | 1.80  | 10.81    |
| 202    | General Maintenance            | 26/05/2026 |        | 1 Unity Trust Current | 824120436    | General Maintenance - Town H  | BH Doors & Engineering Lb   | S        | 185.00   | 37.00 | 222.00   |
| 203    | Cleaning Materials             | 26/05/2026 |        | Lloyd Credit Card     | Card         | Cleaning Materials            | Quality Discounts           | S        | 12.07    | 2.42  | 14.49    |
| 204    | Stripe Fee                     | 27/05/2026 |        | 1 Unity Trust Current | Stripe       | Stripe Transaction Fee        | Stripe                      | X        | 1.10     |       | 1.10     |
| 205    | Sanitary Bins                  | 27/05/2026 |        | 1 Unity Trust Current | 784710821    | Contract Cleaning             | Anglian Chemicals           | S        | 30.00    | 6.00  | 36.00    |
| 206    | Bank Charges                   | 01/06/2026 |        | 1 Unity Trust Current | dd           | Bank Service Charge           | Unity Trust Bank            | E        | 22.45    |       | 22.45    |
| 207    | General Maintenance - Museurr  | 01/06/2026 |        | 1 Unity Trust Current | 588145677    | General Maintenance - Museurr | Kevin Moulton Heating       | S        | 90.00    | 18.00 | 108.00   |
| 208    | Photocopier                    | 01/06/2026 |        | 1 Unity Trust Current | 955722979    | Photocopier - Contract        | Officeflow Office Automatic | S        | 53.10    | 10.62 | 63.72    |
| 209    | Water Rates                    | 01/06/2026 |        | 1 Unity Trust Current |              | Water Rates - Allotments      | WAVE - Anglian Water        | E        | 467.06   |       | 467.06   |
| 210    | Water Rates                    | 01/06/2026 |        | 1 Unity Trust Current | 750876912    | Water Rates - Public Toilets  | WAVE - Anglian Water        | E        | 75.83    |       | 75.83    |
| 211    | Water Rates                    | 01/06/2026 |        | 1 Unity Trust Current | 75717326     | Water Rates - Town Hall       | WAVE - Anglian Water        | E        | 143.68   |       | 143.68   |
| 212    | Water Rates                    | 01/06/2026 |        | 1 Unity Trust Current | 676687484    | Water Rates - Rec Ground      | WAVE - Anglian Water        | E        | 20.73    |       | 20.73    |
| 213    | General Maintenance            | 01/06/2026 |        | 1 Unity Trust Current | 638204385    | General Maintenance - Town H  | Swaffham Building Supplli   | S        | 31.80    | 6.36  | 38.16    |
| 213    | General Maintenance            | 01/06/2026 |        | 1 Unity Trust Current | 638204385    | General Maintenance - Town H  | Swaffham Building Supplli   | S        | 25.35    | 5.07  | 30.42    |
| 213    | General Maintenance            | 01/06/2026 |        | 1 Unity Trust Current | 638204385    | General Maintenance - Town H  | Swaffham Building Supplli   | S        | 9.87     | 1.97  | 11.84    |
| 214    | PSICA                          | 01/06/2026 |        | 1 Unity Trust Current | 468032327    | STC for Cultural Consortium   | sjs engraving               | E        | 11.90    |       | 11.90    |
| 215    | Festival of Youth              | 01/06/2026 |        | Lloyd Credit Card     | Card         | Event - Entertainment         | Amazon                      | S        | 446.40   | 89.20 | 535.60   |
| 216    | Stationery                     | 01/06/2026 |        | Lloyd Credit Card     | Card         | Amazon Prime Membership       | Amazon                      | S        | 95.00    | 19.00 | 114.00   |
| 217    | Stationery                     | 01/06/2026 |        | Lloyd Credit Card     | Card         | Office Equipment              | Amazon                      | S        | 18.32    | 3.66  | 21.98    |
| 217    | Stationery                     | 01/06/2026 |        | Lloyd Credit Card     | Card         | Office Equipment              | Amazon                      | S        | 15.82    | 3.16  | 18.98    |
| 218    | Stationery                     | 01/06/2026 |        | Lloyd Credit Card     | Card         | Office Equipment              | Amazon                      | S        | 25.32    | 5.06  | 30.38    |
| 218    | Stationery                     | 01/06/2026 |        | Lloyd Credit Card     | Card         | Office Equipment              | Amazon                      | S        | 3.32     | 0.66  | 3.98     |
| 219    | Intruder Alarm                 | 01/06/2026 |        | Lloyd Credit Card     | Card         | Blink Basic Plan Monthly      | Amazon                      | S        | 2.08     | 0.42  | 2.50     |
| 220    | Electricity Rec Ground AGR045: | 02/06/2026 |        | 1 Unity Trust Current | dd           | Electricity - Rec Ground      | SSE - Southern Electric     | L        | 162.19   | 8.11  | 170.30   |
| 222    | Hospitality                    | 02/06/2026 |        | 1 Unity Trust Current | 175674919    | Drinking Water                | Cooleraid                   | S        | 23.80    | 4.76  | 28.56    |
| 223    | Stationery                     | 02/06/2026 |        | Lloyd Credit Card     | Card         | Stationery                    | Amazon                      | S        | 47.48    | 9.50  | 56.98    |
| 224    | Insurance                      | 03/06/2026 |        | 1 Unity Trust Current | 353549333    | Insurance                     | Arthur J Gallagher Insuranx | Z        | 9,034.90 |       | 9,034.90 |
| 225    | Stationery                     | 03/06/2026 |        | Lloyd Credit Card     | Card         | Office Equipment              | Amazon                      | S        | 87.07    | 17.41 | 104.48   |
| 225    | Stationery                     | 03/06/2026 |        | Lloyd Credit Card     | Card         | Office Equipment              | Amazon                      | S        | 7.12     | 1.42  | 8.54     |
| 226    | Stripe Fee                     | 03/06/2026 |        | 1 Unity Trust Current | Stripe       | Stripe Transaction Fee        | Stripe                      | X        | 19.20    |       | 19.20    |
| 228    | LYM (Twilight Markets)         | 05/06/2026 |        | Lloyd Credit Card     | Card         | Outdoor Equipment - Purchase  | Screwfix                    | S        | 31.07    | 6.22  | 37.29    |
| 228    | Equipment Purchase/Replacem    | 05/06/2026 |        | Lloyd Credit Card     | Card         | Outdoor Equipment - Purchase  | Screwfix                    | S        | 24.99    | 5.00  | 29.99    |
| 229    | General Maintenance - Open Sj  | 08/06/2026 |        | Lloyd Credit Card     | Card         | General Maintenance           | Timpson Ltd                 | S        | 17.50    | 3.50  | 21.00    |
| 230    | Fuel                           | 08/06/2026 |        | 1 Unity Trust Current | 999822611    | Fuel                          | Swaffham Service Centre     | S        | 83.21    | 16.64 | 99.85    |

**Swaffham Town Council**  
**PAYMENTS (AWAITING AUTHORISATION) LIST**

09 June 2026 (2026-2027)

| Vouche       | Code                         | Date       | Minute | Bank                  | Payment Ref. | Description                     | Supplier                    | VAT Type | Net              | VAT             | Total            |
|--------------|------------------------------|------------|--------|-----------------------|--------------|---------------------------------|-----------------------------|----------|------------------|-----------------|------------------|
| 231          | Fuel                         | 08/06/2026 |        | 1 Unity Trust Current | dd           | Fuel                            | ALLSTAR Business Solution   | S        | 130.97           | 26.20           | 157.17           |
| 232          | Town Hall - Capital          | 08/06/2026 |        | 1 Unity Trust Current | 261049068    | Flooring - Town Hall            | Swaffham Carpet and Bedc    | S        | 1,895.00         | 379.00          | 2,274.00         |
| 233          | Street Lighting              | 08/06/2026 |        | 1 Unity Trust Current | 570776300    | Streetlight Maintenance Breckle | Breckland District Council  | S        | 13,386.90        | 2,677.38        | 16,064.28        |
| 234          | Defibrillator                | 08/06/2026 |        | Lloyd Credit Card     | Card         | Town Hall - defibrillator       | British Heart Foundation    | S        | 54.17            | 10.83           | 65.00            |
| 235          | PSICA                        | 08/06/2026 |        | Lloyd Credit Card     | Card         | STC for Cultural Consortium     | Instaprint                  | S        | 18.58            | 3.71            | 22.29            |
| 235          | PSICA                        | 08/06/2026 |        | Lloyd Credit Card     | Card         | STC for Cultural Consortium     | Instaprint                  | Z        | 105.33           |                 | 105.33           |
| 236          | PSICA                        | 08/06/2026 |        | Lloyd Credit Card     | Card         | STC for Cultural Consortium     | Printers Today              | Z        | 51.76            |                 | 51.76            |
| 237          | General Maintenance - Open S | 08/06/2026 |        | Lloyd Credit Card     | Card         | Glutton Bin Liners              | Austen Group Ltd (Binliners | S        | 51.00            | 9.00            | 60.00            |
| 238          | ICCM                         | 08/06/2026 |        | 1 Unity Trust Current | 639095021    | Subscription                    | ICCM - InstitUte Of Cemete  | E        | 110.00           |                 | 110.00           |
| 240          | Utilities - Gas              | 08/06/2026 |        | 1 Unity Trust Current | dd           | Gas                             | EDF Energy                  | L        | 200.52           | 10.03           | 210.55           |
| 241          | Salaries                     | 08/06/2026 |        | 1 Unity Trust Current | BACS         | Staff - Salaries                | Salaries                    | X        | 19,106.18        |                 | 19,106.18        |
| 242          | HMRC                         | 08/06/2026 |        | 1 Unity Trust Current | dd           | PAYE                            | HMRC                        | X        | 7,303.20         |                 | 7,303.20         |
| 243          | Pension                      | 08/06/2026 |        | 1 Unity Trust Current | BACS         | Pension                         | Norfolk Pensions            | X        | 7,139.04         |                 | 7,139.04         |
| 244          | Salaries                     | 08/06/2026 |        | 1 Unity Trust Current | BACS         | Staff - Salaries                | Salaries                    | X        | 3,784.58         |                 | 3,784.58         |
| <b>Total</b> |                              |            |        |                       |              |                                 |                             |          | <b>82,166.74</b> | <b>6,395.36</b> | <b>88,562.10</b> |

## Swaffham Town Council

|          |   |            |                     |
|----------|---|------------|---------------------|
|          | <b>Bank Reconciliation at 05/06/2026</b>            |            |                     |
|          | Cash in Hand 01/04/2026                             |            | 1,820,093.09        |
|          | <b>ADD</b><br>Receipts 01/04/2026 - 05/06/2026      |            | 377,561.89          |
|          |   |            | 2,197,654.98        |
|          | <b>SUBTRACT</b><br>Payments 01/04/2026 - 05/06/2026 |            | 141,164.26          |
| <b>A</b> | <b>Cash in Hand 05/06/2026</b><br>(per Cash Book)   |            | <b>2,056,490.72</b> |
|          | Cash in hand per Bank Statements                    |            |                     |
|          | Petty Cash 05/06/2026                               | 144.45     |                     |
|          | 1 Unity Trust Current 05/06/2026                    | 352,386.06 |                     |
|          | Unity Trust Deposit 05/06/2026                      | 58,944.80  |                     |
|          | Lloyd Credit Card 05/06/2026                        | 0.00       |                     |
|          | Instant Access 05/06/2026                           | 775,964.94 |                     |
|          | CCLA Public Sector Deposit Fund 01/05/2026          | 450,000.00 |                     |
|          | Hinkley & Rugby Savings 01/05/2026                  | 451,181.30 |                     |
|          |   |            | <b>2,088,621.55</b> |
|          | Less unrepresented payments                         |            | 33,278.82           |
|          |   |            | 2,055,342.73        |
|          | Plus unrepresented receipts                         |            | 1,147.99            |
| <b>B</b> | <b>Adjusted Bank Balance</b>                        |            | <b>2,056,490.72</b> |
|          | <b>A = B Checks out OK</b>                          |            |                     |