

**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. Mr J 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 Finance38.1. 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 7th September, followed by south from W/C 21st 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 8th August and 11th 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 18th 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 21st 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 8th of August and 11th 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 **18th 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.

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 2nd, 2026:

The budget is now 65% spent, for the 2nd 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 20th or 27th 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

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
Total									23,202.82	243.39	23,446.21

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 Sp	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
Total									82,166.74	6,395.36	88,562.10

Swaffham Town Council

	Bank Reconciliation at 05/06/2026		
	Cash in Hand 01/04/2026		1,820,093.09
	ADD Receipts 01/04/2026 - 05/06/2026		377,561.89
			2,197,654.98
	SUBTRACT Payments 01/04/2026 - 05/06/2026		141,164.26
A	Cash in Hand 05/06/2026 (per Cash Book)		2,056,490.72
	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	
			2,088,621.55
	Less unrepresented payments		33,278.82
			2,055,342.73
	Plus unrepresented receipts		1,147.99
B	Adjusted Bank Balance		2,056,490.72
	A = B Checks out OK		

Changes to Declaration of Pecuniary Interest Form

From Britton, Julie <Julie.Britton@breckland.gov.uk>

Date Wed 24/06/2026 10:14

Cc Democratic Services <DemocraticServices@breckland.gov.uk>; Wolstenholme-Smy, Sarah <Sarah.Wolstenholme-Smy@breckland.gov.uk>

Dear Parish Clerk

We are writing to inform you that as from the 29 June 2026, local authorities will not be required to publish an elected or co-opted member's home address in local authority registers of interest form.

The **new** section 32A of the Localism Act 2011 makes clear that a member's home address should not be disclosed on the authority's public register of interest unless the member has requested otherwise.

To aid transparency, public registers of interest will still state that a member has an interest the address of which is withheld under section 32A. The exact address details are still to be declared to the Monitoring Officer and will remain available internally to authorities and will continue to prevent conflicts of interest. Therefore, we will ask Councillors to continue to add their home address – this will be redacted prior to publication, assuming the address provided is the Councillors home address.

If a councillor or mayor considers the detail of any other interests, including a second address, could lead to violence or intimidation of them or their family, they must continue to apply to the Monitoring Officer to have these classed as "sensitive interests" whose details must not be made public.

Amendments to the register of member contact details that must be maintained under section 100G of the Local Government Act 1972 make clear that the register made available for public inspection must no longer include home addresses.

It should be noted that there is no requirement to complete a further DPI form if the details you have already provided are correct as your home address will be redacted from 29 June onwards. We will assume that the address given is your home address unless we are told otherwise.

Please could we take this opportunity to remind you to ensure that all your Councillors Declaration of Pecuniary Interest (DPI) forms are up to date, such information can be seen on our website [Register of Interests - Breckland Council](#)

Kind regards

Julie Britton

Democratic Services Officer
Breckland Council

T: [01362 656343](tel:01362656343)

Elizabeth House, Walpole Loke, Dereham, Norfolk, NR19 1EE



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Town Clerk
Swaffham Town Council
Town Hall
4 London Street
Swaffham
Norfolk
PE37 7DQ



12th June 2026

**CDL, Unit 21, Court Industrial Estate, Vinces Road,
Diss, IP22 4BF**

Tel: 01379 651959 www.cdl-doors.co.uk

info@cdl-doors.co.uk

Fax: 01379 642691 info@cdl-doors.co.uk

Our ref: SUV80228

Dear Helen,

Re: Commercial Premises Swaffham.

To supply and fit:

1 x Aluminium shopfront door leaf 900mm x 2020mm with mid rail, glazed upper and lower panels, twin hook locks and 2 x pad handles to fit within the existing frame. RAL Colour TBC

1 x Record DFA127 automatic door operators.

2 x RC Swing door leaf sensors

2 x Activation sensors

1 x 3 Position key switch

1 x Morning entry key switch

4 x Auto door signage

4 x Keep clear signs

1 x Exit pads

1 x Emergency Door release box (EDR)

Remove old door leaf and operator from site for safe disposal

Complete for: £4,582.50 + vat

Regards

Mike Woolacott

Business Development Manager

Fire Door Inspector

mike@cdl-doors.co.uk

Swaffham Carpets Limited (Town Council regular contractor)

Floor Preparation	£ 38.40
Vinyl	£ 715.20
Fitting	£ 197.60
ex VAT	<u>£ 951.20</u>

Public Toilet running costs annual comparison

	2023.24	2024.25	2025.26	2026.27	2027.28 - estimated - new toilets & new tenants
Income					
Electricity - reclaim from shop	£ 156.60	£ 951.77	£ 771.50	£ -	£ 950.00
Water - reclaim from shop - 10% monthly cost	£ -	£ -	£ -	£ -	£ 95.00
Shop Income - Sues News ceased 1/1/26 , 2026 tenants £3,000 agreed 6/26	£ 6,485.26	£ 5,974.44	£ 4,592.88	£ -	£ 3,000.00
General Maintenance - 2025.26 incl. Ins claim & criminal compensation	£ -	£ -	£ 7,133.89	£ 145.00	£ 500.00
Nayax income - card & cash - ceased 1/26	£ -	£ 2,291.23	£ 770.00	£ -	£ -
sub-total	£ 6,641.86	£ 9,217.44	£ 13,268.27	£ 145.00	£ 4,545.00
Expenditure					
Contract cleaner - in house since Jan 26	£ 6,069.52	£ 6,270.43	£ 5,151.66	£ -	£ -
Consumables - toilet paper, soap, air freshners, bleach etc	£ 491.59	£ 289.73	£ 590.32	£ 11.20	£ 900.00
Sani & nappy bin - waste collection	£ 360.00	£ 375.00	£ 250.00	£ 55.00	£ 400.00
Water	£ 1,404.86	£ 1,421.01	£ 511.10	£ 204.96	£ 1,500.00
General Maintenance - 2024.25 incl. new coin operated doors / 2025.26 incl new doors after vandalism	£ 403.86	£ 9,407.87	£ 9,381.59	£ 230.33	£ 1,000.00
Electricity - toilets & shop	£ 1,203.81	£ 1,650.41	£ 1,598.07	£ 219.46	£ 1,800.00
Nayax fees - card & cash - ceased 1/26	£ -	£ 119.94	£ 144.96	£ -	£ -
CCTV - instal only 3/25		£ 1,886.64		£ -	£ -
sub total	£ 9,933.64	£ 21,421.03	£ 17,627.70	£ 720.95	£ 5,600.00
Total - net	-£ 3,291.78	-£ 12,203.59	-£ 4,359.43	-£ 575.95	-£ 1,055.00

Request to Fly a Drone Over Swaffham Town Centre to Film the RBL Parade on 6 Sep 2026 [Summarise this email](#)

KP KEITH POTTER <info@kpidrones.co.uk>
To: 🟢 Town Clerk | Swaffham Town Council
Cc: leebirches <leebirches@btinternet.com>

😊 ↩️ Reply ↩️ Reply all ➡️ Forward 🖨️ 🗄️ ⋮
Tue 23/06/2026 7:52

ⓘ Some content in this message has been blocked because the sender isn't in your Safe senders list. [Trust sender](#) [Show blocked content](#)

- 📎 PDRA01-22514 27 May 26 - 13 ... 176 KB ▾
- 📎 GVC Cetificate 13 May 2027.pdf 627 KB ▾
- 📎 Registration Certificate - ZC034... 214 KB ▾
- 📎 certificate.pdf 33 KB ▾
- 📎 acs-6-lakenheath-30-may-26-r... 2 MB ▾

5 attachments (3 MB) 📁 Save all to OneDrive - Swaffham Town Council ⬇️ Download all

You don't often get email from info@kpidrones.co.uk. [Learn why this is important](#)

Helen,

Following our conversation yesterday, my commercial drone company has been commissioned by David Elsom (Royal British Legion) to film the RBL Parade taking place on the afternoon of 6th Sep 2026. I therefore request permission to take off and fly a drone (IAW CAA flying regulations) over the centre of Swaffham at this event. Flying will start at the Community Centre, round to the Church via London St.

Our company has been running for over 4 years and are fully qualified and insured. We provide the following documents to demonstrate our qualifications etc.

- CAA PDRA01 (Civil Aviation Authority Pre-Determined Risk Assessment)
- GVC Pilot Qualification
- ICO Data Privacy Registration Document
- Company Liability Insurance
- A recent example of the job paperwork which includes RAMS, Risk Assessments etc. This paperwork is produced for every flight this company undertakes (**Please restrict the viewing of this document as it has sensitive information on**).

Kind regards

Keith

 Keith Potter
Description
automatically
generated
KPI Drones
Phone: 07788100635
Email: info@kpidrones.co.uk
Website: www.kpidrones.co.uk

Proposal for Swaffham Town Council: Use of Town Council Logo for the "Town Promise" Initiative

Background

Swaffham Guardians (SG) was established with the aim of rekindling the strong sense of community spirit that was so evident throughout the COVID-19 pandemic. During that challenging period, residents came together to support one another with compassion, empathy and kindness, demonstrating the strength and resilience of the local community despite the restrictions imposed by social distancing.

Building upon those values, Swaffham Guardians seeks to unite the community through practical projects and initiatives that encourage participation from people of all backgrounds, irrespective of age, ability, race or gender. The organisation is founded on the principles of action, inclusion, support and companionship, providing opportunities for individuals to contribute within a safe, welcoming and non-judgemental environment.

Our focus is not on understanding how individuals or situations have reached a particular point, but rather on identifying practical solutions and providing meaningful assistance, whether those solutions are temporary or long-term. In addition to delivering community projects, Swaffham Guardians aims to complement the work of local governing bodies by helping to bridge gaps where resources may be limited. By undertaking appropriate practical and manual projects, the organisation can support Swaffham Town Council in focusing its resources on strategic priorities while strengthening collaborative working across the wider community. We also seek to bring together existing community groups and initiatives to encourage partnership working and maximise the collective benefit for the town.

Engagement with Heartwood Primary School

Swaffham Guardians has recently been approached by Rebecca Watts, a teacher at Heartwood Primary School, to discuss the possibility of delivering a presentation to the school's Year 6 pupils. The pupils are currently participating in the Archbishop of York Young Leaders Award programme, which encourages young people to develop leadership skills through community engagement and social action.

As both the founder of Swaffham Guardians and an elected Swaffham Town Councillor, I firmly believe that it is our responsibility to encourage, inspire and support young people to become active and responsible members of our community.

I am currently working with Mrs Watts to develop an engaging presentation for approximately 30 pupils and have invited the Deputy Mayor, Councillor Jen Mander, to participate alongside me. Together, we believe we can provide an informative and inspiring session exploring topics such as local governance, volunteering, civic responsibility, kindness, empathy and community engagement.

Educational Legacy

To ensure the visit leaves a lasting and meaningful legacy, Swaffham Guardians has purchased a selection of books centred on themes of community spirit, kindness and supporting those in need, which will be donated to the school's library for the benefit of all pupils. In addition, each child in the session will receive a small packet of seeds to plant at home, symbolising growth, responsibility and their contribution to the local environment.

To further reinforce these values and create an interactive learning experience, it is proposed that pupils are invited to sign a "**Town Promise**", a pledge demonstrating their commitment to caring for and respecting their local community. This initiative is intended to encourage civic pride and foster a sense of ownership and responsibility amongst the next generation of residents.

Request to Swaffham Town Council

In support of this initiative, I respectfully seek the permission of Swaffham Town Council to allow the use of the Council's logo on the proposed "**Town Promise**" certificate. See attached suggestion.

The only cost to the Town Council would be the initial design and creation of the certificate template. Swaffham Guardians would meet all subsequent printing costs whenever the certificate is used with schools or similar educational settings.

Furthermore, should any amendments be required when adapting the certificate for future schools or educational establishments, approval will be sought from the Town Clerk and/or the Deputy Town Clerk prior to use.

I believe this initiative presents an excellent opportunity for Swaffham Town Council to demonstrate its commitment to supporting young people, encouraging civic responsibility and fostering stronger community engagement for the benefit of future generations.








SUGGESTED WORDING:



A Promise to My Community

I promise to be a proud Swaffham Guardian and to help make my community a cleaner, greener and kinder place for everyone.

I will:

-  Care for the piece of land I have adopted and treat it with respect.
-  Put my rubbish in a bin and encourage others to do the same.
-  Recycle wherever possible and help reduce waste.
-  Protect nature by looking after plants, flowers, insects and wildlife.
-  Be kind and work together with my friends, family and neighbours.
-  Take pride in my town and help keep it clean, welcoming and beautiful.
-  Understand that even small actions can make a big difference.

By making this pledge, I promise to do my best to care for my local environment and inspire others to do the same.

Signed:

Name: _____

School/Group: _____

Date: _____

HDX AV upgrade quote Summarise this email

RJ Ryan Jones <ryan@cloudyit.co.uk>
To: Town Clerk | Swaffham Town Council



Tue 16/06/2026 15:01



Hi Helen,

Hope you are well, I'm pleased to attach a quote for the HDX upgrade to your meeting room, this upgrade will replace your existing Logitech mics (still a current product with re-sell value) this system will provide you with the following

- Assistive hearing
- App based hearing loop, does not support T-coils but will support all modern hearing aids using Bluetooth
- can be used via an app with earbuds for those that do not have a hearing aid
- can broadcast 2 audio channels simultaneously ideal for translation services
- Secure broadcast - Password/QR code protect your assistive hearing broadcasts (traditional copper-based hearing loops are generally not secure and can be tuned into outside of a meeting room)
Voice Amplification for up to 4 wireless mics
- Connect up to 4 lapel/handheld mics for in room amplification whilst simultaneously using the in-room mics for full room coverage
Full room mic coverage

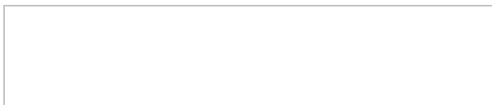
Please note these system DOES NOT currently support voice lift (subtle amplification of all participants in room) which is different to amplification, this is only currently supported in the full large room system however it is highly likely it will be added to smaller systems in a future upgrade.

If you have any questions please do not hesitate to ask

Kind regards

Ryan Jones
Customer Success Manager

01280 814 684
ryan@cloudyit.co.uk
Mon - Fri - 8am - 4pm



Unit 8 Homeground Buckingham Industrial Estate MK18 1UH


www.cloudyit.co.uk



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HDX AV upgrade quote

From Ryan Jones <ryan@cloudyit.co.uk>
Date Tue 16/06/2026 15:01
To Town Clerk | Swaffham Town Council <townclerk@swaffhamtowncouncil.gov.uk>

 1 attachment (1 MB)
QH-07609-0 - Swaffham Town Council.pdf;

Hi Helen,

Hope you are well, I'm pleased to attach a quote for the HDX upgrade to your meeting room, this upgrade will replace your existing Logitech mics (still a current product with re-sell value) this system will provide you with the following

- Assistive hearing
 - App based hearing loop, does not support T-coils but will support all modern hearing aids using Bluetooth
 - can be used via an app with earbuds for those that do not have a hearing aid
 - can broadcast 2 audio channels simultaneously ideal for translation services
 - Secure broadcast - Password/QR code protect your assistive hearing broadcasts (traditional copper-based hearing loops are generally not secure and can be tuned into outside of a meeting room)
- Voice Amplification for up to 4 wireless mics
 - Connect up to 4 lapel/handheld mics for in room amplification whilst simultaneously using the in-room mics for full room coverage
- Full room mic coverage

Please note these system DOES NOT currently support voice lift (subtle amplification of all participants in room) which is different to amplification, this is only currently supported in the full large room system however it is highly likely it will be added to smaller systems in a future upgrade.

If you have any questions please do not hesitate to ask

Kind regards

Ryan Jones
Customer Success Manager

01280 814 684
ryan@cloudyit.co.uk
Mon - Fri - 8am - 4pm



Unit 8 Homeground Buckingham Industrial Estate MK18 1UH

  www.cloudyit.co.uk

 Digital Skills Audit

 Cyber Security Audit

 GovAssist for Councils



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CloudyIT is proud to be at the forefront of driving the adoption of modern working IT practices in the council sector.

QUOTATION FOR

Swaffham Town Council - QH-07609-0

11/06/2026

Commercial Summary

Line	Item	Qty	Terms	Unit Price	Ext. Price
Hardware					
2	Nureva HDX 2 Bar + 1 Pod System - 5 Year Warranty Plan with Nureva Pro	1.00	One Off	£2,200.00	£2,200.00
3	Nureva HDX - 2 Bar + 1 Pod System in Black or White	1.00	One Off	£12,120.00	£12,120.00
4	Apple iPad A16 Wi-Fi Tablet 128 GB 11" IPS (2360 x 1640) silver	1.00	One Off	£325.00	£325.00
Hardware Subtotal					£14,645.00
Labour					
8	Setup and Configuration - Pre-configuration of equipment - Training - Testing - On-hand assistance for the first meeting - 6 months support (30 day money back guarantee when taking recommended setup)	1.00	One Off	£975.00	£975.00
Labour Subtotal					£975.00

Payment Terms Summary

One-Time Total	£15,620.00
VAT	£3,124.00
Total	£18,744.00

Please note

The project will not progress further than the architecture call until 100% of the One Time Total is received.

Interest Charges on Past Due Accounts and Collection Costs Overdue amounts shall be subject to a monthly finance charge. In addition, customer shall reimburse all costs and expenses for attorney's

fees incurred in collecting any amounts past due. Additional training or Professional Services can be provided at our standard rates.

OUR BESPOKE SERVICES



Applications
for the Modern
Council



Agenda Pack
Solutions for
Councils



IT Support &
Training for
Councils



Broadcasting
Meetings for
Councils



Web Design &
Accessibility
for Councils

Find out more at cloudyit.co.uk/councils

Microsoft Partner
Silver Small and Midmarket Cloud Solutions



CloudyIT™

8 Homeground, Buckingham Industrial Park, MK18 1UH
01280 814684 info@cloudyit.co.uk cloudyit.co.uk

Our Ref: 20264671

Suite 2, Phoenix House
St Albans
AL1 5FL

26 June 2026

T: 01727 800075

www.behanltd.co.uk

Swaffham Town Council
Town Hall
4 London Street
Swaffham
Norfolk
PE37 7DQ

Dear Sirs

**Works at The White Hart, 2 London Street, Swaffham PE37 7DG
PARTY WALL ETC ACT 1996**

You may be aware that the owners of The White Hart, 2 London Street, Swaffham PE37 7DG wish to undertake works at roof level and on the party wall; specifically re flashing works where toothed into the parapet and this will involve work on and adjacent the party wall with your property.

Prior to carrying out these works it is necessary to serve you with the attached Notice in accordance with the provisions of the Party Wall Etc Act 1996.

You have 14 days in which to consent to the work or alternatively you may wish to appoint me as the Agreed Surveyor which is an acceptable procedure in accordance with the provisions of Section 10 of the Act. Alternatively you may appoint your own surveyor. Your surveyor's proper and reasonable fees as awarded by two of the three surveyors will be met by your neighbour. Whichever option you select, would you kindly do so within the next 14 days as laid down in the Act. Please complete and return the acknowledgement form giving this information and kindly telling me of any person having an interest in the property either as landlord or tenant.

Whilst I am the appointed surveyor and shall be responsible for decision making for the agreement of the Award, should you have any queries or concerns please contact my colleague **Mark Amodio on 01727 800075 or 07707 193316, email markamodio@behanltd.co.uk**, who is assisting me on this project.

We look forward to hearing from you.

Yours sincerely



Mark Behan BSc (Hons) MRICS
For and on behalf of Behan Partnership Ltd
Enc.

* Data Protection Note:

Please note that we, Behan Partnership Ltd, are processing your personal data (limited to your name and address as found through the Land Registry portal (the "Data")) for the sole purpose of fulfilling our duties under the Party Wall Etc. Act 1996 (the "Act"). External recipients of the Data will be limited to those contemplated by the Act and the Data will be stored for no longer than required under the Act and applicable law. You have the right to request a copy of the Data, its amendment if erroneous and deletion (subject to our duties under the Act having been fulfilled and no appeal period being outstanding). You also have the right to object to its processing and the right to lodge a complaint with the Information Commissioner's Office.

Party Structure Notice

Party Wall etc Act 1996 Section 3

To: **Swaffham Town Council** (Adjoining Owner)
of: **Town Hall, 4 London Street, Swaffham, Norfolk PE37 7DQ**

We: **Wellington Pub Company Ltd** (Building Owner)
of: **4th Floor Millbank Tower, 21-24 Millbank, London SW1P 4QP**

as owner of **The White Hart, 2 London Street, Swaffham PE37 7DG**

which adjoins your premises known as **4 London Street, Swaffham, Norfolk PE37 7DQ**

HEREBY SERVE YOU WITH NOTICE THAT, IN ACCORDANCE WITH OUR RIGHTS:

Under Section 2 (2), paragraphs (f), (g) and (n) with reference to the **party structure/party fence wall** separating the above premises, it is intended to carry out the works detailed below and / or shown on the attached drawings after the expiration of **two months** from service of this notice.

The proposed works are:

1. To cut away defective flashings and roof coverings where connected to the party wall.
2. To cut in to the party wall at roof level to insert new flashings.
3. To temporarily expose the party wall hitherto proving temporary weathering.

It is intended to commence works as soon as notice has run or earlier by agreement.

Under Section 5, if you do not consent to the works within 14 days you are deemed to have dissented and a dispute is deemed to have arisen. In such case Section 10 of the Act requires that both parties should concur in the appointment of a surveyor or should each appoint one surveyor and in those circumstances

We would appoint

of **Mark Behan BSc (Hons) MRICS**
Behan Partnership Ltd
Suite 2, Phoenix House,
St Albans, Hertfordshire AL1 5FL



Signed

Dated **26 June 2026**

Authorised to sign
on behalf of **Wellington Pub Company Ltd**
(Building Owner)

Acknowledgement of Party Structure Notice

Party Wall etc Act 1996 Section 3

To be completed and returned
to the building owner
or their surveyor

We **Swaffham Town Council**
of **Town Hall, 4 London Street, Swaffham, Norfolk PE37 7DQ**

having received the notice served

By **Wellington Pub Company Ltd**
of **4th Floor Millbank Tower, 21-24 Millbank, London SW1P 4QP**

in respect of **The White Hart, 2 London Street, Swaffham PE37 7DG**

which adjoins our premises known as **4 London Street, Swaffham, Norfolk PE37 7DQ**

and in relation to the works proposed under Section 2 (2), paragraphs (f), (g) and (n)

1. To cut away defective flashings and roof coverings where connected to the party wall.
2. To cut in to the party wall at roof level to insert new flashings.
3. To temporarily expose the party wall hitherto proving temporary weathering.

*hereby consent to the above works

or

*hereby dissent from the above works and concur in the appointment of:

Mark Behan BSc (Hons) MRICS
of **Behan Partnership Ltd, Suite 2, Phoenix House, St Albans,
Hertfordshire AL1 5FL**

Or

*hereby dissent from the above works and appoint Mr/Ms.....

of (address).....

Signed:

Signed:

Authorised to sign
on behalf of **Swaffham Town Council**
(Adjoining Owner)

Contact Telephone No: Email Address:

Date:

*delete as appropriate

Fw: Access to Banking Services Review

From Morton, Jacob <Jacob.Morton@breckland.gov.uk>

Date Wed 10/06/2026 9:29

To Town Clerk | Swaffham Town Council <townclerk@swaffhamtowncouncil.gov.uk>; Deputy Clerk | Swaffham Town Council <deputyclerk@swaffhamtowncouncil.gov.uk>

Cc Anscombe, Judy <Judy.Anscombe@breckland.gov.uk>; Wickerson, David <David.Wickerson@breckland.gov.uk>

Might be good for TC so submit a response 😊

From: Breckland Council <breckland@public.govdelivery.com>

Sent: Wednesday, June 10, 2026 9:28:04 AM

To: Morton, Jacob <Jacob.Morton@breckland.gov.uk>

Subject: Access to Banking Services Review

Thriving
Places



BRECKLAND BUSINESS E-BULLETIN

Access to Banking Services Review - Call for Evidence

The Government has commissioned an independent review, led by HM Treasury, into access to banking services across the UK (the 'Access to Banking Services Review'). The Review is currently inviting evidence from a wide range of stakeholders, including consumers, businesses, community organisations, local authorities, financial institutions, and trade bodies.

The Review is examining how changes in access to banking services, such as bank branch closures and access to cash, are affecting individuals, businesses, and communities. It will consider who is most impacted and whether further action may be needed to support continued access to banking services. The evidence gathered will inform the Review's final report, which is due to be submitted to Government in October 2026.

Breckland Council intends to submit a response to the Review and is encouraging residents, businesses, and community organisations across the district to share their experiences. Submissions are welcomed from anyone affected by changes to banking services, including bank branch closures, access to cash, and face-to-face banking provision, and the wider impacts these changes may have had locally. The call for evidence is open until **20th July 2026**.

Your feedback will help ensure that the experiences of people and organisations across Breckland are reflected in the Review's findings and recommendations.

Please forward this bulletin on to anyone that you feel has been affected by the closure of bank branches within the district and they can add their thoughts to the survey.

Responses can be submitted via the online survey via the blue button below:

[Online Survey](#)



If you wish to contact the Business Development Team please use businessdevelopment@breckland.gov.uk or visit our [web pages](#)

I will only ever use and share your data for lawful purposes. I will never disclose your data for marketing, sales or commercial purposes. More detailed information on how I use your personal data is available at the Find Councillor page of our website. Unless expressly stated otherwise, the contents of this e-mail are confidential, represent only the views of the sender expressed to the intended recipient and are not intended to impose any legal obligation upon Breckland Council. If you are not the intended recipient, you are asked to notify the sender and delete the message as soon as possible.

DRAFT
SWAFFHAM TOWN COUNCIL
PLANNING CONSULTATION POLICY

1. Purpose

This policy sets out how Swaffham Town Council will consider and respond to planning application consultations received from Breckland District Council and any other relevant planning authority.

Swaffham Town Council is a statutory consultee in the planning process. The Council does not determine planning applications; its role is to consider proposals and submit comments based upon relevant planning matters for consideration by the Local Planning Authority.

2. Principles

The Council will:

- Consider planning applications fairly, consistently and objectively.
- Base all comments on material planning considerations.
- Respond within the consultation period wherever possible.
- Ensure decisions are transparent and properly recorded.
- Comply with the Local Government Act 1972, the Localism Act 2011 and the Council's Standing Orders.

3. Consideration of Planning Applications

Planning applications will normally be considered by one of the following methods.

3.1 Planning & Built Environment Committee

Applications will normally be considered at a properly convened meeting of the Planning & Built Environment Committee.

Recommendations of the Committee shall be submitted to Breckland District Council as the formal response of Swaffham Town Council.

3.2 Full Council

Where necessary, planning applications may be considered by Full Council.

3.3 Delegated Authority

Where the consultation deadline falls before the next scheduled meeting, or where it is impracticable to convene a meeting, delegated authority is granted to the Town Clerk or Deputy Clerk to submit the Council's response following consultation with members of the Planning & Built Environment Committee. Consultation may take place by email, telephone or other electronic means.

The delegated response shall:

- reflect the majority view of those consulted;
- be recorded by the Clerk;
- be reported to the next meeting of the Planning & Built Environment Committee or Full Council.

Delegated authority shall only be used where necessary to ensure the Council responds within the statutory consultation period.

3.4 Special Meetings

Where an application is considered to be significant, controversial or likely to have a substantial impact on the town, the Chairman of the Planning & Built Environment Committee, in consultation with the Town Clerk, may request that a Special Meeting be convened in accordance with the Local Government Act 1972 and the Council's Standing Orders.

4. Consultation Deadlines

The consultation period for planning applications issued by Breckland District Council is normally **21 days** from the date of notification.

The Council will endeavour to submit all comments before the consultation deadline.

Where appropriate, the Clerk may request an extension of time from the Planning Authority. Any extension is entirely at the discretion of the Local Planning Authority.

Failure to submit comments within the consultation period may result in:

- the Council's comments not being considered;
- the application being determined before comments are received;
- the Council losing the opportunity for its comments to be considered where the Planning Officer's recommendation differs from the Council's view.

5. Decision-Making Procedure

The Clerk shall:

- circulate planning applications upon receipt;
- identify the consultation deadline;
- arrange consideration at the next available meeting where possible;
- initiate delegated consultation where necessary;
- submit responses within the required timescale;
- retain a record of all responses submitted.

6. Material Planning Considerations

The Council will comment only upon matters that are relevant to planning law.

These may include:

- National Planning Policy Framework (NPPF).
- Local Development Plan policies.
- Design and appearance.
- Character of the area.
- Scale, massing and layout.
- Highway safety.
- Traffic generation.
- Parking provision.
- Pedestrian and cyclist safety.
- Residential amenity.
- Privacy and overlooking.

- Loss of light or overshadowing.
- Noise and disturbance.
- Drainage and flood risk.
- Trees, landscaping and biodiversity.
- Heritage assets.
- Conservation Areas.
- Listed Buildings.
- Public Rights of Way.
- Environmental impact.
- Infrastructure capacity.
- Planning history.
- Crime prevention and community safety.

7. Matters That Are Not Material Planning Considerations

The Council will not base its comments upon matters such as:

- loss of property value;
- private boundary disputes;
- restrictive covenants;
- loss of a private view;
- competition between businesses;
- ownership of land;
- the applicant's identity or reputation;
- personal disputes;
- moral or religious objections;
- matters controlled under separate legislation;
- speculation regarding future use.

8. Advisory Comments

Where appropriate, the Council may recommend planning conditions or make advisory comments regarding:

- external materials;
- landscaping;
- tree planting;
- biodiversity enhancement;
- construction management;
- boundary treatments;
- lighting;
- sustainable drainage.

These comments are intended to improve the quality of development and should not be regarded as objections.

9. Code of Conduct

Councillors considering planning applications shall:

- comply with the Members' Code of Conduct;

- declare any Disclosable Pecuniary Interest or other registrable interest;
- avoid predetermination or bias;
- make decisions based solely on planning considerations.

10. Review

This policy shall be reviewed every four years, or sooner if required by changes in legislation, guidance or Council procedures.

Appendix A

Guidance on Planning Applications

What is Swaffham Town Council's role?

Swaffham Town Council is a statutory consultee on planning applications submitted within the parish.

The Council does **not** grant or refuse planning permission. Decisions are made by the Local Planning Authority, usually Breckland District Council.

The Council's role is to consider applications and submit comments that are relevant to planning law. These comments are taken into account by the Planning Officer or Planning Committee when determining the application.

Members of the public may also submit comments directly to the Local Planning Authority.

Appendix B

Relevant Legislation

- Local Government Act 1972
- Localism Act 2011
- Town and Country Planning Act 1990
- Planning and Compulsory Purchase Act 2004
- National Planning Policy Framework (latest edition)
- Breckland Local Plan
- Swaffham Neighbourhood Plan

Swaffham Town Council

02 July 2026 (2026-2027)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
154	Market Licensed Traders	12/06/2026	Invoice 3135	1 Unity Trust Current	BACS	Market - Regular Trader	Paul Cross Auctions	E	201.30		201.30
155	Allotment Rent	12/06/2026	Inv 3143	1 Unity Trust Current	Stripe	Allotment Rent	Ella Savory	E	6.82		6.82
155	Allotment Deposits	12/06/2026	Inv 3143	1 Unity Trust Current	Stripe	Allotment Rent	Ella Savory	E	40.00		40.00
156	LYM (Twilight Markets)	12/06/2026	Inv 3150	1 Unity Trust Current	Stripe	Event - Stall Hire	Michael Pond	E	10.00		10.00
157	Market Licensed Traders	15/06/2026	Inv 3131	1 Unity Trust Current	BACS	Market - Regular Trader	Melt Down Danes/Printed 1	E	157.80		157.80
157	Market Licensed Traders	15/06/2026	Inv 3131	1 Unity Trust Current	BACS	Market - Regular Trader	Melt Down Danes/Printed 1	E	-7.89		-7.89
162	Market Casual Trader	15/06/2026		1 Unity Trust Current		Market Trader - Casual	Bryan Dixon	E			
163	Market Casual Trader	15/06/2026	Inv 3164	1 Unity Trust Current	Cash	Market Trader - Casual	Bryan Dixon	E	25.00		25.00
164	Market Casual Trader	15/06/2026	Inv 3163	1 Unity Trust Current	Cash	Market Trader - Casual	Claire's Crepes	E	18.00		18.00
158	Market Licensed Traders	15/06/2026	Inv 3127	1 Unity Trust Current	BACS	Market - Regular Trader	Routs of Wisbech	E	102.73		102.73
158	Market Licensed Traders	15/06/2026	Inv 3127	1 Unity Trust Current	BACS	Market - Regular Trader	Routs of Wisbech	E	-5.26		-5.26
159	Market Licensed Traders	15/06/2026	Inv 3132	1 Unity Trust Current	Cash	Market - Regular Trader	Carols Collectables	E	63.12		63.12
160	Market Licensed Traders	15/06/2026	Inv 3136	1 Unity Trust Current	Cash	Market - Regular Trader	QMB Antiques	E	63.12		63.12
161	Market Licensed Traders	15/06/2026	Inv 3166	1 Unity Trust Current	Cash	Market - Regular Trader	Graders Delights	E			
169	Classic Car Show	15/06/2026	Inv 3168	1 Unity Trust Current	Cheque	Event - Car Boot	R E Teat	E	10.00		10.00
165	Market Casual Trader	15/06/2026	Inv 3162	1 Unity Trust Current	Cash	Market - Casual Rent	The Norfolk Sharpener	E	18.00		18.00
170	LYM (Twilight Markets)	15/06/2026	Inv 3152	1 Unity Trust Current	Stripe	Event - Stall Hire	PM Bars Limited	E	10.00		10.00
170	LYM (Twilight Markets)	15/06/2026	Inv 3152	1 Unity Trust Current	Stripe	Event - Stall Hire	PM Bars Limited	E	5.00		5.00
167	LYM (Twilight Markets)	15/06/2026	Inv 3148	1 Unity Trust Current	Stripe	Event - Stall Hire	Earth Panda Creations Ltd	E	10.00		10.00
168	LYM (Twilight Markets)	15/06/2026		1 Unity Trust Current		Event - Stall Hire	Phoebe Chamberlain	E	10.00		10.00
166	Planter Sponsorship	15/06/2026	Inv 3165	1 Unity Trust Current	Cash	Sponsorship	Kelly Alford	E	50.00		50.00
171	Market Licensed Traders	16/06/2026	Inv 3130	1 Unity Trust Current	BACS	Market - Regular Trader	Love Pepper UK	E	157.80		157.80
171	Market Licensed Traders	16/06/2026	Inv 3130	1 Unity Trust Current	BACS	Market - Regular Trader	Love Pepper UK	E	-7.89		-7.89
172	Ground Rent	16/06/2026	Inv 3144	1 Unity Trust Current	BACS	Premise Licence	National Westminster Bank	Z	960.00		960.00
173	Cemetery Fees	17/06/2026	Inv 2983	1 Unity Trust Current	BACS	Cemetery - Ashes	Andrew Francis FS	E	579.29		579.29
176	Allotment Rent	18/06/2026		1 Unity Trust Current		Allotment Rent	Gwendoline Horncastle	E			
174	Cemetery Fees	18/06/2026		1 Unity Trust Current		Cemetery - Burial	Thornalley FD KL	E	593.77		593.77
174	Cemetery Fees	18/06/2026		1 Unity Trust Current		Cemetery - Burial	Thornalley FD KL	E	283.71		283.71
174	Cemetery Fees	18/06/2026		1 Unity Trust Current		Cemetery - Burial	Thornalley FD KL	E	18.95		18.95
175	LYM (Heritage Trail)	18/06/2026		1 Unity Trust Current		Grant	Norfolk County Council	Z	2,341.00		2,341.00
177	Market Licensed Traders	19/06/2026	Inv 3133	1 Unity Trust Current	BACS	Market - Regular Trader	Sea Green Soap	E	52.60		52.60
179	Market Casual Trader	22/06/2026	Inv 3175	1 Unity Trust Current	Cash	Market Trader - Casual	Claire's Crepes	E	18.00		18.00
180	Market Licensed Traders	22/06/2026	Inv 3176	1 Unity Trust Current	Cash	Market - Regular Trader	The Refill Wagon	E	12.00		12.00
181	Market Licensed Traders	22/06/2026	Invoice 3129	1 Unity Trust Current	BACS	Market - Regular Trader	LW Sales	E	105.20		105.20

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
181	Market Licensed Traders	22/06/2026	Invoice 3129	1 Unity Trust Current	BACS	Market - Regular Trader	LW Sales	E	-5.26		-5.26
182	Market Licensed Traders	22/06/2026	Invoice 3134	1 Unity Trust Current	BACS	Market - Regular Trader	Active Solutions	E	68.38		68.38
183	Market Licensed Traders	22/06/2026	Invoice 3127	1 Unity Trust Current	BACS	Market - Regular Trader	Routs of Wisbech	E	2.47		2.47
178	Electricity H&S	22/06/2026	Refund Wayleave	1 Unity Trust Current	Cheque	Refund	UK Power Network	E	11.50		11.50
184	Cemetery Fees	23/06/2026	Inv 3115	1 Unity Trust Current	BACS	Cemetery - Memorial	H Brett & Sons	E	495.16		495.16
185	Cemetery Fees	23/06/2026	Inv 3173	1 Unity Trust Current	BACS	Cemetery - Burial	Andrew Francis FS	E	593.77		593.77
186	Classic Car Show	23/06/2026	Inv 3047	1 Unity Trust Current	Card	Event - Stall Hire	Peggy Little Products	E	25.00		25.00
186	Classic Car Show	23/06/2026	Inv 3047	1 Unity Trust Current	Card	Event - Stall Hire	Peggy Little Products	S	12.50	2.50	15.00
187	Market Licensed Traders	24/06/2026	Invoice 3128	1 Unity Trust Current	BACS	Market - Regular Trader	Old Bygones	E	105.20		105.20
187	Market Licensed Traders	24/06/2026	Invoice 3128	1 Unity Trust Current	BACS	Market - Regular Trader	Old Bygones	E	-5.26		-5.26
187	Market Licensed Traders	24/06/2026	Invoice 3128	1 Unity Trust Current	BACS	Market - Regular Trader	Old Bygones	E	5.26		5.26
188	Pride in Breckland Grant	24/06/2026		1 Unity Trust Current		Grant	Breckland District Council	Z	12,206.00		12,206.00
189	Allotment Rent	26/06/2026	Invoice 3174	1 Unity Trust Current	BACS	Allotment Rent	Amy Lewis	E	11.98		11.98
190	Cemetery Fees	26/06/2026	Invoice 3141	1 Unity Trust Current	BACS	Cemetery - Burial	Littleprouds FD	E	593.77		593.77
189	Allotment Deposits	26/06/2026	Invoice 3174	1 Unity Trust Current	BACS	Allotment Rent	Amy Lewis	E	40.00		40.00
192	Market Casual Trader	29/06/2026	Inv 3181	1 Unity Trust Current	Cash	Market - Casual Rent	The Norfolk Sharpener	E	18.00		18.00
193	Market Casual Trader	29/06/2026	Inv 3182	1 Unity Trust Current	Cash	Market - Casual Rent	Sarah Segum	E	18.00		18.00
191	Market Licensed Traders	29/06/2026	Inv 3180	1 Unity Trust Current	Cash	Market - Regular Trader	The Refill Wagon	E	18.00		18.00
196	Bank Interest	30/06/2026		Unity Trust Deposit		Bank - Interest	Unity Trust Bank	E	286.57		286.57
197	Bank Interest	30/06/2026		Instant Access	DD	Bank - Interest	Unity Trust Bank	E	3,740.41		3,740.41
194	Classic Car Show	30/06/2026	Inv 3114	1 Unity Trust Current	cash	Event - Car Boot	Colin Houghton	E	10.00		10.00
198	Allotment Rent	01/07/2026		1 Unity Trust Current	62992370	Allotment Deposit Refund	Marie Miller	E	-8.44		-8.44
198	Allotment Deposits	01/07/2026		1 Unity Trust Current	62992370	Allotment Deposit Refund	Marie Miller	E	-40.00		-40.00
195	Rent	01/07/2026	3184	1 Unity Trust Current	BACS	Asset Rental	Fountain of Life Church	E	416.67		416.67
199	LYM (Twilight Markets)	01/07/2026		1 Unity Trust Current	22760727	Event - Stall Hire	Penni Wager	E	-10.00		-10.00
200	LYM (Twilight Markets)	01/07/2026		1 Unity Trust Current	920176725	Event - Stall Hire	Mrs Spoons Book adventur	E	-10.00		-10.00
201	LYM (Twilight Markets)	01/07/2026		1 Unity Trust Current		Event - Stall Hire	Deborah Lomas	E	10.00		10.00
202	LYM (Twilight Markets)	01/07/2026		1 Unity Trust Current		Event - Stall Hire	Paraskevi Kontoudi	E	10.00		10.00
205	Market Licensed Traders	02/07/2026		1 Unity Trust Current		Market - Regular Trader	Oakland View Ltd	E	5.26		5.26
206	Market Licensed Traders	02/07/2026		1 Unity Trust Current		Market - Regular Trader	Oakland View Ltd	E	105.20		105.20
206	Market Licensed Traders	02/07/2026		1 Unity Trust Current		Market - Regular Trader	Oakland View Ltd	E	-5.26		-5.26
206	Market Licensed Traders	02/07/2026		1 Unity Trust Current		Market - Regular Trader	Oakland View Ltd	E	5.26		5.26
207	Market Licensed Traders	02/07/2026		1 Unity Trust Current		Market - Regular Trader	Oakland View Ltd	E	105.20		105.20
207	Market Licensed Traders	02/07/2026		1 Unity Trust Current		Market - Regular Trader	Oakland View Ltd	E	-5.26		-5.26
208	Market Licensed Traders	02/07/2026		1 Unity Trust Current		Overpayment of Invoice	Oakland View Ltd	Z	94.68		94.68

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
203	MS Teams Refund - Swaffham	02/07/2026	3183	1 Unity Trust Curren	BACS	Telephone & Wifi	Swaffham Heritage	S	47.17	9.43	56.60
204	LYM (Twilight Markets)	02/07/2026	3210	1 Unity Trust Curren	BACS	Event - Stall Hire	Walid Badr	E	10.00		10.00
								Total	24,884.10	11.93	24,896.03

Bank Transfer – Authorisation Form – 26 June 2026

Purpose: To pay Greene & Greene Partners for Water Tower Land Sale ref B1/231/SWA33-15 £100,668	
Transfer approved	From instant account, 20398323 transfer £100,000 to Current Account account 20348797

Signed : Helen Carrier, Town Clerk
Purchase approved at Full Council item 44/26 10 June 2026

Date:26 June 2026

Awaiting authorisation

Payments and beneficiaries **1** | Mandate changes

STEP 1 **Approve or reject** | STEP 2 Review and authorise | STEP 3 Confirmation

Email Reminder

Bill Payment *Existing Beneficiary*

Payment date: **ASAP** | Amount: **-100,668.00 GBP**

From: **Business Current Account**
60-83-01 • 20348797

To: **Greene & Greene**
20-16-46 • 80426962

Reference: B1/231/SWA33-15

✓ [Show authorisation history](#)

✓ **Approved**
You have approved this item and it is awaiting further authorisation

Swaffham Town Council

02 July 2026 (2026-2027)

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
163	Payroll Services	19/05/2026		1 Unity Trust Current	739867418	Payroll Services	Stephenson Smart	S	60.00	12.00	72.00
229	General Maintenance - Open Sp	08/06/2026		Lloyd Credit Card	Card	General Maintenance	Timpson Ltd	S	17.50	3.50	21.00
245	Stripe Fee	08/06/2026		1 Unity Trust Current	Stripe	Stripe Transaction Fee	Stripe	X	0.95		0.95
246	Stripe Fee	09/06/2026		1 Unity Trust Current	Stripe	Stripe Transaction Fee	Stripe	X	0.77		0.77
248	Stripe Fee	09/06/2026		1 Unity Trust Current	Stripe	Stripe Transaction Fee	Stripe	X	0.80		0.80
249	Stripe Fee	09/06/2026		1 Unity Trust Current	Stripe	Stripe Transaction Fee	Stripe	X	0.50		0.50
255	Training - Staff	10/06/2026		Lloyd Credit Card	Card	Training - Staff	Forestry England	S	61.24	12.26	73.50
253	Staff expenses	10/06/2026		Lloyd Credit Card	Card	Staff - Expenses	The Trainline Group Limited	X	130.99		130.99
251	Stripe Fee	10/06/2026		1 Unity Trust Current	Stripe	Stripe Transaction Fee	Stripe	X	0.35		0.35
252	Equipment Purchase/Replacement	10/06/2026		Lloyd Credit Card	Card	Outdoor Equipment - Purchase	Screwfix	S	26.24	5.25	31.49
256	HR Advisory Service	11/06/2026		1 Unity Trust Current	401353089	HR Services	Council HR and Governance	S	700.00	140.00	840.00
257	Stripe Fee	12/06/2026		1 Unity Trust Current	Stripe	Stripe Transaction Fee	Stripe	X	0.90		0.90
258	Stripe Fee	12/06/2026		1 Unity Trust Current	Stripe	Stripe Transaction Fee	Stripe	X	0.35		0.35
259	Land Purchase	12/06/2026		1 Unity Trust Current	192359263	Land Purchase	Auction House (N&NS) Ltd	Z	11,000.00		11,000.00
259	Legal Fees	12/06/2026		1 Unity Trust Current	192359263	Land Purchase	Auction House (N&NS) Ltd	S	800.00	160.00	960.00
259	Legal Fees	12/06/2026		1 Unity Trust Current	192359263	Land Purchase	Auction House (N&NS) Ltd	S	1,000.00	200.00	1,200.00
261	Festival of Youth	12/06/2026		Lloyd Credit Card	Card	Event - Refreshments	Tesco	E	30.30		30.30
265	Community Grants	15/06/2026		1 Unity Trust Current	747017194	Community Grant	Iceni Partnership	E	500.00		500.00
271	PWLB - PW492650	15/06/2026		1 Unity Trust Current	dd	PWLB - 492650/51	Public Works Loan Board	E	1,294.00		1,294.00
271	PWLB - PW492651	15/06/2026		1 Unity Trust Current	dd	PWLB - 492650/51	Public Works Loan Board	E	1,811.60		1,811.60
264	Salaries	15/06/2026		1 Unity Trust Current	BACS	Staff - Salaries	Salaries	E	5,256.18		5,256.18
268	Software	15/06/2026		Lloyd Credit Card	Card	IT - Software	Adobe	E	16.64		16.64
268	Software	15/06/2026		Lloyd Credit Card	Card	IT - Software	Adobe	S	16.64	3.33	19.97
269	Iceni Newsletter	15/06/2026		1 Unity Trust Current	612219825	Iceni Newsletter	Iceni Partnership	S	105.00	21.00	126.00
272	Family Fun Day	15/06/2026		1 Unity Trust Current	105006018	Event - Entertainment	Rainbow Toger Face Painting	E	90.00		90.00
262	Stripe Fee	15/06/2026		1 Unity Trust Current	Stripe	Stripe Transaction Fee	Stripe	X	0.39		0.39
273	Office Equipment	15/06/2026		Lloyd Credit Card	Card	Office Furniture	City Used & Recycled Office	S	249.00	49.80	298.80
270	CPRE	15/06/2026		1 Unity Trust Current	dd	Monthly Subscription	CPRE	X	5.00		5.00
263	Festival of Youth	15/06/2026		Lloyd Credit Card	Card	Event - Refreshments	Lloyds Bank - Cr Card	E	200.00		200.00
267	Festival of Youth	15/06/2026		1 Unity Trust Current	639584827	Event - Entertainment	NSS	S	310.00	62.00	372.00
282	Bank Charges	15/06/2026		Lloyd Credit Card	Card	Credit Card Fees	Lloyds Bank - Cr Card	E	3.00		3.00
274	Stationery	15/06/2026		1 Unity Trust Current	94740389	Stationery	sjs engraving	E	8.50		8.50
274	Stationery	15/06/2026		1 Unity Trust Current	94740389	Stationery	sjs engraving	E	8.50		8.50
276	TIC SLA	15/06/2026		1 Unity Trust Current	962553316	TIC SLA	Swaffham Heritage	E	1,116.00		1,116.00

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
279	BDC Rates	15/06/2026		1 Unity Trust Current	dd	Rates	Breckland District Council	E	215.00		215.00
279	BDC Rates	15/06/2026		1 Unity Trust Current	dd	Rates	Breckland District Council	E	210.00		210.00
280	General Maintenance - Open Sp	15/06/2026		Lloyd Credit Card	Card	General Maintenance	Garden Oasis	S	104.96	20.99	125.95
281	General Maintenance - Open Sp	15/06/2026		Lloyd Credit Card	Card	General Maintenance	Timpson Ltd	S	5.83	1.17	7.00
277	General Maintenance - Open Sp	15/06/2026		1 Unity Trust Current	962553316	General Maintenance	Travis Perkins	S	19.71	3.94	23.65
277	General Maintenance - Open Sp	15/06/2026		1 Unity Trust Current	962553316	General Maintenance	Travis Perkins	S	1.87	0.37	2.24
277	General Maintenance - Open Sp	15/06/2026		1 Unity Trust Current	962553316	General Maintenance	Travis Perkins	S	3.92	0.78	4.70
278	General Maintenance - Open Sp	15/06/2026		1 Unity Trust Current	648802171	General Maintenance - Rec Gr	Wicksteed	S	500.52	100.10	600.62
278	General Maintenance - Open Sp	15/06/2026		1 Unity Trust Current	648802171	General Maintenance - Rec Gr	Wicksteed	S	42.54	8.51	51.05
279	BDC Rates	15/06/2026		1 Unity Trust Current	dd	Rates	Breckland District Council	E	1,227.00		1,227.00
285	Stripe Fee	15/06/2026		1 Unity Trust Current	Stripe	Stripe Transaction Fee	Stripe	X	0.49		0.49
273	Office Equipment	15/06/2026		Lloyd Credit Card	Card	Office Furniture	City Used & Recycled Office	S	599.00	119.80	718.80
275	LYM (Twilight Markets)	15/06/2026		1 Unity Trust Current		Event - Entertainment	Paul Kazam	Z	325.00		325.00
275	LYM (Twilight Markets)	15/06/2026		1 Unity Trust Current		Event - Entertainment	Paul Kazam	Z	-325.00		-325.00
287	General Maintenance - Open Sp	17/06/2026		1 Unity Trust Current	BACS	General Maintenance	Agri-gem Ltd	S	92.89	18.58	111.47
290	General Maintenance - Open Sp	24/06/2026		Lloyd Credit Card	Card	General Maintenance	Amazon	S	10.82	2.16	12.98
291	Vehicle Management	24/06/2026		1 Unity Trust Current	446349356	Vehicle Maintenance	Thomas B Bonnett	S	66.67	13.33	80.00
292	Land Purchase	25/06/2026		1 Unity Trust Current	122166371	Land Purchase	Greene & Greene Partners	Z	100,668.00		100,668.00
299	Hospitality	29/06/2026		Lloyd Credit Card	Card	Hospitality	Morrisons Daily	E	4.50		4.50
300	Hospitality	29/06/2026		Lloyd Credit Card	Card	Postage	Post Office	E	14.56		14.56
301	Hospitality	29/06/2026		Lloyd Credit Card	Card	Hospitality	Iceland, swaffham	E	2.40		2.40
294	Electric Market AGR0442785 (E	29/06/2026		1 Unity Trust Current	dd	Electricity - Buttercross	SSE - Southern Electric	L	138.63	6.93	145.56
295	Electricity Cemetery AGR04963	29/06/2026		1 Unity Trust Current	dd	Electricity - Chapel	SSE - Southern Electric	L	39.88	1.99	41.87
293	Electricity Town Hall AGR04723	29/06/2026		1 Unity Trust Current	dd	Electricity - Town Hall	SSE - Southern Electric	L	386.14	19.31	405.45
296	Electricity Public Toilets AGR04	29/06/2026		1 Unity Trust Current	dd	Electricity - Public Toilets	SSE - Southern Electric	L	111.53	5.58	117.11
297	Electricity Rec Ground AGR045	29/06/2026		1 Unity Trust Current	dd	Electricity - Rec Ground	SSE - Southern Electric	L			
298	World Pay Fee	29/06/2026		1 Unity Trust Current	Worldpay	Credit Card Fees	Worldpay	E	0.25		0.25
298	World Pay Fee	29/06/2026		1 Unity Trust Current	Worldpay	Credit Card Fees	Worldpay	S	0.04	0.01	0.05
327	S106 Swans Nest	30/06/2026		1 Unity Trust Current	721966827	Grass Cutting	TTSR Limited	S	1,510.24	302.05	1,812.29
308	Bank Charges	30/06/2026		1 Unity Trust Current	dd	Bank Service Charge	Unity Trust Bank	E	24.40		24.40
317	Insurance	30/06/2026		1 Unity Trust Current	594358861	Insurance	Arthur J Gallagher Insurance	E	403.20		403.20
314	Hospitality	30/06/2026		1 Unity Trust Current	795140494	Drinking Water	Cooleraid	S	82.68	16.54	99.22
322	Stationery	30/06/2026		Lloyd Credit Card	Card	General Maintenance	Amazon	S	2.46	0.49	2.95
323	Stationery	30/06/2026		Lloyd Credit Card	Card	General Maintenance	Amazon	S	3.91	0.78	4.69
324	Stationery	30/06/2026		Lloyd Credit Card	Card	Stationery	Amazon	S	7.49	1.50	8.99

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
325	Stationery	30/06/2026		Lloyd Credit Card	Card	Stationery	Amazon	S	10.82	2.16	12.98
326	Stationery	30/06/2026		Lloyd Credit Card	Card	Stationery	Amazon	S	7.91	1.58	9.49
306	General Maintenance	30/06/2026		1 Unity Trust Current	126862981	General Maintenance - Allotme	CK Engineering	S	70.00	14.00	84.00
310	Water Rates	30/06/2026		1 Unity Trust Current	2565831/6462355	Water Rates - Allotments	WAVE - Anglian Water	E	328.34		328.34
310	Water Rates	30/06/2026		1 Unity Trust Current	2565831/6462355	Water Rates - Allotments	WAVE - Anglian Water	E	209.90		209.90
309	Waste Collection	30/06/2026		1 Unity Trust Current	504925168	Waste Collection	Breckland District Council	E	99.59		99.59
313	Water Rates	30/06/2026		1 Unity Trust Current	n/a	Water Rates - Rec Ground	WAVE - Anglian Water	E			
327	Grass Cutting - Urban Cut NCC	30/06/2026		1 Unity Trust Current	721966827	Grass Cutting	TTSR Limited	S	87.66	17.53	105.19
327	Grass Cutting - Urban Cut NCC	30/06/2026		1 Unity Trust Current	721966827	Grass Cutting	TTSR Limited	S	1,884.12	376.82	2,260.94
318	Market Superintendent Phone	30/06/2026		1 Unity Trust Current	dd	Mobile Charges	Vodafone	S	19.40	3.88	23.28
319	General Maintenance - Open Sp	30/06/2026		Lloyd Credit Card	Card	General Maintenance	Amazon	S	23.16	4.63	27.79
302	General Maintenance - Open Sp	30/06/2026		1 Unity Trust Current	962553316	General Maintenance - Town H	Travis Perkins	S	46.37	9.27	55.64
321	General Maintenance - Open Sp	30/06/2026		Lloyd Credit Card	Card	General Maintenance	Amazon	S	23.32	4.66	27.98
327	Grass Cutting - Open Spaces	30/06/2026		1 Unity Trust Current	721966827	Grass Cutting	TTSR Limited	S	698.94	139.79	838.73
307	Sanitary Bins	30/06/2026		1 Unity Trust Current	594358861	Contract Cleaning	Anglian Chemicals	S	25.00	5.00	30.00
311	Water Rates	30/06/2026		1 Unity Trust Current	407641486	Water Rates - Public Toilets	WAVE - Anglian Water	E	34.71		34.71
320	General Maintenance	30/06/2026		Lloyd Credit Card	Card	General Maintenance	Amazon	S	13.45	2.69	16.14
305	General Maintenance	30/06/2026		1 Unity Trust Current	223879866	H&S Equipment	Joe Dix Foundation	Z	135.00		135.00
309	Waste Collection	30/06/2026		1 Unity Trust Current	504925168	Waste Collection	Breckland District Council	E	107.02		107.02
312	Water Rates	30/06/2026		1 Unity Trust Current	273368058	Water Rates - Town Hall	WAVE - Anglian Water	E	300.88		300.88
316	Fire & Electrical H&S	30/06/2026		1 Unity Trust Current	504925169	Fire Extinguisher Annual Maint	APF Fire Protection	S	201.50	40.30	241.80
315	World Pay Fee	30/06/2026		1 Unity Trust Current	Worldpay	Credit Card Fees	Worldpay	E	1.14		1.14
315	World Pay Fee	30/06/2026		1 Unity Trust Current	Worldpay	Credit Card Fees	Worldpay	S	0.04	0.01	0.05
315	World Pay Fee	30/06/2026		1 Unity Trust Current	Worldpay	Credit Card Fees	Worldpay	E	2.30		2.30
328	General Maintenance	30/06/2026		1 Unity Trust Current	105006081	General Maintenance - Church	Plandescil Ltd	S	325.00	65.00	390.00
329	Legal Fees	30/06/2026		1 Unity Trust Current	439594649	Legal Fees - Car Park Transfer	Davitt Jones Bould Ltd	S	1,688.00	337.60	2,025.60
303	Town Hall	30/06/2026		1 Unity Trust Current	91297087	General Maintenance - Town H	Swaffham Building Suppl	S	119.10	23.82	142.92
303	Town Hall	30/06/2026		1 Unity Trust Current	91297087	General Maintenance - Town H	Swaffham Building Suppl	S	4.30	0.86	5.16
303	Town Hall	30/06/2026		1 Unity Trust Current	91297087	General Maintenance - Town H	Swaffham Building Suppl	S	2.46	0.49	2.95
318	Town Warden Phone	30/06/2026		1 Unity Trust Current	dd	Mobile Charges	Vodafone	S	20.00	4.00	24.00
304	General Maintenance	30/06/2026		1 Unity Trust Current	703063252	EPC Commercial	Navitas	S	210.00	42.00	252.00
331	Bank Charges	01/07/2026		1 Unity Trust Current	dd	Bank Manual Handling Charge	Unity Trust Bank	E	10.00		10.00
336	HR Advisory Service	01/07/2026		1 Unity Trust Current	72942969	HR Services	Council HR and Governanc	S	1,500.00	300.00	1,800.00
335	Photocopier	01/07/2026		1 Unity Trust Current	347276	Photocopier - Contract	Officeflow Office Automatic	S	64.16	12.83	76.99
332	Stationery	01/07/2026		Lloyd Credit Card	Card	Stationery	Amazon	S	9.99	2.00	11.99

PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
333	Stationery	01/07/2026		Lloyd Credit Card	Card	Training - Staff	HSQE Ltd	S	80.00	16.00	96.00
334	Intruder Alarm	01/07/2026		Lloyd Credit Card	Card	Blink Basic Plan Monthly	Amazon	S	2.08	0.42	2.50
330	Civic.ly!	01/07/2026		1 Unity Trust Curren	dd	IT - Software	Scribe - Starboard Sys Ltd	S	255.00	51.00	306.00
339	Legal Fees	02/07/2026		1 Unity Trust Curren	456016095	Legal Fees	Greene & Greene Partnerst	S	2,032.50	406.50	2,439.00
339	Legal Fees	02/07/2026		1 Unity Trust Curren	456016095	Legal Fees	Greene & Greene Partnerst	S	7.00	1.40	8.40
								Total	141,983.03	3,200.29	145,183.32

