

# **Swaffham Town Council**

Minutes of **Town Council** meeting held on **Wednesday 18<sup>th</sup> May 2022** at **7.15pm** in the **Town Hall**.

Present: Mayor Cllr J Anscombe (in the Chair)

Councillors: Mrs N Bass, Mrs L Beech, Mr S Bell, Mr P Darby, Mr C Houghton, Mrs S Matthews, Mr K Oliver, Mr I Pilcher, Mr L Scott, Mrs J Skinner

Town Clerk  
Office Administrator: Mr R Bishop  
Mrs H Duggan

Breckland Cllrs: Mr D Wickerson

Public: 6

## **1. Apologies and reason for absence**

Cllr Graham Edwards - holiday  
Cllr W Bensley – work commitment  
Cllr I Sherwood – prior commitment  
Cllr E Colman – travel difficulties  
PC Button – work commitment

## **2. Declarations of Interest.**

None received.

## **3. Reports**

### **3.1 Police report.**

PC Ollie Button was not present and a report was not given.

LATE ITEM – (Survey circulated) As part of the Constabulary's ongoing work around local communications the Police have launched a public engagement survey to better understand how our communities want to hear from us. The survey will run from Tuesday 3 May until Tuesday 7 June and will be available online and offline.

People can take part in the survey at <https://www.smartsurvey.co.uk/s/LK2S0T/>

### **3.2 County Councillor report.**

Cllr Ed Colman was unable to attend and provided a report – see *Appendix 1*

### **3.3 Breckland Council report**

Cllr Sherwood and Cllr Colman were both unable to attend and a report was not provided in advance.

Cllr Wickerson fielded several enquiries and agreed the following:

Churchyard tree - to chase up the repot from Hugh Coggles.

War Memorial trees – to speak with Cllr Colman for an update

Electric Cr charging points – to chase up the promised additional electric car charging points for Theatre St Car Park.

## **4. Reports: Mayor and Town Clerk**

### **4.1 Mayor's Announcements.**

The retiring Mayor Cllr Judy Anscombe provided an overview of the final events attended.

### **4.2 Urgent reports, correspondence, or information at the Mayor's discretion - prior notice must be given.**

**Initials: \_\_\_\_\_**

There were no urgent reports to discuss

#### 4.3 Town Clerk's Report.

The Town Clerk provided the following report:

Jubilee Flags – 50 flags were urgently ordered by the Town Clerk, using part of the Flags budget. This was not quite enough to fly flags in every location, but it has made a reasonable show around the town.

There has been some discontent expressed from some of the business premises who do not have flags, we have managed to address some of their concerns with private arrangements. But we have had representation made by Plowright Place (see late correspondence redacted) following on from a social media post. Again, we have managed to supply bunting in this area, which has appeared to satisfy the businesses.

**It was agreed the Town Clerk would speak with Icen Partnership and enquire what plans they had to dress the Assembly Rooms for the Jubilee weekend.**

Breckland Town and Parish Forum, Monday 23<sup>rd</sup> May – Cllrs interested in attending were asked to let the Town Clerk know.

Orford Road Play Area – work is progressing well on-site by contractors working for EIBE, a replacement springy duck has been ordered by the contractor, following the theft from the site the day after delivery. Everything is on-track for an end of May competition and an opening event in June.

Redland Park – site inspection with Avant Homes – The Town Clerk and Works Manager will be attending a site inspection with Avant Homes regarding the street lighting adoption at the Redland Park estate, agreed by Town Council some 10/11 years ago. The intention is to report back to the Assets & Open Spaces Committee meeting on 1<sup>st</sup> June. Additional checks will be undertaken on whether a light erected in the wrong place has now been correctly installed and whether the lights are now ready for adoption by the Town Council.

There is a mention of an inspection of Play Areas & Open Spaces however in separate correspondence with the S.106 Officer at Breckland Council the Town Clerk has raised several queries

- the play areas have not been installed
- there are outstanding queries regarding the two lagoon areas and their maintenance requirements, as the Town Council previously did not agree to take on the responsibility of the lagoons
- the commuted sum attached to the development, whether this is index linked etc, and the Council are being asked to confirm their previous commitment to this site.

This topic will feature on the 8<sup>th</sup> June Full Council agenda, as long as clarification is received on all outstanding points.

Bus Stop – Lynn Road – we now have a very smart hard standing area, recently installed for the bus stop and no bus stop post. We are now awaiting the replacement post and sign from Highways, who were unable to co-ordinate this with our installation of the hard standing area. A photograph of the bus stop was circulated prior at the meeting.

Churchyard Tree Report – a report from the Norfolk Arborist had now been received and a copy would be placed in the Cllr correspondence file, for distribution on Friday. This matter would feature on the Assets and Open Spaces meeting scheduled for 1st June.

Public Toilets – all repair works were now complete and both toilets now open to the public.

Kissing Gates – re-surfacing entrance – this work was now complete and photographs were circulated at the meeting.

Churchyard Path to Ashes section – this work was now complete and photographs were circulated at the meeting

Initials: \_\_\_\_\_

**5. Minutes:**

- 5.1 Wednesday 13<sup>th</sup> April 2022 – Full Council.  
 5.2 Wednesday 20<sup>th</sup> April 2022 – Extraordinary Full Council.

**The minutes of the April Council meetings were agreed as an accurate record and signed by the Mayor.**

**6. Finance:****6.1 Accounts for payment for May 2022**

The updated list of accounts has been circulated prior to the meeting – see *Appendix 2*

**It was agreed to accept the accounts for May 2022.**

**6.2 Cloudy IT for technology upgrade.**

Indicative quotes were circulated from Cloudy IT, to give Cllrs an idea of costs involved in technology upgrades available.

It was noted a similar system was available to view at Thetford Town Council.

Cllrs disused the quotes and it was proposed by Cllr Pilcher, scondced by Cllr Bell to proceed with Cloudy IT, subject to a successful visit to Thetford TC to view their system.

**It was unanimously agreed to proceed with Cloudy IT, subject to a successful visit to Thetford TC to view their system set up.**

**6.3 Zurich Insurance renewal for 2022-23.**

Cllrs noted the cost of renewal under the long-term agreement is £6,871.11 inclusive of tax.

**7. Correspondence or Information****7.1 General:****a) Weekly correspondence or information**

**Noted**

**b) Correction of a statement regarding regular use of the Assembly Rooms by Iceni partnership.**

Cllrs noted Iceni Partnership wished to correct a statement in regard to the bookings and availability of the Assembly Rooms. It was stated that there was availability most weekday evenings, and this was not the case.

During the discussion regarding the refurbishment of the area behind Sues News to be converted to a youth facility, it was claimed that the Assembly Rooms was unused in the evenings and suggested a Youth club use this facility.

Iceni wished to clear up this inaccuracy and have the statement corrected. Iceni website details all the groups and activities that meet at the Assembly Rooms and Community Centre, and the what's on page gives a diary of each activity on a given day in current week.

**c) Street Lighting amendment – Barratts Norwich Road site.**

Barratt's provided a description below of the latest changes to the street lighting proposed for adoption by the Town Council:

- The latest design proposal is version R3
- Overall 40no columns are proposed for adoptions (no change)
- Column number NC 039 (situated on the southern section of the 'emergency link') has been moved further south in order to comply with the requirements of the highway authority in order to provide 'footway' standard lighting (in accordance with section 32 of the Local Government Act 1966)

The previously agreed design (R2) was also circulated and the latest design (R3) so that Cllrs could see the difference in the locations of NC 039.

**It was agreed to accept the latest changes to the street lighting proposed for adoption by the Town Council.**

**d) Hedgehogs R Us Highway Project.**

**Initials: \_\_\_\_\_**

A request by Linda Cook, Hedgehogs R Us - Hedgehog Highway Project, was received asking for consideration to take part - <https://hedgehogsrus.co.uk/hedgehog-highway-project>

**It was agreed to decline the offer to take part in the Hedgehogs R Us – Hedgehog Highway Project.**

## 7.2 **Breckland Council**

### a) Green Spaces Call for sites – CPRE report & request – deadline 20<sup>th</sup> May.

CPRE highlighted a request from Breckland District Council, as part of its Local Plan update, for notification of potential sites to be designated as Local Green Spaces – by 5pm, Friday, 20 May 2022.

Cllr Scott suggested 5 sites in and around Swaffham and offered to work with the Town Clerk to notify BDC by the deadline.

## 7.3 **Norfolk County Council**

### a) New Breckland area Community Forum on 9<sup>th</sup> June 2022 – 10.30am – 12noon.

A request from Kaleigh Garrod, Library Manager regarding a new Community Forum was circulated prior to the meeting.

Contact details were circulated should Cllrs wish to take part.

## 8. **Dates of forthcoming meetings:**

8.1	Planning & Built Environment Committee	Tues	24 <sup>th</sup> May	4.00pm	Council Chamber
8.2	Market Committee	Mon	30 <sup>th</sup> May	6.30pm	Council Chamber
8.3	Assets & Open Spaces Committee	Wed	1 <sup>st</sup> June	6.30pm	Council Chamber
8.4	Transport, Access & Environment Committee	Tues	7 <sup>th</sup> June	4.00pm	Council Chamber
8.5	FULL COUNCIL	Wed	8 <sup>th</sup> June	6.30pm	Council Chamber
8.6	HR & Governance Committee	Mon	13 <sup>th</sup> June	12noon	Council Chamber
8.7	Market Committee	Mon	20 <sup>th</sup> June	6.30pm	Council Chamber
8.8	Planning & Built Environment Committee	Tues	28 <sup>th</sup> June	4.00pm	Council Chamber

A number of changes were highlighted - Market Committee moved to 30<sup>th</sup> May, Assets & Open Spaces Committee 1<sup>st</sup> June and HR & Governance Committee 13<sup>th</sup> June

## 9. **ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960:**

**CONFIDENTIAL BUSINESS** following the exclusion of the public and press

### 9.1 On-going legal matters regarding the transfer of two acres of land to Breckland council

Following discussion with the Mayor and Deputy Mayor prior to the meeting, it was proposed to deal with items 9.1 and 9.4 together. Late papers were circulated to Cllrs prior to the meeting.

The Town Clerk provided a summary of progress.

### 9.2 On-going legal matters regarding the proposed sale of Days Field subject to planning permission being achieved.

The Digital Map for the section of Days Field from the 1869 Enclosure Award had been received from Norfolk Records Office and passed on to our solicitor. Amongst the papers circulated was a Draft Statutory Declaration – requiring signing.

After discussion it was proposed the Town Clerk sign the Draft Statutory Declaration on behalf of the Council.

**It was agreed the Town Clerk would sign the Draft Statutory Declaration on behalf of the Council.**

### 9.3 Update on the transfer of the Town Pound to the Town Council.

See 9.1 above.

### 9.4 Update on progress of the Barn Project.

Initials: \_\_\_\_\_

The Town Clerk provided an update on progress so far.

Swimming Pool - it was noted that the Swimming Pool Assoc. AGM meeting was on 25<sup>th</sup> May 2022.

**It was agreed by a majority vote, 1 abstention, that Cllr Skinner and Oliver would attend the SPA AGM and let them know that they have the full support of the Council and that the Council intend to arrange a peppercorn lease, if and when the SPA are ready to proceed.**

Sports Hall & Green Space

**It was agreed Cllr Skinner would engage Sr Francis to investigate ownership and use by the Council.**

The meeting closed at 9.00pm

Mayor.....

Initials: \_\_\_\_\_

**Norfolk County Council Report May 2022****Report by Councillor Ed Colman****07940 406356 / [ed.colman.cllr@norfolk.gov.uk](mailto:ed.colman.cllr@norfolk.gov.uk)****New £6.7m scheme to help Norfolk's disadvantaged to be launched**

Norfolk County Council is today unveiling a £7.7m package of hardship support offering increased flexibility and choice in the way a broader range of households can access help.

The council is topping up £6.7m of Government funding from the Household Support Fund with a further £1m to create a new Norfolk Cost of Living Support Scheme which will help people who are struggling to pay for food, energy and water bills, and other essentials.

The £7.7 million Norfolk Cost of Living Support Scheme, which will run until October, will be administered as follows:

- £3.6m to support families with seven monthly cost of living vouchers for children eligible for means-tested free school meals. The payments will be £15 per month, per child, with an enhanced payment of £30 for August, to coincide with the school holidays. The total value will be £120 per child, over the course of the scheme. The vouchers will be paid from April (backdated) up to and including October. This approach gives families flexibility and choice by allowing them to budget monthly and offset vouchers against other financial pressures on their household bills and activities. It also means families will have payments during and outside school holidays with the option of saving them to use only in the school holidays if they prefer
- £1m allocated to the council's Norfolk Assistance Scheme (NAS) to support families in hardship, where there isn't eligibility for free school meals. This support is available to families with very young children, young carers, and families caring for children with disabilities, many of whom may be facing significantly higher energy bills
- £2.2m, a third of the Government funding, to support those aged 65 or over by providing cash and voucher awards through the voluntary sector and other partners, including a specific collaboration with Anglian Water, as well as support through NAS. The work with Anglian Water will support customers aged 65 or over who are on Anglian Water's social tariffs, because they are in financial difficulty, providing a package of support to reduce and prevent debt. £700,000 of this funding will be distributed to district, borough and city councils to support vulnerable communities
- £840,000 to support others in need, including funding for district, borough and city councils to meet immediate housing related concerns. This part of the scheme will also mean that voluntary sector agencies can refer those they are working with to the council for support

We would always encourage residents who find themselves in hardship to contact us on 0344 800 8020, so we can offer support either directly or through our partners.

**Extensive package of support to help schools to welcome children fleeing the war in Ukraine**

Norfolk County Council is supplying schools across the county with much needed provisions so that educational resources and places of sanctuary can be given to child refugees.

This includes:

- Funding towards laptops, bi-lingual resources, extra tutoring and a range of English as an Additional Language resources
- Opportunities for teachers to access trauma informed workshops to help understand the experiences and support children may need
- Language support training, guidance and strategies and free translation services
- Guidance and support to help schools discuss the conflict in Ukraine
- NCC's fully funded Young Interpreters' Scheme

The council will adapt and evolve what's on offer as more information about children's needs emerges.

Find out more about the Homes for Ukraine scheme in Norfolk at [www.norfolk.gov.uk/ukraine](http://www.norfolk.gov.uk/ukraine).

There are specific pages to help those arriving, information and advice for hosts and details of face-to-face Community Help events.

**Initials: \_\_\_\_\_**

### **Fire service plans to be considered**

Norfolk County Council's cabinet members are being asked to endorse plans to consult the public on the work of Norfolk Fire & Rescue Service, to ensure it continues to match its resources with the needs of the county's communities.

Work to create the latest three-year Community Risk Management Plan (CRMP) could begin later this Spring and will see groups and individuals asked to look at options which will then go out to public consultation as part of a draft plan for comment in the autumn.

#### **The key issues are:**

##### **1: The impact of highway infrastructure improvements in Norfolk**

Improvements to the highway network improve journey times for all road users, including response times for emergency vehicles. NFRS will explore the impact of recent and planned significant highway improvements to identify potential opportunities. In particular, the Great Yarmouth Third River Crossing is expected to positively impact on possible response times for Great Yarmouth and Gorleston stations.

##### **2: Maximising resources focussed on prevention activities**

There is a sector wide drive to improve prevention activities across fire and rescue services. In Norfolk, Members have already provided additional budget to support NFRS to increase resource for prevention and we have secured additional resource in teams. There is also a Community Safety Development Plan in place to further enhance prevention resource and activities to increase our focus on prevention.

As part of the CRMP, NFRS will consider opportunities to support delivery of this plan and to enhance the service ever further. This includes opportunities to redirect more resources to prevention activities and enhancement of our intelligence and analysis capabilities so that we can better understand the impact of our work.

##### **3: Efficiency and effectiveness**

There is a continued need to ensure efficiency and effectiveness in all aspects of service management and delivery and these areas of performance are assessed regularly by the Inspectorate (HMICFRS).

This means ensuring that the resource available is deployed to best address identified risks as well as having efficient ways of working in place. The current IRMP set out the intent to carry out a concept of operations review, which has identified a number of areas relating to how we organise our response resource that will be carefully considered as part of the development of this CRMP to enable options to be proposed.

We will also want to consider whether our specialist response capabilities are in the most beneficial locations, as well as the way forward in terms of co-responding (including emergency medical response).

### **Statement to cabinet, regarding the CQC inspection of the Norfolk and Suffolk Mental Health Trust**

Last week, the Care Quality Commission reported the outcome of its inspection into the NHS Norfolk and Suffolk Mental Health Trust (NSFT), which gave an overall rating of inadequate (view the Care Quality Commission report).

Councillor Bill Borrett, Norfolk County Council's Cabinet Member for Adult Social Care and Public Health, gave his reaction at a meeting of the Council's Cabinet this morning (Tuesday, 3rd May). Cllr Borrett said:

"I was extremely disappointed to see the outcome of the CQC Inspection of the NHS Norfolk and Suffolk Mental Health Trust, in particular that, despite support from NHS England and a partner Mental Health Trust, they had not been able to maintain improvement.

"The people of Norfolk, and those vulnerable people with mental health needs, deserve much better.

"I have written last week to the Chairman of the Trust to express the Council's concern, and will keep Cabinet apprised of their plans for action.

"Of course we support the staff of the Trust in their endeavours and as a partner we will play a constructive part in the improvement process, but the County is entitled to expect radical steps now to ensure that the improvement process underway does deliver a sustained improvement.

"I will be talking to our NHS colleagues to explore how best the Council can receive oversight and updates on the improvement, including possible reports to committees."

Hedge outside, number 23 Priory Place, encroaching onto the highway and BT are unable to service the pole.

**Initials: \_\_\_\_\_**

## Swaffham Town Council - Accounts for MAY 2022

6.1

No	Payment	Name	Details	Price	VAT	Total
<b>Paid - 1st -19th May 2022</b>						
59	Card	Lloyds Bank	Monthly credit card fee - Apr 22	£ 3.00	£ -	£ 3.00
60	Card	Lloyds Bank	Amazon - PPE - hard hats	£ 19.70	£ 2.83	£ 22.53
61	Card	Lloyds Bank	Amazon - PPE - chainsaw hard hat	£ 20.82	£ 4.17	£ 24.99
62	Card	Lloyds Bank	Amazon - PPE - chainsaw hard hat	£ 20.82	£ 4.17	£ 24.99
63	Card	Lloyds Bank	Amazon - office keyboard	£ 20.82	£ 4.16	£ 24.98
64	Card	Lloyds Bank	Amazon - office chair	£ 50.82	£ 10.17	£ 60.99
65	Card	Lloyds Bank	Amazon - PPE visor & ear muff	£ 11.67	£ 2.33	£ 14.00
66	Card	Lloyds Bank	Amazon - office wall planner	£ 4.16	£ 0.83	£ 4.99
67	Card	Lloyds Bank	Amazon - Ukraine flag	£ 5.82	£ 1.17	£ 6.99
68	Card	Lloyds Bank	Amazon - PPE - visor & ear muff x 2	£ 23.34	£ 4.66	£ 28.00
69	Card	Lloyds Bank	NW Flags - Union Jack Flags x 50	£ 249.58	£ 49.92	£ 299.50
70	Card	Lloyds Bank	Zoom - annual renewal 2022-23	£ 119.90	£ 23.98	£ 143.88
71	Card	Lloyds Bank	Staff Team Building - July 2022	£ 225.00		£ 225.00
72	Card	Lloyds Bank	Amazon - office trays	£ 20.81	£ 4.16	£ 24.97
73	Card	Lloyds Bank	Amazon - Jubilee event - balloons & stands	£ 28.65	£ 3.33	£ 31.98
74	Card	Lloyds Bank	Amazon - Jubilee - photo props	£ 13.31	£ 2.66	£ 15.97
75	Card	Lloyds Bank	Amazon - Jubilee - ribbon	£ 3.32	£ 0.67	£ 3.99
76	Card	Lloyds Bank	Amazon - Jubilee - photo frame	£ 4.16	£ 0.83	£ 4.99
77	Card	Lloyds Bank	Amazon - Jubilee - balloons	£ 6.66	£ 1.33	£ 7.99
78	Card	Lloyds Bank	Amazon - Jubilee - inflatable guitar	£ 5.90	£ 1.18	£ 7.08
79	Card	Lloyds Bank	Amazon - Jubilee - hand flags	£ 33.16	£ 6.64	£ 39.80
80	Card	Lloyds Bank	Amazon - office pens	£ 7.49	£ 1.50	£ 8.99
81	Card	Lloyds Bank	Cut Price - Jubilee - various items	£ 54.87	£ 10.97	£ 65.84
82	d/d	Public Works Loan Board	Loan act 494979	£ 1,219.28	£ -	£ 1,219.28
83	d/d	Hitachi	Truck Lease - May 22	£ 336.88	£ 67.38	£ 404.26
84	d/d	SSE Southern Electric	Public Toilets - electricity - Apr 22	£ 113.41	£ 5.67	£ 119.08
85	d/d	SSE Southern Electric	Cemetery Chapel - electricity - Apr 22	£ -	£ -	£ -
86	d/d	SSE SWALEC	Buttercross - electricity - Apr 22	£ -	£ -	£ -
87	d/d	SSE SWALEC	Rec Ground - electricity - Jan 22	£ 15.58	£ 0.77	£ 16.35
88	d/d	SSE SWALEC	Rec Ground - electricity -Feb, Mar & Apr 22	£ 52.05	£ 8.10	£ 60.15
89	d/d	SSE SWALEC	Town Hall - electric 21/1/22 - 28/4/22	£ 2,515.75	£ 503.15	£ 3,018.90
90	d/d	Vodafone	Mobile Phone bills - Mar 22 - S Dent	£ 15.53	£ 3.11	£ 18.64
			Mobile Phone bills - Mar 22 - R Ostler	£ 15.53	£ 3.10	£ 18.63
91	Card	Vodafone	Mobile phone - MF	£ 24.00	£ -	£ 24.00
92	d/d	WorldPay	Monthly payment charges - Apr 22	£ 49.44	£ 8.02	£ 57.46
			<b>88</b>	<b>£ 5,311.23</b>	<b>£ 740.96</b>	<b>£ 6,052.19</b>

## To be authorised and paid - post 19th May 2022

93	BACS	Net Salaries	Town Council salaries	£ 13,658.96		£ 13,658.96
			Tax	£ 2,071.87		£ 2,071.87
94	BACS	Inland Revenue	Employer National Insurance contribution	£ 1,749.53		£ 1,749.53
			Employee National Insurance contribution	£ 1,367.38		£ 1,367.38
95	BACS	Norfolk Pension Service	Employer Contribution	£ 4,242.58		£ 4,242.58
			Employee Contribution	£ 1,203.83		£ 1,203.83
96	d/d	Breckland Council	Town Hall - Rates	£ 1,048.00		£ 1,048.00
			Market - Rates	£ 349.00		£ 349.00
			Cemetery - Rates	£ 190.00		£ 190.00
97	d/d	Breckland Council	Barn - Rates	£ 115.00		£ 115.00
98	d/d	Immervox (Apr 22)	VOIP router & line - 720014	£ 38.18	£ 7.64	£ 45.82
			Town Council - Fax & Broadband 720469	£ 47.99	£ 9.60	£ 57.59
			Swaffham Heritage - Telephone 721230	£ 47.17	£ 9.43	£ 56.60
			Town Council - Telephone 722922	£ 87.60	£ 17.52	£ 105.12
			Town Council - Alarm 724968	£ 13.00	£ 2.60	£ 15.60
			Town Wi-Fi - 336135	£ 46.45	£ 9.29	£ 55.74
99	BACS	Breckland DC	Lottery annual licence	£ 20.00	£ -	£ 20.00
100	BACS	Brook HR	HR Services - Mar 22	£ 135.00	£ -	£ 135.00
			HR Services - Apr 22	£ 135.00	£ -	£ 135.00
101	BACS	CGM	Grass cutting - Mar 22	£ 226.00	£ 45.20	£ 271.20
102	BACS	CGM	Grass cutting - Apr 22	£ 484.83	£ 96.97	£ 581.80
103	BACS	Cloudy IT	IT system & hardware set up	£ 8,701.76	£ 1,740.36	£ 10,442.12
104	BACS	CoolerAid	Town Hall - water - Apr 22	£ 15.80	£ 3.16	£ 18.96
105	BACS	Fenland Leisure	Rec Ground repairs	£ 28.37	£ 5.67	£ 34.04
106	BACS	Freshair Fitness	Rec Ground - repairs	£ 103.50	£ 20.70	£ 124.20
107	BACS	ICO Systems	Quarterly subs - 23/5 - 22/8/22	£ 959.22	£ 191.84	£ 1,151.06
108	BACS	Mayors Allowance	Various expenses	£ 307.95	£ -	£ 307.95
109	BACS	Starboard Sys Ltd/Scribe	New Software - Accounts, Allotments, Cemetery	£ 2,110.00	£ 422.00	£ 2,532.00
110	BACS	SJS engraving	Office name badges x 3	£ 4.75	£ -	£ 4.75
			Office name badge	£ 2.55	£ -	£ 2.55
111	BACS	Staff expenses	Retirement catering	£ 130.97	£ -	£ 130.97
112	BACS	Stannah	Museum Lift service	£ 134.12	£ 26.82	£ 160.94
113	BACS	Swaffham Building	Rec Ground - repairs	£ 8.76	£ 1.74	£ 10.50
114	BACS	Swaffham Service Centre	Truck Fuel - Mar 22	£ 34.17	£ 6.83	£ 41.00
			Outside Fuel - Mar 22	£ 162.26	£ 32.45	£ 194.71
115	Card	Vista Print	Business Cards - office	£ 30.33	£ 6.06	£ 36.39
116	BACS	Veolia	Town Hall waste collection - Apr 22	£ 61.36	£ 12.27	£ 73.63
			Cemetery - waste collection - Apr 22	£ 68.84	£ 13.77	£ 82.61
117	BACS	WAVE - Anglian Water	Allotment SL1 - 295096901 - Apr 22	£ 54.15	£ -	£ 54.15
118	BACS	WAVE - Anglian Water	Allotment SL2 - 291055801 - Apr 21	£ 50.79	£ 1.00	£ 51.79
119	BACS	WAVE - Anglian Water	Allotment TH - 291044001 - Apr 22	£ 63.80	£ -	£ 63.80
120	BACS	WAVE - Anglian Water	Town Hall - 346045001 - Dec-Feb 22	£ 107.91	£ 1.00	£ 108.91
121	BACS	WAVE - Anglian Water	Public Toilets - 341378101 - Apr 22	£ 127.77	£ -	£ 127.77
122	BACS	WAVE - Anglian Water	Rec Ground- 225554301 - Apr 22	£ 8.96	£ -	£ 8.96
			<b>Sub Total</b>	<b>£ 45,866.69</b>	<b>£ 3,422.88</b>	<b>£ 49,289.57</b>

Initials: \_\_\_\_\_



Late Bills - received after agenda issued									
123	BACS	K Furnass	Office support - April/May 2022	£	120.00	£	-	£	120.00
124	BACS	P Johnson	Jubilee event stall refund	£	48.00	£	-	£	48.00
125	BACS	Routs of Wisbech	Market rent overpayment refund	£	181.10	£	-	£	181.10
126	d/d	Total Energies	Barn - electric Jan - May 22 - estimated readings	£	457.42	£	22.88	£	411.91
			Barn - electric adjusted - true meter readings	-£	65.14	-£	3.25		
127	BACS	Allotment Deposit Refund	T Culwick - SL41b	£	40.00	£	-	£	40.00
128	Card	The Works	Jubilee event - materials	£	19.50	£	-	£	19.50
<b>Total</b>				£	<b>46,667.57</b>	£	<b>3,442.51</b>	£	<b>49,528.28</b>

Summary of Income - APRIL 2022 (market rents, allotment deposits, cemetery invoices, room rentals, loan payments etc)				
05-Apr-22	Cash & Cheques taken over the counter		£	652.66
14-Apr-22	Cash & Cheques taken over the counter		£	1,539.86
26-Apr-22	Cash & Cheques taken over the counter		£	2,285.62
27-Apr-22	Cash & Cheques taken over the counter		£	1,109.82
Income from BACS & Card payment - incl. precept £224250.00			£	231,107.72
<b>TOTAL</b>				<b>£236,695.68</b>

Items of expenditure to be reclaimed								
Watton TC	Mobile reclaim - Apr 22	£	14.36	£	2.87	£	17.23	
Museum	Museum - Telephone 721230 - Apr 22	£	47.17	£	9.43	£	56.60	
Sues News	Electricity Apr 22	£	85.84	£	4.29	£	90.13	
<b>TOTAL</b>			£	<b>147.37</b>	£	<b>16.59</b>	£	<b>163.96</b>

Initials: \_\_\_\_\_