

Swaffham Town Council

Minutes of the Virtual **Annual Full Town Council** meeting held on **Wednesday 14th October 2020** at **5.30pm**

Present: Mayor Cllr J Skinner (in the Chair)

Councillors: Mrs J Anscombe, Mrs L Beech, Mr S Bell, Cllr W Bensley, Mr P Darby, Mr G Edwards, Mr C Houghton (from 17.45pm), Mr I Pilcher, Mrs Matthews, Mr K Sandle, Mr L Scott.

Town Clerk: Mr R Bishop
Administration Asst: Ms K Furnass

Breckland District Cllr: Mr D Wickerson
Breckland
& Norfolk County Cllr: Mr E Colman

Press: 1

Prayers were led by the Mayor.

1. **Ratification of the decision CV009 taken by email consensus on 6th May 2020 at an extraordinary meeting of the full Council.**

CV009 – Annual Meeting of the Town Council and Annual Appointments (first scheduled for 13th May 2020)

Recommendation - The Annual Meeting of the Town Council should take place in May every year, similarly as above, this could happen during the current pandemic period when there were lockdown restrictions imposed by government. It was therefore recommended to re-schedule to October in order to ratify a decision to continue with the status-quo of all appointments made in May 2019 at the First Annual Meeting of this Town Council, including the role of Mayor and Deputy Mayor, Internal Auditor etc but with the exception of all Committees as these were reviewed and re-constituted in August of 2019. The next review of all Annual Appointments would be May 2021.

**AGREED – by consensus of 11 Councillors (for the status quo of annual appointments, but concern expressed over Committees)
To continue with the status quo (appointments made in May 2019) until May 2021, to ratify that decision at a legally constituted meeting in October (or whenever the Council can hold one). If amendments to the Committee Structure are forthcoming by resolution, these can be taken as an amendment to the ratification.**

N.B. The ratification took place on 6th May 2020, following the legalisation of virtual meetings in the new Covid-19 Act. It is therefore recommended to note the decision as read.

2. **Apologies and reason for absence**

- 2.1 Cllr B Holmes – work commitments
- 2.2 Cllr I Sherwood – holiday

3. **Declarations of Interest** – for items included on the Annual meeting Agenda.

- 3.1 There were no declarations of interest.

4. **To confirm appointment of the current INTERNAL AUDITOR for the year 2019-20.**

Part of the resolution recorded at item 1 would be to carry forward with the current Internal Auditor Auditing Solutions Ltd. This allows time for the Council to review their Internal Audit procedures, terms of reference and explore alternatives for consideration at the Annual meeting in May 2021.

It is recommended to continue with Auditing Solutions Ltd for the remainder of 2020-21.

Initials: _____

It was agreed continue with the current Internal auditor, Auditing Solutions Ltd

5. To confirm current list of COMMITTEES/WORKING GROUPS etc

FINANCE COMMITTEE

Mayor Cllr J. Skinner, Deputy Mayor Cllr J. Anscombe
Cllrs I Pilcher, B. Holmes, S. Bell, G. Edwards, K. Sandle

All agreed – no changes

MARKET, EVENTS & TOURISM COMMITTEE

Mayor Cllr J. Skinner, Deputy Mayor Cllr J. Anscombe,
Cllrs S. Bell, S. Matthews, W. Bensley, B. Holmes and (1 vacancy)
Non-Councillors Paul Cross, Haydn Eagle, Fabian Eagle and Kay Wells

All agreed with the addition of Cllr P Darby taking up the vacancy.

PLANNING & BUILT ENVIRONMENT COMMITTEE

Mayor Cllr J. Skinner, Deputy Mayor Cllr J. Anscombe,
Cllrs L. Beech, P. Darby, C. Houghton, G. Edwards, L. Scott and (1 vacancy)

All agreed with the addition of Cllr S Matthews taking up the vacancy.

RECREATION & COMMUNITY SERVICES COMMITTEE

Mayor Cllr J. Skinner, Deputy Mayor Cllr J. Anscombe,
Cllrs L. Beech, W. Bensley, B. Holmes, I. Pilcher and (1 vacancy)
Non-Councillors Clare Peak, SCALGA Rep

All agreed with Cllr S Matthews taking up the vacancy

ESTATES HERITAGE/TOWN HALL & SITE MANAGEMENT COMMITTEE

Mayor Cllr J. Skinner, Deputy Mayor Cllr J. Anscombe,
Cllrs P. Darby, G. Edwards, L. Scott and K. Sandle (+ one vacancy)
Non-Councillors – Swaffham Heritage Rep

All agreed – no changes (still one vacancy).

HR & GOVERNANCE COMMITTEE

Mayor Cllr J. Skinner, Deputy Mayor Cllr J. Anscombe,
Cllrs W. Bensley, C. Houghton and G. Edwards.

HR Grievance & Appeal Panel

Cllrs B. Holmes, L. Scott and K. Sandle

All agreed – no changes.

TRANSPORT, ACCESS & ENVIRONMENT COMMITTEE

Mayor Cllr J. Skinner, Deputy Mayor Cllr J. Anscombe,
Cllrs I. Beech, L. Scott and K. Sandle (+ two vacancies)
Non-councillors K. Gordon, P. Bray, S. Sole and J. Zielinski

All agreed – no changes (still two vacancies).

Green Britain Centre – Working Group

Cllrs J. Skinner, J. Anscombe, I. Pilcher, P. Darby and L. Scott.

All agreed – no changes.

Barn – Working Group

Cllrs J. Skinner, J. Anscombe, P. Darby, I. Beech and G. Edwards.

All agreed – no changes.

VE Day – Working Group

Cllrs: L Beech, P Derby.

Non-Councillors:

Initials: _____

Member of the public	Brian Armitage
Jump, Jive and Swing	Andy Clark
Royal British Legion	Anne Thorp
Dads Army Thetford	Chris Holden
Swaffham Lions	David Elsom
Swaffham Lions	Dennis Tallon
Swaffham Lions	Tony and Nicci Lakey
Swaffham Lions	Peter Young
Swaffham Rotary	David Morris
Swaffham Rotary	John Wallace
Swaffham WI	Didge Rodgers
TNHA	Mark Woodhouse c/o Jill Hambright
Iceni Youthie	Jo Rayner
Iceni	Jonathan Reed
Market Cross	Kay Wells
Parish	Rev Janet Allen
Independent	Richard Anscombe
Swaffham Players	Roger Silverstone
Swaffham Heritage	Sue Gatusso

All agreed – no changes.

FULL COUNCIL MEETING - AGENDA

For a meeting of the Full Council on Wednesday, 14th October 2020 commencing at the conclusion of the PUBLIC OPEN FORUM which follows the First/Annual meeting of the Council in the Town Hall, Swaffham.

There were no public in attendance and no adjournment for a public forum.

1. Apologies and reason for absence

- 1.1 Cllr I Sherwood – holiday
- 1.2 Cllr B Holmes – work commitments

2. Declarations of interest

- 2.1 There were no declarations of interest.

3. To receive and consider REPORTS: police, principal authority etc

- 3.1 POLICE report: sent from PC Higgins -

Crime Statistics for the period 27th August to 24th September had been circulated to Councillors.

PC Higgins reported that there had been no calls recently for the Rec.

If there was concern regarding the increase in violence against the person, please note this category includes any level of assault or threats. The vast majority are domestic related, and the remainder are neighbour related.

- 3.2 COUNTY COUNCILLOR report: Cllr Colman had previously fed through his reports to the relevant committees.

- 3.3 BRECKLAND COUNCILLOR report: Cllr Wickerson apologised that no written report had been sent he would email it round to the Councillors tomorrow. He touched on a few points:

- Recent Covid figures.
- New Fly Tipping Officer.
- Museum Grant.
- Green Grant.

Initials: _____

- Breckland's response to the White Paper.
- Historic England Grant.
- MTI Grant – no officer appointed yet.

4. REPORT from the MAYOR and TOWN CLERK

4.1 Mayors report: Civic Events attended - Prize giving for the Garden Competition.

4.2 Urgent reports, correspondence, or information at the Mayor's discretion:

Nordic Walking instructor had requested use of either the Rec or Campingland. Details had previously been circulated to Councillors. Councillors asked for more information on whether it was to be run as a business before making a decision. It would be brought back to the next meeting.

It was agreed to ask for more information and then to bring back to the next meeting.

Announcement - There is to be no Annual Town Assembly this year due to Covid 19 restrictions. The next Town Assembly will be scheduled for April 2021.

4.3 Town Clerk's Report and Councillors' questions relating to ongoing business.
Annual Audit submission – completed 12th October.

Parish Partnership Bid – the Transport, Access & Environment Committee will be making a case to the Council next month for two possible projects. The Full Council will need to approve these bids as grants are only awarded on the basis of a Council providing 50% match funding.

4.4 Questions from Councillors -

Ducks were now being fed at the Church Yard, but permission had not been given. The issue of ducks had been visited many times. Cllr Wickerson mentioned he had been working with Sue Hammond from Breckland. For any environmental hazard caused by the ducks they could contact her.

5. Minutes

5.1 After adding Cllr Scott as attending the minutes of Wednesday 9th September 2020 Full Council meeting were agreed as a true and accurate account.

5.2 The minutes of Tuesday 29th September 2020 Extraordinary Full Town Council meeting were agreed as a true and accurate account.

6. Finance

6.1 Accounts for payment for 2020 (recorded as Appendix 1).

The Accounts for October 2020 were unanimously agreed.

6.2 Request for further pandemic rent relief for Sues News.

Rent relief had been agreed previously. In the brief discussion that followed it was proposed to allow a 50% reduction for the financial period from 1st October 2020 to 31st December 2020 and review at the end of the next quarter.

It was agreed to allow a 50% reduction for the financial period from 1st October 2020 to 31st December 2020 and review at the end of the next quarter.

6.3 Proposal by Cllr I Pilcher

"This Council cannot and must not embark on any business commitment that has financial risk, that cannot be specifically justified nor quantified in the present circumstances and until, at the very least, Government guidance and policy gives a basis for reassurance to invest for the future." *An amended document had been circulated by Cllr Ian Pilcher for consideration.*

Initials: _____

Comments on the proposal and the responsibility to represent Swaffham residents were very strongly put forward by one Councillor. Questions were also raised by other councillors as to the need for the proposal as risk management was already in place. In answer to some points raised it was noted that this Committee could not be held responsible for any past decisions made by previous councils.

Cllr Pilcher put forward his proposal. Cllr Sandle seconded the proposal.

It was agreed to reject the proposal. The votes were recorded as 9 votes against the proposal with 3 votes for.

6.4 To consider re-wording of resolution to borrow – draft wording as per department of Housing, Communities and Local Government.

Approval of Full Council

The above application was agreed by resolution of the Full Council on 18th June 2020.

The Council undertake to notify the Department for Housing, Communities and Local Government, as soon as reasonably practicably in the event:

- Of not exercising the approval, or,
- It finds that the original amount requested is greater than the actual borrowing need.

SIGNED

Town Mayor

DATE

SIGNED

Responsible Finance Officer

DATE

It was agreed for the re-wording of resolution to borrow and for the Mayor and Town Clerk to sign to document as drafted.

The Financial Risk Assessment was circulated to Councillors earlier today, comments to be sent back to the Town Clerk separately.

7. Correspondence or Information

- a) It was noted all correspondence was circulated to Cllrs on a weekly basis.

Cllr Edwards referred to correspondence from a resident from Southlands in regard to hedging and overhanging trees near their property. The Town Clerk reported that hedge rows had been replanted but then repeatedly damaged. He would look at the last tree report and then take the findings to the next Recreation meeting.

- b) To consider Planning White Paper Draft response to consultation prepared for consideration by Cllr Scott.

The Council were asked to finalise their response, the deadline being 29th Oct with an on-line submission. Cllr Derby had concerns about the Neighbourhood Plan and asked for stronger wording. He was asked to send draft wording for additional comments to Cllr Scott. The Town Clerk asked for general agreement today.

It was agreed for general agreement for Cllr Scott to emphasise the Neighbourhood Planning section with stronger wording. 11 votes for, 1 abstention recorded.

- c) To consider options for Remembrance Day arrangements following meetings with RBL, Church and RAF Marham, plus views from the Police.

With the Prime Minister making a further announcement this evening and further advice received in respect of 6 people maximum, the arrangements will be updated and circulated in the Final Report for consideration by the Council.

Norfolk County Council guidance 'Remembering in Safety and Dignity' was circulated to Councillors, with information from RAF Marham and the Royal British Legion. A much smaller

Initials: _____

event than originally planned was recommended with just six representatives on site at the War Memorial. Other representatives can lay wreaths before 11am, provided they do not stay on site. Members of the public to be actively discouraged to attend and encouraged to 'Remember at home' on this occasion. Council staff may be needed to erect barriers in strategic positions to keep members of the public away from the area, in order to meet regulations. The Mayor only would attend as representative of the Council. A decision needs to be made on whether to have a bugler or not. If Councillors agree this course of action, then a risk assessment will be carried out and circulated to interested parties. A virtual meeting with RBL, RAF Marham and Revd Janet Allen will be arranged. Any Councillors who may be interested are welcome to attend.

d) To consider draft protocol "Heroes of Swaffham Awards".

This had been proposed by Cllrs Anscombe, Beech, Matthews & Skinner to honour the achievements of remarkable people who make the Swaffham Community a better place. After a brief discussion it was suggested that the group need to set out the criteria and then bring back to the next meeting.

e) Request from "Men's Shed" for a suitable temporary and permanent location for a shed.

An additional letter from the Men's Shed had been circulated, stating their interest in temporarily using the area previously uses as the Gents Toilets adjacent to the Shambles. The Men's Shed had visited the premises and would like to take this on.

Area's suggested as possible long-term sites: -

An allotment site

Church Rooms

Swimming Pool Land

Orford road Playing Field.

The Rec, storage area at the toilets

If the former public toilet area is suitable and agreed then some decisions on water, electric and access need to be taken whilst the builders are on site. A replacement metal door and fitting would cost in the region of £900 to £1,000. Sockets, switches, and a sink would also be required. This would be paid for from reserves. Cllr Scot proposed to allow the old gents toilets as a temporary site for the "Mens Shed". Cllr Derby seconded the motion.

It was agreed to allow the old gents toilets as a temporary site for the "Mens's Shed".

f) To consider Cllr Edwards proposal for all correspondence from the Town Hall to be circulated weekly.

The current policy relates to 'Yellow File correspondence for information only'.

After Councillors initial discussions on the proposal Cllr Edwards clarified that he would like all significant correspondence made available. It was then asked who decided what was significant? Working Groups or Committees would usually have information first and then decide when this was to be made available to other Councillors.

Cllr Edwards was asked to clarify what information he required. He specifically wanted all correspondence on the Green Britain Centre and Abel homes Ltd which he thought had been received at the Town Hall but not circulated.

The Town Clerk confirmed that all relevant correspondence had been circulated, but if a specific piece of correspondence needed to be circulated again, if Cllr Edwards could identify what he believed was missing, it could be circulated again.

Cllr Edwards then proposed for all correspondence between Breckland District Council and Swaffham Town Council to be made available. There was no seconder, so the proposal was lost.

7.2 Breckland Council

a) To consider Bike Rack Draft Proposals for the Town Centre.

The proposal had been circulated to the Councillors.

It was agreed to accept the Bike Rack proposals as drafted at three locations: Theatre street Car Park, Church walk and Lynn Street adjacent to Abbotts estate agent.

8.To notify the DATES of forthcoming meetings and to receive any items for a future AGENDA:

Initials: _____

The following meetings dates are all scheduled for Zoom virtual meetings, until further notice.

8.1	Estates, Heritage/Town Hall & site Maintenance Committee	Mon	19 th Oct	6.30pm	Zoom virtual
8.2	Human Resources & Governance Committee	Tues	20 th Oct	12 noon	Zoom virtual
8.3	Finance Committee	Mon	26 th Oct	6.30pm	Zoom virtual
8.4	Planning & Built Environment Committee	Tues	27 th Oct	4.00pm	Zoom Virtual
8.5	Full Council	Wed	11 th Nov	6.30pm	Zoom Virtual
8.6	Market, Events and Tourism Committee	Mon	16 th Nov	6.30pm	Zoom Virtual
8.7	Recreation Committee	Mon	23 rd Nov	6.30pm	Zoom Virtual
8.8	Planning & Built Environment Committee	Tues	24 th Nov	6.30pm	Zoom Virtual

9. Objection

Cllr I Pilcher asked to have minuted his objection to a personal attack and character assassination during presentation and debate of his approved and valid proposal.

10. ADMISSION TO MEETINGS ACT (PUBLIC BODIES) 1960:

CONFIDENTIAL BUSINESS following the exclusion of the public and press

10.1 To consider adoption of open spaces and play areas at Swan's Nest - Phases 1-3 from Abel Homes, including commuted sum details + confirmation of commuted sum for Street Lighting of Phases 4-5.

It was unanimously agreed to accept the adoption of open spaces and play areas at Swan's Nest - Phases 1-3 from Abel Homes, including commuted sum details + confirmation of commuted sum for Street Lighting of Phases 4-5.

Cllr Scott would like to officially thank Mr Paul Legrice for listening and taking on board the Council's comments.

He also asks for the Town Clerk to find out if the lights have dimming capabilities.

10.2 To consider estimates for completion of Outline Planning Application for Days Field.

A summary document had been circulated to Councillors earlier that day.

It was agreed by a majority vote to not apply for Outline Planning permission. There were 2 abstentions.

10.3 To consider confidential progress report from The Barn Centre Working Group re-due diligence/permission to borrow, contractual issues and to agree next steps.

A very positive verbal report was given. There had been a lot of interest registered from outside groups to use the facilities.

10.4 To consider brief report from the GBC Working Group and to agree next steps.

A confidential report was circulated to the Councillors that day.

Councillors agreed there were important questions that needed to be asked of Breckland. It was also suggested to hold a zoom meeting with Dr Abbott, a retired Ecologist.

It was agreed by a majority vote for a prepared set of questions to be put to Breckland Council and in the meantime to arrange a zoom meeting with Dr Abbott.

The meeting closed at 20.25pm

Mayor.....

Initials: _____

Swaffham Town Council - Accounts for OCTOBER 2020							6.1
No	Payment	Name	Details	Price	VAT	Total	
Paid - 1st - 14th October Town Council meeting							
894	Card	Lloyds Bank	Monthly credit card - Oct 20	£ 3.00	£ -	£ 3.00	
895	Card	DVLA	Vehicleinformation.co.uk - REFUND	-£ 23.80	£ -	-£ 23.80	
896	Card	Amazon	Office PPE - floor stickers	£ 7.98	£ -	£ 7.98	
897	Card	Amazon	Outside - hazard Tape	£ 19.98	£ 3.99	£ 23.97	
898	Card	Amazon	Office - batteries	£ 22.99	£ -	£ 22.99	
899	Card	Amazon	Office - general stationery	£ 19.56	£ 4.82	£ 24.38	
900	Card	Kedel	Outside - bench slats	£ 133.25	£ 26.65	£ 159.90	
901	Card	NCC	Xmas event - road closure	£ 38.31	£ -	£ 38.31	
902	Card	Amazon	Allotments - combination padlock x 2	£ 37.17	£ 8.33	£ 45.50	
903a	d/d	Unity Trust Bank	Manual Handling Charge - July-Sept 20	£ 14.90	£ -	£ 14.90	
903b	d/d	Unity Trust Bank	Service Charge - July-Sept 20	£ 51.00	£ -	£ 51.00	
904	d/d	Hitachi	Truck Lease - Oct 20	£ 336.88	£ 67.37	£ 404.25	
905	d/d	SSE Southern Electric	Public Toilets - electricity - Sept 20	£ 81.73	£ 4.08	£ 85.81	
906	d/d	SSE Southern Electric	Cemetery Chapel - electricity - Sept 20	£ 29.13	£ 1.45	£ 30.58	
907	d/d	SSE SWALEC	Buttercross - electricity - Sept 20	£ 79.28	£ 3.96	£ 83.24	
908	d/d	SSE SWALEC	Rec Ground Toilets - electricity - Sept 20	£ 11.69	£ 2.33	£ 14.02	
909	d/d	Vodafone	Mobile Phone bills - Sept 20 - Sue	£ 21.01	£ 4.20	£ 50.42	
			Mobile Phone bills - Sept 20 - Ruth	£ 21.01	£ 4.20		
910	d/d	WorldPay	Monthly payment charges - Sept 20	£ 12.90	£ 2.01	£ 14.91	
Sub Total				£ 917.97	£ 133.39	£ 1,051.36	

To be authorised and paid - post 14th October 2020 Town Council meeting						
911	BACS	Net Salaries <i>incl. staff travel expenses</i>	Town Council salaries	£ 15,992.65		£ 15,992.65
912	BACS	Inland Revenue	Tax	£ 1,919.60		£ 5,055.26
			Employer National Insurance contribution	£ 1,741.22		
			Employee National Insurance contribution	£ 1,394.44		
913	BACS	Norfolk Pension Service	Employer Contribution	£ 4,349.35		£ 5,593.86
			Employee Contribution	£ 1,244.51		
914	d/d	Breckland Council	Town Hall - Rates	£ 1,048.00	£ -	£ 1,971.00
			Market - Rates	£ 349.00	£ -	
			Cemetery - Rates	£ 190.00	£ -	
			Public Toilet - Rates	£ 384.00	£ -	
915	d/d	Immervox (Sept 20)	VOIP router & line - 720014	£ 38.18	£ 7.64	£ 337.49
			Town Council - Fax & Broadband 720469	£ 48.30	£ 9.66	
			Swaffham Heritage - Telephone 721230	£ 47.17	£ 9.43	
			Town Council - Telephone 722922	£ 88.14	£ 17.63	
			Town Council - Alarm 724968	£ 13.00	£ 2.60	
			Town Wi-Fi - 336135	£ 46.45	£ 9.29	
916		Petty Cash		£ 260.63	£ -	£ 260.63
917	BACS	Allotment Deposit Refund	Senior - SL34,35 &87	£ 120.00	£ -	£ 120.00
918	BACS	Allotment Deposit Refund	East - SL36	£ 40.00	£ -	£ 40.00
919	BACS	Allotment Deposit Refund	Strzebowski - SL38	£ 40.00	£ -	£ 40.00
920	BACS	Allotment Deposit Refund	Bilverstone - SL29	£ 40.00	£ -	£ 40.00
921	BACS	Anglian Chemicals	Public Toilets hand towels	£ 48.41	£ 9.68	£ 338.09
			Annual Sanitary maintenance	£ 240.00	£ 40.00	
922	BACS	Brook HR	HR Services - Aug 20	£ 135.00	£ -	£ 135.00
923	BACS	CGM	Grass cutting - Aug 20	£ 76.00	£ 15.20	£ 91.20
924	BACS	Cooleraid	Town Hall drinking water - Sept 20	£ 7.90	£ 1.58	£ 9.48
925	BACS	Didlington	Winter flowers	£ 125.75	£ 25.15	£ 150.90
926	BACS	ICO Systems	Anti Virus monthly subscription	£ 7.50	£ 1.50	£ 9.00
927	BACS	Swaffham Building Supplies	Fast set postmix	£ 15.92	£ 3.20	£ 19.12
928	BACS	Swaffham Service Centre	Truck Fuel - Sept 20	£ 37.50	£ 7.50	£ 160.90
			Outside Fuel - Sept 20	£ 96.60	£ 19.30	
929	BACS	T K Drakes	Town Hall - fire alarm maintenance	£ 42.50	£ 8.50	£ 51.00
930	BACS	Travis Perkins	coach screws	£ 5.20	£ 1.04	£ 33.24
			masonry paint	£ 22.50	£ 4.50	
931	BACS	Veolia	Cemetery waste - Sept 20	£ 62.00	£ 12.40	£ 127.38
			Town Hall waster - Sept 20	£ 44.15	£ 8.83	
932	BACS	WAVE	SL (6901) allotment water - Sept 20	£ 24.44	£ -	£ 24.44
933	BACS	WAVE	SL2 (5801) allotment water - Sept 20	£ 0.73	£ -	£ 0.73
934	BACS	WAVE	TH (4001) allotment water - Sept 20	£ 17.47	£ -	£ 17.47
935	BACS	WAVE	Rec Ground (4301) water - Sept 20	£ 13.28	£ -	£ 13.28
936	BACS	WAVE	Public Toilets (8101) water - Sept 20	£ 11.65	£ -	£ 11.65
937	BACS	WAVE	Town Hall (5001) water - Sept 20	£ 56.09	£ -	£ 56.09
938	BACS	Zurich	Insurance annual fleet renewal - 2020	£ 1,724.64	£ -	£ 1,724.64
Sub Total				£ 33,127.84	£	

Initials: _____

Appendix 1 cont'

Late Bills - received after agenda issued						
939	BACS	Green and Green	GBC - Legal Advice	£ 800.00	£ 160.00	£ 960.00
940	d/d	PWLB	Loan repayments - a/c - 4924979	£ 1,219.28	£ -	£ 1,219.28
941	BACS	Parker Planning	Barn Consultation	£ 840.00	£ 168.00	£ 1,008.00
942	BACS	Brook HR	HR services -Sept 20	£ 135.00	£ -	£ 135.00
943	BACS	Allotment Deposit Refund	Ayliffe - TH12 & key refund	£ 50.00	£ -	£ 50.00
				£ 36,172.12	£ 676.02	£ 36,848.14

Summary of Income - July 2020 (market rents, allotment deposits, cemetery invoices, room rentals, loan payments etc)						
02-Sep-20	Cash Analysis	Cash & Cheques taken over the counter				£ 80.00
08-Sep-20	Cash Analysis	Cash & Cheques taken over the counter				£ 102.50
18-Sep-20	Cash Analysis	Cash & Cheques taken over the counter				£ 369.82
22-Sep-20	Cash Analysis	Cash & Cheques taken over the counter				£ 132.50
29-Sep-20	Cash Analysis	Cash & Cheques taken over the counter				£ 50.00
Total BACS		Total Additional Income received by BACS				£ 4,175.25
				TOTAL		£ 4,830.07

Items of expenditure to be reclaimed						
Watton TC		Monthly reclaim		£ 1,224.45	£ 2.10	£ 1,226.55
Museum		Museum - Telephone 721230		£ 47.17	£ 9.43	£ 56.60
Sues News		Electricity - Sept 20		£ 67.05	£ 13.41	£ 80.46
				TOTAL		£ 1,283.15

Initials: _____