

Minutes of the meeting of WATTON TOWN COUNCIL Finance Committee held on

Friday April 12th 2019 at

Wayland Hall, Middle Street, Watton, Norfolk IP25 6AG

Councillors Present: Kathryn Stallard – Chairman of the Committee, Peter Bishop, Sue Hebborn, Tina Kiddell and Pat Warwick.

Officers Present: Jane Scarrott Town Clerk

1. NO APOLOGIES RECEIVED

2. NO DECLARATIONS OF INTEREST MADE

3. MINUTES

3(i) The Minutes of the Meeting held on 15.03.19 were accepted as a true record and signed by the Chairman.

3(ii) Update of matters from the minutes not covered elsewhere:

- An initial meeting to research matters relating to Church Walk has been held with a report to be presented to the Full Council.
- A survey of the trees at Church Walk has been undertaken and a report is awaited.
- Lighting has been replaced in the Council Chamber. It was agreed that, if the cost is less than £500, two more lights should be added.
- The recycling bins located by the public toilets in Watton are managed by Breckland District Council (BDC). No e-mail, as was verbally promised, relating to whether any recycling credits have been paid to BDC for materials from the bins has been received. This will be followed-up.
- It has previously been agreed to purchase amplifying equipment for the Council Chamber. Equipment has been trialled and improvements to recordings of meetings have been made but investigation is ongoing.
- It was agreed application should proceed to the Small Claims Court to attempt to re-cover overpayment of wages made to a former employee.

4. EXPENDITURE MADE SINCE THE LAST MEETING AND CURRENT BUDGET POSITION

Any resultant expenditure from resolutions made at the previous Town Council meeting will fall in the 2019/20 financial year and thus will not impact on the current budget.

- (i) It was agreed to accept the lower of the two quotes received to renew the insurance for the town van.
- (ii) The Town Council insurance schedule for 2019 was considered. Of the three options available the cheapest of the three quotes (BHIB underwritten by Aviva) will be recommended to Full Council.
- (iii) Renewal quotes for the electricity for the public toilets were considered. It will be recommended to Full Council that a 12 month contract with British Gas Lite be accepted.

K. M. Stallard 24.5.19. 1

- (iv) It will be recommended to Full Council that £500 be spent to advertise Town Council events in the Wayland News. £500 will pay for a full page advert each month from June to November.

5. BANK RECONCILIATION

The Bank Reconciliation dated 11.03.19 was checked and signed.

6. REVIEW OF COMMUNITY IMPROVEMENT FUND (CIF)

No movement of the CIF. It was noted that the £3600 allocated for a Cemetery Report has not been spent in the financial year ending 31.03.19 and it is unlikely a report will be commissioned in the near future. £5000 allocated for market stalls also remains unspent but it is anticipated this will be used during the current financial year. The CIF therefore currently stands at £79150.

7. LETTER TO PKF LITTLEJOHN

Consideration was given to the points that should be raised in the complaint to be made to PKF Littlejohn in relation to completion of the External Audit for Watton Town Council for the year ending 31st March 2018. A draft letter to PKF will be compiled and shared with other members of the Committee before being signed by the Chairman of the Council, the Chairman of the Finance Committee and the RFO.

8. DATE OF NEXT FINANCE COMMITTEE MEETING: Friday May 24th 11.00am

Recommendations for Full Council

1. to accept the insurance quote from BHIB (underwritten by Aviva).
2. to enter into a 12 month contract from British Gas Lite for electricity supply at the public toilets.
3. that £500 be spent to advertise Town Council events in the Wayland News. £500 will pay for a full page advert each month from June to November.

J.M. Stallard 24.5.19.