

Minutes of the meeting of WATTON TOWN COUNCIL Finance Committee held on  
Tuesday May 15th 2018 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. APOLOGIES

No apologies received. It was decided the Committee would formally thank Daniel Fishlock for his work as a member of the Finance Committee.

## 2. NO DECLARATIONS OF INTEREST MADE

## 3. MINUTES

3(i) The Minutes of the Meeting held on 17.04.18 were accepted as a true record and signed by the Chairman.

3(ii) Matters arising from the minutes not covered elsewhere:

- Finance Training is to be held at Wayland Hall on May 17<sup>th</sup> 2018. The trainers will be asked to talk about 3 year financial planning.
- A policy for hire of the Council Chamber is still to be compiled.
- A Council agreed specification for works, both to improve the appearance of the Cemetery and to remove trees to create more burial space, has been sent to known local contractors to obtain quotes for the work.
- Prices for recycled plastic benches to replace those benches in the Cemetery which are past repair will be obtained for future consideration.

## 4. PAYMENTS

- The Finance Committee considered payments that have been made since the last meeting including remaining creditors for the financial year ending 31.03.18 and those relating to staff salaries for May 2018.
- The Council agreed on 08.05.18 to establish an account with Land Registry for which the Finance Committee agreed a variable direct debit mandate should be set up.

## 5. BUDGET POSITION

- Virement between cost centres has been undertaken by the RFO to ascertain that cost centres remain in balance at the end of the 2017/18 financial year. It was agreed that money will be vired from the Van cost centre to Contingency to help balance the Contingency cost centre budget, with any remaining shortfall to be vired from the Cemetery. Once creditors have been added to the figures final virement will be made to ensure all cost centres remain in budget as there is an estimated overall end of year underspend of £29000. This is slightly above the figure estimated earlier in the year and thus a larger surplus can be carried forward to be transferred to general reserves.



- The 2018/19 budget was reviewed as there is concern that legal costs are likely to be higher than was thought when the budget was set. It was suggested a recommendation should be made to Full Council to agree £3000 would be taken from the Community Improvement Fund (CIF) to boost the 2018/19 legal cost centre budget.
- It was also suggested that to aid clarity the Cem. maintenance line in the budget would be re-titled "skip hire" and a line added for Cemetery Maintenance which will reflect the cost of the grounds maintenance work within the Cemetery, once it has been identified from other grounds maintenance work within the parish. The contractor will be asked to break down grounds maintenance costs.
- The Finance Committee considered the informal approach made for a donation towards kitchen refurbishment at Watton Sports Centre. It was decided an agenda item at the next Town Council meeting would be that the Council will consider a donation to the Sports Centre, possibly with provisos, and with money to be taken from the CIF as there is no provision in the budget.
- Some discussion took place regarding the project to extend the Wednesday Market into Middle Street. Before this can move forward a report relating to Health & Safety concerns with the current market site within the High Street would be useful to give support for re-location, and permission to use Middle Street would also need to be obtained.

## **6. SERVICE CONTRACTS**

A list of current contracts held by the Town Council has begun to be compiled but more work is needed to establish review dates. This matter is ongoing and will remain on the agenda for the next Finance Committee Meeting.

## **7. DATE OF NEXT FINANCE COMMITTEE MEETING:**

**June 19th at 11.00am**

