

Minutes of the meeting of WATTON TOWN COUNCIL Finance Committee held on  
Thursday July 12<sup>th</sup> 2018 at  
Wayland Hall, Middle Street, Watton, Norfolk IP25 6AG

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

Officers Present: Jane Scarrott Town Clerk

**1. APOLOGIES**

Apologies received from Tina Kiddell.

**2. NO DECLARATIONS OF INTEREST MADE**

**3. MINUTES**

3(i) The Minutes of the Meeting held on 19.06.18 were accepted as a true record and signed by the Chairman.

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

- It was recognised that the Town Council van should be distinguishable as an official vehicle. It was noted that the purchase of appropriate wrapping has previously been agreed by the Council. The Finance Committee agreed that it was a matter of urgency that the Town Clerk should expedite this matter. It was further agreed that it was sufficient to show the Watton Town Council name, phone number and website address.
- Benches in the Cemetery, as deemed past repair, will possibly be replaced with plastic recycled benches and prices will be sought. Benches around the town will be painted by the Town Operative as time permits.
- Flag poles, brackets and flags have been ordered to be put up along the High Street. It is likely more flags will be purchased in the future including those to commemorate Armed Forces Day.
- Payment has been agreed but a mobile phone still needs to be purchased for the Town Handyman.
- Scribe Software Training is booked for August 15<sup>th</sup>. Suggested start time of 9.30am.
- AngliaIT has been asked to ensure the laptop supplied to the new PEPS Officer will have access to the Watton Town Council cloud. AngliaIT will also be asked again about the provision of a sound and recording system for the Town Council Chamber.

**4. REVIEW OF GRANT PROCEDURE**

It was agreed the current grant procedure pack needs little change but that updates will be made to reflect the recent Data Protection Act 2018 and the General Data Protection Regulation.

It was also suggested that a copy of the invoice for any work or purchase made through grant funding should be submitted to the Town Council within 90 days of the expenditure being made.

It was felt the grant procedure will be acceptable with the minor amendment as suggested but that a Donations Policy should be compiled. It will be recommended to Full Council that this will be an agenda item for the next meeting of the Finance Committee.

It will also be recommended to the Full Council that a request be made to Watton Sports Association for a progress report, with copies of receipts, relating to the project for which a donation of £7000 was made earlier in the year.

## **5. PAYMENTS MADE SINCE THE LAST MEETING**

### **Agreed at the Town Council meeting on 10.07.18**

Food Festival donation	£300.00
Annual service of clock	£250.00
Clearance of Cemetery	£1350.00
Carnival grant	£500.00
Rotary Club grant	£500.00

Some of the above will be taken from the appropriate budget line with some possibly needing to be vired from the CIF.

It was estimated, and agreed that a sum of £500 will be spent to purchase boxes etc. to aid the clearance of the Cemetery.

Councillors were presented with an updated budget position on the 10.07.18.

The Finance Committee considered the current position of the CIF. It was agreed that "Review of CIF" will be an item on each Finance Committee meeting agenda.

## **6. INVESTMENT OF RESERVE FUNDING**

Members of the Finance Committee had investigated the recommendation made by the Internal Auditor to invest money held in reserve funding.

At the next meeting consideration will be given to possibly recommending to Full Council that up to £85000 should be placed in an ethical deposit account with the current Town Council banks.

## **7. SERVICE CONTRACTS**

No further work has been undertaken regarding review of service contracts and it was agreed the grounds maintenance and grave digging contracts will be considered at the next meeting in preparation for 2019 when current grounds maintenance and gardening contracts end.

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

**August 17th at 11.00am**

Agenda to include Donations Policy.

## **Recommendations to be made at the Full Council meeting on July 24th 2018:**

1. That a Donations Policy be compiled and adopted.
2. That the Town Council requests a Progress Report, with copies of receipts, from Sports Association relating to the project for which £7000 was given.

  
17.8.18.