

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

Friday September 19th 2018 at

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

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

Officers Present: Jane Scarrott Town Clerk

1. APOLOGIES

Apologies accepted from Tina Kiddell and Pat Warwick.

2. NO DECLARATIONS OF INTEREST MADE

3. MINUTES

3(i) The Minutes of the Meeting held on 17.08.18 were accepted as a true record and signed by the Chairman.

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

- Peter Bishop is to meet with Wil Smith from TTSR on 05.10.18 regarding maintenance works at the Cemetery.
- Virement in the budget of £2000 from the Events contingency to a new “Commemorative” heading is to be made.
- It was felt it would be advisable that no further flags should be purchased for the High Street until the fittings for the flag poles have been successfully secured.
- Cllr Stan Hebborn is researching a second option for obtaining past Mayor’s badges.
- Arrangements are in place to obtain vinyl signage for the Town Council van.
- The public toilets are now opened at 6.30am on a Wednesday. The Market Supervisor will be asked to monitor when cleaning is being undertaken.
- Updates have been received regarding how the donation of £7000 made to Watton Sports Centre has been used. To date £3856.80 has been spent. The Clerk was asked to check this against the original proposal from the Sports Centre.
- The Town Council has received notification from the External Auditors PK Littlejohn that they are unable to complete their review work on the 2017/18 AGAR as a result of challenge correspondence sent to them. Notice of this has been posted in accordance with regulations. The Town Council is awaiting further guidance from Littlejohns.

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

No expenditure noted since the last payment list presented to Council on September 25th.

It was noted that the Grants and Donations cost centre budget should only apply to grants as donations are taken from the CIF. It was agreed that the cost centre should be “Grants” with a sub-heading “Grants allocation”.

The budget heading of “allocated reserve” plus sub headings should read Community Improvement Fund as previously agreed by Full Council when setting the 2018-19 budget.

A minor re-wording of the WTC Expenses Policy to clarify spending within the cost centre was agreed.

5. REVIEW OF COMMUNITY IMPROVEMENT FUND (CIF)

The CIF currently stands at £92000.

It was noted that a letter has been received from the Citizens Advice Bureau (CAB) requesting a donation and that the Council would like the CAB to attend a Town Council meeting to clarify what is being asked for.

Any donation would need to be taken from the CIF.

6. DONATIONS POLICY

Members of the Finance Committee had previously been presented with a draft of the Grants Policy for review a new draft Donations Policy. With slight amendment to the drafts presented the policies will be passed to Full Council for ratification. Donations would be taken from the CIF and not be budgeted for.

7. GROUNDS MAINTENANCE AND GRAVE DIGGING CONTRACTS

The Town Council grounds maintenance contract is due for renewal in April 2019 and therefore consideration must be given to the specification for works required. Terms of the grave digging contract also need review.

The grounds maintenance contract will be split into four areas:

- Churchyard and Cemetery
- Loch Neaton
- Other open space areas managed by Watton Town Council
- Watton Youth & Community Centre

A report relating to cemetery works will be compiled to share with the Cemetery Working Group.

8. IT EQUIPMENT FOR THE COUNCIL CHAMBER

The Council resolved some time ago to look at obtaining audio-visual recording equipment and sound amplifying capability for the Council Chamber. IT companies approached gave quite varied quotes for the equipment they felt would deliver what was being requested. These quotes are now dated and new figures have been sought to include the ability to visually record and live stream meetings. Once quotes have been received figures can be considered in the 2019 budget.

9. DATE OF NEXT FINANCE COMMITTEE MEETINGS:

October 16th at 11.00am to begin consideration of 2019 budget

RECOMMENDATIONS TO FULL COUNCIL 09.10.18

That WTC:

1. Accepts the Donations Policy



2. Accepts amendment to the Grant Policy
3. Accepts rewording within the Expenses Policy
4. Acknowledges the notice from the External Auditors regarding completion of the Annual Governance & Accountability Return for Watton Town Council for the year ended 31 March 2018.

R McAllard 29.10.18