

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

Monday October 29th 2018 at

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

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

Officers Present: Jane Scarrott Town Clerk

1. APOLOGIES

Apologies accepted from Sue Hebborn.

2. DECLARATIONS OF INTEREST

Noted that the Mayor's allowance will be considered as part of the Expenses Policy (item 7). Current Mayor Tina Kiddell declared an interest.

3. MINUTES

3(i) The Minutes of the Meeting held on 19.09.18 were accepted as a true record and signed by the Chairman.

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

- It was noted the Ground Maintenance contract still needs review. PB offered to assist with this and will meet with current contractor.
- Grave digging arrangements can be incorporated within the Cemetery Rules.
- A recommendation will be made to Full Council that £2000 be allocated to investigate and purchase 2 microphones and amplifiers for use in the Council Chamber.

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

Noted that 10 safety barriers have been ordered as agreed by Full Council at a total cost of £795.

The town van is due for its first service and this will be booked. Estimated cost of £123.05.

5. REVIEW OF COMMUNITY IMPROVEMENT FUND (CIF)

The CIF currently stands at £92000.

It is anticipated this may drop to £78000 by the end of the year as funds will be needed to contribute towards the salary of the Projects, Events and Promotions Support Officer (estimated at £9000) and £5000 has been committed for the Market Towns Initiative to purchase market stalls. Any donations made in the current financial year will also need to be taken from the CIF.

6. CORRESPONDENCE RECEIVED



Correspondence received from a resident, which relates to the current financial year, has been noted and acknowledged. It was felt no further reply could usefully be given unless instruction and/or guidance was received from External Auditors PKF Littlejohn.

7. EXPENSES POLICY

The Expenses Policy was reviewed and accepted as presented with slight amendment and some additions:

- Wording amended – ‘Watton Town Council Staff’ to replace ‘Clerk’s and Deputy Clerk’s’
- Chairman’s Annual Allowance to be set at £600
- To add ‘A list of the Mayor’s activities is available for public view’
- The Chairman’s Allowance may be subject to income tax and it is the responsibility of the individual to declare this and to notify the Council of compliance.

8. CEMETERY MAINTENANCE CONTRACT

The Cemetery Working Group has considered the draft Cemetery Maintenance Contract. A suggested amendment to timings for review of the contract will be made prior to the specification being presented to Full Council for approval.

Full Council will also be asked to consider appointing the Town Council preferred contractor to undertake this three year contract.

Consideration will be given to reviewing the specification for the remaining areas of grounds maintenance works and for the supply of flowers for the tubs and hanging baskets in the town.

9. 2019 BUDGET

Consideration was given to the predicted expenditure for 2019 with suggested alterations and additions made to the second draft of the 2019 Budget.

Attached sheets show predicted underspend in 2018 and budget considerations for 2019 against the 2018 Budget.

An anticipated underspend in 2018 could be used to support the budget in 2019. The second draft of the 2019 Budget will be presented to Full Council for further consideration before final presentation.

10. DATE OF NEXT FINANCE COMMITTEE MEETINGS:

November 15th at 11.00am

RECOMMENDATIONS TO FULL COUNCIL 13.11.18

That WTC:

1. Agrees to allocate £2000 to purchase 2 microphones and amplifiers for use in the Council Chamber.



2. Accepts Expenses Policy (to agree date to implement)
3. Accepts the Cemetery Maintenance contract specification
4. Appoints TTSR as the preferred contractor for the maintenance of Watton Cemetery and Churchyard and confirms acceptance of the quote for additional grounds works within the Cemetery
5. Notes the 2nd draft of the 2019 Budget and agrees that the Finance Committee should continue to work on the basis of the documents presented prior to the next Full Council meeting.

R. M. Ballard