

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

Friday 11<sup>th</sup> January 2019 at

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

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

Officers Present: Jane Scarrott Town Clerk

## 1. APOLOGIES

Apologies accepted from Sue Hebborn.


## 2. NO DECLARATIONS OF INTEREST MADE

## 3. MINUTES

3(i) The Minutes of the Meeting held on 29.11.18 were accepted as a true record and signed by the Chairman.

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

- The contractor for the Christmas lights is to report to Council regarding the predicted need for replacement lights for 2019.
- The Neighbourhood Plan Drainage Group may incur more Land Registry fees for land search enquiries as attempts are made to identify land owners around the parish.
- A presentation was given at the Full Town Council meeting held on 27.11.18 by a private company who may be willing to police areas and implement parking charges for Town Council or privately owned areas of the town.
- An application for s106 funding has been made to Breckland Council to finance replacement of the fencing around the Lovell Garden Play Area. Response awaited.
- It is unlikely the Town Council will replace or provide extra rubbish bins around the town in the next financial year although sponsorship of the bins along the High Street could be an option if willing contributors were to come forward.
- Street light provision along Church <sup>WALK WAY</sup> Road is still to be investigated to establish who is responsible for maintenance and improvement.
- It was noted that following the recommendation made to Full Council on 11.12.18, the Council is to review
  - 1). The provision of facilities for the younger people of the town
  - 2). Aspects relating to the town market.
- Re printing and distribution of information/questionnaires to the public; for future reference it was noted that a well-established local firm specialises in this work.

  
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- Noted that quotes are being sought to review contracts for annual services and maintenance work at Wayland Hall.

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

- No expenditure or budget update to note since the Town Council meeting of 08.01.19.
- Bank reconciliation undertaken on 10.12.18 and confirmed by the Internal Auditor on 18.12.18.

#### **5. REVIEW OF COMMUNITY IMPROVEMENT FUND (CIF)**

No recent movement of the CIF.

#### **6. DONATIONS MADE IN 2018**

- A donation of £7000 was made to Watton Sports Association in May 2018. Although reports of how some of this money has been spent have been received it was agreed the Sports Centre would be asked to provide a verbal update to the Council on February 12<sup>th</sup> as to how the kitchen upgrade, for which the money was given, is progressing.
- It was noted a request for a donation has been received from Stevens Almshouses Charity which will be considered by the Full Council on 22.01.19.

#### **7. RECOMMENDATIONS FROM INTERNAL AUDITOR**

The Council will consider the recommendations made in the Internal Auditors Report (Councillors presented with copy 08.01.19) and formulate responses to the Action Plan together with a timetable for implementation.

It was noted that due to correspondence submitted by a resident to the external auditors, a request for further information has been received from PKF Littlejohn to enable them to complete their limited assurance review of the town council accounts. This additional work is likely to incur a cost.

The Finance Committee does not believe that the correspondence received by PKF Littlejohn or the WTC constitutes a challenge as set out under the Accounts & Audit Regulations 2015. The Finance Committee therefore believes that no objection to the accounts has been made. It was agreed that a letter will be drafted to respond to Littlejohns on the basis of the Committee's discussion. The Response letter to be signed by the Clerk, Chairman and Chairman of the Finance Committee.

#### **8. DATE OF NEXT FINANCE COMMITTEE MEETINGS FOR 2019:**

Friday February 15<sup>th</sup> @ 11.00am

Friday March 15<sup>th</sup> @11.00am    Friday April 12<sup>th</sup> @11.00



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