

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

Thursday July 11th 2019 at

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

Councillors Present: Kathryn Stallard (KS) – Chairman of the Committee, Peter Bishop (PB), Sue Hebborn (SH) and Pat Warwick (PW).

Officers Present: Jane Scarrott Town Clerk

1. APOLOGIES RECEIVED FROM: Tina Kiddell

2. NO DECLARATIONS OF INTEREST MADE

3. MINUTES

3(i) The Minutes of the Meeting held on 14.06.19 were accepted as a true record and signed by the Chairman.

3(ii) Update of matters from the minutes not covered elsewhere:

- Noted that Norfolk County Council's lighting contractor has footway lighting in Church Walk listed as belonging to Breckland District Council.
- Breckland District Council has confirmed an officer will attend a future Town Council meeting in September 2019 to explain why special expenses for Watton are higher than in other Breckland towns.
- Councillor Stan Hebborn will be asked if he is willing to order Remembrance poppies for the lampposts up to the value of £150.
- A sign to be placed outside the Cemetery when a Service is taking place has been purchased and passed to the grave diggers.
- Cemetery records are estimated to now be over 50% recorded as statutorily required but it may be that 2 more burial record books will need to be purchased to complete the listings up to date. It was agreed that the books should be purchased.
- A letter has been sent to SAAA stating that the Town Council has no confidence in the external audit service provided by PKF Littlejohn. No response has yet been received.
- Signage recommended in the Market Safety Report commissioned by the Town Council will be considered as part of the overall evaluation of signage in the High Street.
- A replacement vacuum cleaner to be used at Wayland Hall will be purchased locally.

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

- The current budget position as presented will be provided at each Finance Committee meeting, with some budget name headings amended as has been previously suggested.
- Noted that the Town Council has agreed up to £200 expenditure for Norfolk Day 2019 activities.

- The Antiques Street Fair, facilitated by the Town Council, held on July 7th has been deemed a success and it is thought this could become an annual event. The Finance Committee would support donations as suggested to those organisations which assisted at the Antique Fair and recommend that the Chairman and PEPSO meet with the fair organisers to review this year's event and informally discuss running the event again in 2020.

Antique Fair costs:

Costs	OUT	IN	
Total	416	80	
Road closure	36		Order
Marshalls	50		Men's Shed
First Aid	100		First Response
Thursford Organ	80		Expenses
Wayland News Advert	125		2 x half page
Income from stalls		80	4x food @£20
Social media boost	25		Facebook Ad
Balance	336		

4.1 It was suggested the Town Operative should look at options for purchasing a replacement mower similar to that currently used up to a value of £600.

5. CURRENT COMMUNITY IMPROVEMENT FUND (CIF) AND FUTURE PROJECTS

Noted that £3500 donation to Wayland First Response as agreed by Full Council will be taken from the CIF. CIF therefore currently stands at £96500.

- Suggested that the Town Operative could investigate the cost of erecting a large temporary garage for storage at the Charlotte Harvey Trust site. It will be recommended to Full Council that a request be made for the Charlotte Harvey Trust to allow the Council to site a temporary storage unit on its land.
- It will be recommended to Full Council that a request will be made to Breckland District Council for the s106 Officer to attend a meeting of the Town Council to explain the basics of and procedures relating to s106.

Tom Hullord

6. INVESTMENT STRATEGY

Members of the Committee were presented with a draft Investment Strategy to consider prior to the next Finance Committee meeting.

7. BANK RECONCILIATION MAY 2109

Bank balances for 26.06.19 were checked and signed by Peter Bishop.

8. DATE OF NEXT FINANCE COMMITTEE MEETING:

Friday **Thursday August 16th 11.00am**

Future meetings of 2019:

Sept. 13th 11.00am

Oct. 11th 11.00am

November 15th 11.00am

December 13th 11.00am

Recommendations to be made to the Full Council:

1. that the Chairman and PEPSO meet with the organisers of the Watton Antiques Street Fair 2019 to review this year's event and informally discuss running the event again in 2020.
2. that a request be made for the Charlotte Harvey Trust to allow the Council to site a temporary storage unit on its land.
3. that a request will be made to Breckland District Council for the s106 Officer to attend a meeting of the Town Council to explain the basics of and procedures relating to s106.

R.M. Stallard