

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

Thursday October 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: Don Saunders

2. NO DECLARATIONS OF INTEREST MADE

3. MINUTES

3(i) The Minutes of the Meeting held on 13.09.19 were accepted as a true record and signed by the Chairman.

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

- Noted that the Chairman has spoken to the Chairman of the Loch Neaton Committee regarding the application for s106 funding which the Charity plans to submit to Breckland District Council.
- Watton Sports Association has invited members of the Council to visit the Sports Centre when information will be made available regarding how the £7000 given by the Town Council towards a project to refurbish the kitchen at the Sports Centre has been used.
- The HR Committee has undertaken a review of staff roles and responsibilities.
- The TC is now live streaming its Full Council meetings through You Tube which should be accessible via the TC website.

Concern was raised regarding the management of the five TC Facebook pages and how they should be administered within the Office. It will be recommended to Full Council that "The Watton Town Council main Facebook page should be retained and administered by the Town Council staff to include the Watton Neighbourhood Plan. The PEPSO to continue to manage the Facebook What goes on in Watton and Wayland page with no other event pages".

- A meeting is to be hosted by the Town Council for residents to voice comments regarding planning application 3PL/2019/0991/D. Date set for October 23rd. The Town Council will incur the cost of hire of the Youth & Community Centre building to hold the meeting.
- Initial information was considered regarding the possible hire of a mobile skate park for a one off event to be held in the town during 2020. It will be recommended to Full Council that the PEPSO be directed to organise a mobile skate park to visit the town within the school holidays in 2020. A budget of not exceeding £2500 to be set for the event.

The PEPSO will look at suitable funding for youth provision in 2020 which might support such an event.



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

The current budget position was presented to those present.

- Noted that quotes are being obtained to refurbish the small children's play area at Bridle Road. A suggestion was made that outdoor gym equipment could be sited at Shire Horse Way, possibly financed through s106 contributions.
- The Finance Committee approved spending of £638 to purchase Glow Sticks which will be sold at the Fireworks Evening 2019.
- The Finance Committee was made aware of work needed in the Public Toilets. It was agreed that this was a matter of Public Health concern. Consequently the Committee agreed to commission the repair or replacement of the broken fan in the gents's toilets, as necessary. This work to be undertaken as a matter of urgency. This decision to be taken to the Full Council Meeting for endorsement.

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

No recent expenditure from the CIF which currently stands at £96500. It is possible however that CIF funding of £15000 to refurbish play equipment at Bridle Road may be necessary.

6. REVIEW OF CONTRACTS

Members of the Committee were presented with an updated list of service contracts and regular suppliers.

- The clerk will investigate what is covered in the contract for the service of the Town Council alarm system and where emergency activation of the alarm would be received.
- Before removal is further considered the museum will be consulted regarding whether they would want access to the water cooler presently located in the Council Chamber.

7. COUNCIL SPENDING TO DATE and INITIAL BUDGET CONSIDERATIONS 2020/21

The Bank Reconciliation dated 09.09.19 was checked and signed by the Internal Control Officer Peter Bishop.

Initial indications at this point suggest that the 2019/20 budget will result in an underspend at the end of the financial year and therefore only a small increase may be necessary on the 2020/21 precept request, unless the Town Council identifies any large expenditure is needed. When considering the 2020/21 budget the Council will be looking at possible contribution to Wayland Show 2020, whether there will be an increase in costs to host the town's annual firework display and what the local pay award to staff may be, amongst other expected inflationary rises.

It was noted that to date no application has been made to Breckland District Council to claim match funded financial support for the Watton Neighbourhood Plan.



8. DATE OF NEXT FINANCE COMMITTEE MEETING:

Future meeting of 2019:

December 13th 11.00am

Recommendations to be made to the Full Council:

1. The Watton Town Council main Facebook page should be retained and administered by the Town Council staff to include the Watton Neighbourhood Plan. The PEPSO to continue to manage the Facebook "What goes on in Watton and Wayland" page with no other event pages.
2. That the PEPSO be directed to organise a mobile skate park to visit the town within the school holidays in 2020. A budget of not exceeding £2500 to be set for the event.
3. That WTC endorses the decision to commission the repair/replacement of a fan in the Public Toilets, and that the work be carried out as a matter of urgency.

