

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

Friday 6th March 2020 at

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

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

Officers Present: Jane Scarrott Town Clerk and Deputy Clerk Michelle Thompson

1. NO APOLOGIES

2. NO DECLARATIONS OF INTEREST MADE

3. MINUTES

3(i) The Minutes of the Meeting held on 14.02.20 were accepted as a true record and signed by the Chairman.

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

- Charity Backroom Services has been approached to possibly provide payroll services as from the start of the new financial year. The Full Council will be asked to endorse the appointment.
- The Full Council will be asked to formally request that the Town Operative plans future storage provision for making the best use of the Linmore Unit which is to be leased for a further six year term.

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

The current budget position was presented to those present.

- Electricity costs for Wayland Hall will be investigated in an attempt to understand the apparent increase in usage/cost. Consideration will be given to increasing the amount allocated for electricity for Wayland Hall in future budgets
- The Council should start to plan for the possible need to refurbish the public toilets. Hopefully only minor works are wanted at present but it is likely that major works may need consideration before too long.
- A basic overall outline of the budget and what areas money is allocated to will be produced for the Annual Town Meeting.

4.1 The Bank Reconciliation dated 10.02.20 was presented and signed by the Internal Control Officer.

5. GROUNDS MAINTENANCE

- Contractors have been approached regarding undertaking grounds maintenance to keep Jubilee Garden clear of weeds. A quote has been received to undertake an initial 2 days work at a total cost of £150 and to continue with a day a month maintenance thereafter at £75 per day.
- Anglianwater has been contacted regarding a suggested different location for water to be connected at the Thetford Road Allotment Site. A response is awaited.

- NCC Highways will be contacted to repair the deteriorating brick tree surrounds outside Wayland Hall.

6. DATE OF NEXT FINANCE COMMITTEE MEETING:

Thursday April 16th @ 2.00pm

Recommendations of proposals to be made to the Full Council 10.03.20:

1. Watton Town Council to endorse moving the provision of payroll services to Charity Backroom Services as from April 2020.
2. To formally ask the Town Operative to investigate storage options to make the most efficient use of the Linmore Unit.
3. To transfer hosting of the Watton Town Council website to Norfolk Association of Local Councils until other possible provision is investigated. The cost for Norfolk ALC to host is £35 p.a.
4. To contact NCC Highways regarding repair to the brick tree surrounds outside Wayland Hall.