

Minutes of Watton Town Council Finance Committee Meeting held on August 6th 2021

in the Council Chamber, Wayland Hall.

Present: Kathryn Stallard – Chairman, Peter Bishop, Sue Hebborn, Pat Warwick

Jane Scarrott – Clerk

1. Apologies for Absence received from Don Saunders.
2. Kathryn Stallard, as a Trustee of the Museum 4 Watton declared an interest in item 6.
3. Minutes of the previous meeting
  - (i) The Minutes of the meeting held on 16.07.21 were confirmed as a true record and signed by the Chairman.
  - (ii) Update from items in the Minutes of the Meeting held on 16.07.21
    - NCC Highways has installed reflective posts at Church Road by St. Mary's Churchyard. Highways has also confirmed that signage stating that Church Road is not suitable for HGVs will be erected.
    - A report on the condition of the Walsingham Gates has been commissioned but not yet undertaken. Breckland District Council Historic Buildings Officer will be approached for further advice and the Museum 4 Watton will be asked if they know any other contractors to possibly advise on the gates.
    - IT equipment may need to be updated to continue live streaming of meetings. The current IT service contract will be checked and further advice sought as necessary.
    - It has been noticed that cars have been parking on the grass by the houses at Bridle Road and a letter will be sent to residents about this after the Pump Track open day scheduled for August 17<sup>th</sup>.
    - The PEPSO continues to investigate the provision of Heritage Signs for the town. The suggestion is that the current notice boards in the town could be split to accommodate heritage signs and notices.  
A recommendation will also be made to Full Council to suggest the Heritage Signs Working Group look at using the bus shelters in the High Street to accommodate the heritage signs.
    - Forms still need to be completed for bank signatories so a CCLA investment account can be set up.
4. Expenditure made since the last meeting and current budget position
  - Bank Reconciliation checked and signed by Cllr Peter Bishop as the Internal Control Officer.
  - Members of the Committee had previously been supplied with an updated budget position which was considered and points clarified. Other issues raised will be checked and a detailed cost centre report and an out-turn report for the financial year ending March 31<sup>st</sup> 2021 will be shared with Councillors at the next Finance Committee Meeting.

5. Appointment of Internal Auditor

It will be recommended to Full Council that Auditing Solutions Ltd. should continue as the Council's Internal Auditor.

6. Wayland Hall Building Inspection Report

Councillors had been presented with a copy of the Wayland Hall Building Inspection Report prior to the meeting and it was felt the Report should be pass to the Museum Working Party for consideration. A plan is needed to manage the Report and, to fit in with the Museum 4 Wattons project for refurbishment of the Council Chamber, an order of works should be compiled.

It will be recommended to Full Council that the Museum Working Party should compile a suggested schedule of work for Wayland Hall to be presented to Full Council on September 28<sup>th</sup>.

It was also agreed that the generic Maintenance Plan attached to the Building Inspection Report be amended to produce a General Maintenance Plan to be submitted to Full Council and be ready for implementation from January 2022.

7. 3yr Planning

Noted that maintenance work for Wayland Hall will need to be included within the 3yr budget plans.

8. Date of next Finance Committee Meeting: September 10<sup>th</sup> 2021 at Midday.

Recommendations to Full Council:

1. Heritage Signs Working Group to look at using the bus shelters in the High Street to accommodate the heritage signs.
2. Auditing Solutions Ltd. should continue as the Council's Internal Auditor,
3. The Museum Working Party should compile a suggested schedule of work for Wayland Hall to be presented to Full Council on September 28<sup>th</sup>.