

Minutes of Watton Town Council Finance Committee Meeting

held on September 10th 2021, At Wayland Hall.

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

Michelle Thompson – Deputy Clerk

1. Apologies for Absence received from Sue Hebborn and Don Saunders
2. Kathryn Stallard declared an interest as a Museum 4 Watton Trustee.
3. Minutes of the previous meeting
 - (i) The Minutes of the meeting held on 06.08.21 were confirmed as a true record and signed by the Chairman.
 - (ii) Update from items in the Minutes of the Meeting held on 06.08.21
 - The Town Council suggested contacting English Heritage regarding funding towards repairs to the Walsingham Gates. The Museum 4 Watton was approached, they recommended East Coast Casting in Carbrooke. It is suggested that East Coast Casting be contacted to quote for works needed. Initially Breckland District Council Historic Building Officer suggested a company who has already been asked to commission a condition report, but this has not yet been undertaken.
 - It was noted that assets around the town are deteriorating including the Town Noticeboards, Litter Bins and planters. The Committee agreed a list of items to be compiled with contribution from the Town Councillors to be brought back to the next finance meeting. This would enable consideration of what would be in-house or contracted work, and for prioritisation of work.
 - The Town Operative to be asked for an update re. cars parking on the grass at Bridle Road.
 - The PEPSO be asked to convene a meeting of the Heritage working group to discuss Heritage signage for the town.
4. Expenditure made since the last meeting and current budget position
 - Bank Reconciliation dated 09.08.21 was presented, checked and signed by Peter Bishop as the Internal Control Officer.
 - It was noted that there is a significant overspend of the IT cost centre. This should be monitored and expansion of budget considered for future years.
 - It was suggested that the Town Clerk be asked to approach Norfolk ALC regarding the 2 old Surface Pro computers.
5. BUDGET OUTTURN 2020/21
 - The outturn between 2020/21 and 2021/22 financial years were hard to compare due to the pandemic difficulties during the year 2020.

6. NEIGHBOURHOOD PLAN EXPENDITURE

At a Neighbourhood Plan Steering Group meeting on August 26th, it was agreed by Kathryn Stallard as Chairman of the Finance Committee and Mayor Jane Fountain that an expenditure

of £500 plus VAT was needed for the planning consultant to undertake an Open Space Assessment. The expenditure of £500 plus VAT was ratified.

Some discussion took place regarding the current Watton Town Delivery Plan that is being undertaken by Breckland District Council and consultants We Made That and Hatch.

It was asked that We Made That be contacted to clarify what green open space within the town they have included within the plan.

7. PLAYGROUND INSPECTION REPORTS

A recommendation will be made to Full Council to suggest that the Wicksteed quote of works needed at Bridle Road Play area is accepted and that the Town Operative and the Town Council's preferred contractor be asked to monitor other minor issues that are stated in the Play area inspection reports, with particular reference to surfacing.

8. IT EQUIPMENT

The Office Support Clerks Laptop is in need of a memory upgrade. A quote has been received for an 8GB RAM to upgrade the laptop. It was agreed that the quote of £108.00 is accepted.

It has been suggested that a new Webcam that can be plugged into the current sound system in the chamber is needed to ensure better quality streaming of live Town Council meetings. It is suggested that the Town Councillor who lead on the sound system instalment be asked about the webcam and that a quote will need to be sought.

9. WAYLAND HALL BUILDING REPORT

Initial urgent Repairs recommended by the Quinquennial Inspection Report on Wayland Hall for which the Town Council is responsible.

The Committee considered the report in conjunction with information from the working group discussing the Museum/Chamber project. The following priorities for work to be undertaken by the Town Council will be recommended to Full Council:

- I. Inspect the gutter, hopper head and downpipe in the area of the West Hopper head and check for leaks – The Town Council to contact previous roofing company to discuss and liaise with the Museum 4 Watton regarding the downpipe.
- II. Works around fire door on the East side flank wall, carry out reinforcing work - The Town Council to liaise with the Museum 4 Watton regarding specification and sought quotes.
- III. Investigate roof leak and resolve and Provide latch arrangement to window – Quotes to be sought.
- IV. Refix handrail up the stairs – Ask Town Operative to assess.
- V. On the day of the survey the Surveyor pointed out that the external delivery pipe was badly corroded and recommended the Gas Supplier should be contacted to investigate if it was considered fit for purpose. External Down Pipe has already been repaired by Cadent.

- VI. It is believed no lightning protection exist. A lightning assessment should be carried out to determine if a system is required. – Seek professional contractors to investigate and quote.

10. CONTRACTORS LIST

It was agree that a contractors list be compiled, starting with current contractors already being used by the Town Council

11. YEAR BUDGET PLANNING

11.1 Further equipment for Bridle Road

It is felt that additional play equipment is needed at Bridle Road, Goal posts were suggested – 3 quotes to be sought. The expenditure can be part of the 3-year budgeting plan. The intention is for the equipment to be purchased in the next financial year.

12. Date of next Finance Committee Meeting:.

Friday October 1st at 12pm.

Recommendations to Full Council:

1. Accept quote received from Wicksteed to repair play equipment at Bridle Road at a cost of £1,108.00
2. Initial urgent repairs recommended by the Quinquennial Inspection Report on Wayland Hall for which the Town Council is responsible – priorities for action:
 - I. Inspect the gutter, hopper head and downpipe in the area of the West Hopper head and check for leaks – The Town Council to contact previous roofing company to discuss and liaise with the Museum 4 Watton regarding the downpipe.
 - II. Works around fire door on the East side flank wall, carry out reinforcing work - The Town Council to liaise with the Museum 4 Watton regarding specification and sought quotes.
 - III. Investigate roof leak and resolve and provide latch arrangement to window – Quotes to be sought.
 - IV. Re-fix handrail up the stairs – Ask Town Operative to assess.
 - V. On the day of the survey the Surveyor pointed out that the external delivery pipe was badly corroded and recommended the Gas Supplier should be contacted to investigate if it was considered fit for purpose. External Down Pipe has already been repaired by Cadent.
 - VI. It is believed no lightning protection exists. A lightning assessment should be carried out to determine if a system is required. – Seek professional contractors to investigate and quote.