

Minutes of Watton Town Council Finance Committee Meeting

held on November 11th 2021, At Wayland Hall.

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

1. Apologies for Absence received from Don Saunders
2. No Declarations of Interest made.
3. Minutes of the previous meeting
 - (i) The Minutes of the meeting held on 01.10.21 were confirmed as a true record and signed by the Chairman.
 - (ii) Update from items in the Minutes of the Meeting held on 01.10.21

Walsingham Gates

An e-mail has been received from English Heritage suggesting contacting an accredited conservator to undertake a condition survey and to provide advice on the works that should be undertaken to care for Walsingham gates. As this has been done and we are still waiting for the conservator to compile a report it was felt that no further action will be taken at this time. The Council will however consider painting the gates.

Bridle Way

Cars again seem to be regularly parking on the grass outside the houses at Bridle Road Play Area. Copy of solicitors letter previously delivered to households will be re-issued.

Surface Pro

Town Operative is happy to make use of former office surface-pro tablet but to be most useful the tablet will need to be re-connected to the server, so the Town Operative e-mail can be accessed. Estimated cost of £35.90 per month. Investigation is being undertaken to review the Town Council's IT service provision, broadband and phone services.

Wayland Hall

One builder has visited Wayland Hall and quoted £1040 plus VAT to undertake basic work to re-render around the Chamber fire exit door. Museum 4 Watton is to ask contractors who may be undertaking other work in the Chamber to also quote.

Re-decoration of offices and foyer etc

4 Quotes have been received for options to redecorate Wayland Hall foyer and the reception office.

As sanctioned by Full Council it was agreed to proceed to re-paint Wayland Hall reception area and hallway at a cost of £1226 and the reception office at a cost of £605.95.

Bridle Road Goal Posts

Costs are still to be agreed for a single goal post at Bridle Road.

Wayland Hall Maintenance Checklist

Wayland Hall maintenance Checklist will be presented at the next Finance Committee Meeting.

Parish Partnership

Norfolk County Council has confirmed that a parish can make more than one annual application to the Parish Partnership Scheme and as there was a general positive response from Full Council to the suggestion to install solar lighting in the two bus shelters in the High Street this initiative will be submitted to the Parish Partnership Scheme along with the Thetford Road trod.

4. Expenditure made since the last meeting and current budget position

- It is predicted that the Council may see a significant underspend against the 2021/22 budget.

4.1 Office phone and broadband

The current phone and IT service contracts are being reviewed with a suggestion that one package could provide what is needed. Quotes will be presented at the next Finance Committee Meeting.

4.2 Scribe Cemetery Software

A recommendation will be made to the Full Council to accept the quote for Scribe Cemetery Software.

5. Registration of Cemetery land

For a local solicitor to register the Cemetery land the charge would be:

For the legal work £600.00.

Plus VAT at current rate £120.00.

Land Registry registration fee (estimated) £60.00.

Land Registry Search fees (estimated) £30.00.

A recommendation will be made to the Full Council to accept the quote to register the unregistered land at Watton Cemetery.

6. Bank Reconciliation

The Bank Reconciliation dated 11.10.21 was accepted and signed by Peter Bishop as Internal Control Officer.

7. Christmas Lighting Provision

A recommendation will be made to Full Council to:

- I. Review the provision of Christmas Lights at the Full Council Meeting on February 8th 2022
- II. Agree the tendering process for a new 3 year contract for the Christmas Lights at the Full Council Meeting on March 8th 2022.

8. Asset Maintenance List

- Recommendation to be made to Full Council that a second teen shelter be applied for at Lovell Gardens Play Area using available s106 funding.
- It was also suggested that the goal post at Lovell Garden could be replaced and the "old" equipment could be re-sited at Bridle Road.

9. Budget 22/23

Initial workings and suggestions for the 22/23 were considered. Meeting the needs of older citizens was felt to be as important as inclusion of budget provision for the youth.

The initial workings of the 22/23 Budget will be presented to the next Full Council Meeting.

10. 3 Year Budget Planning

- Replacement of the Cemetery benches will be added to Year 2 of the 3 Year Plan.

11. Date of next Finance Committee Meeting:

Thursday December 16th at 2.00pm.

Recommendations to Full Council:

1. to accept the quote for Scribe Cemetery Software
2. to accept the quote to register the unregistered land at Watton Cemetery
3. to review the provision of Christmas Lights at the Full Council Meeting on February 8th 2022
4. to agree the tendering process for a new 3 year contract for the Christmas Lights at the Full Council Meeting on March 8th 2022
5. that a second teen shelter at Lovell Gardens Play Area be applied for using available s106 funding.
6. To receive the initial workings on the 22/23 Budget