

\Minutes of Watton Town Council Finance Committee Meeting held on June 18th 2021
in the Council Chamber, Wayland Hall.

Present: Kathryn Stallard – Chairman, Peter Bishop, Sue Hebborn, Don Saunders
Jane Scarrott – Clerk and Michelle Thompson Deputy Clerk

1. Apologies for Absence received from Pat Warwick.
2. Kathryn Stallard declared an Interest in item 6 as a Trustee of Museum4Watton.
3. Minutes of the previous meeting
 - (i) The Minutes of the meeting held on 21.05.21 were confirmed as a true record and signed by the Chairman.
 - (ii) Update from items in the Minutes of the Meeting held on 21.05.21
 - Noted that a quote has been received to turf (rather than seed) the pump track which is to be installed at Bridle Road Play Area. This is an agenda item for the Full Town Council meeting on 22.06.21 and it will be recommended to Full Council to accept the quote.
 - It was felt a letter should be sent to immediately adjacent households of the Bridle Road Play Area informing them of the date when installation of the pump track is expected.
 - A site meeting has been held at the Officer's Mess site regarding the handover of the alternative community land to Watton Town Council. The meeting was deemed to be successful and solicitors are to be instructed by Breckland District Council to initiate the handover. Work is expected to start on development of the new road and attenuation tanks at the building site in August 2021. The attenuation tanks are individually to be the responsibility of Anglia Water and a Management Committee. The road is to be adopted by Norfolk County Council (NCC). Work to prepare the site to be in an acceptable condition for handover will be undertaken by the developer.
 - NCC Highways have stated that reflective posts will be installed along Church Road by St. Mary's Churchyard wall.
 - The water supply at the Thetford Road allotments will be monitored for usage with a view to possibly recouping the cost of water used from the allotment holders in the future if costs are high. The Town operative will be asked to check the water meter reading each month.
 - A report on the condition of the Walsingham gates has been commissioned but not yet undertaken.
 - A date has been given when work will be undertaken to box in the boiler in the Clerk's Office at Wayland Hall.
 - Cllr. Stan Hebborn was thanked for researching and setting up the new microphones in the Council Chamber.
4. Expenditure made since the last meeting and current budget position
 - Bank Reconciliation dated 10.05.21 previously circulated to Committee members was accepted.
 - Payments for approval for the month of June will be presented to Full Council on 22.06.21.

- Noted that the subscription for Parish Online has been paid as previously agreed by Full Council.
- Bank signatories will need to be agreed before a CCLA investment account can be opened. It was suggested a review and rationalisation of all Council bank signatories should be undertaken and this will be a matter for a future Town Council meeting.

5. PEPSO

The HR Committee has considered the contract and job description for the Project, Events and Promotions Support Officer (PEPSO) who will be engaged by the Town Council from July 1st 2021.

The HR Committee has recommended that, if additional funding can be agreed, the position will increase from the initial planned 18.5 hours per week to 22.5 hours. This will allow the PEPSO to allocate some time to continue to undertake work for the Charlotte Harvey Trust (CHT). It is noted that the CHT expects to be in a position in three years time to be able to be self sufficient and cover staffing costs.

A recommendation will be made to Full Council to fund 22.5 hours per week for the PEPSO from July 1st, to purchase IT equipment for the PEPSO in line with other staff and to take on the contract for the PEPSO mobile phone from Swaffham Town Council. The shared Watton and Swaffham laptop to be purchased from Swaffham Town Council at a cost of £50 which it is anticipated will be re-imbursed by CHT.

6. Museum/Watton Town Council plans for the Council Chamber

The Finance Committee accepted the presented Cost Benefit Analysis of the Council/Museum Proposal for the Council Chamber as asked to compile by the Full Council. The analysis will be forwarded to Full Council.

The Finance Committee would also recommend that £25000 be allocated from the General Reserve Fund to help fund the plans for the Council Chamber.

7. Heritage Maps

It was suggested that work to date on the previously agreed Heritage Maps/Signage Project should be reviewed and the PEPSO will be asked to give a presentation at the 13th of July meeting of Full Council to update on the project.

8. 3yr Budget Planning

Noted that the three-year plan should be updated to include possible considerable spending for refurbishment of Wayland Hall over the next 3 years, possible refurbishment of the public toilets (noted that rates for public toilets are to cease) and works to Walsingham gates in the next year. An additional annual cost of £25000 for Christmas lighting will also be incorporated and a percentage increase across the 3-year period for the Fireworks Event was also suggested.

The Watton Neighbourhood Plan Steering Group will be asked if they have any anticipated costs which may need to be incorporated within the 3-year plan.

9. Date of next Finance Committee Meeting: Friday July 16th at Midday.

Recommendations to Full Council to be considered within the relevant agenda item:

1. To accept the quote for turfing of the Pump Track
2. To fund 22.5 hours per week for the PEPSO from July 1st, to purchase IT equipment for the PEPSO in line with other staff and to take on the contract for the PEPSO mobile phone from Swaffham Town Council. The shared Watton and Swaffham laptop to be purchased from Swaffham Town Council at a cost of £50 which it is anticipated will be re-imbursed by CHT.
3. To allocate £25000 from General Reserves to support refurbishment of the Council Chamber

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