

Minutes of Watton Town Council Finance Committee Meeting held on May 21st 2021

in the Council Chamber, Wayland Hall.

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

Jane Scarrott - Clerk

1. No Apologies for Absence - Noted this was the first meeting with newly elected members.
2. No Declarations of Interest made.
3. Minutes of previous meeting
 - (i) The Minutes of the meeting held on 16.04.21 were confirmed as a true record and signed by the Chairman.
 - (ii) Update from items in the Minutes of the Meeting held on 16.04.21
 - A prestart meeting is to be held on 25.05.21 prior to commencement of the proposed pump track at Bridle Road Play Area.
 - A proposal relating to the handover of the on site community land at the Officers Mess site, Norwich Road is an agenda item for the Town Council meeting on 25.05.21.
 - Open space land at the Abels Hare's Green development could be handed over to Watton Town Council later this year. The Council has been asked whether street lighting is wanted on the estate and this is an agenda item for the Full Council meeting on 25.05.21.
 - St. Mary's Churchyard wall, which was damaged by a vehicle, has been repaired. There is concern that the wall could be damaged again, and the Highway Engineer will be asked to attend a meeting with Councillors to consider the safety of Church Road. Highways will also be approached further about the continued Wednesday road closure of Middle Street to accommodate the weekly market.
 - A push tap is to be installed at the Thetford Road Allotment site to replace the tap originally fitted.
 - Pat Warwick has met with the landlords of the Crown who are keen to be involved with community events. Pat has explained to them that any "market" within Watton falls within the market charter and needs the permission of the Town Council to operate, however the Town Council would be keen to support their venture to hold Sunday car boot sales at the Crown. There is however some confusion as to who is now operating the holiday food kitchen, as the pub has become involved with this, and Don Saunders was asked to clarify the position.
 - A report on the condition of the Walsingham Gates has been commissioned but is still awaited. This will be chased.
4. Expenditure made since the last meeting and current budget position
 - Noted that the Internal Audit for 2020-21 has been completed the report has been passed to members of the Finance Committee. The report will also be presented to Full Council. As anticipated the final outturn for 2021 has seen quite a large underspend to be returned to

the general reserve. The Finance Committee will consider this and make suggested allocations within the 3-year planning.

- One quote has been received for work to box in the boiler in the Clerk's Office and replace the glass panel on the reception office door with perspex. The Finance Committee will recommend to Full Council that if no other quote is forthcoming within 10 days the one quote received will be accepted.
- The Finance Committee confirmed that £2000 in 2018 had been allocated to provide audio equipment in the Council Chamber and agreed that £2082 plus VAT should be spent to go ahead with this resolution as soon as possible. Full Council will be asked to ratify this decision.
- Noted that Watton Sports Association has made an application to the Town Council for a donation. The Town Council had made a decision not to donate further funds to the Sports Centre and this matter is an agenda item for the Full Town Council meeting on 25.05.21. The Finance Committee will compile a confidential report to circulate to Councillors prior to the meeting listing questions that may need to be asked to show the Council is undertaking due diligence before it commits to any donation.

5. To consider 3yr budget planning

- Maintenance work for Wayland Hall is already within future budget planning but there may be current structural issues with the building which need to be addressed as a priority. A recommendation will be made to Full Council that a building survey is commissioned.

6. To note time and date of next Finance Committee Meeting

Friday June 18th 2021 @ 12.00pm in the Council Chamber.

Recommendations to Full Council:

1. If no other quote is forthcoming within ten days, to accept the one quote received for work to box in the boiler in the Clerk's Office and replace the glass panel in the reception office door with perspex.
2. To commission a building survey report for Wayland Hall.

Full Council to ratify:

Expenditure of £2082 to provide audio equipment for the Council Chamber.