

Minutes of Watton Town Council Finance Committee Meeting

held on March 10th 2022, at Wayland Hall.

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

1. No Apologies as all present
2. No Declarations of Interest made.
3. Minutes of the previous meeting
 - (i) The Minutes of the meeting held on 10.02.22 were confirmed as a true record and signed by the Chairman.
 - (ii) Update from items in the Minutes of the Meeting held on 10.02.22
 - **Bridle Road** - It was requested that an item regarding how parking on the grass at the Bridle Road Play Area might be addressed should be included on the agenda for the Full Council meeting for April 12th.
 - Noted that putting the SAM 2 sign up is a two person job.
 - **Wayland Show** - It will be recommended to Full Council that a budget of £1000 is set to book a stall for the Town Council at the Wayland Show and that up to £700 of this allocation be spent on promotional materials for the Town Council to use at such events. The funding will be taken from the “other events” allocation within the 2022/3 budget.
 - Noted that figures are to be produced for the next Finance Committee meeting so comparison can be made between IT and phone providers.
 - Although the public toilets are in decent condition at present, following a change of cleaner, refurbishment will be kept under consideration.
 - The Council is to replace litter bins and planters in the High Street and it was suggested bins in other locations should also be considered for replacement.
 - Noted that the Council has agreed to fund access signage at the Dereham Road end of Church Walk.
 - A request was made that the planned Council Newsletter be an agenda item for the Finance Committee meeting in April.

It was suggested that an item should be added to future Finance Committee meetings to allow consideration of items raised by Full Council.

4. **Bank Reconciliation**

Bank reconciliation for 07.02.22 presented and accepted. Checked and signed by Cllr Bishop as Internal Control Officer.

5. **Expenditure**

Current expenditure considered in conjunction with budget setting.

- Noted that a legionella risk assessment is to be booked for Wayland Hall, once all works in the Chamber are completed, at an estimated cost of £450 plus VAT.
- Tree survey to be booked.

- The Wayland Hall Fire Risk Assessment recommended an upgrade to the Fire Alarm System. Investigation will be made as to whether the Fire Service can be used to check what is needed.
- Fencing at the Church Road allotments needs repair. Quotes are being sought.
- It was agreed at the Full Council meeting 08.03.22 to accept the quote received to put grass matting on the pump track mounds at Bridle Road.
- Legal budget should be kept under review as currently several issues are needing legal assistance. This will be ongoing throughout the 22/23 financial year also.
- Registration of all Council owned assets will be checked.
- Suggested a small battery powered mower be purchased for the Town Operative to use as this would be more appropriate in certain places than using the large petrol mower.

6. **Clock Tower**

It will be recommended to Full Council that the quinquennial building inspection of the clock tower should be undertaken to include focus on access to the clock tower.

7. **3 Year Planning**

- Noted that £10000 is allocated for work to the clock tower
- There may be potential savings to budgeted figures for the Christmas lights as a new contract is to be entered into.
- £10000 has been allocated towards the market. BDC will be approached to see if the feasibility of pedestrianisation of Middle Street is progressing. A request was made to add to the first Full Council meeting in April to have a discussion with the Breckland District Councillors about accessing Market Town Initiative (MTI) funding and possible projects. It is hoped MTI funding might help fund the planned replacement of High Street bins and flower tubs.

8. **Date of next Finance Committee Meeting:**

Thursday April 14th 2022 at 1.30pm.

Agenda items/Recommendations to Full Council:

1. Recommendation: that a budget of £1000 is set to book a stall for the Town Council at the Wayland Show and that up to £700 of this allocation be spent on promotional materials for the Town Council to use at such events. The funding will be taken from the "other events" allocation within the 2022/3 budget.
2. Recommendation: that the quinquennial building inspection of the clock tower should be undertaken to include focus on access to the clock tower
3. Agenda item for April 12th: To consider ways to address the parking on the grass at Bridle Road Play Area.
4. Agenda item for April 12th: to have a discussion with the Breckland District Councillors about accessing Market Town Initiative (MTI) funding and possible projects.