

Minutes of Watton Town Council Finance Committee Meeting

held on August 11th 2022, at Wayland Hall.

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

1. Apologies for absence received from Tobi Amadasun and Sue Hebborn
2. No Declarations of Interest made.
3. Minutes of the previous meeting
 - (i) The Minutes of the meeting held on 14.07.22 were confirmed as a true record and signed by the Chairman.
 - (ii) Update from items in the Minutes of the Meeting held on 14.07.22
 - **Bridle Road** - A quote is needed from the grounds maintenance contractor for him to place the old flower tubs (removed from the High Street) at Bridle Road, as a barrier to discourage parking on the grass. It is anticipated this work will be undertaken in the autumn.
SERCO are to be engaged for a trial period of a year to empty bins at the three Watton Town Council play areas.
 - **High Street bins** – The Town Council is looking to replace the litter bins in the High Street this financial year.
 - **Clock Tower** – still awaiting a response from NORSE regarding project management of the works recommended for the clock tower in the quinquennial building survey which was undertaken on May 10th.
Noted that a service of the clock mechanism has been undertaken with a report to follow outlining the quite substantial works that will be needed to repair the clock.
 - **Communications Policy** - The HR Committee has been tasked with review of the Communications Policy. A draft of the policy will be presented to Full Council in September after the HR Committee has met on August 31st.
 - **Public Toilets** - A local company made a site visit to the public toilets on 10.08.22 and will be submitting an initial suggested specification for refurbishment.
 - **Church Walk** - A further request for a face-to-face meeting has been made to the Norfolk County Council Officer who has been in contact regarding ownership and responsibilities for Church Walk. If no meeting date is forthcoming the County Councillor will be asked to assist.
 - **Officer's Mess Site** - The Town Council is to arrange a tree survey of the land to be transferred to the Town Council at the former Officer's Mess site.

(iii) Items raised by Full Council

Noted that £700 has been allocated to provide a water trough at the Thetford Road Allotments.

4. **Bank Reconciliation**
 - Bank reconciliation for 12.07.2022 presented and accepted. Checked and signed by Cllr Bishop as Internal Control Officer.
5. **Current Budget Position**
 - The Events Budget may need to be boosted by the agreed transfer from CIF of £3000 to fund the Platinum Jubilee celebrations and £1000 to provide promotional material and to attend the Wayland Show. Currently the “Community Provision” allocation in the

events budget could cover this expenditure but it was suggested this code should become a stand alone cost centre in the 2023 budget.

- Noted that “other income” within the budget relates to money to be used from general reserves to support the budget. The extra income also includes receipt of a £25,500 grant.

6. Christmas Lights 2022

The contractor who has been engaged to provide the Christmas Lights was contacted on 17.06.22 for an update on the works to obtain an electricity supply from the street lights. Permissions are still being sought and the contractor will be asked to provide a timetable by the end of August showing when and what is planned for the lights display which will need to be ready by 27.11.22 for the switch on.

7. Contracts and Suppliers

Members of the Finance Committee were provided with a list of service contracts held by the Council and a list of other suppliers regularly used by the Council.

8. Financial Four Year Forecast

- Legal budget should be increased in future years.
- Once the Asbestos Report for Wayland Hall is received the works recommended in the Legionella Report will need to be followed up. This could result in quiet high maintenance costs for the building if all works are to be undertaken.
- The Alternative Community Land at the former Officers Mess Site which is to be transferred to the Town Council will be identified in the Open Spaces future planning for specific financial allocation. The Council will need to decide how this land is to be used and what costs will be associated with its maintenance.

9. Date of next Finance Committee Meeting:

Thursday September 15th 2022 at 1.30pm.

Requests for items for the next Full Council Meeting:

1. Plans for the Alternative Community Land at the former Officers Mess Site
2. Sporting facilities in the town