

Minutes of Watton Town Council Finance Committee Meeting

held on May 12th 2022, at Wayland Hall.

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

1. Apologies received from Tobi Amadasun
2. No Declarations of Interest made.
3. Minutes of the previous meeting
 - (i) The Minutes of the meeting held on 14.04.22 were confirmed as a true record and signed by the Chairman.
 - (ii) Update from items in the Minutes of the Meeting held on 14.04.22
 - **Bridle Road** - A suggestion will be made to Council to use the old flower tubs removed from the High Street as a barrier to discourage parking on the grass at the Bridle Road play area.
 - **Church Walk** – A meeting will be requested with Ian Sharman, Case Officer, Norfolk County Council to discuss responsibilities relating to Church Walk.
 - **Wayland Hall** – Now plumbing works are completed at Wayland Hall a Legionella Risk Assessment for the building will be booked.
The Fire Risk Assessment for the building suggested upgrade to the fire alarm system and this continues to be investigated with further quotes to be obtained for the necessary work.
 - **Clock Tower**. The clock tower building in the High Street is not registered as belonging to Watton Town Council. It was suggested the Breckland Council Historic Buildings Officer should be approached for guidance regarding registration.
The quinquennial building survey has been undertaken on the clock tower building and the report is awaited. The report will consider access options to enable winding of the clock.
 - **Hares Green** – Open spaces at Hares Green are to be passed to the Town Council with the transfer currently in the hands of the solicitors.
A site meeting was held on 11.05.22 with Paul Legrice, Managing Director Abel Homes, Cllr Bishop and the Clerk to consider replacement of fencing at the site. It was suggested that the developer would remain responsible for replacing any of the knee high fencing around the open spaces should it fail within 1 year of the land being transferred to the Town Council.
 - **Policies** – the Expenses Policy, Communications Policy and Social Media Policy will be agenda items for the next meeting of the Finance Committee.
 - **Newsletter** – Draft of the May 22 edition of the Council Newsletter was presented to the Finance Committee.
 - (iii) Items raised at the Full Council meeting 10.05.22
 - **Weeze visit** – It was agreed to allocate a budget of £50 towards providing refreshments for the reception for visitors from Weeze on 18.06.22. £50 will also be allocated to purchase a montage of photographs of green spaces in Watton as a gift for Weeze.

4. Bank Reconciliation

Bank reconciliation for 31.03.22 presented and accepted. Checked and signed by Cllr Bishop as Internal Control Officer.

5. Expenditure

Cost Centre Year Comparison Summary presented at the meeting.

- Noted that actual expenditure has been less than budgeted and thus there will be money added to General Reserves.
- Following the Internal Auditors visit the end of year accounts and Annual Return will be an agenda item for the next Finance Committee meeting.

6. Civic Policy

It will be recommended to Full Council that following review and very minor amendments the Civic Policy should be accepted as presented.

7. Insurance

Two additional insurance quotes have been received but the price the current provider has offered cannot be matched. It will therefore be recommended to Full Council that BHIB continue to provide the Council's insurance cover and that the renewal price of £3877.45 offered for a three year long term agreement is accepted.

8. Public Toilets

The contract for cleaning of the public toilets has been reviewed and a recommendation will be made to Full Council to end the contract with the current service provider and engage another contractor.

The recommendation will be to accept the quote offered by Stulee for a one year contract.

Investigation will continue regarding refurbishment of the public toilets with this to be an agenda item again for the July meeting of the Finance Committee.

9. 3 Year Planning

Three year planning was considered with some revision to the forecast suggested. The forecast will be updated to reflect the forthcoming final year of the present Councils term and suggestions for the following 4 year term. The idea being to ensure forward financial planning is focused on the term of the Council.

10. Date of next Finance Committee Meeting:

Thursday June 16th 2022 at 1.30pm.

Agenda items/Recommendations to Full Council:

1. Recommendation: BHIB to continue to provide the Council's insurance cover and that the renewal price of £3877.45 offered for a three year long term agreement is accepted.
2. Recommendation: following review and very minor amendments the Civic Policy should be accepted as presented.
3. Recommendation: to accept the quote offered by Stulee for a one year contract for cleaning/opening and closing of the public toilets.