

## Minutes of Watton Town Council Finance Committee Meeting

held on July 14<sup>th</sup> 2022, at Wayland Hall.

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

1. Apologies for absence received from Tobi Amadasun.
2. No Declarations of Interest made.
3. Minutes of the previous meeting
  - (i) The Minutes of the meeting held on 16.06.22 were confirmed as a true record and signed by the Chairman.
  - (ii) Update from items in the Minutes of the Meeting held on 16.06.22
    - **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. Letters will also be re-issued to neighbouring properties about not parking vehicles on the grass.  
It was noted that dogs are being walked on the play area and bags of dog waste are being left in the litter bin adjacent to the small children's play area.  
Additional "No Dogs" signs will be erected and enquiries will be made with SERCO about emptying of the play area bins.  
A recommendation will be made to Full Council for SERCO to be engaged for a trial period of a year to empty bins at the three Watton Town Council play areas.
    - **Clock Tower** – 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 10<sup>th</sup>.  
Noted that a service of the clock mechanism has been booked.
    - **Suppliers and Contractors List**  
Members were presented with updated lists of suppliers used by the Council and contracts held by the Council. These will be reviewed at the next meeting of the Finance Committee,
  - (iii) Items raised by Full Council
    - **Communications Policy**  
The HR Committee has been tasked with review of the Communications Policy. A draft will be presented to Full Council in September.
    - **Flag poles**  
Noted that as suggested a mobile flag pole will be ordered.
    - **Donations**  
Annual donation of £100 to be made to the Queen's Hall in recognition of the use of the railings outside the Queen's Hall to display events posters.  
The Town Council has agreed a donation of £3500 to the Charlotte Harvey Trust to support the establishment of a Community Shop.
4. **Bank Reconciliation and current expenditure**
  - Bank reconciliation for 13.06.2022 presented and accepted. Checked and signed by Cllr Bishop as Internal Control Officer.
  - Due to British Gas no longer contracting for boiler servicing the Council has received a refund from British Gas of £3475.52.

- Noted that the cost of replacement flower tubs and payment towards the Norwich Road trod are both coded in grounds maintenance contingency on the budget sheet. The weekly cost of the road closure for the market will also be entered on the budget sheet as contingency spending as no budget allowance was set.
- Printing costs are rising and need to be kept under review for appropriate budgeting to be made.

#### 5. **Public Toilets**

A quote is awaited for refurbishment of the public toilets. It is likely that the contract for any works will need to be advertised on the Government Contract Finders Site but a decision needs to be made as to what refurbishment of the toilets is wanted.

A query arose regarding whether gender neutral toilets should be considered.

#### 6. **Legal Matters**

- Noted that following an update given at the Full Council meeting on 12.07.22, regarding responsibility for Church Walk, it is to be requested that the Norfolk County Council Officer advising on this matter meets with Councillors at Church Walk.
- Advice has been received from the solicitor acting on behalf of the Council in relation to the transfer of the alternative community land and open space land at the Norwich Road Officers Mess development site. A site meeting will be arranged prior to the next Town Council meeting if possible.

#### 7. **Financial Four Year Forecast**

- Noted that, following the works indicated within the quinquennial building survey undertaken in May, there may be expenditure needed against clock tower maintenance that has not been allocated within the 22/23 budget.
- For future consideration:
  1. Purchase or hire of a generator for use at events
  2. Security for events
  3. Using Norse (or similar contractor) for repair and maintenance of buildings

8. Date of next Finance Committee Meeting:

**Thursday August 11th 2022 at 1.30pm.**

Agenda items/Recommendations for Full Council:

1. To trial for one year a contract with SERCO to empty the bins at Lovell Gardens Play Area, Bridle Road Play Area and Watton Sports Centre Play Area.
2. To accept the quote received to undertake an asbestos report at Wayland Hall.