

Minutes of Watton Town Council Finance Committee Meeting

held on September 15th 2022, at Wayland Hall.

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

1. Apologies for absence received from the Town Clerk Jane Scarrott
2. No Declarations of Interest made.
3. Minutes of the previous meeting
 - (i) The Minutes of the meeting held on 11.08.22 were confirmed as a true record and signed by the Chairman.
 - (ii) Update from items in the Minutes of the Meeting held on 11.08.22
 - **SERCO** - Contract Monitoring Officer at Breckland has drawn up a Service Level Agreement for the 4 Bins to be emptied. Agreement Signed and returned. Contract to start October 3rd for one year.
 - **High Street bins** – Litter Bins have been ordered with an expected delivery time of 6-8 weeks.
 - **Clock Tower** – Town Council agreed to continue with Alan Wright but from his new employer Kings and Dunne.
 - **Communications Policy** – Policy to be taken to full council.
 - **Public Toilets** – Following the site visit from a local company on 10.08.2022 a specification has been received. The Tender for the refurbishment has been published on the Government Tender Website. site visits have taken place from this and now awaiting quotes.

A quote of £150.00 was received for a new public toilet arrow sign to be sited on the lamp post at Chaston Place. **Quote was accepted.**

The Town Council was approached by Breckland Council to register an interest in the Changing Places Facilities programme, but due to the timeframe a register of interest cannot be submitted without detail regarding any funding that would be available from the Town Council for the build plus funding to cover at least 3 years maintenance and cleaning costs. Breckland ensures that as soon as they are aware of the next round of funding the Town Council will be approached. It was noted that there is an allocation in the budget of £60,000 for Public Toilet Refurbishment. **It was agreed that Watton District Councillors are asked to find out from Breckland District Council which towns have, or will have benefited from the funding and when the next round of funding will be available.**
 - **Officer's Mess Site** – Tree Survey was undertaken on September 8th. Report received; no urgent works needed.
 - **Church Walk** – The Clerk has been instructed to contact the County Councillor to request that they set up a meeting with the relevant parties as soon as possible.
 - **Christmas Lights 2022** - The Christmas Lights contractor has received approval from Norfolk County Council (NCC) to install all the Xmas lighting onto all 20 x NCC Columns. The Contractor is looking to Install the commando sockets/timers etc on columns in October with the installation of the Xmas lighting shortly afterwards. **A full schedule of works is required from the contractor including take down of the lights.**

(iii) Items raised by Full Council

It was noted that funding had already been approved for the Watton Hub Food Shop.

4. Bank Reconciliation

- Bank reconciliation for 14.08.2022 presented and accepted. Checked and signed by Cllr Bishop as Internal Control Officer.

5. Expenditure made since last meeting and Current Budget Position

- Concerns were raised regarding the Administration cost centre; the budget costs are likely to be exceeded as it is only half way through the financial year.
- It has been asked that the Grounds Maintenance Contractor be approached to quote for the removal of the wooden knee-high fencing at Shire Horse Way and to be replaced with either concrete bollards or recycled plastic fencing.
- It was noted that the Fencing around the lagoon at Shire Horse Way needs treating – Town Operative to be asked.
- A recommendation to the Council that councillors visit the Hares Green site to check if the agreed work has been undertaken.
- A quote of £170.00 was received for the cleaning of the internal and external glass roof at the Public Toilets. **Quote accepted.**
- It was suggested that the Wednesday Market is discussed and that a below the line item is added to a future Town Council meeting agenda.

6. Upgrade of Wayland Hall Fire Alarm System

3 quotes were received for the upgrade of the fire alarm system at Wayland hall. A recommendation to council will be to accept the Kings and Barnhams quote of £1895.00 plus VAT.

7. Budget for Emergency Planning

A recommendation to full council is that an amount of £250.00 be allocated in the budget for Emergency Planning.

8. Financial Four Year Forecast

- The Financial Planning Document is requested at the next finance meeting to consider the budget for the following year.
- More information is needed regarding the predestination of Middle Street.
- Sitings of the Heritage maps to be an agenda item on the next finance meeting. Sue Dent be asked to attend.

9. Date of next Finance Committee Meeting:

Thursday 13th October at 1:30pm

Recommendations for the next Full Council Meeting

1. It is recommended that Councillors visit the Hares Green site with the Grounds Maintenance Contractor Wil Smith to check that the agreed works have been undertaken.
2. It is recommended that the quote of £1895.00 received from Kings and Barnhams for Upgrade of the Fire Alarm System at Wayland Hall be accepted.
3. It is recommended that an amount of £250.00 be allocated in the Budget for Emergency Planning.