

## Minutes of Watton Town Council Finance Committee Meeting

held on March 16<sup>th</sup> 2023, at Wayland Hall.

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

1. Apologies for absence received from Don Saunders.
2. No Declarations of Interest made.
3. Minutes of the previous meeting
  - (i) The Minutes of the meeting held on 16.02.23 were confirmed as a true record and signed by the Chairman.
  - (ii) Update from items in the Minutes of the Meeting held on 16.02.23
    - **Mayor's Chain** – new contact being approached re. repair of the chain. Suggestion that it may however be cheaper to purchase a new chain than to repair current.
    - **Clock Tower** – Contractor engaged with works expected to be undertaken June/July 23. Works are for maintenance of the building only and do not include repair of the clock itself.
    - **Bridle Road** – The grounds maintenance contractor is to present a quote to fill the planters at Bridle Road with lavender.
    - **Hares Green** – hedging for the front of the open space area to the rear of the estate will be considered in the Autumn.  
Noted that concerns with the recently installed play equipment at Hares Green are to be sorted either by the site developer or the equipment installer.
    - **Wayland Hall boiler** – boiler cupboard in the Clerk's Office is to be sound-proofed at a cost of £156.79.
    - **Lovell Garden Play Area** – a recommendation will be made to Full Council that consultant Michael Carter will be engaged at a cost of £2500 to project manager the refurbishment of the Lovell Garden Play Area to the point where contracts are posted on the 'Contracts Finder' website.
    - **Staff Handbook** – to be amended and presented to the HR Committee.
  - (iii) Matters considered by Full Council:
    - Rent review for the Linmore Unit has resulted in an annual cost of £6600 plus VAT.
    - Clock Tower maintenance works were accepted at a cost of £4292 plus VAT.
    - Recommendation to be made to Full Council that a donation of up to £100 be made towards the cost of promotion for the Wayland Chamber of Commerce Job Fair 2023.
4. **Bank Reconciliation**  
Bank reconciliation for 13.03.23 presented and accepted. Checked and signed by Cllr Bishop as Internal Control Officer.
5. **Expenditure made since last meeting and Current Budget Position**  
Nothing reported
6. **Budget Position**

- Noted that the overall expenditure for 2022/23 should remain within budget. The position will be confirmed once final payments for the current financial year have been made in March and April.

#### 6 (i) Charlotte Harvey Trust Salary Contribution

The amount of salary contribution to be made by the CHT in relation to the Food Hub Supervisor for the period up to 31st March 2023 was noted and should be transferred accordingly.

#### **7. IT/Photocopier**

It will be recommended to Full Council that every councillor will be allocated a .gov e-mail address through which they will receive all electronic communication from the Watton Town Council Office. Hard copies of agendas can be requested but councillors are asked to bear in mind the increased costs of paper and photo copying.

Noted that the Office will research and obtain a best value deal for replacement of the Office photocopier.

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

**Thursday 13<sup>th</sup> April at 1:00pm**

Recommendations for the next Full Council Meeting:

1. To engage consultant Michael Carter at a cost of £2500 to project manager the refurbishment of the Lovell Garden Play Area to the point where contracts are posted on the 'Contracts Finder' website.
2. To agree a donation of up to £100 towards the cost of promotion for the Wayland Chamber of Commerce Job Fair 2023.
3. Every councillor to be allocated a .gov e-mail address through which they will receive all electronic communication from the Watton Town Council Office. Hard copies of agendas can be requested but councillors are asked to bear in mind the increased costs of paper and photo copying.