

Minutes of Watton Town Council Finance Committee Meeting

held on July 13th 2023, at Wayland Hall.

Present: Kathryn Stallard – Chairman, Peter Bishop, Tina Kiddell and Don Saunders

1. No apologies for absence received.

[Stan and Sue Hebborn gave apologies later in the day].

2. No Declarations of Interest made.

3. **Minutes of the previous meeting**

(i) The Minutes of the meeting held on 15.06.23 were confirmed as a true record and signed by the Chairman.

(ii) Update from items in the Minutes of the Meeting held on 16.03.23

- Museum4Watton Working Group meeting held on 30.06.23. Noted that agreement was made at the Full Council meeting on 11.07.23 to install an electronic blind for the large end window in the Council Chamber at Wayland Hall.
- The Heritage Maps project is near completion. The Full Council will be asked to authorise £5765 to be taken from the Community Improvement Fund to cover the costs of the project. Spend to be added to the Four Year Forecast.
- Maintenance work on the clock tower building is scheduled to take place w/b 24.07.23. *It was noted works may be needed to the south side window mullions at Wayland Hall as well as some pointing work to the brickwork. A quote has been requested from the builders who are engaged to undertake the Clock Tower work as they are experienced working on listed buildings.*
- A compound has been installed at the cemetery to hold two skips, one of which will hold excess soil from grave excavations.
- A quote to provide an artificial Christmas tree and additional Christmas lights for 2023 will be an agenda item for the Full Council Meeting on July 25th 2023.
- Noted that the new Play Area at Hares Green has been closed due to a problem with discolouration coming from the rubber surfaces. A response to concerns raised is awaited from the play equipment installer. A sign will be posted at the site stating why it has been closed.
- The Deputy Clerk and Town Operative have begun to undertake an audit of street furniture around the town.
- Concerns have been raised regarding cleaning of the public toilets. The cleaning contractor has been made aware.

(iii) Items raised at Full Council meeting 11.07.23

- £500 granted to the Watton Carnival Committee and £500 to Watton Guides/Rangers.

- Report given from the HR Committee with resolution passed to create two new staff posts: Community Projects Officer and Community Hub Caretaker.

4. Bank Reconciliation

Bank reconciliation for 12.06.23 presented and accepted. Checked and signed by Cllr Bishop as Internal Control Officer.

5. Budget for Bike Event

Tina Kiddell presented a breakdown of costs for the High Street Bike Event planned for August 27th 2023.

The figures given would total less than £5500 and it was agreed a recommendation will be made to Full Council to set a budget of £5500 for the event.

Tina will inform the contractor to proceed with plans for the event.

6. Photocopier

It was agreed to arrange removal of the Town Council old photocopier from the Charlotte Harvey Community Centre at a cost of £195. This is within the Clerk's delegated spend.

7. IT Training

It was agreed to book IT training for all staff at a cost of £750 for a day's training to be delivered at Wayland Hall. This amount is within the Clerk's delegated spend.

8. Four Year Forecast

The four year financial planning document will be updated and considered at the next Finance Committee meeting.

9. Date of next Finance Committee Meeting:

Thursday 10th August at 1:00pm

Recommendations for the next Full Council Meeting:

- To authorise £5765 to be taken from the Community Improvement Fund to cover the costs of the Heritage Boards Project
- To set a budget of £5500 for the 2023 bike event.