

**Minutes from the Finance Committee Events Meeting held on
February 22nd 2024 at Wayland Hall**

Present: Kathryn Stallard, Peter Bishop, Stan Hebborn, Sue Hebborn,

Officers Present: Jane Scarrott, Michelle Thompson

1. Apologies received from:

Tina Kiddell, Don Saunders

2. No Declarations of Interest made.

3. Minutes from the previous meeting held on 11.01.24

(i) The minutes of the Finance Committee meeting held on 11.01 24 were signed by the Chairman as a correct record of the meeting.

(ii) Update from the previous meeting:

- The HR Committee is to look at including an additional 2 hours per week to the Administration Clerk's contract.
- Noted that repair work has been undertaken to the plinth of the town sign in the High Street.
- The play equipment at Hares Green is no longer taped off as there is no current apparent problem with any black deposit coming from the surfaces of the equipment.
- Statement of Intent relating to the purchase of land in the parish was accepted by Full Council 23.01.24.

(iii) Items raised by Full Council

Noted that it was agreed at the Full Council meeting on 13.02.24 to install/replace 3 litter bins. New bins will need to be purchased and a recommendation will be made to Full Council to purchase 3 new litter bins. One will replace the current dog waste bin near the Lovell Gardens Play Area once agreement from Norfolk County Council has been received. A budget of £2000 to be allocated to purchase the bins and install the replacement bin.

4. Bank Reconciliation

The Bank Reconciliation dated 31.01.24 was checked and signed by Peter Bishop as Internal Control Officer.

Recent expenditure agreed includes:

- £600 Installation of planter at Chaston Place (Christmas Tree Project)
- £2000 Additional legal fees relating to Thetford Rd. allotments
- £4340 Additional IT costs relating to increased staffing to provide equipment
- £4000 MOU with Watton Sports Centre re. grass cutting
- £7707 (within agreed budget for the project) Lovell Gardens Play Area works
- £1980 Tree works as identified on the Tree Survey
- £600 Installation of litter bins
- £55 Lantern for D Day remembrance

- £185 Office heater and microwave

Current Budget Position

(Budget position and Income and Expenditure Sheets presented with the agenda)

The 2023/24 Budget is on course for expenditure to remain within budget. Large expenditure which has occurred during the year being financed from either the Community Improvement Fund (CIF) or General Reserves.

Salary budget - Earmarked funding which the CHT holds for salary cover has been received from the CHT to contribute to the cost of its use of Council staffing.

There is a current underspend within the Staff Training Budget but First Aid Training and Fire Safety Training is to be arranged for all staff.

4.1 Expenditure for Lovell Gardens Play Area

Income:

S106 -	£86,924.03
Town Council -	£20,000.00
Total	£106924.03

Expenditure to date

	Paid	To be paid	
Repair to Lovell fencing along Gilmans Drift		£ 600.00	
New entrance at Norwich Road end	£ 700.00		
Supply and fit of gates at the Norwich Rd end		£ 2350.00	
Graffiti Wall		£ 980.00	Additional cost?
Storage of equipment	£ 500.00		
Play equipment	£ 74036.51		
Path/Roundabout surface		£ 16276.74	
Swing seat	£ 585.00		
Box & Post for Harness	£ 60.32		
Pedestrian gate repair	£ 600.00		
Wetpour for equipment		£ 5963.49	
Cleaning of surface around benches		£ 500.00	
Surface graphics		£ 2647.00	
Sign for harness		£ 25.00 est	
Total	£ 76481.83	£ 29342.23	£105824.06

It was agreed some modification is needed to the graffiti wall and another £485 (£685 if end posts are replaced) has been quoted for the works.

A recommendation will be made to Full Council that it is noted that the Lovell Garden Play Area Project is near completion and project monies have been used. Any further expenditure relating to the project will need the agreement of the Full Council.

5. Recommendations made by the Internal Auditor November 2023
Recommendations within the Internal Auditors Interim Report were considered and a table showing agreed action points will be compiled to be presented to Full Council.

6. Four Year Forecast

An amended Four Year Forecast was presented to the Finance Committee. Further slight suggested changes will be made before the document is presented to Full Council.

7. IT Provision for staff

A recommendation will be made to Full Council to set a budget of £3000 for the provision of IT and communications hardware for members of staff.

8. Memorandum of Understanding

A recommendation will be made to Full Council to accept the Memorandum of Understanding between the Town Council and The Charlotte Harvey Trust as presented.

9. Date of the next meeting of the Finance Committee: Thursday March 14th @1pm.

27.02.24

Item 7.3

Recommendations to be made to Full Council:

1. to purchase 3 new litter bins. One will replace the current dog waste bin near the Lovell Gardens Play Area once agreement from Norfolk County Council has been received. A budget of £2000 to be allocated to purchase the bins and install the replacement bin.
2. it is noted that the Lovell Garden Play Area Project is near completion and project monies have been used. Any further expenditure relating to the project will need the agreement of the Full Council.
3. to receive Internal Audit Action Points
4. to receive Four Year Forecast
5. to agree to a budget of £3000 for the provision of IT and communications hardware for members of staff
6. to receive the Memorandum of Understanding (TC and CHT)