

**Minutes from the Finance Committee Meeting held on
February 14th 2025 at Wayland Hall**

Present: Kathryn Stallard (Chairman), Peter Bishop, Stan Hebborn, Don Saunders
Officers Present: Jane Scarrott, Michelle Thompson and Lorren Woodgett.

1. No Apologies for absence received.
2. No Declarations of Interest made.
3. Minutes of the meeting held on 23.01.25
 - i. The Minutes of the Finance Committee Meeting 23.01.25 were confirmed as correct and signed by the Chairman of the Finance Committee.
 - ii. Update from the Minutes of the Meeting 23.01.25
 - The Office is reviewing both the Grants and the Donations Policies. It was agreed to combine the policies into one Grants Policy. The draft policy will be prepared and presented to the Full Council on February 25th.
 - Noted that the owner of the Thetford Road Allotments site is proceeding with transfer of the land to Watton Town Council.
A meeting will be called with Thetford Road Allotment holders once the transfer is complete.
 - Norfolk Trials has set up a Teams Meeting for March 4th @1pm to help in their investigation into possible encroachment of the verges along Church Walk. Kathryn Stallard and Peter Bishop offered to join the meeting as they have information to share.
 - A Clock Tower Report is to be presented to Full Council 25.02.25.
 - iii Other items
 - Noted that on 11.02.25 Full Council agreed expenditure of £8125 to commission an organisational staffing re-structure and £2015 to provide security and first aid cover for Town Council events in 2025.
 - It was agreed to commission Alan Wright to tidy up the document he has produced relating to the Clock Tower to send to the builders to price to undertake the works needed.
 - It will be recommended to Full Council to accept the quote received of £3375 plus VAT to carry out the fixed electrical wiring test at the Linmore Unit and install a new circuit for the lights.
 - It will be recommended to Full Council to put the transfer of the town car parks from Breckland Council "on hold" until there is clarity on the future structure of Local Government and whether the region will become a Unitary Authority.
4. Bank Reconciliation

The Finance Committee members had been issued with the Bank Reconciliation and net position figures prior to the meeting.

The Bank Reconciliation dated 31.01.24 was checked and signed by the Internal Control Officer.
- i. Additional HR support


14.3.25.

It was agreed that the Clerk could authorise expenditure of up to £1000 if additional hours of HR support are needed.

5. Review of Four Year Forecast

Updates as discussed will be made to the Four Year Forecast.

To note:

- The Council holds a full repairing lease on the Linmore Storage Unit and it is likely maintenance works will be needed.
- A policy is required relating to the installation of additional bins around the parish.
- It is suggested investigation should be made relating to use of s106 funding at Heritage Park. Could the cost of a consultant be met through s106 funding?
- If the transfer of the Thetford Road Allotment site to the Town Council proceeds as anticipated consideration will need to be given re. future maintenance costs.

6. Date of the next meetings

HR Committee: 14th March 2025 11.00am

Finance Committee: 14th March 2025 12.00pm

Recommendations to Full Council:

1. to accept the quote received of £3375 plus VAT to carry out the fixed electrical wiring test at the Linmore Unit and install a new circuit for the lights.
2. to put the transfer of the town car parks from Breckland Council "on hold" until there is clarity on the future structure of Local Government and whether the region will become a Unitary Authority.

J M Holland 14.3.25.