

**Minutes from the Finance Committee Meeting held on
May 16th 2025 at Wayland Hall**

Present: Don Saunders (Chairman), Stan Hebborn, Sue Hebborn, Gillian Tarrant
Officers Present: Jane Scarrott

1. No Apologies for absence received.
2. No Declarations of Interest made.
3. Minutes of the meeting held on 11.04.25.
 - i. The Minutes of the Finance Committee Meeting held on 14.04.25 were confirmed as correct and signed by the Chairman of the Finance Committee.
 - ii. Update from the Minutes of the Meeting 14.04.25
 - The commissioned structural report of the Clock Tower has not yet been received from the building surveyor.
 - Once the Council Internal Emergency Plan has been reviewed information will be shared with the Chairman of the Council. It was suggested the Chairman should have access to a set of keys to Wayland Hall.
 - Noted that the grant applied for by CHT to help fund resurfacing of the Community Hub car park was not successful and therefore the £1000 allocated by the Town Council to support the works will not be called upon at this time.
 - A request was voiced for East Road to be added as a further location for the planned third SAM2 sign.
 - iii Other items raised by Full Council – car parks.
4. Car Parks – At the Full Council meeting on 13.05.25 the possible transfer of the three Breckland Council owned car parks in Watton to the Town Council was passed to the Finance Committee for further consideration.

The most recent communication received from Breckland Council regarding the town's car parks was considered and it was felt the Finance Committee should recommend to the Full Council that Don Saunders, as Chairman of the Finance Committee, and the Clerk should continue discussions with Breckland Council. A possible response to Breckland will begin to be drafted. Once amended Heads of Terms for a lease of the car parks, including a clause for possible freehold purchase, has been received the Town Council will be more informed to make a decision as to whether it wishes to proceed with taking over management of the car parks.

5. Bank Reconciliation

The Finance Committee members were issued with a Bank Reconciliation dated 30.04.25 which was checked and signed by the Internal Control Officer.



Members were presented with a list of regular contractors used by the Town Council and a Regular Payments List. These documents will also be shared with all Councillors.

6/7. It was noted that a petrol blower is to be purchased for use by the Town Operatives (approx. cost of £400) and another skip will be hired for clearing rubbish at the Thetford Road Allotment Site at an expected cost of £360.

8. Members were presented with end of year accounts but were informed the Internal Audit is still to take place.

9. Review of Four Year Forecast

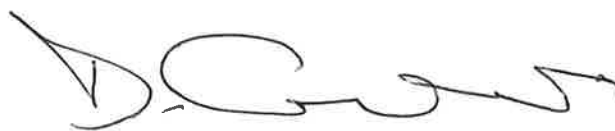
The Four Year Forecast will be kept in review bearing in mind the present Council is now over half way through its Term of Office.

10. Date of the next meetings

HR Committee: Noted that the HR meeting scheduled for Friday 16th May 2025 did not take place and the next HR Committee meeting will be held on **Thursday June 12th @ 11.00am.**

Finance Committee: **Thursday June 12th @ 10.00am.**

Recommendation to Full Council: that the Chairman and Clerk are instructed to continue discussions with Breckland Council regarding the future management of the three currently owned Breckland car parks in Watton.

A handwritten signature in black ink, appearing to be 'D. G. ...'.

12.6.25