

**Minutes from the Finance Committee Meeting held on
June 12th 2025 at Wayland Hall**

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

1. No Apologies for absence received.

2. No Declarations of Interest made.

3. Minutes of the meeting held on 16.05.25.

3 (i) The Minutes of the Finance Committee meeting held on 15.05.25 were confirmed as a true record of the meeting and signed by the Chairman.

3 (ii) Car Parks – At the Full Council meeting on 17.05.25 it was agreed that Don Saunders, as Chairman of the Finance Committee, and the Clerk should continue discussions with Breckland Council regarding the possible transfer of the Breckland Council owned car parks in the town to Watton Town Council. Currently Breckland Council has said that as all the town councils are asking for freehold of the car parks in their towns (rather than leasehold as originally offered) some due diligence work is needed before Heads of Terms for a lease of the car parks, including a clause for possible freehold purchase, can be offered.

It has also been voiced that a request should be made for the land which belongs to Breckland Council adjacent to the Queen's Hall to be passed to Watton Town Council.

3 (iii) No financial matters raised at the Full Council meeting on 10.05.25 which need to be further noted by the Finance Committee.

It was stated that the cherry trees in the containers at the west end of the High Street were to be removed as agreed with Breckland Council when they became too big. As this has not happened a recommendation will be made to Full Council that a resolution is needed to address the problem of the trees in the High Street containers.

4. Bank Reconciliation

The Finance Committee members were issued with a Bank Reconciliation dated 31.05.25 which was checked and signed by the Internal Control Officer.

Members were also presented with the current budget position by Cost Centre and Code:

- Noted that the insurance budget line is already overspent by £131.50 but no further expenditure is anticipated within this code this financial year.
- Market expenditure for the cost of the weekly road closure for the market and the occasional contractor support needed to help with market gazebo set up is all included within the Market Initiative code. For ease of understanding this code will be renamed. [also includes payment for footfall cameras which was supported by a grant of £5040]. The Events and Marketing Officer is continuing to promote the market.
- Legal code includes the fees for the transfer of the Thetford Road Allotments.

5. Internal Auditors Report

The Internal Auditors Report was presented to and accepted by Full Council on 10.06.25.



Recommendations made within the Report will be considered moving forward.

6. Review of Four Year Forecast

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

Of note:

- works are needed to complete the recommendations within the Wayland Hall Quinquennial Inspection Report and costs are as yet unknown. A recommendation will be made to Full Council that the works on the Quinquennial Report for Wayland Hall should be completed.
It was suggested grant funding should be researched to help finance improvements to Wayland Hall.
- investigation is ongoing as to how to deal with soil arising from grave digging. A recommendation will be made to Full Council that a decision is needed as to how the consecrated soil from grave digging should be disposed of.

7. Date of the next meetings

Finance Committee: **Thursday July 10th @ 10.00am 2025**, to be followed by an HR Committee meeting at 11.00am.

Recommendation to Full Council:

1. To make a resolution to address the problem of the trees in the High Street containers.
2. To complete the works as recommended in the Wayland Hall Quinquennial Report 2021.
3. To agree how to dispose of consecrated soil from grave digging.

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

10.7.25