

**Minutes from the Finance Committee Meeting held on
July 10th 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 12.06.25.
 - i. The Minutes of the Finance Committee Meeting held on 12.06.25 were confirmed as correct and signed by the Chairman of the Finance Committee.
 - ii. Update from the Minutes of the Meeting 12.06.25:
 - Noted that to date no further correspondence has been received from Breckland Council regarding the possible lease of the town car parks.
 - It has been agreed to commission an independent opinion regarding whether or not the cherry trees at the west end of the High Street have outgrown the planters.
 - The builder commissioned to undertake work to replace the windows in the Council Chamber at Wayland Hall has been asked to quote for other outstanding works on the Wayland Hall Quinquennial Report.
 - iii Other items raised by Full Council

Noted that the Clerk was delegated the authority to arrange for the TO2 van to have a new clutch fitted. The cost is estimated at £1466.

The suggestion has been raised that the Council might consider re-joining the Norfolk Association of Local Councils to ensure appropriate sector information is received relating to Local Government Re-organisation and Devolution. The Finance Committee considered this and a recommendation will be made to Full Council that Norfolk Association of Local Councils subs of £1118.29 for 25/25 are paid,

4. Bank Reconciliation

The Finance Committee members were issued with a Bank Reconciliation dated 30.06.25 which was checked and signed by the Internal Control Officer.

Members were presented with net figures showing current expenditure against the budget.

Noted that legal fees may go beyond the budgeted figure once the costs to renew the Museum4Watton lease have been paid.

The Office has purchased a waste carriers licence at a cost of £164 to allow emptying of litter bins to be undertaken in house by the Town Operatives. The current contract with Breckland Council to empty the bins at the Play Areas will cease in October 2025.



The cleaning of the public toilets has raised some concern lately and it is known the present cleaner is leaving employment with the current contractor. If the standard of cleaning does not improve the Council may need to consider engaging a different contractor. It was suggested investigation could also be undertaken regarding implications should the Council wish to directly employ someone to clean the toilets.

4.1 Watton Skate Park

Watton Skate Park is near completion at Watton Sports Centre. The Sports Centre is suggesting an opening ceremony. With further correspondence likely to be forthcoming from the Sports Centre regarding this it was felt this matter should be remitted to a future meeting.

5. Internal Auditors Report

The Internal Auditors Final Report for 24/25 was presented to Full Council on 10.06.25.

Noted that the 24/25 accounts have been received by the External Auditor.

The Finance Committee has considered the recommendations from the Internal Auditor with the Office to action:

1. To assist in evidencing compliance with the Accounts and Audit Regulations 2015 (Section 4), the Clerk will provide examples of check lists the Council could adopt as part of its Internal Controls.
2. The Asset Register has been brought up to date but there is a need to compare the Asset List with insurance documents to ensure adequate insurance cover is in place.

6. Review of the Four Year Forecast

Councillors were presented with a financial update position, including current committed spend.

A site meeting will be booked with the developers of Heritage Park and consideration will be given to whether a footpath can be created from the neighbouring estate across the open space land and whether this could be funded through s106 money. The use of remaining section 106 money held by Breckland Council will be an agenda item for the next Full Council meeting.

7. Date of the next meeting:

Finance Committee: **Thursday August 14th @ 10.00am.**

Agenda items or recommendations for Full Council:

1. Recommendation that the 25/26 Norfolk Association of Local Councils subs of £1118.29 are paid.
2. Agenda item – to consider how the Council could use the remaining s106 money held by Breckland Council.



14.8.25.