

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

Present: Don Saunders (Chairman), Stan Hebborn, Sue Hebborn

Officers Present: Jane Scarrott and Michelle Thompson

1. Apologies for absence received from Gillian Tarrant.
2. No Declarations of Interest made.
3. Minutes of the meeting held on 10.07.25.
 - i. The Minutes of the Finance Committee Meeting held on 10.07.25 were confirmed as correct and signed by the Chairman of the Finance Committee.
 - ii. Update from the Minutes of the Meeting 10.07.25:
 - Noted that to date no further correspondence has been received from Breckland Council regarding the possible lease of the town car parks.
 - Noted that the report commissioned regarding the cherry trees at the west end of the High Street was accepted by the Town Council on 12.08.25.
 - iii Other items raised by Full Council

Noted that the Town Council agreed on the 12.08.25 to continue with the parish partnership application relating to provision of a trod along the Norwich Road. Estimated cost to the Town Council of £3708.

4. Bank Reconciliation

The Finance Committee members were issued with a Bank Reconciliation dated 31.07.25 which was checked and signed by the Internal Control Officer.

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

4.1 Cemetery soil

Members of the Finance Committee accepted the report relating to the excess soil at the Cemetery and the re-location of the skip from the Cemetery to the Linmore Unit.

5. Review of the Four Year Forecast

Council needs to look at its committed spend and possibly prioritise additional call on reserve funding. It is suggested the Town Council will need to consider future staffing costs, review of the IT service provision including the Town Council website, future grounds maintenance and building needs (including possible review of the contract to clean the public toilets) and any other projects such as the possible hire of the car parks and on-going support for the Market.

The Chairman of Finance and the Clerk will meet on Friday 29th August at 10.00am to review allocated and reserve funding and to begin to consider the budget need for 26/27.

6. Date of the next meeting: Finance Committee: **Thursday September 25th @ 10.00am.**


25.9.25.