

**Minutes from the Finance Committee Meeting held on
September 25th 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 Finance Committee Meeting held on 14.08.25.
 - i. The Minutes of the Finance Committee Meeting held on 14.08.25 were confirmed as correct and signed by the Chairman of the Finance Committee.
 - ii. Update from the Minutes of the Meeting 14.08.25:
 - Further correspondence has been received from Breckland Council regarding the possible transfer of ownership of the town car parks to the Town Council. This will be an agenda item for the Full Council meeting on 14.10.25.
 - Noted that as a result of the report commissioned regarding the cherry trees at the west end of the High Street no work is anticipated to be undertaken on the trees until 2027. In the meantime, dependant on funding, the Reclaim the Rain project may see additional trees located along the High Street.
 - Town Council agreed on the 12.08.25 to continue with the Norfolk County Council Parish Partnership application relating to provision of a trod along the Norwich Road. Estimated cost to the Town Council of £3708. Investigation will be made whether this is to go ahead or whether the trod is being otherwise financed.
 - It was suggested that a small sum (£200) should be included in the 2026/7 budget to support biodiversity projects.

4. Loch Neaton

It will be recommended to Full Council to pass the £100 income from stall fees from the 2025 VE Day event held at Watton Sports Centre to Loch Neaton to part cover the invoice for £250 received from the Loch Neaton Trustees for hosting the 2025 VJ Evening.

It was agreed a policy for management of events should be compiled to include confirmation of event ownership to be noted on promotional material.

5. Bank Reconciliation

The Finance Committee members were issued with a Bank Reconciliation dated 31.08.25 which was checked and signed by the Internal Control Officer.

Members were presented with net figures showing current expenditure against the budget. The budget position at six months through the financial year is much as expected. Budget codes where it is anticipated there may be an overspend were identified. Virement within cost centres should cover most overspends but it may be that money will need to be taken from reserves to cover committed spend on building maintenance to the clock tower and Wayland Hall.



23.10.25

Council needs to be aware reserves have been used in past years to support the annual budget and there is a need to be mindful of what money remains available when considering future projects.

Discussion took place regarding future IT needs and renewal of the current IT service provision. The current providers will be asked to rectify issues with councillors .gov e-mail addresses and it was suggested the current contract should not be extended until problems have been resolved. Alternative local providers will also be approached.

A timeline for contract renewals will be compiled so dates when contracts can be terminated are not missed.

6. Budget need 26/27

The Chairman of the Finance Committee and the Clerk have met for initial consideration of the 26/27 budget need and initial thoughts are that it may be necessary to increase the precept for the forthcoming year. Thought should be given to whether the Council wishes to consider taking any assets it may be offered from the District Council and whether it would be in a position to take on additional services once a Unitary Council is established. The Council is already in discussion regarding possible transfer of the town's car parks.

It was felt explanation of the budget need should be relayed in the Wayland and Watton Times.

Members of the Finance Committee were asked to consider the current budget and possible future projects for 26/27 ahead of further discussions to be had at the next Finance Committee Meeting.

7. Four Year Forecast

The Four-Year Forecast will be updated prior to the next Finance Committee meeting to ensure it reflects the current budget figures.

8. Date of the next meeting: Finance Committee: **Thursday October 23rd @ 10.00am.**

Recommendation to Full Council:

1. to pass the £100 income from stall fees from the 2025 VE Day event held at Watton Sports Centre to Loch Neaton to part cover the invoice received from the Loch Neaton Trustees for hosting the 2025 VJ Evening.



23.10.25