

**Minutes from the Watton Town Council Finance Committee Meeting held on  
Thursday December 11th 2025 at Wayland Hall**

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

Cllr Tomos Hutchings also present.

1. Apologies for absence received from Tina Kiddell.
2. No Declarations of Interest made.
3. Minutes of the meeting held on 27.11.25.
  - i. The Minutes of the Finance Committee Meeting held on 27.11.25 were confirmed as correct and signed by the Chairman of the Finance Committee.
  - ii. Update from the Minutes of the Meeting 27.11.25:
    - The Office is still considering its IT needs and looking at quotes for IT service provision. Cllr Jack White has volunteered to assist with looking at the provision needed as part of the Digitalisation Working Group remit. Once review has taken place IT provision can be considered again by the Finance Committee with a recommendation to be passed to Full Council.
    - A meeting will be organised in the New Year with representatives from Watton Sports Centre to consider what safety surfacing could be installed at the Sports Centre Play Area and whether grant funding might be available to provide access for all.
    - The Town Council insurers have confirmed that anyone undertaking drone photography at a Town Council event would need to have adequate insurance in place. The Finance Committee will review the insurance policy at its next meeting in January 2026.
  - iii Other items raised by Full Council
    - Reviewed Financial Regulations and Standing Orders were accepted at the Full Council meeting held on 09.12.25 but with a need to complete section 19 of Standing Orders once new staff policies are adopted.
    - Internal Control Statement accepted by Full Council 09.12.25.
    - Noted that Heads of Terms for the transfer of the car parks in Watton currently owned by Breckland District Council to the Town Council have been passed to the Town Council.

It was confirmed that solicitors Leathes Prior will be instructed to act for the Town Council for the transfer.

The Town Council wishes to progress with the transfer of the car parks but it was noted background research is needed to consider legislation around CCTV coverage of the car parks.

The Council has been supplied with a large-scale map of Watton which shows the open spaces in the parish which could also be transferred to the Town Council. The Town Council has already agreed it would like to accept any land offered by Breckland Council.
    - Quote to undertaken tree works as identified on the annual tree inspection was accepted by Full Council on 09.12.25.

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#### 4. Bank Reconciliation

The Finance Committee members were issued with a Bank Reconciliation dated 30.11.25 which was checked and signed by the Internal Control Officer.

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

#### 5. Play Areas

It was agreed that the quote of £2868.73 received to undertaken works identified in the annual play area inspection reports should recommended to Full Council to be accepted.

#### 6. Current Contracts

Members of the Committee were presented with a list of current service providers and dates of when contracts are due for renewal.

It was agreed the contract for tracking of one of the Town Council vans will be ended as it is no longer needed. The tracking was introduced to support lone working, but employees now have personal work phones and thus vehicle tracking is felt to have been superseded.

#### 7. Internal Audit

The Interim Internal Audit Report has been shared with Full Council and comments raised are being considered.

7.1 The Internal Auditor has advised that the Fidelity Guarantee (Councillor and/or Employee Fraud and Dishonesty) insurance cover should be increased to meet the current recommended guidelines which provide that the cover should be at least the sum of the year-end cash/investment balances plus 50% of the precept/grants (£792,024). The cover should match the maximum amount of cash/bank/investment resources held by the Council at any one time and this will be considered further when the Finance Committee undertakes review of the insurance cover at the next meeting.

#### 7.2 Standing Orders and Financial Regulations

See item 3iii.

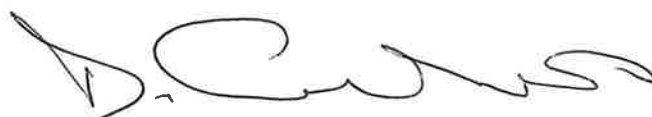
Procurement policies are also being reviewed and will be considered further now Financial Regulations and Standing Orders have been updated. It was suggested all should be cross referenced and by March 31<sup>st</sup> 2026 procurement policies should be agreed which will compliment Fin Regs and Standing Orders.

#### 8. Date of the next meeting: Finance Committee:

**Thursday January 15th @ 10.00am.**

Recommendation to Full Council:

1. To accept the quote of £2868.73 to complete works as identified in the annual play area inspections reports.



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