

**Minutes from the Watton Town Council Finance Committee Meeting held on  
Thursday January 15<sup>th</sup> 2026 at Wayland Hall**

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

Cllr Tomos Hutchings present as an observer.

1. No Apologies for absence received. Noted that Tina Kiddell is the “reserve” member of the Committee.
2. No Declarations of Interest made.
3. Minutes of the meeting held on 11.12.25.
  - i. The Minutes of the Finance Committee Meeting held on 11.12.25 were confirmed as correct and signed by the Chairman of the Finance Committee.
  - ii. Update from the Minutes of the Meeting 11.12.25:
    - The Office IT needs are still being considered and this matter has been passed to the Digitalisation Working Group.
    - It is felt that there is no issue at the moment with mushrooms growing in the bark safety surface at the Sports Centre Play Area and the Town Operatives will be asked to rake the bark and replenish areas in need of topping up. The Play Area will then be re-opened. Once prices have been obtained for possible other safety surfaces which would make the area more accessible to all a meeting will be arranged with the Sports Centre.
    - Noted that the transfer of the Breckland Council owned car parks to the Town Council is progressing. There is a query regarding whether VAT will be able to be reclaimed on future maintenance works on the car parks but this will hopefully be confirmed prior to transfer. Breckland Council is also offering other land which it currently owns to the Town Council and Breckland has scheduled a meeting for January 30<sup>th</sup> to provide parishes with more information. If the Clerk cannot attend the meeting Cllr Saunders offered to.
  - iii Other items raised by Full Council

Noted that the Town Council has agreed to continue with the current contractors for servicing of the emergency lighting system at Wayland Hall.

*(Some while ago the Council had been visited by officers from Norfolk Constabulary regarding the Police presence at Wayland House. A request will be made for an update on the Police lease of the premises).*

4. Bank Reconciliation

The Finance Committee members were issued with a Bank Reconciliation dated 31.12.25. The Bank Reconciliation will be checked and signed by the Internal Control Officer on 16.01.25.

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

Points raised:



- Noted that no sponsorship has yet been received from Cranswick for the 2025 Firework Evening.

#### 5. Insurance

Members had been presented with copies of the Insurance Schedule, Risk Details and Statement of Fact.

The Internal Auditor suggested in his interim report that the Council should increase its Fidelity Guarantee to £1m cover. This will be implemented at an additional cost of £160.24 for the current year.

Having had sight of the insurance documents members of the Committee were happy with the arrangements and cover as shown.

#### 6. Cemetery Fees

Following a request for the inclusion of ashes with a burial a query was raised regarding charges. In this instance, when the family has requested acknowledgement of the final resting place of those whose ashes have been interred it was considered the usual charge should be made.

#### 7. Breathe HR

A recommendation will be made to Full Council that the Council will subscribe to Breathe HR at a cost of £22 per month for the basic software package plus £10 per month to add "Rota, Time and Attendance" which will record employees working times. It was stressed the software should be trialled for a year and the contract needs to contain a clause stating an end date.

A further recommendation will be made that the Council accepts the quote of £1000 from SJB Safety Solutions for a Health & Safety audit to be undertaken to ensure all relevant arrangements are in place.

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

**Thursday February 12<sup>th</sup> 2026 @ 10.00am.**

Noted that the current pattern of holding three meetings on the same day is taking up a lot of staff time on that day. It was suggested the Digitalisation Working Group meeting could be more ad hoc with meetings called as needed.

#### **Recommendations to Full Council:**

- that the Council will subscribe to Breathe HR at a cost of £22 per month for the basic software package plus £10 per month to add "Rota, Time and Attendance" which will record employees working times.
- that the Council accepts the quote of £1000 from SJB Safety Solutions for a Health & Safety audit to be undertaken to ensure all relevant arrangements are in place.



12.2.26