

**Minutes from the Finance Committee Meeting held on
October 23rd 2025 at Wayland Hall**

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

1. No Apologies for absence received.
2. No Declarations of Interest made.
3. Minutes of the meeting held on 25.09.25.
 - i. The Minutes of the Finance Committee Meeting held on 25.09.25 were confirmed as correct and signed by the Chairman of the Finance Committee.
 - ii. Update from the Minutes of the Meeting 25.09.25:
 - Noted that the cost of the Norwich Road trod which the Town Council had agreed to contribute to has risen and the matter is to be an agenda item for the Full Council meeting on 28.10.25. The Finance Committee is in agreement that the Council continues to support the application.
 - Full Council agreed on 14.10.25 to donate £100 to the Loch Neaton Charity to support the 2025 VJ commemoration.
 - The Office is still investigating alternative IT service provision.
 - Noted that the service contract for the emergency lighting system ay Wayland Hall is due for renewal in the New Year and this and other service contracts will be reviewed and other alternative contractors sought.
 - iii Other items raised by Full Council
 - Play equipment
Following receipt of the annual RoSPA inspections of the play areas further investigation has taken place regarding the need to remove two pieces of play equipment. It has now been confirmed the log climber at the Sports Centre and part of the Activity Trail at Bridle Road should be removed. The preferred contractor will be engaged to undertake the work as soon as possible.

It was felt equipment removed at the Sports Centre should only be replaced if funding could be sourced from elsewhere.
 - Charlotte Harvey Trust
Noted at the Full Council meeting on 14.10.25 that the examination of the accounts for the Charlotte Harvey Trust had raised concern that the support given by the Town Council to the Charlotte Harvey Trust should be better acknowledged to reflect the true costs of running the Centre.

4. Bank Reconciliation

The Finance Committee members were issued with a Bank Reconciliation dated 30.09.25 which was checked and signed by the Internal Control Officer.

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



13.11.25

5. Budget consideration for 26/27

Members of the Committee had been presented with a budget report to assist with initial consideration of the 26/27 budget.

Budget cost centre figures for 26/27 were considered with members asked to pass any comments regarding the budget proposals to the Clerk in preparation for agreement of final figures at the next meeting of the Finance Committee.

6. Review of the Four Year Forecast

Members of the Committee had been presented with an updated Four Year Forecast with the agenda papers for the meeting.

7. Date of the next meeting: Finance Committee:

Thursday November 13th 2025 at 10.00am.

The Chairman of Finance and the Clerk will meet on Friday 7th November at 10.00am to further consider the budget need for 26/27 prior to the next Finance Committee meeting.



13.11.25