

**Minutes from the Watton Town Council Finance Committee Meeting held on
Thursday November 27th 2025 at Wayland Hall**

Present: Don Saunders (Chairman), Stan Hebborn, Sue Hebborn, Gillian Tarrant and

Tomos Hutchings sat in the committee meeting but not as a committee member.

Officer Present: Michelle Thompson

1. Apologies for absence received from Tina Kiddell.
2. Stan H declared an interest in item 4 due to knowing and recommending 3 of the IT companies who have quoted for the Councils IT services.
3. Minutes of the meeting held on 13.11.25.
 - i. The Minutes of the Finance Committee Meeting held on 13.11.25 were confirmed as correct and signed by the Chairman of the Finance Committee.
 - ii. Update from the Minutes of the Meeting 13.11.25:
 - 5 quotes have been received for IT provision. The quotes are based on a specification of the Councils current IT services. See item 4
 - The Town Council's contribution to the NCC Parish Partnership scheme has been paid towards the trod at the end of Norwich Road.
 - The Sports Centre play area will remain closed. The Sports Centre will be involved in future discussions, and the EMO is investigating option/quotes for re-surfacing.
 - The 25/26 Budget and precept was agreed by Full Council at the meeting on 25th November 2025.
 - iii Other items raised by Full Council
 - Drone images for events - 1 quote received has been received so far. It was noted that professional photographers do attend TC events that allow the Town Council usage of the images for free but clarity regarding insurance and volunteering is needed then other quotes can be sought.
 - The Internal Auditor recommended that a Internal Control Statement be compiled – A draft was presented to members of the committee, and it is suggested that adoption of the statement is recommended to full council with the following amendments made:
 - I. Ensure the statement is reviewed before 31st March 2026
 - II. Item 3.1 State a time frame in which the minutes of the finance meeting are to be circulated to all members of the council – Within 5 working days.
 - New Model Standing Orders (SO) have been issued by the National Association of Local Councils. Consequently, the internal auditor has recommended that a review of Standing Orders and Financial Regs (FR) is undertaken. The Clerk has started to track changes but point 19 in relation to Handling Staff Matters and annual appraisals will need agreeing before the SO's and FR's are presented to council. As point 19 is HR related the TC HR provider will be contacted re HR policies before the SO's are adopted.
 - Car Parks Heads of Terms – Before the Heads of Terms are agreed further investigating is needed on:
 - I. Street lighting
 - II. EV Charging points and if the revenue will come to the TC
 - CCTV – Stan H to advise
 - The Interim Internal Auditors report was noted, and recommendations are being implemented.

4. Current contracts including IT provision

A full list of current contracts was presented including options for H & S provision. The current contacts list will be amended to include a column purely stating the contract renewal dates. This is to be an agenda item on the next Finance Committee meeting including quotes for the Emergency Lighting as this contract is due for renewal in Jan 2026.

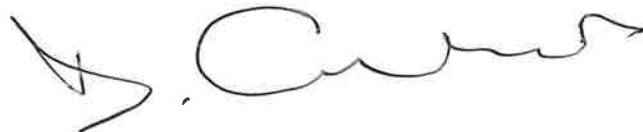
IT Provision has been remitted to the Digitalisation Working Group

5. Date of the next meeting: Finance Committee:

11th December 2025 at 10:00am

Recommendation to Full Council:

- The Internal Auditor recommended that a Internal Control Statement be compiled – A draft was presented to members of the committee, and it is suggested that adoption of the statement is recommended to full council with the following amendments made:
 - I. Ensure the statement is reviewed before 31st March 2026
 - II. Item 3.1 State a time frame in which the minutes of the finance meeting is circulated to members – Within 5 working days.

A handwritten signature in black ink, appearing to be 'D. Curran', written in a cursive style.

11.12.25