Minutes from the Watton Town Council Finance Committee Meeting held on Friday June 5th 2026 at Wayland Hall

Present: Don Saunders (Chairman), Sarah Humphries, Tomos Hutchings
Officer Present: Jane Scarrott

1. No Apologies for absence received.

2. No Declarations of Interest made.

3. Minutes of the meeting held on 12.02. 26.
   i. The Minutes of the Finance Committee Meeting held on 12.02.26 were confirmed as correct and signed by the Chairman of the Finance Committee.
   ii. Update from the Minutes of the Meeting 12.02.26: nothing to update!

iii Items raised at the meeting of the Full Council

- It was noted that the Office is compiling a report on the provision of dog and litter bins in the parish so a strategy can be considered for future provision of bins.
- Two flower tubs outside Watton Library have been replanted by the Town Council contractor but the planters will be maintained by the library.

4. Bank Reconciliation

4.1 The Finance Committee members were issued with a Bank Reconciliation dated 31.03.26. The Bank Reconciliation had been accepted at the Finance Committee meeting on 12.02.26 but was re-issued to the new committee along with draft accounting papers relating to the financial year ending 31.03.26. The Internal Auditor is visiting the Office on 08.06.26 and final figures will be available following his inspection of the accounts.

5. Four Year Forecast
The Four-Year Forecast is now within Year 4.
The Clerk and Vice-Chairman will review the Forecast and bring an updated plan back to the Finance Committee.
Cllrs Saunders, Hutchings and Prince visited Wayland Academy on June 3rd 2026 to view the Gardening Project at the School. It is hoped the Council and School can work more closely together in the future.

6. Bridle Road and Watton Sports Centre Play Areas
As the Council has pledged to work towards access for all at its play areas it was suggested the proposed works to install improved access at the Bridle Road Play Area should be included as a priority within the new Four-Year Forecast

Cllr Saunders offered to set a date when members of the Finance Committee can meet with representatives of Watton Sports Centre to discuss the play area and other relevant matters including the future management of waste bins on public open space land.

7. Grant Policy

Consideration was given to what criteria the grant applications are set against and why grant applications might be unsuccessful. Applicants should be able to understand why a grant might be denied.

A recommendation will be made to Full Council that the grant pot allocated within the annual budget should be limited and not overspent. Match funding of up to £500 per application will be set and unsuccessful applicants will be given reasons why a grant is not made.

8. Weekly Market

It will be recommended to Full Council that the Council should offer to hire the Queen's Hall Car Park each Wednesday morning to site the weekly market at a suggested fee of £100 per month and that additional advertising material for the market will be purchased.

6. Date of the next meeting: Finance Committee:
Thursday July 17th 2026 @ 10.00am.

Recommendations to Full Council:

1. To limit and not overspend the grant pot figure set within the annual budget. Match funding of up to £500 per application will be expected and unsuccessful applicants will be given reasons why a grant is not made.

2. The Council will offer to hire the Queen's Hall Car Park each Wednesday morning to site the weekly market at a suggested fee of £100 per month and that additional advertising material for the market will be purchased.

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17.7.26