Minutes from the Watton Town Council Finance Committee Meeting held on Friday July 17th 2026 at Wayland Hall

Present: Don Saunders (Chairman), Sarah Humphries, Tomos Hutchings
Officers Present: Jane Scarrott and Michelle Thompson

1. No Apologies for absence received.

Noted that as there is only three members of the Committee it would be useful to have Cllrs in reserve should an extra be needed for the meeting to be quorate at any time. This is also the case with the HR Committee and an item will be added to the next meeting of the Full Council to address this.

2. No Declarations of Interest made.

3. Minutes of the meeting held on 05.06.26

i. The Minutes of the Finance Committee Meeting held on 05.06.26 were confirmed as correct and signed by the Chairman of the Finance Committee.

ii. Update from the Minutes of the Meeting 05.06.26

- Cllr Saunders to set a date with Watton Sports Centre to discuss the Sports Centre Play Area.
- Agreement needed for hire of the Queens Hall Car Park for the Wednesday Market.

iii Items raised at the meeting of the Full Council

- Land adjacent to Wayland Wood is no longer to be included in Brecklands Local Plan and it was suggested the Town Council could investigate whether it could obtain the land. Research will be undertaken.
- Following a request for repair of a large pothole in the St Giles Road Car Park a reply has been received from the land agent managing the site to the effect that the owner receives no income from the car park and would the Town Council be willing to arrange and fund the necessary repairs and accept responsibility for any resulting claims or damage.
  [At the meeting of the Full Council it was resolved that a letter will be sent to the land agent stating that the Town Council will not fund repairs to a privately owned area.]
  However, it was suggested at the Finance Committee Meeting that the possibility of the Council acquiring a licence to use the car park should be investigated.

4. End of Year Internal Audit Report.

Outstanding recommendations: It was noted on the End of Year Internal Audit Report that work to update the Council's Policies is still continuing and that comparison should be made between the updated Asset Register and the Council's insurance cover.

5. Bank Reconciliation

The Finance Committee members were issued with Bank Reconciliations dated 30.04.26, 31.05.26 and 30.06.26. Bank Reconciliations were accepted and signed by the Chairman of the Finance Committee.

6. Building Works Wayland Hall and the Clock Tower

Additional quotes have been received for outstanding works at Wayland Hall and the Clock Tower and the contractor who undertook works previously has been asked to provide an updated quote.
Quotes received to be considered by the Full Council.

7. Four Year Forecast
The Four-Year Forecast is now within Year 4 of the original plan.
It was suggested that as the current Four-Year Forecast is in its final year it should be rewritten to guide the Council over the forthcoming four years.

8. Grant Policy
The reviewed Grant Policy was presented (members to suggest any minor amendments) and recommendation will be made to the Council to accept the Policy as to be presented at the next meeting of the Full Council.

9. Thetford Road Allotments
It is planned that an afternoon tea will be held at the Thetford Road Allotment Site on August 13th between 2pm and 3pm. Anticipated spend £100-£200.

10. Grave Digging Contracts
It will be recommended to Full Council that the current grave digging contracts should continue, noting that the cost of digging an ashes plot is to rise form £90 to £100.

11. Annual Play Inspections
The annual RoSPA play equipment inspections are due and will be booked at a cost of £384 plus VAT.

12. King Charles III
It was agreed to purchase an A4 official image of the King.

13. Annual Tree Report
The Annual Tree Report was accepted noting that there are no major risks identified and minor works will be undertaken later in the year.

14. Date of the next meeting: Finance Committee:

Friday August 14th 2026 @ 9.30am.

Recommendations to Full Council:

1. To accept the Grant Policy.
2. To continue contracts with current grave diggers.