

**Minutes from the Finance Committee Meeting held on
January 11th 2024 at Wayland Hall**

Present: Kathryn Stallard, Peter Bishop, Stan Hebborn, Sue Hebborn, Don Saunders.

Officers Present: Jane Scarrott, Michelle Thompson

1. Apologies received from:
Tina Kiddell

2. No Declarations of Interest made.

3. Minutes from the previous meeting

- (i) The minutes of the Finance Committee meeting held on 14.12 23 were signed by the Chairman as a correct record of the meeting.
- (ii) Update from the previous meeting:
 - Agreed by Full Council on 09.01.24 that the litter picking to cover staff absence will cease at the end of January 2024 and the additional temporary two hours work for the Admin. Support Clerk will continue until the end of February.
 - Railings have been installed around the plinth at Chaston Place.
 - Items of the play equipment Hares Green remain taped off as there is still a black deposit coming from the rubber surfaces.
 - No second skip has been obtained for the waste soil from grave digging and it is suggested that an area will be allocated in the skip compound at the Cemetery where the soil can be placed.
 - A Statement of Intent will be presented to the Full Council regarding purchase of land by the Town Council.

4. Bank Reconciliation

The Bank Reconciliation dated 31.01.24 was checked and signed by Peter Bishop as Internal Control Officer.

It was noted that the budget continues to run on track and that an overall underspend may result at the end of the financial year.

Recent expenditure agreed includes:

- Replacement of photocopier £368 per quarter
- Replacement of Office door locks £220
- Planting of hedging at Hares Green £1500 plus watering £1200
- Councillor Training £690
- Legal fees of £1750 to support transfer of the Thetford Road Allotment land to the Charlotte Harvey Trust. It was suggested that the Council should consider entering into Memorandums of Understanding with local charities it supports.

5. Budget Need and Precept Request 2024

At the Full Council Meeting on 09.01.24 the 2024/25 budget need was set at £513175 with a precept request to be made for £427625.

(i) IT/phone for new staff

A recommendation will be made to Full Council to accept the quoted £50 per month to supply 5 sim cards for staff phones and £4290 quoted to supply additional IT equipment to support the increase in staffing, with monthly IT support to increase by £56.80.

(ii) Gas and electricity contracts will be renewed on a 12 month basis.

6. Four Year Forecast

The four year forecast will be updated as discussed and presented at the next Finance Committee meeting. Consideration will need to be given around transportation for staff.

7. Date of the next meeting of the Finance Committee: Thursday February 22nd @ 1pm