



Watton Town Council

Wayland Hall, Middle Street, Watton, Thetford, Norfolk IP25 6AG Telephone: 01953 881007

Website: www.wattontowncouncil.gov.uk Town Clerk: Mrs Jane Scarrott clerk@wattontowncouncil.gov.uk

To All Members of the Council

You are hereby summoned to attend the Meeting of the Full Council to be held at Wayland Hall Council Chamber, Middle Street, Watton, Norfolk IP25 6AG on Tuesday 13th August 2019 at 7.00pm for the purpose of transacting the following business.

J. Scarrott – Town Clerk

7th August 2019

Please note there will be a Cemetery Working Group Meeting at 6:30pm before the full Council meeting.

The Council Chamber will be open to the members of the public from 7:00pm.

ITEM	AGENDA	PAGE
1.	To accept Apologies for Absence	
2.	To note Declaration of Members personal, prejudicial and disclosable pecuniary interests in respect of items on the Agenda	
3.	Minutes	
3.1	To confirm that the minutes of the meeting held on 23 rd July 2019 are a true and accurate record	
3.2	To receive update on matters arising from the minutes of the meeting held on 23 rd July 2019 not already on the agenda.	
4.	To receive Reports:	
4.1	Chairman's Report	
4.2	Vice Chairman's Report	
4.3	Clerks Report	
5.	PUBLIC PARTICIPATION	
6.	HR	
6.1	To note HR draft Minutes from the meeting held on July 31 st 2019	
6.2	To ratify reviewed Appraisal policy	
6.3	To ratify reviewed Sickness and Absence policy	
7.	To review Civic Policy	
8.	<p>"Watton Town Council accepts the document "Council Decisions Extracted from Minutes Books", and agrees that:</p> <ul style="list-style-type: none"> An electronic and a paper copy should be retained in the Council Office as an historical record of decisions taken by Watton Town Council and its predecessors. Electronic "read only" copies should be provided to Councillors. Information extracted from Council documents in the future can be added to the centrally held electronic copy with the agreement of the Town Clerk. (the agreement to be noted at the end of the document, and a copy of the original document to be retained.) <p>It is noted that the information contained in the document is a matter of public record."</p>	
9.	Cemetery	
9.1	To consider Cemetery Working Group recommendations	
10.	Events	
10.1	To accept Events Notes from the meeting held on July 24 th	
10.2	To confirm payments of donations for Antiques fair	

10.3	To confirm payment for the Ark Farm to attend Festive Market at the cost of £580.00 + VAT plus supply and manage hand washing facility at cost of £120.00 + VAT	
10.4	To consider opening the Public Toilets for Carnival Day at the cost of £102.79 + VAT	
11.	To confirm payment to Auditing Solutions of £516.00 for Internal Audit 2018-19	
12.	To agree quote for remedial works following electrical circuit testing at Wayland Hall at a cost of £2664.00	
13.	To agree that the Town Council should seek legal advice regarding CHT transfer	
13.1	Council to sign Statement of Intent with Benjamin Foundation and CHT	
14.	To agree procedure should it be necessary to implement "London Bridge"	
15.	To consider attendance at the Watton Society Quiz on October 18 th 2019	
16.	To decide future use of the Watton Market Gazebos	
17.	Planning: To consider consultation response to planning applications received since the last Full Council meeting	
17.1	3PL/2019/0770/HOU - Remove existing conservatory, erect single storey extension to rear - 50 Dereham Road Watton http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2019/0770/HOU	