



# Watton Town Council

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

Website: [www.wattontowncouncil.gov.uk](http://www.wattontowncouncil.gov.uk) Town Clerk: Mrs Jane Scarrott [clerk@wattontowncouncil.gov.uk](mailto: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 18<sup>th</sup> May 2021 at 7.00pm for the purpose of transacting the following business.

J. Scarrott – Town Clerk

11th May 2021

ITEM	AGENDA	
1.	To elect the Chairman/Town Mayor for the year 2021/2022 – nominations to be made at the meeting	
2.	Chairman to sign the Declaration of Office as Chairman and Town Mayor	
3.	To present the out-going Chairman with their Past Chairman's Badge	
4.	To elect the Vice Chairman for the year 2021/2022	
5.	To accept Apologies for Absence	
6.	To note Declaration of Members personal, prejudicial and disclosable pecuniary interests in respect of items on the Agenda	
7.	Minutes	
7.1	To confirm that the minutes of the meeting held on are a true and accurate record	
7.2	To receive update on items from the meeting held on April 27 <sup>th</sup> 2021 which are not on the agenda for this meeting	
8.	To receive Reports:	
8.1	Chairman's Report - to include Report as Representative on outside bodies	
8.2	Vice Chairman's Report	
8.3	Clerks Report	
8.4	HR Committee	
8.5	Finance Committee	
8.6	Cemetery Working Group	
8.7	Watton Neighbourhood Plan Steering Group (Report given at Annual Town meeting)	
8.8	Church Walk Working Group	
8.9	Museum4Watton Working Group	
8.10	Loch Neaton Working Group	
8.11	Charlotte Harvey Trust	
9.	To note PEPSO quarterly Report	
10.	To agree representatives to outside bodies/Lead Councillors?	
11.	To note Terms of Reference for HR and Finance Committees, NP Steering Group and Working Groups	
12.	Committee Members	
12.1	To elect HR Committee Members	
12.2	To elect Chairman of the HR Committee	
12.3	To elect Finance Committee Members	
12.4	To elect Chairman of the Finance Committee	
13.	Working Group Members	
13.1	To confirm Council Members of Watton Neighbourhood Plan Steering Group (NP)	
13.2	To elect Church Walk Working Group Members	
13.3	To elect Cemetery Working Group Members	
13.4	To elect Market Working Group Members	
13.5	To elect Museum4Watton Working Group Members	

13.6	To confirm Loch Neaton Working Group Members	
14.	To appoint councillor as Internal Control Officer (Financial Regulations 2.2) <a href="http://www.wattontowncouncil.gov.uk/wp-content/uploads/2018/07/Financial-Regulations-Jan-2016-FINAL2.pdf">http://www.wattontowncouncil.gov.uk/wp-content/uploads/2018/07/Financial-Regulations-Jan-2016-FINAL2.pdf</a>	
15.	To agree that Accounting Solutions will remain as Internal Auditors for Watton Town Council for 2021/22	
16.	Public Participation	
17.	To agree that each present and new Councillor should receive a copy of "Watton through the Ages" -Approx total cost £135	
18.	Planning: To consider consultation response to planning applications received since the last Full Council meeting	
18.1	3PL/2021/0564/F Application for a permanent five bar gate at entrance, land at Thetford Road, Watton <a href="http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2021/0564/F">http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2021/0564/F</a>	
18.2	3PL/2021/0341/HOU replace wooden windows in flats with UPC windows to save on maintenance 15 High Street, Watton <a href="http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2021/0341/HOU">http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2021/0341/HOU</a>	
18.3	3PL/2021/0494/F Change of Use of premises to Indian Takeaway 110 High Street, Watton <a href="http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2021/0494/F">http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2021/0494/F</a>	
18.4	3PL/2021/0636/HOU Replace brick wall screening back garden with close boarded timber fencing panels 22 Kingfisher Way, Watton <a href="http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2021/0636/HOU">http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2021/0636/HOU</a>	
18.5	3PL/2021/0567/HOU First Floor extension at Willow Tree Cottage, 69 Brandon Road, Watton <a href="http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2021/0567/HOU">http://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2021/0567/HOU</a>	
19.	To confirm format and date of next Town Council meeting (25.05.21)	

Minutes of the virtual meeting of WATTON TOWN COUNCIL held on

Tuesday April 27th 2021 at 7.00pm

Councillors Present: Pat Warwick - Chairman, Peter Bishop, Beryl Bunning, Tina Cruz, Jane Fountain, Keith Gilbert, Stan Hebborn, Sue Hebborn, Tina Kiddell, Don Saunders, Kathryn Stallard, Les Waller.

Officers present: Jane Scarrott Town Clerk

1 member of the public present

1. **NO APOLOGIES FOR ABSENCE RECEIVED**

2. **NO DECLARATIONS OF INTEREST MADE**

3. **MINUTES**

3.1 Minutes of the meeting held on 13<sup>th</sup> April 2021 were accepted as a true record. The minutes will be physically signed by the Chairman as soon as possible.

3.2 Written report presented updating on items from the meeting on 13.04.21.

A notice advertising the one casual vacancy on the Town Council has been posted on the Town Council notice board and the co-option process will begin once it is confirmed by Breckland District Council that no election has been requested.

A response is awaited from the Highway Engineer regarding the Rotary Club plan to plant bulbs on the new Thetford Road roundabout and the safety of Church Road where large vehicles are negotiating the near 90 degree corner by the Church.

3.3 All decisions made at the Watton Town Council meeting held on 13<sup>th</sup> April 2021 were ratified.

4. **REPORTS**

4.1 **Chairman's Report**

The Chairman has virtually attended:

Town Council Finance Meeting, PPG Meeting, Watton Neighbourhood Plan Working Group Meeting and the Annual Town Meeting.

4.2 **Vice-Chairman's Report**

The Vice-Chairman has attended the Neighbourhood Plan (NP) Working Group Meeting held on 22.04.21.

Consultant Ian Poole from People4Places has advised that the current draft of the Neighbourhood Plan is nearly ready for public consultation and he is to ask Breckland District Council for an informal view of how policies within the plan would be received.

It is hoped a final draft will be compiled by the end of July with public consultation to be undertaken in September 2021. The NP Group will be submitting photos for inclusion in the draft and looking at how the public consultation can be conducted with Covid safety in mind.

Community Actions within the plan may also need some review.

Next meeting of the Group is scheduled for May 4<sup>th</sup>.

4.3 **District Councillors Report**

Tina Kiddell and Keith Gilbert informed the Council that they have attended a Breckland District Council Market Towns Initiative Meeting and the Regeneration Team has been asked to look at

the derelict buildings at the Norwich Road end of Watton High Street (as raised at the Annual Town Meeting).

#### 4.4 County Councillors Report County Councillor not present

#### 4.5 Police Report

No Police attending the meeting, but regular newsletters and other e-mail updates are received and passed to Councillors.

#### 4.6 Clerk's Report

Copy of the written report included within the agenda pack is filed.

Verbal update given:

A first draft of a notice for the proposed Pump Track at Bridle Road has been shared with Councillors. Advice will be taken as to how the wording of the sign may be softened.

### 5. **WORKS IN PROGRESS LIST**

The Works in progress list was received as presented.

### 6. **PUBLIC PARTICIPATION**

Liz Whitcher, Chairman of the Watton & Saham Flood Action Group (WASFAG) present to speak on item 10.

### 7. **FINANCE**

7.1 Payments for April 2021 were approved for payment as presented.

7.2 The draft minutes from the Finance Committee Meeting held on 16<sup>th</sup> April 2021 were received with recommendations from the Committee considered:

I. The recommendation to site a water tank at the Thetford Road Allotment was rescinded

II. **Resolved that** the Council supports the continuation of the temporary road closure of Middle Street to accommodate the Wednesday Market

III. Three Year Budget Planning Document ratified as presented.

### 8. **PHYSICAL MEETINGS**

**It was resolved** that the next scheduled meeting of the Full Council would be postponed from May 11<sup>th</sup> to May 18<sup>th</sup>. May 17<sup>th</sup> is the date when further Covid 19 restrictions will be lifted, and members of the public will be permitted to attend physical Council meetings with social distancing guidelines followed.

**Also resolved** that while covid restrictions continue apologies will be automatically accepted from Councillors who do not wish to attend physical meetings due to health reasons. The resolution will be reviewed in October 2021.

### 9. **ACCESS TO WATER AT THE THETFORD ROAD ALLOTMENT SITE**

Investigation will be undertaken as to whether a push tap, with padlock, can be used at the allotment site to manage water usage of the newly installed supply.

### 10. **PLANNING**

Noted that Keith Gilbert, as a member of the Breckland Council Planning Committee, took no part in agreeing comments made.

10.1 3PL/2021/0493/VAR - Variation of Condition No's 2, 4, 5, 6, 7, 8, 10, 11, 12, 13, 14, 15, 17, 18, 19, 20, 21 on 3PL/2017/1087/F - Development Site At 121 Brandon Road Watton IP25 6LP

Noted that WASFAG will be making a strong objection to this application as surface water from the site is to going into the main sewer. The Town Council will support comments made by WASFAG.

10.2 3DC/2021/0091/DOC - Discharge of Condition No 7 on 3PL/2020/0986/VAR - Neaton Business Park North Norwich Road IP25 6JB

No comments

10.3 3PL/2021/0514/HOU - Proposed First Floor Extension with balustrade to Rear of Property. - WATTON: 1 Monkams Drive

No comments

10.4 3PL/2021/0534/HOU - Single storey rear and side extension - WATTON: 12 Sharman Avenue Watton

No comments

10.5 3PL/2021/0509/HOU - Single storey and two storey rear extension with new pitched roof to part Garage / Store. - WATTON: 6 Tedder Close Watton

No comments

10.6 3PL/2019/0991/D - Reserved matters application for residential development of 177 dwellings following outline permission 3PL/2015/0254/O - Development Site Mallard Road Watton - Tesni Properties Limited & Landowners - AMENDMENT: Amended plans & documents - April 2021

The Town Council will support comment made by WASFAG that the site needs a Flood Risk Assessment undertaken as no drainage strategy has been produced.

10.7 3OB/2021/0015/OB - Modification/Discharge of planning obligation to comply with section 106, 2nd schedule Open Book Analysis paragraph 1 under 3PL/2014/1314/O - WATTON: The Finches Griston Road Watton - Thurley Homes Limited t/a Alfred Charles Homes

The s106 document appears to be unavailable on public view on the Breckland District Council website and therefore as the Council has no knowledge of the agreement it will be objecting to this modification unless it relates merely to a minor technical alteration.

District Councillors were asked to pass a message to Breckland District Council requesting that changes to s106 agreements be listed for the public to view.

10.8 3PL/2021/0069/F External alterations to include replacement of vertical cladding and resheeting of roof. Relocation of cantilever racking, 2x new containers, 2x new pallet racking and new lintel. Jewsons Builders Merchant, Norwich Road Industrial Estate, Watton.

Previous comments will be reiterated

## **11. Resolution passed to exclude the public and press to consider legal matters:**

11.1 **Watton Town Council resolved** to employ a suitably qualified and experienced solicitor to undertake an investigation to ascertain the ownership of the various parcels of land encompassed by the Watton Sports Centre as well as those encompassed by Loch Neaton. This

investigation to be completed, if possible, within the next four months. The clerk should seek advice from NALC on appropriate solicitors.

**Item 7.2**

**Watton Town Council - Update for meeting 28.05.21**

<b>27.04.21 Agenda Item</b>	<b>Update to 11.05.21</b>
1.	None
2.	None
3.  3.2	<p>Hard copies of past minutes need to be signed</p> <ul style="list-style-type: none"> <li>• No election has been called so the Council can now begin the co-option process to fill the one casual vacancy on the Town Council.</li> <li>• The Highway Engineer has been approached and is looking at whether reflective posts can be placed by the wall at St. Mary's Church to aid safety due to concerns of large vehicles negotiating the near 90 degree corner.</li> <li>• Watton Rotary would like to "partner" the new Thetford Road roundabout with the Town Council. To be a future agenda item again?</li> </ul>
4.	<ul style="list-style-type: none"> <li>• Watton Neighbourhood Plan Steering Group met on May 4<sup>th</sup> and is scheduled to meet again on May 19<sup>th</sup>.</li> <li>• Sign for Bridle Road Play Area has been ordered as e-mailed to Councillors</li> </ul>
5.	None
6.	None
7.	See 9.
8.	Guidance has been received from NALC re. holding physical meetings. It is recommended that only meetings which must be open to the public should be held physically with other meetings to remain virtual.
9.	A price to fit a push tap at Thetford Road allotment site is being sought.
10.	Information being collated to forward to Birketts solicitors who will then give an indication of cost of work requested.

**Item 8.3 Clerk's Report**

- The public toilets have suffered some minor issues recently including loss of toilet rolls and overflowing urinals. Contractors have been asked to price to replace the toilet roll holders so rolls cannot be taken! Future possible refurbishment is something to begin to consider.
- Fence rail has been knocked down at Shire Horse



Grounds maintenance contractor and Town Operative have both been asked to see what can be done.

- Seats in the High Street have been repainted but we are still awaiting quotes to fit three benches along Church Walk.
- Members of the public have passed comment recently about no electric charging point for vehicles in Watton.

#### **Item 8.4 Human Resources (HR) Committee Report – Chairman Peter Bishop**

Members: Peter Bishop, Jane Fountain, Beryl Bunning, Stan Hebborn

The committee met on a number of occasions in the last twelve months. Matters and recommendations were made on the following issues: staff holidays and cover, Lone Working Policy, Staff Pay Scales, increase in hours for the Market Supervisor, creation of a part time PEPSO post, staff appraisals and consequent pay rises, job description for Kick Start. My thanks to the members of the committee for their help and support over the past year.

#### **Item 8.5 Finance Committee – Chairman Kathryn Stallard**

April 2021 – May 2021 Members of the Finance Committee during this period,

Peter Bishop      Sue Hebborn Don Saunders      Kathryn Stallard (Chair)      Pat Warwick

(Jane Scarrott - WTC Clerk facilitated and supported the meetings and work of the Committee  
Michelle Thompson - Deputy Clerk also attended meetings and supported the work of the Committee)

#### Meetings held:

Due to COVID 19 Regulations, meetings were held by Zoom. 9 meetings were held during the year.

#### Activities during this period:

Monitoring and scrutiny of the Working Budget

Consideration of the outcome from the Interim Audit and its recommendations

Setting of the Budget for 2021 -22 and calculating an appropriate precept

Discussions concerning Finance relating to matters including the following:-  
Council Contracts; maintenance issues; S106 funding; IT Hardware and Software; Financial Policy and Regulations; Utilities and Green energy; taking forward Council Projects and priorities; Grants; Donations; routine expenditure; staffing; overall financial planning.

Produced Market Fees Report

Provided information re Green energy options for electricity contract.

Invited the following representatives of other bodies to attend the Zoom meetings to discuss areas of specific concern to the Council:-

Simon Wood - Director of Planning and Building Control (relating to S106 funding)      Charlotte Brannan - S106 Monitoring and Compliance Officer (relating to S106 funding)      Debbie Wildridge – Locality Development Officer (relating to Community Asset Trusts)

#### Recommendations made to Full Council included:

Transfer of payroll services from Arden Kendall to Charity Background (deferred due to COVID).

Joint use of S106 funding and Council funding for project at Bridle Rd Play area.

To accept the proposed Budget and Precept. Continue with the employment of the PEPSO after the end of the SLT with Swaffham.

To accept the amended Financial Regulations, and Emergency Payments Procedures COVID.

To accept the quote to undertake Tree Report.

Purchase of electronic counter to monitor the use of the public toilets.

The setting up of a Working Party to consider future of the Market Gazebos.

Review Christmas Lights contract and undertake a survey of the attachment and electrical connection points for Christmas Lights.

Allocate £2k to support purchase of tables and chairs for the Chamber.

Adopt a 3 Year Financial Plan to support future aspirations and projects.

Purchase of new IT hardware for the Clerk and Deputy Clerk.

Allocate monies from unspent Civic Budget to named Charities.

Invest sum of money from General Reserves into CCLA Public Sector Deposit Fund

Transfer hosting of WTC website to Norfolk Association of Local Councils until other possible provision is investigated.

Support continuation of road closure of Middle Street to accommodate the Wednesday Market.

KS 11/05/2021

Note – Market Working Party met to consider future of market gazebos – Task completed! Is Group wanted at present or should it be re-formed if needed? Agenda Item 13.4.

### **Item 8.6 Cemetery Working Group – Chairman Peter Bishop**

Members: Councillors!

The Working Group met only the once in the last year. It was recommended that no new trees be planted in the Cemetery. Other decisions relating to the cemetery were; a change to the rules on headstones, grave digging fees. Major works undertaken were the improvement to the ashes area. Meetings were held with the diocese, St Mary's incumbent relating to an agreement on the ownership of parts of the churchyard and cemetery.

### **Item 8.7 Watton Neighbourhood Plan Steering Group – Chairman Jane Fountain**

Council Members of NP Steering Group: Jane Fountain, Pat Warwick, Keith Gilbert, Kathryn Stallard

Report given at Annual Town Meeting attached as App.1.

### **Item 8.8 Church Walk Working Group**

Members: Kathryn Stallard, Keith Gilbert, Stan Hebborn

The Church Walk Working Group did not meet in 2020, or during the current year.

The remit of the Group was to research legal responsibilities in relation to the maintenance of Church Walk, and to ascertain which bodies bear/share these responsibilities. Some work was done to this end and a report presented.

Since the last meeting, research has been carried out into the status of the Walsingham Gates to confirm that the gates were refurbished and not replaced. The refurbishment was done courtesy of HMP Wayland in 2002, and there was a ceremony on 8/12/2002 to Celebrate the Centenary of the gates. As we have now agreed that the gates need further refurbishment,



and have identified an appropriate craftsman to do the work, should we need to apply for Heritage funding, this information may be helpful.  
During the last year, the WTC agreed to purchase 3 benches to be sited on Church Walk to help promote this as a Watton attraction.  
Issues relating to lights, road repairs and general areas of ownership/responsibility still require clarification.

### **Item 8.9 Museum4Watton Working Group**

Council Members: Kathryn Stallard, Beryl Bunning, Stan Hebborn, Tina Kiddell

The Museum Working Party was established in January 2020, following the proposal made by the Museum4Watton for joint use of the Council Chamber. A remit for the group was agreed, and subsequently key issues which need to be considered to take forward the project, were identified by the Group.

The Museum Working Party has not met during the last year. This has been due to COVID restrictions, and the closure of the Museum for much of this time. However, during the year, Chris Hutchinson sourced a set of chairs and tables which are more in keeping with the style of the Chamber. These were jointly purchased by WTC and Chris.

The Museum is due to open in the week beginning 17th May, and the Trustees of the Museum are ready to begin meetings with the WTC Working Party when this can be arranged.

### **Item 8.10 Loch Neaton Working Group**

Council Members: Peter Bishop, Kathryn Stallard, Keith Gilbert

Notes from first meeting:

Notes from the first meeting of the Loch Neaton Working Group held on May 6<sup>th</sup>  
in the Town Council Chamber, Wayland Hall

Present: Town Councillors Peter Bishop (PB), Kathryn Stallard(KS) and Keith Gilbert KG), Phil Kibler (PK), secretary of the Loch Neaton Recreation Ground Charity

Notes taken by Jane Scarrott (JS)

1. Peter Bishop volunteered to be Chairman of the Group
2. No apologies for absence
3. The draft Terms of Reference for the Group were accepted as presented (copy attached)
4. The focus for the Group will be to determine:
  - Ownership of the various sections of land incorporated in the curtilage and Loch Neaton and the surrounding areas.
  - Responsibilities for maintenance resting with the LN Charity Trustees
  - Responsibilities for maintenance resting with WTC
  - Policy for future co-operation over maintenance costs
  - Objectives for the long-term protection of this important asset to ensure continued availability in the spirit of the original benefactors.
5. Actions

- A Memorandum of Understanding (MOU) will be signed to cover points as above once they have been determined. MOU will need to be agreed both by the Town Council and the Loch Neaton Charity Trustees.
  - It was noted that Watton Town Council is to engage a solicitor to clarify land ownership and responsibilities for areas the Town Council may have some responsibility for. JS to receive, collate and share relevant information.
  - It is believed the Town Council owns the embankment area adjacent to Loch Neaton. Future maintenance of this area needs to be planned with agreement to be made between the Town Council and Loch Neaton Charity as to how this will be undertaken (MOU?).
  - It is possible the Loch Neaton area could be registered in some way as open space which needs protection - this will be investigated.
6. NEXT MEETING: 6<sup>th</sup> July 2021 2.00pm Council Chamber Wayland Hall

### Terms of Reference for **Loch Neaton Working Group**

The name of the group is the Loch Neaton Working Group (LNWG)

#### **Purpose**

The purpose of the LNWG is to support the Town Council (TC) to identify outstanding issues relating to land ownership and responsibilities at Loch Neaton and report to the TC as appropriate.

#### **Membership**

- The LNWG will be made up of volunteer members of the Town Council and invitees
- A member of the Town Council will chair meetings of the CWG to help facilitate discussion and ensure that the process is inclusive, fair and non-confrontational
- Following each meeting the Chairman of the meeting will report progress to the TC
- The Clerk or Deputy Clerk will take notes of meetings

#### **Dissolving the Group**

- Once outstanding matters relating to Loch Neaton have been considered the TC and LNWG will discuss any further working of the LNWG
- If the LNWG wishes to dissolve it must notify the TC
- The LNWG will be reviewed periodically or on request from the TC

Signed:

Date:

Chairman of Watton Town Council

#### **General Notes for Loch Neaton Working Group**

The following notes will help clarify the roles and process of the Working Group:

1. The TC is the responsible body for the LNWG
2. The TC will approve 'Terms of Reference' for the LNWG
3. The LNWG will report to the Council at TC meetings
4. The Chairman of the LNWG meeting will act as facilitator for all discussion at meetings
5. There will be an agreed timetable for actions

6. Dates of monthly meetings will be published
7. The Clerk will produce agendas for the meetings after liaison with the Group
8. Individuals with expertise or particular knowledge can be invited to attend meetings but will not be members of the LNWG

**Item 9.** PEPSO Quarterly Report attached as App.2

## **Item 11**

### **Watton Town Council**

#### **HR Committee Terms of Reference – agreed by Full Council 10.01.17**

The HR Committee is responsible for all staffing matters for the whole Council and includes all training and development matters including that for elected members.

Dates of meetings will be published but all agendas are likely to have a resolution to exclude the public as the first item on the agenda.

Minutes of HR Committee meetings will be provided to all members of the Council.

1. Membership – 3 annually elected members of the Council plus one named reserve
2. Delegated Business

The Committee has been delegated authority to deal with the following matters to conclusion within the procedures set by the Council:

- 2.1 To carry out the Town Clerk's staff appraisal and agree objectives.
  - 2.2 To agree and arrange training requirements for staff and Councillors within the agreed budget.
  - 2.3 To consider, and bring to a final conclusion, any matters of grievance or discipline as outlined by the policies applicable to all members of staff employed by the Town Council.
  - 2.4 To discuss with the Town Clerk, and staff concerned, any issues relating to staffing levels and re-grading, pay levels and staffing structures and refer back to the Full Council.
  - 2.5 To receive and note annual and other appraisals and be the point of contact for any appeal.
  - 2.6 To deal with any staff complaint concerning the Town Clerk.
  - 2.7 To deal with any staff matters referred by the Town Clerk.
- 3 Terms of reference to be reviewed and agreed annually by the Full Council.

## **Watton Town Council Finance Committee Terms of Reference**

### **Membership:**

At the Annual meeting of Watton Town Council, named Councillors shall be approved to serve on the Finance Committee.

The Chair of the Town Council's HR Committee shall be a member of the Finance Committee

At the Annual meeting, The Town Council shall determine, and review the establishment, terms of reference, constitution and membership of the Finance Committee.

### **Chairing:**

The Chair of the Committee shall be appointed by the Town Council at the Council's Annual Meeting, following the nomination of the Finance Committee members.

### **Attendance:**

The Finance Committee shall be subject to Watton Town Council's Standing Orders (4.1 i – xii)

### **Quorum:**

The quorum for the Committee Meetings shall be at least three Councillors who are members of the Committee.

### **Meetings:**

The Finance Committee shall meet at least bi-monthly, and more if required. A schedule of dates will be set and approved at the Annual Meeting of the Town Council.

### **Clerking:**

The Town Clerk shall act as clerk to the Committee. Committee Members may clerk in the absence of the appointed Clerk.

Minutes shall be produced and presented at the following Town Council Meeting.

### **Terms of Reference:**

1. To provide guidance and assistance to Watton Town Council in all matters relating to budgeting and finance, with reference to "**Watton Town Council Financial Regulations 2016**"
2. To review regularly the detail of the financial procedures agreed by the Town Council.
3. To prepare and review financial policy statements, including consideration of long-term planning and resourcing.
4. To consider annually the stated priorities and commitments of the Town Council and to draw up an annual budget plan for reporting to the Town Council.
5. To consider the level of precept necessary to support the proposed Budget and to advise the Town Council accordingly.
6. To monitor income and expenditure of all funding and to report the financial situation at Town Council meetings.
7. To monitor the impact of spending decisions upon overall service delivery,
8. To recommend for approval by the Town Council the level of delegation to the Town Clerk for the day to day financial management of the Council.
9. To recommend the amount which can be vired between budget headings by the Town Clerk without prior agreement of the Finance Committee.
10. To report to the Town Council at each of its meetings.

## **Watton Town Council**

### **Neighbourhood Development Plan Working Group Terms of Reference**

#### Watton Town Council Neighbourhood Development Plan (NDP) Working Group Terms of Reference

#### **1. Background**

Watton Town Council is embarking upon the Neighbourhood Development Plan process and has established a Working Group to oversee the process, including the possible production of a Neighbourhood Development Order. It is intended that this process will enable Watton Community to actively influence land use and development, as part of statutory planning. The Town Council felt this should be an opportunity engage with the Community and to shape future development in the area whilst safeguarding and enhancing what is valued. Following various discussions and meetings a Working Group was established to oversee the process of preparing a NDP, within the context of the Breckland District Local Plan.

#### **2. Purpose**

The Working Group's purpose is to design, implement and oversee the Neighbourhood Development Plan process in order that this will then progress to Independent Examination and a successful Community Referendum and ultimately be adopted by Breckland District Council and become planning policy.

#### **3. Principles**

- That the Working Group will undertake the process in a democratic, transparent and fair fashion, allowing opinions and ideas to be put forward by all.
- That the Working Group will give or encourage those who live in the surrounding parishes the opportunity to inform and shape the process e.g. through taking part in the consultation process.
- That the Working Group will make this a positive and constructive process
- that is ultimately intended to take a holistic approach that will improve quality of life and strengthen the community.

#### **4. Tasks and Activities**

- Work with other Town Councillors and appointed Consultants to ensure that they are fully informed throughout the process, and appropriate decisions referred to them when applicable;
- All key decisions must be mutually agreed by the Working Group and Town Council – hence the need to ensure communication is effective and appropriate;
- Prepare a project plan to set out how they will create a NDP;
- The project plan should contain a timeframe to focus activity and to aid planning;
- Publicise the intention to produce a NDP, to inform and engage the community, and publicise all subsequent activities and progress;
- Meet regularly to agree actions and discuss issues that arise, in order that the process is dealt with in an efficient and timely manner;
- Gather baseline information and commission relevant information gathering to fill gaps in knowledge;
- Establish and understand the needs of residents and what the long term vision or aspiration is;
- Decide upon and, if required, set up Thematic Groups to gather statistics, information and views, subject to this being agreed and delegated by the full Working group;

- Liaise with residents, partners and stakeholders throughout the development of the NDP;
- Consult as widely and thoroughly as is possible to ensure that the draft and final NDP is representative of the views of the residents;
- Analyse the available information to prepare the draft and final NDP;
- Produce notes/minutes from Working Group meetings and circulate to the Town Council and Working Group members (and others as agreed to be appropriate e.g. support staff);
- Set up a mechanism to inform interested residents of progress through the implementation of the Communication Strategy. Encourage residents to sign up to receive this
- Actively publicise the process and draft NDP prior to the Referendum;
- Agree financial arrangements and budget with the Town Council.

## **5 Membership of Working Group**

The Working Group should consist of no less than 4 Members with additional members invited as appropriate;

- Members must be members of Watton Town Council
- A person living outside the parish but running an established local business may be invited to join, subject to there being no conflict of interest;
- A representative of neighbouring Parish Councils may be invited to become members of the Working Group
- The Working Group shall be quorate when at least half of the members attend;
- Breckland District Council officers or Councillors, unless they are members of Watton Town Council cannot be voting members of the Working Group but are able to attend meetings and contribute to the discussions as required.

## **6 Roles within Working Group**

The Working Group shall elect a Chair and Vice Chair.

Administration of the Working Group will be provided by Watton Town Council staff

Watton Town Council staff will take notes/minutes from the meeting, record main decisions and action points; and make available to the public these and any relevant information as appropriate.

## **7 Working Group Meeting Arrangements**

- The Working Group (and sub or theme groups) shall meet regularly and as necessary;
- Decisions from sub or theme groups should be relayed back to the full Working Group for ratification and/or information;
- From time to time other stakeholders or interested parties may be invited to attend a specific Working Group meeting to give a presentation and/or discuss their interest in the proposed NDP;
- A list of Working Group members and contact details shall be maintained.
- Details of, and any changes to, the Working Group membership will need to be notified to, and agreed by the Watton Town Council.

## **8 Finance**

- Expenditure to be agreed by majority decision by the Working Group.

- Finance decisions will need to be recorded in the minutes and notified to the body holding the funds.
- Expenditure must fall within the level of funds allocated and secured through grant and support by Watton Town Council NDP who will supply financial updates to the Working Group in order to make appropriate financial decisions.
- If expenditure is desired in excess of the funds available, this will need to be decided upon and agreed by Watton Town Council.

## **9 Changes to the Terms of Reference**

Any amendments to the terms of reference may be made at a Working Group meeting and agreed by the majority of the Working Group members. Amendments to be notified to the Watton Town Council.

## **10 Dissolution of the Group**

The members will agree by a majority vote at a Working Group meeting, to call a Special General Meeting for the sole purpose to dissolve the group.

Upon dissolution of the group any remaining funds shall be used to fund projects set out in the Watton Town Council Neighbourhood Plan for the benefit of the community. No individual member of the group shall benefit from the dispersal.

The Terms of Reference were adopted at a Watton Town Council Neighbourhood Development Plan Working Group meeting on 28<sup>th</sup> June 2017

To Note –Terms of Reference only for CEMETERY WORKING GROUP and LOCH NEATON GROUP to be noted – no others available but other groups are more Task and Finish.

### **Terms of Reference for Cemetery Working Group**

The name of the group is the Watton Cemetery Working Group (CWG)

#### **Purpose**

The purpose of the CWG is to support the Town Council (TC) to identify outstanding issues relating to management of Watton Cemetery and report to the TC as appropriate.

#### **Membership**

- The CWG will be made up of members of the Town Council
- The Chairman or Vice-Chairman of the Town Council will chair meetings of the CWG to help facilitate discussion and ensure that the process is inclusive, fair and non-confrontational
- Following each meeting the Chairman or Vice Chairman will report progress to the TC
- The Clerk or Deputy Clerk will take notes of meetings

#### **Dissolving the Group**

- Once outstanding matters relating to the Cemetery have been considered the TC and CWG will discuss any further working of the CWG
- If the CWG wishes to dissolve it must notify the TC
- The CWG will be reviewed periodically or on request from the TC

Signed:

Date:

Chairman of Watton Town Council

### **General Notes for Cemetery Working Group**

The following notes will help clarify the roles and process of the Working Group:

1. The Town Council is the responsible body for the Cemetery Working Group (CWG)
2. The TC will approve 'Terms of Reference' for the CWG
3. The CWG will report to the Council at TC meetings
4. The Chair and Vice Chair of the CWG act as facilitators for all discussion at meetings
5. There will be an agreed timetable for actions
6. Dates of monthly meetings will be published
7. The Clerk will produce agendas for the meetings after liaison with the Chair
8. Individuals with expertise or particular knowledge can be invited to attend meetings but will not be members of the CWG

### **Item 14**

Peter Bishop has been carrying out the role of Internal Control Officer

#### **To note** Current Bank Signatories

##### Barclays Bank

- ✓ Keith Gilbert
- ✓ Margaret Holmes
- ✓ Stan Hebborn
- ✓ Daniel Fishlock
- ✓ Beryl Bunning

Mandate still needs to be changed to remove Margaret Holmes and Daniel Fishlock. Pat Warwick and Tina Kiddell are to be added.

##### Unity Trust Bank

- ✓ Jane Scarrott
- ✓ Michelle Thompson
- ✓ Tina Kiddell
- ✓ Peter Bishop
- ✓ Beryl Bunning
- ✓ Keith Gilbert
- ✓ Pat Warwick