



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

Councillors: You are hereby summoned to attend the Town Council meeting to be held in the Council Chamber, Wayland Hall on Tuesday 27th June 2023 at 7.00pm for the purpose of transacting the following business.

Jane Scarrott

Jane Scarrott Town Clerk

21st June 2023

**Please note there will be an Events meeting at 6.00pm.
Doors will not be open to the public until 7.00pm**

1. To receive and 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 13.06.2023 are a true and accurate record
 - 3.2 To receive an update on items from the previous meeting if not agenda items for this meeting
4. TO RECEIVE REPORTS
 - 4.1 Chairman's Report
 - 4.2 Vice Chairman's Report
 - 4.3 District Councillor's Report
 - 4.4 County Councillor's Report
 - 4.5 Clerk's Report
 - 4.6 Reports from Lead Councillors
5. To note and amend the Works In Progress List
6. PUBLIC PARTICIPATION
7. FINANCE
 - 7.1 To approve payments for June 2023 (To follow)
 - 7.2 To receive the Finance Committee Minutes from the meeting held on June 15th 2023
 - 7.3 Recommendations from the Finance meeting held on June 15th :
 - 7.3i that prior to setting a budget for the Bike Event, an outline proposal for the format of the event, (including the possible use of outside agencies, risk assessment/management, marshalling and public liability insurance) and an indication of potential cost should be provided by the Councillors leading on the event. (Update from TK)

7.3ii the purchase of a new chain for the Mayor should be explored as the current chain will be fully engraved by 2024.

7.3iii to allocate up to £5000 (including VAT) in the 2023 budget to install an electronic blind to cover the large end window in the Council Chamber.

7.3iv to accept the tender document received from the consultant engaged to compile the tender and to add £20,000 from reserves to boost the available £60,000 s106 funding.

7.3v to consider entering into a yearly service contract with CBR Business Solutions for HR and Employment Law Consultancy.

7.3vi to accept the quote received of £3168 for gutter clearing at Wayland Hall.

7.3vii to accept review of Financial Regulations with no amendments.

7.4 To consider quotes received for GDPR consultancy

8. To review the Armed Forces Covenant

9. To agree Queens Hall donation of £100 for annual advertising

10. To consider Donation Application from Kingsley Healthcare Ltd

11. To consider area where the Men's Shed can assist with gardening (GM)

12. To consider receiving Emergency Planning training

13. To consider air conditioning for the Town Council Office (StH)

14. PLANNING To consult on planning applications received since the last meeting

14.1 3PL/2023/0089/F - Demolition of existing bungalow and development of single storey annexed building for a care home and new access - 255 Lovell Gardens IP25 6TU WATTON
<https://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2023/0089/F>

15. To pass a resolution to Exclude the Press and Public to consider HR and cemetery matters

15.1 To note the minutes from HR Committee meeting held on June 14th 2023.

15.2 To agree memorial request for Watton Cemetery