



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 May 2025 at 7.00pm for the purpose of transacting the following business.

Breckland Council Presentation "Safer Street Wardens" from 6.15pm - please note the doors to the Council Chamber will not be open to members of the public until 7.00pm

Jane Scarrott Town Clerk

21st April 2025

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 13.05.25 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 receive copies of the Council Resolution list (App 1) and amend the Works in Progress List including to pass resolutions where review is needed.
6. PUBLIC PARTICIPATION
7. To consider grant application received From Watton Carnival Committee (representative invited to the meeting to answer questions)
8. FINANCE
 - 8.1 To approve payments for May 2025 (To follow)
 - 8.2 To note draft minutes from the Finance Committee Meeting held on 16.05.25
 - 8.3 To consider Finance Committee recommendation:
 - i. That the Chairman and Clerk are instructed to continue discussions with Breckland Council regarding the future management of the three currently owned Breckland car parks in Watton
9. Update on Devolution and Local Government re-organisation (App 2)
10. To note Standing Orders and Financial Regs (App 3 and App 4)
 - 10.1 Proposals from the Chairman
11. To accept the Risk Management Plan (App 5)
12. To agree on going insurance provision (App 6)
13. To agree VJ Day Event Proposal
14. PLANNING To consult on planning applications received since the last meeting:

14.1	PL/2025/0366/ FMIN	Demolition of existing bungalow and development of single storey annexed building for existing care home and erection of new porch for existing care home.	255 Lovell Gardens, Watton	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=197432
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15. To pass a resolution to Exclude the Press and Public to consider confidential matters

Item 3.1

Minutes of the meeting of WATTON TOWN COUNCIL meeting held on

Tuesday May 13th 2025 at Wayland Hall, Middle Street, Watton, Norfolk IP25 6AG

Councillors Present:– Gillian Tarrant - Chairman, Keith Gilbert, Stan Hebborn, Sue Hebborn, Tomos Hutchings, Tina Kiddell, Graham Martin, Keith Prince.

Officer Present: Jane Scarrott Clerk

0 members of the public present. Meeting is live streamed.

1. ELECTION OF CHAIRMAN

Gillian Tarrant nominated and seconded as Chairman and with no further nominations duly elected.

2. CHAIRMAN SIGNED DECLARATION OF ACCEPTANCE OF OFFICE

3. OUTGOING CHAIRMAN PRESENTED WITH PAST CHAIRMAN BADGE

Councillors thanked the former Chairman/Mayor for his year in Office.

4. ELECTION OF VICE-CHAIRMAN

Tina Kiddell was nominated, seconded and duly elected as Vice-Chairman.

Comment was made regarding how the Vice-Chairman should be nominated and this matter will be an agenda item for the next meeting of the Town Council.

5. APOLOGIES for absence received and accepted from

Tony Bridges

6. DECLARATIONS OF INTERESTS MADE

Stan and Sue Hebborn declared an interest in item 23. as members of the Phoenix Pipe and Drum Band who have been commissioned to play at the Watton Carnival.

7. MINUTES

7.1 The minutes of the Town Council meeting held on 22nd April 2025 were accepted as a true record of the meeting and duly signed by the Chairman.

7.2 UPDATES FROM MEETING HELD 22 05 24

- Structural Engineer visited the Clock Tower on 29.04.25 – awaiting report.
- Noted that the Men's Shed does not want an allotment plot.
- A meeting of the Watton and Saham Flood Action Group (WASFAG) was held on 28.04.25. Suggestion from the meeting was that the 2025 annual cost to host the WASFAG website and undertake some simple updating should be split equally between Saham Toney Parish Council (STPC) and the Town Council. STPC agreed at its meeting on 11.05.25 to make a donation of £129 to Watton Town Council. It has been previously agreed by the Town Council to pay the remainder of the invoice.

8. REPORTS RECEIVED:

8.1 CHAIRMANS REPORT

The incoming Chairman thanked the outgoing Chairman for his work during the past year.

The Chairman attended a VE Day events meeting on April 30th and the events held on the 8th and the 11th of May. She thanked those who had helped at the events and Watton Sports Centre for

hosting the event on May 11th. Letters of thanks will be sent to the Town Crier and Watton Sports Association.

The Chairman has been asked by the Eastern Daily Press to respond to recent derogatory posts about Watton on tiktok and it was stressed that Councillors should post personal views only on social media, not views on behalf of the Town Council.

It was suggested reports submitted for Council meetings from Councillors should remain relevant and that if they are submitted as part of the agenda pack for the meeting they do not need to be read out at the meeting. A template for future reports will be issued by the Office.

8.2 VICE-CHAIRMAN'S REPORT

Incoming Vice-Chairman had no report to give.

8.3 CLERK'S REPORT

Written report submitted in the agenda pack:

Police Meetings

The minutes of the Breckland Priority Setting Meeting held on 30 April 2025 are available.

The next Priority Setting Meeting for the Panel will be held on Monday 28 July 2025, starting at 18.30hrs online via Teams.

Next SNAP meeting for Watton (in person/online) Wednesday 16th July 2025 at Garveston & Thuxton Village Hall 6.30pm [Join the meeting now](#)

Norfolk Nature Recovery Consultation

The Norfolk & Suffolk Nature Recovery Partnership is inviting the public to take part in a consultation identifying habitats and landscape worth protecting in order to inform a Local Nature Recovery Strategy. This approach aims to restore and protecting landscapes in Norfolk and Suffolk and serves as an evidence base.

The Norfolk and Suffolk Local Nature Recovery Strategies are now both live for Public Consultation!

The two strategies have been created to help plan WHAT, WHERE and HOW we can all take action for nature across the region. Nature's recovery is no easy feat so this guides where actions could have the biggest impact.

Deadline for this consultation is the 11th June 2025.

Access the consultation and background materials here: www.norfolk.gov.uk/naturerecovery

Local Plan Update - e-mail received from Breckland Council

Breckland is carrying out a fresh call for sites following the Government's substantial increase in Breckland's allocated housing target, as part of the Local Plan process. This stage has now concluded, and we are inviting stakeholders to discuss the Local Plan in general, the next steps, and to share any comments.

The first of these meetings will be held on the 20 May at 19:00 hrs. All Parish and Town Councils are invited, and it will be a hybrid event.

Councillor Vacancies

Following the resignation of Peter Bishop and Kathryn Stallard two Notice of Vacancies for the Office of Town Councillor were posted on 25.04.25.

Unless within 14 days of the notices being posted ten electors for the parish have requested to hold an election, the Town Council will fill the vacancies by co-option.

VE Day

The Events and Marketing Officer has compiled a report of the successful VE Day event held on 11.05.25 which will be published in the Watton & Wayland Times. She has expressed thanks to Councillors and Staff who helped her make the day run as well as it did.

8.3i Councillors were asked to renew requests for receipt of a hard copy of the agenda packs for Town Council meetings.

8.3ii Devolution and Local Government Re-organisation

Noted that Councillors have been forwarded an invitation from Norfolk County Council to attend an in-person or an online meeting to help shape the future of local government in Norfolk.

8.4 HR COMMITTEE REPORT WRITTEN REPORT RECEIVED AND NOTED

The Chairman of the HR Committee had submitted a report which was included within the agenda pack for the meeting.

8.5 FINANCE COMMITTEE WRITTEN REPORT RECEIVED

The Chairman of the Finance Committee had submitted a report which was included within the agenda pack for the meeting.

8.6 CEMETERY WORKING GROUP NOTES RECEIVED

The notes from the Cemetery Working Group Meeting held on 11.03.25 were included within the agenda pack for the meeting

8.7 WATTON NEIGHBOURHOOD PLAN (NP) STEERING GROUP REPORT

No report but noted that the Watton NP was finalised and adopted in January 2024.

8.8 CHURCH WALK WORKING GROUP REPORT RECEIVED

Notes from the Church Walk Working Group were included within the agenda pack for the meeting.

8.9 MUSEUM4WATTON WORKING GROUP

A report from the Museum4Watton was produced for the Annual Town Meeting.

8.10 LOCH NEATON WORKING GROUP

No meetings of the Loch Neaton Working Group have taken place since October 2021.

8.11 REPORT FROM CHARLOTTE HARVEY TRUST RECEIVED AND NOTED

A report from the CHT Management Committee was given at the Annual Town Meeting - this Report can be seen on the Town Council website.

8.12 EMERGENCY PLAN UPDATE

(i) No Lead Councillor for Emergency Planning but it was suggested Tony Bridges be asked if he would take this role on.

8.13 MARKET WORKING GROUP UPDATE

The Market Report included within the agenda pack for the meeting was noted.

8.14 HERITAGE PARK WORKING GROUP REPORT RECEIVED

Notes from the Church Walk Working Group were included within the agenda pack for the meeting.

8.15 OTHER REPORTS

8.15i The Festive Market Report included within the agenda pack for the meeting was noted.

8.15ii The Police Priority Setting Meetings Report included within the agenda pack for the meeting was noted.

9. MEMORANDUMS OF UNDERSTANDING

9.1, 9.2 and 9.3 The Memorandums of Understanding with Loch Neaton, the Sports Centre (relating to the play area) and the Charlotte Harvey Trust were noted.

10. REPORT FROM EVENTS AND MARKETING OFFICER RECEIVED AND NOTED

Written report from Events & Marketing Officer included in the agenda pack for the meeting.

11. REPORT FROM COMMUNITY PROJECTS OFFICER RECEIVED AND NOTED

Written report from Community Projects Officer included in the agenda pack for the meeting.

12. TERMS OF REFERENCE

Terms of Reference for the HR and Finance Committees were presented and noted.

Terms of Reference for the Neighbourhood Plan (NP) Steering Group were presented and noted.

Cemetery Working Group and Loch Neaton Working Group Terms of Reference were presented and noted.

Terms of Reference for Lead Councillors were presented and noted.

12i It was resolved to remove “members must be members of Watton Town Council” from clause 5 of the Terms of Reference for the NP Steering Group.

13. COMMITTEE MEMBERS

13.1 ELECTED MEMBERS OF THE TOWN COUNCIL HUMAN RESOURCES (HR) COMMITTEE:

- Stan Hebborn
- Keith Prince
- Don Saunders
- Sue Hebborn as reserve

13.2 STAN HEBBORN ELECTED AS CHAIRMAN OF THE HR COMMITTEE

13.3 ELECTED MEMBERS OF THE TOWN COUNCIL FINANCE COMMITTEE:

- Stan Hebborn (As Chairman of HR)
- Sue Hebborn
- Don Saunders
- Gillian Tarrant
- Tina Kiddell as reserve

13.4 DON SAUNDERS ELECTED AS CHAIRMAN OF THE FINANCE COMMITTEE

14. WORKING GROUP MEMBERS

It was noted that Working Groups will only be called to meet when necessary and that they are task and finish groups

14.1 CONFIRMED COUNCIL MEMBERS OF NP STEERING GROUP:

- Graham Martin
- Keith Gilbert

14.2 ELECTED MEMBERS OF THE CHURCH WALK WORKING GROUP:

- Keith Gilbert
- Tomos Hutchings
- Stan Hebborn
- Graham Martin

14.3 CEMETERY WORKING GROUP

Noted that all Councillors are members of the Cemetery Working Group.

14.4 CONFIRMED COUNCIL MEMBERS OF THE MARKET WORKING GROUP

- Tina Cruz
- Tomos Hutchings
- Tina Kiddell

14.5 ELECTED MEMBERS OF MUSEUM4WATTON WORKING GROUP

- Tomos Hutchings
- Stan Hebborn
- Gillian Tarrant

14.6 ELECTED COUNCIL MEMBERS OF THE WATTON SPORTS ASSOCIATION WORKING GROUP

- Tina Kiddell
- Tina Cruz

14.7 ELECTED COUNCIL MEMBERS OF THE HERITAGE PARK WORKING GROUP

- Tony Bridges
- Sue Hebborn
- Stan Hebborn
- Graham Martin

14.8 ELECTED COUNCIL MEMBERS OF THE WATTON AND SAHAM FLOOD ACTION GROUP

- Tomos Hutchings
- Keith Gilbert

15. COUNCIL REPRESENTATIVES/LEAD COUNCILLORS

Council Reps:

Chamber of Commerce – Stan Hebborn
 Mens Shed – Graham Martin
 SNAP Meetings – Gillian Tarrant
 Watton Sports Centre – Tina Kiddell
 Cadets – Keith Prince
 RAF Watton Families Club – Stan Hebborn
 Wayland Partnership – Tomos Hutchings
 Stevens Almshouses – no volunteer came forward

Lead Councillors:

Allotments – Don Saunders
Breckland Council - Don Saunders
Planning – Keith Gilbert
Cemetery and Grounds Maintenance – Don Saunders
Fireworks Event – Stan Hebborn
Festive Market – to be confirmed
Antiques Fair – Tina Kiddell
Bike Event – Tina Kiddell
Heritage – Tomos Hutchings
Provision for the Elderly – Don Saunders
Social Welfare – Don Saunders
Youth Provision – Tony Bridges
Market – Tina Kiddell and Tina Cruz

16. INTERNAL CONTROL OFFICER

Don Saunders will be the Internal Control Officer.

17. QUARTELY CHECK OF STAFF WAGES

The Finance Committee previously nominated Don Saunders for this role and he will continue.

18. MONTHLY INVOICES AGAINST PAYMENTS

Keith Gilbert and Tina Kiddell will check monthly invoices against payments.

19. BANK SIGNATORIES

Current agreed bank signatories were listed in the agenda pack. Peter Bishop will be removed as a signatory to be possibly replaced by Gillian Tarrant if necessary.

20. ARMED FORCES COVENANT

The Armed Forces Covenant was reviewed with no amendments suggested.

21. INTERNAL AUDITOR

It was resolved that Trevor Brown will remain as Internal Auditor for Watton Town Council for 2025/26.

22. NO PUBLIC PARTICIPATION (no members of the public present)

23. GRANT APPLICATION

The grant application submitted by Watton Carnival Committee was considered and it was decided to ask a representative from the Carnival Committee to attend a future Town Council meeting to answer questions about the grant request

24. CAR PARKS

It was resolved to pass the matter regarding the possible transfer of Breckland owned car parks to the Town Council to the Finance Committee for further investigation.

25. MUSEUM4WATTON LEASE

It was resolved to accept the Museum4Watton lease as presented.

26. PLANNING

PL/2025/0566/HOU Single storey extension to front of dwelling and 2-bay cart shed garage 95 Merton Road, Watton

No Comments

Item 3.2 Update from the meeting held 08.04.2025

Agenda Item No.	Update
7.2	Structural Report for the Clock Tower received and passed to the builders.
8.3	Casual Vacancies - The period during which electors might request an election to fill the casual vacancies on Watton Town Council has now elapsed. No requests were received, therefore the Council can look to advertising the vacancies and filling by co-option.
25	Museum4Watton lease completed and signed

Item 4.5 Clerks Report

Linden Court

It has been reported in the EDP that a suggestion has been made to Norfolk County Council regarding the possibly of converting closed care homes into community hospitals.

However the response from the Leader of the County Council was non-committal: “Adult social care are focused on the provision of community-based provision, which includes Norfolk First Support, who provide up six weeks of support and reablement in a person’s home. The provision of intermediate care beds is led by ICB.....”

Linden Court, which has recently closed, is said to be held by NCC Adult Social Services.

HR Meeting

Noted that the HR meeting scheduled for May 16th did not take place and has been postponed until June 12th.

Local Plan Update

The Clerk attended a Local Plan Update Teams Meeting on 20.05.25.






It was stressed that Breckland Council wishes to engage with the parishes and it is planned that meaningful consultation regarding the sites put forward for the Local Plan Update will take place with face to face meetings scheduled with parishes in June. Breckland Council Officers will also be scheduling a visit to each of the Town Councils.






Item 5

App 1 – Resolution List

The Works in Progress List has been checked against the Resolution List with suggestions/comments highlighted on the Works in Progress List.

Resolutions are needed from the Council where “**suggestions**” have been made on the Works in Progress List.

	Resolution	Date and Agenda item	Action	Link to 4YP/NP	Lead	Current Position – 21.05.25	Status
127	That a meeting should be held with the Thetford Road Allotment holders to update them on ownership and set a date for an “Open day”	22.04.25 9.3	Arrange meeting		Office	Meeting to be held on May 22 nd Report to be given at TC meeting on the 27 th .	
Happening!							
126	Apply to the Norfolk County Council Parish Partnership Scheme 2025 to help fund a dropped kerb to allow easier disabled access to the Bridle Road Play Area site	08.04.25 10	Apply for funding		Office	To do	
Office to do!							
125	Purchase a third SAM2 Vehicle Activated Sign as funded by the NCC PPS	08.04.25	Purchase SAM 2 sign		Office	Awaiting contact with Highways engineer	
Stalling due to no response from Highways – Office will “push”!							
124	That the Office should gather information on the provision of services for the elderly in Watton with the intention of presenting a report to Full Council in September 2025 to help enable the Council to make a proposal regarding how it might provide or support future provision	11.03.25 4.4i	Gather information		Office	EMO to take a lead.	
Allocated to EMO as future project							
123	To work with Saham Toney Parish Council to establish a joint committee of 6 persons to include 2 Councillors from each Council	25.02.25 11	Establish Joint Committee		Office	First meeting held 23.04.25 Next meeting scheduled for 09.06.25	

	which would form the Watton and Saham Flood Action Group						
Suggest 123 is removed							
121	Consider a contract with the preferred grounds maintenance contractor for provision of support for the TO's should one or both be off work	28.01.25 8.3iv			Office	To approach contractor	
Suggest 121 is removed – preferred contractor can be called upon if necessary							
120	Quote accepted to carry out the following works to the Clock Tower: <ul style="list-style-type: none"> • site inspection of the tower • review of the present quinquennial survey • production of a list of works and discussion of the list with a view to producing a minor schedule of works. 	14.01.24 15	Accept quote and arrange works		Office	Site inspection of the tower took place 30.01.25 Building Surveyor report received and forwarded to contractor	
Suggest 120 is removed once date for works to commence is received							
116	To establish a working group to prepare a long term staffing strategy.	22.10.24 7.3iii			Fin HR	Staffing Re-structure report received – To be looked at by HR Committee on 12 th June 2025	
Ongoing!							
114	To hold discussions with BDC regarding possibility that the Town Council can take over the car parks in the town	24.09.24 8	Hold discussions with BDC		Office	Awaiting revised Heads of Terms for lease of car parks. Agenda item for 27.05.25	
Ongoing!							
111	A policy relating to the use of council resources, such as the market gazebos, should be compiled.	10.09.24 11	Compile policy		Office	Draft report compiled. Deferred until after a meeting of the Market Working Group has been held	

Market Working Group Meeting to be scheduled							
109	To reconvene the Museum 4 Watton Working Group to discuss the needs of the lease before proceeding any further with Solicitors	27.08.24 4.7	Lease with solicitors		Office	Lease awaiting final signatures	😊
Once lease is signed 109 can be removed							
108	To undertake the recommended works to the Cantilever Swing at Lovell Gardens as quoted before the 2025 inspection	13.08.24 12	Schedule works before next inspection		Office	To book works in 2025	😊
Work is being scheduled – once booked 108 will be removed							
104	To produce a staff well-being policy	23.07.24 4.6	Compile policy		HR	All other HR policies have been implemented, Staff well-being policy to follow	😊
Office still to compile once other staffing policies have been finalised							
91	To research provision of Digital Signage at the 4 entrance points into Watton.	14.11.23 11	To research		Office	Westcotec informally approached. Agreement would be needed from Highways and costs would need to be investigated for power supplies for suggested locations.	😊
Suggest 91 is removed once decision made not to progress digital signage as apparent costs are thought to be too great							
85	Cllr Bridges to compile Play Area Policy	22.08.23 4.6i a,b,c,d	To present Policy to Full Council in 2025		TB	Awaiting Draft Policy	😊
Suggest Cllr Bridges liaises with the Office							
83	Old Christmas lights will be offered (untested), to local organisations in the following order: 1. Queens Hall 2. CHT 3. Other charitable organisations within Watton	08.08.23 9	Other local organisations to be contacted if any lighting remains.		Office	Queens Hall has taken a lot of the lights. CHT have been given 40m of Ice White icicle lights Suggestion made that the Town Council might use old lights at Church Walk. This is considered	😊

	4. High Street businesses Any remaining or non-working lights will be sold for scrap. Decision taken 12.11.24 to defer further decisions re. Christmas lights until 2025.					not feasible at the present time. Further discussion to take place with matter to be brought to Council again in April 2025. Another 3-year Christmas Lights contract has been awarded 08.04.25	
Suggest 83 is removed as three year contract was awarded 08.04.25 and once remaining obsolete lights have been sold (with proceeds to the Mayors Charity?)							
82	Landscaping of Portal Avenue Community Land.	08.08.23 7.3	Research landscaping.	4YP NP	Office	EMO to lead	😊
Allocated to EMO as future project							
	HR Committee to collate all existing policies relating to staffing into a Staff Policy and Procedure Handbook, to include any benefit packages that are appropriate	24.01.24 14.1	Collate policies into staff handbook	4YP	Office HR	Policies being collated	😊
Policies still to be tailored to the Town Council- Office to do							
78	Litter Bin on Norwich Road opposite Blenheim Way	10.01.23 10	Seeking permissions.		Office	Policy needed re: providing further bins	😊
Confirmation needed as to whether Town Council is prepared to provide further bins around the parish							
68	Seats – to undertake audit of seats around the parish.	11.10.22 5	Undertake audit of seats.		Town	DC and TO have begun an audit of all street furniture.	😊
Allocated to EMO as future project to populate Scribe Civil Asset Management Software							
66	To consider tree planting at Shire Horse Way once it is known whether any drainage works are to be undertaken at the site as part of the LLFA/WSA project.	23.08.22 9			Office	Liz Whitcher continuing to liaise with CC Flood Officer. Noted that Dereham TC budget to plant 10 trees of different species each year.	😊
Still awaiting confirmation of LLFA project - suggest removal of number 66 to be resurrected at appropriate time with relevant resolution.							
45	All initial urgent repairs recommended by the Quinquennial Inspection Report on Wayland Hall	14.09.21 6.1	Some works have been undertaken.	4YP	Office	April 26 th 2024 Finance committee recommendation	😊


	for which the Town Council are responsible for will be undertaken.					accepted: to follow the works as suggested in the review of the 2020 quinquennial report for Wayland Hall. Aerial Structural Report received Sept. 24. Gutters cleared. Chamber windows to be replaced.	
Office to review Quinquennial Report							
21	To commission audit of energy usage in Council premises.	22.09.20 5.1		4YP	Office	Work to heating system at Wayland Hall has been undertaken. see 77.	😊
Suggest this is incorporated within the review of the Sustainability Audit.							
13	Watton Town Council will consider model Climate Change Awareness Policies for possible adoption. To undertake a Town Council Sustainability Audit.	6 12.11.19 12 24.09.19	Clerk to investigate and present model policies to Full Council. To undertake Audit.	4YP	Clerk Office	Research being undertaken. EMO submitted Sustainability & Climate Change Awareness Report Suggested works on Lighting at Wayland Hall to take place by electrician – Works now complete	😊
Suggest review of Sustainability Audit to include Climate Change Awareness policies.							
4	To display photos of past Mayors in Council Chamber.	14/309	To collate photos and display.		Office	2 more photos to be obtained New photos will need to be taken.	😊
Suggest that a note is posted with the photos in the Chamber to state these 2 photos are unobtainable. Number 4 to then be removed.							

Item 7

Watton Town Council Grant Application Form

Please complete **all sections** of this form clearly.

A. Your Organisation

1.	Full name of organisation	WATTON CARNIVAL	
2.	Registered charity number (where applicable)	N/A	
3.	Year organisation established	WE BELIEVE IN THE 60's	
4.	What does your organisation do? Please give aims and objectives. If you have a publicity leaflet, please attach this too	AS A COMMITTEE WE WORK WITH LOCAL ORGANISATIONS I.E. SCHOOLS, CHARITIES + ORGANISATIONS TO PUT ON AN ANNUAL CARNIVAL FOR THE BENEFIT OF THE WHOLE COMMUNITY FROM THE YOUNG PEOPLE OF WATTON TO THE ELDERLY.	
5.	Please state whether your organisation is:	Watton based for Watton people?	Yes/ No
		Watton branch of a national organisation?	Yes/No
		Watton based serving a wider area?	Yes/ No
		Local organisation partly serving Watton? + SURROUNDING VILLAGES	Yes/ No
6.	Where are your organisation's headquarters		
7.	What is the total membership of your Organisation?	6 COMMITTEE MEMBERS	
8.	How many Members live in Watton?	4	

Due for review: Feb 2027
pg. 5 190225

B. Grant Request

9.	How much grant are you asking for?	£ AS MUCH SUPPORT AS POSSIBLE
10.	What is the total cost of the project?	£2 - 3,000
11.	What will you use the grant for?	THE MORE MONIES RECEIVED BY WAY OF A GRANT THE MORE ACTIVITIES COULD BE FREE OF CHARGE. INSURANCE ROAD CLOSURES ETC AMOUNT TO £1,500 MINIMUM TO ACTUAL PUT ON THE CARNIVAL IN EXPENSES.
12.	How many people in Watton do you estimate will be receiving help from the grant?	2 - 3,000 plus local ORGANISATIONS WHO HAVE STALLS.
13.	Are funds available from other sources? (If yes, please give details)	WE DO NOT RECEIVE ANY OTHER GRANTS.
14.	What fund raising efforts will your organisation be making	OTHER FUNDS ARE RAISED THROUGH STALL HOLDER FEES AND SPONSORSHIP FROM LOCAL BUSINESSES HOWEVER TIMES ARE HARD FOR LOCAL BUSINESSES.

C. Additional details

15.	Please indicate the age range of the beneficiaries of any award - e.g., young children/youth/adult/senior citizens.	0 - 90's. THE WHOLE COMMUNITY.
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16.	Please provide a set of your organisation's latest AUDITED ACCOUNTS , together with details of income and expenditure for the current year. If a large reserve and/or surplus is indicated in your latest annual accounts please explain why you are applying for additional funds.	ARE AUDITED ACCOUNTS ARE AWAITED BUT PLEASE FIND ATTACHED BANK STATEMENT AS AT 31/12/24. PLEASE ALSO FIND CURRENT STATEMENT. WE ARE SUBMITTING THE GRANT APPLICATION AS THE CARNIVAL DATE IS 13/7/25 AT WATTON SPORTS CENTRE.
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D. Statement in Support of Grant Request

17.	Please use this space to include a STATEMENT in support of your request. (This must include details of how your organisation meets the 'eligibility criteria' set out in the information pack included with this form. In addition, you should include details of the ways in which you would publicise how the Town Council has assisted you, if your application is successful)	THE GRANT IS SOUGHT FROM THE TOWN COUNCIL AS WE HAVE BEEN SUPPORTED FOR MANY YEARS AND THIS FINANCIAL SUPPORT IS VITAL FOR THE SURVIVAL OF THE WATTON CARNIVAL, WHILST SUPPORTING THE WATTON SPORTS CENTRE. IT IS ONE OF THE FEW DAYS A YEAR THAT THE WHOLE COMMUNITY CAN COME TOGETHER. WE SUPPORT BANDS FROM WAYLAND ACADEMY AND MANY SCHOOLS PARTICIPATE IN THE DAY. THE CHURCH SERVICE BRINGS TOGETHER THE LOCAL CHURCHES. IT IS A DAY OF CELEBRATION FOR WATTON.
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Your Account

Sort Code

Account Number



COMMUNITY ACCOUNT

01 December 2024 to 31 December 2024

Money In	£40.00	Balance on 01 December 2024	£66.41
Money Out	£0.00	Balance on 31 December 2024	£106.41

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
06 Dec 24		FPI	40.00		106.41

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			



Your Account

Sort Code

Account Number

COMMUNITY ACCOUNT

01 April 2025 to 25 April 2025

Money In	£250.00	Balance on 01 April 2025	£637.16
Money Out	£4.25	Balance on 25 April 2025	£882.91

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
02 Apr 25		FPI	20.00		657.16
07 Apr 25		FPI	10.00		667.16
14 Apr 25		FPI	100.00		767.16
15 Apr 25		FPI	20.00		787.16
22 Apr 25		FPI	20.00		807.16
22 Apr 25		PAY		4.25	802.91
22 Apr 25		FPI	20.00		822.91
24 Apr 25		FPI	60.00		882.91

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			



Your Account

Sort Code
Account Number



COMMUNITY ACCOUNT

01 March 2025 to 31 March 2025

Money In	£325.00	Balance on 01 March 2025	£316.41
Money Out	£4.25	Balance on 31 March 2025	£637.16

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
03 Mar 25	[REDACTED]	FPI	20.00		336.41
07 Mar 25	[REDACTED]	FPI	10.00		346.41
07 Mar 25	[REDACTED]	FPI	20.00		366.41
11 Mar 25	[REDACTED]	FPI	20.00		386.41
12 Mar 25	[REDACTED]	FPI	20.00		406.41
14 Mar 25	[REDACTED]	FPI	35.00		441.41
17 Mar 25	[REDACTED]	FPI	20.00		461.41
17 Mar 25	[REDACTED]	FPI	20.00		481.41
18 Mar 25	[REDACTED]	PAY		4.25	477.16
19 Mar 25	[REDACTED]	FPI	40.00		517.16
21 Mar 25	[REDACTED]	FPI	100.00		617.16
28 Mar 25	[REDACTED]	FPI	20.00		637.16

Transaction type

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

Item 8.2

Minutes from the Finance Committee Meeting held on May 16th 2025 at Wayland Hall

Present: Don Saunders (Chairman), Stan Hebborn, Sue Hebborn, Gillian Tarrant
Officers Present: Jane Scarrott

1. No Apologies for absence received.
2. No Declarations of Interest made.
3. Minutes of the meeting held on 11.04.25.
 - i. The Minutes of the Finance Committee Meeting held on 14.04.25 were confirmed as correct and signed by the Chairman of the Finance Committee.
 - ii. Update from the Minutes of the Meeting 14.04.25
 - The commissioned structural report of the Clock Tower has not yet been received from the building surveyor.
 - Once the Council Internal Emergency Plan has been reviewed information will be shared with the Chairman of the Council. It was suggested the Chairman should have access to a set of keys to Wayland Hall.
 - Noted that the grant applied for by CHT to help fund resurfacing of the Community Hub car park was not successful and therefore the £1000 allocated by the Town Council to support the works will not be called upon at this time.
 - A request was voiced for East Road to be added as a further location for the planned third SAM2 sign.
 - iii Other items raised by Full Council – car parks.
4. Car Parks – At the Full Council meeting on 13.05.25 the possible transfer of the three Breckland Council owned car parks in Watton to the Town Council was passed to the Finance Committee for further consideration.

The most recent communication received from Breckland Council regarding the town's car parks was considered and it was felt the Finance Committee should recommend to the Full Council that Don Saunders, as Chairman of the Finance Committee, and the Clerk should continue discussions with Breckland Council. A possible response to Breckland will begin to be drafted. Once amended Heads of Terms for a lease of the car parks, including a clause for possible freehold purchase, has been received the Town Council will be more informed to make a decision as to whether it wishes to proceed with taking over management of the car parks.

5. Bank Reconciliation

The Finance Committee members were issued with a Bank Reconciliation dated 30.04.25 which was checked and signed by the Internal Control Officer.

Members were presented with a list of regular contractors used by the Town Council and a Regular Payments List. These documents will also be shared with all Councillors.

6/7. It was noted that a petrol blower is to be purchased for use by the Town Operatives (approx. cost of £400) and another skip will be hired for clearing rubbish at the Thetford Road Allotment Site at an expected cost of £360.

8. Members were presented with end of year accounts but were informed the Internal Audit is still to take place.

9. Review of Four Year Forecast

The Four Year Forecast will be kept in review bearing in mind the present Council is now over half way through its Term of Office.

10. Date of the next meetings

HR Committee: Noted that the HR meeting scheduled for Friday 16th May 2025 did not take place and the next HR Committee meeting will be held on **Thursday June 12th @ 11.00am.**

Finance Committee: **Thursday June 12th @ 10.00am.**

Recommendation to Full Council: that the Chairman and Clerk are instructed to continue discussions with Breckland Council regarding the future management of the three currently owned Breckland car parks in Watton.

Item 9

Clerk, Deputy Clerk and Town Mayor attended Local Government Re-organisation Parish and Town Council engagement session on 15th May at the Queens Hall.

A copy of the presentation slides is attached as App 2

Item 10

App 3 Standing Orders and App 4 Financial Regulations

Item 10.1

Proposals from the Chairman

At the Annual Council Meeting the question was raised regarding whether the Chairman should propose a nomination for the position of Vice-Chairman.

There is nothing to say a Chairman cannot make a proposal but some debate as to whether they should.

It could be written into Standing Orders that a Chairman should not make any proposals, or specifically, they should not nominate the Vice-Chairman, but the National Association of Local Councils model standing orders, which the Town Council has adopted, are silent on this.

It is however suggested the Chairman should remain neutral and focus on facilitating debate.

As the presiding officer, the Chairman is expected to remain impartial during discussions and if a Chairman does propose motions it could be seen as compromising their role as a neutral facilitator.

Item 11

App 5 Risk Management Plan

Item 12

App 6

A renewal of £6,081.50 has been received from the Town Councils current insurance provider. (The policy will need a few tweaks) It is believed that the price quoted is for 1 year but previously a 3-year agreement was agreed. Does the council want to sign up for another 3 years?

We have requested another quote from Zurich but may not receive this in time for the meeting. Would council be happy for the office to decide?

Item 13

VJ Day Event Proposal

Coming off the back of the success of the VE Day event, it was discussed with Phil Kibler whether we could light the beacon at the Loch for VJ Day on Friday 15th August at

The proposed plan is to incorporate the Sports Centre 'Foodie Friday' Event in with the lighting of the beacon and ensure that the food stalls on the day are somewhat suitable for the event. Then have a procession and lighting of the beacon in line with national celebrations on the day.

I have already spoken to Town Crier Mike, and he is pencilled in the date. Regarding financing the event, Phil asked just for a contribution that covers the cost of lighting the beacon. He estimates that this costs around £100 – we gained £90 in stall holder fees from the VE Day event so I thought that it would be a good use of money to put that toward the beacon lighting cost. There is also still additional funding left in the Commemorative Event budget for this year.

It would be recommended that instead of giving the money to the sports centre, we ask them for invoices for the beacon lighting supplies.