



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 13th May 2025 at 7.00pm for the purpose of transacting the following business.

A handwritten signature in black ink, appearing to read 'Jane Scarrott'.

Jane Scarrott – Town Clerk

May 7th 2025

1. To elect the Chairman/Town Mayor for the year 2025/2026 – 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 2025/2026
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 April 22nd 2025 are a true and accurate record

7.2 To receive update on items from the previous meeting if not agenda items for this meeting

8. TO RECEIVE REPORTS

8.1 Chairman's Report

8.2 Vice Chairman's Report

8.3 Clerks Report

i. Councillors to request hard copies of Agenda Packs

ii. Devolution update

8.4 HR Committee Annual Report

8.5 Finance Committee Annual Report

8.6 Cemetery Working Group notes from last meeting

8.7 Watton Neighbourhood Plan Steering Group

8.8 Church Walk Working Group Update

8.9 Museum 4 Watton Working Group Update

8.10 Loch Neaton Working Group – No meeting since 2021 therefore no report

8.11 Charlotte Harvey Trust Management Committee – Report given at Annual Town Meeting

8.12 Emergency Plan Update

i. To appoint an Emergency Plan Lead Councillor

8.13 Market Working Group Update App1

8.14 Heritage Park Working Group Update

8.15 Any other reports from Lead Councillors

i. Festive Market

ii. Police Priority Setting Meetings (SNAP)

9. MEMORANDUMS OF UNDERSTANDING

9.1 Loch Neaton

9.2 Sports Centre Play Area

9.3 CHT

10. To note report from Events and Marketing Officer

11. To note report from Community Projects Officer

12. To accept Terms of Reference for HR and Finance Committees, NP Steering Group, Working Groups and Lead Councillors

i. To agree to remove “Members must be members of Watton Town Council” clause 5

13. Committee Members

13.1 To elect HR Committee Members

13.2 To elect Chairman of the HR Committee

13.3 To elect Finance Committee Members

13.4 To elect Chairman of the Finance Committee

14. Working Group Members

14.1 To confirm Council members of Watton Neighbourhood Plan Steering Group (NP)

14.2 To elect Church Walk Working Group Members

14.3 To elect Cemetery Working Group Members

14.4 To elect Market Working Group Members

14.5 To elect Council members of Museum4Watton Working Group

14.6 To elect Council members of Watton Sports Centre Working Group

14.7 To elect Council members of Heritage Park Working Group

14.8 To elect Council members of WASFAG Working Group

15. To agree Reps and Lead Councillors

16. To appoint Councillor as Internal Control Officer (Financial Regulations 2.2)

17. To appoint Councillor to undertake a quarterly check of staff wages

18. To appoint two Councillors to check monthly invoices against payments to be made

19. To confirm bank signatories

20. To review the Armed Forces Covenant

21. To agree that Trevor Brown will remain as Internal Auditor for Watton Town Council for 2025/26

22. PUBLIC PARTICIPATION

23. To consider Grant Application received from Watton Carnival

24 To accept information on car parks and to agree to refer to Finance Committee for further investigation

25 To accept Museum4Watton Lease App 2

26. PLANNING

26.1 To consult on planning applications received since the last meeting

26.2	PL/2025/0566/HOU	Single storey extension to front of dwelling and 2-bay cart shed garage	95 Merton Road, Watton	Breckland Breckland Online Application 197591
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Item 7.1

Minutes of the meeting of Watton Town Council held on

Tuesday 22nd April 2025 at 7.00pm in the Council Chamber at Wayland Hall

Councillors Present: - Don Saunders - Chairman, Peter Bishop, Keith Gilbert, Tomos Hutchings, Tina Kiddell, Graham Martin, Kathryn Stallard, Gillian Tarrant.

Officer present: Jane Scarrott Clerk

1. APOLOGIES FOR ABSENCE RECEIVED AND APPROVED from

Tina Cruz, Stan Hebborn, Sue Hebborn, Keith Prince, Catherine Turley-Long, Steve Turley-Long.

2. NO DECLARATIONS OF INTEREST MADE

3. MINUTES

3.1 The Minutes of the meeting held on April 8th 2025 were accepted as a true record and signed by the Chairman.

3.2 Updates from items raised at the meeting on April 8th 2025 not agenda items for this meeting:

- Structural Engineer attending the Clock Tower on 29th April.
- Four members of staff have now undertaken training to access data from the Footfall Cameras recently installed in the High Street.

4. REPORTS

4.1 Chairman's Report

On April 11th the Chairman attended the Breckland Civic Reception, and on April 15th the Family Fun Day at the Charlotte Harvey Community Hub and the Annual Town Meeting held at Watton Sports Centre.

4.2 Vice-Chairman's Report

The Vice-Chairman attended the HR Committee meeting on April 11th and on April 15th the Family Fun Day at the Charlotte Harvey Community Hub and the Annual Town Meeting held at Watton Sports Centre.

4.3 District Councillor's Report

District Councillor Keith Gilbert has taken photographs of the flags recently re-positioned on buildings in the High Street to show how they have once again furled around the poles. Breckland Council will be informed and it will be stressed that the Town Council did not want such flags. It is disappointing that the flags are unsightly and unfunctional.

4.4 County Councillors Report

No report received from County Councillor Claire Bowes.

4.5 Clerks Report as presented in the agenda pack with verbal update given:

- Middle Street – The Town Council has received Norfolk County Council's (NCC) latest draft of proposed works for the "Market Square" in Middle Street. NCC is now moving into the detailed design stage.
- Sports Centre Skate Park - Notification has been received from the Breckland s106 officer that additional funding will be released for approved Skate Park.

- Safer Street Wardens – Breckland officers are to attend before the Town Council meeting on Tuesday 27th May from 6:15pm to give a presentation on the Safer Street Wardens Initiative.
- Industrial Solar Farm across Mid Norfolk between Swaffham and Dereham- Invite received for Parish / Town Council meeting with George Freeman on Friday 25th April.

4.6 Lead Councillors Report

No reports given.

5. WORKS IN PROGRESS

The Works in Progress list was noted.

It was suggested that the Works in Progress should be thoroughly reviewed at the Full Council Meeting on May 27th with a view to revisiting some of the resolutions which may no longer be relevant.

6. PUBLIC PARTICIPATION

No members of the public present.

7. FINANCE

7.1 Payments for April 2025 were approved for payment as on the list presented prior to the meeting.

7.2 The draft minutes from the Finance Committee held on 11.04.25 were noted.

8. DEVOLUTION AND LOCAL GOVERNMENT RE-ORGANISATION

E-mail received from Breckland Councillor Bill Borrett, Executive Member for Devolution & Local Government Reorganisation forwarded to Town Councillors 16.04.25.

9. ALLOTMENTS

9.1 **It was resolved** that an allotment plot could be provided for use by a community group but that the charge of £25 should be made, as it is to other allotment holders.

9.2 **It was resolved** to keep the Thetford Road Allotment site known as “The Thetford Road Allotment Site”.

9.3 **It was resolved** that a meeting should be held with the Thetford Road Allotment holders to update them on the ownership of the site and to set a date for an “Open Day” to be held on site.

10. GAZEBOS

10.1 Market Gazebo Report received as presented in agenda pack.

10.2 It was agreed to defer any decisions regarding future use of the market gazebos until after a meeting of the Market Working Group has been held.

10.3 It was agreed to defer agreeing the Policy for Borrowing Council Equipment until after a meeting of the Market Working Group has been held as the policy includes use of the gazebos.

11. WATTON & SWAFFHAM FLOOD ACTION GROUP (WASFAG)

A request has been received for the Town Council to continue to fund the WASFAG website. In principle the Council is willing to contribute but a decision will be made once the website has been discussed by WASFAG at the meeting scheduled for 28.04.25.

12. CHURCH WALK

The Chairman has been making enquiries regarding the possible installation of solar powered bollards along Church Walk. Norfolk County Council will be approached regarding permissions that would be needed and whether funding would be available through the Parish Partnership Scheme.

It was noted there has been no update regarding the installation of a security camera at the east end of Church Walk or of the additional streetlight for the Walk.

13. PLANNING

For information Only - PL/2025/0485/TCA, T1- Ash Sectional fell clear and cut to 10-12 ft, Dereham Road Watton. IP25 6ER

The Chairman announced that as from the end of the meeting Councillors Peter Bishop and Kathryn Stallard have resigned from the Council.

14. Resolution passed to exclude the public and press.

14.1 HR - Council informed that the Chairman of the HR Committee, the Clerk and Deputy Clerk are to meet on 28.04.25 with the consultant who has produced a report for the Town Council regarding possible workforce reorganisation.

Item 7.2 Updates from meeting held on 22.04.25

Agenda Item	Update
3.2	Structural Engineer visited the Clock Tower on 29.04.25 – awaiting report.
9	Community group no longer wants allotment plot
10	Market gazebos will be considered once a meeting of the Market Working Group is held.
11	WASFAG meeting held on 28.04.25. Suggestion from 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. If STPC makes a decision at its meeting on 11.05.25 to make a donation of £129 to Watton Town Council it is suggested the TC pays the invoice.

Item 8.3 Clerk's Report

Finance Report

The Town Council financial year runs from April 1st to March 31st.

Members of Watton Town Council are provided with regular end of month bank reconciliations and finance updates detailing expenditure and income. Consideration is given to reports both at Finance and Full Council meetings.

The annual budget and Precept requirement for 2024-25 was formally approved at the Full Council Meeting held on January 9th, 2024.

The Precept for 2024-25 was set at £427625. The budget need of £533175 to be supported through income and some funding from general reserves. The expected input needed from general reserves being £63,000.

End of year figures will be finalised when all invoices relating to March 2025 have been received and paid.

Any overspends within cost centres can either be off set by incomes or virement can be made within the relevant cost centres. It is anticipated that the predicted overall budget figure will be much as predicted and as planned, money will be used from reserves where overspends have occurred.

2024/25 Budget for Cost Centres

Administration £49500 (Legal, phones, insurance, office expenses, elections)

Grounds Maintenance £73600 (Cemetery, open spaces, play areas, flowers, youth provision)

Premises £75075 (Unit, Clock Tower, Wayland Hall, Toilets, Market)

Events £44500 (includes Christmas lights)

Grants Allocation £7500

Health & Safety £1500

Staff £273500 (salaries, well-being, pensions, training, NI)

Vehicle £8000

TOTAL £533175

Of note the expectation is that the 24/25 expenditure may exceed the budgeted figure but spending above or not allocated within the budget has been agreed where necessary and will be taken from reserves

The Town Council Bank Reconciliation on 31.03.25 stood at £577,535.80.

It is anticipated that the end of year accounts will be presented either the end of the month meeting or the first meeting in June.

Councillors attendance at Meetings

[Attendance-Cllrs-202425.pdf](#)

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 meetings:

Thetford (in person/online) Wednesday 9th July 2025 Oxborough Village Hall 6.30pm [Join the meeting now](#)

Attleborough (in person/online) Thursday 10th July 2025 East Harling Old School Hall 6.30pm [Join the meeting now](#)

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

Dereham (in person/online) Wednesday 23 July 2025 Breckland District Council Office 7pm [Join the meeting now](#)

Swaffham (in person/online) Monday 25th July at Necton Community Centre 7pm [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.

Share your feedback to help recover and enhance Norfolk's diverse landscape, wildlife and habitats.

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

"We recently contacted you to inform you that we are 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 you to discuss the Local Plan in general, the next steps, and to share any comments you may have.

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. Unfortunately, we are limited to 70 people attending in person at Elizabeth House in Dereham, so places will be allocated on a first come, first served basis.

If you would like to attend in person, please let us know as soon as possible by contacting: joanna.elks@breckland.gov.uk

If you are attending online, we will send you the link closer to the time. Online participation will not be limited. If your Council has any specific questions regarding the Local Plan, it would be helpful if these could be shared in advance so that we can attempt to address them during the initial presentation from the team.

Site allocations are a significant part of the Local Plan process, and we very much welcome your engagement throughout. Please note that this round may feel slightly different due to the challenging housing target set by the Government.

We look forward to seeing you on the 20 May”

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.



Chief Executive's Office
County Hall
Martineau Lane
Norwich
NR1 2DH

Email: LGR@norfolk.gov.uk

Date: 6 May 2025

Dear Chair

Help shape the future of local government in Norfolk

The Leader of Norfolk County Council wrote to you recently explaining that the Government wants to change the way that councils are organised across the country.

In Norfolk, the county council runs some services (like education, adult and children's social care and roads) and the seven district, borough and city councils run other services (like planning, housing and refuse collections.) The Government wants to see all eight councils replaced with fewer unitary councils - which would be responsible for all services in their area.

When the Government decided to re-think local government arrangements in Norfolk, the Minister wrote and asked the county council and the district, borough and city councils to submit proposals about how things could work and how many Unitary councils might be needed.

This is major decision and at Norfolk County Council we don't want to jump to any conclusions - we want to look at all the evidence first. We have been gathering data on costs and services to help inform our decision making and want to hear from community-based organisations about what matters to them and the local areas they represent before focusing in on a preferred option.

We have an opportunity to build on the best features of our current councils and create something that delivers efficient and effective services, with strong community links. We want the needs and priorities of local people in your area to help shape any new local government structure.

How Parish and Town Councils can be involved

Norfolk County Council is posing a series of questions and will use the replies to help draw up plans for a future council structure. The feedback form is available until 20 May 2025 at www.norfolk.gov.uk/lgrfeedback and people can answer as many or as few questions as they wish to and we would ask you to encourage your parishioners to respond.

We also want to hear from your council to gather even more insight into what matters in your community, so will be holding some in-person events in local areas and an online meeting with parish and town councils to hear what you have to say. We would welcome members of your council to attend any (or all) of these meetings.

The in-person events will take place at:

- **The Small Barn, Knights Hill Hotel and Spa - King's Lynn**

Knights Hill Village, King's Lynn PE30 3HQ Tuesday 13 May from 5.30pm to 7.30pm

- **The Ragnar Hall, Viking Centre - Sprowston**

Tills Rd, Sprowston, Norwich NR6 7QZ Wednesday 14 May from 6.00pm to 8.00pm

- **Queens Hall - Watton**

Norwich Road, Watton, Thetford IP25 6DA Thursday 15 May from 2.30pm to 4.30pm

- **The Cedars - North Walsham**

New Rd, North Walsham NR28 9DE Friday 16 May from 5.00pm to 7.00pm

- **Tiffany Room, Central Hall - Wymondham**

6A Back Lane, Wymondham NR18 0QB Monday 19 May from 7.00pm to 9.00pm

- **The Carnegie Room, the Library - Gorleston on Sea**

Lowestoft Rd, Gorleston-on-Sea NR31 6QU Wednesday 21 May from 4.00pm to 6.00pm

Online event

Tuesday 20 May 6.30pm - 8.00pm.

Further information is provided at the end of this letter and in the attached 'joining teams meeting' instructions for PC and phone.

On the day of the meeting, please use the link below to join. If you are unable to click on the link, you can also open Microsoft Teams on your device and join using the meeting ID and passcode provided below.

Microsoft Teams link: <https://bit.ly/3GQ9qvZ>

Meeting ID: 383 231 752 220 6 Passcode: 63qh2Xx3

To help make best use of the time available, at the in-person meetings especially, we have identified a few points that we are particularly keen to get views on which you might want to share with your colleague councillors ahead of the meeting. These are:

- What is currently working well with local services in your area and what could be better?
- What challenges does your local area face and what would help both the people and place to flourish?

To help us plan, please tell us who from your council will attend and which meeting(s) they intend to come to (including the online meeting) by emailing LGR@norfolk.gov.uk

We will want to continue to engage with your council as we progress towards our final submission to Government in the Autumn, so please do keep an eye out for further emails over the next few weeks.

More information

You can find out more about local government reorganisation at www.norfolk.gov.uk/LGR and by subscribing to the county council's email bulletin, Your Norfolk Extra: www.norfolk.gov.uk/yournorfolkextra

If you have questions about the above, or any observations or comments about local government reorganisation, please email LGR@norfolk.gov.uk.

And finally...

We know that the rules around contact details for parish and town councils will be changing over the next year or so. If your council email address or other key information is updated please do let us know by emailing communities@norfolk.gov.uk so we have a way for our highways and other teams to get in touch if they need to.

Yours sincerely



Tom McCabe
Chief Executive

Online meeting information:

The meeting is scheduled to start at 6.30pm on Tuesday 20 May. You are welcome to join at any point during the meeting.

Joining the online meeting

On the day of the meeting, please use the link below to join.

Microsoft Teams link: <https://bit.ly/3GQ9qvZ>

If you are unable to click on the link, you can also open Microsoft Teams on your device and join using the meeting ID and passcode provided below.

Meeting ID: 383 231 752 220 6 Passcode: 63qh2Xx3

Joining instructions

If you need to, you can refer to the relevant 'joining teams meeting' document attached to the email for detailed instructions on how to join the meeting using either a computer or a mobile device.

Participation during the online meeting

Instructions on how to ask questions or provide comments will be provided at the beginning of the event.

Difficulties in the online meeting

If you encounter any technical difficulties once you are in the meeting, we will have someone available to try to assist you. However, please note that our support may be limited since you are using your personal computer or mobile device.

Item 8.4

Watton Town Council – HR Committee Report (Annual Meeting Summary)

Council staff continue to work hard, often behind the scenes. While their efforts are not always visible to the public, they remain essential to the delivery of our services.

Unfortunately, some public interactions remain complaint-heavy, with little recognition. This report aims to reflect their work for the last 12 months and the support HR have given the staff.

Over the past year, we've seen new HR challenges—driven largely by increased workload and team growth. We've welcomed Steve (Town Operative) and Lorren (Events & Marketing Officer), who have both made strong contributions.

The HR Committee, with Council's backing, has taken several steps to invest in staff and improve working conditions. We have:

- Strengthened our contract with CBR for HR support, providing the Clerk with enhanced advice.
- Implemented staff/vehicle tracking and communications, specifically to support staff when lone working.
- Worked constructively with the Finance Committee on crossover matters, avoiding unnecessary delays.
- Invested in staff training and wellbeing, including external training days and Occupational Health access.
- Completed a comprehensive review of all staff contracts and job descriptions, with active staff involvement and positive outcomes. I hope to report on this further once the outcome report has been signed off.

Although we are unable to pay staff overtime, staff continue to show flexibility when asked to step outside the usual routine, with their only compensation being TOIL. In recognition of their efforts for last year, Council funded a team Christmas meal in December, which was well supported and appreciated. I would like to think that this has set a precedent.

As a Committee, our work is ongoing and hopefully has shown a significant improvement to previous working conditions and staff support.

Finally, a reminder to all Councillors—please take a moment when you see staff out and about to engage with them and ask what they're working on. It goes a long way in building respect, understanding, and team morale.

Councillor Stan Hebborn

Chairman HR Committee.

4th May 2025

Item 8.5

FINANCE COMMITTEE 2024 - 2025

Members of the Finance Committee during this period:-

Councillors Kathryn Stallard (Chair), Peter Bishop, Stan Hebborn, Tina Kiddell, Don Saunders.

Officers attending:-

Jane Scarrott - WTC Clerk (RFO), facilitated and supported the meetings and work of the Committee.

Michelle Thompson - Deputy Clerk also attended meetings and supported the work of the Committee.

Lorren Woodgett (EMO), attended a meeting to give an report re the events budget.

Meetings held:

10 meetings were held during the year. A joint meeting with the HR Committee was also held.

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 2025 - 26 and calculating an appropriate precept.

Review and monitoring of the 4 Year Planning Framework.

Consideration of legal issues.

Reviewing Policies.

Discussions concerning a range of financial matters including

Council Contracts; Maintenance Issues; Utilities Costs, Staffing Matters; IT Hardware and Software; Council Projects and Priorities; Setting of Fees Within the Council's Remit; Grants; Donations.

Consideration of Memorandums of Understanding with specified Charities

Specific activities also included consideration of:-

Legal advice (Transfer of Thetford Road allotments to WTC ownership and Museum 4 Watton renewal of Lease).

The status, maintenance and repair of the Church Walk gates.

New equipment for use by TOs.

Support for CHT/WTC Summer Fun Days, (now holiday Family Fun Days).

Staff training.

Review of Grants & Donations Policies.

The carparks in Watton ie the possibility of supporting the continuation of these as a free provision.

The request from a Charity for an interest free loan.

Matters of Recommendations accepted by Full Council included:-

Council to ensure an amount equal to 50% of Annual Budget to be held in reserve to cover all legal requirements.

Investment with CCLA Investment Management Ltd.

To set up a Heritage Park Working Party to begin planning for future use of site.

The production of a long term staffing strategy (HR/Finance Committees).

Purchase 2 inside pages of new Watton and Wayland times (monthly issues).

Purchase of second van for use by TOs.

Refurbishment of Gazebos.

Christmas Lights contract.

New Ground Maintenance Contracts.

Purchase of Footfall Cameras.

Further use of HR Consultancy.

Use of Force 8 to provide security provision at specified WTC events.

To accept transfer of ownership of Thetford Road allotments to WTC.

To accept consultancy advice on maintenance work needed on Clock Tower and Wayland Hall.

Budget 2025 - 2026

It should be noted that in setting the Budget for this financial year, the Committee was particularly mindful of the following:-

1. Rising energy costs
2. Increased maintenance demands given the age and heritage status of the Clock Tower and Wayland Hall in particular
3. Increased staffing costs (NI increases and a larger staffing complement)
4. Greater levels of activity by the Town Council
5. The future impact of continual use of reserves
6. The current climate of economic hardship for many paying local Council taxes

This was considered within the overall responsibility of the Council to set a realistic working budget that would not lead to a deficit situation.

Although the Committee in its recommendations on the Budget felt it had worked hard to produce this, it will be particularly important this year to monitor all spending against predicted budget figures and any impact on reserves.

Item 8.6

Notes from the Cemetery Working Group Meeting held 11.03.25 at Wayland Hall

Present: Peter Bishop (Chairman for the meeting), Tony Bridges, Keith Gilbert, Stan Hebborn, Sue Hebborn, Tomos Hutchings, Graham Martin, Kathryn Stallard, Don Saunders and Gillian Tarrant

Apologies received from Tina Cruz, Tina Kiddell, Cat Turley-Long and Steve Turley-Long.

1. Number of ashes in a plot

On guidance from the undertakers it is accepted that 3 sets of ashes can be accommodated in one plot. This number is dependent on if the ashes are contained and if a re-opening is taking place whether it is known where previous internments have been placed.

It was agreed that a maximum of 4 sets of ashes should be interred in a single plot unless there are reasonable extenuating circumstances.

Undertakers will be approached for further advise.

2. Number of vases per grave

Currently the Cemetery Rules state that two vases are permitted per grave.

It was agreed that a double grave could be permitted 4 vases but that would be a maximum amount on any grave.

3. Memorial size

In the Cemetery Rules the curtilage of the grave dictates the size of the memorial. There is no given height restrictions.

The stone mason will be asked for some guidance re. height of memorials.

Memorial foundation stones should be laid flush to the ground and the stone mason will be also be asked why recent stones appear quite prominent.

4. Excess soil

There is understanding that excess soil from grave digging should not be removed from the Cemetery as the site is consecrated.

Those present felt every effort should be made to use the excess soil to level sunken graves.

5. Pre-purchase of ashes plots

It was agreed that, as with burial plots, there should be no pre-purchase of ashes plots apart from an adjacent plot at the time of interment.

6. Bad-debt

It was agreed, as with any other outstanding invoice, the bad-debt for use of the Cemetery will be passed to the small claims court.

Item 8.7 Neighbourhood Plan (NP)

The Watton Neighbourhood Plan was finalised and adopted in January 2024. It is considered that Neighbourhood Plans stand for 5 years.

Does the Council still wish to form a Watton Neighbourhood Plan Steering Group at the present time? Should implementation of the suggestions within the Plan be reviewed?

Item 8.8

Church Walk Working Group

Church Walk working group met twice in the past year, on the 16th of July and 12th of August.

Christmas Lights

The possibility of having Christmas lights down Church Walk was explored by the Deputy Clerk and EMO, meeting with Cozens (the Christmas light provider for the main high street), as well as two other electricians. The quote for new lights was too expensive and so the option of using existing lights stored at the unit was explored.

It was deemed that the existing lights were too high of a voltage to be put down Church Walk at the height that the trees would allow. It was concluded that the team would look at lighting down Church Walk again at a later date.

Bulbs

Councillor Martin liaised with Myhills and acquired two bags of daffodil bulbs at cost price, these were planted down the left-hand side of Church Walk. These took nicely and bloomed in Spring (pictured below – pictures by Anne)

Other items

The Old School House ownership was explored by the EMO, the MOD confirmed ownership but when questioned regarding any maintenance plans of the building due to furthering deterioration, her emails were not responded to.

The TO's have been continuously working on the restoration of the Walsingham Gates, with one end being fully cleaned down and repainted and the other end being worked on currently.



Item 8.9 Museum 4 Watton

A report from the Museum 4 Watton was produced for the Annual Town Meeting.

Copy can be seen in the Annual Town Meeting Agenda Pack on the Town Council website

[Annual-Town-Meeting-2025-Agenda-Pack-website.pdf](#)

Item 8.11 Charlotte Harvey Trust Management Committee

A report from CHT Management Committee was given at the Annual Town Meeting.

Copy can be seen in the Annual Town Meeting Agenda Pack on the Town Council website

[Annual-Town-Meeting-2025-Agenda-Pack-website.pdf](#)

Item 8.12

Watton Emergency Plan

Watton does not currently have an Emergency Plan. It is however something Watton & Saham Flood Action Group have considered in relation to flooding and it is of note that Saham Toney Parish has an Emergency Plan which covers scenarios other than flooding.

Is this something WASFAG could also be asked to look at?

Item 8.13

Lead Market Councillor Report for Watton Town Council 13th May 2025

Table of Contents:

1. General Market Update
2. Progression of Watton Weekly Market through May 2024 - May 2025
3. Representation of working groups
4. Personal works on Youth Provision and Open Space

1: General Market Update:

To uphold an 821-year-old charter is a privilege, and to regenerate our community through heritage is perfectly in line with Watton Town Council priorities.

We now have double the stalls, extra banners and signage, an online presence through Facebook, and monthly adverts in the paper due to the efforts of the Events and Marketing Officer and other Watton Town Council staff. Watton Weekly Market has seen a visible regeneration in quality and quantity of stalls in our historic market.

This has translated into many compliments from residents, stallholders and nearby businesses owners. An increase in visibility through The Market, flower boxes and community engagement will return a better quality of life for all and hopefully a better perception of local government in challenging times.

There have been challenges this year, such as bad weather during winter months, strong winds down Middle St and new additions to the Market Team who have steadily gained experience and made connections. Our staff have applied themselves to provide their best for The Market and its stallholders.

2: Progression of Watton Weekly Market through May 2024 – May 2025:

- During 2024 the Market did well, boasting 9 stalls at its peak.
- The winter months and slower footfall put off new stall holders from coming back.
- Warmer weather these past weeks has already picked up footfall again.
- Compliments from residents and business owners.
- Only 1 incident happened during this period that was resolved swiftly.

For addition information, please see below the Market Log attached as an appendix created and kept up to date by Cllr TH and Events Officer for reference by staff and future councillors.

3: Representation of Working Groups

Museum:

It is a privilege to volunteer at the Museum every Saturday, where I meet a wide variety of peoples from sons and daughters of veterans to curious teenagers who are all equally surprised that so much history has been collected at the Museum.

I'm happy to continue to represent the council for this.

Wayland Partnership:

Attending the meetings at Wayland House with partners from up to 13 parishes has been successful in communicating WTC plans and ongoings with others, while also learning about their parishes and community groups.

I compiled a report for The Wayland Partnership, which was well received by them, as well as David Dent from The Chamber of Commerce. It focused on a young voice giving reason and information to the Digital Creative Media Centre proposals.

Church Walk / Loch Neaton / Charlotte Harvey Trust / Watton and Saham Flood Action Group / Cemetery:

It is also a privilege to be hold responsibilities under x2 charities of The Charlotte Harvey Trust and Loch Neaton Recreation Ground.

I have supported works done through the remaining working groups listed and hope to create and campaign promotional material for the Watton and Saham Flood Action Group.

4: Personal Works on Youth Provision and Open space

To protect open spaces, I have:

- Started a conversation around the Community Centre butterfly garden. It is required to be open/green space and has been maintained by volunteers and the cadets. Anglian Water has shown interest in works around the Community Centre for water retention.
- I volunteer at Loch Neaton as a Trustee, to pick up rubbish and tidy weeds.
- Self-assessing footpaths and bridleways in our town boundary and self-reporting the information to relevant bodies.
- Part of the Church Walk working group.
- Part of the Watton and Saham flood action group.
- Opened up communication with Norfolk Wildlife Trust about Wayland Woods with assistance from Claire Bowes and Breckland's Lead Planning Officer.

To ensure youth provisions, as per NALC's understanding of a Town Councillor's role in civic engagement, support into the workforce and improving quality life I have:

- Held communications with Community groups such as YAB, Thetford Family Hub, Scouts, Young carers, students from Wayland Academy and other charities such as Active Norfolk, Benjamin Foundation and Joe Dix Foundation.
- I attended the Youth Festival at Watton Sports Centre in which I was made a representative of the Council by ex-councillor Tobi positively calling me out on the microphone.
- I have supported Museum for Watton in hosting Watton Junior School.
- I have volunteered several times at the Charlotte Harvey Community Fun Days, helping to run craft activities and maintaining a bit of order and cleanliness in the hall.
- Inspired my peers through the Youth Forum at Norfolk Wildlife Trust with my story and experiences.
- Showed young people a friendly face in local politics. My friends have definitely learned a little about local governance from me and they show interest in learning about their town in a suitable manner.

Written by Cllr Tomos Hutchings

Item 8.14

Heritage Park Working Group

Heritage Park working group met twice in the past year, on the 17th of July and the 8th of October.

Ideas for Space Usage

A piece was put out in the Watton and Wayland Times asking for public participation as to what the public would like to see at Heritage Park when it is complete. It was stressed that this was a long-term project, and all of the responses were considered and brought to the working group for discussion. The majority of the public concluded that they would like to see it left as a natural looking park, with lots of nature-focused features. Accepted ideas included: a fenced off area for dogs, perimeter pathway with regular benches, wildflower areas/orchard/wooded areas, small parking area, bug hotels, and bid/bat boxes.

The next step will be to start approaching Landscape architects to have some provisional layouts planned so that a plan can be shelved for when funding becomes available. Lottery funding and 106 money was discussed, but it was agreed that solid plans for the park need to be in place before funding can be seriously looked at.

Maintenance

Whilst the Council are unable to work on Heritage Park, it is to be included with all future grounds maintenance contracts so that it is kept in an acceptable condition. The park will be cut twice a year until works are able to be undertaken.

Other items

Bennet Homes were approached and asked how soon the Council would be able to access the land, they were unable to provide a date.

They were also asked about the possibility of building a carpark and if they would like to complete a bid to complete the work themselves. They were unsure whether they would want to undertake that work, but building work has currently stalled so unable to proceed with any works at present.

Item 8.15i

Festive Market Report 2024

The weather this year decided to be very cruel with gale force winds and rain country wide.

Due to this, taking into consideration the health and safety of all concerned and the disruption associated with the weather the decision was made to cancel the event.

Huge thanks go to the council staff and those involved in the organisation of the event and the difficult task of contacting and cancelling the stall holders and entertainers.

However, thanks to the resilience and resourcefulness of staff and councillors a hastily rearranged, smaller event was able to take place at the Charlotte Harvey community centre.

Santa managed to find his way there although the weather was a bit rough for the reindeer, they still got him to us safely!

Refreshments were available, the face painter, the balloon/bubble lady who also provided appropriate festive music were able to attend. Councillor Bridges donated a beautiful, very tipsy homemade cake for the raffle and Councillor Stallard and I manned the Council tombola stall. There were prizes left at the end of the event, so these were either returned to those who had donated them, used for the raffle at the 50th anniversary event while other non-perishable items were saved for the following year. Hopefully 2025 will be kinder to us weather wise.

Tombola prizes cost; £50 plus donations

Grotto prizes cost; £304.60

Total raised for the Mayors charities; £281 (including Tombola, cake raffle and anniversary raffle)

Once again thanks to all those involved.

Councillor Gillian Tarrant

Item 8.15ii

SNAP Report 2024-2025

There have been some changes to the way meetings are held; meetings take place quarterly in each of the four Breckland locations with the idea to make them more accessible to residents. These meetings tend to focus on those areas particular concerns.

A week or two after each meeting a teams meeting is held with chairs of the meetings and the police discuss the action points (max 3 for each area) The police set the action points after considering the issues raised at the meetings.

A great deal of community police time has been redirected over the past year to areas of higher or organised crime including out of area incidents, police themselves have stated how stretched they are.

Reports of the meeting held in Watton were circulated to councillors by myself and councillor Hutchins.

Minutes of all teams meetings are forwarded to the town clerk for council records.

Gillian Tarrant Lead Councillor SNAP

Item 9.

Memorandum of Understanding

Agreed by Watton Town Council as agenda item 10 on August 22nd

2023 Agreed by Loch Neaton Management Committee on

1. **Parties:** 1. Watton Town Council, 2. Loch Neaton Management Committee

5 Recitals

Watton Town Council is the Custodian Trustee of the land situate at Loch Neaton and, while it does not bear responsibility for the maintenance or running of the grounds, nevertheless it has an interest in facilitating the availability of the area for the benefit of the citizens of Watton. In this respect, from time to time the Council may offer financial assistance to the Charity to ensure the people of Watton enjoy continued free use of Loch Neaton recreation ground for physical exercise and mental relaxation.

One issue of joint concern is the trees situated on the northern¹ side of the disused railway embankment where a number of large trees may need to be felled or pollarded, either because they are an existing hazard, or may prove to be so within the term of the Council.

Trees on the southern side of the embankment do not present the same issues as they are not adjacent to homes.

In conjunction with the trustees of Loch Neaton, Watton Town Council would aim to assess which trees should be subject to felling or pollarding and to arrange and fund the agreed tree surgery. The Trustees of Loch Neaton remain responsible for the maintenance of the pathway(s), removal of undergrowth etc and for any costs involved in this work not related to the tree surgery. Loch Neaton Management Committee acknowledge that the trees ultimately remain the responsibility of the Loch Neaton Management Committee.

6 Schedule

This work to be completed within the term of this Council (accepted as May 1st 2023).

Signed on behalf of Watton Town Council:

Name Position.....
Date.....

Signed on behalf of Loch Neaton Management Committee:

Name Position.....
Date.....

¹ For the avoidance of doubt this is the side of the embankment facing the properties on Loch Lane.

Memorandum of Understanding

Agreed by Watton Town Council as agenda item 11 on August 22nd 2023

Agreed by Watton Sports Centre

1. **Parties:** 1. Watton Town Council, 2. Watton Sports Association

Recitals

Watton Town Council is the Custodian Trustee of land owned by Watton Sports Association. While the Town Council does not bear responsibility for the maintenance or running of the grounds, nevertheless it has an interest in facilitating the availability of the area for the benefit of the citizens of Watton. In this respect, from time to time the Town Council may offer financial assistance to the Charity to ensure the people of Watton enjoy continued use of the Charities facilities.

Schedule

Watton Town Council to continue to undertake maintenance checks and to facilitate repair or replacement of play equipment (costs to be agreed by Town Council).

Watton Sports Association to visually monitor the Play Area and report any defects to Watton Town Council.

Agreement to be reviewed yearly at the Annual Meeting of the Town Council.

Signed on behalf of Watton Town Council:

Name Position..... Date.....

Signed on behalf of Watton Sports Association:

Name.....Position.....Date.....

Charlotte Harvey Trust Memorandum of Understanding

Parties:

1. Watton Town Council, 2. Charlotte Harvey Trust Charity number: 304104

Background

Watton Town Council is the Sole Trustee of the Charity "The Charlotte Harvey Trust".

The Charitable Objectives are attached at Appendix A. Whilst a Town Council does not bear responsibility for the maintenance and running of a Charity and its assets, nevertheless in this case, as the Sole Trustee Watton Town Council has a specific and legally set out duty in facilitating the ability of the Charity to carry out its objectives within the area of benefit, ie for the benefit of the citizens of Watton.

The aims and objectives of this Charity are also compatible with the aspirations of the Council in terms of the well being of residents. In this respect, when appropriate the Watton Town Council in its role as Council as opposed to Sole Trustee, may offer financial assistance to the Charity to ensure the people of Watton enjoy continued use of the Charities facilities.

Schedule

Watton Town Council to continue to provide staffing support to ensure the continuation of services to the Community provided by the Charity.

Agreement to be reviewed yearly at the Annual Meeting of the Town Council.

Signed on behalf of Watton Town Council:

Name

Position..... Date.....

Signed on behalf of Charlotte Harvey Trust:

Name

Position..... Date.....

App. A Charlotte Harvey Trust Charitable Objectives:

From Governing Document 26th March 2008

1. To advance in life and help young people through (a) the provision of recreational and leisure time activities provided in the interest of social welfare, designed to improve their conditions of life; and (b) providing support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals.

2. To provide or assist in the provision of facilities in the interest of social welfare, for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or, financial hardship or social circumstances with the object of improving their conditions of life.

Item 10

Events & Marketing Officer Report

Events

Open Gardens & Yard Sale

The open gardens and yard sales was well participated in, we had over 50 applications and raised £235 in applications, and then the staff raised £87 on their own stall on the Saturday.

The poster is out for this year's event and hopefully we will receive around the same number of applications for this year's event!

Antiques and Collectables market

The Antiques and Collectables Fair was not massively attended in 2024, the weather forecast on the day was not favourable and some of John and Bernie's stalls decided to pull out on the day before due to the rain forecast. The weather on the day wasn't all that terrible, a couple of showers around midday meant that the event winded down sooner than anticipated, and by 2pm a lot of the stall holders had packed up and were leaving.

Hopefully this year the weather will be more favourable, preparations for the event are ongoing.

Bike Event

The Bike event was one of the best attended events of the year, it ran without any hitches and at some points the high street was so full we ended up directing some bikes to the Queens Hall carpark and Sports Centre as a temporary overflow. We had good attendance from biking groups such as the Blood Bikers and the Norfolk Advanced Motorcyclists. The Blood Bikers raised a god amount of money at the event, and I have invited them to attend again in 2025.

Preparations for this year are ongoing; I need to make contact with the new manager at The Crown to ensure we can make use of their carpark again this year – as the use of the Methodist carpark and The Crown carpark were of massive help last year.

Fireworks

The Fireworks event was a massive success last year, I met some stumbling blocks whilst completing the SAG and Event Management Plan due to Breckland's Street Trading Licence issues – but these were overcome, and the Fireworks event has been rebranded as the Food Festival and Fireworks. We introduced a larger range of food stalls last year, and it went down well – all reported good business (apart from the Pie and Mash vendor – who left without paying their pitch fee and still haven't paid, despite being chased up numerous times. They will not be allowed at my future events). We raised £1171.30 in the buckets at the end of the event!

The fireworks themselves are already booked for this year, we took up a new three-year contract with Titanium last year. Preparations for this year's event are already underway.

Festive Market

Unfortunately, due to high winds and a poor weather forecast, last year's Festive Market was cancelled, with only the grotto, tombola, and children's entertainment being salvaged and held at Watton Community Centre. This year a contingency plan is in place in that the sports centre is holding the site free on the date in case the event needs to be moved indoors.

Despite the sudden change of plans, the smaller event was still well attended and £40 was raised by Tony's cake raffle, and £166 was raised on the Tombola – with all profits being donated to the Mayor's charities.

Fingers crossed the weather will be better this year!

50th Anniversary of the Council celebration

This was a one-off event, held 11th December in the Council Chamber. The office reached out to as many ex-councillors, ex-staff and current councillors as possible to attend. The event was celebrated with a buffet, raffle for a gift hamper, and a picture to commemorate the event. This was well attended and £75 was raised on the hamper raffle – all proceeds going to the Mayor's charities.

Watton Community Fun Days

The community fun days at the Watton Community centre were led by Sue, but I assisted on all 6 that took place over the school summer holidays. They were well attended and there was very positive feedback on the days, each week we focused on a different main activity and supplemented the days with various craft activities run by community groups, and outdoor play equipment/games.

These events had a really positive impact on the community, and we decided to carry them on in 2025. The February and Easter school holiday events were also well attended, with February's being supported by Julian at the Watton and Wayland Times with a donation to buy books for the children. Tesco and Lidl have also supported us with these events by donating free refreshments for the children. We plan to continue these events throughout the school holidays with free activities, crafts, and refreshments for the children.

Overall, the only thing I have struggled with in a few places throughout the last year is with volunteers to help at the events. We are putting on more events this year, and for most I now have a smaller budget, but finding volunteers to help on the day is still proving difficult. The staff members in the office are not always available to help on the day, so councillor participation is key to helping the events keep running.

Ongoing/completed works and projects

Watton and Wayland Times

Over the last year I have been working closely with Julian at the Watton and Wayland times, the Council kindly brought me the same software that Julian has for the paper. Each month I compile key points from the meeting minutes, event updates, updates from the community centre, and any other ongoing projects, to create the centre spread of the newspaper. I really enjoy working with Julian on the paper.

Bridle road renovations

After doing an initial litter pick with Anne last year it was established that there needed to be plans in place to scrub out the northern and eastern boundaries of Bridle Road Park. When nesting season finished for the year, the Norfolk Conservation Volunteers started work on grubbing out the required areas on the perimeter. They

have done a fantastic job and there is now an established nature path around the north-east perimeter of the park. Both TO's have confirmed that the park is now much easier to keep litter-free as so much of the overgrowth has been removed.

The Norfolk Conservation Volunteers also completed a replanting project early this year, with both daffodil and bluebell bulbs being planted. Unfortunately, the TO's have reported that some of the bulbs have been pulled out of the ground, this will need to be continuously monitored.

Moving forward with the Bridle Road Project, it would be nice to put in a couple more picnic benches, a bin for those using the benches, bug hotels, bird boxes, and nature features along the walk – such as information boards on what animals could be spotted and wooden feature carvings. Once I compile a solid project plan for this, I will be keeping an eye out for any funding that I could apply for.

New Mayor's chain

I worked with Vaughtons to design and create the new Mayoral Chain, it was unveiled at the 50th anniversary of the Council. I will work on getting the engravings up to date on the old chain and perhaps get it situated in the museum for visitors to come and look at.

Market

The market has been an ongoing labour of love for me, over the year I have welcomed over 10 new stall holders – not all of whom have stuck around, but most have given it a good go. I'm still finding the right stalls to meet the demographic of Watton. Some that I expected to do well have not made enough sales to stay, whilst some others that I hadn't expected to do well have thrived. I shall continue pushing the market on Facebook and start up trips to other markets to invite new stall holders to our market. Hopefully I can continue to encourage steady growth on the market and find stalls that the public will buy from regularly.

Clock Tower Report

After having numerous issues with the clock mechanism last year, it was decided that before any more repairs were made to the clock, the entire building needed an inspection. The report included a brief history, information and history of works on the building, and then information and a history of works on the clock itself. I also explored the electricity supply that is based in the Clock Tower – but unfortunately it was concluded that it was an unmetered supply, and the cost of a new connection was quoted at £13,551 by UK power networks.

Alan Wright, from Kings and Dunne came out to inspect the tower and make a list of works that needed undertaking. The list of works was approved by Council and a structural engineer has been out the Clock Tower at the end of April, once the building works have been undertaken, I will then compile a new report focusing on the clock and mechanism. The electricity supply issue will be explored and taken into consideration with my next report, with options on a way forward.

Future projects

Heritage Park

To compile a 'shelf-ready' plan following research and community involvement which could be used to assist with finding possible grant funding for the project. I will look into 3D modelling programs to be able to plan out and design potential layouts for the park.

Assets

Go round and take pictures of Council assets, then upload to the Scribe Civicy software.

Provision for the Elderly Directory List

To create a definitive list of all services which support the elderly in Watton, this will then be available on the website.

Website

To continue working on and updating the Council Website.

Item 11.

Watton Community Project Officer

Annual Review April 2025

Watton Community Centre

Centre Management

There are now 3 part-time members of staff who look after the Centre.

- Sue Dent Overall running and supervision.
- Jo Howe Food Hub supervisor
- Graham Johnson Caretaker & Cleaner

Bookings and accounts: are all being run online with Scribe software. This is generally working well and has created an easier to run system for both bookings and accounts.

The Centre Management Committee consists of 4 Watton Town Councillors: Peter Bishop, Kathryn Stallard, Don Saunders & Gillian Tarrant. The committee meet bimonthly to oversee the running of the Centre.

Users

Groups

There are now 15 groups that use the Centre regularly:

- Saracens Martial Arts
- Kickboxing
- Yoga
- Chair Yoga
- All Nations Church
- Watton Family Group
- Benjamin Foundation Young Carers/Youth Group
- 3rd Watton Brownies
- HMPSS dog training
- Indoor Bowls
- Hackers, Tackers & Stuffers
- Breckland Boardgames
- Norfolk County Council Services
- TinyTalk baby signing class
- Mid Norfolk Stroke Group

In 2024 Watton Junior School have been using the Centre regularly for their afternoon PE lessons.

There has been a general increase in 'casual' hire for parties and celebrations.

Charges. The rental costs were increased in April 2024. The rates for April 2024 / April 25 were:

	£ per hour Community	£ per hour Business/ Casual / Party
Rear Hall	11.5	13.5
Front Hall	10	13
Brannan Room / Tuition Room	6.5	13

Projects

As well as completing projects that were started in 2023, both Sue and Jo have been actively seeking grant funding this year and have successfully brought in several new projects.

Kitchen Refurbishment

Grant Funding: £16,500

CHT Reserves: £7,000

The kitchen has been completely refurbished and now has much improved facilities including an oven. Funded by Breckland Council from the Rural England Prosperity Fund.



Butterfly Patch - Orchard Trees

Grant Funding: £240

10 new orchard trees were planted thanks to funding from Breckland Council from the King's Coronation Living Heritage Fund.

The Brownies and RAF Cadets have been helping to manage the Butterfly Patch this year.



UK Power Networks Cabling

After getting advice it was decided not to go ahead with this.

Flood Attenuation

Still waiting for information from Anglian Water who are still considering a project here.

Nourishing Norfolk Literacy Pilot

Grant funding: £3000

Giving wider community support linked to wellbeing through grassroots community groups. The National Literacy Trust will produce materials aimed at families using these local groups.

This fund was used to give a 'literary theme' to the February half term Family Day and to purchase a Reading Chair for the Centre.



Summer Fun 2024

Grant funding 2024: £1500 Tesco 'Blue Tokens'
£4000 from Watton Town Council

Grant Funding 2025: features in Tesco Blue Tokens again this year.

Summer Fun Tuesdays were run every week during the Summer Holiday and were a great success with over 100 children and their grown ups attending each week.

Each week there was a 'highlight' activity including: petting farm, circus skills, birds of prey and bouncy castle. In addition each week there were: crafts, football, a trail and free refreshments for children.



The events were so successful that it was decided to run them during every school holiday in 2025 in conjunction with WTC. The February and Easter activities went very well, even though had to be entirely indoors. These featured bird box making with funding from Jewson's and help from Wayland Men's Shed, a bouncy castle and story telling.

Community Warm Spaces

Grant funding: £1500

A continuation of the project from last year. The funding helps to encourage people to use the Centre as a 'warm space'. It contributes towards refreshments, furniture and centre heating costs. This year the 'warm space' has been open when the Food Hub is open.

Table Tennis Table

Grant funding: £400

Funding was received from the 7 Stars Foundation for a table tennis table for the Centre, a folding table was purchased and is very popular with the weekly Youth Group.

Falls Prevention

Grant Funding: £3500

Funding from Sports England to run a 24 week free exercise class with the emphasis on falls prevention. Will run 2 classes each week with up to 30 people attending. Working with Your Health Norfolk who will provide an instructor. Will start in September 2025.

Website

Grant Funding: £1000

The Centre now has it's own dedicated website: www.wattoncommunitycentre.co.uk which includes links to booking and information about the Centre.

Funded by Love Norfolk via the Norfolk Community Foundation.



Community Day, August 2024

An opportunity to find out more about what is happening in Watton, over 20 groups attended on the day with a good number of visitors. Plan to run again next year.



Watton Food Hub

The Food Hub has now been up and running for over 2 years. At the end of March the 2025 there were 332 Members, up almost exactly 100 in the last year. It continues to support local residents within the Wayland boundaries.



This year the Hub has been open for 3 regular sessions a week. The twice monthly Wednesday opening has had a steady number of visitors, some of whom can't make it during the day but also those who prefer it when the shop is less busy. This session is run entirely by volunteers.

A replacement display fridge was purchased to replace the original 'Community Fridge' which was leaking.

Volunteers

The Hub now has a brilliant team of well drilled volunteers who support Jo in running the Hub, she could not do it without their help. Volunteers help with roles such as pricing our grocery deliveries and stacking shelves, collecting donations, helping members fill in membership forms, working on the till and cashing up.



Funding

This year the Food Hub has been self-sufficient and has funding secured for the next financial year. The 'shop' element of the Hub has had a balanced budget with income covering the purchase of stock and general running costs.

Watton Town Council have committed to ongoing support for the position of Food Hub Supervisor.

During the year additional funding was also obtained.

Household Income Support – through NCF
Grant funding: £20,000

This was 2nd year of UK Central Government funding to assist those who were struggling to support themselves. It was used to give each member of the Food Hub a voucher for £100 (which had to be spent by end March 2025). The funding covered the cost of food purchase.

Hardship Fund – through NCF

Grant Funding: £10625

UK Central Government funding to support those in Hardship. This was used to offer £75 vouchers towards the cost of school uniform to any members of the Food Hub.

Nourishing Norfolk - Food Hub Sustainability

Grant funding: £5,500

This has been put into Food Hub Reserves.

Nourishing Norfolk – Volunteer Support

Grant funding: £10000

This funding will be used to promote, support and celebrate the volunteers over the next year. It will also contribute to ongoing staff costs.

Donations and Community Support

Right from the start the Hub has received generous support from the community and local business. This has included donations of: money, purchase of stock and equipment for the hub, time. Especially in the run up to Christmas local residents and businesses have made very generous donations.

Special mention should go to Belvoir! who have been a supporter of the Hub from the beginning. They gave both a regular donation and tremendous support with social media. Unfortunately Belvoir! withdrew in January 2025 due to the financial climate. However, they remain supportive and will help wherever they can.

The wider picture

We have been able to help people to access food, but the Hub has also become much more. Members like to meet up and have a chat or stay and have a hot drink in the Community Hot Spot. We have also been able to do referrals to Breckland Council for a few households that needed a little extra help, plus we have been able to distribute a few 'tide you over' (emergency) parcels for those in desperate need.

WTC Marketing & Promotion

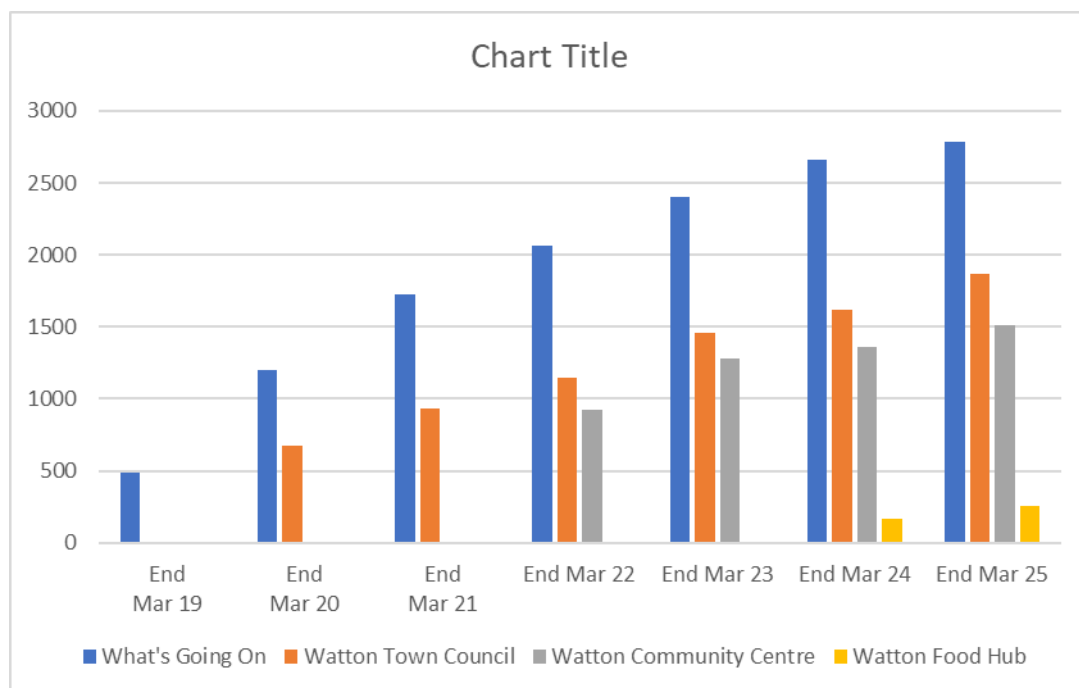
Press

Local press continues to be virtually impossible to get coverage. However, due to popular demand, Julian Horne has restarted the Wayland Times. WTC have negotiated a regular 2 page spread which the Events Officer is collating. Is a real bonus.

Social Media

Social media remains one of the main means of promotion for both CHT and WTC activities & events, focus on Facebook not X or Instagram. Do also list on Next Door which seems to get good coverage.

- **What's Going on in Watton & Wayland.**
This page is still active and remains a good basic way to circulate information. Continue to list events for other community groups if they provide the information.
- **Watton Community Centre**
Has a dedicated Facebook page.
- **Watton Food Hub**
Has a dedicated Facebook page. Belvoir were very helpful with this initially but unfortunately have stepped back from January 2025.



Printed media

Continue to use printed posters, banners and boards as a key part of event promotion. This is now being managed by the Events Officer. For each main event:

- Posters in shops on High Street and town noticeboards
- Banners (Queens Hall, Tesco, Watton Community Centre)
- Boards (on 'Welcome to Watton' signs on main roads)
- Information to schools for 'family' centred events such as the Festive Market or Community Fun Days.

7 WTC Events

This year largely provided support to the new Events Officer, gradually handing over each event as the year progressed. Continued to lead on Remembrance & Town Criers as were small but specialised events.

Watton Town Crier Competition 2024

This is now a biannual regular for the town & was a very successful day. The Wayland Shanty Men came & provided lunchtime entertainment.



Watton Remembrance, Sunday 10 November

The annual Remembrance Parade was held in the afternoon as usual. There is now good communication between the groups that organise the Parade and it went off smoothly. The sound system was further extended and was the best yet. There was also a poppy display at the Town Sign.



Item 12

Watton Town Council HR Committee Terms of Reference

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 the Town Council Meeting following a Finance Committee Meeting.*

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.

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 28th June 2017

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

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

Terms of Reference for **Church Walk Working Group**

The name of the group is the Church Walk Working Group (CWWG)

Purpose

The purpose of the CWWG is to support the Town Council (TC) to identify outstanding issues relating to Church Walk and report to the TC as appropriate.

Membership

- The CWWG will be made up of members of the Town Council, the Events and Marketing Officer (EMO) and Deputy Clerk (DC)
- The Chairman or Vice-Chairman of the Working Group will chair meetings of the CWWG 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 Events and Marketing Officer/Deputy Clerk will take notes of meetings

Dissolving the Group

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

Signed:

Date:

Chairman of Watton Town Council

General Notes for Church Walk 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 Church Walk Working Group (CWWG)
2. The TC will approve 'Terms of Reference' for the CWWG
3. The CWWG will report to the Council at TC meetings when needed
4. The Chair and Vice Chair of the CWWG act as facilitators for all discussion at meetings
5. There will be an agreed timetable for actions
6. Dates of meetings will be published
7. The Events and Marketing Officer/Deputy 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 CWWG

Terms of Reference for **Heritage Park Working Group**

The name of the group is the Heritage Park Working Group (HPWG)

Purpose

The purpose of the HPWG is to support the Town Council (TC) to identify outstanding issues relating to management of Heritage Park and report to the TC as appropriate.

Membership

- The HPWG will be made up of members of the Town Council and the Events and Marketing Officer (EMO)
- The Chairman or Vice-Chairman of the Working Group will chair meetings of the HPWG 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 Events and Marketing Officer will take notes of meetings

Dissolving the Group

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

Signed:

Date:

Chairman of Watton Town Council

General Notes for Heritage Park 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 Heritage Park Working Group (HPWG)
2. The TC will approve 'Terms of Reference' for the HPWG
3. The HPWG will report to the Council at TC meetings when needed
4. The Chair and Vice Chair of the HPWG act as facilitators for all discussion at meetings
5. There will be an agreed timetable for actions
6. Dates of meetings will be published
7. The Events and Marketing Officer 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 HPWG

Terms of Reference for **Watton and Saham Flood Action Group (WASFAG)**

1. Introduction

The Watton and Saham Flood Action Group (hereafter referred to as WASFAG) began as a community-led initiative focused on reducing flood risk, improving resilience, and supporting affected residents within Watton and Saham Toney.

The Town Council of Watton and the Parish Council of Saham Toney have agreed to support the group and will facilitate future meetings of the Working Group.

2. Purpose and Objectives

The Group is concerned with flood-related issues in Watton and Saham Toney.

The Group aims to:

- Raise awareness of flood risks and mitigation measures.
- Engage with, and work for good communication with authorities such as other local councils, the Environment Agency, and emergency services.
- Develop and implement community flood plans to prepare for and respond to flooding.
- Monitor and report flood risks, including blocked drains, river levels, and surface water issues.
- Support affected residents before, during, and after flooding events.
- Promote sustainable drainage and flood resilience measures in homes and businesses.
- Seek funding for flood prevention and community resilience projects.
- Share good practice.
- Investigate and help implementation of riparian responsibilities.
- Make representations on planning applications where the Group thinks there is a risk of flooding on site or to neighbouring properties.

3. Membership

Membership is open to residents, businesses, and other stakeholders within Watton and Saham Toney and will include 2 representatives from Watton Town Council and 2 from Saham Toney Parish Council. The Group will encourage diverse participation, including those with local knowledge, technical expertise, or experience of flooding.

4. Governance and Roles

A Chairperson will be elected by the Flood Group to lead meetings, represents the Group externally, and ensure objectives are met.

Office staff from Watton Town Council will take minutes, manage correspondence, and maintains records.

Members of the Group Flood will be encouraged to act as local contacts, to monitor conditions, assist in emergencies and help with promotion and communication.

The Flood Group is an associate member of the National Flood Forum (NFF) and a copy of these Terms of Reference will be supplied to the NFF.

Additional roles may be created as needed.

5. Meetings and Decision-Making

The Group will meet [quarterly] with additional meetings as necessary.

Decisions will be made by consensus or majority vote, with a quorum of 3 members.

Minutes will be recorded and shared with members.

6. Partnerships and Communication

The Group will liaise with local authorities, emergency responders, water companies, and environmental agencies.

Public updates will be shared via website, social media, newsletters, etc.

A contact network will be maintained for emergency response coordination.

7. Funding and Resources

The Group may seek grants, donations, and funding from appropriate sources with any such monies held and managed by Watton Town Council.

8. Review and Amendments

These Terms of Reference will be reviewed annually and may be amended by agreement of the majority of members.

9. Dissolution

If the Group ceases to operate, any remaining funds will be donated to a relevant flood-related cause or community resilience initiative.

WATTON TOWN COUNCIL – LEAD COUNCILLORS

PREAMBLE

The Clerk to the Council has overall day to day responsibility for all Council related matters, including interaction/communication with Norfolk County Council, Breckland District Council, other Town and Parish Councils and all contractors, as well as the administration of cemetery matters, financial accounting, banking, procurement of goods/services, the website and for ensuring that the Council is compliant with legislation and regulations. The Town Clerk retains the overall responsibility for all work pertaining to the Town Council, but will consult with, and be consulted by Lead Councillors on issues/proposals in respect of a Lead Councillor's allocated area of interest.

THE ROLE OF LEAD COUNCILLOR

Areas requiring the role of Lead Councillor will be determined by the Town Council at Full Council Meeting.

Areas of responsibility may relate to on-going work within the Council, or specific time-limited projects.

Examples could include such areas as:

Cemetery matters	Grounds and Equipment	The Market
Allotments	Museum Proposals	Council Events
Heritage Management	Recreation	
Youth Provision	Provision for the Elderly	

(This is **not** a definitive list)

A separate remit appropriate to context will be set within any area to be allocated to a Lead Councillor. That particular remit will sit within the General Terms of Reference set out below and will define the remit and extent of responsibility/authority for Lead Councillors.

Terms of Reference:

Councillors may be assigned Council Lead roles based on areas of responsibility and work to the following generic terms of reference in relation to that specific area of responsibility:

- A Lead Councillor will not have the authority to make policy/take decisions on behalf of the Town Council. The essential role is to oversee and support the work of the Council employees in carrying out Town Council policy and resolutions. Councillors must operate within the policies and decisions authorised at Full Council, and refer back to Full Council on all matters having financial implications or requiring amendment of policy or previous resolutions.

Lead Councillors should:

- Be aware that the Clerk to the Council has overall day to day responsibility for all Council related matters, and refer issues of concern or requiring immediate action to the Clerk
- Liaise with and seek legislative/administrative/financial advice from the Clerk to the Council
- Have regard to relevant policies, procedures and regulations
- Act as the primary Councillor point of contact for the designated area
- Be proactive, not just reactive in bringing forward matters relating to the designated area
- Work with other relevant organisations as necessary
- Attend and/or be aware of the outcome of relevant formal meetings of any organisation with whom they liaise (e.g. AGM meetings)
- Provide written reports to the Town Council as necessary, minimum twice within a 12 month period
- Bring issues for debate to the Town Council as necessary, (in accordance with Standing Order Procedures requesting that the Clerk to the Council place an appropriate item on the Agenda)
- Ensure that relevant papers are available for distribution by the Clerk to the Council prior to the meeting
- Follow up and report on actions agreed during a Council Meeting
- Where appropriate, oversee agreed policies related to their role
- Consult with the Clerk to the Council for advice/assistance as necessary to observe that Health and Safety requirements/measures are implemented and maintained as part of the Council risk management process

Procedure

- At each Annual Meeting of the Town Council the areas of Lead Councillors will be resolved with Councillors to be elected to the roles
- Councillors can take on new Lead Councillor roles or relinquish roles (with replacements elected if necessary) throughout the year

Item 13

Committee Members 24-2025

HR Committee 3 annually elected members of the Council plus one named reserve Date of next HR Committee Meeting scheduled for Friday May 16 th 2025 @ 11.00am	Sue Hebborn (Reserve) Gillian Tarrant Stan Hebborn (Chairman of HR)
Finance Committee Date of next Finance Committee Meeting scheduled for Friday May 16 th 2025 @ midday	Don Saunders Tina Kiddell Stan Hebborn (As Chairman of HR)

Item 14

Working Group Members 24-2025

Neighbourhood Plan Steering Group Consist of no less than 4 Members Members who are not Town Councillors: David Dent(Chairman) and Liz Whitcher	Graham Martin Keith Gilbert
Church Walk Working Group	Keith Gilbert Stan Hebborn Tomos Hutchings Graham Martin
Cemetery Working Group	All Town Councillors
Market Working Group Market Working Group to be called as necessary as a task and finish group.	Tomos Hutchings Tina Cruz
Museum4Watton Working Group	Stan Hebborn Gillian Tarrant Tomos Hutchings
Sports Centre Working Group	Tina Kiddell Tina Cruz
WASFAG Working Group 2 representatives from Watton Town Council	Tomos Hutchings Keith Gilbert

Heritage Park Working Group	Stan Hebborn Sue Hebborn Graham Martin Tony Bridges
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Item 15. Current Reps/Lead Councillors 24-2025

Representatives Chamber of Commerce Mens Shed SNAP Meetings Watton Sports Centre Cadet RAF Watton Families Club Wayland Partnership Stevens Almshouses	Stan Hebborn Graham Martin Gillian Tarrant Tina Kiddell Stan Hebborn Don Saunders
Lead Councillors Allotments Breckland Council Cemetery & Grounds Maintenance Fireworks Event Festive Market Bike Event Antiques Event Heritage Market Social Welfare Twinning Planning Provision for the Elderly Youth Provision Emergency Plan	Don Saunders Don Saunders Stan Hebborn Gillian Tarrant Tina Kiddell Tina Kiddell Tina Kiddell and Tina Cruz Don Saunders Keith Gilbert Keith Gilbert Tony Bridges

Item 16.

Peter Bishop has acted as Watton Town Council Internal Control Officer.

Item 17.

From recommendations in the Councils Internal Audit Report it has been agreed to appoint a councillor to check staff wages. Don Saunders has previously undertaken this role.

Item 18.

Previously Keith Gilbert and Tina Kiddell have checked monthly invoices against payments.

Item 19.

Current Bank Signatories

Barclays Bank

- ✓ Keith Gilbert
- ✓ Tina Kiddell
- ✓ Stan Hebborn
- ✓ Michelle Thompson

Unity Trust Bank

- ✓ Jane Scarrott
- ✓ Michelle Thompson
- ✓ Tina Kiddell
- ✓ Peter Bishop
- ✓ Keith Gilbert
- ✓ Sue Hebborn

CCLA

- ✓ Jane Scarrott
- ✓ Michelle Thompson
- ✓ Stan Hebborn
- ✓ Keith Gilbert

Item 20

[Armed-Forces-Covenant-reviewed-June-23.pdf](#)

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	51 VICARAGE WALK WATTON IP25 6PH	
7.	What is the total membership of your Organisation?	6 COMMITTEE MEMBERS	
8.	How many Members live in Watton?	4	

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.	<p>ARE AUDITED ACCOUNTS ARE AWAITED BUT PLEASE FIND ATTACHED BANK STATEMENT AS AT 31/12/24. PLEASE ALSO FIND CURRENT STATEMENT.</p> <p>WE ARE SUBMITTING THE GRANT APPLICATION AS THE CARNIVAL DATE IS 13/7/25 AT WATTON SPORTS CENTRE.</p>
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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)	<p>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.</p>
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Due for review: Feb 2027
pg. 7 190225

Item 24

The Chairman and Clerk met with Breckland Councillor Sarah Suggitt and Officer Ralph Burton to further discuss the potential transfer of the car parks to Watton Town Council.

The car parks within the scope are Kittell Close, Memorial Way and Goddards Court.

The key points of discussion were:

- WTC may prefer freehold.
- WTC still believe car parking should be free to the end-user.
- Concern about landlord break clause.
- Concern about service charges.
- Concern about whether the next landlord could change the terms.

It was agreed that WTC would respond to the offer letter as issued on 13 March and include in that response any changes requested to the principal terms based on a leasehold arrangement. In that response to also include if freehold is the preference.

It is therefore suggested the Finance Committee is tasked with review of the offer letter and asked to bring back recommendations for Full Council for the meeting on May 27th.

It is also to note that Breckland has received the independent report on the public consultation on the parking charging proposals.

The raw data from that consultation has been added to Breckland's website and the documents, plus the feasibility study and the 2023 survey data documents, at the bottom of the following car park update page (*surveys and reports*) - <https://www.breckland.gov.uk/car-parks/current-updates> .

Item 25

Appendix 2