



## Watton Town Council

Wayland Hall, Middle Street, Watton, Thetford, Norfolk IP25 6AG  
Telephone: 01953 881007 Website: [www.wattontowncouncil.gov.uk](http://www.wattontowncouncil.gov.uk)  
Town Clerk: Mrs Jane Scarrott [clerk@wattontowncouncil.gov.uk](mailto:clerk@wattontowncouncil.gov.uk)

To Councillors: You are hereby summoned to attend the Town Council meeting to be held in the Council Chamber, Wayland Hall on Tuesday 23<sup>rd</sup> September 2025 at 7.00pm for the purpose of transacting the following business.

Please note a CHT meeting will be held at 6:30pm before the Full Council meeting.  
The Chamber will be open to the public from 7pm.

*Jane Scarrott* Town Clerk

17<sup>th</sup> September 2025

1. To receive and accept apologies for absence
2. To note Declaration of Members personal, prejudicial and disclosable pecuniary interests in respect of items on the agenda
3. MINUTES
  - 3.1 To confirm that the minutes of the meeting held on 09.09.25 are a true and accurate record
  - 3.2 To receive an update on items from the previous meeting if not agenda items for this meeting
4. TO RECEIVE REPORTS
  - 4.1 Chairman's Report
  - 4.2 Vice Chairman's Report
  - 4.3 District Councillor's Report
  - 4.4 County Councillor's Report
  - 4.5 Clerk's Report
  - 4.6 Reports from Lead Councillors
5. To note the Works in Progress List
6. PUBLIC PARTICIPATION
7. FINANCE
  - 7.1 To approve payments for September 2025 (To follow)
8. Update on Devolution and Local Government re-organisation
9. GRANTS
  - 9.1 To consider grant application received from Watton Ladies Group
  - 9.2 To consider grant application received from 864 (Watton) Squadron, RAF Air Cadets
10. To consider financing a biodiversity project
11. To accept the proposal from Trevor Brown re. 25/26 Internal Audit
12. To receive Play Area Inspection Reports for Bridle Road, Sports Centre and Lovell Gardens Play Areas App1, 2 and 3
13. PLANNING To consult on planning applications received since the last meeting:

|      |                       |                                                                          |                          |                                                                                                                                                                                                                                   |
|------|-----------------------|--------------------------------------------------------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 13.1 | PL/2025/133<br>3/FMIN | Proposed conversion and change of use of garage to form one new dwelling | 37 Harvey Street, Watton | <a href="https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&amp;id=198289&amp;language=en">https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&amp;id=198289&amp;language=en</a> |
|------|-----------------------|--------------------------------------------------------------------------|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## Item 3.1

### Minutes of the meeting of Watton Town Council held on

Tuesday September 9th 2025 at 7.00pm in the Council Chamber at Wayland Hall

Councillors Present: Gillian Tarrant – Chairman, Sarah Humphries, Keith Gilbert, Tomos Hutchings, Graham Martin, Don Saunders, Tina Cruz, Stan Hebborn, Sue Hebborn and Keith Prince

Officer present: Michelle Thompson Deputy Clerk

No members of the public present

#### **1. APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED from**

Tina Kiddell, Tony Bridges

#### **2. NO DECLARATIONS OF INTEREST MADE**

#### **3. MINUTES**

**3.1** The Minutes of the meeting held on August 26<sup>th</sup> 2025 were accepted as a true record, with a slight amendment to item 15.2ii – at a cost of £499.50 plus VAT per month.

**3.2** Updates from the meeting held on August 26th if not agenda items:

- It is hoped that the Town Council has an answer from the Love Your Market Town fund by September 30<sup>th</sup>.
- A breakdown of the Loch Neaton invoice for VJ Day has been received and will be re-considered at the Finance Committee Meeting on 25th September.
- Whole Council training has been booked for Thursday 25th September in the Chamber, starting at 6:30pm.

#### **4. REPORTS**

##### **4.1 Chairman's Report**

The Chairman has attended:

27<sup>th</sup> August The official opening of the Skate Park at the Sports Centre

30<sup>th</sup> August - Men's Shed BBQ

2<sup>nd</sup> September - Community Fun day at CHT

6<sup>th</sup> September - Watton Library for the Summer Reading Awards

**4.2** The Vice-Chairman had sent apologies for the meeting.

##### **4.3 Clerks Report**

Written report presented in Councillors Agenda Pack. No verbal update given.

**4.4** Lead Councillors Reports – no reports given

##### **4.5 Provision for the Elderly/Watton Directory Report**

A report, compiled by the EMO was presented to Council. The report was to identify any gaps in the provision for the elderly in Watton. The EMO felt that labelling groups as specifically for the elderly could put off younger people from attending so the project has now developed into a general directory for Watton. Once the directory is complete it will be presented to full council.

#### **5. PUBLIC PARTICIPATION – no matters raised.**

#### **6. DEVOLUTION AND LOCAL GOVERNMENT REORGANISATION (LGR) –**

Email forwarded to Councillors on 02.09.25 re: LGR Q&A session with South Norfolk Council's Leader – Online meeting, Friday 5<sup>th</sup> September at 10am.

Deputy Clerk and Councillor Hutchings attended the Q&A session – notes filed.

## **7. HR COMMITTEE TERMS OF REFERENCE**

**It was resolved** to amend the HR Committee Terms of Reference to state “membership – 5 annually elected members of the council plus one named reserve”.

It is felt that the more councillors that are members of the HR committee the less councillors there are who are independent of the committee which could cause issues if matters arise such as grievances.

## **9. HR COMMITTEE MEMBER**

**It was resolved** to appoint Councillor Sarah Humphries on to the HR Committee.

## **10. VOLUNTEERS**

### **9.1 Fireworks**

Councillor Gilbert, Prince and Tarrant volunteered to help where possible.

### **9.2 Festive Market**

Councillor Gilbert was asked to undertake his Santa duty as in previous years, which he was delighted to accept.

Councillor Cruz and Humphries volunteered to run the Town Council Tombola, Councillor Saunders will be available to help on the day and Councillor Hutchings offered help in the activities running up to the event and after.

## **11. STEVENS ALMS HOUSES TRUSTEE**

**It was resolved** that Councillor Sarah Humphries be a Trustee on the Steve Alms-houses charity

## **12. DRONE IMAGES**

It is felt that quality drone pictures would help reach new audiences in media outlets, help support advertising and to catalogue events.

**It was resolved** to sought quotes for drone images. Contractors who are asked to quote must have the appropriate licenses and indemnity insurance.

## **13. PLANNING**

12.1 PL/2025/1287/PAMA - Application to determine if prior approval is required for a proposed: Change of use from Commercial, Business and Service (Use Class E) to one dwelling house (Use Class C3) - Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part3, Class MA - 64 High Street, Watton

The council has reservations about the application and the potential loss of a small retail unit. It will wait for the formal planning application before making any decisions.

### Item 3.2 Update from the meeting held 09.09.25

| Agenda Item No. | Update                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12.             | Drone Image quotes are being sought                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| 13.             | <p>Email received from – Gorgate Ltd re planning application PL/2025/1287/PAMA - 64 High Street, Watton</p> <p>“I noted the Council’s recent comments on my forthcoming planning application for the change of use of 64 Watton High St from retail to residential.</p> <p>I wanted to reach out constructively to discuss the matter further. I fully understand the importance of supporting retail in the town centre, and I would be very happy to share the background to my proposal and listen to any views the Council might have.</p> <p>The unit has struggled to attract after the closure of the jewellers and in the view of myself and my commercial agent (Strutt &amp; Parker) consider this unsuitable for modern retail requirements, and the proposed conversion would bring a vacant building back into use, contribute to housing needs locally (and nationally). At the same time - I would carefully consider how we could improve the character and the condition of the property. As noted in the planning application - Gorgate Ltd have a track record of doing this working closely with Breckland Council and Historic England on some of our commercial property in Swaffham recently</p> <p>I would be grateful if the Council would be open to an informal discussion before the application is determined, so that I can ensure the proposal takes account of local priorities as far as possible.</p> <p>Thank you for considering, and I look forward to hearing if the Council would like me to provide further information or attend a meeting”</p> |

### Item 4.5 Clerks Report

#### Middle Street

Consultation with stake holders relating to the proposed pedestrianisation of Middle Street is to be undertaken:

Subject: PKA095 – Watton, Market Square Improvements

Norfolk County Council is asking for feedback on proposed improvements to Middle Street in Watton. The plan to pedestrianise Middle Street comes from Watton’s Town Delivery Plan. This plan was developed by Breckland Council following feedback from local residents and businesses in 2021, which set out priorities to make the town centre safer, more attractive, and better for everyone. Pedestrianising Middle Street would support the market, improve accessibility, and help bring more people into the heart of the town.

Norfolk County Council and Breckland Council are keen to move forward with plans to improve Middle Street by developing detailed design proposals, which we are now sharing for key stakeholder feedback at this early stage, prior to public consultation. Both councils have funded this early design work to help shape how the area could look in the future. While funding to carry out the scheme is not yet in place, having detailed designs ready will put us in a strong position to bid for funding when opportunities arise.

In November 2024 Norfolk County Council held an exhibition in Watton Town Hall, accessible only to local businesses and property owners in the immediate vicinity of Middle Street. The feedback we received from this event has helped us to further shape the vision of this project, hopefully into something that we can all feel is a positive improvement to the area.

Some of the main points to consider are:

#### Traffic Regulation Order (TROs) – pedestrian zone

Middle Street and the southern half of Dereham Road will become a Pedestrian Zone. This means there will be no vehicle access to Market Square, except for traders on market days and pre-approved events. This will be enforced via removable bollards which will be installed to prevent vehicular access. In addition, almost all kerb upstands would be removed, creating one level surface throughout Middle Street and the southern half of Dereham Road.

#### Changes to parking

The existing 30-minute waiting bays including a disabled space on Middle Street and the southern end of Dereham Road would be removed since cars will no longer be able to access them. The disabled parking bays at the north end of Dereham Road will remain in place.

#### Turning movements at Northern end of Dereham Road

The North end of Dereham Road will revert to a two-way system, to enable vehicle access to and from the private car park and for vehicles to access the disabled on-street parking.

#### Access for the pub and lockable bollards

The only authorised vehicular access to Market Square on non-market days will be deliveries to The Kings Arms Public House. This is because the pub cellar is located within the pedestrian zone and there is an essential requirement for large heavy items to be delivered. This access will be achieved via a locking key to the bollards which will be available to the pub. Watton Town Council would also hold a set of keys to the bollards and would monitor compliance. Any abuse of the agreement could result in access rights being removed and an alternative system implemented.

#### Deliveries on Harvey Street

Other delivery lorries to visiting local businesses would be expected to load/unload from Harvey Street.

#### Bin collection and storage

The bin collection schedule would remain as it is currently, however a new bin collection point has been suggested.

*Please consider the information presented – this matter will be an agenda item for a future Town Council meeting.*

### Norfolk Market Forum

Norfolk Parish Training & Support are planning a '**Norfolk Market Forum**' on **Wednesday 1<sup>st</sup> October 10am – 1pm, at Watton Wayland Hall**. This will be a hybrid event, in-person at Watton and virtually by zoom or teams. NPTS are facilitating this forum, but we have offered to host in exchange for free attendance for Watton Town Council!

The format is that each Market Operator a chance to outline one item of interest that they would like to share, one of their best achievements in the past year (anything that makes their market unique) and one item they'd like to discuss with the Forum.

|     | Resolution                                                                                                                                                                                                                                                                            | Date/<br>Agenda item | Action                         | Link to<br>4YP/NP | Lead   | Current Position – 17.09.25                                                                                                                                                                                 | Status                                                                                |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|--------------------------------|-------------------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 131 | To investigate Honours nominations for two residents                                                                                                                                                                                                                                  | 12.08.25<br>10.3     | Investigate                    |                   | Office | To do                                                                                                                                                                                                       |    |
| 130 | To proceed with the civil money claim relating to fees owed for use of Watton Cemetery                                                                                                                                                                                                | 12.08.25<br>10.1     | Proceed with claim             |                   | Office | To discuss with Finance Committee                                                                                                                                                                           |    |
| 129 | To submit an application for s106 funding to pay for the additional works identified at Bridle Road Play Area                                                                                                                                                                         | 12.08.25<br>4.4ii    | Application to be made         |                   | Office | To finalise plans                                                                                                                                                                                           |    |
| 128 | To apply for a Faculty to permit removal of excess soil from Watton Cemetery                                                                                                                                                                                                          | 24.06.25<br>7.3iii   | Application to be made         |                   | Office | Complete                                                                                                                                                                                                    |    |
| 126 | Apply to the Norfolk County Council Parish Partnership Scheme 2025 to help fund a dropped kerb to allow easier disabled access to the Bridle Road Play Area site                                                                                                                      | 08.04.25<br>10       | Apply for funding              |                   | Office | Emailed Highways engineer and County Councillor on 09.06.25 – verbally told unlikely to qualify for Parish Partnership Funding<br><br>Highways Engineer is investigating whether a dropped kerb is feasible |    |
| 124 | That the Office should gather information on the provision of services for the elderly in Watton with the intention of presenting a report to Full Council in September 2025 to help enable the Council to make a proposal regarding how it might provide or support future provision | 11.03.25<br>4.4i     | Gather information             |                   | Office | EMO is currently collating a directory                                                                                                                                                                      |   |
| 120 | Quote accepted to carry out the following works to the Clock Tower:                                                                                                                                                                                                                   | 14.01.24<br>15       | Accept quote and arrange works |                   | Office | Site inspection of the tower took place 30.01.25                                                                                                                                                            |  |

|     |                                                                                                                                                                                                                                                               |                          |                                           |           |           |                                                                                                                                       |   |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-------------------------------------------|-----------|-----------|---------------------------------------------------------------------------------------------------------------------------------------|---|
|     | <ul style="list-style-type: none"> <li>• site inspection of the tower</li> <li>• review of the present quinquennial survey</li> <li>• production of a list of works and discussion of the list with a view to producing a minor schedule of works.</li> </ul> |                          |                                           |           |           | <p>Building Surveyor report received and forwarded to contractor</p> <p>Awaiting date for works to be undertaken.</p>                 |   |
| 116 | To establish a working group to prepare a long term staffing strategy.                                                                                                                                                                                        | 22.10.24<br>7.3iii       |                                           |           | Fin<br>HR | Refer to HR minutes 14.08.25                                                                                                          | 😊 |
| 114 | To hold discussions with BDC regarding possibility that the Town Council can take over the car parks in the town                                                                                                                                              | 24.09.24<br>8            | Hold discussions with BDC                 |           | Office    | Awaiting revised Heads of Terms for lease of car parks                                                                                | 😊 |
| 111 | A policy relating to the use of Council resources, such as the market gazebos, should be compiled.                                                                                                                                                            | 10.09.24<br>11           | Compile policy                            |           | Office    | Draft report compiled<br>Market Working Group was held on 13 <sup>th</sup> August                                                     | 😊 |
| 104 | To produce a staff well-being policy                                                                                                                                                                                                                          | 23.07.24<br>4.6          | Compile policy                            |           | HR        | All other HR policies have been implemented, Staff Well-Being Policy still to do                                                      | 😊 |
| 85  | Cllr Bridges to compile Play Area Policy                                                                                                                                                                                                                      | 22.08.23<br>4.6i a,b,c,d | To present Policy to Full Council in 2025 |           | TB        | Awaiting Draft Policy – Cllr Bridge to liaise with the Office<br>Report presented to council on 12.08.25                              | 😊 |
| 82  | Landscaping of Portal Avenue Community Land.                                                                                                                                                                                                                  | 08.08.23<br>7.3          | Research landscaping.                     | 4YP<br>NP | Office    | EMO has started compiling a google sketch of ideas for Heritage Park                                                                  | 😊 |
| 68  | Seats – to undertake audit of seats around the parish.                                                                                                                                                                                                        | 11.10.22<br>5            | Undertake audit of seats.                 |           | Town      | DC and TO have begun an audit of all street furniture<br>Future project for EMO to populate Scribe Civility Asset Management Software | 😊 |

|    |                                                                                                                                                                 |                 |                                                                  |     |        |                                                                                                                                                         |   |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------|-----|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| 45 | All initial urgent repairs recommended by the Quinquennial Inspection Report on Wayland Hall for which the Town Council are responsible for will be undertaken. | 14.09.21<br>6.1 | Some works have been undertaken.                                 | 4YP | Office | Remaining works to be quoted by builders who are to repair the windows at Wayland Hall.                                                                 | 😊 |
| 21 | To commission audit of energy usage in Council premises.                                                                                                        | 22.09.20<br>5.1 |                                                                  | 4YP | Office | Work to heating system at Wayland Hall has been undertaken. see 77<br>Audit of Energy could be incorporated within a review of the Sustainability Audit | 😊 |
| 13 | Watton Town Council will consider model Climate Change Awareness Policies for possible adoption.                                                                | 6<br>12.11.19   | Clerk to investigate and present model policies to Full Council. | 4YP | Clerk  | Sustainability Audit to include Climate Change Awareness Policies                                                                                       | 😊 |
|    | To undertake a Town Council Sustainability Audit.                                                                                                               | 12<br>24.09.19  | To undertake Audit.                                              |     | Office |                                                                                                                                                         |   |
| 4  | To display photos of past Mayors in Council Chamber.                                                                                                            | 14/309          | To collate photos and display.                                   |     | Office | 2 more photos to be obtained<br><br>Note to be posted in the Chamber to state these 2 photos are unobtainable.                                          | 😊 |

NP – Watton Neighbourhood Plan

4YP – Town Council Financial Four Year Forecast



## Item 9.1

### Watton Town Council Grant Application Form

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

#### A. Your Organisation

|    |                                                                                                                          |                                                                                                                                      |                    |
|----|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1. | Full name of organisation                                                                                                | Watton Ladies Group                                                                                                                  |                    |
| 2. | Registered charity number (where applicable)                                                                             |                                                                                                                                      |                    |
| 3. | Year organisation established                                                                                            | 2020                                                                                                                                 |                    |
| 4. | What does your organisation do? Please give aims and objectives. If you have a publicity leaflet, please attach this too | It is for Ladies that are bored or just need to get out. They find having a group like this, without a membership fee is a lifeline. |                    |
| 5. | Please state whether your organisation is:                                                                               | Watton based for Watton people?                                                                                                      | Yes/ <del>No</del> |
|    |                                                                                                                          | Watton branch of a national organisation?                                                                                            | <del>Yes</del> /No |
|    |                                                                                                                          | Watton based serving a wider area?                                                                                                   | Yes/ <del>No</del> |
|    |                                                                                                                          | Local organisation partly serving Watton?                                                                                            | <del>Yes</del> /No |
| 6. | Where are your organisation's headquarters                                                                               | 8 Priory Road, Watton, IP256 9R                                                                                                      |                    |
| 7. | What is the total membership of your Organisation?                                                                       | Approx 60                                                                                                                            |                    |
| 8. | How many Members live in Watton?                                                                                         | 80% approx                                                                                                                           |                    |

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|     |                                                                                                                                                                                                                                                                                                  |            |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 16. | <p>Please provide a set of your organisation's latest <b>AUDITED ACCOUNTS</b>, 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> | <p>N/A</p> |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|

**D. Statement in Support of Grant Request**

|     |                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                               |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 17. | <p>Please use this space to include a <b>STATEMENT</b> 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> | <p>I'm asking for a donation for the presents for whoever books in for my Christmas day lunch, which is for people who would otherwise be on their own on Christmas Day. This is exactly the same as last years.<br/>An article will be sent to the Free Paper after Xmas</p> |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**B. Grant Request**

|     |                                                                                  |                                                           |
|-----|----------------------------------------------------------------------------------|-----------------------------------------------------------|
| 9.  | How much grant are you asking for?                                               | £ up to £300.00                                           |
| 10. | What is the total cost of the project?                                           | £ Don't know as everything was donated                    |
| 11. | What will you use the grant for?                                                 | Christmas presents                                        |
| 12. | How many people in Watton do you estimate will be receiving help from the grant? | Up to 35                                                  |
| 13. | Are funds available from other sources?<br>(If yes, please give details)         | Yes there will be, same as last year, but to be confirmed |
| 14. | What fund raising efforts will your organisation be making                       | Facebook<br>Go fund me<br>Newspapers<br>Word of mouth     |

**C. Additional details**

|     |                                                                                                                     |                 |
|-----|---------------------------------------------------------------------------------------------------------------------|-----------------|
| 15. | Please indicate the age range of the beneficiaries of any award - e.g., young children/youth/adult/senior citizens. | Senior citizens |
|-----|---------------------------------------------------------------------------------------------------------------------|-----------------|

## Item 9.2

### Watton Town Council Grant Application Form

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

#### A. Your Organisation

|    |                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                 |  |
|----|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| 1. | Full name of organisation                                                                                                | 864 (Watton) Squadron, RAF Air Cadets                                                                                                                                                                                                                                                                                                                                           |  |
| 2. | Registered charity number (where applicable)                                                                             | Excepted Charity Order No. 1340/83                                                                                                                                                                                                                                                                                                                                              |  |
| 3. | Year organisation established                                                                                            | 1977                                                                                                                                                                                                                                                                                                                                                                            |  |
| 4. | What does your organisation do? Please give aims and objectives. If you have a publicity leaflet, please attach this too | Promotes and encourages a practical interest in aviation and the RAF among young people. Provides training which will be useful in the services and civilian life. Encourages the spirit of adventure and develops qualities of leadership and good citizenship.                                                                                                                |  |
| 5. | Please state whether your organisation is:                                                                               | Watton based for Watton people? <span style="float: right;">Yes</span><br>Watton branch of a national organisation? <span style="float: right;">Yes</span><br>Watton based serving a wider area? <span style="float: right;">Yes</span><br>- Includes Wayland villages and other local areas<br>Local organisation partly serving Watton? <span style="float: right;">No</span> |  |
| 6. | Where are your organisation's headquarters                                                                               | Joint Cadet Centre, Elworthy Close, Portal Avenue, Watton                                                                                                                                                                                                                                                                                                                       |  |
| 7. | What is the total membership of your Organisation?                                                                       | 30 cadets, 10 adult staff volunteers and 8 Civilian Committee members                                                                                                                                                                                                                                                                                                           |  |
| 8. | How many Members live in Watton?                                                                                         | Nearly all members live within Watton and Wayland                                                                                                                                                                                                                                                                                                                               |  |

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**B. Grant Request**

|     |                                                                                  |                                                                                                                                                                                                                                 |
|-----|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 9.  | How much grant are you asking for?                                               | £ 750.00                                                                                                                                                                                                                        |
| 10. | What is the total cost of the project?                                           | £ 932.89                                                                                                                                                                                                                        |
| 11. | What will you use the grant for?                                                 | To purchase the following safety equipment:<br>DeWalt Cordless LED Tripod Lights x 3<br>DeWalt 18v Li-ion batteries x 3<br>DeWalt 12/18v battery chargers x 2<br>Bicycle Lights – front and rear set x 5                        |
| 12. | How many people in Watton do you estimate will be receiving help from the grant? | All of our current and future members of our Squadron. At any time this is approximately 50 people.                                                                                                                             |
| 13. | Are funds available from other sources?<br>(If yes, please give details)         | Our Civilian Committee will be supporting this project to make sure it is fully funded.                                                                                                                                         |
| 14. | What fund raising efforts will your organisation be making                       | We have been attending local community events, either supporting with manpower for a donation or running a fundraising stall to raise funds for the Squadron. In addition, we raise funds through Gift Aid and Easyfundraising. |

**C. Additional details**

|     |                                                                                                                     |                                                      |
|-----|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| 15. | Please indicate the age range of the beneficiaries of any award - e.g., young children/youth/adult/senior citizens. | Youths aged 12-20 plus adult volunteers of all ages. |
|-----|---------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|

|     |                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 16. | <p>Please provide a set of your organisation's latest <b>AUDITED ACCOUNTS</b>, 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> | <p>Our funds have to pay for all insurances, internet and telephone bills, housekeeping sundries, new equipment purchases, rifle and other equipment servicing, trophy engraving and purchases of new trophies, financial support of open evenings/presentation evenings/guest night/annual dinners, financial support for subscriptions and camps/activities for cadets or staff with low incomes, travel costs for attending events, event entry fees, annual Wing subs, annual Air Cadet Charity contributions, first aid equipment and kits, and other financial support as required for the cadets and staff. Currently we are looking to invest in new sporting equipment and to provide funding for a Squadron BBQ and later a Formal Annual Dinner. We are also looking to financially support another Squadron Adventure training camp, to keep costs at a minimum to encourage all cadets to attend. We also financially support cadets and staff for first aid training courses and other qualifications.</p> |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

**D. Statement in Support of Grant Request**

|     |                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 17. | <p>Please use this space to include a <b>STATEMENT</b> in support of your request. (This must include <i>details of how your organisation meets the 'eligibility criteria' set out in the information pack included with this form.</i> 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> | <p>864 (Watton) Squadron RAF Air Cadets, is a Charity and is properly constituted in accordance with Charity Law. Our members are from Watton and the local villages. We are part of the national youth organisation, RAF Air Cadets.</p> <p>Our Squadron premises are in an unlit area of Watton. The road to the Squadron doesn't have street lighting and is in a terrible condition, with uneven ground and many large potholes. Our compound cannot accommodate all cars dropping off/picking up cadets, so for safety reasons we have parents drop off and collect outside of the compound. The ground is uneven and there is no lighting for cadets/parents walking to and from vehicles outside of the compound.</p> <p>We attend many community events where we need portable lighting in our gazebo, in particular at events held in the evenings when it is dark. Events such as the Watton Fireworks and the Watton Festive Market.</p> |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Due for review: Feb 2027  
pg. 3 190225

|  |  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  |  | <p>When we take cadets on Squadron camps, either as a camping trip or DofE, portable lights would help us to deal with emergencies without the need to rely on handheld or head torches.</p> <p>Many of our cadets either walk or cycle to the Squadron and during some months they set off in the daylight but return home in the darkness. Sometimes a cadet will forget to bring bike lights or a torch and therefore we would like to have some of these available to loan on such occasions, to ensure the safety of the cadets.</p> <p>All of the lighting requested is being purchased to enhance the safety of cadets, staff, committee members, visitors and members of the public.</p> <p>If we were awarded a grant from the Town Council, we would publicise this on our public Squadron Facebook Page, sharing the post on local social media groups. We would also write an article, to include a photo of the equipment in use, for the Watton &amp; Wayland Times.</p> |
|--|--|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

#### **E. Agree to**

Please tick

|     |                                                                                                 |                                     |
|-----|-------------------------------------------------------------------------------------------------|-------------------------------------|
| 18. | Do you agree to provide updates on how the grant is spent?                                      | <input checked="" type="checkbox"/> |
| 19. | Do you agree to provide receipts for expenditure if requested?                                  | <input checked="" type="checkbox"/> |
| 20. | Do you agree to provide a report for the Annual Town Meeting in the April following your award? | <input checked="" type="checkbox"/> |

## Air Training Corps - Squadron Summary of Receipts and Payments

CC FORM 60  
(Rev Jan 2024)

### Squadron Account for the Year Ended 31 March 2025

I certify that all monies and other assets received on behalf of and for the use of:

No:

864

WATTON

Squadron ATC

from Investments, Permanent Endowments, Use of Land or Buildings (where applicable) and all other fund income sources, have been properly recorded and accounted for as shown on the summary overleaf and represents the total Assets, Receipts and Payments of the Squadron for the year ending 31 March 2025.

The gross income to the account is less than £100,000 during this financial year.

Date:

26/06/25

Treasurer's Signature:

K.FINCH

Treasurer's Name:  
(in capitals)

KISMET FINCH

Is the Squadron registered for Gift Aid?

Yes

☒

No

☐

This Statement of Receipts and Payments has been presented to and approved by the Committee on:

Date:

29/06/25

Chairman's Signature:

*Carol Cox*

Chairman's Name:  
(in capitals)

CAROL COX

DATE RECEIVED

For Wing Chair/Treasurer Use Only

Signature:

Name/Appointment:  
(in capitals)

Notes:

1. In completing the Statement of Squadron Assets, do not include any Land owned by MOD, RFCA or any other **Public Body** nor buildings maintained by **Public Authorities**.
2. In completing this Account, Treasurers must ensure that all **Receipts** from outside Bodies, e.g. Parents' committees, other Sub-committees, or Supporting Associations are included.



| RECEIPTS                                                              |                    |
|-----------------------------------------------------------------------|--------------------|
| <b>1. Balance in Hand (on 31 March 2025)</b>                          |                    |
| Bank Account (Current)                                                | £ 10,808.09        |
| Bank Account (Deposit/Savings)                                        | £ -                |
| Cash (held by Treasurer/Sqn Cdr/Canteen)                              | £ -                |
| <b>2. Receipts from Interest, Grants and Donations</b>                |                    |
| Interest from bank accounts                                           | £ -                |
| Legacies                                                              | £ -                |
| Permanent endowment receipts                                          | £ -                |
| Local subscriptions or donations                                      | £ 500.00           |
| Receipts from sub-letting of land or premises                         | £ -                |
| Gift Aid                                                              | £ -                |
| Grants from Education or Local Authority [state nature of grant here] | £ -                |
| Community fund (eg Lotto, Sport England, RAFCT grant)                 | £ -                |
| <b>3. General Receipts</b>                                            |                    |
| Cadet subscriptions                                                   | £ 4,929.00         |
| Band                                                                  | £ -                |
| Sport                                                                 | £ -                |
| Canteen                                                               | £ -                |
| Duke of Edinburgh Award                                               | £ 643.00           |
| Camps                                                                 | £ 2,963.00         |
| Presentations and open days                                           | £ -                |
| Courses                                                               | £ -                |
| Clothing and uniform                                                  | £ -                |
| HQ RAFAC - for use of Squadron owned vehicle (SOV)                    | £ -                |
| <b>4. Social &amp; Fundraising (state nature of activity)</b>         |                    |
| Coffee Mornings                                                       | £ 620.92           |
| Sqn Dinner                                                            | £ 832.00           |
| MISC Donations                                                        | £ 460.87           |
| (activity 4)                                                          | £ -                |
| <b>5. Other Receipts (specify)</b>                                    |                    |
| Equipment Sales                                                       | £ 685.40           |
| Deposit refunds                                                       | £ 200.00           |
| (other 3)                                                             | £ -                |
| (other 4)                                                             | £ -                |
| <b>6. Loans</b>                                                       |                    |
| Advance during the year                                               | £ -                |
| <b>* TOTAL A</b>                                                      | <b>£ 22,642.28</b> |

\* TOTALS A AND B MUST AGREE

| <b>PAYMENTS</b>                                                              |                    |
|------------------------------------------------------------------------------|--------------------|
| <b>1. Finance charges and payments</b>                                       |                    |
| Loan or overdraft charges                                                    | £ -                |
| Loan repayments                                                              | £ -                |
| <b>2. Payments from Education Authority, Local Authority or Other Grants</b> |                    |
| Grants from Education or Local Authority [state nature of grant here]        | £ -                |
| Community Fund (eg Lotto, Sport England, RAFCT grant)                        | £ -                |
| <b>3. General Payments</b>                                                   |                    |
| Cdt subscriptions to Wing and Region                                         | £ 1,576.00         |
| Band                                                                         | £ -                |
| Sports                                                                       | £ 109.97           |
| Canteen                                                                      | £ -                |
| Duke of Edinburgh award                                                      | £ 309.00           |
| Camps                                                                        | £ 3,566.68         |
| Presentations and open days                                                  | £ 2,063.40         |
| Courses and training                                                         | £ 112.00           |
| Clothing and uniform                                                         | £ -                |
| Administration (stationary, postage, etc.)                                   | £ 571.65           |
| Training equipment, etc.                                                     | £ 294.00           |
| Modelling                                                                    | £ -                |
|                                                                              |                    |
| Rental of private land or premises (not RFCA or MOD, see page 1)             | £ -                |
| Private asset insurance                                                      | £ -                |
| Indemnity insurance                                                          | £ -                |
| Telephone and internet access                                                | £ 495.19           |
| Housekeeping (waste collection/cleaning etc.)                                | £ -                |
| IT equipment                                                                 | £ 2,476.20         |
|                                                                              |                    |
| SOV insurance, fuel and repairs                                              | £ -                |
| Transportation expenses ( <b>not</b> 1771 staff claims)                      | £ -                |
|                                                                              |                    |
| Refunds                                                                      | £ 218.00           |
| Church Donation                                                              | £ 40.00            |
| Althetics Travel                                                             | £ 133.38           |
| (other 4)                                                                    | £ -                |
| <b>7. Balance in Hand (on 31 March 2025)</b>                                 |                    |
| Bank Account (Current)                                                       | £ 10,676.81        |
| Bank Account (Deposit/Savings)                                               | £ -                |
| Cash (held by Treasurer/Sqn Cdr/Canteen)                                     | £ -                |
| <b>* TOTAL B</b>                                                             | <b>£ 22,642.28</b> |

**\* TOTALS A AND B MUST AGREE**

| <b>STATEMENT OF SQUADRON ASSETS AND LIABILITIES</b>                 |                    |
|---------------------------------------------------------------------|--------------------|
| <b>Squadron Assets</b>                                              |                    |
| Bank Account (Current)                                              | £ 10,676.81        |
| Bank Account (Deposit/Savings)                                      | £ -                |
| Cash (held by Treasurer/Sqn Cdr/Canteen)                            | £ -                |
| Total Value of Investments held                                     | £ -                |
| Value of canteen stock (at cost price)                              | £ -                |
| Total Value of all other Squadron Assets (specify at current value) | £ 9,424.95         |
| Any monies owed to the squadron as an asset                         | £ -                |
| Total Value of Land and/or buildings owned by the Squadron          | £ -                |
| <b>Total</b>                                                        | <b>£ 20,101.76</b> |
| <b>Squadron Liabilities</b>                                         |                    |
| (liability 1)                                                       | £ -                |
| (liability 2)                                                       | £ -                |
| (liability 3)                                                       | £ -                |
| (liability 4)                                                       | £ -                |
| <b>Total</b>                                                        | <b>£ -</b>         |

DPA 2018. This form contains personal data as defined by the DPA 2018. The RAFAC will protect the personal data provided and ensure that it is not passed to anyone who is not authorized to see it. The Information provided will be processed in accordance with the regulation contained in the Act and the RAFAC privacy notice which is available at the links below:

[https://www.raf.mod.uk/aircadets/the-hangar/staff-resources/RAFAC Privacy Notice Cadet CFAV](https://www.raf.mod.uk/aircadets/the-hangar/staff-resources/RAFAC%20Privacy%20Notice%20Cadet%20CFAV) RAFAC Privacy Notice

**That is the end of the Squadron's Annual Statement of Account. Please complete the following Charity Fundraising section to show the value of Air Cadets to our communities.**

| CHARITY FUNDRAISING                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| The following supplementary question relates to charitable donations made by the squadron during the financial year. The donations may be amounts paid directly to the charity from squadron funds (itemised on page 3) or indirectly by using collecting tins, in which case the charity concerned would normally inform the squadron of the proceeds. This section is not subject to scrutiny by the independent examiner. The total amount donated or collected on behalf of should be stated below: |            |
| Money raised by the Squadron for Other Charities                                                                                                                                                                                                                                                                                                                                                                                                                                                        |            |
| RAFA Wings appeal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | £ -        |
| RBL Poppy appeal                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | £ -        |
| (additional charitable cause 1)                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | £ -        |
| (additional charitable cause 2)                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | £ -        |
| (additional charitable cause 3)                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | £ -        |
| (additional charitable cause 4)                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | £ -        |
| <b>Total</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>£ -</b> |

**INDEPENDENT EXAMINER'S REPORT**

Independent examiner's report to the members of the Civilian Committee (trustees) of:

No:

**864****WATTON**

Squadron ATC

for the year ending 31 March 2025.

**Respective responsibilities of Committee and Examiner:**

The charity's committee is responsible for the preparation of the accounts.  
 It is the independent examiner's responsibility to: a) examine the accounts,  
 b) to confirm they agree with the squadron records, and  
 c) to state whether particular matters have come to his/her attention.

**Basis of Independent Examiner's statement:**

An examination includes a review of the accounting records kept by the charity and the comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

**Independent Examiner's Statement**

In connection with my examination (which had been carried out in accordance with the guidance notes in Annex A, Chapter 4 of ACP10), no matter has come to my attention (other than that disclosed below\*):

a. which gives me reasonable cause to believe that, in any material respect, the requirements:

- to keep accounting records

- to prepare accounts which accord with the accounting records and comply with the accounting requirements have not been met; or

b. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

\* Please delete the words in brackets if they do not apply.

Give here brief details of any items that the examiner wishes to disclose. Only complete if the examiner needs to highlight material problems (use a separate sheet as necessary).

Signed:



Date:

29/6/25

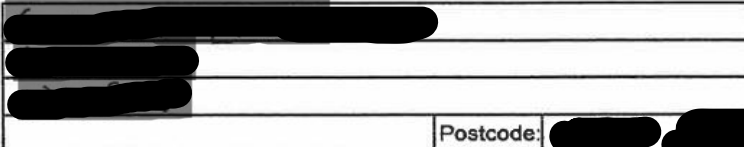
Name:



Relevant professional qualification(s)  
or body (if any):



Address:



Postcode:

**Notes:**

1. An independent examiner is an independent person who is reasonably believed by the squadron committee (trustees of the account) to have the requisite ability and practical experience to carry out a competent examination of the accounts.
2. This person must be someone other than a signatory of the treasurer's or chairman's certificate and must have no direct role in the direction of the fund (ie members of the Civilian Committee) or those directly related to any of these.



## **Watton Town Council BIODIVERSITY POLICY**

**Adopted 19<sup>th</sup> January 2024**

### **BACKGROUND**

In accordance with the duty imposed on town and parish councils by Section 40 of the Natural Environment and Rural Communities Act 2006, updated by Section 102 of the Environment Act 2021, Watton Town Council (hereinafter referred to as the Council) which has any functions exercisable in relation to England must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further the general biodiversity objective.

This duty also means that town and parish councils can spend funds in conserving biodiversity.

### **DEFINITION**

According to Defra (Biodiversity 2020), biodiversity is the variety of all life on Earth. It includes all species of animals and plants – everything that is alive on our planet.

Biodiversity is important for its own sake and has its own intrinsic value. A number of studies have shown this value also goes further. Biodiversity is the building block of our 'ecosystems' that in turn provide us with a wide range of goods and services that support our economic and social wellbeing. These include essentials such as food, fresh water and clean air, but also less obvious services such as protection from natural disasters, regulation of our climate, and purification of our water or pollination of our crops. Biodiversity also provides important cultural services, enriching our lives.

### **AIMS AND OBJECTIVES**

The object of this policy is to work towards conserving and enhancing the biodiversity of the Council's area.

The Full Council and any committees of the Council will consider sustainability, environmental impact and biodiversity when making decisions and will develop and implement policies and strategies as required.

In particular, the Council will aim to improve the biodiversity of the area in the following ways:

- consider the potential impact on biodiversity represented by planning applications.
- manage its land and property using environmentally friendly practices that will promote biodiversity.
- support local businesses and council operations in the adoption of low impact / nature positive practices.
- encourage and support other organisations within the town to manage their areas of responsibility with biodiversity in mind.
- support residents and local organisation activities to enhance and promote biodiversity.

## ACTIONS

### Planning applications

The Council will aim to:

- when commenting on planning applications, support site and building design that benefits biodiversity through the conservation and integration of existing habitats or provision of new habitats.
- support protection of sensitive habitats from development and will consider whether the development would mean the loss of important habitats for wildlife in respect of all applications.
- consider what each proposed development might make in terms of biodiversity net gain.
- include policies in support of biodiversity within the neighbourhood plan.

### Land and property management

The Council will aim to:

- carry out a biodiversity audit of its landholdings.
- consider the conservation and promotion of local biodiversity with regard to the management of its open spaces. This will include adopting beneficial practices with regarding to cutting and removal of vegetation, application of chemicals and timing of maintenance work, paying attention to the Government's [regulations for plant protection products](#).
- take special care in the specification of grounds maintenance contracts to ensure that the work, whilst reaching acceptable standards, does not harm the natural environment.
- source sustainable materials when procuring supplies for the Council's use
- consider biodiversity issues and the implementation of changes when managing its buildings.

### Local community

The Council will aim to:

- raise public awareness of biodiversity issues, including through its website and newsletters.
- engage with local businesses and residents regarding biodiversity in the community and how members of the community can assist and make a difference.
- where feasible, involve the community in biodiversity projects on its land including for example tree planting, wildflower meadows, birdbox making.

### Partners

The Council will seek to work in partnership with other organisations to protect, promote and enhance biodiversity within the council area.

It will review any local nature recovery strategies, species conservation strategies, or protected site strategies in respect of local Sites of Special Scientific Interest (SSSIs) and consider how it may become more involved in implementing the strategies' recommendations.

## MONITORING

This policy was adopted on **19<sup>th</sup> January 2024** (Minute reference **9**) and will be reviewed in two years or sooner should legislation dictate / each year at the Annual Meeting. A summary of how the policy has been implemented will be published annually, with reference to the original biodiversity audit to show progress.

## BIODIVERSITY ACTION PLAN

Adopted xxxxxxxxxxxx

| SITE / OBJECTIVE                                                                                                                                     | ACTION                                                                                                                                                                                                                                                                                                                                                                                          | OUTCOME                                                                                                                                                         | TARGET (Years) | REPORTING / PUBLICITY             |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------|
| Whole council area                                                                                                                                   | Raise local awareness of biodiversity.                                                                                                                                                                                                                                                                                                                                                          | Gain local support for action.                                                                                                                                  | Ongoing        | Newsletter, social media, website |
| Protect and support biodiversity                                                                                                                     | Encourage suitable planting to support biodiversity.                                                                                                                                                                                                                                                                                                                                            | Connect & diversify habitats to meet the needs of a variety of wildlife species                                                                                 | Ongoing        | Mapping                           |
| Cemetery / churchyard                                                                                                                                | Prepare a plan to support wildlife and diversity whilst maintaining the site in a way which enables visitors to experience quiet and calm remembrance.<br><br>Leave leaf litter and dead vegetation wherever possible as a habitat for invertebrates.                                                                                                                                           | Increased cover for invertebrates, reptiles, amphibians and small mammals.<br><br>Encouraging insects particularly butterflies and bees.                        |                |                                   |
| Bridle Road Play area                                                                                                                                | Sympathetically maintain hedging.<br><br>Consider leaving some areas unmown. (Wild flower area)<br><br>Use plants to provide extra habitats and food sources<br><br>Leave Natural structures – wooden logs                                                                                                                                                                                      | Food sources and cover<br><br>Encourages insects.<br><br>Sustain and enhance natural habitats.<br><br>Provides shelter and enhance natural habitats for animals |                |                                   |
| Other open spaces: -<br><br>Lovell Gardens Play area<br><br>Hares Green Allotments<br><br>Memorial Garden<br><br>Jubilee Garden<br><br>Heritage Park | Adopt a management plan for each site.<br><br>Encourage residents to remove litter and pick up after their dogs.<br><br>Encourage residents to adopt areas to look after, making it clear what is expected e.g. peat free compost, no chemicals and possible bulb planting.<br><br>Ask residents for their views on what they would like to be done to conserve biodiversity within the parish. | Sustain and enhance natural habitats.<br><br>Protecting habitats<br><br>Regular attention.<br><br>Engagement/ownership of biodiversity                          | Ongoing        |                                   |

| SITE /<br>OBJECTIVE                                   | ACTION                                                                                                                                                                                                                                                                                                                                                                             | OUTCOME                                                                                                                | TARGET<br>(Years) | REPORTING<br>/ PUBLICITY |
|-------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-------------------|--------------------------|
| The Built<br>Landscape                                | <p>Ensure that planning consultations are considered against the requirements of the Neighbourhood Plan</p> <p>Encourage hedgehog/small animal highways with permeable boundaries</p>                                                                                                                                                                                              | <p>Protecting/enhancing habitats</p> <p>Extending habitats.</p>                                                        | Ongoing           |                          |
| Increase<br>community<br>awareness of<br>biodiversity | <p>Raise awareness of the importance of gardens as habitats for wildlife, with possible actions highlighted in the Town Councils newsletter and on the Town Council website</p> <p>Consider creation of a page on the parish council website for photographs / information / links</p> <p>Provide seed bombs / bulbs etc. for residents' use.</p> <p>Discourage floodlighting.</p> | <p>Promote biodiversity.</p> <p>Promote biodiversity.</p> <p>Extending habitats.</p> <p>Protect nocturnal animals.</p> |                   |                          |
| Support<br>Community<br>Projects                      | <p>Support hedge/tree planting in any appropriate areas.</p> <p>Consider events and offer volunteering opportunities to support biodiversity, working with local organisations including schools if possible.</p>                                                                                                                                                                  | <p>Extending habitats.</p> <p>Promote biodiversity.</p>                                                                |                   |                          |



## **Watton Town Council**

### **Proposal for the Provision of Internal Audit Services for the year 2025/26**

#### **1. Introduction and Background.**

1.1 It may be helpful to the Town Councillors and the Town Clerk to have a brief outline of my auditing background and qualifications for reference purposes.

1.2 I am a qualified accountant, holding the Chartered Institute of Public Finance and Accountancy (CPFA) qualification. I spent my career in local government accountancy and auditing, including the position of Audit Partnership Manager for Ipswich Borough Council, Suffolk Coastal District Council and Waveney District Council (now East Suffolk Council) having formed an Audit Consortium for these councils. I was responsible for undertaking the internal audit function for all three councils with a total gross expenditure of over £200m.

1.3 I continued to manage the Consortium until I took early retirement from local government and set up my own self-employed business to undertake auditing and consultancy work for private clients, including parish and town councils and charities within Suffolk, Norfolk and Essex. My work normally arises through personal recommendation. I personally undertake all the Internal Audit work for local councils, I do not delegate to other persons or staff.

1.4 I have also previously worked as Clerk/RFO to Melton Parish Council (near Woodbridge) and accordingly understand the pressures, challenges and demands placed upon both Clerks and local councils.

1.5 I provide Terms of Reference and an individual Internal Audit Plan for each of my clients. I provide a formal detailed Audit Report at the end of each audit and complete the Annual Internal Audit Report within the Annual Governance and Accountability Return (AGAR) at the year-end.

1.6 I have over 60 local council clients in the East Anglia region and will be pleased to provide a full client list as required. I make myself available throughout the year to my local council clients in order that they may discuss any issues about which they may require guidance or support.

1.7 I was appointed Internal Auditor to Watton Town Council for the years 2023/24 and 2024/25 and Councillors and the Town Clerk will have seen the Internal Audit Reports presented to the Council in respect of those years.

The following Proposal for the year 2025/26 is put forward to the Town Council for consideration:

#### **2. An Interim Internal Audit during 2025/26.**

2.1 Interim Internal Audit Reviews are valuable where a Council requires assurance during the year that accounting procedures and operations and income/expenditure controls are operating efficiently. Interim Audits are normally considered essential in the case of larger Town Councils which have relatively high levels of income and expenditure and a significant number of transactions within the year.

2.2 It is proposed that one Interim Internal Audit should be performed at Watton Town Council during the 2025/26 year (a date in November 2025 would be appropriate for the review of the Council's operations during the half-year ending 30 September 2025). This would lead into, support and inform the End-of-Year Audit for the 2025/26 year in May/June 2026. In this way, the Town Council will be supported throughout the 2025/26 year in terms of receiving assurance on the adequacy and efficiency of the key systems and operations in place.

2.3 Terms of Reference have been prepared for consideration by the Town Council (copy at Appendix A). A Draft Audit Plan of the work to be undertaken for the Interim Audit has also been prepared for agreement with the Town Clerk/RFO. The coverage will focus on the key internal control systems operating at the Town Council (viz. accounting procedures including bank

reconciliations, controls over income and expenditure, Risk Management, Budgetary Control, Payroll Controls and Asset and Investment Controls).

2.4 On the conclusion of the work the Internal Auditor will issue a Draft Audit Report and will discuss with the Town Council's Staff, as required, the issues arising from the report and any recommendations being put forward.

2.5 Once the Draft Report has been agreed a Final Copy will be formally issued to the Town Council.

2.6 Whilst some work can be undertaken remotely using available information published on the Council's website, the Interim Internal Audit will involve 1 day on site at the Watton Town Council offices in order to complete key aspects of the review and to undertake sufficient testing of internal controls in operation.

2.7 The fee for the Interim Internal Audit would be £495 plus travelling expenses of £55 (reflecting the 122 miles at the HMRC rate of 0.45p per mile from Woodbridge to Watton and return) for the site visit.

### **3. The End-of-Year Internal Audit 2025/26.**

3.1 Towards the end of March 2026, the Internal Auditor will provide the Town Council with a Draft Internal Audit Plan for the End-of-Year Audit for 2025/26 to take place in May/June 2026.

3.2 The Interim Internal Audit undertaken during the year will provide significant support to the End-of-Year Audit for 2025/26 but there are some essential areas of work that can only be undertaken at the year-end to enable the certification of the Annual Internal Audit Report within the Annual Governance and Accountability Return (AGAR) to be completed.

3.3 It is anticipated that 1 day will be required at the Watton Town Council offices in order to complete key aspects of the End-of-Year review and to undertake sufficient testing of internal controls to enable the full and proper completion of the Annual Internal Audit Report.

3.4 As in the case of the Interim Internal Audit, some areas of examination and the preparation of the detailed audit report can be undertaken remotely using published information and data on the Council's website and this will assist the work to be undertaken during the auditor's attendance at the Council's offices. Many clients provide me with read-only access to their Scribe accounting system to assist in the End-of-Year audit work.

3.5 On the conclusion of the work the Internal Auditor will issue a Draft Report and discuss with the Town Council's Staff the issues arising from the report and any recommendations being put forward. Once the Draft Report has been agreed a Final Copy will be formally issued to the Watton Town Council.

3.6 During the course of the Internal Audit, the Town Council will be kept apprised of the progress being achieved at each stage.

3.7 The Fee for the 2025/26 End-of-Year Internal Audit, being supported by the Interim Audit work performed earlier in the year of account, would be £495 plus travelling expenses of £55 (122 miles at the HMRC rate of 0.45p per mile from Woodbridge to Watton and return) for the site visit.

### **4. Summary of Proposal.**

4.1 it is proposed that one Interim Internal Audit is undertaken for the Watton Town Council (in November 2025) which will lead into and inform the End-of-Year Internal Audit to be undertaken in May/June 2026.

4.2 The cost involved (including travelling) would be £550 for the Interim Audit and £550 for the End-of-Year Internal Audit, providing an overall total cost of £1,100 for the 2025/26 year of account.

4.3 Terms of Reference (at Appendix A) are attached to this Proposal.

I hope the above is helpful to the Council in its consideration of the Internal Audit support required for the year 2025/26.

*Trevor Brown*

**Trevor Brown, CPFA**

**3 September 2025**

## **APPENDIX A**

### **Watton Town Council**

#### **Internal Audit Terms of Reference – 2025/26**

The Council as a whole is responsible in law for ensuring that its financial management is adequate and effective. Similarly, the Council must ensure that there is a sound system of internal control which facilitates the effective exercise of the Council's functions and the arrangements for the management of risk. Internal Audit is a key component within that overall system of internal control.

The purpose of the Internal Audit is to review whether the systems of financial control and other controls over the activities of the Council are adequate, effective, and in line with current regulations. Whilst Internal Audit would not actively seek evidence of fraud, corruption, error or mistakes, it can assist the Council in its responsibility for the prevention and detection of such occurrences. The Internal Auditor is independent of the operations (financial control/management) of the Council and competent in the understanding of the law as applicable to Local Councils, of accounting and basic PAYE and VAT requirements. Any change in personal circumstances that may cause a question over the independence requirement must be reported to the Council.

The Internal Auditor will apply the standards stipulated by the SAPPP Practitioner's Guide 2025 'Governance and Accountability for Smaller Authorities in England' and will carry out under the direction and management of the Council (or as may be delegated to a Committee or to the Clerk) the following duties:

- a) To review during the year the accounting and internal control systems in place (it is the Council's responsibility to establish adequate and effective internal controls and act upon any recommendations put forward by the Internal Auditor in this respect).
- b) To provide Internal Audit Reports to the Council in writing on the results of the tests of the operation of the internal control systems.
- c) To carry out reviews and tests of the books, accounts, transactions and vouchers on a sample basis in order to arrive at an opinion on the systems in place.
- d) To complete the Annual Internal Audit Report within the Annual Governance and Accountability Return (AGAR) in respect of the financial year under review.

Internal Audit testing of internal controls will be sufficient for the proper completion of the Annual Internal Audit Report, which should provide an adequate level of assurance for the Council to complete the Annual Governance Statement within the AGAR.

In completing the Annual Internal Audit Report, the Internal Auditor will have planned and carried out the work necessary to give the assurances called for. The key control tests in the AGAR require an adequate and appropriate level of Internal Audit coverage; additional testing and reporting can be tailored to local circumstances. Internal Audit work always requires the application of judgement and, accordingly, the scope and the degree and frequency of testing should reflect and be proportionate to the likelihood of fraud, error or mis-statement that could occur. Testing should be related to the size and level of business activity of the Council.

# **Interim Internal Audit Review for Watton Town Council**

**November 2025**

## **Draft Audit Plan**

This Interim (Half-yearly) Internal Audit will focus upon the key systems of internal control in operation to provide assurance to the Town Council that satisfactory overall financial and regulatory arrangements are in place. The Interim Audit will support the End-of-Year Internal Audit to be undertaken in May/June 2026; the overall internal audit work will enable the completion of the Annual Internal Audit Report within the Annual Governance and Accountability Return (AGAR) for the year 2025/26.

### **1. Governance, Standing Orders, Financial Regulations and other Regulatory Issues**

- a) Has the Town Council recently reviewed and formally adopted up-dated Standing Orders and Financial Regulations?
- b) Confirm that a Responsible Financial Officer is in post with specific duties agreed under contract.
- c) Is the General Power of Competence in place and all relevant criteria met at the time of adoption?
- d) Confirm that the Local Code of Conduct has been adopted and is being correctly applied.
- e) Confirm that the Town Council is registered as a Fee Payer/Data Controller under Data Protection legislation. Does the Town Council demonstrate compliance with the General Data Protection Regulations (GDPR)? Have any significant issues arisen regarding compliance with the GDPR?
- f) Do the Town Council's Minutes (for Full Council and its Committees) provide a clear record of actions and decisions taken?
- g) Has the Town Council reviewed and approved the membership and terms of reference for its Committees?
- h) Does the Town Council review and up-date its formal Policies and Procedures? Has the Town Council introduced any additional formal Policies and Procedures since the 2024/25 End-of-Year Internal Audit review undertaken in June 2025?
- i) Is the Council able to provide a positive response to the new Assertion 10 in the 2025/26 Annual Governance Statement regarding digital and data compliance?

### **2. Accounting Procedures and Proper Book-keeping**

- a) Is the Scribe Accounting System/Cashbook being properly maintained and up to date?
- b) Is the Scribe System subject to adequate balancing (Cashbook arithmetically correct) and regularly balanced and reconciled to the bank statements?
- c) Is the Accounting System fit for purpose comparative to the Town Council's requirements and the transactions regularly passing through the Accounts?
- d) Is there a clear audit trail from the underlying financial records to the Accounts?
- e) Are the financial information and data being produced from the Accounting System and delivered to Town Councillors adequate and relevant to the Town Council's needs?
- f) Are the Council's IT systems, including Scribe, suitably and securely backed up?
- g) Was the End-of-Year AGAR 2024/25 document completed correctly and submitted timely to the External Auditors? Were Sections 1 and 2 correctly approved, signed and dated and published on the Town Council's website?

### **3. Bank Reconciliation**

- a) Confirm that a Bank Reconciliation for each account has been carried out regularly and timely. Is the reconciliation being performed each month? What is the date of the most recent Bank Reconciliation?
- b) Has the most recent Bank Reconciliation been performed correctly? Can the Bank Reconciliation be confirmed from Bank Statements?
- c) Are there any unexplained balancing entries in any reconciliation?
- d) Do the Town Council and the relevant Committee receive regular reports of bank balances and reconciliations? Are the details Minuted?
- e) Can the values of investments/savings accounts brought into the Bank Reconciliation be confirmed through documentary evidence?

#### **4. Budgetary Controls**

- a) Has actual expenditure against the 2025/26 Budget been regularly reported to and considered by the appropriate Committee and the Town Council?
- b) Are there any significant unexplained variances from the 2025/26 Budget?
- c) Are Budget Monitoring papers suitably detailed to ensure that Councillors have sufficient information to make informed decisions?
- d) Are Reserves (both general and earmarked) regularly monitored? Is the level of overall Reserves adequate to provide for any unforeseen costs? Does the level of General Reserves meet best financial practice?
- e) Is a Reserves Policy in place and is it being correctly applied?
- f) What progress has been made or what plans are in place for the preparation of the budget for the year 2026/27?

#### **5. Internal Financial Controls, Payments Controls and Audit Procedures**

A sample of payments made during the period April 2025 to October 2025 will be selected during this Interim Audit in order to examine/confirm the following issues:

- a) Is there a clear audit trail to clearly demonstrate that Payments in the Scribe Cashbook are supported by invoices, properly authorised and Minuted?
- b) Are Electronic Payments and other Internet Banking transactions, including transfers, properly recorded and approved?
- c) Has the VAT element on payments been correctly identified, recorded and reclaimed? Are re-claims for VAT paid made promptly to HMRC?
- d) Have the appropriate Standing Orders and Financial Regulations been met?
- e) Do the Council's Minutes provide a clear record of the payments made?
- f) Have items or services above the de minimus amount been competitively purchased?
- g) Have estimates, quotations and tenders been sought in all appropriate cases and properly documented and reported?

#### **6. Payroll Controls**

The Town Council's Payroll will be examined and tested during this Interim Internal Audit in order to confirm the following issues:

- a) Are the Town Council's Payroll Services outsourced or managed in-house? Confirm that satisfactory procedures are in operation for the provision of Payroll Services.
- b) Have there been any changes in staffing, staff appointments and rates of salaries paid since the 2024/25 End-of-Year Internal Audit? If so, have all changes been agreed by the Town Council? If appropriate, have the changes been correctly communicated to the outsourced Payroll Services provider? Have PAYE/NIC been properly operated by the Town Council as an employer?
- c) Has the Town Council been advised of the current NJC salary scales and approved any increases in salaries? Do salaries being paid agree with those approved by the Town Council?

- d) Are payments other than salary payments to employees reasonable and approved by the Town Council?
- e) Are workplace pension requirements being met and correctly applied? Have the Pensions Regulator's requirements been met in full (e.g. any re-declarations)?
- f) Has the Council nominated a Councillor to undertake periodic checks of the payroll?

## **7. Debit Card and Petty Cash arrangements**

- a) Confirm/test-check current arrangements relating to the use of the Debit/Credit Cards being operated by the Town Council's staff.
- b) Is a Petty Cash Account operating? Are associated books and an adequate control system in place? Are Petty Cash books up to date?
- c) Are written instructions in place for use of Credit Cards and Petty Cash and have they been formally approved by the Town Council?
- d) Are payments supported by invoices/vouchers?
- e) Is the cash balance, if appropriate, held securely?
- f) Are Credit Card and Petty Cash transactions reported to the appropriate Committee and the Town Council?

## **8. Income Controls**

A sample of income items received during the period April 2025 to October 2025 will be selected at this Interim Internal Audit in order to examine/confirm the following issues:

- a) Is income properly recorded in the accounting system (and promptly banked where appropriate)? Does documentary evidence exist to confirm that the correct amount of income has been invoiced/received?
- b) Are security controls over cash and cheques (if applicable) adequate and effective? Are debtors encouraged to make payment electronically?
- c) Are invoices promptly issued and followed up as necessary? Is the follow-up procedure adequate and effective? What was the level of debt outstanding as at (say) 31 October 2025?
- d) Are all income sources, fees and charges reviewed each year to confirm appropriate and adequate rates are being charged? Have these issues been adequately dealt with in the budget process for the current year (2025/26) and are being monitored?
- e) Are appropriate Registers in place for the Cemeteries, Allotments and Market Traders and being satisfactorily managed by the Town Council?

## **9. Internal Control and the Risk Management arrangements**

- a) Are the risk assessment documents being used in appropriate cases/incidents? Do they adequately cover risks (financial and other) faced by the Town Council and detail the mitigating actions in place? Have any new risks been recently identified and are they adequately documented?
- b) Do Minutes record the Council carrying out an annual or regular risk assessment and review of internal control systems? Are arrangements in place to meet the Accounts and Audit Regulations requirement to formally consider internal control arrangements (including risk management arrangements) during each year of account?
- c) Has insurance cover been reviewed by the Town Council and a new policy entered into for the year 2025/26? Is the insurance cover (particularly Employer's Liability, Public Liability and Fidelity Guarantee cover) appropriate and adequate?
- d) Are internal control systems documented and regularly reviewed? Is a Statement of Internal Controls in place?
- e) Is the Town Council providing appropriate training for Councillors and Staff and allocating appropriate budgets for training programmes (e.g. risk management, health and safety and safeguarding training)?
- f) Has the previous Internal Audit Report been presented to Council and Minuted?

- g) Are regular weekly health and safety checks being undertaken at the Town Council's play areas by the Council's own staff or nominated Councillors? Are annual RoSPA standard inspections being carried out for each play area by an appropriate contractor and formal reports provided to and considered by the Town Council?

#### **10. Assets Control and Valuations**

- a) Does the Town Council's Asset Register display all material assets owned or in its care? Is the Register maintained within the Scribe system?
- b) Is the Asset Register up to date and valuations consistent, year-on-year (e.g. at cost/proxy cost)? Are Community Assets recorded at a nominal value?
- c) Is the Asset Register regularly reviewed by the Town Council (at least annually)?
- d) Have the items listed in the asset register been agreed with those in the insurance schedules to ensure that appropriate cover is in force?

#### **11. Responsibility as Sole Trustee**

- a) Has the Town Council any responsibilities as a Sole Trustee? If so, is the Town Council discharging its responsibilities satisfactorily to enable the Annual Governance Statement to be completed in the affirmative. Does the Charity Commission's website confirm that an Annual Update has been submitted?

#### **12. Previous Internal Audit Recommendations**

- a) Have the Recommendations in the previous Internal Audit Reports relating to the 2024/25 year of account been addressed? If not, is an Action Plan in place?

#### **13. External Audit**

- a) Has the Certificate and Report from the External Auditors for the year 2024/25 been presented to the Town Council?
- b) Have any matters raised by the External Auditor been agreed/addressed by the Council or is an Action Plan in place?

#### **14. Other Matters**

- a) Are there any areas in which the Town Council's staff require additional training or support?
- b) Are there any other areas which the Town Council's staff or Town Councillors have requested Internal Audit to examine during this Interim Internal Audit Review?

***Trevor Brown***

***Internal Auditor***

***3 September 2025***