



Watton Town Council

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

To Councillors: You are hereby summoned to attend the Town Council meeting to be held in the Council Chamber, Wayland Hall on Tuesday 11th November 2025 at 7.00pm for the purpose of transacting the following business.

Jane Scarrott – Town Clerk

5th November 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 28.10.25 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 Clerk's Report including Witch Trail Report (TH)
 - 4.4 Reports from Lead Councillors
5. PUBLIC PARTICIPATION
6. Update on Devolution and Local Government Reorganisation
7. FINANCE
 - 7.1 To note the Minutes of the Finance Committee Meeting held on 23.10.25
 - 7.2 To approve payment of £359.10 to Force8 Events for security at the Fireworks Evening
 - 7.3 To approve payment of 400.00 advance payment for the Festive Market to Mobile Disco Network
 - 7.4 To agree quote received for Town Operative equipment and machinery
8. GRANTS
 - 8.1 To consider packages for the Watton Christmas Market Hamper Appeal
 - 8.2 To consider grant application received from Watton Evening Women's Institute
9. To note response sent to Norfolk County Council questionnaire regarding areas that experience flooding
10. To agree membership of the Biodiversity Working Group
11. To consider setting up a Digitalisation Working Group to help increase tourism and assist with local planning and infrastructure to save resources and costs in the future.
12. To consider investigating Free Town Wi-fi
13. To consider re-positioning of the bench at Memorial Garden
14. PLANNING - To consult on planning applications received since the last meeting

- | | | | | |
|------|-----------------------|--|---|---|
| 14.1 | PL/2025/156
3/FMIN | Proposed change of use for a residential dwelling: The property will transition from Residential (Use Class C3) to a Day Nursery (Use Class E(f)). The proposed changes include internal renovations to the building. Additionally, the applicant plans to provide secure access and a play area for the children attending the nursery. | Opal House,
61 Griston
Road, Watton,
Thetford,
Norfolk, IP25
6DN | https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=198504 |
|------|-----------------------|--|---|---|

15. To pass a resolution to Exclude the Press and Public to consider confidential Staffing matters:

15.1 To note the Minutes of the HR Committee Meeting held on 23.10.25

Item 3.1

Minutes of the meeting of Watton Town Council held on

Tuesday 28th October 2025 at 7.00pm in the Council Chamber at Wayland Hall

Councillors Present: - Gillian Tarrant (Chairman of the meeting), Keith Gilbert, Stan Hebborn, Sue Hebborn, Sarah Humphries, Tomos Hutchings, Tina Kiddell, Graham Martin, Keith Prince, Jack White.

Officer present: Jane Scarrott Clerk

1. APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED from
Tony Bridges, Tina Cruz, Don Saunders

2. NO DECLARATIONS OF INTEREST MADE

3. MINUTES

3.1 The Minutes of the meeting held on October 14th 2025 were accepted as a true record.

Comment was made however that the Footfall Camera Report was not noted at the meeting.

3.2 Updates from items raised at the meeting on October 14th 2025 not agenda items for this meeting:

- Hares are now ordered for the Watton Hare Trail.
- Quotes are being sought for a light head for the column at Church Walk.
- Council HR and Governance Support engaged to undertake job evaluations.
- HR consultant engaged to provide HR services is scheduled to spend a day in the Office on November 6th.

4. REPORTS

4.1 Chairman's Report

The Chairman has attended:

15th October Watton Society AGM

23rd Car parks and Finance Committee Meetings

28th October Charlotte Harvey Trust Fun Day

The Chairman voiced her thanks to all involved with the very successful Fireworks Evening on October 24th.

4.2 Vice-Chairman's Report

The Vice-Chairman reported that she had attended the Fireworks Evening which she described as phenomenal. She has also attended Breckland District Councillor Housing Allocation Training along with Cllr Gilbert. It was noted there is a demand for housing in the area far greater than the premises available.

4.3 District Councillor's Report

As above.

Cllr Gilbert reported that he is now, once again, a member of the Breckland Council Planning Committee.

Cllr Bowes was not present at the meeting but had sent a written report through prior to the start of the meeting.

4.4 County Councillors Report

Cllr Bowes was not present at the meeting but had sent a written report through prior to the start of the meeting.

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

- A draft of the Investigation Report into the County Wide Flooding from May to October 2024 has been sent to the Council. This has been shared with Watton & Saham Flood Action Group.
- Two items of wooden play equipment have been removed from play areas as recommended in the annual RoSPA play equipment report.
- There have been several instances of an horrendous sewerage smell within the Town Council Offices in the last couple of weeks. This is being investigated. Councillors stressed the need to address this issue as soon as possible.
- Quotes have been sought and passed to Breckland Council to possibly fit a light head on the bare pole at the east end of Church Walk.

4.5i Middle Street Consultation

From consultation with key stakeholders and local businesses, Norfolk County Council (NCC) has received a couple of questions which it would like the Town Council's views on: 1) The Kings Arms has asked whether license will be granted for them to have permanent outdoor tables and chairs? And if so would this conflict with the existing town's Public Space Protection Order (PSPO) relating to alcohol consumption in public areas?

It was felt this is a question which needs to be answered by Breckland Council's Licensing Team.

2) One of the local traders has requested delivery access to the proposed pedestrianised area. There may be a need to consider giving all local businesses within the Market Square access to keys to allow deliveries to their premises. But the question would be how the Traffic Regulation Order can be best enforced on the ground to ensure access to unlock the bollards is not being abused?

The Town Council is willing to help manage the bollards but it was suggested accepted procedures would need to be implemented to be fair to all.

NCC is preparing to carry out the full public consultation of plans for Market Square from the beginning of December 2025.

The Town Council is willing to help with consultation including provision of an exhibition within Wayland Hall.

4.6 Lead Councillors Reports

Cllr Stan Hebborn re-iterated how successful the 2025 Firework Event had been and again thanked all those involved. It was noted however that few Councillors helped on the evening and that future events need better commitment from Councillors.

An e-mail from the Events & Marketing Officer, updating on events, had been sent out prior to the meeting. Noted that £562.34 had been raised in the collection buckets at the Fireworks Event. This is down on previous years and thought to be due to the fact the people carry little cash. With this mind the Office is investigating the possibility of using a crowd funding platform.

4.6i Biodiversity Working Group

It was resolved that the Church Walk Walking Group should remain as a Task and Finish Group which can be called upon if necessary.

It was resolved to establish a Biodiversity Working Group. Membership will be considered at the next meeting of the Full Council.

5. WORKS IN PROGRESS

The Works in Progress List was accepted as presented.

6. PUBLIC PARTICIPATION

No members of the public present.

7. FINANCE

7.1 Payments for October 2025 were approved for payment as on the list presented prior to the meeting with the addition of payment of £510 for removal of condemned play equipment at the Sports Centre and Bridle Road Play Areas, £396 to provide buggies for use at the Fireworks Evening and £270 for ACAS staff training.

8. UPDATE ON DEVOLUTION AND LOCAL GOVERNMENT RE-ORGANISATION (LGR)

Updates received are passed to Councillors.

Cllr Hutchings informed those present of the Norfolk County Council business case for one unitary authority for Norfolk. There are many unknowns including what future Council tax will be, if there will be staffing cuts and whether revenue costs will fall helped by removing duplication of services. It is however of note that money has been put aside to establish Neighbourhood Teams throughout the authorities area with aims which include the creation of harmonisation and fairness.

Councillors however were reminded that nothing has been decided regarding LGR and that at present there is a great deal of uncertainty around what will happen.

9. NORFOLK COUNTY COUNCIL PARISH PARTNERSHIP SCHEME

9.1 Norwich Road Trod

It was resolved to accept the updated cost to the Town Council of £6517 towards the proposed trod along the Norwich Road from east of the Lidl site to the bus shelter. The remaining 50% of the cost to be funded through the Norfolk County Council Parish Partnership Scheme.

It was a very close decision to go ahead with the trod due to the increase in cost, but it was felt the trod will be of benefit and that costs will only continue to rise.

9.2 Bridle Road dropped Kerb

It was resolved to accept the Parish Partnership offer of £694.94 to install a dropped kerb at the Bridle Road Play Area. Other works have been identified that may need to be undertaken to ensure the path which will lead off the dropped kerb is wide enough

to be Disability Discrimination Act compliant. Costs to make the path compliant will be explored.

10. GRANT POLICY

It was resolved to accept the wording for the Town Council Grant Policy: The applying organisation should be a registered charity and/or be either based wholly in Watton, or able to demonstrate that its activities benefit Watton residents.

11. WAYLAND ACADEMY ACHIEVEMENT EVENING

It was resolved to sponsor a prize of £50 for the Wayland Academy Achievement Evening 2025.

The invitation to the Achievement Evening will be forwarded to Councillors.

12. CAR PARKS

It was resolved to continue to pursue Option 2 as offered by Breckland Council regarding the transfer of the three Breckland owned car parks in the town for nil consideration.

13. PLANNING

13.1 PL/2025/1559/FMIN Replacement windows and doors 24a High Street, Watton

No comments made

14. Resolution passed to exclude the public and press to consider staffing matters.

The Chairman of the HR Committee gave an update of the HR Committee meeting held on 23.10.25.

Item 4.2 Update from the meeting held 28.10.25

Agenda

Item No.

- | | |
|------|--|
| 4.5 | Dyno-Rod and Anglian Water attended Wayland Hall on Nov 4 th to investigate the sewerage smell. Nothing was found! |
| 4.6i | Biodiversity Working Group membership is item 10 on 11.11.25 agenda |
| 9.1 | Norfolk County Council Parish Partnership Scheme acceptance form has been signed and returned for the agreed trod along the Norwich Road. |
| 9.2 | Highways Engineer has been chased up for a diagram/spec of the dropped kerb to enable quotes to also be obtained for possibly widening the paths at Bridle Road. |
| 11 | Councillor Saunders is attending the Wayland Academy Achievement Evening. |

Item 4.3 Clerks Report

Breckland District Policing Priorities - Oct 2025 - Jan 2026

From the Neighbourhood meetings held this month the below priorities will be adopted for the local policing teams to target this quarter.

- Tackling Anti-social Behaviour
- Tackling Retail Crime

The dates for the next Neighbourhood Meetings are below. Locations need to be confirmed in some cases.

Looking ahead, it appears that some partners are finding it difficult to attend the Board Priority meetings in the evenings. Participants are being asked if these meetings should be moved to a working day time. They will continue to be held on teams and will continue to be brief.

Thetford – 7 January 2026 @ 1830hrs

Swaffham – 12 January 2026 @ 1900hrs at Beachamwell Village Hall (Confirmed)

Attleborough – 15 January 2026 @ 1830hrs at Garboldisham Village Hall (Confirmed)

Dereham – 21 January 2026 @1900hrs at Breckland District Council Offices (Confirmed)

Watton – 28 January 2026 @ 1900hrs

Councillors

A councillor stops being a councillor if they fail to attend a meeting of the whole council, a committee, sub-committee or joint committee for a period of six months and the reason for absence is not approved before the expiry of the six month period.

This is the position with two councillors and Breckland Council has been informed and the process to fill the vacancies will begin.

Breckland Council Town & Parish Forum

I attended the Breckland Council Town & Parish Forum on 03.11.25 at Narborough.

Of note Leader Sam Chapman-Allen did say he did not agree that residents should pay to “buy” the car parks!

It was however stressed that should any parishes wish to take over any Breckland Council assets investigation should be undertaken as a priority. It will be an agenda item for the next Full Council meeting to consider whether the Town Council wishes to look at taking ownership of any of the Breckland Council open spaces in the town.

Please take a look at: <https://www.breckland.gov.uk/mymaps>

Car Parks Update

Proposal has been submitted to Breckland Council re. transfer of the three town car parks. The Clerk is meeting with Ralph Burton, Breckland Council Assistant Director of Property & Projects to consider the proposal.

Local Development Framework

In-person consultation for the Local Plan at **Watton library on the 19th of November 12:00 - 3:00pm.**

Please take a look at the consultation: [Regulation 18 Local Plan Consultation 2025 - Breckland Council](#)

The Local Development Framework will be an agenda item for the Town Council meeting on November 25th for the Council to consider a response to the consultation.

Halloween Witch Trail Report

Many thanks to the organisers of the Halloween Witch Trail.

- The WTC footfall camera shows 1283 pedestrians walking past camera 1.

The average Saturday footfall is 788, so the trail increased footfall by roughly 62%.

- A few places tried to keep footfall tallies, of which we have:

Museum for Watton – 235 people

Norfolk Gift Company – 255 people

Dragonfly Gallery – 150+ people

Watton Bakery – emptied x3 boxes of x50 Haribo sweets so approx. 150-250 people.

- Everyone involved had good things to say about the event and organizers.
- Some shops had record footfall for this year.
- Boost to local economy and sustainable social impact.

Next steps:

1. I would like to get Watton Town Council involved next year by opening the clock tower for viewing from the outside only. Given its proximity to Adcock's Electricals, this would be an ideal spot to have a centralised source of information for those participating. This could be done without any expenditure if Cllr's show interest.

Day totals

Date	01/11/2025	
cluster_name	IN	OUT
Watton Town Centre	11,322	10,068
Market Place 1 Pedestrians	1,283	1,333
Market Place 1 Vehicles	5,233	3,710
Market Place 2 Pedestrians	765	690
Market Place 2 Vehicles	4,041	4,335
Total	11,322	10,068

2. Use existing tools and communication to increase the number of shops who engage with the trail. Perhaps it is worth also putting the list and logo through AI to create a quick poster. (Although these don't seem to do well on Facebook anymore, real life adverts work well too!).

Written by Tomos Hutching

Item 7.1

Minutes from the Finance Committee Meeting held on October 24th 2025 at Wayland Hall

Present: Don Saunders (Chairman), Stan Hebborn, Sue Hebborn, Gill Tarrant
Officers Present: Jane Scarrott and Michelle Thompson

1. No Apologies for absence received.
2. No Declarations of Interest made.
3. Minutes of the meeting held on 25.09.25.
 - i. The Minutes of the Finance Committee Meeting held on 25.09.25 were confirmed as correct and signed by the Chairman of the Finance Committee.
 - ii. Update from the Minutes of the Meeting 25.09.25:
 - Noted that the cost of the Norwich Road trod which the Town Council had agreed to contribute to has risen and the matter is to be an agenda item for the Full Council meeting on 28.10.25. The Finance Committee is in agreement that the Council continues to support the application.
 - Full Council agreed on 14.10.25 to donate £100 to the Loch Neaton Charity to support the 2025 VJ commemoration.
 - The Office is still investigating alternative IT service provision.
 - Noted that the service contract for the emergency lighting system at Wayland Hall is due for renewal in the New Year and this and other service contracts will be reviewed and other alternative contractors sought.
 - iii Other items raised by Full Council
 - Play equipment
Following receipt of the annual RoSPA inspections of the play areas further investigation has taken place regarding the need to remove two pieces of play equipment. It has now been confirmed the log climber at the Sports Centre and part of the Activity Trail at Bridle Road should be removed. The preferred contractor will be engaged to undertake the work as soon as possible.

It was felt equipment removed at the Sports Centre should only be replaced if funding could be sourced from elsewhere.
 - Charlotte Harvey Trust
Noted at the Full Council meeting on 14.10.25 that the examination of the accounts for the Charlotte Harvey Trust had raised concern that the support

given by the Town Council to the Charlotte Harvey Trust should be better acknowledged to reflect the true costs of running the Centre.

4. Bank Reconciliation

The Finance Committee members were issued with a Bank Reconciliation dated 30.09.25 which was checked and signed by the Internal Control Officer.

Members were presented with net figures showing current expenditure against the budget.

5. Budget consideration for 26/27

Members of the Committee had been presented with a budget report to assist with initial consideration of the 26/27 budget.

Budget cost centre figures for 26/27 were considered with members asked to pass any comments regarding the budget proposals to the Clerk in preparation for agreement of final figures at the next meeting of the Finance Committee.

6. Review of the Four Year Forecast

Members of the Committee had been presented with an updated Four Year Forecast with the agenda papers for the meeting.

7. Date of the next meeting: Finance Committee:

Thursday November 13th 2025 at 10.00am.

The Chairman of Finance and the Clerk will meet on Friday 7th November at 10.00am to further consider the budget need for 26/27 prior to the next Finance Committee meeting.

Item 7.4

Reference	Qty	Unit (Excl)		Tax	Total Inc
MS212 16 CHAINSAW S1-11482000144 Stock No:100195 Serial No: 839178617	1.00	333.33		66.67	400.00
2-IN-1 EASYFILE 3/8P" (795711424237)	1.00	37.50		7.50	45.00
MOTOMIX 5L GB ORANGE (886661565030)	1.00	21.45		4.29	25.74
SYNTHPLUS CHAIN OIL 5L (795711120863)	1.00	23.65	2.84	4.26	25.54
PM3 PICCO MICRO CHAIN (795711340070)	1.00	20.75	2.48	3.74	22.42
AIR FILTER	1.00	5.92		1.18	7.10
PICKUP BODY	1.00	4.33		0.87	5.20
SPARK PLUG NGK CMR6H	1.00	2.83		0.57	3.40
GUIDE BAR RL 35CM/14",GUIDE BAR RL"	1.00	54.17	6.50	9.75	58.50
- Trouser Function Core XL	1.00	90.83	10.90	16.35	98.10
- Trouser Function Core XXL	1.00	90.83	10.90	16.35	98.10
- Function Active Chainsaw boots class 1 size 6.5	1.00	128.33	15.40	23.10	138.60
- Function Active Chainsaw boots class 1 Size 9.5	1.00	128.33	15.40	23.10	138.60
WORKGLOVESDYNAMICPROTE (886661339693)	1.00	43.17	5.18	7.77	46.62
WORKGLOVESDYNAMICPROTE (886661339686)	1.00	43.17	5.18	7.77	46.62
File Guage 1/4", 3/8"P,0.325",3/8"	1.00	4.49		0.90	5.39

Total Discount: 74.78

Total Excl: 970.76

Tax: 194.17

Total Incl:

1,164.93

Item 8.1

Dear Members of the Town Council,

As the festive season approaches, we are once again hoping to provide surprise Christmas hampers to support members of our community who may benefit from a little extra help and cheer this year.

My children and I are extremely grateful for any level of support the Council may be able to offer. It is difficult to provide detailed suggestions without appearing to expect a specific amount, so we have outlined two example packages below purely for discussion and guidance. We remain open to any level of contribution or amendment the Council feels appropriate.

Package 1 – Approx. £210.50 (10 hampers)

Mince Pies	10 @ £1.50 =£15.00
Peanuts	10 @ £1.50 =£15.00
Share Bag Crisps	10 @ £1.50 =£15.00
Biscuits for Cheese	10 @ £4.00 =£40.00
Mini Christmas Pudding	10 @ £1.00 =£10.00
Individual Custard	10 @ £0.55 =£5.50
Chocolate Orange	10 @ £2.00 =£20.00

Package 2 – Approx. £421.00 (15 hampers)

Tesco Mince Pies	15 @ £1.50 =£22.50
Peanuts	15 @ £1.50 =£22.50
Share Bag Crisps	15 @ £1.50 =£22.50
Biscuits for Cheese	15 @ £4.00 =£60.00
Mini Christmas Pudding	15 @ £1.00 =£15.00
Individual Custard	15 @ £0.55 =£8.25
Chocolate Orange	15 @ £2.00 =£30.00

We hope these examples help illustrate the type of items we would like to include—simple, traditional festive treats that offer a little comfort and joy to those who may otherwise go without.

We would be happy to discuss alternative quantities, products, or price points to suit the Council's available budget or preferred approach.

Thank you very much for your time, consideration, and ongoing support for our community initiatives.

Item 8.2

Watton Town Council Grant Application Form

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

A. Your Organisation

1.	Full name of organisation	WATTON EVENING WOMEN'S INSTITUTE	
2.	Registered charity number (where applicable)	1017199	
3.	Year organisation established	1990	
4.	What does your organisation do? Please give aims and objectives. If you have a publicity leaflet, please attach this too	THE WI (WOMEN'S INSTITUTE) OFFERS WOMEN OF ALL AGES TO MEET TOGETHER, LEARN TOGETHER, CAMPAIGN TOGETHER ON A RANGE OF SUBJECTS PERTAINING TO WOMEN AND THEIR FAMILIES AND TO MAKE NEW FRIENDS	
5.	Please state whether your organisation is:	Watton based for Watton people?	Yes/ No
		Watton branch of a national organisation?	Yes/ No
		Watton based serving a wider area?	Yes/ No
		Local organisation partly serving Watton?	Yes/ No
6.	Where are your organisation's headquarters	NORFOLK FEDERATION BASED IN NORWICH NATIONAL FEDERATION BASED IN LONDON. WATTON EVENING WI MEETS AT THE METHODIST CENTRE WATTON	
7.	What is the total membership of your Organisation?	WATTON - 30. EVENING WI	
8.	How many Members live in Watton?	30	

B. Grant Request

9.	How much grant are you asking for?	£300
10.	What is the total cost of the project?	£350 APPROXIMATELY.
11.	What will you use the grant for?	TO ARRANGE A DAY IN WATTON OFFERING THREE SESSIONS OF CPR AND DEFIBILLATOR TRAINING COST OF HALL FEE OF INSTRUCTORS REFRESHMENTS
12.	How many people in Watton do you estimate will be receiving help from the grant?	45 (15 PER SESSION)
13.	Are funds available from other sources? (If yes, please give details)	NONE
14.	What fund raising efforts will your organisation be making	A DONATION FOR A MEMBER WHO PASSED AWAY THIS YEAR AND THE WI OFFERING REFRESHMENTS AFTER EACH SESSION TO ENCOURAGE THOSE PRESENT TO GET TO KNOW EACH OTHER

C. Additional details

15.	Please indicate the age range of the beneficiaries of any award - e.g., young children/youth/adult/senior citizens.	THOSE WHO APPLY PROBABLY ADULTS/SENIOR CITIZENS ALTHOUGH WILL BE OPEN TO ALL.
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16.	Please provide a set of your organisation's latest AUDITED ACCOUNTS , together with details of income and expenditure for the current year. If a large reserve and/or surplus is indicated in your latest annual accounts please explain why you are applying for additional funds.	AUDITED ANNUAL ACCOUNTS ENCLOSED 1/10/24 - 30/9/25. DEFICIT DUE MAINLY TO CANCELLATION OF FESTIVE MARKET DEC 24.
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D. Statement in Support of Grant Request

17.	Please use this space to include a STATEMENT in support of your request. (This must include details of how your organisation meets the 'eligibility criteria' set out in the information pack included with this form. In addition, you should include details of the ways in which you would publicise how the Town Council has assisted you, if your application is successful)	W1'S ACROSS THE COUNTRY PASSED A RESOLUTION 'BYSTANDERS CAN BE LIFESAVERS' EARLIER THIS YEAR. WATTON EVENING NI MEMBERS WOULD LIKE TO ENCOURAGE THE MEMBERS OF THE WATTON COMMUNITY TO LEARN TO DO CPR AND THE USE AND LOCATION OF DEFIBRILLATORS AROUND THE TOWN SO THAT THEY ARE COMPETENT SHOULD AN EMERGENCY OCCUR BOTH AT HOME AND IN THE TOWN. IT IS HOPED THAT BY OFFERING HANDS ON TRAINING AND ADVERTISING THE USE OF COMPUTER OPPORTUNITIES FOR TRAINING MORE PEOPLE IN THE TOWN WILL BE AWARE OF ITS EFFECTIVENESS AND LIFE SAVING OPPORTUNITIES. THE TOWN COUNCIL GRANT WOULD ENABLE US TO DO THIS AND, OF COURSE, THIS WOULD BE REFLECTED IN ANY ADVERTISING OF THE EVENT AND SUBSEQUENT PUBLICITY.
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E. Agree to

Please tick

18.	Do you agree to provide updates on how the grant is spent?	YES
19.	Do you agree to provide receipts for expenditure if requested?	YES
20.	Do you agree to provide a report for the Annual Town Meeting in the April following your award?	YES

WI name
Charity number (if registered)
Federation

WATTON EVENING
1017199
NORFOLK.



FINANCIAL STATEMENT

For the period

from 01/10/24

to 30/09/25

Section A

Receipts and Payments

A1 Receipts	Total £	Last year £	A2 Payments	Total £	Last year £
Receipts at meetings	319.95	341.95	Meeting expenses	1729.33	1283.27
Subscriptions (WI share)	696.90	660.30	Committee Members' expenses	70.35	
Gift Aid			Pooling of fares / expenses	68.20	111.20
Publications	47.50	35.00	Publications	95.35	60.00
Activities & events	295.00	1752.45	Activities & events	774.50	1932.95
WI Fundraising	606.71	741.34	WI fundraising	223.47	92.09
Interest received			Insurance	30.00	28.00
Paid into current account					
Paid into deposit account					
Grants and donations		8.00	Donations made (ACWW)	35.00	
Other income	62.22	186.35	Other payments	150.35	333.25
WI-owned hall - total receipts			WI-owned hall - total payments		
Total Receipts	2628.28	3725.39	Total Payments	3176.55	3890.76

A3 Restricted funds included in total receipts

A4 Restricted funds included in total payments

Total Receipts less Total Payments (Surplus/Deficit for the year)

- 548.27

A5 Total cash funds brought forward from last year (equals last year's total at B1.6)

2667.66

A6 Total cash funds carried forward at this year end

2119.39

A7 Total restricted funds at year end included in total cash funds above

The main purposes of the Women's Institute organisation are:
(a) to advance the education of women and girls for the public benefit in all areas including (without limitation): (i) local, national and international issues of political and social importance; (ii) music, drama and other cultural subjects; and (iii) all branches of agriculture, crafts, home economics, science, health and social welfare;
(b) to promote sustainable development for the public benefit by: (i) educating people in the preservation, conservation and protection of the environment and the prudent use of natural resources; and (ii) promoting sustainable means of achieving economic growth and regeneration;
(c) to advance health for the public benefit; and
(d) to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering.

WI name

WATTON EVENING

Section B

Statement of assets and liabilities at the year end

B1 Cash funds

		Total £	Last year £
B1.1	Final bank balance as per Account Book, including uncleared items	2119.39	2667.66
B1.2	Reconciliation of final bank balance from Account Book to bank statement		
	Bank statement total at year end	2159.39	
	Plus amounts paid in but not cleared		
	Less cheques written but not cleared	40.00	
	Less any cheques still uncleared from last year		
	Total (enter total at B1.1)	2119.39	
B1.3	Savings / deposit account balance		
B1.4	Petty cash in hand		
B1.5	Less any funds held as agent for federation/NFWI, i.e. subscriptions received but not yet paid over - enter as a negative amount		
B1.6	Total cash funds	2119.39	2667.66

B2 Investments (if any)

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B3 Other monetary assets (e.g. any money owed to the WI)

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B4 Other assets held by the WI
e.g. WI owned hall, other equipment

	Value (optional)*	Original cost (optional)*

* cost / value should only be completed if meaningful information is available

B5 Liabilities

Payments due immediately but not paid, or due at a future date, e.g. loans

	Date due (optional)*	Amount due (optional)*

* amount / date due should only be completed if meaningful information available

Signed on behalf of all the trustees (WI Committee members)

Signature	Name	Date of approval	
	M. A. HERBERT	8.10.2025	President
	L M TARBARD	7/10/25	Treasurer

Independent financial examiner's initials:

JD

WI name

WATTON EVENING

Section C

Notes to the financial statement

C1 Funds received and paid as agent

Complete this section with total amounts received and paid over to the federation in the year

	Receipts this year £	Payments this year £	Any balance held at year end £
Federation / NFwi share of subscriptions	815.10	815.10	
Federation event bookings by individual members	91.00	91.00	
NFwi and / or federation raffle			
Total	906.10	906.10	

C2 Details of restricted funds

Complete this section if the WI had any restricted funds during the year

	Receipts this year £	Payments this year £	Any balance held at year end £
Name or description of restricted fund:			
Total			

C3 Further details of WI activities / fundraising / other

Include additional details that would be helpful to WI members or other readers of the financial statement

	Receipts this year £	Payments this year £
Activities & events (description)		
WROXHAM & BOAT TRIP	895.00	774.50
Total WI activities	895.00	774.50
WI fundraising (description)		
WATTON CARNIVAL	218.50	37.39
METHODIST COFFEE MORNINGS	203.81	27.18
TABLETOP SALE & REFRESHMENTS	152.40	60.00
CARD GAME	32.00	
Total WI fundraising	606.71	124.57
Grants & donations		
BURSARY		25.00
Total grants & donations		25.00
Other income and expenditure		
SPEAKERS CORN M. ON SALES	25.00	
" " " " " "	7.00	
ACWU	30.22	
Total other income / expenditure	62.22	

Independent financial examiner's initials:

10

INDEPENDENT FINANCIAL EXAMINER'S REPORT

To the Trustees of

Charity No (if registered)

WATTON EVENING

1017199

WI

I report on the Receipts and Payments Accounts set out on the attached Financial Statement pages 1-3 for the above named WI for the year ended 30 SEPTEMBER 2025.

Respective responsibilities of trustees and examiner

The trustees are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is eligible for independent examination, it is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a 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 you as trustees 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 next statement.

Independent Examiner's Statement

In connection with my examination no matter has come to my attention, (other than disclosed below*):

1. which gives me reasonable cause to believe that, in any material respect, the requirements:
 - to keep accounting records in accordance with Section 130 of the Charities Act 2011; and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act

have not been met; or

2. 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.

Comments:

REMEMBER 'AS AGENT' FIGURES TO BE ENTERED ON PAGE 3. ITEM C.1.

A LIVELY WI. WELL DONE.

Signed:

ANNE E. BARNES

Date: 8/10/25

Name:

ANNE E. BARNES

Address:

79 CAISTOR LANE
CAISTOR ST EDMUND
NORWICH. NR14 5RB

Item 9



Questions for Parish Councils in areas that have experienced flood/s

Name of Parish/Town that you are responding on behalf of:

Watton

- 1) Do you think the Council should prioritise resources to PFR projects or wider community options (such as Natural Flood Management)?
Please refer to the section titled 'Norfolk County Council PFR projects' (page 7-10) in the engagement pack for more information.
- A) Yes
B) No

Option A. We have experience through the Reclaim the Rain project of wider community options benefitting the community. Their work in protecting the 3 schools from flooding is a good example. There is also their project to protect the High Street from flooding with natural flood management techniques.

- 2) Which approach would you prefer for the Council to use when undertaking PFR projects in Norfolk?
- A) Allow residents to apply for PFR funding on an individual basis.
B) The Council invites communities to apply for PFR funding based on their risk of flooding.
C) Other, please specify:

Option B. In Watton we know where the properties at risk are and which will not be covered by the projects under section 1 above. A community approach seems to us more likely to achieve some funding.

- 3) Should funding/prioritisation be offered based on:
- A) The risk of flooding for individual properties
B) The financial need of property owners
C) The vulnerability of residents
D) Order of when application is received
E) Other, please specify:



We think a combination of A, B and C is the right way forward. Many of those in our community at risk of flooding who could benefit from PFR are elderly and on pensions. They may also need to sell their homes if they go into long term care and the value is decreased if there are no measures to protect the home from flooding.

Item 12

Swaffham Town Council provides free wi-fi which is located in the Assembly Rooms and does not reach beyond the market place. This was initially installed to assist market traders to use their card readers.

Service is £27.50 per month, not including VAT, through CloudyIT.

Item 13

Two Councillors have voiced concerns that the bench at Memorial Garden is too close to the road and needs to be set further back into the grass bank.

The preferred contractor has been asked to quote to undertake the work but he has said he does not want to do the work.