



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 13th January 2026 at 7.00pm for the purpose of transacting the following business.

Jane Scarrott – Town Clerk

7th January 2026

Please note Orbit homes will be giving a presentation on the Mallard Road development at 6:30pm. Doors to the chamber will be open to the public from 7pm.

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 09.12.25 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
 - 4.4 Reports from Lead Councillors
 - 4.5 To received draft notes from the Digitalisation Working Group meeting held on 11th December 2025
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 11.12.25
 - 7.2 To consider Finance Committee recommendation:
 - I. To accept the quote of £2868.73 to complete works as identified in the Annual Play Area Inspections Reports
8. Car Parks Update
9. To agree renewal of the contract for servicing of the Emergency Lighting
10. To consider invitation received from Weeze
11. PLANNING - To consult on planning applications received since the last meeting

11.1	PL/2025/187 4/FMIN	Installation of an extension to existing ground mounted solar array	Cranswick Country Foods, Abattoir Brandon Road, Watton, Thetford, Norfolk, IP25 6LW	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=198794
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11.2	PL/2025/184 5/FMIN	Proposed change of use & conversion and extension of existing out building to annexe for short term holiday rental & family annexe	65 High Street, Watton, Thetford, Norfolk, IP25 6AW	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=198799
11.3	PL/2025/184 8/FMIN	Conversion of existing property in to 7 bed house in shared occupancy	8 Swaffham Road, Watton, Thetford, Norfolk, IP25 6LA	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=198808
11.4	PL/2025/191 0/FMIN	Proposed Single Storey Extension to Create Despatch Room	Cranswick Country Foods, Abattoir Brandon Road, Watton, Thetford, Norfolk, IP25 6LW	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=198818
11.5	To note PL/2025/192 4/DCA	Discharge of Condition 8 on PP 3PL/2016/0701/VAR	Redhill Park Redhill Lane, Watton, Thetford, Norfolk, IP25 6RE	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=198831

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

12.1 To note the Minutes of the HR Committee Meeting held on 11.12.25

Item 3.1

Minutes of the meeting of Watton Town Council held on

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

Councillors Present: Gillian Turrant – Chairman, Keith Gilbert, Sarah Humphries, Tomos Hutchings, Graham Martin, Keith Prince, Don Saunders, Jack White

Officer present: Jane Scarrott Clerk

4 members of the public

1. APOLOGIES FOR ABSENCE RECEIVED from

Tina Cruz, Stan Hebborn, Sue Hebborn, Tina Kiddell

2. NO DECLARATIONS OF INTEREST MADE

3. MINUTES

3.1 The Minutes of the meeting held on November 25th 2025 were accepted as a true record and signed by the Chairman.

3.2 Update from the meeting held on November 25th 2025 not agenda items for this meeting:

- The downstairs toilet at Wayland Hall is scheduled to be replaced w/b 15.12.25.
- Meeting to be arranged with Watton Sports Association regarding the play area.
- Breckland Council has been informed that Watton Town Council is keen to take ownership of all open spaces offered in the parish. Breckland are to produce a hard copy map of areas on offer.

4. REPORTS

4.1 Chairman's Report

The Chairman has:

27.11.25 Attended Finance Committee Meeting

30.11.25 Attended Festive Market and lights switch on

04.12.25 Attended US Air Force Tri-Wing Yuletide Reception and tree lighting at RAF Lakenheath

05.12.25 Chaired public meeting at Queens Hall, regarding proposed planning/building issues around site WAT3 as allocated in the draft Breckland Local Plan

08.12.25 Attended Watton Rainbows tea party and presented award badges

4.2 Vice-Chairman's Report

The Vice-Chairman was not present at the meeting.

4.3 Clerks Report

Written report presented in Councillors Agenda Pack:

Christmas Town Council Office closure - 25th Dec 2025 – 2nd Jan 2026

Reclaim the Rain

'Reclaim the Rain' is a pioneering joint project between Norfolk and Suffolk County Councils which will develop innovative ways to reduce flooding in small, rural communities. The £6.4 million project is funded by Defra and the Environment Agency as part of their Flood and Coastal Resilience Innovation Programme and runs until March 2027. Reclaim the Rain aims to promote and improve resilience to both flooding and drought in six selected small rural communities across both counties that will act as case studies. The three communities in Norfolk are Watton, Thompson and Woodton, near Bungay.

The plans for Watton include construction of features in the High Street to reduce the risk of flooding during very heavy rain or storms.

Reclaim the Rain commissioned a company called GreenBlue Urban (GBU) to design the features which include rain gardens, tree pits and special planters. These sustainable drainage features help capture excess surface water to create greener spaces and slow down the flow of water within the system.

On 18th December, GBU are meeting with key stakeholders including the Wayland Partnership, the Town Council, representatives of the Watton & Saham Flood Action Group, Anglian Water, Breckland District Council, County Highways and the County Lead Local Flood Authority.

All these stakeholders need to assess the proposals and decide which are going to work to not only improve the flood risk but also provide enhancement of the High Street. It is hoped that what is proposed will also help increase the footfall in the town.

ACAS Training

The Deputy Clerk attended ACAS Flexible Working Webinar on 20th November 2025

The Clerk attended ACAS Management Training on the 27th and 28th November 2025.

Middle Street Consultation

Public consultation is soon to commence on the proposals for Middle Street pedestrianisation. Before proceeding, NCC has advised that following some recent feedback received from those in the immediate vicinity, it would be prudent to seek some further information before this commences.

Businesses:

Some local businesses have raised concerns about access and deliveries:

Fish and Chip Shop – concerned about potential loss of customer parking and the impact on their business

The Kings Arms – are supportive in principle but require written assurances regarding: 1) a 24/7 tables and chairs licence or alternative, 2) guaranteed dray delivery access, and 3) controlled removal of outdoor furniture only for major works.

To address these issues, detailed information is needed to understand the current delivery arrangements for all businesses in the area. This will allow the development of solutions that meet the needs of as many businesses as possible.

Residents on Middle Street:

NCC's legal team have advised that vehicular access (not necessarily parking) to residential properties is of high importance and therefore if it is proposed to remove it, there must be a strong case to support the reasons why it is believed the perceived loss can be mitigated (and/or) is outweighed by the benefits of the project. This means that further communication will be made with the residents on Middle Street.

Information gathering has begun and the TC will be kept updated on progress and next steps.

4.4 Reports from Councillors

- Cllr Gilbert has attended a meeting of the Twinning Association and it was noted that Weeze will be celebrating its 800th anniversary in 2026. It was suggested the Town Council and the Twinning Association should part fund a commemorative gift. This will be an agenda item for a future meeting when the anticipated cost of a suitable gift may be known.

It was agreed item 12 should be considered prior to public participation.

5. PUBLIC PARTICIPATION

Members of the public present spoke of their concerns with site allocation WAT 3 in the draft Breckland Local Plan.

It was requested that a summary of the response the Town Council submits to Breckland District Council Local Plan consultation be put in the Wayland Times.

6. FINANCE

6.1 Payments for December 2025, were approved as presented, with the addition of £119.06 for the road closure for the Festive Market and £550 for the Interim Internal Audit.

6.2 The Minutes of the Finance Committee Meeting held on 27.11.25 were noted.

6.3 **It was resolved** to accept the Finance Committee recommendation to Full Council:

- I. To adopt the Internal Control Statement (as recommended by the Internal Auditor) as presented with the following amendments to be made:
 - Ensure the statement is reviewed before 31st March 2026
 - Item 3.1 State a time frame in which the minutes of the Finance Meeting is circulated to Full Council – within 5 working days.

7. Internal Audit

The Interim Report from the Internal Auditor as shared with Councillors was accepted.

7.2 **It was resolved** to accept the updated Standing Orders and Financial Regulations as presented but noted that section 19 of the Standing Orders will need to be completed once new staffing policies are in place.

8. DEVOLUTION AND LOCAL GOVERNMENT REORGANISATION (LGR)

Noted that the planned Mayoral elections scheduled for 2027 have been delayed until May 2028.

9. TREE WORKS

Only two quotes have been received to undertake the tree works as identified on the annual tree report.

It was resolved to accept the quote from Top Garden Services for £5200 plus VAT.

10. DIGITILISATION WORKING GROUP

The notes from the initial Digitilisation Working Group were noted.

10.1 **It was resolved** to accept the Terms of Reference for the Digitilisation Working Group as presented.

11. FESTIVE MARKET

The Festive Market was an outstanding success and those involved were thanked. Some concern has been raised by staff however that either more volunteer support is needed for future events or paid help will need to be investigated.

12. BRECKLAND LOCAL PLAN

Noted that Cllr Gilbert, as a member of Breckland Planning Committee, cannot comment on any specific development proposals.

On December 5th a public meeting had been facilitated by the Town Council so concerns regarding site WAT3 on the draft Breckland Local Plan could be heard. Comments noted at the meeting and which have been received since the meeting will be shared on the Town Council website and with Breckland Council.

Cllr Hutchings was thanked for compiling a response to the WAT3 proposed site allocation adjacent to Wayland Wood. The response had been shared with Councillors prior to the meeting and **it was resolved** to submit the response to Breckland Council as presented, and to request that Tree Preservation Orders are placed on five notable oak trees on the site.

13. GRANT APPLICATION

A further grant request has been received towards support for the Christmas meal to be held at Watton Sports Centre.

However before any decision could be taken two councillors offered the money themselves as a personal donation.

14. PLANNING

Noted that planning consultation has been received for the installation of two new windows to the front elevation of 14 Stevens Close, Watton IP25 6EQ.

Cllrs were asked to let the Office know if they have any concerns with the proposal.

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

- 15.1 The Minutes of the HR Committee Meeting held on 27.11.25 were noted.
- 15.2 Noted that revised job descriptions and person specifications have been received and shared with staff. The HR Committee will also review the job descriptions provided and once all have been considered and accepted job evaluation can be undertaken.

Item 4.2 Update from the meeting held 28.10.25

Agenda

Item No.

- 3.2
 - Downstairs toilet at Wayland Hall is now scheduled to be re-instated on 26.01.26
 - Meeting still to be arranged with Watton Sports Centre regarding the play area – It needs to be decided which Councillors will attend.
- 9 DC and TC meeting Breckland Tree Officer on January 9th re trees at Thetford Road Allotments. Trees works still to be undertaken.

Item 4.3 Clerks Report

Bridle Road and Sports Centre Play Areas

Looking at possible different safety surface for the Sports Centre Play Area and how both sites could have improved access.

Site meeting with Wicksteed on January 12th

Site meeting with Sovereign Play on January 22nd

Open Spaces

Meeting scheduled with TH and SH for 12.01.26 to look at the Breckland Council owned open space areas which could be transferred to Watton Town Council.

Reclaim the Rain

Meeting held on 18.12.25 at Wayland Hall.

Reclaim the Rain is proposing to install some retrofit SuDs along Watton High Street and have engaged with GreenBlue Urban (GBU) to assist with a detailed design of these possible works. The meeting outlined what the design could entail and where SuDs may be located on the High Street of Watton

[GreenBlue Urban | Creating Healthier Urban Spaces In Harmony With Nature](http://www.greenblueurban.com)

Once meeting notes have been received they will be shared with Cllrs.

Item 4.5



Watton Town Council

Digitalisation Working Group

Thursday 11th December 2025

In Attendance: Sarah Humphries, Tomos Hutchins, Stan Hebborn, Jack White, Michelle Thompson, Lorren Woodgett

Apologies: Tina Kiddell, Keith Prince

1 Declaration of interest

- None

2 Agree Terms of Reference

- Terms of reference were agreed at full council 9/12/25.

3 Nomination of Chair

- Jack White was put forward for chair, all in agreement.

4 Notes from meeting 27/11/25

- Notes from previous meeting were accepted as an accurate record of the meeting.

5 Updates from meeting 27/11/25 & discussions on 11/12/25

- JW has reached out to companies regarding the high street Wi-Fi; companies would need to come out and survey the area to be able to quote. But it was confirmed that a second line would need to be installed to support the usage.
- It was previously agreed to have poster space inside the bus stops; the office will follow up with this and provide updates. If digital signage was to be explored in the bus stops, they would need to be solar powered, if wired in the TC would need permission to tap into the electricity supply.
- It was discussed that companies could be put on to performance based probationary periods when taking on new contracts.
- Could WTC look into putting digital signage on verges coming into Watton, this would be a good place to advertise events/local businesses.
- Digital advertising kiosks could be explored to go in the high street, advertising space could be sold to local businesses.
- JW suggested that a CIC could be formed for all local groups/charities to join, any profits from digital advertising etc. could then be put into an umbrella funding pot that group grants could come out of.

- Could the office look at putting out a poll on social media to find out how the public best receive communication, e.g. social media, posters, newspaper, etc.
- JW suggested looking at putting out a grant for local shops to get CCTV from the Town Council.

6. Priorities moving forward

- Highstreet Wi-Fi
- Digital signage
- Public Communication strategy
- Look at forming a CIC

7. Actions

- JW to follow up with Wi-Fi companies and seek quotes
- JW to look into IT provision now that he has the SLA's
- Office to look into signage in the bus stops
- LW to update about what the Digitalisation Working Group is doing in the Watton and Wayland times on regular intervals

Next Meeting Thursday 15th January

Item 7.1

Minutes from the Watton Town Council Finance Committee Meeting held on Thursday December 11th 2025 at Wayland Hall

Present: Don Saunders (Chairman), Stan Hebborn, Sue Hebborn, Gillian Turrant
Officers Present: Clerk Jane Scarrott and Deputy Clerk Michelle Thompson

Cllr Tomos Hutchings also present.

1. Apologies for absence received from Tina Kiddell.
2. No Declarations of Interest made.
3. Minutes of the meeting held on 27.11.25.
 - i. The Minutes of the Finance Committee Meeting held on 27.11.25 were confirmed as correct and signed by the Chairman of the Finance Committee.
 - ii. Update from the Minutes of the Meeting 27.11.25:
 - The Office is still considering its IT needs and looking at quotes for IT service provision. Cllr Jack White has volunteered to assist with looking at the provision needed as part of the Digitalisation Working Group remit. Once review has taken place IT provision can be considered again by the Finance Committee with a recommendation to be passed to Full Council.
 - A meeting will be organised in the New Year with representatives from Watton Sports Centre to consider what safety surfacing could be installed at the Sports Centre Play Area and whether grant funding might be available to provide access for all.
 - The Town Council insurers have confirmed that anyone undertaking drone photography at a Town Council event would need to have adequate insurance in place. The Finance Committee will review the insurance policy at its next meeting in January 2026.
 - iii. Other items raised by Full Council
 - Reviewed Financial Regulations and Standing Orders were accepted at the Full Council Meeting held on 09.12.25 but with a need to complete section 19 of Standing Orders once new staff policies are adopted.
 - Internal Control Statement accepted by Full Council 09.12.25.
 - Noted that Heads of Terms for the transfer of the car parks in Watton currently owned by Breckland District Council to the Town Council have been passed to the Town Council.
It was confirmed that solicitors Leathes Prior will be instructed to act for the Town Council for the transfer.
The Town Council wishes to progress with the transfer of the car parks but it was noted background research is needed to consider legislation around CCTV coverage of the car parks.
The Council has been supplied with a large-scale map of Watton which shows the open spaces in the parish which could also be transferred to the Town Council. The Town Council has already agreed it would like to accept any land offered by Breckland Council.

- Quote to undertaken tree works as identified on the annual tree inspection was accepted by Full Council on 09.12.25.

4. Bank Reconciliation

The Finance Committee members were issued with a Bank Reconciliation dated 30.11.25 which was checked and signed by the Internal Control Officer.

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

5. Play Areas

It was agreed that the quote of £2868.73 received to undertake works identified in the annual play area inspection reports should be recommended to Full Council for acceptance.

6. Current Contracts

Members of the Committee were presented with a list of current service providers and dates of when contracts are due for renewal.

It was agreed the contract for tracking of one of the Town Council vans will be ended as it is no longer needed. The tracking was introduced to support lone working, but employees now have personal work phones and thus vehicle tracking is felt to have been superseded.

7. Internal Audit

The Interim Internal Audit Report has been shared with Full Council and comments raised are being considered.

7.1 The Internal Auditor has advised that the Fidelity Guarantee (Councillor and/or Employee Fraud and Dishonesty) insurance cover should be increased to meet the current recommended guidelines which provide that the cover should be at least the sum of the year-end cash/investment balances plus 50% of the precept/grants (£792,024). The cover should match the maximum amount of cash/bank/investment resources held by the Council at any one time and this will be considered further when the Finance Committee undertakes review of the insurance cover at the next meeting.

7.2 Standing Orders and Financial Regulations

See item 3iii.

Procurement Policies are also being reviewed and will be considered further now Financial Regulations and Standing Orders have been updated. It was suggested all should be cross referenced and by March 31st 2026 Procurement Policies should be agreed which will compliment Fin Regs and Standing Orders.

8. Date of the next meeting: Finance Committee:

Thursday January 15th @ 10.00am.

Recommendation to Full Council:

1. To accept the quote of £2868.73 to complete works as identified in the annual play area inspections reports.

Item 8.

Breckland Council will be taking the car park transfers for a formal cabinet decision on the 12th January 2026. If approved, the legal aspects of the transfer will begin.

Leathes Prior solicitors have been instructed to act for the Town Council.

The costs for reviewing, negotiating and reporting to the Council on the transfers are estimated to be in the region of £2,500 - £3,250 plus VAT and any disbursements. The disbursements will be land registry fees, which will be dependent on the value of the land.

In addition, Leathes Prior will need to review the titles to each of these pieces of land and prepare a report on the key issues affecting each of the titles. It is expected costs for doing so would also be in the region of £2,500 - £3250 plus VAT and any disbursements.

Breckland Council members have reviewed the submitted Town Council evidence to satisfy the general consent order and asked officers to produce a consolidated statement.

It is believed that, along with the submitted statements from Town Councils, there is enough evidence to satisfy the general consent order for any future challenge.

The consolidated statement is produced below for information:

Consolidated Statement of Town Council Evidence Proposals: Car Park Asset Transfers at £nil value

This document synthesizes the key themes from three justification papers regarding the transfer of car parks from Breckland District Council to three local Town Councils at £nil value. This document highlights the cross-cutting themes from each justification paper submitted, then the individual themes for each town and finally a single to support a single, unified case.

Cross-Cutting Themes (Shared Across All Three Towns)

Legal basis - General Disposal Consent (England) 2003 and Section 123 LGA 1972

All three justification documents cite the General Disposal Consent 2003 and Section 123 of the Local Government Act 1972, asserting that a nil-cost transfer is lawful where it promotes economic, social, or environmental well-being and is below the £2m undervalue threshold.

Economic vitality & footfall

Free or locally controlled parking is presented as essential to sustaining high street footfall, trader revenues, and local jobs; charging is seen as a risk to town-centre viability.

Localism & community control:

There is combined preference for ownership by Town Council's to ensure responsive, accountable management aligned with local priorities and avoids any remote imposition of uniform end-user charging.

Fairness / “no paying twice” principle

Residents have already funded acquisition / maintenance through local taxation; therefore, transferring at market value would constitute double payment or double taxation.

Social inclusion & equitable access

Free / accessible parking supports older and less mobile residents, low-income groups, and access to essential local services (GPs, libraries, markets).

Environmental improvements under local stewardship

Town Councils propose biodiversity enhancements, tree planting, and potential EV charging to improve air quality and support climate strategies.

Breckland Council strategic alignment & liability reduction:

The transfer supports Breckland Council's corporate / asset strategies, specifically with regards to reducing liabilities, enabling local resilience and aligning with the Council's Thriving Places and Inspiring Communities corporate plan themes.

Town-Specific Themes

Dereham

Economic comparison of options: Nil cost transfer options are deemed most economically beneficial. The option to acquire with a commuted sum would remove an additional £200,474 from the local economy due to net purchase cost.

Pricing policy flexibility: Nil cost transfer options enable nuanced charging to manage capacity (e.g., lower rates/off-peak incentives) to balance footfall and congestion, with potential environmental benefits.

Moral case / historic acquisition: Nil cost transfer avoids perceived double taxation and maintains public trust.

Resident sentiment: Local opinion indicates strong public perception of unfairness if asked to repurchase assets and therefore creates concern over fairness and transparency which underpin social cohesion.

Watton

Commitment to free-at-point-of-use parking: This position is grounded in the Parking Matters 2024 findings where charging is not viable given alternative free parking in the town. The town council aims to keep car parks free at point of use.

Support from residents and businesses: In an over 3,000 signature petition traders and residents emphasised free parking as a competitive advantage and essential to high street vitality.

Funding approach: Indicative there would need to be a £10/year Band D precept rise to fund maintenance, however car parks should be treated as non-fiduciary assets delivering social value.

Access & inclusion: Free parking supports GP / library access, civic venues, potential informal park-and-ride. It also complements pedestrianisation and towncentre changes.

Local control & responsiveness: Ability to implement time-limits / permits and protects property asset from future charging or disposal.

Thetford

Undervalue threshold & legal compliance: BDC valuation totals £462,150 which is below the £2m General Disposal Consent threshold. The town council has resolved to accept the transfer and liabilities that go with the transfer.

Economic resilience evidence: Retail unit vacancy concerns. Over 100 businesses and c.1,000 jobs are reliant on central car parking and there is an expected footfall uplift under local control.

Community survey: Through local consultation 81% support the town council taking ownership of the car park property assets to safeguard free parking and a majority of the public perceive charging as harmful to town viability.

Environmental Action Plan (2025–28): The town councils environmental action plan has a passed approach that will provide greater biodiversity and EV charging.

Breckland Council savings & liability transfer: It is estimated that c.£52k will be the annual saving to Breckland Council by removing maintenance / insurance / admin costs so in the long term there will be efficiency and policy alignment.

Unified Case

Across Dereham, Watton, and Thetford, the nil-cost transfer of town-centre car parks from Breckland District Council to the three town councils is lawful under the General Disposal Consent and Section

123 LGA 1972, as the transactions demonstrably promote economic, social, and environmental well-being while remaining below the £2m undervalue threshold.

Local control preserves free or locally tailored parking that sustains high-street footfall, supports hundreds of jobs, and protects equitable access to essential services. It also unlocks targeted environmental improvements (biodiversity, EV charging) and enables responsive, place-based management consistent with Breckland's strategic programmes. Nil consideration transfers also avoids residents "paying twice" for property assets historically funded through local taxation, strengthens trust and social cohesion, and transfers liabilities away from Breckland Council while maintaining public value at the most local level.

Item 9.

Current contract for the servicing of the Emergency Lighting runs out on January 13th 2026.

Quotes have been sought with two received. The Town Council has been with the current contractor who also undertake the servicing for the Fire Alarm, Intruder Alarm and CCTV for several years.

Contract end dates as below:

- Emergency Lighting: 13th January, 2026
- Intruder Alarm: 10th July, 2026
- Fire Alarm: 20th October, 2026

Quote from the current contractor shows Emergency Lighting ONLY:

This invoice is for the renewal of contract CT72200 (System 9623), which expires on the 13th January 2026. Please ensure the contract renewal is paid before the renewal date to ensure continuous cover and avoid the termination of this contract.
Administration fees may apply to reinstate the contract
Please contact the office if you have any questions or queries regarding this contract.

Description	Quantity	Unit price	VAT	Amount (ex VAT)
Emergency lighting contract renewal	1	£211.79	20%	£211.79
		Subtotal excl. tax		£211.79
		Total VAT		£42.36
		Total		£254.15
		Amount Due		£254.15

Provide access to our 24 hour breakdown & repair service engineers. Any materials used are chargeable unless covered by the manufacturer's warranty. Travel is chargeable at 50p per mile measured from Fakenham. Labour is chargeable at the appropriate rates which are currently:

Mon to Fri 8am to 5pm	£39.00 per hour (exc. VAT)
Mon to Fri 5pm to midnight & all day Sat	£46.00 per hour (exc. VAT)
Midnight to 8am and all day Sunday	£54.00 per hour (exc. VAT)

Quote from alternative contractor includes other service charges:

Service Charges				
Equipment	Due Date	Qty of visits per annum	Cost Per Visit	Yearly cost
Fire Alarm	Tbc	2	£80	£160
Emergency Lighting – 3hr	Tbc	1	£120	£120
Panic Button x 2	Tbc	1	£40	£40
CCTV	Tbc	1	£80	£80
				Total £400 + VAT

Emergency Call Out Services

Call outs and breakdown will be charged using the rates below in relation to the Service Specifications in Appendix 1. Our standard hours of work on site are 08.00 to 16.30, Monday to Friday, excluding Public Holidays.

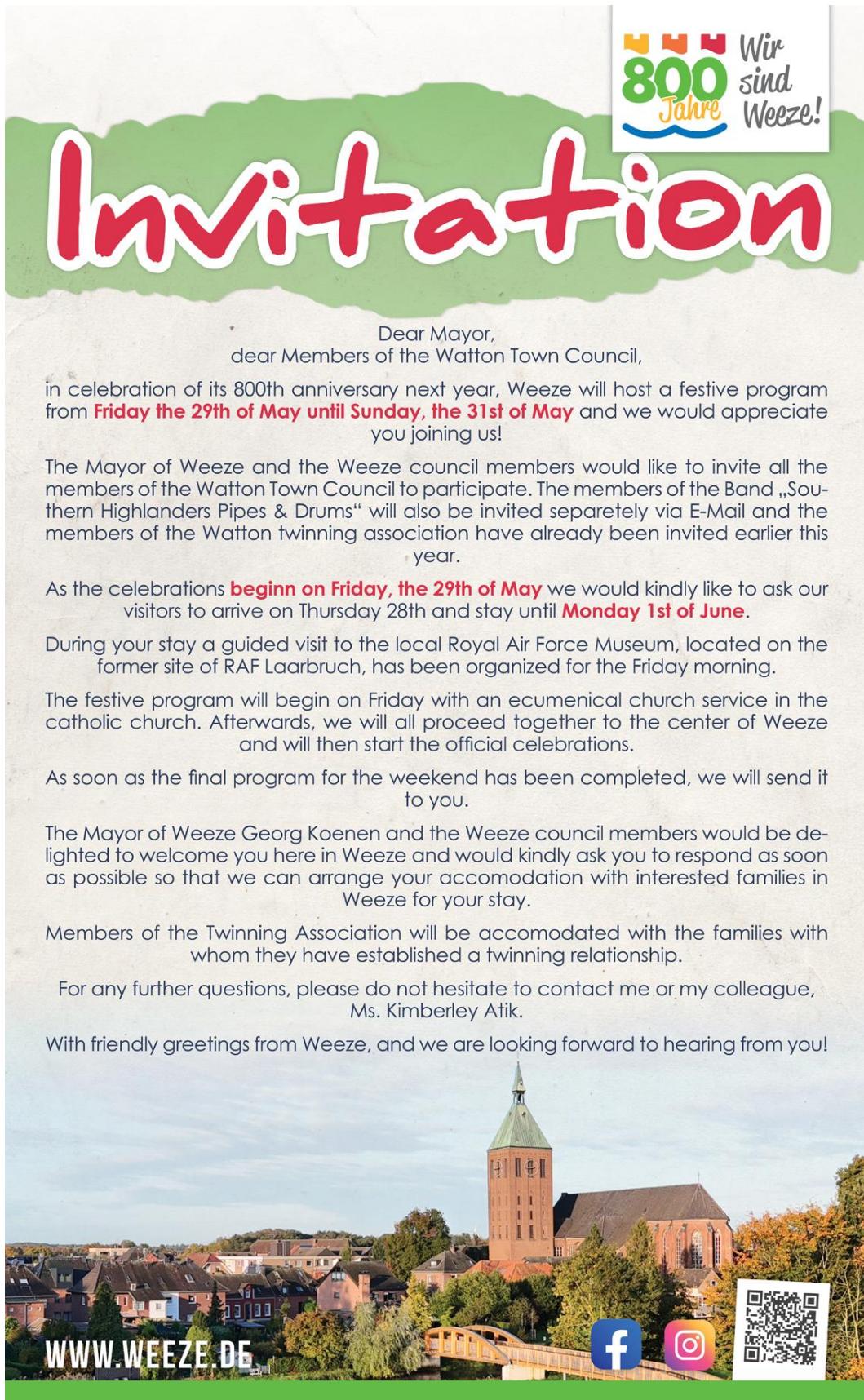
OUTSIDE M25	Weekday 0800-1630		Weekday Overtime 1630-0800		Weekend and Public Holiday Working		
	Response time	1 st hr	Additional Hours	1 st hr	Additional Hours	1 st hr	Additional Hours
Next day	£118.00	£66.00		£138.00	£80.00	£183.00	£97.00
Same day	£153.00	£66.00		£218.00	£80.00	£219.00	£97.00
Within 4 hours	£193.00	£66.00		£238.00	£80.00	£238.00	£97.00

INSIDE M25	Weekday 0800-1630		Weekday Overtime 1630-0800		Weekend and Public Holiday Working		
	Response time	1 st hr	Additional Hours	1 st hr	Additional Hours	1 st hr	Additional Hours
Next day	£133.00	£75.00		£158.00	£91.00	£183.00	£112.00
Same day	£173.00	£75.00		£233.00	£91.00	£233.00	£112.00
Within 4 hours	£213.00	£75.00		£253.00	£91.00	£253.00	£112.00

Conclusion: It is difficult to decide which offer is best value as call out charges are cheaper with the current contractor but the yearly cost from the alternative contractor is significantly lower than currently being paid.

To note: to date we have had no need for any call out relating to the emergency lighting.

Item 10.



Item 12.1

Minutes of the meeting of Watton Town Council HR Committee held on Thursday December 11th 2025 at Wayland Hall

Cllrs present: Stan Hebborn – Chairman of the Committee, Sarah Humphries, Don Saunders

Staff present: Clerk and Deputy Clerk

1. Apologies for absence received from Keith Prince. Noted that Sue Hebborn is the reserve member.
2. Resolution passed to exclude the public and press to consider confidential staffing matters.
3. No Declarations of Interest made.
4. The minutes of the HR Committee meeting held 27.11.25 were accepted as a true record and duly signed by the Chairman.
5. Staffing Update
 - Noted that Council public events this year have been very successful, but more volunteers are needed to help manage the days as staff attending are working long hours. Consideration will be given to bringing in paid help to possibly manage gazebos and investigation will be made as to whether “paid” help can be in the form of a donation to charitable groups who have committed to assist on the day.
 - The Events and Marketing Officer is keen to undertake the Certificate in Local Council Administration (CiLCA) and was hopeful in person training would be offered locally. This is not looking likely, but research will continue as how best for her to undertake the course.
 - Noted the staff Christmas meal has been postponed until the New Year.

5.1 Job descriptions and person specifications

- Updated job descriptions and person specifications have been provided by the consultant engaged to undertake this exercise before they move on to job evaluation of all posts.
- The staff have passed some comments on the job descriptions with no major concerns being raised. It was suggested comments should be passed to the consultant and members of the HR Committee who have also received copies of all job descriptions to read and consider at the next HR Committee meeting.
- It was suggested job descriptions should define job priorities to give clarity regarding expectations of the role.
- Some discussion took place around whether formal annual staff appraisals are wanted or whether, as has been suggested, informal but more regular chats with line managers would suffice. General consensus is that a formal

annual appraisal should occur together with at least 3 more informal individual staff meetings. Line Managers will therefore be meeting with staff quarterly. This can be confirmed within the new staffing policies being compiled and the format of appraisals will be an agenda item for the next meeting of the HR Committee.

- Members of the Committee were shown a draft of the new Staffing Handbook as presented by the HR consultant engaged to review all staffing policies. Some examples of draft policies were also presented to formalise that the format as shown would be acceptable. Members of the Committee will be provided with the draft of the Staff Handbook and draft policies as they are provided with an expectation that they can review them over the Christmas break prior to the next HR Committee meeting.
- The consultant will be instructed to continue to update all staffing policies to create a revised set of documents which align with the National Joint Council (NJC) terms and conditions.
- It was agreed the invoice for the HR consultant to undertake this work to date could be paid as the expenditure had already been accepted. An additional 4 hours work was also sanctioned by the Committee.
- Noted however that the consultant working on the policies will not be able to finalise the work until the job descriptions have been agreed.

6. The next HR Committee meeting will be held on:
Thursday January 15th 2026 at 11.00am.