



# Watton Town Council

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Website: [www.wattontowncouncil.gov.uk](http://www.wattontowncouncil.gov.uk) Town Clerk: Mrs Jane Scarrott  
[clerk@wattontowncouncil.gov.uk](mailto:clerk@wattontowncouncil.gov.uk)

Councillors: You are hereby summoned to attend the Town Council meeting to be held in the Council Chamber, Wayland Hall on Tuesday 12<sup>th</sup> May 2026 at 7.00pm for the purpose of transacting the following business.

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

Jane Scarrott – Town Clerk

May 6<sup>th</sup> 2026

1. To elect the Chairman/Town Mayor for the year 2026/2027 – nominations to be made at the meeting
2. Chairman to sign the Declaration of Office as Chairman and Town Mayor
3. To present the out-going Chairman with their Past Chairman's Badge
4. To elect the Vice Chairman for the year 2026/2027
5. To accept Apologies for Absence
6. To note Declaration of Members personal, prejudicial and disclosable pecuniary interests in respect of items on the Agenda
7. MINUTES
  - 7.1 To confirm that the minutes of the meeting held on April 28<sup>th</sup> 2026 are a true and accurate record
  - 7.2 To receive update on items from the previous meeting if not agenda items for this meeting
8. TO RECEIVE REPORTS
  - 8.1 Chairman's Report
  - 8.2 Vice Chairman's Report
  - 8.3 Clerks Report
    - i. Councillors to request hard copies of Agenda Packs
  - 8.4 HR Committee Annual Report
  - 8.5 Finance Committee Annual Report
  - 8.6 Cemetery Working Group update – No meeting held in 2025 (Office update)
  - 8.7 Watton Neighbourhood Plan Steering Group – No meeting held in 2025
  - 8.8 Church Walk Working Group Update – No meeting held in 2025
  - 8.9 Museum 4 Watton Working Group Update – No meeting held in 2025
  - 8.10 Loch Neaton Working Group – No meeting held in 2025
  - 8.11 Charlotte Harvey Trust Management Committee – Report given at Annual Town Meeting
  - 8.12 Emergency Plan Update
    - i To appoint an Emergency Plan Lead Councillor
  - 8.13 Market Update
  - 8.14 Heritage Park Working Group Update
  - 8.15 Biodiversity Working Group Update
  - 8.16 Biodiversity Group recommendations to Full Council

- i. to accept the Biodiversity Mission Statement as presented which will be posted on the Town Council website and social media.
- ii. that £50 of the £200 budgeted for use by the Biodiversity Working Group should be passed to Wayland Academy as a contribution to its Garden Project.

#### 8.17 Digitalisation Working Group Update

#### 8.18 Any other reports from Lead Councillors

- i. Police Priority Setting Meetings (SNAP)
- ii. Stevens Alms-houses Charity
- iii. Heritage

### 9. MEMORANDUMS OF UNDERSTANDING

#### 9.1 Loch Neaton

#### 9.2 Sports Centre Play Area

#### 9.3 CHT

#### 10. To note report from Events and Marketing Officer

#### 11. To note report from Community Projects Officer (To follow)

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

### 13. COMMITTEE MEMBERS

#### 13.1 To elect HR Committee Members

#### 13.2 To elect Chairman of the HR Committee

#### 13.3 To elect Finance Committee Members

#### 13.4 To elect Chairman of the Finance Committee

### 14. WORKING GROUP MEMBERS

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

#### 14.2 To elect Church Walk Working Group Members

#### 14.3 To elect Cemetery Working Group Members

#### 14.4 To elect Market Working Group Members

#### 14.5 To elect Council members of Museum4Watton Working Group

#### 14.6 To elect Council members of Watton Sports Centre Working Group

#### 14.7 To elect Council members of Heritage Park Working Group

#### 14.8 To elect Council members of WASFAG Working Group

#### 14.9 To elect Council members of Biodiversity Working Group

#### 14.10 To elect Council members of Digitisation Working Group

#### 15. To agree Reps and Lead Councillors

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

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

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

#### 19. To confirm bank signatories

#### 20. To review the Armed Forces Covenant

#### 21. To agree that Trevor Brown will remain as Internal Auditor for Watton Town Council for 2026/27

#### 22. To agree Risk Management Plan

23. PUBLIC PARTICIPATION

24. To ratify purchase of new Admin Laptop

25 To note Standing Orders and Financial Regs

26. PLANNING To consult on planning applications received since the last meeting

26.1	PL/2026/0599 /FMIN	The installation of 8 new floodlight columns to serve the tennis courts on the Wayland Academy site in Watton	WAYLAND HIGH SCHOOL Merton Road, Watton, Thetford, Norfolk, IP25 6BA	<a href="https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&amp;id=199443&amp;language=en">https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&amp;id=199443&amp;language=en</a>
26.2	PL/2026/0608 /HOU	Proposed single storey extension with 3No.velux windows to the rear	THE BURROWS Watton Green, Watton	<a href="https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&amp;id=199455&amp;language=en">https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&amp;id=199455&amp;language=en</a>
26.3	PL/2025/0751 /OMAJ	Erection of 9 dwellings with all matters reserved.	Land Off Merton Road, Watton	<a href="https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&amp;id=197788">https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&amp;id=197788</a>

## Item 7.1

Minutes of the meeting of Watton Town Council held on

Tuesday 28<sup>th</sup> April 2026 at 7.00pm in Wayland Hall

Councillors Present: - Gillian Tarrant (Chairman of the meeting), Gavin Bulmer, Tina Cruz, Keith Gilbert, Cathy Halfacre, Tomos Hutchings, Keith Prince, Graham Martin, Don Saunders, Jack White, Jacqueline White

Officer present: Jane Scarrott Clerk

**1. APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED from**  
Sarah Humphries, Stan Hebborn, Sue Hebborn, Tina Kiddell,

**2. NO DECLARATIONS OF INTEREST MADE**

**3. MINUTES**

3.1 The Minutes of the meeting held on April 14<sup>th</sup> 2026 were accepted as a true record and signed by the Chairman.

3.2 Updates from items raised at the meeting on April 14<sup>th</sup> 2026 not agenda items for this meeting:

- Breckland Council has been invited to attend a future Town Council meeting to update on the Safer Street Wardens Scheme. It was agreed that Breckland representatives should attend prior to the Town Council meeting on June 23<sup>rd</sup>.
- The Grant Policy is still to be reviewed by the Finance Committee and grant applications received not an agenda item for this meeting will be deferred until the Policy has been updated.

**4. REPORTS**

4.1 Chairman's Report

The Chairman has attended the Finance Committee meeting on April 16<sup>th</sup>, judged Watton in Bloom on April 18<sup>th</sup>, and hosted the Mayor's Celebrating Volunteers Reception on April 19<sup>th</sup>.

Those who supported the Reception at Broom Hall were thanked.

The Chairman reported that £1000 has been raised for her Mayor's Charities PACT and Watton Rainbows.

4.2 Vice-Chairman's Report – Vice-Chairman not present at the meeting.

4.3 District Councillor's Report – Cllr Gilbert reported that Breckland Council appears to be on a "run down"! He has recently attended meetings of the Breckland Planning Committee, Licensing Committee and Full Council.

4.4 County Councillors Report – County Councillor not present but written report presented prior to the meeting. Noted that this was an update to the fuller report presented at the Annual Town Meeting. Information regarding grant funding provided.

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

- Norfolk ALC Newsletters forwarded to Cllrs 20.04.26 and 28.04.26

- Bin at Thetford Road roundabout

The litter bin located on the side of the road by the Thetford Road roundabout has been damaged by a vehicle for the second time. It is beyond repair and thought needs to be given to possibly locating any replacement bin where it will not be so easily hit. Requests have also been received for additional bins but it is possible that as a consequence of local government re-organisation charges will be introduced for bin emptying and it was noted that the current agreed Town Council policy is not to install any more bins.

- Notification received of events taking place at Buckingham Lodge which Cllrs are invited to attend.

- Factory Shop Car Park

The entrance to the carpark to the rear of the Factory Shop has bollards put across it and notices erected that the area is privately owned.

The land agents dealing with the property have been approached and they have informed the Council that this is due to insurance requirements.

- Weeze

Noted that Cllr Gilbert will represent the Town Council at the festival weekend being held in Weeze to mark the 800<sup>th</sup> anniversary of the town.

#### 4.6 Reports from Councillors

Written report from Cllr Hutchings included within the agenda pack for the meeting.

### 5. WORKS IN PROGRESS

The Works in Progress List was received.

### 6. PUBLIC PARTICIPATION - no members of the public present.

### 7. FINANCE

7.1 Payments for April 2026 were approved for payment as on the list presented prior to the meeting with the addition of the final £150 Mayors Allowance.

7.2 The draft minutes from the Finance Committee meeting held on 16.04.26 were noted.

7.3i **It was resolved** to accept the Equipment Hire Policy as presented

7.3ii **It was resolved** that the Council would accept to undertake the maintenance schedule for the Reclaim the Rain assets as requested.

7.3iii **It was resolved** that an outstanding historic debt of £570 plus a Small Claims Court cost of £75 would be written off.

7.3iv **It was resolved** that the Town Council will offer to pay 50% (£80) towards an additional grave digging charge.

7.3v **It was resolved** the contract with the current HR consultant will be extended. To be reviewed in one year's time.

7.3vi Grants

- **It was resolved** to offer Loch Neaton Bowls Club £400 in response to the grant application submitted, with the expectation that the Club will match fund the remainder of the funding requested. Money will be re-imbursed when appropriate invoices are received.

- **It was resolved** match funding will be offered in response to a grant application submitted by the Rainbows if they are unable to raise the requested funds themselves.

- **It was resolved** not to offer funding to the Wayland Chamber of Commerce as applied for.

Noted that the Finance Committee is looking to recommend that all grants request match funding.

**8. UPDATE ON DEVOLUTION AND LOCAL GOVERNMENT RE-ORGANISATION (LGR)** - See information on <https://www.breckland.gov.uk/LGR>

**9. WATTON & SAHAM FLOOD ACTION GROUP (WASFAG)**

**It was resolved** to continue to support WASFAG by funding 50% of the cost of £252 for the hosting and yearly domain renewal for the WASFAG website. In 2025 Saham Toney Parish Council also contributed 50% and an approach will be made to request the same for 2026.

**10. WAYLAND ACADEMY GARDEN PROJECT**

**It was resolved** to respond to the correspondence received from Wayland Academy regarding its Garden Project Appeal to say the Council is willing to be involved and if possible Councillors would like to visit the school.

**11. WEEZE**

**It was resolved** to purchase two framed plaques at a cost of £300 to celebrate the 40<sup>th</sup> anniversary of the Watton Twinning Association.

Research will also continue to be undertaken regarding the cost of a wooden hare and barrell as an additional gift for Weeze.

**12. GRANT APPLICATION**

**It was resolved** not to give the grant as applied for by Norfolk Community Law Service.

**13. PLANNING**

13.1 PL/2026/0520/PAMA Application to determine if prior approval is required for a proposed: Change of use from Commercial, Business and Service (Use Class E) to 1 no. Dwellinghouse (Use Class C3) - Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Schedule 2, Part 3, Class MA Breckland House, Norwich Road, Watton

**No comments**

13.2 FUL/2025/0016 TO NOTE - Carbrooke: Carbrooke Quarry, Summer Lane, Carbrooke, Thetford, Norfolk IP25 6TJ: Non-compliance with conditions 1 (time limit), 2 (approved plans/documents), 3 (phasing and infilling), 20 (soils) and 24 (landscaping) of permission reference FUL/2022/0012 to allow to Extend the time limit, Amended Phasing and Infilling, Soil handling, Restoration/ Landscaping and Associated Details and Installation of new processing plant (plant retrospective) Carbrooke Quarry, Summer Lane, Carbrooke

**Supported**

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

14.1 The Minutes of the HR Committee Meeting held on 16.04.26 were noted.

14.2 Recommendations from the HR Committee:

14.2i **It was resolved** to accept the Staff Job Evaluations Report including salary recommendations.

14.2ii **It was resolved** to accept the staffing policies, handbook and contracts as presented.

14.2iii It was resolved to accept a policy to offer staff the opportunity to undertake temporary additional hours to cover short-term staff absence.

A staffing update was given by Cllr Saunders on behalf of the HR Committee informing Councillors that the Town Council HR Consultant is scheduled to brief staff about the new policies and handbook at the staff meeting on 29.04.26.

A briefing note has also been produced for Councillors which will be e-mailed out.

## Item 7.2 Updates from meeting held on 22.04.25

Agenda Item	Update
3.2	Sarah Suggitt and Rob Walker from Breckland Council will be attending the Council Meeting on June 23 <sup>rd</sup> at 6pm to update on the Breckland Street Warden Scheme.
9	Saham Toney Parish Council has been asked to contribute 50% to support the WASFAG website.
10	Wayland Academy has been asked to provide a date when councillor may wish to visit the garden project.
14	HR Consultant attended staff meeting on 29.04.2026

## Item 8.3 Clerk's Report

### Annual Governance and Accountability Return (AGAR).

As from 2026 Assertion 10 relating to digital and data compliance will need to be agreed to complete the Annual Governance and Accountability Return (AGAR).

This may mean that the Councils current IT Policy needs review. This will be an agenda item for the next meeting.

AGS Assertion 10 – guidance from the Practitioners Guide 2026/27

5.117. Data protection and security - Using authority-owned email accounts ensures that sensitive information is handled in a controlled environment with appropriate security measures. This aligns with GDPR principles such as data minimisation, integrity and confidentiality.

5.118. Accountability and transparency - authority-owned email accounts provide a clear record of communications, which is essential for transparency and accountability. This helps in maintaining an audit trail and ensures all authority-related communications are accessible for review if needed.

5.119. Consistency, trust and professionalism - it is best practice to use .gov.uk domains for smaller authorities' emails and websites. This helps maintain a consistent and professional image for the authority and ensures all communications are easily identifiable as coming from the authority. This is increasingly important as cyber scams are on the rise.

5.120. Having authority-owned email accounts also makes Data Subject Access and Freedom of Information Requests easier to manage.

5.121. Compliance with policies - All authorities should have an IT policy that mandates the use of authority-owned email accounts for official business. These policies are designed to ensure that all communications are conducted in a manner that is consistent with the authority's standards and legal obligations

5.122. IT Policies - An IT policy prevents misunderstandings when using IT equipment for authority business and makes sure that there can be no excuses for anyone in your authority not protecting their data or working safely.

5.123. Website accessibility - Where a smaller authority is subject to the requirements of website accessibility it does not have to buy a new website to comply with accessibility law if it places a disproportionate burden on the authority. At a minimum all authorities' websites must include an accessibility statement on their website and keep it under regular review. This statement should include reasons for not meeting accessibility requirements, ways to source alternative copies of non-accessible documents and a point of contact.

5.124. Data Protection - To ensure compliance with data protection regulations, smaller authorities should:

- Appoint a Data Protection officer to oversee data protection and ensure compliance with GDPR (Under Section 7 of the DPA 2018, Parish Councils and Parish Meetings are exempt from this requirement).
- Conduct regular data audits to identify what personal data is held, how it is used and make sure it is processed lawfully.
- Implement a Data Protection policy on data handling, storage and sharing.
- Provide regular training to ensure all staff and members are trained on data protection principles and practices.
- Secure data using appropriate technical and organisational measures to protect personal data from breaches.

5.125. The Freedom of Information Act places a duty on every public authority to adopt and maintain a publication scheme which details the publication of information by the authority and is approved by the Information Commissioner; adoption of the Information Commissioners Office model publication scheme meets this requirement.

5.126. In addition to this the Transparency Code for Smaller Authorities requires parish councils, internal drainage boards, charter trustees and port health authorities with an annual turnover not exceeding £25,000 to publish certain information set out in the code. This enables local electors and local taxpayers to access relevant information about the authority's accounts and governance.

5.127. Smaller Authorities with total turnover or expenditure greater than £25,000 should as best practice comply with the Local Government Transparency Code 2015; the government believes that in principle all data held and managed by local authorities should be made available to the public unless there are specific sensitivities to doing so.

5.128. Monitoring an authority's compliance with the relevant transparency code is not part of the external auditor's limited assurance review of the AGAR. It would however be expected that internal auditors would review this control area.

## **HMP Wayland**

For the past 18 months staff have been visiting HMP Wayland as invited to be part of the "Community Matters" programme. To date HMP Wayland has provided the Town Council with two notice boards, several bird boxes and honey which was sold to raise money for the Mayors Charities. Artists at the prison have painted one of the fibreglass hares for the Hares Trail.

The Deputy Clerk and EMO last visited on 06.05.26. The Clerk and Chairman have also attended meetings previously.

Moving forward it is suggested that rather than two members of staff attending the meetings at the prison, one staff member and one Councillor could go along.

The meetings usually start at 10.00am but attendance at the prison needs to be from 9ish to allow time to pass through security. Finish is around lunch time. We do not always receive notification of the date of a meeting much in advance!

**Breckland Council Environmental Services -e-mail received:**

“Kerbside collection of small electricals and batteries

Following a fire at Wisser, the recycling site in Thetford which recycles small electricals and batteries, we have had to suspend our kerbside collections of these items.

We are working hard to secure another outlet and are awaiting the compliance scheme to organise another supplier who can collect these items from us.

We will continue to advise residents via our website and social media that collections are postponed and to hang on to the items until we recommence collections.”

**Health & Safety**

The H & S consultant engaged by the Council has visited the Office now on two occasions and she is assisting with review of all H & S matters. This will tie in well with the Council’s use of Breathe software for all things HR as in time all revised documents can be uploaded onto the Breathe platform so staff can easily access them.

## **Item 8.4 HR Committee Report**

### **Watton Town Council**

#### **Annual Council Meeting 2026**

#### **Report from the Chair of the HR Committee**

Over the past 12 months, the HR Committee has dealt with a wide range of staffing, policy, pay, welfare and operational resilience matters. Much of this work has necessarily been confidential, but the overall objective has remained consistent. To support staff effectively, protect the Council, and ensure employment matters are handled lawfully, fairly and with appropriate professional input.

A key theme throughout the year has been resilience. The Committee identified early on the need for “Plan B” arrangements to manage staff absence and maintain service continuity. This was first raised during the March 2025 HR Committee meeting and has since developed into a more structured approach, including the recommendation that staff may be offered temporary additional hours to cover short term absence where appropriate.

The Council has also seen changes in staffing over the year, including the appointment of two new members of staff, one supporting the CHT and one replacing a retiring member of the office team. These appointments have been necessary to maintain service delivery and reflect the ongoing demands placed on the Council.

The Committee recognises that staff are a valued asset to the Council. Their experience, practical knowledge and day to day commitment underpin the services delivered to the community. In that context, training is not simply a cost but a necessary investment in capability, safety and service quality.

My own aspiration is straightforward. That staff come to work because they want to, not because they feel they have to. That requires the right environment, proper support, and fair and consistent management.

Job evaluation and pay have been considered in detail. Following advice from the Council’s HR consultant, the HR Committee recommended that Full Council accept the Staff Evaluation Report and approve a one point pay scale increase for staff, excluding the Clerk and Deputy Clerk, backdated to 1 April 2026, with a further one point increase in October 2026 subject to satisfactory performance through appraisal. This provides a structured and evidence based approach to recognising evolving roles and responsibilities.

A significant amount of work has also been undertaken on policy and governance. Updated staffing policies, the Staff Handbook and model contracts have been reviewed and recommended for adoption by Full Council, with external HR support ensuring these documents are legally sound and fit for purpose.

It is important to recognise that elected councillors are lay persons. Employment law and HR practice are complex and carry legal and financial risk if handled incorrectly. The use of a

qualified HR consultant is therefore necessary. It provides professional oversight, reduces risk, and supports informed decision making.

The Committee also considered whether to introduce a Sabbatical Leave Policy. Having taken professional advice, it was concluded that the Council is not currently in a position to offer such a policy and that doing so would introduce a disproportionate level of risk.

Health and safety, and the duty of care owed to staff, have been a central concern. Following the incident on 1 April 2026, where staff were struck by a vehicle during a market road closure, the matter was escalated and investigated. The Committee supported immediate steps to review safety arrangements, ensure proper documentation, and reduce the likelihood of recurrence.

This incident is a reminder that staff are exposed to real risks in the course of their work. The Council must continue to take all reasonable and proportionate steps to protect them through effective risk assessment, proper controls and consistent oversight.

Throughout the year, the Committee has taken a measured and practical approach. Confidential matters have been handled appropriately, and where wider decisions have been required, recommendations have been made to Full Council.

I would like to thank the Clerk, Deputy Clerk, staff, fellow HR Committee members and the Council's HR consultant for their work and support during the last year.

The priorities for the coming year are:

1. Final adoption and implementation of revised HR policies, the Staff Handbook and contracts
2. Embedding job evaluation outcomes and appraisal linked pay progression
3. Strengthening arrangements for staff absence and temporary cover
4. Continuing to prioritise staff welfare, safety and operational resilience
5. Ensuring ongoing professional HR oversight to support lawful and effective decision making

Overall, the HR Committee has strengthened the Council's employment framework and improved its ability to manage both day to day issues and emerging risks. There remains work to do, but the Council is in a more stable and structured position than it was at the start of the period.

Councillor Stan Hebborn

Chairman HR Committee.

5th May 2026

## **Item 8.5 Finance Committee Report**

### **Budget 25/26**

The Town Council financial year runs from April 1<sup>st</sup> to March 31<sup>st</sup>.

Members of Watton Town Council are provided with regular end of month bank reconciliations and finance updates detailing expenditure and income. Consideration is given to reports both at Finance and Full Council meetings with the annual budget and Precept requirement formally approved in December/January.

The Precept for 2025-26 was set at £452213. The budget need of £543250 to be supported through income from the Market and Cemetery fees as well as some funding taken from general reserves.

End of year figures will be finalised when all invoices relating to March 2026 have been received.

Any overspends within cost centres can hopefully either be off-set by incomes or virement can be made within the relevant cost centres.

### **2025/26 Budget for Cost Centres**

Administration £38650 (Legal, phones, insurance, office expenses, elections)

Grounds Maintenance £68200 (Cemetery, open spaces, play areas, flowers, youth provision)

Premises £59200 (Unit, Clock Tower, Wayland Hall, Toilets, Market)

Events £43000 (includes Christmas lights)

Grants Allocation £5000

Health & Safety £1500

Staff £322000 (salaries, well-being, pensions, training, NI)

Vehicles £5700

**TOTAL £543250**

## Bank Reconciliation as of 31.03.2026

<b>A</b>	<b>Bank Reconciliation at 31/03/2026</b>		
	Cash in Hand 01/04/2025		577,535.80
	<b>ADD</b>		
	Receipts 01/04/2025 - 31/03/2026		554,050.35
			1,131,586.15
	<b>SUBTRACT</b>		
Payments 01/04/2025 - 31/03/2026		593,531.60	
<b>Cash in Hand 31/03/2026</b> (per Cash Book)		<b>538,054.55</b>	
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash	31/03/2026	0.00
	Current Account	31/03/2026	4,044.91
	Premium Account	31/03/2026	186,164.21
	Unity Bank	31/03/2026	47,845.43
	CCLA	28/02/2026	300,000.00
			<b>538,054.55</b>
Less unrepresented payments		538,054.55	
Plus unrepresented receipts <b>Adjusted Bank Balance</b>		<b>538,054.55</b>	
<b>A = B Checks out OK</b>			

The Council operates income and expenditure accounts and thus the final end of year figures are not available until all transactions for the 25/26 year have been entered on to the accounting system and appropriate adjustments have been identified.

The expected end of year position is likely to show a figure below that of the bank balance above.

Within this figure the Council holds commuted sum funds in General Reserve which are committed to future maintenance of Shire Horse (£30783), Hares Green (£70,000) and Heritage Park (£83000).

The Council has also resolved that it will at all times hold 50% of its annual budget. The budget for 26/27 has been agreed at £594370.

### **Item 8.6 Cemetery update**

- Faculty applied for – excess soil is now removed from site
- Grave digging contracts are up for renewal end of August
- Ashes section has been extended

### **Item 8.7 Neighbourhood Plan (NP)**

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

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

### **Item 8.11 Charlotte Harvey Trust Management Committee**

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

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

[Annual-Town-Meeting-2026-Agenda-Pack.pdf](#)

### **Item 8.12 Watton Emergency Plan**

Lead Councillor for the Emergency Plan is no longer on the Town Council therefore no update to give.

## **Item 8.13 Market Working Group**

Market Report For ACM 12<sup>th</sup> May 2026

We had a meeting back in February after I had liaised with the lead of Swaffham market traders. We talked at length of boosting the market and it was felt that as soon as we are in possession of the carparks, we will look to move the market in order to improve it by putting in electrical points and to enable the traders to have their waggons onsite. There will also be a lot more room for expansion.

It is also hoped that we can liase with the Queens hall to explore the option of traders going inside the hall on bad weather days, this would keep the traders for longer in the inclement weather months.

We will also look at an incentive pricing policy to encourage traders to stay for longer.

We have since the meeting approved the equipment hire policy.

We said we would have another meeting to bring forward recommendations for full council once the carpark transfer happens. We are still waiting on that to be the case.

Once that is done, I will then reach out to the traders in order to get the ball rolling.

Tina Kiddell

Market Lead

## **Watton Town Council Wednesday Market**

### **Market Update May 2026**

#### **Introduction**

Following the continued growth of the Market and a near miss incident involving staff and a member of the public failing to stop at the road closure, discussions are needed both on the best way to proceed with the Market whilst it is still housed in Middle Street and the long-term plans.

#### **Background**

Safety concerns were initially raised regarding the Wednesday Markets original location along Watton High Street during research undertaken for the Neighbourhood Plan. At one time the market stretched all along the High Steet and into Middle Street. However, unfortunately there has been a steady decline in many markets in recent years.

Stalls were historically smaller but as they grew in size and the High Street became busier with traffic it was becoming increasingly dangerous for stalls to be close to, and even in some instances part in the road. Issues were also arising that there was not enough pavement space between the stalls and the shop fronts to allow easy pedestrian passage either along the footway or into and out of shops.

With the Neighbourhood Plan came the thought that the now smaller market could be moved to the safety of Middle Street/The Old Dereham Road with a road closure in place.

Pedestrianisation of Middle Street was put forward and there are ongoing plans in place to hopefully make this happen. However, Local Government Re-organisation has perhaps led to a lull in work on this scheme and uncertainty regarding future funding.

In 2020 during the Covid Pandemic a decision was made to bring the Market into Middle Street so adequate social distancing control measures could be implemented and this is where the Market is now held.

### **Current Position**

The Middle Street/Old Dereham Road location remains as it is deemed unsafe for the Market to return to the High Street. The location is also supportive of the need for Middle Street to be pedestrianised.

### **Traders April 2026**

Regular traders during 2026 have been:

Routs Fish - medium pitch £10pw

Plantation Farm Fruit and Veg – large pitch £15pw

Cheese & Pie Man - foc

Perfectly Poetic - foc

Jewellery - foc

Gerry's Sauces - foc

New traders in 2026:

The Toy Den - foc

Scrub A Dub - foc

Pearl/Diamond Art - foc

Bake in a Box - foc

A former trader who sells clothing has requested returning to the market. Following complaints around the behaviour of the stall holder he was sent a warning letter in April 2025 and has not been present at the market since. Other traders have threatened not to come to the Market if he returns. However, only one of those who held this stance currently has a regular pitch.

The clothing trader has now requested a pitch again. He has been informed that we are reviewing where we can locate stalls and at the present time, we cannot accommodate him.

## ***Is the Council happy for him to return?***

### **Charges**

In an attempt to encourage more stalls to the weekly market, as from December 2023, fees were reduced:

*Current Market Pitch Fees:*

- Small pitch (up to 10sq metres) – Free of charge
- Medium Pitch (up to 30sq metres) – £10.00
- Large Pitch (up to 60sq metres) – £15.00
- Charity Stallholders – One off pitch – free Regular Charity pitch – 50% of pitch charge

Subject to availability, included within the above price, the Town Council offers to provide a gazebo and table to be set up for each stallholder if required.

Fees were reviewed on 26.01.26 with no changes made.

### **Gazebos**

Currently the Town Operatives erect gazebos as needed. To erect the gazebos they are working within the road closure but the traders moving vehicles when arriving and departing should be viewed as a hazard. The suggestion is that the Town Operatives could undertake Signing, Lighting and Guarding (SLG) Training to manage road closures, which would enhance their competence working within the closure. To date no responses have been received in relation to enquiries made regarding SLG Training.

It is also suggested the free use of gazebos should be restricted to new traders only and that this offer is time limited. This would lessen the associated hazard with working in the road.

### **Road Closure**

The terms of the road closure are being checked, and decisions may need to be revisited regarding allowing traders to keep vehicles on site. At present cars which are not part of a trader's stall are being left within Middle Street/Old Dereham Road. This may not be strictly legal, but a lenient policy is being followed to help encourage traders to keep attending the Market.

The physical road closure set-up is currently undertaken by a local firm at a cost of £106.20 plus VAT per week.

(Other costs associated with the Market are the rates which in 2026 are £392 for the year and staff costs).

### **Looking forward**

It is felt that it could be beneficial to have a designated member of staff (Market Supervisor) on site for the set up and closure of the Market every week. This member of staff would remain present throughout the arrival and departure of stall holders and would be responsible for allowing them in and out of the road closure. This member of staff would walk the vehicles in and out of the road closure, as well as ensuring that the road closure remains in place for the duration of the Market.

The Town Operatives could undertake training for working in and on the road closure, and different coloured barriers could be used to distinguish the road closure for the Market from a road closure for works. It was also felt it could be beneficial to

have signs made to hang on the barriers with 'Road Closed for Market' – this may make the public more aware of the reasoning for the road closure.

Looking further forward, the Market could be relocated and pros and cons of possible sites, such as the car parks/Queens Hall would need to be investigated.

#### **Item 8.14 Heritage Park Working Group update**

The EMO has started site visits to other nature parks to collate ideas to pass on to landscaping companies to find out what is feasible and to get quotes for the project. Once quotes have been obtained the EMO will continue exploring funding options and large grant funding pots such as the National Lottery funds.

## Item 8.15 Biodiversity Working Group update

### Watton Town Council Biodiversity Working Group

#### Notes from the meeting held

Tuesday 28<sup>th</sup> April 2026

<b>Attendance:</b>	avin Bulmer, Cathy Halfacre, Tomos Hutchins, Keith Prince, Graham Martin, Don Saunders
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1. No apologies for absence received.
2. No Declarations of Interest made.
3. Tomos Hutchings was elected as Chairman of the Biodiversity Working Group.
4. The Terms of Reference were accepted with suggested minor amendments to be made prior to presentation to Full Council.
5. Biodiversity Mission Statement

A recommendation will be made to Full Council to accept the Biodiversity Mission Statement as presented which will be posted on the Town Council website and social media.

#### 6. Biodiversity Policy

The Biodiversity Policy will be reviewed at the next meeting of the Working Group.

#### 7. Action Plan, Open Space and Outdoor Assets List.

The Action Plan as presented within the agenda papers was considered.

- It was suggested that the Open Space Statement on the Town Council website should be updated.
- Accessibility for all open spaces will be reviewed.
- Growing food could be encouraged. A quick win could be to plant herbs at Jubilee Garden.
- A recommendation will be made to Full Council that £50 of the £200 budgeted for use by the Biodiversity Working Group should be passed to Wayland Academy as a contribution to its Garden Project.
- Town Council Outdoor Asset List to be reviewed and updated.

#### 8. Resources and Funding.

Information provided within the agenda papers.

#### 9. Pride in Breckland Grant.

The Town Council resolved that the £12210 Pride in Breckland Grant should be used to support the Reclaim the Rain Project in Watton High Street and to enhance the gateways of the town.

#### 10. Recommendations for Full Council

1. to accept the Biodiversity Mission Statement as presented which will be posted on the Town Council website and social media.
2. that £50 of the £200 budgeted for use by the Biodiversity Working Group should be passed to Wayland Academy as a contribution to its Garden Project.

11. Date of next meeting: Tuesday July 21st

## Item 8.16 Digitalisation Working Group update

### Watton Town Council Digitalisation Working Group

Thursday 12<sup>th</sup> February 2026

<b>In Attendance:</b>	Stan Hebborn (SH), Tomos Hutchings (TH), Jane Scarrott, (JS) Jack White (JW), Lorren Woodgett (LW).
<b>1. Apologies:</b>	Sarah Humphries

<b>2</b>	<b>Declaration of interest</b>
	<ul style="list-style-type: none"><li>- None</li></ul>
<b>3</b>	<b>Notes from meeting 15.01.25</b>
	<ul style="list-style-type: none"><li>- Notes from previous meeting were accepted as an accurate record of the meeting.</li></ul>
<b>4</b>	<b>Updates from meeting held 15.01.25</b>
	<ul style="list-style-type: none"><li>- Teams meeting held with Cloudy IT prior to the meeting. Cloudy presented what services they can offer the TC. Research will continue regarding the IT service provision for the Council.</li><li>- JW has offered to present an updated website to the TC.</li><li>- CCTV provision in the High Street will continue to be investigated. Breckland Council who are the controllers of the CCTV has offered to send an engineer to review the provision of CCTV in the High Street. A date will be set and Cllrs Hebborn and White will be informed so they can attend the site visit.</li></ul>
<b>5.</b>	<b>Priorities moving forward</b>
	<ul style="list-style-type: none"><li>- A draft Action Plan for the DWG has been compiled. Copy attached.</li></ul>
<b>6.</b>	<b>Date of next meeting</b>
	<ul style="list-style-type: none"><li>- No further meeting date set but meetings will be arranged when needed.</li></ul>

## Digitisation Working Group

“To make use of technology wherever possible to benefit the Town Council and the Town”

### Action Plan Updated 13.02.26

Objectives	Action	Lead	Resources	Priority and Status
1. Improve efficiency and reduce manual workload for staff through use of digital tools	<ul style="list-style-type: none"> <li>Review Office IT need</li> <li>Review IT service providers</li> </ul>	Office	<ul style="list-style-type: none"> <li>Budget?</li> </ul>	<ul style="list-style-type: none"> <li>12.02.26 Presentation from Cloudy IT</li> <li>Research ongoing</li> </ul>
2. Enhance digital accessibility and communication with residents	<ul style="list-style-type: none"> <li>Overhaul TC website</li> <li>Conduct residents survey re. need</li> </ul>	Office	<ul style="list-style-type: none"> <li>Budget?</li> <li>Knowledge needed for website content</li> </ul>	<ul style="list-style-type: none"> <li>Cllr JW to present new website to TC which will meet accessibility requirements and include ability to translate pages</li> <li>Office to update content on current website</li> </ul>
3. Town IT Infrastructure				
<ul style="list-style-type: none"> <li>High Street wi-fi</li> </ul>	<ul style="list-style-type: none"> <li>Research needed- engage partners</li> </ul>		<ul style="list-style-type: none"> <li>Budget?</li> </ul>	<ul style="list-style-type: none"> <li>To talk to Wayland Partnership and Chamber of Trade <del>ew</del> DCMC</li> <li>Further research needed regarding what the proposed BT hub</li> </ul>

<ul style="list-style-type: none"> <li>High Street CCTV</li> </ul>	<ul style="list-style-type: none"> <li>Research needed - engage partners</li> </ul>		<ul style="list-style-type: none"> <li>Budget?</li> </ul>	<ul style="list-style-type: none"> <li>at Chaston Place will provide</li> <li>Market Working Group to consider whether wi-fi is wanted by market traders</li> </ul>
<ul style="list-style-type: none"> <li>Smart benches</li> </ul>	<ul style="list-style-type: none"> <li>Research needed</li> </ul>		<ul style="list-style-type: none"> <li>Budget – est cost of each bench £5000</li> <li>Could be alternatives e.g. historic phone box as source of wi-fi</li> </ul>	<ul style="list-style-type: none"> <li>Ongoing research re. current provision.</li> <li>Meeting to be arranged with current providers</li> <li>Not to be pursued at present time.</li> </ul>

### **Item 8.17i Police Priority Setting Meetings (SNAP)**

SNAP meetings are held every quarter with police and council attending, public are invited.

There is a follow up meeting held online via Teams if they can be accessed (I have had trouble accessing these).

Issues may be raised at the first meeting, the police representative then takes the information back and the priorities are then decided with the information then issued via the teams meeting.

However, I have found the information/minutes are not always forwarded.

The last meeting was online only as it clashed with the Annual town meeting, I have no information from this meeting.

Councillor Gillian Tarrant

### **Item 8.17ii Stevens Alms-houses Charity**

Councillor Cathy Halfacre is Trustee for the Stevens Alm-houses Charity. Cathy's 1<sup>st</sup> meeting with them is on 5<sup>th</sup> May.

**See below last minutes of the last meeting held:**

## **Stevens Almshouses Trustees Meeting 2<sup>nd</sup> March 2026**

Present: Rev Dave Cossey (Rev DC), Ms Margaret Holmes (MH), and Carol James the Clerk.

- 1 Welcome and Apologies** - Mrs Linda Benton, Mr Andy Johnson. Mr Steve Bibby
- 2 Minutes of last meeting 5<sup>th</sup> January** – read and approved
- 3 Finance** – Barclay’s Community a/c £22,805.62, Business A/c £20,569.44. Sean from No 83 has now paid up the arrears of £280.83.
- 4 Correspondence** – there had been an email from the Almshouses Association re the recruiting of trustees. This was forwarded from CJ to all the trustees.
- 5 Matters Arising** – none
- 6 Properties in General** –
  - No 77 Heather** – nothing to report
  - No 79 Anne Marie**– MH had been to visit Anne-Marie – she noted that the property is grubby – MH spoke to Watton-Relief-in-Need Charity re funding the redecoration of No 79. Decorating is expensive and Anne=Marie’s financial situation is not known. MH may go back to talk to Anne-Marie re finances and could her brother help? Quotes for the work would be required. AJ usually deals with Colin Scutt but he also has in mind Mark Bowman who lives in Garden Close Watton. AJ was not at the meeting so could not comment on this.
  - No 81 Graham** – water overflow from his toilet cistern which will be inspected by Andy Pollitt the plumber.
  - No 83 Sean** – nothing to report
- 7 AOB** - none

# Lead Heritage Report for the Annual Council Meeting

(Including representative roles and trusteeship.)

Contents:

1. Summary of Heritage matters 2025-2026
2. Heritage items of interest
3. Loch Neaton Trustee
4. Wayland Partnership TC Representative

## 1. Summary of Heritage Matters 2025-2026

There have been no new projects to report regarding Heritage Matters. However, I have been able to make subtle impacts to weave in our heritage into debate, reports and representation. I also stay updated on and contribute where appropriate to maintain our current heritage assets and promote Watton's Heritage.

This last year, The Clock Tower has been surveyed, the Events and Marketing Officer contributed greatly to a report on The Clock Tower, as well as creating the Hare Trail which has heritage aspects. We also nominated x2 members of the community for an honour for their outstanding contributions.

## 2. Heritage items of interest

### **Collectables & Antiques Market 2025:**

On the 6<sup>th</sup> of July Watton Town Council organised the Collectables and Antiques Market, alongside Watson Fairs, which was well attended. The Museum continued to have an impressive presence at these annual markets. Report from the Events and Marketing Officer was given to full council 22/07/25.

In 2026, Watson Fairs pulled out of Watton – and the Museum for Watton has picked up the event in hopes of continuing the market on the 16<sup>th</sup> of August 2026 on Middle St.

### **Wayland Hall & Clock Tower:**

Although they are Heritage Assets, their maintenance and repair is a matter for full council. Some works have been undertaken, which has been reported on to full council from officers. Recently it has been suggested to look at possible heritage funding to continue the works in progress.

### **Heritage Maps:**

The Heritage maps have been casually checked for damage. They are a great addition to the character of the environment, improving interest in the Heritage of the town.

It was resolved back in 2025, that there should be a general discussion at a Full Council Meeting to agree the future purpose and use of the noticeboards at the different sites within Watton.

## **Protecting the Heritage of Wayland Woods & adjacent land:**

On the 13.01.26 I thanked and updated full council on efforts to protect Wayland Woods from adjacent development following the Breckland District Council Local Plan.

-

'I'd like to thank Watton Town Council for their professional and democratic response to the Regulation 18 consultation for the Local Plan. I believe by organising a town meeting, we ensured that residents' concerns were raised and listened to; by sending our findings and own thoughts to The District we have represented our residents and upheld a strong democratic precedent for local planning. It is of the utmost importance that local people and representatives help shape growth in Watton.

This is a win for residents, the trees which will be inspected for TPO's, our heritage will be looked at once more and hopefully for wildlife. We will see how deeply the site of concern next to Wayland Woods will damage way of life, but during the next stage of consultation I will be equally committed in mitigations.

Furthermore, I gave a talk to the Norfolk Wildlife Trust Youth Forum (16-25yo) and introduced them to the nature reserve's history and introduced them to the planning system and its conflicts. Some of which then contributed to the consultation, which would have been their first time engaging in local government.'

-

Since then, I have liaised with the planning team at Norfolk Wildlife Trust, met with our County Cllr and maintain communication with key stakeholders such as NWT, Watton and Saham Flood Action Group, Watton Town Council, local residents and directly speaking with developer representatives. At every stage I have highlighted the history of the site, which extend across half a million years of coexistence, from neolithic finds to pre-enclosure living and its modern history.

During my last meeting with the developer representatives as a champion for NWT, they omitted mitigations were being considered or agreed already in changes to the concept plan following consultations with The Council. I spoke at length during this meeting about the x3 key issues for the Woodland, public pressure, water abstraction and disturbances and footpaths. I also carried the debate on heritage hopefully leading to alterations to their historic core in designs.

## **Watton Town Council Heritage Folder:**

A former Cllr put together a detailed folder of Heritage matters, I endeavour to add to this in time in a secondary folder. This is a large undertaking of acknowledging a variety of heritage events, such as local government reorganisation, Wayland Woods and to make room for expansion for an accessible legacy for the role of Lead Heritage Cllr.

## **Heritage Trees:**

I began work on a Tree Trail around Watton. To highlight the hidden history behind veteran and mature trees of Watton, to encourage exercise and exploration, to raise awareness of biodiversity and to tell stories of Watton.

For example, the story of how The Willow House was named, or the unusual nature of St Mary's church – which boasts mature Sycamore with an impressive and possibly ancient Church Walk with Lime trees to commemorate the coronation of Edward VII. Or the veteran oaks which connect us to the story of Babes in the Woods.

The initial findings have resulted in reporting information about possible TPO's to the Breckland Tree Officer and began an investigation into past trees in commemoration of twinning with Wheeze which has been discussed with the Twinning Association.

### 3. Loch Neaton Trustee:

On the 17<sup>th</sup> of July 2024 I was appointed to represent Watton Town Council on the Loch Neaton Management Committee.

#### **Taken from the Report for 2025 Annual General Meeting:**

'The work of the trustees is important in both the physical care of the Loch but also the administration, fund raising, and liaison with local authorities.

The existing governing document is somewhat outdated as it makes reference several organisations who used to use the Loch but no longer exist. We will rewrite the document and submit it the Charities Commission for ratification so that the charter is in keeping with Watton and Loch Neaton as it is today and not 50 years ago.

The past 18 months has seen the completion of the D-Day memorial Rose Garden, renewal of several fishing platforms, and completion of a new picnic platform at the Dereham Road end of the Loch. This was funded by a donation from Tesco's blue token scheme.

Removal of seasonal weed from the Loch continues to be a problem and unfortunately there is no permanent solution to this other than regular removal during the growing season. Our use of blue dye in the water to reduce the red light from the light spectrum has helped and we will continue with this in 2026.

Breckland District Council awarded us money from their section 106 fund for some benches, new heavy duty litter bins and a basketball post and net. This will be erected in the early spring of 2026 when the ground is more stable.

We would like to express appreciation to four of our hard-working volunteers, Rob, Morgan, Keith and Teresa who have all undertaken a substantial amount of maintenance work at the Loch. We would also like to thank Watton Town Council for their continued support in funding the grass cutting at the Loch.

The coming year will see general maintenance at the Loch, but we do not yet have any major construction projects scheduled, and our efforts will be focussed on ensuring all existing facilities are up to scratch.

In conjunction with the Sports Centre, we will be erecting new signs that mention both the Sports Centre and the Loch so that potential visitors know where we are as we often hear comments such as "I had no idea Loch Neaton was there!"

Our full accounts will be published in January on our website, but the Loch's finances are sound with approximately £6700 cash on hand as of today's date.

The Loch costs approximately £1800 per year to run so we are in good shape, but we will start a crowd funder page in the new year to try and raise additional funds to support our work.'

#### 4. Wayland Partnership TC Representative:

It is usually of great benefit to share awareness of ongoing projects and items of interest amongst members and representatives of Wayland; however, I have not heard from the Partnership in a while since they unfortunately cancelled a rep meeting due to a boiler break.

During 2025, I did attend multiple meetings on the 12<sup>th</sup> of May 14<sup>th</sup> July 15<sup>th</sup> September 10<sup>th</sup> November & I was also invited to the DCMC launch event.

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Written by Cllr Tomos Hutchings 04/05/26

**Item 9.**

# **Memorandum of Understanding**

Agreed by Watton Town Council as agenda item 10 on August 22<sup>nd</sup> 2023

Agreed by Loch Neaton Management Committee on

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

## **Recitals**

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

One issue of joint concern is the trees situated on the northern<sup>1</sup> side of the disused railway embankment where a number of large trees may need to be felled or pollarded, either because they are an existing hazard, or may prove to be so within the term of the Council.

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

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

## **Schedule**

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

Signed on behalf of Watton Town Council:

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

Signed on behalf of Loch Neaton Management Committee:

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

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

# Memorandum of Understanding

Agreed by Watton Town Council as agenda item 11 on August 22<sup>nd</sup> 2023

Agreed by Watton Sports Centre

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

## Recitals

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

## Schedule

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

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

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

Signed on behalf of Watton Town Council:

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

Signed on behalf of Watton Sports Association:

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

Charlotte Harvey Trust Memorandum of Understanding

Parties:

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

Background

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

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

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

Schedule

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

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

Signed on behalf of Watton Town Council:

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

Signed on behalf of Charlotte Harvey Trust:

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

App. A Charlotte Harvey Trust Charitable Objectives:

From Governing Document 26th March 2008

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

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

## Item 10 Events and Marketing Officer report

### Events & Marketing Officer Report

#### Events

##### Open Gardens & Yard Sale

The open gardens and yard sales was well participated in; we had 68 households take part and raised £335 in applications.

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

##### Antiques and Collectables market

The Antiques and Collectables Fair was partially cancelled in 2025, the weather on the day incredibly poor with stormy weather. The outdoor portion of the event was cancelled but both the museum and Queen's Hall inside stalls went ahead. Both reported good attendance on the day.

It was decided that due to poor attendance over the last few years, the event would be passed to the Museum (at their request), John and Bernie also decided that they were going to pull out of the event. The Museum has planned the event to go ahead on 16/08/26.

##### Bike Event

The Bike event was one of the best attended events of the year, it ran without any hitches and at some points the high street was so full we ended up directing some bikes to the Golf House carpark as overflow. We had good attendance from biking groups such as the Blood Bikers, Copdock Classic Motorcycle Club and the Norfolk Advanced Motorcyclists. The Blood Bikers raised a good amount of money at the event, and I will be inviting them to attend again in 2026.

Preparations for this year are ongoing; some biking groups have already been in contact with me to book in. The use of the Methodist carpark and The Crown carpark were of massive help last year, so contact will be made with both to agree usage again this year, a better relationship is being built with the Willow House too, so I can approach them for overspill parking if required too.

##### Fireworks

The Fireworks event was a massive success last year, I was better prepared for completing the SAG and Event Management Plan, so I didn't have any snags this year with Breckland's Street Trading Licence issues. We introduced a larger range of food stalls last year, and it went down well – all reported good business and many were keen early this year to get booked in for this year's event. We only raised £562.34 in the buckets at the end of the event, which is nearly half of what we raised in 2024 – we are unsure as to whether this was due the cost-of-living problems ongoing or whether patrons were simply not carrying cash. It is being explored to perhaps set up an online 'Just Giving' page for the event so people can make online donations.

The fireworks themselves are already booked for this year; we took up a new three-year contract with Titanium in 2024. Preparations for this year's event are already underway.

## Festive Market

The Festive Market went well, Adcocks hosted the grotto and have agreed to do so again this year. I have a contingency in place in that the sports centre is holding the site free on the date in case the event needs to be moved indoors.

The tombola sold out and raised £224, the set up and preparation for the tombola was incredibly time consuming so this year it has been agreed to try out doing a raffle with hamper prizes instead. There were 53 pitches booked out last year, which is an increase from 46 pitches the previous year.

Town Crier Mike stepped in at short notice to be Father Christmas in the grotto, and he was incredibly well received.

## Watton Community Fun Days

The community fun days at the Watton Community centre were led by Sue, but I assisted on all 11 that took place over the school holidays. They were well attended and there was very positive feedback on the days, each week we focused on a different main activity and supplemented the days with various craft activities run by community groups, and outdoor play equipment/games.

These events had a really positive impact on the community, and we decided to carry them on in 2026. Some local businesses have been supporting these events by donating money to help with the cost of activities and craft supplies. We have also had the support of local groups such as Love Watton, St Mary's Church, Watton Methodist Church, and the Benjamin Foundation with running activities.

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

## Ongoing/completed works and projects

### Watton and Wayland Times

I have continued to work closely with Julian at the Watton and Wayland times. Each month I compile key points from the meeting minutes, event updates, updates from the community centre, and any other ongoing projects, to create the centre spread of the newspaper. I really enjoy working with Julian on the paper.

### Market

The market is still an ongoing labour of love for me, over the year I have welcomed various new stall holders – again, not all of whom have stuck around, but most have given it a good go. I'm still finding the right stalls to meet the demographic of Watton. We have recently had some new regular stalls start and hopefully they will continue to do well. I shall continue pushing the market on Facebook, there has been ongoing discussions regarding moving the market to a carpark to allow for electric points and potential for an indoor venue during the winter. This is something I shall continue to investigate and discuss with the market traders. Hopefully I can continue to encourage steady growth on the market and find stalls that the public will buy from regularly.

### Clock Tower Works

Last year, Alan Wright, from Kings and Dunne came out to inspect the tower and make a list of works that needed undertaking. The list of works was approved by Council, and a structural engineer came out to quote for the works, this quote was accepted but none of the work has yet been undertaken despite being chased up. I have been exploring other companies that specialise in working on listed buildings, I'm hoping to receive some additional quotes for the work so that the work can be undertaken sooner rather than later and then I can focus on getting the clock itself fixed.

### Festive Selfie Board

Norfolk County Council – 'High Street Matters' contacted us last November with the offer for a Festive Selfie Board grant, we applied and were successful. The Selfie board was unveiled at the Festive Market and then shared around various shops in the town during December so that members of the public could take their self

### Hare Trail

Supported by the NCC Love Your Market Town fund, I have set up a wooden Hare sculpture trail across Watton businesses – the idea is to hopefully increase footfall around town. The winner of the Hare Trail (winning one of the Hare Sculptures and a prize hamper) will be announced at the Spring Fair Market at the end of May.

### 101 Activities That Don't Cost The Earth

This was a project that I undertook over the summer to support those families that were running out of ideas on how to entertain their kids over the summer on a low budget. This project was well received at the Community Fun Days and was distributed on leaflets with QR codes for recipients to download.

### Watton Town Guide

We were approached in 2024 by 'Your Community News' regarding creating a Watton Town Guide, it was created but was published before we had a chance to properly look it over. It ended up being published with a few minor mistakes, earlier this year the company got back in contact to print the 2026 version. I have contacted them with all the needed amendments, hopefully we will have the 2026 version of the Town Guide soon.

## Future projects

### Heritage Park

To compile a 'shelf-ready' plan following research and community involvement which could be used to assist with finding possible grant funding for the project. Now that the weather has improved, I will be going on site visits to other nature parks and green spaces to get inspiration to take to landscape architects. Once landscapers have been consulted, we can then start looking at funding options for when the Council is ready to proceed with the project.

### Bridle Road Play Area

Quotes have been sought to install a dropped kerb at Bride Road play area and then widen the path to make it disability accessible. Once the Finance committee have looked over my report and agreed an option, I can then explore grants or funding options.

### Watton Directory

To create a definitive list of all services and clubs which are running in Watton across all venues – this is an ongoing project and will hopefully be published in June for the public.

## Item 12

### HR Committee Terms of Reference

The HR Committee is responsible for all staffing matters for the whole Council and includes all training and development matters including that for elected members.

Dates of meetings will be published but all agendas are likely to have a resolution to exclude the public as the first item on the agenda.

Minutes of HR Committee meetings will be provided to all members of the Council.

1. Membership – 3 annually elected members of the Council plus one named reserve
2. Delegated Business

The Committee has been delegated authority to deal with the following matters to conclusion within the procedures set by the Council:

- 2.1 To carry out the Town Clerk's staff appraisal and agree objectives.
- 2.2 To agree and arrange training requirements for staff and Councillors within the agreed budget.
- 2.3 To consider, and bring to a final conclusion, any matters of grievance or discipline as outlined by the policies applicable to all members of staff employed by the Town Council.
- 2.4 To discuss with the Town Clerk, and staff concerned, any issues relating to staffing levels and re-grading, pay levels and staffing structures and refer back to the Full Council.
- 2.5 To receive and note annual and other appraisals and be the point of contact for any appeal.
- 2.6 To deal with any staff complaint concerning the Town Clerk.
- 2.7 To deal with any staff matters referred by the Town Clerk.
- 3 . Terms of reference to be reviewed and agreed annually by the Full Council.

## **Finance Committee Terms of Reference**

### **Membership:**

At the Annual meeting of Watton Town Council, named Councillors shall be approved to serve on the Finance Committee.

The Chair of the Town Council's HR Committee shall be a member of the Finance Committee

At the Annual meeting, The Town Council shall determine, and review the establishment, terms of reference, constitution and membership of the Finance Committee.

### **Chairing:**

The Chair of the Committee shall be appointed by the Town Council at the Council's Annual Meeting, following the nomination of the Finance Committee members.

### **Attendance:**

The Finance Committee shall be subject to Watton Town Council's Standing Orders (4.1 i – xii)

### **Quorum:**

The quorum for the Committee Meetings shall be at least three Councillors who are members of the Committee.

### **Meetings:**

The Finance Committee shall meet at least bi-monthly, and more if required. A schedule of dates will be set and approved at the Annual Meeting of the Town Council.

### **Clerking:**

The Town Clerk shall act as clerk to the Committee. Committee Members may clerk in the absence of the appointed Clerk.

Minutes shall be produced and presented at the following Town Council Meeting.

### **Terms of Reference:**

1. To provide guidance and assistance to Watton Town Council in all matters relating to budgeting and finance, with reference to "**Watton Town Council Financial Regulations 2016**"
2. To review regularly the detail of the financial procedures agreed by the Town Council.
3. To prepare and review financial policy statements, including consideration of long-term planning and resourcing.
4. To consider annually the stated priorities and commitments of the Town Council and to draw up an annual budget plan for reporting to the Town Council.
5. To consider the level of precept necessary to support the proposed Budget and to advise the Town Council accordingly.
6. To monitor income and expenditure of all funding and to report the financial situation at Town Council meetings.
7. To monitor the impact of spending decisions upon overall service delivery,
8. To recommend for approval by the Town Council the level of delegation to the Town Clerk for the day to day financial management of the Council.
9. To recommend the amount which can be vired between budget headings by the Town Clerk without prior agreement of the Finance Committee.

10. *To report to the Town Council at the Town Council Meeting following a Finance Committee Meeting.*

## **Neighbourhood Development Plan (NDP) Working Group Terms of Reference**

### **1. Background**

Watton Town Council is embarking upon the Neighbourhood Development Plan process and has established a Working Group to oversee the process, including the possible production of a Neighbourhood Development Order. It is intended that this process will enable Watton Community to actively influence land use and development, as part of statutory planning. The Town Council felt this should be an opportunity engage with the Community and to shape future development in the area whilst safeguarding and enhancing what is valued. Following various discussions and meetings a Working Group was established to oversee the process of preparing a NDP, within the context of the Breckland District Local Plan.

### **2. Purpose**

The Working Group's purpose is to design, implement and oversee the Neighbourhood Development Plan process in order that this will then progress to Independent Examination and a successful Community Referendum and ultimately be adopted by Breckland District Council and become planning policy.

### **3. Principles**

- That the Working Group will undertake the process in a democratic, transparent and fair fashion, allowing opinions and ideas to be put forward by all.
- That the Working Group will give or encourage those who live in the surrounding parishes the opportunity to inform and shape the process e.g. through taking part in the consultation process.
- That the Working Group will make this a positive and constructive process
- that is ultimately intended to take a holistic approach that will improve quality of life and strengthen the community.

### **4. Tasks and Activities**

- Work with other Town Councillors and appointed Consultants to ensure that they are fully informed throughout the process, and appropriate decisions referred to them when applicable;
- All key decisions must be mutually agreed by the Working Group and Town Council – hence the need to ensure communication is effective and appropriate;
- Prepare a project plan to set out how they will create a NDP;
- The project plan should contain a timeframe to focus activity and to aid planning;
- Publicise the intention to produce a NDP, to inform and engage the community, and publicise all subsequent activities and progress;
- Meet regularly to agree actions and discuss issues that arise, in order that the process is dealt with in an efficient and timely manner;
- Gather baseline information and commission relevant information gathering to fill gaps in knowledge;
- Establish and understand the needs of residents and what the long term vision or aspiration is;

- Decide upon and, if required, set up Thematic Groups to gather statistics, information and views, subject to this being agreed and delegated by the full Working group;
- Liaise with residents, partners and stakeholders throughout the development of the NDP;
- Consult as widely and thoroughly as is possible to ensure that the draft and final NDP is representative of the views of the residents;
- Analyse the available information to prepare the draft and final NDP;
- Produce notes/minutes from Working Group meetings and circulate to the Town Council and Working Group members (and others as agreed to be appropriate e.g. support staff);
- Set up a mechanism to inform interested residents of progress through the implementation of the Communication Strategy. Encourage residents to sign up to receive this
- Actively publicise the process and draft NDP prior to the Referendum;
- Agree financial arrangements and budget with the Town Council.

## **5. Membership of Working Group**

The Working Group should consist of no less than 4 Members with additional members invited as appropriate;

- A person living outside the parish but running an established local business may be invited to join, subject to there being no conflict of interest;
- A representative of neighbouring Parish Councils may be invited to become members of the Working Group
- The Working Group shall be quorate when at least half of the members attend;
- Breckland District Council officers or Councillors, unless they are members of Watton Town Council cannot be voting members of the Working Group but are able to attend meetings and contribute to the discussions as required.

## **6. Roles within Working Group**

The Working Group shall elect a Chair and Vice Chair.

Administration of the Working Group will be provided by Watton Town Council staff

Watton Town Council staff will take notes/minutes from the meeting, record main decisions and action points; and make available to the public these and any relevant information as appropriate.

## **7. Working Group Meeting Arrangements**

- The Working Group (and sub or theme groups) shall meet regularly and as necessary;
- Decisions from sub or theme groups should be relayed back to the full Working Group for ratification and/or information;
- From time to time other stakeholders or interested parties may be invited to attend a specific Working Group meeting to give a presentation and/or discuss their interest in the proposed NDP;
- A list of Working Group members and contact details shall be maintained.
- Details of, and any changes to, the Working Group membership will need to be notified to, and agreed by the Watton Town Council.

## **8. Finance**

- Expenditure to be agreed by majority decision by the Working Group.
- Finance decisions will need to be recorded in the minutes and notified to the body holding the funds.

- Expenditure must fall within the level of funds allocated and secured through grant and support by Watton Town Council NDP who will supply financial updates to the Working Group in order to make appropriate financial decisions.
- If expenditure is desired in excess of the funds available, this will need to be decided upon and agreed by Watton Town Council.

## **9. Changes to the Terms of Reference**

Any amendments to the terms of reference may be made at a Working Group meeting and agreed by the majority of the Working Group members. Amendments to be notified to the Watton Town Council.

### **Dissolution of the Group**

The members will agree by a majority vote at a Working Group meeting, to call a Special General Meeting for the sole purpose to dissolve the group.

Upon dissolution of the group any remaining funds shall be used to fund projects set out in the Watton Town Council Neighbourhood Plan for the benefit of the community. No individual member of the group shall benefit from the dispersal.

The Terms of Reference were adopted at a Watton Town Council Neighbourhood Development Plan Working Group meeting on 28<sup>th</sup> June 2017

## **Terms of Reference for Cemetery Working Group**

The name of the group is the Watton Cemetery Working Group (CWG)

### **Purpose**

The purpose of the CWG is to support the Town Council (TC) to identify outstanding issues relating to management of Watton Cemetery and report to the TC as appropriate.

### **Membership**

- The CWG will be made up of members of the Town Council
- The Chairman or Vice-Chairman of the Town Council will chair meetings of the CWG to help facilitate discussion and ensure that the process is inclusive, fair and non-confrontational
- Following each meeting the Chairman or Vice Chairman will report progress to the TC
- The Clerk or Deputy Clerk will take notes of meetings

### **Dissolving the Group**

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

Signed:

Date:

Chairman of Watton Town Council

### **General Notes for Cemetery Working Group**

The following notes will help clarify the roles and process of the Working Group:

1. The Town Council is the responsible body for the Cemetery Working Group (CWG)
2. The TC will approve 'Terms of Reference' for the CWG
3. The CWG will report to the Council at TC meetings
4. The Chair and Vice Chair of the CWG act as facilitators for all discussion at meetings
5. There will be an agreed timetable for actions
6. Dates of monthly meetings will be published
7. The Clerk will produce agendas for the meetings after liaison with the Chair
8. Individuals with expertise or particular knowledge can be invited to attend meetings but will not be members of the CWG

## **Terms of Reference for Loch Neaton Working Group**

The name of the group is the Loch Neaton Working Group (LNWG)

### **Purpose**

The purpose of the LNWG is to support the Town Council (TC) to identify outstanding issues relating to land ownership and responsibilities at Loch Neaton and report to the TC as appropriate.

### **Membership**

- The LNWG will be made up of volunteer members of the Town Council and invitees
- A member of the Town Council will chair meetings of the CWG to help facilitate discussion and ensure that the process is inclusive, fair and non-confrontational
- Following each meeting the Chairman of the meeting will report progress to the TC
- The Clerk or Deputy Clerk will take notes of meetings

### **Dissolving the Group**

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

Signed:

Date:

Chairman of Watton Town Council

### **General Notes for Loch Neaton Working Group**

The following notes will help clarify the roles and process of the Working Group:

1. The TC is the responsible body for the LNWG
2. The TC will approve 'Terms of Reference' for the LNWG
3. The LNWG will report to the Council at TC meetings
4. The Chairman of the LNWG meeting will act as facilitator for all discussion at meetings
5. There will be an agreed timetable for actions
6. Dates of monthly meetings will be published
7. The Clerk will produce agendas for the meetings after liaison with the Group
8. Individuals with expertise or particular knowledge can be invited to attend meetings but will not be members of the LNWG

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

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

### **Purpose**

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

### **Membership**

- The CWWG will be made up of members of the Town Council, the Events and Marketing Officer (EMO) and Deputy Clerk (DC)
- The Chairman or Vice-Chairman of the Working Group will chair meetings of the CWWG to help facilitate discussion and ensure that the process is inclusive, fair and non-confrontational
- Following each meeting the Chairman or Vice Chairman will report progress to the TC
- The Events and Marketing Officer/Deputy Clerk will take notes of meetings

### **Dissolving the Group**

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

Signed:

Date:

Chairman of Watton Town Council

### **General Notes for Church Walk Working Group**

The following notes will help clarify the roles and process of the Working Group:

1. The Town Council is the responsible body for Church Walk Working Group (CWWG)
2. The TC will approve 'Terms of Reference' for the CWWG
3. The CWWG will report to the Council at TC meetings when needed
4. The Chair and Vice Chair of the CWWG act as facilitators for all discussion at meetings
5. There will be an agreed timetable for actions
6. Dates of meetings will be published
7. The Events and Marketing Officer/Deputy Clerk will produce agendas for the meetings after liaison with the Chair
8. Individuals with expertise or particular knowledge can be invited to attend meetings but will not be members of the CWWG

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

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

### **Purpose**

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

### **Membership**

- The HPWG will be made up of members of the Town Council and the Events and Marketing Officer (EMO)
- The Chairman or Vice-Chairman of the Working Group will chair meetings of the HPWG to help facilitate discussion and ensure that the process is inclusive, fair and non-confrontational
- Following each meeting the Chairman or Vice Chairman will report progress to the TC
- The Events and Marketing Officer will take notes of meetings

### **Dissolving the Group**

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

Signed:

Date:

Chairman of Watton Town Council

### **General Notes for Heritage Park Working Group**

The following notes will help clarify the roles and process of the Working Group:

1. The Town Council is the responsible body for Heritage Park Working Group (HPWG)
2. The TC will approve 'Terms of Reference' for the HPWG
3. The HPWG will report to the Council at TC meetings when needed
4. The Chair and Vice Chair of the HPWG act as facilitators for all discussion at meetings
5. There will be an agreed timetable for actions
6. Dates of meetings will be published
7. The Events and Marketing Officer will produce agendas for the meetings after liaison with the Chair
8. Individuals with expertise or particular knowledge can be invited to attend meetings but will not be members of the HPWG

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

## 1. Introduction

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

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

## 2. Purpose and Objectives

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

The Group aims to:

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

## 3. Membership

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

## 4. Governance and Roles

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

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

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

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

Additional roles may be created as needed.

## 5. Meetings and Decision-Making

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

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

Minutes will be recorded and shared with members.

## 6. Partnerships and Communication

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

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

A contact network will be maintained for emergency response coordination.

## 7. Funding and Resources

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

## 8. Review and Amendments

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

## 9. Dissolution

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

## **Terms of Reference for Digitalisation Working Group**

The name of the group is the Digitalisation Working Group (DWG)

### **Purpose**

The purpose of the DWG is to make use of technology wherever possible to benefit the Town Council (TC) and the Town and report to the TC as appropriate.

***As a task and finish working group it should be stated what the task(s) is***

### **Membership**

- The DWG will be made up of members of the Town Council, at least 3 with a maximum of 6 plus a member of staff with the option of inviting members of the public
- The Chairman or Vice-Chairman of the Working Group will chair meetings of the DWG to help facilitate discussion and ensure that the process is inclusive, fair and non-confrontational
- Following each meeting the Chairman or Vice Chairman will report progress to the TC
- EMO, Deputy Clerk or Clerk will take notes of meetings
- Working Group meetings could be virtual if needed

### **Dissolving the Group**

- The Working Group will be dissolved once the agreed task(s) have been completed
- If the DWG wishes to dissolve it must notify the TC
- The DWG will be reviewed periodically or on request from the TC

### **General Notes for Digitalisation Working Group**

The following notes will help clarify the roles and process of the Working Group:

1. The Town Council is the responsible body for The Digitalisation Working Group (DWG)
2. The TC will approve 'Terms of Reference' for the DWG
3. The DWG will report to the Council at TC meetings when needed
4. The Chair and Vice Chair of the DWG act as facilitators for all discussion at meetings
5. There will be an agreed timetable for actions
6. The TC will be made aware of meetings dates
7. EMO, Deputy Clerk or Clerk will produce agendas for the meetings after liaison with the Chair
8. Individuals with expertise or particular knowledge can be invited to attend meetings but will not be members of the DWG

# Terms of Reference: Biodiversity Working Group (BWG)

The name of the group is the Biodiversity Working Group (*referred to also as BWG*). The Working group will meet once every 3 months (4 meetings a year).

## Purpose

The purpose of the BWG is to support the Town Council (TC) to carry out expenditure of the biodiversity budget. To work towards a sustainable TC, and enhancing the biodiversity of Watton. The BWG, when appropriate, may also discuss biodiversity risk in planning applications.

The Council through the BWG may also signpost information to the relevant authorities or organisations. The BWG may support organisations within Watton that have a charitable aim of improving the ecology of Watton.

## Membership

- The BWG will be made up of members of the Town Council, and any staff members to minute and contribute to discussion if they wish. Representatives of organisations with charitable aim(s) of improving the ecology of Watton can be included if agreed by the working group or full council.
- The Chairman or Vice-Chairman of the Working Group will chair meetings of the BWG to help facilitate discussion and ensure that the process is inclusive, fair and non-confrontational.
- Following each meeting the Chairman or Vice Chairman will report progress to the TC.
- An Officer of Watton Town Council will take notes/minutes of meetings.

## Dissolving the Group

- If the BWG wishes to dissolve it must notify the TC.
- If Full Council wishes BWG to dissolve it must put into place, appropriate to the TC's ability, a framework to continue biodiversity initiatives in compliance with the Natural Environment and Rural Communities Act 2006.
- The BWG will be reviewed periodically or by internal review on request from the TC.

# Biodiversity Mission Statement 2026

## Biodiversity Mission Statement 2026:

In accordance with the duty imposed on town and parish councils, we must from time to time consider what action the authority can properly take, consistently with the proper exercise of its functions, to further a general biodiversity objective.

To this end, we strive to:

- Strive to conserve and enhance the biodiversity of Watton.
- Consider the potential impact on biodiversity represented by planning applications.

- Work towards management of our land and property using environmentally friendly practices that can promote biodiversity.
- Encourage and support other organisations within the town to manage their areas of responsibility with biodiversity in mind.

Our full policy is available for viewing on our website.

## Watton Town Council – Lead Councillors

### PREAMBLE

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

### THE ROLE OF LEAD COUNCILLOR

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

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

*Examples* could include such areas as:

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

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

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

#### Terms of Reference:

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

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

#### Lead Councillors should:

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

#### Procedure

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

### Item 13 Committee Members 25/2026

<b>HR Committee</b>	Sue Hebborn (Reserve) Don Saunders Keith Prince Stan Hebborn (Chairman of HR) Jack White Sarah Humphries
<b>Finance Committee</b>	Don Saunders (Chairman of Finance) Tina Kiddell (Reserve) Stan Hebborn (As Chairman of HR) Sue Hebborn Gillian Tarrant

### Item 14 Working Group Members 25/2026

<b>Neighbourhood Plan Steering Group</b>	Graham Martin Keith Gilbert
<b>Church Walk Working Group</b>	Keith Gilbert Stan Hebborn Tomos Hutchings Graham Martin
<b>Cemetery Working Group</b>	All Town Councillors
<b>Market Working Group</b>	Tomos Hutchings Tina Cruz Tina Kiddell
<b>Museum4Watton Working Group</b>	Stan Hebborn Gillian Tarrant Tomos Hutchings
<b>Sports Centre Working Group</b>	Tina Kiddell Tina Cruz
<b>WASFAG Working Group</b>	Tomos Hutchings Keith Gilbert
<b>Heritage Park Working Group</b>	Stan Hebborn Sue Hebborn Graham Martin
<b>Loch Neaton Working Group</b>	Keith Gilbert
<b>Digitalisation Working Group</b>	Stan Hebborn Tomos Hutchings Jack White Sarah Humphries
<b>Biodiversity Working Group</b>	Tomos Hutchings Gavin Bulmer Cathy Halfache Keith Gilbert Don Saunders Keith Prince

## Item 15 Reps, Lead Councillors and Trustees

<p><b>Representatives</b>  Chamber of Commerce  Mens Shed  SNAP Meetings  Watton Sports Centre  Cadet  RAF Watton Families Club  Wayland Partnership</p>	<p>Stan Hebborn  Graham Martin  Gillian Tarrant  Tina Kiddell  Keith Prince  Stan Hebborn  Tomos Hutchings</p>
<p><b>Lead Councillors</b>  Allotments  Breckland Council  Cemetery &amp; Grounds Maintenance  Fireworks Event  Festive Market  Bike Event  Antiques Event  Heritage  Market  Social Welfare  Twinning  Planning  Provision for the Elderly  Youth Provision  Emergency Plan</p>	<p>Don Saunders  Don Saunders  Don Saunders  Stan Hebborn  TBC  Tina Kiddell  Tina Kiddell  Tomos Hutchings  Tina Kiddell and Tina Cruz  Don Saunders  Keith Gilbert  Keith Gilbert  Don Saunders  TBC  TBC</p>
<p><b>Trustees</b>  Loch Neaton  Stevens Almshouses  Watton Relief In Need  Charlotte Harvey Trust</p>	<p>Tomos Hutchings  Cathy Halfacre  Sarah Humphries  All Town Councillors</p>

## Item 16. Internal Control Officer

Don Saunders has acted as Watton Town Council Internal Control Officer.

## Item 17. Staff Wages check

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

## Item 18. Monthly Invoices

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

## **Item 19 Current Bank Signatories**

### Barclays Bank

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

### Unity Trust Bank

- ✓ Jane Scarrott
- ✓ Michelle Thompson
- ✓ Tina Kiddell
- ✓ Keith Gilbert
- ✓ Sue Hebborn
- ✓ Gillian Tarrant

### CCLA

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

## **Item 20 Armed Forces Covenant**

[Armed-Forces-Covenant-May-25.pdf](#)

## Item 22 Risk Management Plan

### Watton Town Council Risk Management Plan Reviewed by Full Council

FINANCIAL AND MANAGEMENT				
Topic	Risk	H/M/L	Management/control of risk	Notes
Business Continuity	Risk of Council not being able to continue its business due to an unexpected or tragic circumstance	L	Business Continuity Plan in place	Electronic storage of records backed up by Microsoft 365.
Precept	Adequacy of precept	L	The Town Council has formed a Finance Committee which regularly meets prior to the end of the month Town Council meeting. The Committee receives budget update information which is relayed to the Full Council both in the Committee minutes and verbally at Full Council meetings.	Existing procedure considered adequate and appropriate.  Financial Regulations reviewed 27.05.25
	Requirements not submitted to District Council	L	The precept is an agenda item at both Committee and Full Council from October. At the Precept setting meetings the Council receives a budget update report, including actual position and projected position to the end of the financial year and indicative figures or costings obtained by the Clerk.	
	Amount not received by District Council	L	With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings. Expected income offsets the total need with the resultant figure resolved to be the precept amount to be requested via the District Council. This figure is submitted by the Clerk to the District Council. The Clerk informs Council when the monies are received (approx May and September).	

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Financial Records	Inadequate records	L	The Council has Financial Regulations which set out the requirements for record keeping and financial monitoring.  Scribe software used. Backed up "in the cloud".	Financial Regulations are reviewed annually and when necessary – see above.
	Financial irregularities	L		
Bank and Banking	Inadequate checks Bank mistakes Loss Charges	L L L L	The Council has Financial Regulations which set out the requirements for banking, cheques and reconciliation of accounts.	Bank account established with Unity Bank Oct. 2018. Review the Financial Regulations and bank signatory <a href="#">list</a> when necessary, especially after an AGM and an election. Bank statements monitored monthly and Bank Rec. presented to Finance Committee.
Cash	Loss through theft or dishonesty	L	The Council has Financial Regulations which set out the requirements. Cash received is banked promptly. No petty cash held.	Fundraising events may result in cash held – procedures for handling large amounts of cash needs recording.
Reporting and Auditing	Information communication	L	Monitoring information is produced at Finance Committee meetings and considered and approved at Council meetings. This includes bank reconciliation, budget update, and a breakdown of receipts and payments balanced against the bank. Council regularly audits internally to comply with the Fidelity Guarantee.	Existing communication procedures to be extended, including publishing more information on the TC website.  Council should annually appoint a Councillor Auditor (DS) for Fidelity Compliance.
	Compliance	L		
Direct costs Overhead expenses Debts	Goods not supplied but billed Incorrect invoicing	L L	The Council has Financial Regulations which set out the requirements. Those who are bank signatories should check each invoice against the electronic payment	Existing procedure requires two signatories to set up and confirm BACS payments. Payments are sent to 2 Councillors (TK and KG)

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	Cheque payable incorrect  Loss of stock  Unpaid invoices	L  L  L	list. Council approves the list of requests for payment at the end of the month TC meeting. Invoices for approved payments are checked and signed by the Clerk and Deputy Clerk or Councillors who are bank signatories Councillors are also presented with a list of regular payees annually. The Council has minimal stocks, these are checked and monitored by the Clerk. Unpaid invoices to the Council or services are pursued and where possible, payment is obtained in advance.	to check invoices against payments made.
Grants and support - payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval which is <u>minuted</u> and listed accordingly. Grant Policy in place.	Grant procedure And Donations Policy reviewed Feb. 25.
Grants - receivable	Receipts of Grant	L	The Parish Council does not presently receive any regular grants. One off grants would come with terms and conditions to be satisfied.	Procedure would need to be established, if required.
Charges – rentals receivable	Receipt of rental  Insurance implication	L  M	Wayland Hall – Part of building leased to Museum 4 Watton. All users should provide evidence of their insurance cover.	Lease reviewed and signed in May 25 for a further <u>7 year</u> period.
Best value Accountability	Work awarded incorrectly  Overspend on services	L  M	As stated in Financial Regulations Council practice would be to seek, if possible, more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be advertised as advised in Financial Regs. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research	Existing procedures adequate.

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			the problem and report to Council.	
Salaries and associated costs	Salary paid incorrectly Wrong hours paid Wrong rate paid False employee Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the Inland Revenue	L L L L L L	Salary slips are produced externally together with a schedule of payments to the Inland Revenue (for Tax and NI) and pension contributions.  The Town Operatives and the Caretaker submit a time sheet of hours worked. All staff have a contract of employment and job description. All contracts of employment contain a section on overpayment and recoup.	Existing payroll provider appointment and payment system is adequate.  Contracts/terms of employment for all staff are overseen by the HR Committee. HR support is contracted out.
Employees	Loss of key personnel  Fraud by staff  Actions undertaken by staff  Health & Safety	L  L  L  L	Reference to the Continuity Plan should be made in case of loss of key personnel. The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud. All staff should be provided with relevant training, reference books, access to assistance and legal advice required to undertake their roles. Staff should be provided with adequate direction and safety equipment needed to undertake the roles, i.e. protective clothing and training.	Existing procedure being reviewed.  Purchase revised books. Membership of the SLCC/Norfolk ALC. Monitor working conditions, safety requirements and insurance regularly.
Councillor allowances	Councillors over-paid Income tax deduction	L	No allowances are allocated to Town Councillors other than the Mayor. Procedure in place to monitor expenses.	Expenses Policy reviewed 13.11.18.
Election costs	Risk of an election cost	L/M	Risk is higher in an election year. When an election is due the Clerk will obtain an estimate of costs from the District Council for a full election and an uncontested election. There are no measures which can be adopted to minimise the risk of having a contested election	Existing procedure adequate. Allowance incorporated within budget.

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			as this is a democratic process and should not be stifled.	
VAT	Re-claiming/charging	L	The Council has Financial Regulations which set out the requirements	Existing procedure adequate
Annual Return	Submit within time limits	L	Employer's Annual Return is completed and submitted online within the prescribed time frame by the Clerk. Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	Existing procedures adequate
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Town Council to be resolved and <del>minuted</del> at Full Town Council Meetings.	The Town Council has adopted the General Power of Competence. The use of which must be confirmed at each Annual Meeting of the town Council following an election.
Minutes/Agendas/Notices Statutory Documents	Accuracy and legality	L	Minutes and agenda adhere to legal requirements and are produced in the prescribed method by the Clerk. Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements. Business conducted at Council meetings should be managed by the Chair.	Existing procedure adequate. Guidance/training for Councillors should be given (if required).
	Business conduct	L		Members to adhere to Code of Conduct.
Members interests	Conflict of interest	L	Present Standing Orders state that declaration of interests by members at a meeting should take place to remind Councillors of their duty and this item remains on the agenda.	Existing procedure adequate.
	Register of Members interests	M	Register of Members Interest forms should be reviewed regularly by Councillors.	Members take responsibility to update their Register.
Insurance	Adequacy	L	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for.	Existing procedure adequate.
	Cost	L		Review insurance provision annually.
	Compliance	L		Review of compliance.

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	Fidelity Guarantee	M	Ensure compliance measures are in place. Ensure Fidelity checks are in place.	
Data protection	Policy Provision	L	The Council should be registered with the ICO and is GDPR compliant.	Ensure annual review of ICO registration and monitor compliance with GDPR. GDPR policies and procedures were reviewed in June 2024.
Freedom of Information Act/GDPR	Policy	L	The Council is data protection compliant. Privacy Notice available on website.	Monitor and report any impacts of requests made under the F of I Act and or any Subject Access Requests
	Provision	M	Council should be aware of possible cost and staff time implications should a FOI or Data Access Request be received.	Policies to be monitored/reviewed.

PHYSICAL EQUIPMENT OR AREAS				
Subject	Risk(s) Identified	H/M/L	Management/control of risk	Review/Assess/Revise
Assets including Recreation Grounds, Cemetery, other green spaces and bus shelters	Loss or Damage Risk/damage to third party(ies)/property	L L	An annual review of assets is undertaken for insurance provision, storage and maintenance provisions.  Risk Assessment of the play equipment at all four play area sites is undertaken by the Town Operatives with yearly RoSPA inspection arranged.	Annual risk assessment undertaken of all assets. Weekly checklist completed.
Maintenance	Poor performance of assets or amenities	L	All assets owned by the Town Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Town Council. Annual Tree Report commissioned with recommended works undertaken.	Existing procedure adequate. Ensure inspections are carried out and recorded.
	Loss of income or performance	L	All assets are insured and reviewed annually.	Timetable of Risk Assessments being compiled.
	Risk to third parties	L	All public amenity land is inspected regularly by Town Council employees and Councillors.	Regular checklist completed.
Notice boards	Risk/damage/injury	L	Council has 3 notice boards and <b>Heritage Maps</b>	Existing procedure adequate.

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	to third parties <u>Road side safety</u>	L	sited around the Town. All locations have approval by relevant parties, insurance cover is in place and boards are inspected regularly by the Town Operative - any repairs/maintenance requirements are brought to the attention of the Town Clerk and Council as necessary.	Regular checklist completed.
Street furniture etc.	Risk/damage/injury to third parties	L	The Town Council is responsible for seats, litter bins, etc around the parish. No formalised programme of inspections is carried out, all reports of damage or faults are reported to Council and/or dealt with.	Existing procedure to be reviewed. Asset list to be re-drawn. Monthly checklist completed.
Meeting location/Office accommodation	Adequacy Health & Safety	L M	The Town Council Meetings are held at Wayland Hall The premises and the facilities <u>are considered to be adequate</u> for the Staff, Councillors and Public who attend from Health and Safety and comfort aspects.	Existing locations adequate. Wayland Hall Internal checklist completed fortnightly.
Council records – paper	Loss through: theft fire damage	L M L	The Town Council records are stored at Wayland Hall and Records include historical correspondence, minute books and copies, leases for land or property, records such as personnel, insurance, salaries etc. Materials are in safe storage.	Damage (apart from fire) and theft is unlikely and so provision adequate. Electronic back up of documents being compiled.
Council records - electronic	Loss through: Theft, fire, damage corruption of computer	LM	The Council's electronic records are stored and backed up by Microsoft 365	

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## Item 24 New Admin Laptop

In preparation for the new Office Support Clerk it was felt that a new laptop is needed.

The quote we have from our IT providers is £1091.25 plus vat.

This was agreed over email with the Finance Committee and the quote was approved.

## Item 25 Standing Orders and Financial Regulations

[WTC-Financial-Regulations-Dec-25.pdf](#)

[Standing-Orders-Dec-25-1-1.pdf](#)