



Watton Town Council

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

To Councillors: You are hereby summoned to attend the Town Council meeting to be held in the Council Chamber, Wayland Hall on Tuesday 25th August 2026 at 7.00pm for the purpose of transacting the following business.

Jane Scarrott Town Clerk

19th August 2026

1. To receive and accept apologies for absence
2. To note Declaration of Members personal, prejudicial and disclosable pecuniary interests in respect of items on the agenda
3. MINUTES
 - 3.1 To confirm that the minutes of the meeting held on 11.08.26 are a true and accurate record
 - 3.2 To receive an update on items from the previous meeting if not agenda items for this meeting
4. TO RECEIVE REPORTS
 - 4.1 Chairman's Report
 - 4.2 Vice Chairman's Report
 - 4.3 District Councillor's Report
 - 4.4 County Councillor's Report
 - 4.5 Clerk's Report
 - 4.6 Reports from Councillors
5. To note the Works in Progress List
6. PUBLIC PARTICIPATION
7. FINANCE
 - 7.1 To approve payments for August 2026 (To follow)
 - 7.2 To note Finance Committee minutes from meeting held on 14th August 2026
 - 7.3 To consider Finance Committee recommendations:
 - I. That the Town Council does not further investigate taking responsibility for the LEAP at Wayland Fields.
 - II. To refuse the grant application received from Watton Westfield School as it does not meet the grant criteria of the applicant being a voluntary body.
 - III. To obtain quotes to engage a landscape architect to develop plans for Heritage Park and possibly the field at Wayland Academy.
 - IV. To support the DCMC by donating £7500, half the estimated cost of the planning application. It was stressed no further funding should be given to the Wayland Partnership during the current financial year and that the Partnership should resume regular meetings with its partner organisations.
 - V. To accept the quote from the contractor previously used by the Town Council for maintenance works to the Clock Tower at a cost of £6252.
 - 7.4 To receive Bank Rec, Net Position and Financial Report
8. Update on Devolution and Local Government Re-organisation
9. To receive Play Area Inspection Reports for Bridle Road, Lovell Gardens, Sports Centre and Hares Green (App1, 2, 3 and 4)

10. To accept proposal for Love Your Market Town Fund
11. To consider reserve member for the HR Committee
12. To consider acknowledging National, Civic, Commemorative and Community dates
13. PLANNING To consult on planning applications received since the last meeting:
14. To pass a resolution to Exclude the Press and Public to consider confidential matters
- 14.1 To note HR minutes from meeting held on 14th August 2026

Item 3.1

Minutes of the meeting of Watton Town Council held on

Tuesday August 11th 2026 at 7.00pm in the Council Chamber at Wayland Hall

Councillors Present: – Sarah Humphries - Chairman, Gavin Bulmer, Tina Cruz, Keith Gilbert, Cathy Halfacre, Stan Hebborn, Sue Hebborn, Tomos Hutchings, Graham Martin, Don Saunders, Gillian Tarrant, Jack White, Jacqueline White.

Officer present: Jane Scarrott Clerk

Also in attendance 4 members of Watton Twinning Association

1. APOLOGIES FOR ABSENCE RECEIVED from:

Keith Prince

2. NO DECLARATIONS OF INTEREST MADE

3. CO-OPTION

It was resolved to co-opt candidate 2 to fill the one casual vacancy on the Town Council.

4. MINUTES

4.1 The Minutes of the meeting held on July 28th 2026, were accepted as a true record and signed by the Chairman.

4.2 Update from the meeting held on July 28th not agenda items for this meeting:

- Large Graffiti wall has now been removed from the Lovell Gardens Play Area.
- Community Champion Certificate has been produced, and Litter Picking Equipment has been ordered for the volunteer nominated to receive the recognition. It was suggested that the volunteer will be asked to attend the next Full Council Meeting when he will be presented with his certificate.
- Wayland Fields - to be an agenda item for a future Town Council Meeting.

5. REPORTS

5.1 Chairman's Report

The Chairman has attended Council Committee Meetings, Working Group Meetings and Fun Days at the Community Hub. The Chairman described the Fun Days as “amazing” and it was estimated that over 200 people attended on one of the days. The Chairman has also judged her best allotments and will give out certificates to winners at the Allotment Afternoon Tea on August 13th.

Bad odour purporting to emanate from the Cranswick Site along Brandon Road has been reported again recently and investigation is ongoing. The Environment Agency is aware and it is understood works will be completed in the next few weeks which should eliminate odour release from the site.

5.2 Vice-Chairmans Report

The Vice-Chairman submitted a written report which has been shared.

The Report included a summary of the Vice-Chairman's recent activities:

29th July – Participated in Wayland Woods Work Party.

1st & 8th Aug – Volunteered at Museum for Watton. The Museum led Antique and bric-a-brac sale is on the 16th of August 10-4.

3rd Aug – Watton and Saham Flood Action group met with the Clerk to visit the land north of Mill Rd which features a prominent ditch and pond. It was suggested the ditch does not immediately need dredging, nor to be fenced off.

6th Aug – Market Working Group Meeting.

9th Aug – Attended Japa Tiny Town opening event with Watton's Town Crier.

4th & 11th Aug – assisted at Free Fun Days at Watton Community Hub.

The Vice-Chairman's Report also contained updates including from the Market Working Group and Biodiversity Working Group plus a reflection on his 3 years as a Councillor.

5.3 Clerks Report

Written report presented in Councillors Agenda Pack.

It was noted that £406 is to be paid towards the EMO's CiCLA course.

5.4 Lead Councillors Reports

Cllr Jack White requested two motions to be put forward to the Full Council at future meetings:

- I. To propose that £15000 should be granted to the Wayland Partnership to support the planning application needed to progress the Digital and Creative Media Centre which it is hoped will be developed on the Wayland House site.
The Finance Committee was tasked with considering the suggestion and bringing a recommendation back to the next meeting of the Full Council.
- II. To propose that a Working Group should be established to consider how the Town Council supports other organisations in the parish. It was suggested a detailed proposal should be presented to the Council once the Finance Committee has considered what funding might be available.

6. PUBLIC PARTICIPATION – members of Watton Twinning Association present re. item 8.

7. DEVOLUTION AND LOCAL GOVERNMENT REORGANISATION (LGR)

No update regarding Devolution and Local Government Reorganisation.

8. 40th ANNIVERSARY OF WATTON TWINNING ASSOCIATION

To mark the 40th anniversary of Watton Twinning Association the Council has purchased two framed copies of the emblems of Watton and Weeze. One to be kept at Wayland Hall and one to be presented to Weeze on the Twinning visit to Watton in 2027.

It was resolved that the Town Council will support the request from the Twinning Association to facilitate a celebratory event on Sunday 16th May 2027 to mark 40 years of Twinning.

A beer-fest style town wide event was suggested and the EMO will be tasked with liaising with the Twinning Association to plan this event.

It was also stated that former trees planted to acknowledge the twining of the two towns have been lost and it would be an appropriate time to re-plant two replacement trees during the 2027 40th Twinning visit.

The Council was also asked to stage a reception in the Council Chamber on the morning of May 15th for the visitors from Weeze.

9. LOVE YOUR MARKET TOWN

A suggested project to apply for Love Your Market Town grant funding in 2026 was presented within the agenda pack for the meeting.

Councillors were asked to forward any further ideas to the EMO who will be asked to present a final proposal to Full Council at the next meeting to be submitted as an Expression of Interest before the deadline date of August 31st 2026.

10. CAR PARKS

It was resolved to sign the Deed of Novation relating to Kittell Close Car Park and the TR5 form to transfer ownership of the car parks off Kittell Close, Thetford Road, and the South Side of the High Street.

11. PLAYGROUNDS

It was resolved not to remove the small graffiti wall at Lovell Gardens Play Area but to scrap the MUGA removed from Lovell Gardens Play Area prior to the refurbishment in 2023.

12. BUS TIMETABLES

Following concern with the difficulty obtaining correct bus timetables for bus services in Watton, County Councillor Jack White has raised the issues with both Norfolk County Council Highways and the service provider. He will share any updates received with the Town Council.

13. HR COMMITTEE RESERVE

It was suggested the new member of the Town Council could be asked to act as reserve member for the HR Committee.

14. BIODIVERSITY WORKING GROUP

The notes from the meeting of the Biodiversity Working Group held on 27.07.26 were received along with the slightly revised Biodiversity Policy. The Policy was accepted in principle with any suggested amendments to be forwarded to the Office.

15. HERITAGE PARK

Consideration was given to how to progress plans for Heritage Park and whether any project should be started until the open space areas on the site are owned by the Town Council. The Finance Committee will confirm funding for the project with the suggestion that a landscape architect should be engaged.

16. MARKET WORKING GROUP

The notes from the meeting of the Market Working Group (MWG) held on 28.07.26 were presented in the agenda pack for the meeting with further information provided in the Vice-Chairman's Report.

[From Vice-Chairman's Report – Notes from the MWG held on 06.08.26:

- The MWG met with land agents who manage Chaston Place, they were amicable to the Market as it would increase footfall for the property they seek to fill. Downsides are they can ask us to leave with a week notice, and any new tenant (of the former Factory Shop) may wish to have full visibility of the square. The land agent also confirmed they are not keen on the Reclaim the Rain plans but would support the Market.
- A draft image was put forward which featured market vans utilising highways space, artisanal and craft stalls in Chaston Place and traditional traders in the Crown Car Park. Highways permission and license agreements with The Crown Hotel and Chaston Place agents would be needed.

- Suggested that a re-opening event should take place on the 28th of October during the half term week. This may be the soonest date in which grant funding and licenses can be acquired, and it may even take longer and therefore pushing the reopening into winter months.
- Suggested that the re-opening event should feature attractions, to work alongside businesses who may benefit from the Market, large decoration and could even have some Halloween themes.
- Suggested that the Market should have a Market Hare as part of any new trail.
- Suggested that the Market should advertise in as many places as possible, from apps to LinkedIn and of course legacy media such as radio and newspapers.]

The hope is that the plans as outlined can be actioned and work will continue in the direction set out.

17. PLANNING

17.1 PL/2026/0956/DCA Discharge of Conditions 7, 10 & 11 on PL/2025/1437/FMIN Serco Transport Depot, Norwich Road, Watton IP25 6JB

No comments as considered this is an Officers technical decision

17.2 PL/2026/1021/FMIN Replacement windows, same style as existing 87 High Street, Watton IP25 6AW

No objections

18. Resolution passed to Exclude the Press and Public to consider confidential matters:
18.1 Annual Fireworks Event

It was reported that there is ongoing discussion regarding the cost of the use of the Firework Field with Cllr Hebborn leading on this. The future costs of the Fireworks Event will be considered with input from the Chairman of the Finance Committee and the EMO. The Council was in support in principle with plans as outlined.

Item 3.2 Update from the meeting held 11.08.26

Agenda Item No.	Update
4.2	Wayland Fields – Agenda item 7.3i
8	Meeting with Twinning Association scheduled for 20 th August
9	Proposal for Love Your Market Grant – Agenda item 10
10	Signed Deed of Novation for Kittell Close Car Park returned to Breckland Council and signed TR5 form relating to transfer of the car parks has been posted to the TC solicitor.
13	Reserve HR Member - Agenda item 11
15	Heritage Park – Agenda item 7.3iii
16	Next Market Working Group Meeting scheduled for Thursday 20 th August at 3pm.

Item 4.5 Clerks Report

Public Toilets

Unfortunately, a second arson attack has taken place at the public toilets (started in one of the mens cubicles) and thus the toilets are out of use. The insurers have been made aware and a response is awaited as to whether an assessor will be undertaking a site visit.

An electrician will be checking the electrics at the toilets as the fans in the mens are not working and is not known if this was a result of fire damage. The fans in the ladies are still operational and once safety checks are undertaken and if all is well the ladies and disabled toilets could be re-opened.

High Street

The insurers are also aware of the damage to the bench and bin at the time of the cash point ram raid and we are waiting to hear whether the Council will be re-imbursed for the cost of these items. There will be excess of £250 to take into consideration and funding will need to be found for installation of the items as this is not covered by insurance as the ground does not belong to the TC.

The metal ends of the bench have been salvaged as they are bespoke with the old Town Council logo featured on each end.

Allotment Afternoon Tea

An Afternoon Tea was held at the Thetford Road Allotment Site on 13.08.26 during Allotment Week 2026. The afternoon was incredibly hot and less well attended than in 2025. However the winners of the Mayors Best Allotments 2026 were announced, £40 was raised for the Mayors Charities and liaison with HMP Wayland continues in that two members of staff from the prison attended the event bringing gifted bug houses made by the prisoners. The Deputy Clerk and EMO have recently undertaken a further visit to HMP Wayland to see the gardens where they had helped with some planting for the garden competition the prison enters. The prison has won this year's 10x10 garden category for the Windlesham Trophy which is competed for amongst other prisons.

The prison has also painted one of the two fibreglass hares which were commissioned as part of the Hares Trail and which once varnished are to be displayed one each end of the High Street.



The planter made by the prison which is located at Jubilee Garden has been filled with plants remaining from the small plant sale held at the allotment tea.

COUNCILLORS' Networking Downham Market

[View details](#)

Wednesday, 23 September '26 10am – 12pm BST

The Downham Home & Garden Store, Stonecross Road, Bexwell Road, Downham Market, PE38 0AD

Information

Details

We know that many parish councillors value the opportunity to meet with others, share experiences, exchange ideas, and discuss the challenges and opportunities facing their councils.

Join our popular Parish Councillors' Networking Mornings – an informal and supportive forum where councillors can learn from one another, discuss current issues, and build valuable connections across Norfolk.

A member of the Norfolk PTS team will host each session, introducing useful discussion topics and facilitating conversations. If any questions can't be answered on the day, we'll be happy to research them and report back afterwards.

If you can't stay for the whole session, don't worry – you're welcome to join or leave whenever you need to.

Booking is essential.

£6.00 + £1.20 VAT

Please let the office know if you would like to attend

Item 5

	Resolution	Date/ Agenda item	Action	Link to 4YP/ NP	Lead	Current Position – 19.08.26	Status
159	Submit expression of interest to the Love Your Market Town Fund before the deadline on August 31 st	11.08.26 9	Express interest		Office EMO	Item 10 on 25.08.26 Council agenda	
158	To stage a reception in the Council Chamber on the morning of May 15 th for the visitors from Weeze.	11.08.26 8			Office	Meeting with Twinning Association scheduled for 20 th August	
157	Re-plant two replacement trees during the 2027 40 th Twinning visit.	11.08.26 8	Sought location		Office	Location to be confirmed	
156	To facilitate a celebratory event on Sunday 16 th May 2027 to mark 40 years of Twinning.	11.08.26 8	Organise		Office EMO Twinning	Meeting with Twinning Association scheduled for 20 th August	
156	To make the volunteer litter picker who collects litter along the Norwich Road a Community Champion, and he will be given an award of £80	14.07.26 9	Write to volunteer		Office	Volunteer to be invited to attend council meeting on 25.08.26 to receive certificate and equipment	
155	Remove the graffiti wall at the Lovell Gardens Play Area.	23.06.26 11	Get contractor to remove		Office	Graffiti Wall removed	
154	To progress with the transfer of land assets from Breckland District Council to the Town Council as presented.	09.06.26 12	Progress		Office	Heads of Terms with the solicitor. Maintenance of the areas will need further consideration. Documents received – awaiting agreement	
153	Create a 'Town Council High Street Restoration Plan'	09.06.26 9	Create plan		TH/Office	TH has compiled a draft	

152	The Market Working Group will be tasked with discussing the benefits of creating a Four-Year Plan for Watton Market to coincide with the Councils Financial Four-Year Plan.	09.06.25 8	Set Market Working Group meeting date		MWG	Market Working Group meeting to be held on 20 th August.	😊
151	Compile a future strategy for the provision of litter and dog waste bins	26.05.26 16	Compile strategy		Office	No policy regarding the provision of bins will be made until more is known about future services once local government reorganisation is underway	😊
150	Cllr Humphries will replace Tina Kiddell as a Town Council bank signatory	26.05.26 11	Complete new mandate forms		Office	Barclays Bank Mandate complete Unity Bank Mandate In process	😊
149	Purchase compost and herb plants to fill the planter at Jubilee Garden	12.05.26 8.16ii	Purchase compost and plants			Planter filled	😊
146	To accept a policy to offer staff the opportunity to undertake temporary additional hours to cover short-term staff absence	28.04.26 14.2iii	To adopt policy procedure		HR	Policy to be compiled by HR Consultant	😊
144	Undertake an audit of the footpaths in the parish	14.04.26 10	Would Biodiversity Working Group be interested in undertaking this audit?		Office KG	To agree how audit will be undertaken.	😊
143	Pride in Breckland Grant to support enhancement of the Reclaim the Rain project in the High street. If there is enough money consideration will be given to how the gateways into the town might be improved	14.04.26 8	Consult with WASFAG and Biodiversity WG		Office	Information regarding Reclaim the Rain has been provided to the Pride in Breckland team but project plans and costs are still awaited.	😊
142	Move forward with plans to hold a Festival of Youth in 2027	24.03.26 4.7			DS EMO	DS and EMO to meet with Love Watton, Wayland Academy and Beside Youth	😊

141	Further research to purchase a wooden sculpture to present to Weeze for its 40 th year in 2027	10.02.26 7.1	Research gift		Office	Framed plaques from Bowles and Walker have been received. Research will also continue to be undertaken regarding the cost of a wooden hare and barrel as an additional gift	 
139	Responses received on the WAT3 proposed site allocation adjacent to Wayland Wood be submitted to BC as presented and to request that Tree Preservation Orders are placed on 5 notable oak trees on site	09.12.25 12	Send response to BC and request TPO's		Office	TPO requests submitted to BDC. No response received so far Developers gave a presentation to Cllrs 14.04.26 Site has been removed from Breckland Local Plan	
<i>It is suggested that line 139 is removed from the Works in progress list as the site has been removed from the Breckland Local Plan.</i>							
133	Commission further reports for Bridle Road, Lovell Gardens and Sports Centre play areas	23.09.25 12	Commission reports once the Council has completed the remedial works it is able to do		Office	Nearly all works completed. Annual ROSPA inspections 2026 have now been undertaken Reports - agenda item 9 on 25.08.26	
131	To investigate Honours nominations for two residents	12.08.25 10.3	Investigate		Office	Submission made	
129	To submit an application for s106 funding to pay for the additional works identified at Bridle Road Play Area	12.08.25 4.4ii	Application to be made		Office	To finalise plans also refer to 126	
126	Apply to the Norfolk County Council Parish Partnership Scheme 2025 to help fund a dropped kerb to allow easier disabled access to the Bridle Road Play Area site	08.04.25 10	Apply for funding		Office	To review provision as part of project to refurb Bridle Road Play Equipment	

126 and 129 are linked and research is still being undertaken regarding what works should take place. Quotes received from playground installers to create improved access to both Bridle Road and the Sports Centre Play Areas are expensive. Fin. Com. is suggesting external funding needs to be found.

124	That the Office should gather information on the provision of services for the elderly in Watton with the intention of presenting a report to Full Council in September 2025 to help enable the Council to make a proposal regarding how it might provide or support future provision	11.03.25 4.4i	Gather information		Office	Draft directory presented to full council on 09.06.26 and was well received. EMO to publish on TC website and social media. Investigation needed to make Directory available in other languages	
120	Quote accepted to carry out the following works to the Clock Tower: • site inspection of the tower • review of the present quinquennial survey • production of a list of works and discussion of the list with a view to producing a minor schedule of works.	14.01.24 15	Accept quote and arrange works		Office	Building Maintenance quotes on agenda for 28.07.26 Cllr Saunders and EMO to investigate English Heritage Funding for the tower. Cllr Bulmer and Mark Humphries to research clock mechanism. Finance Committee recommendation – Agenda item 7.3V on 25.08.26	
114	To hold discussions with BDC regarding possibility that the Town Council can take over the car parks in the town	24.09.24 8	Continue dialogue with BDC		Office	Accepted the Heads of Terms at the TC meeting held on 10 th March. Papers with solicitors. It was agreed on 09.06.26 to purchase Indemnity Insurance 11.08.26 Agreed to sign the Deed of Novation relating to Kittell Close Car Park and the TR5 form to transfer ownership of the car parks off Kittell Close, Thetford	

						Road, and the South Side of the High Street.	
104	To produce a staff Well-Being Policy	23.07.24 4.6	Compile Policy		HR	All staffing policies, handbook and Contracts were accepted as presented on 28.04.26. Well-being policy still to be compiled. Office to approach new HR Consultants	😊
85	Compile Play Area Policy	22.08.23 4.6i a,b,c,d	To present Policy to Full Council		TB	Draft Policy to be compiled by Office	😊
82	Landscaping of Portal Avenue Community Land	08.08.23 7.3	Research landscaping.	4YP NP	Office	EMO has started compiling a google sketch of ideas for Heritage Park. Finance Committee has recommended obtaining quotes from landscapers - Agenda item 7.3iii on 25.08.26	😊
68	Seats – to undertake audit of seats around the parish	11.10.22 5	Undertake audit of seats.		Town	Office is continuing to populate Civic.ly Asset software	😊
45	All initial urgent repairs recommended by the Quinquennial Inspection Report on Wayland Hall for which the Town Council is responsible will be undertaken.	14.09.21 6.1	Some works have been undertaken.	4YP	Office	To check final works which need to be undertaken prior to next Quinquennial Inspection Report. Building contractors have been approached.	😊
21	To commission audit of energy usage in Council premises.	22.09.20 5.1		4YP	Office	Work to heating system at Wayland Hall has been undertaken. Audit of Energy could be incorporated within a review of the Sustainability Audit	😊

13	Watton Town Council will consider model Climate Change Awareness Policies for possible adoption.	6 12.11.19	Clerk to investigate and present model policies to Full Council.	4YP	Clerk	Sustainability Audit to include Climate Change Awareness Policies	😊
	To undertake a Town Council Sustainability Audit.	12 24.09.19	To undertake Audit.		Office	Biodiversity Working Group to look at.	
<i>13 and 21 are linked - Suggest including Sustainability Audit in reviewed Climate Change Policy. Climate Change Policy to be researched.</i>							
4	To display photos of past Mayors in Council Chamber.	14/309	To collate photos and display.		Office	Last 2 photos obtained Extend wall area up to accommodate more mayoral photos	😊

NP – Watton Neighbourhood Plan

4YP – Town Council Financial Four Year Forecast

The resolutions from the Works in Progress list is to be incorporated within a Projects Action Plan which will link to the 4 Year Financial Forecast which will include possible projects for the High Street and weekly market.

Item 7.2

Minutes from the Watton Town Council Finance Committee Meeting held on Friday August 14th 2026 at Wayland Hall

Present: Don Saunders (Chairman), Sarah Humphries, Tomos Hutchings

Officers Present: Jane Scarrott and Michelle Thompson

1. No Apologies for absence received.
2. No Declarations of Interest made.
3. Minutes of the meeting held on 17.07.26
 - i. The Minutes of the Finance Committee Meeting held on 17.07.26 were confirmed as a correct record of the meeting and signed by the Chairman of the Finance Committee.
 - ii. Update from the Minutes of the Meeting 17.07.26
 - Cllr Saunders to set a date with Watton Sports Centre to discuss the Sports Centre Play Area.
 - The Market Working Group is investigating new locations for the Wednesday Market and therefore no hire agreement has yet been put in place for use of the car park at the Queen's Hall. As part of the research the land agent managing Chaston Place and the car parks in St. Giles Road has been approached. The Market Working Group is hopeful Chaston Place may be used to site part of the market but there has been no further discussion regarding the future of the associated car parks. The Office is also in discussion with the landlady at the Crown regarding possible use of the Crown Car Park.
 - It was noted that the Annual RoSPA inspections of the play areas have been undertaken and the recommendations include removal of the wooden play equipment at Bridle Road Play Area. It is suggested the old play equipment needs to be taken away and research undertaken to find grant funding to support revamp of the play area.
 - iii Items raised at the meeting of the Full Council
 - Wayland Fields

A resident of Wayland Fields has approached the Council regarding the possibility of the Town Council taking responsibility for the LEAP at Wayland Fields. It was noted all open spaces including the LEAP were subject to a s106 agreement and a management company has taken responsibility and will receive funding through the agreement. It will be recommended that the Town Council does not further investigate taking responsibility for the LEAP at Wayland Fields.
 - Grant application Watton Westfield School

Noted that the application does not meet the criteria of the Town Council Grants Policy, therefore it will be recommended to Full Council not to make the requested grant.
 - School Field

The field at Wayland Academy which was gifted to the school as part of a s106 agreement could be managed by the Town Council for the benefit of the community. The school will be approached to enquire whether a 99 year lease or transfer of ownership could be considered.
 - Heritage Park

It will be recommended to Full Council that the EMO be tasked with obtaining quotes for a landscape architect to put plans together for Heritage Park and possibly the school field.

- DCMC Donation

The Council has been asked to consider making a donation of £15000 to the Wayland Partnership to support the planning application for the Digital and Creative Media Centre which is hopefully to be built on the site of Wayland House. The project is unlikely to be able to secure further funding until planning has been granted.

Full Council tasked the Finance Committee to consider a donation as requested.

The Town Council is facing additional funding pressures as it takes on more responsibilities and a financial statement is to be compiled to outline the current commitments.

However, it was suggested that a recommendation should be put to Full Council to support the DCMC by donating £7500, half the estimated cost of the planning application. It was stressed no further funding should be given to the Wayland Partnership during the current financial year and that the Partnership should resume regular meetings with its partner organisations.

4. Bank Reconciliation

The Finance Committee members were issued with the Bank Reconciliation dated 31.07.26 and the current net position. The Bank Reconciliation was accepted and signed by the Chairman of the Finance Committee.

5. Building Works Wayland Hall and the Clock Tower

Additional quotes have been received for outstanding works at Wayland Hall and the Clock Tower and the contractor who undertook works previously has provided an updated quote.

Quotes received have been shared with Full Council which requested the Finance Committee to look at the quotes in detail.

The recommendation from the Finance Committee is that the contractor who has been used by the Town Council for previous works to Wayland Hall and the Clock Tower should be engaged as quoted.

6. Four Year Forecast

The Four-Year Forecast is now within Year 4 of the original plan.

It was suggested that as the current Four-Year Forecast is in its final year it should be rewritten to guide the Council over the forthcoming four years.

The Finance Committee will dedicate the next meeting to review of the Four Year Forecast.

Maintenance of additional open space land and possible major works at Bridle Road and the Sports Centre Play Areas will need consideration within the Plan.

7. Date of the next meeting: Finance Committee:

Friday 25th September 2026 @ 9.30am – one agenda item to be the Four Year Plan

Recommendations to Full Council:

1. That the Town Council does not further investigate taking responsibility for the LEAP at Wayland Fields.

2. To refuse the grant application received from Watton Westfield School as it does not meet the grant criteria of the applicant being a voluntary body.

3. To obtain quotes to engage a landscape architect to develop plans for Heritage Park and possibly the field at Wayland Academy.

4. To support the DCMC by donating £7500, half the estimated cost of the planning application. It was stressed no further funding should be given to the Wayland Partnership during the current financial year and that the Partnership should resume regular meetings with its partner organisations.

5. To accept the quote from the contractor previously used by the Town Council for maintenance works to the Clock Tower at a cost of £6252.

Item 7.4 Bank Rec

13 August 2026 (2026-2027)

Watton Town Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 31/07/2026		
	Cash in Hand 01/04/2026		538,054.55
	ADD Receipts 01/04/2026 - 31/07/2026		283,846.92
	SUBTRACT Payments 01/04/2026 - 31/07/2026		821,901.47
			198,813.67
	Cash in Hand 31/07/2026 (per Cash Book)		623,087.80
B	Cash in hand per Bank Statements		
	Petty Cash 31/07/2026	0.00	
	Current Account 31/07/2026	1,649.13	
	Premium Account 31/07/2026	186,694.65	
	Unity Bank 31/07/2026	134,744.02	
	CCLA 31/07/2026	300,000.00	
			623,087.80
	Less unrepresented payments		
			623,087.80
	Plus unrepresented receipts		
	Adjusted Bank Balance		623,087.80
	A = B Checks out OK		

Net Position

18 August 2026 (2026-2027)

Watton Town Council Net Position by Cost Centre and Code - All Cost Centres and Codes

Cost Centre Name

Administration		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
1110	General - Audit				2,750.00	679.00	2,071.00
1130	General - IT				8,000.00	4,836.05	3,163.95
1139	Payroll				1,200.00	375.75	824.25
1140	General - Legal				5,000.00	3,303.00	1,697.00
1150	General - Office Equipmer				1,000.00	264.88	735.12
1160	General - Office Phone				4,000.00	1,318.57	2,681.43
1170	General - Photocopying				1,700.00	613.82	1,086.18
1180	General - Stationery				600.00	47.07	552.93
1190	General - Bank Charges				700.00	123.50	576.50
1195	General - Subscriptions				3,000.00	1,354.85	1,645.15
1210	Civic - Functions				2,000.00	2,994.22	-994.22
1220	Civic - Mayor's Allowance				600.00	247.77	352.23
1230	Civic - Regalia				500.00	208.00	292.00
1310	Councillor Expenses - Exp				600.00	108.50	491.50
1410	Elections - By-Election Co						
1510	Insurance - Spend				6,500.00	6,628.43	-128.43
1600	Public Relations				3,000.00	1,000.00	2,000.00
1999	Contingency						
					41,150.00	£24,103.41	17,046.59

Events		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
5110	Fireworks - Spend				15,000.00	541.50	14,458.50
5210	Festive Market - Spend				4,000.00	150.00	3,850.00
5310	Christmas Lights - Spend				15,000.00		15,000.00
5330	Community Provision				4,000.00	2,648.41	1,351.59
5410	Commemorative				1,500.00	105.17	1,394.83
5998	Other Events				6,000.00	3,145.72	2,854.28
5999	Contingency						
					45,500.00	£6,590.80	38,909.20

Grants & Donations		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
6500	Grant Allocation				5,000.00	1,369.91	3,630.09
					5,000.00	£1,369.91	3,630.09

Grounds Maintenance/Gardening		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
3110	Cemetery - Cem. Maintena				13,000.00	3,333.27	9,666.73
3210	Open Spaces - Gen. Main				5,000.00	1,717.79	3,282.21
3215	Open Spaces-Hares Gree						
3220	Open Spaces - Trees				5,000.00	5,195.00	-195.00
3230	Open Spaces - Bus Shelte				600.00	160.00	440.00
3235	Open Spaces - Skip Hire				1,500.00	550.51	949.49
3240	Open Spaces - Gardening				18,000.00	8,994.82	9,005.18
3250	Open Spaces - Grounds Iv				15,000.00	8,306.71	6,693.29
3260	Open Spaces - Allotments				1,000.00	474.90	525.10
3310	Play Areas - Inspections				600.00		600.00
3320	Play Areas - Maintenance				5,000.00	43.30	4,956.70
3998	Grave Digging					1,030.00	-1,030.00
3999	Biodiversity				200.00	50.00	150.00
					64,900.00	£29,856.30	35,043.70

Health & Safety		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
7110	H&S				1,500.00	438.02	1,061.98
					1,500.00	£438.02	1,061.98

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Financial Report

Watton Town Council

Budget Position Report August 2026 (2026/27 Financial Year)

Executive Summary

As at 18 August 2026, Watton Town Council has a **net positive budget position of £89,954.46** against the approved annual budget. Total budgeted expenditure and income for the year is **£594,370**, with year-to-date variances indicating that spending is generally below budget and income is broadly in line with expectations.

Overall Financial Position

Description	Amount (£)
Total Budgeted Income	594,370.00
Income Variance Remaining	277,704.31
Total Budgeted Expenditure	594,370.00
Expenditure Variance Remaining	187,749.85
Net Position	89,954.46

Source: Net position 0826

Significant Budget Variances

Administration

The Administration budget shows a remaining balance of **£17,046.59** from a total budget of **£41,150**, reflecting expenditure below budget in most areas.

Notable underspends include:

- IT: £4,836.05 remaining but estimate is that budgeted figure will just be sufficient for the year.
- Legal: £3,303.00 remaining but likely that this figure may not totally cover legal expenses by the end of the financial year.
- Office Equipment: £2,681.43 remaining.

The Insurance budget was underestimated and is overspent by £128.43.

Events

The Events budget has **£38,909.20** remaining from a budget of **£45,500**.

Major balances currently remain in the following which are still to be drawn on:

- Fireworks: £14,458.50
- Christmas Lights: £13,648.41
- Community Provision: £2,648.41
- Other Events: £3,145.72

Grounds Maintenance and Gardening

A balance of **£35,043.70** remains from the annual budget of **£64,900**. Key areas include:

- Gardening: £9,005.18 remaining
- Grounds Maintenance: £6,693.29 remaining
- Cemetery Maintenance: £9,666.73 remaining
- Trees budget currently overspent by £195.00

It is anticipated remaining allocations will be spent by the end of the financial year and that the cost of any further tree works would need to be taken from general reserves.

There are some tree works to undertake following the 2026 Annual Tree Report and the possibility that the memorandum of Understanding with the Loch Neaton Trustees may be called upon to fund tree surgery.

Premises

Premises budgets show a combined balance of **£74,031.06** against a budget of **£91,620**. Significant balances remain for:

- Car Parks: £25,000.00

It is unlikely the car parks will need works this financial year and the budget allocation could be vired to cover legal costs for the transfer of the car parks and open spaces from Breckland Council.

- Wayland Hall Rates: £7,745.20

Likely to be used by the end of the Financial Year

- Toilets Cleaning: £10,833.96

Likely to be used by the end of the Financial Year

- Market Management: £6,087.49

Saving as no longer implementing a weekly road closure

Staffing

Staffing budgets have **£233,580.11** remaining from a total budget of **£339,000**. Balances which will be used by the end of the Financial Year include:

- Salaries: £136,562.29
- National Insurance: £42,852.83
- Pensions: £45,727.44

Income Position

Income received to date includes:

- Precept: £259,710 received from a budget of £519,420 – second half of the precept expected in October.
- Cemetery Fees: £7,065 received against £25,000 budget
- Bank Interest: £4,322.73 received against £8,000 budget
- Other Income: £5,936.58 received against £34,400 budget

Total income still to be received during the year is reflected by an income variance of **£277,704.31**.

The income variance will be substantially reduced with receipt of the second precept payment.

Other income would include a contribution from CHT towards salaries and if necessary a supplement from reserves, as planned, of £20000.

Areas to consider

- Insurance expenditure exceeds budget by **£128.43**.
- Tree maintenance expenditure exceeds budget by **£195.00**.
- Income streams such as Cemetery Fees may not result as anticipated.
- Event expenditure remains low at this stage of the year as would be expected.

Conclusion in relation to the 2026/27 Budget

The Council remains in a **favourable budget position**, with a net positive variance of **£89,954.46**. Most expenditure budgets remain within allocated limits, and no significant financial concerns are evident at this stage of the financial year. Monitoring should continue on overspent budget lines and income-generating activities to ensure the year-end position remains strong.

This £89954 should cover Council expenditure until the second half of the precept is received, although two months salaries will account for approximately £50000. Other monthly expenditure varies but the money remaining once salary payments are deducted should cover other running costs but with little, if any, to spare.

It is also of note that if works are commissioned on the clock tower the budget figure of £2000 for Clock Tower Maintenance will be overspent and general reserves will need to be called upon.

General Financial Position

The Bank Rec. of 31.07.26 shows a current position of £623087.

This is made up of committed allocations:

Budget Reserve *	£297185
Open Spaces Commuted Sum	£183000
Budget support from reserves	£20000
Current remaining budget allocation	£89954
	£590139

* At its meeting on 23 July 2024 the Council agreed the recommendation from the Finance Committee and approved a Reserves Policy to provide that, in consideration for a worst-case scenario, the Council will ensure an amount equal to 50% of the annual budget figure is held in reserve to cover all legal responsibilities

If the total committed sum of £590139 is deducted from the current bank rec. this leaves only **£32948 in general uncommitted funds**.

It is suggested any open space projects will need to be funded either through external grants or by use of the Open Spaces Commuted Sum.

Item 9

App 1, 2, 3 and 4

The Office is waiting to receive a quote for works identified on the Play Area Inspection Reports – To be a future agenda item.

Item 10

The proposal is to submit an application as presented below:

Love Your Market Town 2026-2027

As the council wishes to keep the remaining wooden hares from the first trail, we could permanently install the hares at the entry ways to set walks around the town, each hare would be mounted on a barrel, and each barrel would have a map of the walking trail and a stamp to collect.



There are many walking routes around Watton that aren't as well used or known about as they could be.

We could provide booklets that have all of the walking trail maps, on the double spread middle pages we could have a detailed map of Watton with major shops/amenities, and then on the back page have a stamp collection page. Once all of the stamps have been collected the participant can be entered into a 4/ 6-monthly prize draw.



As well as the wooden hares, we could have another two fiberglass hares, one of which could be situated on the plinth at Chaston Place (market themed) and could signal the start of the Watton Heritage walk (which officially starts at the Clock Tower) as well as a wooden waypoint sign directing to the market and to the start of the Heritage Trail walk.



Item 12

Councillors have requested that there should be a comprehensive calendar of recognised national, civic, commemorative and community dates presented to members in advance. This would allow the Council to consider which occasions should be formally recognised and what level of involvement is appropriate.

As a follow on to this it has also been suggested that the EMO could provide a short monthly report to Council covering forthcoming events, planning, publicity and significant dates. Members would then have the opportunity to ask questions and provide direction where appropriate. I believe this additional scrutiny and oversight would help ensure that we are representing all sections of our community fairly and that important occasions are not inadvertently overlooked.

Suggested dates could include:

VE Day (May 8th)

D Day (6th June)

Kings official birthday middle of June (this did happen this year and was proclaimed at the clock tower by Mike, the town crier.

VJ Day

Battle of Britain September

Armistice commemorations in November (as we already do) Also included should be the service St Mary's church hold at the commonwealth war graves.

Below is what the office currently provide but it does not include commemorative dates.

WATTON TOWN COUNCIL EVENTS 2026	
TUES 17TH FEB	COMMUNITY FUN DAY @ WATTON COMMUNITY CENTRE
TUES 31ST MARCH & 7TH APRIL	COMMUNITY FUN DAY @ WATTON COMMUNITY CENTRE
SUN 24TH MAY	SPRING FAIR MARKET
TUES 26TH MAY	COMMUNITY FUN DAY @ WATTON COMMUNITY CENTRE
SAT 30TH MAY	TOWN CRIERS COMPETITION
SAT 27TH & SUN 28TH JUNE	WATTON OPEN GARDENS & YARD SALES WEEKEND
TUES 28TH JULY & TUES 4TH AUG	SUMMER FUN DAYS @ WATTON COMMUNITY CENTRE
TUES 11TH AUG & TUES 18TH AUG	SUMMER FUN DAYS @ WATTON COMMUNITY CENTRE
TUES 25TH AUG	SUMMER FUN DAYS @ WATTON COMMUNITY CENTRE
SAT 29TH & SUN 30TH AUG	WATTON BIKE WEEKEND
SAT 31ST OCT	WATTON FOOD FESTIVAL & FIREWORKS
SUN 8TH NOV	REMEMBRANCE SUNDAY
SUN 29TH NOV	WATTON FESTIVE MARKET
THERE ARE SOME FANTASTIC EVENTS BEING PLANNED IN WATTON THIS YEAR - SAVE THE DATES!	
WATTON TOWN COUNCIL www.watrontowncouncil.gov.uk 01953 881007	

The EMO also provides a list of Remembrance services nearer the time of Remembrance Day – see below example from last year:



Watton Remembers

-  **Saturday 8th November**
12 noon - Commemoration of Commonwealth War Graves, Watton Cemetery
-  **Sunday 9th November**
10:00am - Remembrance Day Service, St Mary's Church
14:30pm - The Act of Remembrance, Watton War Memorial
Then moving on to Methodist Church for
15:30pm - Remembrance Sunday Service, Methodist Church
-  **Tuesday 11th November**
10:45am - Armistice Day, Chaston Place, Watton
You are invited to gather for the 2 minute silence at 11am

Everyone is welcome

All faiths or none & all Nationalities



Item 14.1

Minutes of the meeting of Watton Town Council HR Committee held on Friday August 14th 2026 at Wayland Hall

Cllrs present: Jacqueline White – Chairman of the Committee, Cathy Halfacre, Don Saunders

Staff present: Clerk

1. No Apologies for absence received.
2. Resolution passed to exclude the public and press to consider confidential staffing matters.
3. No Declarations of Interest made.
4. The minutes of the HR Committee meeting held 17.07.26 were accepted as a true record and duly signed by the Chairman.

5. Staffing Update

The Chairman of the HR Committee has spoken with all staff and from that has compiled an Action Plan to help implement a new staff team structure as has been previously agreed by the Council. The Plan will be actioned as soon as possible to include establishing a staff calendar which the Office Admin Clerk will manage.

5.1 HR Support

LGRC (Local Government Resource Centre) has been contracted to provide a retained support service of £125 per month plus the employer's national insurance and VAT.

The retained service can be used to guide Office staff to update policies but other specific detailed works would need to be quoted separately. LGRC will be provided with current policies and contracts and will report back to Council as to whether updates are recommended. LGRC will also be asked about staff induction and well-being.

6. Date of next HR Committee Meeting: Friday September 25th 2026 @ 11.00am.