



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

Councillors: You are hereby summoned to attend the Town Council meeting to be held in the Council Chamber, Wayland Hall on Tuesday 26th November 2024 at 7.00pm for the purpose of transacting the following business.

Jane Scarrott Town Clerk

20th November 2024

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 12.11.2024 are a true and accurate record
 - 3.2 To receive an update on items from the previous meeting if not agenda items for this meeting
4. TO RECEIVE REPORTS
 - 4.1 Chairman's Report
 - 4.2 Vice Chairman's Report
 - 4.3 District Councillor's Report
 - 4.4 County Councillor's Report
 - 4.5 Clerk's Report
 - 4.6 Reports from Lead Councillors
 - Market Lead Councillor Report (TH)
 - Report from Wayland Partnership Meeting (TH)
5. To note and amend the Works in Progress List
 - 5.1 Update on the return of a bench to Memorial Garden
6. PUBLIC PARTICIPATION
7. FINANCE
 - 7.1 To approve payments for November 2024 (To follow)
 - 7.2 To note draft minutes from the Finance Committee Meeting held on 14.11.2024
 - 7.3 To consider Recommendations to Full Council:
 - i. Works to the heating controls as recommended in the Wayland Hall report to be commissioned at a cost of £1975 plus VAT
 - ii. Annual service of gas boiler and associated equipment at Wayland Hall to be undertaken at a cost of £670 plus VAT
 - iii. To enter into a three year annual service contract at a cost of £945 plus VAT p.a.
 - iv. Quotes be sought for other works as identified in the report from the contractor
 - v. To accept the tenders for 2025/26/27 grounds maintenance contracts:
 - Grounds Maintenance (not including VAT)
 - 2025 £14900.07

2026 £15198.58

2027 £20263.55 (includes pollarding of trees at Church Walk)

Cemetery Grounds Maintenance (not including VAT)

2025 £8544.64

2026 £8715.53

2027 £8889.84

Gardening (not including VAT)

2025 £17283.00

2026 £17629.65

2027 £17982.24

vi. Office staff to review the Grants and Donations Policies

8. GRANTS

8.1 To consider Grant Application received from Watton Ladies Group

8.2 To consider Grant Application received from resident

8.3 To consider Grant Application received from Watton Sports Centre

9. To accept quote received for clearing the gutters at Wayland Hall

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

10.1 Installation of a new steel-reinforced concrete skate park at Watton Sports Centre
3PL/2023/1106/F Amended Plans Further Consultations

<https://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2023/1106/F>

10.2 Erection of 1 self-build residential dwelling and the use of an existing cabin as ancillary annexe accommodation at land to the rear of 30 Swaffham Road Amended Site Plan
3PL/2024/0719/F

<https://planning.breckland.gov.uk/OcellaWeb/planningDetails?reference=3PL/2024/0719/F>

10.3 Minor Application New residential scheme on site of former gas works for 3 dwellings
Land at 2 Saham Road, Watton PL/2024/0796/FMIN

<https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=158922>

Cllr Gilbert has asked for this application to be called in to be determined by the Planning Committee.

11. To pass a resolution to Exclude the Press and Public to consider confidential matters

11.1 To receive update from HR Committee meeting held on 25.11.2024

11.2 To accept the Local Government Services Pay Agreement 2024/25

Item 3.1

Minutes of the meeting of Watton Town Council held on

Tuesday November 12th 2024 at 7.00pm in the Council Chamber at Wayland Hall

Councillors Present: Don Saunders - Chairman, Tony Bridges, Peter Bishop, Tina Cruz, Keith Gilbert, Stan Hebborn, Sue Hebborn, Tomos Hutchings, Graham Martin, Kathryn Stallard, Gillian Tarrant.

Officer present: Jane Scarrott Clerk

No members of the public present.

1. APOLOGIES FOR ABSENCE RECEIVED AND ACCEPTED from
Tina Kiddell.

2. NO DECLARATIONS OF INTEREST MADE

3. MINUTES

3.1 The Minutes of the meeting held on October 22nd 2024 were accepted as a true record.

3.2 Updates from the meeting held on October 22nd if not agenda items (as listed in the agenda pack):

- Bridle Road update – volunteers have cleared much overgrowth from the eastern boundary of Bridle Road Play Area but there is now a lot of green waste to dispose of. The Town Operatives will try chipping what they can but it may be that the preferred contractor will need to be brought in (estimated cost £1000) to clear the ground prior to the volunteers return.
- High Street bus shelters update – The RTI display company is returning on the 22nd November to install the unit outside Watton Edwards News but there is no update re. the shelter on the opposite side of the road. Once works are complete NCC is willing to consider other works, if requested, such as additional seating and re-location of/additional flower tubs.
- Casual vacancy – notices posted to advertise that the vacancy can now be filled by co-option. Date for receipt of applications 06.01.25.
- 20mph Advisory Speed Limit – An advisory speed limit is a recommended safe speed which may be non-obvious to the driver unless signed as it is below the legal speed limit. It is not illegal to drive above the recommendation but it could be seen as negligent to do so.
- High Street Clock is now working! Clock repairer has been asked to quote for annual service to be timed with when summer time begins.
- New Mayor's Chain should be received soon!
- Norwich Road litter bin - Norfolk County Council (NCC) would need to grant permission for the suggested location and a bin would need to be purchased. It is suggested that this should be re-visited once current highways works along the Norwich Road are completed and once a policy has been compiled re. new bin locations.
- A submission has been made to NCC Parish Partnership Scheme for 50% cost of a third SAM2 Vehicle Activated Sign. Signs are no longer permitted to be put on lamp posts so a location will need to be agreed with Highways

and a price for any new posts needed is to be investigated. Post cost has not been included in the submission.

4. REPORTS

4.1 Chairman's Report

The Chairman attended the Remembrance Day Parade 10.11.24.

4.2 Vice-Chairman's Report

The Vice-Chairman has attended:

- Rotary Club Annual Dinner on 31.10.24, where she accepted a Certificate and Cup given to Watton Fireworks Committee in acknowledgement of outstanding service to the community.
- Commonwealth War Graves Service at St. Mary's Church 09.11.24.
- Remembrance Day Parade 10.11.24 (Vote of thanks was expressed for those who organised the event).
- Act of Remembrance Chaston Place 11.11.24.

4.3 Clerks Report

Written report presented in Councillors Agenda Pack with verbal update given.

IT Equipment

The next Finance Committee meeting scheduled for November 14th will focus on the budget need for 2025/26. IT support and the possible provision of additional laptops for Councillors to use will be included within the discussion.

Watton Sports Centre Junior Parkrun

Councillors have been invited to attend the first Junior Parkrun to be held at Watton Sports Centre on Sunday 17th November at 9am. The Mayor will be starting the run.

Staff Training

Due to training, dates when the Clerk and Deputy Clerk will be unavailable:

Tues. 12th Nov 9.30-4.00

Weds 13th Nov 9.30-4.00

Thurs 14th Nov 10.30 – 12.30 and 1.30-3.30

Thurs 21st Nov 10.30 - 12.30 and 1.30-3.30

Thurs 28th Nov 9.30 – 12.30

3rd December 2024 Town Operatives booked for PAT training

Training attended:

25.09.24 Clerk and Deputy Clerk networking session for Clerks to larger councils

18.10.24 Clerk, Deputy Clerk and EMO NTPS Seminar

ACAS on-line training:

15.10.24 Clerk Mental Health & Stress

29/30.10.24 Clerk HR for beginners

4.4 Reports from Lead Councillors

- Youth Provision – a report from the Lead Councillor for Youth was included within the agenda pack for the meeting. A request to consider additional works to the pump track at Bridle Road, as suggested in the report, will be presented to the Council after Christmas.

Noted that temporary “No Dogs” signs have been erected at Lovell Gardens Play Area with the intention to purchase more permanent metal signs.

It was resolved to accept the quote received for £750 to undertake tree works at Bridle Road.

- Report received from Cllr Hutchings: Watton Youth Festival 09.11.24
- Gillian Tarrant as Lead Councillor for the Festive Market requested that further donations for the Council tombola would be gratefully received up until 15.11.24.

Noted that Father Christmas will arrive at the Clock Tower by jeep as in previous years.

4.5 Feedback 2024 Fireworks Event

Report received from the Events & Marketing Officer re. the 2024 Fireworks Evening. Thanks were voiced to all those involved with the event.

5. PUBLIC PARTICIPATION

No members of the public present.

6. CAR PARKS

A first Expression of Interest regarding the Town Council taking over management of the three Breckland Council (BC) car parks in the town was accepted and with the inclusion of additional information received will be presented to BC prior to a scheduled meeting with Breckland Officers on November 25th.

7. TREE RISK ASSESSMENT

It was resolved to accept the quote of £775 plus VAT for the annual tree inspection to be undertaken.

8. DONATION WAYLAND ACADEMY

It was resolved that a donation of £50 will be made to the Wayland Academy Class of '24 Graduation Evening.

9. LOVE WATTON

Communication received from Love Watton was noted and it was stated that a further meeting will be arranged with Love Watton at some point.

10. CHRISTMAS LIGHTS

It was resolved to defer any decision regarding the provision of Christmas Lights along Church Walk until a full analysis could be undertaken including possible sponsorship for a display in 2025.

11. WATTON SPORTS ASSOCIATION

It was resolved to provide written support, as requested by Watton Sports Association, to assist with an application for rate relief, stating that Watton Sports Centre provides a valuable service to the community.

12. NORFOLK COMMUNITY LAW SERVICE

Following a request for financial support from Norfolk Community Law Service (NCLS) it was agreed that NCLS should be advised of the Council's grant application policy.

13. INTERNAL AUDIT 24/25

It was resolved to accept the proposal received for the Town Council's Internal Audit 24/25.

14. 50th YEAR OF THE TOWN COUNCIL

It was resolved to schedule a small event to acknowledge 50 years of the Town Council, to be held in the Council Chamber on 11.12.24.

15. RISK MANAGEMENT PLAN

The Risk Management Plan was accepted as presented.

16. 20MPH SPEED LIMIT ZONE

The proposed 20m.p.h speed limit zone along Harvest Road, Crabtree Close and Bramble Way was noted with no comments raised.

17. OPEN SPACE PROVISION FIELD MAPLE ROAD, WATTON

It was resolved that, in line with previous voiced policy not to accept any open space land from developers, the Town Council would not become the nominated body to receive the open space provision within application 3PL/2022/0296/F.

18. PLANNING

Planning applications received for consultation will be included on the agenda for the meeting on 26.11.24.

Noted that Keith Gilbert, Lead Councillor for Planning, has been unable to view applications via the new Breckland Council Planning Portal.

19. NO RESOLUTION PASSED TO EXCLUDE THE PUBLIC AND PRESS

Item 3.2 Update from the meeting held 08.10.24

Agenda Item No.	Update
3.2	19.11.24 High Street clock is still not quite right! Awaiting advice from repairers.
6	Expression of Interest re. the TC taking over management of the town car parks has been submitted to Breckland Council. See Clerks Report.
5	Internal Auditor to visit on 27.11.24.

Item 4.5 Clerks Report

Staffing

It has been a busy time within the Office with event preparation and staff absence due to training, sickness and annual leave.

The Clerk and Deputy Clerk have undertaken two days of training with another session still to be undertaken. Further training may be scheduled to include all staff after Christmas.

No staff meeting has taken place recently due to the training schedule but meetings will commence again on Nov. 27th and will follow the agreed pattern to be held on the Weds. after each Full Council meeting.

Thetford Road Allotments

Nothing further has been heard from the solicitors re. the Thetford Road Allotment site but a meeting has been scheduled with the owner of the site.

Car Parks

Expression of Interest re. the TC taking over management of the town car parks has been submitted to Breckland Council.







Meeting with BDC Officers scheduled for 25.11.24, to be followed by an opportunity for Town Councillors to speak with Breckland Councillors on 04.12.24.








Meeting with Cllrs 04.12.24 is to be held at Elizabeth House Dereham 5pm-6.30pm. Cllrs who have indicated they plan to attend: DS, TK, TH.






Breckland Council is also holding public consultation events across the district re. the introduction of car parking charges and Officers will be present in Adcock's in Watton on 27.11.24 11:00 - 19:00.







Item 4.6




Cllr Hutchings and the Clerk attended a Teams meeting 19.11.14 re. Middle Street.

	Resolution	Date and Agenda item	Action	Link to 4YP/ NP	Lead	Current Position – 16.10.24	Status
117	Before the end of the year a small celebratory event for past and present Cllrs and staff will be held to celebrate the 50 th anniversary year.	22.10.24 13				Event planned for 11.12.24	
116	To establish a working group to prepare a long term staffing strategy.	22.10.24 7.3iii			Fin HR	Joint Fin/HR meeting scheduled for 14.01.25	
115	To support the installation of the football cameras as proposed by Breckland Council. Review to be undertaken after an initial 3 year period	22.10.24 7.3ii				Site visit with Breckland Officers scheduled for 21.11.24	
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	Hold discussions with BDC		Office	Meeting scheduled for 25.11.24. See 110	
111	A policy relating to the use of council resources, such as the market gazebos, should be compiled.	10.09.24 11	Compile policy		Office	To do.	
110	The Chairman and Town Clerk should arrange to meet with the Chairman and Clerks from the other Breckland market towns to discuss the possibility of a Judicial Review being undertaken against Breckland Council in relation to the proposed introduction of car parking charges	10.09.24 6	Maintain communication			E-mail sent suggested dates. No response to initial e-mail although contact is ongoing with other market towns. To note Attleborough TC supports the introduction of car parking charges.	

109	To reconvene the Museum 4 Watton Working Group to discuss the needs of the lease before proceeding any further with Solicitors	27.08.24 4.7	Lease with solicitors		Office	Working Group Meeting took place on October 4 th . The lease will be negotiated in accordance with the existing lease with reasonable modernisations, and the additions of shared use of the Council Chamber by mutual agreement and joint use of the kitchen facilities in the Chamber	
108	To undertake the recommended works to the Cantilever Swing at Lovell Gardens as quoted before the 2025 inspection	13.08.24 12	Schedule works before next inspection		Office	To book works in 2025	
104	To produce a staff well-being policy	23.07.24 4.6	Compile policy		HR	HR to compile policy in conjunction with CBR.	
101	To investigate the provision of two additional SAM signs	11.06.24 11	To investigate permissions and costs		Office/ EMO	Nov. 24 Application made to Parish Partnership Scheme for 1 sign Highway Engineer approached for advice on locations for support posts	
99	Return bench to Memorial Garden	14.05.24 28	Location agreed		Office	Waiting for date for works Agenda item 26.11.24	
95	To investigate drainage at Wayland Hall	26.03.24 5	Contact plumber	4YP	Office	Pipe capped in Museum toilets but plumbing needs further investigation. Continuous monitoring of drainage smell. See 77.	
91	To research provision of Digital Signage at the 4 entrance points into Watton.	14.11.23 11	To research		Office	Westcotec informally approached. Agreement would be needed from Highways and costs would need to	

						be investigated for power supplies for suggested locations.	
85	Cllr Bridges to compile Play Area Policy	22.08.23 4.6i a,b,c,d	To present Policy to Full Council in 2025		TB	Awaiting Draft Policy	
83	Old Christmas lights will be offered (untested), to local organisations in the following order: 1. Queens Hall 2. CHT 3. Other charitable organisations within Watton 4. High Street businesses Any remaining or non-working lights will be sold for scrap. Decision taken 12.11.25 to defer further decisions re. Christmas lights until 2025.	08.08.23 9	Other local organisations to be contacted if any lighting remains.		Office	Queens Hall has taken a lot of the lights. CHT have been given 40m of Ice White icicle lights Suggestion made that the Town Council might use old lights at Church Walk. This is considered not feasible at the present time. Further discussion to take place with matter to be brought to Council again in April 2025.	
82	Landscaping of Portal Avenue Community Land.	08.08.23 7.3	Research landscaping.	4YP NP	Office	Heritage Park Working Group met on 08.10.24 – draft notes in agenda pack for 22.10.24	
	HR Committee to collate all existing policies relating to staffing into a Staff Policy and Procedure Handbook, to include any benefit packages that are appropriate	24.01.24 14.1	Collate policies into staff handbook	4YP	Office HR	Policies being collated	
78	Litter Bin on Norwich Road opposite Blenheim Way	10.01.23 10	Seeking permissions.		Office	Seeking information from Breckland/Highways re. location and emptying.	

77	It was suggested that the on-going issues with the Wayland Hall heating be referred to the Finance Committee to meet with the Museum for a discussion on an overhaul of the heating system	10.01.23 8	Arrange meeting.	4YP	Office Finance	Initial report of the plumbing and heating systems at Wayland Hall has been received. Rec. from the Finance Com. for meeting on 26.11.24 that suggested works are commissioned.	
76	Thetford Road Allotment land	13.12.22	Meeting to be held with landowner to further consult re land being transferred to the TC.		Office	Awaiting result of meeting scheduled for 29.11.24.	
68	Seats – to undertake audit of seats around the parish.	11.10.22 5	Undertake audit of seats.		Town	DC and TO have begun an audit of all street furniture.	
66	To consider tree planting at Shire Horse Way once it is known whether any drainage works are to be undertaken at the site as part of the LLFA/WSA project.	23.08.22 9			Office	Liz Witcher continuing to liaise with CC Flood Officer. Noted that Dereham TC budget to plant 10 trees of different species each year.	
45	All initial urgent repairs recommended by the Quinquennial Inspection Report on Wayland Hall for which the Town Council are responsible for will be undertaken.	14.09.21 6.1	Some works have been undertaken.	4YP	Office	April 26 th 2024 Finance committee recommendation accepted: to follow the works as suggested in the review of the 2020 quinquennial report for Wayland Hall. Aerial Structural Report received Sept. 24. Gutters to be cleared after Christmas 2025.	
21	To commission audit of energy usage in Council premises.	22.09.20 5.1	Obtain estimates for producing report	4YP	Office	Survey of the heating system panel at Wayland Hall has been	

			of plumbing/heating system at Wayland Hall Link to 13 and 77.			undertaken – Report received, see 77.	
13	Watton Town Council will consider model Climate Change Awareness Policies for possible adoption. To undertake a Town Council Sustainability Audit.	6 12.11.19 12 24.09.19	Clerk to investigate and present model policies to Full Council. To undertake Audit.	4YP	Clerk Office	Research being undertaken. EMO submitted Sustainability & Climate Change Awareness Report Suggested works on Lighting at Wayland Hall to take place by electrician – awaiting date for works.	
5	To seek new burial land for Watton.	10.04.18 8.2	If any possible land comes forward further investigation will take place.		Office CWG	On-hold	
4	To display photos of past Mayors in Council Chamber.	14/309	To collate photos and display.		Office	2 more photos to be obtained New photos will need to be taken.	

NP – Watton Neighbourhood Plan

4YP – Town Council Financial Four Year Forecast

Item 5.1 Bench at Memorial Garden

Quote accepted by TC 14.05.24

TTSR Extra Works 2024 Watton Town Council – Quote April 2024

We respectfully submit our costs for the following item for the consideration of the Council.

Installing of a bench at Memorial Gardens to be placed in the verge. Removal & Disposal of soil. Preparation of embankment. Area to be terraced by concrete slabs. Concrete base and bench fixed to this. Cost £1200.00 plus VAT

Item 7.

Minutes from the Finance Committee Meeting held on November 14th 2024 at Wayland Hall

Present: Kathryn Stallard (Chairman), Peter Bishop, Stan Hebborn, Don Saunders.

Officers Present: Jane Scarrott and Lorren Woodgett

1. Apologies received from Tina Kiddell.
2. No Declarations of Interest made.
3. Minutes from the previous meeting
 - (i) The minutes of the Finance Committee meeting held on 26.09.24 were signed by the Chairman as a correct record of the meeting.
 - (ii) Update from the previous meeting:
 - The Town Operatives have cleaned and painted the Walsingham Gates at the west end of Church Walk. Thanks were voiced.
 - The Town Council is waiting to hear further information regarding the possible transfer of the Thetford Road Allotment site to the Town Council.
 - A third skip is still to be booked to complete the clearance of rubbish from the Thetford Road Allotment Site. This will be undertaken when the Town Operatives are available to ensure the skip is not abused! It was also noted that a skip will be needed to assist with clearing rubbish from the Threxton Road Unit.
 - Quotes have been sought to clean the gutters at Wayland Hall. Site visit undertaken 14.11.24.
 - A fuel card for use by the Town Operatives has been ordered.
 - Noted that if the High Street traders undertake a Halloween event again in 2025 the Town Council would be happy to promote it.
 - Discussion took place around the future of the market. At present the market is generously supported by the Town Council as it is financially subsidised by an estimated £75 p.w. With the plans for the possible pedestrianisation of Middle

Street it is felt there should be more focus on the market in 2025 with the Town Council adopting a greater pro-active approach.

- Noted that improvements to the lighting at Wayland Hall are still to be undertaken.
- Following receipt of the report commissioned to investigate the heating controls at Wayland Hall it will be recommended to Full Council that:
 - a. Works to the controls as recommended in the report to be commissioned at a cost of £1975 plus VAT
 - b. An annual service of the gas boiler and associated equipment to be undertaken at a cost of £670 plus VAT
 - c. A three year annual service contract is entered into at a cost of £945 plus VAT p.a.
 - d. Quotes be sought for other works as identified in the report from the contractor.

To note: The contractor who compiled the report was the only one of four companies approached who responded to a request to provide quotes. The company is a member of the Building Engineering Services Association (BESA) and subscribes to SFG20 (members list) for the UK Standards for maintenance and has undertaken work for other local authorities including schools and other public organisations.

(iii) Items raised by Full Council

- In response to grant/donation requests received recently it will be recommended to Full Council that the Office staff be tasked with reviewing the grants and donations policies.
- Thanks were voiced to the staff who had compiled the Christmas Lights Report presented to Full Council 12.11.24. It was noted that the agreement made was to defer any decision regarding additional Christmas lighting until 2025. It was suggested Christmas lighting should be considered by Council again in April 2025.

4. Grounds Maintenance 2025

Tenders for grounds maintenance were considered and it was agreed to recommend to Full Council to accept the following:

Grounds Maintenance (not including VAT)

2025 £14900.07

2026 £15198.58

2027 £20263.55 (includes pollarding of trees at Church Walk)

Cemetery Grounds Maintenance (not including VAT)

2025 £8544.64

2026 £8715.53

2027 £8889.84

Gardening (not including VAT)

2025 £17283.00

2026 £17629.65

2027 £17982.24

The decision for the recommendation was based on best value and the desire to use a known and trusted contractor. The preferred contractor was the only company to put in tenders for all three grounds maintenance contracts.

5. Bank Reconciliation

The Bank Reconciliation dated 31.10.24 was presented to the Committee and checked and signed by the Internal Control Officer.

[Finance Committee members had been issued with net position figures prior to the meeting.]

5.1 2025/25 Budget

The current budget position was considered. The expectation is that expenditure will be within budget for 24/25 but some virement within cost centres may be needed by the end of the financial year. To date the money allocated from reserves to support the budget has not been called upon.

Members of the Committee talked through the code costings within the budget and set some initial estimates for 2025/26.

The Clerk will input further figures, including anticipated income, prior to the December meeting of the Finance Committee with the aim of presenting the budget need to Full Council in January.

It was noted that the premises and staffing budget will need consideration and thought should be given regarding the cost of the possible transfer of management of the car parks in the town and the future provision of vehicles for the Town Operatives.

6. Four Year Forecast

Amendment will be made to the Four Year Forecast to note that the Council will target the promotion of the weekly market in 2025, will consider additional Christmas lights in 2025 and will further research how to provide power to the clock tower.

7. Date of the next meeting of the Finance Committee: 12th December 2024 1.00pm
January 14th 2025 will be a Staffing Meeting (joint HR/Fin. Committee).

Recommendations to Full Council:

- I. Works to the heating controls as recommended in the Wayland Hall report to be commissioned at a cost of £1975 plus VAT
- II. Annual service of gas boiler and associated equipment at Wayland Hall to be undertaken at a cost of £670 plus VAT
- III. To enter into a three year annual service contract at a cost of £945 plus VAT p.a.
- IV. Quotes be sought for other works as identified in the report from the contractor
- V. To accept the tenders for 2025/25 grounds maintenance contracts:
Grounds Maintenance (not including VAT)
2025 £14900.07
2026 £15198.58
2027 £20263.55 (includes pollarding of trees at Church Walk)

Cemetery Grounds Maintenance (not including VAT)

2025 £8544.64
2026 £8715.53
2027 £8889.84

C. Grant Request

- 15. How much grant are you asking for? £ 300.00
- 16. What is the total cost of the project? £ 900.00
- 17. What will you use the grant for? Buying Christmas presents for the people that come to the Christmas Day Lunch
- 18. How many people in Watton do you estimate will be receiving help from the grant? 35
- 19. Are funds available from other sources? Yes, Businesses & Shops in Watton and funds from my Just Giving Page (Facebook)
(If yes, please give details)
- 20. What fund raising efforts will your organisation be making? Just Giving, Posters, Word of Mouth.

D. Additional Details

- 21. Please indicate the age range of the beneficiaries of any award - e.g., young children/youth/adult/senior citizens.
Mostly Senior Citizens
- 22. Please provide a set of your organisation's latest **AUDITED ACCOUNTS**, together with details of income and expenditure for the current year. If a large reserve and/or surplus is indicated in your latest annual accounts please explain below why you are applying for additional funds.
No Accounts
- 23. Please use the space below to include a **STATEMENT** in support of your request. *(This must include details of how your organisation meets the 'eligibility criteria' set out in the information pack included with this form. In addition you should include details of the ways in which you would publicise how the Town Council has assisted you, if your application is successful).*

E. Statement in Support of Grant Request

See attached

I decided to organise a Christmas Day Lunch for anyone who would be on their own on Christmas Day. Watton Sports & Social Club has donated the use of one of their halls and the kitchen.

I already have donations of food, crackers and napkins from local shops and businesses.

I have also asked for donations of £300 on a Just Giving page which will pay for the incidentals and Love Watton are buying the non-alcoholic drinks.

The grant from WTC will be used for a small present for everyone.

I have ten volunteers to help me, some on Christmas Eve and some on Christmas Day.

I am offering lifts for people who can't get to Watton Sports and Social Club and a plated delivery to anyone housebound.

WATTON TOWN COUNCIL

GRANT APPLICATION FORM

Please complete all sections of this form clearly using black ink.

Your Application

1. Name of ^{business} organisation in full: WATSON TOWN COUNCIL
2. Name of Contact (Mr/Mrs/Miss/Ms/Other): MRS WATSON
3. Name and address of person making the application (to whom all correspondence will be sent):
WATSON TOWN COUNCIL, WATSON TOWN HALL
4. Daytime telephone number: 01763 238881
5. E-mail address: WATSON.TOWN@WATSONTOWN.COUNCIL
6. Name of person/organisation cheques should be made payable to: Queens Hall

B. Your Organisation

7. Registered charity number (where applicable):
8. Year organisation established: 2024
9. What does your organisation do? Please give aims and objectives. If you have a publicity leaflet, please attach this too.
I use song and music to bring people together to make memories, remember good times and share joy.

Please state whether your organisation is:

Watton based for Watton people? No
 Watton based serving a wider area? Yes/No Local organisation partly serving Watton? Yes/No

10. Where are your organisation's headquarters?
WATTON
11. What is the total Membership of your organisation? 1
13. How many Members live in Watton? 1
14. Please give the names and addresses of the Officers of your Organisation?

Chairman
.....

Treasurer
.....

Secretary
.....

C. Grant Request

15. How much grant are you asking for? £ 60.....
16. What is the total cost of the project? £ 200-300.....
17. What will you use the grant for? To pay for the use of Queens hall, Watton for 3 hours to hold a free Xmas event.....
18. How many people in Watton do you estimate will be receiving help from the grant? 150.
19. Are funds available from other sources? Yes "LOVE WATTON" IS MAKING XMAS GIFTS FOR KIDS & Tesco are supplying Xmas cakes & mince pies.
(If yes, please give details)
20. What fund raising efforts will your organisation be making? I will set up a "Go Fund Me" if this help is ^{not} granted.....

D. Additional Details

21. Please indicate the age range of the beneficiaries of any award - e.g., young children/youth/adult/senior citizens.
2-100. Open to families & open to all.....
22. Please provide a set of your organisation's latest **AUDITED ACCOUNTS**, together with details of income and expenditure for the current year. If a large reserve and/or surplus is indicated in your latest annual accounts please explain below why you are applying for additional funds.
.....
23. Please use the space below to include a **STATEMENT** in support of your request. *(This must include details of how your organisation meets the 'eligibility criteria' set out in the information pack included with this form. In addition you should include details of the ways in which you would publicise how the Town Council has assisted you, if your application is successful).*

E. Statement in Support of Grant Request

I work as a care home & dementia care singer. I work on a donation basis so that I am affordable & accessible to the wider community. This is my way of offering my services to a wider audience. I will be advertising with posters all around Watton & local online platforms. All help received will be shared on the Posters & any advertising.

WATTON TOWN COUNCIL GRANT APPLICATION FORM

Please complete **all sections** of this form clearly using black ink.

A. Your Application

1. Name of organisation in full: Watton Sports Centre
2. Name of Contact (Mr):.....Phil Kibler.....
3. Name and address of person making the application (to whom all correspondence *will* be sent):
103 Dereham Road, Watton, IP25 6HA
4. Daytime telephone number: 07775 803690
5. E-mail address: phil.kibler@wattonsportscentre.co.uk
6. Name of person/organisation cheques should be made payable to: Waaton Sports Centre

B. Your Organisation

7. Registered charity number (where applicable): 268128
8. Year organisation established: Grounds 1947 became a charity in 1960
9. What does your organisation do? *Please give aims and objectives. If you have a publicity leaflet, please attach this too.*
Provides various sports and community activities to the people of Watton and surroundin areas.
10. Please state whether your organisation is:
Watton based for Watton people? Yes Watton branch of a national organisation? No Watton based serving a wider area? Yes Local organisation partly serving Watton? Yes
11. Where are your organisation's headquarters? Dereham Road IP25 6EZ
12. What is the total Membership of your organisation? We serve all of Watton
13. How many Members live in Watton? Users are from both Watton and surrounding area
14. Please give the names and addresses of the Officers of your Organisation?
Chairman Phil Kibler 103 Dereham Road Watton IP25 6HA
- Treasurer Jemma Jackson c/o Watton Sports Centre.....
- Secretary Sandra Dingle c/o Watton Sports Centre.....

C. Grant Request

15. How much grant are you asking for? £500
16. What is the total cost of the project? £1500
17. What will you use the grant for? This is for the Youth Conference at Watton Sports Centre that is on November 9th and is being hosted by the Sports Centre for Watton Medical Practice and various youth organisations.
.....
.....
18. How many people in Watton do you estimate will be receiving help from the grant? 150
19. Are funds available from other sources? Other participants are funding their input into the event
(If yes, please give details)
.....
20. What fund raising efforts will your organisation be making?
21. Please indicate the age range of the beneficiaries of any award - e.g., /youth.
.....
22. Please provide a set of your organisation's latest **AUDITED ACCOUNTS**, together with details of income and expenditure for the current year. If a large reserve and/or surplus is indicated in your latest annual accounts please explain below why you are applying for additional funds.

These are published on the Charities Commission Web Site but we will provide hard copy on request.....
23. Please use the space below to include a **STATEMENT** in support of your request.
(This must include details of how your organisation meets the 'eligibility criteria' set out in the information pack included with this form. In addition you should include details of the ways in which you would publicise how the Town Council has assisted you, if your application is successful).

E. Statement in Support of Grant Request

This event is designed to provide teenagers in Watton information about employment, health matters, interaction with Police when criminals try to get them involved in County Lines, emergency first aid and numerous other topics. Initially envisaged by Watton Medical Practice it has been welcomed by many.

Item 9 Gutter Clearing Wayland Hall

Quote received from preferred contractor (neighbours willing to allow access for works to be undertaken if this company is used):

“Carryout gutter cleaning as requested, public side can be done from gutter hoover with camera for inspection purposes, we assume no scaffolding required.

Kings Arms side - clean gutter with gutter hoover assume access permission can be given to access flat roof from Kings small courtyard.

No bird netting removal has been included for and any gutters behind bird netting not included for in this quote. It looks like this may be the case on Middle street corner. See attached google plan: Red lines = gutters included for Blue circle = gutter may not be able to clean without remove bird netting



DESCRIPTION Gutter cleaning to Town Council Building

PRICE £880.00 plus VAT

Item 11.2 Pay Award 2024

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2024 - 2025 to be implemented from 1st April 2024. All staff have contracts with NJC terms.

For all grades up to SCP 43 the agreed amount is £1,290 per annum. Grades from SCP 44 to 62 are increased by 2.5%.