



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 10th December 2024 at 7.00pm for the purpose of transacting the following business.

Please note a meeting of the CHT Trustees is being held at 6:30pm.
The Chamber will not be open to the public until 7pm.

Jane Scarrott – Town Clerk

4th December 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 26.11.24 are a true and accurate record
 - 3.2 To receive an update on items from the previous meeting if not agenda items for this meeting
4. TO RECEIVE REPORTS
 - 4.1 Chairman's Report
 - 4.2 Vice Chairman's Report
 - 4.3 Clerk's Report
 - 4.4 Reports from Lead Councillors
 - 4.4i Festive Market
5. PUBLIC PARTICIPATION
6. FINANCE
 - 6.1 To approve payments for December 2024 (To follow)
7. To note draft report received from the Internal Auditor (App 1)
8. GRANTS
 - 8.1 To consider Grant Application from Norfolk Clubhouse
 - 8.2 To consider Grant Application from Norfolk Community Law Service
9. To accept draft staffing policies with minor amendments and customisation to be made by the Office with agreement from the HR Committee
10. To receive notes from the meeting held on 29.11.24 regarding the Thetford Road Allotment land.
11. To consider creating a Town Calendar that can be sold at next years Festive Market
12. PLANNING To consult on planning applications received since the last meeting
13. To pass a resolution to exclude the public and press to consider confidential matters
 - 13.1 To consider acknowledgement of long-term commitment to the community
 - 13.2 To receive additional Report from Chairman

Item 3.1

Minutes of the meeting of Watton Town Council held on

Tuesday 26th November 2024 at 7.00pm in the Council Chamber at Wayland Hall

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

Officer present: Jane Scarrott Clerk

1. APOLOGIES FOR ABSENCE RECEIVED AND APPROVED from
Tina Cruz, Catherine Turley-Long and Steve Turley-Long.

2. NO DECLARATIONS OF INTEREST MADE

3. MINUTES

3.1 The Minutes of the meeting held on November 12th 2024 were accepted as a true record and signed by the Chairman.

3.2 Updates from items raised at the meeting on November 12th 2024:

- 19.11.24 High Street clock is still not quite right! Awaiting advice from repairers who are scheduled to visit on 09.12.24. It is possible staff need official training relating to managing the clock but the Council will consider all possibilities once a report has been compiled which will be submitted to Full Council at the meeting scheduled for Feb. 25th 2025.
- Internal Auditor to visit on 27.11.24.

4. REPORTS

4.1 Chairman's Report

The Chairman has:

14th November – attended the Finance Committee Meeting

17th November – started First Watton Junior Fun Run

21st November – judged Chamber of Commerce Shop Window Competition

24th November – attended the Town Council Christmas Activity Afternoon held at the Charlotte Harvey Trust Community Centre

25th November – Met with officers from Breckland Council about car parks. – The meeting was very convivial and successful in initially starting the conversation regarding the possibility of Watton Town Council taking over management of the Breckland Council owned car parks in the town. The Council was in agreement that it would like to continue these talks.

4.2 Vice-Chairman's Report

The Vice-Chairman has:

24th November – attended the Town Council Christmas Activity Afternoon held at the Charlotte Harvey Trust Community Centre

25th November – attended HR Committee Meeting

4.3 District Councillor's Report / **4.4** County Councillors Report

- District and County Councillor Claire Bowes had submitted apologies for not attending the meeting but a written report received from her had been forwarded to Cllrs prior to the meeting, with a copy filed with these minutes.
- District Councillor Keith Gilbert has attended an event called the Link. MIND, the Job Centre and Citizens advice were all under one roof - it gave people the opportunity to meet with different organisations in the same visit, which was really positive.
- Information has been shared regarding a possible devolution deal for the Eastern area.
- District Councillor Tina Kiddell informed the meeting that there has been a problem with the street lights in the Kittel Close car park. This is being investigated further.

A youth worker who works with a group to put on plays regarding awareness of county drug lines has approached Tina Kiddell to enquire about visiting the Council to discuss whether the Council could support her initiative.

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 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

An Expression of Interest re. the Town Council taking over management of the town car parks has been submitted to Breckland Council (BC). Meeting held with Breckland Officers 25.11.24, response from BC awaited.

Town Councillors will have an opportunity 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 Adcocks in Watton on 27.11.24 11:00 - 19:00.

Middle Street

Cllr Hutchings and the Clerk attended a Teams meeting 19.11.14 re. Middle Street and were present at the Middle Street consultation event held at Wayland Hall on 26.11.24.

50th Celebration

The Council is to hold a small event on 11.12.24 to celebrate the 50 years of the Town Council. Invites are being sent to past and present Councillors and staff.

4.6 Reports from Lead Councillors

Market Lead Councillor

The Market Lead Councillor has attended a TEAMS meeting and subsequent invite-only drop-in session held in Wayland Hall re. the proposed pedestrianisation of Middle Street; the market will be affected but it is likely to also reap the most rewards from the project. Feedback received from the drop-in was enough to action from, but more diverse feedback would be appreciated.

A copy of the map fitted with the new proposed design for Middle Street is available for circulation.

There are now up to ten stalls on the Wednesday Market, this is double the end of year goal.

It was noted that the Town Council needs a resources policy, to include use of the market gazebos.

Wayland Partnership

Cllr Hutchings attended the recent Wayland Partnership meeting and once further information has been collated a report will be shared.

Noted that the Ministry of Defence (MOD) owned building on Church Walk is being looked at as the MOD is looking for evidence to actually prove ownership.

Festive Market WTC

The Town Council went above and beyond in keeping people safe by taking the difficult decision to cancel the 2024 Festive Market. Staff worked hard in order to cancel the event.

It was suggested that, for the future, an events cancellation policy will be compiled.

It was noted that the Council still holds a lot of tombola donations given for the Festive Market event. Councillors and staff will look at ways the gifts can be used, or possibly returned. Suggestions included holding a raffle at the 50th celebration or at a possible Mayors Civic Reception.

It was stressed that a clear message should be shared with staff about how much the Council appreciate the work done by the staff.

5. WORKS IN PROGRESS

The Works in Progress list was noted.

5.1 Memorial bench

The decision made on 14.05.24 to return a bench to Memorial Garden, to be sited in the grass adjacent to the pavement, was confirmed.

6. PUBLIC PARTICIPATION

No members of the public present.

7. FINANCE

7.1 Payments for November 2024 were approved for payment as on the list presented prior to the meeting, with the addition of invoices for the Wayland Times of £250, Breckland Council signage £196.20 and £300 for the p.a. system for the Remembrance Parade.

7.2 The draft minutes from the Finance Committee held on 14.11.24 were noted.

7.3 Recommendations from the Finance Committee

- i. **It was resolved to** accept the works to the heating controls as recommended in the Wayland Hall Report to be commissioned at a cost of £1975 plus VAT
- ii. **It was resolved to** commission the 2024 annual service of the gas boiler and associated equipment at Wayland Hall at a cost of £670 plus VAT
- iii. **It was resolved to** enter into a three year annual contract for service of the heating control panel at Wayland Hall at a cost of £945 plus VAT p.a.
- iv. **It was resolved to** seek quotes for other works as identified in the report from the heating contractor
- v. **It was resolved 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. **It was resolved** for Office staff to review the Grants and Donations Policies

8. GRANTS

8.1 It was resolved to grant £300 to Watton Ladies Group as requested with the money to be released against invoices received.

8.2 It was resolved grant £60 as requested to fund the cost of hire of the Queens Hall to hold a Christmas event.

8.3 It was resolved to grant £500 to Watton Sports Association as requested.

It was noted that a further grant application had not been received in time for the request to be put on the agenda, but it was agreed that the grant will be considered at the Full Town Council meeting on December 10th 2024.

9. WAYLAND HALL GUTTER CLEANING

It was resolved to accept the quote received of £880 plus VAT to clear the gutters at Wayland Hall.

10. PLANNING

Planning applications received for consultation:

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

Support

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

The Council support the representation submitted by Watton and Saham Flood Action Group

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

Cllr Gilbert has asked for this application to be called in to be determined by the Planning Committee. It is consider that plot 1 of the application is over development of the site and the proposed build would be detrimental to the aesthetics of The Old Gas House which should be classed as a non-designated heritage asset.

Noted that an action in the Watton Neighbourhood Plan was to take forward the designation of non-heritage assets in the parish.

11. Resolution passed to exclude the public and press.

11.1 Verbal report of the HR Committee meeting held on 25.11.14 given by the Chairman of the HR Committee.

11.2 **It was resolved to** accept the 2024/25 Local Government Pay Agreement.

Item 3.2 Update from the meeting held 26.11.2024

Agenda Item No.	
3.2	All went well with the Internal Auditor – Draft report item 7
4.5	Thetford Road Allotments – Meeting held with land owner on 29.11.24 – Notes from meeting - item 9
4.5	Car Parks – Response received from BDC – Verbal report to be given to Council at meeting 10.12.24
4.5	50 th Celebration – Invites have gone out (hard copy and email) to past staff and councillors. We have already received a few responses.
7.3i	Heating company attending Wayland Hall to carry out works on 4.12.24
9	Wayland Hall guttering to be cleared in the next couple of weeks

Item 4.3 Clerks Report

Wayland Hall Chamber windows

Atthowes attended Wayland Hall on 3rd December to look at quoting to replace the chamber windows like for like. Awaiting quote for works.

Church Walk

Council has finally had a response from Norfolk Trails Team at NCC. Response received from Caroline Bidewell - Placemaking Team Lead:

“I will now be picking the below issue in my new role with reasonability for the Norfolk Trails Network. I hope this gives you some hope that the issue will be resolved.

I need a little time to unpick the history and our position and have a meeting with colleagues later this week to understand what action has taken place to date.

I will be in touch with an update when the direction of travel is clearer.

My apologies that there has been a slow response to your issue, the team has grown from 1 to 6 in the couple of months (I'm the last to join) and it's taking the team a while to get through the significant backlog of work and enquiries.”

Bridle Road works and re-location of Memorial Garden Bench

To be undertaken after Christmas.

Mayor's Chain

The new Mayors Chain has now arrived and ready for its unveiling at the 50th celebration on 12th December.

Boundary Review

Consultation e-mail forwarded to Cllrs 04.12.24.

Received from the Boundary Commission:

Electoral Review of Breckland Council: Draft Recommendations

The Local Government Boundary Commission for England has published proposals for new electoral arrangements for Breckland.

The electoral arrangements for Watton Town Council may change because of our proposals. Please find attached a map outlining the proposed electoral arrangements for your council.

We propose that 51 councillors should be elected to Breckland Council in future. We also propose new ward boundaries across the authority.

A public consultation on the proposals will run from 3 December 2024 to 24 February 2025.

Once we have considered all responses to the consultation, we aim to publish final recommendations in June 2025. We will then lay a draft order in both houses of Parliament. Subject to parliamentary scrutiny, the new electoral arrangements are scheduled to come into effect at the authority's elections in 2027.

We considered all representations received from local people and organisations during our initial consultation when drawing up our proposals. We have sought to balance statutory criteria we must follow when drawing up these proposals, and we seek to:

- Make sure that, within an authority, each councillor represents a similar number of electors
- Create boundaries that are appropriate, and reflect community ties and identities
- Deliver reviews informed by local needs, views and circumstances

We are now inviting comments on the proposals before we finalise the new electoral arrangements in your area. We will consider every response we receive during the consultation period and will weigh each response against the criteria above.

If you would like to explore the draft recommendations, you can do so by visiting our website at <https://www.lgbce.org.uk/all-reviews/breckland>. Interactive pages give access to the full recommendations. They allow people to explore maps of the proposals in greater detail and make comments. We also accept comments:

by email reviews@lgbce.org.uk

by post Review Officer (Breckland)

LGBCE

7th Floor

3 Bunhill Row

London

EC1Y 8YZ

The Commission's main website contains further information about the electoral review and our work: <http://www.lgbce.org.uk>

We will write to you again when we publish our final recommendations.

Provided by Cllr Kiddell:

Sent on behalf of Maxine O'Mahony, Chief Executive:

Electoral Review of Breckland

To all members,

As you will be aware, the Local Government Boundary Commission for England (LGBCE) is currently carrying out an electoral review of Breckland. This is because some councillors currently represent many more or fewer electors than others. This is known as 'electoral inequality'. The aim is to create 'electoral equality', where the number of electors per councillor is as even as possible.

The LGBCE is an independent body set up by Parliament and their review examines the existing situation and if necessary proposes new electoral arrangements for a local authority. This will decide:

- How many councillors are needed.
- How many wards or electoral divisions there should be, where their boundaries are and what they should be called.
- How many councillors should represent each ward or division.

When carrying out an electoral review the Commission has three main considerations:

- Improving electoral equality by equalising the number of electors that each councillor represents.
- Ensuring that the recommendations reflect community identity.
- Providing arrangements that support effective and convenient local government.

Having previously carried out a consultation in spring/summer, the LGBCE has now put forward some draft recommendations. These are:

- Breckland should be represented by 51 councillors, two more than there are now.
- Breckland should have 34 wards, seven more than there are now.
- The boundaries of 21 wards should change; six will stay the same.
- There should be two three-councillor wards, 13 two-councillor wards, and 19 one-councillor wards

As part of the previous consultation process, Breckland submitted some suggestions, which the LGBCE has taken into consideration, along with its own views and those of other consultation respondents. There are two areas where the LGBCE draft proposal is significantly different to Breckland's proposals:

- Swaffham and Nar Valley Wards have split the town in half and included relevant parts of Nar Valley Ward, and created 2 two-member Wards rather than a single member Ward and a three member Ward
- Dereham - where the four proposed Wards have been reduced to three, which remain the same as the current warding arrangements

In addition, here is a summary of some other changes included in the draft proposal:

- Six proposed Wards have been joined together
 - Weeting & Forest Ward with Wissey & Gabber Ward to become Forest Ward
 - Banham & Kenninghall Ward with Guiltcross Ward to become Banham & Guiltcross Ward
 - Carbrooke Ward and Watton Ward to become just Watton Ward plus the Blenheim Grange area within the parish of Griston.

- Six proposed Wards have had minor changes
 - Buckenham & Quidenham Ward loses Snetterton, which moves to Wayland Ward
 - Howe & Worthing moves from Dereham & Hoe Ward to Wensum Ward
 - Bylaugh moves from Wensum Ward to Upper Wensum Ward

Item 4.4i

Festive Market report 2024

Lead Councillors; Gillian Tarrant and Kathryn Stallard

Due to the exceptional bad weather conditions this year's festive market and lights switch on regrettably had to be cancelled.

This decision was not taken lightly and was due to the weather forecast worsening at the end of the week leading up to the event, the threat to the safety of participants and public became our paramount concern.

Last minute arrangements were made for a festive afternoon at the Charlotte Harvey Community Centre this included Santas grotto with a free gift for children, children's face painting, entertainment from the the bubble and balloon lady (she kindly provided festive music) all free to attendees. There was also the council tombola stall and a Christmas cake raffle (cake generously made and donated by Councillor Bridges) with proceeds from both going to the Mayors charities.

Council staff pulled out all the stops to notify stall holders and others of the cancellation and did a fantastic job given the circumstances.

Public notices were put on the local community facebook page and cancellation notified in two local papers (Watton and Swaffham times and the EDP)

The rearranged events in the community centre were very well organised by staff, councillors, volunteers and Santas elves. Santas grotto was especially cosy and sparkling.

In light of the hastily organised rearrangements the event was well attended and enjoyed particularly by the children.

The tombola has raised £181 to date, there are a number of donated prizes that were not won so after taking on board comments from staff and councillors it has been decided to use some of the items for a raffle at the council 50th anniversary celebrations on the 11th December.

Other items may be used for a tombola at the Mayors end of term event with all profits going to the Mayors charities, any items not won can be saved for the following year's festive market subject to any sell by or expiry dates.

There may be some points for future consideration.

Volunteers.

Please, if you volunteer for an event attend even if event circumstances change. If you can't attend notification as soon as possible really would help. Those who did attend worked extremely hard without being able to take a break.

We extend grateful thanks to everyone who gave their time to make this a success.

Rearranging events.

Council staff did all they could to ensure everyone involved was notified as soon as possible by a number of means including Facebook, phone calls, emails, newspapers or in person.

They are to be praised and thanked for their efforts in going above and beyond their usual duties to facilitate this.

This continues with staff reimbursing stall holder fees.

Staff will also be reviewing cancellation/notification procedures and considering in consultation with council any changes or additions.

Stall holder/Business losses due to cancellation.

Unfortunately the council cannot be held accountable for any losses incurred due to the cancellation although we do obviously sympathise as we recognise the festive market is looked forward to by all those who participate.

With any weather dependent event there is always going to be the possibility of some form of disruption. On this occasion the council staff, councillors and volunteers all worked extremely hard to salvage the best outcome, especially for the children.
The lights were switched on the following evening.

As always those who donated prizes for the tombola will be formally acknowledged and thanked.

Tombola raised £181
Cake raffle raised £40
Total raised £221

Thank you to all involved who worked so hard in such difficult and stressful circumstances

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: Norfolk Clubhouse
- 2. Name of Contact (Mr/Mrs/Miss/Ms/Other): JUNE WEBB
- 3. Name and address of person making the application (to whom all correspondence will be sent):
JUNE WEBB 15, THE NEST, NORWICH, NR1 1GH
- 4. Daytime telephone number: (01603) 305583
- 5. E-mail address: info@norfolk-clubhouse.org
- 6. Name of person/organisation cheques should be made payable to: Norfolk Clubhouse

B. Your Organisation

- 7. Registered charity number (where applicable): 1183862
- 8. Year organisation established: June 2019
- 9. What does your organisation do? *Please give aims and objectives. If you have a publicity leaflet, please attach this too.*
WE PROVIDE A SAFE SPACE FOR ADULTS 18 AND OVER LIVING WITH MENTAL HEALTH NEEDS TO SOCIALLY CONNECT AND PLAY AN ACTIVE PART IN IMPROVING THEIR HEALTH THROUGH POSITIVE ACTIVITIES, COACHING & PEER SUPPORT.
- 10. Please state whether your organisation is:
Watton based for Watton people? Yes/No Watton branch of a national organisation? Yes/No
Watton based serving a wider area? Yes/No Local organisation partly serving Watton? Yes/No
- 11. Where are your organisation's headquarters? NORMAN UNITY HUB, CARRO HOUSE
301 KING STREET, NORWICH, NR1 2TG.
- 12. What is the total Membership of your organisation? 36 CORE MEMBERS CURRENTLY
- 13. How many Members live in Watton? 20 MEMBERS
- 14. Please give the names and addresses of the Officers of your Organisation?
Chairman JUNE WEBB
Treasurer —
Secretary —

C. Grant Request

- 15. How much grant are you asking for? £ 500.00.....
- 16. What is the total cost of the project? £ 500.00.....
- 17. What will you use the grant for? PROMOTE SESSIONS IN ART THERAPY
AND INTERACTIVE COOKING DEMONSTRATIONS TO IMPROVE DAILY
LIVING SKILLS IN NUTRITION, MENTAL & PHYSICAL HEALTH.....
- 18. How many people in Watton do you estimate will be receiving help from the grant? 20.....
MEMBERS EACH WEEK.
- 19. Are funds available from other sources?
(If yes, please give details)
..... WE ARE FUNDRAISING ONGOING MONTH BY MONTH THROUGH BIDS.....
- 20. What fund raising efforts will your organisation be making?
..... WE ARE CURRENTLY CROWDFUNDING ON JUST GIVING.....

D. Additional Details

- 21. Please indicate the age range of the beneficiaries of any award - e.g., young children/youth/adult/senior citizens.
..... ADULTS 18 AND OVER. NO AGE LIMIT FOR ADULTS.....
- 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.
..... ACCOUNTS PROVIDED PLUS COPY OF OUR RESERVES POLICY.....
- 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

..... PLEASE SEE A4 SHEET ENCLOSED.....
.....
.....

Grant Request Statement

Norfolk Clubhouse is a CIO (Charitable Incorporated Organisation) operating in Norfolk. We have Hubs in Watton, meeting weekly at the Methodist Centre, 57 High Street, Watton, IP25 6LA and Norwich at Carrow House since October 2024 when we obtained a 3 year licence to occupy. Prior to that we had a Hub in Thorpe Hamlet, Norwich which we closed on moving to Carrow House.

Our Hub in Watton has been operating over 2 years and we work with adults 18 and over, living with mental health difficulties, some also have physical issues around mobility. We provide support for a potential 20 Members each week and have Members referred from the NHS, Social Prescribers and self-referrals. Our service is outside the scope of public and private provision as our service is Member led and long term, providing we can continue our work through funding received.

Our Members provide peer support and we have now recruited two new volunteers to work with our paid facilitator each week to Coach and Mentor our Members. Our work also support the carers of our Members, providing much needed respite.

We have obtained funding recently from the Norfolk Community Foundation and Breckland Council with the backing of 3 District Councillors to help us provide an additional facilitated session at our Watton Hub. We are applying for funds to fund the actual materials as detailed below by our Volunteer Craft Coach.

“Art Therapy and interactive cooking demos

Aims. Learn how to use creativity as a therapeutic practice and a catalyst for mental health improvement and self development.

Costings. Art and craft materials £350.00

Food and cooking utensils. £150.00”

Our Craft Coach has also listed the benefits below of our work on a weekly basis:

The Five Ways to Well being

- Keep Learning
- Take Notice
- Be Active
- Connect to Others
- Give

Benefits:

Physical Health

Mental Health

Sense of Belonging

Confidence

Personal Development

Combat Loneliness

Meetings - Once or twice a week 2.00 to 4.00pm (dependant on funding)

Members: Nine regular– scope to increase membership as we now have two volunteers as well as the facilitator

Membership is free, tea and coffee are provided free of charge

Activities:

Talking – interacting with others

Art Therapy

Healthy Eating – Cooking for health

Group Activities – for Self Development

Physical Activities for mental stimulation

Games and Puzzles

Coaching/Mentoring

Peer Support



Norfolk Clubhouse

RESERVES POLICY

"Reserves are that part of a charity's unrestricted funds that are freely available to spend on any of the charity's purposes/objects. The starting point for calculating the amount held is the amount of unrestricted funds held." (Item 3.1, page 5)*

The Norfolk Clubhouse Trustees remain conscious of the need to build unrestricted reserves that are sufficient to meet planned and unforeseen fluctuations in income and expenditure for the foreseeable future.

A new formal policy on reserves, written to comply with Charity Commission guidelines,* has been drafted for approval at the meeting of the Trustees on 21st September 2024.

The policy is as follows:-

- a) Reserves to be set aside over a 5 year period which ensure:
 - i) that Norfolk Clubhouse core activities can continue during a period of unforeseen difficulty;
 - ii) allows a planned closure of Norfolk Clubhouse if the Trustees decide that this is necessary;
- b) The reserve to be maintained in an accessible form;
- c) The total target level of reserves is £17,400 equivalent to 6 months trading.
- d) Reserves are required for a future project in Q4 2024 to fund service charges, utility costs and future activities and purchases as yet to be confirmed.

A target range of reserves of £5,000 is proposed to provide a maximum level of funding which may be adjusted when actual costings are available. Monitoring of the reserve levels will be done monthly as part of our monitoring and budgetary reporting process.

*Explanatory Notes.

1. The level of unrestricted income as at September 2024 totals £23,084.
2. The total equivalent of 6 months' trading is £17,400.
3. Funding is required in 2024/5 to pursue the securing and sustainability of an allocated portion of a central Norwich Community Hub for a period of 3 years in total.

The policy will be reviewed annually by the Board of Trustees in January.

* Charity reserves: building resilience (14/06/23) Gov.UK Guidance document.

September 2024

Item 8.2

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: Norfolk Community Law Service
2. Name of Contact (Mr/Mrs/Miss/Ms/Other): Miss Heidi Wirth
3. Name and address of person making the application (to whom all correspondence *will* be sent):
Heidi Wirth, Norfolk Community Law Service
14 Prince of Wales Road, Norwich NR1 1LB
4. Daytime telephone number: 01603 496623
5. E-mail address: heidi@ncls.co.uk
6. Name of person/organisation cheques should be made payable to:
Norfolk Community Law Service Ltd

B. Your Organisation

7. Registered charity number (where applicable): 1069066
8. Year organisation established: 1985
9. What does your organisation do? *Please give aims and objectives. If you have a publicity leaflet, please attach this too.*
NCLS provides free legal advice for anyone who needs it across Norfolk, helping with debt, immigration, Family law, welfare benefit appeals, and civil matters - often helping the most vulnerable in society.
10. Please state whether your organisation is:
Watton based for Watton people? No Watton branch of a national organisation? No
Watton based serving a wider area? No Local organisation partly serving Watton? Yes
11. Where are your organisation's headquarters? Norwich (Prince of Wales Road)
12. What is the total Membership of your organisation?
37 members of staff, 150 volunteers and 12 board members
13. How many Members live in Watton? Not applicable
14. Please give the names and addresses of the Officers of your Organisation?

Chairman Sarah Blunden c/o 14 Prince of Wales Road, Norwich NR1 1LB

Treasurer David Butler c/o 14 Prince of Wales Road, Norwich NR1 1LB

Secretary David Butler c/o 14 Prince of Wales Road, Norwich NR1 1LB

C. Grant Request

15. How much grant are you asking for? £ 500
16. What is the total cost of the project? £ 2,400
17. What will you use the grant for?
We would like to set up monthly outreach sessions in Watton to ensure people in the town can access our services. This is something we currently do in other remote areas across Norfolk.
18. How many people in Watton do you estimate will be receiving help from the grant?
We can help around 5/6 people per session so 50/60 people
19. Are funds available from other sources?
Other grants and funding bids, as well as our own fundraising
20. What fund raising efforts will your organisation be making?
Our strategy for fundraising is to ensure we are not dependent on a few large funders. We have a small but dedicated fundraising team who are constantly working to cover our costs and I am confident we will find the remaining funding needed.

D. Additional Details

21. Please indicate the age range of the beneficiaries of any award - e.g., young children/youth/adult/senior citizens.
Adults of all ages
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.
Confirmed income for NCLS Advice Services for 2024/25 is currently £1,085,779 (forecasted £1,150,798), with £1,189,724 expenditure forecasted. The annual accounts show reserves of £368,704 which is within the reserves policy of 3 - 4 months budgeted expenditure.
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

Please see attached separate sheet

14 Prince of Wales Road, Norwich, NR1 1LB

Tel: 01603 496623

Email: info@ncls.co.uk

Web: www.ncls.co.uk



25th November 2024

To: Watton Town Council

Application for Grant – Supporting Statement

Two thirds of the UK population don't know how to get legal advice, and there are still 14 million people who live in poverty and can't afford it. NCLS exists to help such people in Norfolk to have their voice heard.

Legal problems can happen to anyone. They might have been unfairly dismissed from their job, had their benefits cut, are not being allowed to see their children, or are being harassed by a former partner. Legal Aid was slashed in 2013, leaving anyone unable to pay for a lawyer to navigate the system alone and to represent themselves at court or tribunal. This is challenging even for a highly educated and confident person; for a vulnerable person it can be impossible.

We aim to provide access to justice and our services are mainly accessed by people with complex issues, including those made most vulnerable by society. We cover areas of social welfare law that include Debt, Domestic Abuse, Discrimination, Employment, Family, General, Immigration and Welfare Benefits appeals.

As part of our most recent three-year strategy, we outlined improvements to our vital services outside of Norwich as a key priority. We know that whilst many people are aware of our services and able to access them, many still cannot. Rural isolation remains a barrier which prevents many of the most vulnerable from getting the support they need.

Evidence shows that those people living within the most deprived areas are most likely to need legal advice around issues such as debt, welfare, immigration and family, but also most likely to be denied proper access to representation. The latest indices of deprivation show that 22pc of the Breckland population live amongst the most deprived communities in the country.

With this project we aim to host drop-in sessions in Watton once a month attended by one of our Mobile Legal Advisers, so that residents can discuss their legal issues and be passed on to the relevant expert. Our Advisers would also work to build

Item 9

Adoption leave and Pay Policy
Alcohol and Drugs Policy
Annual Leave Policy
Anti-Bribery Policy Anti-slavery and Human Trafficking Policy
Bereavement Policy
Capability Procedure
Carer's Leave Policy
Conduct and Behaviour Policy
Confidentiality Policy
Corporate Manslaughter
Criminal Offences Committed by Employees Policy
Dignity at work Policy
Disciplinary Procedure
Domestic Abuse Policy
Driving whilst on Council related business Policy
Email and Internet Policy
Equal Opportunities Policy
Flexible Working Policy
Grievance Policy
Health and Safety Policy
Homeworking Policy
Leaves of Absence Policy
Maternity Leave Policy
Menopause Policy
No Smoking Policy
Parental Bereavement leave
Paternity Leave Policy
Recruitment and Selection Policy and Procedures
Redundancy Policy
References Policy
Reimbursement of Expenses Policy
Retirement Policy
Sexual Harassment Prevention and Action Policy

***All staff have been given until 12.12.2024 to submit any comments and observations on the policies**

Please note policies are draft and will need customising for the Town Council as necessary.

