



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 25th February 2025 at 7.00pm for the purpose of transacting the following business.

Please note: Presentation from Watton Sports Association to be held at 6:30pm before the Town Council meeting. The Chamber will be open to Members of the Public from 7pm

Jane Scarrott Town Clerk

19th February 2025

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
 - 4.1 To confirm that the minutes of the meeting held on 11.02.25 are a true and accurate record
 - 4.2 To receive an update on items from the previous meeting if not agenda items for this meeting
5. TO RECEIVE REPORTS
 - 5.1 Chairman's Report
 - 5.2 Vice Chairman's Report
 - 5.3 District Councillor's Report
 - 5.4 County Councillor's Report
 - 5.5 Clerk's Report
 - 5.6 Reports from Lead Councillors
6. To note and amend the Works in Progress List
 - 6.1 To consider removing the commitment to find new land for the Cemetery from the Works in Progress List
7. PUBLIC PARTICIPATION
8. FINANCE
 - 8.1 To approve payments for February 2025 (To follow)
 - 8.2 To note draft minutes from the Finance Committee Meeting held on 14.02.25
 - 8.3 To consider recommendations made by the Finance Committee:
 - I. to accept the quote received of £3375 plus VAT to carry out the fixed electrical wiring test at the Linmore Unit and install a new circuit for the lights.
 - II. to put the transfer of the town car parks from Breckland Council "on hold" until there is clarity on the future structure of Local Government and whether the region will become a Unitary Authority
9. To accept the draft Grants Policy and Application Pack
10. To consider grant application received from Watton District Guiding
11. To consider assistance to enable the Watton and Swaffham Flood Action Group to continue
12. To receive report on Clock Tower
13. To accept draft Museum4Watton renewal lease - App 1
14. PLANNING To consult on planning applications received since the last meeting:

14.1	FOR INFORMATION ONLY PL/2025/0046/TRE	TI Beech - To reduce all round by 2 meters. Beech is approximately 16 meters wide, before any pruning work has been done	Street Record Eastern Road, Watton	https://publicportal.breckland.gov.uk/planning/index.html?fa=getApplication&id=197162
14.2	PL/2025/0157/HOU	Front Porch Extension	22 Charles Avenue, Watton	Breckland Breckland Online Application 197189

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

15.1 To note draft minutes from the HR Committee Meeting held on 14.02.25

Item 3.1

Minutes of the meeting of Watton Town Council held on

Tuesday February 11th 2025 at 7.00pm in the Council Chamber at Wayland Hall

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

Officer present: Jane Scarrott Clerk

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 January 28th 2025 were accepted as a true record.

3.2 Updates from the meeting held on January 28th if not agenda items (noted in the agenda pack):

- Car Parks – Update presented in additional report from Clerk sent out prior to the meeting. The car parks will be an agenda item for the next Full Council Meeting.
- Initial meeting with consultant who will be conducting the agreed staffing re-structure took place 07.02.25.
- Request submitted for planning application PL/2024/0796/FMIN to be considered by Breckland Planning Committee.

4. **REPORTS**

4.1 Chairman's Report

The Chairman attended the Air-Cadets Formation Dinner at Broom Hall on Feb. 8th.

4.2 Vice-Chairman's Report

The Vice-Chairman attended the Police Neighbourhood Priority Panel Meeting on 29.01.25.

4.3 Clerks Report

Written report presented in Councillors Agenda Pack with additional update sent out prior to the Council meeting.

- Request received from the Head of Yr 11 at Wayland Academy for support for the 2025 Leaver's Prom.
- Love Watton has been approached regarding possible involvement with the Fun Days planned to be held at the Charlotte Harvey Trust.
- The Chairman of Saham Toney Parish Council has approached the Town Council to say that Saham Toney Parish Council would like to see Watton and Saham Flood Action Group (WASFAG) continue as a working group with councillors and residents as members. It was suggested that the Clerk should contact the Clerk of Saham Toney Parish Council to discuss how this might be achieved, and the matter will then be brought back to Full Council for consideration.
- Works at Bridle Road Play Area, both by volunteers engaged to clear the north and east boundary line and the contractor who is re-installing the pump track, are continuing well.

- The annual sweep to clear unpermitted adornments from graves at the Cemetery is taking place and other jobs at the Cemetery, including how to deal with waste soil on site, are being planned. The agreed extension of the ashes area is to be undertaken in the near future.
- Communication has been received from Norfolk Trials Team regarding historic issues raised about possible encroachment of the verge along Church Walk. A response will be compiled.

4.4 Lead Councillors Reports:

- Noted that a verbal complaint has been raised regarding overgrown paths and maintenance of signage at Wayland Wood.
It was resolved that the complaint will be investigated and Norfolk Wildlife Trust which owns the site will be contacted as appropriate.
- It was suggested a litter bin should be placed near the seat recently re-installed at Memorial Garden. Noted that a policy should be compiled relating to the installation of any new bins around the parish.
- One of the laminated signs recently installed at Heritage Park stating the land is owned by the Town Council is missing. **It was resolved** to purchase two professionally made metal signs to be permanently fixed in place.

4.5 Report from Police Neighbourhood Priority Panel Meeting 29.01.25

Cllr Tarrant reported on the Police Neighbourhood Priority Panel Meeting held online on 29.01.25:

Explanation of New SNAP Priority Process

- Essentially the original SNAP process will remain the same, with meetings open to the public being held across the 5 market towns every three months but with the subtle difference that priorities will not be voted in at these local meetings. Going forward issues and concerns raised across all SNAPs will be collated and brought to the Neighbourhood Priority Panel Meeting together with any other police information (emails, intelligence, or significant incidents). Partner Agencies will be given the opportunity to raise any community concerns from their perspective. From this a minimum of 1 and maximum of 3 Neighbourhood Priorities will be agreed.

Neighbourhood Priorities

- Two Neighbourhood Priorities were set across the Breckland District: Tackling Anti-social Behaviour (to encompass youth and vehicle ASB) and Rural Crime (including acquisitive crime).

5. PUBLIC PARTICIPATION – No members of the public present.

6. CLOCK TOWER

A report of the High Street Clock Tower is to be an agenda item at the next Full Council meeting. It was requested that costs spent on maintenance of the clock over the last four years be included in the report.

Following a building inspection contact has been made with a structural engineer and the builders who have previously worked on the Clock Tower to obtain prices for suggested further works.

7. THETFORD ROAD ALLOTMENTS

The solicitor acting for the owner of the Thetford Road Allotments has proposed for the transfer of the land for nil value with restrictive covenant against use other than as allotments.

Options are:

1. The owner retains a strip of land so there is land which benefits from the restrictive covenant; OR
2. The owner has a restriction on WTC's Land Registry title so she control disposals – the Town Council would need a certificate from her to overcome the restriction in order to make any Land Registry disposals.

It was resolved to accept option 2 as above.

8. SPORTS CENTRE

Correspondence has been received from Watton Sports and Recreational Centre with a request made by the Chairman of the Trustees to give a presentation to the Town Council at the Full Council Meeting on 25.02.25. It was suggested the presentation is given at 6.30pm prior to the start of the Council meeting.

9. PLANNING – No planning applications received for consideration.

10. No resolution passed to exclude the public or press as not needed.

Item 4.2 Update from the meeting held 11.02.2025

Agenda Item No.	Update
3.2	Recommendation received from the Finance Com. re the town car parks agenda item 8.3ii 25.02.25
4.3	WASFAG agenda item 11 25.02.25. Saham Toney PC has been approached re. how to support WASFAG and the Chairman Jonathan Baldwin plans to attend the TC meeting 25.02.25
4.3	Teams meeting to be held with Norfolk Trials Team re. Church Walk
4.4	Report re. Wayland Wood by Cllr Hutchings forwarded to Cllrs 18.02.25 Clerk still to correspond with Norfolk Wildlife Trust
4.4	Signs for Heritage Park are being designed
7	The solicitors acting for the Town Council have stated that the transfer of the Thetford Road Allotment Land is progressing.

Item 5.5 Clerks Report

Staffing

It has been a busy time within the Office as staff are taking their final holidays of the year before the cut off date of 31.03.25 and Office staff are also called upon to help with events and the Food Hub at CHT.

Noted however that the Fun Day held at CHT on 18.02.25 was very well attended. It was a very successful event; enjoyable but tiring for staff and Cllrs who were present. It would be beneficial if more volunteers could be found to assist.

The Staff Away Day held at Watton Sport Centre on 13.02.25 as an introduction to the staffing re-structuring project was generally well received and hopefully issues around support for events and the Food Hub can be addressed during the job evaluation process.

Following on from a free HR update session I attended on Jan. 30th a representative from Peninsula HR Support visited the Office on 17.02.25. The support packages offered by Peninsula are very enticing!

Sustainability and Environmental Impact Assessment Report

The recommendation within the Sustainability and Environmental Impact Assessment Report compiled by the Events & Marketing Officer to install improved LED motion sensor lighting at the Offices at Wayland Hall has been undertaken.

Bridle Road Play Area

The pump track at Bridle Road has been re-installed and it is now hoped it will see greater use. The suggestion is to create a dirt track around the obstacles and a quote will be obtained to do this once some indication is evident of the users preferred route for the track.

A site visit to Bridle Road would be useful so Cllrs can visualise the track and the area around so the re-location of other equipment and possible future plans to create the dirt track around the obstacles of the pump track can be best understood. There are picnic benches, and the basketball goals removed from Lovell Gardens Play Area still to install.

Volunteers have one more day to work at Bridle Road to help clear vegetation at Bridle Road and finish the creation of a path around the north and part of the east boundaries of the site. Their work and the path certainly improves the site but there is still more that can be achieved. The Town Operatives are also working on maintaining the planters at Bridle Road and refurbishing the old bin and seat.

Open Spaces

The Town Operatives have planted eight fruit trees at Jubilee Garden for which funding was obtained through the Breckland Community Orchard Project.

TO's have also been painting the fencing, posts and compound at the Cemetery and refurbishing the seat and bin outside the Cemetery.

Report from Events and Marketing Officer






February Fun Day









And so, the community fun days have made a return for 2025, Tuesday February 18th saw the Youth and Community centre buzzing with activity - with lots on offer from interactive story telling sessions, plant a broad bean, craft activities, refreshments, and a small-animal petting zoo! All of the activities proved popular and we had plenty of positive feedback and thanks when people left the centre.








Watton Town Council and Watton Youth and Community Centre would like to say a massive thank you to Julian at the Watton and Wayland times for a donation to support the day, the donation of £100 was used to buy 80 children's books. The children that attended the day were allowed to take home a book each and we gave away a whopping 70 books (not all children wanted to take a book, so our estimates are around 80 children, and their families attended).

A thank you as well to Jane Lambert, Kieth Gilbert, Gillian, and Tomos who all came and helped out on the day. The day couldn't have gone ahead without the help provided. The fun days will return in the Easter Holidays, on the 8th and 15th of April!







	Resolution	Date and Agenda item	Action	Link to 4YP/NP	Lead	Current Position – 19.02.25	Status
122	Verbal complaint has been raised regarding overgrown paths and maintenance of signage at Wayland Wood – Complaint will be investigated Norfolk Wildlife Trust will be contacted	11.02.25 4.4	Investigate complaint and write to Norfolk Wildlife Trust		Office	Cllr Hutchings is investigating the complaint	
121	Consider a contract with the preferred grounds maintenance contractor for provision of support for the TO's should one or both be off work	28.01.25 8.3iv			Office	To approach contractor	
120	Quote accepted to carry out the following works to the Clock Tower: <ul style="list-style-type: none"> • 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	Site inspection of the tower took place 30.01.25 Awaiting date of works	
119	To review Grants and Donation Policies	26.11.24 7.3vi	Review policies		Office	Draft has been compiled and share with the Finance Committee – Agenda item on 25.01.25	
118	To support tree planting proposals made by NCC	22.10.24 10	Express support		Office	Clerk met with County Councillor Claire Bowes – position of trees outside Lovell Play area agreed	
117	Signs to be erected at Heritage Park stating ownership of the area	22.10.24 8	Make and erect signs		Office TO's	Permanent signage to be made	

	and that metal detecting is not permitted						
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 23.01.25	
115	To support the installation of the footfall cameras as proposed by Breckland Council. Review to be undertaken after an initial 3 year period	22.10.24 7.3ii				Breckland is proceeding with installation where there are already CCTV cameras in the high street	
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	Received heads of term for lease of Car parks. Solicitor engaged Agenda item 8.3ii on 25.02.25	
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.	
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	Solicitor letter of engagement returned on 15.01.25	
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	All other HR policies have be implemented, Staff well-being policy to follow	
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	Works completed	
95	To investigate drainage at Wayland Hall	26.03.24 5	Contact plumber	4YP	Office	Barnes Drainage has undertaken works on 17.01.25	
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	
	HR Committee to collate all existing policies relating to staffing	24.01.24 14.1	Collate policies into staff handbook	4YP	Office HR	Policies being collated	

	into a Staff Policy and Procedure Handbook, to include any benefit packages that are appropriate						
78	Litter Bin on Norwich Road opposite Blenheim Way	10.01.23 10	Seeking permissions.		Office	Policy needed re: providing further bins	😊
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. Refer to 21	😊
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	Transfer of land to the Town Council is in process	😊
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 cleared. Chamber windows to be replaced	😊

21	To commission audit of energy usage in Council premises.	22.09.20 5.1	Obtain estimates for producing report of plumbing/heating system at Wayland Hall Link to 13 and 77.	4YP	Office	Work to heating system at Wayland Hall has been undertaken. 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 – Works to be undertaken on 17.02.25	
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 8.2

Minutes from the Finance Committee Meeting held on February 14th 2025 at Wayland Hall

Present: Kathryn Stallard (Chairman), Peter Bishop, Stan Hebborn, Don Saunders
Officers Present: Jane Scarrott, Michelle Thompson and Lorren Woodgett.

1. No Apologies for absence received.
2. No Declarations of Interest made.
3. Minutes of the meeting held on 23.01.25
 - i. The Minutes of the Finance Committee Meeting 23.01.25 were confirmed as correct and signed by the Chairman of the Finance Committee.
 - ii. Update from the Minutes of the Meeting 23.01.25
 - The Office is reviewing both the Grants and the Donations Policies. It was agreed to combine the policies into one Grants Policy. The draft policy will be prepared and presented to the Full Council on February 25th.
 - Noted that the owner of the Thetford Road Allotments site is proceeding with transfer of the land to Watton Town Council.
A meeting will be called with Thetford Road Allotment holders once the transfer is complete.
 - Norfolk Trials has set up a Teams Meeting for March 4th @ 1pm to help in their investigation into possible encroachment of the verges along Church Walk. Kathryn Stallard and Peter Bishop offered to join the meeting as they have information to share.
 - A Clock Tower Report is to be presented to Full Council 25.02.25.
 - iii Other items
 - Noted that on 11.02.25 Full Council agreed expenditure of £8125 to commission an organisational staffing re-structure and £2015 to provide security and first aid cover for Town Council events in 2025.
 - It was agreed to commission Alan Wright to tidy up the document he has produced relating to the Clock Tower to send to the builders to price to undertake the works needed.
 - It will be recommended to Full Council to accept the quote received of £3375 plus VAT to carry out the fixed electrical wiring test at the Linmore Unit and install a new circuit for the lights.
 - It will be recommended to Full Council to put the transfer of the town car parks from Breckland Council "on hold" until there is clarity on the future structure of Local Government and whether the region will become a Unitary Authority.
4. Bank Reconciliation

The Finance Committee members had been issued with the Bank Reconciliation and net position figures prior to the meeting.

The Bank Reconciliation dated 31.01.24 was checked and signed by the Internal Control Officer.

i. Additional HR support

It was agreed that the Clerk could authorise expenditure of up to £1000 if additional hours of HR support are needed.

5. Review of Four Year Forecast

Updates as discussed will be made to the Four Year Forecast.

To note:

- The Council holds a full repairing lease on the Linmore Storage Unit and it is likely maintenance works will be needed.
- A policy is required relating to the installation of additional bins around the parish.
- It is suggested investigation should be made relating to use of s106 funding at Heritage Park. Could the cost of a consultant be met through s106 funding?
- If the transfer of the Thetford Road Allotment site to the Town Council proceeds as anticipated consideration will need to be given re. future maintenance costs.

6. Date of the next meetings

HR Committee: 14th March 2025 11.00am

Finance Committee: 14th March 2025 12.00pm

Recommendations to Full Council:

1. to accept the quote received of £3375 plus VAT to carry out the fixed electrical wiring test at the Linmore Unit and install a new circuit for the lights.
2. to put the transfer of the town car parks from Breckland Council "on hold" until there is clarity on the future structure of Local Government and whether the region will become a Unitary Authority.

Item 8.3i

Ref: Storage Unit Lights

To install a new circuit for lights within the storage area of the unit.

This would include 6 High bay led lights with two lights with emergency back up. One by the corridor entrance and one by the rear fire door.

New switch by the corridor.

All cabling to run along or through the metal frame work of the building, where it has to be dropped down to the switch and distribution board it will be in plastic conduit.

Remove and dispose of all the old lights and wiring.

To allow these to be installed the distribution board requires rcd protection which the current one does not have.

Upgrade the existing distribution board to include rcbo protection to each circuit individually and surge protection to all circuits.

Distribution board to remain in current position.

Fully test all electrics within the building.

Complete and issue all certification and eicr.

Labour and Materials	£2,975.41
VAT @ 20 %	£ 595.08
Total	<u>£3,570.49</u>



**Watton Town Council
Grants Policy and Application Pack
February 2025**

CONTENTS

SECTION	PAGES
1. Eligibility criteria and conditions	2
2. Help and advice	2
3. Questions and information	3
4. Successful applicants	3
5. Application checklist	4
6. Application Form	5
7. Agree to	8
8. Contact details and certification	8

What are the eligibility criteria and conditions relating to grants?

The Town Council requires all applicants to comply with the following eligibility criteria. Please read this carefully before submitting your application.

The applying organisation should be a properly constituted voluntary or public sector body and should be either based wholly in Watton, or able to demonstrate that it benefits Watton residents.

The organisation concerned should demonstrate that it is providing a service outside the scope of or in addition to normal public or private provision.

Grants are not payable to organisations or charities operating abroad.

Grants cannot be utilised to “sponsor” named individuals e.g. aspiring sportsmen etc.

Where a grant is awarded towards a capital project, the organisation concerned should be able to demonstrate that it has clear plans for raising the remainder of the necessary finance.

Where a grant is given towards the purchase of equipment or as a contribution to building works etc., the grant will only be paid once an invoice has been received from the organisation concerned, or upon the production of other equivalent evidence to the satisfaction of the Town Clerk.

If a grant is made in advance of a copy of any invoice being submitted the invoice copy should be forwarded to the Town Council within 90 days of the expenditure being made.

A condition of any grant is that the Town Clerk reserves the right, on behalf of the Council, to inspect any purchase of furniture and equipment, etc., or any building work that has been carried out, to verify that the grant has been used for the purpose authorised.

Where a “starter grant” is provided, the Town Council will need to be satisfied that the organisation concerned has proposals to become self-supporting.

Organisations applying will need to provide a set of audited accounts for the previous financial year (except in relation to new organisations).

Help and advice

The Town Clerk can be contacted for further details about grants and donations. The Town Council's offices are situated at Wayland Hall, Watton. You can contact the Town Council by telephone on 01953 881007 or e-mail clerk@wattontowncouncil.gov.uk.

Questions and information

What are grants for?

The Town Council allocates a yearly fund to give grants to charitable, voluntary and public sector organisations. This is to support the work carried out by groups who undertake activities that benefit Watton residents.

Who can apply for a grant?

The types of organisation that can apply for grants are, for example, Charitable Organisations, Pre-school Playgroups, Youth Clubs, Sports Clubs, Art Groups, Advice Organisations etc.

Grants are intended to support projects that will benefit Watton residents as a whole.

Therefore there are cases when grants will not be given, including:

General Appeals (e.g. national/international disasters)

National Organisations without a locally based group

Individuals (e.g. sponsorship for individual sportsmen and women)

How much grant funding is available?

There will generally be a maximum of **£750** per grant application. It is possible the Town Council would also consider making a grant for a larger amount in exceptional circumstances.

The amount requested should relate to a specific project, item, or identifiable area of work. The request should be supported by an action plan outlining the use of the funding. The Town Council will consider each application on its merit, and the sum awarded may vary from that requested.

How do I apply for a grant?

If you think you meet the criteria for requesting a grant, please complete the attached application form and return it to the Town Clerk. You will also need to send a copy of your latest accounts. The applicant may be asked to present their request at a Watton Town Council meeting before the application can be granted.

How is the decision made?

If you are awarded a grant, you will be advised as soon as possible after the decision has been made at a meeting of the Full Town Council.

Successful Applicants

The Town Council will expect updates on the use of the funding provided and will request all successful applicants to give a short presentation at the Annual Town Meeting on how the grant money has been spent.

Application Checklist

The following Check List may assist you in completing your Grant and Donation Application Form. Applicants are advised to read through the list below before submitting their completed forms.

Have you completed **ALL** sections of the form?

(If you are unable to complete any part of the form, please indicate why in your supporting statement, or write "not applicable" where appropriate).

Does your application set out how your organisation meets the requirements of the 'eligibility criteria'? **(See page two)**.

Have you enclosed your organisation's latest set of accounts?

(If you are unable to provide these for any reason, you **MUST** indicate why in your supporting statement).

Have you signed the statement on page 8 of your application form to certify that all the details are correct?

Does your application explain how Watton residents would benefit from any grant or donation awarded to your organisation?

Please return your form as soon as possible to the Town Clerk, to enable your application to be considered by the Full Town Council.

Data Protection Act 2018

To comply with this Act, we require you to consent to Watton Town Council using personal data supplied by you in the processing and review of this grant application and in any other legitimate activity of Watton Town Council: this includes transfer to and use by such individuals and organisations as Watton Town Council deems appropriate.

Watton Town Council requires your further assurance that personal data about any other individual is supplied to Watton Town Council with his/her consent.

Your signature on the Application Form confirms this assent and assurance.

Watton Town Council Grant Application Form

Please complete **all sections** of this form clearly.

A. Your Organisation

1.	Full name of organisation		
2.	Registered charity number (where applicable)		
3.	Year organisation established		
4.	What does your organisation do? Please give aims and objectives. If you have a publicity leaflet, please attach this too		
5.	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
6.	Where are your organisation's headquarters		
7.	What is the total membership of your Organisation?		
8.	How many Members live in Watton?		

B. Grant Request

9.	How much grant are you asking for?	£
10.	What is the total cost of the project?	£
11.	What will you use the grant for?	
12.	How many people in Watton do you estimate will be receiving help from the grant?	
13.	Are funds available from other sources? (If yes, please give details)	
14.	What fund raising efforts will your organisation be making	

C. Additional details

15.	Please indicate the age range of the beneficiaries of any award - e.g., young children/youth/adult/senior citizens.	
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16.	<p>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 why you are applying for additional funds.</p>	
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D. Statement in Support of Grant Request

17.	<p>Please use this space to include a STATEMENT in support of your request. (This must include <i>details of how your organisation meets the 'eligibility criteria' set out in the information pack included with this form.</i> 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)</p>	
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E. Agree to

Please tick

18.	Do you agree to provide updates on how the grant is spent?	
19.	Do you agree to provide receipts for expenditure if requested?	
20.	Do you agree to provide a report for the Annual Town Meeting in the year your grant was given?	

F. Contact details and Certification

21.	Name of Contact	
22.	Name and address of person making the application (to whom all correspondence will be sent):	
23..	Daytime telephone number	
24..	Email address	
25.	Organisations BAC's details	Account Name: Account Number: Sort Code:

I certify that the above information and the contents of the attached documents are correct at the time of applying. I understand that if any of the information is subsequently found to be incorrect this may lead to the organisation being disqualified from consideration and/or the withdrawal of any grant awarded. I agree to my organisation being bound by the eligibility criteria and any conditions set by the Town Council.

SIGNED:..... **DATED:**

Due for review: 2027
pg. 8 190225

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 District Guiding
- 2. Name of Contact (Mr/Mrs/Miss/Ms/Other): [REDACTED]
- 3. Name and address of person making the application (to whom all correspondence *will* be sent):
[REDACTED]
- 4. Daytime telephone number: [REDACTED]
- 5. E-mail address: [REDACTED]
- 6. Name of person/organisation cheques should be made payable to: WATTON District Guide Association

B. Your Organisation

- 7. Registered charity number (where applicable): 306016
- 8. Year organisation established: 1910
- 9. What does your organisation do? *Please give aims and objectives. If you have a publicity leaflet, please attach this too.*
Rainbows, Brownies, Guides + Rangers
for Girls aged 4 - 18
- 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? London
- 12. What is the total Membership of your organisation? In Watton 111 Girls 39 leaders
- 13. How many Members live in Watton? Approx 100
- 14. Please give the names and addresses of the Officers of your Organisation?
Chairman [REDACTED]
Treasurer [REDACTED]
Secretary [REDACTED]

C. Grant Request

15. How much grant are you asking for? £ 500
16. What is the total cost of the project? £ 1000 Approx
17. What will you use the grant for? Watton District Sleepover for all Rainbows, Brownies, Guides + Rangers to celebrate Thinking Day - the Day Guiding began. Anything left over will go to a day trip in summer for all girls.
18. How many people in Watton do you estimate will be receiving help from the grant? 100..
19. Are funds available from other sources? YES girls contributed £10 each
(If yes, please give details)
20. What fund raising efforts will your organisation be making? Stall at carnival

D. Additional Details

21. Please indicate the age range of the beneficiaries of any award - e.g., young children/youth/adult/senior citizens.
4 - 18
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.
See Attached
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

To provide a fun sleepover for all members at a reduced cost to parents during these difficult financial times. Some girls have never slept away from home so this will be a great experience with lots of fun activities.



Watton District Guide Association

01 January 2024 to 31 December 2024

	This year £	Last year £
Income In		
Lotto	13.50	79.53
Interest	3.39	9.06
Loan	0.00	0.00
Events	1,572.50	56.96
Grant	526.00	0.00
Subs Repayment	0.00	747.00
Error Repayment	94.03	0.00
Transfer	0.00	0.00
Pleasurewood Hills	0.00	0.00
Cinema Trip	0.00	0.00
Details 11	0.00	0.00
Details 12	0.00	0.00
Details 13	0.00	0.00
Details 14	0.00	0.00
Details 15	0.00	0.00
2nd bank account (manual)	0.00	0.00
Totals	2,211.42	894.59
Expenditure out		
Expenses	155.39	64.04
Conus	220.00	242.50
Donations	0.00	28.50
Events	1,402.50	800.00
Loan	0.00	0.00
Badges	62.14	108.80
Conus Repayment	0.00	709.00
Grant	1,320.00	0.00
Error	94.03	0.00
Subscriptions	20.00	0.00
Details 11	0.00	0.00
Details 12	0.00	0.00
Details 13	0.00	0.00
Details 14	0.00	0.00
Details 15	0.00	0.00
2nd bank account (manual)	0.00	0.00
Totals	3,469.06	1,952.84
Surplus or (deficit) for the year	-1,257.64	-1,058.25
Balances brought forward		
Bank 1	406.83	678.71
Bank 2	906.25	1,492.62
Cash	0.00	0.00
	1,313.08	2,371.33
Balances in hand at		
Bank 1	55.44	406.83
Bank 2	0.00	906.25
Cash	0.00	0.00
year end	55.44	1,313.08

Assets and liabilities: In addition to the above cash balances the unit has equipment to the value of 0.00 and there are no other assets or liabilities.

Prepared by: CATHERINE BARROW Signature and date: C. Barrow 12.01.25

Reviewer's Certificate: The above statements agree with the records and vouchers of Watton District Guide Association for the financial year ended 31 December 2024

Reviewed by: _____ Signature and date: _____

BBG

Privacy statement
 We collect your personal information in order to process your expense claims and fulfil our legal obligations. For further information on how and why we use your personal data, including how long we keep it, your rights, who we share it with, and how you can contact us, please read our full privacy notice at: girlguiding.org.uk/privacy-policy/

These accounts correct with auditor.

Clock Tower Report

Brief description of the building & history

The Clock Tower was constructed in c.1679 by Christopher Hey, a wealthy mercer, supposedly to house a fire warning bell after the great fire of Watton in the 1670's. It was originally built in brick and thought to be of a rare quality and design, the tower was cement rendered when a new clock, the present one, was installed in 1827. The lower section of the Tower was used as the town lock up. In recent times, it was used as a rubbish store until being internally refurbished as a very compact Tourist Information Centre. The Clock Tower is no longer a Tourist Information Centre (which moved to Wayland House in 2006) and remains empty – occasionally being used for storage by Watton Town Council.

The Tower is built on the North side of the High Street with its main elevation to the High Street. To the East and West are two storey buildings with pantile roofs. A lean-to roof is built against the North side.

The Tower is two storeys with parapet surrounding a flat lead roof with a hexagonal lead covered pyramidal support to the hexagonal cupola. The parapet is a mixture of moulded brickwork formed into panels with brick dividing piers, the top of the wall is castellated.

The external walls below the parapet are covered with a Portland cement render. There are two flat headed doors entering the tower at street level, above the doors is a rendered hood moulding with label stops. Above the hood moulding are two cast iron circular pattress plates.

At first floor level a string exists in the render linking to a shouldered architrave to the clock, below the clock is the date of 1679 and the architrave above the clock has a moulded pediment. Two further pattress plates are provided at the base of the pediment.

Above the pediment is a timber beam standing just proud from the render, the beam suggests a four centred arch. Above this are the arms of Watton in the form of a hard above a barrel.

The Clock Tower was given Grade 2 listed building status in September 1983.

The construction of the clock tower is a soft red brick, and the building is suffering from excess moisture in the fabric which is causing the building fabric to decay. This was brought up by Julian Horn in 2015 but still appears to be an issue regarding the inside of the Clock Tower – particularly the back wall.

The Clock

2012 – Major overhaul of the clock recommended by MICKLMAYR Clock and Watchmakers – this was undertaken in February 2013 along with restoration work to the clock dial.

2014 (May) – MICKLMAYR Clock and Watchmakers undertook an annual service of the clock.

2014 (December) – Damage was noted to the clock, the strike side of the clock had been wound whilst in a partially disassembled state – as a result, both locking pins were broken off and the fly click wheel was missing.

2015 (February) – The clock was inspected by Martin Anscombe, opinions regarding the missing parts were sought and it was recommended that any parts held by the maintenance contractor were returned to the Council.

2015 (June) – Maintenance contractor confirmed they held no parts for the clock. Discussions held to repair clock to working order.

2015 (August) – MICKLMAYR Clock and Watchmakers return to fix clock, they find the roof has been leaking and that the clock is rusty. Quoted to remove rust and carry out repairs. Jane enquired about an electrical motor to run the clock.

2017 (March) – MICKLMAYR Clock and Watchmakers carry out site inspection and parts taken away that were covered in rust, onsite inspection saw that clock hammer had seized due to inactivity. Quote was supplied for all repairs – this was accepted 15/03/2017.

2018 (May) – Clock stopped again, MICKLMAYR Clock and Watchmakers recommended two services a year required. Enquiries were made regarding installing an electric motor, with both MICKLMAYR Clock and Watchmakers and Smiths of Derby – Smiths of Derby came out and serviced the clock. MICKLMAYR Clock and Watchmakers - £6,248 / Smiths - £6,305 +VAT

2022 (March) – Enquired again with Smiths of Derby regarding electrical motor to wind clock, this time it was priced at £7,551 +VAT.

2023 (December) – Smith's of Derby to go ahead with removing the clock to their Derby workshops for overhaul – this to take place early 2024 costing £7,583.

2024 (March) – Clock was put back in the clock tower, but it was not chiming, and the timing was not correct, engineers were asked to come out and fix the issue.

2024 (June) – Clock was returned from the workshop and put back in the clock tower – all working well.

2024 (August) – The clock stopped working, Smiths of Derby came out and removed the clock from the tower and took it back to the workshop in Derby. The weights were replaced for heavier ones to see if this would fix the issue.

2024 (October) – Clock returned from the workshop and is working properly, but engineers asked to come out and put the time back due to clocks going back 1 hour. Cost of £175.

2024 (November) – Engineers asked to come out again due to clock now running fast.

2024 (November – late) – Clock overwound, and rope has come off pulley, one engineer came out but was unable to fix the issue. To have two engineers out would cost £1,776 – this was not proceeded with, and the clock has not been working since.

Money spent on the clock in recent years:

2021-2022: £274

2022-2023: £150

2023-2024: £0

2024-2025: £7,762.96

Building maintenance

2004 (April) – Refurbishment of the clock tower was discussed at meeting of environment and then discussed with the Wayland Partnership.

2004 (July) – Small areas of render were removed from the front of the Clock Tower for investigative purposes.

2010 (April) – Inspection of the Clock Tower undertaken by Paul Robinson Partnership, inspections summarise that the building has been neglected, and a number of repairs were recommended including roofing repairs, parapet repairs, chimney repairs, external timber repairs, and further recommended a specialist timber report from the internal timbers.

2016 (April) – First Quinquennial inspection report for the clock tower is produced by NPS Group – multiple repairs were identified.

2016 (August) – Paul Robinson Partnership contacted again regarding inspection, recommended that an up-to-date inspection is undertaken. Two other architectural companies were also contacted regarding a building inspection.

2022 (April) – Second quinquennial inspection report is conducted by NPS Group, a significant number of repairs were recommended. It was resolved at full Council on 13/12/22 to go ahead with the works recommended from this report – however due to both the clerk and inspector having ill health at the time nothing went ahead.

2025 (January) – An intermediate inspection was carried out to review the condition of Watton Clock Tower. Several repairs were recommended, in particular it was recommended that a structural engineer was engaged with to check the condition of a crack in the south-east corner of the clock tower – which was noted to be worse than when previously observed. The condition of the back wall was noted that the paint is continuing to come off of the brickwork – it has been suggested with advantage that the paint should be removed to allow the walls to breathe.

Moving Forward

The next step following on from the Intermediate Inspection will be to engage the services of a structural engineer, this has been quoted for £960-£1,440 by Josh Halton-Farrow at Wright Consulting.

There is an electrical supply to the Clock Tower, it was chased up years ago, but nothing came from EDF regarding where the supply came from. An electrical engineer from UK Power Networks came out to inspect the clock tower in the first week of February, it was concluded that the supply has no meter point administration number assigned and thus was coming from an un-registered unmetered supply. Their findings were inconclusive as it could not be confirmed if the incoming supply is an official UK power network service or not, the UK power networks connection services department has been contacted to request a new service to the clock tower. The surveyor during the site visit should be able to provide some additional information of any requirements that we may need for future electricity consumption in the clock tower.

Many of the issues caused with the clock are related to the winding of the mechanisms, although it has been enquired about numerous times, having an electrical motor to wind the clock would mean that there would no longer be the need for manual winding. I have yet to reach out to Smiths of Derby regarding a price for having an electric motor, this is because the structural integrity of the building and getting the electrical supply in the clock tower take priority for now. If it is agreed to have the suggested works completed to the clock tower and the electrical supply is sorted out, I can then proceed with options for the actual clock.

Item 13

App 1

Item 15.1

**Minutes of the meeting of Watton Town Council HR Committee
held on Friday February 14th 2025 at Wayland Hall**

Cllrs present: Stan Hebborn – Chairman of the Committee, Peter Bishop and Gill Tarrant

Staff present: Deputy Clerk and Clerk (left meeting during item 6).

1. No Apologies for absence received - noted that Sue Hebborn is the reserve member of the Committee.
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 10.01.25 and of the joint meeting held on 23.01.25 were accepted as true records with the minutes of the meeting held on 10.01.25 duly signed by the Chairman.
5. It was agreed that the presentation from the Events & Marketing Officer as on the agenda would be withdrawn.
6. Staffing Update
 - All staff attended an Away Day Morning led by the trainer who is to undertake a restructuring/reorganisation project on behalf of the Council. It is believed the session was well received.
 - Noted that the Events & Marketing Officer (EMO) is likely to be working from home for one day a week. There will be no set day of the week, and it will be for the EMO to liaise with the Clerk regarding the most appropriate day for her to be away from the Office. The appropriate working from home considerations will be made including RA to include a photograph of the EMO's home work station.
 - Noted that staff have attended Occupational Health referral sessions as requested and that appointments for other staff have been booked or will be booked.
 - Clerk asked to leave the meeting while her Occ. Health assessment was considered.
 - The Deputy Clerk was asked to investigate providing Cognitive Behavioural Therapy for staff.
 - Staff training needs should be identified.