



Town Hall | 61 Newland Street | Witham | CM8 2FE
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witham.gov.uk

AGENDA

Meeting of: **Community Committee**

Date: **Monday, 10th February 2020** Time: **7.30 p.m.**

Place: **Town Hall, 61 Newland Street, Witham.**

Members are hereby summoned to attend the above Meeting to transact the following business. Members are respectfully reminded that each item on the Agenda should be carefully examined. If you have any interest, it must be duly declared.

To be present:	Councillors	R.P.	Ramage	(Chairman)
		J.C.	Bayford	(Vice Chairman)
		K.L.	Atwill	
		J.C.	Goodman	
		S.E.	Hicks	
	Miss	C.	Jay	
		M.C.M.	Lager	
	Mrs	S.C.	Lager	
		C.S.	Livermore	
		T.A.	Pleasance	
	Miss	M.L.	Weeks	
		R.	Williams	

1. **APOLOGIES**

To receive apologies for absence.

2. **MINUTES**

To receive the Minutes of the Meeting of the Community Committee held 25th November 2019 (previously circulated).

3. **INTERESTS**

To receive any declarations of interests that Members may wish to give notice of on matters pertaining to any item on this Agenda.

4. QUESTIONS AND STATEMENTS FROM THE PUBLIC

An opportunity to enable members of the press and public present to comment upon any item on the Agenda.

5. ESSEX POLICE

To receive a Police Update and to introduce PS Jenna Mirrington-French.

6. COMMUNITY SAFETY TASK AND FINISH GROUP

To receive the Minutes from the Community Safety Task and Finish Group Meeting held 20th January 2020 ([attached](#) at page 5).

7. ESSEX ARMY CADETS

Detachment Commander SI Jack Loughran and SI Thomas Benson from the Essex Army Cadet Force will be attending the Meeting.

8. CLERK'S REPORT

To receive a report from the Clerk on matters arising ([attached](#) at page 7).

9. COMMUNITY BUDGET

To receive the Community Committee Budget ([attached](#) at page 8).

10. VE DAY 75 TASK AND FINISH GROUP

(a) Minutes

To receive the Minutes from the VE Day 75 Task and Finish Group Meeting held on 4th February 2020 (Minutes to follow).

(b) To note that Councillor Miss C. Jay wishes to resign from the VE Day 75 Task and Finish Group and to seek a replacement.

(c) To receive a verbal report from its Chairman, Councillor J.C. Goodman.

11. SOCIAL ISOLATION TASK AND FINISH GROUP

To receive the Minutes of the Social Isolation Task and Finish Group Meeting held 17th January 2020 ([attached](#) at page 9) and to note that a meeting with all groups tackling social isolation is to be held on 27th February 2020.

12. EVENTS REVIEW TASK AND FINISH GROUP

(a) Minutes

To receive the Minutes of the Events Review Task and Finish Group Meeting held 22nd January 2020 ([attached](#) at page 11).

(b) Christmas Events

To receive a report and recommendations ([attached](#) at page 14).

(c) Halloween

To receive a report ([attached](#) at page 24).

(d) Dog Show

To receive proposals to hold an annual dog show ([attached](#) at page 32).

13. GAY PRIDE

To consider a request from Councillor Miss C Jay to participate in Gay Pride this June ([attached](#) at page 37).

14. RAMP AT THE TOWN HALL

To receive a request from Councillor Miss C. Jay for a ramp to be installed at the front of the Town Hall to allow disabled access.

15. COMMUNITY REPORTS

To receive Community Reports from Town Council representatives on outside bodies ([attached](#) at page 38).

16. INFORMATION CENTRE

To receive details of Information Centre statistics for November and December 2019 ([attached](#) at page 40).

EXCLUSION OF THE PRESS AND PUBLIC

TO RESOLVE That under the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the Meeting for the consideration of the remaining items of business on the grounds they involve the likely disclosure of exempt information falling within Schedule 12A (Section 3) of the Local Government Act 1972.

17. IMPROVING HEALTHCARE IN WITHAM TASK AND FINISH GROUP

To receive the Minutes of the Improving Healthcare in Witham Task and Finish Group Meeting held on 16th January 2020 (attached at page).

18. CCTV

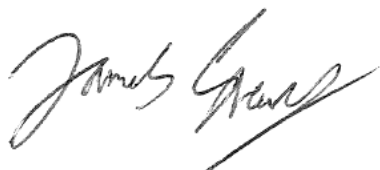
To receive a verbal report concerning the monitoring of CCTV.

19. INFORMATION CENTRE

To receive an update on the refurbishment of the Information Centre.

20. PUBLIC DOMAIN

To consider whether any item discussed in Private Session should be moved into the Public Domain.

A handwritten signature in black ink, appearing to read 'James Sheehy', written in a cursive style.

James Sheehy
Town Clerk
NS/GK/3.2.2010

Agenda Item 6

MINUTES OF THE MEETING OF THE TASK AND FINISH GROUP (COMMUNITY SAFETY) AT WITHAM TOWN COUNCIL HELD 20th January 2020 AT 6PM IN THE COUNCIL CHAMBER.

PRESENT:- Councillors J Bayford (Chairman), Mrs S Ager, K. Atwill, J. Goodman, M.C.M Lager, T Pleasance

Staff: Miss N Smith - Assistant Responsible Financial Officer

23. APOLOGIES FOR ABSENCE

Apologies were received from Miss Chelsey Jay and Mrs JoAnn Williams due to previous engagements.

24. DECLARATIONS OF INTEREST

There were no declarations of interest.

25. MINUTES OF THE PREVIOUS MEETING HELD 21st OCTOBER 2019

The notes of the previous meeting were confirmed as a true and accurate record and subsequently signed by the Chairman.

26. CLERK'S REPORT

The Clerk reported that representatives from Witham Town Council attended the Special Police Constables Recruitment Evening at the Essex Police College on 22/10/19.

The Clerk reported that the Local Community Policing Meeting at New Rickstones Academy was not attended by any members of the public and that the council had offered their support with both promoting and hosting any future events.

The Clerk had attended Essex Police 'Coffee with Cops' events and details of future events were given.

The Clerk reported that both Witham's Special Constables and the Town Team had attended the Dickensian Market.

27. COUNCIL POP UP STALL

Members are holding a Pop Up Stall in the Newlands Centre from 10-2.30pm on Saturday 25th January to promote Community Safety and to highlight Social Isolation. Braintree District Council will also be attending to discuss the proposed development of the Maldon Road Park.

28. HATFIELD ROAD RESIDENTS ASSOCIATION CONSULTATION

Cllr Lager had met with a member of the public interested in setting up a Residents Association for the Hatfield Road Estate and further meetings would take place once a larger number of residents had committed.

It was **AGREED** that a list of operational Residents Associations within the town would be sent to the Information Centre to display and the relevant Chairman from each association invited to the next meeting of the Community Safety Task and Finish Group.

29. CCTV

Witham Town Special Constables and the Town Team are still unable to access CCTV through their smart devices. Spencer Clarke at the Chelmsford Monitoring Office has been contacted by S/SGT Simon Jesse and the Clerk but currently there has not been any progress. It was **AGREED** that a letter would be sent by the Council asking Spencer Clarke

how the situation could be resolved and that Special Inspector Lorne Campbell would also be asked to contact Mr Clarke in writing. It was **AGREED** that Superintendent Cat Barrie should also be contacted and if no resolution found then the office for the Witham MP could be asked to intervene.

30. SPECIAL POLICE CONSTABLES

Members discussed the presentation that was held by Les Hawkins from Essex Police regarding the Employer Led Special Police Constable scheme and it was **AGREED** that the Clerk would contact the businesses that attended for feedback.

31. JUNIOR STREET PATROLS

A report was received regarding the Junior Police Cadets who are based at New Rickstones Academy and attend events throughout Witham and Braintree. It was **AGREED** that they would be asked to attend all future Witham Town Council events.

32. FUTURE COMMITTEE WORK

It was **AGREED** that committee members would attend the next Greenfields meeting that is held at the Templars Community Hub in conjunction with the Police to represent the council.

33. DATE AND TIME OF NEXT MEETING

It was **AGREED** that the next meeting would be held in approximately three months' time, date to be circulated.

There being no further business, the Chairman closed the meeting at 7pm.

NS/JS 21.01.2020

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Councillor J.C Bayford
Chairman

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Officer Report: Clerk's Report

Issue:

The following matters are to note –

Minute 64 – CCTV

- A request for statistics relating to the potential new CCTV sites has been sent
- A letter has been sent to Chief Inspector Rawlingson regarding the viewing of CCTV on police SMART devices

Minute 75 – Youth Task and Finish Group

To note that a meeting was held on 7th February 2020 and a full report will be made to the next Meeting.

Bus Shelters

To note that staff are currently establishing the ownership of bus shelters in the town. Based on information obtained so far, it appears that County will be taking over the shelters in the near future that are currently maintained by Witham Town Council. Once this is confirmed, it would appear that no budget line will be required for bus shelters in the future. The amount previously vired to be spent on replacement bus shelters has therefore not been spent while clarification has been sought.

Advice:

To receive and note

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up to 31/12/2019				Agenda Item 9		
Community	2018/2019		2019/2020			
	Budget	Actual	Budget	Actual YTD	Projected End of Year	
Information Sales Income	80000	67295	78750	47331	63209	
Puppet Festival Income	5200	5392	0	7497	7497	
Christmas Dickensian Event	320	350	320	330	330	
Community Day	0	792	0	482	482	
Total Income	85520	73829	79070	55640	71518	
Community Team - Salaries & Employer N.I & LGPS Contributions	0	31277	61660	38407	50965	
Town Clock	0	0	936	936	936	
Bus Shelters	500	0	5000	0	0	
Litter Bins	1000	0	1000	0	1000	
Christmas Decorations	7210	5369	8426	3379	8426	
Information Centre Purchases	73000	58854	66150	37677	48610	
Information Centre Administration	32550	1368	2000	1698	2000	
Community Grant Aid	12000	8775	10000	10150	10150	
Citizens Advice Bureau	10000	8400	9000	10000	10000	
Community Safety/CCTV	16965	20485	17474	16099	17000	
Community Special Constables	0	920	4000	1195	2600	
Other Community Support/Youth	3000	956	3000	2758	3400	
Community Day	1050	2298	1050	1269	1269	
Puppet Festival	17000	24921	17000	23335	17000	
Christmas Dickensian Event	320	332	320	21	21	
Overhead Expenditure	174595	163955	207016	146924	173377	

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Agenda Item 11

MINUTES OF THE MEETING OF THE **TASK AND FINISH GROUP (SOCIAL ISOLATION)** AT WITHAM TOWN COUNCIL HELD 17th January 2020 AT 1PM IN THE COUNCIL CHAMBER.

PRESENT:- Councillors Mrs S Ager, C Lager, Mrs M Weeks

Staff: Miss N Smith - Assistant Responsible Financial Officer

Members of the public Mrs JoAnn Williams

34. APPOINTMENT OF CHAIRMAN AND VICE CHAIRMAN

The Clerk called for nominations to serve as Chairman of the Social Isolation Task and Finish Group for the year Civic year 2019/2020.

It was **AGREED** that Councillor Mrs S Ager be elected to serve as Chairman of the Social Isolation Task and Finish Group for the Civic year 2019/2020.

The Chairman called for nominations to serve as Vice-Chairman of the Social Isolation Task and Finish Group for the Civic year 2019/2020.

It was **AGREED** that Councillor Miss M Weeks be elected to serve as Vice-Chairman of the Social Isolation Task and Finish Group for the Civic Year 2019/2020.

35. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Miss C Jay and Councillor R Ramage due to previous engagements.

36. DECLARATIONS OF INTEREST

There were no declarations of interests.

37. TERMS OF REFERENCE

Members considered the Terms of Reference and **AGREED** to adopt them in their entirety.

JoAnn Williams requested to join the Task and Finish Group and it was **AGREED** for her to be co-opted on.

38. CLERK'S REPORT

The Clerk reported to committee the agencies within Witham dealing with Social Isolation noting a lack of volunteers throughout them all.

39. FIRST STEP CAN BE THE HARDEST

Members received an article published by the U3A group. Members noted that there were groups and activities available but the issues were travel costs and encouraging people to attend for the first time.

40. SOCIAL ISOLATION QUESTIONNAIRE

Members discussed the results from a questionnaire on Social Isolation that was completed by members of the Royal British Legion's Ladies Section. Members **AGREED** to ask the Community Safety Task and Finish Group for the questionnaire to be given to members of the public attending the TAFG Pop Up Stall on Saturday 25th January in the Newlands shopping precinct.

41. 2020 GROUP FOCUS AND ACTION PLAN

Members **AGREED** that the Clerk would arrange a meeting between the Task and Finish Group for Social Isolation and the Chairman of all groups in Witham that are tackling Social Isolation.

42. SOCIAL ISOLATION OUTREACH PROGRAMME

It was **AGREED** that Fern House Surgery would be approached about the possibility of members of the Task and Finish Group running 'Information Stalls' within the surgery where leaflets on Social Isolation could be handed to patients.

43. FUTURE COMMITTEE WORK

It was **AGREED** that the Clerk would concentrate on matters arising from the current meeting at this time.

44. DATE AND TIME OF NEXT MEETING

It was **AGREED** that the next meeting would be held in approximately four weeks' time, date to be circulated.

There being no further business, the Chairman closed the meeting at 1.50pm.

NS 22.01.2020

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Councillor Mrs S Ager
Chairman

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MINUTES OF THE MEETING OF THE TASK AND FINISH GROUP (TOWN COUNCIL EVENTS REVIEW GROUP) AT WITHAM TOWN COUNCIL HELD 22 JANUARY 2020 AT 7.00PM IN THE COUNCIL CHAMBER.

PRESENT: - Councillors R Williams (Chairman), J C Bayford, Miss C Jay

Staff:	J	Sheehy	-	Town Clerk
	Mrs H	Andrews	-	Assistant Proper Officer
	Miss L	Brimson	-	Events Co-ordinator

45. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Goodman and Cllr Ramage due to a previous engagement.

46. MINUTES OF THE PREVIOUS MEETING HELD 18TH JUNE 2019

The minutes from the previous meeting were **AGREED**.

47. COMMUNITY DAY

Members considered the prepared report and that they were happy with Community Day to remain in its current format.

It was **AGREED** to accept the Community Day report.

48. PUPPET FESTIVAL

Members considered the prepared report. The budget of £17,000 was discussed but it was considered this was actually good value for money and is a relatively small sum in comparison to the precept. The Puppet Festival is a popular event bringing visitors from outside the town and increasing trade. Members were advised that a grant of £4,800 had been also obtained from the Arts Council to increase the budget at the last Puppet Festival.

It was discussed that there was further scope to develop the event in the future. Income from traders could be increased, more of the town centre can be utilised with support from the United Reformed Church and continuing to use Witham Library, and different themes could be developed each year, with an emphasis on every year set to a specific theme in order to keep evolving the event. Members noted that future proposals to consider the merits of extending the event into an evening portion with differing light-show acts and revenue generating exercises would be taken forward in 2021 subject to committee approval.

It was **AGREED** to accept the Puppet Festival report retaining the current budget and that there is scope for future development of the event, with officers to bring forward expansion proposals after the 2020, 21st Puppet Festival is carried out.

49. CHRISTMAS EVENTS

Members considered the prepared report on the current Christmas events from Councillor Goodman and the report prepared by the Events Co-ordinator with ideas for new Christmas events.

Members considered that the Dickensian market had reached the end of its workable lifespan and needed to be replaced with a new, enlarged Christmas event for the town. The current event has always only had a small budget of £320 and the budget for 2020/21 has been increased to £1,500 taking into account the possibility of a new Christmas event.

Members considered the officer's report with proposals that there should be one event bringing together a Christmas market, light switch on and carol service improving the quality of the whole Christmas experience. This would be an evening event with the Town Hall at the centre.

Members discussed the difficulties to take into account with closing Newland Street for a Christmas market. They also discussed the purchase of a better quality Christmas tree and a new contract for Christmas lights for Newland Street as the current contract has now ended. Members were in favour of a new Christmas event in line with the Events Co-ordinator's report and were keen to provide a quality Christmas event for the town.

It was **RECOMMENDED** that the officer's proposal report is adopted and staff move forward with implementing the proposal for December 2020.

50. HALLOWEEN

Members discussed the proposal for a new Halloween event which would appeal to older teenagers and young adults who are often not catered for with other events. It would be an escape room style event with volunteers dressed up as zombies to scare the attendees adding to the challenge and would be held at James Cooke Woods as a suitable enclosed and manageable site for such an event.

Members discussed the parking issues with the site and suggested contacting the owners of the adjacent fields or Oliver's Lake for assistance with this and the possibility of attendees being transported to the event to add to the experience. Members suggested using an online booking service for tickets for the event rather than visiting the Town Hall, to ensure maximum exposure and sales were gained. Members supported the outline proposal.

It was **RECOMMENDED** that the officer's proposal report is adopted and staff move forward with implementing the proposal for October 2020.

51. CITIZEN'S AWARDS EVENING

Members considered the report for an annual civic awards evening event at either the Town Mayor's annual evening event at the end of their civic year or as a stand-alone event.

Members discussed the complications with this type of event with several attempts having previously experienced limited success and low turnout, taking note of the costs, marketing, and receiving enough nominations for a viable event. Overall, members were in agreement to the proposal to host a prestigious event for the town recognising different members of the community but further research was required prior to implementing to ensure any new event was fit for purpose.

It was **AGREED** that an annual award's evening event is an aspiration of the Council but further research and reporting is required prior to potentially introducing the event in April 2021.

52. OTHER NEW EVENTS

Councillor Jay reported back about the possibility of an event to honour Olly Murs and confirmed that his management company advised he would be unable to perform at an event and therefore any costs incurred would not be able to be offset against ticket sales. His management company had not replied to the request to assist with any costs and so the potential event was unlikely to proceed.

Members considered Councillor Jay's report for a potential dog show event and were in agreement with the proposals. This event would be held in the Town Park and had been discussed with Braintree District Council for its suitability. It was noted that there are already potential sponsors for the event and indications of groups and businesses that would like to be involved. Members suggested contacting emergency service dog sections or flyball teams to take part in demonstration displays.

It was suggested that a date at the beginning of August could be suitable taking into account other Council events and a large local dog show in Hatfield Peverel at August Bank Holiday weekend.

It was **RECOMMENDED** that the proposal is adopted and staff move forward with implementing the proposal for August 2020 subject to the capacity of the Events Coordinator and supporting staff.

53. DATE OF NEXT MEETING

It was noted to next meet in approximately 5 – 6 months' time.

There being no further business, the meeting closed 8.24pm

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Councillor R Williams
Chairman

HA/JS 28.01.20

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Officer Report of Recommendations

Christmas Event Proposal



Reporting Committee: Events Review Group

Reporting Officer: Lauren Brimson

Contents:

(3) Summary of Recommendations

Assessment of Current Annual Christmas Event

(3) Assessment of current theme

Proposal

(4) Concept

(7) Costs

(9) Future Events

Marketing

(9) Advertising, online presence, social media

Summary of Recommendations

1. The current Christmas event is no longer viable nor competitively comparable to other local events. The format needs to be reviewed and reconsidered.
2. To shed the negativity of the previous Christmas event by introducing a new event, the Witham Christmas Fayre.
3. To move the location of the market to Newland Street, bringing much needed business to the high street and centralising the Town Hall and Information Centre.
4. To change the event date and times to create the ideal setting for an atmospheric Christmas market.
5. To incorporate the switch on of the Christmas lights in to the main Christmas event.
6. Invest in entertainment to make the light switch on more of an experience.

Assessment of Current Annual Christmas Event

Issues with the current event:

- ❖ There are only a small number of existing Dickensian Christmas markets in the UK, and although they run fairly successfully, it seems their success is dependent upon their direct link with Dickens or the Victorian period. Without a specific link to Dickens or a particularly Victorian setting, the scope for a Dickensian theme is very limited. In a town centre like Witham's where there is no particular Victorian architecture, it becomes difficult to tie in the Dickensian theme.
- ❖ Limited space – because the market is held solely in the Newlands shopping centre, there is only a limited amount of space to fit stalls in. This means that there is a limit of how much revenue can be gained from renting a stall space. It also means we have to be very selective about which stalls we use, and as the event is outside all stall holders need to provide their own tables and shelter.
- ❖ Public Liability Insurance – Due to the location of the market, stall holders need to provide their own Public Liability Insurance. This is fine for regular traders, but it then stops smaller stalls and hobby crafters from participating.
- ❖ Opening hours – When you search for images of Christmas markets, the majority of photographs you see have been taken at night. Traditionally, Christmas markets are more popular later in the evenings as the Christmas lights make everything more festive. By starting the market at 10am, the majority of the event takes place long before it gets dark, meaning the Christmas light switch on takes places before it is dark enough to make an impact. Because the market is also quite small, it means there is not enough to keep visitors entertained long enough to stay for the switch on.



- ❖ Christmas Light Switch On – Compared to nearby events, the switching on of the Christmas tree and Town Hall lights is an underplayed event. It consists of a local choir singing as people gather, a small handmade prop plunger and a short speech made on the PA system.

Positive points about the current event:

- ❖ As there are so few Dickensian markets around, the theme is different from a lot of the other events around. It would be a shame to lose the theme entirely, although there is not much scope to expand on the existing event with this theme alone.
- ❖ Combining the market and light switch on in to one day maximises the appeal of the event. It's just a case of working out the most appropriate timings to increase footfall.
- ❖ Having a central location makes the event accessible to more people, and keeping the market on hardstanding floors as opposed to the park makes it more suitable to winter weather.

Recommendation One: The current Christmas event is no longer viable nor competitively comparable to other local events. The format needs to be reviewed and reconsidered.

Proposal

Witham Christmas Fayre

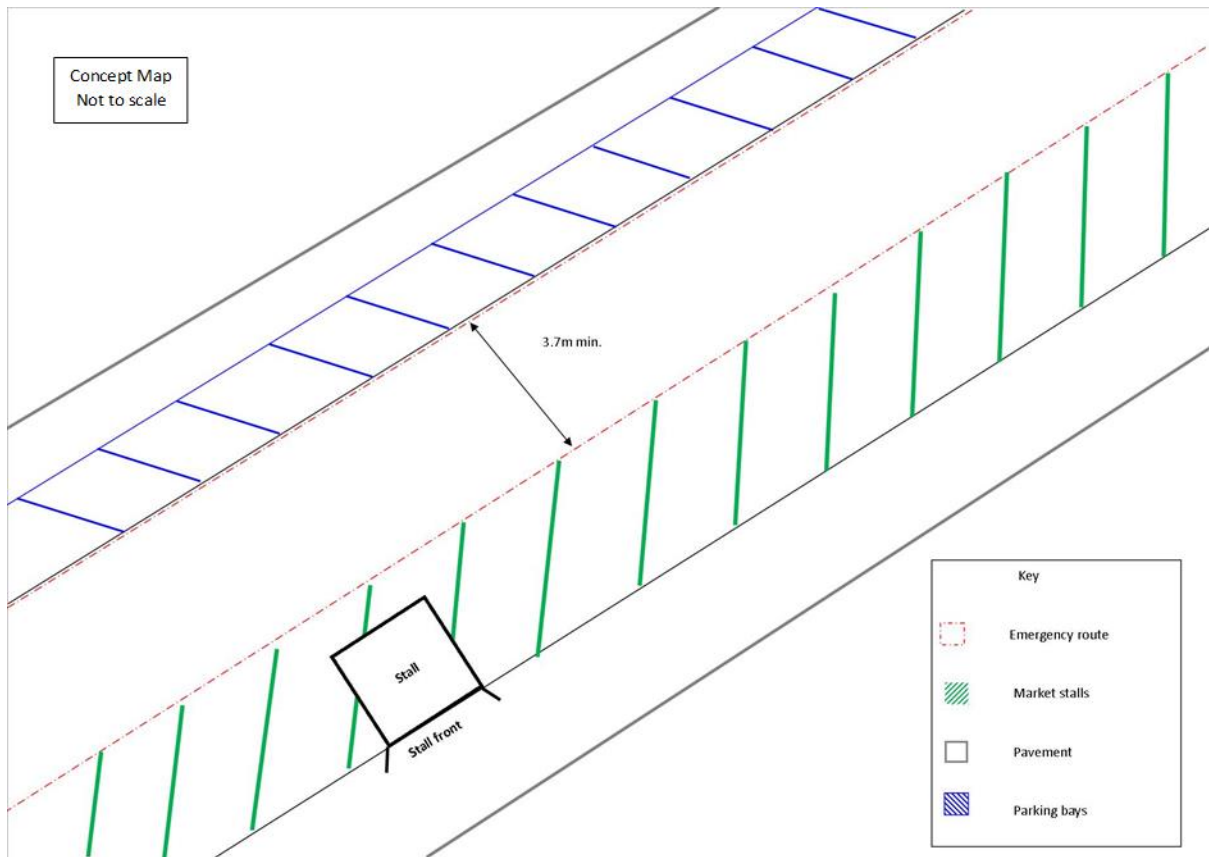
The proposed new event would shed the specific theme and broaden itself with a more generic title of 'fayre'. This could then incorporate multiple themes and leave the option to adapt each year depending on trends and popularity, rather than being tied to a specific theme such as 'Dickensian' where there are limited options available for expansion. This also completely rebrands the event, shedding the negative connotations attached with the Dickensian market and creating the opportunity for a fresh start. A new, modern event would not only appeal to the residents of Witham but could potentially attract people to the town, a factor that would benefit local businesses. An efficient and successful community event will also help the Town Council's public image.

Recommendation Two: To shed the negativity of the previous Christmas event by introducing a new event, the Witham Christmas Fayre.

Proposal A

Street Market

This proposal would involve closing Newland Street between Mill Lane and Guithavon Street, keeping a single carriageway clear for emergency vehicle access. Market stalls could then be set up along the southbound carriageway on the Town Hall side of the road, and also along the parking bays on the opposite side, with the stall fronts facing the pavements for pedestrian access.



Location

Holding the market in Newland Street centralises the public footfall, bringing more trade to high street shops and businesses which have previously missed out during Town Council run events. The Information Centre could open, meaning extra potential revenue and making usual services available to more residents outside of usual opening times. The Town Hall function room could also be utilised as a space for an indoor craft market, entertainment space or even made available to an organisation such as the Luncheon Club to raise funds by offering refreshments. Local shops could also be encouraged to open late for one evening which would encourage more people in to the town for the event, with local restaurants potentially providing special offers for the day. The United Reformed Church may also be interested in getting involved, whether that means offering use of their church hall or providing their own entertainment or refreshments.

Recommendation Three: To move the location of the market to Newland Street, bringing much needed business to the high street and centralising the Town Hall and Information Centre.

Timings

First Saturday of December from 4pm – 9pm. Light switch on at either 5 or 6pm.

Changing the event date to the first Saturday of December not only ensures that the festive season has firmly begun, but it also helps in shedding the connection to the Dickensian market, held at the end of November. Having the event start later means that sun would have set, creating the right atmosphere with lighting. The event would start later in the day with the light switch on during market times as opposed to after it has finished. People will be more likely to come out for the switch on when there are other things going on too, and with the right timings it will then appeal to both early and late shoppers, starting early enough for families but running late enough for the social crowd that will be meeting for drinks or dinner. It will also capitalize on the dinner period, increasing trade at the catering stands which in turn increases our income and keeps traders busy and happy.



Entertainment

Recommendation Four: To change the event date and times to create the ideal setting for an atmospheric Christmas market.

A small stage could be set up near the Christmas tree with entertainment such as local choirs/bands/performers. We could then make a bigger event out of the light switch on, happening during the market when most people are around rather than at the end of the day when people have had enough and gone home. This could be managed by a local entertainment company which would incur a small cost, or potentially by a local group or society which would potentially be cost-free. We can also open the event up for local musicians/buskers who can book a slot to perform. This could effectively be free entertainment for us and free publicity for them. There is also scope to include street performers to entertain crowds – such as festive characters, magicians, comedy acts etc.

Light Switch On

Rather than bolting the switch on of the Christmas lights at the end of the market, the proposal is to incorporate this in to the event. A stage would be set up by the town Christmas tree on Newland Street creating a focal point for the public, so that when the time comes for the lights to turn on, it can be a full performance. A local radio station or entertainment company could manage this, entertaining the crowds whilst they gather. The stage could also be used for other entertainment throughout the evening, such as local choirs, bands or performance groups. By switching the lights on during the main Christmas event, the peak crowd times will be capitalised on and it reduces the risk of underselling the occasion.



Recommendation Five: To incorporate the switch on of the Christmas lights in to the main Christmas event.

Recommendation Six: Invest in entertainment to make the light switch on more of an experience.

Road Closure

(See diagram on page 5)

The proposed road closure would be along Newland Street, between Mill Lane and Guithavon Street. The northbound carriageway would be left clear for emergency access, monitored by stewards as per the Puppet Festival road closure. Buses and could then be redirected via Howbridge Road – Laurence Avenue – Maldon Road, with general traffic still having access to Mill Lane and Guithavon Street. Alternatively, a temporary traffic light system could be put in place to allow access for emergency and public transport through the road closure, with the diversion in place for general traffic only.

Lighting

Battery operated fairy lights and lanterns. Mains lighting could be possible in certain areas.

Electricity

There may be some access to electrics from Town Hall or some shops along the high street. Battery operated fairy lights and lanterns can light individual stalls.

Costs

Entertainment

Announcer £200

Local choirs £0 – 100

Street Performers £600

Lighting

10m battery fairy lights £10

Battery lantern £12 for 3

Most stall holders should provide their own lighting. We will only need to provide lighting for Town Council stalls and extra decoration. Once purchased, lights should be reusable for 3 to 5 years.

Advertising

Advertising within The Voice, our website, and social media will not incur any additional costs. We can also approach local retailers about displaying a poster. Posters and leaflets can be designed and printed by staff at a minimal cost.

Social media has become the optimum platform for promoting events, being completely free and reaching the widest audiences. The following for Witham Town Council pages have increased dramatically in the past six months alone, and this has proven to be useful for promoting campaigns such as the Puppet Festival and Christmas light competitions and has helped to increase sale figures in the Information Centre by promoting special seasonal offers. Facebook alone has seen an increase

in followers from 928 on 18th June 2019 to 1184 on 18th January 2020. Having capable staff running a successful marketing campaign using these platforms means that adverts are likely to reach a much wider audience than in previous years.



Staffing

Stewards will be needed at the start and end of the event to escort vehicles on and off the pedestrianised areas and ensure everything is set up/cleared away properly. During the event there would only need to be a skeleton staff, consisting of four stewards to monitor the road closure, one member of staff to run the Information Centre, two to run the Town Council stall with support from members and two to three runners to cover breaks and any small issues that may arise.

Town Council Stall

The Town stall currently holds a tombola to raise money for the Mayor’s charity appeal, but they could also sell gifts and refreshments for the Christmas event funds.

Stall Fees

Trade pitch £50 – large traders and businesses
 Standard pitch £20 – Local businesses and hobby craft stalls
 Charity pitch £10 – registered charities only

Representative Income/Expenditure for 1 day

Expenditure

Lights *	£100
Decorations*	£100
Town Stall	£50
Road Closure	£250
Entertainment	£800
Contingency fund	£100
Total	£1450

* Initial cost only – lights and decorations would be reused for multiple events.

Income

10 x Trade Pitch	£500
15 x Local Pitch	£300
5 x Charity Pitch	£50
Food Vendors	£750
Town Stall	£300

Total	£1900
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Forecast based on comparable local events and past WTC events.



Future Events

Future Potential

As the fayre grows in popularity, the market could expand to allow for additional visitors. This would then extend beyond Newland Street and spread in to additional venues, meaning that multiple markets and activities can be combined in to one event. Potential areas could include:

❖ Christkindlmarkt

Bavarian Christmas Market. These are traditionally held in town squares, so the ideal venue for this would be the Grove Centre. Stalls here would sell products such as Glühwein, bratwurst, wooden Christmas decorations, candles and lebkuchen. A Bavarian band could also provide entertainment in this area.

❖ Traditional Market

UK style market with an adaptable theme – such as Dickensian, Cockney, Vintage etc. It could easily take on a different theme each year with traditional British stalls selling hot chestnuts, Christmas gifts and decorations, hot teas and coffees etc.

❖ Handmade Market

A small indoor market for local handmade gifts. We could potentially use an indoor space such as the United Reformed Church, where there is ample space for tables to be laid out for local hobby crafters to sell their items. Public liability insurance is not a legal requirement for markets, and a small indoor market would pose less risk, lessening the need for insurance.

Other

Wooden Chalets would give an aesthetic appeal to the Bavarian market. These would cost around £1325 for hire, delivery and assembly of five chalets.

These could be rented by stall holders at an extra cost rather than providing their own equipment.

Local businesses could choose to sponsor a chalet, as they are easily customised with signs.



Marketing

Effective marketing will be essential to ensure that members of the public are both aware of the event and are enticed to visit. The main platform for marketing will be social media – namely Facebook, Instagram and Twitter – but plenty of other forms of free advertising are available, such as;

- Town Council website
- The Voice and local press
- Event pages on other websites
- Posters and Leaflets around Witham
- Via organisations involved with event

Sponsorships

Local businesses may sponsor the entertainment stage, street performers or other specific elements of the event.

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Officer Report of Recommendations

Halloween Event Proposal



Reporting Committee: Events Review Group

Reporting Officer: Lauren Brimson

Contents:

- (1) Summary of Recommendations

Assessment of proposed Halloween Event

- (2) Research
- (3) Comparisons

Proposal

- (4) Concept
- (5) Estimates
- (6) Future Events

Marketing

- (7) Advertising, online presence, social media
- (8) Sponsorships

Summary of Recommendations

- (1) It is considered for approval by the Town Council Events Review Group that an annual Halloween Event could be held on our Open Spaces. This has the potential to not only provide additional revenue for the Town Council, but also makes better use of our Open Spaces.

Assessment of proposed annual Halloween Event.

- (2) After researching other local Halloween events, it was decided that as there is already a range of family events on offer nearby, that it would be best to focus on a different target group.

The age group that is often overlooked in our events are teenagers and young adults – those that would be looking for child-free entertainment on evenings and weekends. This also gives us the opportunity to entertain an age group that have otherwise been known to cause disruption amongst the community.

- (3) Other similar events around the country have proven to be incredibly popular and charge varying rates for their tickets, ranging from £15-34 per person locally. Comparatively this event would be a lot more affordable and should therefore draw in those who feel other versions are too expensive. A few local examples are:
 - **Scaresville** – located in Sudbury. This event is now in its 13th year and runs for 4 weeks, with ticket prices reaching £34 per person at peak times.
 - **Cursed Fright Fest** – located in Basildon. This event is now in its 11th year and runs Wednesday – Sunday for 3 weeks with tickets costing up to £24 per person.
 - **House of Horrors** – located in Brentwood. Runs from 27th September – 3rd November and costs £25 per person per room.

Proposal

- (4) **Zombie Outbreak**

Inspiration for this idea has been taken from the popularity of both escape rooms and live action mazes, and the intention is to combine aspects of both ideas.

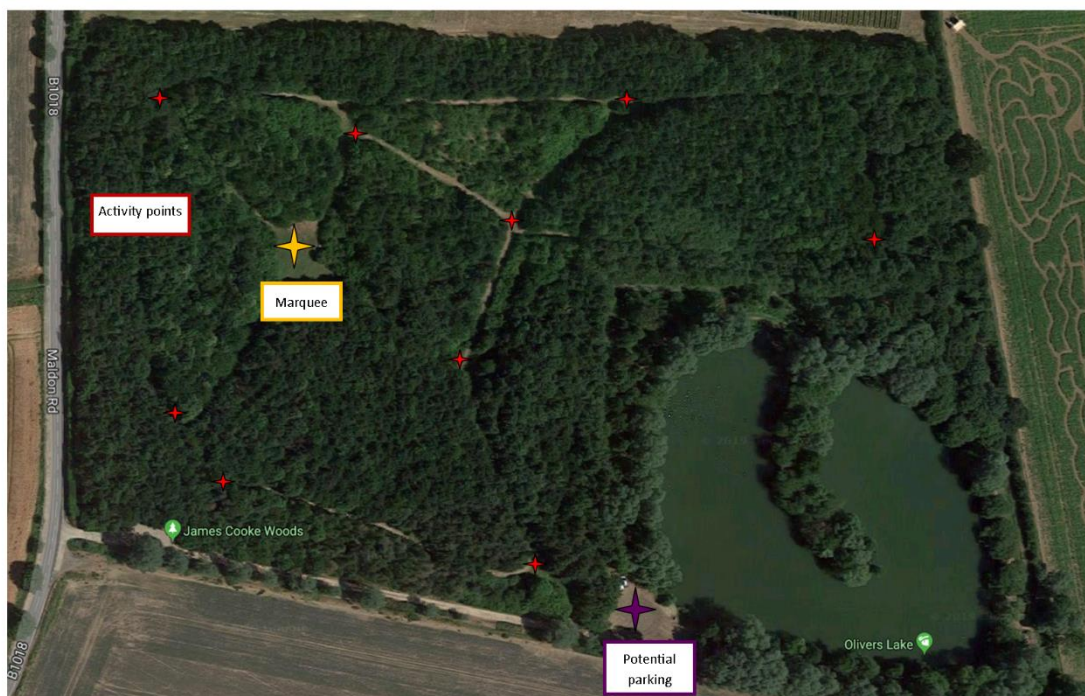
The Z virus has contaminated almost all of Witham's residents – only a few survivors remain. We must contain the outbreak and evacuate all survivors immediately. Anyone receiving this message must report immediately to our safe-zone – only those with the entry code will be admitted.



Taking place at James Cooke Woods, this will be a treasure hunt with a frightening twist. Groups will be released in to the woods with 1 hour to work their way through a series of puzzles and activities, with the goal of finding the password to enter the 'safe zone'. Throughout the woods will be volunteers/actors dressed as zombies with the sole job of scaring the attendees, making the tasks all the more challenging.

Format

- ❖ A quick safety briefing will be given to each group, along with general instructions and maybe a torch per group to be collected at the end.
- ❖ Groups will be taken in 30 minute intervals to a drop off zone, where their driver/guide will be 'attacked' by zombies, meaning the group now has to find their way to the safe zone alone.
- ❖ There will then be a series of puzzles and tasks to complete to find the password to allow entry to the safe zone. These will vary in difficulty.
- ❖ Throughout the woods there will be zombies scattered around – some will be involved in tasks but most will just be there to add atmosphere. There will be a no touch policy to ensure safety for both participants and volunteers.
- ❖ The 'safe zone' will be a marquee set up somewhere in the woods/near the woods where we can provide hot drinks and light refreshments before groups are taken back to the car park.
- ❖ Winners could receive a certificate each to say they have survived the zombie outbreak
- ❖ Anyone that doesn't finish within the hour will be called and collected, being returned to the safe zone.
- ❖ Stewards at the safe zone will have details of start times and contact numbers for each group so that they can monitor their progress. Groups will also be given a contact number in case they get lost/injured etc.



Fees

Bookings would ideally be made in groups of 4 to 6 people. A suggested fee of £60 per group would make the event accessible to more people, whilst covering most costs if a nominal amount are sold. Included in the ticket price is entry to the experience, a hot drink/snack at the end and a certificate upon completion.

Age Groups

In order to be inclusive for teenagers/young adults, the recommended age would be 14+, although there must be at least one adult per group. A disclaimer that the event is not for the faint hearted can be included, but ultimately it will be at the adult's discretion as to whether or not the members of their group are suitable to attend the event.

Parking

There is a distinct lack of parking at the wood, so alternative space will be required. Suggestions for how to work around the issue are;

- a) Enquiring about the adjoining fields for possible car parking space. We already know that Oliver's Nursery provide Halloween entertainment for children so their parking may not be available. However, if our event times differ from theirs it may still be an option.
- b) Setting the Town Hall as the base and shuttling groups to and from the woods. This would then encourage drivers to use town centre car parks.

(5) Costings for the event need to be considered. By encouraging different members of the community to get involved with sponsoring, catering and volunteering, costs can be kept to a minimum.

Marquee Hire

There are several local marquee hire companies that we could use. Without knowing the exact site and measurements etc it is hard to get an exact quote, but the estimated cost would be around £500 for hire and installation.

Catering

Hot drinks and snacks could be provided with the use of an urn and camping stove/grill. Teas, coffees and hot chocolates can be provided at low cost (approx. 50p per cup). Hot dogs could be provided at less than 50p per person, or snacks such as cakes and sandwiches which don't have to be cooked could also be considered. Dietary requirements can be noted when booking to make sure the right food is purchased in advance.

Advertising

Advertising within The Voice, our website, and social media will not incur any additional costs. We can also approach local retailers and colleges about displaying a poster. Posters and leaflets can be designed and printed by staff at a minimal cost.

Volunteers

There are two types of volunteer that will be needed for this event;

Stewards – We will need these to cover safety briefing, escorting groups to and from the event site, managing the safe zone and seeing to lost participants/emergencies. This could be covered by members of staff and community volunteers.

Zombies – Actors with appropriate clothing and makeup. We could approach local amateur groups for this, allowing them to advertise their upcoming productions in return. We could also approach local colleges and sixth forms.

By using volunteers from local colleges and organisations we can utilise a pool of enthusiastic unpaid workers who are happy to accept refreshments and the experience itself as their payment. It is common practise for festivals such as Glastonbury to take on unpaid volunteers in return for the experience, and often the same volunteers return each year.



Booking

Booking can be made in person at the Information Centre. There are also a number of ticketing websites where you can sell tickets for your events at no extra cost, and people have the option to pay online by card and have their e-ticket emailed to them. There is usually a booking fee charged to the customer, but they can avoid paying this by buying directly from the information centre.

Other

Torches – As the event will be at night, it would be a good idea to provide torches for participants. We can encourage them to bring their own, but we could provide them with one per team to be handed back upon completion. Rechargeable LED torches are around £10 each, but these would be reusable each year without the additional cost of batteries.

Staff/stewards would also need some form of lighting, but head torches might be a more appropriate option, which come in at around £5 each plus batteries.

Upfront fees

Marquee Hire = £500
Set dressing = £500
Staff costs = £300
Catering = £100 (based on 100 people)
Sundries = £100

Total = £1500

Additional nights = £500 per night

Potential ticket sales

2 groups of 6 released at 15 minute intervals for a 1 hour time slot between 6-9 pm (to finish at 10pm) or between 6-10pm (to finish at 11pm):

32 parties @ £60 each = £1920
40 parties @ £60 each = £2400

Minimum groups to break even for single night event = 25

3 night representative cost

Running from 6-9pm with 2 groups released every 15 minutes.

At 75% attendance
Income = £4320
Expenditure = £2500
Total Profit = £1820

At 50% attendance
Income = £2880
Expenditure = £2500
Total Profit = £380

Additional revenue could be made from additional refreshments, catering or merchandise.

Future Events

(6) If the initial event is a success, there is the potential to expand on future events. We could add additional nights and include an exclusive corporate date.

We could also change the theme each year, which keeps the event interesting for returning groups and gives us more scope for puzzles and tasks. Possible themes could include; abandoned circus/fairground, twisted wonderland, vampires and werewolves or haunted forest theme.

Marketing

(7) Effective marketing will be essential to ensure that enough tickets are sold to support the initial event.

- Website & Social Media
- The Voice and local press
- Event pages on other websites
- Posters and Leaflets around Witham
- Via organisations involved with event

(8) Sponsorships

An event programme wouldn't be appropriate for this event, so advertising space would be very limited. We could however find a main sponsor and feature their branding on posters, social media and the event certificates.

Another option would be to have sponsors for individual task/puzzle points, or for specific aspects of the event such as catering, clothing or merchandise.

We could also look at partnering with local businesses such as Valero lounge to see if we can offer a discount for participants to eat or drink after the event.

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Annual Witham Dog Show Proposal Cllr Jay



Event Overview

The Witham Town Dog Show has the potential to be an extremely well attended and popular event due to the amount of enthusiastic dog lovers we have within our community.

The proposal is to launch a dog show in the spring/summer of 2020 and to hold the event every year for the foreseeable future.

The Dog Show would take place in the Witham Town Park and essentially would be a structured collection of stalls, all exclusively dog related and would be local businesses only. (Witham and surrounding areas.) There would be activities and competitions also run by Witham Town Council, so this event is a perfect all-rounder for couples or families with children.



Julie Musgrove Yes please Oscar and Otis would love it, 🐾🐾



Sue Lilian Ackland Sounds good too me So many dogs in Witham sure too be a success



Caroline Woods George and Archie say yes 🍌🍌🐾



Rebekah McGrane I think it would be a sure hit! Not only do we have oodles of dog owners in Witham, but people are always happy to travel to dog shows. You just need to make sure you get good publicity. 😊

Could it be for charity? If so then I can put you in touch with a load of dog businesses who would definitely pay to have a stall too. 😊



Helen May Bella will be there. X

Advertising

Advertising is essentially for this event, please see listed below.

- **Social Media** – a social media schedule needs to be created in which the event is advertised using different style posts.
 - community engagement posts
ie: Share a photo in the comments below if your precious pup is excited for #WithamDogShow2020
(this tricks Facebook analytics to work in our favour and more people will see the post.)
 - local business promotion posts
ie: Arnie's of Essex – Luxury Dog Groomers Witham will be at our #WithamDogShow2020 , make sure you follow their page for updates on getting your free 10 minute pooch pamper session when you visit their stall.
(this not only promotes local business but they then promote us as part of the bargain. Must tag the business name within the post for an easy click journey for people)

Partnership support is really important, and we must request social media support from the Communications Leads from both Braintree District Council & Greenfields (both normally really good with socials)

We could also invite Witham based Facebook Community accounts to support the event:

ie: Witham Woofers Page 538 followers
Witham Community Page 1351 followers

- **Local Vets**
Witham has two very well known and established Vet Surgeries and they can advertise the event (and their separate stalls) via social media and by flyers and posters in their businesses.
- **Flyers & Posters**
 - A large banner can we put on the railings within popular dog walking spots (permission pending)
ie: Witham Town Park, Witham Rec, Sports ground at the back of Aldi, other spots in the River walk.
 - A large banner can we put on the front of Witham Town Hall
 - Posters in neighbourhood notice boards

- Open Spaces Team – can have flyers on their person as they come into contact with the dog walking public
- Flyers in the information centre

- Local media – news papers and BBC Radio Essex & Heart
- The Witham Voice

Event Activity and Entertainment

● Stalls

- Witham Town Dog related merchandise stall
- Local Vets
- Local Pet Shop?
- Local Groomers
- Local Dog Walkers
- Local Dog Food brand
- Dog accessories/toys/clothing sellers
- Dogs Trust School Essex (behaviour)
- Police Dog Meet & Greet

● Things to do

- Instagram corner
- Witham Best in Show Competition
- Dog Agility Show and try out
- Ball pit for dogs
- Paw Printing

● Other

- FREE Event goodie bag, food samples, bio degradable poo bags, vouchers for local dog businesses and vets, witham dog show lead attachment, dog toy, print out Witham map advertising dog walking areas
- Water Station
- Food Vans
- Seating Areas

Points of consideration

- Current Situation

Witham town is a hugely popular area for dog walkers given our wonderful River Walk. Currently there is no dog specific event in our town, yet there is room for one.

- Is the event wanted (purpose):

The event would attract the many dog owners in the area as well as outside of the town. It caters to different types of dog owner such as couples or those with children.

- Is the event providing a value to the town:

The event brings a community value to the town in terms of offering the people of Witham as well as people from outside of Witham a chance to come together based on a mutual connection – love of dogs!

The event has got the potential to create a small revenue, charging stall holders a fee and in the future people could have to pay an entrance fee. (although the launch event should be free with only a small charge for future events)

- who attends the event

A mixture of local couples and families with children as well as their beloved pets would be interested in attending an event such as this, as well as people from outside of town as they would view this as an event of interest worth traveling for.

- Impact on Budget:

Venue Maldon Road Park - £114.00
Dog Entertainer –
Dog Agility Equipment Hire & Professional –
Advertising & Promotional Materials –
Professional Photographer & videographer –
Event goodie bag –

- Impact on manpower

This event is manpower intensive, utilising the entire staff workforce for the day.

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Agenda Item 13

I would like annually for the town council to support more campaigns that are nationally and internationally recognised and that build on community cohesion. (I think it's important on many levels!)

Gay Pride is important to me and one that I want to get on the calendar first. My ideas are

- gay pride flag from the flagpole for the entirety of June
- A window display
- A group photo of all the cllrs together with flag/signs, that we can use all over social media - informal and lovely, not cold and weird like a lot of images of councils.
- In my capacity as a Cllr I want to ask all the local schools to support the month with a reception area clearly decorated.
- In my capacity as a Cllr I want to ask local businesses too like pubs and restaurants.

Councillor Miss C. Jay

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Community Reports

Witham Town Luncheon Club

We have returned after Christmas and New year. Both cooks have suffered personal losses and family illnesses over the last few weeks. Karen and Sarah are to be congratulated and thanked for making temporary adjustments to compensate for their necessary absences from time to time. Our cooks are loved and appreciated.

Lunch club has had an Essex Lotteries film made of its activities which has gone on social media and a good Grant has been offered. Other grants are incoming and enable our wonderful work to carry on.

We have again achieved 5 star hygiene and safety standards from a recent inspection and its pleasing to see more new members.

The refurbished function room is cleaner and brighter and pleasurable for members to enjoy.

Cllr Angela Kilmartin. Chairman.

Citizens Advice

To receive a verbal report from Councillor Mrs S.C. Lager.

PASSENGER TRANSPORT REPRESENTATIVES PANEL

Report to Community Committee Meeting - 10th February 2020

Further to my last report to the Community Committee on 25th November 2019, I am pleased to be able to provide Members with updates on the two issues to which I referred in that report.

Firstly, Members may recall that reference was made to an article in the “*Essex Chronicle*” newspaper in October which indicated that, at the time, Essex County Council had made neither a decision nor had formulated a strategy with regard to a recently closed consultation as to whether a charge should be made for passengers, including those who are currently entitled to free travel, using the two Chelmsford Park & Ride services.

I have now read a further article in the same newspaper dated 23rd January 2020 which confirms that Essex County Council intends to bring in a flat fee of £1.50 for all passengers on its Park & Ride services although it does not make it clear as to whether this will be for a return journey (*as is the case in Ipswich*) or, indeed, when this charge will come into force.

Almost 1,500 people replied to the original consultation of which 74% were against the proposed introduction of a charge and cited that a free service would continue to support independent living and provide access to healthcare for the elderly. Furthermore, 65% of those who replied to the consultation intimated that they would cease using the Park & Ride services entirely on the introduction of a fee and these figures have led to concerns over a possible increase in the use of cars in and around Chelmsford.

However, Essex County Council has dismissed these high percentage results and their inherent concerns and will now scrap free travel and introduce the aforementioned flat fee of £1.50.

I bring this to Members' attention for although this does not directly affect Witham *per se*, I am sure that a number of Witham residents use the Chelmsford Park & Ride services.

Turning to the second issue which I raised in my previous report, most Members are now aware that, following a consultation, there is to be a **reduction** in certain timings of the No. 39 Service which is the circular route around Witham.

This has been mooted for some time and although it will undoubtedly prove inconvenient to some residents, this is presumably not a large number as is borne out by the lack of use of the service at the certain times of the day which has led to the forthcoming reduction in the service. From past experience, we are aware that Essex County Council has a strict subsidy of £5.00 per passenger journey on any commercially operated route and should any service not receive sufficient revenue from fare-paying passengers which, in turn, would lead to a far greater subsidy per passenger journey, ECC will not countenance meeting that greater subsidy.

Hence, the Service No. 39 around Witham will be reduced with effect from 26th July 2020 in accordance with the revised timetable attached which gives the times at which the route will NOT operate but we are assured by Essex County Council that the remainder of the service remains unchanged and will continue to be operated commercially by Stephenson's.

Finally, the next meeting of the Passenger Transport Representatives Panel for the Braintree District will be held on Monday 10th March 2020 at Braintree Town Hall and it is, of course, my intention to attend as the Witham Town Council representative.

Cllr John Goodman
February 2020

Service 39								
WITHAM (COLLINGWOOD ROAD) - POWERS HALL END - MORRISONS - RAIL STATION - COLLINGWOOD ROAD (Circular)								
Mondays to Fridays								
Witham, Rail Station	-	-	-	-	-	1825	1850	1920
Witham, Collingwood Road	-	0646	0711	0734	-	1827	1852	1922
Witham, Humber Road, Yare Avenue	0632	0654	0719	0742	-	1835	1900	1930
Powers Hall End, Flora Road	0637	0659	0724	0747C	-	1840	1905	1935
Chipping Hill, Church	0639	0701	0726	-	1819C	1842	1907	1937
Witham, Morrisons	-	-	-	-	-	-	-	-
Witham, Rail Station	0643	0705	0730	-	1823	1846	1909	1939
Witham, Collingwood Road	0646	0708	0733	-	-	-	-	-

Service 39								
WITHAM (COLLINGWOOD ROAD) - POWERS HALL END - MORRISONS - RAIL STATION - COLLINGWOOD ROAD (Circular)								
Saturdays								
Witham, Rail Station	-	-	-	-	-	-	1802	1825
Witham, Collingwood Road	0734	0804	0835	1234	-	1704	1734	1804
Witham, Humber Road, Yare Avenue	0742	0812	0844	1242	-	1712	1742	1812
Powers Hall End, Flora Road	0747	0817	0850C	1247	-	1717	1747	1817
Chipping Hill, Church	0749	0819	-	1249	1649C	1719	1749	1819
Witham, Morrisons	-	-	-	1251	-	-	-	-
Witham, Rail Station	0753	0823	-	1253	1653	1723	1753	1823
Witham, Collingwood Road	0756	0826	-	1255	1655	1725	-	-

Notes: C = Connects to/from commercial continuation of journey

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Figures for December 2019 (compared to 12/18)

Total Enquiries: 592

Total Sales: £4,719.89

Total Commission:£906.19

- Footfall for December 19 was up by 18%
- At the end of December, we had 1,132 followers on Facebook, 140 followers on Instagram and 40 on Twitter. These numbers continue to climb steadily
- Total sales were up by 3%, and our commission rose by almost 63%
- Hampers sold extremely well. We sold 40 during December, mostly to order, and 45 in total. This is an increase of 450% compared to the 10 sold last Christmas
- WTC sales in general rose by 71% and profit rose by 92%
- Theatre Token sales have risen again this month by 58%
- All other departments fell in sales this month but were supported by the sales in WTC and Theatre Tokens

Nov-19			
TOTAL INCOME TO WTC FOR 19-20 YTD	41924.14	TOTAL INCOME	£4,428.14
COMMISSION TO WTC FOR 19-20 YTD	5785.23	TOTAL COMMISSION	£775.17
TOTAL FOOTFALL FOR 19-20 YTD	5822		
		TOTAL SALES	222
		TOTAL ENQUIRIES	436
		TOTAL EMAIL	12
		TOTAL WRITTEN	0
		TOTAL PHONE	45
		TOTAL FOOTFALL	715

Dec-19			
TOTAL INCOME TO WTC FOR 19-20 YTD	46644.03	TOTAL INCOME	£4,719.89
COMMISSION TO WTC FOR 19-20 YTD	6691.42	TOTAL COMMISSION	£906.19
TOTAL FOOTFALL FOR 19-20 YTD	6414		
		TOTAL SALES	217
		TOTAL ENQUIRIES	350
		TOTAL EMAIL	3
		TOTAL WRITTEN	0
		TOTAL PHONE	22
		TOTAL FOOTFALL	592

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