



Town Hall | 61 Newland Street | Witham | CM8 2FE
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MINUTES

Meeting of: **Policy and Resources Committee**

Date: **Monday, 3rd October 2022**

Place: **Town Hall, Newland Street, Witham, CM8 2FE**

Present: Councillors

M.	Lager	(Chairman)
S.	Ager	
P.	Barlow	
T.	Pleasance	
N.	Smith	(Town Clerk)
H.	Andrews	(Deputy Town Clerk)
G.	Kennedy	(Committee Clerk)

13. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Atwill, Goodman, Jay, Weeks, J. Williams and R. Williams.

RESOLVED That the apologies be received and approved.

14. MINUTES

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held 20th June 2022 be confirmed as a true record and signed by the Chairman.

15. INTERESTS

No interests were declared.

16. QUESTIONS AND STATEMENTS FROM THE PUBLIC

There was no member of the press or public present.

17. TOWN CLERK'S REPORT

The Town Clerk's report on matters arising was received.

RESOLVED That the Town Clerk's report be received and noted.

18. FIRE SAFETY POLICY

The Fire Safety Policy was received.

Members agreed the Fire Safety Policy with an annual review date.

RESOLVED That the Fire Safety Policy be approved and reviewed annually.

19. WITHAM TOWN MEMBERS' ALLOWANCE SCHEME POLICY

Members were asked to receive and approve the Witham Town Members' Allowance Scheme Policy.

Members considered that the deadline should be moved to November and be reviewed once the new administration is in place in May 2023.

RESOLVED That That the Members' Allowance Scheme Policy be approved subject to change in deadline and review next May.

20. FINANCIAL RISK ASESMENT

The Financial Risk Assessment and recommendations from the Financial Scrutiny Panel were received.

Members considered this to be a useful exercise. It was considered that training might be required for new Members after the election.

RESOLVED That the Financial Risk Assessment be received and Councillors Barlow and Goodman thanked for completing this procedure.

21. FINANCIAL STATEMENTS

(a) BANK RECONCILIATION

The Bank Reconciliations to 31st August 2022 were received.

RESOLVED That the Bank Reconciliations to 31st August 2022 be received, approved and signed by the Chairman.

(b) SCHEDULE OF RECEIPTS AND PAYMENTS

The Schedule of Receipts and Payments to 31st August 2022 were received.

RESOLVED That the Schedule of Receipts to 30th June 2022 from the Unity Trust Account totalling £8,342.64 and from the Lloyds 95 Day Notice Account totalling £50.96 ; and to 31st July 2022 from the Unity Trust Account totalling £9,739.63 and from the Lloyds 95 Day Notice Account totalling £57.08; and to the 31st August the Unity Trust Account totalling £13,761.84 and from the Lloyds 95 Day Notice Account totalling £74.42: and the schedule of Payments to 30th June 2022 from the Unity Trust Account totalling £78,631.67 and from the Lloyds Bank Account totalling £1,783.49; and to the 31st July

from the Unity Trust Bank Account totalling £82,087.87 and from the Lloyds Bank Account totalling £ 1,403.08; and to the 31st August the Unity Trust Account totalling £75,504.50 and from the Lloyds Bank Account totalling £1,386.92 be received, approved and signed by the Chairman.

(c) BUDGET STATEMENTS AND EXCEPTION REPORT

The Budget Statements and Exception Report to 31st August 2022 were received.

Members commented that the District Council should be asked to reinstate the Collection Fund Surplus as it would be some recompense for the fact that Braintree and Bocking are un-parished.

RESOLVED That the Budget Statements and Exception Report be received and noted.

(d) EARMARKED RESERVES

The Earmarked Reserves up to 31st August 2022 were received.

It was hoped that portable CCTV cameras could be used in crime hotspots.

RESOLVED That the Earmarked Reserves be received and noted.

22. 2023-2024 DRAFT CORPORATE STRATEGY AND BUDGET

Members were asked to comment upon the proposed Policy and Resources Draft Corporate Strategy and Budget for 2023-2024.

The Chairman itemised each objective identifying costs, dates, risks and priorities (attached). He hoped that other Committees would likewise look at each objective.

RESOLVED That the Draft Corporate Strategy and Budget for 2023 – 2024 be received and other Committees to take a similar approach.

23. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED 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 (S3) of the Local Government Act 1972.

24. PROJECT WORK

A report was received on current project works.

RESOLVED That the report be received and noted.

25. INFORMATION CENTRE SCHEME

A report was received.

RESOLVED That the report be received.

There being no further business the Chairman closed the Meeting at 9.07p.m.

Councillor M. Lager
Chairman

NS/GK/4.10.2022

List of Policy and Resources Objectives.

Suggestions:

1. Policy review

Cost £250 (advice and standard drafts) each year

Dates: ongoing

Risks: illegal operations

Priority: essential

2. Devolution prospectus

Cost £250 (research and drafting) +£500 (consultation) +£250 (publicity)

Dates: 1/23 to 3/23

Risks: adverse reception

Priority: key

3. Town Hall site improvement

Cost £800k: funded 50% with DMO loan + 25% grants +25% WTC reserves

Dates: 4/23 to 3/24

Risks: planning consents, covenants, utilities problems, rear access

Priority: essential

4. Strategic acquisitions

Cost £5000 (data, professional services) in 2023-24

Dates: ongoing

Risks: inadequate business cases, not gaining acceptance from others, lack of "fit" into WTC

Priority: medium

5. Member development

Cost £4000

Dates: 5/23 to 4/24

Risks: Members' real needs missed

Priority: essential

6. Grant funding

Cost £1000 (research)

Dates: ongoing

Risks: applications fail

Priority: key

7. Communications review

Cost £500 (research, advice)

Dates: 1/23 -3/23 + 5/23 (new Council's review)

Risks: poor advice

Priority: medium

8. Town Plan update

Cost £250 (printing)+£500 (consultation)+£250(publicity)

Dates: 8/23-11/23

Risks: poor project management

Priority: medium