



Town Hall | 61 Newland Street | Witham | CM8 2FE
01376 520627
witham.gov.uk

MINUTES

Meeting of: **Policy and Resources Committee**

Date: **Monday, 16th September 2024**

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

Present: Councillors

P.	Barlow	(Chairman)
J.C.	Coleman	(Vice Chairman)
B.	Fleet	
P.	Heath	
R.	Playle	
R.	Ramage	
N.	Smith	(Town Clerk)
G.	Kennedy	(Committee Clerk)
J.	Reeves	(Finance Assistant)

50. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor L. Barlow, Headley and Taylor. Councillor Martin was absent.

RESOLVED That the apologies be received and approved.

51. MINUTES

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held 19th March 2024 be confirmed as a true record and signed by the Chairman.

52. INTERESTS

No interests were declared at this time.

53. QUESTIONS AND STATEMENTS FROM THE PUBLIC

There was no member of the press or public present.

54. TOWN CLERK'S REPORT

The Town Clerk had nothing to report.

55. POLICIES AND PROCEDURES FOR RENEWAL

Members were asked to review the following policies –

(a) Crime and Disorder Policy

The amended Crime and Disorder Policy was received.

RESOLVED That the Crime and Disorder Policy be agreed.

(b) Fire Safety Policy

The amended Fire Safety Policy was received.

RESOLVED That the Fire Safety Policy be agreed.

(c) Whistleblowing Policy

The amended Whistleblowing Policy was received.

Member discussed whether a time limit might be appropriate but agreed that there should not be one.

RESOLVED That the Whistleblowing Policy be agreed.

(d) Meeting Attendance Policy

The amended Meeting Attendance Policy was received.

Members agreed that it would not be an unreasonable measure to publicise Members' attendance at Meetings.

RESOLVED That the Meeting Attendance Policy be agreed.

(e) Social Media Policy for Members and Officers

The amended Social Media Policy for Members and Officers was received.

RESOLVED That the Social Media Policy for Members and Officers be agreed.

(f) Public CCTV Policy

The amended Public CCTV Policy was received.

RESOLVED That the Public CCTV Policy be agreed.

56. NEW POLICIES FOR ADOPTION

(a) Councillor Grant Scheme Policy

A proposed Councillor Grant Scheme Policy was received.

Members debated whether it would be appropriate to award grants during pre-election periods and it was agreed that as there should be no political advantage by announcing such aid during a purdah period.

RESOLVED That the Councillor Grant Scheme be agreed.

RESOLVED That authority be delegated to the Responsible Financial Officer to determine grant applications received under the Members Grant Scheme and to amend the Scheme of Delegation accordingly.

(b) Petitions Policy

A report and a proposed Petitions Policy was received.

The purpose of the policy was to enhance community engagement and provide residents effective means to voice their concerns. Members agreed this would be advantageous rather than receiving complaints via social media. The Town Clerk explained that vexatious or inappropriate petitions would not be accepted. Members agreed that a petition of 50 residents would be appropriate.

RESOLVED That the Petitions Policy be agreed.

57. **FINANCIAL STATEMENTS**

(a) BANK RECONCILIATION

The Bank Reconciliations to 30th June 2024 were received.

RESOLVED That the Bank Reconciliations to 30th June 2024 were received, approved and signed by the Chairman.

(b) SCHEDULE OF RECEIPTS AND PAYMENTS

The Schedule of Receipts and Payments to 30th June 2024 were received.

RESOLVED That the Schedule of Receipts from the 95 Day Account for the period from 1st February to 31st March 2024 totalling £1,191.51 and from 1st April to 30th June 2024 totalling £1,956.86; from Lloyds Bank Account from 1st February to 31st March 2024 totalling £1,489.55; from Petty Cash from 1st April to 30th June 2024 totalling £200; from Unity Trust Account from 1st February to 31st March 2024 totalling £213,712.54 and from 1st April to 30th June 2024 totalling £1,066,215.47; from the Unity Instant Access Account from 1st February to 31st March 2024 totalling £1,828.73 and 1st April to 30th June 2024 totalling £802,777.78; and the Schedule of Payments from Lloyds Bank Account from 1st February to 31st March 2024 totalling £3,008.91 and from 1st April to 30th June 2024 totalling £4,061.40; from Petty Cash from 1st February to 31st March 2024 totalling £90.03 and from 1st April to 30th June 2024 totalling £158.17; from the Unity Trust Account from 1st February to 31st March 2024 totalling £250,198.00 and from 1st April to 30th June 2024 totalling £1,030,400.73; from Unity Trust Instant Access from 1st February to 31st March 2024 totalling £140,000.00 and from 1st April to 30th June 2024 totalling £480,000.00 be received, approved and signed by the Chairman.

(c) **BUDGET STATEMENTS AND EARMARKED RESERVES**

The Budget Statements and Earmarked Reserves to 30th June 2024 were received.

RESOLVED That the Budget Statements and Earmarked Reserves to 30th June 2024 be received, approved and signed by the Chairman.

58. **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.

59. **TOWN HALL IMPROVEMENT SCHEME**

The Town Clerk gave a report.

RESOLVED That the report be received and noted.

There being no further business the Chairman closed the Meeting at 8.26 p.m.

Councillor P. Barlow
Chairman

NS/GK/19.9.2024