

4. **QUESTIONS AND STATEMENTS FROM THE PUBLIC**

An opportunity for members of the press and public to make representations, answer questions and give evidence in respect of any business on the agenda.

Order Note: A maximum of 30 minutes is designated for public participation time with no individual speaker exceeding three minutes unless otherwise granted an extension by the Chairman under Standing Order 3(F) & 3(G).

5. **GUEST SPEAKER**

An opportunity for the committee to hear from the selected guest speaker ahead of a question and answer session.

Note: The chosen speaker for this meeting is Mr. Adam Deane of Chatten Free School, Witham.

6. **ESSEX POLICE, PSCO & SPECIAL CONSTABLE UPDATES**

An opportunity to receive any updates concerning local criminal matters and hear from any officers in attendance.

7. **COMMITTEE INCOME, EXPENDITURE & BUDGET REPORT**

To receive the committee income & expenditure report for the period 1st April 2020- 31st March 2021 ([attached at page 4](#)).

8. **CLERK'S REPORT**

To receive any matters for report.

9. **SOCIAL ISOLATION WORKING GROUP**

To receive the notes from the Social Isolation Working Group Meeting held 6th March 2020 and 7th May 2021 ([attached at page 5](#)).

10. **YOUTH WORKING GROUP**

To receive the notes from the Youth Task and Working Group Meeting held 18th March 2021 and 29th April 2021 ([attached at page 9](#)).

11. **WITHAM TOWN COUNCIL EVENTS UPDATE**

To receive the latest Witham Town Council events update.

Order Note: A short officer presentation will be received by the committee before debate.

12. **CCTV**

To receive a report ([attached at page 13](#)).

Order Note: Corporate Strategy Objective

13. **EXCLUSION OF PRESS & PUBLIC**

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.

14. **SOCIAL MEDIA STATISTIC REPORT**

To receive the social media statistic report (attached at page 14).

15. **INFORMATION CENTRE STATISTICS**

To receive the information centre statistic report (attached at 15).



James Sheehy
Town Clerk

JS/NS/11.05.2021

Item 7

06/05/2021		Witham Town Council Current Year					Page 1	
14:24		Detailed Income & Expenditure by Budget Heading 31/03/2021						
Month No: 12		Cost Centre Report						
	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR	
Community								
Information Sales Income	10,967	75,000	64,033			14.6%		
Puppet Festival Income	1,356	5,000	3,644			27.1%		
New Events Income	0	500	500			0.0%		
Community Day	0	450	450			0.0%		
Community :- Income	12,323	80,950	68,627			15.2%	0	
Community Team PAYE/LGPS	60,639	58,000	(2,639)		(2,639)	104.6%		
Remembrance	0	500	500		500	0.0%		
Silver Cinema	0	3,200	3,200		3,200	0.0%		
Town Clock	0	1,200	1,200		1,200	0.0%		
Bus Shelters	0	1,000	1,000		1,000	0.0%		
Litter Bins	740	1,100	361		361	67.2%		
Christmas Decorations	13,063	9,000	(4,063)		(4,063)	145.1%		
Information Centre Purchases	7,745	65,000	57,255		57,255	11.9%		
Information Centre Administrat	(207)	2,000	2,207		2,207	(10.4%)	(441)	
Community Grant Aid	6,807	10,000	3,193		3,193	68.1%		
Citizens Advice Bureau	10,000	10,000	0		0	100.0%		
Community Safety/CCTV	22,423	17,500	(4,923)		(4,923)	128.1%		
Community Special Constables	1,995	7,000	5,005		5,005	28.5%		
Other Community Support/Youth	162	3,000	2,838		2,838	5.4%		
V.E Day 75	0	1,500	1,500		1,500	0.0%		
New Events	162	1,500	1,338		1,338	10.8%		
Community Day	0	1,500	1,500		1,500	0.0%		
Puppet Festival	330	17,000	16,670		16,670	1.9%		
Christmas Events	1,465	1,500	35		35	97.7%		
Community :- Indirect Expenditure	125,324	211,500	86,176	0	86,176	59.3%	(441)	
Net Income over Expenditure	(113,002)	(130,550)	(17,548)					
plus Transfer from EMR	(441)							
Movement to/(from) Gen Reserve	(113,443)							
Grand Totals:- Income	12,323	80,950	68,627			15.2%		
Expenditure	125,324	211,500	86,176	0	86,176	59.3%		
Net Income over Expenditure	(113,002)	(130,550)	(17,548)					
plus Transfer from EMR	(441)							
Movement to/(from) Gen Reserve	(113,443)							

MINUTES OF THE MEETING OF THE TASK AND FINISH GROUP (SOCIAL ISOLATION) AT WITHAM TOWN COUNCIL HELD 6th MARCH 2020 AT 1PM IN THE COUNCIL CHAMBER.

PRESENT:- Councillors Mrs S Ager, Miss C Jay, Mrs C Lager,

Staff: Miss N Smith - Assistant Responsible Financial Officer

Members Mrs JoAnn Williams, Mrs Kim Barker, Mrs Diana Brown

12. APOLOGIES FOR ABSENCE

Apologies were received from Councillor Miss M Weeks and Councillor R Ramage due to previous engagements.

13. DECLARATIONS OF INTEREST

There were no declarations of interests.

14. CLERK'S REPORT

The Clerk reported that she had met with Nicola Doubleday the newly appointed Action Fraud Coordinator for the North Essex LPA. It was **AGREED** that a Pop Up Stall in the Newlands Centre would be arranged where the work of the Action Fraud Coordinator could be publicised in conjunction with the Town Council.

15. AGENCY MEETING

Members discussed the meeting held at the Town Hall on 27th February 2020 with local agencies in Witham already dealing with Social Isolation. It was **AGREED** that volunteers would be referred to agencies as they could provide more suitable training and on-going support than the Town Council.

16. PENPALS

Members discussed how a 'Pen pal' project between local primary schools and care/nursing homes in Witham could be implemented. It was **AGREED** to proceed with the project and that work would be carried out in conjunction with the Youth TAFG.

17. WASHING LINE OF KINDNESS/WISHING WASHING LINE

Members reviewed an article concerning 'Washing Lines of Kindness' and **AGREED** that there should be a similar scheme in Witham. It was **AGREED** that members would contact the organisation 'Care Home Fans' for guidance.

18. FRIENDSHIP BENCH

Members reviewed an article concerning the installation of a 'Friendship Bench' within the town. Members discussed possible locations and it was **AGREED** to enquire as to the viability of reinstating a bench outside the Town Hall and this being designated a 'Friendship Bench'.

19. CLUBS

- a) Members discussed the importance of collating a list of clubs and societies within the town. It was **AGREED** that members would collate a list that could be published in hard copy as well as on the Witham Town Council website. The importance of keeping the list up to date was stressed.
- b) Members discussed whether to invite the club leaders to a meeting at the Town Hall, but it was **AGREED** to be unnecessary at present.

20. 2020 GROUP FOCUS AND ACTION PLAN

Members discussed the benefits of including events for men within the TAFG action plan, including a men's Angling Day and a men's Walk and Talk event at Whetmead Nature Reserve.

21. SOCIAL ISOLATION OUTREACH PROGRAMME

Members were asked to consider how to reach those members of the community that were socially isolated. Members discussed the possibility of utilising doctors and dentist surgeries and it was **AGREED** to encourage local groups to attend Witham Town Council's Community Day.

22. FUTURE COMMITTEE WORK

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

23. DATE AND TIME OF NEXT MEETING

It was **AGREED** that the date of the next meeting would be circulated by email once progress on items from this meeting had been made.

There being no further business, the Chairman closed the meeting at 2.15 p.m.

NS 10.03.2020

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Councillor Mrs S Ager
Chairman

MINUTES OF THE MEETING OF THE SOCIAL ISOLATION WORKING GROUP AT WITHAM TOWN COUNCIL HELD 7th MAY 2021 AT 10:00AM IN THE COUNCIL CHAMBER.

Present:- Councillors S Ager, C Jay, C Lager, M Weeks

Staff: N Smith - Deputy Town Clerk

Members Kim Barker

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Cliff Livermore who was unwell.

2. DECLARATIONS OF INTEREST

No declarations of interest were received.

3. MINUTES OF THE PREVIOUS MEETINGS HELD 17th JANUARY 2020 and 16th MARCH 2020

Minutes from the previous meetings were received and signed as a true record by the Chairman.

4. CLERK'S REPORT

The Clerk did not give a report.

5. COFFEE MORNINGS

Members discussed the feasibility of holding Coffee Mornings in the Function Room of the Town Hall or a local coffee shop on a Saturday morning.

It was **AGREED** that a volunteer coffee morning would be held on 26th June 2021 in the Town Hall to thank those who helped with the Home Alone Christmas Event.

It was **AGREED** that Costa Coffee would be approached about the possibility of holding a coffee morning on their premises at the end of July 2021.

6. POP UP STALLS

Members discussed holding Pop Up Stalls in conjunction with the Police to publicise the issue of financial fraud.

It was **AGREED** that the Community Special Constables would be approached and asked if they had availability on either 16th July or 23rd July to hold a Pop Up Stall on the River Walk.

It was **AGREED** that Redrow would be asked for permission to hold a Pop Up Stall on the green at Evans Way, date to be arranged.

It was **AGREED** that Aldi Supermarket would be approached and asked if the Social Isolation Working Group could hold a Pop Up Stall on their premises.

7. ANY OTHER BUSINESS

Members discussed a potential "Penpals Scheme" between local primary schools and care homes.

It was **AGREED** to gauge interest from care homes and local primary schools.

Members discussed the possibility of placing a Friendship bench outside the Town Hall. It was **AGREED** that further information would be sought.

Members discussed holding a Men's Mental Health Walk in October 2021. It was **AGREED** to refer this to the Community Committee where a guest speaker would be invited to attend.

8. DATE AND TIME OF NEXT MEETING

Members agreed that the group would meet next at the start of September 2021 with the date being confirmed by the Deputy Town Clerk.

The Chairman closed the meeting at 11:00AM.

NS 07.05.2021

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Councillor Mrs S Ager
Chairman

NOTES OF THE PROPOSED ACTIONS FOR DELEGATED DECISION MAKING AT THE MEETING OF TASK AND FINISH GROUP (YOUTH) HELD 18th MARCH 2021 AT 7:30PM VIA ZOOM.

PRESENT:- J Williams, (Chairman) J Kempf
Councillors: S Ager, P Barlow, J Bayford, C Jay, C Lager
Staff: N Smith - Deputy Town Clerk
S Hughes - Essex Youth Services

1. CLERK'S REPORT

The Deputy Town Clerk reported that extra tickets for the 'Easter Quest' being held on 3rd April 2021 had been released due to high demand.

It was **AGREED** to receive and note the information.

2. ESSEX YOUTH SERVICE

Members received a verbal report from Sue Hughes from the Essex Youth Service regarding activities they run within Witham. It was reported that activities are taking place at the Spa Road Skate Park, Parkside Youth Centre and within New Rickstones Academy.

Members discussed the possible use of a Youth Bus and how Witham Town Council could support the Essex Youth Service.

Members thanked Sue Hughes for attending the meeting and **AGREED** that information would be exchanged between Essex Youth Service and Witham Town Council through the Deputy Town Clerk.

3. UK PARLIAMENT WEEK

Unfortunately due to the issues surrounding Covid-19 neither Maltings Academy nor New Rickstones Academy would commit to making plans for UK Parliament Week currently.

It was **AGREED** that Maltings Academy and New Rickstones Academy would be contacted in a few months and asked for an update.

4. MALTINGS ACADEMY MEETING

Members discussed the interview that had taken place between JoAnn Williams and children from Maltings Academy in 2018. Members discussed the issues students were concerned with and the importance of gathering up to date information.

It was **AGREED** that Maltings Academy and New Rickstones Academy would be contacted for feedback on issues of importance to that age group.

It was **AGREED** that Members would provide a list of possible questions at the next Task and Finish Group meeting.

5. YOUTH LOGO

Members discussed the Youth Logo and the appropriateness of using it within the town.

Members **AGREED** that the logo could be introduced on Community Day to show those clubs and groups that were 'youth friendly'.

6. ANY OTHER BUSINESS

Members **AGREED** that due to the Covid-19 pandemic most work should be held until restrictions had been lifted.

7. DATE AND TIME OF NEXT MEETING

It was **AGREED** that the Clerk would confirm availability with Members for six weeks' time.

Meeting closed at 8:30pm.

NS 24.03.2021

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Mrs J Williams
Chairman

NOTES OF THE PROPOSED ACTIONS FOR DELEGATED DECISION MAKING AT THE MEETING OF TASK AND FINISH GROUP (YOUTH) HELD 29th APRIL 2021 AT 7:30PM VIA ZOOM.

PRESENT:- J Williams (Chairman), J Kempf
Councillors: S Ager, P Barlow, J Bayford, C Jay
Staff: N Smith - Deputy Town Clerk

1. CLERK'S REPORT

The Deputy Town Clerk reported that the 'Easter Quest' had received positive feedback and the planned Halloween event would have a daytime element suitable for a similar age group.

The Deputy Town Clerk reported that she had spoken with Mr Adam Dean, Head Designate of The Chatten Free School who had accepted an invitation to come and speak with members of the Community Committee on May 17th 2021.

It was **AGREED** to receive and note the information.

2. YOUTH ENGAGEMENT CONFERENCE

Members received a report regarding the EALC Youth Engagement Conference held on 28.04.2021.

It was reported that other parish councils had successfully engaged with youth representatives by producing social media content aimed at children and by holding 'Youth Engagement Weeks'.

It was reported that one parish council had invited a youth representative to sit on the council as a non-voting member.

It was **AGREED** that further information be sought regarding this.

3. MALTINGS AND NEW RICKSTONES ACADEMY MEETINGS

Members were asked to consider a list of questions for students of Maltings and New Rickstones Academy.

Members **AGREED** that the below questions should be asked-

What is the best social media for the council to use to appeal to younger people?

What do you like doing outside of school?

Where is your favourite place to be when not at school?

What is missing from our town?

Where are your nearest play areas and do you use them?

4. WITHAM SKATE PARK CONSULTATION

A report was given regarding the planned consultation on the Spa Road skate park by Braintree District Council.

Members discussed the importance of publicising the consultation once it had been released and encouraging engagement from local schools.

Members discussed the importance of Braintree District Council keeping the town involved in the decision making process.

Members discussed recreational areas within the Town and how they could be publicised. Members **AGREED** that a motion would be referred to the Policy & Resources Committee regarding the use of videos to advertise recreational areas.

5. ANY OTHER BUSINESS

Members **AGREED** that there was sufficient work for the committee to proceed with.

6. DATE AND TIME OF NEXT MEETING

It was **AGREED** that the Clerk would confirm availability with Members for six weeks' time.

The Chairman closed the meeting at 9:00PM

NS 29.04.2021

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Mrs J Williams
Chairman



ITEM NO: 12

Officer Report: CCTV Expansion

Issue: The Community Committee Corporate Strategy 2021-2022 states that 'The Committee will produce a report of recommendations for the consideration of Full Council for the review and potential expansion of the Town Council controlled CCTV network in Witham. Witham Town Council are examining the business case for expansion of the current CCTV equipment and a full report is due to be received by the Community Committee'.

For the report to be a true reflection of the current value for money of the CCTV network it is felt prudent to consider the number of times that footage has been used by the police and compare this with the associated costs.

Chelmsford Monitoring Office have provided figures for January 2020-January 2021 showing the number of incidents that Witham Town Council CCTV has been used in relation to a particular category incident, details are below-

- Media Review Requests 12
- Missing Person 1
- Public Order 2
- Public Safety 1
- RTC 1
- Out of hours 2
- ANPR Hit 1
- Attention To 9
- Burglary 1
- Concern for welfare 2
- Miscellaneous 1

A total of 33 incidents logged.

Having reviewed these figures it is not felt that they are a true representation of CCTV operations due to the restriction of movements in place throughout the Covid-19 pandemic.

Advice: That the report be held in abeyance until a true representation of figures can be collected once national restrictions have been fully lifted. It is recommended that figures are updated early 2022.