



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

AGENDA

Meeting of: **Policy and Resources Committee**

Date: **Monday, 24th June 2019** 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	M.C. M	Lager	(Chairman)
		R.	Williams	(Vice Chairman)
	Mrs	S.	Ager	
		K.L.	Atwill	
		P.R.	Barlow	
		J.C.	Goodman	
		S.E.	Hicks	
	Mrs	A.	Kilmartin	
	Mrs	S.C.	Lager	
		T.A.	Pleasance	
		R.P.	Ramage	
	Miss	M.L.	Weeks	

1. **APOLOGIES**

To receive apologies for absence.

2. **MINUTES**

To receive the Minutes of the Meeting of the Policy and Resources Committee held 15th April 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. TOWN CLERK'S REPORT

To receive the Town Clerk's Report on matters arising ([attached](#)).

6. BUSINESS PLAN

To receive and consider a Business Plan for 2019/2020 ([previous Business Plan attached](#)).

7. FINANCIAL STATEMENTS

(a) **BANK RECONCILIATION**

To receive the Bank Reconciliations to 30th April 2019 ([attached](#)).

(b) **BUDGET STATEMENTS**

To receive the Budget Statements to 30th April 2019 ([attached](#)).

(c) **SCHEDULE OF RECEIPTS AND PAYMENTS**

To receive the Schedule of Receipts and Payments to 30th April 2019 ([attached](#)).

8. MEMBERS' ATTENDANCE AT MEETINGS

To receive details of Members' Attendance at Meetings ([attached](#)).

9. ONLINE BANKING & BANKING PROVIDERS

To receive a further report concerning banking arrangements ([attached](#)) and consider the way ahead.

10. PROPOSALS FOR POLICY REVIEW & NEW POLICIES

To receive a proposals report ([attached](#)) from the Leader of the Council on potential areas for review.

11. LOCAL COUNCIL AWARD SCHEME

To note that the outstanding elements to achieve Gold status ([attached](#)) for Members comments.

12. GIFTS POLICY

To receive and approve a Registration of Gifts Policy ([attached](#)).

13. REQUESTS TO USE OPEN SPACE

To consider a report concerning requests to use open spaces ([attached](#)).

14. VIDEO MARKETING

To consider a report on video marketing ([attached](#)).

15. BODY WORN CAMERA POLICY

To review and adopt the revised Body Worn Camera policy ([attached](#)).

16. WITHAM RAIL STATION ADOPTION

To receive and consider ‘adoption’ of the rail station to take on gardening duties ([attached](#)).

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 following items of business on the grounds that publicity would be prejudicial to the public interest.

17. RIVER WALK

To receive a report (attached)

18. PERIOD GARDEN

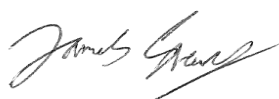
To receive a report (attached)

19. STAFFING

To receive a resume of the Staffing and Accommodation Sub-Committee Minutes held 3rd June 2019 (attached).

20. PUBLIC DOMAIN

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



James Sheehy
Town Clerk
JS/GK/18.6.2019



ITEM NO: 5

Officer Report: Town Clerk's Report

The following matters are for Members attention:

Witham Ambulance Trust:

The Witham Ambulance Trust has successfully been closed with two cheques payable to the Essex & Herts Air Ambulance and St. Johns Ambulance having been raised with the full funds from the account making two payments of £2,600 for each charities. A cheque presentation opportunity will now be organised with the trustees and beneficiaries.

Payment of Highways Devolution Pilot Grant:

A countersigned agreement has now been approved by Essex County Council with a hard copy to be posted to the Town Clerk (anticipated to be in receipt by date of committee meeting). Payment of the outstanding grant is expected imminently to commence with this overdue project.

Advice:

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WTC – OUTLINE BUSINESS CASE: 2019-20, P&R Date: 5.12.18

The issues: Unfinished business from 2018-19 (parish council liaison, communications strategy, WTC branding, policies review programme)

Establishing, funding, delivering, evaluating WTC programmes and projects

Influencing/working with/scrutinising outside bodies (BDC, ECC, NHS, employers, voluntary groups)

Monitor the delivery of S106 commitments for Maltings estate residents

Support for Town Mayor and civic functions

Actions proposed:

Income generation/cost savings T&F group to report with project plan, including Town Hall improvement/development

Seek Quality Council gold standard

Establish liaison process with neighbouring parish councils

Develop distinctive WTC brand

Review WTC communications strategy

Recognise significant voluntary group achievements publicly

Monitor delivery of Maltings S106 project plan by BDC [playing field, community centre/changing rooms, shops, remaining houses, common space maintenance arrangements, school drop-off/collection plan, public art]

Outcomes:

Internal:

- ⑩ WTC strategic aims reviewed and made clear
- ⑩ Enhanced external recognition of WTC activities
- ⑩ Additional income raised, cost savings identified (net £20k pa)
- ⑩ Central services arrangements reviewed/market-tested (contracts, suppliers, pensions)
- ⑩ Town Hall improvement/development plan agreed and funded, with commercial opportunities for Town Hall site recognised and realisation started
- ⑩ Way forward for outdoor services identified
- ⑩ WTC has recognisable brand on stationery, products, services, property
- ⑩ Less use of paper, greater use of other channels (email, Press and social media, own TV screen)
- ⑩ Policy review programme established with Member input

External:

- ⑩ Monitor delivery of Maltings S106 project plan by BDC [playing field, community centre/changing rooms, shops, remaining houses, common space maintenance arrangements, school drop-off/collection plan, public art], so that Maltings residents benefit from improved common services, with ongoing monitoring with BDC
- ⑩ 90th anniversary of Carnival celebrated
- ⑩ Regular liaison arrangements agreed with neighbouring parish councils, BDC, ECC, NHS
- ⑩ Neighbourhood Plan considered [potential Newlands Street planning guidance]

Note on process:

With finances constrained, we must contain extra burdens on the office by mobilising input from volunteers/interested parties in the community. It should be possible to define some tasks and employ an outside body to deliver them. There has to be a readiness to consider investment in equipment/skills/processes that will deliver efficiencies in what we do. We should also be ready to stop doing things that don't really matter or won't be missed, or if really essential to embrace new ways of doing them.

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Agenda Item 7(a)

Date: 07/06/2019

Witham Town Council Current Year

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Time: 11:43

**Bank Reconciliation Statement as at 30/04/2019
for Cashbook 1 - Current Bank Account**

User: NS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account	30/04/2019	46	355,417.49
			<u>355,417.49</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
29/03/2019 10571	Police & Crime Commissioner	381.74	
15/04/2019 10590	Witham Public Hall Trust	610.00	
15/04/2019 10591	Green Clean	24.00	
15/04/2019 10593	Society of London Theatres	51.70	
15/04/2019 10598	First Essex Buses	1,154.70	
15/04/2019 10600	Witham Public Hall Trust	382.85	
15/04/2019 10603	Business Machines Ltd	64.80	
15/04/2019 10607	295 Squadron Witham & Rivenhal	2,250.00	
29/04/2019 10609	C&S Window Cleaning Services	20.00	
29/04/2019 10610	Braintree District Council	332.00	
29/04/2019 10611	The Essex Group	566.78	
29/04/2019 10612	National Express	433.86	
29/04/2019 10613	Witham Public Hall Trust	234.27	
29/04/2019 10614	Witham Hangout	1,000.00	
29/04/2019 10615	Writtle University College	260.00	
29/04/2019 10616	Essex County Council	47.08	
29/04/2019 10617	A & J Lighting	197.16	
29/04/2019 10618	Purchase Power (Pitney Bowes)	53.40	
29/04/2019 10619	Travis Perkins	39.65	
29/04/2019 10620	Offsite IT	72.00	
29/04/2019 10441	Kempco	45.10	
29/04/2019 10444	BT	229.92	
			<u>8,451.01</u>
			346,966.48
<u>Receipts not Banked/Cleared (Plus)</u>			
26/04/2019 2019/32		321.50	
29/04/2019 2019/33		211.19	
30/04/2019 2019/34		207.40	
			<u>740.09</u>
			347,706.57
		Balance per Cash Book is :-	347,706.57
		Difference is :-	0.00

Date: 31/05/2019

Witham Town Council Current Year

Page 1

Time: 11:07

**Bank Reconciliation Statement as at 07/05/2019
for Cashbook 2 - Working Fund**

User: NS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Working Fund	30/04/2019	12	55,050.65
			55,050.65
<u>Unpresented Cheques (Minus)</u>		Amount	
		0.00	
			0.00
			55,050.65
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			55,050.65
		Balance per Cash Book is :-	55,050.65
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Date: 31/05/2019

Witham Town Council Current Year

Page 1

Time: 11:30

**Bank Reconciliation Statement as at 21/05/2019
for Cashbook 3 - Mayor's Fund**

User: NS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayors Appeal	30/04/2019	83	5,788.55
			<u>5,788.55</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,788.55
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,788.55
		Balance per Cash Book is :-	5,788.55
		Difference is :-	0.00

Date: 31/05/2019

Witham Town Council Current Year

Page 1

Time: 11:58

**Bank Reconciliation Statement as at 30/04/2019
for Cashbook 4 - Fixed Term Deposit**

User: NS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Fixed Deposit 13620909LS	30/04/2019		220,054.24
			220,054.24
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			220,054.24
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			220,054.24
		Balance per Cash Book is :-	220,054.24
		Difference is :-	0.00

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Witham Town Council Current Year

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			<u>0.00</u>
			55,050.65
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
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			5,788.55
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,788.55
		Balance per Cash Book is :-	5,788.55
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Date: 31/05/2019

Witham Town Council Current Year

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for Cashbook 4 - Fixed Term Deposit**

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			<u>220,054.24</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			220,054.24
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			220,054.24
		Balance per Cash Book is :-	220,054.24
		Difference is :-	0.00

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Administration & Fixed Overheads Budget Report							Agenda Item 7(b)
	2018/2019		2019/2020				
	Budget	Actual	Budget	Actual YTD	Projected	Committed	
Sundry Receipts	500	15100	500	0	0	0	
Car Park Licence	8783	8782	8780	0	0	8783	
Admin-P & R Income 20%	0	0	0	0	0	1500	
Total Income	9283	23882	9280	0	0	10283	
Admin - PAYE	144200	140547	148526	8190	0	0	
Admin- LGPS	30000	27263	31350	2533	0	0	
Travel Expenses	600	0	600	0	0	0	
Town Hall	30500	18389	31000	4416	0	0	
Gas	3296	1579	3395	0	0	0	
Electricity	3502	3187	3607	423	0	0	
Photocopying	2060	2047	4500	301	0	0	
Postage	1800	1266	900	365	0	0	
Stationery	1600	1575	1600	172	0	0	
Office Equipment	3914	4936	4031	722	0	0	
Repairs & Renewals	2000	0	2000	0	0	0	
Website	2000	245	2000	0	0	0	
Telephone/Fax	3090	3787	3183	447	0	0	
Insurance	8500	-2030	8755	75	0	0	
Sundry Expenses	1500	2832	1500	3	0	0	
Audit & Legal	2000	3070	2000	2721	0	0	
Affiliation Fees	3000	2798	3050	1988	0	0	
Members -Conferencing/Training	1500	539	2545	840	0	0	
Staff -Conferencing/Training	1500	2350	2690	120	0	0	
Payroll Charges	670	530	690	0	0	0	
Petty Cash	620	620	650	203	0	0	
Overhead Expenditure	247852	215531	258572	23520	0	0	

Community Committee Income & Expenditure Budget						
	2018/2019		2019/2020			
	Budget	Actual	Budget	Actual YTD	Projected	Committed
Community						
Information Sales Income	80000	67295	78750	12370	0	0
Puppet Festival Income	5200	5392	0	250	3000	0
Christmas Dickensian Event	320	350	320	100	0	0
Community Day	0	792	0	0	0	0
Total Income	85520	73829	79070	12720	3000	0
Community Team PAYE/LGPS	0	31277	66160	4540	0	0
Town Clock	0	0	1575	0	0	0
Bus Shelters	500	0	500	0	0	0
Litter Bins	1000	0	1000	0	0	0
Christmas Decorations	7210	5369	8426	848	0	0
Information Sales Expense	73000	58854	66150	9771	0	0
Information Centre	32550	1368	2000	248	0	0
Community Grant Aid	12000	8775	10000	6000	0	0
Citizens Advice Bureau	10000	8400	9000	0	0	0
Community Safety/CCTV	16965	20485	17474	704	0	0
Community Special Constables	0	920	4000	0	0	0
Other Community Support/Youth	3000	956	3000	501	0	0
Community Day	1050	2298	1050	395	0	0
Puppet Festival	5200	24921	17000	0	0	0
Christmas Dickensian Event	320	332	320	0	0	0
Overhead Expenditure	162795	163955	207655	23007	0	0

Environment Committee Income & Expenditure Budget						
Environment	2018/2019		2019/2020			
	Budget	Actual	Budget	Actual YTD	Projected	Committed
Commemorative Trees	800	190	800	0	0	0
Total Income	800	190	800	0	0	0
Operations PAYE/LGPS	93525	90259	96820	6941	0	0
Equipment Supplies & Maintenance	9425	14933	8500	1226	0	0
Lighting Maintenance & Utility	6500	6303	1800	1086	0	0
Tree Planting	0	0	1000	0		
Tree Maintenance	1000	18745	15000	0		
Toilet Block - Town Park	9000	7645	9000	285	0	0
Commemorative Trees	800	864	800	0	0	0
Dog Bin Maintenance	600	167	2500	0	0	0
Devolved Services	19075	10558	2000	0	0	0
Open Spaces General	12415	5719	1000	635	0	0
River Walk Extension	0	0	1000	0		
River Walk Improvements	0	0	3000	0		
James Cooke Wood	0	63	200	0	0	0
River Walk	0	4181	3000	0	0	0
Whetmead LNR	0	63	600	0	0	0
Closed Churchyard	0	36	200	0	0	0
Witham in Bloom	11500	11401	11845	0	0	0
Overhead Expenditure	163840	170937	158265	10174	0	0

Policy & Resources Income & Expenditure Budget							
	2018/2019		2019/2020				
	Budget	Actual	Budget	Actual YTD	Projected	Committed	
Policy & Resources							
Hall Hire	8500	4709	8500	876	0	0	
Mayors Appeal Fund	0	7263	0	648	6360	0	
Interest Received	2800	3362	2800	56	0	0	
Total Income	11300	15334	11300	1580	6360	0	
Mayor's Appeal Fund	0	5149	0	2250	0	0	
Civic Receptions	500	177	500	0	0	0	
Christmas Expenses	2123	1760	2185	0	0	0	
Mayor's Allowance	1500	1610	1500	0	0	0	
Mayors Gift Fund Allowance	100	125	100	0	0	0	
Newsletter & Publications	8500	8629	9200	0	0	0	
Partnership Authority Work	500	0	500	0	0	0	
Town & Neighbourhood Plan	500	0	500	70	0	0	
Overhead Expenditure	13723	17451	14485	2320	0	0	
Precept	500776	500776	557278	278639	0	0	
Localism Fund	16581	16581	0	0	0	0	
Collection Fund Surplus	7737	7737	8100	5115	0	0	
Total Income	525094	525094	565378	283754	0	0	

Earmarked Reserves Report

	Balance Carried Forward from 2018/19	Transfers to EMRs on 01.04.2019	Closing Balance
EMR - LED Streetlighting	0.00	24,000.00	24,000.00
EMR- Community Day	298.01		298.01
EMR - Information Centre	0.00	15,000.00	15,000.00
EMR - Riverwalk Cycleways	0.00	10,000.00	10,000.00
EMR - Puppet Festival	420.12		420.12
EMR - Community Safety /CCTV	22,000.00	16,000.00	38,000.00
EMR - Vehicle Replacement Fund	15,900.00	4,300.00	20,200.00
EMR - Equipment Replacement	15,000.00	2,000.00	17,000.00
EMR - Major Repairs & Renewals	15,000.00		15,000.00
EMR - Town Hall Development	15,000.00	10,000.00	25,000.00
EMR - Election Expenses	13,050.00		13,050.00
EMR - Members Allowance	3,200.00		3,200.00
EMR - Mayor's Appeal	5,146.04		5,146.04
	105,014.17	81,300.00	186,314.17

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Agenda Item 7 (c)

18/06/2019

Witham Town Council Current Year

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09:48

Cashbook 1

User: NS

Current Bank Account

Receipts received between 01/04/2019 and 30/04/2019

		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
501015	Banked: 01/04/2019	26.45						
2019/58	Information Centre	26.45			1300	300	26.45	Info Centre - 501015
2019/58	Banked: 01/04/2019	325.49						
2019/58	Information Centre	325.49			1300	300	325.49	PDQ
2019/58	Banked: 01/04/2019	-325.49						
2019/58	Information Centre	-325.49			1300	300	-325.49	PDQ
2019/6	Banked: 01/04/2019	325.49						
2019/6	Information Centre	325.49			1300	300	325.49	PDQ
2019/7	Banked: 02/04/2019	204.00						
2019/7	Information Centre	204.00			1300	300	204.00	PDQ
2019/2	Banked: 02/04/2019	164.00						
2019/2	Alexander Technique - R Field	164.00			1500	500	164.00	Hall Hire
2019/8	Banked: 03/04/2019	173.00						
2019/8	Information Centre	173.00			1300	300	173.00	PDQ
2019/9	Banked: 04/04/2019	91.00						
2019/9	Information Centre	91.00			1300	300	91.00	PDQ
501017	Banked: 05/04/2019	200.07						
2019/10	Information Centre	200.07			1300	300	200.07	Info Centre - 501017
2019/11	Banked: 05/04/2019	76.00						
2019/11	Information Centre	76.00			1300	300	76.00	PDQ
2019/12	Banked: 08/04/2019	147.27						
2019/12	Information Centre	147.27			1300	300	147.27	PDQ
2019/13	Banked: 09/04/2019	76.10						
2019/13	Information Centre	76.10			1300	300	76.10	PDQ
2019/14	Banked: 10/04/2019	384.38						
2019/14	Information Centre	384.38			1300	300	384.38	PDQ
501018	Banked: 11/04/2019	986.85						
2019/16	Information Centre	986.85			1300	300	986.85	Info Centre - 501018
2019/15	Banked: 11/04/2019	230.20						
2019/15	Information Centre	230.20			1300	300	230.20	PDQ
	BACS Banked: 12/04/2019	147.60						
2019/431	East of England Co-operative	147.60			1500	500	147.60	Co-op BACS
2019/21	Banked: 12/04/2019	120.70						
2019/21	Information Centre	120.70			1300	300	120.70	PDQ
501019	Banked: 15/04/2019	33.50						
2019/410	Witham and Countryside	33.50			1500	500	33.50	W&CS - 501019
Subtotal Carried Forward:		3,386.61	0.00	0.00			3,386.61	

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Cashbook 1

User: NS

Current Bank Account

Receipts received between 01/04/2019 and 30/04/2019

		Nominal Ledger Analysis						
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
501019	Banked: 15/04/2019	33.50						
2019/456	Witham and Countryside	33.50			1500	500	33.50	W&CS - 501019
2019/22	Banked: 15/04/2019	103.90						
2019/22	Information Centre	103.90			1300	300	103.90	PDQ
501020	Banked: 17/04/2019	474.19						
2019/25	Information Centre	474.19			1300	300	474.19	Info Centre - 501020
2019/24	Banked: 17/04/2019	506.50						
2019/24	Information Centre	506.50			1300	300	506.50	PDQ
2019/27	Banked: 18/04/2019	822.00						
2019/27	Information Centre	822.00			1300	300	822.00	PDQ
	Banked: 18/04/2019	120,960.00						
FIX001	Fixed Term Deposit	120,960.00			230		120,960.00	Fixed Deposit Maturity
INTEREST	Banked: 18/04/2019	1,088.64						
INTEREST	Lloyds Bank	1,088.64			1510	500	1,088.64	Interest Received
501021	Banked: 24/04/2019	276.00						
2019/455	Lunch Club	276.00			1500	500	276.00	Lunch Club - 501021
2019/29	Banked: 24/04/2019	183.80						
2019/29	Information Centre	183.80			1300	300	183.80	PDQ
2019/17	Banked: 24/04/2019	50.00						
2019/17	Angela Draper	50.00			1500	500	50.00	Hall Hire
2019/30	Banked: 25/04/2019	160.72						
2019/30	Information Centre	160.72			1300	300	160.72	PDQ
501023	Banked: 26/04/2019	310.59						
2019/31	Information Centre	310.59			1300	300	310.59	Info Centre - 501023
2019/32	Banked: 26/04/2019	321.50						
2019/32	Information Centre	321.50			1300	300	321.50	PDQ
	BACS Banked: 26/04/2019	283,754.00						
	BACS Braintree District Council	283,754.00			1606	600	5,115.00	Precept
					1600	600	278,639.00	Precept
2019/28	Banked: 26/04/2019	232.70						
2019/28	Information Centre	232.70			1300	300	232.70	Box Office
2019/33	Banked: 29/04/2019	211.19						
2019/33	Information Centre	211.19			1300	300	211.19	PDQ
2019/34	Banked: 30/04/2019	207.40						
2019/34	Information Centre	207.40			1300	300	207.40	PDQ
Subtotal Carried Forward:		413,083.24	0.00	0.00			413,083.24	

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Cashbook 1

User: NS

Current Bank Account

Receipts received between 01/04/2019 and 30/04/2019

Nominal Ledger Analysis							
<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u> <u>Transaction Detail</u>
Total Receipts:		413,083.24	0.00	0.00			413,083.24

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Current Bank Account

List of Payments made between 01/04/2019 and 30/04/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2019	Braintree District Council	DD	932.00	DD	1.4.19 - Non Dom Rates
01/04/2019	Braintree District Council	DD	128.70	DD	0.4.19 - Non Dom Rates
01/04/2019	RISC IT Solutions	DD	29.94	DD	Apr 19 Clunk Click Online Pro
01/04/2019	EALC	10586	1,938.16	10586	2019-2020 EALC & NALC Fees
01/04/2019	Essex County Council	10587	50.00	10587	Licence Christmas Decorations
01/04/2019	Environment Agency	10585	22.43	10585	General Drainage Charges
01/04/2019	Daisy Communications	DD	148.01	DD	Telephones April 2019
01/04/2019	Witham and Countryside Society	SO	25.00	Standing Order	Witham and Countryside Society
03/04/2019	TalkTalk	DD	377.39	DD	CCTV - March 2019
04/04/2019	HM Revenue and Customs	10582	4,079.31	10582	Staff PAYE - March 19
07/04/2019	NPower	DD	90.52	DD	Jan-Mar 2019 CCTV
07/04/2019	NPower	DD	757.63	DD	Jan-Mar 2019 Street Lighting
07/04/2019	NPower	DD	50.72	DD	Jan-Mar 2019 Street Lighting
08/04/2019	Essex Pension Fund	10581	4,725.14	10581	Staff LGPS - March 19
10/04/2019	Barclaycard	DD	64.56	DD	Mar 2019 PDQ Charges
15/04/2019	Witham Carnival Association	10588	5,000.00	10588	Carnival - Com/98/2018/19
15/04/2019	Witham Dramatic Club	10589	226.57	10589	Tickets - The Reunion
15/04/2019	Witham Public Hall Trust	10590	610.00	10590	Tickets - Bootlet Blondie
15/04/2019	Green Clean	10591	24.00	10591	Wheeled Bin Clean
15/04/2019	Ricoh UK Ltd	10592	361.25	10592	Dec 2018-Feb 2019
15/04/2019	Society of London Theatres	10593	51.70	10593	Sale of Theatre Tokens
15/04/2019	A & J Lighting	10594	119.40	10594	WTC31
15/04/2019	British Gas	10595	1,494.98	10595	Dec 2019-Mar 2019 Electricity
15/04/2019	Integrated Water services	10596	91.00	10596	Mar 2019 - Legionella Testing
15/04/2019	Travis Perkins	10597	8.90	10597	Mini Roller Kit
15/04/2019	First Essex Buses	10598	1,154.70	10598	Sale of Bus Tickets
15/04/2019	Klarners Tours Ltd	10599	143.10	10599	Sale of Coach Trips
15/04/2019	Witham Public Hall Trust	10600	382.85	10600	Tickets - Night at the Opera
15/04/2019	Hillarys Blinds Ltd	10601	1,217.00	10601	Office & Chambers Blinds
15/04/2019	Doe Motors	10602	144.09	10602	March 2019 Fuel
15/04/2019	Business Machines Ltd	10603	64.80	10603	Supply of Till Rolls
15/04/2019	Lamps and Tubes Illuminations	10604	957.60	10604	Repairs & Storage - Chris Decs
15/04/2019	Clearvision Essex Ltd	10605	541.70	10605	Audio Door Entry System
15/04/2019	Charles Pugh (Windscreens)	10606	16.38	10606	EX17YSU Replace side window
15/04/2019	295 Squadron Witham & Rivenhal	10607	2,250.00	10607	From Mayor's Appeal
15/04/2019	Petty Cash	10608	100.00	10608	First Instalment
18/04/2019	Fixed Term Deposit	13620909LS	220,000.00		32 Day Notice Deposit
18/04/2019	Lloyds Bank	TELEPAY	13,400.04	TELEPAY	Staff Salaries - April 2019
23/04/2019	British Gas	DD	21.53	DD	March 2019 Electricity
26/04/2019	Ernest Doe & Sons Ltd	DD	1,101.97	DD	Pole Pruner/Masticgun/no nails
29/04/2019	C&S Window Cleaning Services	10609	20.00	10609	Window Cleaning
29/04/2019	Braintree District Council	10610	332.00	10610	Damage Deposit for Town Park
29/04/2019	The Essex Group	10611	566.78	10611	Tickets Lionel Bart's Blitz

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Current Bank Account**List of Payments made between 01/04/2019 and 30/04/2019**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/04/2019	National Express	10612	433.86	10612	Sale of Coach Tickets
29/04/2019	Witham Public Hall Trust	10613	234.27	10613	Tickets - Wrestling
29/04/2019	Witham Hangout	10614	1,000.00	10614	Grant Witham Hangout
29/04/2019	Writtle University College	10615	260.00	10615	J Brownlow Rotary/Cylinder Mow
29/04/2019	Essex County Council	10616	47.08	10616	Library Hire - Silver Screen
29/04/2019	A & J Lighting	10617	197.16	10617	WTC46
29/04/2019	Purchase Power (Pitney Bowes)	10618	53.40	10618	Franking Machine
29/04/2019	Travis Perkins	10619	39.65	10619	Polyfilla and Green Roll
29/04/2019	Offsite IT	10620	72.00	10620	Website Maintenance
29/04/2019	Kempco	10441	45.10	10441	Dividers/Files/Labels
29/04/2019	BT	10444	229.92	10444	Phones
29/04/2019	Scan Computers International	CC	566.03	CC	Office PC
29/04/2019	Amazon Business	CC	168.48	CC	Office Desk
29/04/2019	National Windscreens	CC	75.00	CC	Insurance Excess
29/04/2019	Instantprint	CC	65.99	CC	Community Day Flyers
29/04/2019	Land Registry	CC	3.00	CC	Land Register Search
30/04/2019	Adept Telecom	DD	31.67	DD	Adept Telecom
Total Payments			267,344.46		

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Agenda Item 8

Meeting and Date	Mrs S. Ager	K.L. Atwill	P.R. Barlow	J.C. Bayford	J.C. Goodman	S.E. Hicks*	Miss C. Jay	Mrs A. Kilmartin*	M.C.M. Lager	Mrs S.C. Lager	C.S. Livermore	T.A. Pleasance	R.P. Ramage*	P.M. Ryland	Miss M.L. Weeks*	R. Williams
AGM 13.5.2019	✓	✓	✓	✓	A	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Pl. Apps 28.5.2019	✓	A	✓	✓	✓	A	✓	A	✓	✓	✓	A	X	✓	✓	✓
Environment 28.5.2019	✓		✓	✓	✓	A	✓	A	✓	✓	✓		X	✓	✓	
Staffing 3.6.2019			✓		✓				✓	✓		✓	X			✓
Town Council 3.6.2019	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	X	✓	✓	✓	✓	✓
Pl. Apps 10.6.2019	A	✓	✓	✓	✓	✓	✓	✓	A	A	✓	✓	✓	✓	✓	✓
Community 10.6.2019		✓	✓	✓	✓	✓	✓		A	A	✓	✓	✓	A	✓	✓
Percentage Attendance	80%	80%	100%	100%	83%	60%	100%	60%	71%	71%	83%	83%	57%	83%	100%	100%

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Officer Report: Online Banking and Banking Providers

Issue: We currently make the majority of our payments to suppliers by cheque which is both time consuming and costly in terms of postage.

Our bank account is currently with Lloyds who have the facility to allow us to make online payments but they do not have any form of duplicate authority which would mean one person submitting payments without needing any input from a second individual.

One or two named individuals would be able to set up payments and then direct money to that account without any secondary checks being made.

An alternative to Lloyds bank would be to move our account to Unity Trust Bank.

Unity Trust Bank holds a full banking licence and is regulated by both the Financial Conduct Authority and the Prudential Regulation Authority and is a member of the British Bankers Association. As with Lloyds, all monies are covered under the Financial Services Compensation Scheme up to a maximum of £85,000. Unity does not borrow money from other banks so they do not hold a credit rating as this is only required to facilitate inter-bank borrowing. Their investments are made in UK Government backed Bonds and other UK financial institutions and they have a strict policy of not investing outside the UK.

They can give named individuals three levels of authority-

- The ability to log in and view accounts without being able to make any transactions
- Permission to log in and submit payments for another individual to authorise
- Permission to log in, submit payments and authorise payments

There is a stop on the system so that the same person cannot submit and authorise the same payment.

Lloyds Bank do not currently charge us for having a bank account or carrying out transactions but there are costs associated with the Unity Trust Bank Account

- £6.00 a month account fee
- 15p per individual credit and debit
- 50p per £100 cash paid in (or part thereof)

These charges are calculated monthly and charged quarterly.

Cash can be paid in at the Post Office or Nat west/RBS but can only be withdrawn at Nat West/RBS. Cheques are paid in through the post using Freepost envelopes addressed directly to their clearing centre.

Advice: Due to the higher levels of security the recommendation would be that the council opens a Unity Trust Bank Account and conducts all of its credit and debits from this account apart from the operations of Petty Cash. It would be prudent to keep the Lloyds bank open as geographically it is more convenient for withdrawing Petty Cash and also gives us the right to exchange notes for smaller denominations whenever the Information Centre necessitates it.

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Officer Report: Proposals for Review by the Leader of the Council

Issue: The following areas have been identified as potential areas for review by the committee via the Chairman & leader of the Council:

- Code of Conduct (simpler versions from CLG/LGA)
- Standing Orders (NALC version 2018)
- Establish formal Risk Management policy/process with Register
- Training for Members: policy and programme including CPD
- Weekly Press releases
- NALC's Council/Clerk of the year
- Local Council Award Scheme - gold level
- Performance management - use of dashboard and KPIs

Members should consider each issue on its merits and whether a review or new policy should be considered.

Advice: To consider and debate the report.

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Officer Report: Outstanding Criteria for the Quality Council: Gold Status

Issue: The Council is currently accredited with the 'Foundation' status as part of the Local Council Award Scheme, and it is identified as a proposed action in the Policy & Resources Business Plan. The following report summarises the outstanding steps that are required by the administration to apply for the 'Gold' status. Points marked in bold are already being progressed.

- Implementation of 'Draft' watermarked minutes prior to signed approval, publicised online.
- **Councillor profiles (currently being arranged for website and Voice)**
- Policy on Community Engagement focused on two-way communication between the Council and public.
- **An action plan and related budget responding to community engagement setting out a timetable and action for review. (New business planning process in November to facilitate this item)**
- A scheme of delegation.
- Three-year business plans linked to capital and revenue expenditure for the Council and its community.
- Prepared statements approved by the Council for submission to the accreditation panel that demonstrate we are:
 1. **Delivering Value for Money**
 2. **Meeting our duties in relation to bio-diversity, crime and disorder.**
 3. **Providing leadership in planning for the future of the community**
 4. **Managing the performance of the Council as a body corporate.**
 5. **Managing the performance of each individual staff member to achieve our business plans.**

Advice: To note the outstanding points to be reverted back to committee for formal approval prior to making a submission for the Quality Council Gold Status to the accreditation panel.

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Agenda Item 12

Witham Town Council: Registration of Gifts & Hospitality Policy

Policy Overview

This policy explains the protocol in which officers of the Town Council shall register any gifts or hospitality offered.

Guidance on Declaring Gifts and Hospitality

All officers at Witham Town Council must register any gifts, favours, rewards or hospitality offered or given to them over the value of £25. A form for registering gifts and hospitality is attached to this policy and can also be downloaded from the shared files. Once completed the form should be given to the Town Clerk who will make a decision on whether the gift or hospitality can be accepted.

Offers of gifts or hospitality must be treated with caution whenever any suggesting of improper influence could arise. To prevent any improper behaviour or suggestion of improper behaviour arising, employees must take great care when a gift or hospitality is offered. Under no circumstances should you accept gifts or hospitality which are extravagant nor those given by the same client or individual on a frequent basis.

Any employee accepting/offering money for doing or not doing anything or showing favour or disfavour to any person in their official capacity shall be subject to immediate dismissal.

Special Dispensation

Employees should only accept/give offers of gifts or hospitality if there is a genuine need to impart information or represent Witham Town Council in the community and must comply with the provisions below:

- Employees shall be allowed to receive books, diaries, pens, pencils, and similar articles that would have also been sent to a large number of other companies, such as a promotional calendar at Christmas.
- Working lunches are permissible provided that the employee has the approval of the Town Clerk.
- The Town Clerk can represent Witham Town Council at functions, openings, launches and other similar functions with the agreement of the Assistant Proper Officer or Assistant Responsible Financial Officer.
- Employees may receive gifts on behalf of Witham Town Council from visiting dignitaries but must then declare these using the Officers Declaration of Gifts and Hospitality form. The decision as to whether the employee can personally retain the gift will be made by the Town Clerk.
- Any such other matters as the Town Clerk may approve from time to time.

Employees must still register the receipt/offer of any gift or hospitality above a value of £25 even if it is included in the list above.

Employees are personally responsible for their actions in connection with any offer of a gift, favour, reward or hospitality and the completion of the register does not relieve them of the responsibility to justify their acceptance of such an offer.

Breaches of this duty will be taken very seriously and may result in disciplinary action.

Officer’s Declaration of Gifts or Hospitality

Staff Name	
Date	
Particulars of how Offer or Receipt of Gift or Hospitality Arose	
View of Town Clerk	
Approval <i>Give/Denied</i>	
Staff Signature and Date	
Town Clerk: Signature and Date	

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Officer Report: Requests to use Open Spaces in the care of Witham Town Council

Issue:

Recently several written requests have been made to the Town Clerk to ask permission to use open green spaces that form part of the River Walk for community events run by local organisations. Such requests have been handled on a case-by-case basis by providing a letter of approval and conditions such as ensuring the space is kept free from litter and not otherwise used in an unsatisfactory fashion.

However, in doing so no fees are raised or a security deposit acquired, opening up a small but real risk of damage to Council facilities.

Hire of the Town Hall facilities is backed up through a booking system which sets out basic terms and conditions, named contacts and charges; and there is currently no system for Open Spaces.

Advice: Members may wish to consider if a hire charge or deposit system should be introduced for the hiring of various Open Spaces.

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Officer Report: Video Marketing

Issue:

Councillor Angela Kilmartin has suggested that the Council may benefit from video promotion of its role in the local community and services we offer to raise the Council's Profile. Members should consider if this would be beneficial to the Council.

Suggestions:

- This idea could be rolled into the wider regeneration of the Information Centre refurbishment and proposals for new digital media outlets (interactive screens, for example).
- Consideration must be given as to whether a budget would or should be accorded for digital marketing in the future, and what scope there is to tie in elements of the printed Voice newsletter.
- The benefits of video advertising, particularly in relation to social media.

Advice: To debate this item on its merits and consider the way ahead.

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Agenda Item 15

Witham Town Council: Body Worn Camera policy

This policy outlines the use of body worn cameras by staff employed by Witham Town Council.

Policy Overview

This policy explains the protocol in which body worn cameras are operated and how we store the data that is captured.

Introduction

1. This document sets out the Town Council's Policy and Procedural Guidelines for the use of Body worn CCTV cameras by all Council staff. It will enable employees to comply with the relevant legislation relating to video recording and outline the associated benefits to staff, visitors and the general public. It also documents best practice procedures with regard to integrity of data, images and video as well as its security and use
2. The use of Body worn CCTV can provide a number of benefits which include a deterrent to acts of aggression or verbal and physical abuse toward staff, and providing evidence to support Police or Proctors investigations
3. Body worn CCTV forms part of a staff members' Personal Protective Equipment (PPE) and is provided solely for Health and Safety purposes. It will be used in an overt manner and emphasized by staff that it is a CCTV device. Prior to commencement of any recording, where possible, staff will give a clear verbal instruction that recording is taking place.

Legislation

4. The integrity of any video data recorded will be considered in accordance with the General Data Protection Regulation and Human Rights Act 1998.

5. The Town Council operates this policy in accordance with guidance issued by the Information Commissioners Office.

General Data Protection Regulation (GDPR)

6. The Information Commissioner's Office is the regulator for GDPR and has given guidance with regard to the use of Body worn CCTV equipment. This legislation regulates the processing of 'personal data' or 'sensitive personal data' whether processed on computer, CCTV, still camera or any other media.
7. Any recorded image that is aimed at or may identify a particular person is described as 'personal data' and covered by this Act and will include images and audio captured using Body worn equipment. The use of Body worn CCTV in this guidance is 'overt use' meaning that equipment is not to be worn or used in a hidden or covert manner.
8. Where an individual asks to view footage this is called a 'Subject Access Request'. The requester is only allowed to see footage of themselves and anyone who has provided consent for their images to be viewed by them.

Human Rights Act 1998

9. Article 6 provides for the right to a fair trial. All images captured through the use of a Body worn device have the potential to be used in court proceedings and must be safeguarded by an audit trail in the same way as any other evidence.
10. Article 8 of the Human Rights Act 1998 concerns the right for private and family life, home and correspondence.

Recordings of persons in a public place are only public for those present at the time and can still be regarded as potentially private. Any recorded conversation between members of the public should always be considered private and users of Body worn equipment should not record beyond what is necessary when recording a confrontational situation.

The Town Council will ensure that the use of Body worn CCTV is emphasised by staff wearing it in a prominent position (normally on their chest) and that its forward facing display is visible to anyone being recorded. Additionally, staff will make a verbal announcement, where practicable, prior to commencement of any recording.

Operational Guidance and Best Practice

11. All Operations staff will receive training in the use of Body worn CCTV. This training will include practical use of equipment, operational guidance and best practice, when to commence and cease recording and the legal implications of using such equipment.
12. Body worn CCTV will only be used in the event where Council staff find themselves in a confrontational situation where they are subject to, or feel that they are likely to be subject to, verbal or physical abuse.
13. Recordings will not commence until the staff member has issued a verbal warning, where possible, of their intention to turn on the Body worn device.
14. Recordings will not be made whilst performing normal duties.
15. All recordings will be held securely.
16. Access to recordings will be restricted to persons on a list maintained by the Town Council (currently the Town Clerk, Operations Manager and law enforcement agencies).

Recording

17. Recording must be incident specific. Members of staff must not indiscriminately record entire duties or patrols and must only use recording to capture video and audio of specific incidents. For the purposes of this guidance an 'incident' is defined as:
 - a) An engagement with a person on which in the opinion of the member of staff is confrontational, and where the member of staff believes they may be subject to physical or verbal abuse or for the purpose of evidence gathering for an Incident report.
18. b) The member of staff is approached by a person in a manner perceived as aggressive or threatening.

Verbal Warning

19. The purpose of issuing a verbal warning is to allow the subject a chance to modify any unacceptable confrontational or aggressive and threatening behaviour. If, at any time during an incident the member of staff considers that the use of Body worn CCTV or the issuing of a verbal warning, is likely to inflame a confrontational situation, the member of staff may use discretion to disengage from further discussion and withdraw from the incident.
20. A specific form of words to be used in any warning to a subject has not been prescribed, but Officers should use straightforward speech that can be easily understood by those present such as:

'I am wearing a Body worn CCTV camera and I am now recording video and sound'

Playback

21. Members of staff will need to be fully aware of the legal implications once digital images and audio have been recorded. To this end playback should only be at the request of the Town Clerk, Deputy Town Clerk or Police Officer attending the incident. Any request to view captured video by the subject, will need to be made in writing to the Town Council.

Storage of Data

22. All recorded footage will be uploaded to the secure Town Council servers.
23. The Town Clerk will assume responsibility for ensuring that any footage to be retained has been correctly bookmarked and that supporting Incident Reports have been completed.
24. For Incidents where the Police have not been in attendance the Town Clerk will review the recording and a decision will be made on whether referral to the Police is appropriate.
25. The Town Clerk will then transfer the data to the IT system hard drive and complete the Information Asset Log. All retained data will be kept until all investigations have been completed or a prosecution has taken place. Any other data not required for evidential purposes will be deleted after 31 days.

Last Reviewed: 17.06.2019

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Officer Report: Witham Rail Station Adoption

This item of business has been referred to the Policy & Resources Committee as a staffing resource related matter which requires an immediate response to interested parties.

- Witham Town Council has been approached by Essex County Council to request that we ‘adopt’ Witham Rail Station in order to take over its gardening duties, namely the planting of planters and boxes and occasional watering.
- A meeting was held between WTC officers and the Community Rail Team of ECC to discuss details prior to referral to committee.
- If the Council decides to adopt the station, a nominal sum of c. £200 in gardening vouchers is made available to cover costs of compost and planting; it may be in the interests of the Council to accord a nominal additional sum or match funding from the general open spaces line to improve the quality of plantings in general.
- The objective assessment of this proposal from the Operations Manager & Town Clerk is that this is a deliverable project provided that daily watering could be met by station staff with periodic checks provided by the Operations team; discussions concerning watering have been held and agreed in principle.
- It is the view of the Town Clerk that this is a good opportunity to raise the profile of the Town Council and expand its general presence across the Town to arguably the highest footfall destination in the locality. The high visibility and ‘gateway’ nature of the site provides an ample opportunity to improve the positive image of Witham and of the Council.

Advice: Members should consider the merits of this proposal and if this project is of interest to the wider business aims of the Council.

The advice of officers is to proceed with the station adoption as a significant opportunity to raise the Council’s profile at low cost.

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