



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

## AGENDA

Meeting of: **Community Committee**

Date: **Tuesday, 28<sup>th</sup> May 2024** Time: **7:30 p.m.**

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

**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

L.	Barlow	(Chairman)	L.	Headley
P.	Heath	(Vice Chairman)	R.	Playle
E.	Adelaja		R.	Ramage
J.C.	Coleman		E.	Williams
B.	Fleet			

Nikki Smith  
Town Clerk

NS/GK/21.05.2024

**1. APOLOGIES FOR ABSENCE**

To receive and approve apologies for absence.

**2. MINUTES**

To receive the Minutes of the Meeting of the Community Committee held 20th February 2024 (previously circulated).

**3. INTERESTS**

To receive any declarations of interest 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.

*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. ESSEX POLICE**

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

**6. 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 William McGough, from Witham First Responders*

**7. TOWN CLERK'S REPORT**

To receive the Clerk's report on matters arising attached at page 4.

**8. WITHAM CARNIVAL**

To receive a verbal report on Witham Carnival.

**9. GRANT APPLICATIONS**

(a) **Citizens Advice**

To receive a grant application from the Citizens Advice attached at page 5.

(b) **Templars Community Association**

To receive a grant application from the Templars Community Association attached at page 18.

(c) **Witham Hub**

To receive a project review report and a new grant application from the Witham Hub attached at page 29.

**10. COMMUNITY COMMITTEE INCOME, EXPENDITURE AND BUDGET REPORT**

(a) To receive the Community Committee Income and Expenditure report for the period up to 31<sup>st</sup> March 2024 attached at page 41.

(b) To receive the Community Committee Income and Expenditure report for the period up to 30<sup>th</sup> April 2024 attached at page 43.

**11. CONTROL ACCOUNTS**

(a) To receive an update on the Event Control Account attached at page 45.

(b) To receive an update on the Charter Market Control Account attached at page 47.

**12. STREET WARDEN REPORTS**

To receive a report from the Witham Town Council Street Warden attached at page 49.

**13. STRATEGIC PLAN**

To review and comment on the Strategic Plan for 2023-2027 attached at page 62.

**14. EVENTS 2024**

To receive a verbal update of Events including the D Day event on Thursday, 6<sup>th</sup> June 2024.

**15. SOCIAL MEDIA**

To receive social media statistics attached at page 63.

**16. 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 (S3) of the Local Government Act 1972.

**17. INFORMATION CENTRE**

To receive a report from the Information Centre Manager.

**18. IMPROVING HEALTHCARE FACILITIES**

To receive the Minutes from the Meeting of the Improving Healthcare Facilities in Witham Working Group held 2<sup>nd</sup> May 2024.



ITEM NO: 7

**Officer Report: [Town Clerk's Report](#)**

**The following matters are for members to note:**

Spa Road Skate Park Update

- The mini wheels addition has been approved by Braintree District Council and will be funded by S106.
- Work should commence in August 2024

Pop Up Stall Update

- The next pop-up stall will be held on Thursday 30<sup>th</sup> May 2024

Charter Market

- The Charter Market has been transferred to Witham Town Council.
- The TRO is valid for 18 months while a permanent one is agreed

**Advice:**

To receive and note.

[Back to Agenda](#)



## GRANT FUNDING SCHEME APPLICATION FORM

### Contact Details

1.	Name of your organisation	Citizens Advice Braintree & South Essex
2.	Primary contact name	Kathy Kentish
3.	Primary contact telephone number	01277 598912 or 07881 708483
4.	Primary contact address	Registered Address: The Basildon Centre, St. Martins Square, Basildon, Essex. SS14 1DY.  Local Operational Address: The Public Hall, Collingwood Road, Witham, Essex. CM8 2 DY
5.	Primary contact email address	<a href="mailto:kkentish@cabse.org.uk">kkentish@cabse.org.uk</a>
6.	Position within the organisation	CEO

### Financial Background

7.	Please state the nature of your organisation (circle those that apply) and include a copy of the minutes of your latest AGM.	Local voluntary organisation and registered charity. Citizens Advice Braintree & South Essex is also a company limited by guarantee.
8.	Organisation Address	The Public Hall, Collingwood Road, Witham, CM8 2DY
9.	Registered charity number if applicable	Charity Number: 1113231 Company Number: 05596895
10.	What year was your organisation formed?	1956
11.	Please describe the main activities of your organisation and any services you provide to the community	We provide free, confidential, independent and high quality information, advice, guidance and advocacy to the residents of Witham.

12.	How many committee members/paid staff/volunteers are involved in the running of your organisation?	12 trustees 59 Paid Staff (mix of full and part time) 120 volunteers
13.	Does your organisation have a registered bank account in its name?	Yes, our current account is with CAF bank.

14.	What is your organisations average yearly income?	Given that we have recently merged our average income has changed. Our post-merger income for 2024/25 is forecast to be £1.4m
15.	What is your organisations average yearly outgoings?	As above our average organisation outgoings have also changed, currently forecasting a breakeven for 2024/25 with expenditure of £1.4m
16.	Have you applied for a grant from Witham Town Council in the past? If so when and how much?	Yes, in our pre-merger name of Citizens Advice Braintree, Halstead & Witham.

#### Project Details

17.	Project title	Advice Service.
18.	Project location	Witham
19.	Anticipated start and finish date	1 <sup>st</sup> of April 2024
20.	Description of project	<p>Citizens Advice Braintree, Halstead &amp; Witham is the operating name for Citizens Advice in this area. We offer free, impartial and confidential information, advice, guidance and advocacy to all Witham residents. We can all face problems that seem complicated or intimidating. We believe no one should have to face these problems without good quality, independent advice.</p> <p>We work with people to try and fix the underlying cause of their problems. By helping them become more knowledgeable about their rights, we can give them the confidence and empower them to take action. Our advice helps to prevent problems from escalating and enables people to regain control of their lives. We provide comprehensive advice covering almost any issue.</p> <p>The advice service is currently initially accessed through our Freephone advice line or by email. We offer face to face follow-up appointments as needed or booked phone calls. We continue to support the client for the time needed to resolve their issues.</p>

21.	What evidence do you have that this project is needed by the local community?	<p>So far in the 2023/24 financial year we have supported 537 Witham clients with 1,365 issues.</p> <p>The top 6 advice areas covered are:</p> <ul style="list-style-type: none"> <li>• Benefits</li> <li>• Financial Capability</li> <li>• Debt</li> <li>• Housing</li> <li>• Relationships &amp; Family</li> <li>• Universal Credit</li> </ul> <p>Some client issues could be dealt with during their first contact with us whilst others required casework which could take some weeks to complete. For example the top benefit issue was Personal Independence Payment, where we frequently provide support during the application process.</p> <p>63% of the Witham clients we helped were female and 37% male.</p> <p>45% of the Witham clients we helped were suffering from a long term health condition and 5 % were disabled.</p>
22.	The council prioritises applications that meet one or more of the criteria detailed in the accompanying policy. Please explain all those you meet and why?	<p>Our application meets the criteria for:</p> <ul style="list-style-type: none"> <li>• Community health</li> <li>• Improving services for older people</li> <li>• Lifelong Learning</li> </ul> <p>Our approach to assisting residents enhances their overall health and wellbeing by helping them solve their problems and the underlying causes. For example a local resident who is suffering from anxiety or depression may find the cause of their health problems is non-medical i.e they are struggling with debt issues. Citizens Advice can help them deal with their debt issues which in turn helps alleviate their medical symptoms and improves their health.</p> <p>So far in 2023/24 28% of our Witham clients are aged 60 and over, highlighting the local need and how we can help older people locally. For example we provide support for people over pension age to successfully apply for Attendance Allowance, when they have care or mobility needs.</p> <p>We provide lifelong learning through our volunteer opportunities. We offer a variety of volunteering roles including administration and adviser, with a comprehensive and supported training package. The wider community benefits through universal access to a free and comprehensive advice, delivered by a brand, Citizens Advice, that is trusted by the public.</p>

<p>23.</p>	<p>If the project reaches fruition what will the benefit be to the local community?</p>	<p>The Witham Community will benefit from the continuation of a free, confidential and impartial Citizens Advice service.</p> <p>There is no other organisation which provides the comprehensive and free service which Citizens Advice offers. No-one else sees so many people with so many different problems and that gives us a unique insight into the challenges people are facing today. We see how problems can be linked. By helping people with the underlying cause of their problems and making sure they don't get worse, we help reduce the need for public services.</p> <p>For example the year 2022-23 the amount saved by government and public services as a result of our advice was over £500k, highlighting the massive value the service has locally.</p> <p>We offer advice on almost any subject and provide clients with the support needed to achieve the best outcome.</p> <p>We are also distributors of foodbank vouchers for the wider Witham community.</p> <p>In addition we use core funding from Witham Town Council and Braintree District Council as the foundation for our service. Building on this foundation by successfully attracting other funding to meet local need. For example we work with Macmillan to help people who are suffering from Cancer and need help to deal with financial matters and apply for benefits.</p>
<p>24.</p>	<p>How will you ensure sustainability of the project?</p>	<p>Our recent merger helps to create a more efficient and sustainable organisation which in turn helps support this project. For example our centralised management team have created a robust operating model helping us to improve front line service delivery.</p> <p>We have an active Trustee Board who scrutinise the effectiveness of our Advice Service and a Senior Management Team who manage day to day service delivery.</p> <p>Our business and development plan, includes fund raising activity to meet local advice need to further improve our sustainability.</p>



25.	How will you measure success?	<p>We use qualitative and quantitative data to help measure success, for example we use a national Citizens Advice CRM system which helps us monitor and measure outcomes i.e client numbers, issues and benefit outcomes.</p> <p>We also use anonymised client case studies to highlight good outcomes or the complex nature of some enquiries.</p> <p>We encourage clients to provide feedback either verbally to the adviser or at a later date using an anonymised survey. All feedback helps us continually develop and improve services to meet local need.</p> <p>We provide regular monitoring information to funders to help highlight this success.</p>
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Funding Specifics

26.	What is the total project cost?	£106,000
27.	Please state the total amount of grant required from Witham Town Council	£10,000
28.	Please break down exactly how this will be spent and include 2 quotes supporting this breakdown and showing best value.	The grant will be allocated to our general advice and money advice services and will be used to support delivery of the services in the Witham wards.
29.	How much has been raised so far for this project?	£96,000 from Braintree District Council (core Grant), which represents a 10% cut on their 2023/24 funding.
30.	Please detail any funding that will be given 'in kind'	None.
31.	Please give details of how the balance of funding required will be sourced	As above the balance of funding comes from Braintree District Council by way of a core grant.

32.	How many people will benefit from this funding being given, both directly and indirectly	<p>We anticipate there will be over 550 Witham residents who will use the service in 2024/25.</p> <p>We are planning a new face to face drop in session, once a week in Witham from summer 2024, which should enable us to increase access and the number of local Witham residents we can help.</p> <p>The service is open to all Witham residents.</p>
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Public Engagement

33.	How do you publicise the services you offer?	<p>We use a variety of different channels and methods to publicise our services including:</p> <ul style="list-style-type: none"> <li>• Flyers and posters distributed to key locations/ partners both digital and hard copy</li> <li>• On our national website <a href="http://www.citizensadvice.org.uk">www.citizensadvice.org.uk</a> and our local website.</li> <li>• Through our social media (Facebook, Twitter and Instagram)</li> <li>• Community events</li> </ul>
34.	How will you make sure that your project reaches its intended targets	<p>Demand for our Citizens Advice service continues to increase. With the effects of the cost of living crisis being felt by many in our community all available data indicates need will continue to rise in 2024/25.</p> <p>We will interrogate our client management system to monitor client numbers and will amend our marketing plans to address any developments in client needs.</p>

Referees

35.	Please include the names and addresses of two independent referees who are not members of your organisation but know of the group	<p>Reference 1:  Lucy Bettley  Chief Officer  Citizens Advice Maldon  Council Offices  Princes Road  Maldon  Essex. CM9 5DL  Email: <a href="mailto:manager@maldoncitizensadvice.org.uk">manager@maldoncitizensadvice.org.uk</a></p> <p>Reference 2:  Tracey Parry  Community Service Manager  Braintree District Council  Causeway House  Bocking End, Braintree, Essex. CM7 9HB  Email: <a href="mailto:tracey.parry@braintree.gov.uk">tracey.parry@braintree.gov.uk</a></p>
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I understand that if the project changes in any way, I must inform the Assistant RFO immediately.

I understand that if a completed project review report is not sent to the Assistant RFO within 6 months of receiving funding that I may be required to repay all monies received.

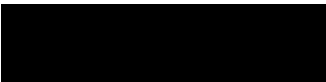
I am authorised to make this application on behalf of the applicant organisation and confirm that I have read, understood and accept the stipulations listed above and that the information provided in this application is accurate.

Name: Kathy Kentish

Position within the organisation: CEO

Telephone number: 01277 598912

Email address: [kkentish@cabse.org.uk](mailto:kkentish@cabse.org.uk)

Signature: 

**CITIZENS ADVICE BRAINTREE & SOUTH ESSEX**

**Minutes of Annual Public Meeting held on Thursday 16<sup>th</sup> of November 2023 at 6.30pm at  
The Council Chambers, First Floor, Brentwood Town Hall, Ingrave Road, Brentwood, Essex. CM15 8AY**

The Chair, Stuart Freel, introduced the meeting and thanked everyone for attending.

Apologies for Absence: Jon Bendall

Minutes of previous AGM held on 5<sup>th</sup> of October 2022 were approved.

There were no matters arising.

**Resolutions:**

- Resolution 1 – Adopt the Annual Accounts – were unanimously adopted
- Resolution 2 – Re-appoint the Independent Examiners & Auditors MJ Goldman and Smith & Goulding – unanimously approved
- Resolution 3 – Approve Letter of Representation from Smith & Goulding – unanimously approved
- Resolution 4 – Reappointment of the following Trustees was approved unanimously:
  - Bola Odunami
  - Jayne Ainsworth
  - Jon Bendall
  - Maddie Binning
  - Tom Harrison

Stuart held a proxy voting form for Jon Bendall.

Alex Burghart MP, our Guest Speaker, gave a speech praising Citizens Advice, especially our volunteers.

Alex then joined us to present a large number of staff and volunteers with 5, 10, 20, 25 & a 30 year long service certificates. Particular note of thanks to Dot Avis who has now reached over 30 years of service with Citizens Advice in Basildon, Billericay & Brentwood.

No AOB.

Stuart closed the meeting by thanking everyone for attending the meeting and encouraging us to finish the buffet in the other room.

**Citizens Advice  
Braintree, Halstead & Witham  
Core Performance Outcomes  
Monitoring 1<sup>st</sup> April 2023  
– 31<sup>st</sup> March 2024**

**Organisation Details**

<b>Organisation name:</b>	Citizens Advice Braintree, Halstead & Witham	
<b>Monitoring period:</b>	April 2023 - June 2023	
	July 2023 – Sept 2023	
	Oct 2023 – Dec 2023	x
	Jan 2024 – March 2024	

<b>Amount of funding for financial year:</b>	Braintree District Council	
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<b>Lead Contact Name CABHW:</b>	Kathy Kentish
<b>Telephone Number:</b>	07881 708483
<b>Lead contact's name BDC:</b>	Tracey Parry
<b>Telephone number:</b>	01376 552525 ext 2334

**Getting the Basics Right**

Please provide details of enquiry numbers broken down by category:

Code	Category	Q1	Q2	Q3	Q4	23/24	22/23
Ben	Benefits & Tax Credits	64	54	135		<b>253</b>	<b>695</b>
Ben	Universal credit	33	15	27		<b>75</b>	<b>215</b>
Chs	Charitable Support & Food Banks	14	13	27		<b>54</b>	<b>220</b>
Con	Consumer Goods & Services	13	3	15		<b>31</b>	<b>112</b>
Deb	Debt	38	18	77		<b>133</b>	<b>388</b>
Edu	Education	2	2	1		<b>5</b>	<b>20</b>
Emp	Employment	42	23	24		<b>89</b>	<b>279</b>
Fin	Financial Products & Services	6	11	27		<b>43</b>	<b>167</b>
Gva	GVA & Hate Crime	2	0	0		<b>2</b>	<b>27</b>
Hea	Health & Community Care	4	3	1		<b>8</b>	<b>95</b>
Hou	Housing	40	30	53		<b>123</b>	<b>426</b>
Imm	Immigration, Asylum & Nationality	6	2	4		<b>12</b>	<b>59</b>

Leg	Legal	17	11	19		<b>47</b>	<b>272</b>
Oth	Other	4	4	3		<b>11</b>	<b>13</b>
Rel	Relationships & Family	36	9	42		<b>87</b>	<b>332</b>
Tax	Tax	3	6	4		<b>13</b>	<b>22</b>
Tra	Travel & Transport	9	8	6		<b>23</b>	<b>46</b>
Uti	Utilities & Communications	20	9	27		<b>56</b>	<b>132</b>
<b>Number of Issues</b>		<b>353</b>	<b>221</b>	<b>492</b>		<b>1,066</b>	<b>3,520</b>
<b>Number of Unique Clients</b>		<b>232</b>	<b>150</b>	<b>335</b>		<b>717</b>	<b>1,557</b>
<b>Activities &amp; cases</b>		<b>610</b>	<b>423</b>	<b>1,002</b>		<b>2,035</b>	<b>5,072</b>

Please note we have identified a problem with Citizens Advice volunteers recording their work under projects for the 1<sup>st</sup> 2 quarters in 23/24, when they should be recording their work under Core, this hasn't helped make this data as robust as we would like.

This anomaly has been corrected from October 2023.

Please provide details of client numbers broken down by ward:

<b>Figures for 2023-24</b>	<b>Actual Clients by Ward</b>				
	Please note not all clients provide address information, GDPR prevents us from collecting the data if it isn't required for the advice enquiry.				
<b>LA Ward</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Totals</b>
Bocking Blackwater	13	15	23		<b>51</b>
Bocking North	4	1	6		<b>11</b>
Bocking South	17	8	26		<b>51</b>
Braintree Central/Beckers Green	25	13	33		<b>71</b>
Braintree South	11	7	12		<b>30</b>
Braintree West	18	4	7		<b>29</b>
Bumpstead	0	4	5		<b>9</b>
Coggeshall	5	3	7		<b>15</b>
Gosfield/Greenstead Green	2	1	5		<b>8</b>
Great Notley/Black Notley	3	5	12		<b>20</b>
Halstead St Andrew	8	7	16		<b>31</b>

Halstead Trinity	8	12	14		<b>34</b>
Hatfield Peverel/Terling	9	7	11		<b>27</b>
Hedingham	6	2	10		<b>18</b>
Kelvedon and Feering	6	3	13		<b>22</b>
Rayne	0	4	6		<b>10</b>
Silver End and Cressing	10	11	17		<b>38</b>
Stour Valley North	2	2	4		<b>8</b>
Stour Valley South	2	3	7		<b>12</b>
The Colnes	3	1	4		<b>8</b>
Three Fields	4	2	10		<b>16</b>
Witham Central	14	8	16		<b>38</b>
Witham North	21	10	24		<b>55</b>
Witham South	21	7	16		<b>44</b>
Witham West	17	9	9		<b>45</b>
Yeldham	4	1	7		<b>12</b>
<b>Total Clients</b>	<b>232</b>	<b>150</b>	<b>320</b>		<b>702</b>

Case study pertaining to the direct support provided by Citizens Advice Braintree, Halstead & Witham during the reporting period and the outcome of this support:

<b>Enquiry</b>	<p><b>Case Study - Quarter 3</b></p> <p>The client is 83 years of age, widowed, owner occupier and living alone. He has long term health problems including cancer and mobility issues.</p> <p>He is struggling financially with his day to day living expenses and his care needs.</p> <p>His daughter had tried to assist him to apply for Attendance Allowance but found the process/ form too challenging while also trying to support her father.</p>
<b>Support provided</b>	Assessed the clients benefit entitlement and supported him over several appointments to claim pension credit and Attendance Allowance.
<b>Outcome</b>	The client is waiting for the outcome of his attendance allowance application but expected to receive the higher rate of £101.75 per week, thus the client will be over £5k better off per annum.

### Value for Money & Strong Governance

**Volunteering:** Please provide details of current level of volunteers and volunteer value:

Number of Current Volunteers	Increase Since Last Quarter	Average Hours	* Public Value of volunteering
28	+8	6 hours pw per volunteer.	* £122.314 per annum

\*New Economy Impact data produced annually, a Treasury approved model to calculate headline statistics and our impact to the local community.

Details of any other help and assistance provided to local residents under Core funding:

Foodbank Outreach Service	60
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### Other Funded Projects

Please provide information of the organisations work with other schemes (please add schemes as appropriate):

Organisation/Scheme Worked With	Number of residents assisted
Essex County Council Out of Hours Project	27
Warm Homes Project	114
Cadent – Energy Advice Project	16



**Quarter 3 update:**

Our outreach work at the Food bank in Braintree and Witham continues.

Rachel the ex-CEO of Citizens Advice Braintree, Halstead & Witham left at the end of December 2023

We are currently advertising for a new Outreach Adviser and finalising a room, 1 day per week at Causeway House to start a face to face outreach in Braintree.


CABHW is a partner in the following panels:

- Braintree Livewell Strategy Stakeholder Health & wellbeing
- Cost of Living
- Homelessness prevention
- Winter resilience partnership
- Braintree District levelling up partnership
- Citizens Advice strategic network
- Citizens Advice Essex Managers network

**Training & Additional Support**

<b>For Staff and Volunteers</b>	<p>A regular weekly briefing has been provided for all staff and volunteers covering in-house information, updates from national Citizens Advice, on-line training opportunities and updates, DWP and local information/services.</p> <p>Volunteer recruitment remains open via the national Citizens Advice site and : <a href="http://www.citizensadvice.org.uk">www.citizensadvice.org.uk</a></p> <p><a href="https://hr.breathehr.com/recruitment/vacancies/29306?vacancy_preview=true">https://hr.breathehr.com/recruitment/vacancies/29306?vacancy_preview=true</a></p> <p>New advisor training started in September 2023.</p>
<b>For Residents</b>	<p>Our Facebook site and other social media platforms are updated with regular posts providing up-to-date information for the public on advice topics, local and national information. For example we are running a series of posts to support staff and volunteer recruitment and debt advice (for the post-Christmas increase in debt issues).</p> <p>Links: <a href="#">Facebook</a> <a href="#">Twitter</a> <a href="#">Instagram</a></p>

I certify that the above information is an accurate reflection of the service for which funding has been received.

<b>Signed:</b>		<b>Date:</b>	17/1/2024
<b>Name: (Printed)</b>	Kathy Kentish		
<b>Designation:</b>	CEO		



## GRANT FUNDING SCHEME APPLICATION FORM

### Contact Details

1.	Name of your organisation	Templars Community Association
2.	Primary contact name	Louise Howard
3.	Primary contact telephone number	07852824160
4.	Primary contact address	Templars Community office, Shaw rd Witham, CM8 2RR
5.	Primary contact email address	info@templarscommunityassociation.org
6.	Position within the organisation	Chair person

### Financial Background

7.	Please state the nature of your organisation (circle those that apply) and include a copy of the minutes of your latest AGM.	<input checked="" type="checkbox"/> Voluntary organisation <input type="checkbox"/> Sports Organisation <input type="checkbox"/> Not for Profit Organisation <input type="checkbox"/> Welfare Organisation <input type="checkbox"/> Cultural Organisation <input type="checkbox"/> Other (please specify).....
8.	Organisation Address	as above
9.	Registered charity number if applicable	
10.	What year was your organisation formed?	1984
11.	Please describe the main activities of your organisation and any services you provide to the community	We organise and source free activities for the local residents and advocate and liaise with the local authorities and social housing.
12.	How many committee members/paid staff/volunteers are involved in the running of your organisation?	6
13.	Does your organisation have a registered bank account in its name?	yes

14.	What is your organisations average yearly income?	12k
15.	What is your organisations average yearly outgoings?	12k
16.	Have you applied for a grant from Witham Town Council in the past? If so when and how much?	yes      £750

## Project Details

17.	Project title	Templars Community Association 40th Anniversary Fun Day
18.	Project location	Court nine park area, CM8 2RR
19.	Anticipated start and finish date	12-4pm Saturday 7th of September
20.	Description of project	<p>The Templars Community Association would like to celebrate turning 40 with the whole community. We feel it is a huge achievement to keep a resident association going for such a long time and we have achieved a great deal in this time. Therefore we are looking to source funds to be able to give the people of the Templars Community and surrounding area a day of free entertainment, including a face painter, balloons a DJ and inflatables.</p> <p>As you know the area is not an affluent one, with lots lots of people on low incomes so we love to provide free events for the local children. We also hope that we can use this event to spread the word about the things that we do for the community, and involve other local good causes such as the Pantry Project who do do a lot of good work locally.</p>
21.	What evidence do you have that this project is needed by the local community?	All our free events such as Halloween and Christmas Grotto have a good turn out.

<p>22.</p>	<p>The council prioritises applications that meet one or more of the criteria detailed in the accompanying policy. Please explain all those you meet and why?</p>	<p>Community development and investing in young people</p>
<p>23.</p>	<p>If the project reaches fruition what will the benefit be to the local community?</p>	<p>Our community benefits because it provides fun, free and safe activities for the local young people. It gives them a chance to play and gather together in a supervised environment. It also helps to develop a stronger community bond, and awareness of how we as an association can help local people.</p>
<p>24.</p>	<p>How will you ensure sustainability of the project?</p>	<p>We will ensure that the litter picker is onsite to dispose of waste correctly</p>

25.	How will you measure success?	By attendance and feedback via our facebook page
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Funding Specifics

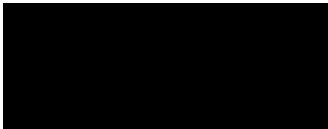
26.	What is the total project cost?	£2000
27.	Please state the total amount of grant required from Witham Town Council	£1000
28.	Please break down exactly how this will be spent and include 2 quotes supporting this breakdown and showing best value.	<p>KM inflatables £1419                  Face painter £250                  Leaflets £60                  balloons £200                  refreshments £71</p> <p>DJ £0</p>

29.	How much has been raised so far for this project?	We are discussing getting the balance of the project from Councillor Playle and Taylor
30.	Please detail any funding that will be given 'in kind'	We have a DJ that is willing to play for free
31.	Please give details of how the balance of funding required will be sourced	councillor Playle and Taylor
32.	How many people will benefit from this funding being given, both directly and indirectly	up to 1200, although normally our events are attended by 350 to 500 people

Public Engagement

33.	How do you publicise the services you offer?	Facebook, Twitter, we will also be printing 500 flyers
34.	How will you make sure that your project reaches its intended targets	by posting a flyer through all 444 houses on the Templars Estate

Referees

35.	Please include the names and addresses of two independent referees who are not members of your organisation but know of the group	<p>Reference 1</p> <p><a href="#">Matthew Lawday</a>  <a href="#">Eastlight Estate Safety Manager</a>  <a href="#">Eastlight Community Homes</a>  <a href="#">Eastlight House</a>  <a href="#">Charter Way</a>  <a href="#">Braintree</a></p> <p>Reference 2</p> 
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I understand that if the project changes in any way, I must inform the Assistant RFO immediately.

I understand that if a completed project review report is not sent to the Assistant RFO within 6 months of receiving funding that I may be required to repay all monies received.

I am authorised to make this application on behalf of the applicant organisation and confirm that I have read, understood and accept the stipulations listed above and that the information provided in this application is accurate.

Name..... [Louise Howard](#) .....

Position within the organisation..... [Chair person](#) .....

Telephone number.....  .....

Email address..... [info@templarscommunityassociation.org](mailto:info@templarscommunityassociation.org) .....

Signature.....  .....

## Templars Community Association AGM

In Attendance: Steve, Mel, Anastasia, Andrea, Mo, Paul, Louise, David, June, Steph & councillors Ross Playle, Billy Taylor, Phil Barlow & Leanora Headley

The meeting started with a report from the current Committee Chair, Steve – Speech is in folder

It then followed with a report from the current treasurer Mel- Speech in folder

A list was compiled of achievements that the committee had accomplished within the last year, these include:

- Getting a bollard installed in Shaw Road to ensure that cars are not driving on the grass.
- The fence around the community hut has been fixed
- The CCTV around the defibrillator has been altered to hopefully give a better angle
- Fly tipping signage has been added to the estate
- Neighbourhood watch flyers have been distributed around the estate
- The committee and eastlight arranged a rubbish amnesty day.
- Grit was secured by the committee to try and improve the safety of the estate in freezing weather.
- Halloween event
- Santa's Grotto
- Mobile Library
- Childrens Centre visit.
- Christmas light competition
- Pumpkin Carving Competition
- Safeguarding training for committee members

A further list was compiled of items that the committee would like to further achieve or continue to improve within the next year, these include:

- New notice board outside of the estate
- Halloween event
- Christmas light competition
- Community fun Day
- Further training for committee members
- Santas grotto
- Mobile library
- Continued meetings with Eastlight
- Improve on the neighbourhood watch scheme
- Continue to supply recycling bags and dog poo bags to people on the estate
- Grit the estate in the winter
- Free composting bins for the estate.

All current members of the committee then proceeded to step down from there roles. The roles were then available for those who attended to stand for the roles. The final posts were as follows

Chair – Louise – Nominated by Mel and Seconded by June



Vice chair – Steve – nominated by mel and seconded by June

Treasurer – Mel – Nominated by June, seconded by Louise

Secretary - Anastasia – Nominated by Louise, seconded by Mel

Further members of the committee also include Andrea, June, David, Paul

The new Committee then proceeded to get an update from Witham councillors:

Ross playle began – There are financial issues within all public sectors at the moment. The Highways Agency is under budgetary pressure. Currently two thirds of council funds are being spent on social care.

-Ross has nominated Conrad Road and Cressing road for pothole repair. Conrad road should be being repaired between the 27<sup>th</sup> and 31<sup>st</sup> October, with Cressing road being completed between the 23<sup>rd</sup> and 24<sup>th</sup> November 2023. Rivenhall road should also be repaired in September.

-The zebra crossing has now been installed by Templars School, and there are plans in place to also install one on Rickstones road.

- The conrad road improvement plan for traffic has also been released and is available to read.

-The footpaths around the estate do need looking at and that is something for future discussion

-All ECC street lighting on the estate has been moved over to LED lighting.

-Crossing patrol is currently being looked at as an option to help keep children safe outside of Elm Hall school on conrad road. ( It was agreed by all in attendance that the traffic during school times around the estate is overwhelming and dangerous in certain areas.

Billy Taylor then gave an update –

-He has had a complaint from a resident about footballs from the football court flying over into there garden. (It was agreed by all, that we didn't want to do anything that would discourage young people from playing and exercising, and that the height of the backing board for the court is already quite high, there is also a question over who exactly runs and has to give permission for any changes to the area (Neil?), this was also brought up on a local walk about with Ross and Simon Jessie.)

-It has been raised by residents that there is a growing drug problem on the estate. Largely with the increasing amount of drug dealing.

-Billy has had a meeting with sanctuary in regards to issues that residents have brought up specifically with the behaviour of the workforce, parking of the workforce and the sound that the flags currently raised on the estate make. The parking has become less of an issue since the number of people on the site has decreased. The language and behaviour of the staff has also very much improved since the meeting. The flags have permission to stay raised until after the final house is sold, and so at the moment there is no indication of when that will be.

-Billy has asked Dan Gasgoine (Head of BDC) to do a walk around of the estate with him, he has further invited members of the committee to join them, and will proceed to invite Eastlight.

Leanora Headley was next to speak and mentioned that she was newly elected in May and has been getting to know how the system works, and how best to use her resources to help Witham. She has

had a walk around the estate with Cllr Phil Barlow, and he has proceeded to point out to her the issues that the estate both has now, and has historically.

Phil Barlow was elected to the council in 1989 and has long known the reputation of the estate and has seen it go up and down over the years. Historically there was a problem with intimidation on the estate, he was happy to see that this appears to have largely gone, but recognises that drugs are still a big issue on the estate. He noted that more police have been added to the local force, however there is an ever going crime problem across the country and so this may not be enough to combat everything going in within Witham. The district council, the county council and the police all stretched to capacity and so trying to disperse large youth groups and drug dealers is an issue that unfortunately doesn't receive as much attention as it should, PCSO's that do work in witham, often don't patrol around the end of school hours when much of this takes place due to having other commitments. There was also a suggestion from the police that some of the issues in Witham with antisocial behaviour and drug dealing may be apart of a bigger organised gang problem related to county lines drug dealing. It was also discussed that there is a big reluctance of residents who live on the templars estate to report any crime that they notice, with plenty of discussion between residents but very few police reports.

-Eastlight used to perform 3 monthly inspections with councillors and the committee and both Phil and Elora are very interested in encouraging these inspections to become as regular as they used to be, and asked that once the next walk around has been arranged, could they please be invited along.

-When residents report issues that they have on the estate such as walls that have fallen down or street lights that have gone out, there is an issue in finding out who holds the responsibility for them. Some items on the estate are run by Eastlight, some by BDC and some by Highways.

-The saltbags that the committee asked the council for at the end of last year will be dropped to Witham Town Council within the next few weeks. The committee will email the council to ensure that there is an adequate supply for Templars Estate.

Thanks were given to the councillors for both the time they gave this evening and the updates that they provided.

Louise gave an update from Eastlight – Saved to folder.

The committee went on to arrange a date for the anniversary fun day that they are planning for 2024. The date decided on was the 14<sup>th</sup> July 2024 between 1-5pm. The councillors reminded the committee that if they do need any extra funding for the event it will be a new financial quarter, and therefore they may be able to offer some funds. The Town council also has a grant fund that may be of use.

Thanks were given to all in attendance and all new members were assured that the guidelines and safeguarding polices for the committee would be sent over to them to read at there convenience.

The next meeting will be held on the 8<sup>th</sup> October.

Tasks to be completed:

Police, Fire & Ambulance need to be invited to the event

Email the mobile library about the event.

Andrea will ask the face painter about the event

The Committee needs to email the Town Council about salt supplies.



# KM Inflatables

## QUOTATION

Date: 23/04/2024  
 Invoice Number: 001  
 Due Date: 09/2024

Kings Ministries Trust  
 Wood End Farm  
 Hatfield Rd, Witham, Essex CM8 1EH  
 07534 744 411

### BILL TO

The Templar's Community Office  
 Court Nine, Shaw Road  
 CM8 2RR

### COMMENTS

1. Payment due on the day stated above
2. Please note the invoice number & date of event in your payment method

Description	Qty	Unit Price	Amount
Assault Course		£250	£250
Simpsons		£230	£230
12 ft Mega slide		£150	£150
Jungle book		£80	£80
Bundle deal		-£80	-£80
<b>Total</b>		<b>£630</b>	<b>£630</b>
Fuel		£40	£40
Crowd barrier fencing		£40	£40
Generator		£200	£200
Staffing		£500	£500
<b>Total</b>		<b>£1,410</b>	<b>£1,410</b>

Subtotal: **£1,410**

Total: **£1,410**

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## GRANT FUNDING SCHEME APPLICATION FORM

### Contact Details

1.	Name of your organisation	THE WITHAM HUB
2.	Primary contact name	TINA TOWNSEND
3.	Primary contact telephone number	[REDACTED]
4.	Primary contact address	17, THE GROVE CENTRE, WITHAM, ESSEX CM8 2YT.
5.	Primary contact email address	tina@withamhub.co.uk
6.	Position within the organisation	founder / chair of trustees.

### Financial Background

7.	Please state the nature of your organisation (circle those that apply) and include a copy of the minutes of your latest AGM.	Voluntary organisation Sports Organisation <input checked="" type="checkbox"/> Not for Profit Organisation Welfare Organisation Cultural Organisation Other (please specify)..... REGISTERED CHARITY
8.	Organisation Address	17, THE GROVE, CENTRE WITHAM, ESSEX, CM8 2YT.
9.	Registered charity number if applicable	1188048
10.	What year was your organisation formed?	2020 AS CHARITY 2017 AS GROUP
11.	Please describe the main activities of your organisation and any services you provide to the community	We support individuals who are struggling with food poverty, social isolation and mental health.
12.	How many committee members/paid staff/volunteers are involved in the running of your organisation?	4 TRUSTEES 7 PAID STAFF. 10 VOLUNTEERS. 4 YOUTH VOLUNTEERS.
13.	Does your organisation have a registered bank account in its name?	YES

14.	What is your organisations average yearly income?	£67,454 *
15.	What is your organisations average yearly outgoings?	£65,524 *
16.	Have you applied for a grant from Witham Town Council in the past? If so when and how much?	Yes, £5K for a similar project last year (2023)

\* please see additional information.

#### Project Details

17.	Project title	Welfare Administrator.
18.	Project location	The Witham Hub + Outreach
19.	Anticipated start and finish date	From Approval for 1 year.
20.	Description of project	See additional page
21.	What evidence do you have that this project is needed by the local community?	We have people contacting us daily to access the services. Our existing staff are close to capacity and we do not want to get a long wait time for the reasons stated in point 20.

22.	The council prioritises applications that meet one or more of the criteria detailed in the accompanying policy. Please explain all those you meet and why?	We believe our request fits into the council's community health as well as welfare for both older and younger residents. If our local community are able to access the correct support and benefits they are less likely to enter a crisis situation. This will put less pressure onto local and county resources. Our facilities offer many additional services that can be accessed too.
23.	If the project reaches fruition what will the benefit be to the local community?	We offer more than just form filling. When the community use the Hub we offer support to prevent crisis and offer advice of better life choices where appropriate. While the position is to fill in forms often it is the tip of an iceberg and we are able to support in many other ways.
24.	How will you ensure sustainability of the project?	We have proven we are sustainable by our track record to date. We started this project with no funding and are now at capacity so we know it's needed. We want to continue with confidence we can always offer the service. We've always faced whatever is thrown at the town/society head on and we hope this is seen by WTC... we are putting the unity back in community!

25.	How will you measure success?	<p>Due to GDPR we cannot give too much detail but to date we've had a 95% success rate on first time applications for benefits and 98% rate on appeal.</p> <p>We recognise that some applications will fail and will always advise our applicants that this may happen to manage their expectations.</p>
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Funding Specifics

26.	What is the total project cost?	Approx £16,000 p/a.
27.	Please state the total amount of grant required from Witham Town Council	£10,000.
28.	Please break down exactly how this will be spent and include 2 quotes supporting this breakdown and showing best value.	<p>We cannot provide two quotes due to the nature of the application but it is based on</p> <p>Hourly rate at minimum wage, plus NI + Tax and pension. We will also cover sick pay and <del>all</del> all holiday pay and other unexpected costs.</p>



29.	How much has been raised so far for this project?	None
30.	Please detail any funding that will be given 'in kind'	We will be meeting all additional costs.
31.	Please give details of how the balance of funding required will be sourced	We will meet all additional costs through our commercial activities and fundraising
32.	How many people will benefit from this funding being given, both directly and indirectly	It is difficult to say but if we project on 1-2 helped per day and base on average family it will be in excess of 1000 people per annum.

Public Engagement

33.	How do you publicise the services you offer?	If approved we will add to our social media, and website and look to introduce a booking system to our make it easy to book your time slot, thus people can self refer and will be advised what to bring too!
34.	How will you make sure that your project reaches its intended targets	This is clearly an issue so we will, we feel, not have any issue reaching targets but we will monitor it quarterly and make sure all external agencies know what we offer so we can reach those who need it

Referees

35.	Please include the names and addresses of two independent referees who are not members of your organisation but know of the group	<p>Reference 1                      cadent - Emma Turnbull                      emma.turnball@cadentgas.com</p> <p>Reference 2                      Emma Stobirski                      Brights Solicitors.                      emma.stobirski@brightslaw.com</p>
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I understand that if the project changes in any way, I must inform the Assistant RFO immediately.

I understand that if a completed project review report is not sent to the Assistant RFO within 6 months of receiving funding that I may be required to repay all monies received.

I am authorised to make this application on behalf of the applicant organisation and confirm that I have read, understood and accept the stipulations listed above and that the information provided in this application is accurate.

Name..... Tina Townsend .....

Position within the organisation..... founder / chair of Trustees .....

Telephone number.....  .....

Email address..... tina@wlthamhub.co.uk .....

Signature.....  .....

### **14/15. Incomes and Outgoings**

Figures shown do not include ring fenced grant money received from The National Lottery Community Fund which is specifically set out for the running of the Hub and cannot be allocated to any other project

### **20. Description of Project**

With the continued concerns around families managing their financing we are seeing an increase in the number of people who are contacting the Hub for support to fill in forms for benefits or other help to assist them to prevent financial instability.

Sadly, they are continuing to tell us that they are unable to access this service via the Citizens Advice Bureau; a route that would generally be chosen and while this is an amazing service these delays are potentially putting individuals into crisis.

The grant we are applying for will enable us to employ an additional dedicated person to fill in the benefit forms and assist with other applications for one off grants where appropriate.

Applications can be very complicated and often time consuming, some can take over 3 hours to complete and once completed can have up to a 12 week wait for outcome, so delays in starting an application is something individuals cannot afford and the stress this causes puts additional strain on family life.

In addition to in the inhouse service, subject to risk assessment and safeguarding, we will offer an outreach service to individuals who are within the CM8 postcode who through disabilities or vulnerability are unable to come to the hub, thus making our service accessible to all that need it

Finally, to avoid any issues around accessing the service we are working on an online booking system that will offer individuals options to book online but also advise them what they need to bring with them so they are ready to complete the applications on arrival. If they still struggle or need help to book, they can email a dedicated email for an advisor to contact them to book them in either by calling them and talking them through or by emailing them instructions where a booking will be made for them.

This bespoke service will be supported by our existing advisors at the Hub and offer a wrap around service.

The Witham Hub  
AGM Meeting  
24<sup>th</sup> February 2024  
Online via Teams

Present: Tina Townsend (Chair)  
Stuart Gulleford  
Ian Boorman  
Karen Bailey

Absent:

1. Apologies:  
None

2. Election of Officers

The rest of the committee agreed to stand again and were re-elected.

Tina Townsend – Chair (H&S / Training / Safeguarding Lead)

Stuart Gulleford – Committee (PR)

Karen Bailey – Committee (Events)

Ian Boorman – Committee – (Facilities and Buildings / Independent Trustee)

3. Chairmans report:

The Hub has now fully settled into the Grove and all the facilities have been refurbished. We have had a steady footfall and secured two large grants and one smaller but nonetheless important grant this financial year; from Cadent to become a warm space for the sum of £100k over 2 years and The National Lottery Community Fund, ring fenced for staff for £250k over 5 years. We also achieved a £7,500 grant from Essex Community Foundation for staffing over a 1 year period. This is a massive achievement for the Hub. With this in mind we now have 7 staff across the two grants which have given the hub staffing stability.

The footfall is steadily increasing which has been helped by the introduction of external events that having paid staff have achieved.

Treasurers Report:

Read out by Tina Townsend prepared by Cara Catley (Book Keeper)

‘The Charity has remained in a good position through the year, and we still have a good reserve.

There is two ring fenced grants that must be spent on wages: The National Lottery

Community Fund and Essex Community Foundation. I will ensure these are administered accordingly.

All credit to Tina in securing the National Lottery grant, this is a particularly hard grant to get so she should be commended in achieving it on behalf of the charity.

The year end is approaching so I will be working on the accounts soon but our current position in the bank accounts is as follows:

Lloyds: £16,749.69

Metro: £51,483.02

Metro Savings: £30,198.83

Total in hand £98,431.54

4. AOB

There was no other business

5. The meeting was closed and the next AGM was agreed to be held in February 2025



## PROJECT REVIEW REPORT

### Contact Details

1.	Name of your organisation	The Witham Hub
2.	Primary contact name	Tina Townsend
3.	Primary contact telephone number	07763 879397
4.	Primary contact address	17, The Grove Centre, Witham, Essex, CM8 2 YT
5.	Primary contact email address	Tina@withamhub.co.uk
6.	Position within the organisation	Chair /founder

### Project Details

7.	Project title	Hold Project
8.	Project location	<u>The Witham Hub</u>
9.	Actual start and finish date	<u>30<sup>th</sup> April 2024</u>
10.	What was the total cost of the project?	<u>4747.50 – staff &amp; postage</u> <u>50.00 – admin / flyers</u> <u>4797.50 total</u>
11.	Please breakdown exactly how the grant received from Witham Town Council was spent	<u>We saw 79 people on average taking 3.5 per family / individual</u> <u>The forms or time spent ranged from universal credit, pip, blue badge, help with passport renewal, setting up banking apps and nhs apps, housing applications, cvs</u> <u>We also signposted a number of people and made some safeguarding referrals as we are safeguarding leads at the hub and take this responsibility very seriously</u>  <u>The total reached through this grant was 419 although only 79 appointments were held; this is</u>

		<p><u>based on the numbers collected from information gathered at the time</u></p> <p><u>All information is held under strict gdpr so we cannot advise anything further; we hope you understand</u></p>
<p>12.</p>	<p>If there are any discrepancies between how the grant was spent and what was on the application form please explain why</p>	<p><u>We believe it was spent how it was intended to be</u></p>
<p>13.</p>	<p>Do you believe that the project was a success? If so how was this success measured?</p>	<p><u>We believe we met what we set out to and feel we offer a good service, these people were unable to access other services elsewhere so we enabled them to avoid crisis and put further strain on other organisations</u></p>

14.	How many people benefited from this project both directly and indirectly?	<u>As stated 79 by appointment</u> <u>419 indirectly</u>

Name: Tina Townsend

Position within the organisation: Trustee Chair / Founder

Telephone number



Email address Tina @withamhub.co.uk

Signature *Tina Townsend*

*(Sorry can't physically sign as I'm send while away)*

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>300 Community</b>							
1300 Information Sales Income	58,389	75,000	16,611			77.9%	
1310 Witham Festival Income	6,280	1,500	(4,780)			418.7%	
1311 King's Coronation Income	1,668	500	(1,168)			333.6%	
1320 New Events Income	20	0	(20)			0.0%	
1501 Dog Show	40	0	(40)			0.0%	
1509 Christmas Events	5,041	750	(4,291)			672.2%	
<b>Community :- Income</b>	<b>71,438</b>	<b>77,750</b>	<b>6,312</b>			<b>91.9%</b>	<b>0</b>
4301 Community Team PAYE/LGPS	84,106	82,886	(1,220)		(1,220)	101.5%	
4302 Events PAYE	9,015	0	(9,015)		(9,015)	0.0%	288
4303 Safer Streets PAYE/LGPS							
4305 Remembrance	995	1,200	205		205	82.9%	
4306 D-Day	5	0	(5)		(5)	0.0%	
4310 Silver Cinema	260	300	40		40	86.8%	
4315 Town Clock	0	1,500	1,500		1,500	0.0%	
4330 Queen's Jubilee	100	0	(100)		(100)	0.0%	
4340 Christmas Decorations	10,530	10,600	70		70	99.3%	
4345 Information Centre Purchases	46,552	65,000	18,448		18,448	71.6%	
4355 Information Centre Administrat	1,891	3,250	1,359		1,359	58.2%	
4360 Community Grant Aid	17,000	17,000	0		0	100.0%	
4365 Citizens Advice Bureau	10,000	10,000	0		0	100.0%	
4372 CCTV	9,362	10,000	638		638	93.6%	
4373 Special Constable Expenses	2,766	5,000	2,234		2,234	55.3%	
4374 Special Constable Recruitment	289	1,000	711		711	28.9%	
4375 Other Community Support	622	1,000	378		378	62.2%	
4376 Halloween	1,816	2,000	184		184	90.8%	
4377 Easter Trail	2,682	1,650	(1,032)		(1,032)	162.5%	
4379 Witham Dog Show	570	0	(570)		(570)	0.0%	
4380 Witham Festival	26,415	23,000	(3,415)		(3,415)	114.8%	
4381 King's Coronations	9,550	10,000	450		450	95.5%	
4382 Civic Event	2,262	2,500	238		238	90.5%	
4390 Christmas Events & Tree	6,371	3,200	(3,171)		(3,171)	199.1%	
4395 New Events Improvements	967	1,500	533		533	64.5%	
<b>Community :- Indirect Expenditure</b>	<b>255,129</b>	<b>252,586</b>	<b>(2,543)</b>	<b>0</b>	<b>(2,543)</b>	<b>101.0%</b>	<b>11,292</b>
<b>Net Income over Expenditure</b>	<b>(183,691)</b>	<b>(174,836)</b>	<b>8,855</b>				
7000 plus Transfer from EMR	11,292						
<b>Movement to/(from) Gen Reserve</b>	<b>(172,398)</b>						

20/05/2024

## Witham Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 31/03/2024

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
Grand Totals:- Income	71,438	77,750	6,312			91.9%	
Expenditure	255,129	252,586	(2,543)	0	(2,543)	101.0%	
<b>Net Income over Expenditure</b>	<u>(183,691)</u>	<u>(174,836)</u>	<u>8,855</u>				
plus Transfer from EMR	11,292						
<b>Movement to/(from) Gen Reserve</b>	<u>(172,398)</u>						

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## Detailed Income &amp; Expenditure by Budget Heading 30/04/2024

## Agenda Item 10 (b)

Month No: 1

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300 Community</u>							
1300 Information Sales Income	4,771	75,000	70,229			6.4%	
1310 Witham Festival Income	20	1,500	1,480			1.3%	
1311 Music Festival	360	1,500	1,140			24.0%	
1320 Teddy Bear's Picnic	40	50	10			80.0%	
1501 Dog Show	680	500	(180)			136.0%	
1509 Christmas Events	1,230	1,500	270			82.0%	
Community :- Income	<u>7,101</u>	<u>80,050</u>	<u>72,949</u>			<u>8.9%</u>	<u>0</u>
4301 Community Team PAYE/LGPS	9,431	87,505	78,074		78,074	10.8%	
4302 Events PAYE	112	0	(112)		(112)	0.0%	112
4303 Safer Streets PAYE/LGPS							
4305 Remembrance	0	1,000	1,000		1,000	0.0%	
4306 D-Day	215	2,500	2,285		2,285	8.6%	
4310 Silver Cinema	40	300	260		260	13.3%	
4315 Town Clock	0	1,500	1,500		1,500	0.0%	
4330 Music Festival	3,510	10,000	6,490		6,490	35.1%	
4340 Christmas Decorations	4,212	10,600	6,388		6,388	39.7%	
4345 Information Centre Purchases	3,572	65,000	61,428		61,428	5.5%	
4355 Information Centre Administrat	251	3,000	2,749		2,749	8.4%	
4360 Community Grant Aid	0	15,000	15,000		15,000	0.0%	
4365 Citizens Advice Bureau	0	10,000	10,000		10,000	0.0%	
4371 Community Safety	0	1,500	1,500		1,500	0.0%	
4372 CCTV	5	13,000	12,995		12,995	0.0%	
4373 Special Constable Expenses	753	5,000	4,247		4,247	15.1%	
4374 Special Constable Recruitment	0	1,000	1,000		1,000	0.0%	
4375 Other Community Support	0	1,500	1,500		1,500	0.0%	
4376 Halloween	0	2,200	2,200		2,200	0.0%	
4377 Easter Trail	(40)	1,650	1,690		1,690	(2.4%)	
4379 Witham Dog Show	557	0	(557)		(557)	0.0%	
4380 Witham Festival	5,525	25,500	19,975		19,975	21.7%	
4383 Twinning	0	2,000	2,000		2,000	0.0%	
4390 Christmas Events & Tree	534	4,000	3,466		3,466	13.3%	
4395 New Events Improvements	0	1,500	1,500		1,500	0.0%	
Community :- Indirect Expenditure	<u>32,886</u>	<u>265,255</u>	<u>232,369</u>	<u>0</u>	<u>232,369</u>	<u>12.4%</u>	<u>4,322</u>
<b>Net Income over Expenditure</b>	<u>(25,785)</u>	<u>(185,205)</u>	<u>(159,420)</u>				
7000 plus Transfer from EMR	4,322						
<b>Movement to/(from) Gen Reserve</b>	<u>(21,463)</u>						

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## Witham Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 30/04/2024

Month No: 1

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	7,101	80,050	72,949			8.9%	
Expenditure	32,886	265,255	232,369	0	232,369	12.4%	
<b>Net Income over Expenditure</b>	<u>(25,785)</u>	<u>(185,205)</u>	<u>(159,420)</u>				
plus Transfer from EMR	4,322						
<b>Movement to/(from) Gen Reserve</b>	<u>(21,463)</u>						

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A/c Code		390 Events Control Account			Annual Budget	0
Centre		(none)			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
<b>Opening Balance</b>						<b>4,955.59</b>
2						
7	01/10/2023	444	Journal	Easter Event Underspend		336.95
7	01/10/2023	444	Journal	King's Coronation Underspend		450.27
7	01/10/2023	444	Journal	King's Coronation Income		1,127.76
7						
7						
7						
9						
9						
10						
10						
10						
12	31/03/2024	451	Journal	Street Fest Income extra		1,946.00
12	31/03/2024	451	Journal	Xmas Income Extra		1,659.00
Account <b>Events Control Account</b>					<b>Account Totals</b>	<b>561.10</b>
Centre					<b>Net Balance Month 12</b>	<b>10,533.17</b>

<b>A/c Code</b>	390 Events Control Account				<b>Annual Budget</b>	0
<b>Centre</b>	(none)				<b>Committed</b>	0
<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
				Opening Balance		9,972.07
1	[REDACTED]					
1						
	Account	<b>Events Control Account</b>		<b>Account Totals</b>	<u>112.00</u>	<u>9,972.07</u>
	Centre			<b>Net Balance Month 1</b>		<b>9,860.07</b>

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## Nominal Ledger Report by ACCOUNT

Agenda Item 11 (b)

User :NS

<u>Month</u>	<u>Date</u>	<u>Reference</u>	<u>Source</u>	<u>Transaction Detail</u>	<u>Debit</u>	<u>Credit</u>
<b>A/c Code</b>				364 Charter Market Control Account	<b>Annual Budget</b>	0
<b>Centre</b>				(none)	<b>Committed</b>	0
					<b>Opening Balance</b>	<b>0.00</b>
12	19/03/2024	2023/619	Cashbook	Charter Market Transfer		813.10
Account				<b>Charter Market Control Account</b>	<b>Account Totals</b>	<b>0.00</b>
Centre					<b>Net Balance Month 12</b>	<b>813.10</b>

20/05/2024

## Witham Town Council

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## Nominal Ledger Report by ACCOUNT

User :NS

<b>A/c Code</b>		364 Charter Market Control Account			<b>Annual Budget</b>	0
<b>Centre</b>		(none)			<b>Committed</b>	0
<b>Month</b>	<b>Date</b>	<b>Reference</b>	<b>Source</b>	<b>Transaction Detail</b>	<b>Debit</b>	<b>Credit</b>
					<b>Opening Balance</b>	<b>813.10</b>
1	08/04/2024	2024/037	Cashbook	Charter Market		250.00
1	15/04/2024	2024/057	Cashbook	Charter Market		250.00
1	23/04/2024	2024/072	Cashbook	Charter Market		40.00
Account <b>Charter Market Control Account</b>					<b>Account Totals</b>	<b>0.00</b>
Centre					<b>Net Balance Month 2</b>	<b>1,353.10</b>

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ITEM NO: 12

**Officer Report: Street Warden 2 weekly report: 9<sup>th</sup> - 23<sup>rd</sup> February 2024**
**Issue:**
**Friday 9th February:**

Went to a local Residential Home to see the management about a resident with mental health issues. They told me they would contact their mental health team and see if they could resolve the situation.

**Monday 12th February:**

I accompanied a homeless person, along with a DASS representative, to the Job Centre to start their claim for benefits so we could pursue their housing claim. They started the process to verify their claim to start collecting benefits and an application was sent on their behalf to the BDC Housing Department.

After lunch did some sign language training. After that, I was engaging with people who were parking on double yellow lines down the high street. I went to a local school and had a chat with the safeguarding leader about the behaviour of some of the pupils over the weekend. Road workers had their equipment stolen over the weekend, they reported it to the police and to me, I was asked if I could check the CCTV in the area opposite.

**Tuesday 13th February:**

Walked around the river walk and through Maldon Road Park, and spoke with members of the public about any concerns that they may have. Walked down to a local church as I heard that they now have a house that they are having done up for homeless people in Witham.

**Wednesday 14th February:**

Had all the cameras placed on my laptop so now I have access from upstairs they are also on my phone so I can check the phone when I am out on patrol around Witham. Walking through Maldon Road Park when a mum came up to me and said her son had fallen in the park and cut his knee, she asked for assistance so I was able to help and placed a plaster on it, it was not a very bad gash but I advised if she wasn't happy with how it was looking to go and see her GP or practice nurse.

**Friday 16th February:**

Walking around Witham in the afternoon and talking to shoppers with two Safety Protection Officers from Braintree. We had a chat then we had a walk together around Newland Street and Maldon Road Park.

**Monday 19th February:**

Children's half term, I started my day by walking around the Riverwalk. I then went to the library to see how they had been and they were happy about the fact they hadn't had much trouble lately. I walked around the Humber Road estate and visited Co-op and Asda to see how they have been coping with Anti-Social Behaviour. In the afternoon I had a walk along Cut Throat Lane as a member of the public had informed us that the cameras had been damaged but I found no sign of any damage and continued up around Morrisons and up around the train station. Then I went around the Memorial Gardens.

**Tuesday 20th February:**

I administered first aid to someone who had a suspected allergic reaction in town. Went for a walk along the Riverwalk and had chats with various members of the public, they were all chatting about the behaviour of

children at various points around Witham. Went around the various shops in Witham and had a chat about them starting a WhatsApp group so they could all communicate to each other and let each other know about Anti-Social Behaviour and shoplifting and what shops shoplifters are going to.

**Wednesday 21st February:**

Got good feedback from the shops to join the WhatsApp group. So, we set it up, it's called (Witham retail crime group). This is an opportunity for the retailers and shops to come together so we can try to stop shoplifting in Witham.

**Thursday 22nd February:**

There was a lot of anti-social behaviour around the shopping centres today, egg throwing and the day before the bin outside was set alight.

**Friday 23rd February:**

Received emails from the police this morning about planned anti-social behaviour by children. Patrolled around the town and riverwalk talking to various groups of children, they all seemed quite harmless and did not appear to be getting up to any anti-social behaviour.



ITEM NO:

**Officer Report: Street Warden 2 Weekly Report: 26th February - 8th March**
**Issue:**
**Monday 26th February:**

Patrolled around the riverwalk engaging with the public, and answering questions and concerns that they may have. The WhatsApp group for the shops of Witham is now working well, with more shoplifting being reported amongst themselves and to the police, the police tell me that not many shoplifting incidents are reported so they think that Witham isn't suffering from it, but it does happen regularly every day and I keep asking the shops to report every incident as this will bring more police patrols back into the town. Went for a walk around the Hatfield Road Estate, then I went around Humber Road Estate, and the skatepark and had a chat with the children that were playing over there.

**Tuesday 27th February:**

I have taken some stickers off of lamp posts around town, these stickers had a code to scan so you can buy some drugs. Unfortunately, the stickers have not been placed near any of the Town Hall's cameras. Went through Maldon Road Park where there was someone who was drinking and very drunk. I made sure that they got home okay and someone was present to look after them.

**Wednesday 28th February:**

Continuing in the morning taking the stickers down around Morrisons roundabout, they were positioned on the lamp posts and sign posts, the stickers were also on the lamp posts around Witham train station. I went into more local shops to see if they wanted to join the WhatsApp group. I was walking along the road by the roundabout by the train station I found a traffic wardens ticket device by the side of the road, I picked it up and took it with me, but about 20 minutes later I managed to return it. I also found a driving licence along the side of the road, which I returned to the Town Hall where they attempted to find the owner.

**Thursday 29th February:**

A member of staff told me about a member of the public leaning on the wall up by the Memorial Gardens. I walked up and approached them and they were clearly under the influence of drink, drugs or both. They collapsed on the floor, so I rang 111 and talked to the operator, we did some checks together and she said she would send an ambulance. When the ambulance turned up about 35 minutes later, I helped get them in and left while they were doing their checks.

Finished off my day walking around the town, as it was pouring rain, not a lot was happening. I spoke to another homeless person who had been trying to get in touch with me about helping them with housing.

**Friday 1st March:**

I spent time engaging with the shoppers, the majority of people are happy to see me walking about the town, they say it makes them feel much safer.

**Saturday 2nd March:**

I spoke to the police about concerns I had regarding children on e scooters in balaclavas harassing member of the public.

**Monday 4th March:**

Started my day by picking up 8 cylinders of gas. 5 were empty, 3 were half full, spoke to Braintree District Council Street cleaners about disposing of them, they said if I picked them up and placed them in a bag for them, they would take them and get rid of them. I spoke to the police, as several people had approached me about problem areas for potential drug use in Witham.

**Tuesday 5th March:**

I walked down along the riverwalk where a dog had slipped out of its harness, as the dog was heading towards the road, I was a little way in front of the owner, so I was able to stop the traffic as the dog ran straight into the road. Went to the Town Hall to speak to PCSOs about various issues regarding shoplifting. The streetlight does not work down Lockram's Lane so I have taken the number and passed it on to report it so it can hopefully get it fixed.

**Wednesday 6th March:**

I received some reports of shoplifting, I said to them that they need to keep reporting the shoplifting to the police as this is the only way we will be able to get more police visits and patrols in the town. Went for a walk up Cut Throat Lane, and then to the allotments where I spoke to some members of the public that were there working on their allotments. I walked up Eastways Industrial Estate and had a walk engaging with various people about who I was and what I was doing.

**Thursday 7th March:**

Went down towards Industrial Estate Enterprise, had a walk around and introduced myself to various businesses. Headed along the riverwalk where I observed 3 children messing around with the bird boxes and bees house, I spoke with them very abruptly and said the behaviour is not necessary.

**Friday 8th March:**

I walked up to the Memorial Gardens where I spoke to the Braintree District Council Garden workers. I then went up to the train station to see if any more stickers had been placed on the lamp posts, there hadn't. I am enjoying working as a Street warden and I am giving it 100%. I am enjoying working with the community and have now built up a lot of friendships among the shops and the people of Witham.



ITEM NO:

**Officer Report: Street Wardens 2 Weekly Report: 11th March - 22nd March 2024**
**Issue:**
**Monday 11th March**

I started my day walking up to a local school to see if the parking had improved, as several people around the town have spoken to me about parking around the town. Engaging with parents at the school went very well. The parents I spoke to about parking agreed their parking was not very considerate to others or the safety of the children.

I headed into town to deal with a shoplifting incident, phoned the police and then helped a homeless person I had dealt with previously fill in some forms to get housing. I then walked up to Spring Lodge area of Witham, as people have been informing me that dog owners are not cleaning up after their dogs. While I was up there the people who were there that I saw picked up after their dogs, I think they picked it up because I was there.

I walked around the estate by Honeysuckle Road and around the wooden park, I then headed towards Humber Road and had a walk around the skatepark.

**Tuesday 12th March**

I left the Town Hall and headed up to one of the schools and I had a talk with some of the parents who all complained about parking at the schools or lack of parking. I even had a couple of residents who live near the school complaining about the way the cars block them from leaving their drives in the morning, I said I would have a word with the traffic wardens when I see them to see if they could help.

I left there and headed towards the Hatfield Road estate; I spoke to several people who lived there about the safer streets scheme, they were all pleased that the scheme is running and were happy to see me patrolling around the estate. I handed out several business cards to the people who asked for one and how to reach me.

When I got back to the town hall it was 10.30 and the police beat surgery were there and I spoke to them about several matters including shoplifting. We then went out on a walkabout to the shopkeepers about shoplifting offences. After lunch I went for a walk along the riverwalk then headed back to town, all the shops we had visited in the morning with the police were very pleased to have seen the police in the town and a lot of people had said that they like the fact they see me patrolling the town and it makes them feel safer.

**Wednesday 13th March**

I walked into Maldon Road Park where I talked to several people and I made sure they put their beer cans and cigarette butts into the bin, and not onto the floor by the restroom. I then stayed talking with them until they decided to leave the park, promptly tidying up their mess before they vacated the area.

I patrolled with local officers around town and the River Walk; the public do indeed like to see the police patrolling the town.

#### **Thursday 14th March**

I started my day walking around the town then headed towards Maltings, there was a job fair today at the Public Hall. Several people were asking for directions as they were walking and driving into town. I then assisted a homeless person with an interview for housing.

I then attended a shoplifting incident in town and got the shop to report it to the police. I continued to Maldon Road Park for a walk around and then back to the riverwalk.

#### **Friday 15th March**

I went up to a local school; I arrived at 8am. I then walked back to the town calling in on Forest Road and Cut Throat Lane and past the allotments. I then headed towards the Town, by going through Spring Lodge, then Almond Road and then past the Duck Pond.

I spoke to the public as I walked along the route answering questions that they posed to me as best that I could. When I got into town, I visited local shops that have had issues with shoplifting and visited the church to help a homeless person with housing.

#### **Monday 18th March**

I started the morning by heading towards the train station. I then walked to local schools to check in with them, I will visit most days as there has been anti-social behaviour and vandalism the last couple of days. I received an email, so I shall visit and show a visual presence.

I then crossed the railway bridge and headed to Ebenezer close and made my way along the riverwalk emerging by the wooden park, I then patrolled the Humber Road Estate. I walked around the riverwalk and had a chat with various members of the public.

#### **Tuesday 19th March**

I started the day speaking to several people who questioned what I was doing, I explained about my role and the Safer Streets scheme that will run this year with funding from the government. The people I spoke with seemed happy with what me and the council were doing to the streets.

I to the Forest Roads Estate and then to the big green that led to the cemetery, again I spoke to the public about what I was doing. I then headed towards the railway station, there were multiple stickers endorsing drugs stuck around the station. I peeled them off and disposed of them in the bin.

After lunch, I walked down to the River Walk where I saw the open spaces team putting in a new bench. After chatting with them, I walked to a local school and talked to parents about how the parking is going as the school has spoken to me about the safety of their pupils when they leave school.

I then headed to some areas where I had received reports of anti-social behaviour and finished the day patrolling around some local schools.

#### **Wednesday 20th March**

I started my day walking towards one of the schools and I had a chat with the safeguarding teachers at the gate, they informed me that there is always trouble outside the gate in the evening, mainly caused by children who do not attend, but wait outside and cause trouble with the pupils coming out of the school.

I then went for a walk down the river walk, towards Honeysuckle Way and the Wooden Park. I spoke to members of the public, who spoke to me about anti-social behaviour in the estate in the evenings. I told them that I would report this to the police.

I then headed towards the town, on the way there I dealt with a first aid incident of someone who had fallen into the road. I left there and headed up the town where a shop informed me of a shoplifting incident, so I asked them to report this to the Police. I then walked down the river walk, where I spoke to various people who were out walking their dogs as it was a lovely day.

#### **Thursday 21st March**

I went for a walk along the river walk, when I reached the bee and bird posts three children were trying to rip the bird from the wooden post. I walked up to them to speak to them about what they were doing, they were very apologetic about their actions. I told them that if I saw them again, I would report them to the Police, who would then talk to their parents about their actions.

I then walked to Town as eggs had been thrown around the evening before. I then dealt with a shoplifting incident and informed the shop that they need to report the situation to the Police. I then walked around Hatfield Road estate; I walked around the whole estate whilst visiting the stores.

#### **Friday 22nd March**

I started the morning heading toward the schools, I then walked around Humber Road estate before heading into town. Braintree district council bin men were trying to empty the bins in the alley of Lockrams Lane car park, there were two cars parked in the way which hindered the bin men, who were complaining to me. I checked the MOT and Insurance on the DVLA app on my phone and found they were not taxed, with one being 3 months out of date, so reported both for no road tax via the mobile app on my phone.

I then received a phone call from the police asking if I would like to patrol with them. We walked around town and found an extra-large bulldog which was not muzzled, so we talked to the owner. When we left there, we visited the shops to find out how the shoplifting had been. After that the Police left to head to Braintree, I then walked along the River Walk conversing with the public.



ITEM NO:

**Officer Report: Street Warden 2 Weekly Report: 25th March - 30th March 2024**
**Issue:**
**Monday 25th March**

Started my day heading towards the school, I then went and patrolled the Humber Road estate going up towards Spring Lodge and then up towards The Courts. There were several people who came and spoke with me, I explained about the Safer Streets Scheme, I then walked towards the green next to the cemetery.

I then walked up to the train station and then along Cut Throat Lane. There were 2 children throwing stones over the allotments down cut throat lane, but they run off when they saw me heading their way. I then made my way into town and visited local shops.

**Tuesday 26th March**

Left the town hall and headed towards the schools where I spoke with parents that were outside about the parking as the school have said they are worried about children's safety at morning and when they leave school. Then left there and headed towards Spa Road shops.

I was then informed that there were 5 children playing in the water by the weir down the River Walk. I spoke to them about water safety especially, as although a nice day, the water was very cold. There was also a lot of rubbish at the bottom of the weir under the water, if they caught it it could be nasty and cause them some kind of injury. They said they were going to head up to the skate park and play there.

I met up with local police officers and patrolled the town.

**Wednesday 27<sup>th</sup> March**

Left the Town Hall and headed towards the memorial gardens, I then walked up towards the train station then I headed up towards the courts. I then headed down the riverwalk to have a walk and engage with the dog walkers.

I walked along Almond Road then headed back down the riverwalk, I was speaking to lots of people along the River Walk and down by the duck pond.

**Thursday 28<sup>th</sup> March**

Walked up towards Eastways Industrial Estate had a patrol around I then walked along the old railway line that runs around the outside of Witham. I spoke to several dog owners along there it was a lot busier along there that what I thought.

I then went to Maldon Road Park toilets, as they had been graffitied over, as well as one of the nearby trees. I took pictures of the graffiti to send to the Police and Braintree District Council.

I then walked around the Hatfield Road estate up to the shops that are located in the middle of the estate then walked into town as the two academies finished at 1pm, so there were a lot of children in the town.

**Saturday 30<sup>th</sup> March**

Started my day walking around the town I visited the shops then bumped into the police who were heading towards the River Walk for the easter egg hunt. I had a walk up to the library to make sure that they haven't had any problems.



I then walked down the riverwalk to start patrolling along the easter egg hunt route. I engaged with lots of people to let them know what we are doing and what the Safer Streets project is all about. I stopped several kids that were on their own with their scooters from going along the route because they didn't have tickets and they have been causing trouble around Witham the day before.



ITEM NO:

**Officer Report: Street Warden 2 Weekly Report: 8th April - 19th April**
**Issue:**
**Monday 8<sup>th</sup> April**

Started by walking through Maldon Road Park where I checked the toilets, I then walked down the River Walk where I found a black backpack which on checking had various documents, I took it with me back to the town hall. I then made my way into town where I called into shops to talk about trouble they had been having over the weekend. I informed them that they need to report such behaviour to the police, so they can deal with the children concerned.

I then was informed by members of the public that there were children misbehaving in Maldon Road Park, when I got there, they saw me and all dispersed down towards the River Walk I followed them, but they were on bikes and scooters.

**Tuesday 9<sup>th</sup> April**

When I started work, I was alerted by the Braintree District Council cleaner that the toilets in the shopping centre had been vandalised and the hand air dryers had been smashed off the walls. They let me know that they had been forced to lock the toilets up, and they will remain closed until they have been fixed.

After lunch I headed back to the town hall and was told that the two street wardens from Braintree would like to come over to Witham and go out on patrol with me, which would be great, I just have to wait until I hear from them. I then went for a walk around Maldon Road Park, I was checking that the toilets were still being used as they were intended. I then walked along the riverwalk and headed towards the courts, where I spoke to various people and children who were walking around up there.

**Wednesday 10<sup>th</sup> April**

I left the town hall this morning and headed up towards the courts and then I had a walk around Templars estate, I then walked around the green that is next to the cemetery by the Hatfield Road estate, I spoke with the people who were out with their children and their dogs. I spoke to them about the safer streets scheme and what the funding from the government has gone to provide for the people of Witham.

I then received a call from the police who said they were in Witham and wanted to know if I wanted to meet up to go on patrol with them; I said I would meet him by the duck pond as he had parked down Armond Road. We walked up into town calling into the shops before heading down to Maldon Road Park, we walked through the park talking to people who were pleased to see a policeman walking around the park.

We then headed down the Riverwalk and had a lot of engagement with the people who were walking down there. I left the officer at the duck pond and I walked back to town; our walk around lasted for 2 hours and it showed a good visual presence around Witham.

I was then called by the street warden from Braintree to say that two of them would come and have a walk around with me tomorrow and we will all go out on patrol around Witham which will be good as the children are still on Easter holiday.

### **Thursday 11<sup>th</sup> April**

Turned my phone on and I had images of the damage that was carried out in the public toilets. I then headed down the River Walk where I was following 4 teenagers with a shopping trolley, they were jumping in it and pushing at high speeds along the footpath, I had a talk with them and agreed they would get out and leave the trolley alone.

I then had CCTV footage of someone riding their motorbike at high speed along the River Walk, which I sent to the police. One of the Braintree Street Wardens came over to Witham and we patrolled together. After lunch they had gone back to Braintree, so I went for a walk up to the industrial area where I patrolled around and spoke to various lorry drivers and workers about what I was doing.

When I got back to the town hall an officer came to see me about the graffiti that had been going on around the town, we also spoke about the people riding their motorbike around the River Walk at high speeds. As they were leaving, I had a message on my WhatsApp for the shops about 15 children causing trouble outside one of them so they and their fellow officer left to go and see what was happening.

### **Friday 12<sup>th</sup> April**

I started my day by checking in with local shops in town. I then headed up towards the train station, where I found more stickers on lamp posts advertising drugs, the police have asked me to remove these when I see them and throw them away.

I then had a walk along Cut Throat Lane, and then on to the estate next to it. I walked on the parkland where again I stopped and spoke with dog walkers. I had a walk back into Maldon Road Park where because of the lovely weather was very busy, then headed down the River Walk where I stopped 4 children messing around on the bee posts put up by Witham Town Council. I made sure that they carried on into Maldon Road Park, and I explained that the posts were to be left alone.

I then made my way up to the Hatfield Road estate, where I had a walk all the way around, I made sure people saw me and I went out of my way to speak to people. I then went back to the town hall where I was checking something on the cameras for the police.

### **Monday 15<sup>th</sup> April**

I started my morning by heading along the River Walk towards one of the schools, I walked around talking to the parents as they were dropping their children off at school and there was still a lot of complaining about the parking, and the children's safety.

I then had a walk down to Maldon Road Park, one of the benches has been graffitied all over, as it belongs to Braintree District Council, I will take some pictures and send them to them. I bought some footballs last week and asked various groups of children to go and play in Maldon Road Park, this was to prevent them from causing trouble in the town centre. They played in large groups in the park and they seemed to stay out of trouble for the large part of the Easter holidays.

I then had a walk back along the River Walk where I once again spoke to many members of the public, I then had a walk up to the train station, where once again I removed stickers that were advertising drugs from the lamp posts, which must have been put up over the weekend.

### **Tuesday 16<sup>th</sup> April**

I then headed towards one of the schools, as there were more of their children back in school today and there were a few of them lingering around by the duckpond this morning, but they moved on when I came along. I then headed into town where I was speaking to people in the shopping centre.

I carried on walking around and I headed up to the courts where I spoke with various residents who were walking around, they all spoke about a large number of children that go around in groups in the evenings causing trouble. I then walked towards the bridge that goes over the railway line and leads you to Ebenezer close and then down onto the River Walk. I had a walk around the wooden park where there were children playing and I spoke with the parents that were in the park.

I then had a walk around the Humber Road estate, I went all around the estate and then on to the skatepark, there were quite a lot of children over the skatepark, and several came across to speak to me as they were fascinated to know who I was and what I was doing. I then left and waited as the children came out of school, a lot of the parents again spoke about parking problems and the residents that lived there were complaining that there were always cars parked all over the place. Parking is a big problem around most of the schools in Witham.

#### **Wednesday 17<sup>th</sup> April**

I headed into Maldon Road Park where I walked around and noticed a bench belonging to Braintree District Council had graffiti sprayed all over it, I took pictures and I will let them know so hopefully they will send someone to clean the graffiti off.

I then headed down the River Walk where I was speaking to people who were out walking their dogs and I spoke with several children. I headed off back to the town, where there had been reports of shoplifting, this information was put on the WhatsApp group, and the other shops were alerted by the news that was reported.

I received a phone call from the police who had attended a theft in town; I saw the culprits running off, so I let them know. They want me to check CCTV to see if I can get any images of them getting into any type of vehicle, so I will have a look tomorrow.

I then got a phone call from Braintree District Council as I had sent them pictures of the fly-tipping, so they came to have a look. In the morning the bin men are unable to get to the bins to empty them as there are too many cars parked in the entrance. We visited the premises that back onto the lane as there was a lot dumped down the alley, and we were trying to find who they belonged to and why they were not being disposed of correctly

#### **Thursday 18<sup>th</sup> April**

I walked along the River Walk and made my way along to Bridge Street where I had a walk along as and had a look around as there had been a complaint made about children throwing stones, I then headed up towards the Hatfield Road estate where I had a patrol around to show a visible appearance. I spoke to various people who were telling me a lot of stuff about what they say is happening on the estate in the evenings.

I then walked up to the school where the children were getting ready to leave. There was a lot of bad parking again, and the school spoke with me about it, I told them I would speak to the traffic enforcement for parking and see if we could have a traffic warden come around finishing time, that might help some people from parking all over the place sometimes in dangerous places. I then made my way back to the town hall where I was looking at the CCTV footage on the camera in the basement, I was looking for the two shoplifters that stole from town yesterday, we have footage of them entering and leaving, I will have to check tomorrow to see if I can see where they came from or where they were heading after they committed their crime.

#### **Friday 19<sup>th</sup> April**

I left the town hall and headed up the east ways industrial estate, I walked all around and then headed back along the old railway track, there were a lot of empty gas canisters lying around on the ground so I took pictures and sent them to Braintree district council, so they will get there cleaning team to come and dispose of them properly.

While I was walking towards the I noticed people from the circus sticking posters up all over the walls, I phoned the centre manager and asked if they knew this was happening and if they had permission and they said they didn't

have permission. As they didn't have permission and the start date of the circus was more than 2 weeks away, I confronted them and asked them to stop putting them up. After a big discussion they decided to leave and I took the posters down.

I then had a phone call from an officer who said they were in Witham and wanted to know if I wanted to meet up and go on a walkabout around the Town. We then had a walk around the town where we were talking to the shoppers as they went about town, we then headed into Maldon Road Park and had a walk around and then strolled along the River Walk and walked up to the weir to see the gentleman who was repairing the war memorial painting on the substation.

I then had a walk up to the train station, where I was again removing the stickers off the lamp posts, these stickers tend to go up around the station and around the lamp posts that are near nurseries, schools and youth centres' then made my way back into town.

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# Community Committee Objectives

## Overview of Delegated Responsibilities:

- Receive reports, recommendations and minutes from Task & Finish Groups, advisory committees and panels.
- Promotion of community safety awareness and advice.
- Matters concerning provision of community transport.
- Christmas decorations and celebrations, including Christmas Events.
- Provision of all Town Council run events.
- Support and oversight of the locally led 'Silver Cinema'.
- The Town Council's Grant Aid Scheme.
- Oversight of the Witham Information Centre
- Matters relating to civic celebration, onetime events and Remembrance.



**CCTV Expansion**

**Tackling Social Isolation**

**Preserving Historical Artefacts and Public Art**

**Special Constables Recruitment**

**Promoting Healthcare and Well-Being**

**Community, Business and Group Engagement**





ITEM NO: 15

**Officer Report: Social Media Report – 1<sup>st</sup> February 24 – 30<sup>th</sup> April 24**

**Issue:**

The most popular posts on social media in the last 3 months have been:

Facebook: James Cooke Wood Boardwalk announcement – 256 likes

Instagram: James Cooke Wood Boardwalk announcement – 39 likes

The posts that reached the most people through the algorithms of social media:

Facebook: Bee and Bird Boxes at Helen Court– 26.6k

Instagram: James Cooke Wood Boardwalk announcement – 377

Traffic on our social media pages:

Facebook visits: 12.5    New followers: 129    Total Followers: 3,990    People reached: 128.8k

Instagram visits: 143    New followers: 33    Total Followers: 821    People reached: 550

Due to changes on the X platform (previously Twitter), this information is no longer available.

We continue to post daily Monday to Friday, promoting WTC events and any other WTC initiatives. On Tuesdays we post or share something climate related, on Wednesdays we post a Witham picture, on Thursdays we post anything relevant to the weekend, e.g. Sunday Cinema and on the first of each month we post the upcoming meetings for that month. We also share anything that is relevant to the community, such as Ride London information

**Advice:**

To receive & note

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