

## Witham Town Council

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### AGENDA

Meeting of: **Town Council**

Date: **Monday, 10<sup>th</sup> July 2017** Time: **7.30 p.m.**

Place: **Town Hall, 61 Newland Street, Witham.**

**Members are hereby summoned to attend the above Meeting to transact the following business. Members are respectfully reminded that each item on the Agenda should be carefully examined. If you have any interest, it must be duly declared.**

To be present:	Councillors	Mrs	J.	Williams	(Town Mayor)
			T. A.	Pleasance	(Deputy Town Mayor)
			P.R.	Barlow	
			J.C.	Bayford	
			L.D.	Campbell	
			J.C.	Goodman	
			P.	Horner	
		Mrs.	J.A.	Kempf	
		Mrs	A.	Kilmartin	
			M.C. M	Lager	
		Mrs	S.C.	Lager	
		Mrs	J.M.	Money	
			R.P.	Ramage	
			W.J.	Rose	
			P.M.	Ryland	
			R.	Williams	

### APOLOGIES

#### 1. MINUTES

To receive the Minutes of the Meetings of the Town Council held 2<sup>nd</sup> and 15<sup>th</sup> May 2017 (previously circulated).

**2. INTERESTS**

To receive any declarations of interests that Members may wish to give notice of on matters pertaining to any item on this Agenda.

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

An opportunity to enable members of the press and public present to comment upon any item on the Agenda.

**4. TOWN CLERK'S REPORT**

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

**5. TOWN TEAM WEBSITE**

To receive a report and a request from the Chamber of Commerce to take over the running of the Town Team website ([attached](#)).

**6. TOWN MAYOR'S ENGAGEMENTS**

To receive the details of Town Mayor's Engagements ([attached](#)).

**7. COMMITTEE REPORTS**

**(a) Community Committee Meeting held 12<sup>th</sup> June 2017**

Minutes 1 – 13 (inclusive)

Minute 9 – WW1 Commemorations Working Group

To note that Members need to encourage sales of the 'Witham 1917' event on Friday, 21<sup>st</sup> July 2017.

Minute 12 – Buckingham Palace Garden Party

To note that as Councillor J.C. Goodman had more points than Councillor P. Horner, his nomination was submitted for consideration.

Minute 13 – Request from Witham Twinning Association

To note that the Twinning Association is organising a reception for the visitors from Waldbröl on Saturday, 16<sup>th</sup> September 2017 at the Royal British Legion Hall.

**(b) Environment Committee Meeting held 30<sup>th</sup> May 2017**

Minutes 1 – 16 (inclusive).

(c) **Policy and Resources Committee Meeting held 26<sup>th</sup> May 2017**

Minutes 1 – 8 (inclusive).

**8. TASK AND FINISH (REVENUE/COSTS/STRATEGY) GROUP**

(a) To receive and agree the Terms of Reference for the Task and Finish (Revenue/Costs/Strategy) Group ([attached](#)).

**EXCLUSION OF THE PRESS AND PUBLIC**

**TO RESOLVE** That under the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the Meeting for the following items of business on the grounds that publicity would be prejudicial to the public interest.

(b) To receive the Notes from the Meeting of the Task and Finish (Revenue/Costs/Strategy) Group held 23<sup>rd</sup> June 2017 (attached).

**9. CHIPPING HILL WALL**

To receive a report (attached).

**10. COMMITTEE REPORTS (CONTINUED)**

(a) **Environment Committee Meeting held 30<sup>th</sup> May 2017**

Minutes 17 and 18.

(b) **Policy and Resources Committee Meeting held 26<sup>th</sup> June 2017**

Minute 9 (discussed above), 10 and 11.

**11. PUBLIC DOMAIN**

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



Mark Squire  
Town Clerk

MS/GK/4.7.2017

## Witham Town Council



### TOWN CLERK'S REPORT

### Agenda Item 4

#### **Summary:**

The following is to note –

#### **Town Mayor's Appeal**

At a successful presentation evening on Thursday 29<sup>th</sup> June 2017, former Town Mayor, Cllr P. Horner presented two cheques of £2,160 to each of his nominated charities, namely 'Chelmsford District Cardiac Support Group' and 'Action for Family Carers'. The donations were gratefully received by the respective charities.

#### **Redecorating Work**

The scaffolding has now been removed from the front of the building and the builders have completed a good job. We have just received planning permission for the last task, i.e. the rebuilding of the chimney stack and work will commence shortly.

#### **Advice:**

To receive and note.

MS/3.7.2017

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## Witham Town Council



### TOWN TEAM WEBSITE

### Agenda Item 5

#### Summary:

The Chamber of Commerce is seeking permission to take over the old Town Team website. Please see email from Tina Townsend, Secretary of the Chamber of Commerce -

From: Tina Townsend -ABS Ltd  
Sent: 19 June 2017 07:54  
To: Town Clerk <[townclerk@witham.gov.uk](mailto:townclerk@witham.gov.uk)>  
Subject: Town team website

Good morning Mark,

Sorry for the delay but about this, I know we spoke about it earlier in the year.

The Chamber of Commerce would like to seek permission from WTC to take over the old Witham Town Team website to utilise it as the town centre retail and community arm of the chambers operations. Should this be agreed chamber will take over the running costs for the site.

If you need any further information please ask

Kind regards

Tina Townsend  
Director  
Acacia Business Services Ltd

The Town Council gave £2,220 to the Town Team in November 2015 for development of its website.

#### Advice:

The Town Team is no longer in existence and its website is no longer used. It would seem sensible to utilise the website in this way.

GK/4.7.2017

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**TOWN MAYOR'S ENGAGEMENTS  
16 MAY 2017 TO 10 JULY 2017  
COUNCILLOR MRS JOANN WILLIAMS**

24 May 2017	Town Hall, Witham	Represented the Town Council at the Community Day Meeting.
9 June 2017	Town Hall, Witham	Meet the Mayor. Ten Children from Howbridge Infant School came to the Town Hall to find out what the Town Council and the Mayor actually do and to hear about the history of the Town Hall.
10 June 2017	Witham Town Park	Officially opened the Community Day with Priti Patel.
12 June 2017	Witham Public Hall	Attended the 75 <sup>th</sup> Birthday celebrations of Witham Horticultural Society.
14 June 2017	Chelmsford Cathedral	Attended the AGM of ECVYS and had a two course supper at the Chapter House.
16 June 2017	New Rickstones Academy	Attended the Pearson Teaching Awards.
16 June 2017	Witham Town Hall	Officially launched the "Every Drop Counts" Campaign organised by Essex and Suffolk Water.
21 June 2017	Maltings Academy	With Councillor Tom Pleasance attended the Students Art Exhibition.
29 June 2017	Town Hall, Witham	Attended the Presentation Evening hosted by the former Mayor.
30 June 2017	Powers Hall Academy	Attended the "Get Witham Reading".
30 June 2017	Town Hall, Witham	Attended the RNLI Cream Tea Day.
4 July 2017	Town Hall, Witham	Judged the Carnival Association Window Competition.
4 July 2017	Empire Diner, A12	Judged the Chocolate Fudge Cake Challenge to raise money for cancer.
6 July 2017	Town Hall, Witham	Meet the Mayor. Fourteen Witham Rainbows came to the Town Hall to find out what the Town Council and

		the Mayor actually do and to hear about the history of the Town Hall.
7 July 2017	Rivenhall Hotel	Gave a talk at the Supper Club
8 July 2017	Town Park	Judged the Carnival Floats and Stalls and worked on the Mayor's Appeal Stall.

COUNCILLOR TOM PLEASANCE

21 June 2017	Maltings Academy	With Councillor JoAnn Williams attended the Students Art Exhibition.
24 June 2017	Braintree Town Hall	Attended the Raise the Flag Event on Armed Forces Day.

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**Agenda Item 8(a)**

**WITHAM TASK AND FINISH GROUP (REVENUE/COSTS/STRATEGY)**

**TERMS OF REFERENCE**

The Task & Finish Group (Revenue Costs Strategy) or TAFG (RCS), hereafter referred to as “The Group” exists to operate as an advisory working group within the remit of its assigned business and will report to the Policy and Resources Committee of Witham Town Council.

The Group will elect a Chairman and Vice Chairman from among its members.

An officer of the Council will be present at the meeting to record minutes and action decisions.

All letters and notices will be produced under the authority of Witham Town Council and on Witham Town Council headed notepaper.

**Interests**

In order to maintain the Town Council’s policy of providing transparency of its dealings, Members of the Group will be subject to the same restrictions regarding interests that govern Councillors and Officers.

**Mission Statement**

The Group exists to pursue opportunities to guide the strategic development of the Town Hall and its environs with particular emphasis on increasing income and reducing costs.

**Frequency of Meetings**

The Group will meet as frequently as is required for the efficient transaction and progression of the working group’s goals.

The group will be required to meet at least once every three months. If more than a total period of six consecutive months should pass without a meeting, then the group will be referred to the Policy and Resources Committee for review or dissolution.

**Membership**

The Group shall be formed of the following Members of Witham Town Council:

- Councillor L. D. Campbell
- Councillor M.C.M. Lager
- Councillor Mrs J. Williams
- The Town Clerk/Deputy Town Clerk
- Customer Services Manager

In addition to this core membership, The Group will reserve the right to appoint additional members from both Witham Town Council and outside bodies.



## **Financing**

The group may make financial recommendations to the Policy and Resources Community/Town Council for consideration, but will have no power to authorise expenditure of any budget lines.

Updated June 2017

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