

Witham Town Council

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MINUTES

Meeting of: **Town Council**

Date: **Tuesday 2nd May 2017**

Present: Councillors

	P.	Horner	(Town Mayor)
Mrs.	J.	Williams	(Deputy Town Mayor)
	J.C.	Bayford	
	P.R.	Barlow	
	L.D.	Campbell	
Mrs.	J.A.	Kempf	
Mrs.	A.	Kilmartin	
	M.C. M	Lager	
Mrs.	S.C.	Lager	
Mrs.	J.M.	Money	
	T. A.	Pleasance	
	R.P.	Ramage	
	W.J.	Rose	
	R.	Williams	
	M.	Squire	(Town Clerk)
	J.	Sheehy	(Deputy Town Clerk)

And one member of the public.

APOLOGIES

Apologies for absence were received from Councillors J.C Goodman and P.M. Ryland due to previous engagements.

91. MINUTES

RESOLVED That the Minutes of the Meetings of the Town Council held 6th March 2017 were confirmed as a true record and signed by the Town Mayor.

92. INTERESTS

Councillors P. Horner, P.R Barlow, Mrs A. Kilmartin, M.C.M Lager, Mrs J.M Money, R. Ramage and W.J Rose declared a non-pecuniary interest in Item 5 “Braintree District Council” and Item 8 “Street Naming” as Members of Braintree District Council (BDC).

Councillor Mrs J.M Money declared a non-pecuniary interest in item 7c “Committee Reports - Policy and Resources” as a governor of the Powers Hall Academy.

93. QUESTIONS AND STATEMENTS FROM THE PUBLIC

There was one member of the public present who did not wish to speak.

94. TOWN CLERKS REPORT

The Town Clerk gave a verbal report updating Members that following approval by the Policy & Resources Committee, building work was now taking place to the Town Hall to restore decaying areas. Attention was drawn to the work of the Task & Finish Group (Youth) which had made a recommendation of relaunching the Mayors Youth Award with a total prize sum of £750.00 to be awarded.

It was noted that this matter could not be discussed at the Town Council without an appropriate agenda item and that the approval of the funding would be agreed at the next meeting of the Town Council on the 15th of May 2017. Members were notified that following the closure of the Witham In Bloom voluntary group and subsequent absorption of Witham in Bloom (WIB) High Street planting by the Council. Farleigh Hospice, a local charity, had taken over the running of the ‘Open Gardens’ but that uptake had been minimal. The Town Clerk appealed to Members on behalf of Farleigh Hospice to help promote the event and find more local participants willing to open their gardens.

It was noted that a request for grant aid funding had been made by Farleigh Hospice which would be debated at the next town council meeting.

95. BRAINTREE DISTRICT COUNCIL

A report was received concerning cross-authority communications and the delay in response on various matters when contacting Braintree District Council.

Members noted that there should be an equality of respect between authorities through an established communications protocol. It was stated that Chelmsford City Council operates a “Parish Charter” which sets out standards for relationships between Parish Councils and the principal authority. After some discussion it was proposed that the Town Clerk make contact with relevant officers at BDC and a request for new establish standards be made. Members suggested that Halstead Town Council be contacted regarding this matter to understand if this matter was unique to Witham Town Council or a wider district sentiment. It was also suggested that Andy Wright, Corporate Director (BDC) be invited to a future meeting.

RESOLVED that work be undertaken with Braintree District Council to establish a new Parish Charter.

96. TOWN MAYOR'S ENGAGEMENTS

Details of the Town Mayor's Engagements were received.

The Town Mayor thanked Members who had attended the Town Hall to Town Hall sponsored walk on 29th April 2017.

RESOLVED That the details be received and noted.

97. COMMITTEE REPORTS

(a) **Community Committee Meeting held 3rd April 2017**

Minutes 86 – 99 (inclusive).

Councillor Mrs A Kilmartin, Vice-Chairman of the Community Committee moved that the minutes be received and noted.

RESOLVED That the minutes be received and noted.

(b) **Environment Committee Meeting held 20th March 2017**

Minutes 83 –95 (inclusive) and 97 & 98.

Councillor Mrs J.M. Money, Vice-Chairman of the Environment Committee moved that the minutes be received and noted.

RESOLVED That the minutes be received and noted.

(c) **Policy and Resources Committee Meeting held 18th April 2017**

Minutes 93 – 109 (inclusive).

Councillor M.C.M. Lager, Chairman of the Policy and Resources Committee, gave a verbal report to Members.

RESOLVED That Report and minutes be received and noted.

Councillor M.C.M Lager moved that the following recommendation made under Minute 99 of the Policy & Resources Committee be adopted for the Local Council Award Scheme Foundation Level:

RECOMMEND TO TOWN COUNCIL That the information be received and the following items achieved and on the Town Council website –

- Town Council's Standing Orders and Financial Regulations
- Town Council's Code of Conduct with a link to Councillor's registers of interests
- Town Council's Publication Scheme

- Town Council's last Annual Return
- Transparent information about Town Council's payments
- A calendar of all Town Council Meetings including the Annual Meeting of electors
- Minutes for at least one year of full Town Council Meetings, Committee and Sub-Committee Meetings
- Current Agendas
- Budget and precept information for the current or next Financial Year
- Town Council's complaint procedure
- Town Council contact details and Councillor information in line with the Transparency Code
- Town Council's Action Plan for the forthcoming year
- Evidence of consulting the community
- Publicity advertising Town Council's activities
- Evidence of participating in town and country planning.

It was subsequently **RESOLVED** that the Recommendation be adopted.

It was noted by Members that Councillor T.A Pleasance had now taken up the role of Governor to Powers Hall Academy (*Min. 105 Policy & Resources 18.04.2017 refers*)

EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED 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.

98. STREET NAMING

A report was received regarding a request made by Witham Town Council to the District Council to adopt a street name in commemoration of a late former Councillor.

RESOLVED That the report be received and noted.

99. COMMITTEE REPORTS (Continued)

(a) Environment Committee Meeting held 20th March 2017 (Continued)

Minutes 96 and 99.

RESOLVED that the minutes be received and noted.

(b) Policy & Resources Committee Meeting held 18th April 2017 (Continued)

Minutes 110 and 111.

RESOLVED that the minutes be received and noted

100. PUBLIC DOMAIN

Members agreed that no item discussed in Public Session should be moved into the Public Domain.

RESOLVED That no item discussed in Private Session be moved into the Public Domain.

There being no further business the Chairman closed the Meeting at 8.29 p.m.

Councillor P. Horner
Town Mayor

MS/JS/04.05.2017

Minutes of the Meeting of the Town Council held Tuesday 2nd May 2017.