

# Witham Town Council

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## ANNUAL GENERAL MEETING

### MINUTES

Date: **Monday, 15<sup>th</sup> May 2017**

Present:

Councillors:

P.	Horner (Retiring Town Mayor in the chair)
J.C.	Bayford
L.D.	Campbell
J.C.	Goodman
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
P.M.	Ryland
Mrs J.	Williams
R.	Williams
M.	Squire (Town Clerk)
J.	Sheehy (Deputy Town Clerk)

Four members of the public were present.

#### **1. ELECTION OF TOWN MAYOR**

Councillor P. Horner welcomed everyone to the Meeting. He thanked all those who had helped and supported him during his year of office, particularly Councillor Mrs J. Williams, who had deputised for him on the few occasions when he was unable to attend engagements.

The retiring Town Mayor asked for nominations to serve as Town Mayor for the Civic Year 2017/18.

In nominating Councillor Mrs J. Williams as Town Mayor, Councillor M.C.M. Lager thanked Councillor P. Horner for his distinguished service as Town Mayor and these comments were endorsed by members.

It was proposed and duly seconded that Councillor Mrs J. Williams be nominated to take up the role of Town Mayor for Civic Year 2017/18. It was unanimously:

**RESOLVED** That Councillor Mrs J. Williams be elected to serve as Town Mayor for the ensuing Civic Year.

The retiring Town Mayor offered his congratulations to Councillor Mrs J. Williams and placed the Chain of Office around her neck.

Councillor Mrs J. Williams, the new Town Mayor, then took the Chair, and in thanking Councillor P. Horner for his service as Town Mayor, presented him with his Former Mayor's Badge.

Councillor Mrs J. Williams announced her two charities for the Mayoral Year, being 'Little Havens Hospice' and 'Witham Operatic Workshop, stressing the importance of supporting young people with the latter charitable cause.

**2. DECLARATION OF ACCEPTANCE OF OFFICE**

The Declaration of Acceptance of Office was duly signed by the Town Mayor.

**3. APOLOGIES**

Apologies for absence was received from Councillor P.R Barlow due to previous engagement.

**4. INTERESTS**

There were no declarations of interest.

**5. TOWN MAYOR'S APPEAL 2016/17**

Members were asked to authorise the disposal of the former Town Mayor's Appeal during his year of office, to the approximate sum of £4,000 as receipts were still incoming.

**RESOLVED** That approval be given to dispose of the proceeds of the Town Mayor's Appeal, totalling an approximate sum of £4,000 and that it be divided equally between the two nominated charities for 2016/17.

**6. APPOINTMENT OF DEPUTY TOWN MAYOR**

The Town Mayor requested nominations from Members for the Deputy Town Mayor to serve for the Civic Year 2017/18.

It was proposed and duly seconded that Councillor T. Pleasance be nominated to take up the role of Deputy Town Mayor for Civic Year 2017/18. It was unanimously:

**RESOLVED** That Councillor T. Pleasance be appointed to serve as Deputy Town Mayor for the Civic Year 2017/18.

**7. PRESENTATIONS**

The Town Mayor then presented the Deputy Town Mayor's collaret to Councillor T. Pleasance and the Mayoral Consort's collaret to her husband, Councillor R. Williams.

**8. TOWN MAYOR'S ALLOWANCE**

Members were reminded that the Town Mayor's Allowance for the Civic Year 2017/18 had been set at £2,500 to allow for PAYE.

**RESOLVED** That an amount no greater than £2,500, allowed in the budget for the Town Mayor's Allowance for the Civic Year 2017/2018, be approved.

**9. LEADER OF THE COUNCIL**

It was noted that Councillor M.C.M. Lager would continue to be the Leader of the Council.

**RESOLVED** That it be noted that Councillor M.C.M. Lager would continue as Leader of the Council.

**10. APPOINTMENT OF COMMITTEES**

A list of nominations (en bloc) was received by Members and it was unanimously:

**RESOLVED** To appoint Committee and Sub-Committee members as per the received list of nominations for the ensuing civic year as follows:

(A) **COMMUNITY COMMITTEE**

Cllrs:	J.C	Bayford	
	P.R.	Barlow	
	J.C.	Goodman	
	P.	Horner	
Mrs.	J.A.	Kempf	
Mrs.	A.	Kilmartin	(Vice-Chairman)
	M.C. M	Lager	(ex-officio)
Mrs.	J.M.	Money	
	T. A.	Pleasance	(ex-officio)
	W.J.	Rose	
Mrs.	J.	Williams	(ex-officio)
	R.	Williams	(Chairman)

(9 + 3 ex-officio)

It was noted that CCTV would now be handled by this committee (formerly Environment)

(B) **ENVIRONMENT COMMITTEE**

Cllrs:	J.C	Bayford	
	P.R.	Barlow	
	L.D	Campbell	(Vice-Chairman)
	J.C.	Goodman	(Chairman)
	P.	Horner	
Mrs	A.	Kilmartin	
	M.C. M	Lager	(ex-officio)
Mrs	S.C	Lager	
Mrs	J.M.	Money	
	T. A.	Pleasance	(ex-officio)
	R.P.	Ramage	
Mrs	J.	Williams	(ex-officio)

(9 + 3 ex-officio)

**Planning and Transportation sub-committee**

All Members of the Council were to serve on the Planning Applications and Transport sub-committee. Cllr Mrs A. Kilmartin was appointed as Chairman and Cllr P.M. Ryland as Vice-Chairman of the sub-committee.

(C) **POLICY AND RESOURCES COMMITTEE**

	Cllrs:	L.D	Campbell
		J.C.	Goodman
		P.	Horner
	Mrs.	J.A.	Kempf
	Mrs	A.	Kilmartin
		M.C. M	Lager (ex-officio, Chairman)
	Mrs	J.M.	Money
		T. A.	Pleasance (ex-officio)
		R.P.	Ramage
		W.J.	Rose
	Mrs	J.	Williams (ex-officio)
		R.	Williams (Vice Chairman)

(9 + 3 ex-officio)

**Staffing and Accommodation sub-committee**

		J.C.	Goodman
		M.C. M	Lager (ex-officio, Chairman)
	Mrs	J.M.	Money
		T. A.	Pleasance (ex-officio)
		W.J.	Rose
	Mrs	J.	Williams (ex-officio)
		R.	Williams (Vice Chairman)

(4 + 3 ex-officio)

**Estimates sub-committee**

		J.C.	Goodman
		M.C. M	Lager (ex-officio, Chairman)
		T. A.	Pleasance (ex-officio)
	Mrs	J.	Williams (ex-officio)
		R.	Williams

(2 + 3 ex-officio)

(D) **WORKING/TASK & FINISH GROUPS**

**World War I Centenary Commemorations Working Group:**

		J.C.	Goodman (Chairman)
	Mrs	J.M.	Money
		T. A.	Pleasance
		W.J.	Rose

**Improving Healthcare Facilities Working Group:**

	P.R.	Barlow	(Chairman)
	J.C.	Goodman	
Mrs	A.	Kilmartin	
	M.C. M	Lager	
Mrs	J. M.	Money	
	T. A.	Pleasance	
	R.P.	Ramage	
	W.J.	Rose	

**River Walk & Nature Reserves Management Group:**

	J.C.	Goodman	
	T. A.	Pleasance	(ex-officio)
Mrs	J.	Williams	(ex-officio)

**Open Spaces Steering Group:**

	P.	Horner	
	T. A.	Pleasance	
	W.J.	Rose	(Chairman)

Cllr W.J. Rose will take over the Chairman's role from Cllr T.A. Pleasance

**Section 106 Task & Finish Group:**

	L.D	Campbell	
	M.C. M	Lager	(Chairman)
	Mrs	J.M.	Money
Braintree District Councillor		G. Maclure	

**Community Policing Task & Finish Group:**

	J.C	Bayford	
	J.C.	Goodman	
	M.C. M	Lager	
	W.J.	Rose	
	T. A.	Pleasance	

**Youth Task & Finish Group:**

	L.D	Campbell	
Mrs.	J.A.	Kempf	
Mrs	A.	Kilmartin	
Mrs	J.	Williams	

**Revenue Generation/cost savings Task & Finish Group:**

	L.D	Campbell
	M.C. M	Lager
Mrs	J.	Williams

Customer Services Manager, Brent Smith will also attend these meetings along with the Town Clerk.

**(E) REPRESENTATIVES ON OUTSIDE BODIES**

- Citizens Advice: Mrs J. Williams
- Witham Carnival Association: Mrs J.M Money
- Chamber of Commerce R.P Ramage
- Witham Town Luncheon Club: Mrs A. Kilmartin
- Maltings Lane Forum: L.D Campbell  
Mrs A. Kilmartin  
Mrs J.M Money  
R.P Ramage
- Essex Association of Local Councils: P. Horner  
R.P Ramage
- Braintree Association of Local Councils: P. Horner  
(Executive Member)  
R.P Ramage
- Christmas Events Group: J.C Goodman
- Witham Town Team: (now Defunct)
- HomeStart: Mrs. J.M Money  
(if required)
- Children's Centre Advisory Board: Mr. Tony Bennett
- Passenger Transport Panel: J.C Goodman
- Witham In Bloom: Mrs. A. Kilmartin
- Witham Tree Group: *To continue to nominate Tree Wardens.*

**(F) OTHER APPOINTMENTS**

Witham Town Council Authorised Bank Signatories:

	P.R	Barlow
	J.C	Goodman
	P.	Horner
	M.C.M	Lager
Mrs.	J.M	Money
	W.J	Rose
	P.M	Ryland

Members were appointed to review the Town Council's financial procedures and practices including the annual financial review as at 31<sup>st</sup> March 2017 with a attention to

- (a) internal control arrangements
- (b) effectiveness of the internal audit
- (c) risk management

with cross reference to the appropriate wording from the 'Governance and Accountability for Local Councils – A Practitioners Guide (England) March 2014.

Members appointed were, Councillors

P.R	Barlow
J.C	Goodman
W.J	Rose

Members were reminded,

- to update Notifications of Members' Interests for the Register and to keep the register of interests and memberships up to date at all times.
- to adhere to the Code of Conduct regulations that have been adopted by the Town Council. A copy was distributed at the Meeting.

**RESOLVED** That the information be received and noted.

## **11. FINANCIAL REGULATIONS**

The Financial Regulations were received and approved.

**RESOLVED** That the Financial Regulations be received and approved.

## **12. ANNUAL RETURNS**

### **(a) ANNUAL RETURN**

The Annual Return of Accounts for the Year Ended 31<sup>st</sup> March 2017 was received and it was subsequently approved:

- (i) **RESOLVED** That the Annual Governance Statement (Section 1) for the Year Ended 31<sup>st</sup> March 2017 be approved and signed by the Town Mayor.
- (ii) **RESOLVED** That the Annual Return (Section 2) for the Year Ended 31<sup>st</sup> March 2017 be approved and signed by the Town Mayor.

### **(b) ANNUAL ACCOUNTS**

The Town Clerk explained that the 2016/17 Annual Accounts were now completed to his satisfaction. He noted that whilst the accounts showed an increase in reserves, this was largely due to timing differences given the imminent



Minutes of the Annual General Meeting of the Town Council held 15<sup>th</sup> May 2017

and significant expenses due on CCTV and external repairs to the Town Hall. A clean Internal Auditors report had now been received with no observations made. Members thanked the Town Clerk for his swift preparation of the accounting statements, given the narrow time frame involved during the accounting process.

**RESOLVED** That the Annual Accounts for the Year Ended 31<sup>st</sup> March 2017 be received and approved.

**13. ANNUAL TOWN MEETING MINUTES 25<sup>TH</sup> APRIL 2017**

The minutes of the Annual Town Meeting held 25<sup>th</sup> April 2017 were received and noted by Members. It was subsequently:

**RESOLVED** That the Minutes be signed as a true and accurate record by the Town Mayor.

**14. STANDING ORDERS**

The Standing Orders were received.

**RESOLVED** That the Standing Orders be received and approved.

**15. GENERAL POWER OF COMPETENCE**

The Town Clerk explained that it is a statutory requirement for local councils under the Localism Act 2011 to agree and reaffirm the use of the power.

**RESOLVED** That Members duly reaffirmed eligibility criteria and agreed to use the General Power of Competence in the forthcoming Civic Year.

**16. TOWN CLERKS REPORT**

The Town Clerk updated Members that training for Planning Matters was being sought and that potential dates would be circulated amongst Members when received.

**RESOLVED** That the Town Clerk's Report be received and noted.

**17. YOUTH TASK & FINISH GROUP**

A recommendation was received from the Task & Finish Group (Youth) that a total prize sum of £750.00 for the purpose of the relaunched Town Mayor's Youth Award 2017 be accorded, to be split between a £250.00 cash prize for the winner of the award, and a further £500.00 in the form of community grant aid to be accorded to a cause of the winner's choice, within eligibility criteria.

It was explained that this matter had been raised to the Full Council rather than through the Community Committee in the interests of preserving the schedule of times for the presentation of the award as organised by the Task & Finish Group. It was:

**RESOLVED** That a sum of £750.00 be accorded for the purpose of the Mayor's Youth Award under Section 137 of the Local Government Act 1972.

It was noted by Members that these funds would be taken from the Youth & Other Community Support budget.

**18. WITHAM OPEN GARDENS' DAY**

The Town Clerk drew attention to a request made by Farleigh Hospice, a local charity, which requested support to promote the Witham Open Gardens' event, following the takeover of this function from the now defunct Witham in Bloom group. An appeal was made to Members to encourage more participants in the Open Gardens and promote the community event.

After debate, it was agreed that a nominal grant of £250.00 would provide financial support for printing costs incurred by the charity in taking over the event, and it was:

**RESOLVED** That a grant be made to Farleigh Hospice of £250.00 under Section 137 of the Local Government Act 1972.

It was noted by Members that these funds would be taken from the Youth & Other Community Support budget.

There being no further business, the Town Mayor closed the meeting at 8:49pm.

Councillor Mrs. J. Williams  
Town Mayor

MS/ JS/24.5.2017