

Witham Town Council

Town Hall
Newland Street
Witham
CM8 2FE

Tel: 01376 520627

Email: townclerk@witham.gov.uk

Website: www.witham.gov.uk



AGENDA

ANNUAL GENERAL MEETING

Meeting of: **Town Council**

Date: **Monday, 15th May 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 | P. | Horner | (Town Mayor) |
| | Mrs | J. | Williams | (Deputy Town Mayor) |
| | | P.R. | Barlow | |
| | | 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 | |
| | | R. | Williams | |

1. ELECTION OF TOWN MAYOR

To elect a Town Mayor to serve for the Civic Year 2017/2018.

2. DECLARATION OF ACCEPTANCE OF OFFICE

To receive the Declaration of Acceptance of Office duly sign by the Town Mayor.

APOLOGIES

3. INTERESTS

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

4. TOWN MAYOR'S APPEAL 2016/2017

To authorise disposal of the Town Mayor's Appeal during his year of office, the final sum to be advised at the Meeting.

5. APPOINTMENT OF DEPUTY TOWN MAYOR

To appoint a Deputy Town Mayor to serve for the Civic Year 2017/2018.

6. PRESENTATIONS

The Town Mayor will present relevant collarets.

7. TOWN MAYOR'S ALLOWANCE

To confirm an amount no greater than that allowed in the budget of £2,500 for the Town Mayor's Allowance for the Civic Year 2017/2018. Please note the nominal allowance to reimburse the Deputy Town Mayor when undertaking duties on behalf of the Town Mayor – Minute 9 of P & R Meeting held 29.6.2015 refers.

8. LEADER OF THE COUNCIL

To note that Councillor M.C.M. Lager will continue as Leader of the Council. .

9. APPOINTMENTS

To receive the nominations en bloc (details on report attached)

10. FINANCIAL REGULATIONS

To receive and approve the Financial Regulations (previously distributed).

11. ANNUAL RETURNS

(a) Annual Return

(i) To receive and approve the Annual Governance Statement (Section 1) for the Year Ended 31st March 2017 (to follow).

- (ii) To receive and approve the Annual Return (Section 2) for the Year Ended 31st March 2017 (to follow).

(b) Annual Accounts

To receive and approve the Annual Accounts for the Year Ended 31st March 2017 (to follow).

16. ANNUAL TOWN MEETING

To receive the Minutes of the Annual Town Meeting 25th April 2017 (previously circulated).

17. STANDING ORDERS

To receive and approve Standing Orders (previously circulated).

18. GENERAL POWER OF COMPETENCE

To resolve to use the General Power of Competence in the forthcoming Civic Year.

19. TOWN CLERK'S REPORT

To receive a verbal report from the Town Clerk on matters arising.

20. YOUTH TASK AND FINISH GROUP

To receive the recommendation from the Youth Task and Finish Group that a prize of £250 should be given to the winner of the Mayor's Youth Award 2017 and a further prize of £500 in the form of community grant aid should be given with the winner choosing the destination of the grant following grant aid policy guidelines. N.B. the Working Group Minutes will be taken to the next Community Committee Meeting, but Members requested that this be Ratified and a Press Release issued.

21. WITHAM OPEN GARDENS DAY

To receive request from the Fairleigh Hospice. (Report attached).



Town Clerk
MS/9.5.17



APPOINTMENTS

Agenda Item 9

1. COMMUNITY COMMITTEE:

1.1 To appoint the following Members to serve on the Community Committee (9 + 3 ex-officio):

| | | | |
|--------|-----------|--------------|--------------|
| J.C. | Bayford | | |
| P.R. | Barlow | | |
| J.C. | Goodman | | |
| P. | Horner | | |
| Mrs. | J.A. | Kempf | |
| Mrs | A. | Kilmartin | |
| 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 | | |

1.2 To appoint Cllr R Williams as Chairman of the Committee

1.3 To appoint Cllr Mrs A Kilmartin as Vice-Chairman of the Committee

Note: CCTV to be handled by this committee (formerly Environment)

2. ENVIRONMENT COMMITTEE:

2.1 To appoint the following Members to serve on the Environment Committee (9 + 3 ex-officio):

| | | | |
|--------|-----------|--------------|--------------|
| J.C. | Bayford | | |
| P.R. | Barlow | | |
| L.D. | Campbell | | |
| J.C. | Goodman | | |
| 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) |

2.2 To appoint Cllr J C Goodman as Chairman of the Committee

2.3 To appoint Cllr L D Campbell as Vice-Chairman of the Committee

2.4 To appoint All Members of the Council to serve on the Planning Applications and Transport sub-committee

2.5 To appoint Mrs A Kilmartin as Chairman of the Planning Applications and Transport sub-committee

2.6 To appoint Cllr P M Ryland as Vice-Chairman of the Planning Applications and Transport sub-Committee.

POLICY AND RESOURCES COMMITTEE:

3.1 To appoint the following Members to serve on the Policy and Resources Committee (9 + 3 ex-officio):

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

3.2 To appoint Cllr M C M Lager as Chairman of the Committee

3.3 To appoint Cllr R Williams as Vice-Chairman of the Committee

3.4 To appoint the following Members to serve on the Staffing & Accommodation sub-committee (4 + 3 ex-officio): J.C. Goodman, M.C.M Lager (ex officio), Mrs J M Money, T Pleasance (ex officio), W J Rose, Mrs J. Williams (ex officio), R. Williams

3.5 To appoint Cllr M C M Lager as Chairman of the Staffing & Accommodation sub-committee

3.6 To appoint Cllr R Williams as Vice-Chairman of the Staffing & Accommodation sub-committee

3.7 To appoint the following Members to serve on the Estimates sub-committee (2 + 3 ex officio): J.C. Goodman, M.C.M Lager (ex-officio), T Pleasance (ex officio), Mrs J. Williams (ex-officio), R. Williams.

3.8 To appoint Cllr M C M Lager as Chairman of the Estimates sub-committee

4. WORKING/TASK & FINISH GROUPS (clerked by the Council):

- (a) World War 1 Centenary Commemorations Working Group: J.C. Goodman (Chairman), Mrs J.M. Money, T.A. Pleasance and W.J. Rose
- (b) 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
- (c) Witham's River Walk And Nature Reserves Management Working Group: J.C. Goodman, T Pleasance (ex officio), Mrs J. Williams (ex officio)
- (d) Open Spaces Working Group: P. Horner, T.A. Pleasance (Chairman), W.J. Rose
- (e) Maltings Estate S106 Agreement T&F Group: L D Campbell, M C M Lager, J M Money, Cllr Gavin Maclure
- (f) Community Safety T&F Group: J C Bayford, J C Goodman, M C M Lager, W J Rose, T Pleasance
- (g) Young People: L D Campbell, J A Kempf, Mrs A Kilmartin, Mrs J Williams
- (h) Revenue generation/cost savings T&F Group: L D Campbell, M C M Lager, Mrs J Williams

Notes:

- 1. These groups do not have executive powers
- 2. At their first meeting they need to adopt/confirm terms of reference to cover their purpose, membership, and reporting arrangements
- 3. All groups should consider if they really need clerking by the Council

5. REPRESENTATIVES ON OUTSIDE BODIES:

- (a) Citizens Advice: Mrs J. Williams
- (b) Witham Carnival Association: Mrs J.M. Money
- (c) Chamber of Commerce: R P Ramage
- (d) Town Luncheon Club: Mrs A. Kilmartin
- (e) Maltings Lane Forum: L.D. Campbell, Mrs A. Kilmartin, Mrs J.M. Money and R.P. Ramage
- (f) Essex Association of Local Councils: P. Horner and R.P. Ramage
- (g) Braintree Association of Local Councils: P. Horner (Executive Member) and R.P. Ramage
- (h) Christmas Events Group: J.C. Goodman
- (i) Witham Town Team [no longer needed]
- (j) HomeStart: Mrs J.M. Money [if required]
- (k) Children's Centre Advisory Board: Mr Tony Bennett
- (l) Passenger Transport Panel: J.C. Goodman
- (m) Witham In Bloom (lead Member): Mrs A. Kilmartin
- (n) Witham Tree Group: to continue to nominate Tree Wardens.

6. OTHER:

6.1 Bank Account Signatories: P R Barlow, J.C. Goodman, P. Horner, M.C.M. Lager, Mrs J.M. Money, W.J. Rose and P.M.Ryland

6.2 Members to carry out internal financial control procedures and practices review: P.R. Barlow, J.C. Goodman and W J Rose

Members to review the council's financial procedures and practices, including the annual financial review as at 31st March 2017 with a particular 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.

6.3 Reminder to update Notifications of Members' Interests for the Register. Members are respectfully reminded to keep the register of interests and memberships up to date at all times.

6.4 Reminder regarding Code of Conduct. Members are respectfully reminded to adhere to the Code of Conduct regulations that have been adopted by the Town Council. A copy will be distributed at the Meeting.

MS/9.5.17



WITHAM OPEN GARDENS DAY

Agenda Item 21

Summary:

We have received the following request regarding Witham Open Gardens- Sunday 2nd July 2017 -12pm to 5pm.

Dear Mark

Thank you very much indeed for your time yesterday

I am attaching our poster advertising the event and wonder if this could please be included in the next edition of the Witham's voice please.

As I mentioned Farleigh Hospice has incurred the cost of running the open gardens event this year, which normally we would not have had to since the Witham in Bloom organisation previously ran the event. We would be extremely grateful if the Town Council would consider making a contribution towards these costs – Costs incurred so far are : Printing £250.00, Banners £60.00.

It would be wonderful if you could ask the councillors at the next council meeting if they are able to help us by opening their garden – so far we have 5 open gardens plus the Allotments in Cut Throat Lane, the Town Hall Heritage Garden plus the URC and would really like to have two more gardens to make the event a success.

I do appreciate your personal support and look forward to hearing from you.

Once again thank you for your support.

Kind regards

Debbie

Debbie de Boltz

Fundraising Manager SLF, Farleigh Hospice

Advice:

To discuss and make a recommendation.

MS/9.5.2017

