

Witham Town Council

Town Hall
Newland Street
Witham
CM8 2FE

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AGENDA

Meeting of: **Town Council**

Date: **Monday, 21st January 2019** Time: **7.30 p.m.**

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

Members are requested 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	T. A.	Pleasance	(Town Mayor)
	Mrs	S.C.	Lager	(Deputy Town Mayor)
		P.R.	Barlow	
		J.C.	Bayford	
		J.C.	Goodman	
		P.	Horner	
	Mrs.	J.A.	Kempf	
	Mrs	A.	Kilmartin	
		M.C. M	Lager	
	Mrs	J.M.	Money	
		J.R.	Pullen	
		R.P.	Ramage	
		W.J.	Rose	
		P.M.	Ryland	
	Mrs	J.	Williams	
		R.	Williams	

1. **APOLOGIES**

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. CLERK'S REPORT

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

5. ESTIMATES SUB-COMMITTEE

(a) Minutes

To receive the Minutes of the Estimates Sub-Committee Meeting held 7th January 2019 (to follow).

(b) Committee Plans and Outcomes

To receive from the Chairmen of the three Committees the plans and outcomes for each item on their business plans (Minute 4 of the Estimates Sub-Committee Meeting refers) ([attached](#)).

(c) Budget 2019/2020 and for the following two years

To approve the Town Council budget for 2019/2020 and the two following years ([attached](#)).

6. PRECEPT 2019/2020

To receive the Precept Form from Braintree District Council and to agree a precept for 2019/2020 ([attached](#)).



Mark Squire
Town Clerk

MS/GK/15.1.2019

Agenda Item 5(b)

Community Business Plan 2018-2021

Witham Community Committee have established that the priorities for the town for this committee are:

- (1) Improved medical facilities
- (2) Improved safety from low level crime /Anti-social behaviour
- (3) Provision of free events about the town that encourages residents to partake and improves foot-fall for retailers.

Improved Healthcare Facility for the Town

Outcome: Facilities in the town that meet the needs of the patients. Capability of having limited on-site X-rays, blood tests and other capability that would prevent a trip to Chelmsford/Braintree for less serious matters.

Requirements to make it happen:

Continual lobbying through the healthcare T&T group

- (1) Ensure MP remains a staunch supporter
- (2) Ensure BDC remains onside in committing to help build the facility
- (3) Stay close to Landlord for site (NRR), to monitor plan progress
- (4) Maintain a close relationship with Mid Essex CCG to ensure this remains a priority for them.

Costs: None

CCTV Capability

Outcome: A greater reach to existing CCTV coverage and an acknowledgment of extended security about the town, through perpetrators of minor crime being captured and prosecuted through CCTV imaging.

Requirements to make it happen:

SLA with Chelmsford monitoring station to be agreed and incorporated.

- (1) Maintaining Pressure on Essex Police to make use of the remote access facility.
- (2) Design and costing statements from Lynx CCTV team to enable extension of service beyond current footprint.

Costs: To be itemised when using Lynx CCTV team at (3) above. Consider approximations of £5k per each camera added to system. Requirement would be to add 2 camera per year for next 3 years – Total cost at £10K per year.

Drive for Local Special Constables:

Outcome: Safer streets in Witham, through a marked increase in visible policing.

Requirements to make it happen:

- (1) Agreed contract with Essex Police (with capped spend)
- (2) Continued advertising to ensure roles are always filled.

(3) Budget and costing approved by Council.

Costs: Advertising through social media will cost approx. £1,000 per “run”, but as of yet, we have not received a single bill for advertising in Witham. Costs per special constable are assessed after training (when they can patrol on their own) at £1,000 per year per constable (Our experience to date for a Q3 bill is £250 for 2 Officers). With a full force of 5 operational special, the annual bill would be approximately £5k. The town should aim for recruiting a maximum of 8 Specials, to ensure a “regular expectation” of at least 5 Constables being available. The budget has been set to allow for this ramp of funded Special Constables. At the date of writing, Witham has 2 special constables who passed their qualification period, one who is almost complete, and a fourth about to start training.

Strengthen Community Day, Continue Puppet Festival/ Dickensian event.

Outcome: Providing a “free” day out for the residents of Witham. It should bring in surrounding villages, thus increasing footfall about town. For the Community Day, this means looking at act/stall to improve the attraction to the event. For the Puppet festival, it means reviewing the acts and timing of the event to ensure value for money. For the Dickensian, it is a constant review to ensure that footfall increase year of year, as does the quality of the offering.

Requirements to make it happen:

- (1) Community Day: Review the events planned in order to improve crowd pull. Consider “lifting” the stall holder quality of goods to deliver better quality merchandise to the public.
- (2) Puppet Festival: Review acts and time slots, whilst maintaining the excellent levels the show is known for. Community Relations Officer to drive for year over year improvement in acts booked/fees, whilst looking at the footfall of the event. What is the criteria for success – How do you exceed target. These measures should be known.
- (3) Dickensian: Look to expanding the event from its established situation. Can we fit in more/better stalls? Can we bring in more entertainment? Do we need to spread a little further?

Costs: No additional costs to that already budgeted for events, although an increase budget for community day will make improving quality easier.

ENVIRONMENT BUSINESS PLAN 2017 – 2020 (Revised January 2018)

Witham in Bloom Floral Displays

Outcome: To ensure that the town centre remains attractive and welcoming to residents and visitors alike and to engender a sense of pride in the town.

Action(s): Continuation of the contract with the existing third party which supplies and maintains the floral displays but to give consideration to alternative means of supply / maintenance should the need arise through reduced service and / or incompatible rising costs.

Financial implications: £11,500.00 in 2018 / 19 with estimated rises of circa 4% over the following two years.

River Walk

Outcome: To ensure that the recognised “jewel” in the town’s crown continues to provide the facility for recreation by both residents and visitors and that it is maintained in a manner which is commensurate with its importance as a main green artery.

Action(s): Discussions between Witham Town Council and Braintree District Council regarding the River Walk have been ongoing for a considerable period of time but it is expected that these will be finalised during the Civic Year 2018 / 19.

Financial implications: Various costs will be dependent upon the result of the above-mentioned negotiations but for budgeting purposes it is anticipated that a sum of £20,000.00 be considered for the next Civic Year but reducing over the following two years.

Open spaces

Outcome: Greater use of open spaces, viz Whetmead, Closed Churchyard and James Cooke Wood owned and maintained by the Town Council.

Action(s): To promote the open spaces and encourage greater use by residents and visitors. To consider the possibility of utilising James Cooke Wood as a source of income.

Financial implications: overall costs are recorded within the general budget of circa £12,500.00 rising to circa £14,000.00 over the three years and are allied to ongoing maintenance and repairs but can be broken down to the specific areas.

Minor Highways Scheme

Outcome: An overall tidier environment for residents especially with regard to minor issues such as the removal of unsightly vegetation resulting in safer passage and improved sight lines.

Action(s); To consider entering into negotiation with Essex County Council with a view to establishing the feasibility of a Minor Highways Scheme for Witham.

Financial implications: Nominally £500.00 for the Civic Year 2018/19 and rising to £2,000.00 per annum over the next two years but eventual costs are dependent upon any negotiations with the County Council.

Highways Issues

Outcome: To ensure that the inconvenience encountered by residents due to the multitude of highways issues, including the ongoing problems of parking, prevalent in the town is kept to a minimum.

Action(s): To continue to listen to, and support, the concerns of residents. To continue to lobby the appropriate authorities such as Essex County Council and the North Essex Parking Partnership in support of those concerns.

Financial implications: None attributable to Witham Town Council.

Street Lighting

Outcome: To ensure safe passage for residents and visitors at night when using footpaths and alleyways in the town.

Action(s): Given that throughout the town street lighting is owned and maintained by more than one authority, to give consideration to entering into dialogue with Essex County Council in order to ascertain as to whether ECC would be prepared to take responsibility for street lighting currently owned by the Town Council.

Alternatively, to investigate the replacement of existing lighting with more cost efficient LED lighting.

Financial implications: costs for the next Civic Year estimated at £6,500.00 and thereafter for the following year with a modest rise for the Civic Year 2020 / 21. However, such costs are contingent upon the outcome of one of the above actions.

Town Park WCs

Outcome: Continued provision of a necessary facility within the Town Park.

Action(s): Although the Town Park is owned by Braintree District Council, the WCs were installed by the Town Council and it remains the responsibility of the Town Council to maintain and repair these facilities.

Financial implications: costs maintained at £9,000.00 over the next two Civic Years with an anticipated modest increase in 2020 / 21.

Priority	Item	Action	Notes
1	Highways Issues		
2	River Walk	Pathways have been surveyed.	
3	Street Lighting	All WTC street lights, including columns, have been surveyed.	Report will be prepared in due course
Reserve	Maintenance of Trees	Urgent work has begun.	

WTC – OUTLINE BUSINESS CASE: 2019-20, P&R Date: 5.12.18

The issues: Unfinished business from 2018-19 (parish council liaison, communications strategy, WTC branding, policies review programme)
 Establishing, funding, delivering, evaluating WTC programmes and projects
 Influencing/working with/scrutinising outside bodies (BDC, ECC, NHS, employers, voluntary groups)
 Monitor the delivery of S106 commitments for Maltings estate residents
 Support for Town Mayor and civic functions

Actions proposed:

Income generation/cost savings T&F group to report with project plan, including Town Hall improvement/development
 Seek Quality Council gold standard
 Establish liaison process with neighbouring parish councils
 Develop distinctive WTC brand
 Review WTC communications strategy
 Recognise significant voluntary group achievements publicly
 Monitor delivery of Maltings S106 project plan by BDC [playing field, community centre/changing rooms, shops, remaining houses, common space maintenance arrangements, school drop-off/collection plan, public art]

Outcomes:

Internal:

- ⑩ WTC strategic aims reviewed and made clear
- ⑩ Enhanced external recognition of WTC activities
- ⑩ Additional income raised, cost savings identified (net £20k pa)
- ⑩ Central services arrangements reviewed/market-tested (contracts, suppliers, pensions)
- ⑩ Town Hall improvement/development plan agreed and funded, with commercial opportunities for Town Hall site recognised and realisation started
- ⑩ Way forward for outdoor services identified
- ⑩ WTC has recognisable brand on stationery, products, services, property
- ⑩ Less use of paper, greater use of other channels (email, Press and social media, own TV screen)
- ⑩ Policy review programme established with Member input

External:

- ⑩ Monitor delivery of Maltings S106 project plan by BDC [playing field, community centre/changing rooms, shops, remaining houses, common space maintenance arrangements, school drop-off/collection plan, public art], so that Maltings residents benefit from improved common services, with ongoing monitoring with BDC
- ⑩ 90th anniversary of Carnival celebrated
- ⑩ Regular liaison arrangements agreed with neighbouring parish councils, BDC, ECC, NHS
- ⑩ Neighbourhood Plan considered [potential Newlands Street planning guidance]

Note on process:

With finances constrained, we must contain extra burdens on the office by mobilising input from volunteers/interested parties in the community. It should be possible to define some tasks and employ an outside body to deliver them. There has to be a readiness to consider investment in equipment/skills/processes that will deliver efficiencies in what we do. We should also be ready to stop doing things that don't really matter or won't be missed, or if really essential to embrace new ways of doing them.

Priority	Item	Action	Notes
1	Income Regeneration & Project Plan		
2	Section 106 monies for Maltings		
3	Develop a distinctive WTC Brand		
Reserve			

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Agenda Item 5(c)

Administration/Central Services

RECOMMENDED TO TOWN COUNCIL That budget for Central Services for 2019/2020 be accepted, and the forecasts for the following two years be noted –

	2019/2020	2020/2021	2021/2022
<u>Expenditure</u>			
Salaries, tax and national insurance	£148,526	£152,982	£157,571
Pensions	£31,350	£32,290	£33,259
Town Hall	£31,000	£31,500	£32,000
Travel Expenses	£600	£600	£600
Gas	£3,395	£3,497	£3,602
Electricity	£3,607	£3,715	£3,826
Repairs and Renewals	£2,000	£2,050	£2,100
Photocopying	£4,500	£4,500	£4,500
Postage	£900	£900	£900
Stationery	£1,600	£1,650	£1,700
Office Equipment	£4,031	£4,152	£4,277
Website/data	£2,000	£2,000	£2,000
Telephone/fax	£3,183	£3,278	£3,376
Insurance	£8,755	£9,018	£9,289
Sundry Expenses	£1,500	£1,545	£1,591
Audit & Legal	£2,000	£2,500	£3,000
Affiliation	£3,050	£3,100	£3,150
Members – conferences/training	£2,545	£1,591	£1,639
Staff – conferences/training	£2,690	£1,740	£1,793
Payroll charges	£690	£711	£732
Petty Cash	£650	£680	£710
<u>Total Expenditure</u>	<u>£258,572</u>	<u>£263,999</u>	<u>£271,615</u>
<u>Income</u>			
Sundry Receipts	£500	£500	£500
Car Park Licence	£8,780	£8,780	£8,780
<u>Total Income</u>	<u>£9,280</u>	<u>£9,280</u>	<u>£9,280</u>
<u>Net Total</u>	<u>£249,292</u>	<u>£254,719</u>	<u>£262,335</u>
Proportioned Costs across Committees –			
Community Committee (40%)	£103,429	£105,600	£108,646
Environment Committee (40%)	£103,429	£105,600	£108,646
Policy & Resources Committee (20%)	£51,714	£52,800	£54,323

Proportioned **Income** across Committees –

Community Committee (40%)	£ 3,712	£ 3,712	£3,712
Environment Committee (40%)	£ 3,712	£ 3,712	£3,712
Policy & Resources Committee (20%)	£ 1,856	£ 1,856	£1,856

Proportioned across Committees – **NET**.

Community Committee (40%)	£99,717	£101,888	£104,934
Environment Committee (40%)	£99,717	£101,888	£104,934
Policy & Resources Committee (20%)	£49,858	£50,944	£52,467

Community Committee

RECOMMENDED TO TOWN COUNCIL That the budget for the Community Committee for 2019/2020 and the forecast for the following two years be noted as –

	2019/2020	2020/2021	2021/2022
<u>Expenditure</u>			
Town Clock	£800	0	£800
Bus shelters/seats	£500	£500	£500
Litters bins	£1,000	£1,000	£1,000
Christmas Decorations	£8,426	£14,650	£7,880
Christmas Dickensian Event	£320	£320	£320
Information Sales Expense	£66,150	£69,458	£72,930
<u>Community Centre</u>			
Community Information Centre	£2,000	£2,100	£2,205
Community salaries/pensions/tax/NI	£66,160	£68,806	£72,247
Community safety/CCTV	£17,474	£17,998	£18,538
Community Police Specials	£4,000	£5,000	£6,000
Community Grant Aid	£10,000	£10,000	£10,000
Citizens Advice	£9,000	£9,000	£9,000
Other Support and Youth Engagement	£3,000	£3,000	£3,000
Puppet Festival	£17,000	£17,000	£17,000
Community Day	£1,050	£1,050	£1,050
Administration/Central Services	£99,717	£101,888	£104,934
<u>Total Expenditure</u>	<u>£306,697</u>	<u>£321,770</u>	<u>£327,404</u>
<u>Income</u>			
Christmas Dickensian Event	£320	£320	£320
Information Sales Income	£78,750	£82,688	£88,200
<u>Total Income</u>	<u>£79,070</u>	<u>£83,008</u>	<u>£88,520</u>
<u>Net Total Community Committee</u>	<u>£227,527</u>	<u>£238,762</u>	<u>£238,884</u>

Environment Committee

RECOMMENDED TO TOWN COUNCIL That the budget for the Environment Committee for 2019/2020 and the forecast for the following two years be noted as –

	2019/2020	2020/2021	2021/2022
<u>Expenditure</u>			
Equipment, supplies & maintenance	£8,500	£8,500	£8,500
Lighting maintenance and power	£1,800	£1,800	£1,800
Tree Planting	£1,000	£1,000	£1,000
Tree Maintenance	£15,000	£15,000	£15,000
Trees Commemorative/Memorial	£800	£800	£800
Open Spaces Salaries/Pensions/Tax/NI	£96,820	£99,724	£102,716
Open Spaces General	£1,000	£1,000	£1,000
Open Spaces River Walk specific	£3,000	£3,000	£3,000
Open Spaces Whetmead specific	£600	£600	£600
Open Spaces James Cooke Wood specific	£200	£200	£200
Open Spaces Closed Churchyard specific	£200	£200	£200
River Walk – extension	£1,000		
River Walk – improvements	£3,000	£3,000	
Toilet Block – Town Park	£9,000	£9,270	£9,548
Witham in Bloom displays	£11,845	£12,200	£12,566
Dog bin maintenance and servicing	£2,500	£2,575	£2,652
Devolved services ECC/BDC	£2,000	£2,000	£2,000
Administration/Central Services	£99,717	£101,888	£104,934
<u>Total Expenditure</u>	<u>£257,982</u>	<u>£262,757</u>	<u>£266,516</u>
<u>Income</u>			
Trees/Commemorative/Memorial	£800	£800	£800
<u>Total Income</u>	<u>£800</u>	<u>£800</u>	<u>£800</u>
<u>Net Total Environment Committee</u>	<u>£257,182</u>	<u>£261,957</u>	<u>£265,716</u>

Policy and Resources Committee

RECOMMENDED TO TOWN COUNCIL That the budget for the Policy and Resources Committee for 2019/2020 and the forecast for the following two years be noted as –

	2019/2020	2020/2021	2021/2022
<u>Expenditure</u>			
Mayor's Gift Fund Allowance	£100	£100	£100
Civic Receptions	£500	£500	£500
Christmas Expenses	£2,185	£2,251	£2,319
Mayor's Allowance	£1,500	£1,500	£1,500
Newsletter and Publications	£9,200	£9,000	£9,000
Joint Working and BDC/ECC/Parishes	£500	£500	£500
Neighbourhood/Town/Local	£500	£500	£500
Administration/Centre Services	£49,858	£50,944	£52,467

<u>Total Expenditure</u>	<u>£64,343</u>	<u>£65,295</u>	<u>£66,886</u>
<u>Income</u>			
Hall Hire	£8,500	£9,000	£9,500
Bank Investment Income	£2,800	£2,800	£2,800
<u>Total Income</u>	<u>£11,300</u>	<u>£11,800</u>	<u>£12,300</u>
<u>Net Total Policy & Resources Committee</u>	<u>£53,043</u>	<u>£53,495</u>	<u>£54,586</u>

Earmarked Reserves

RECOMMENDED TO TOWN COUNCIL That the Earmarked Reserves for 2019/2020 and the forecast for the following two years be agreed as -

EARMARKED FUNDS SPENT DURING THE YEAR

	2019/2020	2020/2021	2021/2022
<u>Environment Committee</u>			
Vehicle replacement fund			£12,000
Equipment replacement	£11,000		
LED street lighting	£24,000		
River Walk – pathways, cycleways, bridges	£10,000	£10,000	£10,000
<u>Sub Total</u>	<u>£45,000</u>	<u>£10,000</u>	<u>£22,000</u>
<u>Community Committee</u>			
Community safety/CCTV	£10,000	£10,000	£10,000
Puppet Festival	£440		
Information centre/community hub	£15,000		
<u>Sub Total</u>	<u>£25,440</u>	<u>£10,000</u>	<u>£10,000</u>
<u>Policy & Resources Committee</u>			
Election Expenses	£13,000		
Town Hall Development	£25,000		
<u>Sub Total</u>	<u>£38,000</u>		
<u>Total</u>	<u>£108,440</u>	<u>£20,000</u>	<u>£32,000</u>

EARMARKED FUNDS TRANSFERRED FROM GENERAL RESERVE

<u>Environment Committee</u>			
Vehicle replacement fund	£4,300	£4,300	£4,300
Equipment replacement fund	£2,000	£4,000	£4,000
River Walk – pathways, cycleways. bridges	£10,000	£10,000	£10,000
<u>Sub Total</u>	<u>£16,300</u>	<u>£18,300</u>	<u>£18,300</u>

Community Committee

Community Safety	£16,000	£16,000	£16,000
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<u>Sub Total</u>	<u>£16,000</u>	<u>£16,000</u>	<u>£16,000</u>
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Policy & Resources Committee

Election Expenses	£3,300	£3,300	£3,300
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Town Hall Development	£10,000		
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<u>Sub Total</u>	<u>£13,300</u>	<u>£3,300</u>	<u>£3,300</u>
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<u>Total</u>	<u>£45,600</u>	<u>£37,600</u>	<u>£37,600</u>
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EARMARKED FUNDS – END OF YEAR**Environment Committee**

Vehicle replacement fund	£20,200	£24,500	£16,800
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Equipment replacement fund	£6,000	£10,000	£2,000
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<u>Sub Total</u>	<u>£26,200</u>	<u>£34,500</u>	<u>£18,800</u>
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Community Committee

Community Safety/CCTV	£28,000	£34,000	£40,000
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Community Day	£678	£678	£678
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<u>Sub Total</u>	<u>£28,678</u>	<u>£34,678</u>	<u>£40,678</u>
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Policy & Resources Committee

Major repairs and renewals	£15,000	£15,000	£15,000
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Members' allowances	£3,200	£3,200	£3,200
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Election expenses	£3,350	£6,650	£9,950
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<u>Sub Total</u>	<u>£21,550</u>	<u>£24,850</u>	<u>£28,150</u>
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<u>Total</u>	<u>£76,428</u>	<u>£94,028</u>	<u>£99,628</u>
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Agenda Item 6
Summary

Recommendation:	2019-20	2020-21	2021-2022
Increase at Band D	6.00		
Equivalent %	9.7%		
Rate at Band D	67.70	67.70	67.70
Sum raised	49389		
Increased precept	557278	565637	574122
General reserve, end of year	193.4	167.1	144.4

**LOCAL GOVERNMENT FINANCE ACT 1992
PARISH COUNCIL PRECEPT 2019/20**

PARISH MEETING/ PARISH COUNCIL/ TOWN COUNCIL OF [REDACTED]

TO: BRAINTREE DISTRICT COUNCIL

being the Billing Authority for the District

The Council of the above mentioned Parish HEREBY GIVE YOU NOTICE that in respect of the financial year beginning on the first day of April 2019 they will require from you the sum of

£ [REDACTED] (whole pounds only) to meet the expenses of the Council, being the precept amount determined in accordance with the Local Government Finance Act 1992, and they do accordingly HEREBY REQUIRE you to levy the said sum as may be appropriate and pay:-

By BACS

(Bank) [REDACTED] plc

(Sort Code) [REDACTED]

(Account Number) [REDACTED]

(Parish Email address for BACS Remittance Advice) [REDACTED]

Payment to be made in two equal instalments on 26th April 2019 and 27th September 2019.

Signed at a meeting held on [REDACTED]

[REDACTED]

*Presiding Chairman
at Precept setting meeting*

Countersigned [REDACTED]

Clerk of the Parish Council

Notes

Please ensure the Precept figure is rounded to the nearest whole pound.

Where the precept amount is equal to or exceeds £140,000 you must provide a separate note of the proposed spend and income of the parish council which will be published on the Council internet site in accordance with statutory regulations. (Further guidance from the Council - see contact information below).

Please return the certified precept form by no later than 31st January 2019.