



Town Hall | 61 Newland Street | Witham | CM8 2FE
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MINUTES

Meeting of: **Town Council**

Date: **Monday, 29th April 2019**

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	
	J.	Sheehy	(Town Clerk)
	J.	Abbott	(ECC Witham Northern)

91. APOLOGIES

Apologies for absence were received from Councillor R. Ramage due to previous engagements.

92. MINUTES

RESOLVED That the Minutes of the Meeting of the Town Council held 4th March 2019 be confirmed as a true record and signed by the Town Mayor.

93. INTERESTS

There were no declarations of interest.

94. QUESTIONS AND STATEMENTS FROM THE PUBLIC

County Councillor J. Abbott reported to Members that highways work to the Chipping Hill Bridge had been completed which appeared to be making an overall improvement to the flow of traffic in that area. It was noted that the most recent application for the proposed Rivenhall Integrated Waste Management Facility had been rejected, but that a further application concerning the proposed chimney height remained outstanding. Additional highways works were being completed to renew yellow lines in the vicinity of Witham Rail Station. The Mayor thanked Councillor Abbott for his report.

95. TOWN CLERK'S REPORT

The Town Clerk's Report on matters arising was received.

Councillor J.C Goodman delivered his report from Braintree District Council on recent decisions taken by the cabinet and work being conducted by the authority to tackle social isolation in the local community.

RESOLVED That the reports be received and noted.

96. TOWN MAYOR'S CORRESPONDENCE

Invitation to Aßlar

An invitation was received for the Town Mayor to attend Aßlar on 15th and 16th June 2019.

RESOLVED That the invitations be referred to the new Council for consideration after the local elections.

97. TOWN AND PARISH COUNCILS REVIEW INTO LOCAL GOVERNMENT STANDARDS

Members were asked to note the recommendations and best practices identified in Chapter 5 of the Review.

RESOLVED That the report be received and noted.

98. REVIEW OF BUSINESS PLAN PROCESS

A report was received on the current Business Plan process and Members asked to consider formalisation of the process as recommended including the introduction of a new 'Corporate Strategy'. Members considered the movement towards evidence led policy planning underpinned by a general practice policy to formalise the process would be a sensible way forwards to professional future planning of Council aims.

RESOLVED That new business planning process be adopted as recommended to commence with the 2019 budget process.

99. COMMITTEE STRUCTURE

A report was received from the Town Clerk recommending an amended Committee Structure to reduce the number of seats on standing committees and rationalise several advisory committee reporting lines. Members supported suggestions in principle and considered this a matter for the new administration to debate as an early item of business

RESOLVED to holdover the committee restructure proposal for the next administration to consider.

100. ONLINE BANKING

Members were asked to review the mandate for Online Banking and further advice was received following referral from the Policy & Resources Committee held 15th April. 2019. Members noted that the current online banking arrangements with Lloyds Bank for commercial customers fell short of satisfying the Council's internal control procedures to ensure the safeguard of public money. After consideration it was:

RESOLVED That the Council explore alternative banking providers with facilities for multiple signatories to authorise payments, and a report be commissioned for referral to the Policy & Resources Committee.

101. STANDING ORDERS

Members were asked to approve revised Standing Orders.

RESOLVED That standing orders be amended in accordance with the recommended schedule attached as part of the agenda.

102. FINANCIAL REGULATIONS

Members were asked to receive and approve revised Financial Regulations.

RESOLVED That the revised Financial Regulations be received and approved in accordance with the recommended schedule attached as part of the agenda, omitting changes proposed for the use of online banking.

103. FINANCIAL RISK ASSESSMENT

The Financial Risk Assessment for the year ending 31st March 2018 was received.

RESOLVED That the Financial Risk Assessment be received and noted.

104. REVIEW OF INTERNAL CONTROL SYSTEM

Members were asked to review the arrangements for Internal Control in accordance with a report that proposed the creation of a new scrutiny panel to question the management of finances, financial risk and delegated decisions taken by officers. After debate, members considered the creation of a scrutiny panel a worthwhile exercise in moving towards a more professional management system and:

RESOLVED That a new Scrutiny Panel be formed consisting of three Members of the Council having due regard to political balance with draft terms of reference to be approved.

105. TOWN MAYOR'S ENGAGEMENTS

Details of the Town Mayor's Engagements were received.

RESOLVED That the details be received and noted.

106. TOWN HALL CLOCK

Members were asked to consider the approval and virement of £775 for the servicing and repair of the Town Clock.

RESOLVED That repairs to the Town Clock be completed from General Reserves where the budget for the Town Clock is exceeded, subject to clarity of quoted terms from suppliers.

107. COMMITTEE REPORTS

(a) Community Committee Meeting held 1st April 2019

Minutes 93 – 110 (inclusive).

Councillor R. Williams, Chairman of the Community Committee, gave his Report en bloc.

RESOLVED That the Report of the Community Committee be received.

(b) Environment Committee Meeting held 18th March 2019

Minutes 100 – 114 (inclusive).

Councillor J.C. Goodman, Chairman of the Environment Committee, gave his Report en bloc.

RESOLVED That the Report be received.

(c) Policy and Resources Committee Meeting held 15th April 2019

Minutes 86 – 103 (inclusive).

Councillor M.C.M. Lager, Chairman of the Policy and Resources Committee, gave his Report en bloc.

RESOLVED That the Report be received.

EXCLUSION OF THE PRESS AND PUBLIC

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

108. COMMITTEE REPORTS (Continued)

(a) **Environment Committee Meeting held 18th March 2019**

Minutes 115 and 116.

Councillor J.C. Goodman continued his Report en bloc.

RESOLVED That the Report of the Environment Committee be received.

(b) **Policy and Resources Committee Meeting held 15th April 2019**

Minutes 104 – 106 (inclusive).

Councillor M.C.M. Lager continued his Report en bloc.

RESOLVED That the Report of the Policy and Resources Committee be received.

109. PUBLIC DOMAIN

It was agreed that no item discussed in Private Session should be moved into the Public Domain.

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

In closing the final meeting of the Civic Year, the Town Mayor thanked Members for their service to the Council.

There being no further business the Town Mayor closed the Meeting at 9:42p.m.

Councillor T.A. Pleasance
Town Mayor

JS/7.5.2019