



Town Hall | 61 Newland Street | Witham | CM8 2FE
01376 520627
witham.gov.uk

AGENDA

Meeting of: **Community Committee**

Date: **Monday, 28th February 2022** Time: **7:30PM**

Place: **Council Chamber, Town Hall, Newland Street, Witham, CM8 2FE**

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 | S. | Ager | (Chairman) |
| | | J. | Bayford | (Vice Chairman) |
| | | C. | Jay | |
| | | C. | Lager | |
| | | M. | Lager | |
| | | C. | Livermore | |
| | | T. | Pleasance | |
| | | M. | Weeks | |
| | | J. | Williams | |
| | | R. | Williams | |

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. MINUTES

To receive the Minutes of the Meeting of the Community Committee Meeting held 1st November 2021 (previously circulated).

3. INTERESTS

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

4. 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.

Order Note: A maximum of 30 minutes is designated for public participation time with no individual speaker exceeding three minutes unless otherwise granted an extension by the Chairman under Standing Order 3(F) & 3(G).

5. GUEST SPEAKER

An opportunity for the Committee to hear from the selected guest speaker ahead of question and answer session.

Note: The chosen speaker for this Meeting is a representative from Witham Industrial Watch.

6. ESSEX POLICE

An opportunity to receive any updates concerning local criminal matters and hear from any officers in attendance.

7. TOWN CLERK'S REPORT

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

8. COMMUNITY COMMITTEE INCOME, EXPENDITURE AND BUDGET REPORT

To receive the Community Committee Income and Expenditure report for the period up to 31st January 2022 ([attached](#) at page 4).

9. GRANT AWARDING POLICY

To receive the policy and to agree the level of part funding required ([attached](#) at page 5).

10. GRANT FUNDING REQUESTS

(a) Witham Carnival Association

To receive a grant funding request from the Witham Carnival Association ([attached](#) at page 8).

(b) Witham Boys' Brigade

To receive a grant funding request from the Witham Boys' Brigade ([attached](#) at page 20).

11. EVENTS

To note the dates of the following events –

Saturday, 16th April 2022 – Easter Egg Hunt

Saturday, 2nd July 2022 – Dog Show

12. QUEEN'S JUBILEE WORKING GROUP

To receive the Notes from the Queen's Jubilee Working Group Meeting held 26th February 2022 ([attached](#) at page 31).

13. POP-UP STALLS

To agree dates and venues for future pop-up stalls.

14. ALLOTMENT APPEAL PANEL

To receive a report concerning the Allotment Appeal Panel ([attached](#) at page 33).

To not that this was discussed at Minute 41(c) of Community Committee held 1st November 2022.

15. SOCIAL MEDIA

To receive social media statistics ([attached](#) at page 34).

16. WINTER WONDERLAND

To consider the viability of a Winter Wonderland on the River Walk.

17. EXCLUSION OF THE PRESS AND PUBLIC

TO RESOLVE That under the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the Meeting for the consideration of the remaining items of business on the grounds they involve the likely disclosure of exempt information falling within Schedule 12A (S5) of the Local Government Act 1972.

18. IMPROVING HEALTHCARE FACILITIES

To receive the Minutes of the Meeting of the Improving Healthcare Facilities in Witham Working Group held 25th November 2021 ([attached](#) at page 35).

19. INFORMATION CENTRE

To receive a report from the Information Centre Manager ([attached](#) at page 38).



Nikki Smith
Town Clerk

NS/GK/21.2.2022

Agenda 8

| 22/02/2022 | Witham Town Council Current Year | | | | | | Page 1 |
|--|--|--------------------|-----------------------|-----------------------|-----------------|--------------|----------------------|
| 10:57 | Detailed Income & Expenditure by Budget Heading 31/01/2022 | | | | | | |
| Month No: 10 | Cost Centre Report | | | | | | |
| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
| <u>Community</u> | | | | | | | |
| Information Sales Income | 45,860 | 75,000 | 29,140 | | | 61.1% | |
| Puppet Festival Income | 0 | 3,000 | 3,000 | | | 0.0% | |
| New Events Income | 532 | 500 | (32) | | | 106.5% | |
| Community Day | 0 | 450 | 450 | | | 0.0% | |
| Allotments | 4,712 | 3,000 | (1,712) | | | 157.1% | |
| Community :- Income | 51,104 | 81,950 | 30,846 | | | 62.4% | 0 |
| Community Team PAYE/LGPS | 53,819 | 72,000 | 18,181 | | 18,181 | 74.7% | |
| Remembrance | 468 | 500 | 32 | | 32 | 93.6% | |
| Silver Cinema | 219 | 2,000 | 1,781 | | 1,781 | 10.9% | |
| Town Clock | 1,500 | 1,200 | (300) | | (300) | 125.0% | |
| Allotments | 4,573 | 4,000 | (573) | | (573) | 114.3% | |
| Christmas Decorations | 8,424 | 10,600 | 2,176 | | 2,176 | 79.5% | |
| Information Centre Purchases | 39,941 | 65,000 | 25,059 | | 25,059 | 61.4% | |
| Information Centre Administrat | 2,579 | 3,000 | 421 | | 421 | 86.0% | |
| Community Grant Aid | 742 | 10,000 | 9,258 | | 9,258 | 7.4% | |
| Citizens Advice Bureau | 10,000 | 10,000 | 0 | | 0 | 100.0% | |
| Community Safety/CCTV | 15,061 | 8,000 | (7,061) | | (7,061) | 188.3% | |
| Special Constable Expenses | 3,173 | 5,000 | 1,827 | | 1,827 | 63.5% | |
| Special Constable Recruitment | 340 | 1,000 | 660 | | 660 | 34.0% | |
| Other Community Support/Youth | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| Halloween | 2,650 | 2,650 | 0 | | 0 | 100.0% | |
| NIL | 844 | 0 | (844) | | (844) | 0.0% | |
| Community Day | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| Witham Dog Show | 2,308 | 2,308 | (0) | | (0) | 100.0% | |
| Puppet Festival | 0 | 17,000 | 17,000 | | 17,000 | 0.0% | |
| Christmas Events & Tree | 3,870 | 3,870 | 0 | | 0 | 100.0% | |
| Social Isolation Working Group | 1,145 | 3,000 | 1,855 | | 1,855 | 38.2% | |
| Community :- Indirect Expenditure | 151,656 | 225,628 | 73,972 | 0 | 73,972 | 67.2% | 0 |
| Net Income over Expenditure | (100,552) | (143,678) | (43,126) | | | | |
| Grand Totals:- Income | 51,104 | 81,950 | 30,846 | | | 62.4% | |
| Expenditure | 151,656 | 225,628 | 73,972 | 0 | 73,972 | 67.2% | |
| Net Income over Expenditure | (100,552) | (143,678) | (43,126) | | | | |
| Movement to/(from) Gen Reserve | (100,552) | | | | | | |

[Back to Agenda](#)



ITEM NO: 9

Officer Report: Grant Awarding Policy

Issue:

At Minute 43 of the Policy and Resources Committee it was agreed that the Grant Awarding Policy should be modified to reflect that a cash grant would be given rather than free use of halls or Town Council resources and at the next review in February the Community Committee considers the level of part funding required.

Advice:

To agree the level of part funding required and the draft Grant Award Policy.

Grant Awarding Policy

Policy Overview

Witham Town Council aims to direct funding towards projects and services that work in partnership with the Council's aims and objectives to provide maximum benefit to the community.

Eligibility

The following groups may apply for funding from Witham Town Council-

- Voluntary Organisations
- Welfare Organisations
- Cultural Organisations
- Not for Profit Organisations
- Sports Organisations
- Social Organisations

Please note that applications from amateur boxing clubs and martial arts organisations can only be considered if the application organisation is affiliated to the sport's appropriate governing body.

Applications can only be accepted if the following stipulations are met-

- The beneficiaries must be residents within the town.
- The Responsible Financial Officer must be satisfied with the accounts and financial status of the applicant.
- Applicants must have raised 25% of the total cost of the project elsewhere before an application is submitted. This can be through match funding, fundraising or from grant applications from other sources.
- The applicant has signed to indicate that they will complete a grant reporting form within 6 months of the completions of the project.

Funding Priorities

The council will only fund applications that help tackle the following priorities-

- Regeneration
- Community Health
- Community Safety
- Lifelong Learning
- Community Development
- Investing in Young People
- Provision of Transport Interlinking with Other Funding Priorities
- Improving Services for Older People
- Environmental Sustainability

The Application Process

Applications will only be accepted in the correct format.

If an application is found to be incomplete or requested documents have not been provided, the form will be sent back to the applicant and no further action will be taken until it is returned complete.

Applications can be submitted at any time and once reviewed by officers will be included on the agenda of the next appropriate meeting.

Funding is considered on the order in which applications are received and will be funded up to the maximum budget in any one financial year.

Applicants will be notified once their project has been voted on by committee and if an application has been unsuccessful the reasons why funding has not been offered will be outlined. As all committee meetings are held in public applicants are able to attend the relevant meeting if they so wish.

If an application is successful, funding ~~will~~ **may** be offered as a direct cash grant ~~free use of halls or Town Council resources, or as a combination of both.~~ The Committee may attach special conditions to a grant, which

must be fulfilled before any payment can be made, and grants may be paid in stages over a period as a project progresses and evaluation and monitoring procedures take place.

Evaluation and Monitoring

Applicants will be expected to submit a completed Project Review Report within 6 months of receiving the grant funding. This is used to evaluate and assess the benefits of providing grant funding to the community.

If further information regarding any aspect of the Council's Grants Policy is required, please contact-

Nikki Smith, Deputy Town Clerk on 01376 520627 or deputytownclerk@witham.gov.uk

Agreed at Minute 43, Policy and Resources Committee Meeting held 29.11.2021

Review Date: 28.2.2022

POLICY NO: WTC/045 – COMMUNITY COMMITTEE

[Back to Agenda](#)

Agenda Item 10(a)

GRANT FUNDING SCHEME APPLICATION FORMContact Details

| | | |
|----|----------------------------------|-----------------------------|
| 1. | Name of your organisation | WITHAM CARNIVAL ASSOCIATION |
| 2. | Primary contact name | SANDRA HOWELL |
| 3. | Primary contact telephone number | |
| 4. | Primary contact address | |
| 5. | Primary contact email address | |
| 6. | Position within the organisation | TREASURER |

Financial Background

| | | |
|-----|--|--|
| 7. | Please state the nature of your organisation (circle those that apply) and include a copy of the minutes of your latest AGM. | <input checked="" type="checkbox"/> Voluntary organisation <input type="checkbox"/> Sports Organisation <input checked="" type="checkbox"/> Not for Profit Organisation <input type="checkbox"/> Welfare Organisation <input type="checkbox"/> Cultural Organisation <input type="checkbox"/> Other (please specify)..... |
| 8. | Organisation Address | |
| 9. | Registered charity number if applicable | - |
| 10. | What year was your organisation formed? | 1976 |
| 11. | Please describe the main activities of your organisation and any services you provide to the community | AN ANNUAL CARNIVAL WITH STREET PROCESSION AND ACTIVITIES IN THE PARK PLUS REPRESENTING WITHAM AT OTHER CARNIVALS THROUGHOUT ESSEX AND SOME PARTS OF KENT. GIVING YOUNG PEOPLE PRIDE IN REPRESENTING THEIR TOWN |
| 12. | How many committee members/paid staff/volunteers are involved in the running of your organisation? | 8 MAIN MEMBERS (NONE PAID) UPTO 20 HELPERS ON CARNIVAL DAY |
| 13. | Does your organisation have a registered bank account in its name? | YES |

| | | |
|-----|--|---|
| 22. | The council prioritises applications that meet one or more of the criteria detailed in the accompanying policy. Please explain all those you meet and why? | <p>WE ARE A VOLUNTARY AND NOT FOR PROFIT ORGANISATION WHO ALSO SUPPORT WELFARE NEEDS IN YOUNG PEOPLE. WE BELIEVE WE MEET FUNDING PRIORITIES OF COMMUNITY HEALTH AND SOME DEVELOPMENT ALSO INVESTING IN YOUNG PEOPLE.</p> <p>THE RESIDENTS OF WITHAM ARE THE MAIN BENEFICIARIES. WE HAVE 25% OF THE TOTAL COST AND PROMISED SUPPORT FROM SOME LOCAL BUSINESSES</p> |
| 23. | If the project reaches fruition what will the benefit be to the local community? | <p>WITHAM CARNIVAL OFFERS MANY BENEFITS TO THE TOWN, LARGE CROWDS BRING REVENUE TO LOCAL SHOPKEEPERS. WE LIAISE WITH LOCAL PUBS & RESTAURANTS WHO OFFER 'CARNIVAL SPECIALS'. IT ALLOWS THE PUBLIC TO ENJOY A FAMILY OCCASION AND FOSTERS A COMMUNITY SPIRITWHILST PROVIDING A SERVICE TO THE PEOPLE OF WITHAM.</p> <p>IT ALLOWS LOCAL CHARITIES AND ORGANISATIONS TO RAISE MUCH NEEDED FUNDS.</p> |
| 24. | How will you ensure sustainability of the project? | <p>THE CHAIR OF WITHAM CARNIVAL IS MRS SUZANNE GOODY WHO PRESIDES OVER MONTHLY MEETINGS. THAT ARE EITHER IN PERSON OR ZOOM.</p> <p>ANY POTENTIAL PROBLEMS ARE FLAGGED UP IMMEDIATELY.</p> <p>WE ALSO HAVE A COUNCIL REPRESENTATIVE ATTEND OUR MEETINGS FOR ADVICE THIS IS CURRENTLY COUNCILLOR ROB WILLIAMS</p> |

| | | |
|-----|--|---|
| 29. | How much has been raised so far for this project? | £4000 |
| 30. | Please detail any funding that will be given 'in kind' | THE LOAN OF 6 SIMARCO LORRIES AND DRIVERS MICHELLE FLOREST SILK FLOWER POSIES FOR QUEEN + COURT SUPPORT BY LOCAL HAIRDRESSERS ON CARNIVAL DAY FOR QUEEN AND COURT |
| 31. | Please give details of how the balance of funding required will be sourced | THERE WILL BE NO LARGE DONATIONS THIS YEAR AS THE £4000 ABOVE INCLUDES DONATIONS MADE TO THE CANCELLED 2020 CARNIVAL. WE HAVE ANOTHER £1000 PROMISED SO FAR. |
| 32. | How many people will benefit from this funding being given, both directly and indirectly | IT WILL BE THE PEOPLE OF WITHAM WHO BENEFIT THE MOST. THEY WILL NOT BE CHARGED AN ENTRY FEE THIS YEAR. TO ENCOURAGE THEM TO COME AND SPEND THEIR MONEY WITH THE CHARITIES - |

Public Engagement

| | | |
|-----|---|--|
| 33. | How do you publicise the services you offer? | THROUGH FREE ADVERTISING, LOCAL PRESS, LOCAL RADIO, SOCIAL MEDIA, LOCAL BUSINESSES, WITHAM VOICE, VISITOR INFORMATION CENTRE. WE HAVE OUR OWN WEBSITE & FACEBOOK GROUPS. WE ALSO USE WITHAM TOWN COUNCIL COMMUNITY WEBPAGE |
| 34. | How will you make sure that your project reaches its intended targets | THROUGH ALL OF THE ABOVE. WE ARE ALSO NEGOTIATING WITH A LOCAL ESTATE AGENT |

**WITHAM CARNIVAL ASSOCIATION
CARNIVAL DAY – SATURDAY 9th JULY 2022**

Breakdown of expenses likely to be incurred for Witham Carnival Day on Saturday 9th July 2022

| | |
|--|--------------------|
| Hire of PA System | 600.00 (estimate) |
| PAT testing electrics on float | 100.00 (estimate) |
| Portaloos – in Park | 500.00 (estimate) |
| Presentation Trophies & Engraving | 400.00 (estimate) |
| Provisions for Visitors | 300.00 (estimate) |
| Table & Chair Hire | 200.00 (estimate) |
| Annual Insurance (for £5,000,000 cover) | 1200.00 (estimate) |
| Special Events Licence | 50.00 (estimate) |
| Hire of park | 60.00 (estimate) |
| PRS License | 60.00 (estimate) |
| Braintree District Council (processing charge for road closures) | 400.00 (estimate) |
| Marching Band | 400.00 (actual) |
| Scottish Piper | 200.00 (estimate) |
| Punch & Judy | 200.00 (estimate) |
| Main Arena Events | 500.00 (estimate) |
| Procession Professional Entertainers | 500.00 (estimate) |
| First Aiders – attendance on Carnival Day | 300.00 (estimate) |
| Float Maintenance & Repair (essential in 2022) | 3000.00 (estimate) |
| Hire of Public Hall for Selection & Presentation Evenings | 550.00 (estimate) |
| Hire of Masonic Hall for visiting Queens Teas Carnival Day | Free |
| Disco for Selection & Presentation Evenings | 300.00 (estimate) |
| Dresses, Capes, Crowns, tiaras etc For Queen and Court | 800.00 (estimate) |
| Petrol/Diesel for vehicle towing float & chaperone's car | 600.00 (estimate) |
| Secretarial Expenses – Ink cartridges, paper, stamps etc. | 200.00 (estimate) |
| Computer host, domain and webmaster fee | 140.00 (estimate) |
| Garage Rental for storing float | 650.00 (estimate) |
| Total Estimated Expenses | £12210.00 |

WITHAM CARNIVAL ASSOCIATION ANNUAL ACCOUNTS
1ST APRIL 2020 TO 31ST MARCH 2021
BALANCE SHEET

| INCOME | | EXPENDITURE | |
|---|----------------|--|----------------|
| Bank Balances at 1 st April 2020 | | Total Expenditure | 875.72 |
| Community a/c | 1879.21 | | |
| Business Saver | <u>3389.82</u> | | |
| | 5269.03 | | |
| Cash in Hand | 39.07 | Bank Balances at 31 st March 2021 | |
| | | Community a/c | 913.49 |
| | | Business Saver | <u>3391.28</u> |
| | | | 4304.77 |
| Income for Year | NIL | Cash in Hand | 39.07 |
| Bank Interest | 1.46 | Cheques cashed | |
| | | 102374 | 50.00 |
| | | 102376 | 25.00 |
| | | 102380 | <u>15.00</u> |
| | | | 90.00 |
| Total Balances | 5309.56 | | 5309.56 |

WITHAM CARNIVAL ASSOCIATION
ANNUAL ACCOUNTS
1ST APRIL 2020 TO 31ST MARCH 2021

INCOME

THERE WERE NO CHEQUES RECEIVED OR BANKED DURING THIS PERIOD

THERE WERE NO INCOMING BAC's DURING THIS PERIOD

WITHAM CARNIVAL ASSOCIATION ANNUAL ACCOUNTS
1ST APRIL 2020 TO 31ST MARCH 2021

EXPENDITURE

| | |
|--|--------|
| C Victor. New sashes for court | 60.00 |
| R Williams. 6 months hosting fee | 86.60 |
| Royal British Legion. Remembrance wreath | 17.00 |
| R Williams. 6 months hosting fee | 90.00 |
| S Goody. Bereavement gift | 25.00 |
| Greenfields Housing Association | |
| 12 months garage rental £49.76 x12 | 597.12 |
| Total Expenditure | 875.72 |



WITHAM CARNIVAL ASSOCIATION

Minutes of AGM and general meeting held on Tuesday 5th February 2020

Present:

John Cox, Chairman

Pat Brewer, Claire Keyes, Danielle Elton, Lisa Stevens, Carly Victor, Janette Burridge, Rob Williams and Sandra Howell

Apologies received from: Gary (Simarco) Dave Keyes and Suzanne Goody.

The minutes of the previous AGM were agreed as a true record and there were no matters arising.

The Chairman made the following remarks

I am very proud of Carnival 2019.

I can only take a tiny bit of the credit for what I believe was the best Witham Carnival in recent years. The whole year is about the second Saturday in July and in 2019, we delivered an exceptional spectacle. Not only were there more floats in the procession, but acts and activities going on along the route, in the parade and on the streets. We even ended up with an enormous puppet, who now lives in the Town Hall. With it being our 90th year of Witham Carnival, we decided to pull out all the stops and it worked. Whilst we did dig into the finances, a major factor was sponsorship. Both of the Yaxley businesses invested heavily into their local event and this enabled us, amongst other things to allow free access to the park. Gary from Simarco was also instrumental as his support included providing lorries for floats and facilities to build and prepare. He was also a valued asset in the meetings prior to the day. Our new float was on display, carrying our court of 7. The test of any event can often be the reaction on social media. The great thing we all saw was how members of the public not only praised our event, but also challenged those who suggested it was not up to scratch.

All this would not have been possible without the precious volunteers who have given so much. I am avoiding names as life has taught me that I will

always miss one person- and I would hate to fail to give credit to a single volunteer. The commitment of a few hardy souls ensures our town continues to enjoy a carnival. Our town is also well represented by the Court at local events as well as activities linked to other carnivals. All this takes a lot of time and organisation, from managing funds to transporting the court, arranging the park and arena, attending meetings, finding sponsorship, booking acts, managing the route, dealing with carpenters, providing trophies and a host of other tasks.

Sadly, the number of volunteers is lower than ideal and the average age of the committee increases. These factors are putting strain on those who remain, meaning new blood or new options need to be considered to lessen or share the burden. I was pleased to attend a meeting of carnival representatives, who are looking to form a group dedicated to collaborating with each other in Essex. This should at least give support where towns are struggling. For myself, I will be stepping down as other commitments are meaning I cannot give the focus my role deserves. I hope that a successor can bring new and exciting ideas and I wish that person every success. I have enjoyed my time as Chairman and am eternally grateful for the support and help given by everyone connected to the carnival. I will remain a friend and staunch supporter of the carnival as I wish it to continue and grow for many years to come

Secretary's Report

Due to an expected absence by secretary no report was given.

Treasurers Report

The annual accounts were handed out and discussed. Rob moved to approve the accounts as a true and accurate record. All agreed.

It was then agreed that the election of new officers would be moved to the end of the meeting as there were several changes. The following reports would all be taken as a normal meeting.

Treasurers Report

Sandra said that money would be very tight this year as at least £2000 would need to be spent on rebuilding the float. Members were all asked if they could think of any firms who might consider sponsoring the float.

Court Manager

Carly said her moving house would happen around about March. It was hoped that a parent might help with transporting the girls to carnivals that were the furthest away from Carly's new address.

Request for entrants for selection now on Facebook and forms were in the Town Hall.

Website Manager and Council Representative.

Rob said the website was up and running. Any changes needed should be sent to Rob printed, not phone calls

Rob confirmed the council had received the grant request and felt there shouldn't be a problem. He suggested to Sandra that she talk to the Finance Officer at the Town Hall about other revenue sources.

Park Manager

Janette said there were 6 stall entries so far, two of which were new to carnival. Partylite and Sonny's Army. Discussion took place about stalls selling food. Insurance and food handling certificates were essential.

Trophy Co-ordinator

Judges enjoyed their role and are willing to take part again.

Arena Manager

Events this year should be Funky Voices, Tending Agility Team (dogs) and Parkour.

Danielle will check about cheaper P A System.

Resumption of AGM

Because of members standing down off the committee the 2020/21 Committee for one year only would be as follows:

| | |
|-------------------------------|-----------------|
| Chair | Suzanne |
| Vice-Chair | Sandra |
| Secretary | Suzanne |
| Minute Taker | Janette |
| Treasurer | Sandra |
| Court Manager | Carly |
| Float Manager | Carly |
| PRO | Carly |
| Park Manager | Janette |
| Arena Manager | Danielle |
| Procession Manager | Carly with John |
| Website Manager | Rob |
| Trophy Co-ordinator | Claire |
| Community Day Co-ordinator | Pat |
| Photos and Video Co-ordinator | Pat |



**Regan's Home And Garden
Maintenance**
22 Sauls Bridge Close
Witham
Essex CM8 1XJ
RegansHGM@gmail.com
07790888106

Carly Victor
Witham Carnival Association
Witham
Essex CM8

ESTIMATE 010
03 January 2022

| Quantity | Details | Unit Price (£) | Net Subtotal (£) |
|----------|--|------------------|------------------|
| Service | Estimate to renovate carnival float, broken down as: Replace existing folding roof structure. It is my opinion that the current roof is weak, unsafe and not fit for purpose. Without works to strengthen or replace, I feel it's likely to fail, presenting an opportunity to cause harm to persons operating. Remove water damaged MDF sidings and benches, replace with a more weather suited board, namely 18mm marine ply. Rebuild rear luggage compartment using marine ply, with a larger and more accessible hatch. This will also be more secure than the current arrangement. | 1,300.00 | 1,300.00 |
| Expense | Approximate materials costs for timber and fixings | 600.00 | 600.00 |
| | | GBP Total | £1,900.00 |

MG 021113 F1V1418A 709F30FDL00092 36300 C 40419

THE OFFICIALS
WITHAM CARNIVAL ASSOCIATION

Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345.

Your balances on 03 December 2021

Business Current Accounts

| | |
|-----------------------------|-----------|
| Community Account Statement | £2,355.60 |
|-----------------------------|-----------|

Business Savings Accounts

| | |
|--------------------------|-----------|
| Business Premium Account | £3,391.52 |
|--------------------------|-----------|

This is the end of your account summary.



WITHAM

ASSOCIATION



Issued on 06 December 2021

THE OFFICIALS
WITHAM CARNIVAL ASSOCIATION

Your Community Account

At a glance

| Date | Description | Money out £ | Money in £ | Balance £ |
|-------------------------|---|-------------|------------|-----------|
| 6 Nov | Start Balance | | | 2,423.08 |
| 8 Nov | DD Direct Debit to Eastlight Rent Ref: A02617144 | 50.48 | | 2,372.60 |
| 18 Nov | Cheque Issued Ref: 102403 | 17.00 | | 2,355.60 |
| 3 Dec | Balance carried forward | | | 2,355.60 |
| Total Payments/Receipts | | 67.48 | 0.00 | |

06 Nov - 03 Dec 2021

| | |
|-------------------------|-----------|
| Start balance | £2,423.08 |
| Money out | £67.48 |
| ► Commission charges | £0.00 |
| Money in | £0.00 |
| ► Gross interest earned | £0.00 |
| End balance | £2,355.60 |

Anything wrong? If you notice any incorrect or unusual transactions, see the next page for how to get in touch with us.

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

[Back to Agenda](#)

Agenda Item 10(b)

GRANT FUNDING SCHEME APPLICATION FORMContact Details

| | | |
|----|----------------------------------|---|
| 1. | Name of your organisation | 2nd. Witham Boys' Brigade - charity name Working name: Witham Boys' & Girls' Brigade Association |
| 2. | Primary contact name | John Boon |
| 3. | Primary contact telephone number | 07809 462026 01376 520400 tap in 303 |
| 4. | Primary contact address | Witham BB Joseph's Barn, Wood End Farm, Hatfield Road Witham Essex CM81EH |
| 5. | Primary contact email address | info@withambb.org.uk |
| 6. | Position within the organisation | Trustee and Group Leader |

Financial Background

| | | |
|-----|--|--|
| 7. | Please state the nature of your organisation (circle those that apply) and include a copy of the minutes of your latest AGM. | Voluntary organisation and registered charity |
| 8. | Organisation Address | Witham BB Joseph's Barn, Wood End Farm, Hatfield Road Witham Essex CM81EH |
| 9. | Registered charity number if applicable | <u>1098237</u> |
| 10. | What year was your organisation formed? | 1972 |
| 11. | Please describe the main activities of your organisation and any services you provide to the community | <p>We are a large local youth group in Witham, Essex, serving the entire Witham area and surrounding villages and towns. Operating since 1972, we became a registered charity in 1993 to broaden our work to include community development, outside of normal BB activities.</p> <p>Currently a membership of 150 young people including sports, with 50% of our membership having special needs broadly speaking. All our programmes are open to all young people in the area. We promote skills based learning, with hands-on activities, plus leadership challenges mentoring, as does our engagement with special needs or disability. Witham BB has four age groups</p> |

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| | | of 5 years through to 18 plus, meeting on three nights a week, plus Drop In football. |
| 12. | How many committee members/paid staff/volunteers are involved in the running of your organisation? | 9 Trustees 30 Volunteers 1 part time admin / finance officer |
| 13. | Does your organisation have a registered bank account in its name? | Yes at Barclays Rayleigh in the charity name |
| 14. | What is your organisations average yearly income? | Around 50000 for the last two years |
| 15. | What is your organisations average yearly outgoings? | also 50000 |
| 16. | Have you applied for a grant from Witham Town Council in the past? If so when and how much? | Yes June 2020 £2000 towards our technology project. |

Project Details

| | | |
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| 17. | Project title | 50th Anniversary- year of opportunity and development |
| 18. | Project location | Mainly Witham - Guithavon Valley Church, Offices and our industrial unit all in Witham Land children' centre project in north Essex - Twinstead |
| 19. | Anticipated start and finish date | March 2022 to December 2022 or into 2023 |
| 20. | Description of project | This is fully covered in the attached paper, to enable flow and smooth reading. I Really hope that is satisfactory way of dealing with this. |
| 21. | What evidence do you have that this project is needed by the local community? | Witham BB, has been in existence for a long time, and over the years, has served the community of Witham in both a local youth group, and one who, as a registered charity, provides community involvement over a wide range in engagements and |

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| | | <p>events and still does today. We firmly believe all we do is needed in the town, as we meet young people from all walks of life, in every area of the town, who attend one of our sessions, who exhibit many needs / stresses / of late, mental health issues, at such a young age, and who we feel we can help and support, alongside parents, families, schools and other groups.</p> <p>We currently are running along with others :</p> <p>Drop In football</p> <p>Hunger projects in school holidays in partnership with Active Essex and Braintree 360</p> <p>Community family healthy living bike rallies on an annual basis</p> <p>Currently funded too, to expand our land project, which is a children activity centre development in north Essex, to provide more sessions for more young people across the BDC area, and Witham</p> |
| 22. | <p>The council prioritises applications that meet one or more of the criteria detailed in the accompanying policy. Please explain all those you meet and why?</p> | <p>We feel this project meets the following criteria: Community safety, lifelong learning, community development, and investing in young people.</p> <p>All we do in this youth group and registered charity community is to help folk explore the community around them, invest in it and help us provide activities that promote good health and wellbeing, a safer environment challenging peer pressures, and our youth work particularly, ensures full engagement and participation, despite disability or special needs.</p> |

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| | | |
| 23. | If the project reaches fruition what will the benefit be to the local community? | A stronger large youth group within the town and us helping the community to expand its horizons and to meet new challenges with young people, especially emerging out of the Co-vid pandemic and it's restrictions, and adverse effects on young people. |
| 24. | How will you ensure sustainability of the project? | Witham BB has been operating continuously since 1972, and the Trustees work hard to ensure all we do is sustainable, despite massive losses during Covid, and an equally massive disruption to our activities during this pandemic. We live within our means but strive to do better each year. |
| 25. | How will you measure success? | Staff observations and reporting, a six month interim report and full report by the end of the year. |

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Funding Specifics

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| 26. | What is the total project cost? | £18950 |
| 27. | Please state the total amount of grant required from Witham Town Council | £9000 |
| 28. | Please break down exactly how this will be spent and include 2 quotes supporting this breakdown and showing best value. | <ol style="list-style-type: none"> 1. The cost of bringing the minibus back on the road. This includes taxation, servicing and repairs, plus insurance. As outlined in the attached document. 2. Sessional weekly costs associated with our year of activity to celebrate our 50th. year, and re - engage more with young people in the town, following Co-vid restrictions and isolation. As shown in the attached project brief. |

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| 29. | How much has been raised so far for this project? | £9950 |
| 30. | Please detail any funding that will be given 'in kind' | Volunteer time and some professional time too. Two volunteers give the equivalent of full time. |
| 31. | Please give details of how the balance of funding required will be sourced | There is no balance outstanding, if Witham Town Council can help us. |
| 32. | How many people will benefit from this funding being given, both directly and indirectly | with the land project up to 300 |

Public Engagement

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| 33. | How do you publicise the services you offer? | Our website which is being renewed early this year, social media, the internet, leaflets distributed to schools and neighbourhoods. The main thrust is social media i.e. Facebook, the internet as folk search for us, and word of mouth too. |
| 34. | How will you make sure that your project reaches its intended targets | By targeting in the way already described, both within normal BB activities and our community work too. |

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Referees

| | | |
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| 35. | Please include the names and addresses of two independent referees who are not members of your organisation but know of the group | <p>Reference 1</p> <p>Johnny Skillicorn Aston 13 Halfacres, Witham Essex CM81QX</p> <p>Reference 2</p> <p>Miss Gretta Bray 42 Collingwood Road witham Essex CM82TZ</p> |
|-----|---|---|

I understand that if the project changes in any way, I must inform the Deputy Town Clerk immediately.

I understand that if a completed project review report is not sent to the Deputy Town Clerk within 6 months of receiving funding that I may be required to repay all monies received.

I am authorised to make this application on behalf of the applicant organisation and confirm that I have read, understood and accept the stipulations listed above and that the information provided in this application is accurate.

Name John

Boon.....

Position within the organisation Trustee and Group Leader.

Telephone number 07809 462026.

Email address info@withambb.org.uk

Witham BB – 50th. Year of opportunity and development programme

1. Development / extension of the entire programme including sessional staff support, after the loss of paid programme worker and full-time volunteer.
2. Further development of our children's outdoor activity centre in north Essex.
3. Taster programme sessions and Drop in football tasters.
4. Costs of using the minibus for helping people access our activities including sessional driver, to support volunteer and other staff.
5. Holiday weekends at the land project and camps, to encourage self-reliance.
6. To cost re - publicise all our activities with banners, leaflets, and contact forms with admin support.
7. Actual specific programme sessional costs, for more unusual costs bought in.

Explanation and details

The seven funding items would enable Witham BB to re-launch itself, after Covid related difficulties and restrictions in programmes. We had, during the crisis stayed in touch by weekly zoom activity meetings, aged related, plus programme packs delivered to each home during lockdown every month. As a charity, we have been unable for over two years now to fund raise ourselves, through bag packing at a local supermarket, or at community days. A significant reduction in our income.

Since then, we have fully returned to activities and residentials. Our programme needs further stable development, as does the children's activity centre, we own in north Essex, extending the depth of programme, and with vital staff support at our offices. The taster sessions will publicise us around the town and we will use social media too. As we approach our actual 50th. birthday, we want to indeed make this a year of real opportunity for everyone in the surrounding area, both girls and boys. Our re launch may well depend on us helping folk to get to us - three locations in Witham and our land project / children's centre is 22 miles north of Witham.

The minibus fund needs strengthening for us to do this over the year. Where possible we rely on parents to transport, but we do have single parents families where that parent can't leave children at home while they transport, so the use of the minibus is essential. We attempt to run weekends and camps as cheaply as possible, but with amazing challenging activities, not always offered elsewhere. In some cases, full or partial subsidy is required depending on the family circumstances. This is done sensitively with a Trustee in direct contact with families to organise this. These times away are seen as character building in every sense, and personal skills are taught where this is needed, including group work.

All our development at our land project involves the young people in construction and building such as the low ropes course, boulder climbing wall, and the installation of wind turbine and solar panels for power there.

Summer camp 2022 will be in Dartmoor at a BB outdoor centre, Haytor, Devon, or if this is not possible, set on our own land with local services offering adventurous activities based on family camp.

Publicity is key to the re launch hence the need for banners and new leaflets for distribution by members and to schools, library and Town Hall, Community Hub.

Finally key to success is specific activities such as Treasure Hunt in London, Science weeks, hike training for competitions, water-based activities, woodworking, technology based innovations, and other less likely for the members to have done to date.

Outputs

All our programme activities can and will increase skills and knowledge, including training sessions for leadership and mentoring. Seniors are working towards their Queen's badges, and therefore lead and help design the entire programme. We value the opinion and advice from young people all the time, and many are part of the Leadership team, in both their age group and others. Therefore, it is felt they are both valued enormously and recognized too for achievement.

Because of the difficulties brought about by Co-vid, all our programmes are designed to increase resilience and wellbeing. Our sports programme has changed and will be increased, to take this view on further. Further results have shown we have increased and wish to continue to increase all self-belief and confidence. We have several streetwise new members who are 11 years old - but lacking in self-belief and confidence. We have begun to integrate them into our sports and other programmes, seek their interest and involvement, to aid integration, combat peer group pressures and increase self-worth.

Our leadership can start very young and bring them up to full leadership within three years. Skills and knowledge building Actually being heard, recognised, and valued as both individuals, peer groups and abilities We are anxious to combat mental health issues in teenagers, Co-vid related, which we have seen and continue to see from time to time. We offer sessions of discussion both in groups and small gatherings with staff.

We piloted a resilience course for teenagers at BB, before we roll it out in schools /academies soon, when schools allow us to, with a new schools worker. The sports programmes have been increased, to aid wellbeing and fun with friends. As a result, we see a definite movement on self-belief, confidence, and resilience across the age ranges, but it does put extra work on staff / volunteers, and this is why paid programme support is needed.

Skills, knowledge, and experience

We have operated as a BB group for almost 50 years, building on successes and achievements. Most of our volunteer staff are "home grown" from childhood too. The staff group have massive talents in leadership skills, hiking, sports, water sports, wood working, IT / computer / 3D printing and laser engraving, Raspberry Pi computer building, radio-controlled cars building, car and bike restoration, special needs trained staff.

Because everything is age related, we can begin to influence young people from five years upwards, right through to Queens Badge holders at 18 years of age. When we became a registered charity in our own right, we began community development work, in partnership with others and deliver projects across the Witham area, supporting family life and wellbeing, by Open Crowd Family Festivals, Family annual biking rally and rides, plus bike doctor, School holiday projects on specific housing estates in need, and of late Hunger Projects in partnership with schools and local groups, for a while year. The age range of volunteers is from 16 to 73 at the moment.

Details of costs

£18950 is the total cost of the project

Request for Witham Town Council - £9000

Detailed budget for this project:

1. Drop-In football taster sessions and kits - £400 - ***already received through a Sports grant***
2. Programme taster sessions over the year £1000 – we have now replaced this with a leaflet and banner campaign, and this is gathering pace too with several new members as at February 2022.
This is funded already
3. Minibus start up from SORN declared, with use to help young people get to our three locations £2000 – ***one off cost, we are asking Witham Town Council to fund***

Insurance: About £1000

MOT: £100

Road Tax: £300

Tyres: £400

Service: £200

4. Holiday sessions - weekends at our land project and summer camp in Dartmoor - £800 and £3500 respectively - this money will help us get everybody on these times away, fully registered, and insured and subsidized costs – we are looking to have this funded from other sources, but it's vital to our integration of all young people that we are successful – ***currently applying elsewhere for grants to cover this in addition to the £2500 we already have towards this part of our programme.***

5. Publicity - 5 banners and leaflets to distribute through schools and Council offices /

library for our sessions £500 – ***already funded***

6. Materials for projects, craft, sports other, wood, tools, paint, modelling, computer supplies with Raspberry Pi etc. £750 - ***to be funded hopefully over the next three months from other sources***

7. Programme session costs for one year, including specialised bought in sessional staff, particularly for those with special needs plus admin and finance support, which we don't currently have, to ensure smooth running and success of our overall programme, and to free up volunteers to be involved fully with the members. Specific weekly costs of materials, consumable items both at meeting places and our offices, cost of a new printer, as our old one is 9 years old. - £7000 – ***we are asking Witham Town Council to assist us with this, while we look for further funding over the next year.***

John Boon

20th. February 2022



2ND WITHAM BOYS BRIGADE



Issued on 31 January 2022

THE DIRECTOR
2ND WITHAM BOYS BRIGADE
1-2 JOSEPH'S BARN
WOOD END FARM
HATFIELD ROAD
WITHAM ESSEX
CM8 1EH

Your Community Account

At a glance

| Date | Description | Money out £ | Money in £ | Balance £ |
|--------|--|-------------|--------------|------------------|
| 31 Dec | Start Balance | | | 53,792.66 |
| | Direct Credit From Bethel Christian F Ref: Cyd Support | | 150.00 | 53,942.66 |
| 4 Jan | On-Line Banking Bill Payment to Ayshea Goldberg Ref: Underpaid Wages | 33.30 | | 53,909.36 |
| | On-Line Banking Bill Payment to Heatseal ID Limite Ref: 2ND001 Inv60735 | 78.00 | | 53,831.36 |
| | On-Line Banking Bill Payment to The Boys Brigade Ref: 2Witham9898 | 3,264.50 | | 50,566.86 |
| | Start of Month | | 10.00 | 50,576.86 |

31 Dec 2021 - 28 Jan 2022

| | |
|-------------------------|-------------------|
| Start balance | £53,792.66 |
| Money out | £5,840.83 |
| ► Commission charges | £0.00 |
| Money in | £16,010.17 |
| ► Gross interest earned | £0.00 |
| End balance | £63,962.00 |

Your deposit is eligible for protection by the Financial Services Compensation Scheme.

[Back to Agenda](#)

Agenda Item 12

MINUTES OF THE MEETING OF THE QUEEN'S JUBILEE WORKING GROUP AT WITHAM TOWN COUNCIL HELD 26TH JANUARY 2022 AT 6:30PM IN THE COUNCIL CHAMBER.

PRESENT: - Councillors: S. Ager, J. Bayford (chair), J. Goodman, J. Williams, R. Williams.

| | | | | |
|---------------|---|-----------|---|--------------------|
| Staff: | N | Smith | - | Acting Town Clerk |
| | S | Smith | - | P.A to the council |
| | V | Goldspink | - | Events Coordinator |

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor S. Rajeev who was unwell.

2. MINUTES OF THE PREVIOUS MEETING

Some minor amendments were suggested by Councillor Goodman which were made and then subsequently signed by the Chair.

3. INTERESTS

Members gave no interests.

4. WITHAM EVENTS MEETING

Members received a verbal report from the Acting Town Clerk, Nikki Smith regarding the meeting attended by zoom on 14th January 2022, along with Braintree District Council, The Grove Centre and The Newland's Centre

Nikki informed members that BDC have started meetings to try to increase their approach in Witham. BDC has a grant available for the Newlands Centre and The Grove that they have suggested could be spent on decorating the town with bunting for the Queen's Platinum Jubilee.

Members suggested that a shop window competition would be a successful idea, and that Witham Town Council may be able to support this by providing a prize. Members agreed it is imperative to keep each other notified of any plans to ensure no clashing of any planned events.

5. PRESENTATION

Members received a presentation from the Events Coordinator, Victoria Goldspink regarding proposed ideas for the Queen's Platinum Jubilee celebrations. Ideas that were suggested included:

- Knitted decorations to be created by a local group and placed around the town.
- A beacon trail app that allows children to visit key locations of our choice in the town to collect different hashtags.
- A fancy-dress competition for both adults and children.
- A children's drawing competition.
- A Queen's Jubilee Beacon Tart, which we could encourage residents to create and get local restaurant owners to judge.
- Make and do workshops, with Jubilee themed crafts for children to make.
- The involvement of community groups, such as dance schools that can give master classes and demonstrations.
- A pipe band to perform.

- A jive swing group that will perform and also provide dance class workshops.
- Vintage singers.
- A "cousins of the world" food element that would involve local restaurants serving food from different cultures.
- Stilt walker and aerial acts.
- Vintage cars on display.
- Finishing with the ceremonial lighting of the beacon.

6. 2nd JUNE 2022

Members suggested some additional ideas which included:

- An ice cream truck and fish and chip van that we could buy out for the afternoon, so they can only charge 1p per portion for attending children.
- Ensuring all relevant dignitaries receive invitations as soon as possible.
- To start the event for 4:00pm
- To contact Andy Wilsher and Danny Owen, regarding booking them for a performance
- Staff and councillors to dress in era appropriate costumes

Members agreed that the proposal should be taken to Community committee, so the budget can be agreed and the acts can be booked. They also agreed that a next meeting date should be agreed once the budget has been approved by the committee.

With there being no further business, the meeting concluded at 19:35pm.

Councillor J Bayford
Chairman

SS 03.02.2022

[Back to Agenda](#)



ITEM NO: 14

Officer Report: Allotments Appeal Panel**Issue:**

It is suggested that an Allotments Appeal Panel should be created to deal with any unusual scenarios or complaints from allotments holders rather than staff make potential contentious decisions on behalf of the Council on the rare occasion that a situation of this type arises. Disagreements between allotment holders and Parish Councils can make for negative press and so procedures should be in place to reduce the risk of this occurring.

A small panel of members would meet when required to make a joint decision on controversial situations. This could be for various reasons.

For example, there are currently 120 applicants on the waiting list for a Witham allotment plot, and they will be allocated strictly by date order. However, there will be occasions where a family member or friend has regularly jointly worked a plot and when the tenant wishes to give up their tenancy, they would like to take over the plot. This decision would be made on an individual basis but may cause controversy.

There could also be complaints about inspections notices, difficult tenants and tenancy breaches. If an Allotments Appeal Panel is in place for the occasions that staff do not feel at ease with making a controversial decision, then a meeting will be able to take place to reach a conclusion.

Witham Allotments and Leisure Gardeners Association do not have any role in plot vacation but are available to pass on information to staff about site issues as and when they occur.

Advice:

To agree that an Allotments Appeal Panel should be created and a suitable number of members appointed.

[Back to Agenda](#)



ITEM NO: 15

Officer Report: Social Media Report – 1st November 21-31st January 22

Issue:

The most popular posts on Facebook and Instagram in the last 3 months have been:

January:

The removal of graffiti from Moat Farm Bridge – 76 likes

Witham Wednesday photo of Armond Road Bridge – 51 likes

December:

New profile picture of Christmas Fayre – 79 likes

Frosty Morning picture – 75 likes

November:

Christmas Fayre poster – 499 likes

Home Alone Christmas poster – 142 likes

The posts that reached the most people through the algorithms of Facebook or Instagram:

January:

Easter Event - 7.8k

Sunday Cinema – 3.2k

December:

Christmas Fayre Poster (Boosted) – 6.2k

Christmas Fayre Road Closure details – 3.8k

November:

Christmas Fayre poster (Boosted) – 16.4k

Home Alone at Christmas poster – 13.4k

We are now posting at least once a day on a Monday-Friday, with a weekly programme of the type of post to go out each day to try to avoid too much repetition and cover a wide range of subjects. The figures above show that our most popular posts are those concerning our events or the River Walk.

Advice:

To receive & note

[Back to Agenda](#)