



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

Meeting of: **Policy and Resources Committee**

Date: **Monday, 29th June 2026**

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

Present: Councillors

P.	Heath	(Chair)
P.	Barlow	(Vice Chair)
L.	Barlow	
B.	Fleet	
J.	Goodman	
R.	Playle	
R.	Ramage	
J.	Robertson	
B.	Taylor	
N.	Smith	(Town Clerk)
G.	Kennedy	(Committee Clerk)
N.	Zaviazun	(Assistant Finance Officer)

1. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Martin.

RESOLVED That the apologies be received and approved.

2. **MINUTES**

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held 23rd March 2026 be confirmed as a true record and signed by the Chair.

3. **INTERESTS**

No interests were declared.

4. **QUESTIONS AND STATEMENTS FROM THE PUBLIC**

There was no member of the press or public present.

5. **TOWN CLERK'S REPORT**

The Town Clerk had nothing to report.

6. **FINANCIAL STATEMENTS**

(a) **BANK RECONCILIATION**

The Bank Reconciliations to 31st March 2026 and to 31st May 2026 were received.

RESOLVED That the Bank Reconciliations from 31st March to 31st May 2026 were received, agreed and signed by the Chair.

(b) **CONFIRMATION OF RECONCILIATION**

Members were asked to note that confirmation that the reconciliations have been signed by Councillors Playle, Heath and P. Barlow respectively.

RESOLVED That the information be received and noted.

(c) **SCHEDULE OF RECEIPTS AND PAYMENTS**

The Schedule of Receipts and Payments to 31st March 2026 and to 31st May 2026 were received.

The Town Clerk explained that the new accounting system had raised problems at year-end but had now been resolved. Members were grateful for the sponsorship by Holmes and Hill.

RESOLVED That the Schedule of Receipts for the period 1st March to 31st March 2026 for the Lloyds 95 Day Account totalling £234.37; for the Unity Trust Account totalling £16,176.01; and for the Unity Trust Instant Access totalling £2,751.94; for the period 1st April to 31st May 2026 for the Lloyds 95 Day Account totalling £892.17; for the Unity Trust Account totalling £638,963.42 and the Schedule of Payments for the period 1st March to 31st March 2026 for the Lloyds Current Account totalling £1,536.79 and for the Unity Trust Account totalling £105,930.53; for the period 1st April to 31st May 2026 for the Lloyds Current Account totalling £5,755.04 and for the Unity Trust Account totalling £186,622.55 be received, agreed and signed by the Chair.

(d) **BUDGET STATEMENTS, EXCEPTION REPORT AND EARMARKED RESERVES**

The Budget Statements and Earmarked Reserves to 31st March 2026 and to 31st May 2026 and the Exception Report to 31st March 2026 were received.

RESOLVED That the Budget Statements and Earmarked Reserves up to 31st March and to 31st May 2026; and the Exception Report to 31st March 2026 be received, agreed and signed by the Chair.

7. **WITHAM REGENERATION GROUP**

Members agreed to the creation of a Witham Regeneration Working Group to discuss not only the town centre but areas such as Dorothy Sayers Drive. Members were sought but it was noted that the meetings would be held in the daytime. It was suggested that perhaps those with an interest in the history and preservation of the town, and a shop keeper could be co-opted.

RESOLVED That a Witham Regeneration Group be set up and the following be appointed to serve for the Civic Year 2026/2027 –

Councillors	P.	Barlow
	J.C.	Coleman

B. Fleet
J. Goodman
P. Heath
R. Playle
R. Ramage

And to co-opt others with an interest.

8. REVIEW OF POLICIES

Members were asked to consider the following policies.

Members' Allowance

RESOLVED That the amended Members' Allowance Policy be agreed and adopted.

UK GDPR

A new UK GDPR policy was received. Comment was made that this policy had arisen as a result of the advice of the Internal Auditor.

RESOLVED That the UK GDPR policy be agreed and adopted.

9. DISPOSAL OF TOWN MAYOR'S APPEAL 2025/2026

Members were asked to authorise disposal of the Town Mayor's Appeal during his year of office 2025/2026, the final sum being £5,214.42.

Members congratulated the Town Mayor on raising such a large sum for such a worthwhile cause.

RESOLVED That authority be given to dispose of the Town Mayor's Appeal to the sum of £5,214.42 to the Alzheimers Society.

10. DATA PROTECTION OFFICER

A report on the position of the Data Protection Officer was received.

It was agreed that as it was unnecessary at this time, a Data Protection Officer would not be appointed.

RESOLVED That the report be received, that the Town Council would not appoint a Data Protection Officer, having regard to the current ICO guidance, and that the Town Clerk be authorised to amend relevant policies, privacy notices and website content to reflect these decisions.

11. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admissions to Meetings) Act 1960 S.1(2) and in accordance with Standing Order 3(d), the press and public should be excluded from the remainder of the meeting due to the confidential nature of the business to be transacted.

12. WITHAM COMMUNITY CENTRE

A report was received.

RESOLVED That the report be received and noted.

There being no further business the Chair closed the Meeting at 8.10 p.m.

Councillor P. Heath
Chair

NS/GK/1.7.2026

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