



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

Meeting of: **Policy and Resources Committee**

Date: **Monday, 5<sup>th</sup> December 2022**

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

Present: Councillors

M.	Lager	(Chairman)
R.	Williams	(Vice Chairman)
K.	Atwill	
P.	Barlow	
J.	Goodman	
T.	Pleasance	
J.	Williams	
N.	Smith	(Town Clerk)
G.	Kennedy	(Committee Clerk)
C.	Strachan	(Assistant RFO)

### **26. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Ager, Jay and Weeks.

**RESOLVED** That the apologies be received and approved.

### **27. MINUTES**

**RESOLVED** That the Minutes of the Meeting of the Policy and Resources Committee held on 3<sup>rd</sup> October 2022 be confirmed as a true record and signed by the Chairman.

### **28. INTERESTS**

No interests were declared.

### **29. QUESTIONS AND STATEMENTS FROM THE PUBLIC**

No member of the press or public were present.

### **30. TOWN CLERK'S REPORT**

The Town Clerk's report on matters arising was received. She added that PKF Littlejohn had been appointed external auditor for the next five years.

**RESOLVED** That the report be received and information noted.

### **31. POLICIES REVIEW**

To review and agree the following policies-

(a) **Body Worn Camera Policy**

The Body Worn Camera Policy was received. Members agreed that this policy should be reviewed annually.

**RESOLVED** That the Body Worn Camera Policy be agreed and reviewed annually.

(b) **Lone Work Policy**

The Lone Worker Policy was received.

Members recognised that on occasions it was necessary for a member of staff to work in the Town Hall alone. It was agreed that in addition to outside doors being locked, windows should be likewise secured.

Members discussed actions to be taken when the alarm goes off in the middle of the night and that a judgement would be made whether it was safe to enter the building.

**RESOLVED** That the Lone Worker Policy be amended accordingly and agreed.

(c) **Social Media Policy for Members and Officers**

The Social Media Policy for Members and Officers was received.

It was agreed that it was unnecessary to include 'co-opted' Member and this would be deleted.

**RESOLVED** That the Social Media Policy for Members and Officers be amended to remove 'co-opted' Member, approved and reviewed annually.

(d) **Public Complaints Procedure**

The Public Complaints Procedure was received.

**RESOLVED** That the Public Complaints Procedure be approved.

(e) **Public Artefact Donation Scheme**

The Public Artefact Donation Scheme was received.

Members agreed that a sentence should be added to explain that the Town Clerk would make an informed decision as to whether the artefact would be appropriate to accept.

**RESOLVED** That the Public Artefact Donation Scheme be amended accordingly and approved.

### **32. PUBLIC CCTV POLICY**

Members were asked to review and agree the Public CCTV policy.

Members commented on the amendment on releasing data to the police through DAMS. It was agreed to amend the policy to read ‘DAMS or memory stick’.

**RESOLVED** That the Public CCTV Policy be amended accordingly and approved.

### **33. THE VOICE**

A report regarding ‘The Voice’ was received.

Members were reluctant to stop producing a paper copy of The Voice despite the extremely low response to the survey. They recognised that some people were unable to access the publication online and it was a way of reaching all households particularly at a time when the Neighbourhood Plan was progressing. It was agreed that the next administration should make the decision regarding the future of The Voice and how it should be distributed.

**RESOLVED** That the report be received and the next administration be asked to investigate how best to distribute The Voice.

### **34. RISK ASSESSMENT**

The Witham Town Council Risk Assessment was received.

Members welcomed the document but considered that further information was required to show likelihood and impact then it would be possible to focus on the top five risks.

The Town Clerk said that the risk assessment would be reviewed annually.

**RESOLVED** That the Risk Assessment be adopted and additional information added to include likelihood and impact.

### **35. LLOYDS 95 DAY NOTICE ACCOUNT**

A report on the Lloyds 95 Day Notice Account was received.

Members agreed to move £75,000 from the Lloyds 95 Day Notice Account to the Unity Trust Account but agreed that further consideration should be given to opening a Unity Trust Savings account.

**RESOLVED** That £75,000 be moved from the Lloyds 95 Day Notice Account to the Unity Trust Account.

**RESOLVED** That banking arrangements be reviewed.

### **36. FINANCIAL STATEMENTS**

#### **(a) BANK RECONCILIATION**

The Bank Reconciliations to 31<sup>st</sup> October 2022 was received.

**RESOLVED** That the Bank Reconciliations to 31<sup>st</sup> October 2022 be received, approved and signed by the Chairman.

#### **(b) SCHEDULE OF RECEIPTS AND PAYMENTS**

The Schedule of Receipts and Payments to 31<sup>st</sup> October 2022 was received.

**RESOLVED** That the Schedule of Receipts to 31<sup>st</sup> October 2022 from the 95 Day Notice Account totalling £403.36 and from Unity Trust Account totalling £388,029.27; and the Schedule of Payments to 31<sup>st</sup> October 2022 from the Lloyds Bank Account totalling £2,942.34 and from Unity Trust Account totalling £111,461.27 be received, approved and signed by the Chairman.

Councillor J. Williams was absent from the Council Chamber for part of the above item.

#### **(c) BUDGET STATEMENTS, EXCEPTION REPORT AND EARMARKED RESERVES**

The Budget Statements, Exception Report and Earmarked Reserves to 31<sup>st</sup> October 2022 were received.

**RESOLVED** That the Budget Statements, Exception Report and Earmarked Reserves to 31<sup>st</sup> October 2022 be received and noted.

Councillor Pleasance was absent from the Council Chamber for part of the above item.

### **37. 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 consideration of the remaining items of business on the grounds they involve the likely disclosure of exempt information falling within Schedule 12A (S3) of the Local Government Act 1972.

In view of the time, it was agreed to suspend Standing Orders.

**RESOLVED** That Standing Order 3x be suspended to allow business to be completed.

### **38. PROJECT WORK**

A report on current project works was received.

**RESOLVED** That the report be received and noted.

There being no further business the Chairman closed the Meeting at 9.39 p.m.

Councillor M.C.M. Lager  
Chairman

CS/GK/7.12.2022