



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

Meeting of: **Policy and Resources Committee**

Date: **Monday, 26<sup>th</sup> June 2023**

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

Present: Councillors

P.	Barlow	(Chairman)
P.	Heath	(Vice Chairman)
L.	Barlow	
J.M.	Coleman	
B.	Fleet	
J.	Martin	
R.	Playle	
R.	Ramage	
B.	Taylor	
N.	Smith	(Town Clerk)
S.	Smith	(P.A. to the Council)

### 1. APOLOGIES FOR ABSENCE

None were received.

### 2. MINUTES

**RESOLVED** That the Minutes of the Meeting of the Policy and Resources Committee held 6<sup>th</sup> March 2023 be confirmed as a true record and signed by the Chairman.

### 3. INTERESTS

None were declared.

### 4. QUESTIONS AND STATEMENTS FROM THE PUBLIC

No members of the public were present.

**5. TOWN CLERK’S REPORT**

The Town Clerk informed members that Barclays were now hiring the function room on a Monday and Friday to help members with general queries, however, they would not be handling any cash or cheques. She explained that this was not just beneficial in regards to the room being fully booked all week, but that this would hopefully generate more footfall in the Town Hall and Information Centre.

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

**6. TOWN COUNCIL POLICIES**

**(a) WITHAM TOWN COUNCIL MEETING ATTENDANCE POLICY**

Members were asked to review the Witham Town Council Meeting Attendance Policy.

Members commented that as the reason for apologies was not reflected in the business it could give an impression of disinterest if councillors missed several meetings, although they may be on alternate council business, as several Town Council meetings ultimately clashed with those of the District Council.

Therefore, it was suggested that if a member missed a meeting due to attending other council business, this could be noted on the minutes.

**RESOLVED** That the Witham Town Council Meeting Attendance Policy be agreed with the added caveat that if a member missed a meeting due to attending other council business, this could be reflected in the minutes.

**(b) HEALTH AND SAFETY POLICY**

Members were asked to review the Health and Safety Policy.

**RESOLVED** That the Health and Safety Policy be agreed.

**(c) BIODIVERSITY POLICY**

Members were asked to receive and agree the draft Biodiversity Policy.

**RESOLVED** That the Biodiversity Policy be agreed.

**(d) CRIME AND DISORDER POLICY**

Members were asked to receive and agree a Crime and Disorder Policy.

**RESOLVED** That the Crime and Disorder Policy be agreed with the suggested amendment.

**(e) SOCIAL MEDIA POLICY FOR MEMBERS AND OFFICERS**

Members were asked to review the Social Media Policy for Members and Officers.

The Town Clerk explained to members that although this policy was not due for review until December it had returned to committee early, as an amendment was needed.

**RESOLVED** That the Social Media Policy for Members and Officers be agreed with the suggested amendment.

**7. FINANCIAL STATEMENTS**

**(a) BANK RECONCILIATION**

The Bank Reconciliations to 30<sup>th</sup> April 2023 were received.

**RESOLVED** That the Bank Reconciliations to 30<sup>th</sup> April 2023 be received, approved and signed by the Chairman.

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

The Schedule of Receipts and Payments to 30<sup>th</sup> April 2023 were received.

The Town Clerk explained that certain information, such as allotment holder names and payroll details, were redacted due to GDPR reasons.

**RESOLVED** That the Schedule of Receipts to 31<sup>st</sup> March 2023 from the 95-Day Notice totalling £992.69, from the Lloyds Bank Account totalling £283.05 and from the Unity Trust Account totalling £108,530.96; to 30<sup>th</sup> April 2023 from the 95 Day Notice totalling £506.23 and the Unity Trust Account totalling £485,910.69; and the Schedule of Payments to 31<sup>st</sup> March 2023 from Lloyds Bank Account totalling £77,702.94 and from Unity Trust Account totalling £140,435.78; to 30<sup>th</sup> April 2023 from Lloyds Bank Account totalling £2,145.38 and from Unity Trust Account totalling £57,972.62 be received, approved and signed by the Chairman.

**(c) BUDGET STATEMENTS, EXCEPTIONS REPORT AND EARMARKED RESERVES**

The Budget Statements, Exceptions Report and Earmarked Reserves to 30<sup>th</sup> April 2023 were received.

**RESOLVED** That the Budget Statements, Exceptions Report and Earmarked Reserves to 30<sup>th</sup> April 2023 be received, approved and signed by the Chairman.

**8. LLOYDS 95 DAY NOTICE ACCOUNT**

The report on the Lloyds 95-Day Notice Account was received.

**RESOLVED** That the report be received and the transfer be approved.

**9. SECTION 106 FUNDING**

Members were asked to identify opportunities for funding through Section 106 monies.

The Chairman explained that the past Chair had requested that this be a consistent item on each agenda, as the Town Council was more aware of funding available to them, and had more capabilities to execute them.

**RESOLVED** That the report be received.

**10. 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.

**11. TOWN HALL IMPROVEMENTS**

A verbal report regarding Town Hall improvements was received.

**RESOLVED** That the report be received.

There being no further business the Chairman closed the Meeting at 8:37 p.m.

Nikki Smith  
Town Clerk

NS/GK/SS/28.6.2023