



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

AGENDA

Meeting of: **Community Committee**

Date: **Monday, 15th August 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.	Williams	(Vice Chairman)
J.	Bayford	
P.	Heath	
C.	Jay	
C.	Lager	
M.	Lager	
S.	Rajeev	
M.	Weeks	
R.	Williams	

1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

2. MINUTES

To receive the Minutes of the Meeting of the Community Committee held 23rd May 2022 (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 the question and answer session.

Note: The chosen speaker for this Meeting is Rebecca Loader the Chair of Trustees of Action for Family Carers

6. COMMUNITY SPECIAL CONSTABLE JAKE MABEY

To thank Special Constable Jake Mabey for his time spent as a Witham Community Special Constable.

7. ESSEX POLICE

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

8. CLERK'S REPORT

To receive the Clerk's Report on matters arising ([attached](#) at page 4).

9. COMMUNITY COMMITTEE INCOME, EXPENDITURE AND BUDGET REPORT

To receive the Community Committee Income and Expenditure report for the period up to 30th June 2022 ([attached](#) at page 5).

10. COMMUNITY SPEEDWATCH

To receive a verbal report regarding Community Speedwatch.

11. POP UP STALLS

To note the below dates of the Pop Up Stalls being held in Witham-

Saturday 3rd September **Grove Centre**

Tuesday 4th October **Spa Road**

Saturday 5th November **TBC**

12. GRANT AID REQUESTS

(a) Witham Cricket Club

To receive a grant aid request for £900 ([attached](#) at page 7).

(b) Witham BB

To receive an explanatory note from Witham BB and the application form considered in February 2022 ([attached](#) at page 13).

13. QUEEN'S JUBILEE WORKING GROUP

- (a) To receive the Minutes from the final Meeting of the Queen's Jubilee Working Group held 3rd August 2022 ([attached](#) at page 25).
- (b) To consider the recommendation to dissolve the Queen's Jubilee Working Group.

14. EVENTS REPORT

- (a) To receive a report from the Events Co-ordinator on upcoming events ([attached](#) at page 26).
- (b) To consider whether to hold a dog show event or a music festival event in 2023.

15. WINTER WARMING

To consider a report about the fuel crisis looming this winter ([attached](#) at page 27).

16. ALLOTMENTS

To consider the allotment management report ([attached](#) at page 28)

17. SOCIAL MEDIA REPORT

To receive a report ([attached](#) at page 34).

18. 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 (S3) of the Local Government Act 1972.

19. INFORMATION CENTRE

To receive a report from the Information Centre Manager ([attached](#) at page 35).



Nikki Smith
Town Clerk

CS/GK/9.8.2022



ITEM NO: 8

Officer Report: Clerk's Report

To note:

CCTV

To note that the safer streets funding has been granted which will include funds for CCTV cameras in the following locations –

1. Highfields Road (near the playing fields) CM8 2HJ
2. Spa Road shops CM8 1NE
3. The River Walk near Guithavon Street CM8 1HF
4. The junction of B1389 and Maltings Lane CM8 1EE
5. Wulversford CM8 1NL
6. Junction of Colemans Bridge and Colchester Road CM8 3HP
7. Junction of Blackwater Lane and Maldon Road CM8 1HR
8. Junction of Conrad Road and B1018 CM8 2SN

And 3 further cameras in Cut Throat Lane.

Bike marking by the police

The Police have offered to provide bike marking services to residents and have agreed to join the Council pop-up stall on 3rd September 2022 in the Grove Centre to carry out this.

Community Special Constables

The Community Special Constables have amassed a total of 399 hours over the first quarter of the year (1/4 - 30/6) and a special mention should go to Simon Jesse who worked 273 of these hours himself. As this is a voluntary role we would like to thank Simon and his colleagues for their time and hard work.

Silver Cinema

The licensing for the Silver Cinema has now been resolved.

Advice:

To receive and note.

[Back to Agenda](#)

19/07/2022

Witham Town Council Current Year

Page 1

16:32

Annual Budget - By Centre (Actual YTD Month 3)

Agenda 9

	<u>2021/2022</u>		<u>2022/2023</u>				<u>2023/2024</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
300 Community									
1300 Information Sales Income	75,000	54,709	75,000	11,225	75,000	0	0	0	0
1310 Witham Festival Income	3,000	0	1,500	0	1,500	0	0	0	0
1320 New Events Income	500	562	0	1,970	1,970	0	0	0	0
1321 Community Day	450	0	0	0	0	0	0	0	0
1402 NIL	3,000	4,559	0	8	0	0	0	0	0
1501 Dog Show	0	0	500	750	1,400	0	0	0	0
Total Income	81,950	59,830	77,000	13,953	79,870	0	0	0	0
4301 Community Team PAYE/LGPS	72,000	61,109	61,900	15,882	68,712	0	0	0	0
4305 Remembrance	500	410	1,200	0	1,200	0	0	0	0
4310 Silver Cinema	2,000	1,041	2,000	378	1,000	0	0	0	0
4315 Town Clock	14,752	14,752	1,300	711	1,300	0	0	0	0
4325 Allotments	4,000	7,183	0	73	0	0	0	0	0
4330 Queen's Jubilee	1,168	1,168	7,000	7,889	9,951	0	0	0	0
4340 Christmas Decorations	10,600	8,003	10,600	6,739	10,600	0	0	0	0
4345 Information Centre Purchases	65,000	46,097	65,000	6,572	65,000	0	0	0	0
4355 Information Centre Administrat	3,000	3,048	3,000	613	3,000	0	0	0	0
4360 Community Grant Aid	10,000	10,000	15,000	750	15,000	0	0	0	0
4365 Citizens Advice Bureau	10,000	10,000	10,000	10,000	10,000	0	0	0	0
4371 Community Safety	0	0	2,500	0	2,500	0	0	0	0
4372 CCTV	8,000	19,562	8,000	346	9,000	0	0	0	0
4373 Special Constable Expenses	5,000	4,678	5,000	296	5,000	0	0	0	0
4374 Special Constable Recruitment	1,000	340	1,000	0	1,000	0	0	0	0
4375 Other Community Support	3,000	3,000	1,500	0	1,500	0	0	0	0

Continued on next page

19/07/2022

Witham Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 3)

Page 2

16:32

	<u>2021/2022</u>		<u>2022/2023</u>				<u>2023/2024</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4376 Halloween	2,650	2,650	2,000	0	2,000	0	0	0	0
4377 Easter Trail	924	1,132	1,500	1,321	1,321	0	0	0	0
4378 NIL	1,500	1,500	0	0	0	0	0	0	0
4379 Witham Dog Show	2,308	1,892	2,000	1,670	1,900	0	0	0	0
4380 Witham Festival	2,846	451	18,000	4,397	18,000	0	0	0	0
4390 Christmas Events & Tree	4,300	4,300	3,000	0	3,000	0	0	0	0
4395 NIL	3,000	1,024	0	0	0	0	0	0	0
Overhead Expenditure	227,548	203,339	221,500	57,635	230,984	0	0	0	0
Movement to/(from) Gen Reserve	(145,598)	(143,509)	(144,500)	(43,683)	(151,114)		0		
Total Budget Income	81,950	59,830	77,000	13,953	79,870	0	0	0	0
Expenditure	227,548	203,339	221,500	57,635	230,984	0	0	0	0
Movement to/(from) Gen Reserve	(145,598)	(143,509)	(144,500)	(43,683)	(151,114)		0		

[Back to Agenda](#)

Agenda Item 12(a)

**GRANT FUNDING SCHEME APPLICATION FORM**Contact Details

1.	Name of your organisation	Witham Cricket Club
2.	Primary contact name	Matthew Burley
3.	Primary contact telephone number	
4.	Primary contact address	
5.	Primary contact email address	
6.	Position within the organisation	Team Manager u13s/u14s

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.	Sports Organisation
8.	Organisation Address	The Park, Maldon Rd, Witham CM8 1HN
9.	Registered charity number if applicable	n/a
10.	What year was your organisation formed?	The club was founded in 1847.
11.	Please describe the main activities of your organisation and any services you provide to the community	We are a community cricket club with members ranging from 6 to 75. The club has 4 adult teams (including one team in the East Anglian Premier League playing at the very highest level of amateur cricket), 5 colts teams (u11s-u15s) and numerous kwik cricket teams catering for the younger kids who are not yet old enough to play hardball cricket.

12.	How many committee members/paid staff/volunteers are involved in the running of your organisation?	18 committee members. 1 paid member of staff (bar duties at weekends) and 38 volunteers (coaching, safeguarding, grounds, club admin etc)
13.	Does your organisation have a registered bank account in its name?	Yes
14.	What is your organisations average yearly income?	£28,000
15.	What is your organisations average yearly outgoings?	£28,000
16.	Have you applied for a grant from Witham Town Council in the past? If so when and how much?	Yes in 2011 but we were unsuccessful

Project Details

17.	Project title	New boundary rope to mark the 175 th anniversary of cricket in Witham.
18.	Project location	Witham Cricket Club
19.	Anticipated start and finish date	August 2022 (the work can be completed in a day)
20.	Description of project	The purchase of a 440m boundary rope to improve both the playing experience for the kids and adults at the club and the general aesthetic of the cricket club for spectators watching at the club and from the adjoining park. The purchase would also include the purchase of a specialist winder for the storage of the rope over the winter and during ground maintenance.

<p>21.</p>	<p>What evidence do you have that this project is needed by the local community?</p>	<p>The cricket club is now playing in the very top division of adult amateur cricket. Our home games now attract visitors from all over East Anglia who come to watch top quality cricket. Additionally, the club attracts hundreds of other visitors from all over the region who come to watch both kids and adults play in the club's various teams. Many of these visitors spend all day in the town and contribute in some way to the local community.</p> <p>The lack of a proper boundary rope affects both the playing experience for those participating and those spectating. We believe that this would add to the aesthetic appeal of the game to those in the ground and those watching from outside it.</p>
<p>22.</p>	<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>Investing in Young People - this is a project that has been driven by the young people at the club and they have played an important role in raising the rest of the money for the project. Many kids pretty much live at the club during the summer, not just playing matches but practising and socialising with their team mates. The kids are focused on doing something productive and healthy. Anything that adds to their enjoyment of the sport, keeps them playing and encourages new members to join.</p> <p>Community Development – cricket is a game for all ages and abilities. As the club grows, it brings in new members from the Witham community, creating an important community resource, enabling people to engage in more exercise and creating an environment where people can socialise and engage with others. Cricket has been played in Witham for 175 years and it is our hope that it will still be played in 175 more.</p>

23.	If the project reaches fruition what will the benefit be to the local community?	<p>Witham has had a proud tradition of playing cricket in the town reaching back over 175 years. Cricket is a traditional game with a very strong set of values. The game develops discipline and respect as well as being a great way to exercise. We believe the game itself and the involvement of the community in both playing and watching brings benefit to the local community.</p> <p>The cricket club is highly visible from the footpath that runs from the river walk into the town, from the children's playground and from the park itself.</p> <p>We believe that the addition of a new boundary rope (and winder) will enhance the look of the cricket club and may help to attract new spectators (and possibly new players) into the club.</p> <p>It will also improve the playing experience for everyone (both adults and kids) that are currently playing the game, while making it much easier for spectators to enjoy watching the game.</p>
24.	How will you ensure sustainability of the project?	<p>The boundary rope is made of hard wearing material that is expected to last a minimum of 10 years (the winder should last even longer). At the end of its working life, it will be relocated to the second team pitch where it may be used for many more years.</p>
25.	How will you measure success?	<p>The project will be deemed successful if it drives more participation in the sport from members of the Witham community (both as active participants and as spectators).</p>

Funding Specifics

26.	What is the total project cost?	£1200
27.	Please state the total amount of grant required from Witham Town Council	£900

28.	Please break down exactly how this will be spent and include 2 quotes supporting this breakdown and showing best value.	The purchase consists of 2 main components. 2 x 220m lengths of 28mm 3 strand Polypropylene. Rope, a boundary rope winder and delivery to the cricket club.
29.	How much has been raised so far for this project?	The children of the clubs' u13, u14 and u15s groups have already raised £300 through various fundraising projects over the summer.
30.	Please detail any funding that will be given 'in kind'	None
31.	Please give details of how the balance of funding required will be sourced	The kids have been doing various jobs for parents and grandparents to all raise £20 each. They have taken great pride in being part of the project and we hope that with your help, we will be able to recognise their efforts.
32.	How many people will benefit from this funding being given, both directly and indirectly	Over 200 members of the club would benefit directly. The club attracts over a thousand visitors each year to the many matches that take place over the cricket season and would indirectly benefit. All these visitors would

Public Engagement

33.	How do you publicise the services you offer?	Most new members join the club through word-of-mouth referrals however increasingly the club has been very active via social media (Instagram, Twitter and Facebook). We are also actively looking at how we might engage with local schools moving forward to attract new members to the club in the next 12 months.
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34.	How will you make sure that your project reaches its intended targets	The project will be advertised widely via our social media channels. We are also playing a special cricket game on the 24 th July against a Mayors XI to raise the profile of the project and perhaps raise some more funds.
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Referees

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 Graham Pryke Cricket Development Manager Essex Cricket <input type="text"/></p> <p>Reference 2 Paul Hunt <input type="text"/></p>
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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.....Matthew Burley.....

Position within the organisation.....u13/14s Team Manager.....

Telephone number..........

Email address..........

Signature.....Matthew Burley (signed digitally)

[Back to Agenda](#)

Agenda Item 12(b)

Dear Community Committee,

As we previously discussed, I would like to apply to the Town Council for a further grant, after the previous one of £5758.22 earlier this year. (Our original grant application was for £9000.)

Before I do so, I want to point out a couple of facts about our finances, as I understand, I have not explained the makeup of restricted, (therefore ring fenced to specific projects) and unrestricted monies we hold for various projects.

At this time we have the following **Unrestricted monies**, available to us, to help with normal day to day :

£9847.69 in running costs, cost centre

£5947.49 in Reserves, (only to be used in an emergency). This represents only two to three months overall running costs for one year.

The remainder of our financial resources are committed to restricted projects such as Drop In football, Twinstead land project warden and education, restoration of various items, Schools work, programme direct costs, 50th. Anniversary research project, Unit construction and refurbishment of equipment, water - based projects, camps and international visits. Legally they have to be used for the intended purpose.

The original grant of £5758.22 has been spent on the following:

Sessional staff costs including Science projects, across all age groups - £1541.80

Minibus service, repairs, insurance and road tax - £2000.42 - the bus is now back on the road and being used regularly. We are so grateful for this support.

Help with families who need support for Subs - £340 - five families in all

Water based activities costs - £570

Contribution towards camp in summer - £52.14

Maintenance costs at the Unit - £94.57

Direct programme costs for materials, craft, cooking skills - £149.79

Contribution towards our project costs for the remainder of the year - £1000 as per paragraph 7

Total £5748.72

Reason for applying for another £3242:

There remains a shortfall of money needed, although we did receive a grant to help us with our 50th. Birthday research leading to both a celebration weekend, which is now two separate days, the creation of a history book, badges and work with the Library, Town Hall information centre, and other Bodies, to ensure full coverage of what impact Witham BB has had on the wider community of Witham and the surrounding area.

We still need to provide further project costs for the remainder of the year, which helps us continue the adventurous and skills based programme we operate. **£2000** - as per our previous application - details of costs paragraph 7:

"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"

Leaflets and banner replacement and updating - **£250**

Further sessional costs for climbing, weekends and expedition / hiking plus family weekends subsidy - **£1000**

I hope the Town Council will see we are attempting to achieve full inclusion for all our members, including the Drop In football sessions, regardless of the family circumstances, and our wish is to involve families in everything we do.

Thanks

John Boon

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John Boon Trustee Witham BB 1-2 Joseph's Barn Wood End Farm, Hatfield Road Witham Essex CM81EH

Phone 01376 520400 then tap in 303

e mail : info@withambb.org.uk

www.withambb.org.uk

Explanation with previous application –

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



GRANT FUNDING SCHEME APPLICATION FORM

Contact 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	<input type="text"/> 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>

		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

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

		<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>

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

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.

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

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

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 <input type="text"/> Witham Essex CM81QX</p> <p>Reference 2</p> <p>Miss Gretta Bray <input type="text"/> witham Essex CM82TZ</p>
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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

Email address info@withambb.org.uk

[Back to Agenda](#)

Agenda Item 13

MINUTES OF THE MEETING OF THE QUEEN'S JUBILEE WORKING GROUP AT WITHAM TOWN COUNCIL HELD 3rd AUGUST 2022 AT 6:30PM IN THE COUNCIL CHAMBER.

PRESENT: - Councillors: S. Ager, J. Goodman, S. Rajeev, J. Williams, R. Williams.

Staff:

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

Due to the absence of the Chairman, it was agreed that Councillor Goodman would act as Chairman for the meeting.

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor J. Bayford who had a previous engagement.

2. MINUTES OF THE PREVIOUS MEETING

The minutes of the previous meeting were confirmed as a true and accurate record and signed by the acting Chairman.

3. INTERESTS

Members had no interests to declare.

4. BUDGET

Members received the total income and expenditure for the event and were informed that although there was an overspend due to additional toilets being required, this was eventually covered by the profit from the stallholders.

5. QUEEN'S PLATINUM JUBILEE CELEBRATION REVIEW

The Events Coordinator gave a verbal report to members regarding the success of the event. It was explained that the council had received a range of positive feedback both in person and on social media from attendees and stallholders.

Members agreed this was a successful event with a large turnout and that the council should explore the idea of a similar event in future. Members thanked the Events Coordinator for her hard work and dedication in organising this unique event and to the office for the support provided.

6. CLOSURE OF THE WORKING GROUP

Members **AGREED** that the group had served its purpose and that they recommend closure of the group to the Community Committee.

SS 04.08.2022

[Back to Agenda](#)

Officer Report: Events update**Issue:****Witham Street Festival**

The Event will be 17.09.22, 12.00 – 5pm. 19 different acts with climate theme have been booked. Some of the acts have educational focus. The Event will take place in 5 different locations such as: Newland Street, Grove Centre, Newland centre, Library and United Reformed Church.

We will run 2 competitions: 1) The magic of upcycling and Fancy-dress competition “Endangered Animals”. We applied for a donation from Colchester Zoo and have free tickets as a prize. There will be a WTC stall including temporary tattoos of animals. Wildlife Trust has asked to have a stall to provide information on local wildlife and the nature reserves we care for. They want to encourage people to learn more about the wildlife on their doorstep and what they can do to help conserve it, through offering advice on wildlife gardening and current projects, volunteering and supporting the Trust by becoming a member.

The Big Sing will make a number of 30 minute performances in the United Reformed church.

The Event will be advertised through social media, Witham Voice, by leaflets and 3 banners have been ordered to be displayed in Asda, Tesco and Morrisons.

Remembrance Day

The Event will be 13.11.22.

A road closure has been applied. Marks Tey Radio and Pipe Band have been booked as usual.

Halloween

The Event will be 29.10.22, 10am – 4pm. This year it will be called “Wizard of Witham”. Theme will be Wizard of Oz with all their characters. There will be a trail for kids where they need to help Dorothy come back home.

Christmas Fayre

The Event will be 3.12.22, 3pm – 7pm. It will take place on Newland street and in the United Reformed church as it was last year. We have already 20 crafters and traders and 5 food stalls. The Big Sing and Witham Twirlettes will also be performing.

Advice:

To receive and note.

[Back to Agenda](#)



ITEM NO: 15

Officer Report: Winter Warming

Issue:

With the fuel crisis looming this winter and the cost of living increasing pensioners and the vulnerable on a fixed income in particular, are at risk of suffering in the cold weather.

The following are for Members to consider –

1. Produce a booklet for the Information Centre detailing what facilities are open to them where they can keep warm, i.e. Lunch Clubs, Coffee mornings, The Hub, etc. This information can also be advertised through The Voice and on the website.
2. To consider whether Members could host a weekly coffee morning or afternoon in the Council Chamber during the winter months as another venue where people could keep warm.

Advice:

For discussion.

[Back to Agenda](#)

Officer Report: Allotment Management
Issue:
(1) Annual review of the Allotment Management Policy

The Cut Throat Lane Allotments have now been managed by Witham Town Council for over a year and the Allotment Management Policy is due to have its annual review. All aspects of the policy have been reviewed during the first year of management and overall the policy is considered suitable.

Item 31 of the policy only is due to be amended as the invoice due date will be revised. Following the transfer to Witham Town Council the first annual rent charge was not due until 1st November 2021 for the period 1st April 2021 to 31st March 2022 because of the time taken to get the administration up to date. However, this will be changed from 1st April 2023 so that annual rent charges will be paid in advance at the start of the period on 1st April each year.

Tenants are required to receive 12 months' notice before any changes to rent. Letters were therefore sent to all tenants on 30th March 2022 advising them of a rent increase from £0.44p per square metre to £0.45p per square from 1st April 2023 with the new due date.

(2) Enquiry from Allotment Association

The Allotment Management Policy/Tenancy Agreement currently states at item 27 *“additional plots will not be allocated to those that already have an allotment plot in Witham and hold a current allotment tenancy with Witham Town Council.”*

However the following enquiry has recently been received which is not specifically covered in the Tenancy Agreement –

“I understand that each plot holder is only allowed one plot. However, if a plot holder has half a plot because plots have been divided in the past, would they be allowed to take on the other half if it became available, thus maintaining the single plot rule.”

Out of 109 plots there are 8 original full-sized plots which were split to make 16 half plots so this scenario occurring will be an unusual one. There are over 100 applicants on the waiting list so it should be considered whether a current tenant should be able to join the waiting list expressing an interest for the other side of the original plot should it become available when they are at the top of the waiting list. Or when their other side of a half plot becomes available, the tenant should be contacted to establish whether they would like to take on the tenancy but this would give them preferential treatment to other applicants on the waiting list.

Advice:

- (1) Members to consider and approve the Allotment Management Policy
- (2) Members to consider whether a tenant of a half-sized plot should be able to take on the tenancy of the other half of the original plot should it become available.

Witham Town Council: Allotments

Policy Overview

This policy explains the tenancy agreement and responsibilities for maintaining an allotment.

Introduction

The agreement sets out the terms and conditions that apply during a tenancy period when renting an allotment plot.

Management and use of allotment plots

1. The Tenant agrees to use the plot only for the cultivation of fruit, vegetables and flowers for the consumption and enjoyment by the Tenant and family.
2. The Tenant shall not carry out any business at the allotment plot.
3. The Tenant shall not sub-let the plot or hand over to another party to manage. The Town Council must be informed and the tenancy terminated.
4. Overnight stays on the allotment are prohibited.
5. The Tenant must keep the allotment garden tidy, in a good state of cultivation and as free from weeds as possible.
6. The edges of the allocated allotment plot should be kept clear to prevent overgrown vegetation encroaching onto pathways and onto other plots. All pathways should be kept clear and tidy to ensure that the Town Council's Operations Team can carry out cutting and maintenance work without obstructions.
7. The Tenant must keep in decent order all fences and hedges bordering their allotment plot.

8. The Tenant is only permitted to grow dwarf fruit tree species on the plot and these should not be planted near boundary paths. No other trees are permitted to be planted.

9. The Tenant should not cut or prune any trees or take, sell or carry away any mineral/gravel/sand or clay without written consent from the Council.

10. The Tenant should not damage any hedges, fences, gates, notice boards or other structures situated in the allotment site.

11. The Tenant is not permitted to deposit or allow to be deposited any refuse, waste or decaying matter (except reasonable quantities of compost and manure) in the allotment plot or hedges, ditches or other sections of the allotment site.

12. The Tenant is responsible for disposing of any non-compostable waste from their plot and removing it from the allotment site.

13. The Tenant should not cause any nuisance or annoyance to any other person visiting or working in the allotment site. Tenants are expected to be respectful of each other.

14. Water consumption should be sensible by the Tenant and no alterations or additions are permitted to the water supply apparatus. The installation of water butts on plots is also recommended to encourage water conservation.

15. Any drought orders issued must be adhered to. The Council reserves the right to shut off the water supply and empty the pipes to protect the pipes from frost or for any other reason.

Health and Safety

16. No parking is permitted on allotment plots. Vehicles are permitted onto the site for parking and unloading in the designated car parks.

17. Gates to the allotment site must be secured at all times. Tenants must close the gates after entering or exiting the site and must lock the gates after exiting if the last to leave.

18. Dogs are permitted on to the allotment site but must be kept under close control and kept on the Tenant's plot. Owners must clear up after their pet and not permit the dog to become a nuisance to others. Any fouling must be removed and disposed of off-site.

19. The use of weed killers, particularly glyphosate-based, is to be discouraged at the allotment site. Tenants are not permitted to use or allow the use of any chemical weed killer which has a residual or long-lasting effect on the soil.

20. Tenants must comply with manufacturer's recommendations and take care to avoid any risk to people, animals and the environment when using chemical weedkillers. They must be stored safely, labelled correctly and used responsibly.

21. The Tenant is permitted to seek permission from the Council to keep chickens on their plot. Six hens are allowed but no cockerels. Other livestock is not permitted.

22. Tenants are not permitted to keep beehives on their allotment plots.

23. Tenants are permitted to have bonfires on their plots which do not encroach onto adjoining plots. They must not be left unattended, must be extinguished as requested to do so if causing a nuisance and fully extinguished before the Tenant leaves the site. However, it is preferred that the Tenant uses the communal bonfire facility rather than having a bonfire on their individual plot.

Further information about this can be obtained from Witham Allotment and Leisure Gardeners Association or Witham Town Council.

24. No hazardous chemicals or materials are permitted to be stored on the plot.

25. The Council is not liable for the health and safety of any allotment holder or any persons brought onto the allotment site by an allotment holder. The Council does not insure the Tenant's possessions, crops, equipment or for personal injury to the Tenant or any other persons. The Council is not responsible for any vandalism, damage or loss.

Administration

26. From 22 June 2021, any new Tenant must reside in the Witham Town Council boundaries.

27. From 22 June 2021, additional plots will not be allocated to those that already have an allotment plot in Witham and a hold current allotment tenancy with Witham Town Council.

28. On commencement of the tenancy, the Tenant is expected to begin work on the plot. If after three months, the Tenant has not started work, and dug or cultivated at least one third of the plot, the tenancy agreement may be terminated dependent on mitigating circumstances.

29. An allotment key is provided at the start of the tenancy. Additional or replacement keys will be charged a £10 fee.

30. The Tenant should inform the Council immediately of any changes to their contact details or address.

31. The Tenant will pay the full rent due on 1st November of each year. **From 1st April 2023 the annual rent charge will be due on 1st April each year at the start of the accounting period 1st April to 31st March.** The annual rate charge will be notified prior to this date.

32. In any case of dispute between the Tenant and any other occupier of an allotment plot in

the allotment site, the Council's decision shall be final.

33. The Tenant must obtain prior written consent from the Council to erect any structure on their plot and must provide details of the size and material of the proposed structure when obtaining permission. The Council does not accept any responsibility for thefts or damage to property left on allotment plots and these should be reported to the Police. The Tenant shall remove any structures at the end of the tenancy agreement, unless the Council agrees otherwise.

34. All Tenants will be informed if there are any changes to the allotment site in regards to maintenance works, changes to codes or keys for the site.

35. At the end of this agreement, the Tenant shall hand back the allotment plot in a reasonably clean and tidy condition.

36. The Tenant shall keep the Council indemnified against all claims (including costs and expenses in connection with claims) against the Council from:

- any breach of the Tenant's obligations contained in this agreement
- the use of the plot
- any works carried out on the plot by the Tenant and
- any act of neglect or default by the Tenant or any person on the plot with the actual or implied authority of the Tenant.

Inspections

37. Inspections shall be carried out periodically by Council Officers of allotment plots to ascertain whether the terms and conditions of the tenancy agreement are being met. The Tenant shall not in any way impede the Council in exercising its rights of possession and control over the plot and shall enable Council Officers to enter and inspect the plot at any time.

38. If the plot is deemed to be untidy the Tenant shall receive a letter requesting that the plot is cut back and tidied before the next

inspection, evidence of the condition of the plot will be supplied in the letter.

39. If the plot is deemed to not be cultivated or used correctly, the Tenant shall receive a warning letter advising them there will be a re-inspection of the plot after a set period to review the condition, evidence of the condition of the plot will be supplied in the letter.

40. Following the warning letter, if the plot is still not being used for its intended purpose and is overgrown with no evidence of cultivation, then the Tenant will be issued with a 30 calendar days' notice.

41. After the 30 days' notice, the plot will be reviewed by a Council Officer. Following the review, if it appears to the Council that no cultivation work has been carried out, there has been no contact from the Tenant and there are no mitigating circumstances, the Council will serve notice to terminate the tenancy agreement with immediate effect.

42. Tenants that have concerns regarding the management of their plot, are encouraged to contact the Council to discuss suitable options to assist the Tenant, for example halving the plot to make it more manageable may be possible.

Termination of tenancy agreement

43. The termination of the allotment tenancy agreement may occur in the follow ways –

- The tenant can request termination in writing or by email to Witham Town Council informing the Council of their details and when they wish to end their agreement.
- On receipt of the Council's notice (41) following an inspection of the plot establishing that the failure to cultivate the plot and no action being taken after the 30 days' notice being issued, the agreement will terminate immediately.
- On the Council giving 30 calendar days' notice where the Tenant has failed to pay the rent for more than

40 calendar days after the due date whether legally demanded or not.

- On receipt of notice from the Council if there has been a breach of any terms and conditions of the agreement other than rent, the agreement will be terminated immediately.
- On the Council giving six months' notice.
- On the death of the Tenant.
- On the request to allocate the plot to an immediate family member of the Tenant who has worked the plot. Each request will be considered by Witham Town Council on an individual basis and will be subject to all criteria included in the Allotment Tenancy Policy.

44. On termination, the Tenant will receive a termination letter informing the Tenant that they have 7 days to remove all personal belongings from the plot and ensure that it is left in a clean and tidy condition. If the condition is not deemed acceptable, there will be an additional charge to the Tenant.

45. On termination, the Tenant will be required to return the site key to the Council.

46. If the full annual rent has been paid, a refund for the remaining months of their tenancy will be paid.

47. The plot will then be offered to the next available applicant on the waiting list.

48. All Tenants' information will be removed from the database under GDPR once the tenancy is terminated.

Whom Is the Policy Applicable to?

The Policy applies to Tenants allocated an allotment plot.

Policy adopted: 09/08/2021

Review date: 15/08/2021

[Back to Agenda](#)

Officer Report: Social Media Report – 1st May 22 – 31st July 22
Issue:

The most popular posts on social media in the last 3 months have been:

Facebook: Cabello Hair & Beauty Jubilee window competition post – 331

Instagram: U3a Jubilee post box toppers – 51

Twitter: Community Special Constable report for June - 36

The posts that reached the most people through the algorithms of social media:

Facebook: 260522 Jubilee event post in June – 9.8K

Instagram: U3a jubilee post box toppers – 328

Twitter: Essex Police community beat surgery – 1.0K

Traffic on our social media pages:

Facebook visits: 5,892	New followers: 147	Total Followers: 2,509	People reached: 46K
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Instagram visits: 378	New followers: 58	Total Followers: 626	People reached: 638
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Twitter visits: 2,276	New followers: 7	Total Followers: 210	People reached: 9.5K
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In general, figures have gone up during this quarter, which included 2 WTC events (the dog show and Jubilee). The events make a big contribution to the figures.

Making a post everyday across all three platforms is continuing to build our following. We have also created a structured plan for posts in the lead up to Witham Street Festival, as well as creating a hashtag for the event from the beginning.

Advice:

To receive & note

[Back to Agenda](#)