



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

Meeting of: **Policy and Resources Committee**

Date: **Tuesday, 9th December 2025**

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

Present: Councillors

P.	Heath	(Chairman)
J.	Robertson	(Vice Chairman)
L.	Barlow	
P.	Barlow	
B.	Fleet	
J.	Goodman	
L.	Headley	
J.	Martin	(arrived at 7.35 p.m.)
R.	Ramage	
B.	Taylor	
N.	Smith	(Town Clerk)
G.	Kennedy	(Committee Clerk)
N.	Zaviazun	(Assistant Financial Officer)

9. **APOLOGIES FOR ABSENCE**

There were no apologies for absence.

10. **MINUTES**

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held 16th September 2025 be confirmed as a true record and signed by the Chairman.

11. **INTERESTS**

There were no declarations of interest.

Councillor Martin arrived at the Meeting.

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

There was no member of the press or public present.

13. **TOWN CLERK'S REPORT**

The Town Clerk had nothing to report.

14. **POLICY AND RESOURCES COMMITTEE BUDGET 2026/2027**

(a) The Policy and Resources Committee Budget for 2026/2027 was received.

Members noted the reduction in the Newsletter budget as fewer issues would be produced in the forthcoming year.

RESOLVED That the Policy and Resources Committee Budget for 2026/2027 be received and approved.

(b) The Maltings Lane Community Centre Budget for 2026/2027 was received.

Members noted that with a heat pump there was no need to budget for gas. Members were informed that it had been difficult to obtain details of business rates.

In answer to a question she said that there were already groups interested in hiring the centre and after Christmas she would approach football teams.

RESOLVED That the Maltings Lane Community Centre Budget for 2026/2027 be received and approved.

15. **FINANCIAL STATEMENTS**

(a) **BANK RECONCILIATION**

The Bank Reconciliations to 31st October 2025 were received.

RESOLVED That the Bank Reconciliations to 31st October 2025 were received, approved and signed by the Chairman.

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

The Schedule of Receipts and Payments to 31st October 2025 were received.

RESOLVED That the Schedule of Receipts to 31st October 2025 for the 95 Day Notice Account totalling £965.60, for the Unity Trust Account totalling £2,593.20 and the Schedule of Payments to 31st October 2025 for the Lloyds Current Account totalling £4,205.56 and for the Unity Trust Bank totalling £158,696.40; with transactions for Unity Trust Instant Access totalling £412,593.20 were received, approved and signed by the Chairman.

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

The Budget Statements, Exception Report and Earmarked Reserves to 31st October 2025 were received.

RESOLVED That the Budget Statements, Exception Report and Earmarked Reserves to 31st October 2025 were received, approved and signed by the Chairman.

16. **WITHAM TOWN COUNCIL POLICIES**

(a) Vexacious Complaints Policy

The amended Vexacious Complaints Policy was received.

The Town Clerk explained that this policy was to protect both employees and Councillors.

RESOLVED That the amended Vexatious Complaints Policy be received and approved.

(b) Safeguarding Policy

The amended Safeguarding Policy was received.

It was noted that in place of vulnerable adults it should read adults at risk.

RESOLVED That the amended Safeguarding Policy be received and approved.

(c) Public Artefact Donation Scheme

Members were asked to review the Public Artefact Donation Scheme.

The Town Clerk said that she hoped to get a grant to take Museum Monday on tour in due course.

RESOLVED That the Public Artefact Donation Scheme be approved.

(d) Body Worn Camera Policy

The revised Body Worn Camera Policy was received.

The Town Clerk advised that she had been on a CCTV course recently and as a result she recommended the following changes.

RESOLVED That the revised Body Worn Camera Policy be received and approved.

(e) Lone Worker Policy

Members were asked to review and approve the amended Lone Worker Policy.

RESOLVED That the amended Lone Worker Policy be received and approved.

17. **INVESTMENTS**

Members were asked to consider a recommendation from the Financial Scrutiny Panel to increase the amount invested with the CCLA which had a better return than the 95 Day Notice Account.

RESOLVED That £104,000 be transferred from the 95 Day Notice Account to the CCLA account.

18. 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.

19. TREE MAINTENANCE

A quotation was received for tree maintenance work. The Town Clerk explained that only one quotation had been received and two other companies were too busy to undertake work.

RESOLVED That the quotation for £4,200 from Falcon be accepted and the use of EMR be agreed.

RESOLVED That the Deputy Town Clerk be authorised to use the balance of the EMR this financial year for tree maintenance as required.

There being no further business the Chairman closed the Meeting at 8.13 p.m.

Councillor P. Heath
Chairman

NS/GK/11.12.2025