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MINUTES

WITHAM TOWN COUNCIL

Date: **Monday, 9th March 2026**

Place: **Town Hall, 61 Newland Street, Witham, Essex**

Present: Councillors

P.	Heath	(Town Mayor)
E.	Adelaja	
L.	Barlow	
P.	Barlow	
J.M.	Coleman	
B.	Fleet	
J.	Goodman	
L.	Headley	
J.	Martin	
R.	Ramage	
J.	Robertson	
N.	Smith	(Town Clerk)
H.	Andrews	(Deputy Town Clerk)
G.	Kennedy	(Committee Clerk)

The Town Mayor spoke with sadness of the recent passing of Tony Bennett following a short illness. Tony had not only been a Member of Witham Town Council but Braintree District Council. Members stood for a minute's silence in respect of Tony.

175. APOLOGIES

Apologies for absence were received from Councillors J.C. Coleman, Playle, Sloma and Williams. Councillor Taylor was absent.

RESOLVED That the apologies be received and approved.

176. MINUTES

RESOLVED That the Minutes of the Meeting of the Town Council held 9th February 2026 be confirmed as a true record and signed by the Town Mayor.

177. INTERESTS

Councillor Robertson declared a non-pecuniary interest in Minute 187 – Maltings Lane Community Centre as an employee of a company who delivered construction materials to the site and Councillor Goodman likewise declared a non-pecuniary interest as he knew one of the suppliers.

178. QUESTIONS AND REPRESENTATIONS FROM MEMBERS OF THE PUBLIC

There was no member of the press or public present.

179. ESSEX COUNTY AND BRAINTREE DISTRICT COUNCIL UPDATE

There was no Member of Essex County Council present but Members gave a Braintree District Council Update on matters relating to Witham.

180. TACKLING SPEEDING/20s PLENTY

The Chairman of the Planning and Transport Committee gave details of data collected by the Speed Indicator Device. Members agreed that it had an impact on the speed of vehicles.

RESOLVED That the information be received and noted.

181. TOWN MAYOR'S ENGAGEMENTS

Details of the Town Mayor's engagements attended for the period 3rd February to 2nd March 2026 were received. He said that he had an enjoyable and varied month. Members congratulated him on his successful Civic Service.

RESOLVED That the details be received and noted.

182. TOWN CLERK'S REPORT

The Town Clerk explained that she and the Town Mayor would be running a Pop Up stall on Saturday and then meeting the Maltings Academy Council shortly to consult about the proposed Town of Culture bid.

RESOLVED That the information be received and noted.

183. REVIEW OF POLICIES

Members were asked to approve the following policies for renewal –

(a) General Privacy Notice

An amended General Privacy Notice was received.

The Town Clerk explained that emails should be sent to the Information Centre rather than her.

RESOLVED That the amended General Policy Notice be agreed.

(b) Public CCTV Policy

An amended Public CCTV Policy was received.

The Town Clerk explained that there were additions to tighten up the policy. In answer to a question she explained the procedure to keep memory sticks, containing data, secure.

RESOLVED That the amended Public CCTV Policy be agreed.

(c) Registration of Gifts Policy

An amended Registration of Gifts Policy was received.

The Town Clerk explained that this was for Officers as Members are ruled by the Code of Conduct.

RESOLVED That the amended Registration of Gifts Policy be agreed.

(d) Anonymous Communications Policy

An amended Anonymous Communications Policy was received.

RESOLVED That the amended Communications Policy be agreed.

Members were asked to receive the following policy for adoption -

(e) Risk Management Policy

The Town Clerk advised that the Risk Management Policy had been produced on the advice of the Auditor.

Members spoke about the Finance Scrutiny Panel and the Risk Register along with the need to ensure that officers and volunteers would be aware of the relevant policies.

RESOLVED That the Risk Management Policy be adopted.

184. COMMUNITY COMMITTEE BUDGET

A report concerning the Community Committee budget year end underspends and proposals for use of the funds, was received.

Members commented on the need to ensure that the reserves were put in the correct budget line.

RESOLVED That £5,000 of underspend from the CCTV budget be transferred to CCTV Earmarked Reserves to support the forthcoming CCTV upgrade.

RESOLVED That £2,500 of underspend from the Community Safety and other Community Support budgets be transferred to the Events EMR to fund two free children's Christmas parties in December 2026.

RESOLVED That £3,000 of underspend from the Civic Receptions and Christmas Expenses budgets be transferred to the Events EMR to

fund free summer holiday football sessions for teenagers at Witham Community Centre, an additional teenage entertainment initiative and an opening event for the Witham Community Centre.

185. 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.

186. LAND TRANSFER

A report was received.

RESOLVED That the report be received and noted.

187. MALTINGS LANE COMMUNITY CENTRE

Councillors Goodman and Robertson had declared interests.

A report was received along with a quotation for an electronic car park barrier for the Community Centre.

The Town Clerk said that the barrier could be preset to allow access at specific times and remotely, and that regular hirers could have an access code. An additional sum of £9,551.09 would need to be paid for this barrier.

RESOLVED That a sum of £9,551.09 be paid for the installation of an electronic barrier from the Maltings Lane EMR. That the same EMR is used to fund the payment of the service ducts to the barriers.

188. BLACKWATER LANE REPORT

A report was received.

RESOLVED That the report be received.

There being no further business the Chairman closed the Meeting at 8.32 p.m.

Councillor P. Heath
Town Mayor

NS/GK/11.3.2026