



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

Meeting of: **Policy and Resources Committee**

Date: **Monday, 20<sup>th</sup> June 2022**

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

Present: Councillors

M.	Lager	(Chairman)
R.	Williams	(Vice Chairman)
S.	Ager	
K.	Atwill	
P.	Barlow	
J.	Goodman	
C.	Jay	
J.	Williams	
N.	Smith	(Town Clerk)
H.	Andrews	(Deputy Town Clerk)
C.	Strachan	(Assistant RFO)
S.	Smith	(P.A to the Council)

### 1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Weeks who had a previous engagement.

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

### 2. MINUTES

**RESOLVED** That the Minutes of the Meeting of the Policy and Committee held 29<sup>th</sup> March 2022 be confirmed as a true record and signed by the Chairman.

### 3. INTERESTS

No interests were declared.

### 4. QUESTIONS AND STATEMENTS FROM THE PUBLIC

There was no member of the press or public present.

**5. TOWN CLERK'S REPORT**

The Town Clerk's report on matters arising was received.

**RESOLVED** That the Town Clerk's report be received and agreed.

**6. MEMBERS' ATTENDANCE POLICY**

The Members' Attendance Policy was received and reviewed. Members asked for changes to be made concerning how and by whom apologies were given.

**RESOLVED** That the amended policy be received, agreed and adopted.

**7. MEMBERS' ATTENDANCE AT MEETINGS**

Details of Members' attendance at meetings were received.

**RESOLVED** That the Members' Attendance list be received and noted.

**8. FINANCIAL STATEMENTS**

**(a) BANK RECONCILIATION**

The Bank reconciliation was received and reviewed.

**RESOLVED** That the Bank reconciliation be received approved and signed by the Chairman.

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

The Schedule of Receipts was received and reviewed.

**RESOLVED** That the Schedule of Receipts to 31<sup>st</sup> March 2022 from the Unity Trust Account totalling £4,066.02 and from the Lloyds 95 Day Notice Account totalling £371,762.33; and to 30<sup>th</sup> April 2022 from the Unity Trust Account totalling £356,942.06 and from the Lloyds 95 Day Notice Account £29.57; and the Schedule of Payments to 31<sup>st</sup> March 2022 from the Unity Trust Account totalling £84,094.53 and from Llyods Bank Account totalling £3,350.82; and for the period ending 30<sup>th</sup> April 2022 from the Unity Trust Account totalling £65,849.35 and Lloyds totalling £3,350.82 be received approved and signed by the Chairman.

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

The Budget Statements, Exception Report and Earmarked Reserves was received and reviewed.

**RESOLVED** That the Budget Statements, Exception Report and Earmarked Reserves be received and agreed.

9. **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 (Section 3) of the Local Government Act 1972.

10. **REPLACEMENT FIRE ALARM SYSTEM**

A report on a replacement Fire Alarm System was received and reviewed.

The Town Clerk stated that 3 quotes had been sought and all have been received.

Members agreed to accept the quote from D & G Fire Ltd.

**RESOLVED** That the report be received and the quote from D & G Fire Ltd for £10,628 + VAT accepted.

11. **INFORMATION CENTRE SCHEME**

A report was received concerning a new scheme for the Information Centre.

**RESOLVED** That the report be received.

12. **FUNDING**

The Funding Report was received and reviewed.

**RESOLVED** That the Funding Report be received and accepted.

There being no further business the Chairman closed the meeting at 9.03 p.m

Councillor M. Lager  
Chairman  
CS/29.06.2022