



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

AGENDA

Meeting of: **Community Committee**

Date: **Tuesday, 27th May 2025** Time: **7:30 p.m.**

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

J.C.	Coleman	(Chairman)	J.	Martin
P.	Heath	(Vice Chairman)	R.	Playle
E.	Adelaja		R.	Ramage
L.	Barlow		J.	Robertson
L.	Headley		E.	Williams

Nikki Smith
Town Clerk
NS/GK/21.5.2025

1. APOLOGIES FOR ABSENCE

To receive and approve apologies for absence.

2. MINUTES

To receive the Minutes of the Meeting of the Community Committee held 18th February 2025 (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.

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 question and answer session.

Note: The chosen speaker for this Meeting is Tina Townsend from The Witham Hub

6. ESSEX POLICE

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

7. TOWN CLERK'S REPORT

To receive the Clerk's report on matters arising.

8. COMMUNITY COMMITTEE INCOME, EXPENDITURE AND BUDGET REPORT

To receive the Community Committee Income and Expenditure report for the period up to 31st March 2025 attached at page 3.

9. GRANT APPLICATIONS

- (a) To receive a grant application from 7th Witham Girl Guides attached at page 5.
- (b) To receive a grant application from Kinetix Academy attached at page 6.
- (c) To receive a grant application from The Witham Hub (to follow)
- (d) To receive a grant application from Citizens Advice attached at page 7.

10. EVENTS UPDATE

To receive a verbal update on events.

11. SOCIAL MEDIA

To receive social media statistics attached at page 8.

12. EXCLUSION OF THE PRESS AND PUBLIC

At this point, the Chair will move the following resolution: 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.

13. INFORMATION CENTRE

To receive a report from the Information Centre Manager attached at page 9.

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Detailed Income & Expenditure by Budget Heading 31/03/2025

Agenda Item 8

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 Community							
1300 Information Sales Income	54,988	75,000	20,012			73.3%	
1310 Witham Festival Income	1,690	1,500	(190)			112.7%	
1311 Music Festival	695	1,500	805			46.3%	
1320 Teddy Bear's Picnic	50	50	0			100.0%	
1501 Dog Show	1,798	500	(1,298)			359.7%	
1509 Christmas Events	3,400	1,500	(1,900)			226.7%	
Community :- Income	62,621	80,050	17,429			78.2%	0
4301 Community Team PAYE/LGPS	70,670	87,505	16,835		16,835	80.8%	
4302 Events PAYE	539	0	(539)		(539)	0.0%	356
4303 Safer Streets PAYE/LGPS	45,048	0	(45,048)		(45,048)	0.0%	45,048
4305 Remembrance	782	1,000	218		218	78.2%	
4306 D-Day	1,756	2,500	744		744	70.2%	
4310 Silver Cinema	387	300	(87)		(87)	129.0%	
4315 Town Clock	0	1,500	1,500		1,500	0.0%	
4330 Music Festival	10,957	10,000	(957)		(957)	109.6%	
4340 Christmas Decorations	10,530	10,600	70		70	99.3%	
4345 Information Centre Purchases	43,130	65,000	21,870		21,870	66.4%	
4355 Information Centre Administrat	2,183	3,000	817		817	72.8%	
4360 Community Grant Aid	19,195	20,090	895		895	95.5%	
4365 Citizens Advice Bureau	10,000	10,000	0		0	100.0%	
4372 CCTV	11,793	13,000	1,207		1,207	90.7%	
4373 Special Constable Expenses	3,666	5,000	1,334		1,334	73.3%	
4374 Special Constable Recruitment	356	1,000	644		644	35.6%	
4375 Other Community Support	450	390	(60)		(60)	115.4%	
4376 Halloween	2,185	2,200	15		15	99.3%	
4377 Easter Trail	298	260	(38)		(38)	114.4%	
4379 Witham Dog Show	2,446	0	(2,446)		(2,446)	0.0%	
4380 Witham Summer Events	27,492	25,500	(1,992)		(1,992)	107.8%	
4383 Twinning	698	910	212		212	76.6%	
4390 Christmas Events & Tree	8,434	4,000	(4,434)		(4,434)	210.8%	315
4395 New Events Improvements	1,240	1,500	260		260	82.6%	
Community :- Indirect Expenditure	274,231	265,255	(8,976)	0	(8,976)	103.4%	45,719
Net Income over Expenditure	(211,610)	(185,205)	26,405				
7000 plus Transfer from EMR	45,719	0	(45,719)				
Movement to/(from) Gen Reserve	(165,892)	(185,205)	(19,313)				

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Detailed Income & Expenditure by Budget Heading 31/03/2025

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	62,621	80,050	17,429			78.2%	
Expenditure	274,231	265,255	(8,976)	0	(8,976)	103.4%	
Net Income over Expenditure	(211,610)	(185,205)	26,405				
plus Transfer from EMR	45,719	0	(45,719)				
Movement to/(from) Gen Reserve	(165,892)	(185,205)	(19,313)				

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DETAILS OF GRANT FUNDING SCHEME APPLICATION FORM

Name of organisation: 7th Witham Guides

Activities of organisation: Guide Association

How many committee members? 4 volunteers

How many paid staff? None

Registered bank account? Yes

Yearly income: £12,000

Project title: PGL Paris Adventure

How will you ensure sustainability? Guides will benefit from experience

Total amount requested: £3,000

How much have you raised for the project? £500 from fundraising, rest from parents

Full documentation available

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DETAILS OF GRANT FUNDING SCHEME APPLICATION FORM

Agenda Item 9(b)

Name of organisation: Kinetix Academy CIC

Activities of organisation: Parkour/free running

How many committee members? 3 directors

How many paid staff? 5

Registered bank account? Yes

Yearly income: £144K

Project title: Flourish

How will you ensure sustainability? Encourage schools to look at Pupil Premium funding

Total amount requested: £1,095

How much have you raised for the project? £365 from CIC (25% of funding).

Full details available

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DETAILS OF GRANT FUNDING SCHEME APPLICATION FORM

Name of organisation: Citizens Advice Braintree & South Essex

Activities of organisation: Local voluntary organization and registered charity

How many committee members? 12 trustees

How many paid staff? 60 (full and part time) & 116 volunteers

Registered bank account? Yes

Yearly income: £1,357,423

Project title: Advice Service

How will you ensure sustainability? Merger created a more efficient and sustainable organisation

Total amount requested: £10,000

How much have you raised for the project? £93,090

Full details available

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Officer Report: Social Media Report – 1st February 25 – 30th April 25

Issue:

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

Facebook: Easter Trail photos post – 59 likes

Instagram: The Voice delivery in February – 9 likes

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

Facebook: Easter Trail tickets announcement – 6.5K

Instagram: Thanks to Beresfords for egg donation – 410

Traffic on our social media pages:

Facebook visits: 10.3k	New followers: 106	Total Followers: 4,364	People reached: 37.1k
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Instagram visits: 185	New followers: 40	Total Followers: 898	People reached: 716k
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We continue to post daily Monday to Friday, promoting WTC events and any other WTC initiatives. On Tuesdays we post or share something climate related, on Thursdays we post anything relevant to the weekend, e.g. Sunday Cinema and on the first of each month we post the upcoming meetings for that month. We also share anything that is relevant to the community, such as information from Essex Police

Advice:

To receive & note

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