



Town Hall | 61 Newland Street | Witham | CM8 2FE
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AGENDA
Zoom Meeting ID 899-2468-3812
Password 451 987

Meeting of: **Town Council**

Date: **Tuesday, 5th May 2020** Time: **7.00 p.m.**

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

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	Mrs	S.C.	Lager	(Town Mayor)
			R.P.	Ramage	(Deputy Town Mayor)
		Mrs	S.	Ager	
			K.L.	Atwill	
			P.R.	Barlow	
			J.C.	Bayford	
			J.C.	Goodman	
			S.E.	Hicks	
		Miss	C.	Jay	
		Mrs	A.	Kilmartin	
			M.C.M.	Lager	
			C.S.	Livermore	
			T.A.	Pleasance	
			P.M.	Ryland	
		Miss	M.L.	Weeks	
			R.	Williams	

1. APOLOGIES

To receive apologies for absence.

2. MEETINGS ADMINISTRATION

(a) To consider when to hold the Council's Annual General Meeting ([Meetings' Regulations attached at page 3](#)).

(b) To consider when to hold the Council’s Annual Town Meeting, postponed from 14th April 2020.

(c) To consider suspension of Committee Meetings and adoption of fortnightly Council Meetings until further notice.

3. TOWN CLERK’S REPORT

To receive a substantive report from the Town Clerk ([attached at page 12](#)) on actions taken and business conducted from 25th March 2020 in relation to Covid-19.

4. REVIEW OF COVID-19 REGULATIONS

To review the interim regulations in force until 15th June 2020 ([attached at page 14](#)) and consider reaffirmation of delegated powers.

5. DELEGATED DECISION TAKEN TO 27TH APRIL 2020

To receive the delegated decisions list taken from period 25th March 2020 to 27th April 2020 ([attached at page 16](#)).

6. LOCAL GRANT SUPPORT

To consider scope for local grant support guidelines and appetite for releasing funding for local community support ([details attached at page 17](#)).

7. SIGNPOSTING AND WEBSITE OVERHAUL

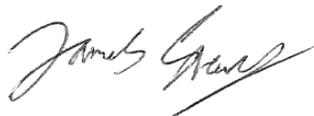
To receive a report ([attached at page 18](#)) and supporting draft images of new web platform for review by Members ahead of adoption and launch.

8. SCHEME OF DELEGATION

To approve the Scheme of Delegation ([attached at page 23](#)) to allow business to continue.

9. COMPULSORY PURCHASE

To receive a report from Councillor M.C.M. Lager ([attached at page 34](#)).



James Sheehy
Town Clerk

JS/GK/27.4.2020

Agenda Item 2(a)

Status: This is the original version (as it was originally made).

STATUTORY INSTRUMENTS

2020 No. 392

**LOCAL GOVERNMENT, ENGLAND
POLICE, ENGLAND AND WALES**

The Local Authorities and Police and Crime Panels
(Coronavirus) (Flexibility of Local Authority and Police and
Crime Panel Meetings) (England and Wales) Regulations 2020

<i>Made</i>	- - - -	<i>1st April 2020</i>
<i>Laid before Parliament</i>		<i>2nd April 2020</i>
<i>Coming into force</i>	- -	<i>4th April 2020</i>

The Secretary of State for Housing, Communities and Local Government, in exercise of the powers conferred by section 78 of the Coronavirus Act 2020(1) and paragraph 36(1)(b) of Schedule 6 to the Police Reform and Social Responsibility Act 2011(2), makes the following Regulations.

PART 1

General

Citation, commencement, extent, and application

1. These Regulations may be cited as the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 and come into force on 4th April 2020.

2.—(1) These Regulations extend to England and Wales.

(2) Parts 1 and 4 of these Regulations apply to England and Wales.

(3) Parts 2 and 3 of these Regulations apply to England only.

(4) These Regulations apply to local authority meetings and police and crime panel meetings that are required to be held, or held, before 7th May 2021.

(1) 2020 c. 7.
(2) 2011 c.13.

Interpretation

3. In these Regulations—

“the 1972 Act” means the Local Government Act 1972**(3)**;

“local authority” means—

- (a) a county council;
- (b) a district council;
- (c) a London borough council;
- (d) the Common Council of the City of London;
- (e) the Greater London Authority;
- (f) the Council of the Isles of Scilly;
- (g) a parish council;
- (h) a joint board continued in being by virtue of section 263(1) of the 1972 Act;
- (i) a port health authority constituted under section 2 of the Public Health (Control of Disease) Act 1984**(4)**;
- (j) an authority established under section 10 of the Local Government Act 1985**(5)**;
- (k) a joint authority established under Part 4 of the Local Government Act 1985;
- (l) a joint committee constituted to be a local planning authority under section 29 of the Planning and Compulsory Purchase Act 2004**(6)**;
- (m) a combined authority established under section 103 of the Local Democracy, Economic Development and Construction Act 2009**(7)**;
- (n) a fire and rescue authority constituted by a scheme under section 2 of the Fire and Rescue Services Act 2004**(8)** or a scheme to which section 4 of that Act applies, or created by an order under section 4A of that Act;
- (o) a National Park authority established under section 63 of the Environment Act 1995**(9)**;
- (p) the Broads Authority established by section 1 of the Norfolk and Suffolk Broads Act 1988**(10)**; and
- (q) a conservation board established under section 86 of the Countryside and Rights of Way Act 2000**(11)**;

“local authority meeting” means a meeting of—

- (a) a local authority;
- (b) an executive of a local authority (within the meaning of Part 1A of the Local Government Act 2000)**(12)**;
- (c) a joint committee of two or more authorities;

(3) 1972 c. 70.
 (4) 1984 c. 22.
 (5) 1985 c. 51. There are amendments to section 10 which are not relevant to this regulation.
 (6) 2004 c. 5.
 (7) 2009 c. 20. Section 103 was amended by sections 12 and 14 of the Cities and Local Government Devolution Act 2016 (c. 1).
 (8) 2004 c. 21. Sections 2 and 4 were moved under a new heading entitled “Combined fire and rescue authorities” by section 6 of and paragraph 4 of Schedule 1 to the Policing and Crime Act 2017 (c. 3). Section 4A was inserted by section 6 of and paragraph 5 of Schedule 1 to the Policing and Crime Act 2017.
 (9) 1995 c. 25.
 (10) 1988 c. 4. Section 1 was amended by S.I. 2005/1067.
 (11) 2000 c. 37. Section 86 was amended by section 118 of and paragraph 23 of Schedule 7 to the Planning and Compulsory Purchase Act 2004 and by S.I. 2005/2847 and S.I. 2013/755.
 (12) 2000 c. 22. Part 1A was inserted by section 21 of, and Schedule 2 to, the Localism Act 2011 (c. 20).

- (d) a committee or sub-committee of anything within paragraphs (a) to (c);
- “remote access” is to be construed in accordance with regulation 5(6)(c);
- “remote attendance” is to be construed in accordance with regulation 5(2) and (3).

PART 2

Remote attendance

Meetings of local authorities

4.—(1) In respect of a reference in any enactment to a meeting of a local authority, that authority may, as they may determine—

- (a) hold such meetings and at such hour and on such days; and
- (b) alter the frequency, move or cancel such meetings,

without requirement for further notice.

(2) Where an appointment would otherwise be made or require to be made at an annual meeting of a local authority, such appointment continues until the next annual meeting of the authority or until such time as that authority may determine.

5.—(1) A reference in any enactment to a meeting of a local authority is not limited to a meeting of persons all of whom, or any of whom, are present in the same place and any reference to a “place” where a meeting is held, or to be held, includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers.

(2) For the purposes of any such enactment, a member of a local authority (a “member in remote attendance”) attends the meeting at any time if all of the conditions in subsection (3) are satisfied.

(3) Those conditions are that the member in remote attendance is able at that time—

- (a) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,
- (b) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and
- (c) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

(4) In this regulation any reference to a member, or a member of the public, attending a meeting includes that person attending by remote access.

(5) The provision made in this regulation applies notwithstanding any prohibition or other restriction contained in the standing orders or any other rules of the authority governing the meeting and any such prohibition or restriction has no effect.

(6) A local authority may make other standing orders and any other rules of the authority governing the meeting about remote attendance at meetings of that authority, which may include provision for—

- (a) voting;
- (b) member and public access to documents; and

- (c) remote access of public and press to a local authority meeting to enable them to attend or participate in that meeting by electronic means, including by telephone conference, video conference, live webcasts, and live interactive streaming.

PART 3

Modification of meeting and public access requirements

Frequency of local authority meetings

6. Schedule 12 to the 1972 Act (meetings and proceedings of local authorities) applies as follows—

- (a) any reference to being “present” at a meeting includes being present through remote attendance;
- (b) any reference to a “place” where a meeting is held, or to be held, includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers;
- (c) paragraphs 1 and 7 are disapplied;
- (d) paragraph 2 is to be read as if—
 - (i) in subparagraph (1), for “in addition to the annual meeting, such other”, there were substituted “such”;
 - (ii) in subparagraph (2), “other” were omitted;
- (e) paragraph 4(1A)(a) is to be read as if after “at the council’s offices” there were inserted “or on the council’s website”.

7. The Greater London Authority Act 1999(13) applies as follows—

- (a) section 36(9) (standing orders of the Authority) is to be read as if for the words from “Neither” to “shall” there were substituted “Section 38 below shall not”;
- (b) section 47 (the annual State of London debate) is disapplied;
- (c) section 48 (People’s Question Time) applies as if—
 - (i) at the beginning of subsection (1), there were inserted “Subject to subsection (1A)”;
 - (ii) after subsection (1) there were inserted—

“(1A) Where regulations made under Part 2A of the Public Health (Control of Disease) Act 1984(14) are in force in respect of a serious and imminent threat to public health which is posed by the incidence and spread of coronavirus, a People’s Question Time may be cancelled where the head of the Authority’s paid service considers that it is not reasonably practicable to hold it.”;
- (d) section 52(3)(meetings of the whole Assembly)(15) is to be read as if for “On such ten occasions in each calendar year as the Assembly may determine”, there were substituted “On up to ten occasions in each calendar year as the Assembly may determine following consultation with the Mayor”.

(13) 1999 c. 29.

(14) 1984 c. 22. Part 2A was inserted by section 129 of the Health and Social Care Act 2008 (c. 14).

(15) Section 52 was amended by section 127(1) and (2) of and paragraph 69 of Schedule 7 and paragraph 1 of Schedule 8 to the Local Government Act 2003 (c. 26).

8. Paragraphs 1 and 2 of Schedule 2 to the National Park Authorities (England) Order 2015 (meetings and proceedings of a National Park authority)(**16**) are disapplied.

9. Schedule 3 to the Cotswolds Area of Outstanding Natural Beauty (Establishment of Conservation Board) Order 2004(**17**) (meetings and proceedings of the Board) applies as follows—

(a) paragraphs 2(2) and 3 are disapplied;

(b) paragraph 6 (calling of meetings) is to be read as if—

(i) for subparagraph (2)(a) there were substituted—

“(a) notice of the time and place of the intended meeting shall be published on the website of the Board, and”;

(ii) in subparagraph (4), the words “Where a member and the chief officer agree in writing,” were omitted.

10. Schedule 3 to the Chilterns Area of Outstanding Natural Beauty (Establishment of Conservation Board) Order 2004 (meetings and proceedings of the Board) (**18**) applies as follows—

(a) paragraphs 2(2) and 3 are disapplied;

(b) paragraph 6 (calling of meetings) is to be read as if—

(i) for subparagraph (2)(a) there were substituted—

“(a) notice of the time and place of the intended meeting shall be published on the website of the Board, and”;

(ii) in subparagraph (4), the words “Where a member and the chief officer agree in writing,” were omitted.

11. Schedule 1 to the New Forest National Park Authority (Establishment) Order 2005(**19**) (meetings and proceedings of the Authority) applies as if —

(a) in paragraph 2 (annual meetings and other meetings of the Authority) is disapplied;

(b) paragraph 5 (calling of meetings of the Authority) is to be read as if—

(i) for subparagraph (2)(a) there were substituted—

“(a) notice of the time and place of the intended meeting shall be published on the website of the Authority, and”;

(ii) in subparagraph (4), the words “Where a member of the Authority and the National Park officer agree in writing,” were omitted.

12. Schedule 1 to the South Downs National Park Authority (Establishment) Order 2010(**20**) (meetings and proceedings of the Authority) applies as follows—

(a) paragraph 2 (annual meetings and other meetings of the Authority) is disapplied;

(b) paragraph 5 (calling of meetings of the Authority) is to be read as if—

(i) for subparagraph (2)(a) there were substituted—

“(a) notice of the time and place of the intended meeting shall be published on the website of the Authority, and”;

(ii) in subparagraph (4), the words “Where a member of the Authority and the National Park officer so agree in writing,” were omitted.

(16) S.I. 2015/770.

(17) S.I. 2004/1777.

(18) S.I. 2004/1778.

(19) S.I. 2005/421.

(20) S.I. 2010/497.

Public and press access

13. Section 1 of the Public Bodies (Admission to Meetings) Act 1960⁽²¹⁾ (admission of public to meetings of local authorities and other bodies) applies as follows—

- (a) subsection (4)(a) is to be read as if, after “(or, if the body has no offices, then in some central and conspicuous place in the area with which it is concerned)” there were inserted “or publishing on the website of the body or, for a parish council, on the website of the principal council within the meaning of the Local Government Act 1972”;
- (b) after subsection (9), there were inserted—

“(9A) In this Act, references (however expressed) to—

- (a) a meeting being “open to the public” include access to the meeting through remote means including (but not limited to) video conferencing, live webcast, and live interactive streaming and where a meeting is accessible to the public through such remote means the meeting is open to the public whether or not members of the public are able to attend the meeting in person;
- (b) being “present” at a meeting include access through remote means mentioned in paragraph (a) above.”.

14. Section 9G of the Local Government Act 2000⁽²²⁾ applies as if after subsection (6) there were inserted—

“(7) In this section, references to a meeting being “open to the public” include access to the meeting through remote means including (but not limited to) video conferencing, live webcast, and live interactive streaming and where a meeting is accessible to the public through such remote means the meeting is open to the public whether or not members of the public are able to attend the meeting in person.”.

15. Part VA of the 1972 Act⁽²³⁾(access to meetings and documents of certain authorities, committees and sub-committees) applies as if, after section 100K (interpretation and application of Part VA) there were inserted—

“**100L.** Supplemental provision on public access to meetings and documents

In this Part references (however expressed) to—

- (a) a meeting being “open to the public” include access through remote means including (but not limited to) video conferencing, live webcast, and live interactive streaming and where a meeting is accessible to the public through such remote means the meeting is open to the public whether or not members of the public are able to attend the meeting in person;
- (b) being “present” at a meeting include access through remote means mentioned in paragraph (a) above;
- (c) a document being “open to inspection” includes being published on the website of the council;
- (d) the publication, posting or making available of a document at offices of the council include publication on the website of the council.”.

⁽²¹⁾ 1960 c. 67.

⁽²²⁾ 2000 c. 22. Section 9G was inserted by section 21 of and paragraph 1 of Schedule 2 to the Localism Act 2011.

⁽²³⁾ Section 100K was amended by section 98 of the Local Government Act 2000, section 56 of and paragraph 16 of Schedule 8 to the Housing and Regeneration Act 2008 (c. 17) and by sections 222 and 231 of and paragraph 3 of Schedule 22 to the Localism Act 2011.

16.—(1) The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012(**24**) has effect as set out in the following paragraphs.

(2) Regulation 2 (interpretation) has effect as if after the definition of “newspaper”, there were inserted—

““open to the public” includes access through remote means including (but not limited to) video conferencing, live webcast, and live interactive streaming and where a meeting is accessible to the public through such remote means the meeting is open to the public whether or not members of the public are able to attend the meeting in person;”.

(3) Regulation 3 (meetings of local authority executives and their committees to be held in public), has effect as if after “held in public”, there were inserted “or open to the public”.

(4) The provisions to which this paragraph applies may be complied with by publishing that notice, agenda, report, or document on that authority’s website.

(5) The provisions to which paragraph (4) applies are—

- (a) regulation 5(2) (procedures prior to private meetings);
- (b) regulation 5(4);
- (c) regulation 5(7);
- (d) regulation 6(1) (procedures prior to public meetings);
- (e) regulation 7(1) (access to agenda and connected reports for public meetings);
- (f) regulation 9(2) (publicity in connection with key decisions);
- (g) regulation 10(1)(b) (general exception);
- (h) regulation 10(3);
- (i) regulation 11(2) (cases of special urgency);
- (j) regulation 14(1) (inspection of documents following executive decisions); and
- (k) regulation 15 (inspection of background papers).

(6) The following provisions are disapplied—

- (a) regulation 14(2);
- (b) regulation 21(1)(c) (inspection and supply of documents); and
- (c) regulation 21(2).

17. A local authority may comply with regulation 8 of the Openness of Local Government Bodies Regulations 2014(**25**) (decisions and background papers to be made available to the public) by making the written record and any background papers available for inspection through any or all of the following means—

- (a) publishing the record and any background papers on the authority’s website; or
- (b) by such other means that the authority considers appropriate.

(24) S.I. 2012/2089.

(25) S.I. 2014/2095.

PART 4

Police and Crime Panels

Amendment to the Police and Crime Panels (Application of Local Authority Enactments) Regulations 2012

18.—(1) Schedule 1 to the Police and Crime Panels (Application of Local Authority Enactments) Regulations 2012⁽²⁶⁾ is amended as set out in the following paragraphs.

(2) In Part 1, after paragraph 8 insert—

“**8A.** Regulation 15 of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.”

(3) In Part 2, after paragraph 23 insert—

“**23A.** Part 2 and Regulations 6 and 15 of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.”

(4) In Part 3, after paragraph 37 insert—

“**37A.** Part 2 and Regulations 6 and 15 of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.”

Signed by authority of the Secretary of State for Housing, Communities and Local Government

Christopher Pincher

Minister of State

Ministry of Housing, Communities and Local
Government

1st April 2020

(26) S.I. 2012/2734

EXPLANATORY NOTE

(This note is not part of the Regulations)

These Regulations make provision for the conduct of local authority meetings held before 7th May 2021, and for public and press access to these meetings.

Part 1 sets out preliminary matters and defines terms used in the Regulations. Part 2 makes provision for remote access to meetings of local authorities by members of a local authority and by the press and public. Regulation 4 enables local authorities to hold and alter the frequency and occurrence of meetings without requirement for further notice. Regulation 5 makes provision for members of local authorities to attend meetings remotely.

Part 3 modifies existing legislative requirements for local authority meetings. Regulation 6 disapplies provisions requiring local authorities to hold annual meetings. Regulation 7 modifies requirements for annual meetings of the Greater London Assembly and disapplies the requirements to hold certain public meetings. Regulations 8 to 12 modify legislation for the specified conservation boards and National Parks authorities to disapply annual meeting requirements and to enable electronic notice of meetings. Regulations 13 to 17 modify legislation relating to public and press access to information relating to decisions made by local authorities to enable such access to be available through remote means.

Parts 1, 2 and 3 of these Regulations apply to the Common Council of the City of London in its capacities as a local authority, a port health authority and a police authority.

Part 4 amends the Police and Crime Panels (Application of Local Authority Enactments) Regulations 2012 in order to apply part of these regulations to Police and Crime Panels.

A full regulatory impact assessment has not been prepared as this instrument will have no impact on the costs of business and the voluntary sector.

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Officer Report: Town Clerk's Report on actions taken and business conducted covering 25th March - 27th April 2020.

Since the outbreak of the global pandemic, we have of course been subject all to the social distancing measures and curtailments on liberty enforced by the Government, but this has not necessarily held us back from adapting our working procedures to keep business moving as close as to normal as possible.

Staff have been working from home wherever possible with the Open Spaces team working on a reduced capacity. A hold has been placed on major projects however the following items of business have still been progressed:

ADMINISTRATIVE AFFAIRS

- Routine payments to all suppliers and general banking, including timely payment of salaries and employer's obligations to HMRC.
- Staff maintain regular contact, continuing to discuss group projects and ways to keep the Council agile and prepared to return to normal working patterns in due course.
- Signposting for members of the public to key services and various support bodies continues to take place on a regular basis.

COMMUNITY COMMITTEE

- **Progression of the Information Centre Refurbishment** (where project elements have not been curtailed due to suppliers being furloughed)
- **Information Centre Services** - A limited refund and rebooking service has been ran via the Information Centre for key shows and partner services.
- **Publication of The Voice** - continuing under a normal timeframe with revised content.
- **Events** - under continued review as far as is practicable in the hope social distancing measures will be relaxed sufficiently for the Puppet Festival to take place. Community Day is unfortunately extremely unlikely to take place, but has not yet been formally cancelled.

POLICY & RESOURCES COMMITTEE

- **Policy Review Programme:** Codifying of all Council policies to begin the Policy & Resource Business Plan Objective
- **Creation of New Website:** A Draft website has been completed for review by Members for general direction ahead of detailed works, with a view to launch by the end of May.
- **Quality Gold Status:** A draft scheme of delegation has been completed to be reviewed for adoption as part of this agenda as the final major document required for submission for the Quality Gold Status award.
- **Overheads Review:** Gross annual savings have been achieved of £1092 in relation to water testing and £1,560 for telecoms as part of the ongoing Overheads Review. The financial year commences with fixed overheads reduced by approx. £2,210 NET.

ENVIRONMENT COMMITTEE

- **Highways Devolution Pilot:** A second year of the pilot has been confirmed by Essex County Council and a draft legal agreement is currently under review by officers ahead of consideration as to continuing as part of the pilot.
- **Blackwater Rail Trail:** Negotiations have not currently progressed any further, curtailed by social distancing however, a draft strategy paper is being written by the Town Clerk for referral to Members, ahead of being adopted as a vision statement by the Environment Committee.
- **Tree Works Programme:** The second year of planned tree works has been completed and supplier negotiations conducted over snagging works, quality control and reimbursements for damages to grassed areas. A small campaign of public awareness as to the purpose of the tree works has also been conducted as the River Walk has experienced a significant increase in footfall in the past four weeks.

PLANNING APPLICATIONS & TRANSPORT COMMITTEE

- **Applications:** Delegated decision making on applications received for consultation continues to be conducted by the Planning Officer & Planning Committee Chairman.

SUMMARY FROM THE TOWN CLERK TO MEMBERS:

As outlined in this report, any work that can be continued is being progressed so far as possible, and the Council should not be disheartened by other projects reaching a full stop at this time, as we all must respect what needs to be done in the interests of wider public health. Despite our inability to convene meetings in the conventional way, all staff are keen to see us keep on top of work and not suffer a fall in standards across any area.

My own focus has very much been keeping the ship steady and keeping Members informed of what is going on, without bombarding everybody with repeated information or token correspondence. Whilst the future is unknown, we are using the spare time we have been given due to the drop off in public enquiries and routine administrative work to perform deeper governance reviews and question our oldest of processes where we simply have not had the time to do so before. The end aim is for staff and Members to return to the Council in a state of revised organisation and even better placed than before the pandemic to conduct business in an agile fashion so that we are ready to respond to the community and whatever direction this takes us as a country going forwards.

We may find ourselves moving into a new challenging environment of not only dealing with the immediate effects of the pandemic, but also the long term after effects on public health, mental health, social isolation and public finances. Ensuring that the administration is prepared to handle the future remains my top priority.

Advice:

To receive and note.

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Agenda Item 4



Covid-19: Emergency Provisions for Governance

Summary of emergency changes to Standing Orders & Financial Regulations including delegation of powers to officers, consultation requirement with Members and restrictions to general working practices.

These provisions will be in place from approval by the Council on Wednesday 25th March 2020 for a period of twelve weeks until week commencing Monday 15th June 2020.

Drafted: 23rd March 2020
For: 25th March 2020 (Full Council)

Summary Provisions



STANDING ORDERS:

MEETINGS (GENERALLY)

- Meetings will no longer be conducted in person at the Town Hall with all meetings postponed.
- The Proper Officer is delegated authority to make all and any decisions necessary to discharge the Council's business, save for where such authority cannot be delegated under statute.
- Any action taken under delegated powers will be recorded in a register of Officer's Decisions to be considered by the Council upon resumption of normal business and meetings.
- The Proper Officer is required to create 'agendas' of business to consult the relevant Chairman with prior to making decisions, save for where that decision is an emergency.

ACCOUNTS AND ACCOUNTING STATEMENTS

- Under Item 17c, Statements that are not seen by the Policy & Resources Committee due to civil and social restrictions will be held in abeyance to be considered at the first normal meeting after the expiration of these emergency provisions.
- Under Item 17d, the Responsible Financial Officer shall liaise with the Policy & Resources Committee chairman in all matters relating to the financial year end, but is authorised to complete the end of year finance process as far as practically possible in accordance with any NALC or HM Government advice on the end-of-year process.

FINANCIAL REGULATIONS:

PAYMENT OF ACCOUNTS

- Payments made by BACS as per schedules will no longer be signed in person by those present at a meeting. BACS schedules should be emailed to all signatories for express approval by the required number of signatories as advised in each individual payment batch. BACS schedules will be supported with all available corresponding bills and invoices where possible.
- Full details of all payments made under the Emergency Provisions will be reported at the first normal meeting of either Policy & Resources or Full Council after the expiration of these emergency provisions.

GENERAL PROVISIONS:

- The Town Clerk is delegated authority to implement all and any necessary steps as advised or imposed by HM Government in relation to the Covid-19 (Coronavirus)
- The Town Hall will be shut to all public enquiries, visits and appointments for the duration of these emergency provisions.
- All correspondence will be sent via email, with hard copy documents usually pigeon-holed instead posted to Members on a weekly bundle basis at the end of each week.
- Staffing levels will be reduced operating on a working-from-home basis as standard practice for the duration of these emergency provisions.

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Agenda Item 5

REMIT FOR DELEGATION	DATE OF DECISION	DETAILS OF DELEGATED DECISION TAKEN
PLANNING COMMITTEE	26/03/2020	20/00318/HH - To offer no objection to the proposed development.
PLANNING COMMITTEE	26/03/2020	20/00053/TPOCON - To offer no objection to the proposed treeworks subject to landscape services department approval.
PLANNING COMMITTEE	26/03/2020	20/00301/HH - To offer no objection to the proposed development.
PLANNING COMMITTEE	26/03/2020	20/00059/TPO - To offer no objection to the proposed treeworks subject to landscape services department approval.
PLANNING COMMITTEE	26/03/2020	20/00065-TPOCON - To offer no objection to the proposed treeworks subject to landscape services department approval.
PLANNING COMMITTEE	26/03/2020	20/00427/FUL - To offer no objection to the proposed treeworks subject to landscape services department approval.
PLANNING COMMITTEE	26/03/2020	20/00054/TPO - To offer no objection to the proposed treeworks subject to landscape services department approval.
PLANNING COMMITTEE	26/03/2020	19/02289/FUL - To offer no objection to the proposed development.
PLANNING COMMITTEE	26/03/2020	To note that a tree preservation order has been made at Holly Trees Montessori Nursery
PLANNING COMMITTEE	26/03/2020	To receive and note the minutes of a meeting held with Highways England 2nd March 2020.
ENVIRONMENT COMMITTEE	31/03/2020	To dispute the charge proposal of £4,500 . In addition to disputing the charge payable for 2019/2020 to seek alternative costings for the future maintenance of dog bins.
ENVIRONMENT COMMITTEE	31/03/2020	To prioritise River Walk Cycleways Programme as the primary item of business, followed by the Review of Floral Displays Programme.
ENVIRONMENT COMMITTEE	31/03/2020	Highways Devolution Pilot - To receive and note the report and seek clarification as to the fate of the pilot from Essex County Council.
ENVIRONMENT COMMITTEE	31/03/2020	James Cooke Wood - To endorse the report in full with officers to commence a full feasibility study and asset report encompassing all suggestions for reversion back to committee.
ENVIRONMENT COMMITTEE	31/03/2020	Tree Trust Proposal - To commission an officer's report on the establishment of a new Witham Tree Trust for reversion back to committee
ENVIRONMENT COMMITTEE	31/03/2020	To proceed with a blanket letter to all commercial enterprise located within the Conservation Area and review visible outcomes concerning A frames
ENVIRONMENT COMMITTEE	31/03/2020	To receive and note correspondence with the issue of any potential rail-line reopening to be factored into any discussions relating to the business item: Acquisition of the Blackwater Rail Trail.
PLANNING COMMITTEE	08/04/2020	20/00458/HH - Bona Vista, Maldon Road - To offer no objection
PLANNING COMMITTEE	08/04/2020	20/00490/HH - 36 Ebenezer Road - To offer no objection
PLANNING COMMITTEE	08/04/2020	20/00528/HH - 72 Cressing Road - To offer no objection
PLANNING COMMITTEE	08/04/2020	20/00538/FUL - Benton Hall - To offer no objection
PLANNING COMMITTEE	08/04/2020	Revised Plan - 20/00276/HH - 17 Chelmer Road - To continue the Town Council's stance to refuse on agreed grounds with the exception of parking provision
COMMUNITY COMMITTEE	15/04/2020	To prioritise CCTV expansion capabilities as the primary deliverable and the SPC recruitment programme as the main secondary item of the 20/21 business plan
COMMUNITY COMMITTEE	15/04/2020	To approve a grant of £998.80 for the Mill Lane Bowls Club with the stipulation that the money must be paid into the Mill Lane Bowls Club bank account
COMMUNITY COMMITTEE	15/04/2020	To approve a grant of £10,000 for the Citizens Advice Braintree Halstead and Witham with a stipulation that this is used to help the people of Witham and surrounding villages and that a report outlining how the funds have been spent within is made available to the Town Council by the end of the financial year 2020/21.
POLICY & RESOURCES COMMITTEE	OUTSTANDING	Town Clerks Report - To receive and note
POLICY & RESOURCES COMMITTEE	OUTSTANDING	Bank Reconciliations to 31st March 2020 - receive and note.
POLICY & RESOURCES COMMITTEE	OUTSTANDING	Shedule of receipts and payments to 31st March 2020 - receive and note.
POLICY & RESOURCES COMMITTEE	OUTSTANDING	Budget statements and earmarked reserves to 31st March 2020 - receive and note.
POLICY & RESOURCES COMMITTEE	OUTSTANDING	Provisional End of year Statements & Accounts - 31st March 2020 - receive and note.

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Officer Report: Additional Grant Support for Covid-19.

Members have indicated a desire to explore the scope of the Council's grant awarding ability to provide additional support to the local community. In considering the launch of an additional grant scheme, the following general points should be considered by Members:

- The Council holds an approximate general reserve balance of £210,000. Members should quantify the future financial needs of the Council against that of the community and consider a maximum appropriate ceiling for the grant fund pot.
- Consideration should be given to the current stipulations of the Council's Grant Award Scheme:
 1. Grants are for voluntary, welfare, cultural, not for profit, sports and social organisations.
 2. The project must be undertaken within the Town Boundary.
 3. Local organisations take priority over national organisations.
 4. Details of other funding secured or applied for prior to applying to the Council.
 5. Governance arrangements in general.
 6. Methods of accounting for the use of grant monies received.
- Members should also consider how any proposed grant scheme would be administered and how it will demonstrate both value for money to the public and sound financial management of public finances. The current application process stipulates:
 1. Applications will be made on the prescribed form.
 2. Grants are considered by the Community Committee.
 3. Grants must be filled out with a substantive background detailing aims and objectives of the receiver.

Advice:

Members should consider the merits of a locally administered grant scheme, its aims and purposes within the existing statutory framework. Members should also be mindful that the Covid-19 pandemic has not suspended pre-existing limitations concerning the grant of public funds, with a requirement on the Council to agree that grants awarded can demonstrate commensurate benefit to some or all of the inhabitants of Witham.

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ITEM NO: 7

Officer Report: Signposting of Services & Draft Website.

Members have indicated a desire to discuss signposting by the Town Council to key services and support during the Covid-19 pandemic.

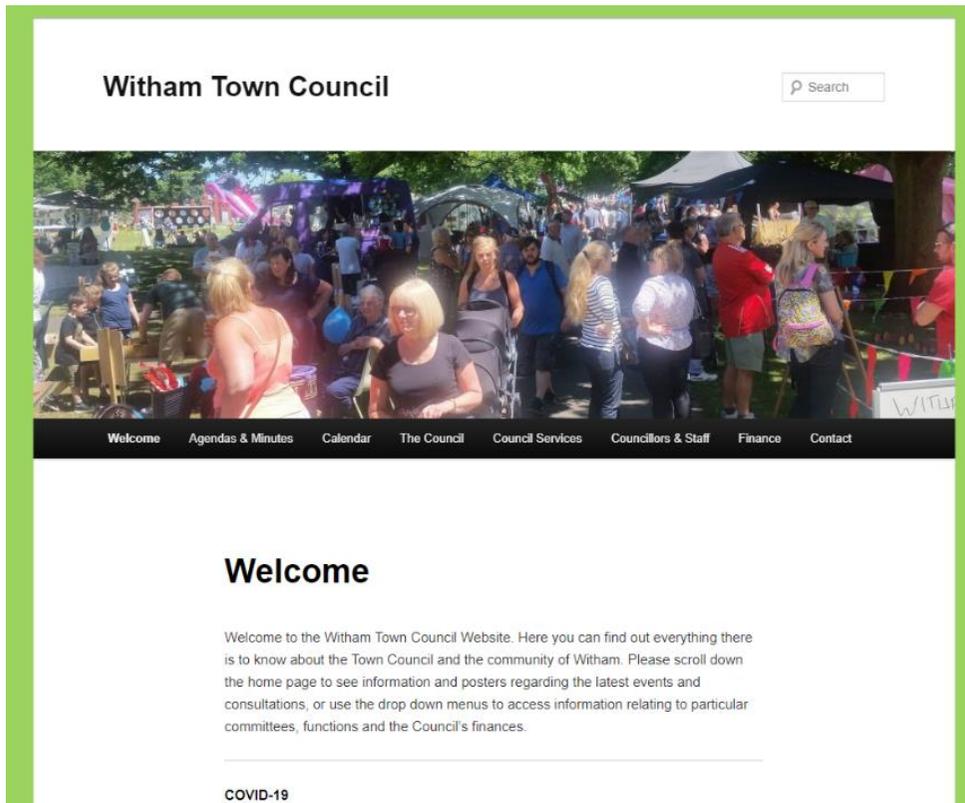
As a separate matter, suggestions have been made to improve the website in regards to general information including signposting, however officers have utilised the change in working circumstances to fast track this project and deliver a brand new website constructed from the ground up to better reflect the Town Council's change in corporate branding and growing role in local society.

Draft screenshots of selected website sections are provided for with this report for Members early interest ahead of completing the first beta build ready to be launched by end of May 2020.

Advice:

To receive and note.

**CURRENT LIVE WEBSITE
(HOME PAGE)**



**NEW DRAFT WEBSITE
(HOME PAGE)**



**CURRENT LIVE WEBSITE
(MEMBERS PAGE)**

Town Councillors

To find out which ward you live in click on this list of [Roads in Each Ward](#) and find your road

Central Ward:

 <p>Cllr Michael Lager 01376 513747</p> <p>I've lived in Witham, and in the same house, for the last 50 years, so I know the town pretty well. My family grew up here and live locally. It's now a really good place to live in and will get even better if we can solve issues around the health service, traffic and parking, and the town centre. As a former District and County Councillor, I understand what can and can't be done, and how to set about those that can. In my free time I enjoy walking, travel, attending local and national musical events, gardening and some DIY."</p>	 <p>Cllr Rob Williams 01376 510845</p> <p>"I am very proud to be elected to the Central Ward of Witham Town Council. Having lived in Witham since 2004, I am keen to ensure that the people of Witham are given a fair deal by Braintree District Council. I am eager to see the extension of our CCTV system to enable greater coverage about our town, and for our free town-wide events (Puppet Festival, Community Day, Dickensian Market and the associated Witham Carnival) grow from strength-to-strength. I have great pride in the town and people of Witham."</p>
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Hatfield Ward:

 <p>Cllr Clare Lager 01376 513747</p> <p>"Witham has been my home for the last 50 years. Our 3 children have grown up here - attending local schools - and now live nearby with their children. I've taught at Templars and Chipping Hill Schools and been active in many local groups. My hobbies are my family, the Town Council and for the last 25 years I've run coach trips to the Royal Festival Hall which enable people no longer able to get there under their own steam to enjoy classical concerts. I'm fully committed to continue to work for everyone in Hatfield ward and our town and I really look forward to continuing to</p>	 <p>Cllr Ron Ramage 01376 515295</p> <p>"I've lived in Witham since the early seventies, where I brought up my two children, and now my daughter who still lives in the town is bringing up my two grandsons, George and Archie. In that time, I've served as a Braintree District Councillor for the last twelve years and a Town Councillor for the last four. I've just been elected as Deputy Mayor"</p>
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**NEW DRAFT WEBSITE
(MEMBERS PAGE)**



- HOME
- THE COUNCIL
- DEMOCRATIC SERVICES
- COUNCIL SERVICES
- NEWS & EVENTS
- CONTACT

Witham Town Councillors



Cllr Michael Lager

Conservative Party
Central Ward
Contact: 01376 513747



Cllr Rob Williams

Conservative Party
Central Ward
Contact: 01376 510845



Cllr Clare Lager

Independent
Hatfield Ward
Contact: 01376 513747



Cllr Ron Ramage

Conservative Party
Hatfield Ward
Contact: 01376 515295



NEW DRAFT WEBSITE (CLEARER DIRECTIONS)

Town Council - 5.5.2020

- HOME
- THE COUNCIL
- DEMOCRATIC SERVICES
- COUNCIL SERVICES
- NEWS & EVENTS
- CONTACT

Witham Town Council Committees

- Full Town Council
- Community Committee
- Estimates Committee
- Policy & Resources Committee
- Environment Committee
- Staffing & Accomodation Committee
- Planning Applications & Transport Sub-Committee
- Schedule of Meetings
- Minutes & Agenda from Civic Year 2019-2020



Task & Finish Groups

NEW DRAFT WEBSITE

(CLEARER SIGNPOSTING)



Witham
Town Council



HOME	THE COUNCIL	DEMOCRATIC SERVICES	COUNCIL SERVICES	NEWS & EVENTS	CONTACT
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Council Services

Responsibilities of Witham Town Council

Responsibilities of Witham Town Council include the upkeep and management of:

- The River Walk
- Whetmead Nature Reserve
- James Cooke Woods
- The Closed Churchyard, Lockram Lane
- Various streetlamps with numbers beginning 'WTC'

Report issues regarding these items by calling [01376 520627](tel:01376520627) or by emailing us at infocentre@witham.gov.uk

Responsibilities of Braintree District Council

Responsibilities of Braintree District Council include the management of:

- Refuse collection
- Street Cleaning
- Emptying dog waste bins
- Witham Recycling Centre
- Fly Tipping
- Abandoned vehicles

Report issues regarding these items by calling [01376 552525](tel:01376552525) or by visiting www.braintree.gov.uk

Responsibilities of Essex County Council

Responsibilities of Essex County Council/Essex Highways include the management of:

- Potholes
- Road Signs
- Bridges
- Traffic lights
- Street lights (which do not have a 'WTC' number)
- Pavements
- Public Rights of Way

Report issues regarding these items by clicking [here](#)

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Agenda Item 8



Scheme of Delegation

1) Scope

Officers & Members

- 2) [Proper Officer](#)
- 3) [Responsible Financial Officer](#)
- 4) [Town Clerk \(General\)](#)
- 5) [Leader of the Council](#)
- [The Council](#)
- 6) [Committee Chairs](#)

Council & Standing Committees

- 7) [Planning & Transport Committee](#)
- 8) [Community Committee](#)
- 9) [Environment Committee](#)
- 10) [Policy & Resources Committee](#)

Sub-Committees

- 11) [Staffing & Accommodation Sub-Committee](#)
- 12) [Open Spaces Management Sub-Committee](#)
- 13) [Estimates Sub-Committee](#)

Advisory Committees (Task & Finish Groups), Panels & Unclassified functions of the Council

- 14) [Advisory Committees \(General\)](#)
- 15) [Financial Scrutiny Panel](#)
- 16) [Complaints Panel](#)
- 17) [Editing Panel](#)

Drafted: 6th April 2020

Policy & Resources Committee Endorsement:

XX-XX-XXXX

Council Approval:

XX-XX-XXXX

Scope

- 1.1) The scheme of delegation authorises the Proper Officer, Responsible Financial Officer (Town Clerk) and committees to act with delegated authority in specific circumstances detailed. This Scheme of delegation is overseen by the Council and should be reviewed on an annual basis, taking into account the changing nature of the committee structure.
- 1.2) The Scheme of Delegation should be used to determine an officer's or committees' remit and serves to codify the Council's decision-making process.

Proper Officer

2.1) The Proper Officer is the Town Clerk and is responsible for ensuring that the Council's records, assets and processes are kept in good order, regularly reviewed and reported to Council. Specifically, duties of the Proper Office include:

- Receiving declarations of acceptance of office.
- Receiving and recording notices disclosing interests.
- Receiving and retaining plans and documents.
- Sign notices and documents on behalf of the Council.
- Receive copies of bylaws made by a principal local authority.
- Certify copies of bylaws made by the Council
- Draft and publish agenda papers in consultation with the relevant chairperson.
- Sign summons to attend ordinary meetings of the Council.
- Retain custody of the Council's seal for use by resolution.

Responsible Financial Officer

3.1) The Responsible Financial Officer (RFO) is a statutory appointment under S151 of the Local Government Act 1972 and is the Town Clerk. The RFO is accountable to the Council and holds responsibility for determining the Council's form of accounts, ensuring that accounts and maintained in accordance with the Accounts & Audit Regulations in force at any given time. In addition, duties of the RFO include:

- Accountability for the management of budgetary information, reporting and management of reserves.
- Accountability for the timely and proper report of all cashbooks and reconciliations to the Council
- Ensuring investments are carried out in accordance with the Council's Treasury & Investment Policy.
- Maintaining a sound system of internal control and convening the Financial Scrutiny Panel, including implementing the recommendations of the panel.
- Discharging all responsibilities in relation to the Local Government Pension Scheme.

Town Clerk

4.1) The Role of the Town Clerk is that of 'chief executive' or 'head of paid service' and holds responsibility for presiding over administrative and operational matters, but not matters of policy approval which is reserved for the Council. The Town Clerk is responsible for issuing directions and orders to staff as the principal line manager and is accountable to the Council as a body corporate. The Town Clerk holds delegated authority to undertake the following matters on behalf of the Council:

- Day to day administration of services, together with routine inspection and control
- Day to day supervision and control of all staff employed by the Council
- Personnel matters including capability and disciplinary procedures as set out in the Staff Handbook.
- Deployment of Council resources to discharge the statutory duties of the Council and agreed committee business plans.
- Providing comments to local press and media on behalf of the Council in conjunction with all relevant Members to the subject matter.
- Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council, but not correspondence requiring an opinion to be taken by the Council or its Committees
- Authorisation of routine recurring expenditure within the agreed budget lines.
- Authorisation of expenditure on any general works within the agreed budget lines.
- Authorisation of emergency expenditure outside of an agreed budget in accordance with Financial Regulations, with any such emergency expenditure to be reported to the Council at the earliest opportunity.
- Proposition of new policies and initiatives for consideration by the Council.

4.2) Delegated actions of the Clerk to the Council shall be in accordance with Standing Orders, Financial Regulations and this Scheme of Delegation and in line with directions given by the Council from time to time. Actions and general business being handled by the Clerk and staff should be regularly reported via the 'clerks report' items on each committee agenda.

Leader of the Council

5.1) The Leader of the Council is responsible for presiding over the direction of the Council and setting out a vision of service to deliver to the public.

5.2) The Council will appoint a Leader of the Council who will normally hold the position of Chairman of the Policy & Resources committee and Staffing & Accommodation Sub-Committee. Since no individual member may act alone in an executive capacity, the Clerk is delegated and directed to work with the Leader to undertake overall management of the business of the council. This includes:

- Day to day decisions on the implementation of Council Policy
- Overseeing work to implement Council Strategy
- Managing Urgent Business
- Liaising with political groups to propose a consensus on Council priorities.

5.3) In the event of any matter arising which requires an urgent decision, the Clerk to the Council shall forthwith consult with the Leader and Mayor and other relevant Committee Chairs and/or Vice Chairs before acting on behalf of the Council.

The Council

The following are reserved matters for the Council to decide, notwithstanding that the appropriate Committee(s) may make recommendations thereon for the Council's consideration.

- Setting the Precept
- Borrowing money
- Approval of the Council's Annual Accounts and the Annual Return
- Making, amending or revoking Standing Orders, Financial Regulations or this Scheme of Delegation
- Making, amending or revoking bylaws
- Making of orders under any statutory powers
- Approving and adopting the Council's Committee Business Plans
- The appointment of the Town Clerk taking into account the advice of the Staffing & Accommodation Sub-Committee
- Matters of principle or policy
- Receiving all minutes approved by Committees
- Approval of application for the Local Council Award Scheme •
- Nomination and appointment of representatives of the Council to any other authority, organisation or bod
- Responses to legislative and other allied consultations excluding those dealt with by the Planning Committee
- Prosecution or defence in a Court of Law other than an Employment Tribunal
- Nomination or appointment of representatives of the Council at any inquiry on matters affecting the Town, excluding those matters specific to a Committee
- Decisions to adopt the General Power of Competence

Committee Chairs

6.1) Committee chairs are responsible for the direction and success of their committee's business. In addition to presiding over meetings and keeping order, committee chairs drive forwards business plans and help their fellow Members form a consensus on items of debate.

Planning & Transport Committee

7.1) The Planning & Transport Committee serves to provide statutory consultation responses to the Local Planning Authority by reviewing all planning applications notified to it by the LPA. The Committee also shares in common with the Environment Committee an interest in all transport and traffic related matters where such matters relate to material infrastructure.

7.2) The Committee consists of 10 members appointed in accordance with political proportionality.

7.3) The Committee shall consider and determine the following matters:

- All statutory consultation notices received in respect of full planning applications, listed building consent applications and change of use.
- Plans and policy proposals received in relation to Minerals & Waste.
- Matters relating to the National Planning Policy Framework (NPPF)
- Matters relating to the Local Plan and its components.
- Matters relating to the Conservation Areas in Witham.
- Matters of national infrastructure including but not limited to the A12, A120 and Great Eastern Main Line (GEML).
- Any matters and correspondence relating to Neighbourhood Plans.
- Correspondence received from the Local Planning Authority in relation to administrative planning matters.
- Notifications of Tree Preservation Orders made by the District Council.
- Notifications of Traffic Regulation Orders.
- Notifications of decisions taken by the Local Planning Authority.

Community Committee

8.1) The Community Committee serves to respect the interests of Witham's local citizens in respect of anything that directly impacts the local community, including matters of community safety, civil amenity and provision of local services. The Committee also presides over the management of events and key stakeholder relationships.

8.2) The Committee consists of 10 members appointed in accordance with political proportionality.

8.3) The Committee shall consider and determine the following matters:

- Receive reports, recommendations and minutes from Task & Finish Groups, advisory committees and panels that may be appointed from time to time.
- All matters relating to the Council's CCTV network and general community safety surveillance.
- Management and oversight of the Council's Community Special Constable Scheme operated in partnership with Essex Police.
- Promotion of community safety awareness and advice to local citizens.
- Matters of public health.
- Matters concerning provision of community transport and bus shelters, but not infrastructure matters.
- Provision of Christmas decorations and celebrations, including Christmas Events.
- Provision of all Town Council run events including Community Day & Witham Puppet Festival.
- Matters concerning youth engagement and opportunities.
- Support and oversight of the locally led 'Silver Cinema'.
- General street furniture provision including litter bins.
- Management and authorisation of the Town Council's Grant Aid Scheme.
- Oversight of the Witham Information Centre including managerial statistics, provision of services and profitability.
- Matters relating to civic celebration, onetime events and Remembrance.

Environment Committee

9.1) The Environment Committee serves to respect the interests of Witham's local citizens in respect of anything that directly impacts the local environment, including matters of green and open spaces, and commonly shared infrastructure interests with the Planning Committee.

9.2) The Committee consists of 10 members appointed in accordance with political proportionality.

9.3) The Committee shall consider and determine the following matters:

- Receive reports, recommendations and minutes from Task & Finish Groups, advisory committees and panels that may be appointed from time to time.
- All matters relating to the Council's managed assets including the River Walk, Whetmead Nature Reserve, Closed Churchyard and James Cooke Wood.
- To receive and adopt management plans as recommended by the Open Spaces Management Sub-Committee.
- To preside over general asset management of furniture and assets located on open spaces including waste management.
- To consider any matters in relation to allotments.
- To consider matters in relation to climate and pollution.
- To consider all matters in relation to trees, tree planting and the Council's closed 'Commemorative Tree Scheme'.
- To consider matters in relation to litter and any provisions included in the Environmental Protection Act 1990.
- To preside over the Council's programme of floral displays.
- To consider any matters in relation to the ongoing maintenance and management of the Council's fleet and equipment assets.
- To preside over the management of the Council's public conveniences.
- To preside over the management of the Council's street lighting inventory.
- To consider and adopt any policies that directly affect the management of open spaces.

Policy & Resources Committee

10.1) The Policy & Resources Committee serves to oversee the Council's financial position including matters relating to the management of budgets, reserves and cashflow. The committee is responsible for scrutiny and oversight of policies and making recommendations to the Council for amendments in Standing Orders & Financial Regulations.

10.2) The Committee consists of 10 members appointed in accordance with political proportionality.

10.3) The Committee shall consider and determine the following matters:

- All matters of policy adoption, amendment and approval, save for where a policy area is delegated to another committee or presided over by Full Council.
- Receipt of all budget reports for all standing committees.
- Receipt of cashbooks and bank reconciliations.
- Management and consideration of Town Council publications.
- Matters relating to the Mayor's Appeal.
- Matters concerning receipt and consideration of legal advice ahead of referral to Full Council.
- All matters concerning income and expenditure in general, including analysis of the Council's long-term financial picture.
- Management of the Council's 'Earmarked Reserves' and receipt of EMR reports.
- Scrutiny of administrative practice and deployment of resource.

Staffing & Accommodation Sub-Committee

11.1) The Staffing & Accommodation Sub-Committee serves to oversee matters relating to employment and staff member circumstances. Members who serve on this committee are party to sensitive, personal and confidential information and must take care to maintain confidence at all times. This sub-committee reports to the Policy & Resources Committee.

11.2) The Committee consists of 6 members appointed in accordance with political proportionality.

11.3) The Committee shall consider and determine the following matters:

- Receipt of a regular Performance & Monitoring Report from the Town Clerk as to staff morale, progress and project delivery.
- Welfare and reasonable adjustments for staff.
- Matters of long-term absence.
- All matters of a recruitment nature in accordance with the Recruitment Practice Note.
- Employment disputes and executive disciplinary measures as per the Staff Handbook.
- Receipt of Town Clerk's recommendations from the Annual Appraisal Process.
- Adoption of specific policies in relation to personnel matters.
- Review of the Council's Pay Policy Statement.
- Review of the Employer's LGPS Discretions policy.
- Review of the Staff Handbook.
- Scrutiny of the Town Clerk's performance and decision taking in relation to staff matters.

Open Spaces Management Sub-Committee

12.1) The Open Spaces Management Sub-Committee serves to oversee matters relating to the day to day management of all Council open spaces, and wider environment related issues to uncontrolled spaces. The group is also responsible for the creation and review of management plans. This Sub-committee reports to the Environment Committee. Duties include:

- Oversight of all key operations of Open Spaces under the control of the Town Council, including proposing new ideas and initiative.
- Considering wider projects and producing reports for consideration and endorsement by the Environment Committee.
- Composition and review of all management plans.
- Compliance with Green Flag Awards and government guidance.
- Review of the Council's open spaces strategies in general.
- Consideration of representations received from the public in relation to open spaces.
- Oversight of officer decisions and maintenance programme encompassing duties in relation to litter and general horticultural work including grass cutting regimes and street furniture maintenance (excluding highways street furniture and bus shelters).

Estimates Sub-Committee

13. 1) The Estimates Sub-Committee convenes once per year in January as part of the annual budgeting process to review all committee budget bits and perform a full oversight exercise of proposed draft budgets against assets, reserves and long term financial forecasts and projections to ensure that the final budget recommendation to Full Council is evidenced, robust and fit for purpose. Duties include:

- Production and recommendation of a summary budget proposal to Full Council.
- Recommendation of a precept level and band D calculation.
- Analysis of three-year financial forecasts against proposed business plans to ensure suggested finance levels are in accordance with business plan proposals.
- Review of all past committee expenditure to identify spending patterns, trends and areas of efficiency and improvements.
- Production of a three-year finance projection and projected reserve levels
- Production of a corporate strategy and review of the corporate strategy.

Advisory Committees (General)

14.1) Advisory committees are non-decision-making entities established by the Council and its standing committees from time to time as required. Advisory committees may exist in the format of panels, review groups, task & finish groups and other such appropriate names as set out by Members. Their focus is on exploring particular issues in depth in order to research, inform and recommend to the Council by producing reports and suggestions to their parent committee or where appropriate, full council. Such committees have no set numbers and need have no Members of the Council at all, but in all situations should be supported by a nominated officer of the Council as appointed by the Town Clerk. Advisory committees should be reviewed from time to time by their parent committee as to their effectiveness, purpose and scope of works, and each committee assigned terms of reference to ensure focus within their allocated remit.

14.2) Advisory committees are prohibited from making financial decisions under the Local Government Act 1972.

Financial Scrutiny Panel

15.1) The Financial Scrutiny panel meets twice a year and is led by a group of three Members. The purpose of the panel is to hold officer to account on their management of the Councils finances and compliance with internal control procedures, including implementing any points raised previous scrutiny reports, internal and external audit reports. The Scrutiny Panel holds the power of recommendation to the Policy & Resources Committee as to required changes in financial regulations or administrative procedures.

Complaints Panel

16.1) The complaints panel has no set Members, but exists in perpetuity to examine any complaints received under the Council's Complaints Procedure.

Editing Panel

17.1) The Editing Panel is an independent, non-meeting group of cross-party Members whose purpose is to examine draft copies of the Council's official newsletter, 'The Voice' for balance, content and form prior to being published. The editing panel is consulted by officers four times a year on each draft copy of The Voice.

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Agenda Item 9

Councillor M.C.M. Lager has asked whether the Town Council has powers to acquire land for housing development under LGA 1972.

Extract from Local Government Act 1972

124 Acquisition of land by agreement by parish and community councils.

(1) For the purposes of—

(a) any of their functions under this or any other public general Act, or

(b) the benefit, improvement or development of their area,

a parish or community council may acquire by agreement any land, whether situated inside or outside their area.

(2) Where under this section a parish or community council are authorised to acquire land by agreement, the provisions of Part I of the Compulsory Purchase Act 1965 (so far as applicable) other than section 31 shall apply, and in the said Part I as so applied the word “land” shall have the meaning assigned to it by this Act.

(3) References in the foregoing provisions of this section to acquisition by agreement are references to acquisition for money or money’s worth, as purchaser or lessee.

125 Compulsory acquisition of land on behalf of parish or community councils.

(1) If a parish or community council are unable to acquire by agreement under section 124 above and on reasonable terms suitable land for a purpose for which they are authorised to acquire land other than—

(a) the purpose specified in section 124(1)(b) above, or

(b) a purpose in relation to which the power of acquisition is by an enactment expressly limited to acquisition by agreement,

they may represent the case to the council of the district in which the parish or community is situated.

(2) If the district council are satisfied that suitable land for the purpose cannot be acquired on reasonable terms by agreement, they may be authorised by the Secretary of State to purchase compulsorily the land or part of it; and the Acquisition of Land Act 1981 shall apply in relation to the purchase.

(3) The district council in making and the Secretary of State in confirming an order for the purposes of this section shall have regard to the extent of land held in the neighbourhood by an owner and to the convenience of other property belonging to the same owner and shall, as far as practicable, avoid taking an undue or inconvenient quantity of land from any one owner.

(4) The order shall be carried into effect by the district council but the land when acquired shall be conveyed to the parish or community council; and accordingly in construing for the purposes of this section and of the order any enactment applying in relation to the compulsory acquisition, the parish or community council or the district council, or the two councils jointly, shall, as the case may require, be treated as the acquiring authority.

(5) The district council may recover from the parish or community council the expenses incurred by them in connection with the acquisition of land under this section.

(6) If a parish or community council make representations to a district council with a view to the making of an order under this section and the district council—

(a)refuse to make an order, or

(b)do not make an order within 8 weeks from the making of the representations or such longer period as may be agreed between the two councils,

the parish or community council may petition the Secretary of State who may make the order, and this section and the provisions of the Acquisition of Land Act 1981 shall apply as if the order had been made by the district council and confirmed by the Secretary of State.

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