



Town Hall | 61 Newland Street | Witham | CM8 2FE  
01376 520627  
witham.gov.uk

## AGENDA

Meeting of: **Policy and Resources Committee**

Date: **Tuesday, 9<sup>th</sup> December 2025** Time: **7:30 p.m.**

Place: **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

P.	Heath	(Chairman)	J.	Goodman
J.	Robertson	(Vice Chairman)	L.	Headley
L.	Barlow		J.	Martin
P.	Barlow		R.	Ramage
B.	Fleet		B.	Taylor

A handwritten signature in black ink that appears to read 'Nikki Smith'.

Nikki Smith  
Town Clerk  
NS/GK/4.12.2025

### **1. APOLOGIES FOR ABSENCE**

To receive and approve apologies for absence.

### **2. MINUTES**

To receive the Minutes of the Meeting of the Policy and Resources Committee held 16<sup>th</sup> September 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. TOWN CLERK'S REPORT**

To receive a verbal report from the Town Clerk on matters arising.

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

(a) To receive and approve the Policy and Resources Committee Budget for 2026/2027 attached at page 4.

(b) To receive and approve the Maltings Lane Community Centre Budget for 2026/2027 attached at page 5.

**7. FINANCIAL STATEMENTS**

(a) BANK RECONCILIATION

To receive the Bank Reconciliations to 31<sup>st</sup> October 2025 attached at page 6.

(b) SCHEDULE OF RECEIPTS AND PAYMENTS

To receive the Schedule of Receipts and Payments to 31<sup>st</sup> October 2025 attached at page 18.

(c) BUDGET STATEMENTS, EXCEPTION REPORT AND EARMARKED RESERVES

To receive the Budget Statements, Exception Report and Earmarked Reserves to 31<sup>st</sup> October 2025 attached at page 37.

**8. WITHAM TOWN COUNCIL POLICIES**

(a) Vexacious Complaints Policy

To review and approve the Vexacious Complaints Policy attached at page 43.

(b) Safeguarding Policy

To review and approve the Safeguarding Policy attached at page 47.

(c) Public Artefact Donation Scheme

To review and approve the Public Artefact Donation Scheme attached at page 50.

(d) Body Worn Camera Policy

To review and approve the Body Worn Camera Policy attached at page 52.

**(e) Lone Worker Policy**

To review and approve the Lone Worker Policy attached at page 56.

**9. INVESTMENTS**

To consider a recommendation from the Financial Scrutiny Panel to increase the amount invested with the CCLA.

**10. 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.

**11. TREE MAINTENANCE**

To approve a quotation for tree maintenance work and the use of EMR attached at page 59.

PROPOSED POLICY & RESOURCES BUDGET FOR 2026/2027			
Policy & Resources	2025/2026		2026/2027
	Current Budget	Proposed Budget	Difference
<b>Interest Received</b>	14000	18000	4000
<b>Total Income</b>	<b>12000</b>	<b>18000</b>	<b>6000</b>
 Civic Receptions	2500	2500	0
Instructions & Reports	8000	8000	0
Christmas Expenses	3000	3000	0
Mayor's Allowance	2237	2237	0
Member's Grant Scheme	8000	8000	0
Civic Gesture	500	500	0
Surveys & Consultations	2000	1500	-500
Newsletter & Publications	14000	10000	-4000
Members Allowance	7000	7000	0
Communications & Exhibitions	1500	1500	0
<b>Overhead Expenditure</b>	<b>48737</b>	<b>44237</b>	<b>-4500</b>

Agenda Item 6(a)

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PROPOSED MALTINGS LANE BUDGET FOR 2026/2027			
Maltings Lane	Current Budget	2026/2027	
		Proposed Budget	Difference
Hall Bookings	7500	17000	9500
<b>Total Income</b>		<b>17000</b>	<b>17000</b>
Insurance	1000	2000	1000
Lift Servicing	0	1000	1000
Business Rates	0	12000	12000
IT	400	1000	600
Building Maintenance	2000	6000	4000
Electricity	3500	12000	8500
Water	2000	7000	5000
Gas	3000		-3000
Telephone	250	1200	950
Waste	700	700	0
Licences	800	800	0
Petty Cash	200	700	500
Sundry Expenses		2000	2000
Photocopying		500	500
Postage		500	500
Stationery		500	500
Telephones		1500	1500
Affiliation Fees		500	500
Training		1000	1000
Advertising		300	300
Payroll Charges		400	400
<b>Overhead Expenditure</b>	<b>13850</b>	<b>51600</b>	<b>37750</b>

Agenda Item 6(b)

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## Witham Town Council

Agenda Item 7(a)

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

	<b>Bank Reconciliation at 30/09/2025</b>		
	Cash in Hand 01/04/2025		745,309.79
	<b>ADD</b> Receipts 01/04/2025 - 30/09/2025		1,140,382.72
	<b>SUBTRACT</b> Payments 01/04/2025 - 30/09/2025		1,885,692.51
<b>A</b>	<b>Cash in Hand 30/09/2025</b> (per Cash Book)		584,499.53
			<b>1,301,192.98</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/09/2025	17.69	
	LLoyds Current Account 30/09/2025	21,014.81	
	CCLA Public Sector Deposit 30/09/2025	190,000.00	
	95 Day Notice Account 30/09/2025	203,640.01	
	Unity Trust Instant Access 30/09/2025	813,543.57	
	Unity Trust Bank 30/09/2025	72,976.90	
			<b>1,301,192.98</b>
	Less unpresented payments		
			<b>1,301,192.98</b>
	Plus unpresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>1,301,192.98</b>
	<b>A = B Checks out OK</b>		

**Witham Town Council**  
**RECONCILIATION - CCLA Public Sector Deposit 30-09-2025**

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From Accounts ..... £190,000.00

Payments not cashed ..... Add .....  
Receipts not entered ..... Subtract .....

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**Statement should be ..... £190,000.00**

**Witham Town Council**  
**RECONCILIATION - 95 Day Notice Account 30-09-2025**

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From Accounts ..... £203,640.01

Payments not cashed ..... Add .....  
Receipts not entered ..... Subtract .....

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**Statement should be ..... £203,640.01**

**Witham Town Council**  
**RECONCILIATION - LLoyds Current Account 30-09-2025**

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From Accounts ..... £21,014.81

Payments not cashed ..... Add .....  
Receipts not entered ..... Subtract .....

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**Statement should be ..... £21,014.81**

**Witham Town Council**  
**RECONCILIATION - Unity Trust Bank 30-09-2025**

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From Accounts .....	£72,976.90
Payments not cashed .....	Add .....
Receipts not entered .....	Subtract .....
<b>Statement should be .....</b>	<b>£72,976.90</b>

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**Witham Town Council**  
**RECONCILIATION - Unity Trust Instant Access 30-09-2025**

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From Accounts ..... £813,543.57

Payments not cashed ..... Add .....  
Receipts not entered ..... Subtract .....

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**Statement should be ..... £813,543.57**

**Witham Town Council**  
**RECONCILIATION - CCLA Public Sector Deposit 31-10-2025**

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From Accounts ..... £190,000.00

Payments not cashed ..... Add .....  
Receipts not entered ..... Subtract .....

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**Statement should be ..... £190,000.00**

## Witham Town Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

<b>Bank Reconciliation at 31/10/2025</b>			
	Cash in Hand 01/04/2025		745,309.79
	<b>ADD</b> Receipts 01/04/2025 - 31/10/2025		1,168,192.44
	<b>SUBTRACT</b> Payments 01/04/2025 - 31/10/2025		1,913,502.23
<b>A</b>	<b>Cash in Hand 31/10/2025</b> (per Cash Book)		<b>662,141.23</b>
			<b>1,251,361.00</b>
	Cash in hand per Bank Statements		
	Petty Cash 31/10/2025	17.69	
	LLoyds Current Account 31/10/2025	18,377.16	
	CCLA Public Sector Deposit 31/10/2025	190,000.00	
	95 Day Notice Account 31/10/2025	204,112.70	
	Unity Trust Instant Access 31/10/2025	813,543.57	
	Unity Trust Bank 31/10/2025	25,309.88	
			<b>1,251,361.00</b>
	Less unpresented payments		
			<b>1,251,361.00</b>
	Plus unpresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>1,251,361.00</b>
	<b>A = B Checks out OK</b>		

**Witham Town Council**  
**RECONCILIATION - 95 Day Notice Account 31-10-2025**

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From Accounts ..... £204,112.70

Payments not cashed ..... Add .....  
Receipts not entered ..... Subtract .....

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**Statement should be ..... £204,112.70**

**Witham Town Council**  
**RECONCILIATION - LLoyds Current Account 31-10-2025**

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From Accounts .....	£18,377.16
Payments not cashed .....	Add .....
Receipts not entered .....	Subtract .....
<b>Statement should be .....</b>	<b>£18,377.16</b>

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**Witham Town Council**  
**RECONCILIATION - Unity Trust Bank 31-10-2025**

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From Accounts .....	£25,309.88
Payments not cashed .....	Add .....
Receipts not entered .....	Subtract .....
<b>Statement should be .....</b>	<b>£25,309.88</b>

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**Witham Town Council**  
**RECONCILIATION - Unity Trust Instant Access 31-10-2025**

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From Accounts ..... £813,543.57

Payments not cashed ..... Add .....  
Receipts not entered ..... Subtract .....

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**Statement should be ..... £813,543.57**

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## RECEIPTS LIST

Agenda Item 7 (b)

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
453	Interest Received	01/09/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	47.25		47.25
454	Interest Received	02/09/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.75		15.75
455	Interest Received	03/09/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.76		15.76
456	Interest Received	04/09/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.76		15.76
457	Interest Received	05/09/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.76		15.76
458	Interest Received	08/09/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	47.28		47.28
459	Interest Received	09/09/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.76		15.76
460	Interest Received	10/09/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.21		15.21
461	Interest Received	11/09/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.21		15.21
462	Interest Received	12/09/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.21		15.21
463	Interest Received	15/09/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	45.63		45.63
464	Interest Received	16/09/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.21		15.21
465	Interest Received	17/09/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.22		15.22
466	Interest Received	18/09/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.22		15.22
467	Interest Received	19/09/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.22		15.22
468	Interest Received	22/09/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	45.66		45.66
469	Interest Received	23/09/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.22		15.22
470	Interest Received	24/09/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.22		15.22
471	Interest Received	25/09/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.22		15.22
472	Interest Received	26/09/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.23		15.23
473	Interest Received	29/09/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	45.68		45.68
474	Interest Received	30/09/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.23		15.23
549	Interest Received	01/10/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.23		15.23
550	Interest Received	02/10/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.23		15.23
551	Interest Received	03/10/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.23		15.23
552	Interest Received	06/10/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	45.70		45.70
553	Interest Received	07/10/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.24		15.24
554	Interest Received	08/10/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.24		15.24
555	Interest Received	09/10/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.24		15.24
556	Interest Received	10/10/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.24		15.24
557	Interest Received	13/10/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	45.73		45.73
558	Interest Received	14/10/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.25		15.25
559	Interest Received	15/10/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.25		15.25

**Witham Town Council**  
**RECEIPTS LIST**

Policy and Resources Agenda - 9th December 2025

4 December 2025 (2025 - 2026)

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
560	Interest Received	16/10/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.25		15.25
561	Interest Received	17/10/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.25		15.25
562	Interest Received	20/10/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	45.75		45.75
563	Interest Received	21/10/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.25		15.25
564	Interest Received	22/10/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.26		15.26
565	Interest Received	23/10/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.26		15.26
566	Interest Received	24/10/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.26		15.26
567	Interest Received	27/10/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	45.78		45.78
568	Interest Received	28/10/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.26		15.26
569	Interest Received	29/10/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.26		15.26
570	Interest Received	30/10/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.26		15.26
571	Interest Received	31/10/2025		95 Day Notice Account		Interest Received	Lloyds Bank	X	15.27		15.27
								<b>Total</b>	<b>965.60</b>		<b>965.60</b>

## RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
394	Christmas Events	01/09/2025		Unity Trust Bank		Stall Fees	IVORY AND SUGAR LTD	E	40.00		40.00
395	Information Sales Income	01/09/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	151.10		151.10
396	Hall Hire	02/09/2025		Unity Trust Bank		Hall Hire	Jean Brett	E	40.00		40.00
397	Information Sales Income	02/09/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	404.10		404.10
398	Christmas Events	02/09/2025		Unity Trust Bank		Stall Fees	Archies Pet Supplies	E	40.00		40.00
399	Interest Received	02/09/2025		Unity Trust Bank		Interest Received	CCLA Investment Management Limited	E	661.96		661.96
401	Information Sales Income	03/09/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	269.48		269.48
402	Information Sales Income	03/09/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	185.60		185.60
403	Information Sales Income	03/09/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	148.55		148.55
404	Information Sales Income	03/09/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	162.90		162.90
405	Information Sales Income	03/09/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	64.65		64.65
400	Christmas Events	03/09/2025		Unity Trust Bank		Stall Fees	Thaibite Catering	E	40.00		40.00
407	Hall Hire	04/09/2025		Unity Trust Bank		Hall Hire	History Group	E	28.00		28.00
406	Information Sales Income	04/09/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	369.70		369.70
408	Information Sales Income	05/09/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	275.08		275.08
409	Christmas Events	05/09/2025		Unity Trust Bank		Stall Fees	Caroline Davis	E	30.00		30.00
412	Hall Hire	08/09/2025		Unity Trust Bank		Hall Hire	Great Dunmow Town Coun	E	60.00		60.00
411	Information Sales Income	08/09/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	236.25		236.25
410	Christmas Events	08/09/2025		Unity Trust Bank		Stall Fees	EVERY CHILD ONLI	E	10.00		10.00
413	Christmas Events	08/09/2025		Unity Trust Bank		Stall Fees	FARINANGO MUEN / Native	E	80.00		80.00
415	Hall Hire	09/09/2025		Unity Trust Bank		Hall Hire	Essex Association of Local	E	182.00		182.00
416	Dog Show	09/09/2025		Unity Trust Bank		Stall Fees	C Smith	E	40.00		40.00
414	Dog & Bench Sponsorship Sch	09/09/2025		Unity Trust Bank		Dog Bin Sponsorship	[REDACTED]	E	30.00		30.00
417	Information Sales Income	09/09/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	581.95		581.95
419	Information Sales Income	10/09/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	263.50		263.50
418	Allotments Control Account	10/09/2025		Unity Trust Bank		Allotment Rent	[REDACTED]	E	98.15		98.15
420	Information Sales Income	11/09/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	8.75		8.75
423	Information Sales Income	12/09/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	209.74		209.74
422	Christmas Events	12/09/2025		Unity Trust Bank		Stall Fees	KAREN ROSEMARY TWINN	E	80.00		80.00
421	Dog & Bench Sponsorship Sch	12/09/2025		Unity Trust Bank		Dog Bin Sponsorship	[REDACTED]	E	50.00		50.00
425	Information Sales Income	15/09/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	215.89		215.89
426	Witham Festival Income	15/09/2025		Unity Trust Bank		Stall Fees	The Kandy Kidz	E	40.00		40.00
424	Christmas Events	15/09/2025		Unity Trust Bank		Stall Fees	Ionela Pralea Trading As A	E	40.00		40.00

## RECEIPTS LIST

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Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
427	Information Sales Income	16/09/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	2.00		2.00
428	Donations	16/09/2025		Unity Trust Bank		Public Donations	Mayor's Appeal Fund	X	29.25		29.25
429	Information Sales Income	17/09/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	495.70		495.70
430	Information Sales Income	18/09/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	250.99		250.99
431	Information Sales Income	19/09/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	176.55		176.55
433	Information Sales Income	22/09/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	179.20		179.20
434	Information Sales Income	22/09/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	80.60		80.60
432	Christmas Events	22/09/2025		Unity Trust Bank		Stall Fees	HOLMAN Carley	E	40.00		40.00
437	Information Sales Income	23/09/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	447.85		447.85
435	Witham Festival Income	23/09/2025		Unity Trust Bank		Stall Fees	Essex Amusements	E	40.00		40.00
436	Witham Festival Income	23/09/2025		Unity Trust Bank		Stall Fees	Charluccio's Ice Cream Van and Candy Floss	E	30.00		30.00
438	Information Sales Income	24/09/2025		Unity Trust Bank		Information Centre Sales	American Express	E	5.99		5.99
439	Information Sales Income	24/09/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	158.75		158.75
441	Information Sales Income	25/09/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	154.05		154.05
440	Precept	25/09/2025		Unity Trust Bank		Precept	BRAINTREE DISTRICT COL	X	518,633.00		518,633.00
443	Information Sales Income	26/09/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	47.60		47.60
442	Christmas Events	26/09/2025		Unity Trust Bank		Stall Fees	AIKEN N L	E	40.00		40.00
444	Allotments Control Account	26/09/2025		Unity Trust Bank		Allotment Rent		E	59.18		59.18
445	Information Sales Income	29/09/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	9.05		9.05
446	Information Sales Income	29/09/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	141.95		141.95
447	Hall Hire	30/09/2025		Unity Trust Bank		Hall Hire	Inhealth Intelige / Eye clinic E/O HILPO0011144		960.00		960.00
451	Hall Hire	30/09/2025		Unity Trust Bank		Hall Hire	Jean Brett	E	60.00		60.00
452	Hall Hire	30/09/2025		Unity Trust Bank		Hall Hire	Malayikah Ltd: The Olive Link	E	62.50		62.50
450	Information Sales Income	30/09/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	172.50		172.50
449	Dog & Bench Sponsorship Sch	30/09/2025		Unity Trust Bank		Dog Bin Sponsorship		E	50.00		50.00
477	Information Sales Income	01/10/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	40.60		40.60
478	Christmas Events	01/10/2025		Unity Trust Bank		Stall Fees	Karen Gets Crafty	E	30.00		30.00
476	Christmas Events	01/10/2025		Unity Trust Bank		Stall Fees	Karen Dvewe	E	30.00		30.00
475	Donations	01/10/2025		Unity Trust Bank		Public Donations	Mayor's Appeal Fund	X	61.25		61.25
479	Information Sales Income	02/10/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	33.45		33.45
480	Information Sales Income	02/10/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	94.80		94.80
481	Information Sales Income	02/10/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	76.25		76.25
482	Information Sales Income	02/10/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	670.20		670.20
483	Information Sales Income	02/10/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	135.00		135.00

## RECEIPTS LIST

## Policy and Resources Agenda - 9th December 2025

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
484	Interest Received	02/10/2025		Unity Trust Bank		Interest Received	CCLA Investment Management Limited	E	628.56		628.56
485	Hall Hire	03/10/2025		Unity Trust Bank		Hall Hire	History Group	E	28.00		28.00
486	Hall Hire	03/10/2025		Unity Trust Bank		Weekly stall at Witham Charter Market	Market Evans, Oceans Finest	E	220.00		220.00
487	Information Sales Income	03/10/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	80.74		80.74
489	Information Sales Income	06/10/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	158.85		158.85
488	Donations	06/10/2025		Unity Trust Bank		Public Donations	Mayor's Appeal Fund	X	6.00		6.00
491	Information Sales Income	07/10/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	144.50		144.50
490	Christmas Events	07/10/2025		Unity Trust Bank		Stall Fees	WEST Rosalie / Crafty Gang	E	30.00		30.00
492	Christmas Events	07/10/2025		Unity Trust Bank		Stall Fees	Sarah Ford / Star Craft Designs Ltd	E	30.00		30.00
493	Christmas Events	07/10/2025		Unity Trust Bank		Stall Fees	Jacki Mundy Makes	E	30.00		30.00
494	Information Sales Income	08/10/2025		Unity Trust Bank		Information Centre Sales	American Express	E	43.50		43.50
496	Information Sales Income	08/10/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	119.70		119.70
495	Christmas Events	08/10/2025		Unity Trust Bank		Stall Fees	Ribbons by Rox / Roxanne	E	10.00		10.00
498	Information Sales Income	09/10/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	265.60		265.60
499	Dog & Bench Sponsorship Scheme	09/10/2025		Unity Trust Bank		Dog Bin Sponsorship	[REDACTED]	E	50.00		50.00
501	Information Sales Income	10/10/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	96.15		96.15
502	Christmas Events	10/10/2025		Unity Trust Bank		Stall Fees	Hanna Webber / Heavenly	E	30.00		30.00
503	Christmas Events	10/10/2025		Unity Trust Bank		Stall Fees	Connor Lynch / Little Daint	E	30.00		30.00
500	EMR Community Safety Staff C	10/10/2025		Unity Trust Bank		Community Safety Development	ESSEX POLICE	X	19,000.00		19,000.00
510	Information Sales Income	13/10/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	447.39		447.39
506	Witham Festival Income	13/10/2025		Unity Trust Bank		Stall Fees	The Kandy Kidz	E	41.00		41.00
507	Christmas Events	13/10/2025		Unity Trust Bank		Stall Fees	Cadburys hot chocolate / Cry	Crystal Manning	40.00		40.00
508	Christmas Events	13/10/2025		Unity Trust Bank		Stall Fees	Karen Kerr / KSoYKandles	I	30.00		30.00
509	Christmas Events	13/10/2025		Unity Trust Bank		Stall Fees	HAMANETS Hanna / Yulia	I	30.00		30.00
504	Christmas Events	13/10/2025		Unity Trust Bank		Stall Fees	T Grundy / Witham and Maldon Swans		10.00		10.00
505	Christmas Events	13/10/2025		Unity Trust Bank		Stall Fees	The Kandy Kidz	E	80.00		80.00
512	Information Sales Income	14/10/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	39.49		39.49
511	Christmas Events	14/10/2025		Unity Trust Bank		Stall Fees	Albert Twinn / Kids Fun Ga	E	60.00		60.00
513	Christmas Events	14/10/2025		Unity Trust Bank		Stall Fees	Fruit as a Gift / Samantha	I	40.00		40.00
521	Information Sales Income	15/10/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	475.19		475.19
515	Information Sales Income	16/10/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	49.15		49.15
517	Information Sales Income	17/10/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	96.99		96.99
519	Christmas Events	17/10/2025		Unity Trust Bank		Stall Fees	ANDERSON SA / Valero Lo	E	40.00		40.00
516	Christmas Events	17/10/2025		Unity Trust Bank		Stall Fees	Dantec Cook / Cooksters	C	40.00		40.00

## RECEIPTS LIST

Policy and Resources Agenda - 9th December 2025

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
518	Allotments Control Account	17/10/2025		Unity Trust Bank		Allotment Rent		E	85.63		85.63
524	Information Sales Income	20/10/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	174.50		174.50
520	Christmas Events	20/10/2025		Unity Trust Bank		Stall Fees	HULSTROM MSE / Curt Di	E	40.00		40.00
522	Donations	20/10/2025		Unity Trust Bank		Public Donations	Mayor's Appeal Fund	X	140.00		140.00
523	Donations	20/10/2025		Unity Trust Bank		Public Donations	Mayor's Appeal Fund	X	95.35		95.35
525	Hall Hire	21/10/2025		Unity Trust Bank		Hall Hire	Essex Association of Local	E	104.00		104.00
526	Information Sales Income	21/10/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	50.85		50.85
527	Christmas Events	21/10/2025		Unity Trust Bank		Stall Fees	LEAH GEISER-WILSON / Little Luxe Spa	E	40.00		40.00
528	Christmas Events	21/10/2025		Unity Trust Bank		Stall Fees	Shirley WHIPPS / Hobby Cr	E	30.00		30.00
532	Information Sales Income	22/10/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	472.45		472.45
533	Christmas Events	22/10/2025		Unity Trust Bank		Stall Fees	Maria Rayner	E	30.00		30.00
529	Christmas Events	22/10/2025		Unity Trust Bank		Stall Fees	Shansel Murat / gifts by Sh	E	30.00		30.00
530	Christmas Events	22/10/2025		Unity Trust Bank		Stall Fees	Carol Bullard / LunaFlair	E	30.00		30.00
531	Christmas Events	22/10/2025		Unity Trust Bank		Stall Fees	POPCORN COMMUNITY	E	10.00		10.00
535	Information Sales Income	23/10/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	358.90		358.90
534	Christmas Events	23/10/2025		Unity Trust Bank		Stall Fees	Marie Hibble	E	40.00		40.00
536	Information Sales Income	24/10/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	61.94		61.94
537	Christmas Events	24/10/2025		Unity Trust Bank		Stall Fees	Matthew Williams / North Essex Wood Craft	E	30.00		30.00
538	Christmas Events	24/10/2025		Unity Trust Bank		Stall Fees	Bethan-Marie Lilley / Bethan-Marie Gifts	E	40.00		40.00
540	Information Sales Income	27/10/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	109.20		109.20
539	Christmas Events	27/10/2025		Unity Trust Bank		Stall Fees	Hannah French / Prints Chari	E	40.00		40.00
541	Donations	27/10/2025		Unity Trust Bank		Public Donations	Mayor's Appeal Fund	X	73.77		73.77
542	Information Sales Income	28/10/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	82.15		82.15
543	Information Sales Income	29/10/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	92.40		92.40
545	Christmas Events	29/10/2025		Unity Trust Bank		Stall Fees	Maria Brown / Dolls and Fa	E	60.00		60.00
544	Information Sales Income	30/10/2025		Unity Trust Bank		Information Centre Sales	Information Centre	E	108.14		108.14
546	Hall Hire	31/10/2025		Unity Trust Bank		Hall Hire	Inhealth Intelige / Eye clinic E/O HILPO001114	E	1,040.00		1,040.00
547	Christmas Events	31/10/2025		Unity Trust Bank		Stall Fees	The Phoenix Cake Company E	Maria Summers	40.00		40.00
548	Christmas Events	31/10/2025		Unity Trust Bank		Stall Fees	Charlotte Cross / Flower Qt	E	30.00		30.00
572	S106 Receipts	31/10/2025		Unity Trust Bank		Winter Planting at Witham Station	ESSEX COUNTY COUNCIL	X	91.98		91.98

Total

554,787.68

554,787.68

## RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
448	Interest Received	30/09/2025		Unity Trust Instant Access		Interest Received	Unity Trust Bank	X	2,593.20		2,593.20
<b>Total</b>									<b>2,593.20</b>		<b>2,593.20</b>

## PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
619	New Events & Events Improv m	08/09/2025		Lloyds Current Account		Live Entertainment	Happy Kinder Parties	X	55.00		55.00
620	New Events & Events Improv m	08/09/2025		Lloyds Current Account		Wind Speed Anemometer	AMAZON EU SARL	S	21.24	4.25	25.49
621	IT	08/09/2025		Lloyds Current Account		Zoom workplace Pro Monthly	ZOOM COMMUNICATIONS, S	S	13.99	2.80	16.79
622	New Events & Events Improv m	08/09/2025		Lloyds Current Account		Pride Pins	AMAZON EU SARL	S	27.72	5.55	33.27
623	New Events & Events Improv m	08/09/2025		Lloyds Current Account		Party Decorations	AMAZON EU SARL	S	5.82	1.17	6.99
623	New Events & Events Improv m	08/09/2025		Lloyds Current Account		Party Decorations	AMAZON EU SARL	S	3.32	0.67	3.99
624	Town Hall	08/09/2025		Lloyds Current Account		Tea Towels Kitchen	A & B TRADERS (NW) LTD	S	8.32	1.66	9.98
627	Town Hall	08/09/2025		Lloyds Current Account		Milk British S/Skim	Morrisons	E	1.35		1.35
628	New Events & Events Improv m	08/09/2025		Lloyds Current Account		Winnie the Pooh Bear Costume	All About Costumes	X	115.00		115.00
629	New Events & Events Improv m	08/09/2025		Lloyds Current Account		Tablecloth Clips	AMAZON EU SARL	S	4.74	0.95	5.69
623	New Events & Events Improv m	08/09/2025		Lloyds Current Account		Party Decorations	AMAZON EU SARL	S	7.15	1.43	8.58
625	New Events & Events Improv m	08/09/2025		Lloyds Current Account		Pride Flag Tablecloths	AMAZON EU SARL	S	13.32	2.66	15.98
626	New Events & Events Improv m	08/09/2025		Lloyds Current Account		Temporary Tattoos	AMAZON EU SARL	S	19.97	3.99	23.96
626	New Events & Events Improv m	08/09/2025		Lloyds Current Account		Temporary Tattoos	AMAZON EU SARL	S	7.11	1.42	8.53
633	Town Hall	08/09/2025		Lloyds Current Account		Milk British S/Skim	Morrisons	E	1.35		1.35
635	Town Hall	08/09/2025		Lloyds Current Account		Blackout Grey Roller Blind	Blinds/ FRIAR 148 LIMITED	S	63.88	12.78	76.66
637	Town Hall	08/09/2025		Lloyds Current Account		Mini Round Magnets	AMAZON EU SARL	S	5.66	1.13	6.79
639	Town Hall	08/09/2025		Lloyds Current Account		Photo Upload Card	Moonpig	X	5.69		5.69
632	IT	08/09/2025		Lloyds Current Account		Premium Plan Business	WIX COM LTD	S	300.00	60.00	360.00
636	Music Event	08/09/2025		Lloyds Current Account		Portable Camping Chair	VIVO TECHNOLOGIES LTD	S	58.30	11.66	69.96
638	New Events & Events Improv m	08/09/2025		Lloyds Current Account		Festival Trolley	AMAZON EU SARL	S	66.66	13.33	79.99
631	New Events & Events Improv m	08/09/2025		Lloyds Current Account		Live Entertainment	Happy Kinder Parties	X	200.00		200.00
641	New Events & Events Improv m	08/09/2025		Lloyds Current Account		Magnets	AMAZON EU SARL	S	8.07	1.62	9.69
642	New Events & Events Improv m	08/09/2025		Lloyds Current Account		Lucky Dip Prizes	GO GREEN BATTERIES LTD	S	5.93	1.19	7.12
643	New Events & Events Improv m	08/09/2025		Lloyds Current Account		Bags Self Seal	TOLIPO LIMITED	S	4.16	0.83	4.99
644	New Events & Events Improv m	08/09/2025		Lloyds Current Account		First Aid Group Items	AMAZON EU SARL	S	24.69	4.95	29.64
634	Equipment Supplies & Mainten	08/09/2025		Lloyds Current Account		Trail Camera with Night Vision	AMAZON EU SARL	S	95.97	19.20	115.17
634	Equipment Supplies & Mainten	08/09/2025		Lloyds Current Account		Trail Camera with Night Vision	AMAZON EU SARL	S	49.56	9.90	59.46
630	Open Spaces General	08/09/2025		Lloyds Current Account		Warning Anti Climb Sign	UNIVERSAL SIGNS & SILK SCREEN PRINTERS LTD	S	8.32	1.66	9.98
640	Civic Gesture	08/09/2025		Lloyds Current Account		Birthday Card	CardFactory	X	6.07		6.07
648	Town Hall	08/09/2025		Lloyds Current Account		Metal Polish Wadding	Tesco Stores	E	19.00		19.00
649	Town Hall	08/09/2025		Lloyds Current Account		Juice, Sandwiches, Crisps	Tesco Stores	E	32.00		32.00
651	Town Hall	08/09/2025		Lloyds Current Account		Milk S/Skim, Instant Coffee	Tesco Stores	E	7.15		7.15
652	Town Hall	08/09/2025		Lloyds Current Account		Adapter for Computer	AMAZON EU SARL	S	4.57	0.92	5.49

## PAYMENTS LIST

## Policy and Resources Agenda - 9th December 2025

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
652	Town Hall	08/09/2025		Lloyds Current Account		Adapter for Computer	AMAZON EU SARL	S	6.02	1.21	7.23
654	Town Hall	08/09/2025		Lloyds Current Account		HDMI to VGA Cable	AMAZON EU SARL	S	4.62	0.93	5.55
655	Town Hall	08/09/2025		Lloyds Current Account		Coloured Copier Paper	W L COLLER LIMITED	S	4.99	1.00	5.99
656	Town Hall	08/09/2025		Lloyds Current Account		Postage Stamp	Post Office Ltd	E	3.20		3.20
657	Town Hall	08/09/2025		Lloyds Current Account		Cable Lead 4m	KENABLE LIMITED	S	2.65	0.53	3.18
658	Town Hall	08/09/2025		Lloyds Current Account		Coloured Craft Card	DAVID JOHN (PAPERS) LTD S	S	5.16	1.03	6.19
659	Town Hall	08/09/2025		Lloyds Current Account		Milk British S/Skim	Morrisons	E	2.70		2.70
660	Town Hall	08/09/2025		Lloyds Current Account		Coloured Craft Card	DAVID JOHN (PAPERS) LTD S	S	5.41	1.08	6.49
662	Town Hall	08/09/2025		Lloyds Current Account		Memory Stick	AMAZON EU SARL	S	5.53	1.11	6.64
663	Town Hall	08/09/2025		Lloyds Current Account		Mini Round Magnets	AMAZON EU SARL	S	-5.66	-1.13	-6.79
666	Town Hall	08/09/2025		Lloyds Current Account		Mortice Keys	Cobblers Witham	X	6.45		6.45
667	Town Hall	08/09/2025		Lloyds Current Account		Framings	Witham Art and Framin	X	1.10		1.10
668	Town Hall	08/09/2025		Lloyds Current Account		Wireless Mouse	AMAZON EU SARL	S	16.60	3.32	19.92
669	Town Hall	08/09/2025		Lloyds Current Account		Pen Grey	THE WORKS STORES LTD	S	3.33	0.67	4.00
670	Town Hall	08/09/2025		Lloyds Current Account		Milk S/Skim, Tea Bags, Coffee	Tesco Stores	E	16.74		16.74
650	IT	08/09/2025		Lloyds Current Account		OneDrive for business	MICROSOFT LIMITED	S	3.80	0.76	4.56
653	Witham Dog Show	08/09/2025		Lloyds Current Account		Music Licence Royalty	PPL PRS LIMITED	S	129.36	25.88	155.24
653	Music Event	08/09/2025		Lloyds Current Account		Music Licence Royalty	PPL PRS LIMITED	S	129.37	25.87	155.24
653	Christmas Events & Tree	08/09/2025		Lloyds Current Account		Music Licence Royalty	PPL PRS LIMITED	S	129.37	25.87	155.24
645	New Events & Events Improvrm	08/09/2025		Lloyds Current Account		Rapid Correction Fluid	DLM DIRECT LTD	S	5.39	1.08	6.47
646	New Events & Events Improvrm	08/09/2025		Lloyds Current Account		Acrylic Clipboard	THE WORKS STORES LTD	S	16.67	3.33	20.00
647	New Events & Events Improvrm	08/09/2025		Lloyds Current Account		Parcel String	POUNDLAND LTD	S	0.84	0.16	1.00
661	New Events & Events Improvrm	08/09/2025		Lloyds Current Account		Pipe Cleaners for Arts & Crafts	SPIRE IMPORTS LTD	S	2.82	0.57	3.39
664	New Events & Events Improvrm	08/09/2025		Lloyds Current Account		Pipe Cleaners for Arts & Crafts	SPIRE IMPORTS LTD	S	2.82	0.57	3.39
665	Open Spaces General	08/09/2025		Lloyds Current Account		Chemical Spill Kit	CAMLAB LTD	S	19.99	4.00	23.99
672	Open Spaces General	08/09/2025		Lloyds Current Account		Safety Glasses for Work	AMAZON EU SARL	S	4.23	0.85	5.08
672	Open Spaces General	08/09/2025		Lloyds Current Account		Safety Glasses for Work	AMAZON EU SARL	S	12.16	2.43	14.59
671	Safer Streets Control Account	08/09/2025		Lloyds Current Account		Mobile Top Up	Tesco Stores	E	20.00		20.00
673	Town Hall	08/09/2025		Lloyds Current Account		Fragrance Free Wipes	Tesco Stores	E	1.18		1.18
676	Town Hall	08/09/2025		Lloyds Current Account		Monitor Cable	PLUMB HOUS LTD	S	3.91	0.78	4.69
677	Town Hall	08/09/2025		Lloyds Current Account		Milk British S/Skim	Morrisons	E	1.75		1.75
678	Town Hall	08/09/2025		Lloyds Current Account		Office File Organiser	AMAZON EU SARL	S	16.07	3.22	19.29
675	IT	08/09/2025		Lloyds Current Account		Access to Timetastic	TIMETASTIC LTD	S	19.20	3.84	23.04
672	Open Spaces General	08/09/2025		Lloyds Current Account		Safety Glasses for Work	AMAZON EU SARL	S	29.97	6.00	35.97
674	Civic Gesture	08/09/2025		Lloyds Current Account		Birthday Card	CardFactory	E	1.79		1.79

**Witham Town Council**  
**PAYMENTS LIST**

Policy and Resources Agenda - 9th December 2025

4 December 2025 (2025 - 2026)

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
812	Town Hall	08/10/2025		Lloyds Current Account		Soft Toilet Tissue	Tesco Stores	E	11.75		11.75
815	Town Hall	08/10/2025		Lloyds Current Account		Still Water, Ice Cubes, Doughnuts	Tesco Stores	E	11.50		11.50
818	Town Hall	08/10/2025		Lloyds Current Account		Milk British S/Skim	Morrisons	E	0.95		0.95
821	Town Hall	08/10/2025		Lloyds Current Account		Leakproof Insulated Paper Cups	D & D INTERNATIONAL LTD	S	8.12	1.63	9.75
822	Town Hall	08/10/2025		Lloyds Current Account		Milk British S/Skim	Tesco Stores	E	1.65		1.65
824	Town Hall	08/10/2025		Lloyds Current Account		Leather repair kit	AMAZON EU SARL	S	7.49	1.50	8.99
827	Town Hall	08/10/2025		Lloyds Current Account		Milk British S/Skim	Morrisons	E	1.35		1.35
829	Town Hall	08/10/2025		Lloyds Current Account		Black Cabinet Handles	AMAZON EU SARL	S	14.16	2.83	16.99
839	Town Hall	08/10/2025		Lloyds Current Account		Safety Sign	KPCM DISPLAY LTD	S	5.03	1.02	6.05
840	Town Hall	08/10/2025		Lloyds Current Account		Milk British S/Skim	Morrisons	E	1.75		1.75
843	Town Hall	08/10/2025		Lloyds Current Account		Surgical Gloves	PROMART PRIVATE LIMITED	S	13.24	2.66	15.90
845	Town Hall	08/10/2025		Lloyds Current Account		Ambulance Dressing	WHITE HINGE LIMITED	S	11.96	2.39	14.35
848	Town Hall	08/10/2025		Lloyds Current Account		Trauma Dressing	SWASH HYGIENE SUPPLIES LTD	S	15.60	3.12	18.72
878	Town Hall	08/10/2025		Lloyds Current Account		Transparent Surgical Tape	AVANAK INDUSTRIES LTD	S	4.99	1.00	5.99
879	Town Hall	08/10/2025		Lloyds Current Account		First Aid Group Items	AMAZON EU SARL	S	25.75	5.15	30.90
880	Town Hall	08/10/2025		Lloyds Current Account		Resuscitation Face Shield	OK ONLY ESSENTIALS LTD	S	9.43	1.89	11.32
882	Town Hall	08/10/2025		Lloyds Current Account		Milk British S/Skim	Morrisons	E	1.35		1.35
883	Town Hall	08/10/2025		Lloyds Current Account		Outdoor Emergency Tourniquet	AMAZON EU SARL	S	8.32	1.67	9.99
884	Town Hall	08/10/2025		Lloyds Current Account		Soft Toilet Tissue, Fresh Aerosol	Tesco Stores	E	11.65		11.65
885	Town Hall	08/10/2025		Lloyds Current Account		Medical Finger Dressing with Bandage	AMAZON EU SARL	S	-3.97	-0.80	-4.77
838	Stationery	08/10/2025		Lloyds Current Account		Gardening Gloves, Lever Arch File	AMAZON EU SARL	S	19.33	3.87	23.20
847	Office Equipment	08/10/2025		Lloyds Current Account		Memory Card	AMAZON EU SARL	S	31.65	6.33	37.98
833	Office Equipment	08/10/2025		Lloyds Current Account		Portable PA System	DESTINY ENTERTAINMENTS LTD	S	257.50	51.50	309.00
828	Office Equipment	08/10/2025		Lloyds Current Account		HDMI to DisplayPort Cable	AMAZON EU SARL	S	11.49	2.30	13.79
825	Office Equipment	08/10/2025		Lloyds Current Account		HDMI to DisplayPort Cable	AMAZON EU SARL	S	9.91	1.98	11.89
823	Office Equipment	08/10/2025		Lloyds Current Account		DisplayPort to HDMI Adapter	AMAZON EU SARL	S	6.92	1.39	8.31
820	Sundry Expenses	08/10/2025		Lloyds Current Account		Windscreen Repair and Replacement	MOBILE WINDSCREEN REPAIR AND REPLACEMENTS LTD	S	37.67		226.00
830	IT	08/10/2025		Lloyds Current Account		OneDrive for business	MICROSOFT LIMITED	S	3.80	0.76	4.56
841	IT	08/10/2025		Lloyds Current Account		Access to Timetastic	TIMETASTIC LTD	S	19.20	3.84	23.04
881	Information Centre Stock	08/10/2025		Lloyds Current Account		Witham Calendars	WHITEHALL PRINTING CO (AVON) LTD	S	217.00	43.40	260.40
826	Information Centre & Administ	08/10/2025		Lloyds Current Account		Cotton Twill Tape	AMAZON EU SARL	S	4.57	0.92	5.49
816	Information Centre & Administ	08/10/2025		Lloyds Current Account		Bank Note Cash Detector Pen	OMNISCIENT SYSTEMS MANAGEMENT LTD	S	3.75	0.75	4.50
817	Information Centre & Administ	08/10/2025		Lloyds Current Account		Money Detector	M.H.ALI ENTERPRISE LTD	S	16.66	3.33	19.99
842	CCTV	08/10/2025		Lloyds Current Account		Alkaline Batteries	AMAZON EU SARL	S	13.32	2.67	15.99

**Witham Town Council**  
**PAYMENTS LIST**

Policy and Resources Agenda - 9th December 2025

4 December 2025 (2025 - 2026)

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
834	Community Special Constable F	08/10/2025		LLoyds Current Account		New Baby Design	Post Office Ltd	E	25.00		25.00
835	Community Special Constable F	08/10/2025		LLoyds Current Account		Birthday Card	Morrisons	E	2.00		2.00
832	Witham Street Entertainment F	08/10/2025		LLoyds Current Account		PVC Banners	PIXARTPRINTING SPA	S	100.05	20.01	120.06
831	New Events & Events Improv m	08/10/2025		LLoyds Current Account		Hire of the Bluey costume	All About Costumes	X	125.00		125.00
819	New Events & Events Improv m	08/10/2025		LLoyds Current Account		Winnie the Pooh Bear Costume	All About Costumes	X	-50.00		-50.00
809	New Events & Events Improv m	08/10/2025		LLoyds Current Account		Plastic Drink Dispenser	MYB DIRECT Limited	S	13.87	2.78	16.65
836	Equipment Supplies & Mainten:	08/10/2025		LLoyds Current Account		First Aid Kit	INDUSTRACARE LIMITED	S	23.70	4.74	28.44
837	Equipment Supplies & Mainten:	08/10/2025		LLoyds Current Account		Returning Cameras	Post Office Ltd	E	9.85		9.85
838	Equipment Supplies & Mainten:	08/10/2025		LLoyds Current Account		Gardening Gloves, Lever Arch File	AMAZON Global Selling	S	33.27	6.65	39.92
838	Equipment Supplies & Mainten:	08/10/2025		LLoyds Current Account		Gardening Gloves, Lever Arch File	AMAZON Global Selling	S	18.32	3.67	21.99
811	Open Spaces General	08/10/2025		LLoyds Current Account		Sunscreen	Superdrug	E	21.96		21.96
810	Fleet	08/10/2025		LLoyds Current Account		Vehicle Tax	DVLA Vehicle Licensing	X	345.00		345.00
810	Fleet	08/10/2025		LLoyds Current Account		Vehicle Tax	DVLA Vehicle Licensing	E	2.50		2.50
813	Civic Gesture	08/10/2025		LLoyds Current Account		Birthday Card	CardFactory	E	1.49		1.49
814	Civic Gesture	08/10/2025		LLoyds Current Account		Flowers	Michelle Floral Design	E	50.00		50.00
844	S106 Expenditure	08/10/2025		LLoyds Current Account		Crocus, Anemone, Geranium	CROCUS.CO.UK LTD	S	371.64	74.33	445.97
844	S106 Expenditure	08/10/2025		LLoyds Current Account		Crocus, Anemone, Geranium	CROCUS.CO.UK LTD	S	117.47	23.49	140.96
846	S106 Expenditure	08/10/2025		LLoyds Current Account		Classic Nest Box	ROYAL SOCIETY FOR THE PROTECTION OF BIRDS	S	28.33	25.67	154.00
								<b>Total</b>	<b>4,205.56</b>	<b>626.79</b>	<b>4,832.35</b>

## PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
691	Town Hall	01/09/2025		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COLLECTOR	X	948.00		948.00
692	Town Hall Development	01/09/2025		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COLLECTOR	X	76.00		76.00
693	CCTV	01/09/2025		Unity Trust Bank		Telescopic Gorilla Broom, Multi Surface Paint Sprayer, Brush Set	DAISY TOPCO LIMITED	S	13.32	2.67	15.99
693	Open Spaces General	01/09/2025		Unity Trust Bank		Telescopic Gorilla Broom, Multi Surface Paint Sprayer, Brush Set	DAISY TOPCO LIMITED	S	8.32	1.67	9.99
693	Open Spaces General	01/09/2025		Unity Trust Bank		Telescopic Gorilla Broom, Multi Surface Paint Sprayer, Brush Set	DAISY TOPCO LIMITED	S	53.29	10.67	63.96
694	Information Centre & Administ	02/09/2025		Unity Trust Bank		Base Service	MARKET PLACE MERCHANT SOLUTIONS LTD		22.00	4.40	26.40
696	Information Centre Stock	02/09/2025		Unity Trust Bank		Gift Vouchers	Helen Rollason	X	20.00		20.00
697	Information Centre Stock	02/09/2025		Unity Trust Bank		Gift Vouchers	El Pulpo	X	30.00		30.00
704	Information Centre & Administ	02/09/2025		Unity Trust Bank		Charges	MARKET PLACE MERCHANT SOLUTIONS LTD		13.98	2.80	16.78
695	Fleet	02/09/2025		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERVICES UK LIMITED		83.33	16.67	100.00
705	Information Centre Stock	03/09/2025		Unity Trust Bank		Honey	P Rowland Crofton Bees	X	120.00		120.00
698	CCTV	03/09/2025		Unity Trust Bank		Broadband	DAISY TOPCO LIMITED	S	28.38	5.68	34.06
706	Open Spaces General	03/09/2025		Unity Trust Bank		Fast Set Postfix	E H SMITH (BUILDERS)	S	37.00	7.40	44.40
707	Witham in Bloom	03/09/2025		Unity Trust Bank		Instalments of watering of summer	SKYLINE DESIGN AND MAINTENANCE LIMITED		1,060.00	212.00	1,272.00
708	Payroll Charges	03/09/2025		Unity Trust Bank		Payroll Fee	JAMES TODD & CO LTD	S	106.40	21.28	127.68
710	IT	03/09/2025		Unity Trust Bank		Scribe Accounts Subscription	Scribe/ STARBOARD SYSTEMS LIMITED		137.00	27.40	164.40
712	IT	03/09/2025		Unity Trust Bank		Workstation monitoring and Rem	MAXIT LTD	S	410.00	82.00	492.00
714	Witham Street Entertainment F	03/09/2025		Unity Trust Bank		Performance	FOOL'S PARADISE LIMITED	S	15,820.00	3,164.00	18,984.00
711	New Events & Events Improv	03/09/2025		Unity Trust Bank		Equipment Hire	Dale Hire/ BADGEFLEET LTD	S	51.45	10.29	61.74
713	River Walk Signage	03/09/2025		Unity Trust Bank		Signage	GKS GRAPHICS LTD	S	71.25	14.25	85.50
709	Fleet	03/09/2025		Unity Trust Bank		Vehicle Maintenance	TYRE-SMART (ESSEX) LTD	S	62.50	12.50	75.00
716	Telephones	04/09/2025		Unity Trust Bank		Phone/Broadband Services	BRITISH TELECOMMUNICATIONS PUBLIC LIMITED COMPANY		37.58		225.49
715	Town Hall Development	04/09/2025		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COLLECTOR	X	92.00		92.00
718	Admin Salaries, NI & LGPS	08/09/2025		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	159.31		159.31
718	Admin Salaries, NI & LGPS	08/09/2025		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	6,355.03		6,355.03
719	Admin Salaries, NI & LGPS	08/09/2025		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	6,608.92		6,608.92
718	Community Team - Salaries, NI	08/09/2025		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	1,470.59		1,470.59
718	Operations - Salaries & NI & LC	08/09/2025		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	3,778.37		3,778.37
717	Allotments Control Account	08/09/2025		Unity Trust Bank		Water Charges	WAVE LTD	S	167.83	33.56	201.39
718	EMR Community Safety Staff C	08/09/2025		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	975.42		975.42
719	Community Team - Salaries, NI	08/09/2025		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	1,274.64		1,274.64
719	Operations - Salaries & NI & LC	08/09/2025		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	3,993.59		3,993.59
719	EMR Community Safety Staff C	08/09/2025		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	920.18		920.18
720	Information Centre & Administ	11/09/2025		Unity Trust Bank		Charges	American Express	E	1.08		1.08

Witham Town Council  
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Policy and Resources Agenda - 9th December 2025

4 December 2025 (2025 - 2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
725	Town Hall	12/09/2025		Unity Trust Bank		Intruder Alarm System due to Cognitibb GROUP LIMITED	BB GROUP LIMITED	S	115.87	23.17	139.04
723	Information Centre Stock	12/09/2025		Unity Trust Bank		Bath bombs and powders	Carol Gosden / One Legger	X	14.85		14.85
724	Information Centre Stock	12/09/2025		Unity Trust Bank		Garden Gifts	Lisa Taylor / New Hope Spi	X	14.40		14.40
721	Information Centre & Administ	12/09/2025		Unity Trust Bank		Service Charge	FDMS First Data Merchant	E	27.18		27.18
721	Information Centre & Administ	12/09/2025		Unity Trust Bank		Service Charge	FDMS First Data Merchant	E	15.65		15.65
722	Newsletter & Publications	12/09/2025		Unity Trust Bank		Witham Voice	Sudburyprint Group	Z	93.00		93.00
726	Town Hall	15/09/2025		Unity Trust Bank		Electricity	SMARTESTENERGY BUSINESS LIMITED		89.34	4.47	93.81
727	Gas	15/09/2025		Unity Trust Bank		Gas Charges	SMARTESTENERGY BUSINESS LIMITED		19.65	0.98	20.63
729	Witham Train Memorial	17/09/2025		Unity Trust Bank		Aluminium frameless lectern	Nature Sign/ ANNE PATRICIA MICHAELIDES		770.00	154.00	924.00
728	Fleet	17/09/2025		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERVICES UK LIMITED		41.67	8.33	50.00
730	Electricity	19/09/2025		Unity Trust Bank		Electricity	British Gas/ CENTRICA PLC	S	546.50	109.30	655.80

**Witham Town Council**  
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Policy and Resources Agenda - 9th December 2025

4 December 2025 (2025 - 2026)

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
771	Town Hall	24/09/2025		Unity Trust Bank		Windows Cleaning	C&S Window/ DANIEL CHRISTOPHER LOVE		21.00	4.20	25.20
772	Town Hall	24/09/2025		Unity Trust Bank		Christmas Event	Lion/ REDCAT PUB COMPANYSLIMITED		460.83	92.17	553.00
782	Town Hall	24/09/2025		Unity Trust Bank		Water, Sandwiches, Milk, Refreshments, Biscuits		E	1.75		1.75
782	Town Hall	24/09/2025		Unity Trust Bank		Water, Sandwiches, Milk, Refreshments, Biscuits		E	20.00		20.00
782	Town Hall	24/09/2025		Unity Trust Bank		Water, Sandwiches, Milk, Refreshments, Biscuits		E	9.00		9.00
782	Town Hall	24/09/2025		Unity Trust Bank		Water, Sandwiches, Milk, Refreshments, Biscuits		E	2.70		2.70
770	Audit & Legal	24/09/2025		Unity Trust Bank		Review of Annual Governance & RISKINTERATION LLP		S	2,100.00	420.00	2,520.00
774	IT	24/09/2025		Unity Trust Bank		Workstation monitoring and Remote access	MAXIMUSLIMITED	S	24.00	4.80	28.80
783	Information Centre Stock	24/09/2025		Unity Trust Bank		Biscuits	SPRINGVALE FOODS LTD	S	93.85	18.77	112.62
783	Information Centre Stock	24/09/2025		Unity Trust Bank		Biscuits	SPRINGVALE FOODS LTD	Z	113.70		113.70
784	Information Centre Stock	24/09/2025		Unity Trust Bank		Biscuits	SPRINGVALE FOODS LTD	S	22.40	4.48	26.88
784	Information Centre Stock	24/09/2025		Unity Trust Bank		Biscuits	SPRINGVALE FOODS LTD	Z	30.00		30.00
767	Information Centre Stock	24/09/2025		Unity Trust Bank		Tickets sale	Witham Public Hall Trust	E	1,336.25		1,336.25
768	Information Centre Stock	24/09/2025		Unity Trust Bank		Tickets sale	Witham Public Hall Trust	E	1,092.47		1,092.47
769	Information Centre Stock	24/09/2025		Unity Trust Bank		Marm, Cons, Chutney	Wilkin & Sons Limited	E	334.30		334.30
776	Information Centre & Administ	24/09/2025		Unity Trust Bank		Doggy Waste Bags	KEMPCO LTD	S	117.40	23.48	140.88
782	Community Special Constables	24/09/2025		Unity Trust Bank		Water, Sandwiches, Milk, Refreshments, Biscuits		E	215.15		215.15
781	Witham Street Entertainment F	24/09/2025		Unity Trust Bank		Carcassing Timbers	E H SMITH (BUILDERS)	S	172.40	34.48	206.88
782	Witham Street Entertainment F	24/09/2025		Unity Trust Bank		Water, Sandwiches, Milk, Refreshments, Biscuits		E	13.00		13.00
782	Witham Street Entertainment F	24/09/2025		Unity Trust Bank		Water, Sandwiches, Milk, Refreshments, Biscuits		E	23.25		23.25
777	Witham Street Entertainment F	24/09/2025		Unity Trust Bank		Buffet & Refreshments	White Hart/ ARNRUS LTD	S	948.33	189.67	1,138.00
778	Halloween Event	24/09/2025		Unity Trust Bank		Live Entertainment	Entertainment Agency / Th	X	450.00		450.00
779	Halloween Event	24/09/2025		Unity Trust Bank		Live Entertainment	Heydi Alvarado	X	265.00		265.00
775	Equipment Supplies & Mainten	24/09/2025		Unity Trust Bank		Vehicle Maintenance	P TUCKWELL LTD	S	528.00	105.60	633.60
780	Open Spaces General	24/09/2025		Unity Trust Bank		Carcassing Timbers, Concreting	S AND SMITH (BUILDERS)	S	15.20	3.04	18.24
780	Open Spaces General	24/09/2025		Unity Trust Bank		Carcassing Timbers, Concreting	S AND SMITH (BUILDERS)	S	47.25	9.45	56.70

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Policy and Resources Agenda - 9th December 2025

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Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
780	Open Spaces General	24/09/2025		Unity Trust Bank		Carcassing Timbers, Concreting	SAUND SMITH (BUILDERS)	S	13.25	2.65	15.90
764	Fleet	24/09/2025		Unity Trust Bank		Fuel	FUEL/ WORLDLINE IT SERVICES UK LIMITED	S	121.46	24.27	145.73
773	Town Hall Development	24/09/2025		Unity Trust Bank		Service Charge	BORNO CHEMISTS LIMITED	Z	322.30		322.30
766	Town Hall Development	24/09/2025		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COL	X	92.00		92.00
765	Safer Streets Control Account	24/09/2025		Unity Trust Bank		Patrol Vest	Paul Wiseman	X	33.93		33.93
785	Town Hall	25/09/2025		Unity Trust Bank		Office Clean	Karen Woods	X	64.00		64.00
787	Town Hall	25/09/2025		Unity Trust Bank		Lift Servicing	EASTERN LIFT SERVICES	L S	495.22	99.04	594.26
786	Town Hall Development	25/09/2025		Unity Trust Bank		Rent for Office	BORNO CHEMISTS LIMITED	Z	520.00		520.00
788	Photocopying	26/09/2025		Unity Trust Bank		Photocopying	ANGLOTECH GROUP	LIMIT S	75.06	15.02	90.08
789	Lighting Maintenance & Utility	29/09/2025		Unity Trust Bank		Electricity	SSE Energy/ SSE PLC	L	158.05	7.90	165.95
790	Charges	30/09/2025		Unity Trust Bank		Bank Fee	Unity Trust Bank	E	27.00		27.00
791	Charges	30/09/2025		Unity Trust Bank		Bank Fee	Unity Trust Bank	E	24.15		24.15
792	Town Hall	01/10/2025		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COL	X	948.00		948.00
797	Information Centre Stock	01/10/2025		Unity Trust Bank		Gift Vouchers	Bluebell Boutique	E	30.00		30.00
794	Equipment Supplies & Maintenance	01/10/2025		Unity Trust Bank		Screenwash 5L	Screwfix/ KINGFISHER PLC	S	7.90	1.58	9.48
795	Equipment Supplies & Maintenance	01/10/2025		Unity Trust Bank		Shock Impact Gloves L	Screwfix/ KINGFISHER PLC	S	14.49	2.90	17.39
796	Equipment Supplies & Maintenance	01/10/2025		Unity Trust Bank		Vacuum Cleaner XL	Screwfix/ KINGFISHER PLC	S	141.66	28.33	169.99
793	Town Hall Development	01/10/2025		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COL	X	76.00		76.00
798	Information Centre & Administ	02/10/2025		Unity Trust Bank		Base Service	MARKET PLACE MERCHANT	SOLUTIONS LTD	22.00	4.40	26.40
808	Information Centre & Administ	02/10/2025		Unity Trust Bank		Charges	MARKET PLACE MERCHANT	SOLUTIONS LTD	0.90	0.18	1.08
799	Photocopying	03/10/2025		Unity Trust Bank		Rental Payments	GRENKE LEASING LIMITED	S	378.00	75.60	453.60
800	CCTV	03/10/2025		Unity Trust Bank		Broadband	DAISY TOPCO LIMITED	S	28.38	5.68	34.06
801	Telephones	06/10/2025		Unity Trust Bank		Phone/Broadband Services	BRITISH TELECOMMUNICATIONS	PUBLIC LIMITED COMPANY	37.44		224.64
807	Payroll Charges	06/10/2025		Unity Trust Bank		Payroll Fee	JAMES TODD & CO LTD	S	106.40	21.28	127.68
804	Information Centre Stock	06/10/2025		Unity Trust Bank		Honey	P Rowland Crofton Bees	X	190.00		190.00
802	Information Centre & Administ	06/10/2025		Unity Trust Bank		Charges	MARKET PLACE MERCHANT	SOLUTIONS LTD	6.99	1.40	8.39
803	Witham Street Entertainment F	06/10/2025		Unity Trust Bank		First aid and medical cover	ST JOHN AMBULANCE	S	286.00	57.20	343.20
806	Whetmead LNR	06/10/2025		Unity Trust Bank		Scrape silt & vegetation from ford	FALCON ARB & LAND LTD	S	400.00	80.00	480.00
805	S106 Expenditure	06/10/2025		Unity Trust Bank		Post Incised 100x100mm KD	E H SMITH (BUILDERS)	S	157.50	31.50	189.00
849	Town Hall	09/10/2025		Unity Trust Bank		Windows Cleaning	C&S Window/ DANIEL CHRISTOPHER LOVE	S	21.00	4.20	25.20
851	Audit & Legal	09/10/2025		Unity Trust Bank		Professional Charges	BIRKETTS LLP	S	736.00	147.20	883.20
858	IT	09/10/2025		Unity Trust Bank		Workstation monitoring and Re	MAXED IT LIMITED	S	135.00	27.00	162.00

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4 December 2025 (2025 - 2026)

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
859	IT	09/10/2025		Unity Trust Bank		Scribe Accounts Subscription	Scribe/ STARBOARD SYSTEMS LIMITED		137.00	27.40	164.40
864	Community Team - Salaries, NI	09/10/2025		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	1,288.35		1,288.35
865	Community Team - Salaries, NI	09/10/2025		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	1,027.82		1,027.82
861	Information Centre Stock	09/10/2025		Unity Trust Bank		Green Compostable Bin Liner	ESSEX SUPPLIES LTD	S	165.00	33.00	198.00
854	Information Centre Stock	09/10/2025		Unity Trust Bank		Large Apple	Jacki Mundy Makes	X	16.20		16.20
855	Information Centre Stock	09/10/2025		Unity Trust Bank		Bath bombs and powders	Carol Gosden / One Legged	X	9.45		9.45
856	Information Centre Stock	09/10/2025		Unity Trust Bank		Tickets sale	National Express Limited	E	40.66		40.66
857	Information Centre Stock	09/10/2025		Unity Trust Bank		Tickets sale	Witham Public Hall Trust	E	377.62		377.62
850	Remembrance	09/10/2025		Unity Trust Bank		Wreath for Remembrance Sunday	ROYAL BRITISH LEGION INDUSTRIES LIMITED		28.50		28.50
864	Operations - Salaries & NI & LC	09/10/2025		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	3,338.82		3,338.82
865	Operations - Salaries & NI & LC	09/10/2025		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	3,312.04		3,312.04
863	Equipment Supplies & Maintenance	09/10/2025		Unity Trust Bank		Carcassing Timbers	E H SMITH (BUILDERS)	S	37.00	7.40	44.40
860	Equipment Supplies & Maintenance	09/10/2025		Unity Trust Bank		Ransome Mover Repair	UPSON MOWERS LTD	S	344.99	69.00	413.99
853	Dog & Bench Schemes	09/10/2025		Unity Trust Bank		Bench Georgian Steel, Brown	STREETMASTER (SOUTH WALES) LTD		1,016.00	203.20	1,219.20
862	Witham in Bloom	09/10/2025		Unity Trust Bank		Instalments of watering of summer	SKYLINE GROUP LAND MAINTENANCE LIMITED		1,060.00	212.00	1,272.00
865	EMR Community Safety Staff C	09/10/2025		Unity Trust Bank		PAYE & NI	HMRC Cumbernauld	X	772.45		772.45
864	EMR Community Safety Staff C	09/10/2025		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	864.48		864.48
852	S106 Expenditure	09/10/2025		Unity Trust Bank		Fast Set Postfix	E H SMITH (BUILDERS)	S	74.00	14.80	88.80
866	Fleet	10/10/2025		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERVICES UK LIMITED		41.67	8.33	50.00
876	Information Centre & Administ	13/10/2025		Unity Trust Bank		Charges	American Express	E	0.28		0.28
970	Gas	14/10/2025		Unity Trust Bank		Gas Charges	SMARTESTENERGY BUSINESS LIMITED		23.68	1.18	24.86
877	Information Centre & Administ	14/10/2025		Unity Trust Bank		Service Charge	FDMS First Data Merchant	E	46.66		46.66
877	Information Centre & Administ	14/10/2025		Unity Trust Bank		Service Charge	FDMS First Data Merchant	E	14.29		14.29
875	Travel Expenses	15/10/2025		Unity Trust Bank		Travel Expenses	Nikki Smith	X	77.69		77.69
867	Electricity	15/10/2025		Unity Trust Bank		Electricity	SMARTESTENERGY BUSINESS LIMITED		37.58	1.88	39.46
870	Community Special Constables	15/10/2025		Unity Trust Bank		Contribution towards costs of Special Constables	Police Constable Commissioner for Essex		476.94		476.94
872	Witham Street Entertainment F	15/10/2025		Unity Trust Bank		Pictures Street Entertainment Festival	David Islip	X	150.00		150.00
874	Halloween Event	15/10/2025		Unity Trust Bank		Costumes for Halloween	Viktoria Goldspink	X	28.89		28.89
869	Christmas Events & Tree	15/10/2025		Unity Trust Bank		Live Entertainment	Sandie Gordon	X	116.00		116.00
873	Equipment Supplies & Maintenance	15/10/2025		Unity Trust Bank		Sand & Cement	E H SMITH (BUILDERS)	S	90.75	18.15	108.90
871	Tree Maintenance	15/10/2025		Unity Trust Bank		Processing Failed Tree	FALCON ARB & LAND LTD	S	1,200.00	240.00	1,440.00
868	Instructions & Reports	15/10/2025		Unity Trust Bank		Risk assessment for the water system	MANAGED WATER SERVICES LTD		600.00	120.00	720.00
955	Fleet	17/10/2025		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERVICES UK LIMITED		41.67	8.33	50.00

Witham Town Council  
PAYMENTS LIST

Policy and Resources Agenda - 9th December 2025

4 December 2025 (2025 - 2026)

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
978	Town Hall	23/10/2025		Unity Trust Bank		Replacement Defibrillator Battery	DEFIB4LIFE LTD	S	270.00	54.00	324.00
971	Electricity	23/10/2025		Unity Trust Bank		Electricity	British Gas/ CENTRICA PLC	S	680.60	136.12	816.72
983	Insurance	23/10/2025		Unity Trust Bank		Building Insurance	James Hallam Ltd	X	386.93		386.93
973	Affiliation Fees	23/10/2025		Unity Trust Bank		Annual Membership Subscription	Braintree Association of Local Councils		24.00		24.00
976	Information Centre Stock	23/10/2025		Unity Trust Bank		Honey	P Rowland Crofton Bees	X	180.00		180.00
980	Information Centre Stock	23/10/2025		Unity Trust Bank		Marm, Cons, Chutney	Wilkin & Sons Limited	E	478.30		478.30
986	Information Centre Stock	23/10/2025		Unity Trust Bank		Tickets sale	Society of London Theatre	E	249.10		249.10
981	Halloween Event	23/10/2025		Unity Trust Bank		Costumes for Halloween	Viktoria Goldspink	X	16.92		16.92
977	Christmas Events & Tree	23/10/2025		Unity Trust Bank		Live Entertainment	Dom Atkins	X	300.00		300.00
972	Equipment Supplies & Mainten:	23/10/2025		Unity Trust Bank		Carcassing Timbers	E H SMITH (BUILDERS)	S	18.95	3.79	22.74
982	Equipment Supplies & Mainten:	23/10/2025		Unity Trust Bank		Cement Mixer Hire	Dale Hire/ BADGEFLEET LTD	S	20.00	4.00	24.00
987	Dog & Bench Schemes	23/10/2025		Unity Trust Bank		Bench Georgian Steel, Brown	STREETMASTER (SOUTH WALES) LTD		1,016.00	203.20	1,219.20
984	Whetmead LNR	23/10/2025		Unity Trust Bank		Whetmead Sign	GKS GRAPHICS LTD	S	41.67	8.33	50.00
974	Town Hall Development	23/10/2025		Unity Trust Bank		Rent for Office	BORNO CHEMISTS LIMITED	E	520.00		520.00
975	Town Hall Development	23/10/2025		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COL	X	92.00		92.00
979	S106 Expenditure	23/10/2025		Unity Trust Bank		Nature Sculpture Project	SIMON O'ROURKE LTD	S	2,200.00	440.00	2,640.00
985	S106 Expenditure	23/10/2025		Unity Trust Bank		Signs Bee Haven, Nettles	GKS GRAPHICS LTD	S	104.17	20.83	125.00
988	Fleet	24/10/2025		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERVICES UK LIMITED		69.34	13.87	83.21
989	Photocopying	27/10/2025		Unity Trust Bank		Photocopying	ANGLOTECH GROUP LTD	S	57.21	11.44	68.65
991	IT	27/10/2025		Unity Trust Bank		SIA Licence Application	Nikki Smith	X	184.00		184.00
992	IT	27/10/2025		Unity Trust Bank		Workstation monitoring and Rem	MAXIMUS LTD	S	24.00	4.80	28.80

**Witham Town Council**  
**PAYMENTS LIST**

Policy and Resources Agenda - 9th December 2025

4 December 2025 (2025 - 2026)

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
993	Information Centre Stock	27/10/2025		Unity Trust Bank		Fudge's Dark Chocolate Florentines	SPRINGVALE FOODS LTD	S	40.48	8.10	48.58
994	Information Centre Stock	27/10/2025		Unity Trust Bank		Sea Salt Box	SPRINGVALE FOODS LTD	S	22.40	4.48	26.88
994	Information Centre Stock	27/10/2025		Unity Trust Bank		Sea Salt Box	SPRINGVALE FOODS LTD	Z	82.92		82.92
995	Information Centre Stock	27/10/2025		Unity Trust Bank		Tickets sale	Witham Public Hall Trust	E	544.30		544.30
990	Lighting Maintenance & Utility	27/10/2025		Unity Trust Bank		Electricity	SSE Energy/ SSE PLC	L	146.49	7.32	153.81
999	Town Hall	30/10/2025		Unity Trust Bank		Intruder Alarm System due to Activation	WILDE GROUP LIMITED	S	166.15	33.23	199.38
997	Affiliation Fees	30/10/2025		Unity Trust Bank		Review V6 The Standard	INVESTORS IN PEOPLE COMMUNITY INTEREST COMPANY	S	420.00		2,520.00
998	Equipment Supplies & Maintenance	30/10/2025		Unity Trust Bank		Carcassing Timbers	E H SMITH (BUILDERS)	S	18.45	3.69	22.14
996	Equipment Supplies & Maintenance	30/10/2025		Unity Trust Bank		Lighting Repair	A & J LIGHTING SOLUTIONS LTD		449.00	89.80	538.80
1000	Tree Maintenance	30/10/2025		Unity Trust Bank		Tree Survey	ESSEX COUNTY COUNCIL	S	725.00	145.00	870.00
1002	Charges	31/10/2025		Unity Trust Bank		Bank Fee	Unity Trust Bank	E	28.35		28.35
1001	Witham Dog Show	31/10/2025		Unity Trust Bank		Refund	PPL PRS LIMITED	S	-129.36	-25.88	-155.24
1001	Music Event	31/10/2025		Unity Trust Bank		Refund	PPL PRS LIMITED	S	-129.37	-25.87	-155.24
1001	Christmas Events & Tree	31/10/2025		Unity Trust Bank		Refund	PPL PRS LIMITED	S	-129.37	-25.87	-155.24
1003	Fleet	31/10/2025		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERVICES UK LIMITED		34.72	6.95	41.67
								<b>Total</b>	<b>158,696.40</b>	<b>8,057.98</b>	<b>166,754.38</b>

**Witham Town Council****Transactions for Unity Trust Instant Access**

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Cashed date
113913	08/09/2025		Transfer to Unity Trust Bank		-70,000.00	30/09/2025
448	30/09/2025		Interest Received	Unity Trust Bank	2,593.20	30/09/2025
114502	30/09/2025		Transfer from Unity Trust Bank		480,000.00	30/09/2025
						<b>412,593.20</b>

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## Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2025 and 31/10/2025)

Agenda Item 7(c)

## Administration

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
1 Sundry Receipts	500.00	1,705.57	1,205.57				1,205.57 (241%)
2 Hall Hire	24,000.00	11,031.50	-12,968.50				-12,968.50 (-54%)
3 Admin Salaries, NI & LGPS				315,767.00	158,270.19	157,496.81	157,496.81 (49%)
4 Travel Expenses				500.00	157.89	342.11	342.11 (68%)
5 Town Hall				35,000.00	18,065.45	16,934.55	16,934.55 (48%)
6 Gas				12,000.00	716.95	11,283.05	11,283.05 (94%)
7 Electricity				9,000.00	4,498.59	4,501.41	4,501.41 (50%)
8 Photocopying				3,000.00	1,743.74	1,256.26	1,256.26 (41%)
9 Postage				500.00	155.27	344.73	344.73 (68%)
10 Stationery				1,000.00	259.62	740.38	740.38 (74%)
11 Office Equipment				3,500.00	1,550.18	1,949.82	1,949.82 (55%)
12 Telephones				2,200.00	1,299.86	900.14	900.14 (40%)
13 Insurance				14,000.00	13,560.15	439.85	439.85 (3%)
14 Sundry Expenses				1,500.00	388.33	1,111.67	1,111.67 (74%)
15 Audit & Legal				14,000.00	6,066.50	7,933.50	7,933.50 (56%)
16 Affiliation Fees				7,500.00	5,195.94	2,304.06	2,304.06 (30%)
17 Members - Conferencing/Training				1,000.00	166.67	833.33	833.33 (83%)
18 Staff - Conferencing/Training				6,500.00	4,770.66	1,729.34	1,729.34 (26%)
19 Payroll Charges				1,400.00	714.40	685.60	685.60 (48%)
20 Petty Cash				700.00	46.40	653.60	653.60 (93%)
21 IT				4,600.00	3,781.82	818.18	818.18 (17%)
22 Charges				700.00	323.45	376.55	376.55 (53%)
<b>SUB TOTAL</b>	<b>24,500.00</b>	<b>12,737.07</b>	<b>-11,762.93</b>	<b>434,367.00</b>	<b>221,732.06</b>	<b>212,634.94</b>	<b>200,872.01 (43%)</b>

## Community

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
23 Information Sales Income	65,000.00	29,098.85	-35,901.15				-35,901.15 (-55%)
24 Witham Festival Income	1,500.00	1,431.00	-69.00				-69.00 (-4%)
25 Music Event	1,500.00	1,337.70	-162.30				-162.30 (-10%)
26 Dog Show	1,000.00	485.05	-514.95				-514.95 (-51%)
27 Witham Pride	500.00		-500.00				-500.00 (-100%)
28 Teddy Bear's Picnic	50.00	50.00					(0%)
29 Christmas Events	1,500.00	2,270.00	770.00				770.00 (51%)
30 Community Team - Salaries, NI & LGPS				84,728.00	39,990.61	44,737.39	44,737.39 (52%)
31 Town Clock				1,500.00	1,633.00	-133.00	-133.00 (-8%)
32 Christmas Decorations				13,000.00		13,000.00	13,000.00 (100%)
33 Information Centre Stock				55,000.00	19,966.87	35,033.13	35,033.13 (63%)
34 Information Centre & Administration				3,000.00	939.88	2,060.12	2,060.12 (68%)
35 Community Grant Aid				12,000.00	500.00	11,500.00	11,500.00 (95%)
36 Carnival Grant				8,000.00		8,000.00	8,000.00 (100%)
37 Citizens Advice				10,000.00	10,000.00		(0%)
38 CCTV				14,000.00	4,896.03	9,103.97	9,103.97 (65%)
39 Community Safety				1,500.00		1,500.00	1,500.00 (100%)
40 Community Special Constables Expenses				5,000.00	1,361.27	3,638.73	3,638.73 (72%)
41 Witham Train Memorial				500.00	500.00		(0%)
42 Community Special Constable Recruitment				1,000.00	210.28	789.72	789.72 (78%)

**Summary of Receipts and Payments**

All Cost Centres and Codes (Between 01/04/2025 and 31/10/2025)

43 Other Community Support	1,500.00	1,500.00	1,500.00 (100%)
44 Witham Dog Show	2,500.00	2,234.68	265.32 265.32 (10%)
45 Witham Street Entertainment Festival	23,000.00	21,943.03	1,056.97 1,056.97 (4%)
46 Remembrance	1,000.00	28.50	971.50 971.50 (97%)
47 Twinning	500.00		500.00 500.00 (100%)
48 Halloween Event	2,200.00	760.81	1,439.19 1,439.19 (65%)
49 Music Event	10,000.00	7,277.38	2,722.62 2,722.62 (27%)
50 VE Day	2,500.00	2,126.55	373.45 373.45 (14%)
51 VJ Day	1,000.00	1,000.00	(0%)
52 Christmas Events & Tree	4,500.00	1,399.67	3,100.33 3,100.33 (68%)
53 Easter Quest	1,650.00	704.90	945.10 945.10 (57%)
54 New Events & Events Improvement	1,500.00	747.41	752.59 752.59 (50%)
55 Silver Cinema	300.00	109.11	190.89 190.89 (63%)
<b>SUB TOTAL</b>	<b>71,050.00</b>	<b>34,672.60</b>	<b>-36,377.40</b>
		<b>261,378.00</b>	<b>118,329.98</b>
			<b>143,048.02</b>
			<b>106,670.62 (32%)</b>

**Earmarked Reserves**

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
56 EMR Events PAYE				132.00	-132.00	-132.00 (N/A)	
100 Allotments Control Account	2,686.97	2,686.97		2,255.06	-2,255.06	431.91 (N/A)	
102 EMR VAT							(N/A)
103 Tree Maintenance							(N/A)
104 Events Control Account				1,104.53	-1,104.53	-1,104.53 (N/A)	
105 Town Hall Development				6,354.24	-6,354.24	-6,354.24 (N/A)	
106 Safer Streets Control Account				862.32	-862.32	-862.32 (N/A)	
107 EMR Major Repairs & Renewals							(N/A)
108 EMR Community Safety Staff Costs	19,000.00	19,000.00		25,929.23	-25,929.23	-6,929.23 (N/A)	
109 Land Improvement							(N/A)
110 Highways Devolution				27,772.00	-27,772.00	-27,772.00 (N/A)	
111 Neighbourhood Plan							(N/A)
112 Riverwalk Cycleways							(N/A)
113 Acquisitions/Maltings Lane							(N/A)
114 Streetlighting Sinking Fu							(N/A)
115 Equipment Replacement							(N/A)
116 Election Expenses				8,115.06	-8,115.06	-8,115.06 (N/A)	
117 J C Wood Imp Plan							(N/A)
118 Charter Market Control Account				2,000.00	-2,000.00	-2,000.00 (N/A)	
119 EMR Safer Streets CCTV							(N/A)
124 Town Clock EMR							(N/A)
<b>SUB TOTAL</b>	<b>21,686.97</b>	<b>21,686.97</b>		<b>74,524.44</b>	<b>-74,524.44</b>		<b>-52,837.47 (N/A)</b>

**Environment**

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
57 Dog & Bench Sponsorship Scheme	1,650.00	3,760.00	2,110.00				2,110.00 (127%)
58 Operations - Salaries & NI & LGPS				200,308.00	107,126.78	93,181.22	93,181.22 (46%)
59 Equipment Supplies & Maintenance				8,400.00	2,437.98	5,962.02	5,962.02 (70%)
60 Dog & Bench Schemes				1,200.00	3,077.29	-1,877.29	-1,877.29 (-156%)
61 Lighting Maintenance & Utility				17,000.00	4,010.04	12,989.96	12,989.96 (76%)

**Summary of Receipts and Payments**

All Cost Centres and Codes (Between 01/04/2025 and 31/10/2025)

62 Tree Planting		3,000.00	3,000.00	3,000.00 (100%)
63 Tree Maintenance		5,000.00	3,525.00	1,475.00
64 Toilet Block - Town Park		13,000.00	9,012.47	3,987.53
65 Dog Bin Maintenance		600.00		600.00 (100%)
66 Litter Bins		1,000.00		1,000.00 (100%)
67 Open Spaces General		2,500.00	1,918.17	581.83
68 River Walk Signage		2,000.00	1,791.70	208.30
69 James Cooke Wood		2,000.00		2,000.00 (100%)
70 River Walk		7,000.00	1,536.70	5,463.30
71 Whetmead LNR		2,000.00	1,004.20	995.80
72 Witham in Bloom		14,000.00	9,527.32	4,472.68
73 Fleet		6,500.00	2,268.37	4,231.63
74 Waste Disposal		1,000.00		1,000.00 (100%)
122 S106 Receipts	2,677.20	2,677.20		
123 S106 Expenditure			14,414.36	-14,414.36
<b>SUB TOTAL</b>	<b>1,650.00</b>	<b>6,437.20</b>	<b>4,787.20</b>	<b>286,508.00</b>
				<b>161,650.38</b>
				<b>124,857.62</b>
				<b>129,644.82 (44%)</b>

**Maltings Lane**

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
87 Hall Bookings	7,500.00		-7,500.00				-7,500.00 (-100%)
88 Insurance				1,000.00	1,000.00		1,000.00 (100%)
89 IT				400.00	400.00		400.00 (100%)
90 Building Maintenance				2,000.00	2,000.00		2,000.00 (100%)
91 Gas				3,000.00	3,000.00		3,000.00 (100%)
92 Electricity				3,500.00	3,500.00		3,500.00 (100%)
93 Water				2,000.00	2,000.00		2,000.00 (100%)
94 Telephone				250.00	250.00		250.00 (100%)
95 Waste				700.00	700.00		700.00 (100%)
96 Licences				800.00	800.00		800.00 (100%)
97 Petty Cash				200.00	200.00		200.00 (100%)
98 Maltings LGPS				8,115.74	8,115.74		8,115.74 (100%)
<b>SUB TOTAL</b>	<b>7,500.00</b>	<b>-7,500.00</b>		<b>21,965.74</b>		<b>21,965.74</b>	<b>14,465.74 (49%)</b>

**Mayor's Appeal**

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
101 Donations		901.60	901.60		1,823.59	-1,823.59	-921.99 (N/A)
<b>SUB TOTAL</b>	<b>901.60</b>	<b>901.60</b>		<b>1,823.59</b>	<b>-1,823.59</b>		<b>-921.99 (N/A)</b>

**Planning & Transport**

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
86 Speed Reduction				5,000.00	5,000.00		5,000.00 (100%)
<b>SUB TOTAL</b>				<b>5,000.00</b>	<b>5,000.00</b>		<b>5,000.00 (100%)</b>

**Summary of Receipts and Payments**

All Cost Centres and Codes (Between 01/04/2025 and 31/10/2025)

**Policy & Resources**

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
75 Interest Received	14,000.00	13,774.06	-225.94				-225.94 (-1%)
76 Civic Receptions				2,500.00	885.45	1,614.55	1,614.55 (64%)
77 Instructions & Reports				8,000.00	600.00	7,400.00	7,400.00 (92%)
78 Christmas Expenses				3,000.00		3,000.00	3,000.00 (100%)
79 Mayor's Allowance				2,237.00	2,237.45	-0.45	-0.45 (-0%)
80 Member's Grant Scheme				8,000.00		8,000.00	8,000.00 (100%)
81 Civic Gesture				500.00	119.72	380.28	380.28 (76%)
82 Surveys & Consultations				2,000.00	166.66	1,833.34	1,833.34 (91%)
83 Newsletter & Publications				14,000.00	4,199.29	9,800.71	9,800.71 (70%)
84 Communications & Exhibitions				1,500.00		1,500.00	1,500.00 (100%)
85 Members Allowance				7,000.00	6,649.40	350.60	350.60 (5%)
120 VAT							(N/A)
<b>SUB TOTAL</b>	<b>14,000.00</b>	<b>13,774.06</b>	<b>-225.94</b>	<b>48,737.00</b>	<b>14,857.97</b>	<b>33,879.03</b>	<b>33,653.09 (53%)</b>

**Precept**

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
99 Precept	1,037,266.00	1,037,266.00					(0%)
<b>SUB TOTAL</b>	<b>1,037,266.00</b>	<b>1,037,266.00</b>					<b>(0%)</b>

**Year End Adjustments**

Code Title	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
121 Year End Creditor				28,831.55	-28,831.55		-28,831.55 (N/A)
125 Year End Accrual				4,984.24	-4,984.24		-4,984.24 (N/A)
<b>SUB TOTAL</b>				<b>33,815.79</b>	<b>-33,815.79</b>		<b>-33,815.79 (N/A)</b>

**Summary**

<b>NET TOTAL</b>	<b>1,155,966.00</b>	<b>1,127,475.50</b>	<b>-28,490.50</b>	<b>1,057,955.74</b>	<b>626,734.21</b>	<b>431,221.53</b>	<b>402,731.03 (18%)</b>
V.A.T.		40,716.94			35,407.02		
<b>GROSS TOTAL</b>		<b>1,168,192.44</b>			<b>662,141.23</b>		

### Exception Payments Report 31.10.2025

<b>Heading</b>	<b>Budget</b>	<b>% Over</b>	<b>Amount Over</b>	<b>Reason</b>
<b>Town Clock</b>	£1,500	8%	£133.00	Overspend – Clock overhaul and installation carried out by Smith of Derby Group Limited
<b>Dog &amp; Bench Schemes</b>	£1,200	156%	£1,877.29	Overspend – offset against income

**Witham Town Council**  
**Reserves Balance up to 31st Oct 2025**  
**2025 - 2026**

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<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Earmarked</b>					
VAT	25,000.00				25,000.00
Town Hall Development	20,000.00	30,000.00	6,354.24		43,645.76
Acquisitions/Maltings Lane	20,000.00	39,000.00			59,000.00
Streetlighting Sinking Fu	6,000.00	2,000.00			8,000.00
Tree Maintenance	942.50	4,000.00			4,942.50
Riverwalk Cycleways	40,000.00	-15,000.00			25,000.00
Neighbourhood Plan	20,032.64				20,032.64
Community Safety/CCTV	30,000.00				30,000.00
Highways Devolution	27,772.64		27,772.00		0.64
Land Improvement	40,000.00				40,000.00
Equipment Replacement	10,000.00	10,000.00			20,000.00
Major Repairs & Renewals	21,990.00	8,010.00			30,000.00
J C Wood Imp Plan	4,000.00				4,000.00
Election Expenses	7,000.00	9,000.00	8,115.06		7,884.94
Allotment Control Account	16,105.50		2,255.06	2,686.97	16,537.41
Safer Streets Control Account	29,145.04		26,791.55	19,000.00	21,353.49
Charter Market Control Account	1,933.10	9,000.00	2,000.00		8,933.10
Events Control Account	6,410.07		1,236.53		5,173.54
Fleet		2,000.00			2,000.00
Town Clock		1,500.00			1,500.00
<b>Total Earmarked</b>	<b>326,331.49</b>	<b>99,510.00</b>	<b>74,524.44</b>	<b>21,686.97</b>	<b>373,004.02</b>
<b>TOTAL RESERVE</b>	<b>326,331.49</b>	<b>99,510.00</b>	<b>74,524.44</b>	<b>21,686.97</b>	<b>373,004.02</b>
<b>GENERAL FUND</b>					383,674.60
<b>TOTAL FUNDS</b>					756,678.62

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## Witham Town Council: Vexatious Complaints Policy

*This policy is intended to protect employees or councillors from having to tolerate any unacceptable behaviour when corresponding with complainants, or any member of the public. It should be read alongside the Council's Complaints Policy and Procedure.*

*The council is committed to dealing with all complaints fairly and impartially. However, we do not expect our staff to tolerate unreasonable behaviour. The council recognises its duties under the Equality Act 2010 and will consider whether any health, disability or other protected characteristic may be relevant when deciding how to apply this policy.*

*Dealing with a complaint is a straightforward process but in a minority of cases, people pursue their complaints in a way which can either impede the investigation of their complaint or can have significant resource issues for the council. This can happen either while their complaint is being investigated, or once the council has finished dealing with the complaint.*

*The aim of this policy is to ensure that complainants who act in an unreasonable or unreasonably persistent way are dealt with fairly and consistently, while protecting the council, councillors and officers from any detriment caused by such behaviour.*

Unacceptable behaviour includes behaviour which is abusive, offensive or threatening and may include:

- Using abusive or foul language on the telephone
- Using abusive or foul language face to face
- Any form of intimidating or threatening behaviour
- Making any false or misleading accusations
- Sending multiple emails
- Leaving multiple voicemails
- Excessive use of social media to criticise or abuse council staff or members
- Use of discriminatory language (for example related to race, religion or belief, sex, sexual orientation, disability, or any other protected characteristic)
- Making threats of self-harm or harm to others, or any other behaviour that causes staff to feel unsafe

Isolated incidents of unacceptable behaviour may be managed under this policy where proportionate, but persistent or sustained unreasonable behaviour is more likely to result in restrictions on contact.

### Definitions

- We have adopted the Local Government Ombudsman's (LGO) definition of "**unreasonable complainant behaviour**" and "**unreasonable persistent complaints**". For the purpose of this policy these are referred to collectively as "**unreasonable**", "**unreasonably persistent**" or "**vexatious**" complaints or complainants.
- We define unreasonably persistent and vexatious complaints as those which, because of the frequency or nature of the complainant's contacts with the council, hinder our consideration of their or other people's complaints. The description unreasonably persistent and vexatious may apply separately or jointly to a particular complaint.



- Examples include the way or frequency that complainants raise their complaint with staff, or how complainants respond when informed of our decision about the complaint.
- Features of an unreasonably persistent and/or vexatious complaint include the following (the list is not exhaustive, nor does one single feature on its own necessarily imply that the complaint and the person making it will be considered as being in this category).

#### Features of an unreasonably persistent and/or vexatious complaint

An unreasonably persistent and/or vexatious complaint may be one where:

- There are insufficient or no grounds for the complaint and it is made only to annoy (or for reasons that the complainant does not admit or make obvious)
- There are no specified grounds for the complaint despite offers of assistance
- The complainant refuses to co-operate with the complaints investigation process while still wishing their complaint to be resolved
- The complaint is about issues not within the power of the council to investigate, change or influence (examples could be a complaint about a private car park, or something that is the responsibility of another organisation) and where the complainant refuses to accept this
- The complainant insists on the complaint being dealt with in ways which are incompatible with the complaint's procedure or with good practice
- There appears to be groundless complaints about the staff dealing with the complaints, and an attempt to have them dismissed or replaced
- There is an unreasonable number of contacts with us, by any means, in relation to a specific complaint or complaints
- There are persistent and unreasonable demands or expectations of staff and/or the complaints process after the unreasonableness has been explained to the complainant
- Attempts to harass, verbally abuse or otherwise seek to intimidate staff dealing with their complaint by use of foul or inappropriate language or by the use of offensive or discriminatory language
- Subsidiary or new issues are raised whilst a complaint is being addressed that were not part of the complaint at the start of the complaint process
- Trivial or irrelevant new information is introduced whilst the complaint is being investigated and an expectation that this to be taken into account and commented on
- There is a change to the substance or basis of the complaint without reasonable justification whilst the complaint is being addressed
- The complainant denies statements they made at an earlier stage in the complaint process
- The complainant electronically records meetings and conversations without the prior knowledge and consent of the other person involved
- The complainant refuses to accept the outcome of the complaint process after its conclusion, repeatedly arguing the point, complaining about the outcome, and/or denying that an adequate response has been given
- The same complaint is made repeatedly, perhaps with minor differences, after the complaint's procedure has been concluded and where the complainant insists that the minor differences make these 'new' complaints which should be put through the full complaint's procedure
- The complaint is submitted and persistently pursued through different council departments at the same time
- **The complainant adopts a "scatter-gun" approach, pursuing the same issues with multiple councillors, officers or external bodies at the same time.**



The complainant submits falsified documents or knowingly provides false information in support of their complaint.

#### Possible restrictions on contact

Restrictions will be tailored to deal with the individual circumstances of the complainant and may include:

- Banning the complainant from making contact by telephone except through a third party
- Banning the complainant from accessing any council building except by appointment
- Requiring contact to take place with one named member of staff only
- Restricting telephone calls to specified days / times / duration
- Requiring any personal contact to take place in the presence of an appropriate witness
- Letting the complainant know that the council will not reply to or acknowledge any further contact from them on the specific topic of that complaint
- Limiting the channels by which the complainant may contact the council (for example, requiring contact only in writing or via email)
- Placing a time limit on how long the restrictions will apply, subject to review

Any restrictions imposed will be proportionate, time-limited and clearly explained to the complainant in writing, including the reasons for the decision and how they may request a review or appeal.

#### Procedure for Dealing with Unreasonable Complainant Behaviour

##### 1. Identification and initial response

- a. The Town Clerk will contact the complainant in writing to explain why their behaviour is causing concern and ask them to change it. The complainant will be warned that if the behaviour continues, the council may take action to restrict their contact.
- b. Where appropriate, the Town Clerk will consider any information the complainant provides about health conditions, disability or other relevant personal factors, and may signpost to support services or adjust how the council communicates.

##### 2. Decision to impose restrictions

- a. If the behaviour continues, the Town Clerk will consult with the council to decide whether the complainant's behaviour warrants restrictions. The complainant will be notified in writing of the decision and what restrictions have been put in place.
- b. The written notification will state the reasons for the decision, the nature and duration of the restrictions, the review date and the complainant's right of appeal as set out below.

##### 3. Recording and monitoring

- a. A record will be kept of any decision to apply this policy, including the reasons, evidence relied upon, restrictions imposed and review dates. This will be held in accordance with data protection legislation.
- b. Relevant councillors and officers will be informed of the restrictions so that they can be applied consistently



#### 4. Review of restrictions

- a. The council will review any restrictions every six months. The complainant will be informed of the outcome of the review.
- b. At review, the council will consider whether the complainant's behaviour has changed, whether the original decision remains proportionate and whether restrictions should be varied, continued or withdrawn.

#### 5. Immediate action in extreme cases

- a. In extreme cases of aggressive or violent behaviour, the council reserves the right to report the matter to the police and institute immediate restrictions without prior warning.
- b. In such cases, the complainant will be informed of any restrictions as soon as reasonably practicable, subject to advice from the police or other relevant agencies.

#### 6. New complaints from complainants subject to restrictions

- a. New complaints from people who have been subject to this policy will be treated on their merits. The Town Clerk will decide whether any restrictions which have been applied before are still appropriate and necessary.
- b. Where a new complaint raises wholly new issues that are unrelated to the matters which gave rise to the unreasonable behaviour, the council will normally consider the new complaint in line with its standard Complaints Policy, while keeping proportionate safeguards in place if required.

#### Right of appeal

7. A complainant who has been notified that this policy applies to them may request an appeal against that decision. Any appeal must be made in writing within 20 working days of the date of the decision letter and should set out the reasons why the complainant believes the decision is incorrect or unfair.

8. An appeal will normally be considered by a panel of councillors who were not directly involved in the original decision, wherever practicable, and their decision will be confirmed to the complainant in writing. The decision of the appeal panel will normally be final for the purposes of this policy.

#### Signposting to external bodies

9. Where the council's complaints process has been exhausted and the complainant remains dissatisfied, they will be reminded, where applicable, of their right to refer their complaint to the Local Government & Social Care Ombudsman or other appropriate body (for example, the Monitoring Officer in relation to a councillor conduct complaint).

**Adopted:** Minute 31 of the Policy and Resources Committee held 12<sup>th</sup> December 2023

**To be reviewed and agreed:** 9th December 2025

**Next review:** December 2026



## Witham Town Council: Safeguarding Policy

### Introduction

Everyone has a duty to safeguard children, young people, and ~~vulnerable adults~~ **adults at risk of abuse or neglect**. This policy promotes good practice in safeguarding for those using Witham Town Council facilities. The Town Council will review it annually.

### Definitions

Children and young people: Anyone under the age of 18 years

~~Adults at risk~~ **Vulnerable Adult:** ~~Anyone over 18 who is:~~

- ~~Unable to care for themselves~~
- ~~Unable to protect themselves from significant harm or exploitation~~
- ~~Or may be in need of community care services~~

**has needs for care and support (whether or not the Local Authority is meeting those needs), is experiencing or at risk of abuse or neglect, and as a result of those needs, is unable to protect themselves from the risk of or experience of abuse or neglect.**

### Scope

This policy applies to:

- Anyone working for or on behalf of Witham Town Council whether in a paid, voluntary, or commissioned capacity.
- Any individual using the Town Council facilities for the purpose of delivering any service to children, young people, or vulnerable adults **adults at risk**.

### Promoting a Safe Environment

To promote a safe environment, Witham Town Council will:

- Provide safe facilities and conduct regular safety assessments.
- Ensure that employees, councillors, and leaders of activities in Town Council facilities are aware of safeguarding expectations.
- Require users of Town Council facilities to be safe to work with children, young people, and ~~vulnerable adults~~ **adults at risk**.
- Ensure that attendees at functions are aware that parents are responsible for their children's safety and clearly communicate the location of a dedicated safe place for lost children.
- Make all staff aware of safeguarding contacts for advice and help on notice boards.

### Use of Facilities by Groups

Groups using Town Council facilities with children, young people, or vulnerable adults must:

- Have public liability insurance.
- Have a suitable safeguarding policy or agree to work to the Town Council's policy.
- Ensure leaders have valid enhanced DBS checks as appropriate.
- Conduct risk assessments for individual activities.

### Safe Working Practice

All users of Town Council facilities must follow safe working practices, including:



- Never leaving children, young people, or **vulnerable adults at risk** unattended with adults who have not been subject to a DBS check.
- Planning activities to involve more than one person being present or in sight/hearing of others.
- Ensuring appropriate gender balance of leaders when possible.
- Maintaining accurate attendance registers.
- Obtaining permission for photos or videos of individuals.
- Ensuring access to first aid kits and knowledge of fire procedures.
- Providing appropriate assistance with toilet trips and first aid.

## Expectations of Behaviour

All users of Town Council facilities should:

- Maintain appropriate and professional communications and behaviour.
- Treat others with respect and consideration.
- Refrain from and report any instances of racism, sexism, **homophobia** or bullying.

## Allegations against Staff and Volunteers

- If an allegation is made, immediately inform the Town Clerk or Mayor of Witham.
- Follow the ~~Essex Safeguarding Children Board (ESCB)~~ **Southend, Essex & Thurrock (SET)** **Safeguarding and Child Protection Procedures (2025)** procedures for managing allegations against staff/volunteers.
- Do not attempt to investigate before consulting with the Local Authority Designated Officer (LADO).

## Whistleblowing

Staff and volunteers have a duty to raise concerns about colleagues' actions or attitudes, and appropriate advice will be sought from the LADO or Safeguarding Team.

## Causes for Concern

Staff and volunteers should be concerned by any action or inaction which significantly harms the physical and/or emotional development of a child or **vulnerable the wellbeing of an adult at risk**. Abuse categories include:

1. Physical Abuse
2. Emotional Abuse
3. Sexual Abuse
4. Neglect

## Training

All staff and volunteers in contact with children or **adults at risk** should have safeguarding awareness. Free introductory online training or specific face-to-face safeguarding training can be arranged through the **SET Safeguarding Children Board** or **Essex Safeguarding Children Board**.

## Useful Safeguarding Contact Details

**Southend, Essex & Thurrock (SET) Safeguarding Children Board – 0345 603 7627**  
or <https://www.escb.co.uk/>

**Essex Safeguarding Children Board – 0345 603 7627 or <https://www.escb.co.uk/>**

This policy was adopted by Witham Town Council on 10<sup>th</sup> December 2024



Reviewed : 9<sup>th</sup> December 2025

Date for review: December 2026

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Agenda Item 8(c)



## Public Artefact Donation Scheme

*To protect and preserve the history and future of Witham's heritage and community.*



### What is this scheme all about?

Set up by Witham Town Council in 2019, this scheme allows local citizens, businesses and community groups the ability to donate any items of historical interest they may have in their possession to public ownership, to be held by the Town Council in the Town Hall archives in perpetuity, preserving these objects of local interest for future generations and allowing them to be shared and enjoyed by all.

### Online Museum

Witham Town Council now has a dedicated section on our website where we are building up an online museum. This digital platform allows us to showcase our collection to a wider audience, making Witham's rich history accessible to everyone, anywhere, anytime.

### Why has this scheme been set up?

As the public authority that exists to defend and promote the interests of Witham, we feel it is more important than ever to showcase not just the many new and exciting things that are taking place in our local community, but also to share and raise awareness of how Witham came to be today.

As a statutory public body, Witham Town Council can ensure that artefacts that are held in private ownership can be protected for the future and registered as being donated for the public good. Items of historical interest donated to the Town Council will never be sold or transferred to another body, ensuring these valuable and fascinating pieces are kept at home for all local citizens to enjoy.

### What sort of things are you willing to take?

We are happy to accept a vast range of objects including historical photographs, written and paper records, unusual objects and relics of the past. The Town Council has over the years accepted many gifts from local citizens including portraits and memorabilia and holds a collection of items from the former Witham Urban District Council and buildings that once stood in Witham which no longer do today.

If you think you have something that you would like to donate to public ownership, please contact the Town Clerk via email or telephone to arrange an appointment, the Town Clerk will make an informed decision as to whether the artefact would be appropriate to accept. If accepted your contribution will be recognised and attributed in the Town Council's archives.

### Where can I see things that are held in public ownership?

There are several ways to view the collection-

- By visiting the Town Hall and attending debates held in the Chamber you can inspect many items already on display.
- Browse the online museum on the Town Council website to view digitised artifacts and learn about their history.
- Request to view specific items: If there is something of interest on our website you can request a viewing appointment to look at them in person.
- Other display pieces held in archives not currently showcased will be periodically rotated.

**Agreed at Minute 99 of Policy & Resources Meeting held 15/04/2019**

**Reviewed: 9<sup>th</sup> December 2025**

**Review Date: December 2026**

POLICY NO: WTC/007 - POLICY & RESOURCES



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## Agenda Item 8(d)

## Witham Town Council: Body Worn Camera policy

*This policy outlines the use of body worn cameras by staff employed by Witham Town Council. It should be read alongside the Council's CCTV Policy, Data Protection Policy, Privacy Notices and any relevant staff Codes of Conduct.*

### Policy Overview

This policy explains the protocol in which body worn cameras are operated and how we store the data that is captured. **Its purpose is to ensure that body worn cameras are used lawfully, transparently and proportionately to protect staff and the public, and to provide evidence where appropriate.**

### Introduction

1. This document sets out the Town Council's Policy and Procedural Guidelines for the use of Body worn **video** CCTV cameras by all Council staff. It will enable employees to comply with the relevant legislation relating to video recording and outline the associated benefits to staff, visitors and the general public. It also documents best practice procedures with regard to integrity of data, images and video as well as its security and use
2. The use of Body worn CCTV can provide a number of benefits which include a deterrent to acts of aggression or verbal and physical abuse toward staff, and providing evidence to support Police or **other law enforcement or regulatory** **Proctors** investigations
3. Body worn CCTV forms part of a staff members' Personal Protective Equipment (PPE) and is provided solely for Health and Safety purposes. It will be used in an overt manner and emphasized by staff that it is a CCTV device. Prior to commencement of any recording, where possible, staff will give a clear verbal instruction that recording is taking place. **Body worn cameras must not be used for any purpose that is incompatible with this policy** (for example, monitoring staff performance or recording routine interactions where there is no risk).

### Legislation

4. The integrity of any video data recorded will be considered in accordance with the General Data Protection Regulation, UK GDPR and Human Rights Act 1998. **The Council will also have regard to the Protection of Freedoms Act 2012, the Surveillance Camera Code of Practice issued by the Home Office, the Data Protection Act 2018, the Freedom of Information Act 2000 and any relevant guidance from the Information Commissioner's Office (ICO) and Surveillance Camera Commissioner (where applicable).**
5. The Town Council operates this policy in accordance with guidance issued by the Information Commissioners Office. **A Data Protection Impact Assessment (DPIA) will be completed and kept under review for the use of body worn cameras.**

### General Data Protection Regulation (GDPR)

6. The Information Commissioner's Office is the regulator for GDPR and has given guidance with regard to the use of Body worn CCTV equipment. This legislation regulates the processing of 'personal data' or 'sensitive personal data' whether processed on computer, CCTV, still camera or any other media.
7. Any recorded image that is aimed at or may identify a particular person is described as 'personal data' and covered by this Act and will include images and audio captured using Body worn equipment. The use of Body worn CCTV in this guidance is 'overt use' meaning that equipment is not to be worn or used in a hidden or covert manner. **Covert recording is**

prohibited unless separately authorised in accordance with relevant legislation (for example, the Regulation of Investigatory Powers Act 2000) and is not covered by this policy.

8. Where an individual asks to view footage this is called a 'Subject Access Request'. The requester is only allowed to see footage of themselves and anyone who has provided consent for their images to be viewed by them. Requests must be made in writing and will be handled under the Council's Data Protection procedures. Where other individuals are visible, the Council may need to redact or edit footage before disclosure, or may refuse disclosure where an exemption applies.

### **Human Rights Act 1998**

9. Article 6 provides for the right to a fair trial. All images captured through the use of a Body worn device have the potential to be used in court proceedings and must be safeguarded by an audit trail in the same way as any other evidence. **Chain of custody arrangements must therefore be robust, documented and auditable.**
10. Article 8 of the Human Rights Act 1998 concerns the right for private and family life, home and correspondence. Recordings of persons in a public place are only public for those present at the time and can still be regarded as potentially private. Any recorded conversation between members of the public should always be considered private and users of Body worn equipment should not record beyond what is necessary when recording a confrontational situation. **Staff must always consider whether recording is necessary and proportionate in the circumstances and must minimise any collateral intrusion into the privacy of people who are not involved in the incident.**

**The Town Council will ensure that the use of Body worn CCTV is emphasised by staff wearing it in a prominent position (normally on their chest) and that is visible to anyone being recorded. Additionally, staff will make a verbal announcement, where practicable, prior to commencement of any recording.**

### **Operational Guidance and Best Practice**

11. All Operations staff will receive training in the use of Body worn CCTV. This training will include practical use of equipment, operational guidance and best practice, when to commence and cease recording and the legal implications of using such equipment.
12. Body worn CCTV will only be used in the event where Council staff find themselves in a confrontational situation where they are subject to, or feel that they are likely to be subject to, verbal or physical abuse **or where there is a clear need to gather evidence of an incident in connection with the Council's functions (for example, environmental enforcement or public safety).**
13. Recordings will not commence until the staff member has issued a verbal warning, where possible, of their intention to turn on the Body worn device.
14. Recordings will not be made whilst performing normal duties. **Recording must not be continuous and must cease as soon as the risk, incident or purpose for recording has passed.**
15. All recordings will be held securely.
16. Access to recordings will be restricted to persons on a list maintained by the Town Council (currently the Town Clerk, Operations Manager and law enforcement agencies). **Any changes to this list will be approved by the Town Clerk (or delegated senior officer) and recorded.**
17. Regular checks will be conducted to ensure compliance with this policy and relevant legislation. **Non-compliance or misuse may be treated as a disciplinary matter.**

## Recording

18. Recording must be incident specific. Members of staff must not indiscriminately record entire duties or patrols and must only use recording to capture video and audio of specific incidents. For the purposes of this guidance an 'incident' is defined as:
  - a) An engagement with a person which in the opinion of the member of staff is confrontational, and where the member of staff believes they may be subject to physical or verbal abuse **where recording is needed** for the purpose of evidence gathering for an Incident report.
19. The member of staff is approached by a person in a manner perceived as aggressive or threatening.
20. Staff must be aware of and respect individuals' right to privacy. Recording should not be continuous and should only be activated when necessary for specific purposes outlined in the policy.
21. Repeated failure to record incidents could lead to disciplinary action. **Equally, repeated unnecessary or excessive recording may also result in management action.** Staff should seek guidance from their line manager where in doubt.

## Verbal Warning

22. The purpose of issuing a verbal warning is to allow the subject a chance to modify any unacceptable confrontational or aggressive and threatening behaviour. If, at any time during an incident the member of staff considers that the use of Body worn CCTV or the issuing of a verbal warning, is likely to inflame a confrontational situation, the member of staff may use discretion to disengage from further discussion and withdraw from the incident. **Employee safety will always take priority.**
23. A specific form of words to be used in any warning to a subject has not been prescribed, but Officers should use straightforward speech that can be easily understood by those present such as:

'I am wearing a Body worn CCTV camera and I am now recording video and sound'

## Playback

24. Members of staff will need to be fully aware of the legal implications once digital images and audio have been recorded. To this end playback should only be at the request of the Town Clerk, Deputy Town Clerk or Police Officer attending the incident. Any request to view captured video by the subject, will need to be made in writing to the Town Council. **Ad-hoc viewing of footage by staff or members of the public is not permitted.**
25. Any playback must be conducted in a secure, private environment to maintain the confidentiality of the recording. **A record should be kept of any playback or disclosure, including date, time, purpose and person(s) present.**

## Storage of Data

26. All recorded footage will be uploaded to the secure Town Council servers.
27. The Town Clerk will assume responsibility for ensuring that any footage to be retained has been correctly bookmarked and that supporting Incident Reports have been completed. **Responsibility for day-to-day administration may be delegated in writing, but overall accountability remains with the Town Clerk.**

28. For Incidents where the Police have not been in attendance the Town Clerk will review the recording and a decision will be made on whether referral to the Police is appropriate.
29. The Town Clerk will then transfer the data to the IT system hard drive and complete the Information Asset Log. All retained data will be kept until all investigations have been completed or a prosecution has taken place. **Retention decisions must be consistent with the Council's corporate Retention and Disposal Schedule and any statutory requirements.**
30. Any other data not required for evidential purposes will be deleted after 31 days. **Deletion must be secure and irreversible.**
31. A data retention schedule will be maintained, clearly outlining how long different types of footage will be kept and the reasons for retention.
32. Staff will receive regular training on data protection and the proper use of body worn cameras, including updates on any changes to relevant legislation or best practices. **Managers are responsible for ensuring that only trained and authorised staff use body worn cameras and that compliance with this policy is monitored through supervision and periodic audit.**

**Adoption Date: 17.06.2019**

**Reviewed P & R Meeting 09.12.2025**

**Review Required : December 2026**

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Agenda Item 8(d)

## Witham Town Council: Lone Worker Policy

*This policy outlines the arrangements the Council has put in place to protect staff and others who work alone in connection with Council business.*

### Policy Overview

The Health and Safety Executive defines lone workers as “those who work by themselves without close or direct supervision”. For the purposes of this policy, lone working includes anyone working on their own, in an isolated location, outside normal hours or without immediate access to assistance. This covers all Council’s employees, all of whom are required to carry out their duties for all or part of their working day working in isolation. This may be within the office or outside the office.

The Council has duties under the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999 to assess risks to lone workers and put in place reasonably practicable control measures.

### Staff Identified at Risk Are: -

- Officers working alone in the Town Hall
- Officers attending evening Council Meetings
- Opening/shutting premises for meetings of the Council
- Open Spaces members when undertaking inspections throughout the town
- Caretakers undertaking duties during the early morning or opening/shutting for hall hire
- Street warden
- Any other employee, contractor or volunteer who is required to work alone or without direct supervision in the course of Council business

### Minimising Risk

#### Officers

During regular working hours the Town Hall should have no less than two staff in the building, this includes Information Centre staff. Where this is not possible, measures in this policy must be followed to reduce risk so far as is reasonably practicable.

Care should be taken to ensure that all outside doors are locked and secured from unauthorised intruders.

However, on occasion it is necessary for members of staff to work in the town alone. In this instance, in addition to outside doors being locked, windows should be likewise secured.

Lone workers in the office must lock the internal door to ensure their safety and only invite visitors into the office while lone working who they are familiar with. Staff must not allow members of the public into the office when working alone if they feel at all uncomfortable or unsafe.

Officers should inform a designated colleague or supervisor when they are working alone, providing details of their location and expected duration. A clear check-in and check-out time must be agreed, along with what action will be taken if the lone worker does not make contact as expected.

### **Open Spaces Staff**

A mobile phone should be carried at all times when undertaking inspections around the town. **Staff must ensure that phones are charged and that management are aware of their planned route and expected return time.**

Open Spaces staff should use a "buddy system" where possible, checking in with a colleague at regular intervals

Open Spaces team members should always wear their Body Cameras and record situations where necessary.

More isolated areas such as James Cooke Woods or Whetmead Nature Reserve should never be attended by only one member of the team.

Power tools such as chainsaws or pole trimmers must not be used when lone working. **No work at height or other high-risk activity should be undertaken when working alone.**

### **Caretakers**

When undertaking duties during the early morning, or opening/closing for hall hire, caretakers should carry operational mobile phones.

Care should be taken to ensure that all outside doors are locked and secured from unauthorised intruders.

Staff should have access to a panic button for emergencies. **Where fixed alarms are not available, managers must agree alternative emergency arrangements.**

No task should be undertaken that involves using a ladder or other similar task when alone in the building.

### **Street warden**

As the Street warden is employed as a lone worker, they should always be mindful of risk.

They should always wear their Body Cameras and record situations where necessary. A mobile phone is provided by the council and should be carried at all times.

If at any time it is felt that assistance is needed either the Town Hall or police should be called and the Street Warden should remove themselves from the situation if necessary. **Personal safety takes precedence over property or enforcing low-level issues.**

### **Communication**

Regular communication with other staff must take place, to minimise occasions when there is only one member of staff present due to annual leave/lunchtimes etc.

A check-in system should be used for all lone workers. **This may include buddy systems, scheduled phone calls, electronic lone-worker devices or other agreed methods, depending on the level of risk.**

Emergency contact numbers should be readily available to all lone workers. **Lone workers must know how to summon help in an emergency, including when to contact the emergency services.**

## Medical

### First Aid

All open spaces staff must carry the portable first aid kit provided by the Council. Staff should report usage to the P.A to the council in order that supplies may be purchased.

Town Hall staff should be aware of the nearest location of first aid cabinets within the Town Hall and where possible at least one trained first aider should be on site at all times. **Where a first aider is not on site, lone workers must understand the arrangements for obtaining first aid or medical assistance.**

### Medical Conditions

There are certain medical conditions where it may be unwise to work alone. If a member of staff considers they may be so affected, advice must be sought from the individual's general practitioner and comments reported to the Town Clerk or their representative. **Occupational health advice may also be sought where appropriate, and reasonable adjustments considered.**

### Risk Assessment

A thorough risk assessment should be conducted for each lone working scenario, identifying potential hazards and implementing appropriate control measures.

These risk assessments should be reviewed regularly and updated as necessary. **Managers are responsible for ensuring that suitable and sufficient lone working risk assessments are completed, documented and communicated to staff, and that control measures are implemented and monitored. Lone workers must cooperate with the risk assessment process and follow the control measures agreed.**

**Dynamic risk assessment should also be used by lone workers on site, and work stopped or postponed where conditions are unsafe.**

### Training

All lone workers should receive specific training on lone working procedures, including how to identify and report potential risks

Regular refresher training should be provided to ensure all staff are up-to-date with current best practices.

### Reporting and Review

Any incidents or near-misses involving lone workers should be reported immediately and thoroughly investigated. **Reports should be made using the Council's accident/incident reporting procedures, and learning from incidents and near misses should be used to update risk assessments and improve control measures.**

## WTC/034

**Adopted:** 06.03.2013

**Reviewed:** 09.12.2025

**Next Review** December 2026

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