



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

AGENDA

Meeting of: **Community Committee**

Date: **Monday, 6th February 2023** Time: **7:30 p.m.**

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

Members are hereby summoned to attend the above Meeting to transact the following business. Members are respectfully reminded that each item on the Agenda should be carefully examined. If you have any interest, it must be duly declared.

To be present:	Councillors	S.	Ager	(Chairman)
		J.	Williams	(Vice Chairman)
		J.	Bayford	
		C.	Jay	
		C.	Lager	
		M.	Lager	
		S.	Rajeev	
		M.	Weeks	
		R.	Williams	

1. APOLOGIES FOR ABSENCE

To receive and approve apologies for absence.

2. MINUTES

To receive the Minutes of the Meeting of the Community Committee held 7th November 2022 (previously circulated).

3. INTERESTS

To receive any declarations of interest that Members may wish to give notice of on matters pertaining to any item on this agenda.

4. QUESTIONS AND STATEMENTS FROM THE PUBLIC

An opportunity to enable members of the press and public present to comment.

Order Note: A maximum of 30 minutes is designated for public participation time with no individual speaker exceeding three minutes unless otherwise granted an extension by the Chairman under Standing Order 3(F) & 3(G).

5. GUEST SPEAKER

An opportunity for the Committee to hear from the selected guest speaker ahead of question and answer session.

Note: The chosen speaker for this Meeting is Fenella Hardy, Centre Director at the United Reformed Church, and Heather March, Centre Kitchen Manager.

6. ESSEX POLICE

- a) To receive a verbal report on the Braintree and Uttlesford Special Constabulary Rewards Evening.
- b) An opportunity to receive any updates concerning local criminal matters and hear from any officers in attendance.

7. TOWN CLERK'S REPORT

To receive the Clerk's report on matters arising attached at page 4.

8. GRANT AWARDING POLICY

To receive and review the Grant Awarding Policy attached at page 5.

9. ACTION FOR FAMILY CARERS

To receive a grant aid request from Action For Family Carers requesting a grant of £5,000 to assist in the running costs of a Young Carer Club at Parkside Witham Youth Centre attached at page 7.

10. WITHAM CARNIVAL

To receive a grant aid request from the Witham Carnival attached at page 26.

11. ALLOTMENT SITE MANAGEMENT POLICY

To receive an Allotment Site Management report and consider a revised Allotment Site Management Policy attached at page 38.

12. ALLOTMENT INVOICE REPORT

To receive an Allotment Invoice report attached at page 43.

13. COMMUNITY COMMITTEE INCOME, EXPENDITURE AND BUDGET REPORT

To receive the Community Committee Income and Expenditure report for the period up to 31st December 2022 attached at page 44.

14. SOCIAL MEDIA

To receive social media statistics for the period to December 2022 attached at page 46.

15. EXCLUSION OF THE PRESS AND PUBLIC

TO RESOLVE That under the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the Meeting for the consideration of the remaining items of business on the grounds they involve the likely disclosure of exempt information falling within Schedule 12A (S3) of the Local Government Act 1972.

16. INFORMATION CENTRE

To receive a report from the Information Centre Manager for the period to December 2022



Nikki Smith
Town Clerk

NS/GK/31.1.2023



ITEM NO: 7

Officer Report: Clerk's Report

To note:

Warm Room- this was used by around 10-12 people on a weekly basis. Most of the individuals that attended used the room more for company than actually keeping warm, but this hasn't detracted from the support it has provided to these individuals

39 Bus Route- Stephenson's will continue to run the service Monday-Friday, and First Essex on a Saturday. These changes have been made, as the original service was not viable.

King's Coronation- it has been announced that the King does not want the beacon lit for the Coronation however no further details regarding timings have been given. Four bands have been booked for the event and several catering options although these cannot be confirmed until more guidance is issued by Buckingham Palace.

Youth Engagement- The academies have been contacted regarding holding mock interviews at the Town Hall and it is hoped that these will take place shortly.

Advice:

To receive and note.

[Back to Agenda](#)

Grant Awarding Policy

Policy Overview

Witham Town Council aims to direct funding towards projects and services that work in partnership with the Council's aims and objectives to provide maximum benefit to the community.

Eligibility

The following groups may apply for funding from Witham Town Council-

- Voluntary Organisations
- Welfare Organisations
- Cultural Organisations
- Not for Profit Organisations
- Sports Organisations
- Social Organisations

Please note that applications from amateur boxing clubs and martial arts organisations can only be considered if the application organisation is affiliated to the sport's appropriate governing body.

Applications can only be accepted if the following stipulations are met-

- The Responsible Financial Officer must be satisfied with the accounts and financial status of the applicant.
- There will be a sliding scale of matched funding required. Applicants must have raised the appropriate amount of the total cost of the project elsewhere before an application is submitted. This can be through matched funding, fundraising or from grant applications from other sources.
For grants over £5,000 – 50% of matched funding will be required.
For grants over £250 – 25% will be required.

Micro funding of less than £250 will not require any matched funding.

- The applicant has signed to indicate that they will complete a grant reporting form within 6 months of the completions of the project.
- Monies will be paid directly into the organisation's bank account.

Funding Priorities

The council will only fund applications that help tackle the following priorities-

- Regeneration
- Community Health
- Community Safety
- Lifelong Learning
- Community Development
- Investing in Young People
- Provision of Transport Interlinking with Other Funding Priorities
- Improving Services for Older People
- Environmental Sustainability

The Application Process

Applications will only be accepted in the correct format.

If an application is found to be incomplete or requested documents have not been provided, the form will be sent back to the applicant and no further action will be taken until it is returned complete.

Applications can be submitted at any time and once reviewed by officers will be included on the agenda of the next appropriate meeting.

Funding is considered on the order in which applications are received and will be funded up to the maximum budget in any one financial year.

Applicants will be notified once their project has been voted on by committee and if an application has been unsuccessful the reasons why funding has not been offered will be outlined. As all committee meetings are held in public applicants are able to attend the relevant meeting if they so wish.

If an application is successful, funding will be offered as a direct cash grant. The Committee may attach special conditions to a grant, which must be fulfilled before any payment can be made, and grants may be paid in stages over a period as a project progresses and evaluation and monitoring procedures take place.

Evaluation and Monitoring

Applicants will be expected to submit a completed Project Review Report within 6 months of receiving the grant funding. This is used to evaluate and assess the benefits of providing grant funding to the community.

If further information regarding any aspect of the Council's Grants Policy is required, please contact-

Craig Strachan, Assistant RFO on 01376 520627 or assistantrfo@witham.gov.uk

Agreed at Minute 62, Community Committee Meeting held 28.2.2022

Review Date: 28.2.2023

POLICY NO: WTC/045 – COMMUNITY COMMITTEE

11.	Please describe the main activities of your organisation and any services you provide to the community	<p>Action for Family Carers has supported unpaid family Carers and Young Carers in Essex since 1990 with:</p> <ul style="list-style-type: none"> • Emotional and practical support to help Carers maintain a balance between caring responsibilities and a life outside of caring. • Activity Groups and Day Care Clubs – opportunities for Carers to take a break from the caring role. • Volunteer-led befriending and support – delivering befriending and counselling to Carers across Essex. • Carer and Family Response service. • GP Liaison Service • Young Carer clubs and support in schools. <p>Our Mission Statement is: “Action for Family Carers makes a positive difference to the lives of Carers including Young Carers”.</p>
12.	How many committee members/paid staff/volunteers are involved in the running of your organisation?	<p>10 x Trustees 85 x Members (excluding management committee) 39 x Paid staff (6 full-time, 33 part-time) 160 x Volunteers</p>
13.	Does your organisation have a registered bank account in its name?	Yes
14.	What is your organisations average yearly income?	825,002 (Average of FYE 2020, 2021, 2022)
15.	What is your organisations average yearly outgoings?	815,561 (Average of FYE 2020, 2021, 2022)
16.	Have you applied for a grant from Witham Town Council in the past? If so when and how much?	No

Project Details

17.	Project title	Witham Young Carers Club
18.	Project location	Witham Youth Centre Parkside Maldon Road Witham CM8 2BH
19.	Anticipated start and finish date	01.04.2023 to 31.03.2024
20.	Description of project	<p>Action for Family Carers will deliver a regular activity club providing a break, an opportunity to mix socially with peers and to participate in a variety of activities for local Young Carers. Young Carers take on caring responsibilities for other family members, due to age, physical or mental illness, disability or substance misuse.</p> <p>A dedicated Young Carers Club Lead will plan and manage club nights including direct contact with families to assess need and obtain consent and other relevant information. They will liaise with schools and other local agencies to identify local Young Carers that might benefit from the provision and to ensure that Young Carers and their families have access to appropriate support. A Club Night Assistant will help run the club nights along with the Lead and local volunteers.</p> <p>The club will run in the early evening for two hours at an established youth centre by agreement with Essex County Council. Most families are able to provide transport to and from the club, however where that is not the case (e.g. due to family financial constraints), we seek to support transport arrangements to ensure that those Young Carers don't miss out.</p>

21.	What evidence do you have that this project is needed by the local community?	<p>Action for Family Carers believes that all Young Carers should:</p> <ul style="list-style-type: none"> • Be safe – including from inappropriate caring roles. • Be well – both physically and mentally. • Have access to regular breaks from caring and to mix socially with others. • Have choices that aren't limited by their caring role. • Be able to enjoy their childhood and fulfil their potential. <p>The Social Care Institute for Excellence “Providing young carers’ and young adult carers’ breaks” cites that Young Carers describe the difference made by breaks and support as ‘everything’. They overwhelmingly agree that the support they received through their local carers service was invaluable to them.</p> <p>Our own research in Braintree District (including in Witham) entirely supports this view. Young Carers told us that they:</p> <ul style="list-style-type: none"> • Value opportunities for regular group and leisure activities with other Young Carers. • Value being with other Young Carers who “understand”. • Find regular and trusted support from a Young Carer Support Worker helps them cope with other life challenges as well as caring. <p>Before the pandemic, over one third of Young Carers reported having a mental health problem. During the pandemic this is likely to have got worse with over half saying they could not take a break from caring.</p> <p>There is no voluntary sector support or provision for Young Carers in Mid Essex other than that offered by Action for Family Carers which is currently running almost wholly from reserves and donations. Essex County Council has a statutory Young Carers provision and provides brief interventions for those in high need. We receive and give referrals to this service, ensuring that our work is complementary to theirs and avoids duplication.</p>
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22.	The council prioritises applications that meet one or more of the criteria detailed in the accompanying policy. Please explain all those you meet and why?	<p>Investing in young people.</p> <p>A Young Carer is someone under 18 who cares for another person; they may pick up mum’s prescription, dress dad or take their sibling to school. Alongside this, they still have to study for exams, look after themselves, and take care of their own wellbeing.</p> <p>Their extra responsibilities often mean they miss out on school and spending time with friends. It can impact their whole childhood. Our Young Carer clubs help them find balance, give them space to enjoy being young and support them into adulthood so they can pursue their dreams outside of caring.</p> <p>We seek to ensure that Young Carers get the same opportunities in life as those who don't have to care for someone. We also raise awareness of Young Carers and give them a voice on issues that affect them.</p>
23.	If the project reaches fruition what will the benefit be to the local community?	<p>Benefits and outcomes for Young Carers include:</p> <ul style="list-style-type: none"> • Improved self-confidence and self-esteem. • Development of strategies to manage their mental health and increase resilience. • Reduced isolation. • Development of social skills and independent living skills. • Participation in physical activity. <p>Young Carer clubs are provided for Young Carers aged 8 years and over. Most attendees tend to be aged 8-15 though some Young Adult Carers aged 16+ continue to attend including as volunteers.</p> <p>Family members will benefit indirectly through improved mood, behavior and relationships plus having access to relevant information and advice such as about support available for the whole family/household.</p>

24.	How will you ensure sustainability of the project?	<p>As a charity, we do not receive any statutory funding for our Young Carer services. Our Club Night and Schools services (currently with the exception of the two NE Essex Districts funded by NE Essex CCG) are reliant on small grants and donations.</p> <p>We will continue to fundraise and apply to grant giving organisations. We will seek to obtain multi-year grant funding which we will enhance with local short-term grants and fundraising. Our Trustees are committed to providing support and respite for Young Carers and are actively involved, giving practical fundraising support and promoting events.</p>
25.	How will you measure success?	<p>We will request feedback from the Young Carers and their parents/carers to ensure that everyone who attends the club is benefitting from the club and activities. We will ask children and young people to give us honest feedback on how we are helping them in the ways that matter. These will include having a trusted adult to talk to, being able to enjoy time with others and learning useful skills (for example, healthy eating) in a fun way.</p> <p>We record all interventions and actions on our secure database, CharityLog. CharityLog enables us to measure a Young Carer's progress towards goals and targets and gives both quantitative and qualitative data for monitoring.</p> <p>We also use the My Star measurement tool, which together with CharityLog data and conversations, gives us an accurate picture of the project's success towards achieving its aims and outcomes.</p>

Funding Specifics

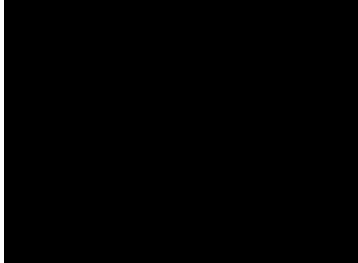
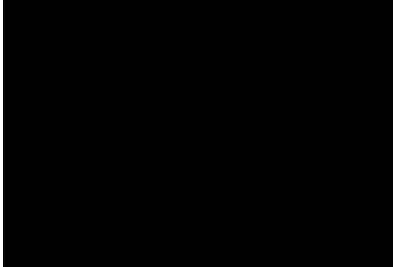
26.	What is the total project cost?	£10,000
27.	Please state the total amount of grant required from Witham Town Council	£5,000
28.	Please break down exactly how this will be spent and include 2 quotes supporting this breakdown and showing best value.	<p>A grant awarded from Witham Town Council will contribute to the costs of running a Young Carer club which are as follows:</p> <p>£5,912. Staff costs. £3,003. Other costs. £1,114. Overheads.</p> <p>A budget sheet is included showing the complete breakdown of costs.</p> <p>No quotes are included as the application is not for the purchase of any equipment.</p>
29.	How much has been raised so far for this project?	<p>£5,000.</p> <p>This is part of £10,000 funding from Braintree District and Eastlight Community Fund which is nominally for:</p> <p>£5,000 to support Witham Young Carer Club £5,000 to support our Young Carers in Schools service within Braintree District.</p>
30.	Please detail any funding that will be given 'in kind'	We will encourage volunteers to help at the Young Carers club. We have a thriving volunteer resource, so any volunteers recruited will be well supported and receive any necessary training, DBS checks, etc. through that service.
31.	Please give details of how the balance of funding required will be sourced	<p>We will utilise some of the funding received from Braintree District and Eastlight.</p> <p>Our Trustees are committed to supporting Young Carers and Young Carer clubs and have authorised the use of reserves if 'bridging' funding is needed for a Young Carers club.</p>

32.	How many people will benefit from this funding being given, both directly and indirectly	Typical attendances at our Young Carer clubs across Essex is 15 at a session with an average 25 registered. A Young Carer club can potentially benefit up to 25 Young Carers at each session. This could double if, for example, the children attend alternate clubs by age group rather than every session.
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Public Engagement

33.	How do you publicise the services you offer?	<p>We publicise the services we offer via our website, www.affc.org.uk, The Essex Map and various social media outlets – Facebook, Instagram, Twitter and LinkedIn.</p> <p>We provide information about our services for Young Carers to schools, colleges and other youth provisions.</p> <p>We are also a Network Partner of Carers Trust and an affiliate of Carers UK and feature in their search facilities. Details of our services are shared with local CVS umbrella organisations and we regularly feature in their newsletters.</p> <p>We attend community network events where we may have our own information stand.</p> <p>We have a system for press releases where editorial copy is sent to local newspapers and publications.</p>
34.	How will you make sure that your project reaches its intended targets?	<p>Nobody is excluded from attending our Young Carer club by virtue of race, religion, gender or other characteristic. The only criteria is that they are a Young Carer. We therefore advertise widely in local schools so that the maximum number of children and young people are aware of the support available for Young Carers.</p> <p>We also accept referrals from schools, other professionals, parents and self-referrals directly from the Young Carers. This is via a form on our website and is easily accessed by anybody who wishes to use it. Referrers know that we will never share their details without their specific consent, so there are no worries around confidentiality.</p>

Referees

<p>35.</p>	<p>Please include the names and addresses of two independent referees who are not members of your organisation but know of the group</p>	<p>Reference 1 – Young Carer’s parent</p>  <p>Reference 2 – School pastoral support</p> 
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I understand that if the project changes in any way, I must inform the Deputy Town Clerk immediately.

I understand that if a completed project review report is not sent to the Deputy Town Clerk within 6 months of receiving funding that I may be required to repay all monies received.

I am authorised to make this application on behalf of the applicant organisation and confirm that I have read, understood and accept the stipulations listed above and that the information provided in this application is accurate.

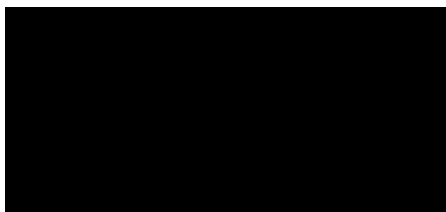
Name: Ruth Morton

Position within the organisation: Funding Coordinator

Telephone number:

Email address:

Signature:



Checklist of Documents to be Included

Copy of previous year's bank statements	✓
Copy of two quotes	No quotes are included as the application is not for the purchase of any equipment.
Copy of bank details on headed paper	✓
Completed and signed application form	✓
Copy of latest AGM minutes	✓
Any blank sheets used to expand on answers	Not applicable



Action for Family Carers

Supporting Carers Across Essex

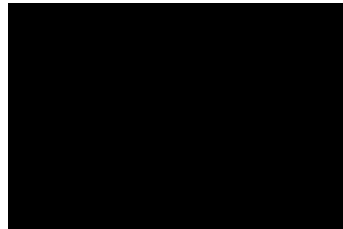
20 December 2022

Action for Family Carers' bank details

Bank Name:

Branch:

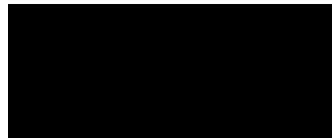
Address:



Account Number:

Account Name:

Sort Code:



ACTION FOR FAMILY CARERS

**Minutes of Annual General Meeting held on Wednesday, 12th October, 2022
2.00pm in the Main Hall, West Maldon Community Centre, Sunbury Way, Maldon, CM9 6YH**

1. List of Attendees and Apologies for Absence

Listed as an appendix.

2. Welcome and Notices

Rebecca Loader, Chair of the Board of Trustees, welcomed everyone to the Annual General Meeting (AGM), and in particular thanked all for their support including Mayors and other dignitaries as well as representatives from partner organisations and other supporters for finding time in their busy schedules. The Chair was particularly pleased that the Charity was able to hold a face-to-face AGM and to recognise 30 years as a Charity working for and with Carers.

The Chair outlined the protocols for the meeting including voting.

3. Minutes of Annual General Meeting held on 13th October, 2021

The Minutes were agreed as a correct record by all Members present and signed by the Chair.

4. Matters arising from Minutes

None

5. Chair's Address – Caring about Carers

The Chair acknowledged the recent loss of Queen Elizabeth II and highlighted those values which resonated with our Charity, Action for Family Carers. It was also noted that the Princess Royal is the patron of Carers Trust of which the Charity is a long-standing Network Partner. The Princess Royal has continued to raise the issue and promote the cause of unpaid Carers nationally. The Chair then went on to recognise the work of the caring professions and particularly referred to a conversation with a friend who was a paramedic. The latter's experience with regard to Carers particularly given all of the media and other accounts such as waiting times, bed blocking, GPs etc. was a sobering and salutary one. The Chair felt it was important to appreciate the experience and feedback from paramedics who regularly came across Carers with their particular and heartfelt cases plus the additional challenges for many that result in such difficult scenarios. Crisis point was a term often used. Charities such as Action for Family Carers were recognised as providing help, support and services when others were not there to step in and/or try to avoid such crises whether that be in terms of practical, emotional, information and advice or even financial help at times. The Chair expressed concern that we could only address a fraction of such instances. She highlighted that we could do so much more to provide preventative, new and innovative solutions and services however we needed more resource, help, funding and fundraising including donations to make a difference in the lives of all unpaid Carers including Young Carers.

6. Election of Trustees

6.1 Trustees with automatic re-election under the terms of the Memorandum and Articles of Association of the Charity

Colin Bennett, Tony Dixon, Denise Fielding, Rebecca Loader and Paul Osman and Judy Spiceley

6.2 Trustees stepping down and not standing for re-election – Judy Spiceley

6.3 Co-opted Trustees standing for re-election – Brian Potter and Julie Price

The Secretary noted that the Co-opted Trustee Wendy Deller did not stand for re-election for personal reasons at this time.

6.4 Members standing for election – None

6.5 Trustees standing down under the terms of the Memorandum and Articles of Association and now standing for re-election

The following, having been proposed by members, in accordance with the Memorandum and Articles of Association of Action for Family Carers, were unanimously re-elected by Members

Sue Bailey, Pauline Haggerty and Duncan Lumley

The Chair indicated that she wished to take this opportunity to thank Judy Spiceley for her contribution over many years and in a variety of roles: Chair, Vice Chair, Lead Trustee Volunteers and Lead Trustee Quality. Judy had made a significant contribution to the achievement of a number of Quality Awards including Trusted Charity Mark at the highest level - Level 2.

7. Presentation of Trustees' Report and Financial Statements for year ended 31st March, 2022

James Clarke, the Chief Executive Officer, submitted the Annual Report and the accounts and financial statements for the twelve-month period to 31st March, 2022. He presented the financial 'headlines' from the past year and future plans commenting that it had still been a challenging year. As a Charity working with Carers as well as the Cared- for, Action for Family Carers was still affected by the pandemic with services gradually returning to pre-pandemic levels.

The Chief Executive Officer highlighted the following aspects of the financial accounts:

- An increase in income; £100k higher than the previous year
- Overall income slightly higher due partly to Covid-19 grants plus reopening of charging services
- £400k of unrestricted funds in line with our reserves policy
- The Charity has continued to invest and use reserves for the benefit of Carers in line with its policies
- Income from fundraising and donations remains low compared to pre-pandemic levels
- In year surplus of £74k

The Chief Executive Officer also highlighted 2 significant grant funding changes with the end of the Essex Befriends (Essex County Council) and Feeling Good Caring Well (Lottery). However, he drew attention to new grant funding including that from the NHS in North East Essex to provide enhanced Young Carer services.

It was noted that the Charity is in the process of developing its 2023-2026 Strategic Plan focusing further on measuring positive outcomes and impact as well as its financial sustainability for the benefit of unpaid Carers including Young Carers.

There being no questions from Members present, it was proposed and seconded that the Financial Statements for the period from 1st April, 2021 to 31st March, 2022 be adopted. This was agreed by Members present.

8. Appointment of Auditors and/or Examiners for year 1st April, 2022 to 31st March, 2023

The reappointment of Larking Gowen as auditors to carry out an Independent Examination for the next year was agreed by Members present.

9. Making a Positive Impact for Carers – Chief Executive Officer (CEO)

The CEO drew attention to the Annual Report which had been sent to all present at the meeting and which contained a summary of the activities of Action for Family Carers during the past twelve months.

The CEO then presented slides of the Headlines with regard to the range and activities of the different services provided by Action for Family Carers during 2021/2022 referring to:

- Over 1200 Young Carers benefitted from our Clubs and support in schools
- Over 2900 Adult Carers accessed information, advice, grants, counselling and Feeling Good Caring Well activities
- Over 1200 people accessed Essex Befriends
- 137 older people accessed Day Care or our Activity Groups for people with dementia

The CEO also highlighted the transition and issues over the last 12 months:

- Emerging from the pandemic
- Funding and service changes
- Developing a new enhanced provision for Young Carers starting in NE Essex
- Continuing to work with GP practices to help them become more 'Carer Friendly'
- Maintaining Volunteer-led Counselling and Befriending plus Day Care and Activity Groups
- Developing future strategy based on measurable impact

The CEO then outlined the positive outcomes, impact and difference that services and support including Young Carer Clubs and Activity Groups made to Young Carers, Carers and their families.

The CEO presented key points with regard to Young Carers given that statutory service thresholds can create a barrier to early intervention and prevention. He stressed that Action for Family Carers was well placed to provide holistic support and targeted early intervention building on what is working well and that our new approach would be rolled out in NE Essex.

The CEO stressed the beliefs held by the Charity that all Young Carers should:

- Be safe -including from inappropriate caring roles
- Be well – both physically and mentally
- Have access to regular breaks from caring and to mix socially with others
- Have choices that aren't limited by their caring role
- Be able to enjoy their childhood and fulfil their potential

and he highlighted Young Carers – Needs and Strengths:

- Mental health -stress, anxiety, self-harm, school refusal
- Finance – increased stress and anxiety
- Lack of access to social and physical activities, after school clubs
- Impact on post 18 choices – building confidence, raising aspirations

In this context The Chief Executive Officer introduced 2 young people:

Lily, aged 11 is in Year 7 at school and helps to look after her Dad who has severe emphysema. Lily has had support from Action for Family Carers since primary school and attends our Young Carers Club.

Sophia, aged 12 is in Year 8 at school and provides emotional support for her Mum plus practical help around the house as needed. Sophia has had support from Action for Family Carers in school and attends our Young Carers Club.

Lily and Sophia then told us their story as Young Carers clearly outlining their role as a Young Carer, the challenges and impact on their lives together with the support and services provided by Action for Family Carers. They both identified the value of the Charity, the difference it made in their everyday lives and their appreciation for key staff enabling and working with them as Young Carers.

Those present applauded the Young Carers expressing their high regard for Young Carers and their heartfelt thanks.

The Chair presented the young people with a token of appreciation and thanked them most warmly.

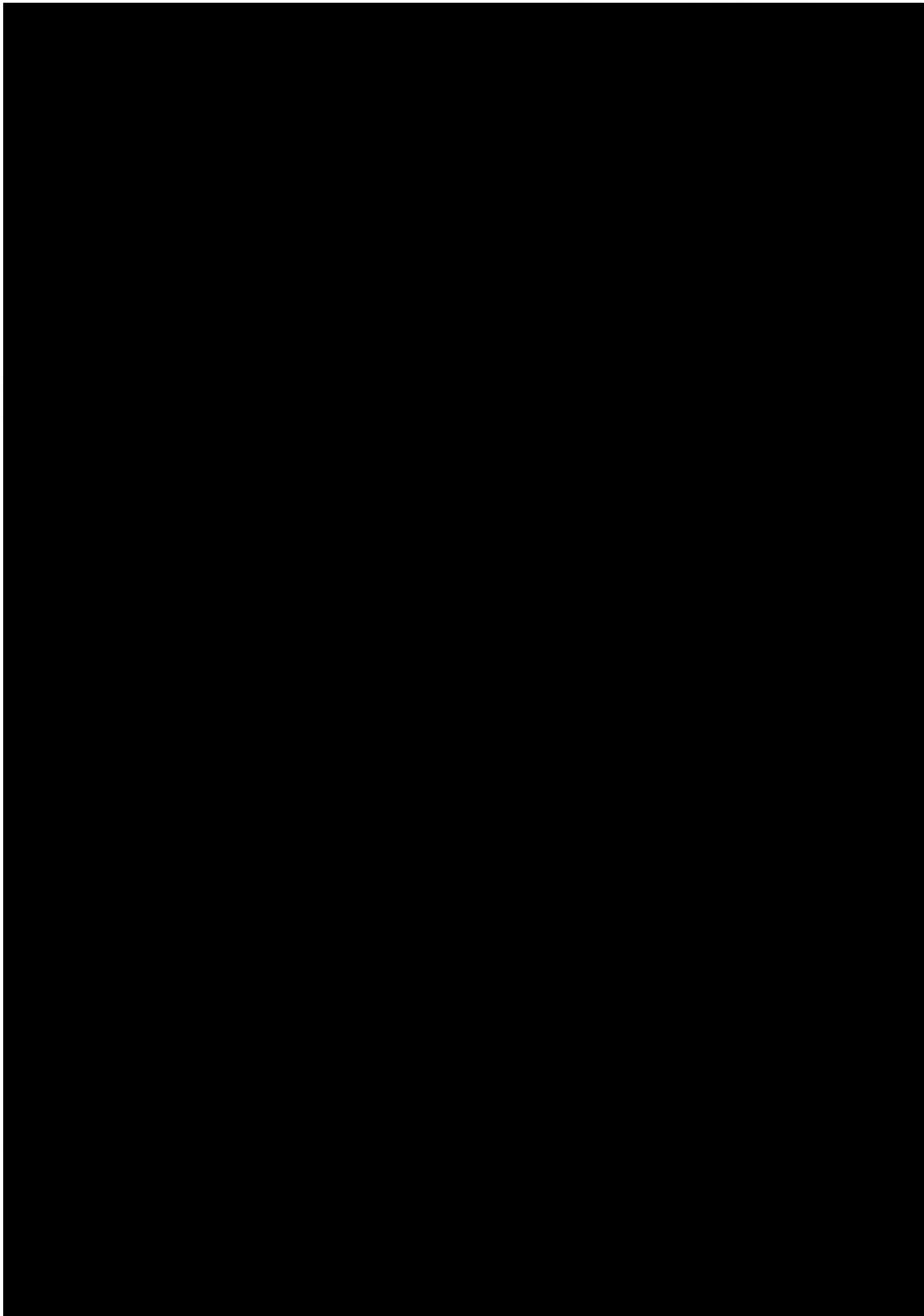
10. Closing Remarks

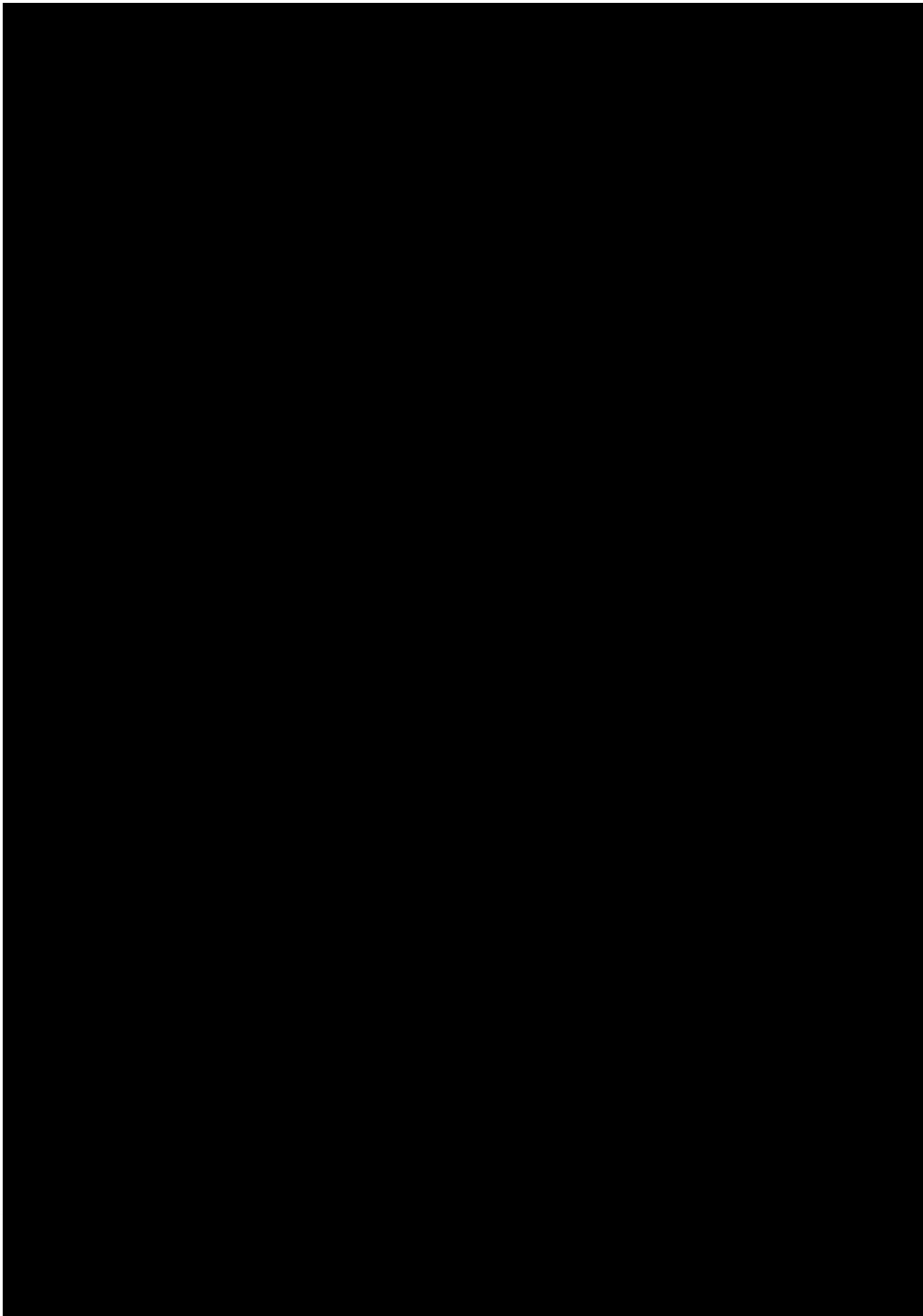
In closing the meeting, the Chief Executive Officer and Chair emphasised that Action for Family Carers' commitment is even greater to making a difference and achieving more positive outcomes for a greater number of Carers and families. Both stressed that resources, funding and fundraising including donations remain a significant challenge. The Charity remains committed going forward to listening and responding to Carers and their families across Essex; developing an enhanced Young Carers service; renewing its focus on impact and outcomes as well as developing its capacity and capability to provide further commissioned services. Both acknowledged a range of people and organisations present and thanked them together with all the staff and volunteers for their continuing contribution and ongoing support.

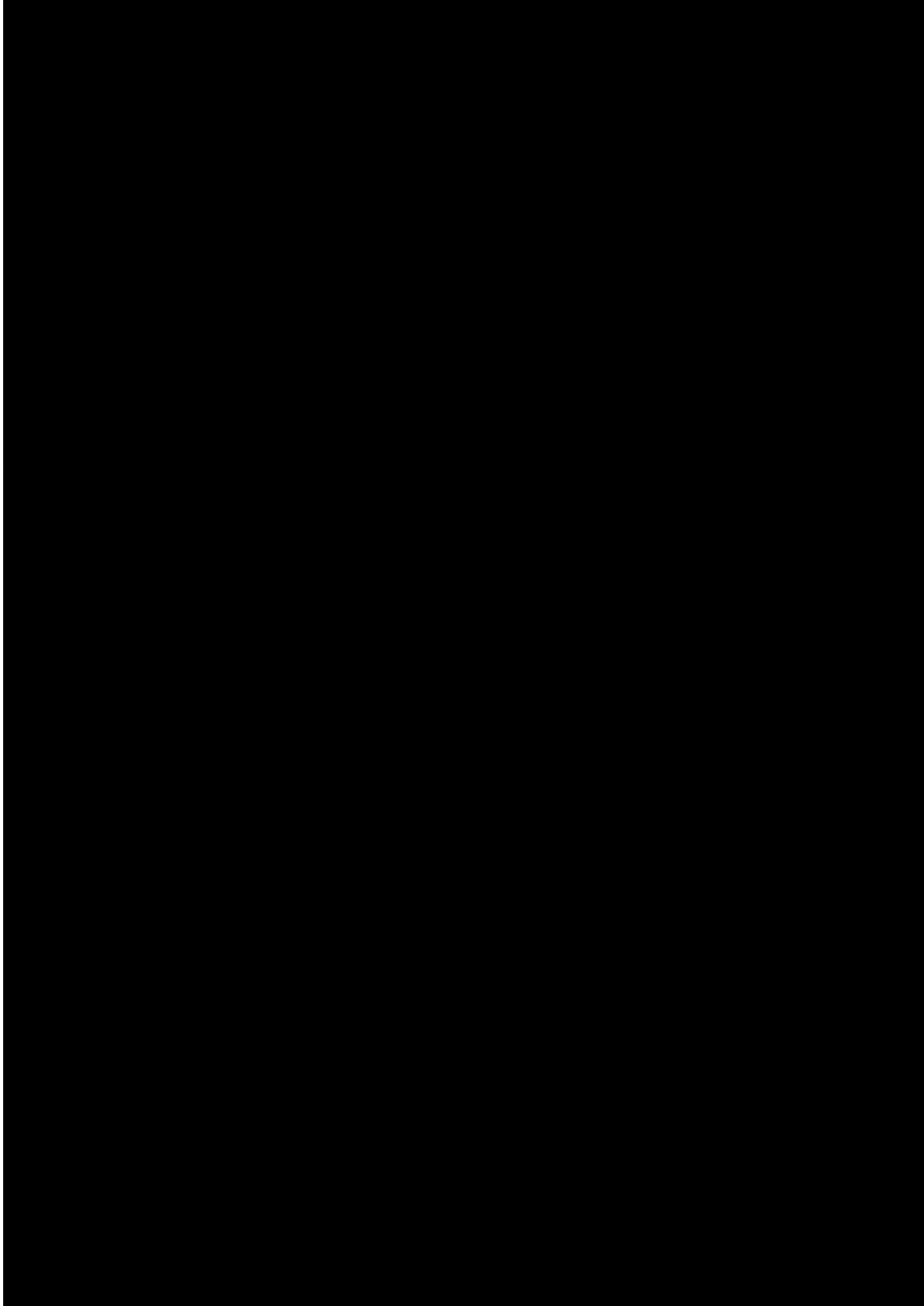
The meeting closed at 3.00 p.m.


Chairman.....

Date.....







						
Witham Young Carer Club costing						
				FTE	Rate	Total Yr 1
Staff Costs						
Young Carer Lead - 7 hours/week				£21,398.00		£4,279.60
Employers NIC				£1,697.12		£339.42
Employers Pension contribution				£641.94		£128.39
Club Night Assistant 10 x 3 hours					£10.50	£315.00
Line Management Cost						£850.00
						£5,912.41
Other Costs						
Mobile phone monthly contract					£16.00	£192.00
Compulsory safeguarding training and DBS check						£200.00
Laptop and software						£850.00
Travel expenses @average 15 mpw x 46 wks					£0.45	£310.50
Club budget for refreshments, crafts, etc.					£35.00	£350.00
Marketing, training, and office costs						£100.00
YC Transport to Club nights					£100.00	£1,000.00
						£3,002.50
Sub Total						£8,914.91
Overheads @ 12.5%						£1,114.36
TOTAL COST						£10,029.28
Above costings are for club nights to be held monthly on 10 term-time months and for the Club Lead Worker to undertake home visits and assessments throughout the year.						



Witham
town council

GRANT FUNDING SCHEME APPLICATION FORM

Contact Details

1.	Name of your organisation	WITHAM CARNIVAL ASSOCIATION
2.	Primary contact name	MAX NANKIVELL
3.	Primary contact telephone number	[REDACTED]
4.	Primary contact address	[REDACTED]
5.	Primary contact email address	[REDACTED]
6.	Position within the organisation	CHAIRMAN

Financial Background

7.	Please state the nature of your organisation (circle those that apply) and include a copy of the minutes of your latest AGM.	<input checked="" type="checkbox"/> Voluntary organisation <input type="checkbox"/> Sports Organisation <input checked="" type="checkbox"/> Not for Profit Organisation <input type="checkbox"/> Welfare Organisation <input type="checkbox"/> Cultural Organisation <input type="checkbox"/> Other (please specify).....
8.	Organisation Address	FROM 2023 THE CHAIRMAN AS ABOVE
9.	Registered charity number if applicable	N/A
10.	What year was your organisation formed?	RE-ORGANISED 1976
11.	Please describe the main activities of your organisation and any services you provide to the community	1) AN ANNUAL CARNIVAL, WITH STREET PROCESSION, PLUS ACTIVITIES IN THE PARK 2) REPRESENTING WITHAM BY SUPPORTING OTHER CARNIVALS IN ESSEX & KENT 3) SELECTING A NEW QUEEN & COURT ANNUALLY
12.	How many committee members/paid staff/volunteers are involved in the running of your organisation?	APPROX. 10 UNPAID COMMITTEE MEMBERS WHO MEET MONTHLY UPTO 20 VOLUNTEERS ON CARNIVAL DAY
13.	Does your organisation have a registered bank account in its name?	YES

14.	What is your organisations average yearly income?	DEPENDING ON GRANTS & DONATIONS APPROX £12,000 + STREET COLLECTION
15.	What is your organisations average yearly outgoings?	ALL OF STREET COLLECTION GIVEN TO CHARITY ORGANISATIONS AND MOST OF GRANTS SPENT
16.	Have you applied for a grant from Witham Town Council in the past? If so when and how much?	YES, EVERY YEAR EXCEPT FOR COVID 20/2 IN 2022 £8000 WAS GRANTED

Project Details

17.	Project title	WITHAM CARNIVAL
18.	Project location	PROCESSION THROUGH HIGH ST AND MALDON ROAD PARK
19.	Anticipated start and finish date	SATURDAY 8 TH JULY 2023 START & FINISH
20.	Description of project	<ol style="list-style-type: none"> 1) AN ANNUAL CARNIVAL WITH STREET PROCESSION AND ENTERTAINMENT IN THE PARK 2) A SELECTION DANCE FOR CHOOSING THE CARNIVAL QUEEN & COURT 3) A PRESENTATION EVENING FOR TROPHY WINNERS AND BENEFICIARIES OF STREET COLLECTION IF POSSIBLE 4) SHOP WINDOW COMPETITION 5) PROGRAMME COVER COMPETITION FOR SCHOOLS
21.	What evidence do you have that this project is needed by the local community?	<p>THE LARGE CROWD IN THE STREET AND SUBSEQUENT CROWDS IN THE PARK ENJOYING THE ENTERTAINMENT AND FUN FAIR ARE EVIDENCE HOW MUCH THE PEOPLE OF WITHAM ENJOY THEIR CARNIVAL.</p> <p>THIS WAS PARTICULARLY EVIDENT IN 2022 FOLLOWING THE 2 YEAR COVID BREAK</p>

<p>22.</p>	<p>The council prioritises applications that meet one or more of the criteria detailed in the accompanying policy. Please explain all those you meet and why?</p>	<p>WITHAM CARNIVAL INVESTS IN YOUNG PEOPLE BY GIVING THEM THE OPPORTUNITY OF REPRESENTING THEIR TOWN. WE WATCH THEM GROW AND IN CONFIDENCE AND MATURITY BY GIVING THEM A SENSE OF RESPONSIBILITY AND PURPOSE. MAINLY OUR AIM IS TO GIVE A SERVICE TO THE COMMUNITY, TO ENCOURAGE FAMILIES HAVE FUN WHILE TAKING PRIDE IN THEIR TOWN. HOPEFULLY HELPING SHOPKEEPERS, PUBS & CAFES INCREASE REVENUE. ALSO, ALLOWING LOCAL ORGANISATIONS TO HAVE STALLS IN THE PARK SHOWS THE PUBLIC WHAT WITHAM HAS TO OFFER</p>
<p>23.</p>	<p>If the project reaches fruition what will the benefit be to the local community?</p>	<p>WITHAM CARNIVAL OFFERS MANY BENEFITS TO THE TOWN. THE LARGE CROWDS BRING REVENUE TO LOCAL SHOPS. IT ALLOWS PEOPLE TO ENJOY A FAMILY OCCASION WHILST HELPING RAISE FUNDS FOR LOCAL CHARITIES AND ORGANISATIONS. IT FOSTERS A COMMUNITY SPIRIT AND PROVIDES A SERVICE TO THE PEOPLE OF WITHAM</p>
<p>24.</p>	<p>How will you ensure sustainability of the project?</p>	<p>THERE ARE MONTHLY COMMITTEE MEETINGS OVERSEEN BY THE CHAIRMAN. THERE IS ALSO A COUNCIL REPRESENTATIVE PRESENT. AT THE MOMENT THIS IS COUNCILLOR ROB WILLIAMS. THE CARNIVAL TREASURER IS USUALLY THE LIAISON PERSON FOR THE COUNCIL TO CONTACT REGARDING FINANCE</p>

25.	How will you measure success?	<p>SUCCESS WAS USUALLY MEASURED BY THE AMOUNT OF REVENUE TAKEN ON THE DAY. HOWEVER THE LAST 2 CARNIVALS WERE FREE. THIS WAS FOLLOWING A SUGGESTION FROM THE TOWN COUNCIL, AND OUR UNDERSTANDING IS YOU WOULD LIKE THIS TO CONTINUE.</p> <p>THE STREET COLLECTION, HOWEVER IS COMPLETELY DIFFERENT AND THAT USUALLY TELLS US HOW MANY PEOPLE WERE WATCHING</p>
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Funding Specifics

26.	What is the total project cost?	<p>ATTACHED IS A BREAKDOWN OF PROJECTED COSTS. THIS VARIES EACH YEAR USUALLY £11,000 to £12000</p>
27.	Please state the total amount of grant required from Witham Town Council	<p>WE ARE REQUESTING £8000 THE SAME AS LAST YEAR</p>
28.	Please break down exactly how this will be spent and include 2 quotes supporting this breakdown and showing best value.	<p>SEE ATTACHED BREAKDOWN MOST OF WHICH IS ESTIMATED</p> <p>WE HAVE ONLY HAD 2 ACTUAL QUOTES, BOTH VERBAL</p> <p>£600 CALEDONIAN PIPE BAND</p> <p>£60 - HIRE OF FOOTBALL CLUB FOR QUEENS TEAS</p>

29.	How much has been raised so far for this project?	WE KEEP £3000 IN OUR BANK A/C IN CASE WE DONT GET GRANT.
30.	Please detail any funding that will be given 'in kind'	YAXLEY HAIRDRESSERS DOES GIRLS HAIR ON CARNIVAL DAY SIMARCO SUPPLIES 6 LORRIES & DRIVERS MICHELLE FLORIST SUPPLIES GIRLS BOUQUETS RBL ARE LOANING US TABLES & CHAIRS
31.	Please give details of how the balance of funding required will be sourced	WE HAVE REGULAR DONATORS PREASLAND FAIR £500 YAXLEY HAIRDRESSERS SPONSORS GIRLS DRESSES £500 USUALLY £500 FROM ONE OF THE ESTATE AGENTS THEN WE GO OUT TO LOCAL BUSINESSES AND BUILDERS
32.	How many people will benefit from this funding being given, both directly and indirectly	POTENTIALLY THE WHOLE OF WITHAM, CERTAINLY SEVERAL THOUSANDS WHO WATCH. OUR CONSTITUTION STATES THAT ALL THE STREET COLLECTION MUST BE GIVEN TO CHARITIES / LOCAL ORGANISATIONS. DEPENDING ON AMOUNT COLLECTED UP TO 10 GROUPS BENEFIT

Public Engagement

33.	How do you publicise the services you offer?	WE HAVE OUR OWN WEBSITE AND FACEBOOK PAGE WE USE FREE ADVERTISING, LOCAL PRESS, LOCAL RADIO, SOCIAL MEDIA WITHAM VOICE, & WITHAM VISITOR INFORMATION CENTRE NEARER THE TIME WE ASK SHOPS TO PUT UP POSTERS AND ESTATE AGENTS BOARDS
34.	How will you make sure that your project reaches its intended targets	ALL OF THE ABOVE

Referees

<p>35.</p>	<p>Please include the names and addresses of two independent referees who are not members of your organisation but know of the group</p>	<p>Reference 1 MRS SANDIE BRIAULT 36, DORSET ROAD, MALDON (Organisers Refreshments on Carnival Day)</p> <p>Reference 2 C.T. COBBLERS KIOSK 1 THE GROVE CENTRE, WITHAM (Supplier of Trophies)</p>
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I understand that if the project changes in any way, I must inform the Assistant RFO immediately.

I understand that if a completed project review report is not sent to the Assistant RFO within 6 months of receiving funding that I may be required to repay all monies received.

I am authorised to make this application on behalf of the applicant organisation and confirm that I have read, understood and accept the stipulations listed above and that the information provided in this application is accurate.

Name..... SANDRA HOWELL

Position within the organisation..... TREASURER

Telephone number..... [REDACTED]

Email address..... [REDACTED]

Signature..... [REDACTED]

CARNIVAL DAY – SATURDAY 8TH JULY 2023

Breakdown of expenses likely to be incurred for Witham Carnival Day on Saturday 8th July 2023

Hire of PA System	600-00 (estimate)
PAT Testing of Electrics on float	100-00 (estimate)
PortaLoos in the Park	500-00 (estimate)
Presentation Trophies & Engraving	400-00 (estimate)
Provisions for Visiting Courts	400-00 (estimate)
Van Hire	200-00 (estimate)
Annual Insurance (for £5,000,000 cover)	1200-00 (estimate)
Special Events Licence	50-00 (estimate)
Hire of Park	60-00 (estimate)
PRS License	60-00 (estimate)
Braintree District Council (processing charge for Road Closures)	400-00 (estimate)
Marching Band 1	600-00 (actual)
Marching Band 2	400-00 (actual)
Punch & Judy	200-00 (estimate)
Main Arena Events	500-00 (estimate)
Procession Professional Entertainers	1500-00 (estimate)
First Aiders – attendance on Carnival Day	300-00 (estimate)
Hire of Rockstone’s School Hall for Selection & Presentation Evenings	500-00 (estimate)
Hire of Football Club for Visiting Queens Teas Carnival Day	60-00 (actual)
Disco for Selection & Presentation Evenings	400-00 (estimate)
Dresses, Capes, Crowns, Tiaras, etc for Queens and Court	1000-00 (estimate)
Petrol/Diesel for vehicles towing float & Chaperones car	800-00 (estimate)
Secretarial Expenses – Ink Cartridges, paper, stamps, etc.	200-00 (estimate)
Computer host, domain, and webmaster fee	140-00 (estimate)
Garage rental for storing float	700-00 (estimate)
<u>Total Estimated Expenses</u>	<u>11270-00</u>

**WITHAM CARNIVAL ASSOCIATION ANNUAL ACCOUNTS
1ST APRIL 2021 TO 31ST MARCH 2022**

BALANCE SHEET

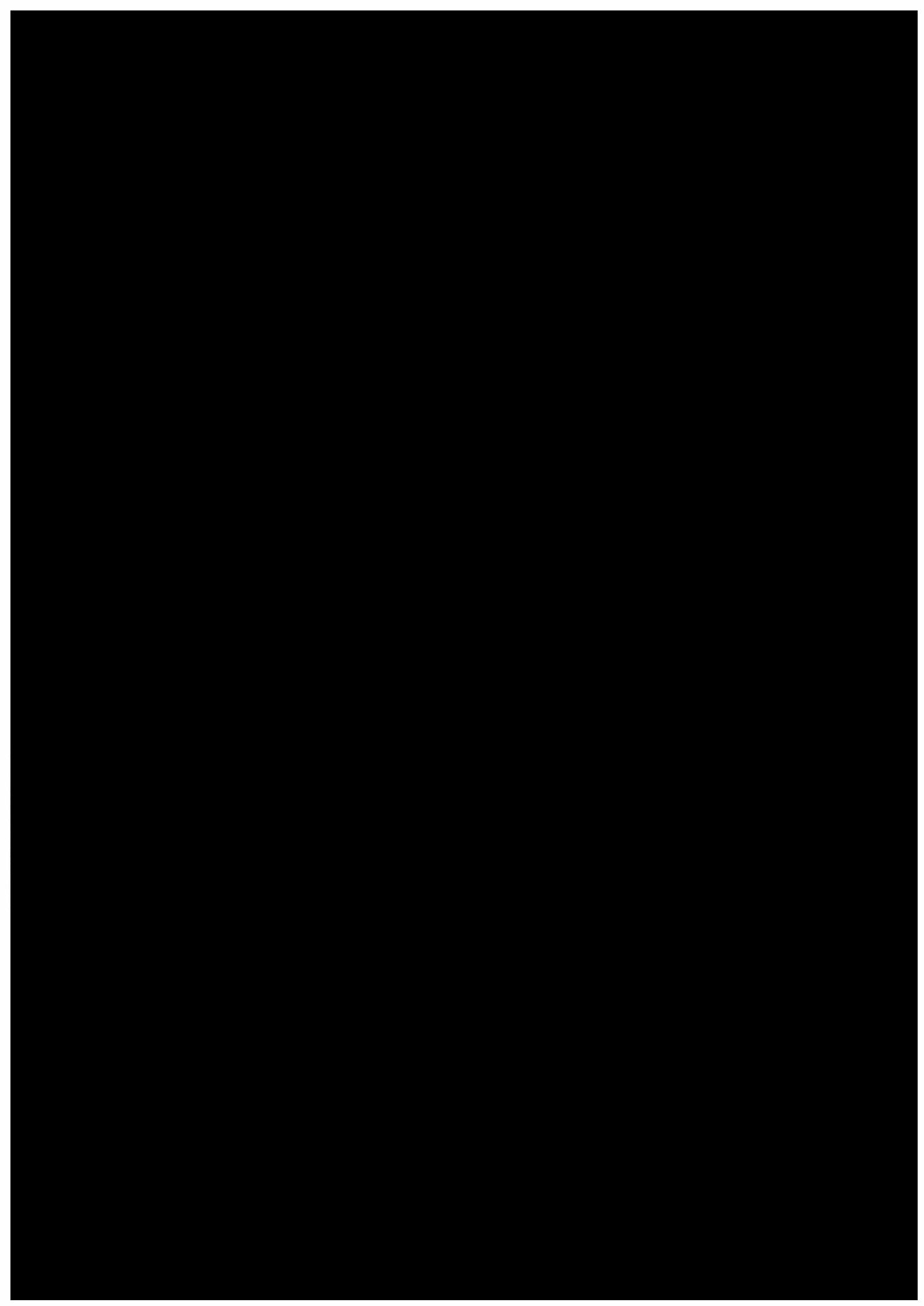
INCOME	EXPENDITURE	
Bank Balances at 1 st April 2021	Total Expenditure	2140.90
Community A/C 913.49		
Business Saver <u>3391.28</u>		
Cash in Hand	Bank Balances at 31 st March 2022	
	Community A/C 10339.02	
	Business Saver 3391.68	13730.70
Income for Year		
Bank Interest		
Cheques not cashed		
102406 180.00		
102409 21.00		
	Cash in Hand	39.07
Total Balances		15910.67

WITHAM CARNIVAL ASSOCIATION ANNUAL ACCOUNTS**1ST APRIL 2021 TO 31ST MARCH 2022****INCOME**

Stall Fees Trade		
L & E Paulo	20.00	
Little Kickers	20.00	
Past Caring	20.00	
Star Accessories	20.00	
Glow & Tell	20.00	
Sugar Stripes	<u>20.00</u>	120.00
 Raffle (BACs)		
Suzy	5.00	
Jessica	5.00	
Kirsty Cornell	5.00	
Kirsty Caddock	10.00	
Hatton	20.00	
Hannah	10.00	
Jane	10.00	
Sandra	80.00	
R Prior	10.00	
Curtis	10.00	
Paul	20.00	
Heidi	10.00	
Carla	5.00	
Debbie	5.00	
Carly	<u>295.00</u>	500.00
 Donations		
G C Bishop	228.50	
Witham 41 Club	350.00	
Groundwork	1000.00	
Yaxley Hair and Beauty	300.00	
Yaxley Hair and Beauty	250.00	
Crowd Funding	<u>616.93</u>	2745.43
 Witham Town Council Grant		8000.00
 Total Income		11365.43

WITHAM CARNIVAL ASSOCIATION ANNUAL ACCOUNTS**1ST APRIL 2021 TO 31ST MARCH 2022****EXPENDITURE**

R. Williams - 5 months hosting fee	90.00
BDC Lottery Licence	40.00
Graham Sykes Insurance (for visiting other carnivals)	270.18
C. Victor - Fuel (2 cars)	60.00
R Williams - Web Domain	72.00
C Victor - Fuel (2 cars)	70.00
RBL - Remembrance Wreath	17.00
C Victor - First Aid Course	166.80
C Victor - Fuel (2 cars 2 carnivals)	135.00
C Victor - Fuel (2 cars)	60.00
Tendring Agility Group - Dog Display	180.00
C Victor – Fuel, paint and trophies	88.16
R Williams – 5 months hosting fee	90.00
BDC – Special Events Licence	21.00
Simeon Dignam-Crotty – deposit Stilt Walker	175.00
Eastlight – Garage Rental £50.48 x 12	605.76
Total Expenditure	2140.90





WITHAM CARNIVAL ASSOCIATION

Minutes of AGM and general meeting held on Tuesday 5th February 2020

Present:

John Cox, Chairman

Pat Brewer, Claire Keyes, Danielle Elton, Lisa Stevens, Carly Victor, Janette Burridge, Rob Williams and Sandra Howell

Apologies received from: Gary (Simarco) Dave Keyes and Suzanne Goody.

The minutes of the previous AGM were agreed as a true record and there were no matters arising.

The Chairman made the following remarks

I am very proud of Carnival 2019.

I can only take a tiny bit of the credit for what I believe was the best Witham Carnival in recent years. The whole year is about the second Saturday in July and in 2019, we delivered an exceptional spectacle. Not only were there more floats in the procession, but acts and activities going on along the route, in the parade and on the streets. We even ended up with an enormous puppet, who now lives in the Town Hall. With it being our 90th year of Witham Carnival, we decided to pull out all the stops and it worked. Whilst we did dig into the finances, a major factor was sponsorship. Both of the Yaxley businesses invested heavily into their local event and this enabled us, amongst other things to allow free access to the park. Gary from Simarco was also instrumental as his support included providing lorries for floats and facilities to build and prepare. He was also a valued asset in the meetings prior to the day. Our new float was on display, carrying our court of 7. The test of any event can often be the reaction on social media. The great thing we all saw was how members of the public not only praised our event, but also challenged those who suggested it was not up to scratch.

All this would not have been possible without the precious volunteers who have given so much. I am avoiding names as life has taught me that I will

Witham Town Council: Allotments

Policy Overview

This policy explains the tenancy agreement and responsibilities for maintaining an allotment.

Introduction

The agreement sets out the terms and conditions that apply during a tenancy period when renting an allotment plot.

Management and use of allotment plots

1. The Tenant agrees to use the plot only for the cultivation of fruit, vegetables and flowers for the consumption and enjoyment by the Tenant and family.
2. The Tenant shall not carry out any business at the allotment plot.
3. The Tenant shall not sub-let the plot or hand over to another party to manage. The Town Council must be informed and the tenancy terminated.
4. Overnight stays on the allotment are prohibited.
5. The Tenant must keep the allotment garden tidy, in a good state of cultivation and as free from weeds as possible.
6. The edges of the allocated allotment plot should be kept clear to prevent overgrown vegetation encroaching onto pathways and onto other plots. All pathways should be kept clear and tidy to ensure that the Town Council's Operations Team can carry out cutting and maintenance work without obstructions.
7. The Tenant must keep in decent order all fences and hedges bordering their allotment plot.
8. The Tenant is only permitted to grow dwarf fruit tree species on the plot and these should not be planted near boundary paths. No other trees are permitted to be planted.
9. The Tenant should not cut or prune any trees or take, sell or carry away any mineral/gravel/sand or clay without written consent from the Council.
10. The Tenant should not damage any hedges, fences, gates, notice boards or other structures situated in the allotment site.
11. The Tenant is not permitted to deposit or allow to be deposited any refuse, waste or decaying matter (except reasonable quantities of compost and manure) in the allotment plot or hedges, ditches or other sections of the allotment site.
12. The Tenant is responsible for disposing of any non-compostable waste from their plot and removing it from the allotment site.
13. The Tenant should not cause any nuisance or annoyance to any other person visiting or working in the allotment site. Tenants are expected to be respectful of each other.
14. Water consumption should be sensible by the Tenant and no alterations or additions are permitted to the water supply apparatus. The installation of water butts on plots is also recommended to encourage water conservation.
15. Any drought orders issued must be adhered to. The Council reserves the right to shut off the water supply and empty the pipes to protect the pipes from frost or for any other reason.

Health and Safety

16. No parking is permitted on allotment plots. Vehicles are permitted onto the site for parking and unloading in the designated car parks.

17. Gates to the allotment site must be secured at all times. Tenants must close the gates after entering or exiting the site and must lock the gates after exiting if the last to leave.

18. Dogs are permitted on to the allotment site but must be kept under close control and kept on the Tenant's plot. Owners must clear up after their pet and not permit the dog to become a nuisance to others. Any fouling must be removed and disposed of off-site.

19. The use of weed killers, particularly glyphosate-based, is to be discouraged at the allotment site. Tenants are not permitted to use or allow the use of any chemical weed killer which has a residual or long-lasting effect on the soil.

20. Tenants must comply with manufacturer's recommendations and take care to avoid any risk to people, animals and the environment when using chemical weedkillers. They must be stored safely, labelled correctly and used responsibly.

21. The Tenant is permitted to seek permission from the Council to keep chickens on their plot. Six hens are allowed but no cockerels. Other livestock is not permitted.

22. Tenants are not permitted to keep beehives on their allotment plots.

23. Tenants are permitted to have bonfires on their plots which do not encroach onto adjoining plots. They must not be left unattended, must be extinguished as requested to do so if causing a nuisance and fully extinguished before the Tenant leaves the site. However, it is preferred that the Tenant uses the communal bonfire facility rather than having a bonfire on their individual plot.

Further information about this can be obtained from Witham Allotment and Leisure Gardeners Association or Witham Town Council.

24. No hazardous chemicals or materials are permitted to be stored on the plot.

25. The Council is not liable for the health and safety of any allotment holder or any persons brought onto the allotment site by an allotment holder. The Council does not insure the Tenant's possessions, crops, equipment or for personal injury to the Tenant or any other persons. The Council is not responsible for any vandalism, damage or loss.

Administration

26. From 22 June 2021, any new Tenant must reside in the Witham Town Council boundaries.

27. From 22 June 2021, additional plots will not be allocated to those that already have an allotment plot in Witham and a hold current allotment tenancy with Witham Town Council.

28. On commencement of the tenancy, the Tenant is expected to begin work on the plot. If after three months, the Tenant has not started work, and dug or cultivated at least one third of the plot, the tenancy agreement may be terminated dependent on mitigating circumstances.

29. An allotment key is provided at the start of the tenancy. **A £10 deposit is charged for the key which will refunded when returned at termination.**

30. The Tenant should inform the Council immediately of any changes to their contact details or address.

31. The Tenant will pay the full rent in advance on 1st November of each year. From 1st April 2023 the annual rent charge will be due on 1st April each year at the start of the accounting period 1st April to 31st March. The annual rate charge will be notified prior to this date.

32. A deposit of 100% of the annual plot rent due will be charged at the start of the tenancy. This will be refunded at termination following inspection of the plot and confirmation that it has been left in an acceptable condition.

33. In any case of dispute between the Tenant and any other occupier of an allotment plot in the allotment site, the Council's decision shall be final.

34. The Tenant must obtain prior written consent from the Council to erect any structure on their plot and must provide details of the size and material of the proposed structure when obtaining permission. The Council does not accept any responsibility for thefts or damage to property left on allotment plots and these should be reported to the Police. The Tenant shall remove any structures at the end of the tenancy agreement, unless the Council agrees otherwise.

35. All Tenants will be informed if there are any changes to the allotment site in regards to maintenance works, changes to codes or keys for the site.

36. At the end of this agreement, the Tenant shall hand back the allotment plot in a reasonably clean and tidy condition.

37. The Tenant shall keep the Council indemnified against all claims (including costs and expenses in connection with claims) against the Council from:

- any breach of the Tenant's obligations contained in this agreement
- the use of the plot
- any works carried out on the plot by the Tenant and
- any act of neglect or default by the Tenant or any person on the plot with the actual or implied authority of the Tenant.

Inspections

38. Inspections shall be carried out periodically by Council Officers of allotment plots to ascertain whether the terms and conditions of the tenancy agreement are being met. The Tenant shall not in any way impede the Council in exercising its rights of possession and

control over the plot and shall enable Council Officers to enter and inspect the plot at any time.

39. If the plot is deemed to be untidy the Tenant shall receive a letter requesting that the plot is cut back and tidied before the next inspection, evidence of the condition of the plot will be supplied in the letter.

40. If the plot is deemed to not be cultivated or used correctly, the Tenant shall receive a warning letter advising them there will be a re-inspection of the plot after a set period to review the condition, evidence of the condition of the plot will be supplied in the letter.

41. Following the warning letter, if the plot is still not being used for its intended purpose and is overgrown with no evidence of cultivation, then the Tenant will be issued with a 30 calendar days' notice.

42. After the 30 days' notice, the plot will be reviewed by a Council Officer. Following the review, if it appears to the Council that no cultivation work has been carried out, there has been no contact from the Tenant and there are no mitigating circumstances, the Council will serve notice to terminate the tenancy agreement with immediate effect.

43. Tenants that have concerns regarding the management of their plot, are encouraged to contact the Council to discuss suitable options to assist the Tenant, for example halving the plot to make it more manageable may be possible.

Termination of tenancy agreement

44. The termination of the allotment tenancy agreement may occur in the follow ways –

- The tenant can request termination in writing or by email to Witham Town Council informing the Council of their details and when they wish to end their agreement.
- On receipt of the Council's notice (41) following an inspection of the plot establishing that the failure to cultivate the plot and no action being taken after the 30 days' notice being

issued, the agreement will terminate immediately.

- On the Council giving 30 calendar days' notice where the Tenant has failed to pay the rent for more than 40 calendar days after the due date whether legally demanded or not.
- On receipt of notice from the Council if there has been a breach of any terms and conditions of the agreement other than rent, the agreement will be terminated immediately.
- On the Council giving six months' notice.
- On the death of the Tenant.
- On the request to allocate the plot to an immediate family member of the Tenant who has worked the plot. Each request will be considered by Witham Town Council on an individual basis and will be subject to all criteria included in the Allotment Tenancy Policy.

45. On termination, the Tenant will receive a termination letter informing the Tenant that they have 7 days to remove all personal belongings from the plot and ensure that it is left in a clean and tidy condition. If the condition is not deemed acceptable, ~~there will be an additional charge to the Tenant~~ **the deposit held will not be refunded.**

46. On termination, the Tenant will be required to return the site key to the Council. **The deposit of £10 will be held until return of the key to the Council.**

47. If the full annual rent has been paid, a refund for the remaining months of their tenancy will be paid.

48. The plot will then be offered to the next available applicant on the waiting list.

49. All Tenants' information will be removed from the database under GDPR once the tenancy is terminated.

Whom Is the Policy Applicable to?

The Policy applies to Tenants allocated an allotment plot.

Agreed and adopted: 15/08/2022

Review date: 15/08/2023

Officer Report: Allotment Site Management Policy

Issue:

The Allotment Site Management Policy is not due for its annual review until August 2023, however there are proposed Officer amendments to the policy which it is considered should take immediate effect going forward for new tenants.

The current Policy, which is the tenancy agreement that all tenants sign up to, does not include charging deposits. There have been issues with tenants whose allotment plots have been terminated, either voluntarily or by eviction, who have left considerable waste on their plots which our Operations Team have then cleared and disposal costs have incurred.

The current policy item no. 44 states that the tenant should remove all personal items on termination and '*ensure that it is left in a clean and tidy condition. If the condition is not deemed acceptable, there will be an additional charge to the Tenant*'. However, this is difficult to enforce and it is therefore proposed to charge new tenants a refundable deposit at the start of their tenancy to be 100% of their annual rent charge. This will be refunded once their plot has been inspected at termination of their tenancy agreement and it is deemed to be in a reasonable condition. This will vary in price from £70.40 to £35.20 according to the plot size.

It is also proposed to charge a refundable car park gate key deposit of £10 for new tenants as it has been established that a high percentage of tenants do not return their key on termination.

Proposed amendments have been made to the Allotment Site Management Policy to take into account these suggested changes.

Advice:

To approve the revised changes to the Allotment Site Management Policy to take into account deposit charges going forward.

HA/25.01.2023



ITEM NO: 12

Officer Report: Allotment invoices
Issue:

When Witham Town Council took over the ownership of Cut Throat Lane allotment site in June 2021 it was confirmed that Braintree District Council had not issued any invoices or received any payments for the 2021/2022 financial year. This was understood to mean that this covered the normal accounting year period of 1st April to 31st March.

Witham Town Council therefore issued their first allotment rent invoice covering the period 1st April 2021 to 31st March 2021 which had an payment due date of 1st November 2021. (The time taken in receiving and updating relevant administration records from Braintree District Council meant that a November due date was required)

However, when the second invoice was issued in October 2022 queries were received from tenants regarding the allotment invoice period. On making further queries with Braintree District Council, it has now been established that the accounting period they use for allotment invoices is from 1st August to 31st July each year. This means that those who already held tenancy agreements before June 2021 have been overcharged by 4 months (1st April 2021 to 31st July 2021). They also confirmed that they do not hold funds relating to allotments to transfer to Witham Town Council.

Letters were sent to applicable tenants on 2nd December 2022 to advise them of the situation and inviting them to claim the relevant repayment. The repayments from those applicable total £1,328.26 and will be refunded from the Allotment Sinking Fund.

Repayment claim forms have now been received from some of the tenants that were written to and a bulk lot of refunds will be made this month with subsequent repayments being dealt with when received.

Advice:

To receive and note.

HA/25.01.2023

27/01/2023

Witham Town Council Current Year

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Annual Budget - By Centre (Actual YTD Month 9)

	<u>2021/2022</u>		<u>2022/2023</u>				Agreed	EMR	Carried
	Budget	Actual	Total	Actual	Projects	Committ			
300 Community									
1300 Information Sales Income	75,000	54,709	75,000	46,850	75,000	0	0	0	0
1310 Witham Festival Income	3,000	0	1,500	1,200	1,200	0	0	0	0
1320 New Events Income	500	562	0	1,970	2,955	0	0	0	0
1321 Community Day	450	0	0	0	0	0	0	0	0
1402 NIL	3,000	4,559	0	0	0	0	0	0	0
1501 Dog Show	0	0	500	1,100	1,100	0	0	0	0
1509 Christmas Events	0	0	500	2,655	2,655	0	0	0	0
Total Income	81,950	59,830	77,500	53,776	82,910	0	0	0	0
4301 Community Team PAYE/LGPS	72,000	61,109	61,900	51,984	69,295	0	0	0	0
4305 Remembrance	500	410	1,200	710	752	0	0	0	0
4310 Silver Cinema	2,000	1,041	2,000	598	750	0	0	0	0
4315 Town Clock	14,752	14,752	1,300	711	711	0	0	0	0
4325 Allotments	4,000	7,183	0	0	0	0	0	0	0
4330 Queen's Jubilee	1,168	1,168	7,000	8,441	8,441	0	0	0	0
4340 Christmas Decorations	10,600	8,003	10,600	11,446	11,446	0	0	0	0
4345 Information Centre Purchases	65,000	46,097	65,000	31,937	65,000	0	0	0	0
4355 Information Centre Administrat	3,000	3,048	3,000	1,941	3,000	0	0	0	0
4360 Community Grant Aid	10,000	10,000	15,000	8,441	15,000	0	0	0	0
4365 Citizens Advice Bureau	10,000	10,000	10,000	10,000	10,000	0	0	0	0
4371 Community Safety	0	0	2,500	0	1,000	0	0	0	0
4372 CCTV	8,000	19,562	8,000	3,318	8,000	0	0	0	0
4373 Special Constable Expenses	5,000	4,678	5,000	2,080	5,000	0	0	0	0
4374 Special Constable Recruitment	1,000	340	1,000	0	300	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 9)

	<u>2021/2022</u>		<u>2022/2023</u>				Agreed	EMR	Carried
	Budget	Actual	Total	Actual	Projects	Committ			
4375 Other Community Support	3,000	3,000	1,500	258	1,500	0	0	0	0
4376 Halloween	2,650	2,650	2,000	1,599	1,599	0	0	0	0
4377 Easter Trail	924	1,132	1,500	1,321	1,321	0	0	0	0
4378 NIL	1,500	1,500	0	0	0	0	0	0	0
4379 Witham Dog Show	2,308	1,892	2,000	2,512	2,512	0	0	0	0
4380 Witham Festival	2,846	451	18,000	20,824	20,824	0	0	0	0
4390 Christmas Events & Tree	4,300	4,300	3,000	2,369	3,000	0	0	0	0
4395 New Events Improvements	3,000	1,024	1,500	1,996	1,500	0	0	0	0
Overhead Expenditure	<u>227,548</u>	<u>203,339</u>	<u>223,000</u>	<u>162,487</u>	<u>230,951</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(145,598)</u>	<u>(143,509)</u>	<u>(145,500)</u>	<u>(108,711)</u>	<u>(148,041)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Total Budget Income	81,950	59,830	77,500	53,776	82,910	0	0	0	0
Expenditure	227,548	203,339	223,000	162,487	230,951	0	0	0	0
Movement to/(from) Gen Reserve	<u>(145,598)</u>	<u>(143,509)</u>	<u>(145,500)</u>	<u>(108,711)</u>	<u>(148,041)</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>



ITEM NO: 14

Officer Report: Social Media Report – 1st November 22 – 24th January 23
Issue:

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

Facebook: Festive Post box toppers – 185 like

Instagram: Christmas tree going up – 67 likes

Twitter: Thank you card from King Charles - 22

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

Facebook: New trader books – 7.7K

Instagram: Christmas Fayre preparations – 448

Twitter: Remembrance Sunday details – 495

Traffic on our social media pages:

Facebook visits: 2,577 New followers: 58 Total Followers: 2,776 People reached: 51.8k

Instagram visits: 257 New followers: 53 Total Followers: 695 People reached: 983

Twitter visits: 821 New followers: 12 Total Followers: 239 People reached: 3.8k

We continue to post daily Monday to Friday. On Tuesdays we post or share something climate related, on Wednesdays we post a Witham picture, on Thursdays we post anything relevant to the weekend, e.g. Sunday Cinema and on the first of each month we post the upcoming meetings for that month.

Advice:

To receive & note