



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

AGENDA

ANNUAL MEETING

Meeting of: **Town Council**

Date: **Monday, 15th May 2023** Time: **7.30 p.m.**

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

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

To be present: Councillors

J.	Bayford	(Retiring Town Mayor)
E.	Adelaja	
S.	Ager	
L.	Barlow	
P.	Barlow	
J.C.	Coleman	
J.M.	Coleman	
B.	Fleet	
L.	Headley	
P.	Heath	
J.	Martin	
R.	Playle	
R.	Ramage	
A.	Sloma	
B.	Taylor	
E.	Williams	

1. **ADDRESS FROM THE TOWN MAYOR**

An opportunity for the outgoing Town Mayor for the Civic Year 2022-2023 to address the Council ahead of proceedings.

2. **ELECTION OF WITHAM TOWN MAYOR FOR 2023/2024**

To elect the Town Mayor of Witham for Civic Year 2023/2024.

Order Note: A short presentation of Civic Regalia will follow the election of the Town Mayor.

3. **DECLARATION OF ACCEPTANCE OF OFFICE**

3.1 To receive the Declaration of Acceptance of Office from the Town Mayor.

3.2 To confirm that all other Councillor Declarations of Acceptance of Office have been made.

4. **APOLOGIES FOR ABSENCE**

To receive apologies for absence.

5. **INTERESTS**

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

6. **APPOINTMENT OF WITHAM DEPUTY TOWN MAYOR FOR 2023/2024**

To elect the Deputy Town Mayor of Witham for Civic Year 2023/2024.

Order Note: A short presentation of Civic Regalia will follow the election of the Deputy Town Mayor.

7. **DISPOSAL OF TOWN MAYOR'S APPEAL 2022/2023**

To authorise the disposal of the Town Mayor's Appeal to the nominated beneficiary for the civic year 2022/2023.

8. **TOWN MAYOR'S ALLOWANCE CIVIC YEAR 2023/2024**

To authorise payment of the Town Mayor's Allowance set at £2,000 for civic year 2023/2024.

9. **MINUTES**

To receive the minutes of Witham Town Council held 2nd May 2023 (previously circulated).

10. **APPOINTMENT OF LEADER OF THE COUNCIL**

To consider appointing a Leader of the Council, if the Council so wishes (*under Standing Order 5J(xiii)*).

11. **APPOINTMENT / DISSOLUTION OF COMMITTEES**

To consider the amendment of the following sub-committee-

11.1) Staffing and Accommodation Sub-Committee to become a full committee

To consider the dissolution of the following advisory committees-

11.2) Gimson's Review Group

11.3) Localism & Devolution Steering Group

11.4) Town Centre Regeneration Steering Group

To consider the amendment of the following advisory committee

11.5) Delivering Developer Obligations Working Group to be re-named the S106 Steering Group

12. SCHEME OF DELEGATION

To receive the current Scheme of Delegation (previously circulated), and proposed amendments for adoption including terms of reference attached at page 6. (*under Standing Order 5J(vi)*).

Order Note: The Mayor will now move proceedings to the Annual Meeting Nominations Process. The Mayor will provide a short explanation of proceedings before calling for nominations from independents and each political group represented on the Council, before proceeding to each respective appointment item.

13. APPOINTMENT OF MEMBERS TO EXISTING COMMITTEES

Order Note: All committee appointments in items 13,14,15 and 16 must be subject to formal resolution in respect of each committee membership. Motions to agree multiple committee memberships under a single vote cannot be tabled. (Standing Order 4d(iv)) applies.

To receive nominations and vote to appoint Members to the following Standing Committees:

- 13.1) Planning & Transport Committee
- 13.2) Environment Committee
- 13.3) Community Committee
- 13.4) Policy & Resources Committee
- 13.5) Staffing & Accommodation Committee

14. APPOINTMENT OF STANDING COMMITTEE CHAIRS/VICES

Order Note: Standing Order 4d(v) requires the Council to appoint the Chairman and Vice-Chairman of its Standing Committees.

To receive Chairman and Vice Chairman nominations and make appointment of such chairs to each of the following:

- 14.1) Planning & Transport Committee
- 14.2) Environment Committee
- 14.3) Community Committee
- 14.4) Policy & Resources Committee
- 14.5) Staffing & Accommodation Committee

15. APPOINTMENT OF MEMBERS TO EXISTING SUB-COMMITTEES

To receive nominations and vote to appoint Members to the following Sub-Committees:

- 15.1) Estimates Sub-Committee
- 15.2) Open Spaces Management Sub-Committee

16. APPOINTMENT OF MEMBERS TO ADVISORY COMMITTEES

To receive nominations and vote to appoint Members to the following Advisory Committees:

- 16.1) Neighbourhood Plan Steering Group
- 16.2) Improving Healthcare Facilities Working Group
- 16.3) S106 Steering Group
- 16.4) Climate Change Working Group
- 16.5) Cycling Development Group
- 16.6) Financial Scrutiny Panel
- 16.7) The Voice Editing Panel

17. APPOINTMENTS TO OUTSIDE BODIES & REPRESENTATIVES

An opportunity for Members to express interest in outside roles, receive nominations and vote to appoint Members to the following representative positions:

- 17.1) Essex Association of Local Councils
- 17.2) Braintree Association of Local Councils
- 17.3) Witham Town Luncheon Club
- 17.4) Witham Carnival Association
- 17.5) Citizens Advice
- 17.6) Passenger Transport Panel
- 17.7) LGBTQ+ Ambassador
- 17.8) CPRE The Countryside Charity
- 17.9) Chamber of Commerce

18. ADOPTION OF STANDING ORDERS

To receive the Standing Orders (previously circulated) for adoption (*under Standing Order 5J(ix)*).

19. ADOPTION OF FINANCIAL REGULATIONS

To receive the Financial Regulations (previously circulated) and proposals for amendment (attached at page 7) and adoption (*under Standing Order 5J(ix)*).

20. ADOPTION OF TOWN COUNCIL CODE OF CONDUCT

To receive the Code of Conduct (previously circulated) for adoption for the civic year 2023/2024 and proposals for amendments attached at page 8 .

21. APPOINTMENT OF AUTHORISED SIGNATORIES

To consider Member placements of Authorised Signatories.

22. GENERAL POWER OF COMPETENCE

To reaffirm the Council's use of the General Power of Competence for civic year 2023/2024 as set out in The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012.

23. **ASSET REVIEW**

To review the Council's assets (*under Standing Order 5J(xiv)*), attached at page 9.

24. **APPOINTMENT OF THE INTERNAL AUDITOR FOR 2023/2024**

To confirm that Heelis and Lodge will continue to provide the Council's internal audit for the financial year 2023/24.

25. **TIME AND PLACE OF ORDINARY MEETINGS**

To adopt the updated Meeting Calendar (*under Standing Order 5J(xv)*) attached at page 10 .

26. **TREASURY & INVESTMENT POLICY**

To receive and renew the Town Council's Treasury & Investment Policy attached at page 12 .



Nikki Smith
Town Clerk

NS/SS 10.05.2023

ITEM NO.12

Scheme of Delegation Summary Recommendations:

Standing Order 5j(vi)) requires the Annual General Meeting to “review delegation arrangements to committees, sub-committees, staff and other local authorities”.

- 1) At 2.1 amending bullets 4 to 9 so the verb is changed from an imperative form to the present participle:
 - Signing notices.....
 - Receiving copies.....
 - Certifying copies.....
 - Drafting and publishing agenda papers.....
 - Signing summons to attend....
 - Retaining custody of.....
- 2) At 3.1 amend to” ensuring that accounts are maintained in accordance with the Accounts and Audit Regulations....”.
- 3) At 8.3 bullet 11 remove “Best Kept Allotment Competition”
- 4) 9.3, bullet 4, amend to “To preside over general asset management of furniture, including the ‘Commemorative Bench Scheme’, and assets located on open spaces including waste management”
- 5) 9.3, bullet 5, amend to “To consider matters in relation to climate change and pollution”
- 6) 9.3 bullet 5, amend to “Management of all Town Council litter and dog waste bins, including overseeing the ‘Dog Bin Sponsorship scheme’ ”
- 7) 9.3 bullet 7 amend to “....and the Council’s closed ‘Commemorative Tree Scheme”
- 8) At 11.1 amend All reference of Staffing and Accommodation “Sub-Committee” to Committee”
- 9) At 11.1 remove “This sub-committee reports to the Policy & Resources Committee”.
- 10) At 11.1 remove “appointed in accordance with political proportionality”.
- 11) Add in 12.2 “The committee consists of 6 members”.
- 12) 13.1 bullet 5 amend to “Review of all past committee expenditure to identify spending patterns, trends and areas for efficiency and improvements”
- 13) Add in 13.2 “The committee consists of 6 members”.
- 14) 14.1 Review Groups Bullet “specifically designated for the exploration of a single issue or report”
- 15) At 16.1 amend “The complaints panel has no set Members” to “The complaints panel shall be made up of the Town Mayor, the Chair of the Environment Committee and the Chair of the Community Committee”.

[Back to Agenda](#)

ITEM NO. 19

Financial Regulation Summary Recommendations:

Standing Order 5j(ix) requires the Annual General Meeting to “review and adoption of standing orders and financial regulations”.

- 1) At 3.1 amend November to September
- 2) At 3.2 amend ‘by no later than the end of January, prepare detailed estimates’ to ‘by no later than the first week of December’
- 3) At 5.8 add ‘except for the signing of salaries which shall only be completed by members of the Staffing and Accommodation Committee’.
- 4) Remove 5.9 as details are checked by officers when payments submitted.
- 5) At 8.7 add ‘This excludes movements between the Unity Trust Current Account and the Unity Trust Instant Access Account’.

As agreed at the Policy and Resources Meeting 06.03.2023 Minute 47

[Back to Agenda](#)

ITEM NO.20

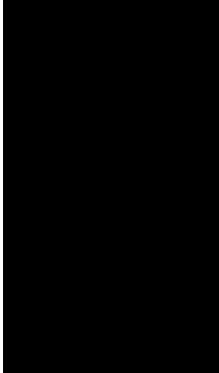
Code of Conduct Recommendations:

- 1) At 2 add in "See Appendix A" at the end of the sentence.
- 2) At 3 bullet 3 change to "Treat all persons fairly and with respect; and"
- 3) At 3 bullet 4 change to "Lead by example and act in a way....."
- 4) Change 6, bullet 3 to be a new point in its own right to read: "7) This code applies to all forms of communication including written, oral and all forms of online communication"
- 5) If recommendation 4 is accepted, renumber subsequent items.
- 6) At 7.2 add in "...resources of the local authority or authorising their use by others;"

[Back to Agenda](#)

SUMMARY OF ASSETS BY GROUP NAME

<u>Group</u>	<u>Original Cost</u>	<u>Current Value</u>
Benches	16,323.28	17,597.15
Bins	52,540.50	52,800.50
Lamp columns	21,610.00	21,610.00
Other outside assets	104,438.00	108,418.00
Property	700,000.00	793,112.00
Town Hall assets	65,787.61	72,038.51
Vehicles	54,185.00	74,094.77
TOTAL	1,014,884.39	1,139,670.93



[Back to agenda](#)

Schedule of Meetings for Civic Year 2023 - 2024

ITEM NO: 25

FULL COUNCIL & STANDING COMMITTEES

	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY
TOWN COUNCIL	AM Mon 15th	Mon 12th	Mon 10th	Mon 7th	Mon 4th	Mon 2nd Mon 30th	Mon 27th		Mon 8th	Mon 5th	Mon 4th	Tues 2nd Mon 29th	AM Mon 13th
ENVIRONMENT COMMITTEE			Mon 24th			Mon 16th			Mon 22nd			Mon 15th	
COMMUNITY COMMITTEE	Tues 30th			Mon 21st			Mon 13th			Mon 19th			
POLICY & RESOURCES COMMITTEE		Mon 26th			Mon 18th			Tue 12th			Mon 18th		
PLANNING & TRANSPORT COMMITTEE <i>(Commences 6:30pm)</i>	Tues 30th	Mon 12th Mon 26th	Mon 10th Mon 24th	Mon 7th Mon 21st	Mon 4th Mon 18th	Mon 2nd Mon 16th Mon 30th	Mon 13th Mon 27th	Tue 12th Mon 18th	Mon 8th Mon 22nd	Mon 5th Mon 19th	Mon 4th Mon 18th	Tues 2nd Mon 15th Mon 29th	Mon 13th
STAFFING & ACCOMMODATION SUB-COMMITTEE <i>(Commences 7:30pm)</i>		Mon 5th			Mon 25th				Mon 15th			Mon 22nd	

09/05/2023

Schedule of Meetings for Civic Year 2023/2024

SUB-COMMITTEES & SCRUTINY FUNCTIONS

	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APRIL	MAY
ESTIMATES								Mon 18 th					
OPEN SPACES MANAGEMENT SUB-COMMITTEE <i>(Commences 2:00pm)</i>	Tues 30 th				Tues 5 th			Tues 5 th			Tues 5 th		
FINANCE SCRUTINY PANEL <i>(Commences 10:00am)</i>					Thurs 7 th						Thurs 22 nd		

[Back to agenda](#)

09/05/2023

Witham Town Council: Treasury & Investment Policy

This policy should be read in conjunction with the Financial Regulations.

Policy Overview

This policy explains the protocol in which the Town Council manages its investments, reserves and deposits.

Investment Strategy & Objectives

1. This policy is created in accordance with the Local Government Act 2003 and advice issued by the Secretary of State for Levelling Up, Housing and Communities on the management of local authority investments.
2. The Council's investment priorities are the security of reserves followed by the liquidity of investments.
3. Town Council investments are managed by the Responsible Financial Officer and all investments must be approved by the Policy & Resources Committee or Full Council.
4. All investments are made in sterling with UK registered institutions only.
5. No investment will exceed a term of 12 months.
6. The Town Council shall only invest with banks & building societies which it defines as "High Credit Quality", in accordance with departmental guidance on Local Authority investments.

Balances & Earmarked Reserves

7. The Town Council will ' earmark' reserve funds as part of the annual budgeting process.
8. The Town Council's current account/**instant access** balance shall be maintained at approximately one half of the annual precept, with all other funds held in fixed deposits or notice accounts of varying lengths.
9. The balances of the Mayor's Appeal Account are exempt from this policy.

Reporting of Investments

10. The RFO will provide regular reports to the Policy & Resources Committee on the expenditure and movement of earmarked reserves and maturity of investments with a range of reinvestment options and advice.

Borrowing

11. The Town Council may borrow money upon resolution by Full Council from the Debt Management Office as it sees fit or the Council's own bank overdraft.
12. No other source of borrowing is permitted.

Revision

13. Any revisions to the Council's Treasury & Investment Policy can only be approved by Full Council.
14. The Policy & Resources Committee shall be responsible for the annual review of this policy prior to the commencement of the new financial year and propose any recommended changes to Full Council for adoption.

Forecasting

15. The Estimates Sub-Committee will produce as part of its annual budgetary recommendations, a three-year forecast of anticipated expenditure including the planning of future reserves.

Agreed last at Minute 26, Annual Meeting held 16th May 2022

Review Date: 15th May 2023 (AM)

POLICY NO: WTC/003 - FULL COUNCIL