



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

## AGENDA

### WITHAM TOWN COUNCIL

Date: **Monday, 12<sup>th</sup> January 2026** 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:

P. Heath	(Town Mayor)	L. Headley
J.C. Coleman	(Deputy Town Mayor)	J. Martin
E. Adelaja		R. Playle
L. Barlow		R. Ramage
P. Barlow		J. Robertson
J.M. Coleman		A. Sloma
B. Fleet		B. Taylor
J. Goodman		E. Williams

Nikki Smith  
Town Clerk  
NS/GK/7.1.2026

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

To receive and approve apologies for absence.

#### **2. MINUTES**

To receive the Minutes of the Meeting of Town Council held 25<sup>th</sup> November 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. ESSEX COUNTY AND BRAINTREE DISTRICT COUNCIL UPDATE**

To receive reports from Essex County and Braintree District Councillors on matters relating to Witham.

**6. TACKLING SPEEDING/20s PLENTY**

To receive a report from the Chairman of the Planning and Transport Committee.

**7. TOWN MAYOR'S ENGAGEMENTS**

To receive details of the Town Mayor's engagements attended for period 19<sup>th</sup> November to 31<sup>st</sup> December 2025 attached at page 4.

**8. TOWN CLERK'S REPORT**

To receive a verbal report from the Town Clerk.

**9. TOWN COUNCIL INTERIM AUDIT REPORT 2025 – 2026**

To receive the Interim Audit Report for 2025 – 2026 attached at page 8.

**10. PRECEPT 2026 – 2027**

To receive the Minutes of the Estimates Committee held 16<sup>th</sup> November 2025 attached at page 14 and to receive the following recommendations –

**RECOMMENDED TO TOWN COUNCIL** That the attached budget for Admin & Central Services for 2026/2027 be accepted.

**RECOMMENDED TO TOWN COUNCIL** That the attached amended budget for the Community Committee for 2026/2027 be accepted.

**RECOMMENDED TO TOWN COUNCIL** That the attached budget for the Environment Committee for 2025/2026 be accepted.

**RECOMMENDED TO TOWN COUNCIL** That the attached budget for the Policy and Resources Committee for 2026/2027 be accepted.

**RECOMMENDED TO TOWN COUNCIL** That the attached budget for the Planning and Transport Committee for 2026/2027 be accepted.

**RECOMMENDED TO TOWN COUNCIL** That the attached budget for Maltings Lane for 2026/2027 be accepted.

**RECOMMENDED TO TOWN COUNCIL** That the attached reserve balances for 2026/2027 be accepted.

**RECOMMENDATION TO TOWN COUNCIL** That the Precept for 2026/2027 of £1,112,027.00 be approved with a net increase in the Band D Property of £6.26 to £117.52

**11. CIVILITY AND RESPECT**

To receive the Civility and Respect, Councillor's Statement of Assurance attached at page 24.

**12. LOCAL GOVERNMENT REORGANISATION UPDATE**

To receive an update from Members on Local Government Reorganisation.

**13. 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.

**14. LAND TRANSFER**

To receive a report attached at page 25.

**15. MALTINGS LANE COMMUNITY CENTRE**

To receive a report attached at page 26.

**16. GERSHWIN PARK**

To receive a report attached at page 30.

**17. LOVE YOUR BUS GRANT**

To receive a verbal report.



**LIST OF MAYOR'S ENGAGEMENTS BETWEEN  
19<sup>th</sup> November 2025 to 31<sup>st</sup> December 2025  
Councillor Paul Heath**

**Friday 21<sup>st</sup> November 2025**

Attended Lift Maltings to give a speech on leadership and personal journey.

**Saturday 22<sup>nd</sup> November 2025**

Attended Witham Christmas Market.

**Wednesday 26<sup>th</sup> November 2025**

Attended the tree planting at the River Walk.

**Saturday 29<sup>th</sup> November 2025**

Attended the Catholic Church Fundraising Fayre at the Public Hall.

Attended Witham Carnival presentation evening at the Public Hall.

**Monday 1<sup>st</sup> December 2025**

Attended the Veterans coffee morning at the Royal British Legion.

**Wednesday 3<sup>rd</sup> December 2025**

Attended the Torchlight Procession at the Queens Hall, Halstead.

**Thursday 4<sup>th</sup> December 2025**

Attended the Light up a Light Service at Witham United Reform Church.



**Friday 5<sup>th</sup> December 2025**

Attended St Nicolas Church to assemble Christmas Tree for the Festival and met with the Committee.

**Sunday 7<sup>th</sup> December 2025**

Attended the Christmas Tree Festival at St Nicolas Church.

Attended the launch of the Witham Town Football Club Ladies Team.

**Monday 8<sup>th</sup> December 2025**

Attended Witham Hub for presentation.

**Tuesday 9<sup>th</sup> December 2025**

Met with the Mothers Union.

**Thursday 11<sup>th</sup> December 2025**

Attended Lift New Rickstones Winter Showcase.

**Friday 12<sup>th</sup> December 2025**

Attended Witham Food Bank with Christmas parcels.

Attended BDC Christmas reception at St Peter's Parish Church and Causeway House.

**Saturday 13<sup>th</sup> December 2025**

Attended Christmas Grotto to be Santa

**Sunday 14<sup>th</sup> December 2025**

Attended Bethel Church Carol Service.



**Tuesday 16<sup>th</sup> December 2025**

Attended Topping Out Ceremony at Witham Community Centre.

**Wednesday 17<sup>th</sup> December 2025**

Attended Braintree Baptist Church for the Essex Police Choir Service.

**Thursday 18<sup>th</sup> December 2025**

Attended St Georges Care Home as Father Christmas to give out gifts to residents.

**Friday 19<sup>th</sup> December 2025**

Attended Witham United Reform Church for their Christmas lunch.

**Sunday 21<sup>st</sup> December 2025**

Attended Sunday cinema club at the RBL.

Attended Carols by Candlelight Service at St Nicolas Church.

**Monday 22<sup>nd</sup> December 2025**

Attended Witham Town Hall Grotto.

**Tuesday 23<sup>rd</sup> December 2025**

Attended Witham Town Hall Grotto.

**Wednesday 25<sup>th</sup> December 2025**

Attended Home Alone Christmas lunch at the RBL.



**LIST OF DEPUTY MAYOR'S ENGAGEMENTS BETWEEN  
19<sup>th</sup> November 2025 to 31<sup>st</sup> December 2025**

**Councillor Jack Coleman**

**Monday 15<sup>th</sup> December 2025**

Attended 295 Witham & Rivenhall Squadron presentation evening at Maltings Academy.

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# HEELIS & LODGE

## Local Council Services • Internal Audit

### **Interim Internal Audit Report for Witham Town Council – 2025/2026**

The following Internal Audit was carried out on the adequacy of systems of control in accordance with the requirements of the Audit and Accounts Regulations 2015 and the guidance and instruction in the Practitioners Guide 2025. The following recommendations/comments have been made:

**Proper book-keeping** Cash Book, regular reconciliation of books and bank statements. Supporting vouchers, invoices and receipts

*All were found to be in order. VAT payments are tracked and identified within the accounts. The Council hold the General Power of Competence and LGAs137 does not apply. Supporting paperwork is in place and well referenced. It is noted that the Council have moved from Rialtas to Scribe for the 2025-2026 financial year.*

**Financial regulations** Standing Orders and Financial Regulations  
Tenders  
Appropriate payment controls including acting within the legal framework with reference to council minutes  
Identifying VAT payments and reclamation  
Cheque books, paying in books and other relevant documents

Standing Orders in place: Yes

Reviewed: 13/5/2025 (Ref: 17)

Financial Regulations in place: Yes

Reviewed: 13/5/2025 (Ref: 17)

VAT reclaimed during the year: Yes

Registered: No

*The Council are in the process of registering for VAT. A claim was made at the end of the 2024-2025 financial year. To date the Council are still waiting for registration to take place.*

General Power of Competence: Yes

*There was one tender during the year to date that exceeded the £30,000 Public Contract Regulations threshold.*

Contact details : 1 Hembling Terrace, Mill Lane, Suffolk, IP13 0PP

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Email: heather@heelis.eu

Heather Heelis Dip HE Local Policy FILCM

Lynne Lodge Dip HE Local Policy

*The Council reviewed the following documents during the year of audit:*

29/9/2025

- *Meeting Attendance Policy (Ref: 105.a)*
- *Sexual Harassment Prevention Policy (Ref: 105.b)*
- *Dignity at Work Policy (Ref: 105.c)*
- *Officers, Members Relations Policy (Ref: 105.d)*
- *Stress Management Policy (Ref: 105.e)*

1/9/2025

- *Social Media for Members and Officers Policy (Ref: 90)*

7/7/2025

- *Co-option Policy (Ref: 57)*

13/5/2025

- *Scheme of Delegation (Ref: 11)*
- *Code of Conduct (Ref: 19)*
- *Community Engagement Statement (Ref: 23)*
- *Treasury and Investment Policy (Ref: 24)*

## **Risk Assessment**

Appropriate procedures in place for the activities of the council  
Compliance with Data Protection regulations

Risk Assessment document in place: **Yes**  
Data Protection registration: **Yes** Ref: **Z6922290**

### **Data Protection**

*The General Data Protection Regulations came into force on 25 May 2018. It is likely that this will affect the way in which the Council handles its data. Due to the financial risk associated with the General Data Protection Regulations, the Council have included this in their Risk Assessment.*

Privacy Policy published: **Yes**

Link:

[https://www.witham.gov.uk/\\_files/ugd/ddf4e3\\_399099d2c322414aab1ea5b762521b0c.pdf](https://www.witham.gov.uk/_files/ugd/ddf4e3_399099d2c322414aab1ea5b762521b0c.pdf)

IT Policy: **Yes**

Link:

[https://www.witham.gov.uk/\\_files/ugd/ddf4e3\\_25d9c82e431c40649ead07a2302a4f1e.pdf](https://www.witham.gov.uk/_files/ugd/ddf4e3_25d9c82e431c40649ead07a2302a4f1e.pdf)

Data Protection Policy: **Yes**

Link:

[https://www.witham.gov.uk/\\_files/ugd/ddf4e3\\_0db012a449a94d2884641fd91422fbdf.pdf](https://www.witham.gov.uk/_files/ugd/ddf4e3_0db012a449a94d2884641fd91422fbdf.pdf)

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*Insurance was in place for the year of audit (valid 13/10/2025 – 30/6/2026). The Risk Assessment was reviewed at a meeting held on 28/10/2025 (Ref: 123). The Internal Control Statement was agreed at a meeting held on 7/7/2025 (Ref: 56).*

Statement of Internal Controls in place: Yes  
Reviewed: 28/10/2025 (Ref: 124)

*The Council have effective internal financial controls in place. The Clerk provides financial reports to council meetings. Councillors are provided with information to enable them to make informed decisions.*

*Bank signatories were appointed at the Annual meeting held on 13/5/2025 (Ref: 20).*

*The Financial Scrutiny Panel undertook a Financial Risk Assessment cover the following areas on 3/10/2025:*

- *Budget Management*
- *Administration*
- *Policy and Internal Control*
- *Tenders*
- *Other recommendations*

Fidelity Cover: £1,000,000

*The level of Fidelity cover is below the recommended guidelines of year end balances plus 50% of the precept ie. £789,281 + £518,632 = £1,307,913.*

*The Council undertook a review of Fidelity cover on 13/5/2025 (Ref: 26) and resolved that additional cover was not required as stringent measures were in place to reduce risk. It is noted that Financial Regulation 15.4 states that Fidelity guarantee insurance 'shall cover the maximum risk exposure as determined annually by the Council.'*

***Recommendation:*** *To review the wording of Financial Regulation 15.4.*

## Transparency

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure under £25,000 should publish on their website from 1 April 2015:

Smaller Council: No

Website: <https://www.witham.gov.uk/>

*The Council is not subject to the requirements of the Transparency Code for smaller Councils. The Transparency Code for Councils with a turnover exceeding £200,000 is not covered as part of the Internal Audit.*

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Under **The Accounts & Audit Regulations 2015 15** councils must publish on their website:

External audit report

*2025 Annual Return, Section One Published – Yes*

*2025 Annual Return, Section Two Published – Yes*

*2025 Annual Return, Section Three Published – Yes*

Under **The Accounts & Audit Regulations** councils must publish on their website:

Notice of period for the exercise of public rights (2025)

*Published – Yes*

Notice of Conclusion of Audit (2025)

*Published – Yes*

Period of Exercise of Public Rights

Publication Date: *2/6/2025* Start Date: *3/6/2025* End Date: *14/7/2025*

Under the requirements of the **Accounts and Audit Regulations 2015 13(2b)** council are required to display AGARs for the five years 2020-21, 2021-22, 2022-23, 2023-24 and 2024-2025 on their website.

	Section 1	Section 2	Section 3 (Audited)
2020 - 2021	<i>Yes</i>	<i>No</i>	<i>No</i>
2021 - 2022	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>
2022 - 2023	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>
2023 - 2024	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>
2024 - 2025	<i>Yes</i>	<i>Yes</i>	<i>Yes</i>

*The Council have yet to meet the publication requirements.*

***Recommendation:*** *The Council should publish the missing information.*

**Budgetary controls**  
supporting documents

Verifying the budgetary process with reference to council minutes and

Precept: £1,037,265.74 (2025-2026) Date: 7/1/2025 (Ref: 154)

*Effective budgetary procedures are in place. The precept was agreed in full council and the precept decision and amount has been clearly minuted. The Clerk ensures the council are aware of responsibilities, commitments, forward planning and the need for adequate reserves. Budget papers are prepared to ensure councillors have sufficient information to make informed decisions. Budgets are monitored during the year.*

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**Reserves**

General Reserves are reasonable for the activities of the Council  
Earmarked Reserves are identified

*The Council have adequate general reserves and have identified earmarked reserves in their accounts. A further examination will take place at the year end.*

**Year-end procedures**

Appropriate accounting procedures are used and can be followed through from working papers to final documents  
Verifying sample payments and income  
Checking creditors and debtors where appropriate.

*To be carried out at the year end audit.*

**Sole Trustee**

The Council has met its responsibilities as a trustee

*The Council is not a sole trustee.*

**Internal Audit Procedures**

*The Year End 2024-2025 Internal Audit report was considered by the Council at a meeting held on 13/5/2025 (Ref: 26).*

*A review of the effectiveness of the Internal Audit was carried out on 8/10/2025 (Ref: 124).*

*Heelis & Lodge were appointed as Internal Auditor at a meeting held on 13/5/2025 (Ref: 22).*

**External Audit**

*The Council formally approved the 2025 AGAR at a meeting of the full Council held on 13/5/2025 (Ref: 28 and 29).*

*The External Auditor's report was considered at a meeting held on 29/9/2025 (Ref: 104).*

*There were no matters arising from the External Audit.*

**Additional Comments/Recommendations**

- The Annual Town Council meeting was held on 13/5/2025. The first item of business was the Election of Town Mayor, in accordance with Standing Orders.
- There are no additional comments/recommendations to make in relation to this audit.
- I would like to record my appreciation to the Clerk to the Council for their assistance during the course of the audit work and the quality of documentation provided for the audit.



**Heather Heelis**  
**Heelis & Lodge**  
10 November 2025

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## MINUTES

Meeting of: **Estimates Committee**

Date: **Tuesday 16<sup>th</sup> December 2025**

Present: Councillors P. Heath (Chairman)  
P. Barlow  
J.C. Coleman  
J.M. Coleman  
B. Fleet  
J. Robertson

Also in attendance: Councillor R. Playle  
N. Smith (Town Clerk)

### 1. APOLOGIES

Apologies were received from Cllrs Adelaja and Martin.

**RESOLVED** That the apologies be received and approved.

### 2. INTERESTS

There were no declarations of interest at this time although further in the meeting Councillor Robertson declared a Non-Pecuniary interest in the Maltings Lane Budget as the company he is employed by has delivered to the site.

### 3. QUESTIONS AND STATEMENTS FROM THE PUBLIC

There was no member of the press or public present.

### 4. COMMITTEE BUDGETS

(a) Summary Sheet

The proposed summary sheet showing each Committee budget line was noted by Members who agreed to discuss each in turn.

(b) Admin & Central Services

The recommended Administration and Central Services Budget for 2026/2027 was received. It was noted that the Staffing budget line included a new member of staff for which a recruitment exercise was currently taking place. It was noted that many of the other lines had been kept at the same level for a number of years.

**RECOMMENDED TO TOWN COUNCIL** That the attached budget for Admin & Central Services for 2026/2027 be accepted.

(c) Community Committee

The recommended Community Committee Budget for 2025/2026 was received.

Members discussed how successful the Town Council events are and that they are provided to residents at a small cost through the precept but free to attend on the day. It was highlighted that two new events had been included, a Summer Fayre and Open Gardens.

It was explained that the Street Warden's salary would now be taken from the Community Committee budget as well as two part time Caretakers for the Witham Community Centre.

It was planned that the Community Grant Schemes would also continue this year.

**RECOMMENDED TO TOWN COUNCIL** That the attached amended budget for the Community Committee for 2026/2027 be accepted.

(d) Environment Committee

The recommended Environment Committee Budget for 2026/2027 was received.

Members discussed Christmas Lighting and potential savings that could be made if timings were altered. It was decided to consider this further once the first UMS on a half-hourly basis was received.

**RECOMMENDED TO TOWN COUNCIL** That the attached budget for the Environment Committee for 2025/2026 be accepted.

(e) Policy & Resources Committee

The recommended Policy and Resources Committee Budget for 2025/2026 was received.

It was noted that the budget line for interest received had remained the same. Although interest received from the CCLA and Unity savings account had increased during 2024/25, interest rates are predicted to be cut in the next financial year. Two budget line increases were proposed for surveys and newsletter as described in the report.

**RECOMMENDED TO TOWN COUNCIL** That the attached budget for the Policy and Resources Committee for 2026/2027 be accepted.

(f) Planning & Transport Committee

The recommended Planning and Transport Committee Budget for 2026/2027 was received.

Members expressed satisfaction that a Speed Indicator Device would soon be installed and wished that another be included in the budget.

**RECOMMENDED TO TOWN COUNCIL** That the attached budget for the Planning and Transport Committee for 2026/2027 be accepted.

(g) Maltings Lane

Councillor Robertson declared a non-pecuniary interest as the company he is employed by delivers to the site.

The recommended Maltings Lane Budget for 2025/2026 was received.

Members discussed the project and how the budget had been calculated. Potential income around EV Chargers was discussed.

**RECOMMENDED TO TOWN COUNCIL** That the attached budget for Maltings Lane for 2026/2027 be accepted.

5. **RESERVE BALANCES**

The proposed Earmarked Reserves for 2026/2027 were received.

Members discussed the Community Safety/CCTV EMR and reiterated their wish to expand the town's CCTV network.

It was explained that the Charter Market EMR would be closed once all liabilities had been dealt with.

**RECOMMENDED TO TOWN COUNCIL** That the attached reserve balances for 2026/2027 be accepted.

6. **PRECEPT**

The Precept Calculations based on the discussed budgets for 2026/2027 were received.

Members considered that they were satisfied with the proposed increase of £6.26 on a Band D property and agreed to recommend the proposed budget for 2026/2027 to the Full Town Council. This equates to a 12p/week increase on Band D to a total of £2.26/week

**RECOMMENDATION TO TOWN COUNCIL** That the Precept for 2026/2027 of £1,112,027.00 be approved with a net increase in the Band D Property of £6.26 to £117.52

There being no further business, the Chairman closed the meeting at 8.08pm

Councillor Paul Heath  
Chairman

N.S/17.12.2025

PROPOSED CENTRAL SERVICES BUDGET FOR 2026/2027			
	2025/2026	2026/2027	
	Current Budget	Proposed Budget	Difference
Sundry Receipts	500	500	0 <i>Nominal Figure</i>
Hall Hire	24000	24000	0
<b>Total Income</b>	<b>24500</b>	<b>24500</b>	<b>0</b>
Admin - Salaries & Employer N.I Contributions	315767	361758	45991
Travel Expenses	500	500	0
Town Hall	35000	35000	0
Gas	12000	8000	-4000
Health & Safety		3055	3055 <i>Signed 3 year contract</i>
Electricity	9000	10000	1000
Photocopying	3000	3000	0
Postage	500	500	0
Stationery	1000	1000	0
Office Equipment	3500	3500	0
Telephones	2200	2400	200
Insurance	14000	14700	700 <i>Annual increase and limited companies in market</i>
Sundry Expenses	1500	1500	0
Audit & Legal	14000	14000	0 <i>Forest Rd Pond, Maltings Lane &amp; possible River Walk registration</i>
Affiliation Fees	7500	5500	-2000 <i>Investors in People completed</i>
Members -Conferencing/Training	1000	1000	0
Staff -Conferencing/Training	6500	8000	1500 <i>Training expected relating to Maltings Lane</i>
Payroll Charges	1400	1600	200 <i>Company increased charges</i>
Petty Cash	700	700	0
IT	4600	4600	0
Charges	700	700	0
<b>Overhead Expenditure</b>	<b>434367</b>	<b>481013</b>	<b>46646</b>

PROPOSED COMMUNITY COMMITTEE BUDGET FOR 2026/2027				
	2025/2026		2026/2027	
Community	Current Budget	Proposed Budget	Difference	
Information Sales Income	65000	65000	0	
Witham Festival Income	1500	1500	0	
Music Event	1500	1500	0	
Dog Show	1000	1000	0	
BDC Grant	0	10000	10000	
Witham Pride	500		-500	
Teddy Bear's Picnic	50	50	0	
Christmas Events	1500	1500	0	
<b>Total Income</b>	<b>71050</b>	<b>80550</b>	<b>9500</b>	
<b>Community Team - Salaries &amp; Employer N.I &amp; LGPS Contributions</b>	<b>84728</b>	<b>156031</b>	<b>71303</b>	
Town Clock	1500	0	-1500	<i>Only needs servicing every other year</i>
Christmas Decorations	13000	13000	0	
Information Centre Stock	55000	55000	0	
Information Centre Advertisement & Administration	3000	3000	0	
Community Grant Aid	12000	12000	0	
Carnival Grant	8000	8000	0	
Professional Advice Support Fund	10000	10000	0	
CCTV	14000	14500	500	
Community Safety	1500	1500	0	
Community Special Constables Expenses	5000	5000	0	
Community Special Constable Recruitment	1000	1000	0	
Other Community Support	1500	1500	0	
Witham Open Garden		750	750	<i>New event, positive feedback receive from Voice consultation</i>
Witham Summer Fayre		1500	1500	
Witham Dog Show	2500	2500	0	
Witham Street Entertainment Festival	23000	23000	0	
Teddy Bear's Picnic		1200	1200	
Remembrance	1000	1000	0	
D-Day Event/VE Day	2500		-2500	
Witham Train Memorial	500		-500	
VJ Day	1000		-1000	
Twinning	500		-500	
Halloween Event	2200	2700	500	
Music Event	10000	10000	0	
Christmas Events & Tree	4500	5250	750	<i>Increase in size of event and cost of tree</i>
Easter Quest	1650	1700	50	
New Events & Events Improvement	1500	1500	0	
Silver Cinema	300	300	0	
<b>Overhead Expenditure</b>	<b>261378</b>	<b>331931</b>	<b>70553</b>	

PROPOSED ENVIRONMENT COMMITTEE BUDGET FOR 2026/2027			
Environment	2025/2026	2026/2027	
	Current Budget	Proposed Budget	Difference
Dog & Bench Sponsorship Scheme	1650	1650	
<b>Total Income</b>	<b>1650</b>	<b>1650</b>	<b>0</b>
Operations - Salaries & Employer N.I & LGPS	200308	206017	5709
Equipment Supplies & Maintenance	8400	8400	0
Dog & Bench Schemes	1200	1200	0
Lighting Maintenance & Utility	17000	20000	3000 <i>Increase in Christmas light energy costs</i>
Tree Planting	3000	3000	0
Tree Maintenance	5000	7500	2500 <i>More tree surveys</i>
Toilet Block - Town Park	13000	14000	1000
Dog Bin Maintenance	600	600	0
Litter Bins	1000	1029	29 <i>Cost of one new bin</i>
Open Spaces General	2500	2700	200
River Walk Signage	2000		-2000 <i>Redundant line other ones can be used</i>
James Cooke Wood	2000	2000	0
River Walk	7000	2500	-4500 <i>Survey will be completed so can be reduced</i>
Whetmead LNR	2000	2000	0
Witham in Bloom	14000	15000	1000
Fleet	6500	7000	500
Waste Disposal	1000	1000	0
<b>Overhead Expenditure</b>	<b>286508</b>	<b>293946</b>	<b>7438</b>

PROPOSED POLICY & RESOURCES BUDGET FOR 2026/2027			
Policy & Resources	2025/2026	2026/2027	
	Current Budget	Proposed Budget	Difference
Interest Received	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>

PROPOSED PLANNING & TRANSPORT BUDGET FOR 2026/2027			
	2025/2026	2026/2027	
	Current Budget	Proposed Budget	Difference
No income line	0		Use EMR
Speed Reduction	5000	5000	
<b>Overhead Expenditure</b>	<b>5000</b>	<b>5000</b>	

PROPOSED MALTINGS LANE BUDGET FOR 2026/2027			
Maltings Lane	2025/2026	2026/2027	
	Current Budget	Proposed Budget	Difference
			0
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>

**Proposed Earmarked Reserves 2026/2027 including event balances and grants held.**

*(See bottom of sheet for summary balances with & without precept calculation. Must be used in conjunction with BGTS sheet)*

Reserve Type	Reserve Heading	Current Reserve Level 09/12/2025	Anticipated Closing Balance 31st March 2026	Proposed allocations/revocations (precept calculation)	Proposed Opening Balance 1st April 2026	Notes
EMR	Street Lighting Sinking Fund	£ 8,000.00	£ 8,000.00	£ 2,000.00	£ 10,000.00	
EMR	Riverwalk Cycleways	£ 25,000.00	£ 25,000.00	-£ 5,000.00	£ 20,000.00	
EMR	Community Safety /CCTV	£ 30,000.00	£ 30,000.00	£ 15,000.00	£ 45,000.00	
EMR	Tree Maintenance	£ 4,942.00	£ -	£ 10,000.00	£ 10,000.00	
EMR	Equipment Replacement	£ 20,000.00	£ 20,000.00	£ 5,000.00	£ 25,000.00	
EMR	Neighbourhood Plan	£ 20,032.00	£ 20,032.00	£ -	£ 20,032.00	
EMR	Major Repairs & Renewals	£ 30,000.00	£ 25,000.00	£ 5,000.00	£ 30,000.00	
EMR	Acquisitions/Maltings Lane	£ 59,000.00	£ 25,000.00		£ 25,000.00	
EMR	Election Expenses	£ 7,884.00	£ 7,884.00	£ 12,000.00	£ 19,884.00	
EMR	Town Clock	£ 1,500.00	£ 1,450.00	£ -	£ 1,450.00	
EMR	VAT	£ 25,000.00	£ 25,000.00		£ 25,000.00	
EMR	Fleet	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 4,000.00	
EMR	Town Hall Development	£ 44,333.00	£ 32,000.00		£ 32,000.00	
EMR	Land Improvement	£ 40,000.00	£ 40,000.00	£ -	£ 40,000.00	
Control	Charter Market	£ 10,933.00	£ 8,933.00	-£ 5,000.00	£ 3,933.00	
EMR	JC Wood Improvement Plan	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 10,000.00	
Control	Events- Control Account	£ 6,245.00	£ 5,000.00		£ 5,000.00	
Control	Allotment Control Account	£ 16,105.00	£ 16,105.00		£ 16,105.00	
BALANCE	Safer Streets	£ 6,274.00	£ -	£ -	£ -	
BALANCE	Highways Devolution	£ -	£ -	£ -	£ -	

<b>TOTAL PROPOSED ALLOCATIONS/REVOCATIONS (PRECEPT REQUIREMENT)</b>	<b>£ 46,000.00</b>
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<b>GENERAL RESERVE SUPPLEMENT:</b>	
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### SUMMARY AUTOMATIC PRECEPT CALCULATION

*Designed by Witham Town Council for transparent Local Government Budgeting*

2026/2027

	INCOME	EXPENDITURE
CENTRAL SERVICES*	£ 24,500.00	£ 481,013.00
ENVIRONMENT	£ 1,650.00	£ 293,946.00
COMMUNITY	£ 80,550.00	£ 331,931.00
POLICY & RESOURCES	£ 18,000.00	£ 44,237.00
PLANNING & TRANSPORT	£ -	£ 5,000.00
MALTINGS LANE	£ 17,000.00	£ 51,600.00
<b>TOTALS:</b>	<b>£ 141,700.00</b>	<b>£ 1,207,727.00</b>

Total Anticipated Operational Expenditure: £ 1,207,727.00  
 Less Anticipated Operational Income: -£ 141,700.00  
**Balanced (Net) Operational Expenditure: £ 1,066,027.00**

Total Other Revenue: £0

Net allocations to Earmarked Reserves (EMRs): £ 46,000.00

**Net operational expenditure less other revenue/EMRs: £ 1,112,027.00**

2025/2026 Precept levied: £ 1,037,265.74

**PROPOSED 2026/2027 PRECEPT: (BALANCING FIGURE) £ 1,112,027.00**

Proposed Difference: £ 74,761.26

**2025/2026 TAX BASE**

9322.93

**2026/2027 TAX BASE**

9462.71

**2025/2026 BAND D:**

£111.26

**2026/2027 BAND D:**

£117.52

**NET Increase in Band D Property: £6.26**

**Proposed gross percentage increase/decrease (%): 5.62**

**Proposed weekly Band D Property charge (over 52 weeks): £2.26**



# Civility & Respect

Agenda Item 11

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IN COLLABORATION WITH SLCC, NALC, OVW, COUNTY ASSOCIATIONS

## **Councillor's Statement of Assurance**

I confirm that I have read the council's Code of Conduct, including the principles of public life, and understand my obligations and the behaviour expected of me whenever I am acting as a councillor.

Understanding my duties as a councillor, I will adopt the principles of selflessness, integrity, objectivity, accountability, openness, honesty and leadership. I will also:

- Behave respectfully towards others, including those I disagree with.
- Uphold the values identified in my council's Code of Conduct.
- Attend training required by the council as part of my role as a councillor.

Signed \_\_\_\_\_

Name \_\_\_\_\_

Date \_\_\_\_\_

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