



Town Hall | 61 Newland Street | Witham | CM8 2FE  
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## MINUTES

Meeting of: **Policy and Resources Committee**

Date: **Monday, 18<sup>th</sup> September 2023**

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

Present: Councillors

P.	Barlow	(Chairman)
P.	Heath	(Vice Chairman)
L.	Barlow	
J.M.	Coleman	
B.	Fleet	
J.	Martin	
R.	Playle	
B.	Taylor	
N.	Smith	(Town Clerk)
C.	Strachan	
S.	Smith	(P.A. to the Council)

### 12. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors R. Ramage and T. Hewitt.

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

### 13. MINUTES

**RESOLVED** That the Minutes of the Meeting of the Policy and Resources Committee held 26<sup>th</sup> June 2023 be confirmed as a true record and signed by the Chairman.

### 14. INTERESTS

No interests were declared.

### 15. QUESTIONS AND STATEMENTS FROM THE PUBLIC

No members of the public were present.

**16. TOWN CLERK'S REPORT**

The Town Clerk explained that a clear audit had been received from PKF Littlejohn and this would be received at Full Town Council. They also informed Members that the Town Hall electricity contract had been renewed and costs had increased approximately to £6,500 a year, fixed for two years.

**RESOLVED** That the information be received and noted.

**17. COUNCILLORS' GRANT AWARD SCHEME**

A report was received and Members asked to consider the implications of setting up a Councillors' Grant Award Scheme.

**RESOLVED** That the scheme be approved and included in the budgeting process.

**18. FINANCIAL STATEMENTS**

**(a) BANK RECONCILIATION**

The Bank Reconciliations to 31st July 2023 were received.

**RESOLVED** That the Bank Reconciliations to 30<sup>th</sup> June 2023 were received, approved and signed by the Chairman.

**(b) SCHEDULE OF RECEIPTS AND PAYMENTS**

The Schedule of Receipts and Payments to 31<sup>st</sup> July 2023 were received.

**RESOLVED** That the Schedule of Receipts to 31<sup>st</sup> May 2023 from the 95 Day Notice Account totalling £621.18, from the Unity Trust Account totalling £20,840.66 and from the Unity Trust Instant Access totalling £550,000; to 30<sup>th</sup> June 2023 from the 95 Day Notice Account totalling £598.96, from the Unity Trust Account totalling £83,303.45, from the Unity Trust Instant Access totalling £1,497.95; to 31<sup>st</sup> July 2023 from the 95 Day Notice Account totalling £679.18 and from the Unity Trust Account totalling £146,737.38; and the Schedule of Payments to 31<sup>st</sup> May 2023 from the Lloyds Bank Account totalling £875.42 and from the Unity Trust Account totalling £635,074.67; to 30<sup>th</sup> June 2023 from the Lloyds Bank Account totalling £1,481.71, from the Unity Trust Instant Access £50,000 and Unity Trust Account totalling £72,296.68; and to 31<sup>st</sup> July 2023 from the Lloyds Bank Account totalling £1,822.89, from the Unity Trust Instant Access £140,000 and the Unity Trust Account totalling £150,048.40 be received, agreed and signed by the Chairman.

**(c) BUDGET STATEMENTS AND EARMARKED RESERVES**

The Budget Statements and Earmarked Reserves to 31st July 2023 were received.

**RESOLVED** That the Budget Statements and Earmarked Reserves to 30<sup>th</sup> June 2023 were received, approved and signed by the Chairman.

**19. TREASURY AND INVESTMENT REVIEW**

Members were asked to consider a new investment account with the CCLA.

**RESOLVED** That the investment be considered once more information had been obtained.

**20. DISCLOSURE AND BARRING SERVICE CHECKS**

Members were asked to consider whether it is appropriate to request that all Members' should undertake Disclosure and Barring Service Checks when they join Witham Town Council.

**RESOLVED** That the Disclosure and Barring Service Checks be pursued on a voluntary basis and enhanced checks be sought where possible.

**21. SECTION 106 FUNDING**

Members were asked if they could identify opportunities for funding through Section 106 monies.

**RESOLVED** That the report be received.

**22. FIRE SAFETY POLICY**

The Fire Safety Policy was received.

**RESOLVED** That the policy be received and agreed.

**23. FINANCIAL RISK ASSESSMENT**

The Financial Risk Assessment and recommendations from the Financial Scrutiny Panel were received.

**RESOLVED** That the Financial Risk Assessment be received.

**24. EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED** 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.

**25. CHANGING PLACES TOILET**

A report was received.

**RESOLVED** That the report be received and noted.

There being no further business the Chairman closed the Meeting at 8:43p.m.

Councillor P. Barlow  
Chairman

NS/SS/22.9.2023