



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

AGENDA

Meeting of: **Policy and Resources Committee**

Date: **Monday, 21st September** Time: **7:30 p.m.**

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

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

To be present:

Councillors

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

Nikki Smith
Town Clerk
NS/NZ/JB/16.09.2026

1. APOLOGIES FOR ABSENCE

To receive and approve apologies for absence.

2. MINUTES

To receive the Minutes of the Meeting of the Policy and Resources Committee held 29th June 2026 (previously circulated).

3. INTERESTS

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

4. QUESTIONS AND STATEMENTS FROM THE PUBLIC

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

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

5. TOWN CLERK'S REPORT

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

6. FINANCIAL STATEMENTS

(a) BANK RECONCILIATIONS

To receive the Bank Reconciliations for June to August 2026 attached at page 3.

(b) CONFIRMATION OF RECONCILIATIONS

To receive confirmation that the bank reconciliations have been signed by Councillors Headley, J C Coleman and Fleet respectively.

(c) SCHEDULE OF RECEIPTS AND PAYMENTS

To receive the Schedule of Receipts and Payments for the period 1st June 2026 to 31st August 2026 attached at page 21.

(d) BUDGET STATEMENTS, EXCEPTION REPORT AND EARMARKED RESERVES

To receive the Budget Statements, Exception Report and Earmarked Reserves for the period 1st April 2026 to 31st August 2026 attached at page 45.

7. REVIEW OF POLICIES

The following policies are for renewal:

(a) Crime and Disorder Policy, attached at page 51.

(b) Fire Safety Policy, attached at page 53.

(c) IT and Email Policy, attached at page 57.

(d) Whistleblowing Policy, attached at page 65.

(e) Social Media for Members and Officers Policy, attached at page 69.

8. WITHAM COMMUNITY CENTRE

To receive a verbal update from the Town Clerk.

Witham Town Council**Agenda Item 6(a)**

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/06/2026		
	Cash in Hand 01/04/2026		872,144.61
	ADD Receipts 01/04/2026 - 30/06/2026		730,594.15
	SUBTRACT Payments 01/04/2026 - 30/06/2026		1,602,738.76
	Cash in Hand 30/06/2026 (per Cash Book)		280,753.55
B			1,321,985.21
	Cash in hand per Bank Statements		
	Petty Cash 30/06/2026	12.44	
	LLoyds Current Account 30/06/2026	18,215.69	
	CCLA Public Sector Deposit 30/06/2026	363,000.00	
	95 Day Notice Account 30/06/2026	365,497.63	
	Unity Trust Instant Access 30/06/2026	477,972.80	
	Unity Trust Bank 30/06/2026	97,286.65	
B			1,321,985.21
	Less unrepresented payments		
			1,321,985.21
	Plus unrepresented receipts		
B	Adjusted Bank Balance		1,321,985.21
	A = B Checks out OK		

Witham Town Council
RECONCILIATION - CCLA Public Sector Deposit 30-06-2026

From Accounts	£363,000.00
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Payments not cashed Add	
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Receipts not entered Subtract	
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Statement should be	£363,000.00
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Witham Town Council
RECONCILIATION - 95 Day Notice Account 30-06-2026

From Accounts	£365,497.63
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Payments not cashed Add	
Receipts not entered Subtract	

Statement should be	£365,497.63
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Witham Town Council
RECONCILIATION - LLoyds Current Account 30-06-2026

From Accounts	£18,215.69
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Payments not cashed	Add
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Receipts not entered	Subtract
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Statement should be	£18,215.69
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Witham Town Council
RECONCILIATION - Unity Trust Instant Access 30-06-2026

From Accounts	£477,972.80
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Payments not cashed	Add
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Receipts not entered	Subtract
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Statement should be	£477,972.80
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Witham Town Council
RECONCILIATION - Unity Trust Bank 30-06-2026

From Accounts	£97,286.65
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Payments not cashed Add	
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Receipts not entered Subtract	
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Statement should be	£97,286.65
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Witham Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/07/2026		
	Cash in Hand 01/04/2026		872,144.61
	ADD Receipts 01/04/2026 - 31/07/2026		739,879.53
	SUBTRACT Payments 01/04/2026 - 31/07/2026		1,612,024.14
	Cash in Hand 31/07/2026 (per Cash Book)		404,194.79
B			1,207,829.35
	Cash in hand per Bank Statements		
	Petty Cash 31/07/2026	9.34	
	LLoyds Current Account 31/07/2026	17,302.23	
	CCLA Public Sector Deposit 31/07/2026	363,000.00	
	95 Day Notice Account 31/07/2026	366,314.89	
	Unity Trust Instant Access 31/07/2026	457,972.80	
	Unity Trust Bank 31/07/2026	3,230.09	
			1,207,829.35
	Less unrepresented payments		
			1,207,829.35
	Plus unrepresented receipts		
B	Adjusted Bank Balance		1,207,829.35
	A = B Checks out OK		

Witham Town Council
RECONCILIATION - 95 Day Notice Account 31-07-2026

From Accounts	£366,314.89
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Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£366,314.89
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Witham Town Council
RECONCILIATION - CCLA Public Sector Deposit 31-07-2026

From Accounts	£363,000.00
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Payments not cashed	Add
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Receipts not entered	Subtract
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Statement should be	£363,000.00
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Witham Town Council
RECONCILIATION - Lloyds Current Account 31-07-2026

From Accounts	£17,302.23
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Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£17,302.23
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Witham Town Council
RECONCILIATION - Unity Trust Bank 31-07-2026

From Accounts	£3,230.09
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Payments not cashed	Add
Receipts not entered	Subtract

Statement should be	£3,230.09
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Witham Town Council
RECONCILIATION - Unity Trust Instant Access 31-07-2026

From Accounts	£457,972.80
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Payments not cashed Add	
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Receipts not entered Subtract	
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Statement should be	£457,972.80
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Witham Town Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 31/08/2026		
	Cash in Hand 01/04/2026		872,144.61
	ADD Receipts 01/04/2026 - 31/08/2026		748,773.10
	SUBTRACT Payments 01/04/2026 - 31/08/2026		1,620,917.71
	Cash in Hand 31/08/2026 (per Cash Book)		506,354.91
B			1,114,562.80
	Cash in hand per Bank Statements		
	Petty Cash 31/08/2026	9.34	
	LLoyds Current Account 31/08/2026	15,315.19	
	CCLA Public Sector Deposit 31/08/2026	363,000.00	
	95 Day Notice Account 31/08/2026	367,054.62	
	Unity Trust Instant Access 31/08/2026	343,972.80	
	Unity Trust Bank 31/08/2026	25,210.85	
			1,114,562.80
	Less unrepresented payments		
			1,114,562.80
	Plus unrepresented receipts		
B	Adjusted Bank Balance		1,114,562.80
	A = B Checks out OK		

Witham Town Council
RECONCILIATION - 95 Day Notice Account 31-08-2026

From Accounts	£367,054.62
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Payments not cashed Add	
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Receipts not entered Subtract	
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Statement should be	£367,054.62
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Witham Town Council
RECONCILIATION - CCLA Public Sector Deposit 31-08-2026

From Accounts	£363,000.00
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Payments not cashed	Add
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Receipts not entered	Subtract
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Statement should be	£363,000.00
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Witham Town Council
RECONCILIATION - LLoyds Current Account 31-08-2026

From Accounts	£15,315.19
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Payments not cashed	Add
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Receipts not entered	Subtract
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Statement should be	£15,315.19
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Witham Town Council
RECONCILIATION - Unity Trust Bank 31-08-2026

From Accounts	£25,210.85
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Payments not cashed	Add
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Receipts not entered	Subtract
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Statement should be	£25,210.85
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Witham Town Council
RECONCILIATION - Unity Trust Instant Access 31-08-2026

From Accounts	£343,972.80
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Payments not cashed	Add
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Receipts not entered	Subtract
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Statement should be	£343,972.80
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[Back to Agenda](#)

RECEIPTS LIST

Agenda Item 6(c)

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
180	Allotments Control Account	01/06/2026		Unity Trust Bank		Allotments					
180	Allotments Control Account	01/06/2026		Unity Trust Bank		Allotments					
181	Hall Hire	01/06/2026		Unity Trust Bank		Hall Hire	Inhealth Intelige / Eye clinic E/O HILPO0011144		1,120.00		1,120.00
182	Information Centre Income/Stc	01/06/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	112.80		112.80
184	Dog & Bench Sponsorship Sche	01/06/2026		Unity Trust Bank		Dog Bin Sponsorship					
275	Interest Received	01/06/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	78.83		78.83
185	Information Centre Income/Stc	02/06/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	179.85		179.85
206	Dog & Bench Sponsorship Sche	02/06/2026		Unity Trust Bank		Dog Bin Sponsorship					
276	Interest Received	02/06/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.28		26.28
205	Interest Received	02/06/2026		Unity Trust Bank		Interest Received	CCLA Investment Management Limited		1,025.24		1,025.24
209	Information Centre Income/Stc	03/06/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	248.10		248.10
210	Information Centre Income/Stc	03/06/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	193.79		193.79
207	Christmas Events & Tree	03/06/2026		Unity Trust Bank		Stall Fees	S GOSLING	X	30.00		30.00
208	Witham Summer Fayre	03/06/2026		Unity Trust Bank		Stall Fees	CARL BARBER	E	20.00		20.00
211	Information Centre Income/Stc	03/06/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	160.79		160.79
212	Information Centre Income/Stc	03/06/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	137.70		137.70
213	Information Centre Income/Stc	03/06/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	305.17		305.17
277	Interest Received	03/06/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.28		26.28
214	Hall Hire	04/06/2026		Unity Trust Bank		Hall Hire	Scrubble Club	E	250.00		250.00
215	Information Centre Income/Stc	04/06/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	232.93		232.93
278	Interest Received	04/06/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.28		26.28
217	Sundry Receipts	05/06/2026		Unity Trust Bank		Charges	Openreach Wayleave	E	13.60		13.60
216	Hall Hire	05/06/2026		Unity Trust Bank		Hall Hire	Jean Brett	E	90.00		90.00
218	Information Centre Income/Stc	05/06/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	11.55		11.55
220	Witham Summer Fayre	05/06/2026		Unity Trust Bank		Stall Fees	Joshua Bayley/ Scoops Pick & Mix		20.00		20.00
279	Interest Received	05/06/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.29		26.29
219	Information Centre Income/Stc	08/06/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	111.97		111.97
222	Christmas Events & Tree	08/06/2026		Unity Trust Bank		Stall Fees	S Wood	X	30.00		30.00
224	Christmas Events & Tree	08/06/2026		Unity Trust Bank		Stall Fees	GRIMWOOD MP APO	X	40.00		40.00
223	Witham Summer Fayre	08/06/2026		Unity Trust Bank		Stall Fees	S Wood	X	20.00		20.00
258	Sundry Receipts	08/06/2026		Lloyds Current Account		Cashback	Lloyds Bank	X	11.63		11.63
280	Interest Received	08/06/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	78.87		78.87
221	Information Centre Income/Stc	09/06/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	116.75		116.75
225	Witham Summer Fayre	09/06/2026		Unity Trust Bank		Stall Fees	GARY NOBES	X	20.00		20.00

RECEIPTS LIST

Policy & Resources Committee Agenda – 21.09.2026

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
281	Interest Received	09/06/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.29		26.29
226	Information Centre Income/Stc	10/06/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	280.94		280.94
227	Christmas Events & Tree	10/06/2026		Unity Trust Bank		Stall Fees	Jacqueline Ithier	X	40.00		40.00
282	Interest Received	10/06/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.30		26.30
228	Information Centre Income/Stc	11/06/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	4.05		4.05
283	Interest Received	11/06/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.30		26.30
229	Mayor's Fund	11/06/2026		Unity Trust Bank		Public Donations	Mayor's Appeal Fund	X	0.98		0.98
230	Information Centre Income/Stc	12/06/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	31.65		31.65
284	Interest Received	12/06/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.30		26.30
231	Information Centre Income/Stc	15/06/2026		Unity Trust Bank		Information Centre Sales	American Express	E	15.75		15.75
232	Information Centre Income/Stc	15/06/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	48.25		48.25
285	Interest Received	15/06/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	78.91		78.91
234	Allotments Control Account	15/06/2026		Unity Trust Bank		Allotments					
235	Mayor's Fund	15/06/2026		Unity Trust Bank		Public Donations	Mayor's Appeal Fund	X	9.83		9.83
237	Information Centre Income/Stc	16/06/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	78.90		78.90
238	Witham Summer Fayre	16/06/2026		Unity Trust Bank		Stall Fees	KATHERINE TAYLOR/ CRYSTALS ON SEA	X	20.00		20.00
239	Witham Summer Fayre	16/06/2026		Unity Trust Bank		Stall Fees	Karen O'Reilly/ Imaginaries Handmade Jewellery	X	20.00		20.00
240	Witham Summer Fayre	16/06/2026		Unity Trust Bank		Stall Fees	Witham Rugby Union Football Club	X	20.00		20.00
286	Interest Received	16/06/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.31		26.31
236	Mayor's Fund	16/06/2026		Unity Trust Bank		Public Donations	Mayor's Appeal Fund	X	9.00		9.00
243	Information Centre Income/Stc	17/06/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	264.25		264.25
241	Music Event	17/06/2026		Unity Trust Bank		Stall Fees	Thai bite Catering	X	40.00		40.00
244	Christmas Events & Tree	17/06/2026		Unity Trust Bank		Stall Fees	Brian Bowden events	X	40.00		40.00
287	Interest Received	17/06/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.31		26.31
242	Essex Love Your Bus	17/06/2026		Unity Trust Bank		Love Your Bus Grant	ESSEX COUNTY COUNCIL	X	50,000.00		50,000.00
246	Hall Hire	18/06/2026		Unity Trust Bank		Room Hire - MSE Ref 26217 Cost Centre 2601405	Postle Health & Wellbeing	X	72.00		72.00
233	Dog & Bench Sponsorship Sche	18/06/2026		Unity Trust Bank		Bench Sponsorship					
245	S106 Receipts	18/06/2026		Unity Trust Bank		Reimbursement S106	BRAINTREE DISTRICT COUNCIL	X	22,087.00		22,087.00
247	Hall Hire	18/06/2026		Unity Trust Bank		Hall Hire	Barclays Bank UK PLC	E	1,933.80		1,933.80
248	Hall Hire	18/06/2026		Unity Trust Bank		Hall Hire	Barclays Bank UK PLC	E	1,933.80		1,933.80
250	Information Centre Income/Stc	18/06/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	117.80		117.80
249	Witham Summer Fayre	18/06/2026		Unity Trust Bank		Stall Fees	Gillian Paterson/ Sabi Seeds	X	20.00		20.00
288	Interest Received	18/06/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.31		26.31
251	Allotments Control Account	18/06/2026		Unity Trust Bank		Allotment Rent Refund					

RECEIPTS LIST

Policy & Resources Committee Agenda – 21.09.2026

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
252	Information Centre Income/Stc	19/06/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	179.25		179.25
289	Interest Received	19/06/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.31		26.31
253	Information Centre Income/Stc	22/06/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	22.30		22.30
254	Information Centre Income/Stc	22/06/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	319.25		319.25
290	Interest Received	22/06/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	78.94		78.94
257	Information Centre Income/Stc	23/06/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	367.10		367.10
291	Interest Received	23/06/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.32		26.32
255	Mayor's Fund	23/06/2026		Unity Trust Bank		Public Donations	Mayor's Appeal Fund	X	961.85		961.85
256	Mayor's Fund	23/06/2026		Unity Trust Bank		Public Donations	Mayor's Appeal Fund	X	49.14		49.14
259	Information Centre Income/Stc	24/06/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	9.80		9.80
261	Music Event	24/06/2026		Unity Trust Bank		Stall Fees	Sarah Johnson / Essex Am	X	40.00		40.00
292	Interest Received	24/06/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.32		26.32
260	Information Centre Income/Stc	25/06/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	136.80		136.80
265	Dog Show	25/06/2026		Unity Trust Bank		Stall Fees	Frank Golebiowski/ Frank and Jenies (Dinky Donuts)	X	40.00		40.00
263	Christmas Events & Tree	25/06/2026		Unity Trust Bank		Stall Fees	Karen Gets Crafty	X	30.00		30.00
264	Witham Summer Fayre	25/06/2026		Unity Trust Bank		Stall Fees	Heaths Old Time Amusement	X	50.00		50.00
293	Interest Received	25/06/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.32		26.32
262	Information Centre Income/Stc	26/06/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	123.35		123.35
266	Witham Summer Fayre	26/06/2026		Unity Trust Bank		Stall Fees	Snap Haapy Babies Katie	X	20.00		20.00
294	Interest Received	26/06/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.33		26.33
267	Hall Hire	29/06/2026		Unity Trust Bank		Hall Hire	Inhealth Intelige / Eye clinic	E/O HILPO0011144	960.00		960.00
268	Information Centre Income/Stc	29/06/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	21.30		21.30
295	Interest Received	29/06/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	78.98		78.98
269	Allotments Control Account	29/06/2026		Unity Trust Bank		Allotment Rent Refund					
272	Hall Hire	30/06/2026		Unity Trust Bank		Hall Hire	Jean Brett	E	80.00		80.00
271	Information Centre Income/Stc	30/06/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	108.85		108.85
270	Witham Summer Fayre	30/06/2026		Unity Trust Bank		Stall Fees	S Ward/ Attuned Holistics	X	20.00		20.00
274	Interest Received	30/06/2026		Unity Trust Instant Access		Interest Received	Unity Trust Bank	X	2,516.65		2,516.65
296	Interest Received	30/06/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.33		26.33
273	Allotments Control Account	30/06/2026		Unity Trust Bank		Allotments					
273	Allotments Control Account	30/06/2026		Unity Trust Bank		Allotments					
273	Allotments Control Account	30/06/2026		Unity Trust Bank		Allotments					
298	Hall Hire	01/07/2026		Unity Trust Bank		Hall Hire	History Group	E	36.00		36.00
297	Information Centre Income/Stc	01/07/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	225.25		225.25
365	Interest Received	01/07/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.34		26.34

RECEIPTS LIST

Policy & Resources Committee Agenda – 21.09.2026

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
299	Information Centre Income/Stc	02/07/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	41.40		41.40
301	Interest Received	02/07/2026		Unity Trust Bank		Interest Received	CCLA Investment Management Limited		1,142.60		1,142.60
366	Interest Received	02/07/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.34		26.34
302	Hall Hire	03/07/2026		Unity Trust Bank		Room Hire - MSE Ref 26217 Cost	Postle Health Limited T/ABXYLA Health & Wellbeing		72.00		72.00
303	Hall Hire	03/07/2026		Unity Trust Bank		Room Hire - MSE Ref 25870 Cost	Postle Health Limited T/ABXYLA Health & Wellbeing		36.00		36.00
300	Information Centre Income/Stc	03/07/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	96.65		96.65
304	Christmas Events & Tree	03/07/2026		Unity Trust Bank		Stall Fees	Karen Taylor	X	30.00		30.00
367	Interest Received	03/07/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.34		26.34
306	Information Centre Income/Stc	06/07/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	194.64		194.64
307	Information Centre Income/Stc	06/07/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	283.36		283.36
308	Information Centre Income/Stc	06/07/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	124.30		124.30
309	Information Centre Income/Stc	06/07/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	26.90		26.90
316	Music Event	06/07/2026		Unity Trust Bank		Stall Fees	Tipsy Grey South Limited	X	270.00		270.00
305	Witham Summer Fayre	06/07/2026		Unity Trust Bank		Stall Fees	Megan Little/ LittleDaintyLc	X	20.00		20.00
368	Interest Received	06/07/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	79.02		79.02
315	Information Centre Income/Stc	07/07/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	82.40		82.40
317	Music Event	07/07/2026		Unity Trust Bank		Stall Fees	Pica Pota Pasta	X	30.00		30.00
310	Music Event	07/07/2026		Unity Trust Bank		Stall Fees	Carrar Harmes/ Baked by C	X	60.00		60.00
311	Music Event	07/07/2026		Unity Trust Bank		Stall Fees	Charluccio's Ice Cream Van and Candy Floss		60.00		60.00
312	Music Event	07/07/2026		Unity Trust Bank		Stall Fees	Thai bite Catering	X	100.00		100.00
313	Music Event	07/07/2026		Unity Trust Bank		Stall Fees	Napolis Finest Limited/ The Daily Slice Pizza		110.00		110.00
314	Music Event	07/07/2026		Unity Trust Bank		Stall Fees	Nicola Brown/ VibeYourTas	X	100.00		100.00
318	Christmas Events & Tree	07/07/2026		Unity Trust Bank		Stall Fees	Darci Nail/ Premier Events	X	80.00		80.00
319	Sundry Receipts	07/07/2026		Unity Trust Bank		Sponsorship - Summer of Football	Indaver Rivenhall Limited	X	1,999.00		1,999.00
369	Interest Received	07/07/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.35		26.35
320	Information Centre Income/Stc	08/07/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	49.30		49.30
370	Interest Received	08/07/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.35		26.35
321	Information Centre Income/Stc	09/07/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	206.49		206.49
322	Dog & Bench Sponsorship Sche	09/07/2026		Unity Trust Bank		Dog Bin Sponsorship					
371	Interest Received	09/07/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.35		26.35
323	Information Centre Income/Stc	10/07/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	7.20		7.20
324	Music Event	10/07/2026		Unity Trust Bank		Stall Fees	Essex Grillaz	X	61.20		61.20
372	Interest Received	10/07/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.35		26.35
325	Information Centre Income/Stc	13/07/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	56.25		56.25

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Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
373	Interest Received	13/07/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	79.06		79.06
326	Information Centre Income/Stc	14/07/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	257.84		257.84
329	Music Event	14/07/2026		Unity Trust Bank		Stall Fees	Essex Grillaz	X	205.00		205.00
328	Christmas Events & Tree	14/07/2026		Unity Trust Bank		Stall Fees	R Williams/ Witham Maldor	X	10.00		10.00
374	Interest Received	14/07/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.36		26.36
327	Information Centre Income/Stc	15/07/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	29.89		29.89
375	Interest Received	15/07/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.36		26.36
330	Information Centre Income/Stc	16/07/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	91.15		91.15
376	Interest Received	16/07/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.36		26.36
331	Allotments Control Account	16/07/2026		Unity Trust Bank		Allotments					
331	Allotments Control Account	16/07/2026		Unity Trust Bank		Allotments					
332	Information Centre Income/Stc	17/07/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	21.85		21.85
377	Interest Received	17/07/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.37		26.37
335	Allotments Control Account	17/07/2026		Unity Trust Bank		Allotment Rent Refund					
333	Hall Hire	20/07/2026		Unity Trust Bank		Hall Hire	Braintree Association of Local Councils		28.00		28.00
334	Information Centre Income/Stc	20/07/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	67.45		67.45
378	Interest Received	20/07/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	79.10		79.10
336	Information Centre Income/Stc	21/07/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	226.20		226.20
379	Interest Received	21/07/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.37		26.37
338	Information Centre Income/Stc	22/07/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	36.95		36.95
380	Interest Received	22/07/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.38		26.38
337	Allotments Control Account	22/07/2026		Unity Trust Bank		Allotments					
337	Allotments Control Account	22/07/2026		Unity Trust Bank		Allotments					
381	Interest Received	23/07/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.38		26.38
339	Information Centre Income/Stc	24/07/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	1.65		1.65
340	Witham Summer Fayre	24/07/2026		Unity Trust Bank		Stall Fees	CAROL TAYLOR/ CAROL'S CRAFT BOUTIQUE		20.00		20.00
341	Witham Summer Fayre	24/07/2026		Unity Trust Bank		Stall Fees	Karen Murray	X	20.00		20.00
342	Witham Summer Fayre	24/07/2026		Unity Trust Bank		Stall Fees	Kaz Lees	X	20.00		20.00
382	Interest Received	24/07/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.38		26.38
344	Information Centre Income/Stc	27/07/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	21.85		21.85
383	Interest Received	27/07/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	79.14		79.14
343	Year End Debtors	27/07/2026		Unity Trust Bank		Station Adopter Initiative	Abellio Greater Anglia	E	33.94		33.94
345	Information Centre Income/Stc	28/07/2026		Unity Trust Bank		Refund	Information Centre	X	-33.70		-33.70
346	Information Centre Income/Stc	28/07/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	110.70		110.70
347	Witham Summer Fayre	28/07/2026		Unity Trust Bank		Stall Fees	Crafty Bear Kitchen LTD	X	20.00		20.00

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Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
348	Witham Summer Fayre	28/07/2026		Unity Trust Bank		Stall Fees	Phil Jones/ The Sporting Sou	enir Shop	20.00		20.00
384	Interest Received	28/07/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.39		26.39
350	Information Centre Income/Stc	29/07/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	79.25		79.25
351	Christmas Events & Tree	29/07/2026		Unity Trust Bank		Stall Fees	Hunnaball of Witham	X	40.00		40.00
349	Witham Summer Fayre	29/07/2026		Unity Trust Bank		Stall Fees	Natalie Warwick-Justice/ NWX	Crafting	20.00		20.00
351	Witham Summer Fayre	29/07/2026		Unity Trust Bank		Stall Fees	Hunnaball of Witham	X	20.00		20.00
385	Interest Received	29/07/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.39		26.39
353	Christmas Events & Tree	30/07/2026		Unity Trust Bank		Stall Fees	Carl Verrecchia/ Verrecchia	X	40.00		40.00
354	Christmas Events & Tree	30/07/2026		Unity Trust Bank		Stall Fees	Penny Massey/ RAVEN MOON	X	40.00		40.00
352	Witham Summer Fayre	30/07/2026		Unity Trust Bank		Stall Fees	HANNAH NIGHTINGALE	X	20.00		20.00
355	Witham Summer Fayre	30/07/2026		Unity Trust Bank		Stall Fees	Penny Massey/ RAVEN MOON	X	20.00		20.00
386	Interest Received	30/07/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.39		26.39
357	Hall Hire	31/07/2026		Unity Trust Bank		Hall Hire	Inhealth Intelige / Eye clinic	E/O HILPO001114	4,040.00		1,040.00
359	Hall Hire	31/07/2026		Unity Trust Bank		Hall Hire	Sheena Campbell/ U3A WA	E	36.00		36.00
358	Information Centre Income/Stc	31/07/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	53.09		53.09
356	Witham Summer Fayre	31/07/2026		Unity Trust Bank		Stall Fees	Claire Hackett/ Kilworth	X	20.00		20.00
360	Witham Summer Fayre	31/07/2026		Unity Trust Bank		Stall Fees	Samantha Kuhl/ The Sweet Treat	Factory	20.00		20.00
387	Interest Received	31/07/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.39		26.39
361	Hall Hire	03/08/2026		Unity Trust Bank		Hall Hire	Jean Brett	E	50.00		50.00
363	Hall Hire	03/08/2026		Unity Trust Bank		Hall Hire	History Group	E	36.00		36.00
362	Information Centre Income/Stc	03/08/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	175.75		175.75
467	Interest Received	03/08/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	79.18		79.18
364	Information Centre Income/Stc	04/08/2026		Unity Trust Bank		Refund	Information Centre	X	-36.95		-36.95
388	Information Centre Income/Stc	04/08/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	33.65		33.65
389	Christmas Events & Tree	04/08/2026		Unity Trust Bank		Stall Fees	Archies Pet Supplies	X	40.00		40.00
390	Interest Received	04/08/2026		Unity Trust Bank		Interest Received	CCLA Investment Managemen	t Limited	1,181.31		1,181.31
468	Interest Received	04/08/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.40		26.40
392	Information Centre Income/Stc	05/08/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	235.30		235.30
393	Christmas Events & Tree	05/08/2026		Unity Trust Bank		Stall Fees	Natalie Warwick-Justice/ NWX	Crafting	30.00		30.00
391	Witham Summer Fayre	05/08/2026		Unity Trust Bank		Stall Fees	Albert Twinn / Kids Fun Ga	X	40.00		40.00
469	Interest Received	05/08/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.40		26.40
397	Information Centre Income/Stc	06/08/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	105.91		105.91
394	Christmas Events & Tree	06/08/2026		Unity Trust Bank		Stall Fees	Kay T Clothing	X	40.00		40.00
395	Christmas Events & Tree	06/08/2026		Unity Trust Bank		Stall Fees	R Levene	X	30.00		30.00

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Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
396	Witham Summer Fayre	06/08/2026		Unity Trust Bank		Stall Fees	BARBARA NEAL/ Phoenix Sta	Less Street Jewelry	20.00		20.00
470	Interest Received	06/08/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.40		26.40
399	Information Centre Income/Stc	07/08/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	59.90		59.90
398	Teddy Bear's Picnic	07/08/2026		Unity Trust Bank		Stall Fees	Charluccio's Ice Cream Van and Candy Floss		30.00		30.00
400	Witham Summer Fayre	07/08/2026		Unity Trust Bank		Stall Fees	Nicola Dallinger/ Stripey Rabbit Creations		20.00		20.00
471	Interest Received	07/08/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.41		26.41
402	Information Centre Income/Stc	10/08/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	28.10		28.10
401	Christmas Events & Tree	10/08/2026		Unity Trust Bank		Stall Fees	Hannah French & Peter Chapman/ Prints Charming		30.00		30.00
472	Interest Received	10/08/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	79.22		79.22
403	Information Centre Income/Stc	11/08/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	441.35		441.35
473	Interest Received	11/08/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.41		26.41
404	Information Centre Income/Stc	12/08/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	95.19		95.19
474	Interest Received	12/08/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.42		26.42
405	Information Centre Income/Stc	13/08/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	55.30		55.30
406	Witham Summer Fayre	13/08/2026		Unity Trust Bank		Stall Fees	Karen Rosemary Twinn	X	40.00		40.00
475	Interest Received	13/08/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.42		26.42
408	Information Centre Income/Stc	14/08/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	113.35		113.35
407	Christmas Events & Tree	14/08/2026		Unity Trust Bank		Stall Fees	John Davey/ 1stchoice3D	X	40.00		40.00
476	Interest Received	14/08/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.42		26.42
411	Hall Hire	17/08/2026		Unity Trust Bank		Hall Hire	Inhealth Intelige / Eye clinic E/O HILPO001114		1,120.00		1,120.00
412	Information Centre Income/Stc	17/08/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	224.64		224.64
413	Information Centre Income/Stc	17/08/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	336.23		336.23
414	Information Centre Income/Stc	17/08/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	138.80		138.80
415	Information Centre Income/Stc	17/08/2026		Unity Trust Bank		Information Centre Sales	Information Centre	E	324.15		324.15
416	Information Centre Income/Stc	17/08/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	473.33		473.33
410	Christmas Events & Tree	17/08/2026		Unity Trust Bank		Stall Fees	Leon Davies	X	40.00		40.00
409	Witham Summer Fayre	17/08/2026		Unity Trust Bank		Stall Fees	Ieasha Carpenter/ Fluff and stuff creations		20.00		20.00
417	Witham Summer Fayre	17/08/2026		Unity Trust Bank		Stall Fees	Thomas Everitt/ Sin Gluten	X	20.00		20.00
418	Witham Summer Fayre	17/08/2026		Unity Trust Bank		Stall Fees	Susan Wells/ Wells Gifts	X	15.00		15.00
477	Interest Received	17/08/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	79.26		79.26
419	Information Centre Income/Stc	18/08/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	276.65		276.65
420	Christmas Events & Tree	18/08/2026		Unity Trust Bank		Stall Fees	Angie Bardwell/ Lets Knot	X	30.00		30.00
421	Witham Summer Fayre	18/08/2026		Unity Trust Bank		Stall Fees	Bisi Odunlami/ Easy Elegant	X	20.00		20.00
478	Interest Received	18/08/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.43		26.43

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Policy & Resources Committee Agenda – 21.09.2026

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
423	Information Centre Income/Stc	19/08/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	18.40		18.40
424	Christmas Events & Tree	19/08/2026		Unity Trust Bank		Stall Fees	Janine Pugh/ Studio13	X	30.00		30.00
422	Witham Summer Fayre	19/08/2026		Unity Trust Bank		Stall Fees	P Leishman	X	20.00		20.00
479	Interest Received	19/08/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.43		26.43
426	Information Centre Income/Stc	20/08/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	116.25		116.25
425	Christmas Events & Tree	20/08/2026		Unity Trust Bank		Stall Fees	TREGUDDICK LIMITED/ English Spirit		40.00		40.00
427	Christmas Events & Tree	20/08/2026		Unity Trust Bank		Stall Fees	Bea Marshall/ Queen Bea M	X	30.00		30.00
428	Witham Summer Fayre	20/08/2026		Unity Trust Bank		Stall Fees	Claire Buckley Trading As F	X	20.00		20.00
480	Interest Received	20/08/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.43		26.43
429	Information Centre Income/Stc	21/08/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	118.60		118.60
430	Witham Summer Fayre	21/08/2026		Unity Trust Bank		Stall Fees	Explore Learning	X	20.00		20.00
431	Witham Summer Fayre	21/08/2026		Unity Trust Bank		Stall Fees	John Davey/ 1stchoice3D	X	20.00		20.00
432	Witham Summer Fayre	21/08/2026		Unity Trust Bank		Stall Fees	Resort Marketing/ Vaycay I	X	20.00		20.00
433	Witham Summer Fayre	21/08/2026		Unity Trust Bank		Stall Fees	Simon Emerick/ Simon Toys	X	20.00		20.00
436	Christmas Events & Tree	21/08/2026		Unity Trust Bank		Stall Fees	Yulia Melnyk	X	30.00		30.00
437	Christmas Events & Tree	21/08/2026		Unity Trust Bank		Stall Fees	Karen Rosemary Twinn	X	80.00		80.00
438	Witham Summer Fayre	21/08/2026		Unity Trust Bank		Stall Fees	Sydney Chapman	X	20.00		20.00
434	Witham Summer Fayre	21/08/2026		Unity Trust Bank		Stall Fees	Kristian Baker/ Witham Hockey Club		20.00		20.00
435	Witham Summer Fayre	21/08/2026		Unity Trust Bank		Stall Fees	Darren Turner / Utility War	X	20.00		20.00
481	Interest Received	21/08/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.43		26.43
441	Information Centre Income/Stc	24/08/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	38.65		38.65
439	Witham Summer Fayre	24/08/2026		Unity Trust Bank		Stall Fees	HG Catering/ Pica Pota Pas	X	30.00		30.00
447	Witham Summer Fayre	24/08/2026		Unity Trust Bank		Stall Fees	Charluccio's Ice Cream Van and Candy Floss		60.00		60.00
482	Interest Received	24/08/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	79.30		79.30
440	Allotments Control Account	24/08/2026		Unity Trust Bank		Allotments					
440	Allotments Control Account	24/08/2026		Unity Trust Bank		Allotments					
453	Information Centre Income/Stc	25/08/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	46.25		46.25
455	Christmas Events & Tree	25/08/2026		Unity Trust Bank		Stall Fees	Hannah Carter	X	30.00		30.00
451	Christmas Events & Tree	25/08/2026		Unity Trust Bank		Stall Fees	Julie Martin/ Julies Accesso	X	30.00		30.00
442	Witham Summer Fayre	25/08/2026		Unity Trust Bank		Stall Fees	Lorraine Wightman/ Pola's Food Van		70.00		70.00
443	Witham Summer Fayre	25/08/2026		Unity Trust Bank		Stall Fees	Zoltan Nagy/ CandyZ Fudge	X	30.00		30.00
444	Witham Summer Fayre	25/08/2026		Unity Trust Bank		Stall Fees	Napolis Finest Limited/ The Daily Slice Pizza		92.50		92.50
445	Witham Summer Fayre	25/08/2026		Unity Trust Bank		Stall Fees	Jo Honey/ Lazy Sloth Coffee	X	46.00		46.00
446	Witham Summer Fayre	25/08/2026		Unity Trust Bank		Stall Fees	Marissa Ayers/ Catering Gr	X	65.00		65.00
448	Witham Summer Fayre	25/08/2026		Unity Trust Bank		Stall Fees	Stephen Besemer/ Piggy's Garmen Shack		67.00		67.00

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Vouche	Code	Date	Minute	Bank	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
452	Witham Summer Fayre	25/08/2026		Unity Trust Bank		Stall Fees	Tipsy Grey South Limited	X	160.00		160.00
454	Witham Summer Fayre	25/08/2026		Unity Trust Bank		Stall Fees	Crackin Crumble	X	34.00		34.00
483	Interest Received	25/08/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.44		26.44
449	Mayor's Fund	25/08/2026		Unity Trust Bank		Public Donations	Mayor's Appeal Fund	X	78.00		78.00
450	Mayor's Fund	25/08/2026		Unity Trust Bank		Public Donations	Mayor's Appeal Fund	X	5.90		5.90
456	Information Centre Income/Stc	26/08/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	190.65		190.65
457	Christmas Events & Tree	26/08/2026		Unity Trust Bank		Stall Fees	Katie Sandford/ Dog Leos t	X	40.00		40.00
484	Interest Received	26/08/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.44		26.44
459	Information Centre Income/Stc	27/08/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	217.70		217.70
458	Witham Summer Fayre	27/08/2026		Unity Trust Bank		Stall Fees	Daniel Irwin/ Little Juice Bx	X	25.00		25.00
485	Interest Received	27/08/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.44		26.44
462	Hall Hire	28/08/2026		Unity Trust Bank		Hall Hire	Jean Brett	E	40.00		40.00
461	Information Centre Income/Stc	28/08/2026		Unity Trust Bank		Information Centre Sales	Information Centre	X	12.85		12.85
463	Christmas Events & Tree	28/08/2026		Unity Trust Bank		Stall Fees	Can-Can Lane Design	X	60.00		60.00
464	Witham Summer Fayre	28/08/2026		Unity Trust Bank		Stall Fees	Antoinette Ive/ Apple bobb	X	20.00		20.00
465	Witham Summer Fayre	28/08/2026		Unity Trust Bank		Stall Fees	Emmies fudge/ Strawberry	X	30.00		30.00
460	Witham Summer Fayre	28/08/2026		Unity Trust Bank		Refund	Kaz Lees	X	-20.00		-20.00
486	Interest Received	28/08/2026		95 Day Notice Account		Interest Received	Lloyds Bank	X	26.45		26.45
Total									108,141.65		108,141.65

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
198	Town Hall	01/06/2026		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COL	X	995.00		995.00
112	Equipment Supplies & Mainten:	01/06/2026		Unity Trust Bank		Gloves, Cable Ties & Paint	Screwfix/ KINGFISHER PLC	S	5.16	1.03	6.19
112	Equipment Supplies & Mainten:	01/06/2026		Unity Trust Bank		Gloves, Cable Ties & Paint	Screwfix/ KINGFISHER PLC	S	11.07	2.21	13.28
112	Equipment Supplies & Mainten:	01/06/2026		Unity Trust Bank		Gloves, Cable Ties & Paint	Screwfix/ KINGFISHER PLC	S	26.40	5.28	31.68
199	Town Hall Development	01/06/2026		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COL	X	84.00		84.00
287	Town Hall	02/06/2026		Unity Trust Bank		Radiator Valve Adjustment	ASSURED HEATING ESSEX	S	90.00	18.00	108.00
279	Audit & Legal	02/06/2026		Unity Trust Bank		Year End Internal Audit	Heelis & Lodge	X	395.00		395.00
280	Payroll Charges	02/06/2026		Unity Trust Bank		Payroll Fee	JAMES TODD & CO LTD	S	121.60	24.32	145.92
284	Sundry Expenses	02/06/2026		Unity Trust Bank		Premium Trails Events	HIGH STREET SAFARI LIM.	S	1,999.00	399.80	2,398.80
288	IT	02/06/2026		Unity Trust Bank		Accountancy Software	Scribe/ STARBOARD SYSTEMS LIMITED	S	137.00	27.40	164.40
289	Members - Conferencing/Traini	02/06/2026		Unity Trust Bank		Emotional Resilience Course	Wivenhoe Town Council	X	90.00		90.00
276	Information Centre & Administ	02/06/2026		Unity Trust Bank		Base Service	MARKET PLACE MERCHANT SOLUTIONS LTD	S	22.00	4.40	26.40
277	Information Centre & Administ	02/06/2026		Unity Trust Bank		Service Charge	MARKET PLACE MERCHANT SOLUTIONS LTD	S	6.99	1.40	8.39
283	Dog & Bench Sponsorship Sche	02/06/2026		Unity Trust Bank		Dog Bin Sticker	GKS GRAPHICS LTD	S	12.50	2.50	15.00
285	Information Centre Income/Stc	02/06/2026		Unity Trust Bank		Honey	P Rowland Crofton Bees	X	192.50		192.50
286	Information Centre Income/Stc	02/06/2026		Unity Trust Bank		Tickets sale	Witham Public Hall Trust	X	1,822.24		1,822.24
278	Fleet	02/06/2026		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERVICES UK LIMITED	S	99.69	19.92	119.61
281	Fleet	02/06/2026		Unity Trust Bank		Vehicle Maintenance EX64DVA	TYRE-SMART (ESSEX) LTD	S	187.50	37.50	225.00
282	Equipment Supplies & Mainten:	02/06/2026		Unity Trust Bank		Mover Maintenance	UPSON MOWERS LTD	S	75.00	15.00	90.00
290	CCTV	03/06/2026		Unity Trust Bank		Broadband	DAISY TOPCO LIMITED	S	45.75	9.15	54.90
291	Telephones	04/06/2026		Unity Trust Bank		Phone/Broadband Services	BRITISH TELECOMMUNICATIONS PUBLIC LIMITED COMPANY	S	201.00	40.33	241.96
352	Town Hall	08/06/2026		Lloyds Current Account		Hot Chocolate	TESCO PLC	E	9.00		9.00
353	Town Hall	08/06/2026		Lloyds Current Account		Milk British S/Skim	Morrisons	E	4.45		4.45
354	Town Hall	08/06/2026		Lloyds Current Account		Green Plastic Watering Can	SOLA-SALES LIMITED	S	7.49	1.50	8.99
356	Town Hall	08/06/2026		Lloyds Current Account		10L & 24L Cool Box Set	UNIBOS LIMITED	S	29.12	5.83	34.95
358	Town Hall	08/06/2026		Lloyds Current Account		Milk British S/Skim	Morrisons	E	1.35		1.35
359	Town Hall	08/06/2026		Lloyds Current Account		Milk British S/Skim	Morrisons	E	4.05		4.05
360	Town Hall	08/06/2026		Lloyds Current Account		Black Wheelie Bin Liners 240L	DISCOUNTED CLEANING SUPPLIES LIMITED	S	18.37	3.67	22.04
363	Town Hall	08/06/2026		Lloyds Current Account		Milk British S/Skim	Morrisons	E	1.35		1.35
365	Town Hall	08/06/2026		Lloyds Current Account		Employee Photo ID	Zazzle Ireland	X	11.46		11.46
378	Town Hall	08/06/2026		Lloyds Current Account		Milk British S/Skim	Morrisons	E	4.45		4.45
380	Town Hall	08/06/2026		Lloyds Current Account		Instant Coffee 750g Tin	JACOBS DOUWE EGBERTS GB LTD	S	29.99		29.99
382	Town Hall	08/06/2026		Lloyds Current Account		Yorkshire Tea 1040 Bags	SOUNDS (WHOLESALE) LII	S	30.18	6.04	36.22
383	Town Hall	08/06/2026		Lloyds Current Account		Decaf Instant Coffee 500g Tin	LUXELOOM LDN LIMITED	Z	20.50		20.50

PAYMENTS LIST

Policy & Resources Committee Agenda – 21.09.2026

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
386	Town Hall	08/06/2026		Lloyds Current Account		B-Line™ Throw Line With Float	Glasdon UK Limited	X	133.73		133.73
389	Town Hall	08/06/2026		Lloyds Current Account		Bin Bag Liners – 6 Rolls	KORDIS LTD	S	10.28	2.06	12.34
391	Town Hall	08/06/2026		Lloyds Current Account		2ply Paper Hand Towels	ORANGE PACKAGING LTD	S	22.42	4.48	26.90
392	Town Hall	08/06/2026		Lloyds Current Account		Next Day Business Cards	BLUETREE PRINT LIMITED	S	25.57	5.10	30.67
395	Town Hall	08/06/2026		Lloyds Current Account		Milk British S/Skim	Morrisons	E	4.45		4.45
400	Town Hall	08/06/2026		Lloyds Current Account		Pure Green Tea	TESCO PLC	E	2.00		2.00
405	Town Hall	08/06/2026		Lloyds Current Account		Diffuser Refill Sandalwood	AMAZON EU SARL	S	18.58	3.72	22.30
406	Town Hall	08/06/2026		Lloyds Current Account		Milk British S/Skim	Morrisons	E	2.20		2.20
381	Office Equipment	08/06/2026		Lloyds Current Account		Walnut Desk High Pedestal	GLOBAL OFFICE FURNITURE SOLUTIONS LTD		203.30	40.66	243.96
388	Office Equipment	08/06/2026		Lloyds Current Account		Micro USB Mains Charger	MY AMEEGO LIMITED	S	5.96	1.19	7.15
403	IT	08/06/2026		Lloyds Current Account		Holiday Booking Software	TIMETASTIC LTD	S	18.00	3.60	21.60
410	Office Equipment	08/06/2026		Lloyds Current Account		ASUS Vivobook 16 Laptop	AMAZON EU SARL	S	415.83	83.17	499.00
361	Community Special Constable F	08/06/2026		Lloyds Current Account		Colourful Dog Stickers	AMAZON EU SARL	S	8.85	1.77	10.62
361	Community Special Constable F	08/06/2026		Lloyds Current Account		Colourful Dog Stickers	AMAZON EU SARL	S	7.12	1.42	8.54
362	Community Special Constable F	08/06/2026		Lloyds Current Account		Cute Dogs Stickers Pack	AMAZON EU SARL	S	18.21	3.64	21.85
362	Community Special Constable F	08/06/2026		Lloyds Current Account		Cute Dogs Stickers Pack	AMAZON EU SARL	S	6.32	1.27	7.59
364	Dog Show	08/06/2026		Lloyds Current Account		Dog Treats Bundle	GREENTH LTD	S	7.39	1.48	8.87
366	Dog Show	08/06/2026		Lloyds Current Account		Dog Training Treats	AMAZON EU SARL	S	4.95	0.99	5.94
367	Dog Show	08/06/2026		Lloyds Current Account		Air-Dried Beef Dog Treats	OE ENTERPRISES LIMITED	S	11.64	2.34	13.98
379	Dog Show	08/06/2026		Lloyds Current Account		Award & Reward Stickers	OATAS LIMITED	S	2.49	0.50	2.99
385	Information Centre Income/Stc	08/06/2026		Lloyds Current Account		Premium Grade Wild Bird Food	GARDENER'S DREAM LTD	Z	15.17		15.17
387	Dog & Bench Sponsorship Sche	08/06/2026		Lloyds Current Account		Vinyl Stickers	PRIME 4 PRINT LTD	S	14.29	2.86	17.15
390	New Events & Events Improvm	08/06/2026		Lloyds Current Account		Sunflower Giant Single, bags	TESCO PLC	E	42.86		42.86
394	Dog Show	08/06/2026		Lloyds Current Account		Mini & Shortcake Bites, Crisps	Sainsburys	E	36.15		36.15
399	Dog & Bench Sponsorship Sche	08/06/2026		Lloyds Current Account		Dog Bin Scheme Donation	Dog Trust	X	15.00		15.00
402	CCTV	08/06/2026		Lloyds Current Account		Black Tee Labels	OLIVER NURSERIES LIMIT	S	7.47	1.50	8.97
404	CCTV	08/06/2026		Lloyds Current Account		MicroSDXC Memory Card	AMAZON EU SARL	S	60.51	12.09	72.60
409	Community Safety	08/06/2026		Lloyds Current Account		Galaxy Tab S6 Lite Case	AMAZON EU SARL	S	7.91	1.58	9.49
355	Allotments Control Account	08/06/2026		Lloyds Current Account		Vinyl Stickers	PRIME 4 PRINT LTD	S	11.84	2.37	14.21
357	Equipment Supplies & Mainten	08/06/2026		Lloyds Current Account		Comfortable Gardening Gloves	AMAZON EU SARL	S	16.62	3.33	19.95
384	Civic Gesture	08/06/2026		Lloyds Current Account		Birthday Card	CardFactory	X	5.37		5.37
393	Open Spaces General	08/06/2026		Lloyds Current Account		Sunscreen Aerosol SPF 50	AMAZON EU SARL	S	25.80	5.16	30.96
396	Open Spaces General	08/06/2026		Lloyds Current Account		Female Safety Boots	AMAZON EU SARL	S	70.82	14.16	84.98
397	Registrations at Dog Show	08/06/2026		Lloyds Current Account		Donations from Dog Show	Guide Dogs	X	267.05		267.05
398	Registrations at Dog Show	08/06/2026		Lloyds Current Account		Donations from Dog Show	ESSEX WILDLIFE TRUST L	X	267.06		267.06

PAYMENTS LIST

Policy & Resources Committee Agenda – 21.09.2026

Voucher	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
401	Equipment Supplies & Mainten	08/06/2026		Lloyds Current Account		Security Cable with Key Lock	AMAZON EU SARL	S	33.33	6.66	39.99
407	Equipment Supplies & Mainten	08/06/2026		Lloyds Current Account		Disposable Surgical Gloves	AMAZON EU SARL	S	13.24	2.64	15.88
408	Equipment Supplies & Mainten	08/06/2026		Lloyds Current Account		Wooden Handle Paint Brush	AMAZON EU SARL	S	13.32	2.66	15.98
408	Equipment Supplies & Mainten	08/06/2026		Lloyds Current Account		Wooden Handle Paint Brush	AMAZON EU SARL	S	11.66	2.33	13.99
411	Equipment Supplies & Mainten	08/06/2026		Lloyds Current Account		5 x 1LTR Plastic Paint Kettle	R & C COMPONENTS LIMITED	S	9.16	1.83	10.99
292	Admin Salaries, NI & LGPS	09/06/2026		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	6,843.93		6,843.93
293	Admin Salaries, NI & LGPS	09/06/2026		Unity Trust Bank		PAYE & National Insurance	HMRC Cumbernauld	X	7,192.21		7,192.21
292	Operations - Salaries & NI & LC	09/06/2026		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	3,470.75		3,470.75
292	Community Team - Salaries, NI & LGPS	09/06/2026		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	2,251.85		2,251.85
293	Community Team - Salaries, NI & LGPS	09/06/2026		Unity Trust Bank		PAYE & National Insurance	HMRC Cumbernauld	X	2,027.42		2,027.42
293	Operations - Salaries & NI & LC	09/06/2026		Unity Trust Bank		PAYE & National Insurance	HMRC Cumbernauld	X	3,377.19		3,377.19
294	Fleet	10/06/2026		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERVICES UK LIMITED		41.68	8.33	50.01
295	Information Centre & Administ	11/06/2026		Unity Trust Bank		Charges	American Express	E	0.02		0.02
296	Toilet Block - Town Park	11/06/2026		Unity Trust Bank		Water Charges	WAVE LTD	Z	462.25		462.25
297	Information Centre & Administ	12/06/2026		Unity Trust Bank		Service Charge	FDMS First Data Merchant	E	40.85		40.85
297	Information Centre & Administ	12/06/2026		Unity Trust Bank		Service Charge	FDMS First Data Merchant	E	14.59		14.59
300	Gas	15/06/2026		Unity Trust Bank		Gas Charges	SMARTESTENERGY BUSINESS LIMITED		321.90	64.38	386.28
298	Community Safety	15/06/2026		Unity Trust Bank		Mobile Top Up	Hutchison/ VODAFONE GROUP	S	17.75	3.55	21.30
299	Lighting Maintenance & Utility	15/06/2026		Unity Trust Bank		Electricity	SMARTESTENERGY BUSINESS LIMITED		47.72	2.39	50.11
303	Town Hall	16/06/2026		Unity Trust Bank		Cleaning Town Hall	ELITE CLEANING SERVICE	S	951.45	190.29	1,141.74
303	Town Hall	16/06/2026		Unity Trust Bank		Cleaning Town Hall	ELITE CLEANING SERVICE	S	788.36	157.67	946.03
303	Town Hall	16/06/2026		Unity Trust Bank		Cleaning Town Hall	ELITE CLEANING SERVICE	S	-218.98	-43.80	-262.78
304	Town Hall	16/06/2026		Unity Trust Bank		Windows Cleaning	C&S Window/ DANIEL CHRISTOPHER LOVE		102.00		102.00
305	Town Hall	16/06/2026		Unity Trust Bank		Service Attendants	RENTOKIL INITIAL PLC	S	401.60	80.31	481.91
301	Electricity	16/06/2026		Unity Trust Bank		Electricity	EDF ENERGY LIMITED	S	432.15	86.43	518.58
307	Staff - Conferencing/Training	16/06/2026		Unity Trust Bank		TM Training for 2 people	THE POLICE & CRIME COMMISSIONER FOR ESSEX		40.00	8.00	48.00
313	IT	16/06/2026		Unity Trust Bank		Grants Online Subscription	GRANTS ONLINE LTD	S	94.00	18.80	112.80
302	Music Event	16/06/2026		Unity Trust Bank		MusicFestival Hosting Duties	Dom Atkins	X	300.00		300.00
306	Witham Open Garden	16/06/2026		Unity Trust Bank		Banners & Leaflets	GKS GRAPHICS LTD	S	82.00	16.40	98.40
306	Witham Open Garden	16/06/2026		Unity Trust Bank		Banners & Leaflets	GKS GRAPHICS LTD	S	98.67	19.73	118.40
306	Dog & Bench Sponsorship Scheme	16/06/2026		Unity Trust Bank		Banners & Leaflets	GKS GRAPHICS LTD	S	12.50	2.50	15.00
311	Music Event	16/06/2026		Unity Trust Bank		MusicFest Dinosaur Experience	Paleo Pals	X	200.00		200.00
312	Witham Summer Fayre	16/06/2026		Unity Trust Bank		Mobile Zoo – Summer Fayre	Animal Workshops Mobile	X	570.00		570.00
314	Information Centre Income/Staff	16/06/2026		Unity Trust Bank		Tickets sale	Society of London Theatre	E	37.60		37.60
315	Information Centre Income/Staff	16/06/2026		Unity Trust Bank		Tickets sale	J W LODGE & SONS LTD	E	260.10		260.10

PAYMENTS LIST

Policy & Resources Committee Agenda – 21.09.2026

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
306	S106 Expenditure	16/06/2026		Unity Trust Bank		Banners & Leaflets	GKS GRAPHICS LTD	S	87.00	17.40	104.40
306	River Walk	16/06/2026		Unity Trust Bank		Banners & Leaflets	GKS GRAPHICS LTD	S	20.00	4.00	24.00
308	River Walk	16/06/2026		Unity Trust Bank		Footpath Repair Works	PAVEROSE LTD	S	360.00	72.00	432.00
309	James Cooke Wood	16/06/2026		Unity Trust Bank		James Cook Wood Oak Posts	FOURWAYS TRADING (ESSEX) LTD		157.00	31.40	188.40
310	Tree Maintenance	16/06/2026		Unity Trust Bank		Failed Willow Pollard	FALCON ARB & LAND LTD	S	450.00	90.00	540.00
316	Fleet	17/06/2026		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERVICES UK LIMITED		67.85	13.56	81.41
317	Information Centre & Administ	18/06/2026		Unity Trust Bank		Doggy Waste Bags	KEMPCO LTD	S	117.40	23.48	140.88
319	Witham Open Garden	18/06/2026		Unity Trust Bank		Hardwood Plywood	E H SMITH (BUILDERS	S	69.95	13.99	83.94
320	Information Centre Income/Stc	18/06/2026		Unity Trust Bank		Maps Witham Through Time	Outstanding Map Distribut	Z	74.80		74.80
321	Information Centre Income/Stc	18/06/2026		Unity Trust Bank		Hand Sewn Bags	Jane Quance	X	62.10		62.10
322	Information Centre Income/Stc	18/06/2026		Unity Trust Bank		Sewn Gifts	Diane Gardner	X	25.20		25.20
323	Information Centre Income/Stc	18/06/2026		Unity Trust Bank		Bath bombs and powders	Carol Gosden / One Legger	X	9.00		9.00
324	Information Centre Income/Stc	18/06/2026		Unity Trust Bank		Handmade Soaps	Liz Crick / Soap Bloc	X	10.80		10.80
325	Information Centre Income/Stc	18/06/2026		Unity Trust Bank		Knitted Gifts	Brenda Steele / Brenda's K	X	16.65		16.65
326	Information Centre Income/Stc	18/06/2026		Unity Trust Bank		Knitted Gifts	Claire Keyes / Crafty Claire	X	13.95		13.95
327	Information Centre Income/Stc	18/06/2026		Unity Trust Bank		Sewn Gifts	Shirley WHIPPS / Hobby Cr	X	12.60		12.60
328	Information Centre Income/Stc	18/06/2026		Unity Trust Bank		Wooden Bookmarks	Jacki Mundy	X	13.50		13.50
329	Information Centre Income/Stc	18/06/2026		Unity Trust Bank		Tickets sale	Witham Public Hall Trust	X	1,066.37		1,066.37
318	Town Hall Development	18/06/2026		Unity Trust Bank		Service Charge	BORNO CHEMISTS LIMITED Z		392.45		392.45
338	Admin Salaries, NI & LGPS	19/06/2026		Unity Trust Bank		June Payroll					
339	Admin Salaries, NI & LGPS	19/06/2026		Unity Trust Bank		June Payroll					
340	Admin Salaries, NI & LGPS	19/06/2026		Unity Trust Bank		June Payroll					
341	Admin Salaries, NI & LGPS	19/06/2026		Unity Trust Bank		June Payroll					
342	Admin Salaries, NI & LGPS	19/06/2026		Unity Trust Bank		June Payroll					
343	Admin Salaries, NI & LGPS	19/06/2026		Unity Trust Bank		June Payroll					
344	Admin Salaries, NI & LGPS	19/06/2026		Unity Trust Bank		June Payroll					
371	Town Hall	19/06/2026		Unity Trust Bank		Lift Servicing	EASTERN LIFT SERVICES L	S	360.00	72.00	432.00
371	Town Hall	19/06/2026		Unity Trust Bank		Lift Servicing	EASTERN LIFT SERVICES L	S	159.75	31.95	191.70
345	Community Team - Salaries, NI & LGPS	19/06/2026		Unity Trust Bank		June Payroll					
346	Community Team - Salaries, NI & LGPS	19/06/2026		Unity Trust Bank		June Payroll					
347	Community Team - Salaries, NI & LGPS	19/06/2026		Unity Trust Bank		June Payroll					
348	Operations - Salaries & NI & LC	19/06/2026		Unity Trust Bank		June Payroll					
349	Operations - Salaries & NI & LC	19/06/2026		Unity Trust Bank		June Payroll					
350	Operations - Salaries & NI & LC	19/06/2026		Unity Trust Bank		June Payroll					
351	Operations - Salaries & NI & LC	19/06/2026		Unity Trust Bank		June Payroll					

PAYMENTS LIST

Policy & Resources Committee Agenda – 21.09.2026

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
370	Information Centre Income/Stc	19/06/2026		Unity Trust Bank		Compostable Bin Liners	ESSEX SUPPLIES LTD	S	165.00	33.00	198.00
373	Information Centre Income/Stc	19/06/2026		Unity Trust Bank		Honey	P Rowland Crofton Bees	X	137.50		137.50
374	Information Centre Income/Stc	19/06/2026		Unity Trust Bank		Tickets sale	Witham Public Hall Trust	X	929.81		929.81
375	Information Centre Income/Stc	19/06/2026		Unity Trust Bank		Tickets sale	J W LODGE & SONS LTD	X	79.20		79.20
330	Members Allowance	19/06/2026		Unity Trust Bank		Members Allowance	Phil Barlow	X	300.00		300.00
331	Members Allowance	19/06/2026		Unity Trust Bank		Members Allowance	Lucy Barlow	X	500.00		500.00
332	Members Allowance	19/06/2026		Unity Trust Bank		Members Allowance	Ethan E Williams	X	400.00		400.00
333	Members Allowance	19/06/2026		Unity Trust Bank		Members Allowance	Ronald Ramage	X	400.00		400.00
334	Members Allowance	19/06/2026		Unity Trust Bank		Members Allowance	Billy Taylor	X	400.00		400.00
335	Members Allowance	19/06/2026		Unity Trust Bank		Members Allowance	Ross Playle	X	300.00		300.00
336	Members Allowance	19/06/2026		Unity Trust Bank		Members Allowance	Jacqueline Martin	X	475.60		475.60
337	Members Allowance	19/06/2026		Unity Trust Bank		Members Allowance	Jack Robertson	X	400.00		400.00
368	Mayor's Allowance	19/06/2026		Unity Trust Bank		Members Allowance	Paul Heath	X	1,523.84		1,523.84
369	J C Wood Imp Plan	19/06/2026		Unity Trust Bank		James Cooke Wood Chipping	FALCON ARB & LAND LTD	S	980.00	196.00	1,176.00
372	Town Hall Development	19/06/2026		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COL	X	103.00		103.00
376	Lighting Maintenance & Utility	22/06/2026		Unity Trust Bank		Electricity	SSE Energy/ SSE PLC	L	182.26	9.11	191.37
377	Lighting Maintenance & Utility	22/06/2026		Unity Trust Bank		Electricity	SSE Energy/ SSE PLC	L	285.26	14.26	299.52
412	Fleet	24/06/2026		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERVICES UK LIMITED		44.23	8.84	53.07
413	Photocopying	25/06/2026		Unity Trust Bank		Photocopying	ANGLOTECH GROUP LIMIT	S	76.93	15.39	92.32
417	IT	29/06/2026		Unity Trust Bank		Remote Access & Monitoring	MAXED IT LIMITED	S	24.00	4.80	28.80
415	Music Event	29/06/2026		Unity Trust Bank		MusicFest Live Entertainment	Andy Wilsher Sings	X	400.00		400.00
418	Information Centre Income/Stc	29/06/2026		Unity Trust Bank		Tickets sale	J W LODGE & SONS LTD	E	75.60		75.60
418	Information Centre Income/Stc	29/06/2026		Unity Trust Bank		Tickets sale	J W LODGE & SONS LTD	E	150.30		150.30
419	Information Centre Income/Stc	29/06/2026		Unity Trust Bank		Marm, Cons, Chutney	Wilkin & Sons Limited	E	285.22		285.22
420	Information Centre Income/Stc	29/06/2026		Unity Trust Bank		Tickets sale	Witham Dramatic Club	X	44.00		44.00
421	Music Event	29/06/2026		Unity Trust Bank		Rustic Picnic Set	ALFRESCO HIRE LTD	S	725.00	145.00	870.00
414	S106 Expenditure	29/06/2026		Unity Trust Bank		Initial Public Art Design	M CONDRON LTD	S	500.00	100.00	600.00
416	Town Hall Development	29/06/2026		Unity Trust Bank		Office 3 & 5 Rental	BORNO CHEMISTS LIMITED	E	520.00		520.00
422	Town Hall	30/06/2026		Unity Trust Bank		Framed Mayoral Portrait	David Islip	X	160.00		160.00
429	Charges	30/06/2026		Unity Trust Bank		Bank Fee	Unity Trust Bank	E	46.20		46.20
430	Charges	30/06/2026		Unity Trust Bank		Service Charge	Unity Trust Bank	E	27.25		27.25
425	Christmas Events & Tree	30/06/2026		Unity Trust Bank		Music Licence for Events	PPL PRS LIMITED	S	125.16	25.03	150.19
425	Music Event	30/06/2026		Unity Trust Bank		Music Licence for Events	PPL PRS LIMITED	S	125.16	25.03	150.19
425	Dog Show	30/06/2026		Unity Trust Bank		Music Licence for Events	PPL PRS LIMITED	S	125.16	25.03	150.19
425	Witham Summer Fayre	30/06/2026		Unity Trust Bank		Music Licence for Events	PPL PRS LIMITED	S	125.16	25.04	150.20

PAYMENTS LIST

Policy & Resources Committee Agenda – 21.09.2026

Voucher	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
426	Information Centre Income/Stc	30/06/2026		Unity Trust Bank		Bags, Magnets, Notebooks	DIGITAL TYPELINE PUBLICATION S LTD		226.56	45.32	271.88
427	Information Centre Income/Stc	30/06/2026		Unity Trust Bank		Tickets sale	J W LODGE & SONS LTD	E	72.90		72.90
428	Music Event	30/06/2026		Unity Trust Bank		MusicFest Live Entertainment	David Ham / Flying Blind	X	350.00		350.00
423	Events Control Account	30/06/2026		Unity Trust Bank		Green Space Summer Games	Maldon & District CommunityXVoluntary Services		320.00		1,320.00
424	S106 Expenditure	30/06/2026		Unity Trust Bank		Community Centre Public Art	RONA STUDIO LTD	S	500.00	100.00	600.00
431	Town Hall	01/07/2026		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COL	X	995.00		995.00
432	Town Hall Development	01/07/2026		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COL	X	84.00		84.00
433	Equipment Supplies & Mainten:	01/07/2026		Unity Trust Bank		Caterpillar Mae Brown 4	Screwfix/ KINGFISHER PLC	Z	109.99		109.99
434	Equipment Supplies & Mainten:	01/07/2026		Unity Trust Bank		Black Tower fan	Screwfix/ KINGFISHER PLC	S	16.66	3.33	19.99
435	Equipment Supplies & Mainten:	01/07/2026		Unity Trust Bank		Trimmer Line 2.4mm 436m	Screwfix/ KINGFISHER PLC	S	59.98	12.00	71.98
436	Fleet	01/07/2026		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERVICES UK LIMITED		126.83	25.35	152.18
437	Information Centre & Administ	02/07/2026		Unity Trust Bank		Base Service	MARKET PLACE MERCHANT SOLUTIONS LTD		22.00	4.40	26.40
438	Information Centre & Administ	02/07/2026		Unity Trust Bank		Service Charge	MARKET PLACE MERCHANT SOLUTIONS LTD		6.99	1.40	8.39
440	Photocopying	03/07/2026		Unity Trust Bank		Photocopier Equipment Rental	GRENKE LEASING LIMITED	S	378.00	75.60	453.60
441	CCTV	03/07/2026		Unity Trust Bank		Broadband	DAISY TOPCO LIMITED	S	45.75	9.15	54.90
439	Town Hall	06/07/2026		Petty Cash		Milk British S/Skim	Morrisons	Z	3.10		3.10
442	Telephones	06/07/2026		Unity Trust Bank		Phone/Broadband Services	BRITISH TELECOMMUNICATIONS PUBLIC LIMITED COMPANY		241.96	40.33	241.96
451	Town Hall	08/07/2026		Unity Trust Bank		Windows Cleaning	C&S Window/ DANIEL CHRISTOPHER LOVE		22.00		22.00
457	Town Hall	08/07/2026		Unity Trust Bank		Cleaning Town Hall	ELITE CLEANING SERVICE	S	951.45	190.29	1,141.74
443	Staff - Conferencing/Training	08/07/2026		Unity Trust Bank		Community Governance Study Day	SLCC ENTERPRISES LIMITED	S	51.00	10.20	61.20
443	Staff - Conferencing/Training	08/07/2026		Unity Trust Bank		Community Governance Study Day	SLCC ENTERPRISES LIMITED	Z	99.00		99.00
446	Payroll Charges	08/07/2026		Unity Trust Bank		June Payroll	JAMES TODD & CO LTD	S	163.09	32.62	195.71
452	IT	08/07/2026		Unity Trust Bank		Accountancy Software	Scribe/ STARBOARD SYSTEMS LIMITED		137.00	27.40	164.40
453	Insurance	08/07/2026		Unity Trust Bank		Insurance Premium	James Hallam Ltd	X	2,498.24		2,498.24
453	Insurance	08/07/2026		Unity Trust Bank		Insurance Premium	James Hallam Ltd	X	483.99		483.99
453	Insurance	08/07/2026		Unity Trust Bank		Insurance Premium	James Hallam Ltd	X	948.24		948.24
445	Music Event	08/07/2026		Unity Trust Bank		Timbers & Chipboard	E H SMITH (BUILDERS	S	61.87	12.37	74.24
447	Music Event	08/07/2026		Unity Trust Bank		MusicFest Live Entertainment	Topsie Redfern/ Nathan Kil	X	300.00		300.00
449	Health & Safety	08/07/2026		Unity Trust Bank		Health & Safety Pro E-Learning	WORKNEST LIMITED	S	2,600.75	520.15	3,120.90
449	Health & Safety	08/07/2026		Unity Trust Bank		Health & Safety Pro E-Learning	WORKNEST LIMITED	S	591.30	118.26	709.56
450	Information Centre Income/Stc	08/07/2026		Unity Trust Bank		Tickets sale	Witham Public Hall Trust	X	710.00		710.00
455	Music Event	08/07/2026		Unity Trust Bank		MusicFest Live Entertainment	PHINA CIRCUS & DANCE ENTERTAINMENT LTD		740.00	148.00	888.00
456	Dog & Bench Sponsorship Sche	08/07/2026		Unity Trust Bank		Georgian Steel Bench	STREETMASTER (SOUTH WALES) LTD		1,043.00	208.60	1,251.60
458	Music Event	08/07/2026		Unity Trust Bank		Music Fest Security	Hello Security Services	X	720.00		720.00
459	Music Event	08/07/2026		Unity Trust Bank		Event Photographer	David Islip	X	150.00		150.00

PAYMENTS LIST

Policy & Resources Committee Agenda – 21.09.2026

Voucher	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
460	Information Centre Income/Stc	08/07/2026		Unity Trust Bank		Tickets sale	Society of London Theatre	X	47.00		47.00
461	Information Centre Income/Stc	08/07/2026		Unity Trust Bank		Glass Gifts	Arthur Marshal / Arthur's Fus	X	15.30		15.30
462	Information Centre Income/Stc	08/07/2026		Unity Trust Bank		Knitted Gifts	Brenda Steele / Brenda's K	X	16.20		16.20
463	Information Centre Income/Stc	08/07/2026		Unity Trust Bank		Knitted Gifts	Jacki Mundy	X	11.70		11.70
464	Information Centre Income/Stc	08/07/2026		Unity Trust Bank		Sewn Gifts	Shirley WHIPPS / Hobby Cr	X	23.40		23.40
465	Information Centre Income/Stc	08/07/2026		Unity Trust Bank		Hand Sewn Bags	Jane Quance	X	19.80		19.80
466	Information Centre Income/Stc	08/07/2026		Unity Trust Bank		Tickets sale	Witham Choral Society	X	27.00		27.00
467	Information Centre Income/Stc	08/07/2026		Unity Trust Bank		Children's Books	Anneka Demetriou/ Bubbleb	X	9.00		9.00
468	Information Centre Income/Stc	08/07/2026		Unity Trust Bank		Grave Markers & Decorations	Donna Sayers	X	26.10		26.10
469	Community Special Constables	08/07/2026		Unity Trust Bank		SpecialConstables Contribution	THE POLICE & CRIME COMMISSIONER FOR ESSEX	X	659.28		659.28
444	River Walk	08/07/2026		Unity Trust Bank		Blended Loam Topsoil	E H SMITH (BUILDERS	S	22.25	4.45	26.70
448	Town Hall Development	08/07/2026		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COL	X	103.00		103.00
471	Mayor's Fund	08/07/2026		Unity Trust Bank		Donation to Mayor's Charity	Alzheimers Society	X	5,214.42		5,214.42
509	Town Hall	09/07/2026		Lloyds Current Account		Instant Coffee	TESCO PLC	E	5.30		5.30
510	Town Hall	09/07/2026		Lloyds Current Account		Plastic Boxes Set	FABS	X	23.48		23.48
511	Town Hall	09/07/2026		Lloyds Current Account		Milk British S/Skim	Morrisons	E	2.70		2.70
513	Town Hall	09/07/2026		Lloyds Current Account		A4 Ring Binder Dividers	BOOBOO TRADING LIMITE	S	14.64	2.93	17.57
516	Town Hall	09/07/2026		Lloyds Current Account		Milk British S/Skim	Morrisons	E	4.50		4.50
522	Town Hall	09/07/2026		Lloyds Current Account		Refund	Glasdon UK Limited	X	-133.73		-133.73
523	Town Hall	09/07/2026		Lloyds Current Account		Cookies	TESCO PLC	E	5.50		5.50
524	Town Hall	09/07/2026		Lloyds Current Account		Safety Warning Sign	ESSEX GRAPHIC DISPLAY I	S	6.64	1.33	7.97
525	Town Hall	09/07/2026		Lloyds Current Account		Milk British S/Skim	Morrisons	E	4.50		4.50
527	Town Hall	09/07/2026		Lloyds Current Account		Keys Cutting	Cobblers Witham	X	4.10		4.10
528	Town Hall	09/07/2026		Lloyds Current Account		Trip Hazard Warning Signs	AMAZON EU SARL	S	10.24	2.05	12.29
528	Town Hall	09/07/2026		Lloyds Current Account		Trip Hazard Warning Signs	AMAZON EU SARL	S	8.32	1.66	9.98
530	Town Hall	09/07/2026		Lloyds Current Account		Brown Mailing Envelops	DIVA GIFT LIMITED	S	6.66	1.33	7.99
533	Town Hall	09/07/2026		Lloyds Current Account		2m USB-C Charging Cable	AMAZON EU SARL	S	3.49	0.70	4.19
536	Town Hall	09/07/2026		Lloyds Current Account		Wood Cleaner & Polish	DIVA PACKAGE LTD	S	7.19	1.44	8.63
537	Town Hall	09/07/2026		Lloyds Current Account		First Aid Cold Packs	OFFICE SPECIALTIES LIM	S	12.46	2.49	14.95
538	Town Hall	09/07/2026		Lloyds Current Account		Large Elastic Bands	AMAZON EU SARL	S	4.91	0.98	5.89
539	Town Hall	09/07/2026		Lloyds Current Account		Photo Frames	GARY WILLIAM STRATTON	S	2.49	0.50	2.99
540	Town Hall	09/07/2026		Lloyds Current Account		Cartridge Recycling	BCMY LTD	S	30.99	6.20	37.19
541	Town Hall	09/07/2026		Lloyds Current Account		Border Biscuits 100 Packs	UNIVERSAL PRODUCT SOLU	S	26.98		26.98
542	Town Hall	09/07/2026		Lloyds Current Account		A3 Green Coloured Paper	Banner/ VOW EUROPE LTD	S	17.37	3.47	20.84
543	Town Hall	09/07/2026		Lloyds Current Account		Next Day Business Cards	BLUETREE PRINT LIMITED	S	16.55	3.30	19.85

PAYMENTS LIST

Policy & Resources Committee Agenda – 21.09.2026

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
547	Town Hall	09/07/2026		Lloyds Current Account		Milk British S/Skim	Morrisons	E	1.35		1.35
548	Town Hall	09/07/2026		Lloyds Current Account		Milk British S/Skim	Morrisons	E	3.10		3.10
549	Town Hall	09/07/2026		Lloyds Current Account		Coloured Plastic Clipboards	LANGFORD DENE LTD	S	11.66	2.33	13.99
553	Town Hall	09/07/2026		Lloyds Current Account		Notice Board Pins	KUBAGRELA LIMITED	S	3.29	0.66	3.95
554	Town Hall	09/07/2026		Lloyds Current Account		A4 Poster Snap Frame	YEARNTREE LTD	S	7.74	1.55	9.29
555	Town Hall	09/07/2026		Lloyds Current Account		Employee Photo ID	Zazzle Ireland	X	11.46		11.46
454	Insurance	09/07/2026		Unity Trust Bank		Insurance Premium	James Hallam Ltd	X	11,676.26		11,676.26
507	Office Equipment	09/07/2026		Lloyds Current Account		Logitech M185 Wireless Mouse	AMAZON EU SARL	S	8.32	1.66	9.98
508	Office Equipment	09/07/2026		Lloyds Current Account		Portable External Hard Drive	AMAZON EU SARL	S	66.66	13.33	79.99
518	Postage	09/07/2026		Lloyds Current Account		USB Submission to Insurer	Post Office Ltd	E	11.95		11.95
526	Office Equipment	09/07/2026		Lloyds Current Account		15.6" Portable Monitor	AMAZON EU SARL	S	41.65	8.33	49.98
550	IT	09/07/2026		Lloyds Current Account		Holiday Booking Software	TIMETASTIC LTD	S	18.00	3.60	21.60
556	Town Hall	09/07/2026		Lloyds Current Account		Green Tea, Hot Chocolate	TESCO PLC	E	14.00		14.00
558	Town Hall	09/07/2026		Lloyds Current Account		A3 Poster Display Frame	AMAZON EU SARL	S	8.52	1.70	10.22
559	Town Hall	09/07/2026		Lloyds Current Account		Crystal Dome Paperweights	AMAZON EU SARL	S	24.46	4.89	29.35
560	Town Hall	09/07/2026		Lloyds Current Account		Photo Frames	FABS	X	8.97		8.97
561	Town Hall	09/07/2026		Lloyds Current Account		Milk S/Skim, Hot Chocolate	Morrisons	E	7.30		7.30
470	Information Centre Income/Stc	09/07/2026		Unity Trust Bank		Tickets sale	Witham Public Hall Trust	X	245.50		245.50
521	Dog & Bench Sponsorship Sche	09/07/2026		Lloyds Current Account		Dog Bin Scheme Donation	Dog Trust	X	15.00		15.00
529	New Events & Events Improvm	09/07/2026		Lloyds Current Account		Children's Wax Crayons	REDFIT LTD	S	10.82	2.16	12.98
534	New Events & Events Improvm	09/07/2026		Lloyds Current Account		Juice, Sandwiches, Crisps	TESCO PLC	E	18.30		18.30
535	New Events & Events Improvm	09/07/2026		Lloyds Current Account		A4 Snap Poster Frames	MY SHOPFITTINGS LIMITE	S	14.92	2.98	17.90
546	Witham Open Garden	09/07/2026		Lloyds Current Account		Machined Round Stake	LAWSONS (WHETSTONE) I	S	69.15	13.83	82.98
551	CCTV	09/07/2026		Lloyds Current Account		Alkaline Batteries	AMAZON EU SARL	S	37.34	7.47	44.81
552	Dog & Bench Sponsorship Sche	09/07/2026		Lloyds Current Account		Dog Bin Scheme Donation	Clarks Farm Greyhounds R	X	15.00		15.00
505	Open Spaces General	09/07/2026		Lloyds Current Account		Clear eyewear protection	AMAZON EU SARL	S	8.94	1.79	10.73
506	Equipment Supplies & Mainten:	09/07/2026		Lloyds Current Account		Prof Grade Graffiti Remover	BIO 8 INDUSTRIAL LTD	S	33.32	6.66	39.98
512	Equipment Supplies & Mainten:	09/07/2026		Lloyds Current Account		5 x 1LTR Plastic Paint Kettle	R & C COMPONENTS LIMIT	S	9.16	1.83	10.99
514	Equipment Supplies & Mainten:	09/07/2026		Lloyds Current Account		Rubbish Pick Up Tool	GGN INTL LTD	S	16.24	3.25	19.49
515	Equipment Supplies & Mainten:	09/07/2026		Lloyds Current Account		Heavy Duty Dustpan & Brush	CAMDEN TOOLS LIMITED	S	13.34	2.66	16.00
517	Equipment Supplies & Mainten:	09/07/2026		Lloyds Current Account		Wire Brush & Scraper Set	FLINTOFT IRONMONGERS	S	8.32	1.66	9.98
519	Equipment Supplies & Mainten:	09/07/2026		Lloyds Current Account		Paint Stirs	FABS	X	2.00		2.00
520	Equipment Supplies & Mainten:	09/07/2026		Lloyds Current Account		Wall Repair Materials	FABS	X	5.50		5.50
531	Whetmead LNR	09/07/2026		Lloyds Current Account		Deep Water Warning Sign	SAFETY FIRST DISPLAY LT	S	9.79	1.96	11.75

PAYMENTS LIST

Policy & Resources Committee Agenda – 21.09.2026

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
532	Whetmead LNR	09/07/2026		Lloyds Current Account		ReducedHeadroom WarningSign	POOLE BAY HOLDINGS MANAGEMENT LIMITED		8.75	1.75	10.50
532	Whetmead LNR	09/07/2026		Lloyds Current Account		ReducedHeadroom WarningSign	POOLE BAY HOLDINGS MANAGEMENT LIMITED		3.50		3.50
544	Equipment Supplies & Mainten	09/07/2026		Lloyds Current Account		X-ERGO Safety Helmets	RON SMITH & CO LTD	S	7.49	1.50	8.99
544	Equipment Supplies & Mainten	09/07/2026		Lloyds Current Account		X-ERGO Safety Helmets	RON SMITH & CO LTD	Z	124.00		124.00
545	Open Spaces General	09/07/2026		Lloyds Current Account		Antiseptic Cream	Boots	E	5.95		5.95
557	Fleet	09/07/2026		Lloyds Current Account		John Deere Cool Card II 5L	P TUCKWELL LTD	E	22.00		22.00
557	Fleet	09/07/2026		Lloyds Current Account		John Deere Cool Card II 5L	P TUCKWELL LTD	E	4.99		4.99
472	Admin Salaries, NI & LGPS	10/07/2026		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	6,447.66		6,447.66
473	Admin Salaries, NI & LGPS	10/07/2026		Unity Trust Bank		PAYE & National Insurance	HMRC Cumbernauld	X	6,606.62		6,606.62
472	Operations - Salaries & NI & LC	10/07/2026		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	3,303.95		3,303.95
472	Community Team - Salaries, NI & LGPS	10/07/2026		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	2,122.99		2,122.99
473	Community Team - Salaries, NI & LGPS	10/07/2026		Unity Trust Bank		PAYE & National Insurance	HMRC Cumbernauld	X	1,847.44		1,847.44
473	Operations - Salaries & NI & LC	10/07/2026		Unity Trust Bank		PAYE & National Insurance	HMRC Cumbernauld	X	3,147.78		3,147.78
473	Mayor's Allowance	10/07/2026		Unity Trust Bank		PAYE & National Insurance	HMRC Cumbernauld	X	713.61		713.61
473	Members Allowance	10/07/2026		Unity Trust Bank		PAYE & National Insurance	HMRC Cumbernauld	X	924.00		924.00
474	Fleet	10/07/2026		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERVICES UK LIMITED		54.14	10.82	64.96
475	Information Centre & Administ	13/07/2026		Unity Trust Bank		Charges	American Express	E	0.30		0.30
476	Community Safety	14/07/2026		Unity Trust Bank		Mobile Top Up	Hutchison/ VODAFONE GROUP SERVICES LIMITED		25.75	5.15	30.90
477	Information Centre & Administ	14/07/2026		Unity Trust Bank		Service Charge	FDMS First Data Merchant	E	38.39		38.39
477	Information Centre & Administ	14/07/2026		Unity Trust Bank		Service Charge	FDMS First Data Merchant	E	13.58		13.58
478	Photocopying	15/07/2026		Unity Trust Bank		Photocopying	ANGLOTECH GROUP LIMITED	S	54.94	10.99	65.93
479	Gas	15/07/2026		Unity Trust Bank		Gas Charges	SMARTESTENERGY BUSINESS LIMITED		81.25	4.06	85.31
480	Electricity	16/07/2026		Unity Trust Bank		Electricity	EDF ENERGY LIMITED	S	419.60	83.92	503.52
484	Town Hall	17/07/2026		Unity Trust Bank		Intruder Alarm Annual Contract	CHUBB GROUP LIMITED	S	1,111.47	222.29	1,333.76
485	Music Event	17/07/2026		Unity Trust Bank		First Aid and Medical Cover	ST JOHN AMBULANCE	S	418.25	83.65	501.90
487	Information Centre Income/Stc	17/07/2026		Unity Trust Bank		Tickets sale	National Express Limited	E	158.35		158.35
481	Fleet	17/07/2026		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERVICES UK LIMITED		95.75	19.14	114.89
482	Whetmead LNR	17/07/2026		Unity Trust Bank		Solid Oak Post and Sign	Nature Sign/ ANNE PATRICIA&MICHAELIDES		525.00	105.00	630.00
483	Lighting Maintenance & Utility	17/07/2026		Unity Trust Bank		Call out charge, Photocell	A & J LIGHTING SOLUTIONS LTD		124.25	24.85	149.10
486	Equipment Supplies & Mainten	17/07/2026		Unity Trust Bank		Litter Wheeliebins 360 Litre	JAYDEE LIVING LTD	S	285.30	57.06	342.36
488	S106 Expenditure	17/07/2026		Unity Trust Bank		Community Centre Public Art	M CONDRON LTD	S	10,781.40	2,156.28	12,937.68
489	Admin Salaries, NI & LGPS	20/07/2026		Unity Trust Bank		July Payroll					
490	Admin Salaries, NI & LGPS	20/07/2026		Unity Trust Bank		July Payroll					
491	Admin Salaries, NI & LGPS	20/07/2026		Unity Trust Bank		July Payroll					
492	Admin Salaries, NI & LGPS	20/07/2026		Unity Trust Bank		July Payroll					

PAYMENTS LIST

Policy & Resources Committee Agenda – 21.09.2026

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
493	Admin Salaries, NI & LGPS	20/07/2026		Unity Trust Bank		July Payroll					
494	Admin Salaries, NI & LGPS	20/07/2026		Unity Trust Bank		July Payroll					
495	Admin Salaries, NI & LGPS	20/07/2026		Unity Trust Bank		July Payroll					
496	Operations - Salaries & NI & LC	20/07/2026		Unity Trust Bank		July Payroll					
500	Community Team - Salaries, NI & LGPS	20/07/2026		Unity Trust Bank		July Payroll					
501	Community Team - Salaries, NI & LGPS	20/07/2026		Unity Trust Bank		July Payroll					
502	Community Team - Salaries, NI & LGPS	20/07/2026		Unity Trust Bank		July Payroll					
497	Operations - Salaries & NI & LC	20/07/2026		Unity Trust Bank		July Payroll					
498	Operations - Salaries & NI & LC	20/07/2026		Unity Trust Bank		July Payroll					
499	Operations - Salaries & NI & LC	20/07/2026		Unity Trust Bank		July Payroll					
503	Lighting Maintenance & Utility	21/07/2026		Unity Trust Bank		Electricity	SSE Energy/ SSE PLC	L	276.06	13.80	289.86
504	Lighting Maintenance & Utility	21/07/2026		Unity Trust Bank		Electricity	SSE Energy/ SSE PLC	L	164.11	8.21	172.32
562	Lighting Maintenance & Utility	27/07/2026		Unity Trust Bank		Electricity	SMARTESTENERGY BUSINESS LIMITED		61.01	3.05	64.06
569	IT	28/07/2026		Unity Trust Bank		Remote Access & Monitoring	MAXED IT LIMITED	S	24.00	4.80	28.80
563	Other Community Support	28/07/2026		Unity Trust Bank		Community Engagement App	AUBERGINE 262 LTD	S	295.00	59.00	354.00
565	Community Safety	28/07/2026		Unity Trust Bank		Braintree Meeting Travel	Paul Wiseman	X	15.75		15.75
566	Information Centre Income/Stc	28/07/2026		Unity Trust Bank		Honey	P Rowland Crofton Bees	X	181.50		181.50
567	Information Centre Income/Stc	28/07/2026		Unity Trust Bank		Tickets sale	Witham Public Hall Trust	X	26.00		26.00
567	Information Centre Income/Stc	28/07/2026		Unity Trust Bank		Tickets sale	Witham Public Hall Trust	X	858.87		858.87
568	Information Centre Income/Stc	28/07/2026		Unity Trust Bank		Marm, Cons, Chutney	Wilkin & Sons Limited	E	274.38		274.38
563	Communications & Exhibitions	28/07/2026		Unity Trust Bank		Community Engagement App	AUBERGINE 262 LTD	S	1,500.00	300.00	1,800.00
564	Town Hall Development	28/07/2026		Unity Trust Bank		Office 3 & 5 Electricity, Rent	BORNO CHEMISTS LIMITED	L	168.25	8.41	176.66
564	Town Hall Development	28/07/2026		Unity Trust Bank		Office 3 & 5 Electricity, Rent	BORNO CHEMISTS LIMITED	L	7.60	0.38	7.98
564	Town Hall Development	28/07/2026		Unity Trust Bank		Office 3 & 5 Electricity, Rent	BORNO CHEMISTS LIMITED	E	520.00		520.00
570	IT	28/07/2026		Unity Trust Bank		Scribe Bookings Setup Fee	Scribe/ STARBOARD SYSTEMS LIMITED		399.00	79.80	478.80
571	Acquisitions/Maltings Lane	28/07/2026		Unity Trust Bank		Maltings Lane Access Barrier	SEH GROUP LTD	S	8,200.07	1,640.01	9,840.08
573	Charges	31/07/2026		Unity Trust Bank		Bank Fee	Unity Trust Bank	E	33.40		33.40
572	Fleet	31/07/2026		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERVICES UK LIMITED		99.10	19.81	118.91
574	Town Hall	03/08/2026		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COUNCIL	X	995.00		995.00
576	CCTV	03/08/2026		Unity Trust Bank		Broadband	DAISY TOPCO LIMITED	S	7.04	1.41	8.45
575	Town Hall Development	03/08/2026		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COUNCIL	X	84.00		84.00
577	Equipment Supplies & Maintenance	03/08/2026		Unity Trust Bank		25mm Adhesive Bases	Screwfix/ KINGFISHER PLC	S	6.48	1.30	7.78
578	Equipment Supplies & Maintenance	03/08/2026		Unity Trust Bank		Large Flexible Plastic Tub	Screwfix/ KINGFISHER PLC	S	47.47	9.50	56.97
579	Equipment Supplies & Maintenance	03/08/2026		Unity Trust Bank		Cable Ties 450 × 10mm	Screwfix/ KINGFISHER PLC	S	26.40	5.28	31.68
580	Telephones	04/08/2026		Unity Trust Bank		Phone/Broadband Services	BRITISH TELECOMMUNICATIONS PUBLIC LIMITED COMPANY		205.00	41.16	246.95

PAYMENTS LIST

Policy & Resources Committee Agenda – 21.09.2026

Voucher	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
586	Affiliation Fees	04/08/2026		Unity Trust Bank		Corporate Membership - Silver	ESSEX WILDLIFE TRUST LTD	S	250.00	50.00	300.00
589	Town Hall	04/08/2026		Unity Trust Bank		Christmas Event	RIVENHALL OAKS GOLF CLUB	S	312.50	62.50	375.00
581	Information Centre & Administration	04/08/2026		Unity Trust Bank		Base Service	MARKET PLACE MERCHANT SOLUTIONS LTD		22.00	4.40	26.40
582	Information Centre & Administration	04/08/2026		Unity Trust Bank		Service Charge	MARKET PLACE MERCHANT SOLUTIONS LTD		6.99	1.40	8.39
585	Information Centre & Administration	04/08/2026		Unity Trust Bank		Doggy Waste Bags	KEMPCO LTD	S	117.40	23.48	140.88
583	Tree Maintenance	04/08/2026		Unity Trust Bank		Tree Risk Survey	TRACY CLARKE TREE CONSULTANCY LTD		225.00	45.00	270.00
584	Building Maintenance	04/08/2026		Unity Trust Bank		Fire Risk Assessment ComCent	D & G FIRE LIMITED	S	350.00	70.00	420.00
587	James Cooke Wood	04/08/2026		Unity Trust Bank		Postfix Concrete	E H SMITH (BUILDERS)	S	43.80	8.76	52.56
588	Whetmead LNR	04/08/2026		Unity Trust Bank		Throw Line Station & Padlock	ASPLI SAFETY LIMITED	S	526.06	105.21	631.27
590	Toilet Block - Town Park	04/08/2026		Unity Trust Bank		Park WC & kiosk design	Tamsin Rogers	X	250.00		250.00
591	Town Hall	06/08/2026		Lloyds Current Account		Large Digital Wall Clock	AMAZON EU SARL	S	22.99	4.60	27.59
592	Town Hall	06/08/2026		Lloyds Current Account		Milk British S/Skim	Morrisons	E	3.10		3.10
600	Town Hall	06/08/2026		Lloyds Current Account		Milk British S/Skim	Morrisons	E	4.45		4.45
601	Town Hall	06/08/2026		Lloyds Current Account		Bulk Toilet Rolls	AMAZON EU SARL	S	22.49	4.50	26.99
606	Town Hall	06/08/2026		Lloyds Current Account		Portable Neck Fan	GOFUN UK LIMITED	S	116.60	23.32	139.92
607	Affiliation Fees	06/08/2026		Lloyds Current Account		Annual Membership Fee	AMAZON EU SARL	S	95.00	19.00	114.00
608	Town Hall	06/08/2026		Lloyds Current Account		Milk British S/Skim	Morrisons	E	1.35		1.35
609	Town Hall	06/08/2026		Lloyds Current Account		Milk British S/Skim	Morrisons	E	1.35		1.35
610	Town Hall	06/08/2026		Lloyds Current Account		Sticky Fastener Coins	AMAZON EU SARL	S	4.98	1.00	5.98
613	Town Hall	06/08/2026		Lloyds Current Account		Milk British S/Skim	Morrisons	E	4.10		4.10
614	Charges	06/08/2026		Lloyds Current Account		Property & Land Information	GOV.UK	X	7.00		7.00
650	Town Hall	06/08/2026		Lloyds Current Account		White Recycled Bin Bags	KORDIS LTD	S	20.56	4.11	24.67
655	Stationery	06/08/2026		Lloyds Current Account		Sheets of Sticky Notes	NEXTWELL LIMITED	X	9.50		9.50
656	Town Hall	06/08/2026		Lloyds Current Account		Coolbox & Ice Packs	FABS	X	36.49		36.49
657	Town Hall	06/08/2026		Lloyds Current Account		A4 Diary Day Per Page	MORGAN'S DIRECT LIMITED	S	8.88	1.78	10.66
664	Town Hall	06/08/2026		Lloyds Current Account		A4 Page a Day Diary	CARDS GALORE ONLINE LTD	S	9.99	2.00	11.99
667	Town Hall	06/08/2026		Lloyds Current Account		Hand & Body Soap	JANITORIAL ESSENTIALS LTD	S	18.19	3.64	21.83
669	Postage	06/08/2026		Lloyds Current Account		2nd Class Stamp	Post Office Ltd	E	0.91		0.91
670	IT	06/08/2026		Lloyds Current Account		Holiday Booking Software	TIMETASTIC LTD	S	18.00	3.60	21.60
671	IT	06/08/2026		Lloyds Current Account		McAfee PC Optimizer	McAfee LLC	X	164.98		164.98
597	CCTV	06/08/2026		Lloyds Current Account		Alkaline Batteries	FABS	X	2.99		2.99
598	Silver Cinema	06/08/2026		Lloyds Current Account		Silver Cinema Soft Drinks	TESCO PLC	E	10.00		10.00
604	New Events & Events Improvement	06/08/2026		Lloyds Current Account		Children's Washable Markers	AMAZON EU SARL	S	10.66	2.13	12.79
604	New Events & Events Improvement	06/08/2026		Lloyds Current Account		Children's Washable Markers	AMAZON EU SARL	S	9.98	2.00	11.98
604	New Events & Events Improvement	06/08/2026		Lloyds Current Account		Children's Washable Markers	AMAZON EU SARL	S	17.96	3.59	21.55

PAYMENTS LIST

Policy & Resources Committee Agenda – 21.09.2026

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
605	Music Event	06/08/2026		Lloyds Current Account		One-Off Event Insurance	Protectivity	E	414.90		414.90
611	Music Event	06/08/2026		Lloyds Current Account		Music Event Banners	NORTHSIDE GRAPHICS LI	S	112.44	22.48	134.92
612	New Events & Events Improvm	06/08/2026		Lloyds Current Account		Metal Split Pins	AMAZON EU SARL	S	4.16	0.83	4.99
649	Teddy Bear's Picnic	06/08/2026		Lloyds Current Account		Craft Googly Eyes	AMAZON EU SARL	S	6.98	1.40	8.38
651	Teddy Bear's Picnic	06/08/2026		Lloyds Current Account		10g Glue Sticks	Banner/ VOW EUROPE LTD	S	7.24	1.45	8.69
652	Teddy Bear's Picnic	06/08/2026		Lloyds Current Account		Laminating Pouches A4	AMAZON EU SARL	S	11.64	2.33	13.97
653	Teddy Bear's Picnic	06/08/2026		Lloyds Current Account		Pony Beads for Crafting	SPOT ON-LINE LIMITED	S	4.74	0.95	5.69
654	Teddy Bear's Picnic	06/08/2026		Lloyds Current Account		Reusable Plastic Straws	AMAZON EU SARL	S	4.15	0.83	4.98
658	Music Event	06/08/2026		Lloyds Current Account		Snacks at Music Fest	Thai bite Catering	X	12.00		12.00
659	Music Event	06/08/2026		Lloyds Current Account		Snacks at Music Fest	Sainsburys	X	90.00		90.00
660	Music Event	06/08/2026		Lloyds Current Account		Snacks at Music Fest	HG Catering/ Pica Pota Pas	X	17.00		17.00
661	Music Event	06/08/2026		Lloyds Current Account		Snacks at Music Fest	HG Catering/ Pica Pota Pas	X	8.00		8.00
662	Music Event	06/08/2026		Lloyds Current Account		Snacks at Music Fest	Napolis Finest Limited/ The Daily Slice Pizza		10.00		10.00
663	Music Event	06/08/2026		Lloyds Current Account		Snacks at Music Fest	Nicola Brown/ VibeYourTas	X	12.50		12.50
668	Information Centre & Administri	06/08/2026		Lloyds Current Account		Leaflet Stand Prodo	VKF RENZEL (UK) LIMITED	S	248.02	49.60	297.62
672	Community Safety	06/08/2026		Lloyds Current Account		Men's Rash Vest	AMAZON EU SARL	S	14.63	2.92	17.55
593	Civic Gesture	06/08/2026		Lloyds Current Account		Christmas Cards	Alzheimers Society	X	18.96		18.96
594	Equipment Supplies & Mainten:	06/08/2026		Lloyds Current Account		Plastic Funnels Set	AMAZON EU SARL	S	4.88	0.98	5.86
595	Equipment Supplies & Mainten:	06/08/2026		Lloyds Current Account		A5 Week-to-View Diary	DIGITAL DOLLA LTD	S	32.91	6.58	39.49
596	Civic Receptions	06/08/2026		Lloyds Current Account		Suggestion & Ballot Boxes	AMAZON EU SARL	S	11.49	2.30	13.79
599	Equipment Supplies & Mainten:	06/08/2026		Lloyds Current Account		Caterpillar Safety Boots	FOOTSURE WESTERN LIMI	S	59.37	11.87	71.24
602	River Walk	06/08/2026		Lloyds Current Account		Grass Lawn Seed	AMAZON EU SARL	S	9.16	1.83	10.99
603	River Walk	06/08/2026		Lloyds Current Account		Wooden Fairy Doors	AMAZON EU SARL	S	9.02	1.80	10.82
665	River Walk	06/08/2026		Lloyds Current Account		Duster Spray & Lubricant	Toolstation/ TRAVIS PERKINS PLC		14.90	2.98	17.88
666	River Walk	06/08/2026		Lloyds Current Account		Duster Spray & Lubricant	SWG (EUROPE) LTD	S	32.54	6.51	39.05
615	Music Event	10/08/2026		Unity Trust Bank		Stage & Equipment Hire	Rolling Stage Hire Ltd	X	2,230.00		2,230.00
616	Allotments Control Account	11/08/2026		Unity Trust Bank		Water Charges	WAVE LTD	Z	744.56		744.56
617	Fleet	11/08/2026		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERVICES UK LIMITED		38.68	7.73	46.41
635	Admin Salaries, NI & LGPS	12/08/2026		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	6,801.04		6,801.04
636	Admin Salaries, NI & LGPS	12/08/2026		Unity Trust Bank		PAYE & National Insurance	HMRC Cumbernauld	X	7,175.56		7,175.56
618	Audit & Legal	12/08/2026		Unity Trust Bank		Maltings Lane Legal Works	BIRKETTS LLP	S	2,199.50	439.90	2,639.40
620	Town Hall	12/08/2026		Unity Trust Bank		Cleaning Town Hall	ELITE CLEANING SERVICE	S	873.99	174.80	1,048.79
621	IT	12/08/2026		Unity Trust Bank		Accountancy Software	Scribe/ STARBOARD SYSTEMS LIMITED		137.00	27.40	164.40
624	Payroll Charges	12/08/2026		Unity Trust Bank		Payroll Fee	JAMES TODD & CO LTD	S	110.62	22.12	132.74

PAYMENTS LIST

Policy & Resources Committee Agenda – 21.09.2026

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
634	Town Hall	12/08/2026		Unity Trust Bank		Windows Cleaning	C&S Window/ DANIEL CHRISTOPHER LOVE		22.00		22.00
622	Information Centre Income/Stc	12/08/2026		Unity Trust Bank		Compostable Bin Liners	ESSEX SUPPLIES LTD	S	165.00	33.00	198.00
623	Witham Summer Fayre	12/08/2026		Unity Trust Bank		Summer Fayre Signages	GKS GRAPHICS LTD	S	167.07	33.41	200.48
625	Information Centre Income/Stc	12/08/2026		Unity Trust Bank		Tickets sale	Witham Public Hall Trust	X	238.50		238.50
626	Information Centre Income/Stc	12/08/2026		Unity Trust Bank		Tickets sale	National Express Limited	X	55.76		55.76
627	Information Centre Income/Stc	12/08/2026		Unity Trust Bank		Tickets sale	Elite Tickets Ltd	X	58.50		58.50
628	Information Centre Income/Stc	12/08/2026		Unity Trust Bank		Honey	P Rowland Crofton Bees	X	137.50		137.50
629	Information Centre Income/Stc	12/08/2026		Unity Trust Bank		Glass Gifts	Arthur Marshal / Arthur's Fused Glass		9.45		9.45
630	Information Centre Income/Stc	12/08/2026		Unity Trust Bank		Hand Sewn Bags	Jane Quance	X	31.50		31.50
631	Information Centre Income/Stc	12/08/2026		Unity Trust Bank		Sewn Gifts	Diane Gardner	X	32.40		32.40
632	Information Centre Income/Stc	12/08/2026		Unity Trust Bank		Sewn Gifts	Sheryl Wood	X	9.00		9.00
633	Information Centre Income/Stc	12/08/2026		Unity Trust Bank		Grave Markers & Decorations	Donna Sayers	X	39.60		39.60
635	Community Team - Salaries, NI & LGPS	12/08/2026		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	2,284.86		2,284.86
636	Community Team - Salaries, NI & LGPS	12/08/2026		Unity Trust Bank		PAYE & National Insurance	HMRC Cumbernauld	X	2,073.80		2,073.80
619	Fleet	12/08/2026		Unity Trust Bank		Ransome Mover Repair	UPSON MOWERS LTD	S	545.16	109.03	654.19
635	Operations - Salaries & NI & LC	12/08/2026		Unity Trust Bank		Pension Contributions	Essex Pension Fund	X	3,606.13		3,606.13
636	Operations - Salaries & NI & LC	12/08/2026		Unity Trust Bank		PAYE & National Insurance	HMRC Cumbernauld	X	3,590.94		3,590.94
637	Community Safety	13/08/2026		Unity Trust Bank		Mobile Top Up	Hutchison/ VODAFONE GR	S	17.75	3.55	21.30
638	Information Centre & Administ	14/08/2026		Unity Trust Bank		Service Charge	FDMS First Data Merchant	E	24.81		24.81
638	Information Centre & Administ	14/08/2026		Unity Trust Bank		Service Charge	FDMS First Data Merchant	E	13.13		13.13
640	Witham Summer Fayre	14/08/2026		Unity Trust Bank		Picnic Table & Bench Set	ALFRESCO HIRE LTD	S	725.00	145.00	870.00
641	Information Centre Income/Stc	14/08/2026		Unity Trust Bank		Tickets sale	Society of London Theatre	E	188.00		188.00
643	Remembrance	14/08/2026		Unity Trust Bank		Remembrance Sunday Wreath	ROYAL BRITISH LEGION INDUSTRIES LIMITED		30.50		30.50
639	Witham in Bloom	14/08/2026		Unity Trust Bank		Floral Display Watering	SKIPPERS GROUND MAINTENANCE LIMITED		1,080.00	216.00	1,296.00
639	Witham in Bloom	14/08/2026		Unity Trust Bank		Floral Display Watering	SKIPPERS GROUND MAINTENANCE LIMITED		1,080.00	216.00	1,296.00
642	Lighting Maintenance & Utility	14/08/2026		Unity Trust Bank		Electrical Repair – Cedar Drive	A & J LIGHTING SOLUTIONS LTD		103.50	20.70	124.20
644	James Cooke Wood	14/08/2026		Unity Trust Bank		Flat Brackets – JC Wood	WITHAM FORGE LIMITED	S	40.00	8.00	48.00
645	Litter Bins	14/08/2026		Unity Trust Bank		140L Bin Hinged Lid	DAVID OGILVIE ENGINEERING LIMITED		1,107.00	221.40	1,328.40
646	River Walk	14/08/2026		Unity Trust Bank		River Walk Signages	GKS GRAPHICS LTD	S	95.00	19.00	114.00
648	Gas	17/08/2026		Unity Trust Bank		Gas Charges	SMARTESTENERGY BUSINESS LIMITED		77.80	3.89	81.69
648	Gas	17/08/2026		Unity Trust Bank		Gas Charges	SMARTESTENERGY BUSINESS LIMITED		35.45	7.09	42.54
647	Lighting Maintenance & Utility	17/08/2026		Unity Trust Bank		Electricity	SMARTESTENERGY BUSINESS LIMITED		50.64	2.53	53.17
674	Electricity	18/08/2026		Unity Trust Bank		Electricity	EDF ENERGY LIMITED	S	392.29	78.46	470.75
673	Fleet	18/08/2026		Unity Trust Bank		Fuel	Fuel/ WORLDLINE IT SERVICES UK LIMITED		48.35	9.66	58.01
675	Admin Salaries, NI & LGPS	20/08/2026		Unity Trust Bank		August Payroll					

PAYMENTS LIST

Policy & Resources Committee Agenda – 21.09.2026

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
676	Admin Salaries, NI & LGPS	20/08/2026		Unity Trust Bank		August Payroll					
677	Admin Salaries, NI & LGPS	20/08/2026		Unity Trust Bank		August Payroll					
678	Admin Salaries, NI & LGPS	20/08/2026		Unity Trust Bank		August Payroll					
679	Admin Salaries, NI & LGPS	20/08/2026		Unity Trust Bank		August Payroll					
680	Admin Salaries, NI & LGPS	20/08/2026		Unity Trust Bank		August Payroll					
681	Admin Salaries, NI & LGPS	20/08/2026		Unity Trust Bank		August Payroll					
689	Town Hall	20/08/2026		Unity Trust Bank		Passenger Lift – Safety Item	EASTERN LIFT SERVICES L	S	67.09	13.42	80.51
690	Town Hall	20/08/2026		Unity Trust Bank		Town Hall – Painting & Decor	EASTERN LIFT SERVICES L	X	350.00		350.00
696	Audit & Legal	20/08/2026		Unity Trust Bank		Legal Work – Forest Rd Pond	BIRKETTS LLP	S	483.00	96.60	579.60
682	Community Team - Salaries, NI & LGPS	20/08/2026		Unity Trust Bank		August Payroll					
683	Community Team - Salaries, NI & LGPS	20/08/2026		Unity Trust Bank		August Payroll					
684	Community Team - Salaries, NI & LGPS	20/08/2026		Unity Trust Bank		August Payroll					
694	Witham Summer Fayre	20/08/2026		Unity Trust Bank		Accessible Toilet Hire	Frankie Martin/ Plastic Loo's	X	130.00		130.00
695	Witham Summer Fayre	20/08/2026		Unity Trust Bank		Straw Bales – Summer Fayre	Great Garnets/ MIKE SMITH & SON		135.00	27.00	162.00
685	Operations - Salaries & NI & LC	20/08/2026		Unity Trust Bank		August Payroll					
686	Operations - Salaries & NI & LC	20/08/2026		Unity Trust Bank		August Payroll					
687	Operations - Salaries & NI & LC	20/08/2026		Unity Trust Bank		August Payroll					
688	Operations - Salaries & NI & LC	20/08/2026		Unity Trust Bank		August Payroll					
691	Newsletter & Publications	20/08/2026		Unity Trust Bank		Witham Voice Print	Sudburyprint Group	Z	1,317.00		1,317.00
691	Newsletter & Publications	20/08/2026		Unity Trust Bank		Witham Voice Print	Sudburyprint Group	Z	94.00		94.00
692	Equipment Supplies & Mainten:	20/08/2026		Unity Trust Bank		Carcassing Timbers	E H SMITH (BUILDERS	S	19.90	3.98	23.88
692	Equipment Supplies & Mainten:	20/08/2026		Unity Trust Bank		Carcassing Timbers	E H SMITH (BUILDERS	S	14.00	2.80	16.80
693	S106 Expenditure	20/08/2026		Unity Trust Bank		Seat, Planter & Bin Graphics	DAVID OGILVIE ENGINEERING LIMITED		3,743.30	748.66	4,491.96
697	Town Hall Development	20/08/2026		Unity Trust Bank		Office 3 & 5 Rental	BORNO CHEMISTS LIMITED	Z	520.00		520.00
698	Witham in Bloom	20/08/2026		Unity Trust Bank		Summer Flower Planting	SKIPPERS GROUND MAINTENANCE LIMITED		5,480.00	1,096.00	6,576.00
699	Town Hall Development	20/08/2026		Unity Trust Bank		Property Rate Charges	BRAINTREE DISTRICT COUNCIL	X	103.00		103.00
700	Affiliation Fees	21/08/2026		Unity Trust Bank		Data Protection Fee	Information Commissioner's Office	X	73.00		73.00
701	Lighting Maintenance & Utility	21/08/2026		Unity Trust Bank		Electricity	SSE Energy/ SSE PLC	L	285.26	14.26	299.52
702	Lighting Maintenance & Utility	24/08/2026		Unity Trust Bank		Electricity	SSE Energy/ SSE PLC	L	175.61	8.78	184.39
703	IT	25/08/2026		Unity Trust Bank		Remote Access & Monitoring	MAXED IT LIMITED	S	24.00	4.80	28.80
704	Information Centre Income/Street	25/08/2026		Unity Trust Bank		Tickets sale	J W LODGE & SONS LTD	E	372.60		372.60
705	Witham Street Entertainment Festival	25/08/2026		Unity Trust Bank		Puppets on StreetFest	James Arnott	X	450.00		450.00
706	Witham Summer Fayre	25/08/2026		Unity Trust Bank		Summer Fayre Marshal					
708	Community Special Constable Fees	25/08/2026		Unity Trust Bank		Halloween Trail Props	Simon Jesse	X	36.00		36.00
707	Newsletter & Publications	25/08/2026		Unity Trust Bank		Witham Voice Delivery	Door2Door Promotion Ltd	X	1,885.00		1,885.00

Vouche	Code	Date	Minute	Bank	Payment Ref.	Description	Supplier	VAT Type	Net	VAT	Total
709	Photocopying	26/08/2026		Unity Trust Bank		Photocopier Termination	ANGLOTECH GROUP LIMIT	S	1,247.00	249.40	1,496.40
710	Photocopying	26/08/2026		Unity Trust Bank		Photocopying	ANGLOTECH GROUP LIMIT	S	113.39	22.68	136.07
711	Lighting Maintenance & Utility	27/08/2026		Unity Trust Bank		Refund	Npower/ E.ON UK PLC	L	-342.41	-17.12	-359.53
712	Community Grant Aid	28/08/2026		Unity Trust Bank		Grant Awarded	Witham Community Boxing	X	3,750.00		3,750.00
713	CCTV	28/08/2026		Unity Trust Bank		CCTV System Maintenance	LINK CCTV SYSTEMS LTD	S	1,925.00	385.00	2,310.00
714	Dog & Bench Sponsorship Sche	28/08/2026		Unity Trust Bank		Georgian Steel Bench	STREETMASTER (SOUTH WALES) LTD		1,049.00	209.80	1,258.80
715	Information Centre Income/Stc	28/08/2026		Unity Trust Bank		Gift Cards	Janet Wager	X	20.00		20.00
716	Charges	31/08/2026		Unity Trust Bank		Service Charge	Unity Trust Bank	E	28.15		28.15
Total									299,611.52	14,365.80	313,977.32

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Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 31/08/2026)

Agenda Item 6(d)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Sundry Receipts	500.00	2,299.74	1,799.74				1,799.74 (359%)
2	Hall Hire	24,000.00	12,659.60	-11,340.40				-11,340.40 (-47%)
3	Admin Salaries, NI & LGPS				361,758.00	147,283.04	214,474.96	214,474.96 (59%)
4	Travel Expenses				500.00	82.80	417.20	417.20 (83%)
5	Town Hall				35,000.00	15,285.15	19,714.85	19,714.85 (56%)
6	Gas				8,000.00	664.74	7,335.26	7,335.26 (91%)
7	Electricity				10,000.00	1,732.07	8,267.93	8,267.93 (82%)
8	Photocopying				3,000.00	2,334.25	665.75	665.75 (22%)
9	Postage				500.00	73.09	426.91	426.91 (85%)
10	Stationery				1,000.00	9.50	990.50	990.50 (99%)
11	Office Equipment				3,500.00	920.22	2,579.78	2,579.78 (73%)
12	Telephones				2,400.00	810.68	1,589.32	1,589.32 (66%)
13	Insurance				14,700.00	15,606.73	-906.73	-906.73 (-6%)
14	Sundry Expenses				1,500.00	1,999.00	-499.00	-499.00 (-33%)
15	Audit & Legal				14,000.00	6,496.50	7,503.50	7,503.50 (53%)
16	Affiliation Fees				5,500.00	3,546.67	1,953.33	1,953.33 (35%)
17	Members - Conferencing/Training				1,000.00	117.00	883.00	883.00 (88%)
18	Staff - Conferencing/Training				8,000.00	3,590.00	4,410.00	4,410.00 (55%)
19	Payroll Charges				1,600.00	501.71	1,098.29	1,098.29 (68%)
20	Petty Cash				700.00		700.00	700.00 (100%)
21	IT				4,600.00	1,264.98	3,335.02	3,335.02 (72%)
22	Charges				700.00	176.60	523.40	523.40 (74%)
27	Health & Safety				3,055.00	3,192.05	-137.05	-137.05 (-4%)
SUB TOTAL		24,500.00	14,959.34	-9,540.66	481,013.00	205,686.78	275,326.22	265,785.56 (52%)

Community

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	Information Centre Income/Stock	65,000.00	17,139.91	-47,860.09	55,000.00	15,360.08	39,639.92	-8,220.17 (-6%)
24	Witham Street Entertainment Festival	1,500.00		-1,500.00	23,000.00	2,200.00	20,800.00	19,300.00 (78%)
25	Music Event	1,500.00	1,116.20	-383.80	10,000.00	8,479.93	1,520.07	1,136.27 (9%)
26	Dog Show	1,000.00	482.50	-517.50	2,500.00	1,410.73	1,089.27	571.77 (16%)
28	Teddy Bear's Picnic	50.00	30.00	-20.00	1,200.00	284.75	915.25	895.25 (71%)
29	Christmas Events & Tree	1,500.00	1,620.00	120.00	5,250.00	622.46	4,627.54	4,747.54 (70%)
30	Community Team - Salaries, NI & LGPS				156,031.00	50,081.46	105,949.54	105,949.54 (67%)
32	Christmas Decorations				13,000.00		13,000.00	13,000.00 (100%)
33	Witham Summer Fayre		1,704.50	1,704.50	1,500.00	2,404.73	-904.73	799.77 (53%)
34	Information Centre & Administration				3,000.00	1,171.56	1,828.44	1,828.44 (60%)
35	Community Grant Aid				12,000.00	3,750.00	8,250.00	8,250.00 (68%)
36	Carnival Grant				8,000.00		8,000.00	8,000.00 (100%)
37	Professional Advice Support Fund				10,000.00		10,000.00	10,000.00 (100%)
38	CCTV				14,500.00	2,177.60	12,322.40	12,322.40 (84%)
39	Community Safety				1,500.00	117.29	1,382.71	1,382.71 (92%)
40	Community Special Constables Expenses				5,000.00	659.28	4,340.72	4,340.72 (86%)
41	Witham Open Garden				750.00	319.77	430.23	430.23 (57%)
42	Community Special Constable Recruitment				1,000.00	76.50	923.50	923.50 (92%)
43	Other Community Support				1,500.00	295.00	1,205.00	1,205.00 (80%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 31/08/2026)

46	Remembrance			1,000.00	30.50	969.50	969.50 (96%)	
48	Halloween Event			2,700.00		2,700.00	2,700.00 (100%)	
49	Silver Cinema			300.00	10.00	290.00	290.00 (96%)	
53	Easter Quest			1,700.00	1,108.45	591.55	591.55 (34%)	
54	New Events & Events Improvment			1,500.00	129.66	1,370.34	1,370.34 (91%)	
55	BDC Grant	10,000.00	-10,000.00				-10,000.00 (-100%)	
SUB TOTAL		80,550.00	22,093.11	-58,456.89	331,931.00	90,689.75	241,241.25	182,784.36 (44%)

Control Accounts

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
56	Registrations at Dog Show		274.51	274.51		534.11	-534.11	-259.60 (N/A)
SUB TOTAL			274.51	274.51		534.11	-534.11	-259.60 (N/A)

Earmarked Reserves

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
100	Allotments Control Account		2,165.03	2,165.03		1,078.45	-1,078.45	1,086.58 (N/A)
102	VAT							(N/A)
103	Tree Maintenance							(N/A)
104	Events Control Account					1,320.00	-1,320.00	-1,320.00 (N/A)
105	Town Hall Development					5,129.92	-5,129.92	-5,129.92 (N/A)
106	Safer Streets Control Account							(N/A)
107	Major Repairs & Renewals							(N/A)
108	Essex Love Your Bus		50,000.00	50,000.00				50,000.00 (N/A)
109	Land Improvement							(N/A)
110	Highways Devolution							(N/A)
111	Neighbourhood Plan							(N/A)
112	Riverwalk Cycleways							(N/A)
113	Acquisitions/Maltings Lane					8,200.07	-8,200.07	-8,200.07 (N/A)
114	Streetlighting Sinking Fu							(N/A)
115	Equipment Replacement							(N/A)
116	Election Expenses							(N/A)
117	J C Wood Imp Plan					980.00	-980.00	-980.00 (N/A)
118	Charter Market Control Account							(N/A)
119	Community Safety/CCTV							(N/A)
124	Town Clock							(N/A)
126	Mayor's Fund		1,841.81	1,841.81		5,214.42	-5,214.42	-3,372.61 (N/A)
SUB TOTAL			54,006.84	54,006.84		21,922.86	-21,922.86	32,083.98 (N/A)

Environment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
57	Dog & Bench Sponsorship Scheme	1,650.00	2,710.00	1,060.00	1,200.00	2,176.29	-976.29	83.71 (2%)
58	Operations - Salaries & NI & LGPS				206,017.00	77,121.26	128,895.74	128,895.74 (62%)
59	Equipment Supplies & Maintenance				8,400.00	1,174.92	7,225.08	7,225.08 (86%)
61	Lighting Maintenance & Utility				20,000.00	1,931.56	18,068.44	18,068.44 (90%)

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 31/08/2026)

62	Tree Planting			3,000.00		3,000.00	3,000.00 (100%)			
63	Tree Maintenance			7,500.00	2,275.00	5,225.00	5,225.00 (69%)			
64	Toilet Block - Town Park			14,000.00	712.25	13,287.75	13,287.75 (94%)			
65	Dog Bin Maintenance			600.00		600.00	600.00 (100%)			
66	Litter Bins			1,029.00	1,107.00	-78.00	-78.00 (-7%)			
67	Open Spaces General			2,700.00	111.51	2,588.49	2,588.49 (95%)			
69	James Cooke Wood			2,000.00	240.80	1,759.20	1,759.20 (87%)			
70	River Walk			2,500.00	1,362.37	1,137.63	1,137.63 (45%)			
71	Whetmead LNR			2,000.00	1,096.83	903.17	903.17 (45%)			
72	Witham in Bloom			15,000.00	7,640.00	7,360.00	7,360.00 (49%)			
73	Fleet			7,000.00	2,048.93	4,951.07	4,951.07 (70%)			
74	Waste Disposal			1,000.00	83.22	916.78	916.78 (91%)			
122	S106 Receipts	32,243.55	32,243.55				32,243.55 (N/A)			
123	S106 Expenditure				37,211.70	-37,211.70	-37,211.70 (N/A)			
SUB TOTAL				1,650.00	34,953.55	33,303.55	293,946.00	136,293.64	157,652.36	190,955.91 (64%)

Maltings Lane

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
31	Hall Bookings	17,000.00		-17,000.00				-17,000.00 (-100%)
44	Sundry Expenses				2,000.00		2,000.00	2,000.00 (100%)
45	Training				1,000.00		1,000.00	1,000.00 (100%)
47	Business Rates				12,000.00		12,000.00	12,000.00 (100%)
50	Stationery				500.00		500.00	500.00 (100%)
51	Postage				500.00		500.00	500.00 (100%)
52	Advertising				300.00		300.00	300.00 (100%)
60	Affiliation Fees				500.00		500.00	500.00 (100%)
68	Photocopying				500.00		500.00	500.00 (100%)
88	Insurance				2,000.00		2,000.00	2,000.00 (100%)
89	IT				1,000.00	399.00	601.00	601.00 (60%)
90	Building Maintenance				6,000.00	1,795.87	4,204.13	4,204.13 (70%)
91	Lift Servicing				1,000.00		1,000.00	1,000.00 (100%)
92	Electricity				12,000.00		12,000.00	12,000.00 (100%)
93	Water				7,000.00		7,000.00	7,000.00 (100%)
94	Telephone				2,700.00		2,700.00	2,700.00 (100%)
95	Waste				700.00		700.00	700.00 (100%)
96	Licences				800.00		800.00	800.00 (100%)
97	Petty Cash				700.00		700.00	700.00 (100%)
98	Payroll Charges				400.00		400.00	400.00 (100%)
SUB TOTAL		17,000.00		-17,000.00	51,600.00	2,194.87	49,405.13	32,405.13 (47%)

Planning & Transport

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

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2026 and 31/08/2026)

Policy & Resources

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
75	Interest Received	18,000.00	10,505.72	-7,494.28				-7,494.28 (-41%)
76	Civic Receptions				2,500.00	36.27	2,463.73	2,463.73 (98%)
77	Instructions & Reports				8,000.00		8,000.00	8,000.00 (100%)
78	Christmas Expenses				3,000.00		3,000.00	3,000.00 (100%)
79	Mayor's Allowance				2,237.00	2,237.45	-0.45	-0.45 (-0%)
80	Member's Grant Scheme				8,000.00		8,000.00	8,000.00 (100%)
81	Civic Gesture				500.00	24.33	475.67	475.67 (95%)
82	Surveys & Consultations				1,500.00		1,500.00	1,500.00 (100%)
83	Newsletter & Publications				10,000.00	3,583.33	6,416.67	6,416.67 (64%)
84	Communications & Exhibitions				1,500.00	1,500.00		(0%)
85	Members Allowance				7,000.00	4,099.60	2,900.40	2,900.40 (41%)
87	VAT							(N/A)
SUB TOTAL		18,000.00	10,505.72	-7,494.28	44,237.00	11,480.98	32,756.02	25,261.74 (40%)

Precept

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
99	Precept		556,014.00	556,014.00				556,014.00 (N/A)
SUB TOTAL			556,014.00	556,014.00				556,014.00 (N/A)

Year End Adjustments

Code	Title	Receipts			Payments			Net Position +/- Under/over spend
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	
101	Debtors / Prepayments							(N/A)
120	Deferred Income / Hall Hire							(N/A)
121	Year End Creditor					9,123.87	-9,123.87	-9,123.87 (N/A)
125	Year End Accrual					545.98	-545.98	-545.98 (N/A)
127	Year End Debtors		3,001.80	3,001.80		-47.52	47.52	3,049.32 (N/A)
128	Deferred Income / Events							(N/A)
129	Deferred Income / Allotments							(N/A)
SUB TOTAL			3,001.80	3,001.80		9,622.33	-9,622.33	-6,620.53 (N/A)

Summary

NET TOTAL	141,700.00	695,808.87	554,108.87	1,207,727.00	478,425.32	729,301.68	1,283,410.55
V.A.T.		52,964.23			27,929.59		
GROSS TOTAL		748,773.10			506,354.91		

Exception Payments Report – 16 September 2026

Heading	Budget	% Over	Amount Over	Reason
Insurance	£14,700	6%	£906.73	Overspend due to revaluation of Town Hall.
Sundry Expenses	£1,500	33%	£499	Overspend offset by income received in the Sundry Receipts budget line. £1,999 was paid to High Street Safari Limited for Premium Trails events and has been reimbursed by Indaver Rivenhall Limited as sponsorship for the three trails.
Health & Safety	£3,055	4%	£137.05	Overspend due to costs increasing more than anticipated.
Litter Bins	£1,029	7%	£78.00	Overspend due to costs increasing more than anticipated.

Witham Town Council
Reserves Balance up to 31st Aug 2026
2026-2027

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
VAT	25,000.00				25,000.00
Town Hall Development	39,638.75		5,129.92		34,508.83
Acquisitions/Maltings Lane	59,000.00		8,200.07		50,799.93
Streetlighting Sinking Fu	8,000.00	2,000.00			10,000.00
Tree Maintenance	2,792.50	10,000.00			12,792.50
Riverwalk Cycleways	25,000.00	-5,000.00			20,000.00
Neighbourhood Plan	20,032.64				20,032.64
Community Safety/CCTV	35,000.00	15,000.00			50,000.00
Highways Devolution	0.64				0.64
Land Improvement	40,000.00				40,000.00
Equipment Replacement	20,000.00	5,000.00			25,000.00
Major Repairs & Renewals	24,918.00	5,000.00			29,918.00
J C Wood Imp Plan	4,000.00	5,000.00	980.00		8,020.00
Election Expenses	7,884.94	12,000.00			19,884.94
Allotment Control Account	15,634.38		1,078.45	2,165.03	16,720.96
Safer Streets Control Account					0.00
Charter Market Control Account	9,153.10	-5,000.00			4,153.10
Events Control Account	9,709.33		1,320.00		8,389.33
Fleet	2,000.00	2,000.00			4,000.00
Town Clock	1,500.00				1,500.00
Speed Reduction	2,025.00				2,025.00
Mayor's Appeal	4,487.31		5,214.42	1,841.81	1,114.70
Essex Love Your Bus				50,000.00	50,000.00
Total Earmarked	355,776.59	46,000.00	21,922.86	54,006.84	433,860.57
TOTAL RESERVE	355,776.59	46,000.00	21,922.86	54,006.84	433,860.57
GENERAL FUND					690,643.22
TOTAL FUNDS					1,124,503.79

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Witham Town Council: Crime and Disorder Policy

Witham Town Council has created this policy as it has a duty to consider the impact of its functions and decisions on crime and disorder in its area, under Section 17 of the Crime and Disorder Act 1998.

The Town Council is also under a duty to consider the safety of the general public at large and recognises the need for positive action.

A crime and disorder impact assessment must be included in all committee and council reports and key decisions, detailing how potential actions may affect local crime and disorder.

Engagement

As part of that process the Town Council will fully engage with the all-applicable bodies to:

- Reduce and detect crime.
- Reduce anti-social behaviour and fear of crime and re-assure people.
- Strengthen community involvement under Section 5(2) of the Crime and Disorder Act 1998 (the right of town and parish councils to be consulted).

Partnership Working

In exercising those functions, the Town Council shall act in co-operation with the following persons and bodies, namely:

- The local authorities, Braintree District Council and Essex County Council.
- Essex Police.
- The probation service or health authority.
- Every person or body prescribed by order of the Secretary of State under this subsection.

Regular updates of partnership activity and outcomes will be reported to the Town Council and, where appropriate, the public.

In discharging its duties, the Town Council:

- Extends a permanent invitation to Essex Police to attend monthly Council meetings where questions can be asked and addressed.
- The Town Council CCTV cameras are available to be controlled by Essex Police and footage can be provided when requested.
- Prioritises the quick removal of graffiti, litter and drug paraphernalia from public open spaces within its control (namely James Cooke Wood, the Closed Churchyard, Whetmead Nature Reserve and the River Walk)
- Publishes relevant information on its website, social media, and newsletter when possible.
- Promotes a culture of “Eyes and Ears” to increase collection of intelligence working with community organisations and local resident associations.
- Will continue the funding, promotion and recruitment of Community Special Constables in partnership with Essex Police.
- Will make a budgetary commitment to support Community Safety



The Council will maintain an audit trail for all significant decisions, minuting how crime and disorder responsibilities under Section 17 were considered. Expert advice will be sought on specialist crime issues where needed.

Outcomes:

The Town Council aspires to achieving the following outcomes through proactive promotion of this policy:

- Reduced fear of crime & anti-social behaviour with a particular emphasis on older and more vulnerable people and in areas after dark.
- Reducing the overall number of crime and anti-social behaviour incidents.
- A prompt response to all incidents.
- Enhanced ability of Police to target their resources.
- Restoring visible community policing through community special constable presence.

The Town Council will represent the views of its community and ensure that local crime reduction strategies represent those views.

As an integral part of this policy the Town Council will continually review the ways in which it carries out its various functions and duties to ensure the reduction of crime and disorder in Witham.

Adopted: Meeting of the Policy and Resources Committee held 26.06.2023

Reviewed: Meeting of the Policy and Resources Committee held 21.09.2026

To be reviewed: September 2028

WTC055

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Witham Town Council – Fire Safety Policy

Policy Overview

This policy has been prepared to help Witham Town Council comply with its legal obligations to staff and visitors under the Regulatory Reform (Fire Safety) Order 2005, the Fire Safety Act 2021, and the Fire Safety (England) Regulations 2022 and Section 156 of the Building Safety Act 2022. The Town Council is committed to taking all reasonably practicable steps to ensure the health, safety and welfare of staff, Councillors, service users and other persons who may be affected by its activities. This fire safety policy also forms part of the Town Council's general health and safety policy.

The Responsible Person

The overall responsibility for fire safety resides with the Town Council. Under the Fire Safety Order, the "Responsible Person" is typically the employer or the person in control of the premises. The Town Council's responsibility for ensuring the implementation of this policy will be managed through the Town Clerk and/or an appointed officer. They will be responsible for ensuring that:

- Current fire regulations are met.
- Appropriate fire safety policies are in place to reduce the risk of an outbreak of fire and to reduce the risk of the spread of fire.
- Fire safety risk assessments under the Act must now cover internal areas, structure, all external walls (including cladding, balconies and windows).
- Appropriate means of escape are in place.
- The Town Council's fire risk assessments are carried out by a competent person.
- Matters arising from fire risk assessments are addressed promptly.
- Appropriate records and documentation in respect of fire safety management are maintained.

Fire Marshals

The Town Clerk will appoint and train an appropriate number of fire marshals who will:

- Assist with the co-ordination of fire safety matters.
- Assist in evacuations.
- Make contact and provide information to the local Fire and Rescue Service.
- Monitor fire doors, escape routes, and external wall issues as identified in risk assessments

Duties of Staff

Each staff member is responsible for maintaining a fire safe environment for all staff and visitors. Staff have an individual responsibility to prevent the outbreak of fire and to ensure they do not place themselves or others at risk of harm. Staff should make themselves aware of the Town Council's fire safety procedures and follow these established procedures for the management of an actual or suspected fire incident. Staff must promptly report any deficiencies in fire safety systems, including fire doors, alarms, and escape route obstructions, and participate in reviews or drills as required.

Hirers of Town Hall Facilities

Regular and occasional hirers of the Town Hall are required to comply with the fire safety evacuation procedures provided as part of their booking. Hirers must provide details of their activity and inform the Town Council if they intend to bring any electrical appliance on site. Hirers are responsible for ensuring that they maintain a fire safe environment during their period of hire and must comply with the booking conditions. Occasional hirers are reminded of the fire safety evacuation procedures at the start of their period of hire and copies of the fire safety evacuation are displayed around the premises.

Contractors and Other Visitors

All contractors employed by the Town Council on its premises should be made aware of the fire safety procedures. They have an individual responsibility to prevent the outbreak of fire and to ensure they do not place themselves or others at risk of harm. Staff should ensure that contractors work in a fire safe manner. Staff should brief the evacuation procedures to all visitors who enter the premises beyond the public areas. These visitors should not be left alone unless they are aware of, or familiar with available escape routes.

Staff Training

All staff shall receive a fire safety briefing on their first day at work to include:

- Their responsibilities in respect of fire safety.
- Fire evacuation procedures.
- Specific hazards or fire risks in their working area.

All staff including part time staff, will receive appropriate fire safety training as soon as practicable following the start of their employment with the Town Council. Refresher training will be provided if and when:

- Material changes are made to the premises.
- Staff activities warrant further training.
- A fire risk assessment indicated deficiencies.
- A staff appraisal considers refresher training appropriate.

Staff appointed as Fire Marshalls will receive appropriate additional training as required.

Fire drills will be conducted at least annually, and all staff will receive training on the use of fire extinguishers.

Documents and Records

The Town Council are responsible for keeping appropriate fire safety records for the Town Hall. These will be kept in good order, up to date and available for scrutiny at any time. The records will include:

- The fire safety policy.
- Fire evacuation procedures.
- Copies of fire risk assessments.
- Records of fire training and fire drills.
- Records of annual inspection and testing of firefighting equipment.
- Records of periodic testing of emergency lighting and fire alarms.

- Records of all maintenance to fire detection and alarm systems.
- Records of storage of any hazardous substances.
- Records of any unwanted alarm activations and action taken.
- Plans of the Town Hall and any evacuation routes.

All fire safety documents must be easily accessible to staff and enforcement authorities. A system for regular review and updating of fire safety documentation will be implemented.

Maintenance of Fire Safety Systems and Equipment

The results of all test, maintenance, faults and actions taken in respect of fire safety systems and equipment shall be retained. Items to be maintained include any alarms and detection equipment, fire-fighting equipment, emergency lighting, fire doors and exits and any literature such as fire notices and evacuations procedures.

Regular PAT (Portable Appliance Testing) will be conducted for all electrical equipment, and procedures will be established for reporting and addressing electrical hazards.

Fire Risk Assessments

Written fire risk assessments will be produced by the Town Council for each of its premises by a competent person in line with current guidance. These will be reviewed regularly, not just annually, and particularly when there are significant changes to the premises or activities. Additional reviews will be conducted due to material change or alteration to the building, or if there has been a significant change in the activity carried out on the premises.

Relevant fire safety information will be shared with other responsible persons for the building, if applicable.

Procedures

The Town Council will periodically practice fire evacuation procedures in line with the recommendation of the fire risk assessments. All established escape routes will be kept in working order and free from obstruction and combustible material at all times. Operation of fire doors will be tested in line with the recommendations of the fire risk assessments. Fire-fighting equipment will be provided in line with the recommendation of the fire risk assessments and these will be regularly serviced and maintained by a competent person. Staff are required to report any defective or missing equipment to the Town Clerk.

An appropriate fire alarm and detection system will be provided in the Town Hall. The type and extent of the alarm will be determined by the findings of the fire risk assessments. Alarm systems will be regularly maintained and tested. Maintenance and tests will be recorded in the fire log.

Emergency lighting will be provided for escape routes where applicable. The need for and the extent of emergency lighting will be determined by the findings of the fire risk assessments. Emergency lighting will be regularly maintained and tested. Maintenance and tests will be recorded in the fire log.

All fire resisting doors and partitions will be kept in good order as part of regular maintenance programmes. Staff are required to ensure that any fire door provided remains closed unless it is retained by an automatic release magnet.

Appropriate signs and notices will be displayed, giving clear instructions to staff and others in the event of fire. In addition, signs will be provided to indicate the position of fire extinguishers, fire alarm call points and to indicate the emergency exit routes as determined by the fire risk assessments.

An emergency evacuation plan will be developed and maintained, including procedures for assisting vulnerable individuals during evacuations.

Adopted: Policy and Resources 03.10.2022 (Minute 18)

Reviewed: Policy and Resources 21.09.2026

Review date: September 2027

Witham Town Council – IT and Email Policy

Witham Town Council depends on information technology, digital records and electronic communications to deliver services, support democratic decision-making and conduct its business efficiently. The Council is committed to protecting its information, systems, users and residents from accidental loss, unauthorised access, misuse, fraud, cyber attack and service disruption.

This policy establishes the rules for the secure, lawful and appropriate use of Council IT, information systems, devices, internet access, email and other electronic communications. It supports the Council's obligations under data-protection, records-management, freedom-of-information, employment and other applicable law.

The objectives of this policy are to:

- protect the confidentiality, integrity and availability of Council information and systems;
- ensure Council information is handled lawfully, securely and appropriately;
- enable staff and councillors to work effectively while reducing cyber-security and data-protection risks;
- ensure that Council records are retained, accessible and disposed of properly; and
- provide a clear process for reporting and responding to security incidents.

2. Scope

This policy applies to all persons who access, process, store, share or administer Council information or IT resources, including:

- councillors;
- employees, agency workers and apprentices;
- volunteers and interns;
- contractors, consultants and suppliers; and
- any other person authorised to use Council systems or information.

It applies whether work is carried out in Council premises, at home, at another location, or while travelling. It covers Council-owned, leased and managed devices, Council email accounts, networks, software, cloud services, files, records, data, internet access and collaboration tools.

This policy applies to Council business wherever it is conducted. Council information held on a personal device, personal email account or other non-Council system may still be subject to data-protection, records-management, Freedom of Information Act 2000 and Environmental Information Regulations 2004 obligations.

3. Definitions

For the purpose of this policy:

- **Council information** means any information created, received, collected, stored or processed for Council business, in any format.
- **Personal data** means information relating to an identified or identifiable living person.

- **Special category data** includes personal data about health, racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, sex life or sexual orientation, genetic data or biometric data used to identify a person.
- **Confidential information** means information that is not intended for unrestricted public disclosure, including personal data, financial information, employment information, commercially sensitive information, security information and exempt or confidential meeting material.
- **IT resources** means Council devices, networks, software, applications, cloud services, email accounts, internet access, telephone systems, storage, security tools and related facilities.
- **Approved system** means a system, application, device, service or supplier that has been authorised by the Town Clerk or an appropriately delegated Council officer.
- **Security incident** means an event that may compromise the confidentiality, integrity or availability of Council information or systems. This includes suspected phishing, malware, unauthorised access, loss of a device, accidental disclosure and misdirected email.

4. Roles and responsibilities

4.1 All users

All users must:

- comply with this policy and related Council policies and procedures;
- use Council IT resources responsibly, professionally, securely and lawfully;
- protect Council information from loss, theft, unauthorised access, alteration or disclosure;
- complete required information-security and data-protection training;
- report suspected security incidents, data breaches and policy breaches immediately; and
- cooperate with reasonable investigations, audits and security measures.

4.2 Councillors

Councillors must use their Council-issued email account for Council business once one has been provided. Councillors must take reasonable steps to keep Council information separate from personal information and must comply with this policy when using Council information on any approved device.

4.3 Town Clerk

The Town Clerk is the policy owner and is responsible for ensuring that appropriate arrangements are in place to implement, communicate, review and enforce this policy. The Town Clerk may delegate operational responsibilities while retaining overall accountability.

5. Acceptable use

Council IT resources are provided primarily for Council business. Limited personal use may be permitted where it is lawful, reasonable, does not incur material cost, does not interfere with work or Council duties, does not affect system performance or security, and does not breach this or any other Council policy.

Users must not use Council IT resources to:

- carry out unlawful, fraudulent, discriminatory, harassing, bullying, threatening, defamatory or offensive activity;
- access, create, store, transmit or distribute illegal, obscene, discriminatory or otherwise inappropriate material;
- infringe copyright, licensing, intellectual-property or confidentiality obligations;
- run a private business, political campaign, commercial activity or fundraising activity without written authorisation;
- bypass security controls or access information, accounts, devices or systems without authorisation;
- introduce malware, unauthorised software, scripts, devices, services or network equipment;
- use Council systems for cryptocurrency mining, gambling or excessive non-business streaming, downloading or gaming; or
- deliberately conceal Council business from Council systems, recordkeeping arrangements or lawful information requests.

Users must act professionally in electronic communications and must not assume that email, messages or documents are private, permanent or incapable of disclosure.

6. Accounts, access and authentication

6.1 Individual accounts

Each user must have an individual account. Shared accounts must not be used unless they are necessary for a defined operational purpose, approved by the Town Clerk, appropriately secured and auditable.

Access to Council systems and information must be based on business need and the minimum access necessary to perform the user's role. Privileged or administrator access must be limited, approved and reviewed regularly.

6.2 Joiners, movers and leavers

User access must be authorised before it is provided. Managers must notify the Town Clerk promptly of a person joining, changing role, taking extended leave or leaving the Council. Access must be amended or removed promptly when it is no longer needed. Council devices, access tokens, keys, documents and other Council assets must be returned when a person leaves or when requested.

6.3 Passwords and multi-factor authentication

Users must protect their passwords, passphrases, security codes and authentication devices. They must not share them with anyone, including colleagues, managers, IT providers, family members or other third parties.

Passwords must be unique to the Council account or system, sufficiently long and not easy to guess. Users should use a Council-approved password manager where one is provided. Multi-factor authentication must be enabled and used for Council email, remote access, cloud services, finance systems, administrator accounts and other systems where it is available.

A user must change their password immediately and report the matter if they suspect that a password, account or authentication method has been compromised.

7. Devices, software and remote working

7.1 Council devices

Council devices must be protected by a screen lock, passcode, password or biometric authentication. Devices must be locked whenever left unattended and stored securely when not in use.

Users must take reasonable care of Council devices and must not leave them unattended in public places or visible in an unattended vehicle. Lost, stolen or damaged devices must be reported immediately.

Council devices must use supported operating systems and approved software. Security updates, anti-malware or endpoint protection, encryption and device-management controls must not be disabled, removed or bypassed.

7.2 Software and applications

Users must not install, download, subscribe to or use software, browser extensions, mobile applications, cloud services or other IT tools for Council business unless they are approved by the Town Clerk. This includes free or trial services.

The Council may remove unauthorised software or restrict access to protect its systems and information.

7.3 Staff Personal devices

Personal devices may only be used for Council business where permitted by the Town Clerk and where appropriate security controls are in place. At a minimum, an approved personal device must have a screen lock, current operating-system and application updates, and reasonable protection against unauthorised access.

Council information must not be stored unnecessarily on a personal device. Personal devices must not be used to store or process special category data, highly confidential information or restricted Council information unless specifically approved and appropriately secured.

Where technically possible and proportionate, the Council may require the removal of Council accounts or Council data from a personal device when access ends, the device is lost, or there is a security risk.

7.4 Remote and mobile working

When working remotely, users must protect information from being seen, overheard or accessed by unauthorised persons. Users must avoid discussing confidential matters in public places, use secure internet connections where possible, and avoid public Wi-Fi for sensitive work unless using an approved secure connection.

Paper records containing confidential information must be kept secure during transport and at the remote workplace, and returned or destroyed using approved arrangements when no longer needed.

8. Information handling and data protection

Users must handle Council information according to its sensitivity, purpose and legal requirements. Information must only be accessed, used, shared or retained where there is a legitimate Council business need.

Users must:

- collect and use the minimum personal data necessary for the task;
- check that recipients are correct before sharing information;
- use approved storage locations and approved methods of sharing information;
- restrict access to confidential information to authorised persons;
- use encryption or approved secure-transfer methods where required by the sensitivity of the information;
- keep paper records secure and dispose of them using confidential-waste arrangements where appropriate; and
- report any suspected loss, accidental disclosure, unauthorised access or other personal-data breach immediately.

Special category data and other highly confidential information must receive additional safeguards. It must not be sent to personal email accounts, uploaded to unapproved services or shared with people who do not have a clear need to know.

Users must not copy Council information to personal cloud storage, personal USB devices, personal email accounts or consumer file-sharing services unless expressly approved and appropriately secured.

9. Email, messaging and internet use

9.1 Council email

Council email accounts are for Council business and must be used professionally. Users must use their Council-issued email account when corresponding on Council business, unless an exception is authorised in writing by the Town Clerk.

Officers should normally send Council business to a councillor's Council-issued email address rather than a personal email address. Any exceptional use of a personal address must be documented, time-limited and managed so that Council recordkeeping, data-protection and information-rights obligations can be met.

Users must:

- check the recipient, address, attachments and content before sending an email;
- use Bcc where appropriate to avoid disclosing recipients' email addresses to one another;
- use approved encryption or secure-sharing arrangements for sensitive information;
- be cautious of unexpected links, attachments, QR codes, requests for payment or changes to bank details;
- report suspicious emails using the approved reporting method or to the IT provider/delegated IT lead; and
- avoid automatic forwarding of Council email to a personal email account.

Users must not set up automatic forwarding from a Council email account to a personal account unless expressly approved for a defined business purpose and with appropriate security controls.

9.2 Misdirected email

If an email or attachment is sent to the wrong recipient, or received in error, the user must report it immediately. The user must not attempt to conceal the error, delete evidence or contact the recipient in a manner that could increase risk without following the Council's incident procedure.

9.3 Messaging and collaboration tools

Council business may only be conducted through approved messaging, video-conferencing, document-sharing and collaboration tools. Where an approved tool is used for Council business, material decisions, commitments and records must be captured in the appropriate Council recordkeeping system.

9.4 Internet use

Internet access must be used responsibly and primarily for Council purposes. Users must not visit websites or use services that create a security, legal, reputational or productivity risk for the Council.

The Council may block or restrict access to websites, services, file types or categories of content where necessary to protect systems, users or information.

10. Artificial intelligence and external online services

Users must not enter confidential Council information into a public generative-AI tool, online transcription service, online translation service, external survey tool, web form, chatbot or other online service unless it has been approved for the intended use by the Town Clerk.

In particular, users must not upload personal data, confidential information, confidential meeting papers, draft decisions, financial information, contracts, security information or other non-public Council material to an unapproved AI or online service.

Where an AI or automated tool has been approved, users remain responsible for checking the accuracy, appropriateness, bias, copyright position, confidentiality and lawful use of any output before relying on it or sharing it externally. AI-generated content must not replace appropriate professional, legal, financial or human judgement.

11. Records management, retention and information rights

Email is not a records-management system. Where an email, message, document or attachment forms part of a Council decision, transaction, commitment, case, complaint, project, consultation, procurement exercise or other business record, the user must save it promptly in the approved Council recordkeeping location.

Council records must be retained and disposed of in accordance with the Council's retention schedule and records-management arrangements. Users must not retain records indefinitely in personal inboxes, personal folders or unapproved systems.

No Council record may be deleted, altered, destroyed or concealed if it is relevant, or may reasonably become relevant, to:

- a Freedom of Information request;
- an Environmental Information Regulations request;
- a subject access request or other data-rights request;
- an audit, complaint, investigation, insurance matter or legal proceedings; or
- a formal retention hold issued by the Council.

Users must cooperate with the Town Clerk, and relevant officers in locating, preserving and providing Council information in response to lawful requests.

12. Monitoring and privacy

The Council may carry out proportionate monitoring of its IT resources, systems, networks, accounts and logs where necessary to:

- protect Council information and systems;
- detect, prevent or investigate cyber-security threats, fraud, misuse or unlawful activity;
- maintain service continuity and system performance;
- investigate suspected breaches of policy or other Council procedures; and
- comply with legal, regulatory, audit or safeguarding obligations.

Monitoring will be conducted transparently, only where necessary and proportionate, and in accordance with data-protection law, the Council's privacy information and any required data-protection impact assessment.

Access to an individual's email content or files will be restricted to authorised persons and will only occur where there is a legitimate, documented reason. The Council will take account of the privacy of users and third parties, including where limited personal use is permitted.

13. Security incidents and data breaches

All users must report actual or suspected security incidents immediately to the Town Clerk.

Examples of reportable incidents include:

- phishing emails, suspected scams or suspicious links, attachments or QR codes;
- suspected compromise of an account, password or multi-factor authentication method;
- malware, ransomware, unusual pop-ups, unexpected software or unusual system behaviour;
- lost, stolen or damaged Council devices, paper records, access tokens or storage media;
- unauthorised access to Council information or systems;
- sending confidential information to the wrong person, disclosing too much information or receiving confidential information in error;
- unauthorised software, cloud services or external sharing of Council information; and
- interruption to a critical Council system, service or data store.

Users must not attempt to conceal an incident, delete relevant emails or files, or take actions that could worsen the situation. Where safe and appropriate, the user should stop using the affected account or device and follow instructions from the Town Clerk.

The Council will assess, contain, investigate, document and learn from reported incidents.

The Town Clerk will determine whether notification to the Information Commissioner's Office, affected individuals, insurers, police or other bodies is required.

14. Training, assurance and review

All users must complete information-security and data-protection training at induction and at intervals determined by the Council. Additional role-based training may be required for

users with responsibility for finance, personal data, system administration, records management or procurement.

The Council may carry out proportionate audits, access reviews, security testing, phishing-awareness exercises and compliance checks to assure itself that this policy is being followed and that its controls remain effective.

This policy will be reviewed at least annually and sooner where necessary following a significant incident, change in technology, change in working arrangements, change in law or regulatory guidance, or identified weakness in controls.

15. Non-compliance and exceptions

Failure to comply with this policy may result in access being restricted or withdrawn, disciplinary action for employees, action under the Council's code of conduct or other applicable arrangements for councillors, termination of a contract, and/or referral to relevant authorities where appropriate.

Any exception to this policy must be requested in advance wherever possible, authorised in writing by the Town Clerk, documented with the reason and risk controls, and reviewed regularly. Exceptions must be time-limited and must not override legal obligations.

Adopted on 16.09.2025

Reviewed 21.09.2026

For review September 2028

Witham Town Council: Whistleblowing Policy

This policy should be read in conjunction with the Staff Handbook and Code of Conduct.

Policy Overview

Whistleblowing' is the reporting by employees of suspected misconduct, illegal acts or failure to act within the Council.

Employees are often the first to realise that there may be something seriously wrong within the Council. 'Whistleblowing' is viewed by the Council as a positive act that can make a valuable contribution to the Council's efficiency and long-term success.

This policy is designed to comply with the Public Interest Disclosure Act 1998 (PIDA) as amended (including by the Enterprise and Regulatory Reform Act 2013), and best practice guidance for UK local government.

Aims of the Policy

The Policy is designed to ensure that anyone can raise concerns about wrongdoing or malpractice within the Council without fear of victimisation, discrimination, disadvantage or dismissal.

It is also intended to encourage and enable the raising of serious concerns within the Council rather than ignoring a problem or trying to deal with it externally.

To qualify for protection, a disclosure must be made with a reasonable belief that it is in the public interest.

This Policy aims to-

- encourage confidence in raising serious concerns at the earliest opportunity and to question and act upon concerns about practice
- provide avenues to raise concerns and receive feedback on any action taken
- ensure that a response is received to those concerns
- provide reassurance of protection from possible reprisals or victimisation if concerns have been raised and disclosures made in good faith and in the public interest.

The Whistleblowing Policy is not intended to replace existing procedures and where appropriate the existing grievance procedure should still be used.

Complaints of misconduct by Town Councillors are dealt with under a separate procedure, copies of which can be obtained from the Town Clerk.

Applicability

Whom Is the Policy Applicable to?

The Policy applies to-

- employees of Witham Town Council
- employees of contractors working for the Council
- voluntary workers within the Council

The policy also covers agency workers, former employees, and job applicants (where their concern relates to recruitment at the Council); volunteers are encouraged to use the Council's procedure, but UK law does not require the Council to protect volunteers under PIDA unless they have a contract.

What should be reported?

The following concerns about service provision or the conduct of officers should be reported if it is believed that they-

- do not comply with Witham Town Council standards
- are not in keeping with any council policies
- fall below established standards of practice
- involve improper behaviour.

These matters can relate to

- conduct which is an offence or a breach of the law (a criminal offence has been committed or failing to comply with any other legal obligation)
- racial, sexual, disability or other discrimination
- safeguarding of children or vulnerable adults
- health and safety of the public and/or other employees
- damage to the environment
- unauthorised use of public funds or other assets
- possible fraud and corruption
- other unethical conduct

This list is not exhaustive.

Protecting the Whistleblower

The Public Interest Disclosure Act 1998 protects workers making disclosures about certain matters of concern, when those disclosures are made in accordance with the Act's provisions and in the public interest.

The Act makes it unlawful for the Council to dismiss anyone or allow them to be victimised on the basis that they have made an appropriate lawful disclosure in accordance with the Act.

If a case arises where the employee themselves has participated in the action causing concern it is in that employees interests to admit to such wrongdoing. The Council may still choose to act against such an employee, but the fact that they came forward may be used in mitigation.

Witham Town Council recognises that the decision to report a concern can be difficult.

The Council will not tolerate any harassment or victimisation of a whistleblower and will take appropriate action to protect anyone that raises a concern in good faith and will treat this as a serious disciplinary offence, which will be dealt with under the disciplinary procedure.

Throughout the process, Witham Town Council will fully support anyone who chooses to raise concerns.

For those who are not Witham Town Council employees, the Council will endeavour to provide appropriate advice and support wherever possible.

All concerns will be treated in confidence and every effort will be made not to reveal the identity of the person making the allegations, although if disciplinary or other proceedings follow the investigation this may not be possible.

Whistleblowers have the right to remain anonymous, and the Council will respect this right unless required by law to disclose the whistleblower's identity.

Untrue Allegations

If an allegation is made in good faith and the individual doing so reasonably believes it to be true, but it is not confirmed by the investigation, there will not be repercussions.

If an allegation is made frivolously, maliciously or for personal gain, appropriate action that could include disciplinary action may be taken and this is not protected under PIDA.

Raising a Concern

Concerns should normally be raised with the Town Clerk or Deputy Town Clerk but if under exceptional circumstances the matter concerns both parties the leader of the Council should be approached.

All concerns should be made in writing and include the following information-

- the nature of the concern and why it is believed to be true
- the background and history of the concern (giving relevant dates)

Although it is not expected to prove beyond doubt the truth of the suspicion, the letter will need to demonstrate to the person contacted that there is a genuine concern relating to suspected wrongdoing or malpractice within the Council and there are reasonable grounds for concern.

Anonymous allegations will be considered at the Council's discretion. While anonymity may limit investigation and feedback, anonymous reports will not be automatically disregarded.

What the Council will do

The Council will respond to concerns as quickly as possible

In order to be fair to all employees, including those who may be wrongly or mistakenly accused, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take.

The investigation may need to be carried out under terms of strict confidentiality, i.e. by not informing the subject of the complaint until it becomes necessary to do so. In certain cases however, such as allegations of ill treatment of others, suspension from work may have to be considered immediately.

Where appropriate, the matters raised may-

- be investigated by management, internal audit, or through the disciplinary/grievance process
- be referred to the police
- be referred to the external auditor
- be referred and put through established child protection/abuse procedures
- form the subject of an independent inquiry

Within ten working days of a concern being raised, the person investigating will respond to the allegations-

- acknowledging that the concern has been received
- indicating how the Council proposes to deal with the matter
- supplying information on staff support mechanisms
- explaining whether investigations will take place and if not, why not

The amount of contact between the whistleblower and the officers considering the issues will depend on the nature of the matters raised, the potential difficulties involved and the clarity of information.

The Council will do what it can to minimise any difficulties that may be experienced because of raising a concern.

To ensure that it is felt that a disclosure has been properly addressed the whistle blower will be kept informed of the progress and outcome of any investigation, unless there are any legal reasons why this cannot be done.

The Council commits to concluding any investigation within a reasonable timeframe, typically within three months of the initial report.

All records of disclosures and investigations will be maintained securely and in line with UK GDPR and Data Protection Act 2018 requirements.

A confidential summary of whistleblowing activity will be reported annually to the Council's Personnel or HR Committee.

How the Matter can be Taken Further

This Policy is intended to provide an avenue within the Council to raise concerns. If it is not felt that concerns have been dealt with then it is possible to escalate the matter outside of the Council by contacting –

- a trade union representative
- the police
- the monitoring officer at Braintree District Council

Additionally, concerns can be raised with:

- The Health and Safety Executive
- The Environment Agency
- The Information Commissioner's Office
- Protect (formerly Public Concern at Work), the whistleblowing charity

Disclosure to other parties (such as the media) may only be legally protected if strict statutory conditions are met, such as a reasonable belief of victimisation or evidence being concealed. Otherwise, protection under PIDA may be lost. A list of prescribed persons is available on GOV.UK.

This Policy does not prevent anyone with a concern from taking their own legal advice.

The Council will regularly review this policy to ensure it remains effective and up-to-date with current legislation and best practices.

Adopted: Delegated Decision P & R 14.6.2021

Reviewed: P&R 21.09.2026

Review Date: September 2029

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Witham Town Council – Social Media Policy for Members and Officers

Guide to use of Social Media by Members and Officers

Policy Overview

This policy explains the way in which members and staff are advised to use their social media accounts to avoid legal and reputational risk to both themselves and the council. It aims to protect the council's reputation while allowing for effective communication with the public through social media platforms.

Definitions

For the purpose of this policy, social media includes (but is not limited to) such websites as:

- Facebook
- LinkedIn
- YouTube
- Instagram
- Snapchat
- TikTok

Additionally, this policy covers emerging social media platforms that may become relevant in the future.

For the purpose of this policy, media devices include:

- Mobile Phones
- Tablets
- Cameras
- Laptops
- Any other device capable of recording

Code of Conduct- Members

If acting in the capacity as a councillor rather than a member of the public, adherence to the Code of Conduct applies to online activities in the same way as with any other form of communication and members are still bound by the Nolan Principles.

Members should be aware that their online presence, even in a personal capacity, can reflect on their role as a councillor and the council as a whole.

If a member has an account where they comment as both a councillor and an individual it might be presumed that the views expressed are those of the council rather than the member personally when this may not be the case. It is suggested that members have two accounts, one for personal interaction and another to express their views as a councillor and to interact with members of the public.

If members are not commenting or posting in the official capacity as a member of the council, they should refrain from using Councillor in front of their name as this could be misinterpreted.

Relevant elements of the Members Code of Conduct are:

- You are a member of Witham Town Council and hence you shall have regard to the following principles – selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the above requirements, by leadership and example.

- You must, when using or authorising the use by others of the resources of your authority, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

Members must not disclose any confidential information on social media. The same standards must be upheld as when communicating in a more formal context.

Members must not issue statements or press releases on behalf of the council.

Members must not post photographs on their private accounts of staff members without permission regardless of whether these have been taken at council events.

Members must exercise particular care before posting comments related to any topics under current or potential council consideration. Positive or negative expressions of opinion may be understood by the community as official council endorsement, and could be in conflict with law, restrictions, or council operational requirements (such as health and safety checks).

Posts that appear to endorse or encourage activities contrary to regulations, may create legal or operational issues for the council. Members should consider potential ramifications before sharing, liking, or commenting on such matters in any public forum.

Code of Conduct-Officers

When representing the council officers must adhere to the staff Code of Conduct.

Officers should refrain from posting on behalf of the council unless from an official Witham Town Council social media account and with express permission from the Town Clerk.

Although not mandatory it is suggested that officers do not advertise on social media their place of work so that personal opinions cannot be misinterpreted as those of the council.

Officers should be mindful that their personal social media activity could be linked back to their role at the council, even if they don't explicitly state their employment.

Relevant elements of the Staff Code of Conduct are:

- Close personal familiarity between employees and individual Councillors can damage the relationship and prove embarrassing to other employees and councillors and should, therefore, be avoided.
- Employees should avoid doing anything which could reflect adversely on the Council.
- All information or knowledge obtained during the course of an employee's employment must be treated as confidential, unless and until it is formally made public.

Considerations for both Members and Officers

Whether posting from personal or official councillor social media accounts the following should be taken into consideration:

- Could the post bring the council into disrepute? Members and Officers should not publish anything that could reasonably be perceived as reflecting badly upon or lowering the reputation of themselves or the council.
- Compliance with equality laws. Do not publish anything that might be seen as racist, sexist, ageist, homophobic or anti faith.
- Are there appropriate privacy settings in place for personal social media accounts?

- Even if a post is deleted it will likely have been read by others before it is removed and shared several times.
- Be aware that sharing someone else's post can be seen as agreeing or supporting the content or the person that originally posted.
- Be aware that publishing information obtained from a members' position on the council or through the work as an officer will make the individual posting seen to be a representative of the council.
- It is not appropriate for Members to request or accept a Council employee or contractor providing services to the council as a 'friend' on social media as this can suggest a personal relationship. Exceptions can be made when the relationship was formed prior to either the Member or Officer being elected to or employed by the council.
- Members should refrain from tagging council employees into posts on social media relating to council work as this identifies them as employees to members of the public. Councillors may publicise the work of the council as a whole but should not identify staff by name.

Before commenting or sharing content relating to local issues members should take steps to consider:

- Whether their comment could be seen as an official endorsement or contravene council policy or statutory obligations.
- Whether their post could unintentionally encourage activities or displays that may result in public safety risks, unauthorised works, or reputational harm.
- The likelihood that their online activity will prompt residents or interest groups to take similar actions in the local community, potentially creating operational or compliance issues.

Members and officers should be aware of the potential for cyberbullying and online harassment. Any instances of such behaviour should be reported to the Town Clerk immediately.

Legal Issues

- **Libel-** If a statement is posted online about a person which is both untrue and damaging to their reputation it could result in legal action being taken and damages awarded against the poster.
- **Copyright-** If images or text are posted without first obtaining permission this can result in a breach of copyright and again lead to legal action.
- **Data Protection-** Personal information about an individual should not be posted online without the express consent of that individual.
- **Bias and Predetermination-** If a member is involved in any decision-making process, they are expected to attend the committee or hearing prepared to listen to the views of others and weigh up all of the evidence. If a comment has already been made on social media then the member could be seen to have made a predetermination before the meeting and any vote, they took part in could be challenged as unlawful.
- **Defamation Act 2013:** Members and officers should be aware that this act applies to online statements and that the defence of "honest opinion" requires the statement to be based on facts

The council will make available training and updates on social media best practices and legal considerations to ensure all members and officers are aware of their responsibilities when using these platforms.

**Agreed at Minute 143 of FTC Meeting held
06.07.2020**

**Reviewed: 21.09.2026
Review Date: September 2030**