



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

Meeting of: **Policy and Resources Committee**

Date: **Monday, 21st September 2026**

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

Present: Councillors P. Barlow (Vice Chair in the Chair)
L. Barlow
B. Fleet
J. Goodman
R. Playle
J. Robertson

N. Smith (Town Clerk)
G. Kennedy (Committee Clerk)
N. Zaviazun (Assistant Finance Officer)

13. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Heath, Martin, Ramage and Taylor.

RESOLVED That the apologies be received and approved.

14. **MINUTES**

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held 29th June 2026 be confirmed as a true record and signed by the Chair.

15. **INTERESTS**

No interests were declared at the time.

16. **QUESTIONS AND STATEMENTS FROM THE PUBLIC**

There were no members of the press or public present.

17. **TOWN CLERK'S REPORT**

The Town Clerk had no matters to report.

18. FINANCIAL STATEMENTS

(a) BANK RECONCILIATIONS

The Bank Reconciliations for 1st June to 31st August 2026 were received.

RESOLVED That the Bank Reconciliations for 1st June to 31st August 2026 be received, approved and signed by the Chair.

(b) CONFIRMATION OF RECONCILIATIONS

Members were asked to note that the bank reconciliations have been signed by Councillors Headley, J C Coleman and Fleet respectively.

RESOLVED That the information be received and noted.

(c) SCHEDULE OF RECEIPTS AND PAYMENTS

The Schedules of Receipts and Payments for the period 1st June 2026 to 31st August 2026 were received.

Comment was made about the introduction of the Community App and the consequent payment. The Town Clerk explained that the App would be available on both Android and Apple and should launch within the next three months.

RESOLVED That the Schedule of Receipts for the period 1st June to 31st August 2026:

- for the Lloyds 95 Day Account totalling £2,398.70
- for the Lloyds Current Account totalling £11.63
- for the Unity Trust Current Account totalling £103,214.67
- for the Unity Trust Instant Access Account totalling £2,516.65

Total Receipts: £108,141.65

and the Schedule of Payments for the period 1st June to 31st August 2026:

- for the Lloyds Current Account totalling £5,179.78
- for the Unity Trust Current Account totalling £308,794.44
- for Petty Cash totalling £3.10

Total Payments: £313,977.32

be received, approved and signed by the Chair.

(d) BUDGET STATEMENTS, EXCEPTION REPORT AND EARMARKED RESERVES

The Budget Statements, Exception Report and Earmarked Reserves for the period 1st April to 31st August 2026 were received.

The Town Clerk explained that the percentage showed on the Budget Statements related to funds available unlike the previous accounting system which showed the percentage used. She said that Sundry Expenses was used for unexpected expenditure.

RESOLVED That the Budget Statements, Exception Report and Earmarked Reserves for the period 1st April to 31st August 2026 be received, approved and signed by the Chair.

19. REVIEW OF POLICIES

The following policies were for renewal:

(a) Crime and Disorder Policy

The Crime and Disorder Policy was due for review.

It was suggested that the Police, Fire and Crime Commissioner should be included in the list of Partnership Working and that rather than 'restoring' visible community policing it should read 'maintaining'.

RESOLVED That the above changes to include Police, Fire and Crime Commissioner in the list of Partnership Working and to change 'restoring' to 'maintaining' visible community policing be agreed.

(b) Fire Safety Policy

The Fire Safety Policy was due for review.

Members discussed the frequency of fire drills and with the advent of the Community Centre whether the policy should cover all assets and estates owned by the Town Council.

The Town Clerk explained that a Fire Safety Officer oversaw the most recent fire drill to ensure that it was carried out correctly.

RESOLVED That the Fire Safety Policy should be amended to cover all assets and estates owned by the Town Council and that fire drills should be more frequent than annually but as often as recommended by the Town Clerk.

(c) IT and Email Policy

A new IT and Email Policy as recommended by the National Association of Local Councils was received.

RESOLVED That the new IT and Email Policy be agreed.

(d) Whistleblowing Policy

The Whistleblowing Policy was due for review.

RESOLVED That the Whistleblowing Policy be received and agreed.

(e) Social Media for Members and Officers Policy

The Town Clerk said that this policy would be brought back to the next Meeting.

20. WITHAM COMMUNITY CENTRE

The Town Clerk explained that the transfer of ownership of the Community Centre was still awaited but there were a number of snagging issues which needed to be sorted first.

RESOLVED That the information be received and that the snagging issues needed to be resolved before the transfer of the Centre.

There being no further business the Chair closed the Meeting at 8.05 p.m.

Councillor P. Barlow
Chair

NS/GK/22.09.2026

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