



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

AGENDA

WITHAM TOWN COUNCIL

Date: **Monday 7th September 2026** Time: **7.30 p.m.**

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

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

To be present: Councillors -

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

Nikki Smith
Town Clerk
NS/JB/02.09.2026

1. APOLOGIES

To receive and approve apologies for absence.

2. MINUTES

To receive the Minutes of the Meeting of the Town Council held on 11th August 2026 (previously circulated).

3. INTERESTS

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

4. QUESTIONS AND REPRESENTATIONS FROM MEMBERS OF THE PUBLIC

Members of the press and public will be invited to address the Meeting.

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

5. ESSEX COUNTY AND BRAINTREE DISTRICT COUNCIL UPDATE

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

6. TOWN MAYOR'S ENGAGEMENTS

To receive details of the Town Mayor's engagements attended for 3rd to 30th August 2026, attached at page 4 .

7. TOWN CLERK'S REPORT

To receive the Deputy Town Clerk's verbal report on matters arising.

8. BRAINTREE DISTRICT COUNCIL MEETING

To receive a verbal update from the Town Mayor.

9. REVIEW OF POLICIES

To receive and approve the Meeting Attendance Policy attached at page 6 .

10. EXCLUSION OF THE PRESS AND PUBLIC

At this point, the Chair will move the following resolution: Under the Public Bodies (Admissions to Meetings) Act 1960 S.1(2) and in accordance with Standing Order 3(d), the press and public should be excluded from the remainder of the meeting due to the confidential nature of the business to be transacted.

11. LAND TRANSFER

To receive a report.

12. WITHAM COMMUNITY CENTRE

To receive a report.

13. S106 RIVER WALK PATHS

To receive a report.

**LIST OF MAYOR'S ENGAGEMENTS BETWEEN
3rd August 2026 – 30th August 2026
Councillor Paul Heath**

Monday 3rd August 2026

Attended the Veterans coffee morning at the RBL.

Tuesday 4th August 2026

Attended the Craft Club at Witham Football Club.

Wednesday 5th August 2026

Attended the Green Space Games at Witham Park.

Attended Helen Court to present a card and cake to a resident.

Thursday 6th August 2026

Attended Chatty Café in the Heritage Room at the Town Hall engaging with the public.

Attended the Teddy Bear's Picnic on the River Walk.

Friday 7th August 2026

Attended Foster Court for a general chat.

Wednesday 12th August 2026

Attended opening of The Knitted Bible Exhibition at Guithavon Valley Church.

Thursday 13th August 2026

Attended Chatty Café in the Heritage Room at the Town Hall engaging with the public.

Friday 14th August 2026

Attended Green Space Games at Witham Park.

Sunday 16th August 2026

Attended Sunday Cinema at the RBL – West Side Story.

Monday 17th August 2026

Attended meeting with Councillor Morris to walk around Witham

Tuesday 18th August 2026

Attended the Green Space Games at Witham Park.

Thursday 20th August 2026

Attended Chatty Café in the Heritage Room at the Town Hall engaging with the public.

Saturday 22nd August 2026

Attended the new Witham Town Council event, the Summer Fair along the River Walk.

Sunday 23rd August 2026

Attended the family fun day in support of Park View Care Home at Witham Town FC.

Wednesday 26th August 2026

Attended Park View dog show.

Thursday 27th August 2026

Attended Chatty Café in the Heritage Room at the Town Hall engaging with the public.

Sunday 30th August 2026

Attended Valley Green Football Club charity day at Rickstones Recreational Ground.

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Witham Town Council: Meeting Attendance Policy

Policy Overview

This policy has been written to help encourage efficient administration of meetings, avoid inquorate meetings and allow appropriate rescheduling of meetings where required. It will also provide responsibility and accountability for Members. It also aims to promote transparency and public accountability by publishing Members' attendance records.

Apologies for Absence

- Members shall give as much advance notice as possible of absence from all meetings by contacting the Council Office.
- Members should be able to provide a valid reason for absence to the Office.
- The deadline for receiving an apology for absence should be by 3pm on the day of the meeting in line with Braintree District Council
- Apologies for absence shall be made directly to the Office and not normally via a third person or platform such as another Member at the meeting, or social media.

Extended Periods of Absence

- A Councillor who does not attend any meetings for a period of six consecutive months will automatically cease to be a Member of the Council unless the reason for absence is approved by the Council before the end of the period.
- If absence becomes necessary for extended periods, Councillors are recommended to submit a request to the Town Clerk giving the reason for absence, for approval by the Council.

Recording and Publishing Attendance

- For all meetings of the Council, the Committee Clerk will record Members' attendance, or nonattendance with or without apologies in the attendance register.
- The Minutes of meetings will show Members in attendance and Members absent who have or have not given their apologies.
- The Minutes of meetings will not reflect the reason for Members apologies, unless they are as a result of conflicting council business.
- Members' attendance shall be published on the website alongside whether apologies were received.
- Attendance records will be updated on the website quarterly.

The Council is committed to transparency and accountability. Publishing attendance records serves to inform the public about their elected representatives' engagement and participation in council business.

Agreed: Minute 7 of Policy and Resources Meeting held 20th June 2022.

Reviewed: Full Town Council held 7th September 2026

To be reviewed: September 2027

Policy WTC/48