



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

AGENDA

WITHAM TOWN COUNCIL

Date: **Monday, 15th June 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/GK/10.6.2026

1. **APOLOGIES**

To receive and approve apologies for absence.

2. **MINUTES**

To receive the Minutes of the Meeting of the Town Council held 18th May 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 welcome the newly elected Essex County Councillor John Morris, Witham West and Rural to the Meeting and to receive updates on Essex County and Braintree District matters relating to Witham.

6. TACKLING SPEEDING/20s PLENTY

To receive an update from the Chairman of the Planning and Transport Committee.

7. TOWN MAYOR'S ENGAGEMENTS

To receive details of the Town Mayor's engagements attended for period 24th March to 17th May 2026 attached at page 4.

8. TOWN CLERK'S REPORT

To receive a verbal report on matters arising.

9. YEAR END INTERNAL AUDITOR'S REPORT

To receive the Internal Auditor's Report for the year ending 31st March 2026 attached at page 7.

10. WITHAM TOWN COUNCIL ANNUAL ACCOUNTS 2025/2026

To receive the Draft Annual Accounts for the year ended 31st March 2026 attached at page 15.

11. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) – SECTION 1 GOVERNANCE STATEMENT

To receive and agree the Town Council's Annual Governance Statement for the year ended 31st March 2026 attached at page 24.

12. ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) – SECTION 2 ACCOUNTING STATEMENTS

To receive and approve the Town Council's Section 2 Accounting Statements for the year ended 31st March 2026 attached at page 25.

13. MEMBERS' ATTENDANCE AT MEETINGS

To receive details of Members' attendance at Meetings for the Civic Year 2025/2026 attached at page 26.

14. 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.

15. LAND TRANSFER

To receive a report attached at page 27.

16. MALTINGS LANE COMMUNITY CENTRE

To receive a report attached at page 28.

17. S106 PUBLIC ART APPOINTMENT

To receive a report.

18. NOTICE OF DISPUTE

To receive an email attached at page 39.

**LIST OF MAYOR'S ENGAGEMENTS BETWEEN
24th March 2026 to 17th May 2026
Councillor Paul Heath**

Tuesday 24th March 2026

Attended Southview College with the Town Clerk for their SEND Experience Morning.

Attended Moorfield Court afternoon tea with the Town Clerk.

Attended Essex Annual Cadet Forces Reception at Ingatestone Hall.

Thursday 26th March 2026

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

Saturday 28th March 2026

Attended The Grove Centre with Witham and Maldon Swans at their Easter stall.

Monday 30th March 2026

Attended Vacay for a tour of their offices.

Attended Vacay networking event and giving a speech.

Thursday 2nd April 2026

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

Attended LGBTQ+ launch at The Hub.

Saturday 3rd April 2026

Attended Witham Town Council Easter Trail on the River Walk.

Sunday 5th April 2026

Attended Sinhala & Tamil New Year Celebration at Marks Farm Community Hall

Monday 6th April 2026

Attended RBL Veteran's Coffee Morning at the RBL.

Thursday 9th April 2026

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

Friday 10th April 2026

Attended the Town Hall to meet with Dame Priti Patel MP to receive a donation towards the Mayor's chosen charity, The Alzheimer's Society.

Monday 13th April 2026

Attended Witham Town Football Club AGM.

Thursday 16th April 2026

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

Saturday 18th April 2026

Attended Witham Mill Lane Bowling Club open day.

Thursday 30th April 2026

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

Saturday 2nd May 2026

Attended Witham Town Council Dog Show at the River Walk.

Attended Witham Town Football Club's Award Ceremony at Witham Town Football Club.

Sunday 4th May 2026

Attended The Mayor of Halstead's Civic Service at Holy Trinity Parish Church, Halstead.

Monday 5th May 2026

Attended the Veteran's coffee morning at The RBL.

Thursday 7th May 2026

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

Sunday 10th May 2026

Attended Ride for Helen at The Crix in Hatfield Peveral.

Thursday 14th May 2026

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

During the Mayor's Civic Year, Councillor Paul Heath attended 163 engagements.

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HEELIS&LODGE

Local Council Services • Internal Audit

Year End Internal Audit Report for Witham Town Council – 2025/2026

The following Internal Audit was carried out on the adequacy of systems of control in accordance with the requirements of the Audit and Accounts Regulations 2015 and the guidance and instruction in the Practitioners Guide 2025 and should be read in conjunction with the Interim Internal Audit Report dated 10/11/2025. The following recommendations/comments have been made:

Income: £1,207,327.50 Expenditure: £1,068,262.78 Reserves: £928,346.21

2026 AGAR Completion:

Section One: [Not yet completed](#)

Section Two: [Yes – signed by RFO and awaiting approval by full Council](#)

Annual Internal Audit Report 2025/2026: [Yes](#)

Certificate of Exemption: [No](#)

Financial regulations

Standing Orders and Financial Regulations

Tenders

Appropriate payment controls including acting within the legal framework with reference to council minutes

Identifying VAT payments and reclamation

Cheque books, paying in books and other relevant documents

VAT reclaimed during the year: [Yes](#) Registered: [No](#)

[It is noted that the Council are in the process of becoming registered for VAT.](#)

Submission Period:

[01/04/2025--31/03/2026](#)

Amount:

[£52,964.23](#)

[The Council reviewed the following documents during the year of audit:](#)

[23/3/2026](#)

- [Witham Corporate Strategy – Ref: 25](#)
- [Accessibility Statement – Ref: 26](#)
- [Data Map – Ref: 27](#)
- [Data and Document Retention Policy – Ref: 20.a](#)
- [Equality Policy – Ref: 20.b](#)
- [Freedom of Information Policy – Ref: 20.c](#)
- [Press and Media Policy – Ref: 20.d](#)
- [Public Complaints and Procedure Policy – Ref: 20.e](#)
- [Publication Scheme – Ref: 20.f](#)
- [Training Policy – Ref: 20.g](#)
- [Reserves Policy – Ref: 20.h](#)
- [External Suppliers Policy – Ref: 20.i](#)

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

Tel: 07732 681125

Email: heather@heelis.eu

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Lynne Lodge Dip HE Local Policy

9/12/2025

- *Vexatious Complaints Policy – Ref: 16.a*
- *Safeguarding Policy – Ref: 16.b*
- *Public Artefact Donation Scheme – Ref: 16.c*
- *Body Worn Camera Policy – Ref: 16.d*
- *Lone Worker Policy – Ref: 16.e*

9/3/2026

- *General Privacy Notice – Ref: 183.a*
- *Public CCTV Policy – Ref: 183.b*
- *Registration of Gifts Policy – Ref: 183.c*
- *Anonymous Communications Policy – Ref: 183.d*
- *Risk Management Policy – Ref: 183.e*

12/1/2026

- *Civility and Respect, Councillor's Statement of Assurance – Ref: 153*

Risk Assessment

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

Risk Assessment document in place: **Yes**

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

The Financial Scrutiny Panel has carried out a Financial Risk Assessment which was received and noted by the full Council meeting held on 7/4/2026 (Ref: 198).

Fidelity Cover: **£1,000,000**

The level of Fidelity cover is currently under review.

Transparency

Compliance with **Assertion 10**:

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

Privacy Policy published: **Yes**

Link:

https://www.witham.gov.uk/_files/ugd/ddf4e3_af83a80cf2ab41a1b2805e7396b57dbc.pdf

IT Policy in place: **Yes**

IT Policy published: **Yes**

Link:

https://www.witham.gov.uk/_files/ugd/ddf4e3_25d9c82e431c40649ead07a2302a4f1e.pdf

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Data Protection Policy in place: **Yes**

Data Protection Policy published: **Yes**

Link:

https://www.witham.gov.uk/_files/ugd/ddf4e3_65bc908df94e42a2afab2a17df2a54b2.pdf

It is noted that the Council have a suite of Data Protection documents containing different components of data handling. To enhance this, the Council would benefit from a separate GDPR Policy.

Recommendation: *to adopt a specific GDPR Policy.*

GDPR Data Map in place: **Yes**

Data Protection Policy published: **Yes**

Link:

https://www.witham.gov.uk/_files/ugd/ddf4e3_eae616f8ab5a4123a5a95e4dd6d0b056.pdf

Accessibility Statement in place: **Yes**

Accessibility Statement published: **Yes**

Link: <https://www.witham.gov.uk/accessibility>

Generic Council email addresses for officials in place: **Yes**

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

External audit report

2025 Annual Return, Section One Published – Yes

2025 Annual Return, Section Two Published – Yes

2025 Annual Return, Section Three Published – Yes

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

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

Published – Yes

Notice of Conclusion of Audit (2025)

Published – Yes

Period of Exercise of Public Rights

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

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

	Section 1	Section 2	Section 3 (Audited)
2020 - 2021	Yes	Yes	Yes
2021 - 2022	Yes	Yes	Yes
2022 - 2023	Yes	Yes	Yes
2023 - 2024	Yes	Yes	Yes
2024 - 2025	Yes	Yes	Yes

The Council have met the publication requirements.

Under the **Transparency code for smaller authorities**, smaller councils with income/expenditure over £200,000 should publish on their website from 1 April 2015:

Expenditure items over £500 (quarterly) published: [Yes](#)

Link: <https://www.witham.gov.uk/payments-over-500>

Procurement data published (contracts exceeding £5,000): [Yes](#)

Link:

https://www.witham.gov.uk/_files/ugd/ddf4e3_9eb28b7aab5444b59174b14ad74e7589.pdf

Grants awarded to voluntary, community or external bodies published: [Yes](#)

Link:

https://www.witham.gov.uk/_files/ugd/ddf4e3_2056e0398ff84bbb9e70d6957c529be5.pdf

Senior salaries (over £50,000) published: [Yes](#)

Link:

https://www.witham.gov.uk/_files/ugd/ddf4e3_88dbfe394995416799fba816d904bd3f.pdf

Land and car parks published: [Yes](#)

Link:

https://www.witham.gov.uk/_files/ugd/ddf4e3_531b55620afe4af7bbe1c524d3376730.pdf

Publication Scheme published: [Yes](#)

Link:

https://www.witham.gov.uk/_files/ugd/ddf4e3_a81d74acfb58402fa53e41ff1e3fc358.pdf

The Council have met the requirements of the Transparency Code for smaller councils with income/expenditure exceeding £200,000.

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Budgetary controls
supporting documents

Verifying the budgetary process with reference to council minutes and

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

Precept: £1,112,027.00 (2026-2027) Date: 12/1/2026 (Ref: 152)

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

Income controls

Precept and other income, including credit control mechanisms

All were found to be in order. Income controls were checked and a sample of income received and banked cross referenced with the Cash Book and bank statements.

Cash

Associated books and established system in place

A satisfactory system is in place and supporting paperwork in place for cash payments. Audit trails were carried out on a sample of transactions and no irregularities were found.

Payroll controls

PAYE and NIC in place where necessary.

Compliance with Inland Revenue procedures

Records relating to contracts of employment and pensions

PAYE System in place: Yes

Employer's Reference: 245/WW723

P60s issued: Yes

The Council continue to operate RTI in accordance with HMRC regulations. Payroll is outsourced. Supporting paperwork is in place and P60s have been produced as part of the year end process. An examination was undertaken on a sample of payroll documentation between November 2025 – March 2026. There were no irregularities found.

Eligible employees have joined the nominated pension scheme. The last date of re-declaration of compliance was 19/11/2024.

It is noted that the Council undertook a review of salaries at a meeting held on 3/11/2025 (Ref: 21).

Contracts of Employment and subsequent salary agreements are in place for all staff employed by the Council.

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Asset control

Inspection of asset register and checks on existence of assets
Cross checking on insurance cover

A separate asset register is in place. Values are recorded at cost value. The total value of assets are recorded at £1,218,170.33. The figure in the asset register corresponds with the figure in Section 2, Box 9 of the AGAR.

Bank Reconciliation

Regularly completed and cash books reconcile with bank statements

All were in order. Bank Reconciliations are carried out regularly. The bank statements reconciled with the end of year accounts and bank reconciliations for all accounts.

Bank Balances at 31 March were confirmed as:

<i>Lloyds Business</i>	<i>xxxx2286</i>	<i>£21,462.52</i>
<i>Lloyds Deposit</i>	<i>95 Day</i>	<i>£101,763.75</i>
<i>Unity Trust</i>	<i>xxxx4430</i>	<i>£54,449.75</i>
<i>Unity Trust</i>	<i>xxxx5851</i>	<i>£400,456.15</i>
<i>CCLA PSDF</i>	<i>xxxx8237</i>	<i>£190,000.00</i>
<i>Petty Cash</i>		<i>£12.44</i>

The Council had no outstanding loans at the year end.

Reserves

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

The Council have adequate general reserves of £572,570 and have identified earmarked reserves of £355,776 in their year end accounts.

Year-end procedures

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

End of year accounts are prepared on an Income & Expenditure basis. Creditors and Debtors are identified within the year end accounts.

Balance Sheet is correct: **Yes**

Trial Balance is correct: **Yes**

Internal Audit Procedures

The 2025-2026 Interim Internal Audit report was considered by the Council at a meeting held on 12/1/2026 (Ref: 151).

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

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

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Additional Comments/Recommendations

- There are no additional comments/recommendations to make in relation to this audit.
- I would like to take this opportunity to commend the Council on the community initiatives that have been undertaken during the year.
- I would like to record my appreciation to the Clerk to the Council for their assistance during the course of the audit work and the quality of documentation provided for the audit.



Heather Heelis
Heelis & Lodge
26 May 2026

Annual Internal Audit Report 2025/26

WITHAM TOWN COUNCIL

WWW.WITHAM.GOV.UK

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set)</i> .	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

26/05/2026

10/11/2025

H. HEELIS (HEELIS & LODGE)

Signature of person who carried out the internal audit



Date

26/05/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report **must explain why not (add separate sheets if needed).

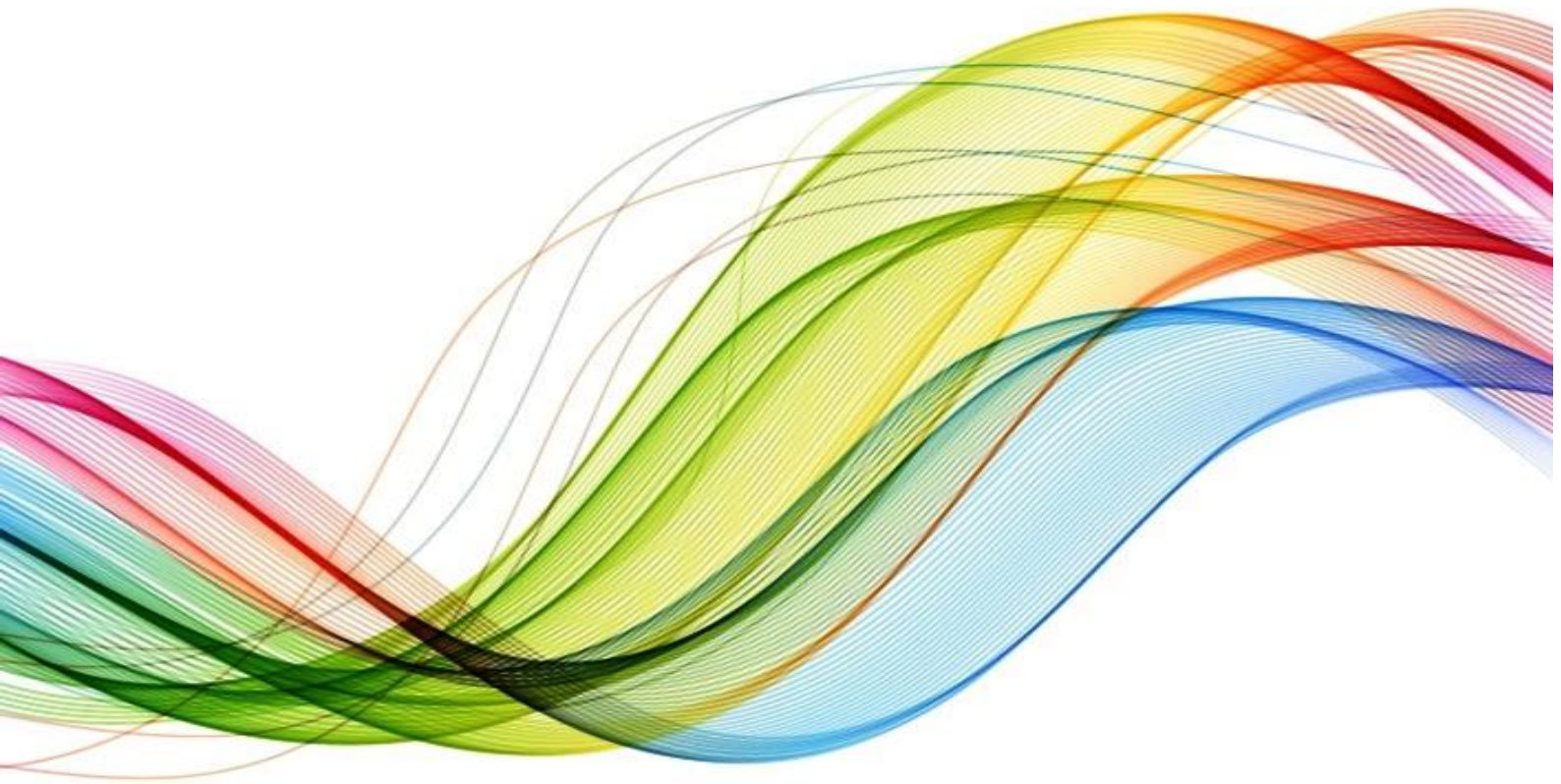


Witham
town council

Agenda Item 10

Annual Accounts

Financial Year 2025/2026



Supporting Statement of Responsibilities

Witham Town Council is required to make arrangements for the proper administration of its financial affairs and ensure that it appoints a Responsible Financial Officer with direct accountability for its overall administrative functions in accordance with the Local Government Act 1972 (S151). In addition to this, Members and Officers of the Council are under a duty to:

- Ensure that value for money is obtained for all business transactions.
- Ensure that public money is under appropriate safeguarding measures.
- Ensure that an appropriate system of internal control is in force and monitored for effectiveness.

In preparing these accounts in conjunction with the Annual Governance and Accountability Return, the Council confirms that it has adhered to the Accounts & Audit Regulations and:

- Put in place effective arrangements for financial management.
- Maintained an adequate system of internal control.
- Took all reasonable steps to assure that there were no matters of actual or potential noncompliance with laws, regulations or proper practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.
- Provided proper opportunity in the year for the exercise of electors' rights in accordance with the Accounts & Audit Regulations.
- Carried out an assessment of risks faced by the authority.
- Took all appropriate steps to action any matters raised on audit reports.
- Considered whether any litigation, liabilities or commitments, events or transactions occurring either during or after the year end have a financial impact on the authority and where appropriate, included them in the accounting statements.



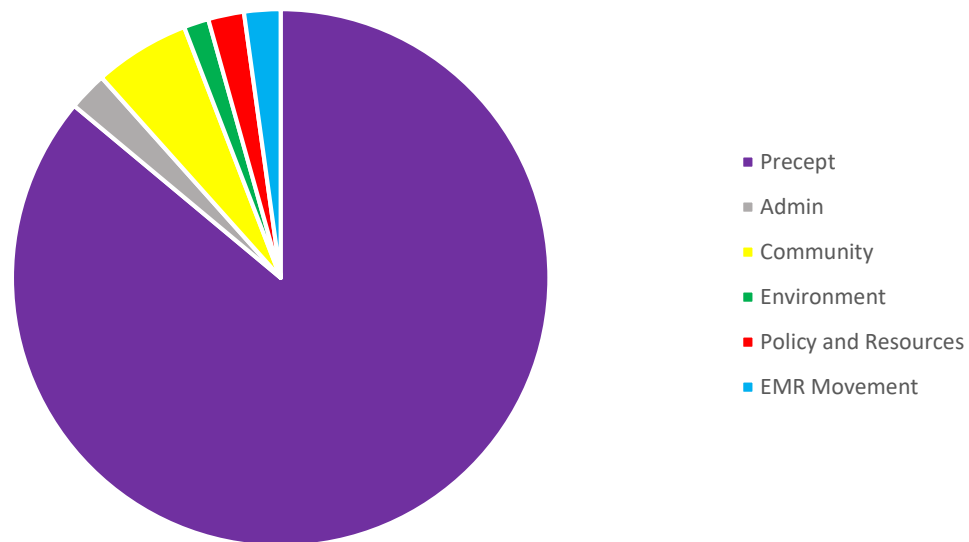
Nikki Smith

Town Clerk & Responsible Financial Officer

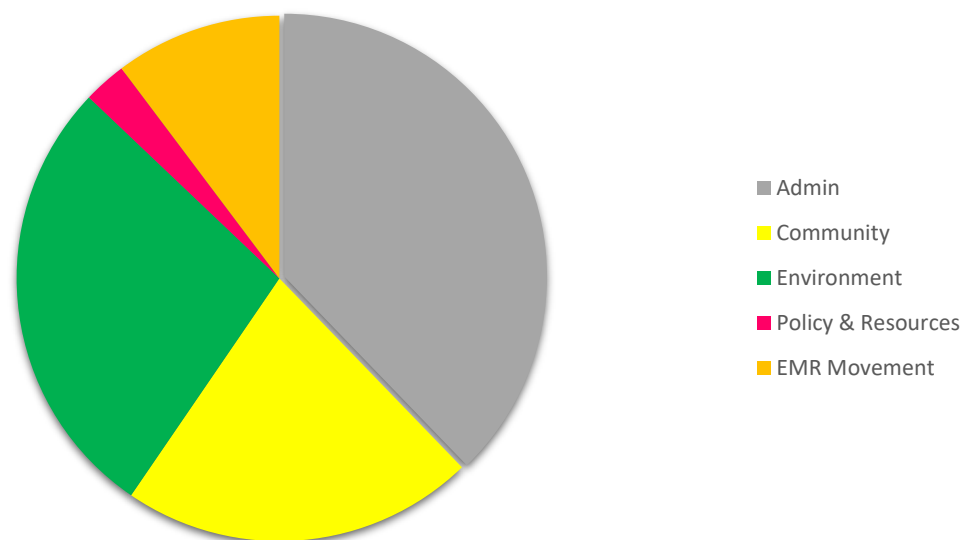
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2. Cash & Reserves Reconciliation
3. Reserves Reconciliation
4. Total Income & Expenditure Charts
5. Total Income & Expenditure Report

Total Income



Total Expenditure



Balance Sheet

Last Year Ended
31st March 2025

Current Year Ended
31st March 2026

£	CURRENT ASSETS	£
9,456	Stocks and stores	4,500
2,642	Debtors (Net of provision for doubtful debts)	3,002
30,121	Prepayments	14,305
40,717	VAT Control Account	52,964
10,018	Lloyds Current Account	125,462
190,000	CCLA Public Sector Deposit	190,000
200,652	95 Day Notice Account	101,764
317,993	Unity Trust Instant Access	400,456
26,583	Unity Trust Bank	54,450
64	Petty Cash	12
828,246	TOTAL ASSETS	946,915

£	CURRENT LIABILITIES	£
29,192	Creditors	9,124
4,229	Accruals	546
1,589	Mayor's Appeal	0
3,955	Receipts in Advance	8,899
38,965	TOTAL LIABILITIES	18,569

789,281	NET ASSETS	928,346
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£	Represented by:	£
462,950	General Fund Balance	572,570
25,000	EMR - VAT	25,000
20,000	EMR - Town Hall Development	39,639
20,000	EMR - Acquisitions/Maltings Lane	59,000
6,000	EMR - Streetlighting Sinking Fund	8,000
942	EMR - Tree Maintenance	2,793
40,000	EMR - Riverwalk Cycleways	25,000
20,032	EMR - Neighbourhood Plan	20,033
30,000	EMR - Community Safety/CCTV	35,000
27,773	EMR - Highways Devolution	0
40,000	EMR - Land Improvement	40,000
10,000	EMR - Equipment Replacement	20,000
21,990	EMR - Major Repairs & Renewals	24,918
4,000	EMR - J C Wood Imp Plan	4,000
7,000	EMR - Election Expenses	7,885
16,106	EMR - Allotment Control Account	15,634
29,145	EMR - Safer Streets Control Account	0
1,933	EMR - Charter Market Control Account	9,153
6,410	EMR - Events Control Account	9,709
0	EMR - Fleet	2,000
0	EMR - Town Clock	1,500
0	EMR - Speed Reduction EMR	2,025
0	EMR - Mayor's Appeal	4,487
789,281	TOTAL	928,346

Cash Reconciliation

A	Bank Reconciliation at 31/03/2026		
	Cash in Hand 01/04/2025		745,309.79
	ADD Receipts 01/04/2025 - 31/03/2026		1,254,346.48
	SUBTRACT Payments 01/04/2025 - 31/03/2026		1,999,656.27
			1,127,511.66
A	Cash in Hand 31/03/2026 (per Cash Book)		872,144.61
B	Cash in hand per Bank Statements		
	Petty Cash 31/03/2026	12.44	
	Lloyds Current Account 31/03/2026	21,462.52	
	CCLA Public Sector Deposit 31/03/2026	190,000.00	
	95 Day Notice Account 31/03/2026	101,763.75	
	Unity Trust Instant Access 31/03/2026	400,456.15	
	Unity Trust Bank 31/03/2026	54,449.75	
	Lloyds Credit Card 31/03/2026	0.00	
			768,144.61
	Less unrepresented payments		
			768,144.61
	Plus unrepresented receipts		
			104,000.00
B	Adjusted Bank Balance		872,144.61

Reserves Reconciliation

<i>Description</i>	<i>Last Year £</i>	<i>Current Year £</i>
TOTAL RESERVES	<u>789,281</u>	<u>928,346</u>
Debtors	2,642	3,002
VAT Control Account	40,717	52,964
Prepayments	30,121	14,305
Stocks and stores	9,456	4,500
Less Total Debtors	<u>82,936</u>	<u>74,771</u>
Creditors	29,192	9,124
Accruals	4,229	546
Mayor's Appeal	1,589	0
Receipts in Advance	3,955	8,899
Plus Total Creditors	<u>38,965</u>	<u>18,569</u>
Equals Total Cash and Bank Accounts	<u>745,310</u>	<u>872,144</u>
Lloyds Current Account	10,018	125,462
CCLA Public Sector Deposit	190,000	190,000
95 Day Notice Account	200,652	101,764
Unity Trust Instant Access	317,993	400,456
Unity Trust Bank	26,583	54,450
Petty Cash	64	12
TOTAL	<u>745,310</u>	<u>872,144</u>

Total Income & Expenditure Report

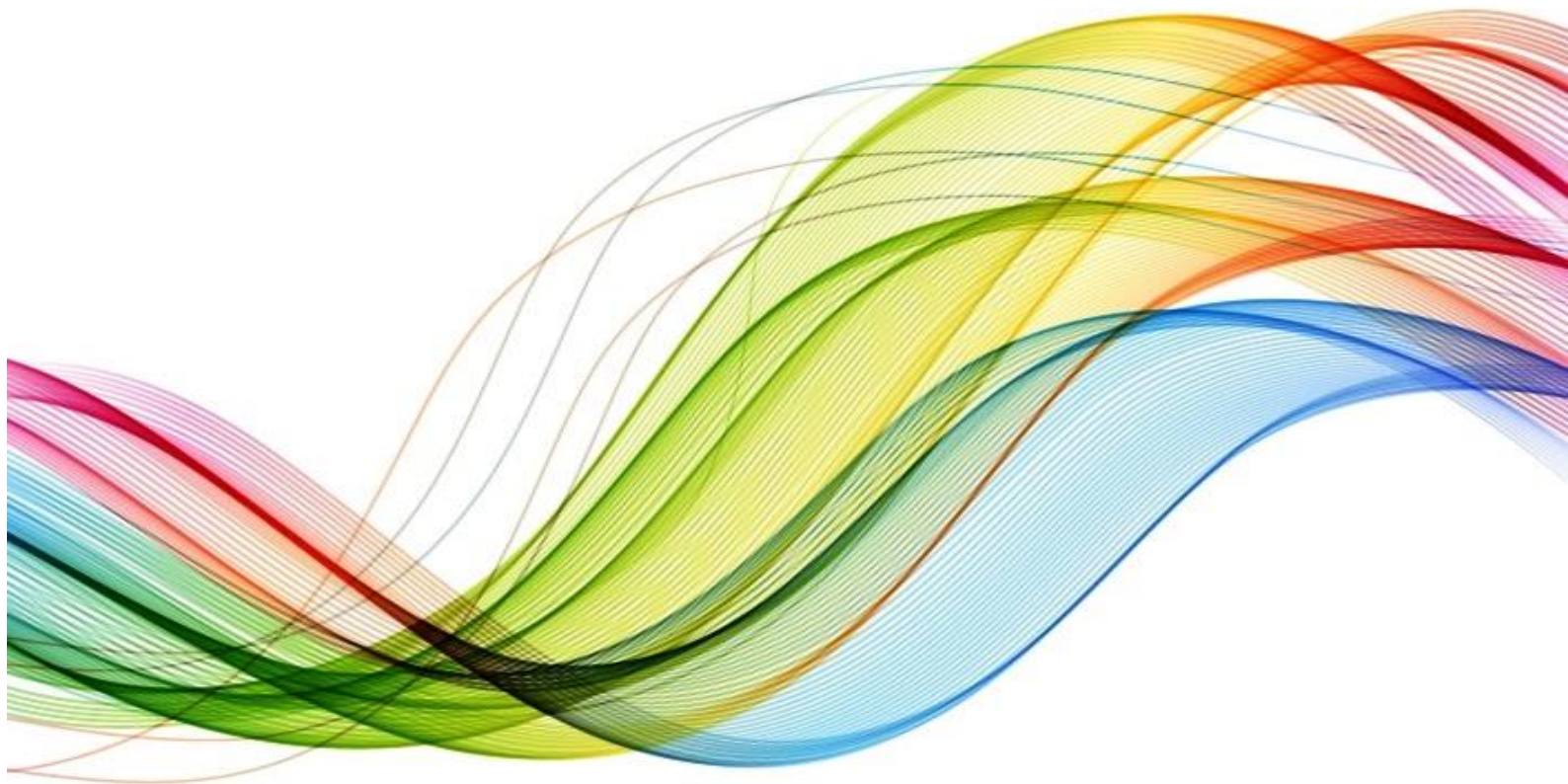
31st March 202531st March 2026

£	INCOME SUMMARY	£
942,474	Precept	1,037,266
£	Operating Income	£
76,071	Administration	28,093
62,621	Community	69,467
2,410	Environment	18,076
24,351	Policy & Resources	26,002
13,918	EMR Movement	26,375
0	Control Accounts	2,048
1,121,845	TOTAL INCOME	1,207,327
£	EXPENDITURE SUMMARY	£
392,876	Administration	398,102
274,231	Community	229,504
252,571	Environment	290,384
34,768	Policy & Resources	27,871
19,727	EMR Transfers	108,142
4,453	Planning & Transport	2,975
0	Control Accounts	1,788
0	Provision for Doubtful Debts	40
0	Restated	9,456
978,626	TOTAL EXPENDITURE	1,068,262
£	GENERAL FUND ANALYSIS	£
365,845	Opening Balance	462,950
1,121,845	Add: Total Income	1,207,327
978,626	Less: Total Expenditure	1,068,262
46,114	Transfers To/From Reserves	29,445
462,950	CLOSING BALANCE	572,570

Witham Town Council Annual Accounts 2025/2026

Copies of this document are available online and can be obtained from the Town Hall by request by emailing finance@witham.gov.uk

For all queries concerning accounting statements, please email townclerk@witham.gov.uk



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Section 1 – Annual Governance Statement 2025/26

Agenda Item 11

We acknowledge as the members of:

WITHAM TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

	Agreed		
	Yes	No*	'Yes' means that this authority:
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We have assured ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
10. We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review.			<i>has made suitable arrangements for its IT and data management and has complied with proper practices in doing so.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

Signed by the Chair and Clerk of the meeting where approval was given:

and recorded as minute reference:

Chair

Clerk

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Section 2 – Accounting Statements 2025/26 for

Agenda Item 12

WITCHAM TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2025 £	31 March 2026 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	646,063	789,281	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	942,474	1,037,266	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	179,371	170,062	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	583,610	617,864	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	395,017	450,399	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	789,281	928,346	Total balances and reserves at the end of the year. must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	745,310	872,145	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	1,211,912	1,218,170	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	
11 Do the figures in the accounting statements above exclude any trust transactions?	☒	☐	For guidance refer to the Practitioners' Guide sections 2.31 to 2.33.

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval.



Date

21/05/2026

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chair of the meeting where the Accounting Statements were approved

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Member's Meeting Attendance May 2025 to April 2026

Agenda Item 13

Councillor	Percentage Attendance	Expected Attendance	Actual Attendance	Apologies for Absence	Absent Without Apologies	Leave of Absence
CLlr E Adelaja	46%	46	21	16	7	2
CLlr L Barlow	71%	21	15	6	0	0
CLlr P Barlow	84%	45	38	7	0	0
CLlr JC Coleman	47%	45	21	16	8	0
CLlr JM Coleman	61%	46	28	10	8	0
CLlr B Fleet	71%	28	20	8	0	0
CLlr J Goodman	91%	11	10	1	0	0
CLlr L Headley	98%	47	46	0	1	0
CLlr P Heath	92%	26	24	2	0	0
CLlr J Martin	68%	25	17	8	0	0
CLlr R Playle	67%	45	30	15	0	0
CLlr R Ramage	79%	48	38	3	7	0
CLlr J Robertson	100%	48	48	0	0	0
CLlr A Sloma	28%	40	11	17	12	0
CLlr B Taylor	63%	19	12	5	2	0
CLlr E Williams	44%	41	18	18	5	0

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