



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

Meeting of: **Policy and Resources Committee**

Date: **Monday 17th March 2025**

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

Present: Councillors

P.	Barlow	(Chairman)
L.	Barlow	
B.	Fleet	
L.	Headley	
J.	Martin	
R.	Ramage	
B.	Taylor	
N.	Smith	(Town Clerk)
H.	Andrews	(Deputy Town Clerk)

69. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors J.C Coleman, P Heath and R Playle.

RESOLVED That the apologies be received and approved.

70. MINUTES

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held 10th December 2024 be confirmed as a true record and signed by the Chairman.

71. INTERESTS

No interests were declared.

72. QUESTIONS AND STATEMENTS FROM THE PUBLIC

There was no member of the press or public present.

73. TOWN CLERK'S REPORT

The Town Clerk had no matters arising.

74. POLICY AND PROCEDURES

Members were asked to receive and approve the following policies for renewal –

(a) Extended Procurement Process

The Town Clerk explained that the Procurement Act 2023 came into force in February 2025 and therefore amendments made to the policy reflect the required changes because of the Act.

RESOLVED That the Extended Public Procurement Process be received and amendments approved.

(b) Fixed Asset and Asset Valuation Policy

The Town Clerk explained that some amendments had been made to the Fixed Asset and Asset Valuation Policy including introducing a basic condition assessment of assets which would assist with long term budgeting of replacing equipment.

RESOLVED That the Fixed Asset and Asset Valuation Policy be received and amendments approved.

(c) Freedom of Information Policy

The Town Clerk advised that some amendments had been made to formalise the policy in line with the relevant legislation.

RESOLVED That the Freedom of Information Policy be received and amendments approved.

(d) Public CCTV Policy

The Town Clerk explained that an amendment had been made to reflect how CCTV footage was now shared.

RESOLVED That the Public CCTV Policy be received and amendments approved.

75. PETTY CASH

It was noted that following the closure of Lloyds bank it was not possible to withdraw cash and so it was necessary to reconsider the petty cash process. Members discussed the options suggested and considered which would be preferable to staff while meeting internal controls.

A pre-payment card was suggested as a third and most preferred option but would need to be reviewed to ensure that this was possible. It was suggested that option 2 would be the next best option.

RESOLVED That the Town Clerk looks into options 2 and 3, a pre-payment card or withdrawing money from Information Centre cash, to determine the best solution and will report back to the next Full Town Council meeting.

76. FINANCIAL STATEMENTS

(a) BANK RECONCILIATION

The Bank Reconciliations to 31st January 2025 were received.

Members were informed that these documents should show a balance of zero and it was noted that there were a number of unrepresented receipts which would be chased.

RESOLVED That the Bank Reconciliations to 31st January 2025 be received, approved and signed by the Chairman.

(b) SCHEDULE OF RECEIPTS AND PAYMENTS

The Schedule of Receipts and Payments to 31st January 2025 were received.

RESOLVED That the Schedule of Receipts for the period from 1st November 2024 to 31st January 2025 from the 95 Day Notice Account totalling £1,814.22, from the Petty Cash Account totalling £100, from the Unity Trust Account totalling £432,628.94, from the Unity Trust Instant Access Account totalling £4,817.29 and from the CCLA Public Sector Deposit Account totalling £190,000; and the Schedule of Payments for the period from 1st November 2024 to 31st January 2025 from Lloyds Bank Account totalling £4,989.57, from the Petty Cash Account totalling £170.51, from the Unity Trust Account totalling £422,040.63 and from the Unity Trust Instant Access totalling £375,000.00, be received, approved and signed by the Chairman.

(c) BUDGET STATEMENTS, EXCEPTION REPORT AND EARMARKED RESERVES

The Budget Statements, Exception Report and Earmarked Reserves to 31st January 2025 were received.

The Town Clerk went through the Exception Report and discussed the Earmarked Reserves. It was noted that the EMR control will be looked at the next Full Town Council meeting.

RESOLVED That the Budget Statements, Exception Report and Earmarked Reserves to 31st January 2025 be received, approved and signed by the Chairman.

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

Councillor P. Barlow
Chairman
NS/HA/18.03.2025