



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

## AGENDA

### WITHAM TOWN COUNCIL

Date: **Tuesday, 2<sup>nd</sup> May 2023** Time: **7:30 p.m.**

Place: **Council Chamber, 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	J.	Bayford	(Town Mayor)
		J.	Goodman	(Deputy Town Mayor)
		S.	Ager	
		K.	Atwill	
		P.	Barlow	
		P.	Heath	
		S.	Hicks	
		C.	Jay	
		A.	Kilmartin	
		C.	Lager	
		M.	Lager	
		T.	Pleasance	
		S.	Rajeev	
		M.	Weeks	
		J.	Williams	
		R.	Williams	

#### **1. APOLOGIES FOR ABSENCE**

To receive and approve apologies for absence.

#### **2. MINUTES**

To receive the Minutes of the Meeting of Town Council held 17.04.2023 (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 upon any item on the Agenda.

*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 period April 12<sup>th</sup> to April 26<sup>th</sup> 2023- attached at page 4 .

**7. TOWN CLERK'S REPORT**

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

**8. COMMITTEE REPORTS**

**Planning and Transport Committee held 17th April 2023**  
Minutes 287-300.

To receive a report of the Meetings.

**9. BRAINTREE ASSOCIATION OF LOCAL COUNCILS**

To receive a verbal report.

**10. END OF ADMINISTRATION REPORT**

To receive a verbal report.

**11. PAYMENT AUTHORISATION**

To receive a report on payment authorisation in the new Civic Year attached at page 5.

**12. EXCLUSION OF THE PRESS AND PUBLIC**

**TO RESOLVE** That under the Public Bodies (Admissions to Meetings) Act 1960, the press and public be excluded from the Meeting for the consideration of the remaining items of business on the grounds they involve the likely disclosure of exempt information falling within Schedule 12A (S3) of the Local Government Act 1972.

**13. FUNDING REPORT**

To receive the Funding Report.

**14. LAND TRANSFER UPDATE**

To receive the Land Transfer Update.



Nikki Smith  
Town Clerk

NS/SS/25.04.2023



**LIST OF MAYOR'S ENGAGEMENTS BETWEEN  
APRIL 12TH TO APRIL 26TH 2023**

**Wednesday 26<sup>th</sup> April, Young Frankenstein.**

Attended the WAOS production of Young Frankenstein.

**LIST OF DEPUTY MAYOR'S ENGAGEMENTS BETWEEN  
APRIL 12TH TO APRIL 26TH 2023**

**Thursday 20th April, Braintree District Council Chairman's Civic Reception.**

Attended the Braintree District Council Chairman's Civic Reception.

**[Back to agenda](#)**



**Officer Report: Payment Authorisation**

**Issue:**

This election is seeing an unprecedented number of long standing members step down from the Town Council, many of whom have been signatories for a number of years. It is therefore impossible to guarantee that there will be enough bank signatories in place after the elections.

Currently for payments under £3,000-

Two signatories authorise payments,

One member of staff sets the payment up online

One member of staff checks the payment and then authorises it online.

For payments above £3,000

Three signatories authorise the payment

One member of staff sets the payment up online

Two members of staff check the payment and then authorise it.

New signatories will be appointed at the Annual Meeting on the 15<sup>th</sup> May 2023 and member's paperwork can be signed and submitted to Unity that week but this can take up to six weeks for approval.

Financial Regulation 5.6 currently states that **'The RFO shall have delegated authority to authorise the payment of items only if a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998'** but for this period it is suggested that a further form of emergency delegation is granted to be used if necessary-

**'That the RFO be able to authorise any payments deemed necessary to enable the continuation of work until signatories are changed with Unity and Lloyds Bank'**. These payments will be authorised on the day of Full Town Council or Committee Meetings as normal and will be reported to the Chairman or in the case of salaries, the Chairman of the Staffing and Accommodation Sub-Committee. Once the changes have been approved by Unity and Lloyds Bank these will then be retrospectively signed by the appropriate number of signatories.

**Advice:**

To grant the RFO the following emergency delegation to use should Witham Town Council find that it does not have enough signatories after the elections to enable day-to-day business to be transacted.

**'That the RFO be able to authorise any payments deemed necessary to enable the continuation of work until signatories are changed with Unity and Lloyds Bank'**.

**Impact Assessment**

The Town Council has a statutory duty to consider the effects of its decisions on biodiversity, and crime and disorder in the area. As the Council has also formed a Climate Change Working Group, this should also be considered –

(a) Biodiversity – no impact.

(b) Crime and disorder – no impact.