



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

## MINUTES

Meeting of: **Policy and Resources Committee**

Date: **Tuesday, 16<sup>th</sup> September 2025**

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

Present: Councillors

P.	Heath	(Chairman)
J.	Robertson	(Vice Chairman)
L.	Barlow	
L.	Headley	
B.	Taylor	
N.	Smith	(Town Clerk)
G.	Kennedy	(Committee Clerk)

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

Apologies for absence were received from Councillors P. Barlow, Fleet, Martin and Playle. Councillor Ramage was absent.

**RESOLVED** That the apologies be received and approved.

### 2. **MINUTES**

**RESOLVED** That receive the Minutes of the Meeting of the Policy and Resources Committee held 17<sup>th</sup> March 2025 be confirmed as a correct record and signed by the Chairman.

### 3. **INTERESTS**

No interests were declared.

### 4. **QUESTIONS AND STATEMENTS FROM THE PUBLIC**

There was no member of the press or public present.

### 5. **TOWN CLERK'S REPORT**

The Town Clerk had nothing to report.

6. **REVIEW OF POLICIES**

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

(a) **Crime and Disorder**

The revised Crime and Disorder Policy was received.

**RESOLVED** That the amended Crime and Disorder Policy be received and agreed.

(b) **Fire Safety**

The revised Fire Safety Policy was received.

**RESOLVED** That the amended Fire Safety Policy be received and agreed.

(c) **Whistleblowing**

The revised Whistleblowing Policy was received.

**RESOLVED** That the amended Whistleblowing Policy be received and agreed.

(d) **Witham Town Council Petitions Policy**

The revised Petitions Policy was received.

**RESOLVED** That the amended Witham Town Council's Petitions Policy be received and agreed.

Members were asked to consider the following new policies for adoption -

(e) **Memorial Testing Policy**

A proposed All Saints' Closed Churchyard Memorial Safety Policy was received.

The Town Clerk explained that staff had received training but it was best practice to have a policy.

**RESOLVED** That an All Saints' Closed Churchyard Memorial Safety Policy be received and introduced.

(f) **IT and Email Policy**

A proposed IT and Email Policy was received.

The Town Clerk explained that as part of the AGAR process it was necessary to give an assurance under Section 10 that the Town Council had met its GDPR and IT obligations as well as having a policy in place.

**RESOLVED** That the IT and Email Policy be received and introduced.

7. **FINANCIAL STATEMENTS**

(a) **BANK RECONCILIATION**

The Bank Reconciliations to 31<sup>st</sup> August 2025 were received.

**RESOLVED** That the Bank Reconciliations to 31<sup>st</sup> August 2025 be received, approved and signed by the Chairman.

(b) **SCHEDULE OF RECEIPTS AND PAYMENTS**

The Schedule of Receipts and Payments to 31<sup>st</sup> August 2025 were received.

**RESOLVED** That the Schedule of Receipts to 31<sup>st</sup> March 2025 for the 95 Day Notice Account totalling £200,651.60, for the Unity Trust Instant Access Account totalling £317,993.07 and Unity Trust Account totalling £122,980.83; and the Schedule of Payments to 31<sup>st</sup> March 2025 for the Lloyds account totalling £13,040.94 and the Unity Trust Account totalling £118,369.52; and transactions for the period to 31<sup>st</sup> August 2025 for the Lloyds Current Account totalling £23,185.00, for the 95 Day Notice Account totalling £203,147.10, for the Unity Trust Account totalling £47,276.58 and Unity Trust Instant Access Account totalling £400,950.37 with transactions for CCLA Public Sector Deposit totalling £190,000 and for Petty Cash £17.69 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 31<sup>st</sup> August 2025 were received.

**RESOLVED** That the Budget Statements, Exception Report and Earmarked Reserves to 31<sup>st</sup> August 2025 be received, approved and signed by the Chairman.

8. **CCLA REPORT**

The Town Clerk explained that the interest on the CCLA account was running at 1% above the Lloyds account.

It was agreed to continue and review every six months.

**RESOLVED** That the CCLA account remain open but be reviewed every six months.

There being no further business the Chairman closed the Meeting at 7.47 p.m.

Councillor P. Heath  
Chairman  
NS/GK/17.9.2025