



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

AGENDA

Meeting of: **Town Council**

Date: **Monday, 8th July 2019** Time: **7.30 p.m.**

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

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	Mrs	S.C.	Lager	(Town Mayor)
			R.P.	Ramage	(Deputy Town Mayor)
		Mrs	S.	Ager	
			K.L.	Atwill	
			P.R.	Barlow	
			J.C.	Bayford	
			J.C.	Goodman	
			S.E.	Hicks	
		Miss	C.	Jay	
		Mrs	A.	Kilmartin	
			M.C.M.	Lager	
			C.S.	Livermore	
			T.A.	Pleasance	
			P.M.	Ryland	
		Miss	M.L.	Weeks	
			R.	Williams	

1. APOLOGIES

To receive apologies for absence.

2. MINUTES

To receive the Minutes of the Meeting of the Town Council held 3rd June 2019 (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 STATEMENTS FROM THE PUBLIC

An opportunity to enable members of the press and public present to comment upon any item on the Agenda.

5. RESOLUTION MOVED ON NOTICE

To receive a resolution Moved on Notice ([attached](#)).

6. TOWN CLERK'S REPORT

To receive the Town Clerk's Report on matters arising ([attached](#)).

7. AGENDAS AND MINUTES

To receive a report about the printing and distribution of Agendas and Minutes ([attached](#)).

8. CORRESPONDENCE

To receive correspondence from Mr Tony Bennett ([attached](#)).

9. TOWN MAYOR'S ENGAGEMENTS

To receive details of the Town Mayor's engagements ([attached](#)).

10. COMMITTEE REPORTS

(a) **Community Committee Meeting held 10th June 2019**

Minutes 1 – 16 (inclusive).

(b) **Environment Committee Meeting held 28th May 2019**

Minutes 1 – 14 (inclusive).

(c) **Policy and Resources Committee Meeting held 24th June 2019**

Minutes 1 – 16 (inclusive).

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 following items of interest of business on the ground that publicity on the grounds that publicity would be prejudicial to the public interest.

11. LEGAL ADVICE

To receive a report (attached).

12. RIVER WALK

To receive a report (attached).

13. PROCUREMENT

To receive a report (attached).

14. COMMITTEE REPORTS (continued)

(a) **Community Committee Meeting held 10th June 2019**

Minutes 17 and 18.

Minute 17 – Freedom of the Town

To receive a recommendation (attached).

(b) **Policy and Resources Committee Meeting held 24th June 2019**

Minutes 17 – 20 (inclusive).

15. PUBLIC DOMAIN

To consider whether any item discussed in Private Session could be moved into the Public Domain.



James Sheehy
Town Clerk

JS/GK/3.7.2019

Agenda Item 5

Town Council Meeting Monday, 8th July 2019

Resolution moved on Notice

“THAT under Standing Order 46(ii) the membership of Committees be varied as follows with immediate effect:

(a) Cllr T A Pleasance be no longer a member of the Policy & Resources Committee and Cllr P M Ryland be appointed in his stead;

(b) Cllr P M Ryland be no longer a member of the Environment Committee, and Cllr T A Pleasance be appointed a member of that Committee and serve as its Chairman;

(c) Cllr J C Goodman be no longer a member of the Estimates Sub-Committee and Cllr T A Pleasance be appointed in his stead;

(d) Cllr A Kilmartin be no longer a member of the Youth Task and Finish Group;

(e) Cllr J C Bayford be no longer a member of the Town Centre Regeneration Steering Group and Cllr T A Pleasance be appointed in his stead.”

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Officer Report: Town Clerk's report on matters arising

Report:

The following matters are for Members attention:

Minutes 25 & 26/03.06.2019 - Revised Annual Accounts

Receipt of the Annual Governance & Accountability Return has been noted by the Council's external auditor with the annual audit report due back by September for Members receipt and consideration of any points raised.

Minute 106/24.04.2019 - Town Hall Clock

The Town Clock has been repaired and is now working however advice has been received that it is nearing the end of its workable life. A detailed report from contractors is expected for referral to the Policy & Resources committee for funding implications and a future plan of action.

Advice: To receive and note.

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Officer Report: Agendas and Minutes

Issue:

Following a Staffing and Accommodation Meeting in February 2019 it was agreed to try and cut back on printing and postage costs arising from Committee Meetings. From the new Civic Year Members were told that if they wished to receive hard copies of Agendas and Minutes they would need to inform the Town Hall Office and the documents would be left in their pigeon holes. This system has caused a number of problems and therefore the following will be applied.

All Members of the Town Council will receive an electronic version of all Committee, Planning Applications Sub-Committee and Town Council Agendas. Members of particular Committees will receive a hard copy in their pigeon holes but non-Members will not.

Members will likewise receive an electronic version of the above Minutes.

Members do have a right to receive their Agendas and Minutes by post but this will be at a minimum cost of 72p per envelope. If you wish this facility then you will need to speak to the Town Clerk accordingly.

Non-Members will not receive papers relating to Staffing and Accommodations Sub-Committee or Working Groups.

The Town Clerk met recently with a company which could produce a paperless system but as well as the costs involved every Member would require to be prepared to use a Laptop or tablet.

Advice:

To receive and discuss the implications.

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Agenda Item 8

I'm emailing to let you know that I no longer have involvement with the children's centres in Witham and to that end I suspect my reasons for being a member of the Open Spaces Steering Group are no longer valid.

In the past I was approached by Councillor Michael Lager, shortly after the AGM, to see if I still wanted to be the Town Council's representative to the children's centres, to which I said that I did. There has been no approach this year and so I suspect that the Town Council no longer has need of my input.

I have been in contact with the District Advisory board for the children's centres to let them know that I no longer wish to be involved with the children's centres as everything now has moved away from the more local approach to a district wide approach to governance. I do not feel that I can add anything to the process as my focus was on the Witham and Silver End centres and so I felt it best to step away from them.

With the change in the way the governance of the centres is carried out coupled with the the lack of contact from Councillors I feel it best for me to step away from the Steering Group too.

I'd like to thank you for your help in allowing me to continue to be involved even though I was not a Councillor and I'd also like you to pass on my thanks to the members of the Steering Group for allowing me to give some input into the process.

If you could pass on my thanks to the Council for allowing me to continue to be involved with the children's centres until now, I would be very grateful.

Regards.

Tony Bennett

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LIST OF MAYORAL ENGAGEMENTS
COUNCILLOR MRS CLARE LAGER
13 MAY 2019 TO 8 JULY 2019

Tuesday, 4 June	Witham Carnival Association Making a Puppet with at the Scout Hut.
Thursday, 6 June	Braintree District Volunteer Awards Attended the above event at the Braintree Arts Theatre.
Wednesday, 7 June	Town Hall, Witham Officially welcomed everyone to the 1 st Anniversary of the Police Specials.
Thursday, 8 June	Witham Town Council’s Community Day Officially opened the proceedings.
Wednesday, 19 June	Maltings Academy Attended the Art, Photography and D&T Summer Exhibition.
Friday, 21 June	Cheque Presentation Attended the former Mayor’s Charity Cheque Presentation.
Sunday, 23 June	Open Gardens Visited 9 Malyon Road, Witham as part of the Open Gardens Event raising money for charity.
Sunday, 23 June	St Mary’s Parish Church Attended the Mayor of Great Dunmow’s Civic Service.
Monday, 24 June	Nationwide Building Society Attended the 40 th Anniversary Celebrations of the Witham Branch, cutting the cake and meeting the Directors and Managers.
Saturday, 29 June	Armed Forces Day Attended the “Raise the Flag” Celebrations at the Braintree District Offices.
Wednesday, 3 July	Meet the Mayor Will be hosting a Meet the Mayor at the Town Hall, where the 7 th Witham Guides will be the guests.
Saturday, 6 July	Crowning Day Will be attending the Carnival Association’s Crowning Day in the Grove Centre.

COUNCILLOR RON RAMAGE
13 MAY 2019 TO 8 JULY 2019

Tuesday, 21 May

Hatfield Peverel Lodge

Attended the above venue to meet Mrs Kilcraft who was celebrating her 100th Birthday.

Wednesday, 19 June

Maltings Academy

Attended the Art, Photography and D&T Summer Exhibition.

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