



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

Meeting of: **Policy and Resources Committee**

Date: **Monday, 23rd March 2026**

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

Present: Councillors

P.	Heath	(Chairman)
J.	Robertson	(Vice Chairman)
L.	Barlow	
B.	Fleet	
J.	Goodman	
L.	Headley	
J.	Martin	
R.	Ramage	
B.	Taylor	

Also in attendance Cllr.

J.C.	Coleman	
R.	Playle	
N.	Smith	(Town Clerk)
G.	Kennedy	(Committee Clerk)
N.	Zaviazun	(Assistant Finance Officer)

20. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor P. Barlow.

21. **MINUTES**

RESOLVED That the Minutes of the Meeting of the Policy and Resources Committee held 9th December 2025 be confirmed as a correct record and signed by the Chairman.

22. **INTERESTS**

There were no interests declared at this time.

23. **QUESTIONS AND STATEMENTS FROM THE PUBLIC**

There were no members of the press or public present.

24. TOWN CLERK'S REPORT

The Town Clerk had nothing to report.

25. WITHAM CORPORATE STRATEGY 2026 - 2027

A proposed Witham Corporate Strategy for 2026 – 2027 was received.

Members considered that with the town growing it was appropriate to update the previous plan.

A question was asked regarding the District Council giving a grant of £30,000 from its budget of £255,000, towards Christmas Decorations. The Town Clerk said that this money would be drip fed into our budget over the next two years.

RESOLVED That the proposed Witham Corporate Strategy for 2026 – 2027 as amended be received and adopted.

26. ACCESSIBILITY STATEMENT

The Witham Town Council Website Accessibility Statement was received.

The Town Clerk explained that it was necessary to have an Assertion 10 statement approved by the Council relating to accessibility of the website. There were some elements which would not be compliant such as scanned pdfs but officers were currently working on documents on the website.

RESOLVED That the Accessibility Statement be received and adopted.

Councillor J.C. Coleman left the Council Chamber.

27. DATA MAP

The Witham Town Council Data Map was received.

The Town Clerk said that a record of all data was required showing how it is kept and processed under Article 10 of GDPR.

RESOLVED That the Data Map be received and approved.

28. GDPR TRAINING

Members acknowledged that all Councillors have now received GDPR training.

RESOLVED That the information be received and noted.

29. TOWN COUNCIL POLICIES

Members were asked to consider the following policies for renewal –

(a) DATA AND DOCUMENT RETENTION POLICY

The proposed Data and Document Retention Policy was received.

Members suggested a number of amendments which were agreed.

RESOLVED That the amended Data and Document Retention Policy be received and approved.

Councillor J.C. Coleman returned to the Council Chamber.

(b) EQUALITY POLICY

The proposed Equality Policy was received.

Members suggested that all officers should be expected to demonstrate visible leadership, etc. and the amendment was agreed.

RESOLVED That the amended Equality Policy be received and approved.

(c) FREEDOM OF INFORMATION POLICY

The proposed Freedom of Information Policy was received.

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

(d) PRESS AND MEDIA POLICY

The proposed Press and Media Policy was received.

RESOLVED That the amended Press and Media Policy be received and approved.

(e) PUBLIC COMPLAINTS PROCEDURE POLICY

The proposed Public Complaints Procedure Policy was received.

Members agreed that there was a clear mechanism to assess complaints but considered that more protection was needed for officers and it should be further reviewed by the Staffing Committee.

RESOLVED That the amended Public Complaints Procedure Policy be amended and referred to the Staffing Committee for further review.

(f) PUBLICATION SCHEME POLICY

The proposed Publication Scheme Policy was received.

RESOLVED That the amended Publication Scheme Policy be received and approved.

(g) TRAINING POLICY

The proposed Training Policy was received.

RESOLVED That the amended Training Policy be received and approved.

Members were asked to approve the following new policy for adoption -

(h) **RESERVES POLICY**

The proposed Reserves Policy was received.

RESOLVED That the proposed Reserves Policy be adopted.

(i) **EXTERNAL SUPPLIERS POLICY**

The proposed External Suppliers Policy was received.

Members spoke of the importance of ensuring that the Town Council was transparent and that there should be a tiered approach for community benefit clarifying local as Witham, then District before surrounding areas.

RESOLVED That the proposed External Suppliers Policy be adopted.

30. **COUNCILLOR GRANT SCHEME**

The Town Clerk explained that there were currently eight Councillors who had not yet spent their grant. She suggested that a solution might be to put the remaining funds into the Events EMR so an additional act for the Street Festival might be funded.

Members spoke about the Grant Scheme policy and whether it should be further reviewed to detail how underspends should be managed. The criteria for the grants meant that some charities would not qualify and second grants could not be given. The importance of consulting colleagues was stressed.

Members agreed that in the meantime, underspends in this year's budget should go into the Events' EMR.

RESOLVED That the underspends in this year's Councillor Grant Scheme be put into the Events' EMR and that the Councillor Grant Scheme Policy be further reviewed at the next Community Meeting.

Councillor L. Barlow then left the Meeting.

31. **FINANCIAL STATEMENTS**

(a) **BANK RECONCILIATION**

The Bank Reconciliations to 28th February 2026 were received.

RESOLVED That the Bank Reconciliations from 1st November 2025 to 28th February 2026 be received, agreed and signed by the Chairman.

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

The Schedule of Receipts and Payments to 28th February 2026 were received.

RESOLVED That the Schedule of Receipts for the period 1st November 2025 to 28th February 2026 for the Lloyds 95 Day Account totalling £1,416.68; for the Unity Trust Account totalling £62,346.88 and for the Unity Trust Instant Access totalling £4,160.64; and the Schedule of Payments for the period 1st November 2025 to 28th

February 2026 for the Lloyds Current Account totalling £10,430.73 and for the Unity Trust Account totalling £348,452.49 be received, agreed and signed by the Chairman.

(c) **BUDGET STATEMENTS, EXCEPTION REPORT AND EARMARKED RESERVES**

The Budget Statements, Exception Report and Earmarked Reserves to 28th February 2026 were received.

RESOLVED That the Budget Statements, Exception Report and Earmarked Reserves from 1st November 2025 to 28th February 2026 were received, agreed and signed by the Chairman.

32. **CCLA REPORT**

A report regarding interest on the CCLA account was received.

RESOLVED That the report be received and noted.

There being no further business the Chairman closed the Meeting at 8.49 p.m.

Councillor P. Heath
Chairman
NS/GK/25.3.2026