



Town Hall | 61 Newland Street | Witham | CM8 2FE  
01376 520627  
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## ESTIMATES COMMITTEE

Meeting of: **Estimates Committee**

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

P. Heath (Chairman)	J.M. Coleman
E. Adelaja	B. Fleet
P. Barlow	J. Martin
J.C. Coleman	J. Robertson

Nikki Smith  
Town Clerk

NS/10/12/2025

### **1. APOLOGIES**

To receive apologies for absence.

### **2. INTERESTS**

To receive any declarations of interests that Members may wish to give notice of on matters pertaining to any item on this Agenda.

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

An opportunity to enable members of the press and public present to comment.

**4. COMMITTEE BUDGETS**

To review and consider the budget sheets in conjunction with the approved committee plans :

a) Summary Sheet	attached at page 3
b) Admin & Central Services	attached at page 5
c) Community Committee	attached at page 6
d) Environment Committee	attached at page 7
e) Policy & Resources Committee	attached at page 8
f) Planning & Transport Committee	attached at page 8
g) Maltings Lane Community Centre	attached at page 9

**5. RESERVE BALANCES**

To review and consider suggested reserve allocations & revocations attached at page 10

**6. PRECEPT**

To make a precept recommendation to Full Council

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**SUMMARY AUTOMATIC PRECEPT CALCULATION**

Agenda Item 4(a)

*Designed by Witham Town Council for transparent Local Government Budgeting*

2026/2027

	INCOME		EXPENDITURE	
CENTRAL SERVICES*	£	24,500.00	£	481,013.00
ENVIRONMENT	£	1,650.00	£	293,946.00
COMMUNITY	£	80,550.00	£	331,931.00
POLICY & RESOURCES	£	18,000.00	£	44,237.00
PLANNING & TRANSPORT	£	-	£	5,000.00
MALTINGS LANE	£	17,000.00	£	51,600.00
<b>TOTALS:</b>	£	<b>141,700.00</b>	£	<b>1,207,727.00</b>

*\*For accounting purposes, Central Service costs are split across committees 40/40/20 respectively excluding planning committee.*

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Total Anticipated Operational Expenditure: £ 1,207,727.00

Less Anticipated Operational Income: -£ 141,700.00

**Balanced (Net) Operational Expenditure: £ 1,066,027.00**

Confirmed Revenue Support &amp; Central Government Funding \_\_\_\_\_

**Total Other Revenue:** £0**Net allocations to Earmarked Reserves (EMRs):** £ 46,000.00**Net operational expenditure less other revenue/EMRs:** £ 1,112,027.00

2025/2026 Precept levied: £ 1,037,265.74

**PROPOSED 2026/2027 PRECEPT: (BALANCING FIGURE)** £ 1,112,027.00**Proposed Difference:** £ 74,761.26

**3****2025/2026 TAX BASE**

9322.93

**2026/2027 TAX BASE**

9462.71

**2025/2026 BAND D:**

£111.26

**2026/2027 BAND D:**

£117.52

**NET Increase in Band D Property: £6.26****Proposed gross percentage increase/decrease (%): 5.62****Proposed weekly Band D Property charge (over 52 weeks): £2.26**[Back to Agenda](#)

Agenda Item 4(b)

PROPOSED CENTRAL SERVICES BUDGET FOR 2026/2027			
	2025/2026	2026/2027	
	Current Budget	Proposed Budget	Difference
Sundry Receipts	500	500	0 <i>Nominal Figure</i>
Hall Hire	24000	24000	0
<b>Total Income</b>	<b>24500</b>	<b>24500</b>	<b>0</b>
Admin - Salaries & Employer N.I Contributions	315767	361758	45991
Travel Expenses	500	500	0
Town Hall	35000	35000	0
Gas	12000	8000	-4000
Health & Safety		3055	3055 <i>Signed 3 year contract</i>
Electricity	9000	10000	1000
Photocopying	3000	3000	0
Postage	500	500	0
Stationery	1000	1000	0
Office Equipment	3500	3500	0
Telephones	2200	2400	200
Insurance	14000	14700	700 <i>Annual increase and limited companies in market</i>
Sundry Expenses	1500	1500	0
Audit & Legal	14000	14000	0 <i>Forest Rd Pond, Maltings Lane &amp; possible River Walk registration</i>
Affiliation Fees	7500	5500	-2000 <i>Investors in People completed</i>
Members -Conferencing/Training	1000	1000	0
Staff -Conferencing/Training	6500	8000	1500 <i>Training expected relating to Maltings Lane</i>
Payroll Charges	1400	1600	200 <i>Company increased charges</i>
Petty Cash	700	700	0
IT	4600	4600	0
Charges	700	700	0
<b>Overhead Expenditure</b>	<b>434367</b>	<b>481013</b>	<b>46646</b>

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PROPOSED COMMUNITY COMMITTEE BUDGET FOR 2026/2027			
	2025/2026	2026/2027	
	Current Budget	Proposed Budget	Difference
Community			
Information Sales Income	65000	65000	0
Witham Festival Income	1500	1500	0
Music Event	1500	1500	0
Dog Show	1000	1000	0
BDC Grant	0	10000	10000
Witham Pride	500		-500
Teddy Bear's Picnic	50	50	0
Christmas Events	1500	1500	0
<b>Total Income</b>	<b>71050</b>	<b>80550</b>	<b>9500</b>
Community Team - Salaries & Employer N.I & LGPS Contributions	84728	156031	71303
Town Clock	1500	0	-1500 <i>Only needs servicing every other year</i>
Christmas Decorations	13000	13000	0
Information Centre Stock	55000	55000	0
Information Centre Advertisement & Administration	3000	3000	0
Community Grant Aid	12000	12000	0
Carnival Grant	8000	8000	0
Professional Advice Support Fund	10000	10000	0
CCTV	14000	14500	500
Community Safety	1500	1500	0
Community Special Constables Expenses	5000	5000	0
Community Special Constable Recruitment	1000	1000	0
Other Community Support	1500	1500	0
Witham Open Garden		750	750 <i>New event, positive feedback receive from Voice consultation</i>
Witham Summer Fayre		1500	1500
Witham Dog Show	2500	2500	0
Witham Street Entertainment Festival	23000	23000	0
Teddy Bear's Picnic		1200	1200
Remembrance	1000	1000	0
D-Day Event/VE Day	2500		-2500
Witham Train Memorial	500		-500
VJ Day	1000		-1000
Twinning	500		-500
Halloween Event	2200	2700	500
Music Event	10000	10000	0
Christmas Events & Tree	4500	5250	750 <i>Increase in size of event and cost of tree</i>
Easter Quest	1650	1700	50
New Events & Events Improvement	1500	1500	0
Silver Cinema	300	300	0
<b>Overhead Expenditure</b>	<b>261378</b>	<b>331931</b>	<b>70553</b>

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PROPOSED ENVIRONMENT COMMITTEE BUDGET FOR 2026/2027			
Environment	2025/2026 Current Budget	2026/2027 Proposed Budget	Difference
Dog & Bench Sponsorship Scheme	1650	1650	
<b>Total Income</b>	<b>1650</b>	<b>1650</b>	<b>0</b>
Operations - Salaries & Employer N.I & LGPS	200308	206017	5709
Equipment Supplies & Maintenance	8400	8400	0
Dog & Bench Schemes	1200	1200	0
Lighting Maintenance & Utility	17000	20000	3000 <i>Increase in Christmas light energy costs</i>
Tree Planting	3000	3000	0
Tree Maintenance	5000	7500	2500 <i>More tree surveys</i>
Toilet Block - Town Park	13000	14000	1000
Dog Bin Maintenance	600	600	0
Litter Bins	1000	1029	29 <i>Cost of one new bin</i>
Open Spaces General	2500	2700	200
River Walk Signage	2000		-2000 <i>Redundant line other ones can be used</i>
James Cooke Wood	2000	2000	0
River Walk	7000	2500	-4500 <i>Survey will be completed so can be reduced</i>
Whetmead LNR	2000	2000	0
Witham in Bloom	14000	15000	1000
Fleet	6500	7000	500
Waste Disposal	1000	1000	0
<b>Overhead Expenditure</b>	<b>286508</b>	<b>293946</b>	<b>7438</b>

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PROPOSED POLICY & RESOURCES BUDGET FOR 2026/2027			
Policy & Resources	2025/2026	2026/2027	
	Current Budget	Proposed Budget	Difference
Interest Received	14000	18000	4000
<b>Total Income</b>	<b>12000</b>	<b>18000</b>	<b>6000</b>
Civic Receptions	2500	2500	0
Instructions & Reports	8000	8000	0
Christmas Expenses	3000	3000	0
Mayor's Allowance	2237	2237	0
Member's Grant Scheme	8000	8000	0
Civic Gesture	500	500	0
Surveys & Consultations	2000	1500	-500
Newsletter & Publications	14000	10000	-4000
Members Allowance	7000	7000	0
Communications & Exhibitions	1500	1500	0
<b>Overhead Expenditure</b>	<b>48737</b>	<b>44237</b>	<b>-4500</b>

Agenda Item 4(f)

PROPOSED PLANNING & TRANSPORT BUDGET FOR 2026/2027			
	2025/2026	2026/2027	
	Current Budget	Proposed Budget	Difference
<i>No income line</i>	0		
Speed Reduction	5000	5000	
			<i>Use EMR</i>
<b>Overhead Expenditure</b>	<b>5000</b>	<b>5000</b>	

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PROPOSED MALTINGS LANE BUDGET FOR 2026/2027			
Maltings Lane	2025/2026	2026/2027	
	Current Budget	Proposed Budget	Difference
			0
Hall Bookings	7500	17000	9500
<b>Total Income</b>		<b>17000</b>	<b>17000</b>
Insurance	1000	2000	1000
Lift Servicing	0	1000	1000
Business Rates	0	12000	12000
IT	400	1000	600
Building Maintenance	2000	6000	4000
Electricity	3500	12000	8500
Water	2000	7000	5000
Gas	3000		-3000
Telephone	250	1200	950
Waste	700	700	0
Licences	800	800	0
Petty Cash	200	700	500
Sundry Expenses		2000	2000
Photocopying		500	500
Postage		500	500
Stationery		500	500
Telephones		1500	1500
Affiliation Fees		500	500
Training		1000	1000
Advertising		300	300
Payroll Charges		400	400
<b>Overhead Expenditure</b>	<b>13850</b>	<b>51600</b>	<b>37750</b>

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**Proposed Earmarked Reserves 2026/2027 including event balances and grants held.**

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*(See bottom of sheet for summary balances with & without precept calculation. Must be used in conjunction with BGTS sheet)*

Reserve Type	Reserve Heading	Current Reserve Level 09/12/2025	Anticipated Closing Balance 31st March 2026	Proposed allocations/revocations (precept calculation)	Proposed Opening Balance 1st April 2026	Notes
EMR	Street Lighting Sinking Fund	£ 8,000.00	£ 8,000.00	£ 2,000.00	£ 10,000.00	
EMR	Riverwalk Cycleways	£ 25,000.00	£ 25,000.00	-£ 5,000.00	£ 20,000.00	
EMR	Community Safety /CCTV	£ 30,000.00	£ 30,000.00	£ 15,000.00	£ 45,000.00	
EMR	Tree Maintenance	£ 4,942.00	£ -	£ 10,000.00	£ 10,000.00	
EMR	Equipment Replacement	£ 20,000.00	£ 20,000.00	£ 5,000.00	£ 25,000.00	
EMR	Neighbourhood Plan	£ 20,032.00	£ 20,032.00	£ -	£ 20,032.00	
EMR	Major Repairs & Renewals	£ 30,000.00	£ 25,000.00	£ 5,000.00	£ 30,000.00	
EMR	Acquisitions/Maltings Lane	£ 59,000.00	£ 24,000.00		£ 25,000.00	
EMR	Election Expenses	£ 7,884.00	£ 7,884.00	£ 12,000.00	£ 19,884.00	
EMR	Town Clock	£ 1,500.00	£ 1,450.00	£ -	£ 1,450.00	
EMR	VAT	£ 25,000.00	£ 25,000.00		£ 25,000.00	
EMR	Fleet	£ 2,000.00	£ 2,000.00	£ 2,000.00	£ 4,000.00	
EMR	Town Hall Development	£ 44,333.00	£ 32,000.00		£ 32,000.00	
EMR	Land Improvement	£ 40,000.00	£ 40,000.00	£ -	£ 40,000.00	
Control	Charter Market	£ 10,933.00	£ 8,933.00	-£ 5,000.00	£ 3,933.00	
	EMR JC Wood Improvement Plan	£ 5,000.00	£ 5,000.00	£ 5,000.00	£ 10,000.00	
Control	Events- Control Account	£ 6,245.00	£ 5,000.00		£ 5,000.00	
Control	Allotment Control Account	£ 16,105.00	£ 16,105.00		£ 16,105.00	
BALANCE	Safer Streets	£ 6,274.00	£ -	£ -	£ -	
BALANCE	Highways Devolution	£ -	£ -	£ -	£ -	

<b>TOTAL PROPOSED ALLOCATIONS/REVOCATIONS (PRECEPT REQUIREMENT)</b>	<b>£ 46,000.00</b>
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<b>GENERAL RESERVE SUPPLEMENT:</b>	
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