

**HARWICH TOWN COUNCIL**  
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**MINUTES of the Extraordinary Meeting of the HARWICH TOWN COUNCIL**  
 held at  
**The Guildhall, Church Street, Harwich**  
 on **Wednesday 20<sup>th</sup> May 2015 at 7.30pm**

<b>Present:</b>	<b>Councillors Calver, Erskine, Fay, Fowler, I Henderson, J Henderson, McLeod, Morrison, C Powell and Smith</b>
<b>In the Chair:</b>	<b>Councillor Todd</b>
<b>Clerk:</b>	<b>Mrs Lucy Ballard</b>
<b>Also present:</b>	<b>0 members of the public and 0 members of the press.</b>

<b>192/14</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Cllrs Ashley, B Brown and J Brown . absent Cllr Harriss
<b>193/14</b>	<b><u>DECLARATIONS OF MEMBERS' INTERESTS</u></b> None
<b>194/14</b>	<b><u>BANK MANDATE</u></b> <b>RESOLVED:</b> To make the necessary bank mandate changes needed to remove or add signatories for the Municipal Year based on the following authorisations: Town Mayor, Deputy Mayor and Chair of F&GP, and to maintain this method until further notice. <b>FURTHER RESOLVED:</b> To retain Cllr Alan Todd as a signatory for the 2015/16 Municipal Year
<b>195/14</b>	<b><u>SUBSCRIPTION FEES</u></b> <b>RESOLVED:</b> To approve annual subscriptions which become payable during the 2015/16 Municipal year, as in Appendix 1.
<b>196/14</b>	<b><u>COUNCILLOR AND MAYORAL ALLOWANCES</u></b> Members considered the recent recommendations of the Independent Remuneration Panel and reviewed the present arrangements. <b>RESOLVED:</b> To accept the recommendation of £768 per annum for councillors, payable in two instalments (June and December); and £2400 Mayoral allowance, payable in two instalments in consultation with the Mayor.
<b>197/14</b>	<b><u>ANNUAL RETURN 2014/15</u></b> Members reviewed the final Accounts for the year ended March 31 <sup>st</sup> 2015 and acknowledged the provisions under the Annual Governance Statement. <b>RESOLVED:</b> To approve accounts for year ending March 2015 and completion of the Annual Return. Members also gave consideration to the Internal Audit and any recommendations therein.

	<b>RESOLVED:</b> Accepted the Audit Report and confirmed there is an on-going review of internal working practices to address the issues raised in the auditor's comments.
<b>198/14</b>	<b><u>NEW SERVER</u></b> Members considered the requirement of, and quotation for, a new, larger-capacity, server for the HTC council office. <b>RESOLVED:</b> To purchase the new server.
<b>199/14</b>	<b><u>STANDING ORDERS</u></b> Members reviewed the current Standing Orders, as adopted by the Council on 2 May 2013, and <b>RESOLVED:</b> To continue referring to these pending adoption of revised Standing Orders in due course.

The Chairman closed the meeting at 7.53pm.

**CHAIRMAN**

**DATE**