

MINUTES of the Meeting of the HARWICH TOWN COUNCIL
 held at
The Guildhall, Church Street, Harwich
 on Tuesday 30th May 2017 at 7.00pm

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| Present: | Councillors B Brown, Calver, Fay, Fowler, I Henderson, J Henderson, McLeod, Morrison, C Powell, F Powell, Smith and Todd |
| In the Chair: | Councillor J Brown |
| Clerk: | Ms Lucy Ballard |
| Also present: | 2 members of the public, 0 member of the press and the Rev. Rosie Tallowin. |

The Mayor called for a minute's silence as a mark of respect to those who lost their lives during the attack in Manchester last week.

Prayers were said by the Rev. Rosie Tallowin.

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| 012/17 | <u>APOLOGIES FOR ABSENCE</u> Cllr Ashley, Struth and Urwin |
| 013/17 | <u>DECLARATIONS OF MEMBERS' INTERESTS</u> None |
| 014/17 | <u>PUBLIC QUESTIONS</u> Betty Holbrook wished Cllr J Brown much luck for his year as Mayor, and also to Cllr C Powell as Deputy Mayor. She also thanked Cllr Smith for arranging the removal of all the rubbish from Harwich Beach. She asked if the houses being built on the grounds of the former Health Centre were private or Council. Cllr J Henderson said she felt they were private but suggested she ask the agents (William H Brown) directly. |
| 015/17 | <u>MAYOR'S ANNOUNCEMENTS</u> The Mayor gave a brief report of engagements carried out since being elected, which included attending All Saints', Chase Lane and Spring Meadow primary schools to deliver kitchels following Mayor Making, attending the Scouts AGM, opening the RNLI Spring Fayre, and attending the Blessing of the Waters at Brightlingsea. He reported that £821 was raised at the Mayoress' Appeal launch reception at the weekend. Cllr C Powell attended Harwich County, Mayflower and St Joseph's primary schools to deliver kitchels. He also, on behalf of the Mayor, attended a weekend of events in connection with Mayflower 400, in Plymouth, which included a swim competition (The Harwich Cup), interviews and a reception on the final day. |

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| 016/17 | <p><u>MINUTES OF THE LAST MEETING</u> RESOLVED: That the Minutes and Confidential Minutes of the meeting of the Town Council held on 18th April 2017 (previously circulated) be approved by the Chairman and signed as a true record.</p> <p>FURTHER RESOLVED: That the Minutes and Confidential Minutes of the Extraordinary meeting of the Town Council held on 10th May 2017 (previously circulated) be approved by the Chairman and signed as a true record.</p> <p>FURTHER RESOLVED: That the Minutes of the meeting of the Annual Statutory and Mayor Making meeting held on 18th May 2017 (previously circulated) be approved by the Chairman and signed as a true record.</p> |
| 017/17 | <p><u>MATTERS ARISING FROM THE MINUTES</u> • MIN 168/16 – Due to the absence of Cllr Struth, no update was provided.</p> |
| 018/17 | <p><u>MATTERS ARISING FROM MINUTES OF PREVIOUS MEETINGS</u> • MIN 147/16 – The Clerk confirmed that since making the request for Cllr Giles Watling to attend a meeting of the Council to discuss the former Train Ferry Gantry, she was unable to secure a date with him and will be unable to progress this further until after the General Election. Cllr Todd declared his disappointment that Hutchison Ports still hasn't replied to our letters. • MIN 177/16 – Cllr I Henderson provided an update following the meeting which took place to discuss Town Centre Community Working. He said it was an open discussion about how we move forward on matters/events that affect the town centre, and where responsibilities lie. Don Piper, the new licensee of the Market, will report back to the Harwich & Dovercourt Partnership committee and Kirsty Ayling is going to assist him where she can with arrangements and fundraising. Cllr Calver confirmed that Rachel Fryer, Town Centre Manager, was also in attendance.</p> |
| 019/17 | <p><u>FIXED ASSET VALUATION</u> Members considered the recommendations of the 2016 Practitioner's Guide in terms of setting a method of valuation for the Council's fixed assets. The Clerk confirmed this is the method currently used for valuing assets but felt it necessary to formalise this. Cllr Calver advised Council that there are many hours of work that go into ensuring the Council fulfils its obligations and the Clerk's work on the Council was absolutely exemplary. He said this had been reflected in the recent appraisals. RESOLVED: To agree to the recommended method of fixed asset valuation for first registration on the asset register at acquisition cost.</p> |
| 020/17 | <p><u>INDEPENDENT REVIEW OF THE ACCOUNTS</u> RESOVLED: To appoint Cllr Fowler to periodically review the bank reconciliation in accordance with Financial Regulation 2.2</p> |
| 021/17 | <p><u>INTERNAL AUDIT</u> Members received the year end internal audit report. RESOLVED: To accept the Audit Report. Members also reviewed the effectiveness of Internal Audit and FURTHER RESOLVED: That the current provisions were satisfactory.</p> |

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| 022/17 | <p><u>EFFECTIVENESS OF THE SYSTEM OF INTERNAL CONTROL</u> Members considered the findings of the review of the Council's system of internal controls, which was carried out at the last meeting (MIN 173/16). RESOLVED: That there are sufficient controls in place to effectively mitigate the risk to the Council's finances.</p> |
| 023/17 | <p><u>ANNUAL RETURN SECTION 1 - ANNUAL GOVERNANCE STATEMENT</u> Having resolved that the council has a sound system of internal control, members acknowledged the provisions under Section 1 of the Annual Return. RESOLVED: To approve the Annual Governance Statement in Section 1 of the Annual Return.</p> |
| 024/17 | <p><u>ANNUAL RETURN SECTION 2 - ACCOUNTING STATEMENTS</u> Members reviewed the final Accounts for the year ended 31st March 2017 in conjunction with the Accounting Statements in Section 2 of the Annual Return. RESOLVED: To approve the accounts for year ending March 2017 and to approve the Accounting Statements in Section 2 of the Annual Return.</p> |
| 025/17 | <p><u>EMERGENCY PLANNING WORKING PARTY</u> RESOLVED: To disband the Emergency Planning Working Party on completion of its role and to vire over any remaining balances from the Emergency Planning EMR to the Crazy Golf EMR. Cllr Calver thanked Cllr C Powell for overseeing the Working Party to see this project come to fruition.</p> |
| 026/17 | <p><u>CRAZY GOLF</u> RESOLVED: To vire over £600 from the Economic Development budget to the Crazy Golf EMR to facilitate consideration to be given to additional installation works. Members gave consideration to extending the area in which the new crazy gold course is sited, which will require the purchase of additional materials and groundworks. Cllr C Powell said the plan was followed for laying out the course and whilst it looks good, it could do with more space to avoid it being too cramped. FURTHER RESOLVED: To agree to extend the area and purchase the additional materials needed to extend the fencing, at a cost of £620 to be expended from the Crazy Golf EMR. FURTHER RESOLVED: To undertake the necessary groundworks to complete the installation. The quotations for the works are considered in the confidential part of the meeting.</p> |
| 027/17 | <p><u>BRIEF REPORTS BY MEMBERS APPOINTED TO OUTSIDE BODIES</u></p> <ul style="list-style-type: none"> • Cllr C Powell attended a Tourism Group meeting where they discussed events leading up to 2020. • Cllr McLeod attended a recent TDALC meeting, where highways issues were discussed (general upkeep, signage etc). The deteriorating condition of the A120 was also discussed. Cllr I Henderson briefed members on a response he'd received having contacted Highways England. The delay in maintenance was due to inclement weather but they were unable to provide a set date for rescheduling the works. Cllr Calver ask if HTC can send a letter over the lack of action, to the Secretary of State for Transport at the DoT copying to the MP for the area c/o the House of Commons. • Cllr J Henderson attended a Teen Talk meeting. They are still waiting for a big bid they've put in for, which is expected in September. She said that they don't |

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| | <p>receive the funding they have done previously and are short of funds so this is a significant bid.</p> <ul style="list-style-type: none"> • Cllr Fowler – No date for the HDCA AGM or regular meetings. HIP Port Liaison Committee meeting is due in September. |
| 028/17 | <p><u>MINUTES OF THE LAST ENVIRONMENT & COMMUNITY COMMITTEE MEETING</u></p> <p>RESOLVED: that the Minutes of the meeting of the Environment & Community Committee held on 26th April 2017 (previously circulated) be received.</p> <p>Cllr I Henderson referred to the static planters and said he's trying to organise something with Essex County Council with regards to where to place them and he hopes to hear back soon.</p> |
| 029/17 | <p><u>ACCOUNTS</u></p> <p>Payments and receipts, current balances, financial activity against budgets and earmarked funds were noted.</p> <p>RESOLVED: to authorise payments as presented.</p> |
| 030/17 | <p><u>CORRESPONDENCE RECEIVED IN THE POST OR RAISED BY MEMBERS</u></p> <p>Cllr McLeod referred to the recent news that the Crime Prevention Panel had been wound up. He suggested we send them a letter of thanks (via Colin Farnell) for their work and dedication.</p> |
| 031/17 | <p><u>DATE OF NEXT MEETING</u></p> <p>The next meeting of Harwich Town Council will be held on Tuesday 18th July 2017 at The Guildhall, Church Street, Harwich, at 7.00pm, or at the rise of the Town Planning Committee, whichever is the later.</p> |
| 032/17 | <p><u>Exclusion of Public and Press</u></p> <p>Pursuant to Sub-Section 2 of Section 1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting was closed to the press and public for the transaction of the under-mentioned business:</p> <ul style="list-style-type: none"> • Crazy Golf Groundworks • Career Track |

The Chairman thanked everyone and closed the public part of the meeting at 7.55pm.

CHAIRMAN

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