

**MINUTES of the Meeting of the HARWICH TOWN COUNCIL**  
 held at  
**The Guildhall, Church Street, Harwich**  
 on **Tuesday 5<sup>th</sup> June 2018 at 7.05pm**

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

<b>012/18</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Cllrs Ashley and Urwin
<b>013/18</b>	<b><u>DECLARATIONS OF MEMBERS' INTERESTS</u></b> Cllr McLeod declared an interest in item 17 as a member of the Harwich Society. Cllrs Calver and Fowler declared an interest in item 17 as trustees of the Harwich Society.
<b>014/18</b>	<b><u>PUBLIC QUESTIONS</u></b> Mrs Holbrook, of East ward referred to the former Harwich Town Brewery site and said it was looking a lot tidier now it's been sorted, inside and out and all the barrels have gone. Cllr Calver said it's a shame the brewery has closed but all of the beers under their names are to be brewed under licence by Red Fox Brewery so these beers will continue on.
<b>015/18</b>	<b><u>MAYOR'S ANNOUNCEMENTS</u></b> The newly elected Mayor gave an account of the recent engagements since his election, which included kitchel giving at the local primary schools, attending the Youth for Music Concert, and the Brightlingsea Blessing of the Waters 2018.
<b>016/18</b>	<b><u>MINUTES OF LAST MEETING</u></b> <b>RESOLVED:</b> That the Minutes and Confidential Minutes of the meeting of Harwich Town Council held on 11 <sup>th</sup> April 2018 (circulated separately) were approved as a correct record.  <b>RESOLVED:</b> That the Minutes of the Annual Statutory and Mayor Making meeting of Harwich Town Council held on 17 <sup>th</sup> May 2018 (circulated separately) were approved as a correct record.

017/18	<p><b><u>MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING</u></b></p> <ul style="list-style-type: none"> <li>• <b>MIN 176/17</b> – Cllr I Henderson referred to a letter from the MP in response to a letter sent regarding the A120. He informed members that as a county councillor, he's raised this issue with Essex County Council and they've agreed to lobby for this programme of works. He confirmed that a motion would be put to Cabinet at Tendring District Council on 15<sup>th</sup> June and then later at Full Council in July for them to support the call to the renew the stretch of road.</li> </ul>
018/18	<p><b><u>MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS</u></b></p> <ul style="list-style-type: none"> <li>• <b>MIN 179/17</b> - Cllr Morrison confirmed that she's in discussion with the PFCC's office and has arranged visits to both Dovercourt and Maldon fire stations, within the next couple of weeks.</li> </ul>
019/18	<p><b><u>BANK MANDATE</u></b></p> <p><b>RESOLVED:</b> To retain current signatories as follows: Cllr J Brown (former Chairman), Cllr P Morrison (Chair F&amp;GP) and Cllr C Powell (Chairman).</p>
020/18	<p><b><u>INDEPENDENT REVIEW OF THE ACCOUNTS</u></b></p> <p><b>RESOLVED:</b> To appoint Cllr Fowler as an independent member to periodically review the bank reconciliation in accordance with regulation 2.2.</p> <p>Cllr Morrison thanked Cllr Fowler for her efforts in fulfilling this role during the previous financial year.</p>
021/18	<p><b><u>INTERNAL AUDIT</u></b></p> <p>Members received the year end internal audit report and noted there were no additional comments/recommendations to make in relation to the audit.</p> <p><b>RESOLVED:</b> To accept the Audit Report.</p> <p>Cllr Calver thanked and congratulated the clerk on her efforts as it's a real achievement to have an audit with no recommendations.</p> <p>Members also reviewed the effectiveness of Internal Audit and <b>FURTHER RESOLVED:</b> That the current provisions were satisfactory.</p>
022/18	<p><b><u>EFFECTIVENESS OF THE SYSTEM OF INTERNAL CONTROL</u></b></p> <p>Members considered the findings of the review of the Council's system of internal control, which was carried out at a previous meeting (MIN F123/17).</p> <p><b>RESOLVED:</b> That there are sufficient controls in place to effectively mitigate the risk to the Council's finances.</p>
023/18	<p><b><u>ANNUAL RETURN SECTION 1 - ANNUAL GOVERNANCE STATEMENT</u></b></p> <p>Having resolved that the council has a sound system of internal control, members acknowledged the provisions under Section 1 of the Annual Governance and Accounting Return (AGAR).</p> <p><b>RESOLVED:</b> To approve the Annual Governance Statement in Section 1 of the AGAR.</p>
024/18	<p><b><u>ANNUAL RETURN SECTION 2 - ACCOUNTING STATEMENTS</u></b></p> <p>Members reviewed the final Accounts for the year ended 31<sup>st</sup> March 2018 in conjunction with the Accounting Statements in Section 2 of the Annual Governance and Accounting Return (AGAR).</p> <p><b>RESOLVED:</b> To approve the accounts for year ending March 2018 and to approve the Accounting Statements in Section 2 of the AGAR.</p>

025/18	<p><b><u>MEMBERS' CODE OF CONDUCT</u></b>  <b>RESOLVED:</b> To adopt the revised Members' Code of Conduct with immediate effect.</p>
026/18	<p><b><u>COMPLAINTS PROCEDURE</u></b>  <b>RESOLVED:</b> To adopt the revised procedure with immediate effect.</p>
027/18	<p><b><u>PRIVACY POLICIES</u></b>  <b>RESOLVED:</b> To adopt the revised Privacy Policies with immediate effect.</p>
028/18	<p><b><u>50<sup>TH</sup> ANNIVERSARY OF THE HARWICH SOCIETY</u></b>  Members considered a request to hold a civic service to commemorate the 50<sup>th</sup> Anniversary in October 2019.  <b>RESOLVED:</b> To grant the request and hold a civic service to commemorate the 50<sup>th</sup> anniversary in October 2019.</p>
029/18	<p><b><u>ESSEX FIRE &amp; RESCUE SERVICE</u></b>  Cllr I Henderson briefed members on the crewing plans for Dovercourt Fire Station from 2020. Having met with the Fire Brigade Union and with local firefighters, he's still hearing concerns that the plan which was implemented back in 2014 under the Integrated Risk Management Plan 2020 – part of which was to remove whole time firefighters from Dovercourt in March 2020 – isn't working. All current full timers have had to choose a new location to transfer to in 2020 but this is on condition of a successful recruitment programme and in the last 2 years the position is that they've recruited 4 new retained personnel and 3 have left. Before the plan was agreed for implementation, an assessment was carried out and problems were identified with the 2<sup>nd</sup> pump (on-call pump) as, on occasion, they were getting only 64% availability at certain times of the day. The early May Bank Holiday there was no 2<sup>nd</sup> pump available at times throughout the day. Even if they can recruit successfully, to train an on-call firefighter up to the required standards takes 3 years to complete this so wouldn't be fully skilled in time for implementation. Even with the current number of on-call personnel, they sometimes still struggle to cover the 2<sup>nd</sup> pump. He's concerned if there's not a full complement of skilled firefighters, there could be a wait of 20 minutes to bring an engine in from out of town, and 10 minutes is the crucial time. He referred to the previous meeting the Council had with the Police &amp; Fire Crime Commissioner and proposed HTC write to the PFCC and express that due to the unsuccessful recruitment programme that he reviews the policy and Integrated Risk Management Plan for 2020 and halts the implementation of moving over to on-call only for Dovercourt fire station and retain the current provision. Even if successful recruitment started tomorrow, the new recruits won't be adequately trained/skilled in time for March 2020. Impress that is no detriment to the current on-call fire fighters as they do a sterling job and give up as much as 120 hours per week of their time, but here just isn't enough of them.  <b>RESOLVED:</b> To write to the PFCC and cc: To Bernard Jenkins MP.</p>
030/18	<p><b><u>BRIEF REPORTS BY MEMBERS APPOINTED TO OUTSIDE BODIES BY THE COUNCIL</u></b></p> <ul style="list-style-type: none"> <li>• Cllr McLeod reminded members that The Harwich Festival starts on 20<sup>th</sup> June and hoped members would support it as much work gone into making it a success.</li> <li>• Cllr Morrison attended a recent Ark Centre meeting and reported they'd had a few problems with their boiler and they still need to do additional works and</li> </ul>

	<p>trying to fund raise. They've also put out an alert for donations of paint and volunteers to carry out decorating works.</p> <ul style="list-style-type: none"> <li>• Cllr I Henderson attended the Tourism Group and reported the success of the leaflet distribution by Take 1 Media. They're being distributed throughout Essex and further afield. Cllr C Powell referred to a tourism brochure (The Shotley Peninsula) published by the Shotley Tourism Action Group which the Tourism Group felt was an excellent tool in encouraging tourism and which might be good for Harwich. The publication would be funded by advertising revenue. Cllr I Henderson also reported that the Harwich Harbour Foot Ferry is getting busier and the operator is looking at acquiring a larger boat as his enquiries are coming from far and wide. He also referred to a tourism magazine which is being discussed for next year and which might be funded by advertising revenue. The Pier and Harwich Society have already received bookings for 2020 as measures being taken to promote Harwich in the lead up to Mayflower 400 are having a positive effect.</li> <li>• Cllr J Henderson attended a Teen Talk meeting. They've reported a case of cuckooing, also their outreach hubs in some other areas of the district are currently based in places such as libraries and they will now be subjected to charges for use, which may risk the provision of the service.</li> <li>• Cllr Fowler confirmed there was no date for the next HIP LALC meeting but this is expected in September; the Harwich Conservation panel meet as and when required; the HDCA had still not held an AGM for 2016 or 2017 and no committee dates have been notified and the next Haltermann Carless meeting is scheduled for November.</li> <li>• Cllr C Powell attended a recent meeting of the Harwich and District Community Crime Prevention Panel and reported that Dave Blackiston, who spearheaded the Harwich Speed Watch Partnership, had been subjected to a recent threat during the course of his duties.</li> </ul>
031/18	<p><b><u>MINUTES OF THE LAST ENVIRONMENT &amp; COMMUNITY COMMITTEE MEETING</u></b></p> <p>Members received the Minutes of the Environment &amp; Community Committee meeting held on 19<sup>th</sup> April 2018 (circulated separately). Cllr I Henderson referred to MIN E72/17 and asked that HTC press release that we will be purchasing the Tommies. Cllr Calver agreed to work with the Clerk. Cllr Fowler will meet with Ian Taylor of TDC to investigate suitable sites.</p>
032/18	<p><b><u>MINUTES OF THE LAST FINANCE &amp; GENERAL PURPOSES COMMITTEE MEETING</u></b></p> <p>Members received the Minutes of the Extraordinary Finance &amp; General Purposes Committee meeting held on 18<sup>th</sup> May 2018 (circulated separately). Members considered the recommendation of the committee in terms of grant funding and <b>RESOLVED:</b> to grant £2000 S137 grant to The Harwich International Shanty Festival.</p>
033/18	<p><b><u>ACCOUNTS</u></b> <b>RESOLVED:</b> To accept the financial report and to approve accounts for payment as per the schedule (circulated separately).</p>
034/18	<p><b><u>CORRESPONDENCE RECEIVED IN THE POST OR RAISED BY MEMBERS</u></b></p> <p>Cllr McLeod referred to a recent incident where an elderly resident was taken ill recently and had to wait 12 hours for an ambulance and commented that the journey was horrendous and caused bruising, which was as a result of the condition of the ambulance and the roads. Cllr I Henderson said there is a</p>

	complaints procedure and he would provide the details to Cllr McLeod. He also said the H& M Standard is doing a feature on this and it's believed that the roads are so bad that the paramedics aren't able to stand in the ambulance whilst on route along the A120 from Harwich to Colchester.
<b>035/18</b>	<b><u>DATE OF NEXT MEETING</u></b> The next meeting of Harwich Town Council will be held on <b>Tuesday 17<sup>th</sup> July 2018</b> at <b>The Guildhall, Church Street, Harwich</b> , at <b>7.00pm</b> , or at the rise of the Town Planning Committee, whichever is the later.
<b>036/18</b>	<b><u>EXCLUSION OF PUBLIC AND PRESS</u></b> 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-mention business: <ul style="list-style-type: none"> <li>• Career Track</li> <li>• Estates Supervisor</li> </ul>

The Chairman closed the public part of the meeting at 8.17pm

**CHAIRMAN**

**DATE**