

MINUTES of the Meeting of the HARWICH TOWN COUNCIL
 held at
The Guildhall, Church Street, Harwich
 on **Wednesday 17th October 2018 at 7.02pm**

Present:	Councillors B Brown, J Brown, Calver, Fay, Fowler, I Henderson (until 7.53pm), McLeod, Morrison (from 7.30pm), F Powell, Smith and Todd
In the Chair:	Councillor C Powell
Clerk:	Ms Lucy Ballard
Also present:	2 members of the public, 0 member of the press and Rev. Rosie Tallwin

080/18	<u>APOLOGIES FOR ABSENCE</u> Cllrs Ashley, J Henderson, Struth and Urwin.
081/18	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> None
082/18	<u>PUBLIC QUESTIONS</u> None
083/18	<u>TCVS PRESENTATION</u> Sharon Alexander, Deputy Chief Officer, gave a presentation to members on the new Community hub, in Dovercourt High Street. Sharon gave some background on the services of CVS Tendring and the work they've been carrying out within the district. CVST was set up in 1973 and registered as a charity in 1985, then in 1990, it changed its constitution so it went out across Tendring. They assessed the needs of each area and recruited a trustee from each area, including Harwich. They were successful with lottery funding in 1996 and purchased a premises in Clacton, which became their hub. There are CVS groups nationally and they all have the core function to support and promote the voluntary sector. They aim to address the individual needs within each area. Sharon made reference to a short film, which had been circulated to members prior to the meeting and encouraged all to watch it. Sharon proceeded to show a PowerPoint presentation to members which highlighted the services and groups that CVST run. They've provided more recent assistance to the Tendring Stroke Support Group and the Ark Centre. Sharon discussed the new hub for Dovercourt High Street and the issues they've had to overcome including planning and the difficulty in contracting builders but noted her gratitude to those, including HTC, who have supported them financially with the new venture. She said there was a real need in Harwich in terms of deprivation and hoped the new hub would be a base for volunteers. They're hoping to be able to offer many of the services currently offered out of their Clacton hub, along with a wide variety of activities and volunteering

	<p>opportunities. An soft open day is scheduled for 20th November with the grand opening in the Spring.</p> <p>Cllr Smith asked if there is a recruitment campaign for volunteers. Sharon said they're part of Visit Essex and they advertise in their e-bulletin and offered to add members to her circulation list. The Mayor thanked Sharon for her attendance.</p>
084/18	<p><u>MAYOR'S ANNOUNCEMENTS</u></p> <p>The Mayor referred to recent engagements since the last meeting, which had been previously circulated to members.</p>
085/18	<p><u>MINUTES OF LAST MEETING</u></p> <p>RESOLVED: That the Minutes and Confidential Minutes of the meeting of Harwich Town Council held on 4th September 2018 (circulated separately) were approved as a correct record.</p>
086/18	<p><u>MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING</u></p> <ul style="list-style-type: none"> • MIN 065/18 – Members noted a response from TDC following a letter to the Chief Executive about the demolition of the former Cliff Hotel, as previously circulated. The Clerk confirmed that the demolition would be complete by the end of February 2019.
087/18	<p><u>MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS</u></p> <ul style="list-style-type: none"> • MIN 044/18 – Members noted a response from the PFCC regarding recruitment and data on the availability of the second pump. Members were content to note the response and monitor the situation. Cllr Smith said there was no mention of those who have left and he's aware there was a retirement recently. • MIN 045/18 – Cllr I Henderson gave a brief update on the new procedures for reporting potholes, which was discussed at the E&C committee meeting earlier this week. Cllr Henderson thanked those members who suggested the areas that needed addressing. He also thanked Michelle and Shannon for carrying out much of the work in reporting the areas online. Cllr Henderson suggested the 20 priority areas be listed on the HTC website. The Clerk agreed to arrange this. Cllr Calver suggested that it's worded in a way that it's clear that we're complying with ECCs approach to this problem. • MIN 059/18 – Members considered a response to HTC's submission to TDC in relation to the 2018 Polling Place Review. Members were content to accept the explanation of TDC regarding HTC's suggestion to retain the Scout Hut. Cllr Calver said they're trying to move away from the use of schools and Cllr F Powell said this was due to safeguarding.
088/18	<p><u>MERCHANT NAVY DAY WREATH</u></p> <p>Following a request from the Mayor, members considered annually purchasing a wreath to lay on the Merchant Navy Association memorial to commemorate Merchant Navy Day.</p> <p>RESOLVED: To annually purchase a single wreath to be laid by the Mayor at the MNA memorial during the MND service.</p>
089/18	<p><u>NOTIFICATION OF CONCLUSION OF AUDIT</u></p> <p>Members noted receipt of the conclusion of the Audit for year ended 31 March 2018. In light of the comments made by the External Auditor in relation to the asset figure, the Clerk suggested that a plan be put in place to have the AGAR</p>

	<p>accuracy checked by the Asst. Clerk prior to approval by Council. Cllr Calver commented on the professionalism of the Clerk and how well she carries out her financial officer role.</p> <p>RESOLVED: To adopt the suggested plan of action for future AGARs</p>
090/18	<p><u>ILLUMINATE FESTIVAL 2018</u></p> <p>Members considered the proposed Programme of events and Harwich Town Council's involvement in the 2018 Illuminate commemorations. Cllr Morrison thought this was a very good idea and would possibly attract more people to the festival.</p> <p>RESOLVED: To accept this year's programme of events.</p>
091/18	<p><u>HILL SCHOOL SITE LEASE RENEWALS</u></p> <p>RESOLVED: To seal leases in accordance with standing orders. Cllr Morrison thanked the Clerk and the team for their hard work in pulling together the leases.</p>
092/18	<p><u>STANDING ORDERS</u></p> <p>Members reviewed the amendments to the Standing Orders in relation to changes in legislation. Cllr Calver commented on the work of the Clerk and her team in updating these as it was a mammoth task.</p> <p>RESOLVED: To adopt updated Standing Orders</p>
093/18	<p><u>BRIEF REPORTS BY MEMBERS APPOINTED TO OUTSIDE BODIES BY THE COUNCIL</u></p> <ul style="list-style-type: none"> • Cllr Fowler said the Harwich Conservation Panel meets as and when and there was nothing to report; the Harwich & District Community Association has sent no correspondence or meeting dates; the meeting of Haltermann Carless is to be held on 15th November; and the meeting of the HIPLALC was due to be held last month but nothing further has been received. • Cllr Fay confirmed a Parish Transport meeting would be held in November and the Henry Smith Charity AGM at the end of October. He will be attending the next Transport Liaison Committee and will report back afterwards. • Cllr C Powell reported again that the Harwich Mayflower Heritage Centre is struggling to seek funding due to the term of their lease and they've enlisted the support of Bernard Jenkins MP to assist with a new longer-term lease.
094/18	<p><u>MINUTES OF THE LAST FINANCE & GENERAL PURPOSES COMMITTEE MEETING</u></p> <p>Members received the Minutes and Confidential Minutes of the Finance & General Purposes Committee meeting held on 25th September 2018 (circulated separately).</p> <p>Members considered the recommendation of the committee in terms of grant funding and RESOLVED: to grant £1435 S137 grant to The Harwich conservation panel, but to pay invoices directly to the contractors.</p>
095/18	<p><u>ACCOUNTS</u></p> <p>RESOLVED: To accept the financial report and to approve accounts for payment as per the schedule (circulated separately). Cllr Fowler thanked the Clerk for her hard work in keeping the accounts in order.</p>
096/18	<p><u>CORRESPONDENCE RECEIVED IN THE POST OR RAISED BY MEMBERS</u></p> <p>None</p>
097/18	<p><u>DATE OF NEXT MEETING</u></p> <p>The next meeting of Harwich Town Council will be held on Wednesday 28th</p>

	November 2018 at The Guildhall, Church Street, Harwich, at 7.00pm, or at the rise of the Town Planning Committee, whichever is the later.
098/18	<p><u>EXCLUSION OF PRESS AND PUBLIC</u></p> <p>Pursuant to Sub-Section 2 of Section 1 of the Public Bodies (Admissions 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"> • Draft Administration Strategy for Essex Pension Fund • Career Track Apprentice

The Chairman closed the public part of the meeting at 8.01pm

CHAIRMAN

DATE