

**MINUTES of the Meeting of the HARWICH TOWN COUNCIL**  
 held at  
**The Guildhall, Church Street, Harwich**  
 on **Tuesday 2<sup>nd</sup> April 2019 at 7.00pm**

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

The Chairman announced that item 4 on the agenda would not be proceeding and another date would be arranged. He also announced that items 16 and 17 would be swapped.

<b>153/18</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Cllr F Powell.
<b>154/18</b>	<b><u>DECLARATIONS OF MEMBERS' INTERESTS</u></b> Cllr Fowler declared a personal interest in item 14 and also the grant for the Harwich Society under item 16.
<b>155/18</b>	<b><u>PUBLIC QUESTIONS</u></b> None
<b>156/18</b>	<b><u>MAYOR'S ANNOUNCEMENTS</u></b> The Mayor referred to recent engagements since the last meeting, which had been previously circulated to members.
<b>157/18</b>	<b><u>MINUTES OF LAST MEETING</u></b> <b>RESOLVED:</b> That the Minutes of the meeting of Harwich Town Council held on 26 <sup>th</sup> February 2019 (circulated separately) were approved as a correct record.
<b>158/18</b>	<b><u>MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING</u></b> <ul style="list-style-type: none"> <li>• <b>MIN 144/18</b> – Members received confirmation that the PCSO agreement was duly revised and has been signed by the Clerk and returned.</li> <li>• <b>MIN 132/18</b> – Members noted that Christmas lighting was referred to F&amp;GP and has been agreed to proceed with current scheme for 2019/20 and to investigate alternative options/quotations for future years.</li> <li>• <b>MIN 145/18</b> – The Clerk reported that a Listing &amp; Designation application had been submitted to Historic England and an outcome was still awaited.</li> <li>• <b>MIN 151/18</b> – Cllr Smith updated members on developments with the A120 and confirmed a meeting will take place with Matt Wilson from Highways</li> </ul>

	England and Kier on 26 <sup>th</sup> April when they'll conduct a drive along a stretch of the A120 to identify problem spots.
<b>159/18</b>	<b><u>MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS</u></b> None
<b>160/18</b>	<b><u>RESIGNATION OF COUNCILLOR</u></b> Members noted the recent resignation of former councillor Maison Urwin. A vacancy this close to an ordinary election does not require filling. The Clerk agreed to send Mr Urwin a letter of recognition of his work on the council.
<b>161/18</b>	<b><u>ALLOWANCES 2019/20</u></b> Members considered the recent recommendations of the Independent Remuneration Panel and reviewed the present arrangements. Cllr Calver proposed a freeze to the councillor and Mayor Making allowances for that year, a rise on the Mayoral allowance of £500 to be funded from the general reserve, and to accept the recommendations in terms of the mileage and subsistence. <b>RESOLVED:</b> To retain the existing councillor allowance of £768 per annum for, payable in two instalments (June and December); but to increase the Mayoral allowance from £2400 to £2900, payable in two instalments in consultation with the Mayor. The justification for the higher than recommended amount for the Chairman is due to the Mayoral position incurring many costs throughout the year and the Mayflower 2020 events leading to greater participation.  Members also discussed the level of the Mayor Making allowance and <b>FURTHER RESOLVED:</b> To set the Mayor Making allowance at £750 for 2019/20.  Members <b>FURTHER RESOLVED:</b> To accept recommendations in terms of mileage and subsistence allowances.
<b>162/18</b>	<b><u>ANNUAL SUBSCRIPTIONS</u></b> <b>RESOLVED:</b> To approve annual subscriptions which become payable during the 2019/20 financial year.
<b>163/18</b>	<b><u>REGULAR PAYMENTS</u></b> <b>RESOLVED:</b> To authorised regular payments that will arise during the course of the 2019/20 year including those made by variable direct debit, in accordance with Financial Regulation 5.6.
<b>164/18</b>	<b><u>INTERNAL AUDITOR</u></b> <b>RESOLVED:</b> To appoint Heather Heelis of Heelis & Lodge as the Council's Internal Auditor for the 2019/20 financial year. <b>FURTHER RESOLVED:</b> To approve the Scope of Internal Audit work.
<b>165/18</b>	<b><u>ELECTRIC PALACE TRUST</u></b> Members considered a grant application. Cllr Calver said there would be great benefit to the refurbishment works to the cinema. <b>RESOLVED:</b> To award £5000 s137 grant and to impose conditions that: <ul style="list-style-type: none"> <li>• HTC's ongoing liability is for no more than the amount of the grant.</li> <li>• The funds will not be released until confirmation is received that the loan has been secured.</li> </ul>
<b>166/18</b>	<b><u>LEAVING RECEPTION</u></b> Members considered establishing a Mayor's reception following each set of ordinary local elections (4-yearly) to present members leaving the council with

	<p>town plaques as appropriate under current policy, with the level of expenditure to be approved prior to each reception.</p> <p><b>RESOLVED:</b> To hold a reception, hosted by the Mayor of the day following each set of ordinary local elections.</p>
<p>167/18</p>	<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 Morrison attended Ark Centre AGM today and reported that they're still looking for a trustee. They're working to capacity and through the receipt of grants last year, they're staffed up to 25.</li> <li>• Cllr J Henderson attended the last two Teen Talk meetings where they've been doing safeguarding training. They've been short of trustee however two ladies have been attending meetings and they've agreed to put in a formal application. They've had some temporary staffing issues which brought into question one of their grants but it's hoped this has now been resolved.</li> <li>• Cllr McLeod attended a meeting of the TDALC. He reported issues regarding the A120 and to keep adding pressure to those responsible for it's upkeep.</li> <li>• Cllr Fowler reported that there had been no recent HIP LALC meeting and no correspondence received and the usual March meeting didn't take place; the Harwich Conservation Panel meets as and when with nothing to report; the Harwich &amp; District Community Association had notified no meeting dates in some time; the next Haltermann Carless meeting is due to be held at the end of May.</li> <li>• Cllr Fay reported that the next Parish Transport meeting is set for June but no dates have been set for the Henry Smith charity and he's awaiting the agenda for the next Transport Liaison Group meeting.</li> <li>• Cllr I Henderson reported that the next tourism group meeting is on 20<sup>th</sup> May.</li> </ul>
<p>168/18</p>	<p><b><u>MINUTES OF THE LAST FINANCE &amp; GENERAL PURPOSES COMMITTEE MEETING</u></b></p> <p>Members received the Minutes and Confidential Minutes of the Finance &amp; General Purposes Committee meeting held on 20<sup>th</sup> March 2019 (<i>circulated separately</i>).</p> <ul style="list-style-type: none"> <li>• Members considered the recommendation of the committee in relation to MIN F117/18. The Clerk confirmed that subsequent to release of the agenda, she'd been informed that a date was being agreed for the works to begin but advised members to consider ratifying the decision to the committee in any case. <b>Resolved:</b> To ratify the decision.</li> <li>• Members considered the recommendations of the committee in relation to grant funding for the following: <ul style="list-style-type: none"> <li>• Harwich International Shanty Festival £3000</li> <li>• Harwich Festival of the Arts £4670</li> <li>• The Harwich Society (Harwich in Bloom) £3000</li> </ul> </li> </ul> <p><b>RESOLVED:</b> To ratify the decision. GS/DM – approved</p> <ul style="list-style-type: none"> <li>• Members received the Minutes and Confidential Minutes of the Extraordinary Finance &amp; General Purposes Committee meeting held on 26<sup>th</sup> February 2019 (<i>circulated separately</i>).</li> </ul> <p>Cllr Smith thanked Cllr Morrison and the committee for all their work carried out this year. Cllr Morrison thanked Vice-Chair Cllr Calver for his assistance.</p>

169/18	<p><b><u>MINUTES OF THE LAST ALLOTMENTS COMMITTEE MEETING</u></b>  Members received the Minutes and Confidential Minutes of the Allotments Committee meeting held on 28<sup>th</sup> March 2019 (<i>circulated separately</i>).</p> <p>Cllr Calver recorded the thanks to the chair for the manner in which he oversees the committee.</p>
170/18	<p><b><u>ACCOUNTS</u></b>  <b>RESOLVED:</b> To accept the financial report and to approve accounts for payment as per the schedule (<i>circulated separately</i>).</p>
171/18	<p><b><u>CORRESPONDENCE RECEIVED IN THE POST OR RAISED BY MEMBERS</u></b></p> <ul style="list-style-type: none"> <li>• Members noted the insurance premium of £4319.95 for 2019/20 (year 3 of a 3-year Long-term agreement), to be expended from the Premises budget.</li> <li>• The Chairman informed members that the knife amnesty bin, which was located at the Park Pavilion during January, had proven successful as at last count, 262 knives had been deposited.</li> </ul>
172/18	<p><b><u>DATE OF NEXT MEETING</u></b>  The next meeting of Harwich Town Council will be held on <b>a date to be agreed in 2019</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.</p> <p>The annual statutory and Mayor Making meeting will be held on <b>Thursday 23<sup>rd</sup> May 2019</b> at <b>The Guildhall, Church Street, Harwich</b>, at <b>11am</b>.</p>

The Chairman thanked everyone for their input and help over the last 12 months.  
The Chairman closed the meeting at 7.35pm

**CHAIRMAN**

**DATE**