

MINUTES of the Meeting of the HARWICH TOWN COUNCIL
 held at
The Guildhall, Church Street, Harwich
 on **Tuesday 4th June 2019 at 7.00PM**

Present:	Councillors Chant, Calver, Davidson (from 7.05pm), Fay, Ferguson, Fowler, J Henderson, McLeod, Morrison, C Powell, Richardson, Saunders, D Smith and G Smith
In the Chair:	Councillor Todd
Clerk:	Ms Lucy Ballard
Also present:	3 members of the public, 0 member of the press

012/19	<u>APOLOGIES FOR ABSENCE</u> Cllr I Henderson
013/19	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> None
014/19	<p><u>PUBLIC QUESTIONS</u></p> <p>Betty Holbrook congratulated the Town Mayor on being elected for the new municipal year. She referred to the growing problem with weeds in the town and mentioned that this used to be dealt with adequately in previous times and asked if there was anything that could be done. Cllr Ferguson has spoken with a Veolia employee who feels the task is far too great because of the severity of the problem. She confirmed that this will be discussed at a forthcoming Harwich Town Residents Association meeting and perhaps could be taken forward by a district councillor. Cllr G Smith mentioned that Cllr I Henderson had already prompted the district council.</p> <p>Cllr J Henderson has also been onto TDC and they are finally being dealt with in her ward.</p> <p>Cllr Calver confirmed the problem is district wide and all members agree that the problem has grown significantly. He said that TDC has taken on responsibility for the work and the budget to do the work and hopes there will be action soon.</p> <p>Cllr Ferguson asked if it would be appropriate to write to TDC to express our disappointment. Discussion was referred to 'Matters Raised by members'.</p> <p>Dr Rogers referred to the old public toilets by the Queen Victoria memorial and mentioned that a large number of cracks had appeared and felt it was at risk. He asked Council for assistance by checking on the situation and taking whatever action is necessary with the owners.</p> <p>Dr Rogers referred to the preparations for Mayflower 2020 and asked if HTC could assist in improving the situation with the street lights in that some are being held together with tape. He said that in the case of many of them, this</p>

	<p>was caused when the street lights were updated and the covers wouldn't fit back on properly. He referred to one in particular at the top of Kingsway and stressed it wasn't a welcoming sight to visitors to the town. Cllr Todd confirmed the responsibility falls to ECC.</p>
015/19	<p><u>MAYOR'S ANNOUNCEMENTS</u> The newly elected Mayor referred to recent engagements attended since being elected, which had been previously circulated to members. He mentioned the Watoto Children's Choir Concert, which he felt was an excellent evening.</p>
016/19	<p><u>MINUTES OF LAST MEETING</u> RESOLVED: That the Minutes of the meeting of Harwich Town Council held on 2nd April 2019 (circulated separately) were approved as a correct record. RESOLVED: That the Minutes of the Annual Statutory and Mayor Making meeting of Harwich Town Council held on 23rd May 2019 (circulated separately) were approved as a correct record.</p>
017/19	<p><u>MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING</u> • MIN 147/18 – Members received confirmation that a meeting had taken place to commence the arrangements for the church service to commemorate the centenary of the internment of Capt. Fryatt. Cllr Calver briefed members on the intentions of the service in that it would closely mirror the 2016 service. RESOLVED: to contribute up to £100 towards any costs associated with the service (refreshments, organist, printing of the order of service etc.) to be expended from the Civic Expenditure budget.</p>
018/19	<p><u>MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS</u> • MIN 144/18 – The Clerk reported the formal offer of thanks by Essex Police to Harwich Town Council for providing additional support to the force by way of part-funding a PCSO. • MIN 145/18 – The Clerk gave confirmation that Historic England has begun their assessment of the former Train Ferry Gantry and a report and recommendation will follow. Members thanked Cllr Todd for his perseverance on the matter.</p>
019/19	<p><u>SIGNATORIES AND BANK MANDATE</u> RESOLVED: To appoint signatories as follows: Cllr A Todd (Chairman), Cllr C Powell (former Chairman), Cllr P Morrison (Chair F&GP) and Cllr D McLeod (Member). The Clerk is to remain a signatory for items up to £500 only. The signatory basis is any two signatories.</p>
020/19	<p><u>INDEPENDENT REVIEW OF THE ACCOUNTS</u> RESOLVED: To appoint Cllr D Smith as an independent member to periodically review the bank reconciliation in accordance with regulation 2.2. The Clerk thanked Cllr Fowler for her efforts in fulfilling this role during the previous financial year.</p>
021/19	<p><u>INTERNAL AUDIT</u> Members received the year end internal audit report and noted that the points raised in relation to the asset register value (war memorials) and Box 11 of the AGAR had been addressed. Members congratulated the Clerk for her hard work which had led to a clean audit. RESOLVED: To accept the Audit Report and agree that no further action is required.</p>

	<p>Members also reviewed the effectiveness of Internal Audit. The Clerk confirmed that the auditor satisfied the requirements to be competent and independent.</p> <p>FURTHER RESOLVED: That the current provisions were satisfactory.</p>
022/19	<p><u>DATA PROTECTION RISK ASSESSMENT</u></p> <p>Members reviewed the risks associated with the processing of personal data within the council and RESOLVED: that the risks were being properly identified and managed.</p> <p>Members thanked the Clerk for her work on implementing the amendments required under the new data protection legislation.</p>
023/19	<p><u>EFFECTIVENESS OF THE SYSTEM OF INTERNAL CONTROL</u></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 F111/18).</p> <p>RESOLVED: That there are sufficient controls in place to effectively mitigate the risk to the Council's finances.</p>
024/19	<p><u>REVIEW OF RISK MANAGEMENT ARRANGEMENTS</u></p> <p>Members reviewed the arrangements which are in place to identify and mitigate against the risks associated with certain decisions which had been considered or taken over the previous financial year. Members agreed that discussing the risks and giving full consideration of the implications of any proposal as they arise is the most effective method of addressing them and that this is supported by a written document, which can be referred back to. The Clerk confirmed that the appointed clerk for each committee would maintain the risk register and this accompanies other risk assessments that the council undertakes (financial, data protection etc.).</p> <p>RESOLVED: That the findings of the review are that the arrangements are effective in mitigating against the risks associated with the finances and reputation of the council.</p>
025/19	<p><u>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN</u> <u>SECTION 1 - ANNUAL GOVERNANCE STATEMENT</u></p> <p>Members discussed the assertions at Section 1 of the 2018/19 AGAR and the requirements needed to provide a 'yes' response. The Clerk referred to assertion 2 (internal control measures) and that this had been satisfied under MIN 023/19 and also assertion 5, which had been satisfied under MIN 024/19.</p> <p>RESOLVED: That with the exception of assertion 4, which must have a 'no' response, to approve the Annual Governance Statement at Section 1 of the AGAR.</p>
026/19	<p><u>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN</u> <u>SECTION 2 - ACCOUNTING STATEMENTS</u></p> <p>Members reviewed the final Accounts for the year ended 31st March 2019 in conjunction with the Accounting Statements in Section 2 of the Annual Governance and Accountability Return (AGAR).</p> <p>RESOLVED: To approve the accounts for year ending March 2019 and to approve the Accounting Statements in Section 2 of the AGAR.</p>
027/19	<p><u>MEMBERS' LEAVING RECEPTION</u></p> <p>Members discussed potential dates for a leaving reception in order to present former members with a plaque to acknowledge their work on the council. The Clerk said that the reception could be easily arranged for the end of June. Cllr Calver expressed the importance of ensuring as many former members as possible could attend and that for that reason the date should remain flexible.</p>

	<p>RESOLVED: To select a date to be arranged in consultation between the Clerk and the Mayor and allow a maximum expenditure of £70 to be expended from the hospitality budget.</p> <p>Members also considered presenting the Rev. Rosie Tallwin with a plaque in recognition of her services to the council and the community.</p> <p>Cllr Calver said it was the intention to present the plaque at the same event or at a later date, to be arranged.</p> <p>FURTHER RESOLVED: to present a plaque to the Rev. Rosie Tallwin.</p>
028/19	<p><u>REQUEST FOR USE OF THE COAT OF ARMS</u></p> <p>Members considered a request by Oakley Pharmacy for the use of the image of the Council's Coat of Arms on their delivery vehicle. The Clerk confirmed this was a retrospective request since the image was already being displayed and the Clerk had asked for this to be removed. Cllr Fowler referred to previous requests considered by the council and raised concern that this applicant was a commercial organisation. She proposed we decline the request. Members agreed this set a precedent for other businesses in the town.</p> <p>RESOLVED: To decline the request.</p>
029/19	<p><u>BRIEF REPORTS BY MEMBERS APPOINTED TO OUTSIDE BODIES BY THE COUNCIL</u></p> <ul style="list-style-type: none"> • Cllr Fowler reported having received no information on the next HIPLACL meeting; the HCP meet as and when required; there had been no correspondence of meeting dates from the HDCA and the Carless meeting has been moved to 11 July. • Cllr J Henderson attended a recent Teen Talk meeting who have received the Queens award for voluntary services; the highest award for a voluntary group which can be received in the UK. She reported that they're still struggling for funds and thanked Cllr Davidson for his recent support to the group with their wildlife projects. • Cllr Henderson reported on her attendance at the annual skate park festival, which took place last Sunday. She said it was a successful event and felt it 'made' the day as it was held in conjunction with the Tour de Tendring. Cllr McLeod said it was a good idea to hold the two events together. Cllr Henderson confirmed it was mutually beneficial to hold to them together. • Cllr McLeod attended the latest Older People's Forum meeting where he reported on the success of the local Dovercourt & Harwich Hub. He's also received a letter of thanks from the Harwich Festival Committee having just ceased being HTC representative. • Cllr Fay will attend the next Passenger Transport Meeting but that he'd received no meeting dates for the TDC Local Transport Group or the Henry Smith Charity. • Cllr Chant will attend an RBL meeting tomorrow and on Thursday they'll be hosting a D-Day commemoration on the Harwich Sailing Club barge. • Cllr Morrison confirmed she will be attending the forthcoming meeting of the Ark Family Resource Centre.
030/19	<p><u>MINUTES OF THE LAST ENVIRONMENT & COMMUNITY COMMITTEE MEETING</u></p> <p>Members received the Minutes of the Environment & Community Committee meeting held on 8th April 2019 (circulated separately).</p> <p>Members also acknowledged the information referred by the committee regarding devolution. Cllr McLeod said it was becoming serious and referred</p>

	<p>to the pilot scheme which some councils had taken part in. Cllr Powell said we need the funding for it and expressed caution in proceeding at this stage.</p> <p>Cllr Henderson felt this should be deferred.</p> <p>Cllr Calver suggested at this stage there are no guarantees and the council could be taking on a massive liability and would be wise to wait.</p> <p>The Clerk confirmed that more formal proposals will come later in the year.</p> <p>Cllr Fowler read from the initial email and felt it was too risky.</p> <p>Cllr G Smith said there's far more implications to be considered, such as insurance.</p> <p>RESOLVED: Members agreed that at this stage, no action was necessary.</p>
031/19	<p><u>ACCOUNTS</u></p> <p>RESOLVED: To accept the financial report and to approve accounts for payment as per the schedule (circulated separately).</p>
032/19	<p><u>CORRESPONDENCE RECEIVED IN THE POST OR RAISED BY MEMBERS</u></p> <ul style="list-style-type: none"> • Members noted a report issued by PCSO Amy Robinson. Cllr Morrison mentioned that there was a number of occasions where, sadly, once officers arrived at a scene, there was nothing occurring. • Cllr Ferguson's suggestion to write to TDC was considered and it was RESOLVED: to write a letter of disappointment to the district council.
033/19	<p><u>DATE OF NEXT MEETING</u></p> <p>The next meeting of Harwich Town Council will be held on Tuesday 16th July 2019 at The Guildhall, Church Street, Harwich, at 7.00pm, or at the rise of the Town Planning Committee, whichever is the later.</p>
034/19	<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-mention business:</p> <ul style="list-style-type: none"> • Macebearer

The Chairman closed the public part of the meeting at 8.13pm

CHAIRMAN

DATE