

HARWICH TOWN COUNCIL
Guildhall, Church Street, Harwich, Essex CO12 3DS
Tel: 01255 507211
email: info@harwichtowncouncil.co.uk
Clerk: Ms Lucy Ballard

**TO ALL COUNCILLORS:
YOU ARE SUMMONED TO ATTEND A MEETING
OF HARWICH TOWN COUNCIL**

To be held at

The Guildhall, Church Street, Harwich
on

Thursday 4th April 2024 at 7pm

Or at the rise of the TOWN PLANNING MEETING, whichever is the later

AGENDA

1	Apologies for Absence To receive apologies for absence
2	Declarations of Members' Interests To receive any 'Pecuniary' or 'Other Registrable' interests relating to items on the agenda
3	Public Questions Questions pursuant to Standing Order 3
4	Mayor's Announcements The Mayor to give a brief report of engagements undertaken since the last meeting.
5	Minutes of Last Meeting <ul style="list-style-type: none">• To approve as a correct record the Minutes of the meeting of Harwich Town Council held on 20th February 2024 (circulated separately).
6	Matters Arising from the Minutes of the Last Meeting <ul style="list-style-type: none">• MIN 154/23 – To confirm cost of facilitating presentation evening for former High Steward was £105, expended from the Hospitality budget.
7	Matters Arising from the Minutes of Previous Meetings <ul style="list-style-type: none">• MIN 091/23 – To agree a budget for the commemorations for D-Day 80 to include the provision of framed prints of the Proclamation for each of the schools within the parish of Harwich and Dovercourt.• MIN 129/23 – Cllr Fowler to provide update on HTC's decision to become lead member of the TDFC Harwich Sub-group following meeting on 14th February and members to agree to expenditure in connection with an initial coffee morning for local stakeholders.

8	<p>Scheme of Allowances</p> <ul style="list-style-type: none"> To review the allowances report and consider recommendations of the Independent Remuneration Panel in terms of: Councillor and Mayoral Allowances Applicable timeframes and Regularity of payment Measures regarding mid-term resignation/death in service Travel and subsistence allowances (mileage payments) <i>(Report circulated separately)</i>
9	<p>Subscription Fees</p> <p>To approve annual subscriptions which become payable during the 2024/25 financial year.</p>
10	<p>Regular Payments</p> <p>To authorise regular payments (inc. those by Direct Debit) for the 2024/25 financial year.</p>
11	<p>Internal Auditor</p> <ul style="list-style-type: none"> To review the effectiveness of the arrangements for internal audit to include an assessment of the following: <ol style="list-style-type: none"> 1) Scope of Internal Audit work 2) Competence 3) Independence 4) Relationship with Clerk 5) Audit Planning and Reporting To consider the re-appointment of Heather Heelis of Heelis & Lodge as HTC's Internal Auditor for the Financial Year 2024-25 at a cost of £420, in accordance with the Scope of Internal Audit work presented.
12	<p>Train Ferry Gantry</p> <p>To consider requesting from Historic England that the former train ferry gantry be designated 'At Risk'.</p> <p><i>Cllr Todd</i></p>
13	<p>HMS Venturer</p> <p>To consider the Essex County Council news release and welcome the Royal Navy Frigate (under construction) to Harwich.</p> <p><i>Cllr I Henderson</i></p>
14	<p>Friends of Esplanade Hall</p> <p>To consider invite for a representative from Harwich Town Council, to join the 'Friends of Esplanade Hall' Committee.</p>
15	<p>Investiture of the High Steward</p> <p>To agree maximum expenditure, for the costs incurred in the Investiture of the High Steward.</p>
16	<p>RNLI 200th Anniversary</p>

	<p>To consider a request for a civic service on Tuesday 9th July to mark the 200th anniversary of the RNLI in Harwich.</p> <p><i>Cllr Morrison</i></p>
17	<p>Stairlift</p> <p>To consider options regarding future replacement of the Guildhall stairlift.</p> <p><i>Cllr Calver</i></p>
18	<p>PCSO</p> <p>To agree to continue with the current arrangement to part-fund 1x PCSO for Harwich, commencing from 1st April 2024 for a period of 3 years, on condition that TDC Cabinet ratifies the decision to proceed on the same terms.</p>
19	<p>Leisure Facilities</p> <p>To investigate transforming the Dovercourt seafront putting green site into a multipurpose sport and leisure facility for all ages that is mainly free to use and is available for use throughout the calendar year.</p> <p><i>Cllr Calver</i></p>
20	<p>Two Village Primary School</p> <p>To consider whether to include the Lt. Oakley-based school in the Mayor Making arrangements and to what extent.</p> <p><i>Cllr Morrison</i></p>
21	<p>Brief Reports by Members appointed to outside bodies by the Council</p>
22	<p>Committee Meeting Minutes</p> <p>To receive the Minutes of previous committee meetings (<i>circulated separately</i>):</p> <ul style="list-style-type: none"> • Allotments Committee – 6th March 2024 • Finance & General Purposes Committee – 21st March 2024 <ul style="list-style-type: none"> • To consider recommendations of the committee in relation to grant funding for the following: <ul style="list-style-type: none"> • Harwich Festival - £3500 • Environment & Community Committee – 28th March 2024
23	<p>Accounts</p> <p>To receive the financial report and to approve accounts for payment as per the schedule (<i>previously circulated</i>)</p>
24	<p>Correspondence Received in the Post or Matters Raised by Members</p> <ul style="list-style-type: none"> • Report(s) from PCSO Sue Groves (for information) • Harwich Festival report • To receive a letter of thanks for former High Steward, Chris Strachan, following retirement reception on 20th March.
25	<p>Matters to be Reported</p>

	To note expenditure of £50 agreed by delegated authority for the costs incurred in the catering of the investiture of the High Steward.
26	Date of Next Meeting The next meeting of Harwich Town Council will be held on a date in June at The Guildhall, Church Street, Harwich , at 7.00pm , or at the rise of the Town Planning Committee, whichever is the later. The Annual Statutory and Mayor Making meeting will be held on Thursday 16 May 2024 at The Guildhall, Harwich , at 11am .

Dated: 27th March 2024

Lucy Ballard

Ms Lucy Ballard
Clerk to the Council