

HARWICH TOWN COUNCIL
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MINUTES
of the Meeting of HARWICH TOWN COUNCIL
 held at
The Guildhall, Church Street, Harwich
 on
Thursday 28th November 2024 at 7.14pm

Present:	Councillors Calver, Chable, Davidson, Fay, Fowler, I Henderson, J Henderson, McLeod, Powell, Saunders, Smith, Todd and Wade
In the Chair:	Councillor P Morrison
Clerk:	Ms Lucy Ballard
Also present:	0 members of the public, 0 member of the press and Rodney Appleyard of Colchester Catalyst.

088/24	<u>APOLOGIES FOR ABSENCE</u> Cllrs Armstrong and Richardson
089/24	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> None
090/24	<u>COLCHESTER CATALYST</u> <p>The Chairman welcomed Rodney Appleyard (RA), Development Manager of Colchester Catalyst, who gave a presentation to members on the work of the charity, which was started in 1989 after the sale of Colchester Oaks hospital. The proceeds of the sale were invested and used to offer grants to those in the CO12 area who require a range of health-based support. To date they have awarded around £12m with around £500k given each year. Originally grants were given for equipment but have expanded to cover a range of costs, for a variety of reasons.</p> <p>Funds are given to a range of organisations but also to individuals. They've worked with CVST in establishing the Dovercourt and Harwich Hub, and with the local hospital hopper bus and the Ark Centre. They'd like to do more work in Harwich.</p> <p>They review their strategy each year to decide upon areas of priority for their funding. They are also welcoming new ideas for funding but are also able to signpost to those who are unable to be supported by them.</p> <p>Cllr Davidson added that CC is very helpful in ensuring funding applications are completed successfully.</p>

	<p>Cllr Calver asked about areas of funding (i.e. salaries). RA confirmed if it was to help a project to stand the test of time, then they could fund salaries and rent.</p> <p>With no further questions, Cllr Morrison thanked Mr Appleyard for his time and agreed that his contact details would be circulated to members.</p>
091/24	<p><u>PUBLIC QUESTIONS</u> None</p>
092/24	<p><u>MAYOR'S ENGAGEMENTS</u> Members acknowledged a list of recent engagements attended by Cllr Morrison.</p>
093/24	<p><u>MINUTES OF LAST MEETING</u> RESOLVED: That the Minutes of the meeting of Harwich Town Council held on 15th October 2024 (circulated separately) were approved as a correct record.</p> <p>FURTHER RESOLVED: That the Minutes of the Extraordinary meeting of Harwich Town Council held on 5th November 2024 (circulated separately) were approved as a correct record.</p> <p>FURTHER RESOLVED: That the Minutes and Confidential Minutes of the Extraordinary meeting of Harwich Town Council held on 18th November 2024 (circulated separately) were approved as a correct record.</p>
094/24	<p><u>MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING</u></p> <ul style="list-style-type: none"> • MIN 71/24 – Members noted a response, from Santander, to letter regarding Bank closures and banking hubs. Members also noted a response from the MP's office in relation to banking hubs and considered further action. <p>Cllr Morrison relayed that Halifax are to be opening for 2 hours a week at the Mayflower school on a Monday. It will be for advice rather than cash transactions. Barclays is also sited at Hearts Delight Garden Centre, again no cash transactions and it's believed it's on an appointment basis only.</p> <p>The clerk relayed to members her enquiries regarding banking hubs with other town councils and the measures that have been implemented in their areas.</p> <p>Cllr I Henderson suggested the council approaches Barclays and others about community banking and suggested the library as a venue once it's refurbished.</p> <p>Cllr Wade agreed that the refurbished library would act as a suitable base.</p> <p>RESOLVED: to approach Barclays, Lloyds and Halifax in the first instance to request consideration of community banking within the town.</p> <ul style="list-style-type: none"> • MIN 72/24 – Cllr Todd briefed members following a meeting with the Tendring Dementia Friendly Community. The suggestion is we're free to carry out any activities that support dementia awareness. The Inclusive Dementia Community has now been launched and there's a lot happening and a lot to be involved in. He suggested the council invites Mark Neville of Alzheimer's Society to discuss the opportunities with the council. <p>RESOLVED: to invite Mark Neville to the February council meeting.</p> <p>Cllr Smith briefed members on some filming he did with the Alzheimer's Society and People's Postcode Lottery about his dementia, which he</p>

	<p>thoroughly enjoyed. Members unanimously thanked Cllr Smith for taking part on this on behalf of those living with dementia. Cllr Smtih relayed thanks to the staff for their support on the day.</p> <ul style="list-style-type: none"> • MIN 75/24 – Cllr Calver briefed members following an informal meeting with members of the Harwich Kindertransport Memorial Trust and the Jewish community, to discuss Holocaust Memorial Day. The intention is to replicate what took place in January 2024. He referenced the attempts to install illumination of the High Lighthouse and it's hoped it's in place in time. <p>RESOLVED: to approve the proposals for commemorating the day and agree to expenditure in relation to the purchase of a floral tribute at an estimated cost of £35.</p>
095/24	<p><u>MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS</u></p> <ul style="list-style-type: none"> • MIN 057/24 – Members noted a reply from National Highways to the A120 safety improvements consultation submission. The clerk circulated another communication which had been received announcing the 21-day consultation on speed reduction measures. Essex Constabulary is in agreement with the proposals. Cllr I Henderson proposed that HTC offer its full support to the proposals. <p>RESOLVED: to respond to the consultation that HTC is in full support of the speed reduction proposals.</p>
096/24	<p><u>INTERNAL AUDIT REPORT</u></p> <p>Members received the interim internal audit report. The clerk confirmed that there were no actions to be taken and advised members that the Standing Orders will need to be updated after the Financial Regulations are updated, as there are figures within the new model which will need to cross reference between the two documents.</p> <p>RESOLVED: To accept the Audit Report and agree that, aside from the advisory note made by the clerk, no further action is required. Members expressed their gratitude to the clerk for the work put in to ensure the audit goes smoothly.</p>
097/24	<p><u>REMOTE MEETINGS CONSULTATION</u></p> <p>Members considered the proposals to enable remote council meetings and whether to submit comments to the SLCC by 5th December or respond direct to the consultation by 19th December.</p> <p>Some members have responded individually to the consultation. Cllr Calver was concerned with the provision for proxy voting as every new councillor is given guidance to listen to debate and vote accordingly based on the information before them and doesn't feel it's right to offer a vote on behalf of someone else, who isn't physically present.</p> <p>RESOLVED: To submit to the SLCC that members are, in principle, in favour of remote meetings but are opposed to the idea of proxy voting since members are always told they should listen to all views and make their decision based on what is in front of them at the meeting, at the time, but proxy voting would allow members to vote without any knowledge of what's been said at the meeting.</p>
098/24	<p><u>KEY PRIORITIES</u></p> <p>Members discussed what projects they would like to prioritise for delivery during 2025/26. It was suggested the allotments and the provision of CCTV at</p>

	<p>the skatepark is to be retained and that the Putting Green (ideas for future use) is added as a priority. It was agreed that there was no requirement at present for a meeting of the Working Party to be called.</p> <p>RESOLVED: To approve the Key Priorities for 2025/26 in Appendix A.</p>
099/24	<p><u>FIRE SAFETY IN THE GUILDHALL</u></p> <p>Ref: MIN F039/24 Members considered feedback and recommendations following a meeting of the Working party on 12th November. Cllr Todd relayed that fire regulations allow for 60 persons in the Building at any one time and this would largely impact on larger events held at the Guildhall such as the annual Statutory and Mayor Making meeting. He made a recommendation to adhere to the guidance for capacities and for the breakdown of attendee numbers.</p> <p>Cllr I Henderson suggested that for fairness, the High Steward's guest should not be a mandatory invitee. He also suggested that it would be preferable if councillors' partners had the opportunity to attend at least twice within the 4-year period of the council, which would mean that 8 partner spaces would need to be allocated each year.</p> <p>Cllr Davidson asked that if all spaces for councillor guests weren't filled, are they offered to the other councillors? The recommendation was and members agreed that should this be the case, the places would go to the mayor-elect. After a lengthy debate it was RESOLVED: To agree to comply with the fire guidance of 60 persons within the building (maximum) and to create a guide of guest attendance for Mayor Making with the following breakdown: Council members 16; Council Staff 3; Mayor-elect guests 30; Clergy 1; Mace Bearer 1, High Steward 1, Councillor Guest spaces 8, to be offered on a first come first served basis in 2025 and the rotated annually.</p>
100/24	<p><u>BRIEF REPORTS BY MEMBERS APPOINTED TO OUTSIDE BODIES BY THE COUNCIL</u></p> <ul style="list-style-type: none"> • Cllr Powell reported on a Harwich Harbour Foot ferry service meeting. They discussed footfall, which has fallen considerably over the last year due to inclement weather. A suggestion was to acquire a different vessel which could operate year-round. They've talked with Freeport East and there may be funding available in the future to facilitate this. <p>Cllr I Henderson reported that the foot ferry had been included in a new transport strategy. HIP needs to provide a landing area and discussions are ongoing.</p> <ul style="list-style-type: none"> • Cllr Todd will be resigning as the HTC rep on the MNWB owing to the majority of meetings now being held in Felixstowe and his difficulties in attending them. Members thanked Cllr Todd for his work in representing the council to date and agreed that a replacement representative would be appointed at the next council meeting. • Cllr Davidson attended a TDALC meeting. There was little discussed. • Cllr J Henderson attended a Teen Talk meeting. There was nothing to relay.
101/24	<p><u>COMMITTEE MEETING MINUTES</u></p> <p>Members received the Minutes of the following meetings:</p> <ul style="list-style-type: none"> • Allotments - 29th October 2024

102/24	<p><u>ACCOUNTS</u> RESOLVED: To accept the financial report and to approve accounts for payment as per the schedule (circulated separately).</p>
103/24	<p><u>CORRESPONDENCE RECEIVED IN THE POST OR RAISED BY MEMBERS</u></p> <ul style="list-style-type: none"> • Members noted receipt of latest report(s) issued by PCSO Sue Groves, (<i>for information only</i>). • There was no report from the Harwich Festival.
104/24	<p><u>DATE OF NEXT MEETING</u> The next meeting of Harwich Town Council will be held on Tuesday 14th January 2025 at The Guildhall, Church Street, Harwich at 7.00pm, or at the rise of the Town Planning Committee, whichever is the later.</p>
105/24	<p><u>EXCLUSION OF PRESS AND PUBLIC</u></p> <p>Pursuant to Sub-Section 2 of Section 1 of the Public Bodies (Admission to Meetings) Act 1960 it was RESOLVED: that the meeting be closed to the press and public for the transaction of the under-mentioned business:</p> <ul style="list-style-type: none"> • Personnel – Assistant Clerk to the Council - recovery of training costs <p>Members wished to relay their sincere gratitude to the Assistant Clerk for her unwavering commitment to the council during her time in employment.</p>

The Chairman closed the public part of the meeting at 9.12pm

CHAIRMAN

DATE