

HARWICH TOWN COUNCIL
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MINUTES
of the Meeting of HARWICH TOWN COUNCIL
 held at
The Guildhall, Church Street, Harwich
 on
Tuesday 8th April 2025 at 7.02pm

Present:	Councillors Calver, Chable, Davidson, Fay, Fowler, I Henderson, J Henderson, McLeod, Powell, Richardson, Smith, Todd and Wade
In the Chair:	Councillor P Morrison
Clerk:	Ms Lucy Ballard
Also present:	0 members of the public, 1 member of the press, The Rev. Canon Ian Smith and Mark Neville of the Alzheimer’s Society

Prayers were taken by the Rev. Canon Ian Smith

154/24	<u>APOLOGIES FOR ABSENCE</u> Cllrs Armstrong and Saunders
155/24	<u>DECLARATIONS OF MEMBERS’ INTERESTS</u> Cllr Calver declared a personal interest in item 15. He remained in the room but did not take part in either the debate or vote.
156/24	<u>ALZHEIMER’S SOCIETY</u> <p>The chairman welcomed Mark Neville, Community Development Coordinator at the Alzheimer’s Society who spoke of the work of the charity and its activities. He presented a short PowerPoint highlighting various statistics. It’s not a natural part of ageing but there is a link to menopause and is affected more by women than men due to their increased life expectancy. It’s very rare although not impossible to be diagnosed in children. Dementia affects more than just memory. It can also affect energy levels, walking and balance, sequencing (such as getting dressed), sight, hearing and communication skills. Information, understanding and the right services at the right time, along with peer support, helps people to live well with dementia.</p> <p>The unitary authorities of Essex developed the 2024-2027 dementia strategy for Essex, which helps to shape services throughout the county, including practical support and groups.</p> <p>Mark spoke of how the council can help support residents, which is largely by communicating information on (typically) council services that those living with dementia may not know about or have access to, e.g. Council Tax Attendance Allowance; financial benefits; housing; waste and refuse and voting. He suggested that the council could make introductions to the Alzheimer’s Society</p>

	<p>with various local organisations such as GP surgeries and schools and they can go in and do some awareness raising.</p> <p>Cllr Smith said the filming he was involved in during 2024, will soon be aired.</p> <p>Cllr Calver asked about a link to the shingles vaccination. Mark wasn't able to confirm or deny this.</p> <p>Little is known as to why one person may get dementia and another may not, except in the case of vascular dementia, which is linked to heart health including obesity, smoking or alcohol use.</p> <p>Cllr Chable felt that when high profile individuals are diagnosed, it raises a lot of awareness.</p> <p>Cllr Todd felt that with Agewell East stepping down as chair of the TDFC, it left a support gap. Mark felt that the community needs to steer activity, with a local lead, which could be a small group of people, the council or another organisation.</p> <p>The clerk agreed to circulate the presentation to members.</p> <p>The chairman thanked Mr Neville for his time and said that further information would be</p>
157/24	<p><u>PUBLIC QUESTIONS</u> None</p>
158/24	<p><u>MAYOR'S ENGAGEMENTS</u> Members acknowledged a list of recent engagements attended by Cllr Morrison. The Mayor also promoted her 70s & 80s disco night this coming Saturday, in aid of the mayoral charities.</p>
159/24	<p><u>MINUTES OF LAST MEETING</u> RESOLVED: That the Minutes and Confidential Minutes of the meeting of Harwich Town Council held on 18th February 2025 (circulated separately) were approved as a correct record.</p>
160/24	<p><u>MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING</u></p> <ul style="list-style-type: none"> • MIN 140/24 – Members received an update on progress with the VE-Day 80 celebrations and RESOLVED: authorisation of further activities (decoration of shops fronts, acquisition of the commemorative flag and funding a concert by the Blind Veterans Choir) to the value of £528.66, to be expended from the VE-Day EMR. • MIN 152/24 – A revised hearing date of 24th April was confirmed. • MIN 153/24 – It was confirmed that the Illumination infrastructure has been acquired and an installation date is to be scheduled. Members RESOLVED: to add the equipment to the asset register for insurance purposes.
161/24	<p><u>MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS</u></p> <ul style="list-style-type: none"> • MIN 113/24 – Members received a response from Lloyds Banking Group in relation to letter about banking hubs and considered further action to take. The clerk said she would prompt a response from Barclays and write to TSB and Santander. • MIN 114/24 – Members confirmed a meeting was held on 2nd April where an update on the Bathside Bay developments was given. Members agreed it was a very useful meeting.

	<ul style="list-style-type: none"> • MIN 116/24 – It was confirmed that the Skate Park Festival was arranged for 14th September to coincide with annual Tour de Tendring. • MIN 135/17 – It was confirmed that a further request for Council archived materials in relation to the Victoria County History (Vol 13) had been received and granted. • MIN 144/24 - Cllr J Henderson asked whether a response had been received following a letter to the district council about the dog fouling. The clerk agreed to prompt for a response.
162/24	<p><u>SCHEME OF ALLOWANCES</u> REF: MIN 168/23 - Members noted the scheme of allowances for the forthcoming year, paying reference to a report from the clerk. The allowances will remain in force until 2027.</p>
163/24	<p><u>ANNUAL SUBSCRIPTIONS</u> RESOLVED: To approve annual subscriptions which become payable during the 2025/26 financial year.</p>
164/24	<p><u>REGULAR PAYMENTS</u> RESOLVED: To authorise regular payments that will arise during the course of the 2025/26 year, including those made by variable direct debit, in accordance with Financial Regulation 5.6.</p>
165/24	<p><u>INTERNAL AUDITOR</u> Members reviewed the effectiveness of the arrangements for internal audit provision and the clerk confirmed the various criteria which was to be assessed. RESOLVED: To accept the Scope of Internal Audit work and agree the provisions for the arrangements for internal audit are effective. RESOLVED: To appoint Heather Heelis of Heelis & Lodge as the Council's Internal Auditor for the 2025/26 financial year at a cost in the region of £450 to be expended from the audit budget.</p>
166/24	<p><u>CONSULTATION OF DRAFT HOUSING ALLOCATIONS POLICY AND PROPOSED INTRODUCTION OF FLEXIBLE TENANCIES</u> Members considered a consultation from the district council and felt that the online survey might be best completed individually by members.</p>
167/24	<p><u>VE-DAY 80 – HIGH LIGHTHOUSE ILLUMINATION</u> Ref: MIN 153/24 – Following completion of a licence with TDC to illuminate the High Lighthouse on appropriate occasions, Cllr Calver asked members to agree to illuminate for VE-Day 80 Celebrations on 8th May prior to a policy being adopted. RESOLVED: to permit the illumination for VE-Day 80 on 8th May.</p>
168/24	<p><u>COUNCILLOR SERVICE MILESTONES</u> After brief discussion it was RESOLVED: to agree to hold a reception for any councillor serving 30 years with Harwich Town Council, expended from the Hospitality budget.</p>
169/24	<p><u>HARWICH MUSEUM</u> Members considered a request for permission to copy archived materials for an exhibition on the evacuation in 1940. The clerk confirmed that the applicant had discussed their requirements with the honorary archivists.</p>

	<p>Cllr Fowler was hesitant about tangible items leaving the archives but would be happy for copies to be made.</p> <p>RESOLVED: to grant permission, under the guidance of the archivists, for copies (not originals) to be provided to the Harwich Museum for the purposes of their exhibition and to attribute the ownership of Harwich Town Council.</p>
170/24	<p><u>BRIEF REPORTS BY MEMBERS APPOINTED TO OUTSIDE BODIES BY THE COUNCIL</u></p> <ul style="list-style-type: none"> • Cllr I Henderson attended the Friends of Esplanade Hall AGM. He reported that as of the end of 2024 they had 38 members with a reunion being arranged to celebrate its 150th year. The present chair Enid Godfrey (who has been connected with the church and the hall for 60 years) has stood down and the role has been taken up by Anna Rendall-Knights. They also need their windows replacing. • Cllr I Henderson reported on a meeting of the High Street Accelerator Fund Board and there are changes afoot for shop front improvements. There is a community family fun day event in Orwell Place on 19th April. • Cllr McLeod attended a meeting of TDALC, where they talked about the pylons project and concerns surrounding devolution. • Cllr Wade attended a Royal British Legion meeting, which has some new members. • Cllrs Morrison, Powell and I Henderson attended a Port liaison Group meeting and reported that they are doing well with disposal of their old fleet and moving over to electric vehicles. They are preparing the groundwork for the new port exit route and apprenticeships are on the increase despite a downturn in freight and only 1 cruise ship due this year. • Cllr Wade reported that the Golden Oldies Music & Memory dementia friendly singing sessions are doing well but numbers could be better.
171/24	<p><u>COMMITTEE MEETING MINUTES</u></p> <p>Members received the Minutes of the following meetings:</p> <ul style="list-style-type: none"> • Allotments Committee – 5th March 2025 • Finance & General Purposes Committee – 18th March 2025 <ul style="list-style-type: none"> • Members RESOLVED: to ratify the decision of the committee in relation to grant funding for the following: <ul style="list-style-type: none"> • Teen Talk - £2500 • The Maze Group - £1080 • Environment & Community – 27th March 2025
172/24	<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> <p>Cllr Powell offered his thanks on behalf of the council to the team in preparing the accounts.</p>
173/24	<p><u>CORRESPONDENCE RECEIVED IN THE POST OR RAISED BY MEMBERS</u></p> <p>None</p>
174/24	<p><u>DATE OF NEXT MEETING</u></p> <p>The next meeting of Harwich Town Council will be held on Tuesday 3rd June</p>

	<p>2025 at The Guildhall, Church Street, Harwich at 7.00pm, 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 Thursday 15th May 2025 at The Guildhall, Harwich, at 11am.</p>
175/24	<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"> • Hill School Site Lease Renewals • Personnel – Estates Supervisor • Resume Public Session

The meeting moved into confidential business at 8.28pm

The public meeting resumed at 8.48pm

179/24	<p><u>RECRUITMENT</u></p> <p>The chair confirmed that recruitment would need to commence to fill the vacancy created by the resignation of the Estate Supervisor and that members would need to appoint a recruitment panel to oversee this. She suggested that members might like to consider whether to obtain external HR support to assist in the process as this had been helpful previously. This would cost £60 per hour.</p> <p>RESOLVED: To appoint a recruitment panel comprising the chair and vice-chair of the F&GP Committee and the clerk, supported by an HR consultant, which will undertake all aspects of the recruitment process necessary to recommend a candidate for consideration and ratification by the council.</p> <p>FURTHER RESOLVED: To proceed with obtaining external HR support from Simpson HR Consultancy at a cost of £60 per hour, to be expended from the Training & Consultancy budget, to assist with the recruitment to fill the vacancy left by the Estate Supervisor.</p>
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The chairman confirmed it was a pleasure to chair the full council meetings this last municipal year before closing the meeting at 8.51pm.

CHAIRMAN

DATE