

HARWICH TOWN COUNCIL

The Guildhall, Church Street,
Harwich, Essex CO12 3DS

Telephone: 01255 507211 email: info@harwichtowncouncil.co.uk

MAYORMAKING

MINUTES OF THE ANNUAL STATUTORY & MAYORMAKING MEETING held on THURSDAY 15TH MAY 2025 at 11.07am THE GUILDHALL, CHURCH STREET, HARWICH

| | |
|----------------------|--|
| Present: | The Mayor, Councillor Morrison, in the Chair Councillors: Calver, Chable, Fay I Henderson, McLeod, Powell, Richardson, Todd and Wade Clerk to the Council, Ms L Ballard Assistant Clerk to the Council, Ms M Ratcliffe Estates Supervisor, Mr A Wells Macebearer, Mr J Ford High Steward, Sue Daish |
| Also present: | 28 members of the public, TDC Chief Executive, Ian Davidson, Leader of TDC, Cllr Mark Stephenson, Town Crier, Richard Bench, the Revd. Kirsty Emerson and The Rev. Canon Ian Smith. |
| Prayers | Prayers were said by the Revd. Kirsty Emerson |

| | |
|---------------|--|
| 001/25 | <u>ELECTION OF CHAIRMAN/MAYOR</u> The Mayor called for nominations for Chairman/Mayor for the forthcoming year. Councillor Calver moved, and Councillor Todd seconded that Councillor Morrison be elected as Chairman/Mayor of Harwich for the forthcoming year. The Mayor then called for any further nominations and there being none, Councillors unanimously RESOLVED : that Councillor Morrison be elected as Chairman and Mayor of Harwich for the 2025-26 Municipal Year. The Mayor then read aloud and signed her Declaration of Acceptance of Office. |
| 002/25 | <u>APPOINTMENT OF DEPUTY MAYOR</u> The Newly elected Mayor called for nominations for Deputy Chairman/Mayor for the forthcoming year. Councillor McLeod moved, and Councillor Powell seconded that Councillor Fay be appointed as Deputy Chairman/Mayor of Harwich for the forthcoming year. The Mayor then called for any further nominations and there being none, Councillors unanimously RESOLVED : that Councillor Fay be appointed as Deputy Chairman and Mayor for the 2025-26 Municipal Year. The Deputy Mayor then read aloud and signed his Declaration of Acceptance of Office. |
| 003/25 | <u>APOLOGIES FOR ABSENCE</u> Cllrs Armstrong, Davidson, Fowler, J Henderson, Saunders and Smith. |
| 004/25 | <u>MAYOR'S CHAPLAIN</u> The Mayor announced the appointment of the Revd Canon Ian Smith as the council's Chaplain for the forthcoming year. |

| | |
|---------------|---|
| | The Mayor, Deputy Mayor and retiring Deputy Mayor retired to the Parlour to change robes. |
| 005/25 | <u>MAYOR'S THANKS FOR ELECTION</u> The Mayor returned thanks for her election. |
| 006/25 | <u>THE MAYOR'S CONSORT</u> Cllr Dave Chable was announced as the Mayor's consort for the ensuing year, and he confirmed his chosen charities as: The PAC, 4 th Dovercourt Sea Scouts; 1 st and 2 nd Parkeston Scouts and the Harwich & Dovercourt Rugby Club Youth Team. |
| 007/25 | <u>APPOINTMENT OF OFFICERS, COMMITTEES AND REPRESENTATIVES FOR THE FORTHCOMING YEAR</u> Councillor Wade moved, and Councillor Chable seconded that the appointment of Officers, Committees and Representatives for the ensuing year, as recommended by the Council at an informal meeting on 28 th April 2025, be approved. RESOLVED: To approve the appointments as listed in Appendix A. |
| 008/25 | <u>MEETINGS OF THE COUNCIL</u> Councillor Powell moved, and Councillor fay seconded that the meetings of the Council, which are in accordance with Standing Order 3, as recommended by the Council at an information meeting on 28 th April 2025, be approved. RESOLVED: To agree Council meetings as listed in Appendix B. |
| 009/25 | <u>AUTHORISATION OF PAYMENTS</u> Councillor Chable moved, and Councillor Wade seconded that the Clerk be authorised to pay invoices in accordance with Financial Regulations. RESOLVED: To grant authorisation. |
| 010/25 | <u>CLOSING WORDS FROM THE MAYOR</u> Councillor Morrison gave a closing speech which included her gratitude to members, officers, family and Friends and presented gifts. |

The Mayor closed the meeting at 11.54am

TOWN MAYOR AND CHAIRMAN

DATE

APPENDIX A

TOWN OF HARWICH

TO: THE TOWN COUNCIL OF THE SAID TOWN

Recommendations made at an informal meeting of the Town Council held on 28th April 2025 to be ratified at the Annual Statutory & Mayor Making Meeting on 15th May 2025.

1) That the following appointments be made for the ensuing year:

- a) **MAYOR** Cllr P Morrison
- b) **DEPUTY MAYOR** Cllr S Fay
- c) **SERGEANT-AT-MACE** Mr J Ford / Mr A Wells

2) The following committees be appointed for the ensuing year:

COMMITTEE

TOWN PLANNING

(Every 3 weeks)

CHAIRMAN : Cllr S Fay

Vice Chair: Cllr A Todd

THE WHOLE COUNCIL

(Six members shall constitute a quorum)

ALLOTMENTS

(4 times a year)

CHAIRMAN: Cllr A Todd

CLLRS (7)

Cllr G Calver

Cllr B Davidson

Cllr C Powell

Cllr S Richardson

Cllr D Smith

Cllr J Wade

Site Representatives invited to attend

(7max)

Rob Bayford (Long Meadows)

Ben Chamberlain (The Redoubt)

Agnieszka Chudy (King Georges Avenue)

Peter Day (The Redoubt)

Joan Feaviour (Abdy Avenue)

Richard Peacock (Boatswains Call)

FINANCE AND GENERAL PURPOSES

(Quarterly)

CHAIRMAN: Cllr P Morrison

CLLRS (7)

Cllr L Armstrong

Cllr G Calver

Cllr D Chable

Cllr S Richardson

Cllr M Saunders

Cllr A Todd

Cllr J Wade

ENVIRONMENT AND COMMUNITY

(Quarterly)

CHAIRMAN: Cllr M Fowler

CLLRS (7)

Cllr L Armstrong

Cllr B Davidson

Cllr D McLeod

Cllr M Saunders

Cllr D Smith

Cllr J Wade

Both the Mayor and Deputy Mayor will sit on each committee as ex-officio members.
They will retain the same voting rights as any other committee member.

- 3) That the following representatives be appointed for the ensuing year or for the period specified:

CHARITIES AND ASSOCIATIONS

| | |
|--|---------------------|
| Age Concern | Cllr D McLeod |
| Ark Family Resource Centre | Cllr P Morrison |
| Friends of Esplanade Hall Committee | Cllr I Henderson |
| Henry Smith's Charity (Ancient Parish of Dovercourt) Reg No. 246792 | Cllr S Fay |
| Harwich and District Community Association | Cllr D McLeod |
| Harwich and District Community Crime Prevention Panel | Mayor |
| Harwich & Dovercourt Tourism Group | Cllr I Henderson |
| | Cllr C Powell |
| Harwich Conservation Panel | Cllr M Fowler |
| Harwich Education Partnership | Cllr L Armstrong |
| Harwich Harbour Foot Ferry Partnership | Cllr C Powell |
| Merchant Navy Welfare Board | Cllr L Armstrong |
| Neighbourhood Networking Meetings | Mayor and the Clerk |
| Haltermann Carless Environmental Liaison Committee | Cllr C Powell |
| | Cllr S Richardson |
| Royal British Legion Services Committee | Cllr J Wade |
| TDC Parish & Town Council Community Resilience Meetings | E&C member |
| | E&C member |
| Teen Talk (Harwich) | Cllr J Henderson |
| Tendring District Association of Local Councils | Cllr D McLeod |
| | Cllr B Davidson |
| Tendring District Council Transport Liaison Group | Cllr S Fay |
| Tendring Older People's Forum | Cllr S Richardson |
| Parish Transport Meeting | Cllr S Fay |
| Port Authority Liaison Committee | Cllr P Morrison |
| | Cllr C Powell |
| | Cllr M Saunders |
| | Cllr A Todd |

Essex Coastal Forum (Circulation list only)

CONTACTS FOR EXTERNAL ORGANISATIONS:

| | |
|-----------------------------|--|
| Flood line | Mayor Deputy Mayor Clerk Estates Supervisor |
| TDC Emergency Planning Team | Mayor Deputy Mayor Clerk |

APPENDIX B

| Date | Meeting | Venue | Time |
|---|------------------------------------|----------------------------|------------------|
| Tues 3 rd June 2025 | Planning Full Council | Guildhall Church Street | 6.30pm 7.00pm |
| Thurs 12 th June 2025 | Allotments | Guildhall, Church Street | 7.00pm |
| Tues 17 th June 2025 | F&GP | Guildhall, Church Street | 7.00pm |
| Tues 24 th June 2025 | Planning | Guildhall, Church Street | 6.30pm |
| Tues 1 st July 2025 | E&C | Guildhall, Church Street | 7.00pm |
| Weds 16 th July 2025 | Planning Full Council | Guildhall Church Street | 6.30pm 7.00pm |
| Tues 22 nd July 2025 | Allotments | Guildhall, Church Street | 7.00pm |
| Tues 5 th August 2025 | Planning Ext Full Council (TBC) | Guildhall, Church Street | 6.30pm |
| Tues 2 nd September 2025 | Planning Full Council | Guildhall Church Street | 6.30pm 7.00pm |
| Tues 23 rd September 2025 | Planning F&GP | Guildhall Church Street | 6.30pm 7.00pm |
| Thurs 9 th October 2025 | E&C | Guildhall, Church Street | 7.00pm |
| Tues 14 th October 2025 | Planning Full Council | Guildhall Church Street | 6.30pm 7.00pm |
| Thurs 30 th October 2025 | Allotments | Guildhall, Church Street | 7.00pm |
| Tues 4 th November 2025 | Planning | Guildhall, Church Street | 6.30pm |
| Weds 26 th November 2025 | Planning Full Council | Guildhall Church Street | 6.30pm 7.00pm |
| Tues 9 th December 2025 | F&GP | Guildhall Church Street | 7.00pm |
| Tues 16 th December 2025 | Planning | Guildhall Church Street | 6.30pm 7.00pm |
| Weds 14 th January 2026 | Planning Full Council | Guildhall Church Street | 6.30pm 7.00pm |
| Thurs 22 nd January 2026 | E&C | Guildhall, Church Street | 7.00pm |

| | | | |
|--|-----------------------------------|--|------------------|
| Tues 3 rd February 2026 | Planning | Guildhall, Church Street | 6.30pm |
| Tues 24 th February 2026 | Planning Full Council | Guildhall Church Street | 6.30pm 7.00pm |
| Weds 4 th March 2026 | Allotments | Guildhall, Church Street | 7.00pm |
| Tues 17 th March 2026 | Planning F&GP | Guildhall, Church Street Guildhall, Church Street | 6.30pm 7.00pm |
| Thurs 26 th March 2026 | E&C | Guildhall, Church Street | 7.00pm |
| Tues 7 th April 2026 | Planning Full Council | Guildhall Church Street | 6.30pm 7.00pm |
| Tues 28 th April 2026 | Planning Annual Parish Meeting | Guildhall Church Street | 6.30pm 7.00pm |
| Thurs 21 st May 2026 | Mayor Making | Guildhall, Church Street | 11.00am |
| Tues 9 th June 2026 | Planning Full Council | Guildhall Church Street | 6.30pm 7.00pm |