

HARWICH TOWN COUNCIL

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MINUTES

of the Meeting of the Finance & General Purposes Committee

held at

The Guildhall, Church Street

on

Tuesday 23rd September 2025 at 7.03pm

Present:	Councillors Calver, Fay, Richardson, Saunders, Todd and Wade
In the Chair:	Councillor Morrison
Clerk:	Ms Lucy Ballard
Also present:	0 members of the public, 0 members of the press, and Estate Supervisors, Andy Wells and Matthew Newman

Public questions: None

F028/25	<u>APOLOGIES FOR ABSENCE</u> Cllrs Armstrong and Chable
F029/25	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> None
F030/25	<u>MINUTES OF THE LAST MEETING</u> RESOLVED: That the Minutes and Confidential Minutes of the meeting of the Finance & General Purposes Committee held on Tuesday 17 th June 2025, (previously circulated) be approved by the committee and signed by the chairman as a true record. FURTHER RESOLVED: That the Minutes and Confidential Minutes of the Extraordinary meeting of the Finance & General Purposes Committee held on Wednesday 23 rd July 2025, (previously circulated) be approved by the committee and signed by the chairman as a true record.
F031/25	<u>MATTERS ARISING FROM THE MINUTES</u> None
F032/25	<u>MATTERS ARISING FROM PREVIOUS MINUTES</u> None
F033/25	<u>HARWICH QUAY NEW YEAR'S EVE FIREWORKS</u> RESOLVED TO RECOMMEND: To award £2500 grant
F034/25	<u>COLCHESTER UNITED COMMUNITY FOUNDATION</u> RESOLVED TO RECOMMEND: To award £2420 grant
F035/25	<u>MID AND NORTH EAST ESSEX MIND</u> RESOLVED TO RECOMMEND: To award £1500 grant

F036/25	<p><u>ESTATE SUPERVISOR REPORT</u></p> <p>Members acknowledged the latest report from Estate Supervisor, Andy Wells, in which he reported on various matters including the CCTV upgrade at the Hill School Site, CCTV installation and grounds works at the skate park, upgrade of emergency lighting at the Guildhall and the delays to the illumination of the High Lighthouse project. He added that the graffiti seemed to be reducing at the skatepark but there have been issues with the gratings being removed. Also, in relation to the handrail planning application, English Heritage had visited and suggested a single continuous handrail might be more appropriate as this would follow the natural contour of the walls. Matthew Newman added that they had suggested metal rather than wood.</p>
F037/25	<p><u>INDEPENDENT REVIEW OF THE ACCOUNTS</u></p> <p>Members acknowledged a report from Cllr Smith following a review of the accounts for the periods Apr - Jun on 9th September. No irregularities were found, and everything appeared to be in perfect order.</p>
F038/25	<p><u>BANKING AND INVESTMENT REVIEW</u></p> <p>Members reviewed the current banking arrangements for the council as well as the investments held and RESOLVED: To make no changes to the arrangements and to retain investments at their existing level.</p>
F039/25	<p><u>LEISURE SEASON ANALYSIS 2025</u></p> <p>Members noted an analysis of income against expenditure for the 2025 season.</p> <p>Refer to E&C the issue of Orwell Road hedges only getting trimmed after the end of the summer and not when the tourists are around.</p>
F040/25	<p><u>ST GEORGE CROSS</u></p> <p>Members considered the need to replace the existing flag due to wear and RESOLVED: To purchase 2x new flags and Inglefield clips at a cost of £179.96 to be expended from the General budget.</p>
F041/25	<p><u>OFFICE 2024 LICENCES</u></p> <p>Members considered the need to purchase individual licences when the Office 365 subscription comes to an end (February) since this was no longer required with the new domain.</p> <p>RESOLVED: To purchase 5x Office 2024 licences at a cost of no more than £30 each to be expended from the IT budget.</p>
F042/25	<p><u>POLICIES</u></p> <p>The clerk briefed members on the policies for adoption, a number of which had been updated and some were new, following a recommendation from the appointed Human Resources consultant. He clerk confirmed that she had also reviewed and updated the Privacy Notice on the website and clarified that the Data Processor is the Clerk and Data Controller is the Council.</p> <p>RESOLVED: to adopt the following policies, to be reviewed every 3 years and updated as necessary or as legislations dictates.</p> <ul style="list-style-type: none"> • Data Protection • Disciplinary • Equality & Diversity • Grievance • IT & Email • Anti Bullying & Harassment • Expenses • Health & Safety • Home Working • Leave • Performance & Capability • Recruitment & Selection • Training & Development • Organisational Change & Redundancy • Sickness • Whistleblowing

F043/25	<p><u>MATTERS RECEIVED IN THE POST OR INFORMATION RAISED BY MEMBERS</u></p> <ul style="list-style-type: none"> • Letter of acknowledgement following receipt of Grant funding from: None • Evaluation form following grant – Harwich Quay New Years Eve Fireworks 2024 • Members noted some correspondence regarding the council-managed pétanque. • Correspondence noted from CCLA, for information.
F044/25	<p><u>MATTERS TO BE REPORTED</u></p> <ul style="list-style-type: none"> • Members noted expenditure of £360, authorised under delegated authority, for the annual emergency Lighting and Fire Detection Certification at the Hill School site, plus a further £180 for works resulting from the testing, to be expended from the Professional Costs budget. • Members noted expenditure of £150, authorised under delegated authority, for maintenance to the Putting Green Hut, to be expended from the Putting Green Rent & Maintenance budget. • Members noted expenditure of £186, authorised under delegated authority, for GDPR and PAT Testing training for newly appointed Estate Supervisor, to be expended from the Training budget. • Members noted a reduction in interest rate from 1.20% to 1.10% on the Barclays Business Premium (Saver) Account WEF 11 November 2025. • Members were informed that the NJC had reached agreement on the 2025-26 pay awards to apply a 3.2% increase on each scale point and this was implemented in August for all applicable employees, along with the necessary back pay. No agreement has been made on the 2026-27 pay awards.
F045/25	<p><u>DATE FOR NEXT MEETING</u></p> <p>The date of the next meeting of the Finance and General Purposes Committee is at 7pm, on Tuesday 9th December 2025 at The Guildhall Church Street, Harwich.</p>
F046/25	<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 to close the meeting to the press and public for the transaction of the under-mentioned business:</p> <ul style="list-style-type: none"> • Staff DBS checks • Utilities Contracts

The chairman closed the public part of the meeting at 7.58pm.

CHAIRMAN

DATE