

HARWICH TOWN COUNCIL

Guildhall, Church Street, Harwich, Essex CO12 3DS

Tel: 01255 507211

email: info@harwichtowncouncil.gov.uk

MINUTES

of the Meeting of HARWICH TOWN COUNCIL

held at

The Guildhall, Church Street, Harwich

on

Tuesday 14th October 2025 at 7.00pm

Present:	Councillors Calver, Chable, Davidson, Fowler, I Henderson, J Henderson, McLeod, Powell, Richardson, Smith and Wade
In the Chair:	Councillor P Morrison
Clerk:	Ms L Ballard
Also present:	Rev. Cannon Ian Smith

A minute's silence was observed in respect of former Caretaker Fraser Morrison following his passing earlier in September.

Prayers were taken by the Rev. Ian Smith

070/25	<u>APOLOGIES FOR ABSENCE</u> Cllr Armstrong, Fay, Saunders and Todd
071/25	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> None
072/25	<u>PUBLIC QUESTIONS</u> None
073/25	<u>MAYOR'S ENGAGEMENTS</u> Members acknowledged a list of recent engagements attended by Cllr Morrison, which had been previously circulated. She referred to a very recent engagement for the opening of the new library, which it was agreed might suitably facilitate a small banking hub.
074/25	<u>MINUTES OF LAST MEETING</u> RESOLVED: That the Minutes of the meeting of Harwich Town Council held on 2 nd September (circulated separately) were approved as a correct record.
075/25	<u>MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING</u> • MIN 063/25 – It was confirmed the Apprenticeship vacancy was live and following a little discussion, it was RESOLVED: to appoint the clerk and the chair of F&GP Committee to form the recruitment panel, with Cllr Calver acting as reserve if Cllr Morrison was to be unavailable.
076/25	<u>MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS</u> • MIN 117/24 – It was reported that the postponed skate park jam had been re-booked, tentatively for 31 st May 2026 and the clerk was awaiting confirmation from the district council of their requirements to formalise this.

	<ul style="list-style-type: none"> • MIN16/25 – The Memory Walk fundraising event was reported on and Cllr Morrison thanked Cllr Fowler for taking photographs and also thanks went to the clerk, Asst. Clerk and Estate Supervisor for their efforts in coordinating the event. The clerk reported that £84 was collected on the day and Cllr Smith also collected in excess of £500 in donations. • MIN 131/22 – Members were briefed on the arrangements for the 2026 HMD commemorations and RESOLVED: to authorise expenditure of up to £50 for the purchase of a floral tribute and any replacement candles. • MIN 016/25 – The clerk reported on a response received from the MP in relation to the council’s concerns over local bank closures and agreed to clarify those concerns with the MP who had offered to take them up directly with the banks concerned.
077/25	<p><u>NOTICE OF CONCLUSION OF AUDIT 2024/25</u></p> <p>Members noted receipt of the conclusion of the Audit for year ended 31 March 2025. The Clerk confirmed that there were no matters to address this year and therefore no plan of action was required, and that she had already carried out the necessary actions as instructed by the external auditor. Cllr Morrison congratulated the clerk for her efforts which resulted in a clean audit. The clerk thanked members for assisting her to ensure the council remained compliant.</p>
078/25	<p><u>RESIGNATION OF HONORARY ARCHIVIST</u></p> <p>It was acknowledged that Ray Plummer, Council Archivist for 20 years, had resigned from his post. Cllr Calver would be consulting with Ray’s as to appropriate recognition.</p>
079/25	<p><u>GREEN BOOK</u></p> <p>RESOLVED: To abide by the NJC employment terms and conditions, also referred to as the ‘Green Book’.</p>
080/25	<p><u>HIGH LIGHTHOUSE ILLUMINATION POLICY</u></p> <p>Members considered a draft policy for the occasions on which the council hoped to illuminate the High Lighthouse.</p> <p>RESOLVED: to adopt the policy and to bring any additional illumination requests to Full Council for consideration unless the timeframe doesn’t permit, in which case to delegate to the clerk in consultation with the chair of the council and chairs of committees.</p>
081/25	<p><u>NORTH FALLS WIND FARM</u></p> <p>Members considered a consultation for an application for a marine licence. The chairman informed members that they could respond individually should they wish to. The clerk confirmed this could be done by email or via the link.</p>
082/25	<p><u>HARWICH & DOVERCOURT PARTNERSHIP</u></p> <p>Members considered a grant request in relation to the annual Christmas Lights switch on event, which is to take place on 29th November 2025.</p> <p>RESOLVED: to award a grant of £2500</p>
083/25	<p><u>BRIEF REPORTS BY MEMBERS APPOINTED TO OUTSIDE BODIES BY THE COUNCIL</u></p> <ul style="list-style-type: none"> • The report on the Henry Smith Charity would be deferred until the next meeting. • Cllr Powell attended the HIP meeting this morning. He reported that goods (freight going out) is down 4% on last year, although the number of cars and

	<p>passengers were identical. Stena has provided some guarantees on their ferry operations and they hope things will pick up in the near future.</p> <p>The High Street Accelerator Programme has now finished and the Tourism Group would be taking on its remit going forward in a bid to continue to assist local retailers. Cllr I Henderson confirmed it would continue in a more formal way.</p> <ul style="list-style-type: none"> • Cllr Richardson said he's been unable to attend any meetings of the Older People's Forum owing to not receiving invitations following the departure of the person responsible for sending these. The clerk agreed to follow up on this to obtain a new contact. • Cllr Wade referred to the Music & Memory dementia friendly singing sessions, which are fairly well attended. Some attendees have been bringing cakes and sausage rolls.
084/25	<p><u>COMMITTEE MEETING MINUTES</u></p> <p>Members received the Minutes of the following meetings:</p> <ul style="list-style-type: none"> • F&GP Committee – 23rd September 2025 <p>RESOLVED: ratify the decision of the committee in relation to grant funding to: Harwich Quay Fireworks (£2500); Colchester United Community Foundation (£2420); Mid and North East Essex MIND (£1500).</p> <ul style="list-style-type: none"> • E&C Committee – 8th October 2025
085/25	<p><u>ACCOUNTS</u></p> <p>RESOLVED: To receive the financial report and to approve accounts for payment as per the schedule (circulated separately).</p>
086/25	<p><u>CORRESPONDENCE RECEIVED IN THE POST OR RAISED BY MEMBERS</u></p> <p>None</p>
087/25	<p><u>DATE OF NEXT MEETING</u></p> <p>The next meeting of Harwich Town Council will be held on Wednesday 26th November 2025 at The Guildhall, Church Street, Harwich at 7.00pm, or at the rise of the Town Planning Committee, whichever is the later.</p>

The Chairman closed the meeting at 7.37pm

CHAIRMAN

DATE