

## HARWICH TOWN COUNCIL

Guildhall, Church Street, Harwich, Essex CO12 3DS

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Clerk: Ms Lucy Ballard

**TO ALL COUNCILLORS:  
YOU ARE SUMMONED TO ATTEND A MEETING  
OF HARWICH TOWN COUNCIL**

To be held at

**The Guildhall, Church Street, Harwich**

on

**Tuesday 24<sup>th</sup> February 2026 at 7pm**

**Or at the rise of the TOWN PLANNING MEETING, whichever is the later**

### AGENDA

<b>1</b>	<b>Apologies for Absence</b> To receive apologies for absence
<b>2</b>	<b>Declarations of Members' Interests</b> To receive any 'pecuniary' or 'Other/Non Registrable' interests relating to items on the agenda
<b>3</b>	<b>Public Questions</b> Questions pursuant to Standing Order 3
<b>4</b>	<b>Mayor's Announcements</b> The Mayor to give a brief report of engagements undertaken since the last meeting
<b>5</b>	<b>Minutes of Last Meeting</b> <ul style="list-style-type: none"><li>To approve as a correct record the Minutes and Confidential Minutes of the meeting of Harwich Town Council held on 13<sup>th</sup> January 2026 (circulated separately)</li></ul>
<b>6</b>	<b>Matters Arising from the Minutes of the Last Meeting</b> <b>MIN 109/25</b> – To confirm application to LINK has been submitted by Bernard Jenkin MP and consider further action. <b>MIN 110/25</b> – To acknowledge response from Lieutenant Reavell in relation to visit from the HMS Venturer.
<b>7</b>	<b>Matters Arising from the Minutes of Previous Meetings</b>
<b>8</b>	<b>PCSO</b> <b>Ref: MIN 112/25</b> – To consider proposal for the continuation of PCSO presence within Harwich when current arrangement ends in March 2026.
<b>9</b>	<b>Harwich Harbour Foot Ferry</b>

	<p><b>Ref: MIN 128/23</b> – To review current partnership agreement and consider whether to renew on an ongoing basis, commencing April 2027 at a cost of £1000 per annum, to be reviewed in 2030.</p> <p><i>Cllr Powell</i></p>
<b>10</b>	<p><b>Policies for Review and Adoption</b></p> <ul style="list-style-type: none"> <li>• IT Policy</li> <li>• Document &amp; Data Retention Policy</li> <li>• Model Publication Scheme</li> </ul>
<b>11</b>	<p><b>Community Christmas Carol Service</b></p> <p><b>Ref: MIN 140/24 and 103/23</b> to consider request for increase in budget for the 2026 service to £750</p>
<b>12</b>	<p><b>Council Insurance</b></p> <p>To consider options for renewal of council insurance.</p> <ul style="list-style-type: none"> <li>• 1 Year £6379.42 (including IPT)</li> <li>• 3 Year (LTA) £5787.66 (including IPT)</li> </ul>
<b>13</b>	<p><b>ECFRS Consultation: Improving Daytime Fire Engine Availability in Essex</b></p> <p>To consider submitting a response to the consultation.</p>
<b>14</b>	<p><b>Brief Reports by Members appointed to outside bodies by the Council</b></p>
<b>15</b>	<p><b>Committee Meeting Minutes</b></p> <p>To receive the Minutes of previous committee meetings (<i>circulated separately</i>):</p> <ul style="list-style-type: none"> <li>• <b>Environment &amp; Community Committee – 22<sup>nd</sup> January 2026</b></li> </ul>
<b>16</b>	<p><b>Accounts</b></p> <p>To receive the financial update and accounting reports and to approve accounts for payment as per the schedule (circulated separately)</p>
<b>17</b>	<p><b>Correspondence Received in the Post or Raised by Members</b></p>
<b>18</b>	<p><b>Date of Next Meeting</b></p> <p>The next meeting of Harwich Town Council is scheduled to be held at <b>the Guildhall, Church Street, Harwich on Tuesday 7<sup>th</sup> April 2026 at 7.00pm</b>, or at the rise of the Town Planning Committee, whichever is the later.</p>
<b>19</b>	<p><b>Exclusion of Press and Public</b></p> <p>Pursuant to Sub-Section 2 of Section 1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting to be closed to the press and public for the transaction of the under-mentioned business:</p> <ul style="list-style-type: none"> <li>• <b>Personnel – Estate Supervisor end of Probation Review</b></li> <li>• <b>Hill School Leases – application of seal</b></li> </ul>

<b>20</b>	<b>Personnel – Estate Supervisor end of probation review</b> To consider recommendation following an end of probation review.
<b>21</b>	<b>Hill School Leases</b> To agree to sign and seal leases in accordance with Standing Order 23

**Dated: 17<sup>th</sup> February 2026**

*Lucy Ballard*

**Ms Lucy Ballard  
Clerk to the Council**