

## HARWICH TOWN COUNCIL

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### MINUTES

#### of the Meeting of HARWICH TOWN COUNCIL

held at

The Guildhall, Church Street, Harwich

on

Tuesday 24<sup>th</sup> February 2026 at 7.15pm

<b>Present:</b>	<b>Councillors Calver, Davidson, Fay (from 7.24pm), Fowler, I Henderson, J Henderson, Powell, Richardson, Smith, Todd and Wade</b>
<b>In the Chair:</b>	<b>Councillor P Morrison</b>
<b>Clerk:</b>	<b>Ms L Ballard</b>
<b>Also present:</b>	<b>Rev. Canon Ian Smith and Apprentice Administrative Assistant Yazmin Hornsby-Fry</b>

Prayers were taken.

<b>125/25</b>	<b><u>APOLOGIES FOR ABSENCE</u></b> Cllrs Armstrong, Chable, McLeod and Saunders
<b>126/25</b>	<b><u>DECLARATIONS OF MEMBERS' INTERESTS</u></b> Cllrs Davidson, Fowler, I Henderson J Henderson and Morrison all declared a non-pecuniary interest in Item 8 (PCSO) as they've already voted on this issue at TDC.
<b>127/25</b>	<b><u>PUBLIC QUESTIONS</u></b> None
<b>128/25</b>	<b><u>MAYOR'S ENGAGEMENTS</u></b> Members acknowledged a list of recent engagements attended by Cllr Morrison, which had been previously circulated. She referred to the visit to the German Ambassador's residence as a lovely evening.
<b>129/25</b>	<b><u>MINUTES OF LAST MEETING</u></b> <b>RESOLVED:</b> That the Minutes and Confidential Minutes of the meeting of Harwich Town Council held on 13 <sup>th</sup> January (circulated separately) were approved as a correct record.
<b>130/25</b>	<b><u>MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING</u></b> <b>MIN 109/25</b> – The clerk confirmed an application to LINK had been submitted by Bernard Jenkin MP and following further correspondence received by Cllr Smith, investigations had been made into the role of Cash Access UK. It appears the council is following the necessary process and is to await the outcome of any assessment by LINK. Cllr Smith spoke directly with Cash Access UK and they confirmed this process.

	<p><b>MIN 110/25</b> – Members acknowledged a response from Lieutenant Reavell in relation to visit from the HMS Venturer.</p> <p><b>MIN 114/25</b> – Ingham Pinnock has now submitted a scoping grant application on the council's behalf.</p>
<b>131/25</b>	<p><b><u>MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS</u></b></p> <p><b>MIN 96/25</b> – Cllr J Henderson referred to the letter sent to Greater Anglia about the Manningtree to Harwich branch line and the clerk agreed to contact Jonathan Denby to push for a response.</p>
<b>132/25</b>	<p><b><u>PCSO</u></b></p> <p><b>Ref: MIN 112/25</b> – Members considered a proposal for the continuation of PCSO presence within Harwich when the current arrangement ends in March 2026.</p> <p>Cllr Todd recommended that Council falls in line with the stance being taken by funding partner, TDC, in that they are not inclined to incur any costs on top of those already being paid in 2025/26.</p> <p><b>RESOLVED:</b> To commence new 2-year agreement for PCSO provision within Harwich, commencing April 2026, on a part-funded bases with Tendring District Council, at the same rate as is being paid in the current financial year, and to authorise TDC to relay this to Essex Police on behalf of HTC.</p>
<b>133/25</b>	<p><b><u>HARWICH HARBOUR FOOT FERRY</u></b></p> <p><b>MIN 128/23</b> - Members reviewed the current partnership arrangement with the foot ferry service and considered extending this when the existing arrangement ceases in March 2027. This is coming before Council early to provide assurances to safeguard the provision whilst they source other funding to make their intended improvements. Freeport East has joined the partnership and the name will be changing to Harbour Ferry.</p> <p><b>RESOLVED:</b> To continue agreement for a further 3 years at a contribution of £1000 per annum, commencing in April 2027 and to be reviewed again in 2030.</p>
<b>134/25</b>	<p><b><u>POLICIES FOR REVIEW AND ADOPTION</u></b></p> <p>Members considered a number of policies which had been reviewed and updated.</p> <p><b>RESOLVED:</b> To adopt the IT Policy, Document &amp; Data Retention Policy and Model Publication Scheme with 3-year review dates and updated as required.</p> <p>Members thanked the officers for the work taken to complete these.</p>
<b>135/25</b>	<p><b><u>COMMUNITY CHRISTMAS CAROL SERVICE</u></b></p> <p><b>REF: MIN 140/24 and 103/23</b> – Members considered a request for an increase in budget to support the 2027 carol service from £500 to £750</p> <p><b>RESOLVED:</b> to increase the budget by £250 to £750 per annum taking the additional funding in 2026/27 from the Community Projects EMR.</p>
<b>136/25</b>	<p><b><u>COUNCIL INSURANCE</u></b></p> <p>Members considered proposals for the renewal of council insurance from April 2026. The clerk confirmed that cover has been reviewed and was sufficient and all essential elements were in place in terms of public and employer's liability.</p> <p><b>RESOLVED:</b> To proceed with renewal on a 3-year LTA, commencing in April 2026 at £5787.66.</p>

137/25	<p><b><u>ECFRS CONSULTATION</u></b></p> <p>Members considered the 'Improving Daytime Fire Engine Availability in Essex' consultation being run by Essex County Fire and Rescue service, on how one of the two fire engines is crewed at four fire stations, including Dovercourt as part of their proposals to strengthen their ability to maintain the optimum 40 fire engines available during the day. Members were grateful to the officers for holding one of their consultation sessions at the Guildhall.</p> <p>The clerk confirmed that she had made available the survey to members. Members agreed there will still concerns over whether there was sufficient cover in place, as the preference is for at least 1 whole-time crew to be based in Harwich.</p> <p><b>RESOLVED:</b> to relay that HTC still has concerns over the reduction in whole-time cover following the move to retained only provision and as such requests from ECFRS that after 6 months of implementation of the new proposals, that HTC receives a breakdown, month by month, of the availability of pump 1 and pump 2 throughout the day when the engines are fully crewed and available so we can see where the gaps are.</p>
138/25	<p><b><u>BRIEF REPORTS BY MEMBERS APPOINTED TO OUTSIDE BODIES BY THE COUNCIL</u></b></p> <ul style="list-style-type: none"> <li>• Cllr J Henderson reported on a Teen Talk meeting. They're doing great work and have new trustees coming on board and although funds are dwindling, they're applying for more.</li> <li>• Cllr Powell reported that in relation to the foot ferry trailing operations over the winter period, they're running separate income records to ensure that if the winter period runs at a loss, the summer season will still be able to operate.</li> <li>• Cllr Richardson reported that he's been trying to contract the Tendring Older People's Forum as he doesn't receive any invites from them to attend meetings. The clerk agreed to follow this up directly.</li> </ul>
139/25	<p><b><u>COMMITTEE MEETING MINUTES</u></b></p> <p>Members received the Minutes of the following meetings:</p> <ul style="list-style-type: none"> <li>• <b>Environment &amp; Community Committee – 22<sup>nd</sup> January 2026</b></li> </ul>
140/25	<p><b><u>ACCOUNTS</u></b></p> <p><b>RESOLVED:</b> To receive the financial report and to approve accounts for payment as per the schedule (circulated separately).</p>
141/25	<p><b><u>CORRESPONDENCE RECEIVED IN THE POST OR RAISED BY MEMBERS</u></b></p> <ul style="list-style-type: none"> <li>• Cllr Richardson has received an email from Pas de Deux dance school, which he read aloud, in relation to a request for funding. He will direct the requester to the office.</li> <li>• Cllr Calver offered thanks to all staff for their efforts during HMD owing to the difficulties due to the inclement weather. The event was able to take place successfully.</li> </ul>
142/25	<p><b><u>DATE OF NEXT MEETING</u></b></p> <p>The next meeting of Harwich Town Council will be held on <b>Tuesday 7<sup>th</sup> April 2026</b> at <b>The Guildhall, Church Street, Harwich</b> at <b>7.00pm</b>, or at the rise of the Town Planning Committee, whichever is the later.</p>
143/25	<p><b><u>EXCLUSION OF PUBLIC AND PRESS</u></b></p> <p>Pursuant to Sub-section 2 of Section 1 of the Public Bodies (Admission to</p>

	<p>Meetings) Act 1960 it was <b>RESOLVED:</b> that the meeting was closed to the press and public for the transaction of the under-mention business:</p>
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- **Personnel – Estate Supervisor end of Probation Review**
- **Hill School Leases – application of seal**

The Chairman closed the public part of the meeting at 8.11pm

**DATE**