

HARWICH TOWN COUNCIL

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

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Clerk: Ms Lucy Ballard

Mayor Making Minutes

Minutes of the Annual Statutory & Mayor Making meeting held on

Thursday 21st May 2026 at 11.00am

The Guildhall, Church Street, Harwich

Present:

The Mayor, Councillor Morrison, in the Chair

Councillors: Calver, Chable, Davidson, Fay, I Henderson, McLeod, Powell, Richardson, Smith, Todd and Wade

Clerk to the Council: Ms L Ballard

Assistant Clerk to the Council: Ms M Ratcliffe

Estate Supervisor: Mr M Newman

Administrative Assistant: Yazmin Hornsby-Fry

Macebearer, Mr A Wells

High Steward, Sue Daish

Also present:

12 members of the public, Town Crier, Richard Bench,

The Revd. Kirsty Emerson and The Deputy Lieutenant Nigel Spencer MBE.

Prayers

Prayers were said by the Revd. Kirsty Emerson

001/26 - ELECTION OF CHAIRMAN/MAYOR

The Mayor called for nominations for Chairman/Mayor for the forthcoming year.

Councillor Davidson moved, and Councillor McLeod seconded that Councillor Fay 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 Fay be elected as Chairman and Mayor of Harwich for the 2026-27 Municipal Year. The Mayor then read aloud and signed his Declaration of Acceptance of Office.

002/26 - APPOINTMENT OF DEPUTY MAYOR

The Newly elected Mayor called for nominations for Deputy Chairman/Mayor for the forthcoming year. Councillor Morrison moved, and Councillor Powell seconded that Councillor Todd 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 Todd be appointed as Deputy Chairman and Mayor for the 2026-27 Municipal Year. The Deputy Mayor then read aloud and signed his Declaration of Acceptance of Office.

003/26 - APOLOGIES FOR ABSENCE

Cllrs Armstrong, Fowler, J Henderson and Saunders.

004/26 - MAYOR'S CHAPLAIN

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 Mayor retired to the Parlour to exchange robes.

005/26 - MAYOR'S THANKS FOR ELECTION

The Mayor returned thanks for his election.

006/26 - THE MAYOR'S CONSORT

Josh Fay was announced as the Mayor's consort for the ensuing year, and he confirmed his chosen charities as: East Anglia Children's Hospice (EACH), Harwich Connexions and HomeStart Harwich.

007/26 - APPOINTMENT OF OFFICERS, COMMITTEES AND REPRESENTATIVES FOR THE FORTHCOMING YEAR

Councillor Chable moved, and Councillor Wade seconded that the appointment of Officers, Committees and Representatives for the ensuing year, as recommended by the Council at an informal meeting on 14th April 2026, be approved.

RESOLVED: To approve the appointments as listed in Appendix A.

008/26 - MEETINGS OF THE COUNCIL

Councillor Davidson 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 informal meeting on 14th April 2026, be approved.

RESOLVED: To agree Council meetings as listed in Appendix B.

009/26 - AUTHORISATION OF PAYMENTS

Councillor Wade moved, and Councillor Chable seconded that the Clerk be authorised to pay invoices in accordance with Financial Regulations.

RESOLVED: To grant authorisation.

010/26 - VOTE OF THANKS TO THE RETIRING MAYOR

Councillor Calver gave a sincere vote of thanks to the retiring Mayor and Consort for their services during their extended term of office.

011/26 - RESPONSE OF THE RETIRING MAYOR

Councillor Morrison responded to the vote of thanks and gave recognition of the support received over the last couple of years. She presented gifts to her consort, Cllr Chable as well as to the Clerk, Asst. Clerk, Estate Supervisor and Admin. Assistant.

The Mayor closed the meeting at 11.46am

TOWN MAYOR AND CHAIRMAN

DATE

APPENDIX A – Committee Composition

Recommendations made at an informal meeting of the Town Council held on 14th April 2026, ratified at the Annual Statutory & Mayor Making Meeting on 21st May 2026.

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

- | | |
|----------------------------|--------------------------|
| a) MAYOR | Cllr S Fay |
| b) DEPUTY MAYOR | Cllr A Todd |
| c) SERGEANT-AT-MACE | Mr J Ford and Mr A Wells |

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

COMMITTEE

TOWN PLANNING

(Every 3 weeks)

quorum)

ALLOTMENTS

(4 times a year)

CHAIRMAN : Cllr A Todd

Vice Chair: TBA

THE WHOLE COUNCIL

(Six members shall constitute a

CHAIRMAN: Cllr A Todd

CLLRS (7)

Cllr G Calver

Cllr B Davidson

Cllr P Morrison

Cllr C Powell

Cllr S Richardson

Cllr D Smith

Site Representatives invited to attend

(7max)

Rob Bayford (Long Meadows)

Ben Chamberlain (The Redoubt)

Agnieszka Chudy (King Georges Avenue)

Peter Day (The Redoubt)

Paul Gale (Abdy Avenue)

Sue Meadows (Dunns Meadow)

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
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 Greater Anglia Steering Group	Cllr B Davidson
	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
	Estate Supervisor
TDC Emergency Planning Team	Mayor
	Deputy Mayor
	Clerk

APPENDIX B

Date	Meeting	Venue	Time
Tues 9 th June 2026	Planning Full Council	Guildhall, Church Street	6.30pm 7.00pm
Tues 16 th June 2026	Allotments	Guildhall, Church Street	7.00pm
Tues 23 rd June 2026	Planning F&GP	Guildhall, Church Street	6.30pm 7.00pm
Thurs 2 nd July 2026	E&C	Guildhall, Church Street	7.00pm
Tues 21 st July 2026	Planning Full Council	Guildhall, Church Street	6.30pm 7.00pm
Thurs 23 rd July 2026	Allotments	Guildhall, Church Street	7.00pm
Wed 12 th Aug 2026	Planning	Guildhall, Church Street	6.30pm
Tues 8 th Sep 2026	Planning Full Council	Guildhall, Church Street	6.30pm 7.00pm
Tues 22 nd Sep 2026	F&GP	Guildhall, Church Street	7.00pm
Tues 29 th Sep 2026	Planning	Guildhall, Church Street	6.30pm
Thurs 8 th Oct 2026	E&C	Guildhall, Church Street	6.30pm
Tues 20 th Oct 2026	Planning Full Council	Guildhall, Church Street	6.30pm 7.00pm
Thurs 29 th Oct 2026	Allotments	Guildhall, Church Street	7.00pm
Tues 10 th Nov 2026	Planning	Guildhall, Church Street	6.30pm
Wed 25 th Nov 2026	Planning Full council	Guildhall, Church Street	6.30pm 7.00pm
Tues 8 th Dec 2026	F&GP	Guildhall, Church Street	7.00pm
Tues 15 th Dec 2026	Planning	Guildhall, Church Street	6.30pm
Tues 12 th Jan 2027	Planning Full Council	Guildhall, Church Street	6.30pm 7.00pm
Thurs 21 st Jan 2027	E&C	Guildhall, Church Street	7.00pm
Tues 2 nd Feb 2027	Planning	Guildhall, Church Street	6.30pm
Tues 23 rd Feb 2027	Planning Full Council	Guildhall, Church Street	6.30pm 7.00pm
Wed 3 rd March 2027	Allotments	Guildhall, Church Street	7.00pm
Tues 9 th March 2027	Annual Parish Meeting	Guildhall, Church Street	7.00pm
Tues 16 th March 2027	Planning F&GP	Guildhall, Church Street	6.30pm 7.00pm

Thurs 25 th March 2027	E&C	Guildhall, Church Street	7.00pm
Tues 6 th April 2027	Planning Full Council	Guildhall, Church Street	6.30pm 7.00pm
Tues 27 th April 2027	Planning	Guildhall, Church Street	6.30pm
Thurs 27 th May 2027	Mayor Making	Guildhall, Church Street	11.00am
Tues 8 th June 2027	Planning Full Council	Guildhall, Church Street	6.30pm 7.00pm