

13/04/2026

Harwich Town Council

15:04

Balance Sheet as at 31st March 2026

31st March 2025

31st March 2026

31st March 2025		31st March 2026	
Current Assets			
3,240	Debtors	0	
1,870	VAT Control A/c	1,722	
1,107	Prepayments	0	
0	Other Debtors	4,360	
149,682	Current/Business Saver Account	189,793	
4,694	Mixed Payments Account	1,000	
80,000	Investment Bonds	80,000	
100,000	Public Sector Deposit Fund	100,000	
39	Petty Cash	10	
340,632		376,885	
340,632	Total Assets		376,885
Current Liabilities			
74	Creditors	15	
2,124	Accruals	3,229	
1,225	Receipts in Advance	6	
1,899	Allotment Key Deposits	2,069	
5,322		5,318	
335,310	Total Assets Less Current Liabilities		371,567
Represented By			
135,540	General Reserves		141,100
4,000	EMR - Allotment		4,000
29,522	EMR - Guildhall Improvements		45,410
20,685	EMR - Election Reserve		35,685
12,250	EMR - Skatepark Festival		12,250
4,000	EMR - ICT		3,600
2,000	EMR - D-Day 80/VE-Day 80		0
4,920	EMR - Memorials Reserve		4,920
35,958	EMR - Hill School Maintenance		35,369
1,000	EMR - Micro Grant		667
6,000	EMR - CCTV		0
(576)	EMR - S106 grant		(576)
500	EMR - Putting Green Fire Safet		500
1,400	EMR - Electrical Inspections		1,750
5,173	EMR - Allotment Key Priority S		2,898
906	EMR - Youth projects		906

13/04/2026

Harwich Town Council

15:04

Balance Sheet as at 31st March 2026

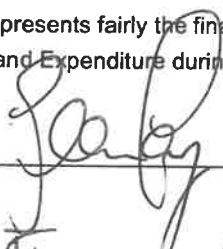
31st March 2025

31st March 2026

27,000	EMR - Putting Green Enhancemen	27,000
21,483	EMR - Christmas Lights	21,462
431	EMR - High Lighthouse Illumina	450
0	EMR - Local Government Reorgan	12,000
500	EMR - National Events	500
20,013	EMR - Community Projects	18,956
2,000	EMR - Apprenticeship Incentive	1,915
604	EMR - Writing on the Sea Wall	804
<u>335,310</u>		<u>371,567</u>

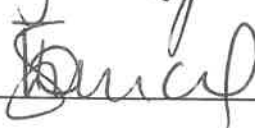
The above statement represents fairly the financial position of the authority as at 31st March 2026 and reflects its Income and Expenditure during the year.

Signed :
Chairman



Date : 9-6-26

Signed :
Responsible
Financial



Date : 9-6-26

Harwich Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2026

	<u>Account Description</u>	<u>Balance</u>	
<u>Bank Statement Balances</u>			
1	31/03/2026 Business Saver Account	187,181.47	
1	31/03/2026 Current Account	2,611.49	
2	31/03/2026 NS & I	80,000.00	
3	31/03/2026 Mixed Payments Account	1,000.00	
4	31/03/2026 Public Sector Deposit Fund	100,000.00	
			370,792.96
<u>Other Cash & Bank Balances</u>			
	Petty Cash	9.98	
			9.98
			370,802.94
<u>Receipts not on Bank Statement</u>			
0	31/03/2026 All Receipts Cleared	0.00	
			0.00
Closing Balance			370,802.94
<u>All Cash & Bank Accounts</u>			
1	Current/Business Saver Account	189,792.96	
2	Investment Bonds	80,000.00	
3	Mixed Payments Account	1,000.00	
4	Public Sector Deposit Fund	100,000.00	
	Other Cash & Bank Balances	9.98	
	Total Cash & Bank Balances		370,802.94

Explanation of variances – pro forma

Name of smaller authority: **HARWICH TOWN COUNCIL**
 County area (local councils and district/boroughs): **ESSEX**

Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- variances of more than 15% between totals for individual boxes (except variances of less than £200);
- variances of £100,000 or more require explanation regardless of the % variation year on year;
- **New from 2025/26 onwards:** variances of £500,000 or more in Box 3 require explanation regardless of the % variation year on year for smaller authorities with income and/or expenditure exceeding £6,500,000

	2024/25 £	2025/26 £	Variance £	Variance %	Explanation Required?	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	291,225	335,310				
2 Precept or Rates and Levies	212,628	217,258	4,629	2.18%	NO	
3 Total Other Receipts	30,642	35,185	-3,477	9.00%	NO	
4 Staff Costs	82,006	98,257	16,251	19.82%	YES	Increase in staff net pay owing to: paying 2x people during Estate Supervisor role handover for 2 months (£1797); Tax rebate for new employee (£3597); appointment of apprentice in Jan 26 (£2702); pay awards/increments (£2530); increase in NIMW for seasonal staff (£214). Increase in employer's pension contributions in addition to increase in % applied (£3178); increase in employer's NI contributions in addition to increase in % applied and reduced earnings threshold (£2233).
5 Loan Interest/Capital Repayment	0	0	0	0.00%	NO	
6 All Other Payments	123,180	117,909	-7,271	5.81%	NO	
7 Balances Carried Forward	335,310	371,587				
8 Total Cash and Short Term Investments	334,415	370,803				
9 Total Fixed Assets plus Other Long Term Investments and	1,383,915	1,379,472	-3,543	0.26%	NO	
10 Total Borrowings	0	0	0	0.00%	NO	

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Reconciliation between Box 7 and Box 8 in Section 2 - pro forma

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

HARWICH TOWN COUNCIL

County area (local councils and parish meetings only):

ESSEX

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		371,566.58
Deduct: Debtors (enter these as negative numbers)		
Debtors	(4,360.00)	
VAT Control A/c	(1,721.86)	
	<u>(6,081.86)</u>	
Deduct: Payments made in advance (prepayments) (enter these as negative numbers)		
Prepayments	N/A	
	<u>-</u>	
Total deductions		<u>(6,081.86)</u>
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
Creditors	14.58	
Accruals	3,228.82	
Allotment Key Deposits	2,068.82	
	<u>5,312.22</u>	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
Receipts in advance	6.00	
	<u>6.00</u>	
Total additions		<u>5,318.22</u>
Box 8: Total cash and short term investments		<u><u>370,802.94</u></u>

Annual Internal Audit Report 2025/26

HARWICH TOWN COUNCIL

ENTER PUBL www.harwichtowncouncil.gov.uk PAGE ADDRESS

During the financial year ended 31 March 2026, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2025/26 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2024/25 AGAR tick "not covered")</i>			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(during the 2025/26 AGAR period, were public rights in relation to the 2024-25 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).</i>	✓		
N. The authority has complied with the publication requirements for 2024/25 AGAR <i>(see AGAR Page 1 Guidance Notes).</i>	✓		
O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance.	✓		
P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

23/04/2026 DD/MM/YYYY

H. HEELIS (HEELIS & LODGE)

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

23/04/2026

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Name of Smaller Authority: **HARWICH TOWN COUNCIL**

County Area: **ESSEX**

Where the internal auditor has answered 'No'/'N/A'/'Not Covered' to any objectives on the AIAR, an explanation of these answers.

K. If the authority certified itself as exempt from a limited assurance review in 2024/25, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2024/25 AGAR tick 'not covered').

Harwich Town Council had a limited assurance review of its 2024/25 AGAR and therefore the 'not covered' box was ticked.

P. (For local councils only)

Trust fund (including charitable) - The council met its responsibilities as a trustee.

Harwich Town Council is not a trustee and therefore the 'Not applicable' box was ticked.

Smaller Authority: HARWICH TOWN COUNCIL
County Area: ESSEX

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 8th April 2025 at 7.02pm

Present:	Councillors Calver, Chable, Davidson, Fay, Fowler, I Henderson, J Henderson, McLeod, Powell, Richardson, Smith, Todd and Wade
In the Chair:	Councillor P Morrison
Clerk:	Ms Lucy Ballard
Also present:	0 members of the public, 1 member of the press, The Rev. Canon Ian Smith and Mark Neville of the Alzheimer's Society

Prayers were taken by the Rev. Canon Ian Smith

154/24	<u>APOLOGIES FOR ABSENCE</u> Cllrs Armstrong and Saunders
155/24	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> Cllr Calver declared a personal interest in item 15. He remained in the room but did not take part in either the debate or vote.
156/24	<u>ALZHEIMER'S SOCIETY</u> The chairman welcomed Mark Neville, Community Development Coordinator at the Alzheimer's Society who spoke of the work of the charity and its activities. He presented a short PowerPoint highlighting various statistics. It's not a natural part of ageing but there is a link to menopause and is affected more by women than men due to their increased life expectancy. It's very rare although not impossible to be diagnosed in children. Dementia affects more than just memory. It can also affect energy levels, walking and balance, sequencing (such as getting dressed), sight, hearing and communication skills. Information, understanding and the right services at the right time, along with peer support, helps people to live well with dementia. The unitary authorities of Essex developed the 2024-2027 dementia strategy for Essex, which helps to shape services throughout the county, including practical support and groups. Mark spoke of how the council can help support residents, which is largely by communicating information on (typically) council services that those living with dementia may not know about or have access to, e.g. Council Tax Attendance Allowance; financial benefits; housing; waste and refuse and voting. He

	<p>suggested that the council could make introductions to the Alzheimer's Society with various local organisations such as GP surgeries and schools and they can go in and do some awareness raising.</p> <p>Cllr Smith said the filming he was involved in during 2024, will soon be aired.</p> <p>Cllr Calver asked about a link to the shingles vaccination. Mark wasn't able to confirm or deny this.</p> <p>Little is known as to why one person may get dementia and another may not, except in the case of vascular dementia, which is linked to heart health including obesity, smoking or alcohol use.</p> <p>Cllr Chable felt that when high profile individuals are diagnosed, it raises a lot of awareness.</p> <p>Cllr Todd felt that with Agewell East stepping down as chair of the TDFC, it left a support gap. Mark felt that the community needs to steer activity, with a local lead, which could be a small group of people, the council or another organisation.</p> <p>The clerk agreed to circulate the presentation to members.</p> <p>The chairman thanked Mr Neville for his time and said that further information would be</p>
157/24	<p><u>PUBLIC QUESTIONS</u> None</p>
158/24	<p><u>MAYOR'S ENGAGEMENTS</u> Members acknowledged a list of recent engagements attended by Cllr Morrison. The Mayor also promoted her 70s & 80s disco night this coming Saturday, in aid of the mayoral charities.</p>
159/24	<p><u>MINUTES OF LAST MEETING</u> RESOLVED: That the Minutes and Confidential Minutes of the meeting of Harwich Town Council held on 18th February 2025 (circulated separately) were approved as a correct record.</p>
160/24	<p><u>MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING</u></p> <ul style="list-style-type: none"> • MIN 140/24 – Members received an update on progress with the VE-Day 80 celebrations and RESOLVED: authorisation of further activities (decoration of shops fronts, acquisition of the commemorative flag and funding a concert by the Blind Veterans Choir) to the value of £528.66, to be expended from the VE-Day EMR. • MIN 152/24 – A revised hearing date of 24th April was confirmed. • MIN 153/24 – It was confirmed that the Illumination infrastructure has been acquired and an installation date is to be scheduled. Members RESOLVED: to add the equipment to the asset register for insurance purposes.
161/24	<p><u>MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS</u></p> <ul style="list-style-type: none"> • MIN 113/24 – Members received a response from Lloyds Banking Group in relation to letter about banking hubs and considered further action to take. The clerk said she would prompt a response from Barclays and write to TSB and Santander.

	<ul style="list-style-type: none"> • MIN 114/24 – Members confirmed a meeting was held on 2nd April where an update on the Bathside Bay developments was given. Members agreed it was a very useful meeting. • MIN 116/24 – It was confirmed that the Skate Park Festival was arranged for 14th September to coincide with annual Tour de Tendring. • MIN 135/17 – It was confirmed that a further request for Council archived materials in relation to the Victoria County History (Vol 13) had been received and granted. • MIN 144/24 - Cllr J Henderson asked whether a response had been received following a letter to the district council about the dog fouling. The clerk agreed to prompt for a response.
162/24	<p><u>SCHEME OF ALLOWANCES</u> REF: MIN 168/23 - Members noted the scheme of allowances for the forthcoming year, paying reference to a report from the clerk. The allowances will remain in force until 2027.</p>
163/24	<p><u>ANNUAL SUBSCRIPTIONS</u> RESOLVED: To approve annual subscriptions which become payable during the 2025/26 financial year.</p>
164/24	<p><u>REGULAR PAYMENTS</u> RESOLVED: To authorise regular payments that will arise during the course of the 2025/26 year, including those made by variable direct debit, in accordance with Financial Regulation 5.6.</p>
165/24	<p><u>INTERNAL AUDITOR</u> Members reviewed the effectiveness of the arrangements for internal audit provision and the clerk confirmed the various criteria which was to be assessed. RESOLVED: To accept the Scope of Internal Audit work and agree the provisions for the arrangements for internal audit are effective. RESOLVED: To appoint Heather Heelis of Heelis & Lodge as the Council's Internal Auditor for the 2025/26 financial year at a cost in the region of £450 to be expended from the audit budget.</p>
166/24	<p><u>CONSULTATION OF DRAFT HOUSING ALLOCATIONS POLICY AND PROPOSED INTRODUCTION OF FLEXIBLE TENANCIES</u> Members considered a consultation from the district council and felt that the online survey might be best completed individually by members.</p>
167/24	<p><u>VE-DAY 80 – HIGH LIGHTHOUSE ILLUMINATION</u> Ref: MIN 153/24 – Following completion of a licence with TDC to illuminate the High Lighthouse on appropriate occasions, Cllr Calver asked members to agree to illuminate for VE-Day 80 Celebrations on 8th May prior to a policy being adopted. RESOLVED: to permit the illumination for VE-Day 80 on 8th May.</p>
168/24	<p><u>COUNCILLOR SERVICE MILESTONES</u> After brief discussion it was RESOLVED: to agree to hold a reception for any councillor serving 30 years with Harwich Town Council, expended from the Hospitality budget.</p>

169/24	<p><u>HARWICH MUSEUM</u></p> <p>Members considered a request for permission to copy archived materials for an exhibition on the evacuation in 1940. The clerk confirmed that the applicant had discussed their requirements with the honorary archivists.</p> <p>Cllr Fowler was hesitant about tangible items leaving the archives but would be happy for copies to be made.</p> <p>RESOLVED: to grant permission, under the guidance of the archivists, for copies (not originals) to be provided to the Harwich Museum for the purposes of their exhibition and to attribute the ownership of Harwich Town Council.</p>
170/24	<p><u>BRIEF REPORTS BY MEMBERS APPOINTED TO OUTSIDE BODIES BY THE COUNCIL</u></p> <ul style="list-style-type: none"> • Cllr I Henderson attended the Friends of Esplanade Hall AGM. He reported that as of the end of 2024 they had 38 members with a reunion being arranged to celebrate its 150th year. The present chair Enid Godfrey (who has been connected with the church and the hall for 60 years) has stood down and the role has been taken up by Anna Rendall-Knights. They also need their windows replacing. • Cllr I Henderson reported on a meeting of the High Street Accelerator Fund Board and there are changes afoot for shop front improvements. There is a community family fun day event in Orwell Place on 19th April. • Cllr McLeod attended a meeting of TDALC, where they talked about the pylons project and concerns surrounding devolution. • Cllr Wade attended a Royal British Legion meeting, which has some new members. • Cllrs Morrison, Powell and I Henderson attended a Port liaison Group meeting and reported that they are doing well with disposal of their old fleet and moving over to electric vehicles. They are preparing the groundwork for the new port exit route and apprenticeships are on the increase despite a downturn in freight and only 1 cruise ship due this year. • Cllr Wade reported that the Golden Oldies Music & Memory dementia friendly singing sessions are doing well but numbers could be better.
171/24	<p><u>COMMITTEE MEETING MINUTES</u></p> <p>Members received the Minutes of the following meetings:</p> <ul style="list-style-type: none"> • Allotments Committee – 5th March 2025 • Finance & General Purposes Committee – 18th March 2025 <ul style="list-style-type: none"> • Members RESOLVED: to ratify the decision of the committee in relation to grant funding for the following: <ul style="list-style-type: none"> • Teen Talk - £2500 • The Maze Group - £1080 • Environment & Community – 27th March 2025
172/24	<p><u>ACCOUNTS</u></p> <p>RESOLVED: To accept the financial report and to approve accounts for payment as per the schedule (circulated separately).</p>

	Cllr Powell offered his thanks on behalf of the council to the team in preparing the accounts.
173/24	<u>CORRESPONDENCE RECEIVED IN THE POST OR RAISED BY MEMBERS</u> None
174/24	<u>DATE OF NEXT MEETING</u> The next meeting of Harwich Town Council will be held on Tuesday 3rd June 2025 at The Guildhall, Church Street, Harwich at 7.00pm , or at the rise of the Town Planning Committee, whichever is the later. The Annual Statutory and Mayor Making meeting will be held on Thursday 15th May 2025 at The Guildhall, Harwich, at 11am.
175/24	<u>EXCLUSION OF PRESS AND PUBLIC</u> Pursuant to Sub-Section 2 of Section 1 of the Public Bodies (Admission to Meetings) Act 1960 it was RESOLVED : that the meeting be closed to the press and public for the transaction of the under-mentioned business: <ul style="list-style-type: none"> • Hill School Site Lease Renewals • Personnel – Estates Supervisor • Resume Public Session

The meeting moved into confidential business at 8.28pm

The public meeting resumed at 8.48pm

179/24	<u>RECRUITMENT</u> The chair confirmed that recruitment would need to commence to fill the vacancy created by the resignation of the Estate Supervisor and that members would need to appoint a recruitment panel to oversee this. She suggested that members might like to consider whether to obtain external HR support to assist in the process as this had been helpful previously. This would cost £60 per hour. RESOLVED : To appoint a recruitment panel comprising the chair and vice-chair of the F&GP Committee and the clerk, supported by an HR consultant, which will undertake all aspects of the recruitment process necessary to recommend a candidate for consideration and ratification by the council. FURTHER RESOLVED : To proceed with obtaining external HR support from Simpson HR Consultancy at a cost of £60 per hour, to be expended from the Training & Consultancy budget, to assist with the recruitment to fill the vacancy left by the Estate Supervisor.
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The chairman confirmed it was a pleasure to chair the full council meetings this last municipal year before closing the meeting at 8.51pm.

CHAIRMAN

DATE

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 3rd June 2025 at 7.01pm

Present:	Councillors Calver, Chable, Davidson, Fay, I Henderson, J Henderson, McLeod, Powell, Richardson, Smith, and Wade
In the Chair:	Councillor P Morrison
Clerk:	Ms Lucy Ballard
Also present:	0 members of the public, 0 member of the press, Revd. Cannon Ian Smith.

Prayers were taken by the Rev. Cannon Ian Smith.

011/25	<u>APOLOGIES FOR ABSENCE</u> Cllrs Armstrong, Fowler, Saunders and Todd
012/25	<u>DECLARATIONS OF MEMBERS' INTERESTS</u> None
013/25	<u>PUBLIC QUESTIONS</u> None
014/25	<u>MAYOR'S ENGAGEMENTS</u> Members acknowledged a list of recent engagements attended by Cllr Morrison, which had been previously circulated. Cllr Morrison referred to the Employability Day at the Salvation Army which is on Friday 20 th June between 10am and 12.30pm and to which all members are invited.
015/25	<u>MINUTES OF LAST MEETING</u> RESOLVED: That the Minutes and Confidential Minutes of the meeting of Harwich Town Council held on 8 th April 2025 (circulated separately) were approved as a correct record. FURTHER RESOLVED: That the Minutes of the Annual Statutory and Mayor Making meeting of Harwich Town Council held on 15 th May 2025 (circulated separately) were approved as a correct record.
016/25	<u>MATTERS ARISING FROM THE MINUTES OF THE LAST MEETING</u>

	<ul style="list-style-type: none"> • MIN 156/24 – Following a briefing from Mark Neville at the previous meeting, members considered how best to support the work of the Alzheimer’s Society and the newly created Integrated Dementia Commission. <p>Cllr Todd had previously met with members of the IDC but owing to his absence, this would be followed up at the next meeting. In the meantime members were eager to organise another local memory walk and make this an annual event. Members also liked the idea of encouraging local retailers to undergo training with the Alzheimer’s Society in order to raise awareness.</p> <p>RESOLVED: To proceed with organising a local memory walk and to reconvene the Working Party to include Cllrs Morrison, Chable, Smith, Todd and Wade.</p> <ul style="list-style-type: none"> • MIN 160/24 – Cllr Morrison gave a report on the activities of VE-Day 80, which commenced with two readings of the Proclamation by the Town Crier, at the Guildhall at 8am and The Radar Tower at 9am, followed by a Tea Dance at the Park Pavilion, and finally the reading of the Tribute and Lighting of the Beacon at 9.30pm. Owing to a technical problem at the Electric Palace, the showings of ‘Their Finest’ couldn’t go ahead. It is hoped they will be able to show this on VJ-Day instead. The Council has also funded an event involving the Blind Veterans Choir and local primary schools at St Nicholas Church. <p>It was agreed to disband the working party.</p> <ul style="list-style-type: none"> • MIN 160/24 – It was confirmed that a hearing was held on 24th April and HTC was successful. Cllr Calver commended the clerk for her professionalism throughout. • MIN 161/24 – Members acknowledged a response to Community Banking requests from Santander and Barclays. Cllr Morrison took the opportunity to speak to the TSB bank manager at the Ipswich branch about the closures. The clerk clarified that LINK assesses access to cash rather than non-transactional banking services. Cllr Calver suggested taking this back to the MPs office. <p>RESOLVED: To write back to Bernard Jenkin MP and using the evidence (responses received from banks), ask him to intervene with the banks.</p> <ul style="list-style-type: none"> • MIN 165/24 – The cost for Internal Auditor charges in 2025-26 was confirmed as £460. • MIN 167/24 – Cllr Calver confirmed that the electricity supply has been installed at the High Lighthouse but there have been some teething problems, which meant the illumination couldn’t go ahead for VE-Day and so he asked members to approve the illumination for VJ-Day instead, subject to the problems having been resolved.
<p>017/25</p>	<p><u>MATTERS ARISING FROM THE MINUTES OF PREVIOUS MEETINGS</u></p> <ul style="list-style-type: none"> • MIN 144/24 Cllr J Henderson asked if a response had been received from TDC in relation to our letter concerning enforcement action for Dog Fouling. The clerk confirmed no and that she would prompt TDC again.
<p>018/25</p>	<p><u>INTERNAL AUDIT</u></p> <p>Members received the year end internal audit report. The clerk confirmed that there were no recommendations made and therefore no plan of action was</p>

	<p>required. The members thanked and congratulated the clerk for her hard work.</p> <p>RESOLVED: To accept the Audit Report and agree that no further action is required.</p> <p>Members also reviewed the effectiveness of Internal Audit. The Clerk confirmed that the auditor satisfied the requirements to be competent and independent and found that an interim and year-end audit was sufficient. She found the auditor to be thorough and the reports clear.</p> <p>FURTHER RESOLVED: That the current provisions were satisfactory and effective.</p>
019/25	<p><u>EFFECTIVENESS OF THE SYSTEM OF INTERNAL CONTROL</u></p> <p>Members considered the findings of the review of the Council’s system of internal control, which was carried out at a previous meeting (MIN F88/24). Cllr Chable briefed members on the review he had carried out on 3rd March along with Cllrs Wade and Saunders. They were content that save for two minor additions, which would strengthen the SIC, all was in order.</p> <p>RESOLVED: To agree with the findings that there are sufficient controls in place to effectively mitigate the risk to the Council’s finances.</p> <p>Cllr Chable offered Cllrs Wade and Saunders along with the RFO, his thanks for their meticulous work.</p> <p>It was FURTHER RESOLVED: to appoint Cllrs Chable, Saunders and Wade to conduct a review of the system of internal control in 2025/26.</p>
020/25	<p><u>REVIEW OF RISK MANAGEMENT ARRANGEMENTS</u></p> <p>The clerk referred to the risk register maintained for 2024/25 and members reviewed the arrangements which are in place to identify and manage the risks associated with certain decisions which had been considered or taken over the previous financial year. The clerk confirmed that she was satisfied that risks are appropriately managed through a combination of risk assessments, controls, sound budgetary processes and insurance, and members agreed that discussing potential risks and giving full consideration of the implications (both financial and reputational) of any proposal as they arise is the most effective method of addressing them. The Clerk confirmed that the appointed clerk for each committee would raise potential risks at the time the agenda is formulated as an additional measure. The clerks will continue to maintain the risk register which accompanies other risk assessments that the council undertakes.</p> <p>RESOLVED: That the findings of the review are that the arrangements in place are effective in mitigating against the risks associated with the finances and reputation of the council.</p>
021/25	<p><u>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)</u> <u>SECTION 1 - ANNUAL GOVERNANCE STATEMENT</u></p> <p>Members discussed the assertions in Section 1 of the 2024/25 AGAR and the requirements needed to provide a ‘yes’ response. The Clerk referred to assertion 2 (internal control measures) which had been satisfied under MIN 019/25 and also assertion 5 (Risks), which had been satisfied under MIN 020/25.</p>

	<p>RESOLVED: To approve the Annual Governance Statement at Section 1 of the AGAR for 2024/25.</p>
022/25	<p><u>ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)</u> <u>SECTION 2 - ACCOUNTING STATEMENTS</u> Members reviewed the final Accounts for the year ended 31st March 2025 in conjunction with the Accounting Statements in Section 2 of the Annual Governance and Accountability Return (AGAR). RESOLVED: To approve the accounts for year ending 31st March 2025 and to approve the Accounting Statements in Section 2 of the AGAR. FURTHER RESOLVED: To set the dates for the Exercise of Public Rights as 5th June to 16th July 2025.</p>
023/25	<p><u>STANDING ORDERS</u> Members reviewed current Standing Orders. The clerk confirmed there were no amendments to the existing model, which had been amended earlier this year to reflect changes to the expenditure limits for public contracts. RESOLVED: To approve Standing Orders for use during the 2025/26 year.</p>
024/25	<p><u>SIGNATORIES AND BANK MANDATE</u> It was reaffirmed that in relation to MIN 25/24 – Signatories (Morrison, Fowler, I Henderson and Powell) would remain until 2027.</p>
025/25	<p><u>INDEPENDENT REVIEW OF THE ACCOUNTS</u> RESOLVED: To appoint Cllrs Smith and Chable as independent members to periodically review the bank reconciliation in accordance with Financial Regulation 2.6. The Clerk mentioned that Cllrs Chable and Smith did a sterling job in fulfilling this role during the previous four financial years.</p>
026/25	<p><u>DATA PROTECTION RISK ASSESSMENT</u> Members reviewed the risks associated with the processing of personal data within the council and the measures taken or required to mitigate these risks. RESOLVED: that the risks were being properly identified and managed.</p>
027/25	<p><u>HARWICH FESTIVAL</u> Members considered grant funding for the Harwich Festival of the arts 2025. RESOLVED: to award a grant of £4000 to be expended from the Grants budget.</p>
028/25	<p><u>BRIEF REPORTS BY MEMBERS APPOINTED TO OUTSIDE BODIES BY THE COUNCIL</u></p> <ul style="list-style-type: none"> • Cllr J Henderson attended a Teen Talk meeting. They're struggling for trustees. They have some funding but it's becoming more difficult as there's more competition for funds. • Cllr Powell attended a meeting of the Tourism (Accelerator Group) and reported there have been 25 grants accepted for the improvements to shop fronts. The Archway through to the promenade will also be spruced up with some lighting. Cllr I Henderson reported that a 1-year lease had been taken on for a pop-up shop at the former Card Corner and the new retailer will be announced in due course. He also referred to the Public Realm works, which are expect to commence at the end of the summer.

	<ul style="list-style-type: none"> • Cllr McLeod reported following a meeting of TDALC on the average speed limit which is being introduced on the A120 and the concern by member councils on the potential effect on the villages as traffic is diverted. • Cllr Morrison attended a meeting at the Ark Centre and reported that everyone is back on full hours, with 3 apprentices on the team. The nursery is full. They are starting an initiative (Toys for children) for their birthday, supported by NEST. Also, supported by Surya Foods and Rotary, they have the Ark food bank which is working well, as is the Outreach Programme. They are looking at further staff training to enhance their support to parents. During the school holidays, they will hold sessions during which a nutritious hot meal will be provided.
029/25	<p><u>COMMITTEE MEETING MINUTES</u> Members received the Minutes of the following meetings:</p> <ul style="list-style-type: none"> • Extraordinary F&GP Committee – 1st May 2025
030/25	<p><u>ACCOUNTS</u> RESOLVED: To receive the financial report and to approve accounts for payment as per the schedule (circulated separately).</p>
031/25	<p><u>CORRESPONDENCE RECEIVED IN THE POST OR RAISED BY MEMBERS</u></p> <ul style="list-style-type: none"> • Cllr Fay referred to a conversation he'd had with an American visitor who would like to come to the Guildhall and hopes to return to the UK later this year. • Cllr Morrison referred to the cruise ship visit which came in last week. Cllr Calver said the Guildhall only received 6 visitors as the majority of passengers went out of the town during the morning. He hoped that there would be more notice next year to put greater provision in place.
032/25	<p><u>DATE OF NEXT MEETING</u> The next meeting of Harwich Town Council will be held on Wednesday 16th July 2025 at The Guildhall, Church Street, Harwich at 7.00pm, or at the rise of the Town Planning Committee, whichever is the later.</p>
033/25	<p><u>Exclusion of Press and Public</u> Pursuant to Sub-Section 2 of Section 1 of the Public Bodies (Admission to Meetings) Act 1960 it was RESOLVED: that the meeting be closed to the press and public for the transaction of the under-mentioned business:</p> <ul style="list-style-type: none"> • Hill School Site Lease Renewals

The Chairman closed the public part of the meeting at 8.28pm

CHAIRMAN

DATE