

**BRIGHTLINGSEA TOWN COUNCIL
FINANCE & PROPERTY COMMITTEE**

Minutes of the Meeting held at the Parish Hall, Victoria Place, Brightlingsea
on Thursday 17th June 2021 at 7.00 pm

Present:
Councillors
J Carr (Chairman)
M Barry, J Chapman and G Chasney,

Also in Attendance:
Councillor R Morgan and G Steady
Tracey Pulford - Town Clerk/RFO
2 members of the public

The Chairman welcomed everyone to the meeting, and asked members to agree to add an additional item to the agenda, under item 11, being the skate park. This was **agreed**.

F.062 APOLOGIES FOR ABSENCE: Councillors Beckett and Smith

F.063 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON THE 8TH APRIL 2021, RECEIVED BY COUNCIL ON THE 26TH APRIL 2021:

The Minutes were **accepted** as a true record.

F.064 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS:

Members were reminded of the requirement to disclose any interest in relation to items on the agenda, when these are discussed.

F.065 RISK ASSESSMENT 2019/2020:

A copy of the Risk Assessment for 2020/2021 had been circulated to all members.

The following items were discussed:-

Jetty – **Agreed** that Councillor Carr would liaise with the Harbour Commissioners about the possibility of a survey being carried out on the jetty, to ascertain its current condition.

Scrubbing Posts - **Agreed** that Councillor Carr would liaise with the Harbour Commissioners to seek clarification that they insure the scrubbing posts, and to obtain a copy of the insurance document. Councillor Barry added that this would be good practice to obtain copies of insurance documents on all our property.

Dolphins – As the Dolphins are not insurable, it was **agreed** that signage is to be installed stating that these structures are dangerous. Councillor Chasney to organise.

It was then proposed by Councillor Carr, seconded by Councillor Chapman that Risk Assessment for 2020/2021 is accepted and signed off at the Council Meeting on the 24th June 2021. **Agreed**

Recommendation: The Risk Assessment for 2020/2021 is accepted and signed off at the Council Meeting on the 24th June 2021.

F.066 ASSET REGISTER 2020/2021:

A copy of the Asset Register for 2020/2021 had been circulated to all members.

It was then proposed by Councillor Carr, seconded by Councillor Chasney that Asset Register for 2020/2021 be accepted, and the value of £2,574,751 would form part of the AGAR Figures. Agreed

Recommendation: The Asset Register for 2020/2021 be accepted, and the value of £2,574,751 would form part of the AGAR Figures.

F.067 END OF YEAR ACCOUNTS 2020/2021:

A copy of the Annual Financial Report and Year End Accounts for 2020/2021 had been circulated to all members. A discussion took place.

It was then proposed by Councillor Chapman, seconded by Councillor Carr that:-

(1) The Annual Financial Report is agreed by all present, and the following recommendations are agreed:

- Approve the financing of the £6,601 repairs on the floating jetty from the Town Development Fund.
- Approve the annual contribution of £6,500 to the Town Development Fund.
- Set aside the £7,980.02 2019/2020 swimming pool underspend and the £18,840.00 2020/2021 swimming pool underspend to the Town Development Fund. This will be used to fund the qualifying flood prevention transactions of the Lido Charity during 2021/2022.
- Fund £30,000 of the Town Centre Gardens expenditure from the Capital Reserve.
- Tendring District Council be approached to clarify the situation with regards the availability to the Council of Section 106 grant income.
- Lido – The project is reviewed and formal arrangements are agreed for the management of the project on an on-going basis.

(2) The Year End Accounts are agreed and signed off at the Council Meeting on the 24th June 2021. Agreed

Recommendation: (1) The Annual Financial Report was agreed by all present, and the recommendations made in that report were noted; (2) The Year End Accounts are agreed and signed off at the Council Meeting on the 24th June 2021.

F.068 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2020-2021 – ANNUAL GOVERNANCE STATEMENT:

Members went through Section 1 of the Annual Governance Statement and answered questions 1-9 as follows:-

		Yes	No	N/A
1	We have put in place arrangements for effective financial management during the year and for the preparation of the accounting systems.	✓		
2	We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		

3	We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		
4	We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		
5	We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		
6	We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		
7	We took appropriate action on all matters raised in reports from internal and external audit.	✓		
8	We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting systems.	✓		
9	(For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s) assets, including financial reporting and, if required, independent examination or audit.			✓

This was **agreed** by all present.

Recommendation: Section 1 of the Annual Governance Statement is completed as follows:- questions 1-8 yes; question 9 N/A.

F.069 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR) 2020/2021 – ACCOUNTING STATEMENTS:

A copy of the figures for Section 2 of the AGAR had been circulated to all members. The figures were **agreed** by all present.

Recommendation: The figures in Section 2 of the AGAR are agreed, as written.

F.070 APPOINTMENT OF INTERNAL AUDITOR FOR 2021/2022:

The re-appointment of Maurice Howard FCPFA as the Council's Internal Auditor for the year 2021/2022 was proposed by Councillor Chapman, seconded by Councillor Carr. **Agreed**.

Recommendation: Maurice Howard is re-appointed as the Council's Internal Auditor for the year 2021/2022.

F.071 HIRE CHARGES AND TERMS AND CONDITIONS FOR THE RENTAL OF BEACH HUT 312:

A copy of the draft terms and conditions for the hire of the beach hut had been circulated to all members. After discussion, it was agreed that:-

- (1) The charge for day hire would be £30.00 (peak), £20.00 (off peak).
- (2) Items included in the hut, for hire:- table and four chairs, 2 gravity lounge chairs, melamine mugs and plates.
- (3) The hut to be checked for accessibility i.e. wheelchair access.
- (4) Insurance Company to be contacted to check whether cover includes for hire.

Recommendation: (a) The charge for day hire would be £30.00 (peak), £20.00 (off peak); (b) Items included in the hut, for hire:- table and four chairs, 2 gravity lounge chairs, melamine mugs and plates; (c) The hut to be checked for accessibility i.e. wheelchair access; (d) Insurance Company to be contacted to check whether cover includes for hire.

F.072 PAWSONS PLAYGROUND FUNDING IDEAS:

Councillor Steady briefed members on the Pawsons Playground upgrade. He stated that the insurance company have agreed to pay £37,000, and there is £62,000 S106 monies available at TDC. He stated that this gives us a figure of £99,000, however the quotations are in the region of £130,000.

Councillor Steady then briefed members on the skate park, and that remedial work is needed to make the equipment safe, costing in the region of £14,500. It was agreed that Tendring District Council would be contacted to see if this could be financed out of S106 monies. It was also agreed that a 2nd quotation would be obtained, for the works.

Recommendation: (a) Tendring District Council be contacted to ascertain if the remedial works costing £14,500 could be financed out of S106 monies. (2) A 2nd quotation would be obtained, for the works.

F.073 LEASES:

Community Centre – The Chairman briefed members and it was agreed that the Community Centre should ask their Solicitor to draft a sub-lease for the proposed catering van to be sited in the car park, which the Town Council would have to agree. Also any fundraising should be for the Community Centre, which they should be a member of.

Harbour Commissioners – The Chairman briefed members that a meeting was held with the Harbour Commissioners and they have agreed to match fund the amount the Council puts into the ‘sinking fund’ each year. The lease is with their Solicitor for amending. It was also agreed that Councillor Carr would contact the Harbour Commissioners to ensure that a copy of their accounts for the boat park are sent to the Council, to be appendices to the Councils accounts. Also agreed that a further meeting would be arranged in July, and October – to discuss the charges for the following year.

Bowling Club – Agreed that the Bowling Club would be offered a ‘simple lease’; based on 21 years, with 7 yearly intervals.

Councillor Barry declared an interest in the following item:

Cricket Club – Agreed that the Cricket Club would be offered a lease based on 21 years, to give them security of tenure, when applying for grants etc. Councillor Steady also mentioned the refurbishment of the cricket nets. The Clerk informed members that the rent should be increased by £5,000 to accommodate this financial investment. Councillor Carr asked Councillor Steady to prepare a paper on the Cricket Club proposals before the full council meeting next week.

Playcentre – Agreed that a meeting would be arranged with the new Councillors appointed as CCC's for Youth, after the Council meeting on the 24th June 2021.

Colne Smack Preservation Society – The Clerk to obtain an update from Fisher Jones Greenwood Solicitors.

4th Brightlingsea Scout Group – The Clerk to obtain an update from Fisher Jones Greenwood Solicitors.

Recommendation: (a) The Community Centre should ask their Solicitor to draft a sub-lease for the proposed catering van to be sited in the car park, which the Town Council would have to agree. Also any fundraising should be for the Community Centre, which they should be a member of. (b) The Harbour Commissioners have agreed to match fund the amount the Council puts into the 'sinking fund' each year. (c) Councillor Carr would contact the Harbour Commissioners to ensure that a copy of their accounts for the boat park are sent to the Council, to be appendices to the Councils accounts. (d) A further meeting with the Harbour Commissioners would be arranged in July, and October – to discuss the charges for the following year. (e) The Bowling Club would be offered a 'simple lease'; based on 21 years, with 7 yearly intervals. (f) The Cricket Club would be offered a lease based on 21 years, to give them security of tenure, when applying for grants etc. (g) A meeting would be arranged with the Playcentre and the new Councillors appointed as CCC's for Youth, after the Council meeting on the 24th June 2021. (h) The Clerk to obtain an update from Fisher Jones Greenwood Solicitors on the Colne Smack Preservation Society Lease and the Lease for the 4th Brightlingsea Scout Group.

F.074 GRANT FUNDING:

Councillor Chasney declared an interest in the following item:

Brightlingsea Regatta – After discussion it was agreed that no further grant would be awarded to the 2021 Brightlingsea Regatta.

Tendring Brass Band – After discussion it was agreed that a grant of £150.00 be awarded to the Tendring Brass Band, also to ask if they would be prepared to play in Brightlingsea at an opportune moment, when restrictions allow.

Recommendation: (a) No further grant would be awarded to the 2021 Brightlingsea Regatta; (b) A grant of £150.00 be awarded to the Tendring Brass Band, also to ask if they would be prepared to play in Brightlingsea at an opportune moment, when restrictions allow.

F.075 TO CONSIDER QUOTATION FOR RENEWAL OF RANSOMS MOWER:

A copy of a quotation from Upsons Mowers had been circulated to all members. After discussion it was agreed that this item of equipment would be put into next years budget. It was also agreed that the Tendring District Councillors would talk to

Tendring District Council Officers to see if they would contribute towards the cost of such a machine.

Councillor Morgan mentioned the Public Works and Loan Board, and stated that it would make good business sense to purchase the equipment this way.

Recommendation: (a) The renewal Ransoms Mower would be put into next years budget. (b) Tendring District Councillors would talk to Tendring District Council Officers to see if they would contribute towards the cost of such a machine.

F.076 BRIGHTLINGSEA LIDO:

The Chairman briefed members that a meeting had taken place and the following was agreed:-

- £7,980.02 underspend from 2019/2020 and the £18,840 underspend from 2020/2021 be transferred to the Town Development Reserve Fund to be used to fund the flood prevention work to be carried out during 2021/2022. This will also be supplemented by the 2021/2022 swimming pool budget.
- The £5,000 loan repayment for 2020/2021 be deferred until 2023/2024.
- There would be more interaction with the Lido Trustees and the Town Council
- Look at forward planning for the next 10-20 years.

Recommendation: (a) £7,980.02 underspend from 2019/2020 and the £18,840 underspend from 2020/2021 be transferred to the Town Development Reserve Fund to be used to fund the flood prevention work to be carried out during 2021/2022. This will also be supplemented by the 2021/2022 swimming pool budget. (b) The £5,000 loan repayment for 2020/2021 be deferred until 2023/2024. (c) There would be more interaction with the Lido Trustees and the Town Council. (d) Look at forward planning for the next 10-20 years.

F.076 CLOSE OF MEETING:

There being no further business, the meeting closed at 9.02 p.m.

Received by Council on: 24.06.21

Approved by Committee on:

Signed by Chairman

Signed by Chairman