

**BRIGHTLINGSEA TOWN COUNCIL
FINANCE & PROPERTY COMMITTEE**

Minutes of the Meeting held at the Parish Hall, Victoria Place, Brightlingsea
on Tuesday 14th May 2024 at 10.00 a.m.

Present:
Councillors
J Carr (Chairman)
C Paveley (Vice Chairman)
D Atkinson, J Chapman and M Court

Also in Attendance:
Councillors Judson and Morgan
Tracey Pulford - Town Clerk

F.210 APOLOGIES FOR ABSENCE: Councillor Howard.

F.211 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON THE 16TH APRIL 2024, RECEIVED BY COUNCIL ON THE 18TH APRIL 2024:

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

F.212 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.213 BANK BALANCES AS AT 30.04.24:

The Town Clerk informed members that the bank accounts as at 30/04/24 are:

Current Account No: XXXX7055 – £25,496.71
Reserve Account No: XXXX8295 – £72,147.92
Reserve Account No: XXXX9433 – £5,099.97
Instant Access Account No: XXXX0373 - £6,515.97
Unity Current Account T2 No: XXXX0360 - £81,862.82

Making a total on all accounts of £191,123.39.

Councillor Paveley mentioned that the opening up of a savings account with Redwood Bank Limited, as they offer a better % rate than Barclays or Unity Trust, is in progress.

F.214 DEBTORS LIST AS OF 31.03.24:

Colne Smack Preservation Society – Will be settling the invoice in the next 2-3 weeks, due to mandate issues with Barclays. It was noted that the lease states “to pay the landlord’s solicitors costs and charges of the preparation of this lease including VAT to a maximum of four hundred and forty pounds and sixty-three pence”. It was **agreed** that once this amount has been paid, the remainder would be written off.

Bowling Club – A copy of an email dated 6th May and 12th May 2024 had been circulated to all members. After discussion it was **agreed** that a meeting would be arranged, with Councillors Chapman and Atkinson, and two representatives from the Bowling Club, to discuss further.

Carter Jonas – This invoice was paid on the 30th April 2024.

Playcentre – Ongoing with their Solicitors.

Recommendation: (1) Colne Smack Preservation Society – Once the invoice has been paid, up to an amount of £440.63, the remainder would be written off. (2) Bowling Club – A meeting would be arranged, with Councillors Chapman and Atkinson, and two representatives from the Bowling Club, to discuss further.

F.215 AUTHORISATION OF PAYMENTS:

A copy of the payment's approval list had been circulated to all members. This list detailed that there are 15 payments in the sum of £5,700.76 to be authorised. The payments were **approved** by the Finance Committee, and Councillors Court and Paveley would sign off the invoices at the end of the meeting.

Recommendation: 15 payments totalling £5,700.76 are approved for payment, with Councillors Court and Paveley signing off the invoices.

F.216 TOWN COUNCIL POLICIES:

A copy of the Freedom of Information Act Model Publication Scheme, NALC Data Protection Policy and Equality and Inclusion Policy had been circulated to all members. It was **agreed** that these policies would be adopted at the May Council meeting.

The Clerk informed members that as public meetings are to be recorded, she is looking at a Recording of Public Meetings Policy. Also, the new Model Financial Regulations 2024 have just been released and due to significant revisions and updates, these should be treated as a new document rather than a mere revision of the previous version.

Councillor Court added that the Council should defer the recording of meetings, until the new policy is in place. This was **agreed**.

Recommendation: (1) Freedom of Information Act Model Publication Scheme, NALC Data Protection Policy and Equality and Inclusion Policy would be adopted at the May Council meeting. (2) The recording of meetings would be deferred until the new 'Recording of Public Meetings Policy' is in place.

F.217 GRANTS:

A copy of a grant application form for 'Tiles Along The Wall' had been circulated to all members. After discussion it was **agreed** that a review of the grants is being looked at, and the Council will get back to the applicant as soon as possible. Also, suggest that they contact the local Funeral Directors to see if they could help with the project.

Recommendation: A review of the grants is being looked at, and the Council will get back to the applicant as soon as possible. Also, suggest that they contact the local Funeral Directors to see if they could help with the project.

F.218 END OF YEAR ACCOUNTS 2023/2024:

The Town Clerk informed members that she is working on the end of year accounts, and that she will be working with 'her door closed' for the next couple of weeks, to minimise interruptions.

The Chairman then asked the members of the public if they had any questions to the Committee:

Q1) The Museum has a display on the 'tiles', so if you have any negatives, the Museum would be pleased to receive them.

Q2) Can you give an update on the Cricket Club Development and the storage sheds?

A2) Councillor Morgan replied that the Council is to come up with a price structure for the new storage area, which is being dealt with by Councillor Atkinson. Councillor Paveley added that it would probably be another 12-18 months before the project started.

The Chairman then read out an email from Councillor Steady, as follows:-

"Reviewing the FA scheme, for our Recreation Grounds, the template created I think can be used in other areas. I have asked Terry for maintenance schemes which he is proposing to see if we could use that finance from his budget to obtain match funding from grant providers. I will do some research and take it initially to the FCA. Please can this be minuted at the finance meeting?"

F.219 DATE OF NEXT MEETING: Tuesday 18th June 2024 at 10.00 a.m.

F.220 CLOSE OF MEETING: There being no further business, the meeting closed at 11.30 a.m.

Received by Council on: 16.05.24

Approved by Committee on:

Signed by Chairman:

Signed by Chairman: