

**BRIGHTLINGSEA TOWN COUNCIL
FINANCE & PROPERTY COMMITTEE**

Minutes of the Meeting held at the Parish Hall, Victoria Place, Brightlingsea
on Tuesday 16th July 2024 at 10.00 a.m.

Present:

Councillors

D Atkinson (Chairman)

J Carr, M Court, J Howard,

R Morgan and C Paveley

Also in Attendance:

Councillor Steady

Tracey Pulford - Town Clerk

2 Members of the Public

F.021 APOLOGIES FOR ABSENCE: Councillor Chapman.

F.022 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON THE 18TH JUNE 2024, RECEIVED BY COUNCIL ON THE 20TH JUNE 2024:

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

F.023 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.024 FINANCIAL SUMMARY CASHBOOK REPORT FOR APRIL, MAY AND JUNE 2024:

The Town Clerk informed members that the Cashbook figures for April, May and June were:-

April 2024

Income for April 2024	£143,046.90
Expenditure for April 2024	£37,611.89

Bank Balances as at 30.04.24

Current Account (7055)	£25,496.71
Business Premium Account (8295)	£72,147.92
Business Premium Account (9433)	£5,099.97
Instant Access Account (0373)	£81,862.82
Current T2	£6,515.97
Making a total on all accounts of	£191,123.39

May 2024

Income for May 2024	£7,967.35
Expenditure for May 2024	£31,471.48

Bank Balances as at 31.05.24

Current Account (7055)	£9,575.27
Business Premium Account (8295)	£66,147.92
Business Premium Account (9433)	£5,099.97

Instant Access Account (0373)	£81,925.82
Current T2	£3,901.69
Making a total on all accounts of	£166,650.67

June 2024

Income for June 2024	£3,457.99
Expenditure for June 2024	£29,524.79

Bank Balances as at 30.06.24

Current Account (7055)	£5,731.77
Business Premium Account (8295)	£44,611.82
Business Premium Account (9433)	£5,055.72
Instant Access Account (0373)	£82,375.81
Current T2	£1,337.84
Making a total on all accounts of	£139,112.96

April - June 2024

Income to date 1 st April – 30 th June 2024	£154,472.24
Expenditure to date 1 st April – 30 th June 2024	£98,608.16

Councillor Paveley informed members that he is looking into the possibility of the Council opening another savings account, this time with Family Bank. He said that he is waiting to see if they accept applications from Local Councils.

F.025 DEBTORS LIST AS OF 30TH JUNE 2024:

A copy of the Debtors List as at 30/06/24 had been circulated to all members. It was noted that out of £12,811.38 outstanding, £8,500 relates to disputed debtors. The Chairman informed members that progress is being made on the card reader. He also said that in future the debtors list will include 'aged debtors' showing debts 30 days, 60 days and 90 days old.

F.026 BUDGETS:

The Chairman briefed members that the accounts system is up and running with the new budget headings, and reports will be produced showing the annual budget, year to date for the 1st quarter, plus the months figures. He circulated a copy of a report 'Budget Projections & Actuals 2024/2025' for 30th June 2024, and went through the items highlighted, including Bank interest & rewards, Property Leases, Sales Income, Legal Fees and Consultancy, Transport & Machinery, Maintenance, Grants – Standing Annual and Discretionary. Much discussion took place.

F.027 EXAMINING OF ACCOUNTS:

Councillor Steady informed members that he has examined the accounts for April, May and June 2024, and proposed 21 payments in the sum of £8,130.06 be authorised for payment. He said that the statements of balances are as per the cashbook figures, read out earlier in the meeting. Councillor Paveley agreed to second the accounts.

Recommendation: 21 payments totalling £8,130.06 are approved for payment, with Councillors Steady and Paveley signing off the invoices.

F.028 MEMBERS ALLOWANCES 2024/2025:

A copy of the Parish Independent Remuneration Panel Review January 2023 (confirmed 31st March 2023) had been circulated to all members. The Town Clerk informed members that this report is valid for a 4-year period, and the Recommended Maximum Allowance for Brightlingsea is:

Parish Basic Allowance – Maximum	£980.00
Chairman’s enhanced Parish Basic Allowance – Maximum	£1,305.00

She also reminded members that Co-Opted Councillors are unable to claim this allowance.

After discussion it was **agreed** to keep the allowances the same as 2023/2024 at:

Members Allowance	£552.00
Chairman’s Allowance	£696.00

Recommendation: Allowances for 2024/2025 are set at Members £552.00, Chairman’s £696.00.

F.029 VEHICLE LEASE:

Councillor Paveley briefed members that he is looking at the vehicle leases, and the contract for the Maxus is due to finish early August 2024. He said that there are many options available to the Town Council, which he is looking at, at the moment.

Recommendation: Councillor Paveley to liaise with the Grounds Manager on a new contract for a new vehicle.

F.030 INSURANCE CLAIMS:

The Chairman informed members that there are two insurance claims ongoing at the moment:-

Incident on the Western Promenade 2022 – The Town Clerk read out the latest email from Zurich Insurance Company, which stated “We are again contacting Tendring District Council’s Insurers to advise that we hold them responsible for the location.”

Damage to Network Electricity Equipment – Western Promenade Car Park – Damage has occurred to a pole in the Western Promenade Car Park, which made the pole spark etc. and need urgent attention from UK Power Networks. They are blaming a grass cutter for hitting the pole, however the Council has no evidence of any piece of equipment causing or obtaining any damage. This is with UK Power Networks Claims handler who will be responding in due course.

Before closing the meeting to the public, Councillor Atkinson asked if any member of the public had a question to the committee:-

Q1) When are the repairs to the Parish Hall going to be carried out? The gutter has been overflowing for months and is not joined up at the corner. This could cause problems in the future with the brick work. The Chairman replied that he will ask the Grounds Manager to look into this.

Councillor Atkinson then moved, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, in order to discuss items of a sensitive nature and items which are commercially confidential, the press and public be excluded. This was seconded by Councillor Court.

F.031 MOTION TO EXCLUDE THE PUBLIC IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 –To discuss the following:-

- Disputed Debtors

F.032 DISPUTED DEBTORS:

Councillor Chapman arrived at the meeting at 10.52am. Councillor Mitchell arrived at the meeting at 10.53am.

Members discussed the three outstanding disputed debtors and agreed the next course of action.

F.033 CLOSE OF MEETING: There being no further business, the meeting closed at 11.19 a.m.

Received by Council on: 18.07.24

Approved by Committee on:

Signed by Chairman:

Signed by Chairman: