

**BRIGHTLINGSEA TOWN COUNCIL  
FINANCE & PROPERTY COMMITTEE**

Minutes of the Meeting held at the Parish Hall, Victoria Place, Brightlingsea  
on Tuesday 18<sup>th</sup> March 2025 at 9.30 a.m.

Present:

Councillors

D Atkinson (Chairman)

J Chapman (Vice Chairman)

M Court, R Morgan and C Paveley

Also in Attendance:

Tracey Pulford - Town Clerk

3 Members of the Public

Councillor Atkinson thanked members to agreeing to hold this meeting earlier than normal and gave an explanation as to why he needed to leave at 10.30 a.m. latest.

**F.112 APOLOGIES FOR ABSENCE:** Councillors Carr and Howard.

**F.113 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON THE 18<sup>TH</sup> FEBRUARY 2025, RECEIVED BY COUNCIL ON THE 20<sup>TH</sup> FEBRUARY 2025:**

The Chairman asked for an update on the CCLA Bank Account, and the Clerk replied that £50,000 had been transferred into the account on the 6<sup>th</sup> March 2025. Councillor Paveley updated on the Lido Shelter, and informed members that the S106 request has been signed but has not yet been approved by the Finance Department of Tendring District Council.

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

**F.114 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.

Councillor Chapman said that under item 4a, when the Cricket Club is being discussed, she will leave the meeting as the grant money is a grant from the District Council.

**F.115 BUDGET AND FINANCIAL REPORT UP TO 31<sup>ST</sup> JANUARY 2025, INCLUDING:**

- **CHAIRMAN'S SUMMARY**

A copy of the Chairman's Summary – March 2025 and Budgets & Actuals 2024/25 had been circulated to all members. Councillor Atkinson briefed members and a discussion took place. The following was discussed:-

1. Invoicing of the Town Guide, Allotments and Boat Park - Thanks were given to the Administrative Assistant for all her hard work in dealing with the Boat Park. Any invoices paid in the 2024/2025 accounts, would show as a prepayment/advance payment. The Town Guide to be finalised earlier in the year, and the allotment invoices to be sent out January/February in future to introduce efficiencies where applicable.
2. Playcentre – The Heads of Terms are with the Playcentre for approval. A reminder to be sent to the Playcentre about this.

3. Second works vehicle - The lease for the truck runs out in September, so this is to be made an agenda item for the June meeting.

*Councillor Chapman left the meeting whilst the next item was being discussed.*

4. Cricket Club – Have spent a lot of money on building regulations. Their fundraising is going well, and they have asked if the Town Council can invoice them for £15,000 for enabling works, and the Council can hold that money for future works. A discussion took place and it was agreed that confirmation would be sought from both Tendring District Council and the Council's Internal Auditor that the Town Council are legally okay to do this. **Agreed.**

*Councillor Chapman returned to the meeting.*

5. Heritage Pier – A provision will be included in the End of Year Accounts regarding the possible return of grant funding relating to Heritage Pier. A note of possible action to be issued to relevant organisations.

**Recommendation: (1) In future the Town Guide is to be finalised earlier in the year, and allotment invoices sent out January/February. Efficiencies to be introduced where applicable. (2) A reminder to be sent to the Playcentre about the Heads of Terms. (3) The second works vehicle to be made an agenda item for the June meeting. (4) Confirmation would be sought from both Tendring District Council and the Council's Internal Auditor regarding the acceptability of the Town Council invoicing the Cricket Club for £15,000 for enabling works. (5) If appropriate a provision will be included in the End of Year Accounts regarding the possible return of grant funding relating to Heritage Pier. A note of possible action to be issued to relevant organisations**

- **FINANCIAL MONTHLY OVERVIEW:**

The Town Clerk informed members that:-

|                                                    |             |
|----------------------------------------------------|-------------|
| Income for February 2025                           | £48,640.21  |
| Expenditure for February 2025                      | £84,476.73  |
| Bank Balances as at 28 <sup>th</sup> February 2025 | £147,905.24 |

- **CREDIT CONTROL AS OF 28<sup>TH</sup> FEBRUARY 2025:**

A copy of the Credit Control List as of 28<sup>th</sup> February 2025 had been circulated to all members. A discussion took place on the following:-

1. Town Guide Advert for 2024 – The Town Clerk replied that following a recorded letter being sent, the following email correspondence had been received:-  
*Email received 26.2.25 – “I continue to receive statements on an advert.  
I cannot find any correspondence from you or me regarding an ad authorising it's placement or am I missing something.  
I don't even think I've seen it.”*  
*Response given by email dated 26.2.25 – “This relates to the advert in our 2024 Town Guide (copy attached), which was dealt with by (name redacted) and agreed on 6<sup>th</sup> November 2023.”*  
*Email received 26.2.25 – “I will speak to (name redacted) as it seems it slipped in your guide and I hadn't been included in the loop.”*  
*Email chased on 17.3.25 – no response received.*
2. The outstanding invoice for a memorial bench to be chased.  
*Post meeting note – this invoice was paid on 4<sup>th</sup> March 2025.*
3. Mooring on Heritage Pier – Councillor Morgan informed members that he had tried to call the resident but has not had any reply.

This report was then noted.

**Recommendation: All outstanding debts to continue to be chased.**

**F.116 BUDGET REVISIONS FOR 2025/2026:**

A copy of a Draft Budget for 2025/26 had been circulated to all members. The Chairman briefed members on this report and much discussion took place. The Chairman to amend the draft budget, for agreement at Full Council on the 20.02.25.

**Recommendation: Chairman to amend the draft budget, for agreement at Full Council on the 20.02.25.**

**F.117 BUDGET PROCEDURE:**

A copy of the Draft Budget 2025/2026 had been circulated to all members. The Chairman briefed on the report. Much discussion took place.

**F.118 EXAMINING OF ACCOUNTS:**

The Town Clerk informed members that there are 15 payments in the sum of 11,569.93 (3 of these payments have already been paid, totalling £497.32) to be authorised for payment, and the statements of balances on the following accounts be accepted:-

|                                   |            |
|-----------------------------------|------------|
| Current Account (7055)            | £14,674.68 |
| Business Premium Account (9433)   | £7,606.00  |
| Business Premium Account (8295)   | £35,474.89 |
| CCLA Public Sector Deposit Fund   | £1,009.24  |
| Instant Access Account (0373)     | £85,795.52 |
| Current T2 Account (0360)         | £3,344.91  |
| Making a total on all accounts of | £48,640.21 |

|                                                                             |             |
|-----------------------------------------------------------------------------|-------------|
| Income, for February 2025                                                   | £48,640.21  |
| Expenditure for February 2025                                               | £84,476.73  |
| Income, to date 1 <sup>st</sup> April – 28 <sup>th</sup> February 2025      | £461,580.11 |
| Expenditure, to date 1 <sup>st</sup> April – 28 <sup>th</sup> February 2025 | £400,633.35 |
| Employee payments paid for the month of February 2025 were:                 | £17,586.99  |

Councillors Court and Chapman agreed to examine the accounts after the meeting.

**Recommendation: 15 payments in the sum of £11,569.93 are authorised for payment, with Councillors Court and Chapman signing off the invoices.**

Before moving onto the last item on the agenda, the Chairman asked if there were any items to be discussed.

Councillor Paveley informed members that now the Council is a registered user of the Land Registry site, he is reviewing all Council owned land to ensure the accuracy, and whether or not all areas are registered. There may be a small expenditure incurred with this, as the documents cost £6 each.

*Councillor Atkinson then left the meeting at 10.25 a.m. Councillor Chapman then Chaired the rest of the meeting.*

#### **F.119 REPAINTING OF YELLOW LINES:**

Councillor Chapman read out the following email:-

*“Regarding the yellow lines along Waterside see below replies from Paul Seabright NEPP Traffic Regulation Engineer. I have copied him in to this correspondence so he will be aware of the request when he is contacted from BTC.*

*It looks like BTC will have to submit a formal request via the Clerk to ask for the work to be done. Assume payment will also have to be made by BTC with the proviso that reimbursement will be made from the residents.*

*22<sup>nd</sup> Jan 25 – ‘I have also made some enquiries about the relining at Waterside. Based on refreshing the double yellow lines directly outside the flats and at the junction where it meets New Street the fee would be £500.’*

*‘23<sup>rd</sup> Jan 25 - Good morning Councillor, regarding the relining, we need to do it via the Town Council.*

*Therefore, if you send a formal request for us to do the work, we can get it done and take payment from yourselves. You can recover the costs from the residents.”*

*Much discussion took place. It was agreed that (1) Clarification is sought from the residents that payment would be made to the Town Council in full. (2) NEPP are contacted to argue why the residents have to pay for the double yellow lines to be repainted, when it is a safety issue. (3) Talk to the Police about the safety point of view.*

**Recommendation: (1) Clarification is sought from the residents that payment would be made to the Town Council in full. (2) NEPP are contacted to argue why the residents have to pay for the double yellow lines to be repainted, when it is a safety issue. (3) Talk to the Police about the safety point of view.**

*Post Meeting Note: Councillor Barry has clarified that the process is to expedite the line painting, supported by residents’ agreed funding. The repainting is not a NEPP priority at this time unless other funding is obtained.*

Before closing the meeting to the public, the Chairman invited questions from the public:-

Q1) The NEPP is in deficit, but they do not tell us how much it is. What are the figures for this year? Councillor Barry is the representative on NEPP. It is Essex County Council’s responsibility; the Town Council should not be paying for the repainting of double yellow lines – it is in our rates.

A1) Councillor Chapman replied that she will ask Councillor Barry for the figures for NEPP.

Q2) The Western Promenade is a mess. The unfinished café, the paddling pool liner has gone, parking is now becoming a marsh land.

A2) Councillor Court mentioned the topographical survey that is planned to be carried out over the grassed area. Councillor Chapman mentioned the liner, and that the Council is trying to get the best deal from Tendring District Council before the Local Government Review comes into effect.

*Councillor Morgan left the meeting at 10.38 a.m.*

Q3) If there is a great change over, how is funding going to work? We have never had the right funding for the East of England.

A3) Councillor Court briefed on the consultation for Devolution in Greater Essex and encouraged everyone to complete it, including all their comments. Councillor Chapman added that the Town Council has to decide what areas of land/property they would like to take on, from the District Council, then prove that they can afford to continue to maintain them. She said that the District Councillors would be carrying out all the negotiations.

Q4) You have included £10,000 in your budget for extra Policing. This is a waste of money, as we are already paying for them on our rates. How much S106 monies are available?

A4) Councillor Paveley replied that there is around £60,000, but some of this is to be spent on the Lido Shelter.

Q5) If there is another tidal surge, the Boating Lake sluices work but the ones by the Playground do not, who is responsible?

A5) Councillor Chapman replied that these have now been repaired.

**F.120 CLOSE OF MEETING:** There being no further business, the meeting closed at 10.49 a.m.

Received by Council on: 20.03.25

Approved by Committee on:

Signed by Chairman:

Signed by Chairman: