

**BRIGHTLINGSEA TOWN COUNCIL
FINANCE & PROPERTY COMMITTEE**

Minutes of the Meeting held at the Parish Hall, Victoria Place, Brightlingsea
on Tuesday 15th July 2025 at 10.00 a.m.

Present:
Councillors
R Morgan (Chairman)
J Carr, D Atkinson and C Paveley

Also in Attendance:
Tracey Pulford - Town Clerk
2 Members of the public

F.155 APOLOGIES FOR ABSENCE: Councillors Chapman and Howard.

F.156 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON THE 17TH JUNE 2025, RECEIVED BY COUNCIL ON THE 19TH JUNE 2025:

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

F.157 DECLARATION OF MEMBERS' INTERESTS:

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

F.158 BUDGET AND FINANCIAL REPORT UP TO 30TH JUNE 2025, INCLUDING:

A) FINANCIAL SUMMARY AS OF 30th June 2025

A copy of the "Budgets & Actuals 2025/26 – June" had been circulated to all members. Councillor Atkinson briefed on the budgets. A discussion took place.

B) FINANCIAL MONTHLY OVERVIEW – JUNE 2025

A copy of the Financial Monthly Overview for June 2025 had been circulated to all members. The Clerk informed members that:

Income for June 2025	£10,974.57
Expenditure for June 2025	£35,701.80

C) CREDIT CONTROL AS OF 30TH JUNE 2025

A copy of the Credit Control list as of 30th June 2025 had been circulated to all members. A discussion took place and the report was noted.

A discussion took place on the following:-

- Why do some items on the credit control list not include a figure for the 'total due' days? Agreed that the Clerk would contact AdvantEdge about this.
- Write-Off's – Agreed that Councillor Morgan would liaise with the Town Clerk and Administrative Assistant about these.

Recommendation:

- **Town Clerk to contact AdvantEdge about why some items on the credit control list do not include a figure for the 'total due' days.**

- **Councillor Morgan would liaise with the Town Clerk and Administrative Assistant about the write-offs.**

F.159 EXAMINING OF ACCOUNTS

Councillors Carr and Morgan agreed to sign off the accounts after the meeting. The Clerk informed members that 15 payments are to be authorised, in the sum of £8,581.01. Out of these 15 payments, four have already been paid totalling £663.12.

Statements of balances on the following accounts are to be accepted:

Current Account (7055)	37,208.94
Business Premium Account (8295)	28,744.13
Business Premium Account (9433)	843.81
CCLA Public Sector Deposit Fund	51,547.13
Instant Access Account (0373)	43,380.95
Current T2 Account (0360)	55,467.89
Making a total on all accounts of	217,192.85

Income, for June 2025	10,974.57
Expenditure, for June 2025	35,701.80
Income, to date 1 st April – 30 th June 2025	200,331.78
Expenditure, to date, 1 st April – 30 th June 2025	120,347.57
Employee payments paid for the month of June 2025 were:	18,329.26

Recommendation: Councillors Carr and Morgan agreed to sign off the accounts after the meeting.

F.160 RISK ASSESSMENT DOCUMENT:

Councillor Paveley informed members that he and Councillor Morgan had gone through the Risk Assessment document, and a copy should be available for the August Finance Meeting.

Recommendation: The Risk Assessment document should be available for the August Finance Meeting.

F.161 PRICING POLICY:

Councillor Morgan briefed members, and it was agreed that the ‘Working Party’ would meet to discuss a pricing policy for the Town Council.

Recommendation: The ‘Working Party’ would meet to discuss a pricing policy for the Town Council.

F.162 WORKING PARTY MEETING:

Councillor Morgan briefed members that Councillors Atkinson, Paveley and himself would be meeting, after this meeting, to set the parameters for the Working Party.

Recommendation: Councillors Atkinson, Paveley and Morgan would be meeting, after this meeting, to set the parameters for the Working Party.

F.163 EMERGENCY MAINTENANCE WORKS:

Councillor Morgan informed members that a tree, behind the Leisure Village, needed urgent works to be carried out, which has taken place this week. The cost of the work is £800.00.

F.164 FINANCIAL REQUESTS FROM THE FCA AND ENT TEAM:

The following financial requests from the FCA Team are as follows:-

Japanese Knotweed	Accept the quotation from Inspectas Land Remediation and obtain approval for the expenditure from the Finance Committee.
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Members **agreed** to accept the quotation for £2,962.00 and agreed to ask for 'stage payments.'

Lower Park Playing Fields	The quotation for £950.00, for the next stage of work, will be taken to the Finance Committee for approval.
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Members **agreed** to accept the quotation for £950.00 for the next stage of work, to look at drainage etc.

The following financial requests from the ENT Team are as follows:-

Bin Stickers	A request for £100.00 for stickers, and £150.00 for a handheld label printer would be taken to the Finance Committee.
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Members **agreed** to accept the quotation for £220.00 excluding VAT.

'Colin the Crab' crabbing signs	20 laminated signs would be put in the shops etc. Councillor Mitchell to liaise with Clear to See to obtain a price for 10 solid signs, the cost of which to go to the Finance Committee for approval.
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Much discussion took place and it was **agreed** that the ENT Team should come back to the Finance Committee with exact locations and how many signs are required. Also agreed that the need to dispose of crabbing lines responsibly, should somehow be included.

Recommendation:

- **The quotation from Inspectas Land Remediation for £2,962.00 is accepted. Also to ask for 'stage payments.'**
- **The quotation for £950.00 is accepted, for the next stage of the work, to look at drainage etc.**
- **The quotation for £220.00 excluding VAT is accepted for the bin stickers.**
- **The ENT Team should come back to the Finance Committee with exact locations and how many signs are required. Also agreed that the need to dispose of crabbing lines responsibly, should somehow be included.**

Councillor Paveley asked about an outstanding invoice from Fisher Jones Greenwood. Town Clerk to check response received.

Members of the public then asked the following questions:-

Q1) At the Lido Shelter, there is a rubbish bin and information board blocking the view. Can these be re-sited?

A1) Councillor Paveley replied that the Town Council are to arrange for the re-siting of these.

Councillor Paveley then wished to 'put on record' how let down the Council have been by the Alpha Group. The work has been carried out piecemeal, and completion is now 4 weeks overdue.

Q2) The sand around the paddling pool, the Tendring District Council guy used to tidy up the area, but now the Town Council have taken on responsibility. How has this come about?

A2) Councillor Paveley replied that Tendring District Council were not clearing the area, so the Town Council have taken it on. He added that the Council has written to the District Council about what assets we could take on when Local Government Reform happens. No response has been received.

Q3) There are sand bags along the back of the Lido, which are all split, open and look a mess. Are they to be removed?

A3) Councillor Atkinson replied that they did provide an important function, but the area will be tidied up before the school holidays.

F.165 CLOSE OF MEETING: There being no further business, the meeting closed at 10.53 a.m.

Received by Council on: 17.07.25

Approved by Committee on:

Signed by Chairman:

Signed by Chairman:

Action Points from meeting:

Minute Number	Decision	Actioned by
F.158 – Credit Control as of 30 th June 2025	Town Clerk to contact AdvantEdge about why some items on the credit control list do not include a figure for the ‘total due’ days.	Town Clerk
	Councillor Morgan would liaise with the Town Clerk and Administrative Assistant about the write-offs.	Cllr Morgan/Town Clerk and Administrative Assistant
F.159 – Examining of Accounts	Councillors Carr and Morgan agreed to sign off the accounts after the meeting.	Cllrs Carr and Morgan
F.160 – Risk Assessment Document	The Risk Assessment document should be available for the August Finance Meeting.	Cllr Paveley / Town Clerk
F.161 – Pricing Policy	The ‘Working Party’ would meet to discuss a pricing policy for the Town Council.	Cllrs Atkinson, Chapman, Morgan and Paveley
F.162 – Working Party Meeting	Councillors Atkinson, Paveley and Morgan would be meeting, after this meeting, to set the parameters for the Working Party.	Cllrs Atkinson, Paveley and Morgan
F.164 – Financial requests from the FCA and ENT Teams	The quotation from Inspectas Land Remediation for £2,962.00 is accepted. Also to ask for ‘stage payments.’ The quotation for £950.00 is accepted, for the next stage of the work, to look at drainage etc. The quotation for £220.00 excluding VAT is accepted for the bin stickers. The ENT Team should come back to the Finance Committee with exact locations and how many signs are required. Also agreed that the need to dispose of crabbing lines responsibly, should somehow be included.	
Outstanding Invoice from Fisher Jones Greenwood	Town Clerk to check response received.	Town Clerk