

**BRIGHTLINGSEA TOWN COUNCIL
FINANCE & PROPERTY COMMITTEE**

Minutes of the Meeting held at the Parish Hall, Victoria Place, Brightlingsea
on Tuesday 19th August 2025 at 10.00 a.m.

Present:

Councillors

R Morgan (Chairman)

D Atkinson, J Chapman, J Howard and C Paveley

Also in Attendance:

Tracey Pulford - Town Clerk

2 Members of the public

F.166 APOLOGIES FOR ABSENCE: Councillor Carr.

F.167 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON THE 15TH JULY 2025, RECEIVED BY COUNCIL ON THE 17TH JULY 2025:

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

Members then went through the action points of the July meeting. Councillor Paveley informed members that at a previous meeting it was agreed that a Treasury and Investment Policy would be written, and this has now been completed and a copy will be sent out with the Minutes of this meeting.

F.168 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.169 BUDGET AND FINANCIAL REPORT UP TO 31ST JULY 2025, INCLUDING:

A) FINANCIAL SUMMARY AS OF 31ST JULY 2025

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

B) FINANCIAL MONTHLY OVERVIEW – JULY 2025

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

Income for July 2025	£26,136.77
Expenditure for July 2025	£32,086.50
Bank Balances – all accounts	£211,243.12

Councillor Paveley informed members that he had asked the Town Clerk to look into moving as much money as possible into the CCLA account, as this account receives the best interest.

C) CREDIT CONTROL AS OF 31ST JULY 2025

A copy of the Credit Control list as of 31st July 2025 had been circulated to all members. A discussion took place and the report was noted.

F.170 EXAMINING OF ACCOUNTS

The Clerk informed members that 28 payments are to be authorised, in the sum of £16,113.18. Councillors Chapman and Howard agreed to sign off the accounts after the meeting.

Recommendation: Councillors Chapman and Howard agreed to sign off the accounts after the meeting.

F.171 RISK ASSESSMENT DOCUMENT:

A copy of the reviewed Risk Assessment had been copied to all Councillors. Councillor Paveley informed members that the revised document is very realistic and reflects some of the comments made by the Internal Auditor. This document was **accepted**.

Recommendation: The Risk Assessment document is accepted.

F.172 UPDATE ON LOCAL GOVERNMENT SERVICES PAY AWARD 2025:

The Clerk informed members that the Local Government Services pay Agreement 2025 has been agreed and the new pay rates have increased by 3.20%, back dated to the 1st April 2025. As employers are encouraged to implement this pay award as swiftly as possible, this increase has been implemented in the August Payroll.

Recommendation: The Local Government Services Pay Agreement 2025 is noted.

F.173 SPECIAL EXPENSES 2026-27:

A copy of the Special Expenses for 2026/2027 had been circulated to all members. After discussion it was **agreed** that no changes are required.

Recommendation: No changes are required to the Special Expenses for 2026/2027.

F.174 PRE-PAYMENTS / CHARGES REVIEW

- a) Pre-Payments on bookings – Councillor Morgan briefed members and after discussion it was **agreed** that pre-payments would be taken on all bookings, except for football and cricket, which would be monitored for the rest of the season and reviewed after the end of the season. Also, a booking form is to be produced, with all terms and conditions included. Councillor Morgan to produce a Boat Park booklet detailing the virtues of having a Boat Park Space.
- b) Council Charges – Councillor Morgan briefed members, and after discussion it was noted that this was on-going.

Recommendation: Pre-Payments would be taken on all bookings, except for football and cricket, which would be monitored for the rest of the season and reviewed after the end of the season. Also, a booking form is to be produced, with all terms and conditions included. Councillor Morgan to produce a Boat Park booklet detailing the virtues of having a Boat Park Space.

F.175 EMERGENCY MAINTENANCE WORKS:

No emergency maintenance works had taken place.

F.176 FINANCIAL REQUESTS FROM THE FCA AND ENT TEAM:

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

Colin the Crab Signs	A request to the Finance Committee for 6 signs at £49.95 each.
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Much discussion took place and it was **agreed in principle** that the finances would be made available, however the content of the signs needs to be reviewed.

Recommendation: The finances would be made available in principle for the Colin the Crab signs, however the content of the signs needs to be reviewed.

Members were advised that the money for the hedgehog signs has already been agreed.

Members of the public then asked the following questions:-

Q1) The 20's Plenty signs are not legal. How much were the signs, and can you reuse them for something else?

A1) Councillor Morgan replied that as soon as we were alerted to an issue with cars and the signs, they were removed immediately. Councillor Howard added that the scheme is in conjunction with Town and Country Estate Agents, and this follows on from the many complaints the Council receives regarding speeding. We will be reviewing the scheme in the near future. Councillor Paveley added that the scheme was carried out in good faith, trying to make sure people do not get injured.

Q2) Where are we with the Heritage Pier, do you have to return the money?

A2) Councillor Morgan replied that the Council is still in consultation with the MMO and have asked them to confirm exactly what the issue is. They are very keen on the Waterside Strategy Group, and we have written to the Professor at Essex University regarding Aquaculture in Brightlingsea and the use of the Heritage Pier.

Councillor Chapman briefed members on the Lads Need Dads statue, which is to be placed in the Millenium Gardens. Tendring District Council are paying for the installation costs and have liaised with our Grounds Manager over the location. There will be no cost to Brightlingsea Town Council.

F.177 CLOSE OF MEETING: There being no further business, the meeting closed at 11.00 a.m.

Received by Council on: 21.08.25

Approved by Committee on:

Signed by Chairman:

Signed by Chairman:

Action Points from meeting:

Minute Number	Decision	Actioned by
F.170 – Examining of Accounts	Councillors Chapman and Howard agreed to sign off the accounts after the meeting.	Cllrs Chapman and Howard
F1.71 – Risk Assessment	The revised Risk Assessment document is accepted.	Accepted by Full Council
F.172 Update on Local Government Services Pay Award 2025	The Local Government Services pay Agreement 2025 has been agreed and the new pay rates have increased by 3.20%, back dated to the 1 st April 2025. This increase has been implemented in the August Payroll.	Town Clerk
F.173 Special Expenses	No changes are required to the Special Expenses for 2026/2027	Town Clerk to inform TDC
F.174 Pre-Payments	Pre-payments would be taken on all bookings, except for football and cricket, which would be monitored for the rest of the season and reviewed after the end of the season. Also, a booking form to be produced, with all terms and conditions included. Councillor Morgan to produce a Boat Park booklet detailing the virtues of having a Boat Park Space.	Town Clerk / Administrative Assistant Cllr Morgan
F.176 Financial Requests	Colin the Crab signs – The finances would be made available in principle however the content of the signs needs to be reviewed.	ENT Team