



Brightlingsea Town Council

The Parish Hall, Victoria Place, Brightlingsea, Essex CO7 0BP

TO ALL MEMBERS OF THE COUNCIL

You are hereby summoned to a meeting of the Finance & Property Committee to be held at the Parish Hall, Victoria Place, Brightlingsea on **Tuesday 16th September 2025 at 9.00am** for the transaction of the business stated below. Members of the press and public are welcome to attend.

Tracey Pulford

Tracey Pulford (9th September 2025)

Town Clerk

COUNCIL AGENDA

1. **Apologies for Absence**
To receive apologies for absence.
2. **Confirmation of the Minutes of the Meeting held on the 19th August 2025**
To confirm the Minutes of the meeting held on the 19th August 2025, received by Council on the 21st August 2025.
3. **Declaration of Members' Interests**
To receive any 'Pecuniary' or 'Other Registerable' Interests relating to items on the agenda.
4. **Budget and Financial Report up to 31st August 2025, including:**
 - a. Financial Summary as of 31st August 2025
 - b. Financial Monthly Overview - August 2025
 - c. Credit Control as of 31st August 2025
5. **Examining of Accounts**
To receive and approve the recommendations of those Members examining the Accounts for the current period, including the authorisation of monthly payments for September 2025.
6. **Completion of the Limited Assurance Review for the Year Ended 31 March 2025**
To receive the Notice of Conclusion of Audit – Annual Governance & Accountability Return for the year ended 31 March 2025.
7. **Beach Hut 312**
To confirm the sale of Beach hut 312 and discuss the monies to be apportioned to reserves and good causes.
8. **Members Allowances 2025/2026**
To agree the Parish Basic Allowance paid to members for 2025/2026.
9. **Discretionary Grant Application**
To discuss a request from the Colne Yacht Club for sponsorship for the Fireworks 2025 event.
10. **Model Boat Club Licence**
To discuss the Model Boat Club License for 2025/2026.
11. **Emergency Maintenance Works**
To note any Emergency Maintenance Works.
12. **Financial Requests from the FCA and ENT Team**
To receive financial requests from the Facilities and Community Assets Team and the Environment and Transport Team.

13. **MOTION TO EXCLUDE THE PUBLIC IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 – To discuss the following:**
- Lease for the Men's Shed
14. **Lease for the Men's Shed**
To agree terms on the Lease for the Men's Shed.

Information for Visitors

Fire Evacuation Procedure

There is no alarm test scheduled for this meeting. In the event of an alarm sounding, please calmly make your way out of any of the fire exits in the hall and follow the exit signs out of the building.

Please heed the instructions given by any member of staff and they will assist you in leaving the building and direct you to the assembly point.

Please do not re-enter the building until you are advised it is safe to do so by the relevant member of staff.

Your calmness and assistance is greatly appreciated.