

**BRIGHTLINGSEA TOWN COUNCIL
FINANCE & PROPERTY COMMITTEE**

Minutes of the Meeting held at the Parish Hall, Victoria Place, Brightlingsea
on Tuesday 16th September 2025 at 9.00 a.m.

Present:

Councillors

R Morgan (Chairman)

J Chapman (Vice Chairman)

D Atkinson, J Carr and C Paveley

Also in Attendance:

Tracey Pulford - Town Clerk

2 Members of the public

F.178 APOLOGIES FOR ABSENCE: None received.

Post Meeting Note: Councillor Howard had sent in apologies via email during the meeting.

F.179 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON THE 19TH AUGUST 2025, RECEIVED BY COUNCIL ON THE 21ST AUGUST 2025:

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

F.180 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. Dispensation was given to all members for discussion of agenda item 8 – Members Allowances 2025/2026.

F.181 BUDGET AND FINANCIAL REPORT UP TO 31ST AUGUST 2025, INCLUDING:

A) FINANCIAL SUMMARY AS OF 31ST AUGUST 2025

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

B) FINANCIAL MONTHLY OVERVIEW – AUGUST 2025

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

Income for August 2025	£17,411.86
Expenditure for August 2025	£44,326.12

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 AUGUST 2025

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

Councillors Atkinson and Paveley both declared an interest in the outstanding amount for the Waterside Marina Management Company.

It was **agreed** to (a) write off £30.24 for use of the Heritage Pier; (b) The non-payment for a Boat Park space 91 would be written off, as there the boat has gone missing. Also to ask the Harbour Commissioners if they paid for the space during 2024/2025.

Members then discussed the Model Boat Club License for 2025/2026 and the fact that they have been unable to use the Boating Lake for some time. It was **agreed** that this invoice would be proportional to the usage of the lake.

Brightlingsea Rugby Club – Councillor Morgan to take this forward.

Recommendation:

- **Write off £30.24 for use of the Heritage Pier,**
- **The non-payment for a Boat Park space 91 would be written off, as there the boat has gone missing. Also to ask the Harbour Commissioners if they paid for the space during 2024/2025.**
- **Model Boat Club License – The invoice would be proportional to the usage of the lake.**
- **Brightlingsea Rugby Club – Councillor Morgan to take this forward.**

F.182 EXAMINING OF ACCOUNTS

The Clerk informed members that 17 payments are to be authorised, in the sum of £5,054.35. Councillors Chapman and Morgan agreed to sign off the accounts after the meeting.

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

F.183 COMPLETION OF THE LIMITED ASSURANCE REVIEW FOR THE YEAR ENDED 31 MARCH 2025:

The Town Clerk informed members that the External Auditor's Report and Certificate for 2024/2025 had come back as follows:-

“On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.”

Other matters not affecting our opinion which we draw the attention of the authority:

“The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 5, but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified.”

A copy of the ‘Notice of Conclusion of Audit’ has been published along with Section 1, 2 and 3 of the AGAR, on the Council website and noticeboard, which is a legal requirement.

This document was **accepted**.

The Town Clerk also informed members that “there is a change within the Practitioners’ Guide for the 2025/26 period. Paragraphs 1.47 to 1.54 relate to an additional assertion to be included in the 2025-26 AGAR, Assertion 10, regarding email management, websites,

compliance with both the General Data Protection Regulation (GDPR) 2016 and the Data Protection Act (DPA) 2018 and the requirement to have an IT Policy. The requirements in relation to Assertion 10 are listed in Paragraphs 1.47 to 1.54 and the local authority should review these requirements and take appropriate steps to ensure compliance.”

Recommendation: The External Auditor’s Report and Certificate 2024/2025 is noted.

F.184 BEACH HUT 312

The Chairman briefed members that Beach Hut 312 had been sold for the sum of £15,500.00. This was formally agreed by those present.

Recommendation: The sale of Beach Hut 312 has been sold for the sum of £15,500.00.

F.185 MEMBERS ALLOWANCES 2025/2026:

A copy of the Parish Independent Remuneration Panel Review January 2023 (the Panel does not plan to further review of the Parish Allowances Scheme will until early late 2027 on the basis that the review will seek to apply to Allowances for the period immediately following the scheduled elections to Parish Council to be held in 2028.)

A discussion took place and it was agreed that the Members Allowances for 2025/2026 would remain at:- £552.00 for Councillors and £696.00 for the Mayor.

Recommendation: Members Allowances for 2025/2026 would remain at:- £552.00 for Councillors and £696.00 for the Mayor.

F.185 DISCRETIONARY GRANT APPLICATION:

Councillors Carr and Paveley both declared an interest and took no part in any discussion on the Colne Yacht Club.

- Colne Yacht Club – A request had been received for sponsor of the Colne Yacht Club Fireworks display. After discussion it was **agreed** that, although the Council are very supportive of this event, Councillors will be individually attending and supporting. Unfortunately, the Town Council is not able to donate at this time.
- Tendring District History Recorders – A request has been received for a modest donation of £20-£50 to support ongoing efforts in preserving and researching the rich history of our District. After discussion it was **agreed** that the Town Council could not offer a donation at this time, however, would pass on the details to the Brightlingsea Museum.

Recommendation:

- **Colne Yacht Club - Although the Council are very supportive of this event, Councillors will be individually attending and supporting. Unfortunately, the Town Council is not able to donate at this time.**
- **Tendring District History Recorders - The Town Council could not offer a donation at this time, however, would pass on the details to the Brightlingsea Museum.**

F.187 MODEL BOAT CLUB LICENSE:

This item had been discussed earlier in the meeting under item 4.

F.188 EMERGENCY MAINTENANCE WORKS:

The Chairman informed members that an accident had happened on the mower, and the shaft had been broken. To replace the shaft and rebuild the engine would cost £900.00, however, to replace the whole engine, which is the preferred option, would cost £1,000.00. Members **agreed** to the replacement of the whole engine at a cost of £1,000.00, subject to availability.

Recommendation: The replacement of the whole engine at a cost of £1,000, subject to availability is the preferred option.

F.189 FINANCIAL REQUESTS FROM THE FCA AND ENT TEAM:

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

- Colin the Crab Signs - The amended signs had been circulated to all members. Members **agreed** to reword “and take your kit with you” to “responsible disposal of crabbing lines” and to remove the words “brought to you by”. Also the signs should be of A3 design.

Recommendation: Colin the Crab signs are reworded “and take your kit with you” to “responsible disposal of crabbing lines” and to remove the words “brought to you by”. Also, the signs should be of A3 design.

Members of the public then asked the following questions:-

Q1) Last October, we wrote to the Town Clerk with a Freedom of Information request asking if the rent between the Brightlingsea Haven Limited and the Brightlingsea Town Council has been set for 2025-2026. At the time we were advised that this had not been set but would be updated. Are you able to confirm whether the payment of rent for the next 5 years has been agreed?

A1) Councillor Paveley replied that formal notification that the rent review is due has been sent, however we are in discussions with the Haven Leisure on many items, but the rent review has not yet been discussed.

Q2) We are concerned that all the assets of the Town seem to have been swept into a sub-committee of this committee.

A2) Councillor Morgan replied that the sub-committee of this committee is looking at leases etc., however all decisions have to come back to this committee, and ratification a Full Council. Councillor Paveley added that committees do not have any delegated authority, only for payments of invoices.

Q3) Are you prepared to say who sits on that Committee?

A3) Councillor Morgan replied that himself, Councillors Atkinson, Chapman and Paveley sit on this Committee.

F.190 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

F.191 LEASE FOR THE MEN'S SHED:

A discussion took place on a lease for the Men's Shed, and it was **agreed** that a meeting would be arranged at the Men's Shed with Councillors Morgan and Carr to discuss further.

Recommendation: A meeting would be arranged at the Men's Shed with Councillors Morgan and Carr to discuss further.

F.192 CLOSE OF MEETING: There being no further business, the meeting closed at 9.47 a.m.

Received by Council on: 18.09.25

Approved by Committee on:

Signed by Chairman:

Signed by Chairman:

Action Points from meeting:

Minute Number	Decision	Actioned by
F181 – A) Credit Control as of 31 st August 2025	(a) Write off £30.24 for use of the Heritage Pier. (b) The non-payment for a boat park space 91 would be written off, as there the boat has gone missing. Also to ask the Harbour Commissioners if they paid for the space during 2004/2025. (c) Model Boat Club License for 2025/2026 - The invoice for the Model Boat Club would be proportional to the usage of the lake. (d) Brightlingsea Rugby Club – Councillor Morgan to take this forward.	Town Clerk / Cllr Morgan
F.182 – Examining of Accounts	Councillors Chapman and Morgan agreed to sign off the accounts after the meeting.	Cllrs Chapman and Morgan
F.183 Completion of the Limited Assurance Review for the year ended 31 March 2025.	The External Auditor's Report and Certificate for 2024/2025 is accepted.	Full Council
F.184 Beach Hut 312	The sale of Beach Hut 312 is formally agreed and has been sold for the sum of £15,500.00.	Full Council
F.185 Members Allowances 2025/2026	Members Allowances for 2025/2026 would remain at:- £552.00 for Councillors and £696.00 for the Mayor.	Full Council
F.186 Discretionary Grant Applications	Colne Yacht Club - Although the Council are very supportive of this event, Councillors will be individually attending and supporting. Unfortunately, the Town Council is not able to donate at this time. Tendring District History Recorders - The Town Council could not offer a donation at this time, however, would pass on the details to the Brightlingsea Museum.	Town Clerk
F.188 Emergency Maintenance Works	The replacement of the whole engine at a cost of £1,000.00, subject to availability is the preferred option.	Full Council
F.189 Financial Requests	Colin the Crab signs are reworded “and take your kit with you” to “responsible disposal of crabbing lines” and to remove the words “brought to you by”. Also, the signs should be of A3 design.	ENT Team
F.191 – Men's Shed	A meeting would be arranged at the Men's Shed with Councillors Morgan and Carr to discuss further	Cllrs Morgan / Carr