

**BRIGHTLINGSEA TOWN COUNCIL
FINANCE & PROPERTY COMMITTEE**

Minutes of the Meeting held at the Parish Hall, Victoria Place, Brightlingsea
on Tuesday 14th October 2025 at 10.00 a.m.

Present:
Councillors
J Chapman (Vice Chairman)
D Atkinson, J Carr, J Howard and C Paveley

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

F.193 APOLOGIES FOR ABSENCE: Councillor Morgan.

F.194 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON THE 16TH SEPTEMBER 2025, RECEIVED BY COUNCIL ON THE 18TH SEPTEMBER 2025:

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

F.195 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.196 BUDGET AND FINANCIAL REPORT UP TO 30TH SEPTEMBER 2025, INCLUDING:

A) FINANCIAL SUMMARY AS OF 30TH SEPTEMBER 2025

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

Councillor Atkinson then informed members on the following issues:-

- There is an issue with a high demand from EDF Electricity for around £3,400, which relates to standing charges for the Army Cadet Hut on Lower Park Playing Fields. This hut is now leased to the 4th Brightlingsea Scout Group. We are in discussions with both EDF and the Scout Group.
- Japanese Knotweed – We were quoted a figure of £3,000, paid over three years, to sort out the Japanese Knotweed at the Boat Park. If we want the insurance, which covers the treatment, monitoring period and warranty for a period of 10 years from the commencement of the works, we have to pay in full now. More investigation is required on this.
- Playcentre – as no response has been received to our last correspondence, a follow up email is to be sent, asking for a response within the next 4 weeks.

B) FINANCIAL MONTHLY OVERVIEW – SEPTEMBER 2025

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

Income for September 2025	£22,283.42
Expenditure for September 2025	£30,569.75
Total amount held in all accounts	£176,042.54

C) CREDIT CONTROL AS OF 30TH SEPTEMBER 2025

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

It was **agreed** to write off £254.97 for the Rugby Club, as no training had taken place on Lower Park Playing Fields during April and May 2026.

Recommendation:

- **Playcentre – as no response has been received to our last correspondence, a follow up email is to be sent, asking for a response within the next 4 weeks.**
- **Write off £254.97 for the Rugby Club, as no training had taken place on Lower Park Playing Fields during April and May 2026.**

F.197 EXAMINING OF ACCOUNTS:

The Clerk informed members that 28 payments are to be authorised, in the sum of £13,599.74. Councillors Carr and Paveley agreed to sign off the accounts after the meeting.

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

F.198 COUNCILLOR INTERNAL CONTROLLER:

The Clerk informed members that a meeting with Councillor Atkinson has been scheduled in the diary, for him to carry out the Councillor Internal Control. A report will be given at the next Finance meeting.

F.199 OUTSTANDING S106 MONIES FOR OUTSIDE GYM:

The Clerk informed members that Tendring District Council had asked if the Council has any plans to spend the £4,740.00 of S106 monies allocated for outside gym equipment. She said that she has asked the Grounds Manager to look at options and provide quotes. Councillor Atkinson suggested that the Western Promenade Committee could also have an input into this.

F.200 POLICY UPDATE:

The Clerk briefed members that the National Association of Local Councils have updated both the Standing Orders and Financial Regulations, a copy of which had been circulated to all members. It was **agreed** to bring this item back to the next Finance meeting, after such time members would have reviewed both updated policies. Any comments/amendments to be given to the Clerk in advance of the meeting.

Recommendation: Standing Orders and Financial Regulations - bring this item back to the next Finance meeting, after such time members would have reviewed both updated policies. Any comments/amendments to be given to the Clerk in advance of the meeting.

F201. BUOY MAINTENANCE:

Councillor Carr briefed members that the Swim Buoys off Batemans and the Promenade were affixed to the seabed in 2022 with shared funding from the Harbour Commissioners, Tendring District Council and the Town Council. They now require urgent maintenance, and the quote has come in at just under £4,000. He also said that he had a meeting tomorrow with an Officer of Tendring District Council and should have more information after then. It was agreed once full costings have been received, to bring this back to the next Finance meeting for discussion.

Recommendation: Once full costings have been received, bring this back to the next Finance meeting for discussion.

F.202 EMERGENCY MAINTENANCE WORKS:

Councillor Atkinson briefed members that:-

- A diseased Sycamore Tree on Hurst Green needed urgent removal, at a cost of £650.00.
- Play equipment on Bayard Recreation Ground and at Pawsons needed attention, costing £1,500.00.
- The Ventrac mower has cost a lot of money recently. He will be speaking to the Grounds Manager about this and whether other outlets can carry out the repairs.

F.203 FINANCIAL REQUESTS FROM THE FCA AND ENT TEAM:

The following financial request from the ENT Team is as follows:-

- Essex Act – If the Essex Act is applied to land along Strangers Corner, the Town Council would be responsible for the cost of the signs. This cost would be £300.00. This amount was agreed.

The following financial request from the FCA Team is as follows:-

- The purchase of a High-Volume Pump for use on the Boating Lake. Members agreed that a small task group would be formed, consisting of Councillors Atkinson and Carr, to work with the Grounds Manager on this.

Recommendation:

- **£300.00 for signs for the Essex Act, if applied to land along Strangers Corner.**
- **High Volume Pump for use on the Boating Lake - A small task group would be formed, consisting of Councillors Atkinson and Carr, to work with the Grounds Manager on this.**

Members of the public then asked the following questions:-

Q1) Talking about EDF, the Council should be aware that BHL and all companies within this group have changed their supplier to EDF, and the prices have doubled. If anything happens to BHL the Council are liable, and this would come back to you.

A1) Councillor Atkinson replied that this would depend on the circumstances. Councillor Chapman added that the lease would come to the Town Council.

Q2) I have been asked by several allotment holders, the Community Allotment are taking on another plot. Bearing in mind they only cultivate 20% of the plot. Why should the rate payers be paying for this?

A2) Councillor Chapman replied that she would seek clarification from the Grounds Manager and Administrative Assistant on this.

Q3) With all the work that Brightlingsea Town Council does for Tendring District Council and Essex County Council, if they were invoiced, this would cover the cost of repairs to your machinery. Another question – the sluices on the Western Promenade, are they maintained by the Environment Agency and what will happen after Devolution?

A3) Councillor Chapman replied that if they are maintained by the Environment Agency this would continue, if they are maintained by the District Council it would become the Unitarity. She will check with the Grounds Manager.

Q4) With S106 money, what was the final cost of the shelter, and where are we with S106 money for the Cricket Club? Also, there is a statue on the Promenade, of a father and son. A base has had to be installed for the statue to sit on, how much did this cost? There is no plaque on the statue informing people what it is for.

A4) Councillor Chapman replied that the statue has been commissioned by Lads Needs Dads, and she was led to believe that Tendring District Council we are paying for all the installation costs of the statue but would need to double check this. There will be an opening ceremony in a couple of weeks' time. Councillor Paveley answered the question on the shelter and that it came in just over £170.00.

F.204 CLOSE OF MEETING: There being no further business, the meeting closed at 11.01 a.m.

Received by Council on: 16.10.25

Approved by Committee on:

Signed by Chairman:

Signed by Chairman:

Action Points from meeting:

Minute Number	Decision	Actioned by
F.196	Playcentre – as no response has been received to our last correspondence, a follow up email is to be sent, asking for a response within the next 4 weeks. Write off £254.97 for the Rugby Club, as no training had taken place on Lower Park Playing Fields during April and May 2026.	Town Clerk
F.197	Councillors Carr and Paveley agreed to sign off the accounts after the meeting.	Cllrs Carr and Paveley
F.200	Standing Orders and Financial Regulations - bring this item back to the next Finance meeting, after such time members would have reviewed both updated policies. Any comments/amendments to be given to the Clerk in advance of the meeting.	All Councillors
F.201	Once full costings have been received, to bring this back to the next Finance meeting for discussion.	Cllr Carr
F.203	£300.00 for signs for the Essex Act, if applied to land along Strangers Corner. High Volume Pump for use on the Boating Lake - A small task group would be formed, consisting of Councillors Atkinson and Carr, to work with the Grounds Manager on this.	Town Clerk Cllrs Atkinson and Carr