

**BRIGHTLINGSEA TOWN COUNCIL
FINANCE & PROPERTY COMMITTEE**

Minutes of the Meeting held at the Parish Hall, Victoria Place, Brightlingsea
on Tuesday 9th December 2025 at 10.00 a.m.

Present:

Councillors

R Morgan (Chairman)

J Chapman (Vice Chairman)

D Atkinson, J Carr, J Howard and C Paveley

Also in Attendance:

Councillors M Barry and G Steady

Tracey Pulford - Town Clerk

2 Members of the public

F.222 APOLOGIES FOR ABSENCE: None received.

F.223 CONFIRMATION OF THE MINUTES OF THE MEETING HELD ON THE 18TH NOVEMBER 2025, RECEIVED BY COUNCIL ON THE 20TH NOVEMBER 2025:

The Minutes were accepted as a true record.

Councillor Morgan asked if any clarification had been received on the quotation for the swim buoys? Councillor Carr replied that he had contacted Frank Halls & Son Limited, but to date has not received any response.

F.224 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.225 BUDGET AND FINANCIAL REPORT UP TO 30TH NOVEMBER 2025, INCLUDING:

A) FINANCIAL SUMMARY AS OF 30TH NOVEMBER 2025

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

B) FINANCIAL MONTHLY OVERVIEW – NOVEMBER 2025

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

Income for November 2025	£23,396.12
Expenditure for November 2025	£32,721.97

C) CREDIT CONTROL AS OF 30TH NOVEMBER 2025

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

F.226 EXAMINING OF ACCOUNTS:

The Clerk informed members that there are 11 payments in the sum of £5,457.00 to be authorised, and the statement of balances on the following accounts are to be accepted:-

Barclays Current Account (XXXX7055)	£62,298.79
Barclays Premium Account (XXXX8295)	£28,839.54
Barclays Premium Account (XXXX9433)	£512.00
CCLA Public Sector Deposit Fund	£52,444.93
Instant Access Account (XXXX0373)	£24,536.36
Current T2 Account (XXXX0360)	£109,130.55
Making a total of	£277,762.17

Councillors Morgan and Barry **agreed** to sign off the accounts after the meeting.

Post meeting note: Councillor Steady signed off the payments and accounts for November 2025, instead of Councillor Barry.

F.227 INTERIM INTERNAL AUDIT REPORT:

A copy of the Interim Internal Audit report as at November 2025, had been circulated to all members. This report was noted.

F.228 BUDGETS 2026/2027:

A copy of a report 'Draft Budgets 2026/27' had been copied to all members. Councillor Atkinson briefed on the report, and much discussion took place. Members then **agreed** to hold a 'budget' meeting on Tuesday 13th January 2026 at 10am, to which all members are invited to attend, before the Finance meeting at 11am.

Recommendation: A 'budget' meeting is held on Tuesday 13th January 2026 at 10am, to which all members are invited to attend, before the Finance meeting at 11am.

F.229 GROUNDS MAINTENANCE 2026:

A copy of an email from Russell Garden Services had been copied to all members. After discussion it was agreed that this quotation would be 'agreed in principle' subject to other quotations being received.

Recommendation: The quotation from Russell Garden Services would be 'agreed in principle' subject to other quotations being received.

F.230 EMERGENCY MAINTENANCE WORKS:

There were no emergency maintenance works to be discussed.

F.231 FINANCIAL REQUESTS FROM THE FCA AND ENT TEAM:

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

- Notice Boards – To refurbish the notice boards at the Hard and Bayard Recreation would cost £400.00 and £800.00 accordingly. Sign writing would be extra. Alternatively, a new double sided notice board would cost £6,500.00. Members **agreed** to accept the refurbishment quotations, for works to commence 1st April 2026.

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

- Oyster Tank Road Car Park – work is completed as soon as possible.
- Members also discussed possible schemes including the Skate Park, Paddling Pool, Boating Lake, Tennis Courts, themed seating areas, Lozenge and Saltwater Pool. Members **agreed** to look into costings for the schemes and bring them back to a future Finance meeting.

Recommendation: (1) Notice Boards - accept the refurbishment quotations, for works to commence 1st April 2026. (2) Oyster Tank Road Car Park – work is completed as soon as possible. (3) Costings for the suggested schemes are sought and brought back to a future Finance meeting.

Before the meeting closed, Members of the public were asked if they had any questions. There were none.

Councillor Chapman then moved, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, in order to discuss items of a sensitive nature and items which are commercially confidential, the press and public be excluded. This was seconded by Councillor Paveley.

F.232. MOTION TO EXCLUDE THE PUBLIC IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 –To discuss the following:-

- To discuss the MMO response.
- To discuss the lease/licence for the Bright Shedd's Men's Shed.

F.233. TO DISCUSS THE MMO RESPONSE:

A lengthy discussion took place and members were advised that a Teams meeting has been arranged for later this week.

F.234. TO DISCUSS THE LEASE/LICENSE FOR THE BRIGHT SHEDDERS MEN'S SHED:

A copy of a letter from the Men's Shed had been circulated to all members. After discussion it was **agreed** that a meeting would be held to discuss the various options available.

Recommendation: A meeting would be held to discuss the various options available.

F.235 CLOSE OF MEETING: There being no further business, the meeting closed at 11.45 a.m.

Received by Council on: 11.12.25

Signed by Chairman:



Approved by Committee on: 13/1/26

Signed by Chairman:



Action Points from meeting:

Minute Number	Decision	Actioned by
F.228	Budgets 2026/2027 - A 'budget' meeting is held on Tuesday 13 th January 2026 at 10am, to which all members are invited to attend, before the Finance meeting at 11am.	Finance Committee
F.229	Grounds Maintenance 2026 - The quotation from Russell Garden Services would be 'agreed in principle' subject to other quotations being received.	Grounds Manager
F.231	Financial requests from the FCA and ENT Team - (1) Notice Boards - accept the refurbishment quotations, for works to commence 1 st April 2026. (2) Oyster Tank Road Car Park – work is completed as soon as possible. (3) Costings for the suggested schemes are sought and brought back to a future Finance meeting.	
F.234	Bright Sheddars Men's Shed – A meeting would be held to discuss the various options available.	