



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 19th May 2026 at 10.00 a.m.** for the transaction of the business stated below. Members of the press and public are welcome to attend.

Tracey Pulford

Tracey Pulford (13th May 2026)

Town Clerk

C O U N C I L A G E N D A

1. **Apologies for Absence**
To receive apologies for absence.
2. **Confirmation of the Minutes of the Meeting held on the 14th April 2026**
To confirm the Minutes of the meeting held on the 14th April 2026, received by Council on the 16th April 2026.
3. **Declaration of Members' Interests**
To receive any 'Pecuniary' or 'Other Registerable' Interests relating to items on the agenda.
4. **End of Year Internal Audit Report 2025/2026**
To receive the End of Year Internal Audit Report for 2025/2026 from Trevor Brown CPFA.
5. **Asset Register 2025/2026**
To agree the Asset Register for 2025/2026.
6. **End of Year Accounts 2025/2026**
To agree the End of Year Accounts for 2025/2026.
7. **Annual Governance and Accountability Return (AGAR) 2025/2026 – Annual Governance Statement**
To complete Section 1 of the Annual Governance and Accountability Return (AGAR) – Annual Governance Statement 2025/2026.
8. **Annual Governance and Accountability Return (AGAR) 2025/2026 – Accounting Statements**
To agree the figures in Section 2 of the Annual Governance and Accountability Return (AGAR) – Accounting Statements 2025/2026.
9. **Additional Paperwork**
To agree the additional paperwork to be sent off to the External Auditor, including
 - a. Dates planned for the provision for the exercise of public rights
 - b. Bank reconciliation
 - c. Explanation of any 'significant' variances
 - d. Reconciliation between Box 7 and 8 in Section 1 of the AGAR
 - e. The AIAR
 - f. Details explanation of the reason the authority has answers 'No' to any assertions on Section 1
 - g. Minutes of the meeting where the current internal auditor was first appointed showing the smaller authority considered the independence of the internal auditor
 - h. Copy of the Minutes showing the 2025/2025 external auditor report including any 'except for' matters

10. Budget and Financial Report up to 30th April 2026, including:

- a. Financial Summary as of 30th April 2026.
- b. Financial Monthly Overview - April 2026.
- c. Credit Control as of 30th April 2026.

11. 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 May 2026.

12. Councillor Internal Controller

- a. To receive a report from Councillor Atkinson on the Internal Control checks carried out for Period 4 for the year 2025/2026.
- b. To agree the Councillor Internal Controller for 2026/2027.

13. Appointment of Internal Auditor for 2026/2027

To appoint the Internal Auditor for 2026/2027.

14. Financial requests for:-

Town Council Meeting Camera.

15. Financial requests from the Environment and Transport Team and the Facilities and Community Assets Team

To agree any financial requests from the Environment and Transport Team and the Facilities and Community Assets Team.

16. Website Accessibility

To receive an update on the 'Expressions of Interest'.

17. Boat Park

To agree the quotation for CCTV at the Boat Park.

18. Lido Shelter Memorial Plaques

To agree the scheme and pricing of the Memorial Plaques on the Lido Shelter.

19. New Works Vehicle

To discuss the options for a New Works Vehicle.

20. Local Government Reorganisation

To agree a financial allocation towards Local Government Reorganisation and Strategic Project Funding.

21. Neighbourhood Plan

To discuss the financial contribution towards the Brightlingsea Neighbourhood Plan.

22. Brightlingsea Cricket Club

To discuss the Brightlingsea Cricket Club development proposal.

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.