

**WEST MERSEA TOWN COUNCIL**

**MINUTES OF THE EXTRAORDINARY COUNCIL MEETING**

**HELD ON TUESDAY 26 JULY 2022**

PRESENT: Councillors: Carl Powling (Mayor)  
John Akker  
Julie Baker  
David Bragg  
Robert Jenkins  
Sophie Weaver  
Chris Wood

IN ATTENDANCE: Town Clerk  
5 members of the public

22/110 **APOLOGIES FOR ABSENCE.** To receive apologies for absence

Apologies were received from Councillors Sylvia Wargent and Sam Jarvis. No vote was taken.

22/111 **DECLARATIONS OF INTEREST.** To receive declarations of interest from members.

None received.

22/112 **PUBLIC PARTICIPATION.** A period of up to 15 minutes (maximum of 3 minutes per person) for members of the public to ask questions or submit comments

Two members of the public spoke on yellow lines and extending parking restrictions to 8pm on Victoria Esplanade.

A member of the public enquired about the bathing rafts and advised that the basketball court needs maintenance.

A member of the public spoke to advise that they are raising a formal complaint against the Council under the Equality Act 2010 in regard to their refusal to support a disabled parking bay on Victoria Esplanade.

A member of the public enquired whether locking of the Esplanade car park at night is being considered, that there are jet skis disregarding speed limits and that there isn't a forum to discuss issues as the Waterside Committee has not met for 2 years.

22/113 **FINANCIAL REGULATIONS.** To consider Finance regulation amendments

**Following discussion on amendments to the Financial regulations the Council RESOLVED to accept the following amendments;**

4.1 Expenditure on revenue items may be authorised up to the amounts included for that budgeted item in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council for items up to £4999 or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £1000 at their discretion.

4.6 The salary budgets are to be reviewed annually in November as part of the overall budget for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. In the case of the Town Clerk on the NALC salary scale band the Council shall provide provision for salary increases.

4.8 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval (if applicable) has been obtained.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers.

11.1h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is under £3000 the need for 3 quotes will not be necessary.

22/114 **POLICY REVEIWS.** To review and adopt the following policies;

- **Closed Circuit TV Policy**
- **Drone Usage Policy**

**The Council RESOLVED to adopt the Closed Circuit TV and Drone Usage Policies.**

22/115 **PARKING WORKING GROUP.** To consider further representations at the request of Cllr. Akker from the Beach Hut Owners Association in regard to future parking arrangements.

Following discussion it was agreed to place some curb hatchings on parts of Victoria Esplanade and single yellow lines be included with a restriction on parking between 10am-6pm from 1<sup>st</sup> April to 30th September. There is to be further discussions with the Borough about car parks in general and with Essex Highways about signage as these could not be part of the TRO application to NEPP.

Council approved junction protection for four further roads and these were added to the previously agreed application.

The public left the meeting at 8.25pm.

22/116 **EXCLUSION OF PRESS AND PUBLIC.** To RESOLVE that due to the confidential nature of the business to be transacted the public and press be excluded pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960

22/117 **RECOMMENDATIONS FROM COMMUNITY FACILITIES COMMITTEE.** Full Council to sign-off proposal (unanimously approved) from Community Facilities Committee, to refurbish Tennis hard courts and hard court fencing, in-line with proposals/quotations received, ahead of entering the proposed new lease agreement with West Mersea Tennis Club and factoring-in West Mersea Tennis Club's proposed contribution towards improvements to the courts.

**The Council RESOLVED to accept the Tennis Court Surface Solutions quotation of £7230 with the tennis club being responsible for the additional £1710 root barrier charges, and the Maydays quotation of £1291 for fencing repairs subject to agreement to the lease and to clarify open access to the public.**

22/118 **DATA CONVERSION.** To consider data conversion quotation to import data from Council burial records database to EDGE Epitaph system.

**The Council RESOLVED to accept the data conversion quotation of £190.**

22/119 **HEALTH AND SAFETY.** To consider and agree;

- I. Monthly retainer of 3 hours,
- II. Additional H&S costs
- III. COSHH assessments
- IV. Manual handling assessments and training
- V. Additional risk assessments for parks, cemeteries, toilets, offices, litter picker

**The Council RESOLVED to confirm the 3 hour monthly retainer.**

22/120 **YOUTH FIELD PLAY EQUIPMENT SAFETY SURFACING.** To consider quotes to resurface basket swing, cableway (zip wire), quad flyer, low rotator and sling rotator.

**The Council RESOLVED to accept the Redlynch quotation at a cost of £11,900.**

There being no other business, the meeting closed at 8.50pm.

DRAFT