

**WEST MERSEA TOWN COUNCIL**

**MINUTES OF THE COUNCIL MEETING HELD ON THURSDAY 13 APRIL 2023**

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

IN ATTENDANCE: Town Clerk  
5 members of the public

**23/085 APOLOGIES FOR ABSENCE**

To receive apologies for absence and a vote of acceptance to be taken

Apologies were received from Councillor Sam Jarvis and from Councillor Sylvia Wargent who was unable to attend due to ill health. City Councillors Robert Davidson and John Jowers were also unwell.

**23/086 DECLARATIONS OF INTEREST**

Councillors will be reminded that they must declare in relation to this agenda any disclosable pecuniary interests which would prevent them from participating in any discussion or participating in any vote upon the item, or any other pecuniary interest, any other registerable interest or non-registerable interest which would prevent them from participating in any discussion or participating in any vote upon the item.

None received.

**23/087 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 about items on the agenda and any other matters they wish to bring to the Council's attention.

Members of the public spoke on their concerns regarding sports leases, bathing rafts and Village Green 241 signage. A member of the public thanked Councillor Wargent for her hard work.

Councillors Weaver and Wood arrived.

**23/088 CONFIRMATION OF PREVIOUS MINUTES**

To confirm minutes of the Council meeting of 23rd March 2023

This item was deferred as the minutes received from the locum Clerk are not acceptable in the current format and cannot be published.

Councillor Akker requested that it be recorded that he is querying the process of donations to charities under Mayors notes at the Council meeting of 23/03/23.

Signature \_\_\_\_\_

Date \_\_\_\_\_

- 23/089           **APPROVAL OF PAYMENTS**
- I.    To approve payments to be made
  - II.   To approve regular payments

- I.       **The Council RESOLVED to approve payments.**
- II.      **The Council RESOLVED to approve regular payments.**

- 23/090           **CEMETERY CHARGES**  
To consider and agree Cemetery charges for 2023/24

**The Council RESOLVED to approve a 5% increase in Cemetery charges.**

- 23/091           **KING'S CORONATION WORKING GROUP**
- I.    To receive an update from the King's Coronation Working Group
  - II.   To discuss and agree budget virement following decision to increase the budget from £5000 to £9000 in meeting of 19/01/23
  - III.   To agree to delegate authority to the Mayor and Clerk in conjunction with the Working Party to place orders and pay suppliers
  - IV.   To agree amendments within the Coronation budget

Cllr Weaver shared the Coronation budget and advised that the grant application has not been successful. Current costs are £7895.60.

Members of the Working Group raised concerns about the event, lack of enthusiasm, momentum and support noting that there is not the same enthusiasm as there was for the Jubilee celebrations. There is a lack of uptake for stalls, stewards and volunteers and whether the Council should continue with the event.

**IV.. The Council RESOLVED to adjust the Coronation event to;**  
**Bunting £200**  
**Commemorative Mugs £2810.60**  
**Donation to Refresh Mersea £500, and to cancel the Sunday Big lunch.**

- 23/092           **OFFICE LEASE**  
To discuss and agree lease on 10 Melrose Road and agree next steps

Item deferred to the next Council.

- 23/093           **PLAYPARK INSPECTIONS**  
To receive quarterly play park inspection reports and summary of advised action

Councillors received the quarterly play park inspection reports with a summary of advised action. The Council noted that items are low priority and not urgent. Work for future budgets.

- 23/094           **FORMAL THANKS**
- To receive a vote of thanks to Councillor Wargent for 28 years service to West Mersea Town Council
  - To receive a vote of thanks to retiring Councillors

**The Council thanked Councillor Wargent for her 28 years service to West Mersea Town Council.**  
**The Council thanked all Councillors for their work over the last few years and wish all well for the future.**

Signature \_\_\_\_\_

Date \_\_\_\_\_

The Clerk reported that;

- Agenda of last meeting wasn't written by the Clerk and was issued whilst the Clerk was off work. Minutes received are not publishable, due to GDPR and that they are a verbatim transcript. Seeking advise on the meeting and agenda. Concerns with financial payments suggested under Mayors notes. as not a decision of the Council
- Councillors Sam Jarvis and Sophie Weaver have been elected. The council isn't quorate, 3 Councillors are required, there is to be another election as only 2 candidates put their name forward. The elected Councillors have been given the EALC Councillor training dates to be booked onto, Chairmans training will also need to be taken after Councillor training. Bank mandates are in the process of being amended to add the elected Councillors to the bank accounts. The Good Councillor Guide was shared which details the role Councillors play, what you can do as a Councillor as well as the rules of what you must or must not do as a Councillor, employer and financial manager. And to familiarise themselves with Standing Orders, Financial Regulations, and Code of Conduct and other policies and terms of reference on the website.
- Internal Auditor is coming next week. The next 4 days I need to focus on finance and assets to get the year end and AGAR produced and ready before the auditor comes. The 3 year cover expires on 30<sup>th</sup> June and quotations are being sought.
- Gate and fencing will be completed by mid May – Feldy and Reymead Gate, Church Green. Seaview car park has been completed.
- Glebe path works will commence on 9<sup>th</sup> May
- H&S. Fire Risk Assessment to be completed.
- Fairhaven toilets. Cisterns were replaced and have now been secured to the walls. The roof has been repaired, ceiling inside the toilets has been removed due to water damage. The roofer will return when its dried out.
- List of outstanding work for Town Clerk and Cemetery Clerk have increased since last reported in January.
- Sports Clubs have not paid their rent, outstanding, reluctance from MISA and Tennis clubs to pay as a lease isn't in place. MISA have been chased about submitting a planning application for the containers on Glebe 2 and have been advised that advertising boards need to be repaired by end of April. Any boards in disrepair, broken after 30<sup>th</sup> April will be removed by our Grounds staff. Leases will need to be taken up by the new Council.
- Broomhills Greensward trespass and gate licenses will need to be taken up by the new Council before Solicitors letters are sent.
- Allotments – all plot holders have now moved sheds to within their plot boundaries. The hedge works could not take place due to nesting birds. This will now be done in the autumn.
- Allotment lease will need to be renegotiated by the new Council, current lease ends in October 2024.
- Village Green 241 and Boardwalk projects will need to be taken up by the new Council as will a new Toilet cleaning contract as current contract ceases in August 2023.
- Apprentice – unfortunately there weren't any applications for the Apprentice Grounds person role. This will fall under the new Council to consider. Litter picker will be doing gardening work for the Council.
- Land purchase of Coast Road is progressing.

Signature \_\_\_\_\_

Date \_\_\_\_\_

- Willoughby toilet floodlights have been moved by someone to point to the floor, grounds staff have repositioned them.
- Rubber trim from around solar panels on Council office fell off yesterday.

23/096            **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

The public left the meeting. No vote was taken.

23/097            **PERSONNEL COMMITTEE**

To consider and agree recommendations from the Personnel Committee

Cllr Powling handed the Chair to Deputy Mayor Cllr Jenkins and left the meeting.

Cllr Bragg left the meeting.

Following discussion it was agreed to defer item for discussion at an extraordinary Council meeting.

23/098            **LEGIONELLA WORKS**

To consider and agree quotation received for legionella works to Council Offices and public toilets

**The Council RESOLVED to authorise all works excluding Coast Road toilets. Further explanation is required on whether the toilets cope with usage from mains in tanks are removed.**

There being no other business the Deputy Mayor closed the meeting at 9pm.

Signature \_\_\_\_\_

Date \_\_\_\_\_