

**WEST MERSEA TOWN COUNCIL**

**MINUTES OF THE EXTRAORDINARY COUNCIL MEETING HELD ON MONDAY 19 AUGUST 2024**

In attendance:

Cllr S Weaver, Mayor	Cllr D Baker	Cllr N Hinderwell
Cllr R Jenkins, Deputy Mayor	Cllr C Powling	Cllr T Webster
Petra Palfreyman, Locum Clerk	4 members of the public	

24/174 RECORDING OF MEETING

Chairman requested anyone present to identify their intention to record the meeting.  
Locum Town Clerk and Cllr Webster recording.

24/175 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Boylan, Cllr Greenleaf and Cllr Hart. No vote was taken.

24/176 DECLARATIONS OF INTEREST

Cllr Powling declared his interest as a Colchester City Councillor.

24/177 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.

MOP 1: Asked when Village Green South 241 sign would be erected.

MOP 2: Requested a comprehensive report on the financial position of the Council.

MOP 3: Advised the Council in April 2024 that the accounts published did not indicate the Council had paid output VAT on its car park income to HMRC, and this was not reviewed by the auditor in July and then not reflected in the revised annual return.

24/178 COMMITTEES

***It was resolved*** to defer this item until the September meeting when all the councillors could be present and consider all the committees, chairs and membership.

Proposed: Cllr Webster, Seconded: Cllr Baker. All in favour.

24/179 FINANCE

(a) Cllr Jenkins advised that the accounts for 2024/25 had been input up to the end of June and now July and August would need to be added to Edge. Following discussion, ***it was resolved*** to appoint Twinn Accountants for around two further days to complete this, and to give basic training to office staff to do this. The cost for this is approx. £800 for 2 days. Cllr Webster gave thanks to Cllr Jenkins and Weaver for all their hard work.

Proposed: Cllr Jenkins, Seconded: Cllr Hinderwell. All in favour.

(b) Cllr Jenkins confirmed the Council had not been paying output VAT on car park income and that a VAT specialist would be needed to calculate and negotiate the final settlement with HMRC. The hourly rate for this is £355 per hour but is unclear how many hours it will take, although all the information is available for the calculations. Following discussion ***it was resolved*** that a VAT specialist should be appointed for these calculations and negotiations.

Proposed: Cllr Jenkins, Seconded: Cllr Hinderwell. All in favour.

Cllr Webster addressed the Council and suggested that some matters discussed in the closed session could be discussed openly in the public part of the meeting. **It was resolved** to discuss 180a, in the public session. Proposed: Cllr Webster, Seconded: Cllr Hinderwell. All in favour.

#### 24/180 PERSONNEL

- (a)&(d) Cllr Weaver requested that Cllr Webster take the lead on the job specifications for the Town Clerk and Responsible Financial Officer. **It was resolved** that Cllr Webster work with the Locum Town Clerk to complete the details for publication.  
Proposed: Cllr Weaver, Seconded: Cllr Baker. All in favour.

#### EXCLUSION OF PRESS AND PUBLIC

To VOTE 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.

Proposed: Cllr Weaver, Seconded: Cllr Hinderwell. All in favour.

#### 24/180 PERSONNEL

- (b) The salary scale and terms of employment for the Town Clerk and RFO **were resolved**. Proposed: Cllr Powling, Seconded: Cllr Webster. All in favour.
- (c) Two matters relating to staff pensions were discussed and forward actions **resolved**.  
Issue one: Proposed: Cllr Jenkins, Seconded: Cllr Hinderwell. All in favour.  
Issue two: Proposed: Cllr Weaver, Seconded: Cllr Webster. All in favour.