



FINANCE AND PROJECTS COMMITTEE

AGENDA

**For a Meeting to be held at 7.30p.m. on
Tuesday 15th November 2022**

At Champions Manor Hall Community Centre

Membership:

**Councillor D Thompson (Chairman)
Councillor J Miller (Vice-Chairman)**

Councillor A Shearring
Councillor I Roberts
Councillor M O Brien
Councillor A John

Councillor A Humphrey
Councillor K Bentley
Councillor S Wilson
Councillor L Kelly

Councillor B Massey
Councillor D Eley
Councillor R Crosbie
Councillor A Humphrey

Local Residents are welcome to attend this meeting. At the meeting, your elected Councillors will take decisions affecting YOU, the Community and the Town. The public may participate for up to 15 minutes for this purpose. If you have any queries, please telephone the Acting Town Clerk on 01245 321817. Please join us.

**Karen Atkins
South Woodham Ferrers Town Clerk
09th November 2022**

- 1. Apologies for absence**
To RECEIVE and ACCEPT any apologies for absence.
- 2. Dispensation considerations**
To consider any dispensations, as required. Standing Order 12. Dispensation requests shall be in writing and submitted to the Town Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- 3. Declarations of Interest**
Any Member declaring an interest is asked to state whether this is a pecuniary or non-pecuniary interest. Clarification, if required, can be sought prior to the meeting with the Chairman or the Acting Town Clerk.
- 4. Confirmation of Minutes**
To APPROVE the minutes of the meeting held on 11th October 2022 as a true record of the meeting.
- 5. Public Questions**
In accordance with Standing Order 3.e to allow up to 15 minutes for members of the public to make representations, answer questions and give evidence in respect of any item covered by the Committees Terms of Reference. At the close of this item members of the public will no longer be permitted to address the Committee; Members with pecuniary interests will also not be permitted to speak, address the Committee on those interests and must leave the meeting when the item in relation to their interest is being discussed.
- 6. Councillor Email address & Review of Data Protection Policy**
Committee to discuss new email addresses for all Councillors. Ahead 4 to attend meeting to answer any questions from members regarding costs and breakdown of the service.
- 7. Station Adopters Project**
Committee to consider the attached request from the Station Adopters for a new project.
- 8. Financial Matters**
 - a** to receive the budgetary positions for this Committee and Champions Manor Hall as of 31 October 2022. This will be circulated prior to the meeting.
 - b** to receive and note the Council's bank balances as of 31st October 2022
 - Current Account £449,506.84
 - Reserve Account £282,084.80
 - c** to note financial transactions for September & October 2022 will be circulated under separate cover.
- 9. Items to note**
 - a** to note the new bacs system is completed and being used. Awaiting

authorization by Unity bank for two signatories.

b to note the application for a mobile device for payment for Town council events and groups at Champions Manor Hall is ongoing and will be processed as soon as possible.

c the outcome of the Town Council application for Community Initiative Fund grant should be received by the end of November 2022. EALC confirmed that minutes are to be signed off and outcome letters will then be issued.

10. Internal Audit

To note Heather Heelis carried out the internal audit on 7th November 2022, no recommendations, report attached to the agenda.

11. Budget 2023-24

To consider the draft Budget and Forecast for 2023-24 as provided for a recommendation to Council at the meeting being held on Tuesday 22 November 2022. This will be sent to all members prior to the meeting.

12. Reports from Representatives of Outside Bodies reporting to Policy and Resources Committee:

- a. Essex Association of Local Councils update from Councillor Eley**
- b. Chelmsford Association of Local Councils update from Councillor Roberts/Bentley**

13. Report to Council

To agree items for report to the next Council meeting on the 22 November 2022.

14. Media Contact

To consider whether any items on this Agenda warrant a media release and if so, to agree a Councillor to comment, if applicable.

15. Future Meeting Dates

The next meeting of the Finance & Projects Committee will be on 6th December 2022.

Any member who is unable to attend the meeting should send their apologies and reason to the Office prior to the meeting.