



# **FINANCE AND PROJECTS COMMITTEE**

## **AGENDA**

**For a Meeting to be held at 7.30p.m. on  
Tuesday 13th June 2023**

**At Champions Manor Hall Community Centre**

**Membership:**

**Councillor D Thompson (Chairman)  
Councillor M O'Brien (Vice Chairman)**

Councillor A Shearring  
Councillor Perham Lake  
Councillor R Crosbie

Councillor A Humphrey  
Councillor L Kelly

Councillor B Massey  
Councillor D Eley

***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  
7th June 2023**

**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, registerable or non-registerable interest. Clarification, if required, can be sought prior to the meeting with the Chairman or the Town Clerk.

**4. Confirmation of Minutes**

To APPROVE the minutes of the meeting held on 18<sup>th</sup> April 2023 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. Financial Matters**

**a** to receive the budgetary positions for this Committee and Champions Manor Hall as of 31 May 2023.

**b** to receive and note the Council's bank balances as of 31st May 2023

- Current Account £479,952.05
- Reserve Account £285,316.60

**c** to note financial transactions for April and May 2023. Attached to agenda.

**7. Items to Note**

**a** the Town Council Barclaycard has been arranged and received. Limit agreed £5000.00 in accordance with Financial Regulations 4.1

**b** the remote card payment system SUM UP has been purchased for £67.98 and is being used for Toddler Group payments going forward and future events.

**c** to note Zurich Insurance Zurich 1/6/23 - 31/5/24 for £4,890.58 is due for payment.

**d** Town Clerk has contacted Essex County Council regarding a

temporary exhibition in the library in South Woodham Ferrers for an interim period. Awaiting a reply.

**8. Review of Reserves**

Committee to review all Town Council reserves. Councillor O'Brien to update.

**9. Committee Projects 2023/24**

Committee to discuss future projects and consider a priority list and budget for Events, Community & Projects Committee and Planning & Environment Committee.

**10. Budget request from Events, Community & Leisure Committee**

- To receive a Youth Week report detailing events. Budget request from Finance & Projects of £2,000 to fund the week event.
- To receive quote accepted by Events Community & Leisure for Bandstand refurbishment. Budget Request from Finance & Projects of £4000.00 to complete the work.

**11. Councillor Allowance**

Committee to consider and Recommend to Council the allowance payment to Town Councillors. Members to note that Councillors have the statutory right to forgo receipt of an allowance by written notice to the Town Clerk.

**12. Payment Authorisation.**

**12.1 Payment signatories**

In accordance with Financial Regulation 5.2, committee to appoint 4 signatories for approval at Council on the 20<sup>st</sup> of June 2023. Current signatories are Councillor Shearring, Bentley and Eley and Roberts.

**12.2 Appointment of member for verification purposes**

In line with Financial Regulation 2.2, to appoint a member, other than the Chairman, or a cheque signatory to verify bank reconciliations on a regular quarterly basis and each financial year end. This will be recommended for approval to Council. Current member is Councillor Murrough O'Brien

**13. Asset Register**

To note the Council's current Asset Register. Attached to agenda.

**14. Annual Audit 2022-2023**

- To note the Annual Interim Audit Report 2022/2023.
- To consider and **RECOMMEND TO COUNCIL** for approval Section 1 of the Annual Return 2022/23. Please note the document is not circulated completed as Councillors approve the document within the Council meeting.
- To consider and **RECOMMEND TO COUNCIL** for approval Section 2 of the Annual Return 2022/23. (Income and Expenditure for 2022/2023 attached)
- To note the period for the exercise of public rights will commence from Wednesday 21st June – 01st August 2023

**15. Essex Community Initiative Fund Grant**

Essex Community Initiative Fund is available and the closing date for applications is Friday 18<sup>th</sup> August 2023. Documentation attached. Members to agree whether to apply for the grant and for which project, please note other projects could be considered if they meet the criteria. Please note that the interest form must demonstrate community support.

**16. Councillor Emails**

Town Clerk to update on usage of Councillor Emails.

**17. Defibrillator Project Update**

Town Clerk to report current position.

**18. Reports from Representatives of Outside Bodies reporting to Finance & Projects Committee:**

**a. Champions Manor Hall Users Group** – Yearly meeting not yet held

**19. Report to Council**

To agree items for report to the next Council meeting on the 20 June 2023.

**20. 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.

**21. Future Meeting Dates**

The next meeting of the Finance & Projects Committee will be on 3rd October 2023.

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