



SOUTH WOODHAM FERRERS
TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

AGENDA

For a Meeting to be held at 8.00p.m. on
Wednesday 20th October 2021

At Champions Manor Hall Community Centre

Membership:

Councillor O'Brien (Chairman)
Councillor Massey (Vice-Chairman)

Councillor Thompson
Councillor Eley

Councillor Crosbie
Councillor Roberts

Councillor Humphrey
Councillor Bentley

COVID

Due to covid restrictions any resident wishing to attend the meeting must contact the office by 12pm on the Tuesday prior to the meeting. Access to the room is via the doors overlooking the bowling green and not the front doors, this is to ensure users of both halls can be kept separate. All attendees to wear masks unless exempt

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 Town Clerk on 01245 321817. Please join us.

Karen Hawkes BSc (Hons)
South Woodham Ferrers Town Clerk
14th October 2021

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 Town Clerk.

4. Code of Conduct

Members are reminded of the Code of Conduct and their behaviour towards fellow Councillors and officers, any member which continuously breaches this will be removed from the meeting.

5. Confirmation of Minutes

To APPROVE the minutes of the meeting held on 13th April 2021 as a true record of the meeting, to be signed at a later date.

6. 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.

7. Budgetary Positions

7.1 To receive the budgetary positions as at 30th September 2021 for this Committee and Champions Manor Hall.

8. Financial Matters

8.1 To receive and note the Council's bank balances as at 30th September 2021:

- Current Account £ 475,211.52
- Reserve Account £ 281,017.77

8.2 To note details of financial transactions for June – September, circulated prior to the meeting

8.3 To note that £4,000 has been awarded from the RCCE for automated doors on the lift to assist with Disability access and to reduce the touching of services to assist with Covid protection for the vulnerable

8.4 To note Town Clerk has applied for £10,000 grant from CIF Essex County Council

9. External Audit 2020 – 2021

To note completed Audit has been returned from PFK Littlejohn with no matters arising. Signed off audit will be reported to Council.

10. Revarnishing of the Main Hall and Multi-purpose Room floor

Following the measurers put in during the Covid-19 Pandemic to indicate social distancing in the halls the floors now need revarnishing. This is routinely carried out but due to the tape lifting and becoming a trip hazard for exercise classes this needs to be carried out urgently.

Floor Sanding Essex

Areas of work: Main Hall, Multipurpose Room & communal areas/corridors To Remove Adhesive tapes and stickers from floor, To then belt sand floors to high standard to an 80g finish, edge and corner sand to match, to finish sand with multi head finishing machine to 120g finish, then to finish with Three coats of Junckers Hp commercial Lacquer. Town Clerk is awaiting second quotation but work cannot wait until the new year.

Cost of £6,000. To be funded from Covid Grant

11. White Lining Village Hall Car Park

Request received from South Woodham Village Hall for £584.00 towards the relining of the Car Park. Cost of £1,750.00 for the project to be split between the Village Hall, Playing Field Committee and the Town Council. Car Park used by residents visiting the Town Council's blue cage and playground.

12. Automatic Entrance Doors

Committee to approve works of £3,255 exc VAT due to safety sensor fails on both doors. Engineer recommends 2 drive units, 2 sensors and finger trap guard. Town Council has a service contract with Elite Doors Limited

13. Review of Terms of Reference for the following Committees:

- Development and Infrastructure Committee and Planning Committee: to consider amendment to Terms of Reference to detail that all planning applications that exceed 12 dwellings are considered by the Development and Infrastructure Committee
- Policy and Resources: to receive verbal report from Councillor Thompson regarding committee membership

14. Chairman / Town Mayor ceremonial role

Following request from Councillor Thompson, Town Clerk to report options for separation of the duties of chairing meetings .

15. Town Mayor and Deputy Town Mayor Focus Column

Councillor O' Brien to report

16. Code of Conduct

To note that Chelmsford City Council the City Council has made some changes to the Member Code of Conduct. Two changes were made to bring it in line with the best practice recommendations for the Committee on Standards in Public Life. The City Council member code now prohibits harassment and includes definitions for both bullying and harassment. Two other changes were made in conjunction with discussions with members. A new obligation relating to equality and diversity has been added and the code strengthened in relation to gifts and hospitality. All these changes were based upon the LGA Model Code of Conduct. However, at this stage, the Council has decided not to fully adopt the model Code of Conduct for members.

The Monitoring Officer is keen to achieve a consistent code across all tiers of local government within the Chelmsford area and the position concerning the model code will be further reviewed next year. Recommend that the Code of Conduct is reviewed in line with Chelmsford City Council when the new code is adopted.

17. Community Governance Review

To Note that following the first stage of the Community Governance Review no changes have been recommended for South Woodham Ferrers although it has been noted that a review in South Woodham Ferrers may be carried out in 5 years once the new development is in situ.

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

- a. Essex Association of Local Councils** – not being held at this time
- b. Larger Local Councils Forum** – not being held at this time
- c. Chelmsford Association of Local Councils** – No meetings held

19. Report to Council

To agree items for report to the next Council meeting anticipated to be 18th January 2022

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. Next Meeting

The next meeting of the Policy and Resources Committee will be on 8th December 2021.

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

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>100 Champions Manor Hall</u>							
1001 Main Hall Hire	2,252	11,129	22,850	11,721			
1002 Multi Purpose Room Hire	4,562	7,641	22,850	15,209			
1003 Conference Room Hire	517	1,751	0	(1,751)			
1004 Meeting Room Hire	0	508	0	(508)			
1009 CCC Grant Income	42,136	12,000	0	(12,000)			
1050 Rent from ESO Depot	1,100	1,100	1,100	0			
1055 Rent from Office Use	17,600	17,600	17,600	0			
1450 Miscellaneous Income	0	4,000	0	(4,000)			
Champions Manor Hall :- Income	68,167	55,728	64,400	8,672			0
4000 Electricity	5,281	2,490	7,000	4,510		4,510	
4005 Gas	1,405	980	1,600	620		620	
4010 Water	471	227	700	473		473	
4015 Sewerage	0	0	350	350		350	
4020 Rates	0	2,506	10,000	7,494		7,494	
4025 Cleaning	6,772	7,510	15,000	7,490		7,490	
4030 Maintenance	12,862	4,046	16,740	12,694	301	12,393	
4035 Major Repair Fund	0	0	5,000	5,000		5,000	
4050 PRS Licence	437	0	1,000	1,000		1,000	
4051 Hall refund and expenses	194	0	0	0		0	
4110 Photocopier	419	327	600	273		273	
4115 Postage	49	0	200	200		200	
4120 Telephone	725	320	635	315		315	
4125 Sanitary Contract	198	35	300	265		265	
4130 Security	179	51	1,280	1,229		1,229	
4150 Fire Maintenance	328	0	300	300		300	
4275 Insurance	1,212	1,206	1,476	270		270	
4325 Litter Control	203	0	250	250		250	
4800 Contingencies	179	0	2,000	2,000		2,000	
4900 Covid-19	7,552	18	0	(18)		(18)	
Champions Manor Hall :- Indirect Expenditure	38,467	19,716	64,431	44,715	301	44,414	0
Net Income over Expenditure	29,700	36,012	(31)	(36,043)			

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
110 Office Costs							
1008 Misc Income	2,634	0	0	0			
1450 Miscellaneous Income	10	0	0	0			
Office Costs :- Income	2,645	0	0	0			0
4000 Electricity	2,413	2,005	2,000	(5)		(5)	
4001 Rent for Office	17,600	17,600	17,600	0		0	
4005 Gas	657	594	550	(44)		(44)	
4010 Water	345	128	200	72		72	
4015 Sewerage	0	0	100	100		100	
4020 Rates	0	1,410	5,200	3,790		3,790	
4025 Cleaning	3,809	4,224	7,500	3,276		3,276	
4030 Maintenance	5,843	2,022	9,290	7,268	169	7,098	
4050 PRS Licence	157	0	500	500		500	
4100 Equipment	375	7	500	493		493	
4105 Office Supplies	324	173	500	327		327	
4110 Photocopier	841	747	1,500	753		753	
4115 Postage	101	181	900	719		719	
4116 Card Processing	936	521	900	379		379	
4120 Telephone	1,322	785	1,350	565		565	
4125 Sanitary Contract	111	20	200	180		180	
4130 Security	101	0	400	400		400	
4135 Mobiles	319	231	300	69		69	
4145 IT Work/Support	919	1,112	2,000	888		888	
4150 Fire Maintenance	152	0	0	0		0	
4800 Contingencies	344	13	0	(13)		(13)	
4900 Covid-19	1,052	10	0	(10)		(10)	
Office Costs :- Indirect Expenditure	37,722	31,782	51,490	19,708	169	19,539	0
Net Income over Expenditure	(35,078)	(31,782)	(51,490)	(19,708)			

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
120 Policy & Resources General							
1008 Misc Income	10,000	0	0	0			
1076 Precept	338,705	331,716	331,716	0			
1090 Interest Received	563	170	1,000	830			
1095 Leases & Wayleave	(175)	0	550	550			
1400 CIL Money Received	518	2,023	0	(2,023)			
1500 Furlough Credit	15,273	2,557	0	(2,557)			
Policy & Resources General :- Income	364,884	336,465	333,266	(3,199)			0
4030 Maintenance	283	0	0	0		0	
4200 Salaries	139,375	64,084	150,000	85,916		85,916	
4205 Employer's NI	27,362	18,518	42,000	23,482		23,482	
4210 Superannuation	31,537	18,250	45,000	26,750		26,750	
4230 Payroll Contract	1,195	674	1,000	326		326	
4240 Staff Uniform & Travel	681	472	1,000	528		528	
4245 Training	1,157	30	5,000	4,970		4,970	
4246 Training - Councillors	50	270	2,000	1,730		1,730	
4250 Recruitment	172	0	450	450		450	
4255 Subscriptions	2,033	1,612	2,000	388		388	
4260 Publications	41	0	0	0		0	
4265 Marketing	790	660	500	(160)		(160)	
4270 Audit	1,860	980	3,000	2,020		2,020	
4275 Insurance	2,757	2,814	3,000	186		186	
4280 Civic Budget	520	0	1,200	1,200		1,200	
4285 Member's Expenses	54	0	300	300		300	
4290 Member's Basic Allowance	7,134	3,293	10,320	7,027		7,027	
4295 Loan Repayment	22,153	10,790	22,153	11,363		11,363	
4300 IT Contract & Equipment	5,838	1,580	6,000	4,420		4,420	
4305 Elections	0	0	850	850		850	
4310 Earmarked Grants	100	0	0	0		0	
4315 Grants	2,215	468	17,000	16,532		16,532	
4325 Litter Control	1,100	1,100	1,100	0		0	
4326 Defibrillator	10,860	120	0	(120)		(120)	
4800 Contingencies	1,205	715	1,500	785		785	
4801 Professional Fees	748	780	2,000	1,220		1,220	
4900 Covid-19	216	0	0	0		0	
9001 Neighbourhood Plan	6,201	2,240	0	(2,240)		(2,240)	2,240
Policy & Resources General :- Indirect Expenditure	267,636	129,448	317,373	187,925	0	187,925	2,240
Net Income over Expenditure	97,247	207,017	15,893	(191,124)			
6000 plus Transfer from EMR	0	2,240					
6001 less Transfer to EMR	40,976	0					
Movement to/(from) Gen Reserve	56,271	209,257					

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	435,695	392,194	397,666	5,472			
Expenditure	343,826	180,947	433,294	252,347	470	251,877	
Net Income over Expenditure	<u>91,869</u>	<u>211,247</u>	<u>(35,628)</u>	<u>(246,875)</u>			
plus Transfer from EMR	0	2,240					
less Transfer to EMR	40,976	0					
Movement to/(from) Gen Reserve	<u>50,893</u>	<u>213,486</u>					

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **SOUTH WOODHAM FERRERS TOWN COUNCIL – EX0221**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

12/09/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)