



FINANCE AND PROJECTS COMMITTEE

AGENDA

**For a Meeting to be held at 7.30p.m. on
Tuesday 18th April 2023**

At Champions Manor Hall Community Centre

Membership:

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

Councillor A Shearring
Councillor I Roberts
Councillor A A Humphrey
Councillor A John

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

Councillor B Massey
Councillor D Eley
Councillor R Crosbie

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
12 April 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 7th March 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 March 2023. This will be circulated under separate cover.

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

- Current Account £301,582.81
- Reserve Account £284,102.77

c to note financial transactions for March 2023. Attached to agenda.

7. Items to Note

a RBS will complete the close of financial year on 14/4/2023.

b The Business Compliance Regulatory Officer, Public Health & Protection Services at Chelmsford City Council will complete an in-person facility food hygiene inspection of Champions Manor Hall on 14/4/2023. The last inspection was completed by questionnaire in 2018.

c Heather Heelis will complete the internal audit on 28/4/2023.

d EALC/NALC Affiliation Fees £1570.28 are due for 2023/24.

8. Review of Reserves

Committee to review all Town Council reserves. Circulated under separate cover prior to the meeting.

9. Councillor Email Addresses

Committee to discuss email addresses provided by Ahead4.

10. First Aid & Fire safety Awareness course

Committee to discuss the quotation from SWF Fire station for staff and toddler group volunteers attached to the agenda. This is a legal requirement. Town Clerk to update.

11. Youth Club

Committee to agree the budget request from the Events Community & Leisure Committee for £7725.00 plus £1080.00 venue hire charge from September to March 2024 to reopen a youth club for the town run by the YMCA. 40 weeks per year (term time only) 3 youth workers, maximum 40 young people, 3 hours face to face, 1 hour plan and prep (for one youth worker).

12. Champions Manor hall

- Update from Champions Manor Hall working party on 18/4/2023.
- Review Hall Hire charges.
- Quote from Javelin to update projector system.

13. SWFLHS Historical Archive Material.

Committee to discuss ideas for storage of South Woodham Ferrers archive material accumulated over the past fifty years. Matters for consideration by Committee is space, accessibility and security. John Frankland to attend. Information attached to agenda.

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

- a. Larger Local Councils Forum** – no updates to be received.
- b. Chelmsford Local Councils Group**- no updates to be received.

15. Report to Council

To agree items for report to the next Council meeting on the 16 May 2024.

16. 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.

17. Future Meeting Dates

The next meeting of the Finance & Projects Committee will be on 13th June 2024.

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

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Champions Manor Hall</u>							
1001 Main Hall Hire	20,824	22,850	2,026			91.1%	
1002 Multi Purpose Room Hire	20,897	22,850	1,953			91.5%	
1003 Conference Room Hire	5,427	1,000	(4,427)			542.7%	
1004 Meeting Room Hire	1,924	500	(1,424)			384.9%	
1006 Annual Storage Charge	373	0	(373)			0.0%	
1008 Misc Income	590	0	(590)			0.0%	
1050 Rent from ESO Depot	1,100	1,100	0			100.0%	
1055 Rent from Office Use	35,000	35,000	0			100.0%	
Champions Manor Hall :- Income	86,135	83,300	(2,835)			103.4%	0
4000 Electricity	9,462	9,000	(462)		(462)	105.1%	
4005 Gas	956	2,120	1,164		1,164	45.1%	
4010 Water	279	900	621		621	31.0%	
4015 Sewerage	0	450	450		450	0.0%	
4020 Rates	15,344	15,500	156		156	99.0%	
4025 Cleaning	26,156	27,500	1,344		1,344	95.1%	
4030 Maintenance	14,944	26,030	11,086		11,086	57.4%	5,200
4050 PRS Licence	1,080	1,000	(80)		(80)	108.0%	
4105 Office Supplies	179	0	(179)		(179)	0.0%	
4125 Sanitary Contract	198	500	302		302	39.6%	
4130 Security	1,594	1,280	(314)		(314)	124.5%	
4150 Fire Maintenance	525	300	(225)		(225)	175.0%	
4275 Insurance	1,359	1,476	117		117	92.1%	
4325 Litter Control	0	250	250		250	0.0%	
Champions Manor Hall :- Indirect Expenditure	72,074	86,306	14,232	0	14,232	83.5%	5,200
Net Income over Expenditure	14,061	(3,006)	(17,067)				
6000 plus Transfer from EMR	5,200						
Movement to/(from) Gen Reserve	19,261						
<u>110 Office Costs</u>							
4001 Rent for Office	35,000	35,000	0		0	100.0%	
4116 Card Processing/BACS/Bank Fees	15	0	(15)		(15)	0.0%	
Office Costs :- Indirect Expenditure	35,015	35,000	(15)	0	(15)	100.0%	0
Net Expenditure	(35,015)	(35,000)	15				

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>120 Finance & Projects</u>							
1076 Precept	436,914	353,064	(83,850)			123.7%	
1090 Interest Received	2,892	500	(2,392)			578.4%	
1095 Leases & Wayleave	450	550	100			81.8%	
1400 CIL Money Received	2,631	0	(2,631)			0.0%	2,631
1455 Town Mayor Charity	931	0	(931)			0.0%	
	443,818	354,114	(89,704)			125.3%	2,631
Finance & Projects :- Income							
4000 Electricity	24	0	(24)		(24)	0.0%	
4005 Gas	101	0	(101)		(101)	0.0%	
4105 Office Supplies	279	500	221		221	55.9%	
4110 Photocopier	2,097	2,000	(97)		(97)	104.9%	
4115 Postage	218	500	282		282	43.6%	
4116 Card Processing/BACS/Bank Fees	1,092	900	(192)		(192)	121.4%	
4120 Telephone	2,647	1,985	(662)		(662)	133.4%	
4130 Security	0	400	400		400	0.0%	
4135 Mobiles	523	500	(23)		(23)	104.7%	
4140 Other Office Costs	11	0	(11)		(11)	0.0%	
4145 IT Work/Support	1,314	2,000	686		686	65.7%	
4200 Salaries	95,433	150,000	54,567		54,567	63.6%	
4205 Employer's NI	35,483	42,000	6,517		6,517	84.5%	
4210 Superannuation	33,490	45,000	11,510		11,510	74.4%	
4230 Payroll Contract	795	1,300	505		505	61.1%	
4240 Staff Uniform & Travel	744	1,000	256		256	74.4%	
4245 Training	3,655	3,000	(655)		(655)	121.8%	
4246 Training - Councillors	1,562	500	(1,062)		(1,062)	312.5%	
4247 Council Wellbeing	360	0	(360)		(360)	0.0%	360
4250 HR Costs	5,500	450	(5,050)		(5,050)	1222.2%	
4255 Subscriptions	1,890	2,000	110		110	94.5%	
4265 Marketing	2,023	2,500	477		477	80.9%	
4270 Audit	2,698	3,000	302		302	89.9%	
4275 Insurance	3,170	3,000	(170)		(170)	105.7%	
4280 Civic Budget	249	1,200	951	64	887	26.1%	
4285 Member's Expenses	0	300	300		300	0.0%	
4290 Member's Basic Allowance	1,509	10,320	8,811		8,811	14.6%	
4295 Loan Repayment	20,650	22,153	1,503		1,503	93.2%	
4300 IT Contract & Equipment	2,960	6,000	3,040		3,040	49.3%	
4315 Grants	1,000	5,000	4,000		4,000	20.0%	
4316 Project Fund	14,020	0	(14,020)		(14,020)	0.0%	
4320 CMH Expenses	2	0	(2)		(2)	0.0%	
4325 Litter Control	1,403	1,100	(303)		(303)	127.5%	

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4326 Defibrillator	104	500	396		396	20.8%	
4800 Contingencies	40	5,000	4,960		4,960	0.8%	
4801 Professional Fees	4,327	2,000	(2,327)		(2,327)	216.3%	
Finance & Projects :- Indirect Expenditure	241,375	316,108	74,733	64	74,670	76.4%	360
Net Income over Expenditure	202,443	38,006	(164,437)				
6000 plus Transfer from EMR	360						
6001 less Transfer to EMR	2,631						
Movement to/(from) Gen Reserve	200,173						
<u>200 Leisure General</u>							
1008 Misc Income	646	0	(646)			0.0%	
1076 Precept	0	67,650	67,650			0.0%	
1200 Allotment Income	324	324	0			100.0%	
1205 Bowls Club Income	5,000	4,034	(966)			123.9%	
1210 Christmas Lights Income	5,100	5,100	0			100.0%	
Leisure General :- Income	11,070	77,108	66,038			14.4%	0
4500 Play Schemes	2,395	2,750	355		355	87.1%	
4505 Open Spaces Maintenance	1,572	2,500	928		928	62.9%	
4506 Open Spaces Maint. (John Cox)	9,396	12,000	2,604		2,604	78.3%	
4508 Marsh Farm Road Allotments	0	324	324		324	0.0%	
4510 Play Area Running Costs	1,478	3,500	2,022		2,022	42.2%	
4515 Swimming Pool Subsidy	10,000	10,000	0		0	100.0%	
4520 Bowling Green Maintenance	5,165	1,500	(3,665)		(3,665)	344.3%	
4525 Bowling Green Sinking Fund	47,806	4,034	(43,772)		(43,772)	1185.1%	47,806
4530 Christmas Lights	24,378	25,000	622		622	97.5%	
Leisure General :- Indirect Expenditure	102,189	61,608	(40,581)	0	(40,581)	165.9%	47,806
Net Income over Expenditure	(91,119)	15,500	106,619				
6000 plus Transfer from EMR	47,806						
Movement to/(from) Gen Reserve	(43,314)						
<u>210 Bandstand</u>							
1230 Bandstand Income	254	500	246			50.8%	
Bandstand :- Income	254	500	246			50.8%	0
4600 Bandstand Expenditure	0	600	600		600	0.0%	
Bandstand :- Indirect Expenditure	0	600	600	0	600	0.0%	0
Net Income over Expenditure	254	(100)	(354)				

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
250 Community Events							
1009 Grant Income	9,952	0	(9,952)			0.0%	265
1250 Christmas Fayre Income	1,550	2,500	950			62.0%	
1251 Senior Citizens Xmas Lunch Inc	210	200	(10)			105.0%	
1252 Film CMH Club Income	590	0	(590)			0.0%	
1253 Childrens Christmas party Inc	0	400	400			0.0%	
1257 National celebrations	544	0	(544)			0.0%	
1600 Toddler Group Income	1,791	0	(1,791)			0.0%	
Community Events :- Income	14,637	3,100	(11,537)			472.2%	265
4100 Equipment	265	0	(265)		(265)	0.0%	265
4105 Office Supplies	26	0	(26)		(26)	0.0%	
4350 Youth Club Expenditure	0	1,000	1,000		1,000	0.0%	
4540 Toddler Group Expenditure	10,380	0	(10,380)		(10,380)	0.0%	6,170
4651 Christmas Fayre Expenditure	10,206	13,000	2,794		2,794	78.5%	
4652 Film Club CMH Expenditure	146	0	(146)	80	(226)	0.0%	
4653 Senior Citizens lunch Exp	460	500	40		40	92.0%	
4654 CMH Fun	730	1,500	770		770	48.7%	
4655 Arts Festival	0	1,000	1,000		1,000	0.0%	
4656 Childrens party Exp	340	1,300	960		960	26.2%	
4658 Promotional Items	0	200	200		200	0.0%	
4663 National Celebrations	10,312	0	(10,312)		(10,312)	0.0%	9,342
Community Events :- Indirect Expenditure	32,866	18,500	(14,366)	80	(14,446)	178.1%	15,777
Net Income over Expenditure	(18,229)	(15,400)	2,829				
6000 plus Transfer from EMR	15,777						
6001 less Transfer to EMR	265						
Movement to/(from) Gen Reserve	(2,717)						
300 Environment General							
1076 Precept	0	28,721	28,721			0.0%	
Environment General :- Income	0	28,721	28,721			0.0%	0
4325 Litter Control	327	500	174	50	124	75.2%	
4328 Tree Works	850	1,500	650		650	56.7%	
4700 Street Furniture & Signage	(2,085)	5,000	7,085		7,085	(41.7%)	(2,784)
4705 Hanging Baskets	11,759	13,000	1,241		1,241	90.5%	
4710 Roundabout Sponsorship	1,837	1,950	113		113	94.2%	
4720 Fenn Maintenance	4,491	4,500	9		9	99.8%	
Environment General :- Indirect Expenditure	17,179	26,450	9,271	50	9,222	65.1%	(2,784)
Net Income over Expenditure	(17,179)	2,271	19,450				
6000 plus Transfer from EMR	(2,784)						
Movement to/(from) Gen Reserve	(19,963)						

Detailed Income & Expenditure by Budget Heading 31/03/2023

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>310 Garden of Remembrance</u>							
1300 Garden of Remembrance Income	11,990	14,300	2,310			83.8%	
Garden of Remembrance :- Income	<u>11,990</u>	<u>14,300</u>	<u>2,310</u>			<u>83.8%</u>	<u>0</u>
4010 Water	95	150	55		55	63.6%	
4760 GoR Supplies	3,154	5,000	1,846	0	1,846	63.1%	
4765 GoR Maintenance	4,139	6,200	2,061		2,061	66.8%	
4770 GoR Security	4,571	5,221	650		650	87.5%	
Garden of Remembrance :- Indirect Expenditure	<u>11,959</u>	<u>16,571</u>	<u>4,612</u>	<u>0</u>	<u>4,612</u>	<u>72.2%</u>	<u>0</u>
Net Income over Expenditure	<u>30</u>	<u>(2,271)</u>	<u>(2,301)</u>				
Grand Totals:- Income	567,904	561,143	(6,761)			101.2%	
Expenditure	512,657	561,143	48,486	193	48,293	91.4%	
Net Income over Expenditure	<u>55,247</u>	<u>0</u>	<u>(55,247)</u>				
plus Transfer from EMR	66,359						
less Transfer to EMR	2,895						
Movement to/(from) Gen Reserve	<u>118,710</u>						

Earmarked Reserves

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Bowling Green Replacement	51,762.00	-47,805.75	3,956.25
330 EMR Training	3,500.00		3,500.00
333 EMR Staff Wellbeing	0.00	2,640.00	2,640.00
335 EMR Major Repair Fund CMH	42,908.00		42,908.00
336 EMR Restart after COVID	12,000.00	-5,200.00	6,800.00
340 EMR Leisure Projects	5,242.00	-5,242.00	0.00
341 EMR Youth Club	1,086.00		1,086.00
342 EMR Toddler Group	5,000.00	-5,000.00	0.00
343 EMR National Events	7,300.00	-9,341.84	-2,041.84
345 EMR Fenn Projects	171.00	-171.00	0.00
350 EMR Marsh Farm Allotments	600.00		600.00
355 EMR Millenium Pace	759.00		759.00
360 EMR Bandstand	600.00		600.00
365 EMR Christmas Lighting	0.00		0.00
370 EMR Christmas Fayre	0.00		0.00
375 EMR Neighbourhood Plan	14,398.77		14,398.77
380 EMR Playground Replacement	3,000.00		3,000.00
385 EMR Elections	2,550.00		2,550.00
390 EMR Projects Fund	59,968.34	3,447.00	63,415.34
395 EMR CIL Monies	11,261.45	3,580.00	14,841.45
396 EMR CIL Monies 2021-2022	9,509.32		9,509.32
397 EMR CIL 2022-2023	0.00	2,630.52	2,630.52
	231,615.88	-60,463.07	171,152.81

MINIMUM CHARGE OF £65 FOR ONE OFF HIRES	CHAMPIONS MANOR HALL 2020-21 LETTING CHARGES – INCLUSIVE OF VAT AT 20% WITH EFFECT FROM 1 APRIL 2020		REGULAR HIRERS DISCOUNT RATES
	Monday – Saturday 8.30am – 11 PM (Sundays and Bank Holidays 9am to 9pm)		For regular weekly bookings of 3 months or more, paid 3 months in advance, there is a discount of 25%.
	Standard rate (Party bookings etc)	Commercial rate	For monthly bookings of 3 months or more, paid 3 months in advance, there is a discount of 20%.
	(£/HR)	(£/HR)	
MAIN HALL	20.50	23.00	
MULTI-PURPOSE ROOM	16.00	22.00	
	Standard rate	Commercial rate	
Conference Room	14.00	18.00	
Meeting Room	12.00	16.00	
Storage Charges			
Kitchen Cupboard	£35 (Per Cupboard)		
Freestanding In Ext	Small: £55	Large: £80	
Other Cupboards/ Space in Ext	£67		

	One off Hires (Standard rate bookings)	
Length	Main Hall	Multi-Purpose Room
3 Hours	£65	£65
4 Hours	£82	£65
5 Hours	£102.50	£80

Additional Costs – All bookings	
Room Setup (Additional Staging)	£50



QUOTE

South Woodham Ferrers Town Council
Champions Manor Hall
Hullbridge Road
South Woodham Ferrers
Essex
CM3 5LJ
UNITED KINGDOM

Date
1 Mar 2023

Expiry
15 Mar 2023

Quote Number
Q.5484

Reference
Projector Replacements

VAT Number
418429052

Javalin Network Services
Limited
5 Grafton Place
Dukes Park Industrial Estate
Chelmsford
Essex
CM2 6TG

Description	Quantity	Unit Price	VAT	Amount GBP
NEC P603X Projector. 6000 Lumen. Bulb Projector. Including New Entrapment. Plus New HDMI Connectivity.	1.00	1,755.00	20%	1,755.00
NEC P525UL Laser. 5000 Lumen. Laser light Source. Including New Entrapment. Plus New HDMI Connectivity.	1.00	2,747.00	20%	2,747.00
NEC P627UL Laser. 6200 Lumen. Laser Light Source. Including New Entrapment. Plus New HDMI Connectivity.	1.00	3,309.00	20%	3,309.00

We have been asked to provide a quotation for replacing the projectors you currently have within your two Halls at the Centre. The option to replace the bulbs in these units we believe would be a force economy because the bulb has been burning the lens on the projector for the same duration of time. This means you will still get a frosty image even if you was to replace just the bulb which can be expensive and not really beneficial.

The Laser option Projectors are maintenance free. where as the Bulb projector should have regular filter cleaning carried out.

Subtotal	7,811.00
TOTAL VAT 20%	1,562.20
TOTAL GBP	9,373.20