

**SOUTH WOODHAM FERRERS TOWN COUNCIL
POLICY AND RESOURCE COMMITTEE**

MINUTES of an online Meeting held on Tuesday 9th February 2021, at 8.00p.m.
via Zoom

Present:

Councillor B Massey (Town Mayor as Chairman)
Vice Chairman Councillor O'Brien

Councillor J Miller
Councillor I Roberts
Councillor K Bentley

Councillor J Birch
Councillor R Crosbie
Councillor D Eley

In attendance: Town Clerk, Town Clerk Assistant, Councillor Thompson,
Councillor Humphrey and ten members of the public.

PR161 Apologies for Absence

No apologies of absence were received.

PR162 Dispensation Considerations

Councillor Massey requested a dispensation for his association with
SWF Bowls Club.

Proposed: Councillor O'Brien

Seconded: Councillor Crosbie

Vote: Carried

PR163 Declarations of Interest

Councillor Eley declared a non-pecuniary declaration of interest
regarding SWF Bowls Club.

PR164 Code of Conduct

Members of the Council were reminded of the Code of Conduct and
their behaviour towards fellow Councillors and staff with any
members continuously breaching this being asked to leave the
meeting.

PR165 Confirmation of Minutes

The minutes of the meeting held on 1st December 2020 were agreed
and will be signed at a later date.

Proposed: Councillor O'Brien

Seconded: Councillor Crosbie

Vote: Carried

PR166 Public Questions

Ten members of the public were present with representatives of S.W.F. Bowls Club reporting their business plan as attached to the agenda.

PR167 SWF Bowls Club

SWF Bowls Club business plan was noted with a proposal that the club would be given use of the bowling green for a further year without resurfacing and grant subsidies from the Town Council after which the Leisure Committee would consider the matter.

Proposed: Councillor Crosbie

Seconded: Councillor Bentley

Vote: Carried

PR168 Budgetary Positions

The budgetary position as of 31st December 2020 was received and noted for this committee and Champions Manor Hall.

PR169 Financial Matters

169.1 Bank Balances

Council's bank balances as of 31st December 2020 were noted.

- Current Account £281,704.16
- Reserve Account £280,764.46

169.2 Financial Transactions

Financial transactions for October, November and December noted.

PR170 Budget 2021/22

170.1 Explanation detailing how incorrect precept figure was produced in the report to Council budget papers was noted.

170.2 Earmarked Reserves as circulated with the agenda were noted. Proposal that committees look at their own historic earmarked reserves and report back to the next Policy and Resources meeting on 13th April.

Proposed: Councillor Roberts

Seconded: Councillor O'Brien

Vote: Carried

170.3 Committee proposed that the budget shortfall of £50,000 due to reduced lettings of Champions Manor Hall and uncertain future income, is funded from general reserves.

Proposed: Councillor Roberts

Seconded: Councillor Bentley

Vote: Carried

PR171 Press and Social Media

171.1 The press and social media policy item attached to the agenda was reviewed with the proposal that this is accepted and included in our Standing Orders with the last paragraph regarding members own social media accounts being accentuated by italics and an additional sentence of "Think before you post, is it true, is it necessary, is it kind".

Proposed: Councillor Roberts

Seconded: Councillor Bentley

Vote: Carried

171.2 The Town Council's column in the Focus is no longer available free of charge and will cost £100 per article, it was proposed that the article is continued at this cost resulting in a marketing budget overspend.

Proposed: Councillor Bentley

Seconded: Councillor O'Brien

Vote: Carried

PR172 Review of Policies

172.1 Financial Regulations: The proposal that the amended Financial Regulations from the working group are accepted with the change of the amount in item 6.5 being raised to £1000.

Proposal Councillor Bentley

Seconded Councillor Birch

Vote: Carried

Standing Order 3.x was suspended to allow the meeting to exceed more than 2 hours.

172.2 Standing Orders: The proposal that the amended Standing Orders from the working group are accepted with the insertion of the agreed social media paragraph, all mentions to "he" being amended to a non-gender related term throughout the document for recommendation to Council on 9th March 2021.

Proposed Councillor Roberts

Seconded Councillor Birch

Vote: Carried

172.3 Internal Control and Internal Audit

It was noted with the documents attached to the agenda that there are no changes in in the legislation which require further changes to this document. Heather Heelis to be appointed as the internal auditor for the 2021-22 financial year.

172.4 Review of Strategic Risk Assessment

It was noted as per the documents circulated with this agenda with changes being noted that this document and clarified that the business disruption insurance does not cover items related to Covid19 and the additional cover of 6 months salary for temporary staff if the Town Clerk or an officer is on sick leave.

PR173 Distinguished Honours Award

173.1 The Distinguished Honours award application form was which was attached to the agenda was noted.

173.2 It was proposed that the committee delays advertising and selecting the candidates until early May until their presentation at the Annual Town Meeting at the later scheduled date.

Proposed: Councillor O'Brien

Seconded: Councillor Roberts

Vote: Carried

PR174 Online Meetings

It was noted that NALC has requested that online Council meetings continue however present legislation only permits this until 7th May 2021.

PR175 Meeting Calendar

The meeting calendar as attached to the agenda was considered together with the delayed annual town meeting with the proposal that this be accepted together with alterations of the Leisure & Environment Committee meetings commencing at a revised time of 7.30pm.

Proposed: Councillor O'Brien

Seconded: Councillor Bentley

Vote: Carried

PR176 Microsoft Office 365

A proposal that Microsoft Office 365 provision for Councillors be considered with prices being acquired for the next Policy & Resources meeting.

Proposed: Councillor Massey

Seconded: Councillor O'Brien

Vote: Carried

PR177 Report from Representatives of Outside Bodies reporting to Policy and Resources

177.1 Essex Association of Local Councils – it was noted that these are not presently being held.

177.2 Larger Local Councils Forum – it was noted that these are not presently being held.

177.3 Chelmsford Association of Local Councils - it was noted that these are not presently being held.

PR178 Report to Council

179.1 Bowls Club update.

179.2 Revised meeting schedule calendar.

179.3 Revised Standing Orders and Financial Regulations.

179.4 Revised dates for the Distinguished Honours Board.

PR179 Media Contact

Distinguished Honours Board.

PR180 Next Meeting

It was noted that the next meeting of the Policy and Resources Committee is due to be held on 13th April 2021.

There being no further business to discuss the Town Mayor closed the meeting at 22.22pm

Signed

Date: 12th May 2021