

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

MINUTES of a Meeting held on Wednesday 23rd February 2022, at 8.00p.m.

Present:

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

Councillor Thompson
Councillor Eley
Councillor Bentley

Councillor Crosbie
Councillor Roberts
Councillor Humphrey

In attendance: Acting Town Clerk, 9 members of the public

PR253 Apologies for Absence

No apologies of absence were received.

PR254 Dispensation Considerations

No dispensation requests received.

PR255 Declarations of Interest

No declarations of interest received.

PR256 Code of Conduct

Members of the Committee were reminded of the Code of Conduct and their behaviour towards fellow Councillors and staff, any members continuously breaching this will be asked to leave the meeting.

PR257 Confirmation of Minutes

The minutes of the meeting held on 12th December 2021 were agreed and signed as a true record of the meeting.

Councillor Roberts requested an amendment to the minutes of the last meeting on 12/12/21 when he was shown incorrectly as present and had previously sent apologies.

Proposed: Councillor Humphrey

Seconded: Councillor Crosbie

Vote: Carried

8.05pm Councillor Bentley joined the meeting

PR258 Public Questions

A representative from Swallows Gymnastics explained the request to the Town Council for a grant for new equipment. He stated no fund raising has been possible over the last couple of years due to Covid.

A representative for Eyotts Sailing Club gave Committee an explanation for the request of a Town Council Grant towards flood defence barriers and agreed to send the Town Clerk an electronic pdf document detailing information and costings for circulation to members.

A representative for the Railway Station Adopters explained the request for a Grant included the planting of a tree and a plaque for the Queens Jubilee

Councillor Massey confirmed that the Grant application form request was for £500.00 and the Town Council would not be able to award a Grant for work already completed so the value to be considered at the meeting would be the amount stated on the Grant application.

A representative from Swift Singers explained they have attracted some new members but they have been low on income the past two years. The last grant requested was for staging in 2016. They are requesting money for uniform and music.

PR259 Summerhouse request from Bowls Club at Champions Manor Hall

Members explained that planning permission might be required, insurance, licencing & land/ownership. Water and electric supplies will be needed. Council needs to consider all these items and more information is required to make an informed decision. Councillor O'Brien asked the members of the Bowls Club if they would like to withdraw the application and defer to a later date which was **AGREED.**

Proposal: To set up a working group to discuss this item further in conjunction with the Bowls Club.

Proposed: Councillor Roberts

Seconded: Councillor Bentley

Vote: All in favour

PR260 Grant Application

Proposal: To support the grant application from The Station Adopters for £500.00 for general maintenance, another Grant application will be received at a later date for the Jubilee plaque.

Proposed: Councillor O'Brien

Seconded: Councillor Humphrey

Vote: All in favour

Proposal: To support the grant application from Action for Family Carers for £5000.00 for hall hire costs.

Proposed: Councillor Bentley

Seconded: Councillor Humphrey

Vote: All in favour

Proposal: To support the grant application from Swallows Gymnastics for £3000.00 for new gymnastic equipment

Proposed: Councillor Roberts

Seconded: Councillor Eley

Vote: All in favour

Proposal: To support the grant application from Eyotts Sailing Club for £2000.00 towards flood defence barriers.

Proposed: Councillor Humphrey

Seconded: Councillor Eley

Vote: All in favour

Proposal: To support the grant application from Swiftsingers for £1000.00 towards music and uniform costs.

Proposed: Councillor Massey

Seconded: Councillor Bentley

Vote: All in favour

PR261 It was **NOTED** that the following grants have been awarded:
Table Tennis £200.00 towards a scheme to encourage young members into the sport.

PR262 **Hall Hire budget request:**
Committee considered the request from the Leisure Committee to allow hall hire in the Main Hall to facilitate a weekly toddler group. £10k grant received from Essex County Councillor Massey towards equipment. Councillor Humphrey updated the response on social media has been phenomenal. Councillor Thompson also mentioned that Health Visitors would be interested in attending sessions for baby weigh in. Loss in revenue at the hall would be subsidised by a small weekly charge. This new group would be treated as a project for year one supported by the Town Council and reviewed after a one- year period.

Proposal: To support this application to take £5000 from ear marked reserves to cover yearly hall hire in the Main Hall with any future income generated from the toddler group to come back to P&R Committee for future allocation within the toddler group.

Proposed: Councillor Thompson

Seconded: Councillor O'Brien

Vote: All in favour

PR263 Financial Matters

The Budgetary position as at 31st January 2022 for this committee and Champions Manor Hall were **NOTED**.

PR263.1 The Council's bank balances were **NOTED** as on 31st January 2022.

- Current Account £346,965.38
- Reserve Account £281,130.50

PR263.2 Financial transactions for November & December 2021 circulated prior to the meeting were **NOTED**.

PR263.3 It was **NOTED** that the automatic lift works as funded by the RCCE Covid grant will be carried out end of February. Costs of £5,500

PR263.4 It was **NOTED** that the external automated doors at Champions Manor Hall had to have motors changed as they were not safe as the sensors and motors had failed. Cost of this works with Elite £3,582

PR263.5 Councillor Thompson updated the Committee on ideas discussed and the request from Leisure Committee for £10,000 towards Platinum Jubilee events and projects.

Proposal: The Town Council support this request from the Leisure Committee

Proposed: Councillor Massey

Seconded: Councillor Humphrey

Vote: All in favour

PR264 Review of Policies

PR264.1 Financial Regulations

Proposal: To accept that the Town Council will continue with the Financial Regulations as agreed by Council in March 2021 until NALC have issued an updated version.

Proposed: Councillor Roberts

Seconded: Councillor O'Brien

Vote: All in favour

PR264.2 Standing Orders

Proposal: To set up a working group with Councillors Massey & Bentley who will review the current Standing Orders and update where required and report back to the Policy & Resources Committee at the next meeting on 13th April 2022.

Proposed: Councillor O'Brien

Seconded: Councillor Eley

Vote: All in favour

PR264.3 Data Protection Policy

Proposal: To leave the Data Protection Policy as it is.

Proposed: Councillor O'Brien

Seconded: Councillor Humphrey

Vote: All in favour

PR264.4 Internal Control and Internal Audit

Proposal: To defer this item.

Proposed: Councillor O'Brien

Seconded: Councillor Massey

Vote: All in favour

PR265 Meeting Schedule 2022-2023

Proposal: This item to go to the next Council meeting on 9th March 22 to consider changing all meetings to a Tuesday evening at 7.30pm and to be held in the Conference room upstairs with the exception of Full Council that will remain in hall downstairs at CMH.

Proposed: Councillor Thompson

Seconded: Councillor Roberts

Vote: Carried 1 abstain.

PR266 Reports from Representatives of Outside Bodies

266.1 Essex Association of Local Councils

Meetings are not being held at present.

266.2 Larger Local Councils Forum

Meetings are due to resume in March 2022

266.3 Chelmsford Association of Local Councils

Meetings are not being held at present.

PR267 Report to Council

- Financial Regulations & Standing Orders
- Meeting Schedule
- Grants awarded to a range of local community groups

PR268 Media Contact

- Grants awarded to a range of local community groups

PR269 Next Meeting

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Next meeting to be held on Wednesday 13th April 2022

There being no further business to discuss the Town Mayor closed the meeting at 9.43pm

Signed

Date: 13th April 2022