

**SOUTH WOODHAM FERRERS TOWN COUNCIL  
FINANCE & PROJECTS COMMITTEE**

**MINUTES** of a Meeting held at Champions Manor Hall on  
Tuesday 14<sup>th</sup> June 2022 at 7.30pm

**Present**

Councillor D Thompson (Chairman)

Councillor J Miller (Vice Chairman)

Councillor A Shearring

Councillor S Wilson

Councillor L Kelly

Councillor I Roberts

Councillor K Bentley

Councillor D Eley

Councillor M O' Brien

**In attendance:** Acting Town Clerk, Councillor T Sherlock and one member of the public.

Councillor Thompson thanked Councillor O'Brien and Councillor Massey for all their hard work on the Policy & Resources Committee in previous years.

**FP01 Apologies for Absence**

Apologies of absence were received from Councillor Humphrey & Massey

**FP02 Dispensation Considerations**

No dispensation considerations received.

**FP03 Declarations of Interest**

Councillor I Roberts declared a non -pecuniary interest in Agenda Item 14 Village Hall Car Park.

**FP04 Confirmation of Minutes**

Minutes of the Policy & Resources meeting held on 13th April 2022 were **APPROVED** as a true record and will be signed by the Chairman.

**Proposed:** Councillor O'Brien

**Seconded:** Councillor Eley

**Vote: Carried**

**FP05 Public Questions**

No comments were raised

**FP06 Terms of Reference**

It was proposed that the Terms of Reference be approved with changes and recommended to Council on the 21<sup>st</sup> of June 2022.

**Proposed:** Councillor Roberts

**Seconded:** Councillor Kelly

**Vote: Carried**

### **FP07 Financial Matters**

**a** the budgetary positions for this Committee and Champions Manor Hall was **NOTED**. The Acting Town Clerk to update committee on rates and the income of the Main Hall.

**b** the Council's bank balances as of 31st May 2022 was **NOTED**

- Current Account £430,598.65
- Reserve Account £281,360.62

**c** financial transactions for March, April & May 2022, circulated prior to the meeting was **NOTED**

**d** Zurich Insurance paid £590.00 on 25<sup>th</sup> May 2022 for the roof repairs at Champions Manor Hall during storm Eunice in March 2022 was **NOTED**

### **FP08 Payment Authorisation**

#### **8.1 Bacs Payment Procedure**

Committee considered the Bacs system for all payments and not using the current cheque procedure unless necessary. This was a recommendation by the internal auditor. The new Bacs procedure was **NOTED** with the change that the clerk scans the **approved** supporting invoices and attached them to the email.

It was proposed that the Town Council adopt a new bacs system.

**Proposed:** Councillor Bentley

**Seconded:** Councillor Roberts

**Vote:** **Carried**

#### **8.2 Cheque signatories**

Committee proposed 4 new cheque signatories for approval at Council on the 21<sup>st</sup> of June 2022. Two main signatories Councillor Eley and Roberts and two reserve signatories Councillor Shearring and Bentley.

**Proposed:** Councillor Thompson

**Seconded:** Councillor Kelly

**Vote:** **Carried**

#### **8.3 Appointment of member for verification purposes**

It was proposed Councillor O'Brien be appointed to verify bank reconciliations on a quarterly basis and each financial year end.

**Proposed:** Councillor Thompson

**Seconded:** Councillor Shearring

**Vote:** **Carried**

### **FP09 RBS Closedown 2021-22**

It was **NOTED** the Year End closedown 2021-22 was carried out remotely on Thursday 28<sup>th</sup> April 2022.

#### **FP10 Internal Audit**

- It was **NOTED** Heather Heelis carried out the internal audit on 5<sup>th</sup> May 2022, report attached to the agenda
- It was **NOTED** the Councils Financial Risk assessment has been updated to include GDPR as recommended by the Internal Auditor on the 5<sup>th</sup> May 2022.

#### **FP11 Annual Audit 2021-2022**

- The Annual Interim Report 2021/2022 was noted.
  - Section 1 of the Annual Return 2021/2022 was considered and recommended for approval at Council on the 21 June 2022.
  - Section 2 of the Annual Return 2021/2022 as attached to the agenda was considered and recommended for approval at Council on the 21 June 2022.
- Vote: All in favour**
- The period of exercise of public rights was **NOTED** as 22 June - 03 August 2022.

#### **FP12 Earmarked Reserves**

The earmarked reserves as attached to the agenda were **NOTED**.  
It was proposed to review all reserves at the next meeting on the 6 September 2022 and to ask all committees to produce ideas for projects.

**Proposed:** Councillor Roberts  
**Seconded:** Councillor Wilson  
**Vote: Carried**

#### **FP13 Card Payment System**

It was proposed that the Town Council proceed with a mobile device for payment for Town Council events and groups at Champions Manor Hall.

**Proposed:** Councillor O'Brien  
**Seconded:** Councillor Eley  
**Vote: Carried**

#### **FP14 Village Hall Car Park**

- It was proposed to defer the request of payment from the Village Hall for pothole repairs in 2021 until the lease has been agreed.  
**Proposed:** Councillor Roberts  
**Seconded:** Councillor Eley  
**Vote: Carried**
- It was proposed that the Acting Town Clerk arrange a working party for all councillors/non councillors, Village Hall & Playing Fields Committee members and Palmers solicitors to discuss the new lease agreements and terms. This item will be discussed and agreed at a future meeting.  
**Proposed:** Councillor Thompson

**Seconded:** Councillor Wilson  
**Vote:** **Carried**

**FP15** It was **NOTED** no reports from Representatives of Outside Bodies reporting to Finance & Projects Committee for this meeting 14<sup>th</sup> June 2022.

**FP16 Defibrillator Project Update**

The Acting Town Clerk updated committee that the EEAS East of England Ambulance Service have confirmed all three Town Council owned defibrillators in town are operational and registered.

**FP17 Essex Community Initiative Fund Grant**

It was proposed to apply for the grant with the closing date Friday 19<sup>th</sup> August 2022. Town Council to agree £30,000 with the addition of £10,000 grant, if awarded, for the provision of new flooring and play equipment including sensory equipment at the Village Hall Play area. The Acting Town Clerk to research flooring options and equipment.

**Proposed:** Councillor O'Brien  
**Seconded:** Councillor Bentley  
**Vote:** **Carried**

**FP18 Councillor Training**

It was proposed to agree the 2-day councillor training course with the EALC on the 9<sup>th</sup> and 23<sup>rd</sup> July 2022 at Champions Manor Hall.

**Proposed:** Councillor Eley  
**Seconded:** Councillor Kelly  
**Vote:** **Carried**

**FP19 Report to Council**

- Essex Community Initiative Fund Grant
- Village Hall & Playing Fields lease
- Bacs payment & card payment systems
- Councillor training

**FP20 Media Coverage**

Hall hire at Champions Manor Hall

**FP21 Next Meeting**

The next meeting of the Finance & Projects Committee will be on 6<sup>th</sup> September 2022 7.30pm.

There being no further business to discuss, the Chairman closed the meeting at 9.29pm.

Signed.....  
Chairman of the Meeting

Date: 6th September 2022