

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

MINUTES of a Meeting held at Champions Manor Hall on
Tuesday 17th January 2023 at 7.30pm

Present

Councillor D Thompson (Chairman)

Councillor A Humphrey	Councillor S Wilson	Councillor B Massey
Councillor K Bentley	Councillor D Eley	Councillor Crosbie
Councillor A Shearring	Councillor I Roberts	

In attendance: Town Clerk

FP68 Apologies for Absence

Apologies of absence were received and accepted from Councillor
A. A. Humphrey, Kelly & O'Brien and John.

FP69 Dispensation Considerations

No dispensation considerations received.

FP70 Declarations of Interest

No declarations of interest received.

FP71 Confirmation of Minutes

Minutes of the Finance & Projects meeting held on 6th December 2022 were
APPROVED as a true record and signed by the Chairman.

Proposed: Councillor Eley

Seconded: Councillor Bentley

Vote: Carried

FP72 Public Questions

No public present.

FP73 Financial Matters

The following Items were **NOTED**

a the budgetary positions for this Committee and Champions Manor Hall at
31 December 2022 as attached to the agenda.

b the Council's bank balances as of 31st December 2022.

- Current Account £365,854.50
- Reserve Account £282,664.95

c financial transactions for December 2022 circulated under separate cover.

FP74 Items to Note

Committee **NOTED** the following items.

a A full day health check with Rialtas has been booked for 20th January 2023 at a cost of £535.00

b Information to update the Signatories for Santander Deposit Account has been sent to the bank. Councillor Bentley's outstanding form will be sent under separate cover.

FP75 Councillor Email address & Email Policy

- Committee **NOTED** remote engineers are actively chasing the 3rd party for shorter domain names. Update will be provided by the Town Clerk as soon as possible. Costs attached to agenda. Committee to **NOTED** Microsoft are increasing their prices by 9% from April 2023.

- Committee discussed the revised email/IT policy.

Proposal: To accept the IT policy with two amendments agreed by committee. This will be recommended to Council on the 24th of January 2023.

Proposed: Councillor Humphrey

Seconded: Councillor Shearring

Vote: Carried

- Committee discussed the Cyber Awareness training.

Proposal: To defer this item until after the Annual Council meeting on the 16th of May 2023.

Proposed: Councillor Bentley

Seconded: Councillor Thompson

Vote: Carried

FP76 Garden of Remembrance

Committee discussed the increase in the Garden of Remembrance prices due to an increase in materials for memorials.

Proposal: The Town Council to increase all the Garden of Remembrance prices by 10% from 01/04/2023.

Proposed: Councillor Shearring

Seconded: Councillor Roberts

Vote: Carried

FP77 Budget 2023-24

Committee considered the Budget and Forecast for 2023-24 as a final review by committee. This will be recommended to Council on the 24th of January 2023.

Proposal: To keep the budget for electricity at 27,000. The Town Clerk to investigate quotes before the end fixed contract on 31/3/2023.

Proposed: Councillor Thompson

Seconded: Councillor Roberts

Vote: Carried

Proposal: To transfer £2550 from EMR Elections to the budget for elections to further reduce the precept.

Proposed: Councillor Roberts

Seconded: Councillor Eley
9 votes for, 1 vote against
Vote: Carried

Proposal: The Finance & Projects Committee to adopt the budget as it stands including the above transfer from EMR Elections and to recommend to Council on the 24th January 2023.

Proposed: Councillor Thompson
Seconded: Councillor Crosbie
9 votes for, 1 vote against
Vote: Carried

FP78 Press and Social Media Policy

Proposal: To accept the policy and recommend to Council on the 24th January 2023.

Proposed: Councillor Thompson
Seconded: Councillor Shearring
Vote: Carried

FP79 Review of Policies

- Committee **AGREED** the setting up a working group to review the Financial Regulations, Standing Orders and the Grants policy. Councillor Bentley, Wilson, Eley and Town Clerk will attend. This will be recommended to the Finance & Projects meeting on 7th March 2023.

- **Internal Control and Internal Audit**
- **Review of Strategic Risk Assessment**

Proposal: To accept the Internal Control and Internal Audit and the review of Strategic Risk Assessment

Proposed: Councillor Thompson
Seconded: Councillor Humphrey
Vote: Carried

FP80 Distinguished Honours Award

Proposal: Committee agreed the document and to start advertising for nominations for 2022. Closing date of 6th March 2023.

Proposed: Councillor Shearring
Seconded: Councillor Humphrey
Vote: Carried

Committee **NOTED** that this annual award is selected by Council on the 14th March 2023 Council meeting and the awards will be presented at The Annual Town Meeting on 17th March 2023.

FP81 Meeting Calendar

Proposal: To change the start of all Council meetings to 7.30pm the same as all other committees.

Proposed: Councillor Bentley
Seconded: Councillor Massey
Vote: Carried

Proposal: To accept the meeting schedule for 2023-24 as presented

Proposed: Councillor Thompson
Seconded: Councillor Eley
Vote: Carried

FP82 Reports from Representatives of Outside Bodies reporting to Finance & Projects Committee:

No meetings held.

FP83 Report to Council

- Budget 2023-24
- Meeting Schedule 2023-24
- Meeting time change for Council meetings.
- Distinguished Honours

FP84 Media Coverage

No items for media coverage.

FP85 Next Meeting

The next meeting of the Finance & Projects Committee will be on 7th March 2023 at 7.30pm.

There being no further business to discuss, the Chairman closed the meeting at 9.27pm.

Signed.....
Chairman of the Meeting

Date: 7th March 2023