

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

MINUTES of a Meeting held at Champions Manor Hall on
Tuesday 18th April 2023 at 7.30pm

Present

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

Councillor A Humphrey Councillor S Wilson Councillor B Massey
Councillor A Shearring Councillor D Eley Councillor L Kelly
Councillor R Crosbie

In attendance: Town Clerk and one member of public

FP102 Apologies for Absence

Apologies of absence were received and accepted from Councillor Roberts and John

FP103 Dispensation Considerations

No dispensation considerations received.

FP104 Declarations of Interest

No declarations of Interest received.

FP105 Confirmation of Minutes

Minutes of the Finance & Projects meeting held on 7th March 2023 were **APPROVED** as a true record and signed by the Chairman.

Proposed: Councillor O'Brien

Seconded: Councillor Kelly

Vote: Carried

FP106 Public Questions

No questions received.

Proposal: To move agenda item 13 SWFLHS Historical Archive Material to the next agenda item for discussion.

Proposed: Councillor Massey

Seconded: Councillor Kelly

Vote: Carried

FP107 SWFLHS Historical Archive Material

Committee discussed ideas for storage of South Woodham Ferrers archive material accumulated over the past fifty years. Matters considered by Committee included space, accessibility and security. It was discussed that a long term strategy was required to preserve the material for the future.

Proposal: The Town Clerk to write to Essex County Council to support a temporary exhibition in the library in South Woodham Ferrers for an

interim period of time. This item will be considered going forward by Finance & Projects Committee as a project to find a long term solution.

Proposed: Councillor Massey

Seconded: Councillor Humphrey

Vote: Carried

8.08pm a member of public left the meeting.

FP108 Financial Matters

The following Items were **NOTED**

a the budgetary positions for this Committee and Champions Manor Hall at 31st March 2023 as attached to the agenda.

b the Council's bank balances as of 31st March 2023.

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

c financial transactions for March 2023 circulated under separate cover.

FP109 Items to Note

Committee **NOTED** the following items.

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.

FP110 Review of Reserves

Committee discussed the Town Council reserves.

Proposal: To form a working group to discuss reserves and provide a full report for available spend to the next Finance & Projects meeting on 13th June 2023.

Proposed: Councillor O'Brien

Seconded: Councillor A Shearring

Vote: Carried

FP111 Councillor Email addresses

Committee **NOTED** Councillor Email address are now completed and active. The website will be updated with the contact details.

FP112 First Aid & Fire Safety Awareness Course

Proposal: Committee agreed the quote for training with the SWF Fire station for £885.00 on the basis we have 5 delegates attend.

Proposed: Councillor O'Brien

Seconded: Councillor Kelly

Vote: Carried

FP113 Youth Club

Proposal: To accept the budget proposal of £7725.00 plus £1080.00 venue charge from September to March 2024 from Events Community & Leisure Committee to start the Youth Club run by the YMCA. This budget will be taken from EMR Youth Club £1086.00 and EMR Restart after Covid £6800.00. The remaining balance will be taken from General Reserves.

Proposed: Councillor Massey

Seconded: Councillor Eley

Vote: Carried

FP114 Champions Manor Hall

Update from CMH working Party on 18/4/2023.

Councillor Eley updated Committee on ideas suggested by the working group. All hirers were invited to attend the meeting to discuss any concerns or ideas. Members of the Bowls Club attended regarding a request for a refreshment Club House at Champions Manor Hall. Councillor Humphrey will liaise with the Bowls Club going forward.

Members of the working party discussed ideas for future improvements to Champions Manor Hall.

Proposal: Champions Manor Hall Working party to report to the Finance & Projects Committee on 03rd October 2023.

Proposed: Councillor Wilson

Seconded: Councillor Crosbie

Vote: Carried

Review Hall Hire Charges

Proposal: Champions Manor Hall Working Party to review pricing as effective as possible to maximise the revenue from Champions Manor Hall. To be discussed in the Finance & Projects meeting on the 03 October 2023.

Proposed: Councillor Wilson

Seconded: Councillor Crosbie

Vote: Carried

Quote from Javalin to update the projector system.

This item is deferred until more quotes and research are received and will be discussed at a future meeting.

FP115 Reports from Representatives of Outside Bodies reporting to Finance & Projects Committee:

No meetings held.

FP116 Report to Council

- Youth Club

FP117 Media Coverage

No media coverage

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FP118 Next Meeting

The next meeting of the Finance & Projects Committee will be on 13th June 2023 at 7.30pm.

There being no further business to discuss, the Chairman closed the meeting at 9.13pm.

Signed.....
Chairman of the Meeting

Date: 13th June 2023