

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

**MINUTES** of a Meeting held at Champions Manor Hall on  
Tuesday 13<sup>th</sup> June 2023 at 7.30pm

**Present**

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

Councillor A Humphrey      Councillor B Massey      Councillor L Kelly  
Councillor A Shearring      Councillor D Eley

**In attendance:** Town Clerk

**FP119 Apologies for Absence**

Apologies of absence were received and accepted from Councillor Perham Lake

**FP120 Dispensation Considerations**

No dispensation considerations received.

**FP121 Declarations of Interest**

No declarations of Interest received.

**FP122 Confirmation of Minutes**

Minutes of the Finance & Projects meeting held on 18th April 2023 were **APPROVED** as a true record and signed by the Chairman.

**Proposed:** Councillor Massey

**Seconded:** Councillor O'Brien

**Vote: All in Favour**

**FP123 Public Questions**

No members of the public present.

**FP124 Financial Matters**

The following Items were **NOTED**

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

**b** the Council's bank balances as of 31<sup>st</sup> May 2023.

- Current Account £479,952.05
- Reserve Account £285,316.60

**c** financial transactions for April and May 2023 as attached to the agenda.

**FP125 Items to Note**

Committee **NOTED** the following items.

**a** the Town Council Barclaycard has been arranged and received. Limit agreed £5000.00 in accordance with financial Regulation 4.1

**b** The remote card payment system SUM UP has been purchased for £67.98 and is being used for the toddler group payments and future events.

**c** to note Zurich insurance 1/6/23-31/5/24 for £4,890.58 is due for payment

**d** Town Clerk has contacted Essex County Council regarding a temporary exhibition for an interim period in South Woodham Ferrers on behalf of SWFLHS.

#### **FP126 Review of Reserves**

Councillor O Brien deferred the review of reserves to a future meeting due to awaiting information and time constraints. Date to be arranged.

#### **FP127 Committee Projects 2023/24**

**Proposal:** Town Clerk to email all members of Events, Community & Leisure Committee and Planning & Environment Committee to request ideas for future projects. This information to be sent to the Clerk ahead of a future F&P meeting.

**Proposed:** Councillor Thompson

**Seconded:** Councillor Eley

**Vote: All in favour**

#### **FP128 Budget request from Events, Community & Leisure Committee**

**Proposal:** To agree the request from Events Community and Leisure Committee for a budget of £2000 for Youth Week.

**Proposed:** Councillor Humphrey

**Seconded:** Councillor Eley

**Vote: All in favour**

**Proposal:** To agree the request from Events Community and Leisure Committee for a budget of £4000.00 to refurbish the bandstand and repaint to white.

**Proposed:** Councillor Eley

**Seconded:** Councillor Humphrey

**Vote: All in favour**

**Proposal:** To agree to take £6000.00 budget from EMR Project Fund

**Proposed:** Councillor Eley

**Seconded:** Councillor O Brien

**Vote: All in favour**

#### **FP129 Councillor Allowance**

**Proposal:** To agree the town councillor allowance payments are 10% of the yearly basic allowance set by Chelmsford City Council. This will be tracked each year.

**Proposed:** Councillor Thompson

**Seconded:** Councillor Eley

**Vote: All in favour**

## **FP130 Payment Authorisation**

### **130.1 Payment signatories**

**Proposal:** In accordance with Financial Regulation 5.2, committee appointed 4 signatories for approval at Council on the 20<sup>st</sup> of June 2023. Councillors Eley, shearring , Roberts and O'Brien.

**Proposed:** Councillor Thompson

**Seconded:** Councillor Shearring

**Vote: All in Favour**

### **130.2 Appointment of a member for verification purposes**

**Proposal:** In accordance with Financial Regulation 2.2, committee appointed Councillor Kelly for approval at Council on the 20<sup>st</sup> of June 2023.

**Proposed:** Councillor Eley

**Seconded:** Councillor Shearring

**Vote: Carried**

## **FP131 Asset Register**

The Councils current Asset Register attached to agenda was **NOTED**.

## **FP132 Annual Audit 2022-2023**

The Annual Interim Report 2022/2023 was noted.

- Section 1 of the Annual Return 2022/2023 was considered and recommended for approval at Council on the 20 June 2023.
- Section 2 of the Annual Return 2022/2023 as attached to the agenda was considered and recommended for approval at Council on the 20 June 2023.

**Proposed:** Councillor Thompson

**Seconded:** Councillor Kelly

**Vote: All in favour**

- The period of exercise of public rights was **NOTED** as 21 June - 01 August 2023.

## **FP133 Essex Community Initiative Fund Grant**

**Proposal:** To defer this item to the next Finance & Projects meeting when projects are discussed.

**Proposed:** Councillor Thompson

**Seconded:** Councillor Eley

**Vote: All in favour**

## **FP134 Councillor Emails**

**Proposal:** The Town Clerk to contact any councillors currently not using the new appointed Town Council email addresses and inform them that the deadline for all communication to old addresses will cease at the end of June 2023. Ahead 4 to assist with any support.

**Proposed:** Councillor Thompson

**Seconded:** Councillor Eley

**Vote: All in favour**

**FP135 Defibrillator Project Update**

The Town Clerk updated that the office is continuing to work towards the installation of the last defibrillator at the Curlew pub.

**FP136 Reports from Representatives of Outside Bodies reporting to Finance & Projects Committee:**

Yearly meeting not yet held.

**FP137 Report to Council**

- Budget agreement for Youth Week
- Budget agreement for the Bandstand Refurbishment
- Deadline for councillor email usage.
- Councillor Allowances

**FP138 Media Coverage**

- Youth Week

**FP139 Next Meeting**

The next meeting of the Finance & Projects Committee will be on 3<sup>rd</sup> October 2023 at 7.30pm.

There being no further business to discuss, the Chairman closed the meeting at 8.35pm.

Signed.....  
Chairman of the Meeting

Date: 03th October 2023