

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

MINUTES of a Extra Ordinary Meeting held at Champions Manor Hall on
Tuesday 08th August 2023 at 7.30pm

Present

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

Councillor D Eley Councillor B Massey Councillor T P Lake
Councillor A Shearring

In attendance: Town Clerk

FP140 Apologies for Absence

Apologies of absence were received and accepted from Councillor
Humphrey, Kelly and Crosbie

FP141 Dispensation Considerations

No dispensation considerations received.

FP142 Declarations of Interest

No declarations of interest received.

FP143 Confirmation of Minutes

Minutes of the Finance & Projects meeting held on 13th June 2023 were
APPROVED as a true record and signed by the Chairman.

Proposed: Councillor Massey

Seconded: Councillor Thompson

Vote: All in Favour

FP144 Public Questions

No members of the public present.

FP145 Financial Matters

The following Items were **NOTED**

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

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

- Current Account £399,322.69
- Reserve Account £286,607.30

c financial transactions for June and July 2023 as attached to the agenda.

FP146 Items to Note

Committee **NOTED** the following items.

a the 5-year electrical inspection will be completed in August at Champions Manor Hall. Maintenance work for one week w/c 14th August 2023. This is so the Town Council legally meet the requirements for our insurance and the law. Cost £1950.00.

b Small Grants Awarded 2023

- June 2023 SWF Station Adopters £200.00
- July 2023 Scouts association £140.00
- August 2023 SWF History Society to cover hall hire costs £230.40 plus cupboard storage as agreed FP32 11/10/2022.

FP147 Review of Reserves

Councillor O Brien reported the review of reserves is work in progress and will be incorporating a planned forecast.

FP148 Committee Projects 2023/24

Committee discussed a list of projects ideas by committee members. Events Community & Leisure Committee will discuss suggested events at their next meeting on 5th September 23. Town Clerk to liaise with Marsh Farm regarding a footpath boundary and arrange a Councillors visit to Marsh Farm Road.

Proposal: The replacement/repair of CCTV cameras at the Village Hall play area and MUGA. Quote from Link CCTV for £1044.62 excl VAT. An electrician to carry out an inspection of the column and fuse spur.

Proposed: Councillor Thompson

Seconded: Councillor Eley

Vote: All in favour

Proposal: The replacement of swing chains at Village Hall play area following the annual ROSPA Inspection Report and a replacement of damaged brown bear bin. Total £659.12

Proposed: Councillor Thompson

Seconded: Councillor Eley

Vote: All in favour

Proposal: The Environment Officer to arrange a tree survey of all trees on Town Council owned land following a tree survey report from Essex Wildlife Trust on the Fenn and concerns of trees in Victoria Fields. Last completed in 2021. In accordance with our insurance and duty of care as a Town Council. £6000.00 from EMR Project Fund.

Proposed: Councillor O Brien

Seconded: Councillor Eley

Vote: All in favour

In accordance with Financial Regulations 4.1 this will be recommended to Council on 22/8/2023.

Proposal: A Garden of Remembrance Project to include the repainting of the Rotunda, maintenance of 12 benches, restore gold leaf/paint floor memorials and a Rose Bush adoption area as an alternative to tree adoption. £6000.00 from EMR Project Fund.

Proposed: Councillor O'Brien

Seconded: Councillor Massey

Vote: All in favour

In accordance with Financial Regulations 4.1 this will be recommended to Council on 22/8/2023.

Proposal: Committee agreed quote C from Marks Tey Radio for £9093.00 funded from EMR Project Fund for the replacement and upgrade of the projector and electric screen in the Main Hall.

Proposed: Councillor Thompson

Seconded: Councillor O'Brien

Vote: All in favour

In accordance with Financial Regulations 4.1 this will be recommended to Council on 22/8/2023.

Committee discussed the request from the Bowls Club for a Club House at Champions Manor Hall with the covenant in place and availability of land.

Proposal: Committee to look at further options and project ideas for a community use facility that the Bowls Club have an option to use.

Proposed: Councillor Thompson

Seconded: Councillor Shearring

Vote: All in favour

FP149 Budget request from Planning & Environment Committee

Proposal: To agree the request from Planning & Environment Committee for £10,000 to fund phase one of the John Cox site from the EMR Project Fund. Maintenance work for safety, removal of signage and additional costs for the area.

Proposed: Councillor Eley

Seconded: Councillor Perham Lake

Vote: All in favour

In accordance with Financial Regulations 4.1 this will be recommended to Council on 22/8/2023.

FP150 Essex Community Initiative Fund Grant

Proposal: Town Clerk to apply for the Essex Community Fund Grant by the Friday 18th August 2023. This application will be to fund the restore of the Town Council nature reserve.

Proposed: Councillor Eley

Seconded: Councillor O'Brien

Vote: All in favour

FP151 Defibrillator Project Update

Town Clerk updated on the defibrillator project and will continue to explore the last selected location for the fourth defibrillator in town. If not completed by 3rd October 2023 then committee to agree another location.

FP152 Reports from Representatives of Outside Bodies reporting to Finance & Projects Committee:

Proposal: To recommend to the next Council meeting that the Champions Manor Hall Users' Group that reports yearly to Finance and Projects is disbanded.

Proposed: Councillor Thompson

Seconded: Councillor O'Brien

Vote: All in favour

FP153 Report to Council

- Budget spend from EMR Project Fund
- Essex Community Initiative Fund Grant
- Small grants awarded

FP154 Media Coverage

No media coverage

FP155 Next Meeting

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

There being no further business to discuss, the Chairman closed the meeting at 9.38pm.

Signed.....
Chairman of the Meeting

Date: 03rd October 2023