

**SOUTH WOODHAM FERRERS TOWN COUNCIL**  
**POLICY AND RESOURCES COMMITTEE**

**MINUTES** of the Meeting held on Tuesday 16<sup>th</sup> April 2019  
at 8.00 p.m.  
at Champions Manor Hall

**Present**

Councillor P Wyatt (in the Chair)

Councillor K Bentley  
Councillor J Birch  
Councillor K Golding  
Councillor R Weir-Ewing

Councillor D Eley  
Councillor C Weir-Ewing  
Councillor S Coley

**In attendance:** Town Clerk, Councillor A Shearring

**PR398      Apologies for absence**

There were no apologies of absence.

**PR399      Declaration of Interest**

There were no declaration of interest.

**PR400      Confirmation of Minutes**

On a proposal by Councillor R Weir Ewing, seconded by Councillor Wyatt the Minutes of the meeting held on 19<sup>th</sup> February 2019 were **AGREED** and signed by the Chairman.

**PR401      Public Questions**

No members of the public addressed the Committee.

**PR402      Budgetary Positions**

The budgetary positions as at 31<sup>st</sup> March 2019 were received and noted. Requested that investment and reserve account research is carried out due to large sums in current account

**Sanitary Collection**

Noted that the sanitary collection will exceed budget due to increased collection from once a month to once a fortnight.

**PR403      Financial Matters**

**a/** The Council's bank balances as at 31<sup>st</sup> March 2019 were noted:

- Current Account £157,299.74
- Reserve Account £195,638.91

**b/** The following bank transfers as at 31<sup>st</sup> March 2019 were noted:

- 07/02/2019 £40,000 from the Reserve Account to the Current Account.
- 15/02/2019 £50,000 from the Reserve Account to the Current Account.

**c/** The details of financial transactions in February and March 2019 which were circulated to all Members of the Council prior to the meeting were noted.

**d/** Due to current cheque signatories not re - elected from May 2019, it was agreed to appoint Councillor Shearring and Councillor Bentley as cheque signatories to ensure that there is not a period of time where payments cannot be processed.

## **PR404      Reviews**

### **PR404.1 Grant Policy**

Committee reviewed the current grant policy and agreed the following amendments:

- The small grant will be for applications of up to £200 in value
- Applications can be considered at any Policy and Resource Committee meeting, instead of twice a year which is the current procedure.
- The response grant will be removed as obsolete as grant applications can be considered at any Policy and Resource Committee meeting

**Proposal:** to agree the Grant Policy with the above amendments

**Proposed:** Councillor Bentley

**Seconded:** Councillor R Weir Ewing

**Vote:** All in favour

### **PR404.2 Assets Register**

Assets register agreed, recommendation that in the future if the items can be grouped in their location to ease viewing the document. Town Clerk to ask insurers if this is possible. Fixed Asset value recorded as £2,948,721.89 as at 31<sup>st</sup> March 2019.

## **PR405      Reports from Representatives of Outside Bodies reporting to Policy and Resources Committee:**

**a/ Larger Local Councils Forum** – Councillor C Weir-Ewing confirmed that there was no report, very little information has been received from the forum.

**b/ EALC** - 2019/2020 subscription had been received there was a small increase, Town Clerk confirmed that it was not an option to belong to NALC without EALC membership.

**PR406 Report to Council**  
Update to Council regarding;  
• Change to grant scheme

**PR407 Media Contact**  
• Grant scheme to be promoted

**PR408 Next Meeting**  
The Committee noted the date of the next meeting is 21<sup>st</sup> May 2019. Councillor Birch sent apologies for this meeting.

**Resolved to exclude the press and public for the remainder of the meeting under the Public Bodies (Admission to Meetings) Act, 1960, as the following item contains confidential information.**

**PR409 Accident at Champions Manor Hall – October 2015**  
The Town Clerk gave a verbal report to Committee regarding the accident, the planned court date is August 2019. Whilst the Town Clerk has tried to obtain insurance quotes for Town Council insurance this is proving difficult due to the unsettled claim.

There being no further business to discuss the Chairman closed the meeting  
At 9.15pm

Signed .....Date: 21<sup>st</sup> May 2019.  
(Chairman of the Meeting)