

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

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

**Present**

Councillor A Shearring (in the Chair)

Councillor J Birch

Councillor R Crosbie

Councillor D Eley

Councillor I Roberts

Councillor K Bentley

**In attendance:** Town Clerk, Town Clerk Assistant, Councillor Hammond

**PR16 Apologies for Absence**

No apologies of absence were received

**PR17 Declarations of interest**

Councillor Eley declared a non-pecuniary interest on re PR26, Railway Land community asset transfer.

**PR18 Confirmation of Minutes**

The minutes of the meeting held on 21<sup>st</sup> May 2019 were **APPROVED** as a true record of the meeting, as proposed by Councillor D Eley, seconded by Councillor K Bentley and signed by the Chairman.

**PR19 Public Questions**

1 member of the public present but did not speak.

**PR20 Budgetary Positions**

The budgetary positions as at 30<sup>th</sup> June 2019 were received and noted.

**PR21 Financial Matters**

The Council's bank balances as at 30th June 2019 were noted:

- Current Account £ 73,866.54
- Reserve Account £ 424,628.52

b) No bank transfers made as at 30th June 2019

c) Members noted details of financial transactions for May 2019 and June 2019

d) Investments: Councillors Shearring, Bentley and Roberts to work with Town Clerk to research investments and report back to the 22nd October 2019 with recommendations.

**PR22 Grant Application**

Proposal: Grant application considered from SWF SEND Support Group as attached for the sum of £500.00 towards hall hire.

**Proposed:** Councillor Eley

**Seconded:** Councillor Birch

**Vote:** Carried

**PR23 Budget request from the Environment Committee**

Request considered from Environment Committee for £2,500 for 2019/2020 project for Peter Pan themed parterring for the Garden of Remembrance youth wall Environment Minute E402.2 25th June 2019.

**Proposed:** Councillor Bentley

**Seconded:** Councillor Eley

**Vote:** Carried

**PR24 Bandstand Electrics**

The removal and replacement of circuit board, power points and re wiring of the bandstand in accordance with the 18th edition. 2 quotations obtained to proceed with Atlas at a cost of £3,350.00 to be funded from the Bandstand Earmarked reserve.

Currently bandstand electrics cannot be used.

**Proposed:** Councillor Crosbie

**Seconded:** Councillor Birch

**Vote:** Carried

**PR25 John Cox Allotment Site**

Following the Leisure minute L6 on the 11th June to develop an allotment site now being the responsibility of the Policy and Resource committee. Committee consider the report attached detailing the access concerns with the current site and the cost of the project.

**Proposal:** Town Clerk to continue to pursue Lambert Smith Hampton for permission to use the Recycling Centre Road as access to the proposed allotment site, Deadline of end of August 2019 for a response. Due to the possible cost of the proposed site, future agenda item for Council.

**Proposed:** Councillor Shearring

**Seconded:** Councillor Birch

**Vote:** Carried

**PR26 Railway Land Community Asset Transfer**

Noted that Lambert Smith Hampton has advised that the transfer of the disused train line King Edwards Road / Hamberts Road which was offered to the Town Council has been withdrawn at this stage, until the Local Plan has been finalised.

**Councillor Roberts arrived at 9.25pm**

**PR27 Reviews**

With the relevant amendments made with regard to numbering queries

**Proposal:** To recommend the draft Standing Orders to Council

**Proposed:** Councillor Bentley

**Seconded:** Councillor Birch

**Vote:** Carried

**Proposal:** To recommend the draft Financial Regulations to Council

**Proposed:** Councillor Eley

**Seconded:** Councillor Bentley

**Vote:** Carried

**PR28 CCTV Cameras at the Village Hall**

Following incidents at the Village Hall it has been identified that the current system is dated and not fit for purpose. Present system is 20 years old and to replace with digital not analogue.

**Proposal:** To fund CCTV equipment cameras at the Village Hall at a cost of £9,000.00. The Village Hall to fund £3,000, Playing Field committee £600.00 request that the Town Council fund the remainder approx. £5,400.00 Chelmsford City Council will provide the ongoing surveillance of the area, Village Hall will fund the day to day power and Town Council to fund adhoc repairs. Formal agreement currently being prepared by Chelmsford City Council

**Proposed:** Councillor Birch

**Seconded:** Councillor Eley

**Vote:** Carried

**PR29 Reports from Representatives of Outside Bodies reporting to Policy and Resources Committee:**

**a) Essex Association of Local Councils –** No update

**b) Larger Local Councils Forum:** No update

**PR30 Report to Council**

Items to report to Council on 10<sup>th</sup> September 2019:

- John Cox
- Replacement electrics at the Bandstand

**PR31 Media Coverage**

No items on the agenda considered to warrant a media release.

**PR32 Next Meeting**

The next meeting of the Committee will be on 22<sup>nd</sup> October 2019.

**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.**

**PR33 Accident at Champions Manor Hall October 2015**

The Town Clerk reported that this is not going to court and that the insurance company will now pay the claim, awaiting any recommendations from the insurance company which may need to be implemented as a result of the accident.

There being no further business to discuss, the Chairman closed the meeting at 9.55pm.

Signed .....  
Chairman of the Meeting

Date: 22<sup>nd</sup> October 2019

At : 09:39

## Current Bank Account

## List of Payments made between 01/05/2019 and 30/06/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2019	AHEAD4 LTD	010519b	72.55		Purchase Ledger Payment
01/05/2019	AHEAD4 LTD	010519c	169.00		Purchase Ledger Payment
10/05/2019	CASHBACS INTERNATIONAL	100519	12.00		Purchase Ledger Payment
14/05/2019	ATLAS HOUSE CONSULTANCY	302051	1,110.00		decoration to conference
14/05/2019	Troy Hayes Planning Limited	302052	14,100.00		Neighbourhood Plan Consultant
14/05/2019	DAISY COMMUNICATIONS	302053	146.19		8902263/DAISY COMMUNICATIONS
14/05/2019	WICKSTEED LEISURE LTD	302054	108.00		805978/WICKSTEED LEISURE LTD
14/05/2019	go cardless	GO CARDLES	114.10		go cardless
20/05/2019	NPOWER LTD	98242	982.42		Purchase Ledger Payment
21/05/2019	O2	21052019	23.39		Purchase Ledger Payment
21/05/2019	BRITISH GAS	42.48	42.48		Purchase Ledger Payment
28/05/2019	BARCLAYCARD COMMERCIAL	29702	297.02		Purchase Ledger Payment
28/05/2019	AHEAD4 LTD	48.00	48.00		Purchase Ledger Payment
31/05/2019	PAYMENTSSENSE LTD	310519	18.00		Purchase Ledger Payment
31/05/2019	bac's charge	BACS CHARG	8.98		bac's charge
07/06/2019	ROWLAND BROTHERS TRADE	302060	189.48		0381/0381/ROWLAND BROTHERS TRA
22/06/2019	CHELMSFORD CITY COUNCIL	010519	1,510.00		Purchase Ledger Payment
03/06/2019	CHELMSFORD CITY COUNCIL	030619	1,510.00		Purchase Ledger Payment
03/06/2019	AHEAD4 LTD	030619b	72.55		Purchase Ledger Payment
03/06/2019	AHEAD4 LTD	030619c	169.00		Purchase Ledger Payment
10/06/2019	BRITISH TELECOM PLC	100619	363.84		Purchase Ledger Payment
10/06/2019	CASHBACS INTERNATIONAL	100619b	12.00		Purchase Ledger Payment
14/06/2019	ANGLIAN WATER	140619a	68.20		Purchase Ledger Payment
14/06/2019	ANGLIAN WATER	14062019	278.81		Purchase Ledger Payment
19/06/2019	O2	190619	23.39		Purchase Ledger Payment
19/06/2019	NPOWER LTD	190619b	466.42		Purchase Ledger Payment
20/06/2019	NPOWER LTD	200619b	929.72		Purchase Ledger Payment
25/06/2019	CT Services Group Ltd	302063	6,845.28		8137/CT Services Group Ltd
25/06/2019	ATLAS HOUSE CONSULTANCY	302064	3,066.00		maintenance plan & LED lights
25/06/2019	SLCC ENTERPRISES LTD	302065	379.00		MEMBERSHIP/SLCC ENTERPRISES LT
25/06/2019	J W DAVIS ENTERPRISES LTD	302066	1,910.00		13360/J W DAVIS ENTERPRISES LT
25/06/2019	ESSEX ASSOCIATION OF LOCAL	302067	132.00		11483/ESSEX ASSOCIATION OF LOC
25/06/2019	CHELMSFORD CITY COUNCIL	302068	920.00		Play in the Park
25/06/2019	ROWLAND BROTHERS TRADE	302069	212.92		0768/ROWLAND BROTHERS TRADE LT
25/06/2019	GARTEC LTD	302070	1,798.00		lift autodialler CMH Project
25/06/2019	HEWES SECURITY	302071	452.04		New camera
25/06/2019	KEMPCO LTD	302072	31.18		184476/184476/KEMPCO LTD
25/06/2019	PRISTINE ENVIRONMENTAL	302073	156.00		027550/PRISTINE ENVIRONMENTAL
25/06/2019	RCCE	302074	60.00		2019/RCCE
25/06/2019	Thames Security Shredding Ltd	302075	64.08		010939/Thames Security Shreddi
25/06/2019	Troy Hayes Planning Limited	302076	4,200.00		Neighbourhood Plan Consultant
25/06/2019	ZURICH MUNICIPAL	302077	3,986.03		37965122/ZURICH MUNICIPAL
25/06/2019	BARCLAYCARD COMMERCIAL	250619	253.20		Purchase Ledger Payment
25/06/2019	AHEAD4 LTD	250619b	48.00		Purchase Ledger Payment

At : 09:39

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/06/2019	PAYMENTSENSE LTD	18.00	18.00		Purchase Ledger Payment
<b>Total Payments</b>			<u>63,198.44</u>		

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