

# AGENDA

You are summoned to a Meeting of the

## COUNCIL

to be held at 8.00 p.m.

on

Wednesday 23<sup>rd</sup> June 2021

At Champions Manor Hall Multi-Purpose Room,

*Due to covid restrictions any resident wishing to attend the meeting must contact the office by 12pm on the Tuesday prior to the meeting. Access to the room is via the doors overlooking the bowling green and not the front doors, this is to ensure users of both halls can be kept separate. All attendees to wear masks unless exempt.*

*Local residents are welcome to attend this meeting. At the meeting, your elected Councillors will take decisions affecting YOU, the Community and the Town. The public may participate for up to 15 minutes for this purpose. If you have any queries, please telephone the Town Clerk on 01245 321817. Please join us*

**Karen Hawkes BSc (Hons)**  
**South Woodham Ferrers Town Clerk**  
**17<sup>th</sup> June 2021**

**Any member who is unable to attend the meeting should send their apologies and reason to the Town Clerk prior to the meeting.**

- 1. Apologies for Absence**  
To RECEIVE and ACCEPT any apologies for absence.
- 2. Dispensation considerations**  
To consider any dispensations, as required. Standing Order 12. Dispensation requests shall be in writing and submitted to the Town Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- 3. Declarations of Interest**  
Any Member declaring an interest is asked to state whether this is a pecuniary or non-pecuniary interest. Clarification, if required, can be sought prior to the meeting with the Chairman or the Town Clerk.
- 4. Code of Conduct**  
Members are reminded of the Code of Conduct and their behaviour towards fellow Councillors and officers, any member which continuously breaches this will be asked to leave the meeting.
- 5. Confirmation of Minutes**  
To APPROVE the minutes of the Council meeting held on 4<sup>th</sup> May 2021 as a true record.
- 6. Public Questions**  
In accordance with Standing Order 3.e to allow up to 15 minutes for members of the public to make representations, answer questions and give evidence in respect of any item covered by the Committees Terms of Reference. At the close of this item members of the public will no longer be permitted to address the Committee; Members with pecuniary interests will also not be permitted to speak, address the Committee on those interests and must leave the meeting when the item in relation to their interest is being discussed.
- 7. Health and Social Care Group Annual Report 2020 - 2021**  
To note the Health and Social Care Group Annual Report, to be circulated and read prior to the meeting. Representative from the organisation available for points of clarification if required.
- 8. Reports from Committee and Working Party Chairman**  
**Reports from Committees are attached to the agenda.**
  - 8.1 Environment and Open Spaces Committee**  
No meeting held
  - 8.2 Leisure and Community Committee**  
It was noted that a meeting was held on 19/05/21
  - 8.3 Planning Committee**  
It was noted that meetings were held on 26/05/21 & 16/06/21
  - 8.4 Policy and Resources Committee**  
It was noted that a meeting was held on 12/05/21 & 16/06/21
  - 8.5 Development and Infrastructure Committee**  
No meeting held

**9. Annual Audit 2020 – 2021**

- To note the Annual Interim Report 2020/2021
- To AGREE Section 1 of the Annual Return 2020/21. Please note the document is not circulated completed as Councillors approve the document within the Council meeting. Document recommended for approval by Policy and Resources on 16<sup>th</sup> June 2021
- To AGREE Section 2 of the Annual Return 2020/21. (Income and Expenditure for 2020/2021 attached) Document recommended for approval by Policy and Resources on 16<sup>th</sup> June 2021
- To note the period for the exercise of public rights will commence from Monday 28<sup>th</sup> June – 10<sup>th</sup> August 2021

**10. Neighbourhood Plan Examination**

Councillor O’ Brien to update. To note the report from the Neighbourhood Plan examiner as attached to the agenda, the changes as stated will be made. Chelmsford City Council Planning Officer is preparing for the plan to be considered by the Cabinet meeting on 18<sup>th</sup> July, if this is approved the plan can proceed to referendum.

**11. Training Requirements**

Councillor O’Brien to discuss training requirements:

- To note training calendar and courses offered by EALC, members to notify Elaine Ketley if they wish to attend any courses
- Finance training to be provided in the near future to all members at Champions Manor Hall, option of zoom available members to agree which option they are most comfortable with.

**12. Chelmsford City Council / Essex County Council**

To consider report(s) to Council from City Councillors/County Councillor concerning matters of interest to South Woodham Ferrers.

**13. Reports from Representatives of Outside Bodies by Lead Councillors**

- 13.1 South Woodham Ferrers Village Hall Trust Management Committee – Councillor Humphrey.
- 13.2 South Woodham Playing Fields Management Committee – Councillor John

**14. Town Mayor’s Announcement’s**

The Town Mayor will provide a verbal report.

A list of recent events attended by the Town Mayor and Deputy Town Mayor will be circulated at the meeting.

**15. Media Release**

To consider whether any items on the agenda warrant a media release

**16. Next Meeting**

The next meeting will be held on 1<sup>st</sup> September 2021.

## Reports to Council 23<sup>rd</sup> June 2021

### 8.2 Leisure and Community Committee

It was noted that a meeting was held on 19/05/21

- **Bowls Club**

To continue with the arrangement which is currently in place as the current lease has expired, members raised concerns regarding whether a lease can be signed by the club as they are not a Community Interest Company. The current fee of £3935 as stated in the last lease applies for the 2021-22 financial year. Meeting to be held with the Bowls Club.

The Town Council do not do any future structural changes to the MUGA at the Village Hall. A letter to be sent to the Chairman of the Village Hall to suggest the Chip Van be moved if required.

- **Gardening on Prescription**

The Office to contact Meadow Croft and confirm the Town Council agree to move forward with using an allocated plot of land at Champions manor Hall, Meadow Croft to prepare a plan of the area and explain how the scheme will work in practise.

### 8.3 Planning Committee

It was noted that meetings were held on 26/05/21 & 16/06/21 with members being notified of :

**14/00984/S73/1 South Woodham Ferrers SF Connect, Burnham Road** with the application for a permanent 24 hour opening.

**Solar Farm Development S.P.D.** – SWFTC's response

### 8.4 Policy and Resources Committee

It was noted that a meeting was held on 16<sup>th</sup> June 2021

Publicising grants offered by SWFTC.

Defibrillator delay.

Funding for playground.

# Annual Internal Audit Report 2020/21

South Woodham Ferrers Town Council

www.southwoodhamferrers.gov.uk AVAILABLE WEBSITE/WEBPAGE ADDRESS

During the financial year ended 31 March 2021, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2020/21 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick "not covered")			✓
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			✓
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

01/06/2021 DD/MM/YYYY DD/MM/YYYY

Name of person who carried out the internal audit

H. Heelis (on behalf of Heelis & Lodge)

Signature of person who carried out the internal audit



REQUIRED

Date

01/06/2021

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

### South Woodham Ferrers Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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## Section 2 – Accounting Statements 2020/21 for

### South Woodham Ferrers Town Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	355,826	380,934	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	428,885	428,187	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	132,724	113,963	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	209,387	198,274	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	22,882	22,153	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	304,232	219,923	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	380,934	482,734	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	368,294	481,163	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	2,951,273	2,965,969	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	136,000	120,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

**South Woodham Ferrers Town Council Current Year**  
**Income and Expenditure Account for Year Ended 31st March 2021**

31st March 2020		31st March 2021
	<b>Operating Income</b>	
72,663	Champions Manor Hall	68,167
0	Office Costs	2,645
380,667	Policy & Resources General	364,884
66,218	Leisure General	66,500
370	Bandstand	30
3,243	Community Events	500
26,747	Environment General	28,382
11,701	Garden of Remembrance	11,043
<b>561,609</b>	<b>Total Income</b>	<b>542,150</b>
	<b>Running Costs</b>	
65,854	Champions Manor Hall	38,467
52,034	Office Costs	37,722
314,675	Policy & Resources General	267,636
52,428	Leisure General	52,501
3,414	Bandstand	270
11,064	Community Events	3,201
20,892	Environment General	24,574
16,141	Garden of Remembrance	12,478
0	Neighbourhood Plan	3,500
<b>536,502</b>	<b>Total Expenditure</b>	<b>440,350</b>
	<b>General Fund Analysis</b>	
230,601	Opening Balance	201,091
561,609	Plus : Income for Year	542,150
<b>792,210</b>		<b>743,241</b>
536,502	Less : Expenditure for Year	440,350
<b>255,708</b>		<b>302,891</b>
54,617	Transfers TO / FROM Reserves	38,496
<b>201,091</b>	<b>Closing Balance</b>	<b>264,396</b>