

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

**MINUTES** of a Meeting held on Wednesday 13<sup>th</sup> April 2022, at 8.00p.m.

**Present:**

Councillor O' Brien (Chairman)

Councillor Massey (Vice Chair)

Councillor Bentley  
Councillor Eley

Councillor Roberts  
Councillor Humphrey

**In attendance:** Acting Town Clerk, three members of the public

**PR270 Apologies for Absence**

Apologies of absence were received from Councillor Thompson and Crosbie.

**PR271 Dispensation Considerations**

No dispensation requests received.

**PR272 Declarations of Interest**

Councillor Roberts declared a non-pecuniary interest in Item 14 Village Hall.

**PR273 Code of Conduct**

Members of the Committee were reminded of the Code of Conduct and their behaviour towards fellow Councillors and staff, any members continuously breaching this will be asked to leave the meeting.

**PR274 Confirmation of Minutes**

The minutes of the meeting held on 23<sup>rd</sup> February 2022 were agreed and signed as a true record of the meeting.

**Proposed:** Councillor Humphrey

**Seconded:** Councillor Massey

**Vote:** Carried

**PR275 Public Questions**

No public questions

**PR276 Financial Matters**

The Budgetary position as of 28th February 2022 for this committee and Champions Manor Hall were **NOTED**.

- PR276.1** The Council's bank balances were **NOTED** as on 31<sup>st</sup> March 2022.
- Current Account £291,531.45
  - Reserve Account £281,210.91
- PR276.2** Financial transactions for January & February 2022 circulated prior to the meeting were **NOTED**.
- PR276.3** It was **NOTED** that the automatic lift works as funded by the RCCE Covid grant will be carried out end of February. Costs of £5,500
- PR276.4** It was **NOTED** that the roof at Champions Manor Hall suffered damage during Storm Eunice. The cost of this repair work with ADL Roofing was £840.00. The Acting Town Clerk will check the Champions Manor Hall insurance.
- PR277**      **Budget request for a Staff Wellbeing Fund**  
**Proposal:** To accept a request from the Staffing Committee for a Staff Wellbeing Fund with an allocation of £3000.00.  
**Proposed:** Councillor Massey  
**Seconded:** Councillor Humphrey  
**Vote:** Carried
- PR278**      **Insurance**  
**PR278.1**      **Proposal:** To continue with Zurich Insurance for the next 3 years as proposed on schedule and conditions circulated prior to the meeting.  
**Proposed:** Councillor O'Brien  
**Seconded:** Councillor Roberts  
**Vote:** Carried
- PR278.2** It was **NOTED** that Auto Property Services will revalue Champions Manor Hall for the new insurance policy w/c 18<sup>th</sup> April 2022. This was last completed 5 years ago in 2017 and is recommended by insurance companies to be completed every five years. The cost will be £350.00 including VAT.
- PR279**      **Storage Area at Champions Manor Hall**  
Committee discussed three tenders attached to the agenda for a stud wall with a lockable door and a door to secure the mezzanine storage area.  
**Proposal:** To accept Tender B to complete the work for the larger storage area at the rear of the building only. The mezzanine door will be deferred until a later date.  
**Proposed:** Councillor O'Brien  
**Seconded:** Councillor Humphrey  
**Vote:** All in favour

**PR280 Bowsls Club**

**280.1** Councillor Roberts recommended that public encouragement to join the bowls club should be included as a clause in the new agreement and the bowls club could charge for public use and keep towards the bowls club funds.

**Proposal:** To set up a new operational licence for a rolling 5-year period. A clause will be included that public playing is encouraged and accommodated. The bowls club will pay for the maintenance of the new green including the chemicals. The Town Council rent will increase to £4500.00 per year rising by inflation and will include the 2-year costs of tensioning of the green and the maintenance of the new vacuum cleaner.

**Proposed:** Councillor Roberts

**Seconded:** Councillor O'Brien

**Vote:** All in favour

**280.2** Committee discussed 4-foot fencing options for the perimeter of the bowling green to safeguard the new bowling green surface during parties and fun events at Champions Manor Hall. Wood fencing and vinyl fencing has a limited life and would need maintenance and the v mesh was discussed as a better option.

**Proposal:** Committee accept tender A for £5165.00 plus VAT.

**Proposed:** Councillor O'Brien

**Seconded:** Councillor Massey

**Vote:** Carried

**280.3** Committee discussed the request from the bowls club to rent the storeroom at the rear of Champions Manor Hall.

**Proposal:** To agree to rent the storeroom to the bowls club at a cost of £600.00 per year on a yearly basis.

**Proposed:** Councillor Bentley

**Seconded:** Councillor Eley

**Vote:** Carried

**280.4** Committee discussed setting up a working party to evaluate the use of Champions Manor Hall going forward and to include the public and the regular hirers of Champions Manor Hall. Councillor Humphrey recommended at this current time we do not build at Champions Manor Hall as we should look at utilising the space, we already have available. Councillor Bentley requested the working party look at the covenant and planning permissions that would be required to build on Champions Manor Hall. Councillor Bentley mentioned the bowls club do need a facility to host visiting bowls clubs and committee suggested as an immediate solution that hiring

out one of the rooms upstairs with lift access and a kitchen facility would be possible.

**Proposal:** To set up a working party with membership from Councillors, public and regular hirers to investigate all the current room facilities we have at Champions Manor Hall and to consider if they are fit for purpose. The Committee allocation with the working party will be decided by the Town Clerk in the next Council year.

**Proposed:** Councillor O'Brien

**Seconded:** Councillor Roberts

**Vote:** Carried

9.09pm Meeting was suspended by the Chairman Councillor O'Brien.

9.12pm Meeting resumed by the Chairman Councillor O'Brien.

## **PR281 Grant Application**

Councillor Bentley requested 281.1 is moved to after 281.3 and 281.4

**281.3** It was **NOTED** that Action for Family Carers will cease running Day Care at Champions Manor Hall from April on Friday 29<sup>th</sup>. This is purely for financial reasons as sadly they don't have enough attending to make the service viable and so have been running at a deficit which they can no longer maintain.

**281.4** It was **NOTED** this was a hall hire allocation for the year 2022-23 which was from the grant allocation and will be allocated back into the grant's allocation.

**281.1** Councillor Roberts updated that this is a community event, and the Village Hall are doing the administration for this Jubilee event. The Chairman Councillor O'Brien confirmed that protocol is the County Councillor will light the beacon at the Jubilee event. Councillor Humphrey offered apologies for her absence for the last years meetings at the village Hall due to health and other commitments.

**Proposal:** The Committee accept the grant for £3540.00 inc Vat and will pay the invoice towards the stage and sound equipment for the Jubilee event.

**Proposed:** Councillor O'Brien

**Seconded:** Councillor Eley

**Vote:** All in favour

**281.2** It was **NOTED** Station Adopters £100.00 towards a plaque for a tree planted to commemorate the Queens Jubilee.

**PR282 Review of Policies****282.1 Standing Orders**

Committee discussed the draft Standing Orders reviewed by Councillors Bentley and Massey. Councillor Humphrey thanked both Councillors for completing the review.

**Proposed:** The Committee recommended a change to Rules of Debate at Meetings 4B – a member with voting rights at that meeting may make a proposal during the debate. It was agreed to take these changes to Council on 3<sup>rd</sup> of May 2022.

**Proposed:** Councillor O'Brien

**Seconded:** Councillor Humphrey

**Vote:** All in favour

**PR283 White Lining Village Hall Car Park**

The Town Clerk will investigate the expired leases and take forward to full Council in the new council year.

**Proposal:** A closure motion was proposed that the Town Council pay 1/3 of the invoice £1600.00 for the white lining in the Village Hall Car Park.

**Proposed:** Councillor O'Brien

**Seconded:** Councillor Humphrey

**Vote:** All in favour

- PR284** It was **NOTED** that there have been no reports from Representatives of Outside Bodies reporting to P&R Committee:
- a. Essex Association of Local Councils**
  - b. Larger Local Councils Forum**
  - c. Chelmsford Association of Local Councils**

**PR285 Report to Council**

- Changes to Standing Orders
- Grant awarded for Jubilee Stage and equipment at The Village Hall
- New perimeter fencing around the Bowling Green
- New storage at the rear of Champions Manor Hall
- Bowls Club to rent the outside rear storage room yearly.

**PR286 Media Contact**

- Jubilee event to be held at the Village Hall.

**PR287 Next Meeting**

Next meeting to be held on Wednesday 14<sup>th</sup> June 2022

There being no further business to discuss the Town Mayor closed the meeting at 9.37pm

Signed .....

Date: 14<sup>th</sup> June 2022