

FINANCE AND PROJECTS COMMITTEE AGENDA

For a Meeting to be held at 7.30p.m on
Tuesday 5th March 2024

At Champions Manor Hall Community Centre

Membership:

Councillor D Thompson (Chairman)

Councillor M O'Brien (Vice Chairman)

Councillor A Shearring
Councillor Perham Lake
Councillor R Crosbie

Councillor A Humphrey
Councillor L Kelly
Councillor G Piesse

Councillor B Massey
Councillor D Eley
Councillor Naslund

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 Atkins
South Woodham Ferrers Town Clerk
28th February 2024

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, registerable or non-registerable interest. Clarification, if required, can be sought prior to the meeting with the Chairman or the Town Clerk.

4. Confirmation of Minutes

To APPROVE the minutes of the meeting held on 09th January 2024 as a true record of the meeting.

5. 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.

6. Financial Matters

a to receive the budgetary positions for this Committee and Champions Manor Hall as of 28th February 2024.

b to receive and note the Council's bank balances as of 28th of February 2024

- Current Account £129,435.84
- Instant Access Savings £250,000.00
- Reserve Account £292,030.73

c to note financial transactions for January attached to agenda. February 2024 financial transactions will be circulated under separate cover prior to the meeting when the February accounts have been completed.

d Committee to resolve that the RFO clears any outstanding balances prior to 2022 for unpaid invoices for year-end accounting. This includes disputes during covid. All balances have been investigated and unresolved.

7. Items to Note

The following small grants have been awarded:

a Men's shed £300 - Folding tables.

b Trinity St Marys School £300 - new carpet for a sensory room

c The new Instant savers Account with Unity Trust Bank had a balance transfer from the current Unity Account of £250,000.00 on 6/2/2024. Interest due 31/3/24 and paid quarterly.

d Rialtas year-end accounts close will be completed on the 17th of April 2024.

e The internal audit dates have been booked for 8 & 9th of May 2024 with Mr David Buckett.

f The quotation from Chelmsford City Council for the locking/unlocking of the gates at the Garden of Remembrance 2024/25 is £4943.86 (excl Vat).

8. Solar Panel project Champions Manor Hall

Town Clerk to update on the Solar Panel Project.

9. Town Council vehicle

Committee to consider the purchase of a Town Council vehicle. Report from the Town Clerk.

10. Grant Application 24-25

To consider three grant applications for Hall Hire

- United in Kind for Dementia Week.
- Inner Wheel Arts & Craft Weekend

Council to consider the request from Swift Singers to spend the £1250.00 grant money allocated in 3/10/2023 minute ref FP164 agreed for purchase of removal staging to now purchase of Christmas carol music books. Enough for the whole choir. The purchase would be 50 at a cost of £19.99 per book (£999.50)

11. SWF Local History Society

Committee to receive and **NOTE** the updated version 2 report from the SWF Local History Society. Finance & Project Committee considered the SWF Local History Society report last year. No action requested from the Town Council at this stage. The revised document has been sent to William de Ferrers School and to Chelmsford City Council Museum Services to seek their views.

12. Report to Council

To agree items for report to the next Council meeting on the 19th of March 2024.

13. Media Contact

To consider whether any items on this Agenda warrant a Media release, and, if so, to agree a Councillor to comment if applicable.

14. Future Meeting Dates

The next meeting of the Finance & Projects Committee will be on 9th April 2024.

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