

# FINANCE AND PROJECTS COMMITTEE AGENDA

**For a Meeting to be held at 7.30p.m on  
Tuesday 03rd June 2025**

**At Champions Manor Hall Community Centre**

**Membership:**

Councillor Thompson (Chair)  
Councillor Eley (Vice Chair)

Councillor Shearring  
Councillor Crosbie  
Councillor Price

Councillor Wilson  
Councillor O'Brien  
Councillor Kelly

Councillor Massey  
Councillor Bentley

***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 May 2025**

**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 Chair or the Town Clerk.

**4. Confirmation of Minutes**

To **APPROVE** the minutes of the meeting held on 08th April 2025 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. Men's Shed**

Committee to consider the presentation attached to the agenda.

**7. Financial Matters**

**a** to receive the budgetary position for this Committee and Champions Manor Hall as of 28th May 2025.

**b** to receive and note the Council's bank balances as of 30th April 2025

- Unity Current Account £54,414.08
- Unity Instant Access Savings £514,964.72
- Santander Deposit Account £302,645.77

**c** the financial transactions for April 2025 are attached to the agenda.

**d** CiL transfer from Chelmsford City Council has been received on the 16/5/25 for the period 1/10/24-31/3/2025 for £5,663.65.

**e** to note in accordance with financial regulations 2.6, Councillor Price verified the bank reconciliations for June, September, December 2024 and March 2025.

**8. Items to Note**

- DCW Cleaning Services will undertake cleaning of the carpets in the Conference Room, Meeting Room and Office as well as all the 75 upholstered chairs. The cost of this is £645.83 (excluding VAT). Three quotes obtained. Cleaning will take place on Tuesday 1<sup>st</sup> July and Thursday 3<sup>rd</sup> July 2025.
- Armour Shutters Ltd will undertake a service of all fire doors (all doors within CMH) and the two roller shutters in the kitchen. The cost of this is £500. Three quotes obtained. The service will take place on Thursday 12<sup>th</sup> June 2025 to work around hirers.
- The first quarterly payment from Scottish Power for the Solar panels at Champions Manor Hall was received on 29/4/2025 for £169.44. The Clerk will produce a report for the next committee meeting on the Town Council electricity usage.
- The Internal End of Year Audit was completed on 15/5/2025.
- The following small grants have been awarded –
  - a** SWF Station Adopters £300.00 for annual ongoing maintenance.
  - b** SWF Station Adopters Hall hire of £ 71.50 for the celebration

of 200 years of Railways on 16/9/2025.

**c** SWF Farleigh's Hospice sum of £133.00 to cover costs of printing 250 Programmes.

**d** SWF U3a Big Green Week Hall hire and publicity costs £97.50

**9. Repairs to Cameras at the Village Hall**

Committee to consider a request from the Village Hall to repair CCTV cameras at the Village Hall. Information attached with agenda.

**10. Fen Maintenance**

Committee to discuss a request from Planning & Environment Committee on 27<sup>th</sup> May 2025 for £10,000.00 towards projects on the Fen. Town Clerk recommendation to set up an Earmarked Reserve for the Fen. Councillor O'Brien to update.

**11. Review of Reserves**

Committee to review the Earmarked Reserves.

**Payment Authorisation.**

**12. 12.1 Payment signatories**

In accordance with Financial Regulation 7.1, committee to appoint 6 signatories for approval at Council on the 17th of June 2025. Current named signatories are Councillor Shearring, Eley, O'Brien, Crosbie, Kelly and Piesse.

**12.2 Appointment of member for verification purposes**

In line with Financial Regulation 2.6, to appoint a member, other than the Chairman, or a cheque signatory to verify bank reconciliations on a regular quarterly basis and each financial year end. This will be recommended for approval to Council. Current member is Councillor Price.

**13. Annual Audit 2024-2025**

- To consider and **RECOMMEND TO COUNCIL** for approval Section 1 of the Annual Return 2024/25. Please note the document is not circulated completed as Councillors approve the document within the Council meeting on 17th June 2025.
- To consider and **RECOMMEND TO COUNCIL** for approval Section 2 of the Annual Return 2024/25. (Income and Expenditure for 2024/2025 attached)
- To note the period for the exercise of public rights will commence from Monday 23rd June 2025 – 1st August 2025. The notice dated 18th June 2025 will be put in place to this effect.

**14. Bandstand**

Committee to consider a new project to purchase and install removable railings around the Bandstand. To **NOTE** Officers are meeting with companies to obtain ideas and quotes.

**15. Town Council Marketing**

Committee to consider the recommendation from the Events Community & Leisure committee- minute ref ECL-25-131- to purchase software and hardware to promote activities and work of the Town Council. Budget request £1,000.00.

**16. Report to Council**

To agree items for report to the next Council meeting on the 17th of June 2025.

**17. 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.

**18. Future Meeting Dates**

The next meeting of the Finance & Projects Committee will be on 14th October 2025.

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



# SOUTH WOODHAM FERRERS MEN'S SHED

19 Woodham Halt, South Woodham Ferrers, CM3 5JB

## Proposed Project to Move SWF Mens Shed

Tel: 07387-159275

### PRESENTED BY

John Bevan 07582-641728

Byron Jenkins 07415-843221

Roger Little 07949-264437

Email: [info@swfshed](mailto:info@swfshed)

Web: [swfshed.co.uk](http://swfshed.co.uk)





# SOUTH WOODHAM FERRERS MEN'S SHED

19 Woodham Halt, South Woodham Ferrers, CM3 5JB

## Proposed Project to Move SWF Mens Shed

### FROM WOODHAM HALT TO SITE NEXT TO ATC

The Men's Shed was an idea as part of a larger community hub. The project, including the Hub and Shed, was started, and mainly funded by my Mister Gees Foundation (Charity), with the running costs, envisaged to be maintained on an ongoing basis by income from the Hub. The Shed officially opened with full operations in April 2024, set up by a core group of members. Current membership stands at 20 and is steadily growing. The Shed is open three mornings per week and aims to expand its opening hours as demand and supervision allow.

The rest of the building has not yet run as a community hub. As the first lease expires in June 2025, the Shed is seeking a new location. The Shed is well-equipped and requires sufficient space to continue operations. In addition to the workshop, a quiet space is available for social activities and focused work. The Shed currently rents a container for material storage.

We are requesting the council's permission to use the site next to the ATC for a nominal rent. We understand that this site, originally intended for Navy Cadets but so far has not developed. Given its 40-year period of disuse, it is unlikely to be repurposed for that use.

Our proposal involves the erection of three metal buildings and a metal shed (for material storage) on the site, arranged in a configuration suitable for the site. For detailed specifications and images please see page 7.

Upon obtaining approval to use the site, the first step is to decide its exact size and shape. We believe it may measure approximately 43.7 meters by 27.5 meters. We aim to use an area of approximately eighty feet by eighty feet (24.38 meters by 24.38 meters), which, if the above assumption is correct, provides ample space for our needs. We have

assessed the site and believe installation can be achieved with minimal disruption to vegetation.

The next step involves clearing the site of vegetation. We propose that the council undertakes this task under its tree management policy during the dormant period. We do not expect the need to remove any significant trees. The vegetation could be put to the site's edges to create a wildlife habitat and secure perimeter.

Once the site is cleared of vegetation, the ground must be levelled, and four concrete foundations, each 100mm thick, must be installed.

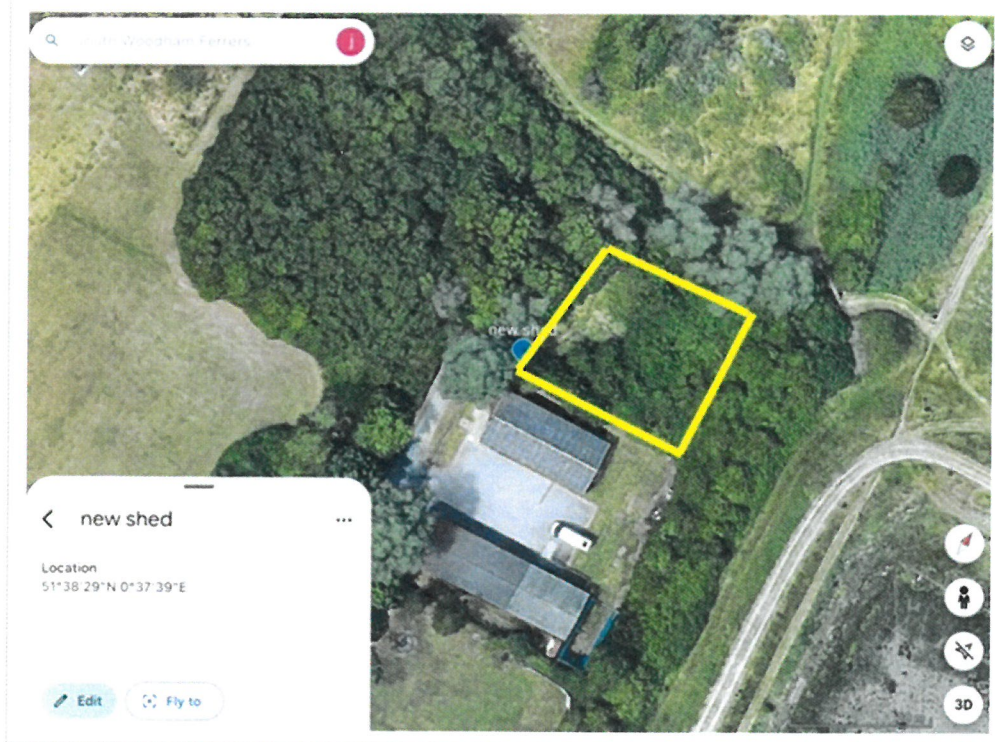


Fig-1 - Proposed land next to the ATC





# SOUTH WOODHAM FERRERS MEN'S SHED

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One foundation will accommodate service connections. The dimensions of the foundations are approximately:

- Three foundations: 21 feet x 13 feet
- One foundation: 13 feet x 11 feet

The proposed metal buildings and shed have a ridge height of 7 feet 9 inches (2370mm), ensuring they are not visible unless viewed from the rear of the site. As these are prefabricated metal buildings, we believe building regulations and planning permission are not needed.

Shed members will erect and later insulate the buildings.

An itemised project proposal is on page 4, outlining the full costings for the council to consider.

Any contributions from the council, such as land clearance, would be very appreciated and could reduce our overall cost; however, we are exploring other funding avenues but due to time constraints, are requesting full funding from the council.

If alternative funding is secured, we would reimburse the council as needed.



*Fig-2. Proposed type of metal building.*

The business plan, page 6, seeks to show the viability of the Shed as a separate entity with a gross turnover of £4208. In compiling this plan we have made certain assumptions that the council will grant the use of the land for a pepper corn rent of £150.

We have used the current membership level to work out the income from subscriptions and attendances. All other items are taken from existing uses or calculations. It can be seen from the spreadsheet that we will run with a small surplus which will allow us to accommodate some non-paying members due to hardship.



# SOUTH WOODHAM FERRERS MEN'S SHED

19 Woodham Halt, South Woodham Ferrers, CM3 5JB

## Costings

The SWF Men's Shed has been initially set up by the Mr Gee Foundation, who obtained a 2-year lease on the building we currently occupy. The foundation's plan was to create a Community Hub to run along the Men's Shed. Unfortunately, this will no longer be the case, and the Shed cannot fund such a building with the large rental costs.

The Shed is therefore looking at alternatives that can be sustainable in the long term. The best way to do this is to look for more affordable accommodation or build our own with help from charitable funders.

We believe the above site could be suitable with work to sustain the Shed in the long term.

The site is overgrown and needs to be partially cleared and levelled concrete bases need to be laid, on which the metal buildings and a storage shed will be placed. The metal buildings will be boarded and insulated and services connected, and a suitable security gate will be put at the entrance to the plot.

Cutting overgrowth and levelling, securing site	£ 800
Shuttering and laying bases and hard standing	£6500
Purchase of metal buildings and storage shed	£4950
Materials to insulate the metal buildings	£1800
Connection of facilities	£5570
Disabled access and Toilet Facilities	£ 700
Kitchen Sink and unit water heater	£ 500
Relocation expenses (transport)	£ 500
Lighting	£ 700
Heating	£ 800
Electric sockets	£ 500
Fence & gate	£ 300
Alarm and costs	£650
10% contingency	£2427
Total project value	£26697





# SOUTH WOODHAM FERRERS MEN'S SHED

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## Why continue with the Men's Shed?

This currently benefits and promotes good health and inclusion of primarily, men, aged 18 years and older, living in South Woodham Ferrers and the surrounding area. This includes those who are socially excluded, isolated, lonely, retired, unemployed, for those that have health problems (physical or mental) or in need of companionship and support.

Through this, we provide facilities in which they can undertake hobbies, recreation and other leisure time occupations including practical interests, skills sharing, the learning of new skills, the giving and receiving of support as well as community-based projects. The aims are:

- **Social Connection:** Men's Sheds provide a space for men to come together, reducing feelings of isolation and loneliness, which are common, especially among older men.
- **Mental Health:** Engaging in activities with peers can improve mental health by providing support, friendship, and an opportunity to talk about issues in a relaxed environment, which can help reduce anxiety and depression.
- **Physical Activity:** All Men's Sheds involve a hands-on activity that promotes physical health, whether through woodworking, gardening, or other crafts, helping members stay active.
- **Skill Development:** Members can learn new skills and share their experiences, fostering a sense of purpose and achievement.
- **Community Engagement:** Men's Sheds often work on community projects, which can enhance their sense of belonging and contribution to the community.
- **Focus on Wellbeing:** The initiatives encourage healthy lifestyles, personal growth, and emotional wellbeing, aiming to improve overall quality of life.

By creating a supportive environment, the Men's Shed movement plays a crucial role in enhancing the physical and mental wellbeing of its members, promoting better health outcomes and a richer community experience.

We are working with Chelmsford **CVS**, **Chelmsford Social Prescribing**, and other groups in the area such as **Essex Shed Network**, the **Rotary** and **U3A** to find people with specific needs as well as advertising on social media and local press.

Currently, the costs have been supported by other grants and funded by an interest-free loan from **Mister Gees Foundation Charity** No. 1181204 as part of their local funding program.

### CONTACT INFORMATION.

John Bevan	Chair	-	07582-641728
Byron Jenkins	Vice	-	07415-843221
Craig Livesey	Secretary	-	07387-159275 (SWF Shed Contact Phone)
John Brokenbrow	Treasurer	-	
David Shea & Roger Little	Fundraisers	-	

General Email & Phone: [info@swfshed.co.uk](mailto:info@swfshed.co.uk) 07387-159275





# SOUTH WOODHAM FERRERS MEN'S SHED

19 Woodham Halt, South Woodham Ferrers, CM3 5JB

## SWF Men's Shed - Business Plan - 2024-25

Info	April	May	June	July	August	Sept	October	Nov	December	January	February	March	totals
<b>Fixed overheads</b>													
Capital investment buildings and alarm	£26,202												
Ground rent	£150												£150
Standing charge electricity	£11	£11	£11	£11	£11	£11	£11	£11	£11	£11	£11	£11	£132
Standing charge Water	£10	£10	£10	£10	£10	£10	£10	£10	£10	£10	£10	£10	£114
Insurance								£446					£446
Rates?	£50	£50	£50	£50	£50	£50	£50	£50	£50	£50			£500
Membership of National association	£48												£48
<b>Variable overheads</b>													
Electricity units	£80	£80	£80	£80	£80	£80	£80	£80	£80	£80	£80	£80	£960
Water used	£10	£10	£10	£10	£10	£10	£10	£10	£10	£10	£10	£10	£120
Fuel for the stove		£150											£150
Phone			£20										£20
Tea coffee, milk and biscuits donated by ASDA and members		£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	£0	
Consumables in the workshop including Sand paper and blades		£60	£20	£10	£10	£10	£10	£10	£10	£10	£10	£10	£170
Working Capital		£500											£500
Total out goings	£359	£871	£201	£171	£171	£171	£171	£617	£171	£171	£121	£121	£3,310
<b>Possible income</b>													
Membership fees		£480											£480
Attendances		£240	£240	£240	£240	£240	£240	£240	£240	£240	£240	£240	£2,640
Sale of unwanted tools					£84				£100				£100
Sale of bird boxes profit					£320				£84				£168
Sale of Bird tables profit									£320				£640
Commissions Profit		£40		£20		£40		£20		£40		£20	£180
Total income		£760	£240	£260	£644	£280	£240	£260	£744	£280	£240	£260	£4,208
Grants													
Donations													
Balance													£898





# SOUTH WOODHAM FERRERS MEN'S SHED

19 Woodham Halt, South Woodham Ferrers, CM3 5JB

## Metal Building Specifications

As provided by the manufacturer...

### 10' X 16'

- External roof size 9'10" wide x 16'3" deep (3000mm x 4950mm)
- External cladding size approximately 9'6" wide x 15'10" deep (2890mm x 4820mm)
- Main door clear opening size approximately 6'11" wide x 6'1" high (2120x1860mm)
- Eaves height approximately 6'4" (1920mm)
- Ridge height approximately 7'7" (2320mm) Overall weight 183kg

### 10' X 20'

- External roof size 9'10" wide x 19'9" deep (3000mm x 6020mm)
- External cladding size approximately 9'6" wide x 19'4" deep (2890mm x 5900mm)
- Main door clear opening size approximately 6'11" wide x 6'1" high (2120x1860mm)
- Eaves height approximately 6'4" (1920mm)
- Ridge height approximately 7'7" (2320mm) Overall weight 221kg

### 13' X 20'

- External cladding size approximately 12'4" wide x 19'4" deep (3760mm x 5900mm)
- Main door clear opening size approximately 9'5" wide x 6'6" high (2880x1970mm)
- Eaves height approximately 6'8" (2020mm)
- Ridge height approximately 7'9" (2370mm)
- Overall weight 300kg

**GALVANIZED STEEL CLADDING:** These excellent value buildings are made with galvanized steel throughout. All framing and cladding are hot dip galvanized steel. This is a process by which steel is coated with zinc to protect it from corrosion. The cladding is after coated with epoxy resin, partly to protect the zinc coating itself and partly to add colour. The factory finish is described as primer although a topcoat is not normally needed. The combination of a zinc coating with epoxy resin provides durable protection even if the surface is scratched.

**STRONG FRAMING:** In common with all other steel buildings, including even the largest sports stadia, retail superstores and warehouses, steel cladding sheets are surprisingly thin. The strength of steel buildings is provided by the frame, although the corrugations of the cladding sheets do provide a degree of extra strength. These metal sheds feature strong galvanized steel framing members, and the completed frame is rigid.

**CORNER BRACKETS:** Corner brackets are recommended for any metal building which is subject to frequent use or sited in an exposed area. The corner brackets strengthen the corners and make it easier to your building down into a solid base. The kit includes 4 galvanized steel corner brackets. Screws are included to fix the brackets into the foundation rails. Screws and nylon plugs are also supplied for fixing into bricks, concrete or paving slabs.

**HEAVY PACKS:** As a rough and ready rule, the heavier a metal building is the stronger it is. Our buildings are heavier than most similar metal buildings which is why we publish the weight. The packs are very heavy but surprisingly compact, especially the cladding sheets which are packed tightly together.

## Detailed Income &amp; Expenditure by Budget Heading 28/05/2025

## Month No: 2

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<b>100 Champions Manor Hall</b>						
1001 Main Hall Hire	8,205	24,000	15,795			34.2%
1002 Multi Purpose Room Hire	5,916	22,850	16,934			25.9%
1003 Conference Room Hire	1,434	6,000	4,566			23.9%
1004 Meeting Room Hire	171	16,000	15,829			1.1%
1006 Annual Storage Charge	0	1,200	1,200			0.0%
1007 Car park	130	500	370			26.0%
1008 Solar Panel Income	169	0	(169)			0.0%
1050 Rent from ESO Depot	0	1,100	1,100			0.0%
1055 Rent from Office Use	0	37,000	37,000			0.0%
<b>Champions Manor Hall :- Income</b>	<b>16,025</b>	<b>108,650</b>	<b>92,625</b>			<b>14.7%</b>
4000 Electricity	845	17,000	16,155		16,155	5.0%
4005 Gas	161	2,000	1,839		1,839	8.1%
4010 Water	0	1,400	1,400		1,400	0.0%
4020 Rates	1,881	20,000	18,119		18,119	9.4%
4025 Cleaning	5,035	32,000	26,965		26,965	15.7%
4030 Maintenance	5,277	17,000	11,723		11,723	31.0%
4050 PRS Licence	0	1,315	1,315		1,315	0.0%
4105 Office supplies	420	1,000	580		580	42.0%
4125 Sanitary Contract	145	500	355		355	28.9%
4130 Security	654	1,500	846		846	43.6%
4150 Fire Maintenance	0	1,000	1,000		1,000	0.0%
<b>Champions Manor Hall :- Indirect Expenditure</b>	<b>14,418</b>	<b>94,715</b>	<b>80,298</b>	<b>0</b>	<b>80,298</b>	<b>15.2%</b>
<b>Net Income over Expenditure</b>	<b>1,608</b>	<b>13,935</b>	<b>12,327</b>			
<b>110 Office Costs</b>						
4001 Rent for Office	0	37,000	37,000		37,000	0.0%
<b>Office Costs :- Indirect Expenditure</b>	<b>0</b>	<b>37,000</b>	<b>37,000</b>	<b>0</b>	<b>37,000</b>	<b>0.0%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(37,000)</b>	<b>(37,000)</b>			
<b>120 Finance &amp; Projects</b>						
1076 Precept	232,733	465,465	232,733			50.0%
1090 Interest Received	700	15,000	14,300			4.7%
1095 Leases & Wayleave	0	550	550			0.0%
1450 Miscellaneous Income	5	0	(5)			0.0%
<b>Finance &amp; Projects :- Income</b>	<b>233,438</b>	<b>481,015</b>	<b>247,577</b>			<b>48.5%</b>
4110 Photocopier	13	3,000	2,987		2,987	0.4%



## Detailed Income &amp; Expenditure by Budget Heading 28/05/2025

Month No: 2

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
4115 Postage	17	150	133		133	11.6%
4116 Card Processing/BACS/Bank Fees	96	1,300	1,204		1,204	7.4%
4120 Telephone	0	2,000	2,000		2,000	0.0%
4135 Mobiles	34	450	416		416	7.5%
4145 IT Work/Support	0	3,000	3,000		3,000	0.0%
4200 Salaries	8,671	145,000	136,329		136,329	6.0%
4205 Employer's NI	5,897	45,000	39,103		39,103	13.1%
4210 Superannuation	6,906	48,000	41,094		41,094	14.4%
4230 Payroll Contract	43	1,500	1,457		1,457	2.9%
4240 Staff Uniform & Travel	97	1,000	903		903	9.7%
4245 Training	947	2,000	1,053		1,053	47.4%
4246 Training - Councillors	0	2,000	2,000		2,000	0.0%
4247 Council Wellbeing	0	3,000	3,000		3,000	0.0%
4250 HR Costs	0	1,000	1,000		1,000	0.0%
4255 Subscriptions	1,713	2,200	487		487	77.9%
4265 Marketing	500	5,000	4,500		4,500	10.0%
4270 Audit	0	4,000	4,000		4,000	0.0%
4275 Insurance	5,820	6,000	180		180	97.0%
4280 Civic Budget	31	1,500	1,469		1,469	2.0%
4285 Member's Expenses	0	200	200		200	0.0%
4290 Member's Basic Allowance	0	9,500	9,500		9,500	0.0%
4295 Loan Repayment	9,302	18,500	9,198		9,198	50.3%
4300 IT Contract & Equipment	515	6,300	5,785		5,785	8.2%
4305 Elections	0	2,550	2,550		2,550	0.0%
4315 Grants	0	6,000	6,000		6,000	0.0%
4325 Litter Control	0	1,100	1,100		1,100	0.0%
4326 Defibrillator	0	500	500		500	0.0%
4327 Bleed kits	0	300	300		300	0.0%
4400 Vehicle Lease	202	2,500	2,298		2,298	8.1%
4401 Vehicle running Costs	1,188	2,500	1,312		1,312	47.5%
4801 Professional Fees	0	2,000	2,000		2,000	0.0%
Finance & Projects :- Indirect Expenditure	<b>41,992</b>	<b>329,050</b>	<b>287,058</b>	<b>0</b>	<b>287,058</b>	<b>12.8%</b>
<b>Net Income over Expenditure</b>	<b>191,445</b>	<b>151,965</b>	<b>(39,480)</b>			
<u>200 Leisure General</u>						
1200 Allotment Income	0	350	350			0.0%
1205 Bowls Club Income	0	5,400	5,400			0.0%
1210 Christmas Lights Income	0	2,100	2,100			0.0%
1254 Summer Event income	225	1,000	775			22.5%
Leisure General :- Income	<b>225</b>	<b>8,850</b>	<b>8,625</b>			<b>2.5%</b>

## Detailed Income &amp; Expenditure by Budget Heading 28/05/2025

Month No: 2

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
4500 Play Schemes	0	1,500	1,500		1,500	0.0%
4508 Marsh Farm Road Allotments	0	350	350		350	0.0%
4510 Play Area Running Costs	1,027	4,000	2,973	0	2,973	25.7%
4515 Swimming Pool Subsidy	0	10,000	10,000		10,000	0.0%
4525 Bowling Green Sinking Fund	0	4,650	4,650		4,650	0.0%
4530 Christmas Lights	9,546	25,000	15,454		15,454	38.2%
Leisure General :- Indirect Expenditure	<b>10,573</b>	<b>45,500</b>	<b>34,927</b>	<b>0</b>	<b>34,927</b>	<b>23.2%</b>
<b>Net Income over Expenditure</b>	<b>(10,348)</b>	<b>(36,650)</b>	<b>(26,302)</b>			
<u>210 Bandstand</u>						
1230 Bandstand Income	83	500	417			16.7%
Bandstand :- Income	<b>83</b>	<b>500</b>	<b>417</b>			<b>16.7%</b>
4600 Bandstand Expenditure	0	500	500		500	0.0%
Bandstand :- Indirect Expenditure	<b>0</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>0.0%</b>
<b>Net Income over Expenditure</b>	<b>83</b>	<b>0</b>	<b>(83)</b>			
<u>250 Community Events</u>						
1250 Christmas Fayre Income	0	2,500	2,500			0.0%
1251 Senior Citizens Xmas Lunch Inc	0	350	350			0.0%
1252 Film CMH Club Income	385	1,000	615			38.5%
1255 Christmas Panto Income	0	1,300	1,300			0.0%
1257 National celebrations	66	0	(66)			0.0%
1258 Halloween Event Income	0	250	250			0.0%
1260 Seniors Day Trip	0	500	500			0.0%
1600 Toddler Group Income	98	1,100	1,002			8.9%
1601 Youth Week Income	0	200	200			0.0%
Community Events :- Income	<b>549</b>	<b>7,200</b>	<b>6,651</b>			<b>7.6%</b>
4350 Youth Club Expenditure	0	9,000	9,000		9,000	0.0%
4540 Toddler Group Expenditure	11	1,000	989		989	1.1%
4651 Christmas Fayre Expenditure	0	15,000	15,000		15,000	0.0%
4652 Film Club CMH Expenditure	73	300	227		227	24.4%
4653 Senior Citizens lunch Exp	0	700	700		700	0.0%
4654 CMH Fun	1,089	1,500	411		411	72.6%
4655 Summer Event	347	8,000	7,653		7,653	4.3%
4656 Christmas Panto	0	1,600	1,600		1,600	0.0%
4663 National Celebrations	1,128	1,000	(128)		(128)	112.8%
4664 Youth Week	0	1,000	1,000		1,000	0.0%

## Detailed Income &amp; Expenditure by Budget Heading 28/05/2025

Month No: 2

## Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
4665 Seniors Day Trip	995	500	(495)		(495)	199.0%
Community Events :- Indirect Expenditure	<b>3,643</b>	<b>39,600</b>	<b>35,957</b>	<b>0</b>	<b>35,957</b>	<b>9.2%</b>
<b>Net Income over Expenditure</b>	<b>(3,094)</b>	<b>(32,400)</b>	<b>(29,306)</b>			
<b>300 Environment General</b>						
4325 Litter Control	139	3,500	3,361		3,361	4.0%
4328 Tree Works	450	8,000	7,550		7,550	5.6%
4505 Open Spaces Maintenance	159	2,500	2,341		2,341	6.3%
4506 Open Spaces Maint. (John Cox)	1,054	13,000	11,946		11,946	8.1%
4700 Street Furniture & Signage	0	4,000	4,000		4,000	0.0%
4705 Hanging Baskets	0	13,000	13,000		13,000	0.0%
4710 Roundabout Sponsorship	0	2,000	2,000		2,000	0.0%
4715 Road Safety	0	1,800	1,800		1,800	0.0%
4720 Fenn Maintenance	170	10,000	9,830		9,830	1.7%
Environment General :- Indirect Expenditure	<b>1,971</b>	<b>57,800</b>	<b>55,829</b>	<b>0</b>	<b>55,829</b>	<b>3.4%</b>
<b>Net Expenditure</b>	<b>(1,971)</b>	<b>(57,800)</b>	<b>(55,829)</b>			
<b>310 Garden of Remembrance</b>						
1300 Garden of Remembrance Income	8,308	14,300	5,992			58.1%
Garden of Remembrance :- Income	<b>8,308</b>	<b>14,300</b>	<b>5,992</b>			<b>58.1%</b>
4010 Water	0	150	150		150	0.0%
4760 GoR Supplies	500	5,000	4,500		4,500	10.0%
4765 GoR Maintenance	369	6,000	5,631		5,631	6.1%
4770 GoR Security	0	5,200	5,200		5,200	0.0%
Garden of Remembrance :- Indirect Expenditure	<b>869</b>	<b>16,350</b>	<b>15,481</b>	<b>0</b>	<b>15,481</b>	<b>5.3%</b>
<b>Net Income over Expenditure</b>	<b>7,440</b>	<b>(2,050)</b>	<b>(9,490)</b>			
Grand Totals:- Income	<b>258,629</b>	<b>620,515</b>	<b>361,886</b>			<b>41.7%</b>
Expenditure	<b>73,466</b>	<b>620,515</b>	<b>547,049</b>	<b>0</b>	<b>547,049</b>	<b>11.8%</b>
<b>Net Income over Expenditure</b>	<b>185,163</b>	<b>0</b>	<b>(185,163)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>185,163</b>	<b>0</b>	<b>(185,163)</b>			

## List of Payments made between 01/04/2025 and 30/04/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/04/2025	Lighting & Illumination Tech E	670389	11,455.68		Festive lights 25 pmt1
01/04/2025	AHEAD4 LTD	107269	224.56		It Contract April 25
01/04/2025	CT Services Group Ltd	INV 1119	3,020.96		Cleaning CMH Apr 25
01/04/2025	ESSEX ASSOCIATION OF	18451	1,713.15		EALC/NALC Affiliation fee 2526
01/04/2025	ROWLAND BROTHERS TRADE	5458	142.26		Plaque Cain GOR
01/04/2025	CHELMSFORD CITY COUNCIL	22/0 Apr25	1,881.25		DD1 Council tax April 25
01/04/2025	AHEAD4 LTD	107163	169.00		DD2 It Contract Apr 25
04/04/2025	M AND G FIRE PROTECTION	159009	5,310.00		Emergency light replacement
04/04/2025	MHC Events Ltd	4396	391.20		Marquee hire dep Summer evt
04/04/2025	Smart Office Solutions Ltd.	647230	15.54		DD3 Black toner cartridge
07/04/2025	DISPOSABLE CATERING	1140563	219.44		toilet rolls/black sacks/kitch
07/04/2025	Moji Entertainer Ltd	PO 0227 Mo	564.00		Fun at CMH/Halloween
08/04/2025	BARCLAYCARD COMMERCIAL	3.barcapr	20.97		masonry paint/brush
09/04/2025	Future Lift Services Ltd	14290	180.00		LOLER lift inspection 25/26
09/04/2025	DNA KIDS Ltd	TED/E/O/13	298.80		Fun at CMH Teddy picnic
09/04/2025	KEMPCO LTD	221411	374.39		25/26 stationary/eco paper
09/04/2025	HM REVENUE AND CUSTOMS	HMRCApr25	2,948.07		HMRC April 25
09/04/2025	BARCLAYCARD COMMERCIAL	4.Barcapr	11.60		nippon ant bait cmh
09/04/2025	BARCLAYCARD COMMERCIAL	5.Barcapr	5.76		film club refreshments
09/04/2025	BARCLAYCARD COMMERCIAL	6.Barcapr	4.99		Rental Paddington in Peru
10/04/2025	ESSEX PENSION FUND	PENAPRIL25	3,453.03		Essex Pension Fund April 25
10/04/2025	BARCLAYCARD COMMERCIAL	7.Barcapr	8.99		prime membership fee apr25
10/04/2025	BARCLAYCARD COMMERCIAL	8.Barcapr2	17.40		Postage stamps GOR
10/04/2025	Party monsters ltd	67E57812-0	70.00		Fun at CMH AUG 25
10/04/2025	Papalarny The Majic Man	008/25/SWF	250.00		Papalarny CMH fun AUG 25
10/04/2025	CASHBACS INTERNATIONAL	25845	18.00		DD 4 payroll contract April 25
14/04/2025	ROWLAND BROTHERS TRADE	5478	274.80		Eco urn GOR
14/04/2025	Crown Gas and Power Ltd.	3478721	169.20		DD5 Gas april 2025
14/04/2025	PAYMENTSSENSE LTD	Apr 25	29.98		DD6 Card processing Fee April
15/04/2025	Future Lift Services Ltd	14347	96.00		Lift service work job15754
15/04/2025	BRITISH GAS	805285379	8.22		DD7 Electricuty QE Sq Apr
22/04/2025	Talk Mobile	Aprilmob2	7.95		DD8 Moblle contract Apr25
23/04/2025	JH Pro Clean	JHP-1	395.00		Ext/Int window clean/gutter
23/04/2025	IDENTILABEL LTD	inv 1112	61.38		Plaque Nobles GOR
23/04/2025	SLCC	TRANS	27.00		SLCC Branch AGM & Training day
23/04/2025	O2	36708222	30.84		DD9 Mobiles Apr2025
25/04/2025	salaries	SALARIES	8,671.21		Salaries April 2025
25/04/2025	Total Energies Gas & Power Ltd	373538148/	1,004.44		dd10 Electricity Apr 25
25/04/2025	Unity Instant Access Account	trf precep	180,000.00		trf precept 1st payment
25/04/2025	Party monsters ltd	Return Pay	-70.00		Purchase Ledger Payment
29/04/2025	UNITY TRUST BANK	april25 ch	11.22		DD12 Unity bac charge April 25
30/04/2025	SumUp Payments Limited	DD	39.90		SumUp Payments Limited
30/04/2025	UNITY TRUST BANK	apr25chgs	14.85		DD15 Service charges April 25
30/04/2025	Mobilize Lease & Co Ltd	81010372	242.64		DD14 TC van lease pmt April 25
30/04/2025	PUBLIC WORKS LOAN BOARD	PWLB Apr 2	9,302.00		DD13 Public Worl B Loan pmt
Total Payments			233,085.67		



### Link CCTV Systems

Unit 13, Gateway 1000  
Whittle Way  
Stevenage  
SG1 2FP

Tel: 01462 682 300  
Fax: 01438 310 001  
E-Mail: [service@linkcctv.co.uk](mailto:service@linkcctv.co.uk)  
Web Site: [www.linkcctv.co.uk](http://www.linkcctv.co.uk)

Customer:		Job Site:			
South Woodham Ferrers Village Hall 25 Hullbridge Road South Woodham Ferrers Essex CM3 5PL		South Woodham Ferrers Village Hall 25 Hullbridge Road South Woodham Essex CM3 5PL		Our Ref:	118337
				Your Ref:	
				Date:	28/05/2025
				Page:	1
Equipment:	<u>Our No:</u> / / /			<u>Your No:</u>	

We are pleased to provide the following quotation for works required to your system. This FastQuote will remain valid for a period of 30 days and can be accepted by returning a copy of this quotation signed, dated and quoting a valid purchase order number.

**Quotation to supply and install 1x Hikvision 4MP AcuSense IR Varifocal Turret Network Camera to replace faulty Camera 1, due to water ingress in the lens, as highlighted on the recent callout (118034) (V2)**

Total Labour £237.50

PartNo	Description	Quantity
DS-2CD2H46G2-IZ	Hikvision 4MP AcuSense IR Vari	1
DS-1475ZJ-SUS	Hikvision Stainless Steel Vertical	1

Total Parts: £305.56

Misc. materials, consumables and plant-hire: £75.64

All Prices are Exclusive of VAT

**Total Quotation Value: £618.70**

#### Exclusions from these quoted works:

1. Power to be made available by others for each camera/control point unless quoted otherwise
2. Out-of-Hours working except where specified
3. Containment unless otherwise quoted
4. Civil works or underground ducting

#### Notes:

1. This quotation is produced in line with our standard terms and conditions, available on request
2. This quotation is valid for 30 days
3. If the proposal contains a labour element, then the cost assumes a continuous working environment
4. An allowance has been made for access plant up to 12 meters (if required)
5. Any equipment loaned by ourselves in relation to this quotation, is for a maximum of 7 days from the above date, after which a nominal weekly loan hire fee will apply
6. For any project works, please allow a minimum of two to four weeks for the works to be scheduled with our Installation Team. This time frame allows for RAMs to be produced and equipment to be procured and configured
7. Any legacy equipment relating to this quotation will be left on site for disposal by the client, as the owner of the equipment. If you require Link to remove and dispose of the equipment, an additional charge will be incurred



### Link CCTV Systems

Unit 13, Gateway 1000  
Whittle Way  
Stevenage  
SG1 2FP

Tel: 01462 682 300  
Fax: 01438 310 001  
E-Mail: [service@linkcctv.co.uk](mailto:service@linkcctv.co.uk)  
Web Site: [www.linkcctv.co.uk](http://www.linkcctv.co.uk)

Customer:		Job Site:		
South Woodham Ferrers Village Hall 25 Hullbridge Road South Woodham Ferrers Essex CM3 5PL		South Woodham Ferrers Village Hall 25 Hullbridge Road South Woodham Essex CM3 5PL	Our Ref:	118337
			Your Ref:	
			Date:	28/05/2025
			Page:	2
Equipment:	Our No: / / /		Your No:	

We are pleased to provide the following quotation for works required to your system. This FastQuote will remain valid for a period of 30 days and can be accepted by returning a copy of this quotation signed, dated and quoting a valid purchase order number.

### FastQuote Authorisation:

Please proceed with the services as detailed above.

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Print \_\_\_\_\_

PO Number \_\_\_\_\_



**Earmarked Reserves**

<u>Account</u>		<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320	EMR Bowling Green Replacement	3,956.25		3,956.25
330	EMR Training	3,500.00		3,500.00
333	EMR Staff Wellbeing	2,640.00		2,640.00
335	EMR Major Repair Fund CMH	42,908.00		42,908.00
355	EMR Millenium Pace	759.00		759.00
360	EMR Bandstand	600.00		600.00
362	EMR Community Resilience	250.00		250.00
375	EMR Neighbourhood Plan	14,398.77		14,398.77
380	EMR Playground Replacement	3,000.00		3,000.00
385	EMR Elections	2,550.00		2,550.00
390	EMR Projects Fund	713.39		713.39
395	EMR CIL Monies	14,841.45		14,841.45
396	EMR CIL Monies 2021-2022	9,509.32		9,509.32
397	EMR CIL 2022-2023	2,630.52		2,630.52
398	EMR CIL 2023-2024	8,534.33		8,534.33
399	EMR CIL 2024/25	11,327.30		11,327.30
		<b><u>122,118.33</u></b>	<b><u>0.00</u></b>	<b><u>122,118.33</u></b>

## Section 1 – Annual Governance Statement 2024/25

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 2025, 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>‘Yes’ means that this authority: 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:

17/06/2025

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

WWW.SOUTHWOODHAMFERRERSTC.GOV.UK



## Section 2 – Accounting Statements 2024/25 for

### SOUTH WOODHAM FERRERS TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2024 £	31 March 2025 £	
1. Balances brought forward	608,573	661,117	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	442,251	449,200	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	140,271	155,305	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	168,210	186,479	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	19,906	19,162	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	341,862	394,094	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	661,117	665,887	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	649,419	662,203	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	3,081,532	3,146,347	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	72,000	56,000	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2025 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

15/05/2025

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

17/06/2025

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED