SOUTH WOODHAM FERRERS TOWN COUNCIL

FINANCE AND PROJECTS COMMITTEE AGENDA

For a Meeting to be held at 7.30p.m on Tuesday 9th April 2024

At Champions Manor Hall Community Centre
Membership:
Councillor D Thompson (Chairman)
Councillor M O'Brien (Vice Chairman)

Councillor A Shearring	Councillor A Humphrey	Councillor B Massey
Councillor Perham Lake	Councillor L Kelly	Councillor D Eley
Councillor R Crosbie	Councillor G Piesse	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.

KAtkins

Karen Atkins
South Woodham Ferrers Town Clerk
03rd April 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 04th March 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 31st March 2024. Circulated prior to meeting after financial year end accounts have been completed.

b to receive and note the Council's bank balances as of 31st of March 2024

- Current Account £105,602.45
- Instant Access Savings £251,035.96
- Reserve Account £292,780.17

c to note financial transactions for March 2024 will be circulated under separate cover prior to the meeting when the March 2024 Year End accounts have been completed.

d Chelmsford City Council have confirmed the first precept instalment will be paid on 26th April 2024.

7. Items to Note

The following small grants have been awarded:

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

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

c The Swift Singers have confirmed that they will use the grant money agreed 3/10/23 FP164 for the original grant request. A receipt has been requested on purchase.

8. Solar Panel Project Champions Manor Hall

Town Clerk to update on the ongoing Solar Panel Project.

9. Town Council Vehicle

Committee to consider the lease options and EV charging point information for a Town Council vehicle. Report attached to agenda.

10. Parking at Champions Manor Hall

Committee to consider two quotes for grasscrete parking north side of Champions Manor Hall FP163 3/10/2023. Information attached to the agenda.

11. Garden of Remembrance

Committee to discuss a review of the Garden of Remembrance prices for 2024/25. Report sent prior to meeting under separate cover.

12. Champions Manor Facility/Bandstand Hire

Committee to discuss and review the following:

- Champions Manor Hall Hire prices for 2024/25. Report attached to agenda.
- Bandstand Hire and Grant Policy. Information will be sent prior to meeting.
- Champions Manor Hall Hire Policy and conditions of hire. Information will be sent prior to meeting.

13. Report to Council

To agree items for report to the next Council meeting on the 14th of May 2024.

14. 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.

15. Future Meeting Dates

The next meeting of the Finance & Projects Committee will be on 16th July 2024.

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

FTAO Karen Atkins
Champions Manor Hall
Hullbridge Road
South Woodham Ferrers
CM3 5LJ

DESCRIPTION:	PRICE
Supply and install Temporary Heras Site fencing panels around perimeter of parking area site.	
Remove and dispose of bike shelter.	
Dig out, remove and dispose of existing grass area (including kerbs) to make way for parking area 180m2 x 230mm depth.	
Supply and install 26 linear metres of 6x5 bullnose kerbs on C20 concrete kerb mix.	
Supply and install 180m2 Terram T1000 non woven Geotextile membrane.	
Supply and install 180m2 mot type 1 x 150mm depth (60 tonnes) and compact in 75mm layers.	
Supply, install and screed 17 tonnes (180m2) sharp sand in preparation for Grass Grid Eco500.	
Supply and install 180m2 Grass Grid Eco500.	
Supply and install 16 tonnes (180m2) topsoil.	
Supply and install 180m2 hard wearing lawn seed to finish.	
Subtotal	£ 19125.00
Total VAT	£ 3825.00
Total	£ 22950.00

If vou have any questions concerning this quotation, please contact:

NPORS 564598

Qualifications Register STREET WORKS Qualifications Register 26083890

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Project Title:	Grass grid parking area at South Woodham town hall.
Date of quotation:	11/01/24
Client/contact	David Smith

Job Specification & Project description.

The grass area along side the right hand side of the main building boundary is to be turned into a parking area using grass grids suitable for parking.

The area is to have a bed at the front of approx. 2 meters, a bed alongside the neighbours boundary re using the existing concrete kerb units from the front at a width of approx. 0.6 meters.
The area is to be stopped approx. 2.5 meters away from the tree.

Excavate approx. 200mm in depth.

New concrete drop kerbs along the front to allow flush access to parking.

Marshalls tegula blocks to be used around perimeter of the project to provide asthetic appeal and restraint to the grids.

Sub base of 140mm well compacted to ensure longevity.

A sharp sand layer of approx. 10mm in preparation for the grids.

Core grass 50mm grass grids to be laid. These are suitable for traffic and are a recycled plastic material.

Once laid the grids will be filled with a bs3882 certificated top soil.

Grass seed to be laid.

Fertiliser to be spread over the entire area.

BEST DRIVEWAY

The area will require regular watering until the grass is established. I have not allowed for this.

Responsibilities
This quotation based on the understanding that:

- Williams Paving ltd will supply all specified and necessary materials, and all labour and services to complete the job as specified above.
- Site is to be left clean, safe and tidy.

Outstanding Issues
This quotation based on the understanding that all elements of the design have been agreed. As such we have not made an allowance for contingencies.

If any issues do arise, please advise us as soon as possible, so we can recommend options and adjust budgets accordingly.

£14830 plus vat

Total including vat £17796

Day 2 payment of £5000
Balance on completion.

Please pay payments into :
Williams Paving ltd
Co op bank
Account: 69934049
Sort code 08 92 99

Finance & Projects

Champions Manor Hall

Facility Hire Prices

Recommendations

Based on the following example price lists from other community halls within the local area, it is recommended that the current prices listed overleaf are increased by 10%.

It is suggested that this increase is applied to any bookings taken or invoiced for on and after 1st July 2024, therefore honouring any existing invoices which have been raised. This time period would also give notice time for regular hirers. The current Conditions of Hire (2.1) read “The scale of charges is revised annually or at such other interval as the Council may determine. Any charges apply from 1st Pailr each year, or as such other date as decided by the Council. Details of current rates are available from the Council offices. Should any increase, notified to the hirer subsequent to the booking being made, be unacceptable to the hirer, the booking may be cancelled and the booking deposit returned. “

It is also recommended that damage/key deposits are reinstated so to deter damage/recklessness. These were once taken in the past as either cash or cheque. The office would now like to investigate possibility of taking preauthorised payments on cards that can be returned once the key is returned and no damage/breakages are reported.

Current price Structure at Champions Manor Hall

MINIMUM CHARGE OF £65 FOR ONE OFF HIRES	CHAMPIONS MANOR HALL 2020-21 LETTING CHARGES – INCLUSIVE OF VAT AT 20% WITH EFFECT FROM 1 APRIL 2020		REGULAR HIRERS DISCOUNT RATES
	Monday – Saturday 8.30am – 11 PM (Sundays and Bank Holidays 9am to 9pm)		For regular weekly bookings of 3 months or more, paid 3 months in advance, there is a discount of 25%.
	Standard rate (Party bookings etc)	Commercial rate	For monthly bookings of 3 months or more, paid 3 months in advance, there is a discount of 20%.
	(£/HR)	(£/HR)	
MAIN HALL	20.50	23.00	
MULTI-PURPOSE ROOM	16.00	22.00	
	Standard rate	Commercial rate	
Conference Room	14.00	18.00	
Meeting Room	12.00	16.00	
Storage Charges			
Kitchen Cupboard	£35 (Per Cupboard)		
Freestanding In Ext	Small: £55	Large: £80	
Other Cupboards/ Space in Ext	£67		

	One off Hires (Standard rate bookings)	
Length	Main Hall	Multi-Purpose Room
3 Hours	£65	£65
4 Hours	£82	£65
5 Hours	£102.50	£80

Additional Costs – All bookings	
Room Setup (Additional Staging)	£50

Recommended price Structure at Champions Manor Hall

MINIMUM CHARGE OF £67.65 FOR ONE OFF HIRES	INCLUSIVE OF VAT AT 20% WITH EFFECT FROM 1 JULY 2024		REGULAR HIRERS DISCOUNT RATES
	Monday – Saturday 8.30am – 11 PM (Sundays and Bank Holidays 9am to 9pm)		For regular weekly bookings of 3 months or more, paid 3 months in advance, there is a discount of 25%.
	Standard rate (Party bookings etc)	Commercial rate	For monthly bookings of 3 months or more, paid 3 months in advance, there is a discount of 20%.
	(£/HR)	(£/HR)	
MAIN HALL	22.55	25.30	
MULTI-PURPOSE ROOM	17.60	24.20	
	Standard rate	Commercial rate	
Conference Room	15.40	19.80	
Meeting Room	13.20	17.60	
Storage Charges			
Kitchen Cupboard	£38.50 (Per Cupboard)		
Freestanding In Ext	Small: £60.50	Large: £88	
Other Cupboards/ Space in Ext	£73.70		

	One off Hires (Standard rate bookings)	
Length	Main Hall	Multi-Purpose Room
3 Hours	£67.65	£67.65
4 Hours	£90.20	£70.60
5 Hours	£112.75	£88.00

Additional Costs – All bookings	
Room Setup (Additional Staging)	£55

Community Hall within the local area - Example One

This large, spacious facility has 2 halls, kitchen, bathrooms and parking for approx. 30 cars.

The Main Hall can accommodate 170 people, small Hall can accommodate 30 people, the halls are linked and can be hired together.

Halls are used by various community clubs, e.g., Dance, Tai Chi, Karate, Brownies and Theatre schools.

To hire the entire venue the hire charge is £26 per hour or £40 per hour for Saturdays. A returnable damage deposit will be required (normally £50 or £200 for a Saturday night hire).

Rooms

Rear Hall

10 x 7 metres. Access via rear of building. Connecting doors between this and main hall. Serving hatch to shared kitchen. Use of tables, chairs and equipment as listed on main hall. Switch for heating is on north wall between 2 single doors.

Hire charge for this hall is £8 per hour. A returnable damage deposit will be required (normally £50).

Main Hall

16.8 metres x 9.3 metres, sprung wooden floor. Approx. eight 5 ft diameter round tables, seating approx. 10-11 people, approx. four 4ft diameter round tables, seating approx. 7-8 people, approx. nine rectangular tables - 2ft x 6ft and five rectangular tables - 2ft x 4ft. Ample upholstered chairs and approx. 30 plastic, foldable chairs. Kitchen equipment includes: various crockery (not matching), oven, microwave, teapots, wall-mounted water heater, cleaning equipment. There are no cutlery, tea towels, dishcloths on the premises. Baby changing unit in disabled toilets. Accident and first aid equipment in kitchen cupboard next to sink. Heating - switch is located next to electricity cupboard in main hall.

Hire charge for this hall is £16 per hour. A returnable damage deposit will be required (normally £50 or £200 for a Saturday night hire).

Community Hall within the local area - Example Two

Rates Per Hour						
Room(s) Hired	Monday to Friday		Saturday		Sunday	
	09:00 to 18:00	18:00-23:00	09:00 to 13:00	13:00 to 23:00	09:00 to 13:00	13:00 to 23:00
Main Hall	£14.00	£17.20	£20.40	£22.50	£16.10	£18.20
Linton Room OR Jubilee Lounge	£9.10	£10.20	£11.80	£12.90	£11.80	£14.00
Main Hall AND either the Linton Room OR Jubilee Lounge	£20.90	£24.70	£28.90	£32.10	£27.90	£31.10
Whole Centre	£26.80	£30.00	£37.50	£42.80	£32.10	£37.50

Additional Options	Price Per Booking
Amplifier/CD Player	£0.00
Projector Screen	£0.00
Microphone	£10.00
Light kitchen use	£0.00
Full use of kitchen	£25.00

Type of event	Surety Deposit Required **
Children's parties/events up to 14 years * Large open events/meetings Small dinner parties, use of Jubilee Lounge/Linton Room	£50.00
Adult parties/celebrations 20+ years * Adult and Junior combined events with alcohol * Adult events – Dinner/Dances with alcohol Approved family style parties Wedding receptions	£200.00
Commercial Events and those with public attendance	£100.00

* We do not accept any bookings for parties for 15- to 19-year-olds.
** Surety payments are refunded in full unless damage has occurred, or excessive cleaning is required.
The Centre does not open on Bank Holidays.
Cancellations accepted if 7 days notice is given, however a £20 admin fee may apply.

Community Hall within the local area - Example Three

LETTING RATES – letting period of 3 hours, hourly rate shown

	REGULAR ADULT	REGULAR SENIOR & REGULAR JUNIOR	STANDARD	COMMERCIAL
MAIN HALL Monday to Sunday (not weddings or Sat/Sun eve bookings)	**£9.00** per hour (40% reduction)	**£6.00** per hour (60% reduction)	**£15.00** per hour (**£45.00** 3 hours)	**£25.00** per hour (**£75.00** 3 hours)
Saturday 6pm to midnight	Charity Fund Raising Event **£125.00** Private Function **£200.00**			
12 to midnight	Private Function **£240.00**			
9am to midnight	Private Function **£265.00**			
Sunday 6pm to 11pm	Charity Fund Raising event **£75.00** Private Function **£125.00**			
	Stage Lights **£ 28.00** per booking			
SMALL HALL Monday to Sunday (not Sat/Sun evening bookings)	**£5.70** per hour (40% reduction)	**£3.80** per hour (60% reduction)	**£9.50** per hour (**£28.50** 3 hours)	**£16.00** per hour (**£48.00** 3 hours)
Saturday 6pm to midnight	Charity Fund Raising Event **£55.00** Private Function **£65.00**			
Sunday 6pm to 11pm	Charity Fund Raising event **£55.00** Private Function **£65.00**			
GAMES ROOM	**£4.80** per hour (40% reduction)	**£3.20** per hour (60% reduction)	**£8.00** per hour (**£24.00** 3 hours)	**£13.00** per hour (**£39.00** per hour)
PLAYERS LOUNGE (not available during licensing hours but can be let with the agreement of the bar steward)	**£5.40** per hour (40% reduction)	**£3.60** per hour (60% reduction)	**£9.00** per hour (**£27.00** 3 hours)	**£14.00** per hour (**£42.00** per hour)
MAIN LOUNGE BAR	**£4.80** per hour (40% reduction)	**£3.20** per hour (60% reduction)	**£8.00** per hour (**£24.00** 3 hours)	Not available
Wakes in the bar	**Free**			

NOTES:
Include **£100.00** refundable key deposit for all Saturday and Sunday night lets.
Main Hall 18th Birthday party also include **£250.00** refundable key deposit + **£?** door staff
Small Hall 18th Birthday party also include **£150.00** refundable key deposit + **£?** door staff

Small Hall can be let at the regular rate on a Saturday & Sunday evening for Children's parties providing the hall is vacated by 10pm latest.