

FINANCE AND PROJECTS COMMITTEE AGENDA

**For a Meeting to be held at 7.30p.m on
Tuesday 11th November 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
5th November 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 14th October 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. Financial Matters

a to receive the budgetary position for this Committee and Champions Manor Hall as of 5th November 2025.

b to receive and note the Council's bank balances as of 31st October 2025

- Unity Current Account £65,267.48
- Unity Instant Access Savings £511,429.12
- Santander Deposit Account £306,363.47

c the financial transactions for October 2025 are attached to the agenda.

7. Items to Note

- The Boundary Fence work at Champions Manor Hall has been completed.
- Following the recommendations from the Men's Shed working party, the Men's Shed are now consulting with Marsh Farm re a unit on the land. Planning application ongoing.
- The Town Council grant application for the Local Nature Partnership Community Fund was unsuccessful on this occasion.

8. Bandstand Railings Project – Recommendation to include Galvanising Treatment

Following project approval at the Council meeting on 21st October 2025 minute ref C25-195 and further consultation with the appointed contractor Finance & Projects Committee to consider and agree whether to include galvanizing within the approved scope of works, noting the potential long-term maintenance and cost benefits.

9. Review Financial Regulations

Committee to consider a recommendation from the Town Clerk on Financial regulation 6.9iv transfer of funds between the two Unity Town Council bank accounts. To be recommended to Council on 18/11/2025.

10. Essex Community Initiative Fund

Essex Community Initiative Fund is available and the closing date for applications is Friday 28th November 2025. Documentation attached.

Members to consider whether to apply for the grant and for which

project, please note other projects could be considered if they meet the criteria. Please note that the interest form must demonstrate community support.

11. Review of Reserves/Earmarked Reserves

Committee to review Town Council Reserves.

12. Committee Projects 2026/27

Committee to consider future projects for all committees. Report sent prior to meeting.

- Planning & Environment
- Events Community & Leisure

13. Budget 2026-27

To consider the draft budget for Planning & Environment 2026-27. Information circulated prior to the meeting.

14. Report to Council

To agree items for report to the next Council meeting on the 18th of November 2025.

15. Media Contact

To consider whether any items on this Agenda warrant a Media release

16. Future Meeting Dates

The next meeting of the Finance & Projects Committee will be on 02nd December 2025.

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

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

Detailed Income & Expenditure by Budget Heading 05/11/2025

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
<u>Champions Manor Hall</u>					
Main Hall Hire	20,315	24,000	3,685		
Multi Purpose Room Hire	15,563	22,850	7,287		
Conference Room Hire	3,947	6,000	2,053		
Meeting Room Hire	6,434	16,000	9,566		
Annual Storage Charge	1,235	1,200	(35)		
Car park	390	500	110		
Solar Panel Income	858	0	(858)		
Rent from ESO Depot	1,100	1,100	0		
Rent from Office Use	37,000	37,000	0		
Electricity	(6,524)	(17,000)	10,476		10,476
Gas	(522)	(2,000)	1,478		1,478
Water	(682)	(1,400)	718		718
Rates	(13,185)	(20,000)	6,815		6,815
Cleaning	(15,105)	(32,000)	16,895		16,895
Maintenance	(11,241)	(17,000)	5,759		5,759
PRS Licence	(1,340)	(1,315)	(25)		(25)
Office supplies	(707)	(1,000)	293		293
Sanitary Contract	(330)	(500)	170		170
Security	(845)	(1,500)	655		655
Fire Maintenance	(98)	(1,000)	902		902
<u>Office Costs</u>					
Rent for Office	(37,000)	(37,000)	0		0
<u>Finance & Projects</u>					
Precept	465,465	465,465	0		
Interest Received	9,169	15,000	5,831		
Leases & Wayleave	550	550	0		
CIL Money Received	5,664	0	(5,664)		
Miscellaneous Income	14	0	(14)		
Photocopier	(2,279)	(3,000)	721		721
Postage	(17)	(150)	133		133
Card Processing/BACS/Bank Fees	(685)	(1,300)	615		615
Telephone	(1,120)	(2,000)	880		880
Mobiles	(177)	(450)	273		273
IT Work/Support	(2,794)	(3,000)	206		206
Salaries	(69,017)	(145,000)	75,983		75,983
Employer's NI	(23,873)	(45,000)	21,127		21,127
Superannuation	(27,432)	(48,000)	20,568		20,568
Payroll Contract	(638)	(1,500)	862		862
Staff Uniform & Travel	(136)	(1,000)	865		865

Detailed Income & Expenditure by Budget Heading 05/11/2025

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Training	(1,067)	(2,000)	933		933
Training - Councillors	(84)	(2,000)	1,916		1,916
Council Wellbeing	0	(3,000)	3,000		3,000
HR Costs	(625)	(1,000)	375		375
Subscriptions	(1,887)	(2,200)	313		313
Marketing	(1,095)	(5,000)	3,905		3,905
Audit	(2,124)	(4,000)	1,877		1,877
Insurance	(5,820)	(6,000)	180		180
Civic Budget	(55)	(1,500)	1,445		1,445
Member's Expenses	0	(200)	200		200
Member's Basic Allowance	(3,961)	(9,500)	5,539		5,539
Loan Repayment	(18,418)	(18,500)	82		82
IT Contract & Equipment	(3,044)	(6,300)	3,256		3,256
Elections	0	(2,550)	2,550		2,550
Grants	(3,907)	(6,000)	2,093		2,093
Litter & Vegetation Control	(1,100)	(1,100)	0		0
Defibrillator	0	(500)	500		500
Bleed kits	0	(300)	300		300
Vehicle Lease	(1,456)	(2,500)	1,044		1,044
Vehicle running Costs	(1,188)	(2,500)	1,312		1,312
Professional Fees	(200)	(2,000)	1,800		1,800
<u>Leisure General</u>					
Allotment Income	350	350	0		
Bowls Club Income	4,728	5,400	672		
Christmas Lights Income	0	2,100	2,100		
Summer Event income	1,052	1,000	(52)		
Play Schemes	(1,414)	(1,500)	86		86
Marsh Farm Road Allotments	(125)	(350)	225		225
Play Area Running Costs	(1,456)	(4,000)	2,544		2,544
Swimming Pool Subsidy	(10,000)	(10,000)	0		0
Bowling Green Sinking Fund	0	(4,650)	4,650		4,650
Christmas Lights	(9,546)	(25,000)	15,454		15,454
<u>Bandstand</u>					
Bandstand Income	192	500	308		
Bandstand Expenditure	(3,285)	(500)	(2,785)		(2,785)
<u>Community Events</u>					
Christmas Fayre Income	1,220	2,500	1,280		
Senior Citizens Xmas Lunch Inc	0	350	350		
Film CMH Club Income	580	1,000	420		
Christmas Panto Income	0	1,300	1,300		

Detailed Income & Expenditure by Budget Heading 05/11/2025

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
National celebrations	66	0	(66)		
Halloween Event Income	18	250	232		
Seniors Day Trip	530	500	(30)		
Toddler Group Income	552	1,100	548		
Youth Month Income	0	200	200		
CMH Fun Income	35	0	(35)		
Youth Club Expenditure	(8,112)	(9,000)	888		888
Toddler Group Expenditure	(341)	(1,000)	659		659
Christmas Fayre Expenditure	(11,811)	(15,000)	3,189		3,189
Film Club CMH Expenditure	(183)	(300)	117		117
Senior Citizens lunch Exp	0	(700)	700		700
CMH Fun	(1,340)	(1,500)	160		160
Summer Event	(7,162)	(8,000)	838		838
Christmas Panto	(1,371)	(1,600)	229		229
National Celebrations	(1,128)	(1,000)	(128)		(128)
Youth Month	(954)	(1,000)	46		46
Seniors Day Trip	(1,015)	(500)	(515)		(515)
<u>Environment General</u>					
Litter & Vegetation Control	(723)	(3,500)	2,777		2,777
Tree Works	(1,965)	(8,000)	6,035		6,035
Open Spaces Maintenance	(2,339)	(2,500)	161		161
Open Spaces Maint. (John Cox)	(6,325)	(13,000)	6,675		6,675
Street Furniture & Signage	(1,750)	(4,000)	2,250		2,250
Hanging Baskets	(12,394)	(13,000)	607		607
Roundabout Sponsorship	(1,837)	(2,000)	163		163
Road Safety	0	(1,800)	1,800		1,800
Fenn Maintenance	(12,302)	(10,000)	(2,302)		(2,302)
<u>Garden of Remembrance</u>					
Garden of Remembrance Income	15,143	14,300	(843)		
Water	(63)	(150)	87		87
GoR Supplies	(3,890)	(5,000)	1,110		1,110
GoR Maintenance	(2,293)	(6,000)	3,707		3,707
GoR Security	(2,583)	(5,200)	2,617		2,617
Grand Totals:- Income	592,168	620,515	28,347		
Expenditure	369,482	620,515	251,033	0	251,033
Net Income over Expenditure	<u>222,686</u>	<u>0</u>	<u>(222,686)</u>		
plus Transfer from EMR	3,285	0	(3,285)		
Movement to/(from) Gen Reserve	<u>225,971</u>	<u>0</u>	<u>(225,971)</u>		

List of Payments made between 01/10/2025 and 31/10/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2025	J W DAVIS ENTERPRISES LTD	15735	2,150.00		Open spaces contract Oct25
01/10/2025	AHEAD4 LTD	111610	225.55		It contract oct 25
01/10/2025	DAISY COMMUNICATIONS	14087628	152.78		service chg to 30/9/2025
01/10/2025	CHELMSFORD CITY COUNCIL	rates CCC	1,884.00		RATES CCC OCT 25/CHELMSFORD C
01/10/2025	AHEAD4 LTD	111562	169.00		It contract Oct 25
02/10/2025	LMC Carpentry and Joinery	282526	2,100.00		Millenium place oak post repl
03/10/2025	BARCLAYCARD COMMERCIAL	DD7	78.98		Lifevac equipment Choking CMH
03/10/2025	Grenkeleasing	0000413424	743.98		quarterly fee oct-dec25 photoc
07/10/2025	BARCLAYCARD COMMERCIAL	DD8	129.90		Zoom 25-26 fees
08/10/2025	Blackwater Baling	1851	1,644.30		fenn hay cut 2025
08/10/2025	J W DAVIS ENTERPRISES LTD	15730	150.00		Allotment hedges maint
08/10/2025	J W DAVIS ENTERPRISES LTD	15755	144.00		Fallen tree Victoria Fields
08/10/2025	BARCLAYCARD COMMERCIAL	dd10	1.99		prime pengui Lessons film sen
08/10/2025	BARCLAYCARD COMMERCIAL	DD9	13.38		Refreshments Film Club
08/10/2025	CASHBACS INTERNATIONAL	INV27690	18.00		payroll Oct 25
09/10/2025	Custom Fitted Blinds Ltd	CFB26640	223.97		new blind meeting room cmh
09/10/2025	BARCLAYCARD COMMERCIAL	dd11	36.00		hire library room Xmas fayre
10/10/2025	S Taylor	TRANS	2.58		toddler group exp batteries
10/10/2025	ESSEX PENSION FUND	PEN OCT25	4,019.13		Essex pension payment Oct 25
10/10/2025	HM REVENUE AND CUSTOMS	oct25	3,276.48		HMRC payment Oct-Nov 25
13/10/2025	Worknest HR	sin090829	750.00		Bank Hours HR support
13/10/2025	Future Lift Services Ltd	17166	180.00		cmh lift service oct 25
13/10/2025	Crown Gas and Power Ltd.	3675189	61.30		gas bill Oct 25
14/10/2025	ESSEX ASSOCIATION OF	18887	100.80		cllr price training COC
14/10/2025	PAYMENTSSENSE LTD	sep2025fee	30.11		merchant processing fees Sep 2
15/10/2025	YMCA Essex	ymca 25/26	8,112.00		YMCA Youth Service Prov 25-26
15/10/2025	GREEN RECYCLING LTD	458557	305.08		waste recycling Sep 25
16/10/2025	BRITISH GAS	811823634	9.10		electricity Trinirt Square sep
18/10/2025	Nordic Playground Institute	1154	130.00		inspect soft play equip
20/10/2025	Educational Patesting Service	5555	138.00		pat test CMH oct 25
21/10/2025	Greenworks controlled environm	W1006964	690.29		maintenance inv dec25-nov26
21/10/2025	O2	40130147	25.51		eso mobiles oct 25
22/10/2025	Point Graphics Ltd	39310fm	120.00		Focus column nov edition
22/10/2025	SWF Flower arrangement Club	grant	300.00		grant Oct 2025
22/10/2025	JH Pro Clean	inv2	395.00		window/gutter/fasci clean CMH
22/10/2025	Front of House Live Sound	1313/25	1,875.00		SWF Christmas light switch PA/
23/10/2025	Vijay Srinivasan	TRANS	200.00		damage deposit refund MH CMH
23/10/2025	Eclipse Sound & Light	737	2,520.00		christmas fayre stage/lights
23/10/2025	CHELMSFORD CITY COUNCIL	2097505	10,000.00		swimming pool cont 24/25
24/10/2025	Champions Music & Entertainmen	78796	850.00		Xmas acts Williams/wicked
24/10/2025	Champions Music & Entertainmen	78796-1	170.00		Christmas Fair Acts Main Stage
24/10/2025	Stratford Metal Fabrications	3841	3,942.00		30% quote bandstand railings
24/10/2025	salaries	SALARIES	10,121.15		salaries Oct 2025
27/10/2025	SWF Health & Social Care Group	Grantoct25	2,121.06		Grant awarded Oct 25 FP25-126
27/10/2025	Total Energies Gas & Power Ltd	391411443/	949.93		electricity CMH oct 25
27/10/2025	UNITY TRUST BANK	unitybkchg	11.36		Bacs Chgs Oct 25
30/10/2025	PUBLIC WORKS LOAN BOARD	oct25	9,116.00		public Work Board loan

Unity Trust account

List of Payments made between 01/10/2025 and 31/10/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
30/10/2025	Mobilize Lease & Co Ltd	81010378	242.64		Lease agreement TCouncil Van
31/10/2025	DAISY COMMUNICATIONS	14087328	152.78		Daisy services ch to sep 2025
31/10/2025	PAYMENTSSENSE LTD	dd17 62718	18.00		oct 25 monthley fee
31/10/2025	UNITY TRUST BANK	dd18	22.50		service charge October 2025
31/10/2025	SumUp Paymens Limited	DD	32.82		SumUp Payments Limited
Total Payments			<u>70,856.45</u>		

Joseph Ash/Medway
Castle Road, Eurolink Industrial Estate,
Sittingbourne, Kent ME10 3RN
Tel 01795 479489 ,Fax 01795 477598

Dear Customer,

Although there are no guarantees with hot dip galvanising, there are life expectancy. Most Hot Dip Galvanising that is not in a harsh environment and at least 1 mile from the sea has a life expectancy of around 40-50 years. This is based on the deterioration of the zinc coating being around 1.5 – 2 microns a year, so with an average coating of around 85 microns you would expect 40 years plus.

BS EN ISO 1461:2022. Requires 6mm thick material has 85 average microns required with no reading less than 70 microns. Material that is 5.9mm thick or less will have average microns of 70 with no reading less than 55 microns.

In Harsh Environments unless the rate of deterioration is known for that area we couldn't say exactly what the life expectancy would be, but if would recommend that the steel work be wash down to neutralise an salt deposits from the surface.

Joseph Ash /Medway pre-treat and process all steel work in line with the following standard BS EN ISO 1461:2022

Regards / Quality Manager

Michael Ball

M.W.Ball

Agenda item 8 Review of Financial Regulations.

6.9IV

Fund transfers within the councils banking arrangements up to the sum of £25,000 with the exception of the two annual precept payments where funds shall be transferred from the Unity Current account to the Unity Saver account on the day of receiving the precept payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Finance & Projects committee.

Request to consider to increase this amount to the sum of £50,000.00 for internal transfers.



Stratford Metal Fabrications
Unit 4A Russell Court, Russell Gardens
Wickford. Essex. SS11 8QU.
01268 769844
hello@stratfordmf.co.uk

Quotation

SMF-QU- 7253

Version 2

Date 28/10/2025

Validity 10 Days

Terms & Conditions See website

Quotation For:

David Smith
South Woodham Ferrers Town Council
david@southwoodhamferrerstc.gov.uk
01245 429446/07860 814839

Payment Terms

30% On Order, balance 30 days from

ITEM	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
1	Survey, drawing, fabricate 4no curved panels with posts at ends, 16mm square uprights, ball top finials, railings up the stairs to both sides with curved top handrail. fully zinc primed and powder coated	1	£ 10,950.00	£ 10,950.00
2	Hot dip galvanise under powder coating to give longevity to metal, see attached document from galvanisers.	1	£ 873.00	£ 873.00
Notes	40mm box section frames, 16mm square uprights, 30mm round top finials, bolt down plates,. Inclusive of full installation. INCREASE TO COVER RAILINGS ON STAIRS			

Payment Details

Bank: Lloyds

Sort code: 30-13-51

Account: 16996760

SUBTOTAL	£ 11,823.00
VAT RATE	20%
VAT	£ 2,364.60
TOTAL	£ 14,187.60

ITEM	DESCRIPTION	QTY	UNIT PRICE	AMOUNT
------	-------------	-----	------------	--------

Agenda Item 9 Essex Community Initiative Fund

This year's Essex Community Initiatives Fund (CIF) is now open for applications and is offering grants of up to £10,000. [Applications to the fund](#) should be made before the closing date of Friday 28th November 2025.

The pot is available to voluntary organisations, community groups, residents' associations, as well as Town and Parish Councils. Last year over £200,000 was distributed, with a similar amount available this year.

This year, two kinds of grants are available:

- Grants of up to £10,000 are available for projects designed to strengthen local communities.
- Micro grants of up to £1,000 are also available to help reduce social isolation, improve wellbeing or encourage communities to connect. The micro grants can also be used to support organisations to build and develop their capabilities and skill. [Applications to the micro grants fund](#) will remain open until all the funds for these are allocated.

The CIF aims to help strengthen local communities and make Essex an even better place to live, work and visit. In recent years, the fund has supported projects such as:

- upgrades to sports facilities
- improvements to community buildings such as new heating systems or accessible toilets
- transport
- staff costs for projects or maintenance
- IT systems or support

Applications can be made by:

- constituted clubs or membership organisations
- community groups and voluntary organisations, residents' associations, constituted neighbourhood committees and management committees
- charities and trusts
- social enterprises
- community interest companies [CIC's]
- community benefit societies
- Town and Parish Councils

The fund is administered by Essex Association of Local Councils on behalf of Essex County Council.