

FINANCE AND PROJECTS COMMITTEE AGENDA

For a Meeting to be held at 7.30p.m. on
Tuesday 7th April 2026

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
30th March 2026

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

In accordance with the Localism Act 2011, s.31 members are required to disclose any Disclosable Pecuniary Interest (DPI) and any other registerable or non-registerable interest in items on the agenda.

4. Confirmation of Minutes

To **APPROVE** the minutes of the meeting held on 3 March 2026 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 Committee's Terms of Reference.

At the close of public participation, members of the public may not speak further unless invited by the Chair.

Members declaring a Disclosable Pecuniary Interest must not participate in discussions or vote on the matter and withdraw from the meeting whilst the item is considered.

6. Financial Matters

a to receive the budgetary position for this Committee and Champions Manor Hall as of 30 March 2026.

b to receive and note the Council's bank balances as of 30 March 2026

- Unity Current Account £31,026.36
- Unity Instant Access Savings £389,238.87 (Interest due 31 March 2026).
- Santander Deposit Account £308,946.67

c to receive the list of financial transactions for March 2026. (to follow after year end accounts are completed).

7. Items to Note

- The Smart Export Application is being processed by British Gas to begin on the 1 May 2026 at a tariff rate of 16p.
- Chelmsford City Council have confirmed the first precept instalment will be paid in April 2026.
- The Town Clerk has agreed another year hire of the MR with Barclays Bank starting from 12/8/26 at a cost of £13,554.00
- Champions Manor Hall Report
- The expenditure for the railings at the Bandstand was agreed by Council on 21 Oct 2025 – C25-195 – Budget allocation from EMR Project Fund.

8. Garden of Remembrance

Committee to discuss a review of the Garden of Remembrance prices for 2026/27. Report to be sent prior to meeting.

9. Policies

Committee to review the policies for recommendation to Council on 12 May 2026.

- Champions Manor Hall Hire Policy and conditions of hire.
- Bandstand Hire Policy

10. Replacement Microphone Systems at Champions Manor Hall

Committee to consider quotations to replace and upgrade the microphones at Champions Manor Hall.

11. LOLER Lift Inspection Champions Manor Hall

Committee to receive a report and update following the LOLER inspection of the lift at Champions Manor Hall on 30 March 2026.

12. Report to Council

To agree items for report to the next Annual Council meeting on the 12 May 2026.

13. Media Contact

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

14. Future Meeting Dates

The next meeting of the Finance & Projects Committee will be on 2 June 2026.

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 30/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
<u>100 Champions Manor Hall</u>					
1001 Main Hall Hire	27,473	24,000	(3,473)		
1002 Multi Purpose Room Hire	21,256	22,850	1,594		
1003 Conference Room Hire	5,186	6,000	814		
1004 Meeting Room Hire	9,813	16,000	6,187		
1006 Annual Storage Charge	1,297	1,200	(97)		
1007 Car park	520	500	(20)		
1008 Solar Panel Income	2,272	0	(2,272)		
1050 Rent from ESO Depot	1,100	1,100	0		
1055 Rent from Office Use	37,000	37,000	0		
Champions Manor Hall :- Income	105,915	108,650	2,735		
4000 Electricity	11,861	17,000	5,139		5,139
4005 Gas	753	2,000	1,247		1,247
4010 Water	1,422	1,400	(22)		(22)
4020 Rates	18,837	20,000	1,163		1,163
4025 Cleaning	30,032	32,000	1,968		1,968
4030 Maintenance	15,620	17,000	1,380	414	966
4050 PRS Licence	1,340	1,315	(25)		(25)
4105 Office supplies	1,019	1,000	(19)		(19)
4125 Sanitary Contract	409	500	91		91
4130 Security	1,169	1,500	331		331
4150 Fire Maintenance	927	1,000	73		73
Champions Manor Hall :- Indirect Expenditure	83,389	94,715	11,326	414	10,912
Net Income over Expenditure	22,526	13,935	(8,591)		
<u>110 Office Costs</u>					
4001 Rent for Office	37,000	37,000	0		0
Office Costs :- Indirect Expenditure	37,000	37,000	0	0	0
Net Expenditure	(37,000)	(37,000)	0		
<u>120 Finance & Projects</u>					
1076 Precept	465,465	465,465	0		
1090 Interest Received	14,093	15,000	907		
1095 Leases & Wayleave	550	550	(0)		
1400 CIL Money Received	5,664	0	(5,664)		
1450 Miscellaneous Income	14	0	(14)		
1455 Town Mayor Charity	202	0	(202)		
Finance & Projects :- Income	485,988	481,015	(4,973)		

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Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
4110 Photocopier	2,899	3,000	101		101
4115 Postage	54	150	96		96
4116 Card Processing/BACS/Bank Fees	1,032	1,300	268		268
4120 Telephone	1,655	2,000	345		345
4135 Mobiles	328	450	122		122
4145 IT Work/Support	2,840	3,000	160		160
4200 Salaries	111,705	145,000	33,295		33,295
4205 Employer's NI	42,845	45,000	2,155		2,155
4210 Superannuation	47,062	48,000	938		938
4230 Payroll Contract	962	1,500	538		538
4240 Staff Uniform & Travel	296	1,000	704		704
4245 Training	1,067	2,000	933		933
4246 Training - Councillors	334	2,000	1,666		1,666
4247 Council Wellbeing	300	3,000	2,700		2,700
4250 HR Costs	625	1,000	375		375
4255 Subscriptions	2,486	2,200	(286)		(286)
4265 Marketing	1,585	5,000	3,415		3,415
4270 Audit	2,882	4,000	1,118		1,118
4275 Insurance	5,820	6,000	180		180
4280 Civic Budget	279	1,500	1,221		1,221
4281 Town Mayors Charity	202	0	(202)		(202)
4285 Member's Expenses	42	200	158		158
4290 Member's Basic Allowance	6,230	9,500	3,270		3,270
4295 Loan Repayment	18,418	18,500	82		82
4300 IT Contract & Equipment	4,749	6,300	1,551		1,551
4305 Elections	0	2,550	2,550		2,550
4315 Grants	7,295	6,000	(1,295)		(1,295)
4325 Litter & Vegetation Control	1,100	1,100	0		0
4326 Defibrillator	0	500	500		500
4327 Bleed kits	114	300	186		186
4400 Vehicle Lease	2,062	2,500	438		438
4401 Vehicle running Costs	1,188	2,500	1,312		1,312
4801 Professional Fees	250	2,000	1,750		1,750

Finance & Projects :- Indirect Expenditure

268,708	329,050	60,342	0	60,342
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Net Income over Expenditure

217,280	151,965	(65,315)
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200 Leisure General

1200 Allotment Income	350	350	0
1205 Bowls Club Income	4,728	5,400	672
1210 Christmas Lights Income	2,100	2,100	0

Detailed Income & Expenditure by Budget Heading 30/03/2026

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Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
1254 Summer Event income	1,127	1,000	(127)		
Leisure General :- Income	8,305	8,850	545		
4500 Play Schemes	1,414	1,500	86		86
4508 Marsh Farm Road Allotments	125	350	225		225
4510 Play Area Running Costs	1,697	4,000	2,303		2,303
4515 Swimming Pool Subsidy	10,000	10,000	0		0
4525 Bowling Green Sinking Fund	0	4,650	4,650		4,650
4530 Christmas Lights	23,866	25,000	1,134		1,134
Leisure General :- Indirect Expenditure	37,102	45,500	8,398	0	8,398
Net Income over Expenditure	(28,797)	(36,650)	(7,853)		
<u>210 Bandstand</u>					
1230 Bandstand Income	275	500	225		
Bandstand :- Income	275	500	225		
4600 Bandstand Expenditure	9,569	500	(9,069)	3,285	(12,354)
Bandstand :- Indirect Expenditure	9,569	500	(9,069)	3,285	(12,354)
Net Income over Expenditure	(9,294)	0	9,294		
6000 plus Transfer from EMR	9,308	0	(9,308)		
Movement to/(from) Gen Reserve	14	0	(14)		
<u>250 Community Events</u>					
1250 Christmas Fayre Income	1,605	2,500	895		
1251 Senior Citizens Xmas Lunch Inc	483	350	(133)		
1252 Film CMH Club Income	685	1,000	315		
1255 Christmas Panto Income	455	1,300	845		
1257 National celebrations	66	0	(66)		
1258 Halloween Event Income	243	250	7		
1260 Seniors Day Trip	530	500	(30)		
1600 Toddler Group Income	1,318	1,100	(218)		
1601 Youth Month Income	0	200	200		
1602 CMH Fun Income	35	0	(35)		
Community Events :- Income	5,420	7,200	1,780		
4350 Youth Club Expenditure	8,112	9,000	888		888
4540 Toddler Group Expenditure	1,014	1,000	(14)		(14)
4651 Christmas Fayre Expenditure	14,683	15,000	317		317
4652 Film Club CMH Expenditure	284	300	16		16

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	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
4653 Senior Citizens lunch Exp	1,368	700	(668)		(668)
4654 CMH Fun	1,490	1,500	10		10
4655 Summer Event	7,567	8,000	433		433
4656 Christmas Panto	1,786	1,600	(186)		(186)
4663 National Celebrations	1,128	1,000	(128)		(128)
4664 Youth Month	954	1,000	46		46
4665 Seniors Day Trip	1,015	500	(515)		(515)
Community Events :- Indirect Expenditure	39,401	39,600	199	0	199
Net Income over Expenditure	(33,981)	(32,400)	1,581		
<u>300 Environment General</u>					
4325 Litter & Vegetation Control	1,062	3,500	2,438		2,438
4328 Tree Works	3,015	8,000	4,985		4,985
4505 Open Spaces Maintenance	3,051	2,500	(551)		(551)
4506 Open Spaces Maint. (John Cox)	12,255	13,000	745		745
4700 Street Furniture & Signage	2,350	4,000	1,650		1,650
4705 Hanging Baskets	12,394	13,000	607		607
4710 Roundabout Sponsorship	1,837	2,000	163		163
4715 Road Safety	0	1,800	1,800		1,800
4720 Fenn Maintenance	13,150	10,000	(3,150)		(3,150)
Environment General :- Indirect Expenditure	49,114	57,800	8,686	0	8,686
Net Expenditure	(49,114)	(57,800)	(8,686)		
<u>310 Garden of Remembrance</u>					
1300 Garden of Remembrance Income	19,878	14,300	(5,578)		
Garden of Remembrance :- Income	19,878	14,300	(5,578)		
4010 Water	147	150	3		3
4760 GoR Supplies	6,628	5,000	(1,628)		(1,628)
4765 GoR Maintenance	4,293	6,000	1,707		1,707
4770 GoR Security	5,166	5,200	34		34
Garden of Remembrance :- Indirect Expenditure	16,234	16,350	116	0	116
Net Income over Expenditure	3,644	(2,050)	(5,694)		
6000 plus Transfer from EMR	887	0	(887)		
Movement to/(from) Gen Reserve	4,531	(2,050)	(6,581)		

Detailed Income & Expenditure by Budget Heading 30/03/2026

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available
Grand Totals:- Income	625,782	620,515	(5,267)		
Expenditure	540,516	620,515	79,999	3,699	76,300
Net Income over Expenditure	85,265	0	(85,265)		
plus Transfer from EMR	10,194	0	(10,194)		
Movement to/(from) Gen Reserve	95,460	0	(95,460)		