

FINANCE AND PROJECTS COMMITTEE AGENDA

For a Meeting to be held at 7.30p.m. on
Tuesday 2nd June 2026

At Champions Manor Hall Community Centre

Membership:

Councillor Thompson (Chair)

Councillor Eley (Vice Chair)

Councillor Shearring
Councillor Crosbie
Councillor Price

Councillor Wilson
Councillor Roberts
Councillor Kelly

Councillor Massey
Councillor Bentley
Councillor Cash

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
27th May 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 7 April 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 27 May 2026.

b to receive and note the Council's bank balances as of 27 May 2026

- Unity Current Account £87,682.58
- Unity Instant Access Savings £521,458.11
- Santander Deposit Account £309,840.55

c to receive the list of financial transactions for April 2026.

d in accordance with financial regulations 2.6, Councillor Price verified the bank reconciliations for June, September, December 2025 and March 2026.

7. Items to Note

- The Smart Export Application is still being processed by British Gas at a tariff rate of 16p. Awaiting installation date for a new electricity meter at Champions Manor Hall.
A payment of £316.26 from Scottish Power for the period 6 February 2026 to 30 April 2026 is due to be received.
- The following small grants have been awarded-
SWF First Responders £160.00 for Conference Room hire for free community CPR sessions. Dates to be confirmed for 2026.
- The internal audit was completed by the independent internal auditor David Buckett on 14th May 2026.
- The lift at Champions Manor Hall is currently out of service following damage to the lock cable on 26 May 2026. The issue will be resolved once the quotation from Future Lift Service Ltd has been received.

8. Review of Earmarked Reserves

Committee to review the Earmarked Reserves.

Committee to **NOTE** The Bus Grant from Essex County Council has been received 27th May 2026 for £40,856.40. Committee to consider an EMR for the funds.

9. Payment Authorisation.

9.1 Payment signatories

In accordance with Financial Regulation 7.1, committee to appoint 6 signatories for approval at Council on the 23rd of June 2026. Current named signatories are Councillor Shearring, Eley, Kelly and Massey.

9.2 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.

10. Annual Audit 2025-2026

- To **RECOMMEND TO COUNCIL** for approval Section 1 of the Annual Return 2025/26. Please note the document is not circulated completed as Councillors approve the document within the Council meeting on 23rd June 2026.
- To consider and **RECOMMEND TO COUNCIL** for approval Section 2 of the Annual Return 2025/26. (Income and Expenditure for 2025/2026 attached)
- To note the period for the exercise of public rights will commence from Monday 29th June 2026 – 7th August 2026. The notice dated 24th June 2026 will be put in place to this effect.

11. Grant Request

Committee to consider the request from the organisers of the South Woodham Ferrers Gardens Event for the design and printing of programmes at a cost of £428.00.

12. Approval of Payments to Knights Solicitors

Committee to consider and approve the following payments to Knights solicitors:

- Completion of the Blue Cage lease. Invoice attached to agenda.
- A fixed fee of £300.00 for submission of the first registration of the Village Hall play area. The fee will remain fixed for one month from the date of instruction and excludes any complex queries raised by the Land Registry, which would be charged separately on a time-spent basis. The solicitor advises that this approach is necessary, as the nature of any Land Registry queries cannot be determined until the application has been submitted.

Committee to note that a valuation of the land will also be required. The Town Clerk has approached St John Chartered Surveyors (RICS Regulated Valuers) for a quotation.

13. Lease for Bowls Clubhouse

Committee to consider and agree the progression of the lease. Report attached to the agenda.

14. Report to Council

To agree items for report to the next Council meeting on the 23 June 2026.

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 13 October 2026.

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