

**SOUTH WOODHAM FERRERS TOWN COUNCIL  
FINANCE & PROJECTS COMMITTEE**

**MINUTES** of a Meeting held at Champions Manor Hall on  
Tuesday 05th March 2024 at 7.30pm

**Present**

Councillor M O Brien (Vice Chairman)  
Councillor D Eley    Councillor B Massey    Councillor L Kelly  
Councillor G Piesse    Councillor R Crosbie    Councillor A Shearring

**In attendance:** Town Clerk

**FP208 Apologies for Absence**

Apologies of absence were received and accepted from Councillor D Thompson and D Naslund.

**Absent** Councillor T Perham Lake and Councillor A Humphrey

**FP209 Dispensation Considerations**

No dispensation considerations received.

**FP210 Declarations of Interest**

Councillor Massey and Councillor Kelly declared a non-registerable interest in Item 10 Grant Applications for United in Kind.

**FP211 Confirmation of Minutes**

Minutes of the Finance & Projects meeting held on 9th January 2024 were **APPROVED** as a true record and signed by the Chairman.

**Proposed:** Councillor Massey

**Seconded:** Councillor Shearring

**Vote: All in Favour**

**FP212 Public Questions**

No members of the public present.

**FP213 Financial Matters**

The following Items were **NOTED**

**a** the budgetary positions for this Committee and Champions Manor Hall at 28th of February 2024 as attached to the agenda.

**b** the Council's bank balances as of 28th February 2024.

- Current Account £129,435.84
- Instant Access Savings £250,000.00
- Reserve Account £292,030.73

**c** the financial transactions for January & February 2024.

**d Proposal:** Resolved that the Town Clerk/RFO clears any outstanding customer balances prior to 2022/23 as per the written report for unpaid

invoices before year-end accounting in 2024. This includes disputes during covid. All balances investigated and unresolved.

**Proposed:** Councillor L Kelly

**Seconded:** Councillor B Massey

**Vote: All in favour**

#### **FP214 Items to Note**

Committee **NOTED** the following items.

The following small grants awarded:

**a** Men's shed £300 - Folding tables.

**b** Trinity St Marys School £300 - new carpet for a sensory room

**c** The new Instant savers Account with Unity Trust Bank had a balance transfer from the current Unity Account of £250,000.00 on 6/2/2024. Interest due 31/3/24 and paid quarterly.

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

**e** The internal audit dates have been booked for 8 & 9<sup>th</sup> of May 2024 with Mr David Buckett.

**f** The quotation from Chelmsford City Council for the locking/unlocking of the gates at the Garden of Remembrance 2024/25 is £4943.86 (excl Vat).

#### **FP215 Solar Panel Project Champions Manor Hall**

The Town Clerk updated committee on the progress of the ongoing Solar Panel Project and an update will be provided at the 9<sup>th</sup> April 2024 meeting.

#### **FP216 Town Council Vehicle**

Committee considered the purchase of a Town Council vehicle to support the Street Service Operative role in the community.

**Proposal:** Town Clerk to secure a lease on a small electric van including sign writing and electric charge point at Champions Manor Hall. Lease agreement to be considered at the meeting on the 9<sup>th</sup> April 2024.

**Proposed:** Councillor M O'Brien

**Seconded:** Councillor D Eley

**Vote: All in favour**

#### **FP217 Grant Application 2024-25**

Committee considered three grant applications for Hall Hire at Champions Manor Hall.

**Proposal:** To **AGREE** the two hall hire grant requests from United in Kind for a Wellbeing Support event and a Dementia Support Event.

**Proposed:** Councillor R Crosbie

**Seconded:** Councillor A Shearring

**Vote: Carried**

**Proposal:** To **AGREE** the hall hire grant request from the SWF Inner Wheel for an Annual Craft Fair on the 19<sup>th</sup> & 20<sup>th</sup> October 2024.

**Proposed:** Councillor B Massey

**Seconded:** Councillor L Kelly

**Vote: All in favour**

**FP218 SWF Local History Society**

Committee to received and **NOTED** the updated version 2 report from the SWF Local History Society. Finance & Project Committee considered the SWF Local History Society report last year. No action requested from the Town Council at this stage. The revised document has been sent to William de Ferrers School and to Chelmsford City Council Museum Services to seek their views.

Committee thanked the SWF Local History Society for the informative updated report

**FP219 Report to Council**

- Grants awarded March 2024
- Town Council Lease Vehicle and Electric Charging Point

**FP220 Media Coverage**

- Grants awarded March 2024

**FP221 Next Meeting**

The next meeting of the Finance & Projects Committee will be on 9th April 2024 at 7.30pm.

There being no further business to discuss, the Chairman closed the meeting at 8.16pm.

Signed.....  
Chairman of the Meeting

Date: 9th April 2024