

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

MINUTES of a Meeting held at Champions Manor Hall on
Tuesday 09th April 2024 at 7.30pm

Present

Councillor D Thompson (Chairman)
Councillor D Eley Councillor B Massey Councillor A Humphrey
Councillor G Piesse Councillor R Crosbie Councillor A Shearring
Councillor D Naslund

In attendance: Town Clerk, Councillor Price and two members of the public

FP222 Apologies for Absence

Apologies of absence were received and accepted from Councillors
L Kelly and M O Brien.

Absent Councillor T Perham Lake

FP223 Dispensation Considerations

No dispensation considerations received.

FP224 Declarations of Interest

No declarations of interest received.

FP225 Confirmation of Minutes

Minutes of the Finance & Projects meeting held on 5th of March 2024 were
APPROVED as a true record and signed by the Chairman.

Proposed: Councillor Massey

Seconded: Councillor Shearring

2 Abstain: Apologies for absence on 5th March 2024.

Vote: Carried

FP226 Public Questions

No public questions raised

FP227 Financial Matters

The following Items were **NOTED**

a the budgetary positions for this Committee and Champions Manor Hall at
31st of March 2024 sent prior to the meeting.

b 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 the financial transactions for March 2024 sent prior to the meeting.

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

FP228 Items to Note

Committee **NOTED** the following items.

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

b The internal audit dates have been booked for 8th & 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.

FP229 Solar Panel Project Champions Manor Hall

The Town Clerk updated committee on the progress of the ongoing Solar Panel Project. A second specification report is being sent to companies still in the tender process at the end of April 2024. The final selection will be agreed by Council at a later date and possible dates for installation will be August/September 2024.

FP230 Town Council Vehicle

Committee considered the available lease options and EV Charging point information attached to the agenda.

Proposal: To agree the quote for the EV Charging point to be installed at Champions Manor Hall on the North side of the building.

Proposed: Councillor A Humphrey

Seconded: Councillor D Eley

Vote: All in favour

Proposal: To agree quote A for the 24 month lease of a company vehicle for an initial monthly payment £201.27 then 23 monthly payments of £201.27. Town Clerk will confirm finalised lease agreement at the next meeting.

Proposed: Councillor B Massey

Seconded: Councillor A Shearring

Vote: All in favour

Proposal: To agree the quote for sign writing the lease vehicle for £315.00 excl Vat.

Proposed: Councillor D Eley

Seconded: Councillor A Humphrey

Vote: All in favour

It was **AGREED** the Town Clerk to arrange van insurance for 3 staff members on the company vehicle.

FP231 Parking at Champions Manor Hall

Committee considered two quotes for grasscrete parking north side of Champions Manor Hall minute ref FP163 3/10/2023.

Proposal: To defer a decision on parking at Champions Manor Hall until more information is available on space numbers and other possible schemes to save on parking spaces.

Proposed: Councillor A Humphrey

Seconded: Councillor A Shearring

Vote: All in Favour

FP232 Garden of Remembrance

Committee discussed and reviewed the of the Garden of Remembrance prices for 2024/25.

Proposal: Committee **AGREED** to increase the Garden of Remembrance prices by 10% (rounded to the nearest pound) for 2024/25 to cover increased prices in supplies.

Proposed: Councillor B Massey

Seconded: Councillor A Humphrey

Vote: All in Favour

FP233 Champions Manor Hire/Bandstand Hire

Committee discussed and reviewed Champions Manor Hall Hire prices for 2024/25. Report attached to agenda.

Proposal: Committee **AGREED** to increase the Champions Manor Hall Hire prices by 10% (rounded to the nearest pound) for 2024/25 to cover increased prices in maintenance and utilities. All invoices currently raised will be honoured at the current prices.

Proposed: Councillor R Crosbie

Seconded: Councillor D Eley

Vote: All in Favour

Committee discussed the Bandstand Hire prices for 2024/25 and reviewed the current Grant hire policy.

Proposal: To **AGREE** the changes to the Grant policy. This will be recommended to Council on the 14th May 2024.

Proposed: Councillor A Humphrey

Seconded: Councillor B Massey

Vote: All in Favour

Committee discussed and reviewed the Champions Manor Hall Hire Policy.

Proposal: To **AGREE** the Champions Manor Hall Hire Policy. This will be recommended to Council on the 14th May 2024.

Proposed: Councillor R Crosbie

Seconded: Councillor B Massey

Vote: All in Favour

FP234 Report to Council

- Solar Panel Project update
- Town Council Lease Vehicle and Electric Charging Point
- Increase in Hall Hire Prices
- Increase in Garden of Remembrance Prices

FP235 Media Coverage

- No media release agreed

FP236 Next Meeting

The next meeting of the Finance & Projects Committee will be on 11th June 2024 at 7.30pm.

There being no further business to discuss, the Chairman closed the meeting at 8.35pm.

Signed.....
Chairman of the Meeting

Date: 11th June 2024