

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

**MINUTES** of a Meeting held at Champions Manor Hall on  
Tuesday 08th April 2025 at 7.30pm

**Present**

Councillor O'Brien (Chair)  
Councillor Eley (Vice Chair)

Councillor Thompson  
Councillor Price

Councillor Massey  
Councillor Kelly

Councillor Crosbie  
Councillor Shearring

**In attendance:** Town Clerk, Councillor Sherlock, Councillor Barnett and four members of public.

**FP25-81 Apologies for absence**

Apologies of absence were received and accepted from Councillor Perham Lake, Councillor Bentley, Councillor Piesse and Councillor Wilson

**Absent** Councillor Humphrey

**FP25-82 Dispensation Considerations**

No dispensation considerations received.

**FP25-83 Declarations of Interest**

No Declarations of Interest were received.

**FP25-84 Confirmation of Minutes**

Minutes of the Finance & Projects meeting held on 04<sup>th</sup> of March 2025 were **APPROVED** as a true record and signed by the Chair.

**Proposed:** Councillor Massey

**Seconded:** Councillor Price

**Vote:** All in favour

**FP25-85 Public Questions**

No questions raised.

**FP25-86 Financial Matters**

The following Items were **NOTED**.

**a** the budgetary position for this Committee and Champions Manor Hall at 31st of March 2025.

**b** the Council's bank balances as of 31<sup>st</sup> of March 2025.

- Unity Current Account       £25,292.70
- Unity Instant Access Savings £334,964.72
- Santander Deposit Account   £301,945.67

**c** The financial transactions for February and March 2025.

**FP25-87 Items Noted**

- Application has now been processed by Scottish Power and South Woodham Ferrers Town Council are now a Smart Export Guarantee customer at a SmartGen tariff rate of 12p per kw.

The first payment is due approximately 90 days after the account start date on 11/12/2024.

- The invoice from Chelmsford City Council for locking /unlocking gates at the Garden of Remembrance for 25/26 is £5,166.33 excl VAT.
- Rialtas year-end accounts close was completed on the 8th of April 2025.
- Chelmsford City Council have confirmed the first precept instalment will be paid into the Unity Trust Account on 25<sup>th</sup> April 2025.
- The Town Clerk has agreed another year hire of the MR with Barclays Bank starting from 12/8/25 at a cost of £13,554.00
- The Essex County Council locality grant for £4,000.00 for the Garden of Remembrance gates and maintenance to the sensory garden will be paid to the Unity Bank account on the 1/4/2025.

#### **FP25-88 Financial Regulations**

Committee discussed the review of the Financial Regulations for 2025/26 as recommended by the Working Party held on 1/4/2025.

**Proposal:** To recommend the Financial Regulations to Annual Council on the 13th of May 2025 with the following amendments

- 1.7 2 in excess of £30,000 incl VAT
- 6.9 iv sum of £25,000 with exception of the two annual precept payments where funds shall be transferred from the Unity Bank account to the Unity Instant Saver account on the day of receiving the precept payment.

**Proposed:** Councillor O'Brien

**Seconded:** Councillor Kelly

**Vote: All in Favour**

#### **FP25-89 Champions Manor Hall Conversion**

A member of the working party presented information to the committee.

**Proposal:** To recommend Tender 5 as the chosen company to complete the conversion if agreed by Council at a later meeting to proceed.

**Proposed:** Councillor O'Brien

**Seconded:** Councillor Massey

**Vote: All in Favour**

It was **AGREED** for the Town Clerk to arrange another working party meeting to finalise a business plan to recommend to Council.

9.13pm three members of the public left the meeting

#### **FP25-90 Garden of Remembrance**

Committee reviewed the Garden of Remembrance prices for 25/26.

**Proposal:** To increase the prices excluding the roses and columbaria by 5% to cover all manufacturer's increase in costs.

**Proposed:** Councillor Thompson

**Seconded:** Councillor Shearing

**Vote: All in Favour**

#### **FP25-91 Champions Manor Hall/Bandstand Hire**

Committee reviewed Champions Manor Hall and Bandstand prices for 25/26.

**Proposal:** To increase the hiring charges for all rooms by 5% from 1st of July 2025 rounded to the nearest fifty pence.

**Proposed:** Councillor O'Brien

**Seconded:** Councillor Shearring

**Vote: All in Favour**

**Proposal:** To bring a marketing plan for the Bandstand to a future Events Community & Leisure meeting.

**Proposed:** Councillor Crosbie

**Seconded:** Councillor Shearring

**Vote: All in Favour**

**Standing Order 3.x was suspended to allow the meeting to exceed more than 2 hours.**

**Proposed:** Councillor O'Brien

**Seconded:** Councillor Crosbie

**Vote: All in Favour**

#### **FP25-92 Policies**

**Proposal:** To bring the Champions Manor Hire Policy and conditions of hire to a future Finance & Projects meeting when information from RCCE has been received.

Bandstand hire policy to be reviewed at a future meeting by the Events Community & Leisure Committee.

**Proposed:** Councillor Thompson

**Seconded:** Councillor Shearring

**Vote: All in Favour**

#### **FP25-93 SWF Focus Magazine**

The Town Clerk updated committee on the recent increase 25/26 by the Focus magazine.

**Proposal:** To stay at the current price for one page while investigating other potential avenues.

**Proposed:** Councillor Crosbie

**Seconded:** Councillor Kelly

**Vote: All in Favour**

#### **FP25-94 Report to Council**

- Town Council are now a Smart Export Guarantee customer with Scottish Power.
- Business Plan for Champions Manor Hall Conversion Project
- Increase in Garden of Remembrance prices by 5%.
- Increase in Hall Hire prices by 5% from 1st of July 2025.
- Increase in prices by Focus Magazine.

#### **FP25-95 Media Coverage**

- Garden of Remembrance price increase 5%
- Hall Hire price increases 5% from 1st of July 2025.

**FP25-96 Next Meeting**

The next meeting of the Finance & Projects Committee will be on 3rd of June 2025 at 7.30pm.

There being no further business to discuss, the Chairman closed the meeting at 9.40pm.

Signed.....  
Chair of the Meeting

Date: 03rd June 2025