

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

MINUTES of a Meeting held at Champions Manor Hall on
Tuesday 03rd June 2025 at 7.30pm

Present

Councillor Thompson (Chair)

Councillor O'Brien
Councillor Price
Councillor Bentley

Councillor Kelly
Councillor Wilson

Councillor Crosbie
Councillor Shearring

In attendance: Town Clerk and one member of public.

FP25-97 Apologies for absence

Apologies of absence were received and accepted from Councillor Massey and Councillor Eley.

FP25-98 Dispensation Considerations

No dispensation considerations received.

FP25-99 Declarations of Interest

Councillor Wilson declared a non-registerable interest in Agenda item 9 and declined to vote.

FP25-100 Confirmation of Minutes

Minutes of the Finance & Projects meeting held on 08th of April 2025 were **APPROVED** as a true record and signed by the Chair.

Proposed: Councillor Massey

Seconded: Councillor Kelly

Vote: All in favour

FP25-101 Public Questions

A member of the public updated the committee on the Men's shed presentation.

FP25-102 Men's Shed

Committee considered the presentation from the Men's Shed

Proposal: To not support the project as presented due to financial viability and location.

Proposed: Councillor O'Brien

Seconded: Councillor Bentley

Vote: Carried

2 Abstain

Proposal: To form a small Working Group comprising of the Men's Shed and three councillors to help, support and investigate other options in and around the town.

Proposed: Councillor O'Brien

Seconded: Councillor Kelly.

Vote: All in Favour

FP25-103 Financial Matters

Committee Received and NOTED the following:

a the budgetary position for this Committee and Champions Manor Hall as of 28th May 2025.

b received and noted the Council's bank balances as of 30th April 2025.

- Unity Current Account £54,414.08
- Unity Instant Access Savings £514,964.72
- Santander Deposit Account £302,645.77

c the financial transactions for April 2025 attached to the agenda.

d CiL transfer from Chelmsford City Council has been received on the 16/5/25 for the period 1/10/24-31/3/2025 for £5,663.65.

e noted in accordance with financial regulations 2.6, Councillor Price verified the bank reconciliations for June, September, December 2024 and March 2025.

FP25-104 Items Noted

- DCW Cleaning Services will undertake cleaning of the carpets in the Conference Room, Meeting Room and Office as well as all the 75 upholstered chairs. The cost of this is £645.83 (excluding VAT). Three quotes obtained. Cleaning will take place on Tuesday 1st July and Thursday 3rd July 2025.
- Armour Shutters Ltd will undertake a service of all fire doors (all doors within CMH) and the two roller shutters in the kitchen. The cost of this is £500. Three quotes obtained. The service will take place on Thursday 12th June 2025 to work around hirers.
- The first quarterly payment from Scottish Power for the Solar panels at Champions Manor Hall was received on 29/4/2025 for £169.44. The Clerk will produce a report for the next committee meeting on the Town Council electricity usage.
- The Internal End of Year Audit was completed on 15/5/2025.
- The following small grants have been awarded –
 - a** SWF Station Adopters £300.00 for annual ongoing maintenance.

b SWF Station Adopters Hall hire of £ 71.50 for the celebration of 200 years of Railways on 16/9/2025.

c SWF Open Gardens Event the sum of £133.00 to cover costs of printing 250 Programmes.

d SWF U3a Big Green Week Hall hire and publicity costs £97.50

FP25-105 Repairs to Cameras at the Village Hall

Committee discussed a request from the Village Hall to repair CCTV camera at the Village Hall.

Proposal: Town Council to pay for the repairs to the cameras at the Village Hall as quoted by Link £618.70 on this occasion. No more capex until an agreement between the Town Council and the Village Hall is agreed and in place.

Proposed: Councillor Bentley

Seconded: Councillor O'Brien

Vote: All in Favour

8.35pm Councillor Eley joins the meeting

FP25-106 Fen Maintenance

Committee discussed a request from Planning & Environment Committee on 27th May 2025 for £10,000.00 towards projects on the Fen.

Proposal: To defer this decision until the next Finance & Projects meeting.

Proposed: Councillor Thompson

Seconded: Councillor Crosbie

Vote: All in Favour

FP25-107 Review of Reserves

Committee reviewed the Earmarked Reserves.

Proposal: To recommend to Council on 17/6/25 the following transfers from General Reserves to Earmarked Reserves.

- Transfer from General Reserves to EMR 390 Project Fund to a total of £15,000.00.
- Transfer from General Reserves to EMR 380 Playground Replacement to £50,000.00.

Proposed: Councillor O'Brien

Seconded: Councillor Eley

Vote: Carried

2 Abstain

Proposal: To recommend to Council on 17/6/25 the following transfers from General Reserves to Earmarked Reserves.
Transfer from General Reserves to EMR 320 Bowling Green Replacement to £10,956.25 and then increase annually by £3,500.00.

Proposed: Councillor Thompson

Seconded: Councillor Eley

Vote: All in Favour

FP25-108 Payment Authorisation

108.1 Payment signatories

In accordance with Financial Regulation 7.1, committee to appoint 6 signatories for approval at Council on the 17th of June 2025.

Proposal: To defer this item to Council on 17/6/25 for selection from all members.

Proposed: Councillor Thompson

Seconded: Councillor Shearring

Vote: All in Favour

108.2 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 on 17th of June 2025.

Proposal: To appoint Councillor Price to verify bank reconciliations on a quarterly basis for 2025-26.

Proposed: Councillor Thompson

Seconded: Councillor Eley

Vote: All in Favour

FP25-109 Annual Audit 2024-2025

- To consider and **RECOMMEND TO COUNCIL** for approval Section 1 of the Annual Return 2024/25. Please note the document is not circulated completed as Councillors approve the document within the Council meeting on 17th June 2025.
- To consider and **RECOMMEND TO COUNCIL** for approval Section 2 of the Annual Return 2024/25. (Income and Expenditure for 2024/2025 attached)
- To note the period for the exercise of public rights will commence from Monday 23rd June 2025 – 1st August 2025. The notice dated 18th June 2025 will be put in place to this effect.

Proposal: To recommend to Council on 17/6/25 section 1 and 2 of the Annual Return 2024/25.

Committee noted the period for the exercise of public rights will commence from Monday 23rd June 2025 – 1st August 2025. The notice dated 18th June 2025 will be put in place to this effect.

Proposed: Councillor O'Brien

Seconded: Councillor Kelly

Vote: All in Favour

FP25-110 Bandstand

Committee discussed the idea of a project to place railings around the bandstand. Officers to investigate further information for the next Events, Community & Leisure meeting on the 15th of July 2025 and costs in accordance with Financial Regulations.

FP25-111 Town Council Marketing

Proposal: To use the existing budget for marketing and defer this item for further discussion at the Events, Community & Leisure meeting on 15th July 2025.

Proposed: Councillor Crosbie

Seconded: Councillor Thompson

Vote: Carried

1 Abstain

FP25-112 Report to Council

- Transfers to EMR
- Camera maintenance at the Village Hall
- Annual Audit recommendation for approval by the Finance & Projects Committee
- Men's Shed

FP25-113 Media Contact

No media contact agreed.

FP25-114 Next Meeting

The next meeting of the Finance & Projects Committee will be on 14th of October 2025 at 7.30pm.

There being no further business to discuss, the Chairman closed the meeting at 9.29pm.

Signed.....
Chair of the Meeting

Date: 14th October 2025