

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

MINUTES of a Meeting held at Champions Manor Hall on
Tuesday 14th October 2025 at 7.30pm

Present

Councillor Crosbie (Chair)

Councillor Price

Councillor Wilson

Councillor Kelly

Councillor Bentley

Councillor Massey

In attendance: Town Clerk and four members of public.

FP25-115 Election of Chair

In the absence of both the Chair and Vice Chair, the Town Clerk opened the meeting and invited nominations for a member to chair the meeting.

Proposal: Councillor Crosbie to be appointed as chair

Proposed: Councillor Massey

Seconded: Councillor Kelly

Vote: All in Favour

FP25-116 Apologies for absence

Apologies of absence were received and accepted from Councillors Thompson, Shearring, O'Brien and Eley.

FP25-117 Dispensation Considerations

No dispensation considerations received.

FP25-118 Declarations of Interest

Councillor Crosbie and Massey declared a non-registerable interest in Agenda item 9 Grant Hall Hire application for Finley James Charity and abstained from voting on this grant application.

FP25-119 Confirmation of Minutes

Minutes of the Finance & Projects meeting held on 03rd of June 2025 were **APPROVED** as a true record and signed by the Chair.

Proposed: Councillor Kelly

Seconded: Councillor Price

Vote: All in favour

7.43pm Councillor Eley joined the meeting.

FP25-120 Public Questions

Two members of the public updated the committee on grant applications and answered members questions.

FP25-121 Financial Matters

Committee Received and NOTED the following:

a the budgetary position for this Committee and Champions Manor Hall as of 8th October 2025.

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

- Unity Current Account £71,910.51
- Unity Instant Access Savings £561,429.12
- Santander Deposit Account £305,802.97

c the financial transactions for May-Sep 2025 attached to the agenda.

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

e the second instalment of the towns precept £232,732.50 was received on 26th September 2025 into our Unity Trust account.

FP25-122 Items Noted

- The second quarterly payment from Scottish Power for the Solar panels at Champions Manor Hall was received on 22/7/2025 for £688.32. Members noted a report sent under separate cover prior to meeting.
- The Internal End of Year Audit will be completed on 20th October 2025.
- The following small grant has been awarded – SWF Open Garden event sum of £142.00 to cover additional costs for printing advertising for the event.
- The repairs on the CCTV cameras at the Village Hall have been completed by Link for £618.70.
- The repairs to the Town Council Sign at Millenium place will be allocated to Street Furniture & Signage. Work completed 30/9/2025.

FP25-123 Grant Policy Review

Committee reviewed the current Grants Policy.

Proposal: To recommend the Grants Policy to Council on the 21/10/25 with amendments.

Proposed: Councillor Massey

Seconded: Councillor Kelly

Vote: All in Favour

8.24pm three members of public left the meeting.

FP25-124 Grants 2025-26

Committee reviewed three grant applications and one hall hire grant application.

Proposal: To defer consideration of the grant application from SWF Rugby Club until a future grant meeting in 2026, due to the substantial amount of funding requested, current budget constraints, the need for further clarification within the application and the absence of a representative from the club to support the submission.

Proposed: Councillor Crosbie

Seconded: Councillor Bentley

Vote: All in Favour

Proposal: To approve the Hall and Bandstand hire grant request for £195.00 from The Finley James Fund and A Sky Full of Hearts for their continued good work for the community.

Proposed: Councillor Eley

Seconded: Councillor Kelly

Vote: Carried

Proposal: To approve the grant request for £2,121.06 from South Woodham Ferrers Health & Social Care Group to deliver two free mental health workshops to the South Woodham Ferrers community. The SWF H&SCG to provide the Council with an update report for reference.

Proposed: Councillor Crosbie

Seconded: Councillor Kelly

Vote: All in Favour

Proposal: To approve the grant request for £300.00 from South Woodham Ferrers Flower Arrangement Club to continue the club going forward and cover an increase in costs.

Proposed: Councillor Eley

Seconded: Councillor Wilson

Vote: All in Favour

FP25-125 External Audit 2024-2025

Committee **NOTED** the completed External Audit has been returned from PKF Littlejohn with no matters arising and no recommendations. Information is available on the website. Signed off audit will be reported to Council on the 21st of October 2025.

FP25-126 Fen Maintenance

Committee to discuss a request from the Planning & Environment Committee on the 27th of May 2025 deferred at the Finance & Projects meeting on 3rd June 2025 for £10,000.00 towards future projects on the Fen.

Proposal: To not transfer £10,000.00 towards projects on the Fen as there is no requirement at this time.

Proposed: Councillor Eley

Seconded: Councillor Kelly

Vote: All in Favour

Committee **NOTED** the two bridge repairs minute ref C25-176 and PE-25-265 have been allocated to the Fen Maintenance budget.

FP25-127 Bandstand

Proposal: to agree the recommendation to Council on 21/10/25 for Quote A for £10,950.00 excluding VAT for the installation of decorative railings with finials to enhance safety and aesthetics around the circumference of the bandstand and step railings to be installed on the existing access steps on both sides of the bandstand with all metalwork to be finished in Town Council standard blue.

Proposed: Councillor Eley
Seconded: Councillor Kelly
Vote: All in Favour

FP25-128 Boundary Fence at Champions Manor Hall

Following the Council meeting held on 22 July 2025(Minute Ref: C25-175) and in accordance with Financial Regulations 5.9, committee to approve one of three quotations, up to a maximum value of £1,500.00 for the purchase of materials to enable the construction of a new boundary fence.

Proposal: To agree the quote from J Gard & Sons Ltd for £959.18 excluding VAT.

Proposed: Councillor Massey

Seconded: Councillor Crosbie

Vote: Carried

FP25-129 Report to Council

- Grants

FP25-130 Media Contact

No media contact agreed.

FP25-131 Next Meeting

The next meeting of the Finance & Projects Committee will be on 11th of November 2025 at 7.30pm.

There being no further business to discuss, the Chairman closed the meeting at 9.11pm.

Signed.....
Chair of the Meeting

Date: 11th November 2025