

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

MINUTES of a Meeting held at Champions Manor Hall on
Tuesday 11th November 2025 at 7.30pm

Present

Councillor Thompson (Chair)
Councillor Eley (Vice Chair)

Councillor Bentley
Councillor Price

Councillor Kelly
Councillor Shearring

Councillor O'Brien

In attendance: Town Clerk

FP25-132 Apologies for absence

Apologies of absence were received and accepted from Councillors Massey, Wilson and Crosbie.

FP25-133 Dispensation Considerations

No dispensation considerations received.

FP25-134 Declarations of Interest

No declarations of interest considerations received.

FP25-135 Confirmation of Minutes

Minutes of the Finance & Projects meeting held on 14th of October 2025 were **APPROVED** as a true record and signed by the Chair.

Proposed: Councillor Kelly

Seconded: Councillor Bentley

Vote: All in favour

FP25-136 Public Questions

No public in attendance.

FP25-137 Financial Matters

Committee Received and NOTED the following:

a. the budgetary position for this Committee and Champions Manor Hall as of 5th November 2025.

b. received and noted the Council's bank balances as of 31st October 2025.

- Unity Current Account £65,267.48
- Unity Instant Access Savings £511,429.12
- Santander Deposit Account £306,363.47

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

FP25-138 Items Noted

- The Boundary Fence work at Champions Manor Hall has been completed.
- Following the recommendations from the Men's Shed working party, the Men's Shed are now consulting with Marsh Farm re a unit on the land. Planning application ongoing.
- The Town Council grant application for the Local Nature Partnership Community fund was unsuccessful on this occasion.

FP25-139 Bandstand Handrails Project – Recommendation to include Galvanising treatment

Following project approval at the Council meeting on 21st October 2025 minute ref C25-195 and further consultation with the appointed contractor Finance & Projects Committee considered and agreed whether to include galvanizing within the approved scope of works, noting the potential long-term maintenance and cost benefits.

Proposal: To approve the inclusion of the galvanised treatment at an additional cost of £873.00, to be added to the previous quotation of £10,950.00 agreed. (Council meeting held on 21 October 2025, Minute Ref C25-195).

This additional expenditure will be recommended to Council for approval on 18th of November 2025.

Proposed: Councillor O'Brien

Seconded: Councillor Shearring

Vote: All in Favour

FP25-140 Review Financial Regulations

Committee considered a recommendation from the Town Clerk on Financial regulation 6.9iv transfer of funds between the two Unity Town Council bank accounts.

Proposal: To agree a limit of up to £50,000.00 for transfers between the two Unity Town Council bank accounts. This will be recommended to Council on the 18th of November 2025.

Proposed: Councillor Thompson

Seconded: Councillor Kelly

Vote: All in Favour

FP25-141 Essex Community Initiative Fund

Essex Community Initiative Fund is available and the closing date for applications is Friday 28th November 2025.

Members to consider whether to apply for the grant and for which project, please note other projects could be considered if they meet the criteria.

Proposal: To defer this item for consideration at Council on the 18th of November 2025.

Proposed: Councillor Thompson

Seconded: Councillor Kelly

Vote: All in Favour

FP25-142 Review of Reserves/Earmarked Reserves

Committee reviewed Town Council Reserves and the Earmarked Reserves.

Proposal: To recommend the following transfer of funds from General Reserves to Earmarked Reserves to Council at the meeting on the 18th of November 2025.

- EMR Tree Works £10,000.00
- EMR SWF Village Hall £10,000.00
- EMR Events £10,000.00
- EMR Projects Fund £15,000.00
- EMR Bandstand £5,000.00

Proposed: Councillor Thompson

Seconded: Councillor O'Brien

Vote: Carried

1 Abstain

FP25-143 Committee Projects 2026/2027

Committee considered future projects for 2026/27 for all committees.

Proposal: To approve the following projects in principle subject to financial viability and Council/Committee approval of final arrangements.

- Garden of Remembrance project
- Signage Improvements in Town
- Replacement bins
- John Cox Phase two
- Collingwood Pond
- Bandstand events Summer 2026
- Outdoor event by external company
- Christmas event 2026

Proposed: Councillor Thompson

Seconded: Councillor Kelly

Vote: All in Favour

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

Proposed: Councillor Thompson

Seconded: Councillor O'Brien

Vote: All in Favour

FP25-144 Budget 2026/27

Committee considered the first draft budget for all committees for 2026/27. The Town Clerk is awaiting the tax base information from Chelmsford City Council to calculate the precept and final budget for 2026-27.

Proposal: To remove the Christmas tree allocation from the first draft budget.

Proposed: Councillor Bentley

Seconded: Councillor Thompson

Vote: All in Favour

Proposal: To make the recommended changes by the Finance & Projects committee to the first draft budget.
Proposed: Councillor Thompson
Seconded: Councillor Eley
Vote: All in Favour

- FP25-145 Report to Council**
- Recommendation to update Financial Regulation 6.9iv
 - The boundary fence at Champions Manor Hall has been completed
 - Community Projects for 2026/27
 - Review of Earmarked Reserves

FP25-146 Media Contact
No media contact agreed.

FP25-147 Next Meeting
The next meeting of the Finance & Projects Committee will be on 2nd of December 2025 at 7.30pm.

There being no further business to discuss, the Chairman closed the meeting at 9.45pm.

Signed.....
Chair of the Meeting

Date: 02nd December 2025