SOUTH WOODHAM FERRERS TOWN COUNCIL
FINANCE & PROJECTS COMMITTEE

MINUTES of a Meeting held at Champions Manor Hall on
Tuesday 13th October 2026 at 7.30pm

Present
Councillor Thompson (Chair)
Councillor Eley (Vice Chair)

Councillor Bentley	Councillor Kelly	Councillor Wilson
Councillor Price	Councillor Massey	

In attendance: Town Clerk and six members of the public.

FP26-205 Apologies for absence
Apologies of absence were received and accepted from Councillor Roberts, Shearring, Cash & Crosbie.

FP26-206 Dispensation Considerations
No dispensation considerations received.

FP26-207 Declarations of Interest
Councillor Bentley declared a non-disclosable interest in Agenda item 7 Grant application from Emotional Healthy Minds.

FP26-208 Confirmation of Minutes
Minutes of the Finance & Projects meeting held on 2nd of June 2026 were **APPROVED** as a true record and signed by the Chair.
Proposed: Councillor Kelly
Seconded: Councillor Bentley
Vote: All in favour

FP26-209 Public Questions
Members of the public spoke on Agenda item 7 Grants 2026/27.

FP26-210 Financial Matters
Committee Received and NOTED the following:

a. the budgetary position for this Committee and Champions Manor Hall as of 7th October 2026.

b. received and noted the Council's bank balances as of 6th October 2026.
- Unity Current Account £42,202.39
- Unity Instant Access Savings £671,327.43
- Santander Deposit Account £311,650.83

c. the financial transactions for May – September 2026.

d. In accordance with financial regulations 2.6, Councillor Price verified the bank reconciliations for June and September 2026.

e the second instalment of the towns precept £234,040.00 was received on 25th September 2026 into our Unity Trust account.

f The Public Work Loan repayment will be debited on 30/10/26 for £8,744.00.

FP26-211 Grants 2026-27

Committee considered three grant applications.

Proposal: To approve the grant application from SWF Men's Shed for £3,000.00 to support a purpose-built facility located at Marsh Farm.
Proposed: Councillor Bentley
Seconded: Councillor Eley
Voting: All in Favour
Resolved: The proposal was carried.

7.49pm two members of the public left the meeting.

Proposal: To approve the grant application from SWF Village Hall for £300.00 to support running costs of the warm hub including hot drinks, heating and lighting.
Proposed: Councillor Bentley
Seconded: Councillor Kelly
Voting: All in Favour
Resolved: The proposal was carried.

7.55pm two members of the public left the meeting.

Proposal: To approve a grant of £2,500.00 to support a shared fund for counselling for pupils attending schools in South Woodham Ferrers, following the grant application from Emotionally Healthy Minds.
Headteachers of the participating schools will agree the allocation of funding based on need. The relevant PTA will request the agreed amount from the Town Clerk on behalf of the school concerned.
The Town Clerk will administer the fund, release payments to the relevant PTA upon request, maintain financial records and ensure the funding is used for its approved purpose in accordance with the Council's financial regulations and Grant Policy.
An Earmarked Reserve (EMR) will be established for the counselling fund.
Proposed: Councillor Eley
Seconded: Councillor Massey
Voting: All in Favour
Resolved: The proposal was carried

8.12 pm two members of public left the meeting.

FP26-212 Items to Note

Committee NOTED-

- The Smart Export Application is still being processed by British Gas at a tariff rate of 12p. Awaiting installation date for a new electricity meter at Champions Manor Hall.
  A payment of £287.58 from Scottish Power for the period

  30 April 2026 to 27 July 2026 has been received on 17/8/2026. Total solar income for 2026/27 to date is £603.84.

- Planning & Environment committee approved Fen Bridge repairs by Farm & Country Fencing for £4,986.00 - £3,277.95 allocated from S106 monies and the remaining funds to be allocated from budget code 4720 Fen Maintenance.
- Champions Manor Film Club - Further to sponsorship requests for 2026/27 and Paul J King Funeral Directors donation of £100.00, Mister Gees Foundation have also now kindly donated £200.00
- Community Volunteer Lunch held on 19/9/2026 was funded from the civic budget for a total of £500.03.
- Zurich have included the artificial Christmas Tree cover on our current insurance policy. No additional premium for the cover for 2026.
- The annual transfer to EMR 320 Bowling Green Replacement has been completed 1/10/2026 for £3,500.00 minute ref C25-155.
- The NHS In Health Service will be hiring for two full days every week from November 2026.
- The Clerk authorised a payment of £325.00 plus VAT to Ahead4 for a reconditioned PC, upgraded to Windows 11 Professional, to address security risks and ensure the office's IT equipment remains secure.

FP26-213 Play Area Project at the Village Hall

Committee received an update report from the Town Clerk on the play area and proposed project and this will be recommended to Council on the 20th of October 2026.

FP26-214 External Audit 2025-2026

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 20th of October.

FP26-215 Report to Council

Grant applications 2026/27.

FP26-216 Media Contact

Grant applications 2026/27.

FP26-217 Next Meeting

The next meeting of the Finance & Projects Committee will be on 10th of November 2026 at 7.30pm.

There being no further business to discuss, the Chairman closed the meeting at 8.31pm.

Signed…… Date: 10 November 2026
Chair of the Meeting