

**SOUTH WOODHAM FERRERS TOWN COUNCIL  
POLICY AND RESOURCE COMMITTEE**

**MINUTES** of a Meeting held on Tuesday 11th February 2020, at 8.00p.m.  
at Champions Manor Hall.

**Present:**

Councillor A Shearring (in the Chair)

Councillor J Birch  
Councillor D Eley

Councillor M O'Brien  
Councillor K Bentley

**In attendance:** Town Clerk, Town Clerk Assistant.

**PR68 Apologies for Absence**

Apologies were received and accepted from Councillors John and Roberts.

**PR69 Dispensation Considerations**

None received.

**PR70 Declarations of Interest**

No declarations of interest received.

**PR71 Confirmation of Minutes**

The minutes of the meeting held on 3<sup>rd</sup> December 2019 were agreed and signed as a true record of the meeting.

**Proposed:** Councillor K Bentley

**Seconded:** Councillor M O'Brien

**Vote:** Carried

**PR72 Public Questions**

Seven members of the public were present.

**PR73 Budgetary Positions**

The budgetary position as at 31<sup>st</sup> January 2020 was received and noted.

**PR74 Financial Matters**

**74.1 Bank Balances**

Council's bank balances as of 31<sup>st</sup> January 2020 were noted.

- Current Account £54,163.88
- Reserve Account £408,818.32

#### **74.2 Bank transfers**

- transfer on 13<sup>th</sup> December of £60,000

#### **74.3 Financial Transactions**

Financial transactions were noted for December and January.

#### **PR75**

##### **Grants to be Considered:**

**Action for family Carers grant requested, £1,000 - £7,498 for hall hire.**

**Proposal** To provide £5,500 for Hall Hire at Champions Manor Hall to run Action for Family Carers sessions

**Proposed** Councillor M O'Brien

**Seconded** Councillor D Eley

**Vote** Carried

##### **South Woodham Ferrers Station Adopters funds for bench**

**Proposal** Net figure of £649 for use to purchase and install bench at South Woodham Ferrers Station to support local community project

**Proposed** Councillor J Birch

**Seconded** Councillor D Eley

**Vote** Carried

##### **S.A.F.E. (Supporting Asperger Families in Essex)**

**Proposal** £500 grant to S.A.F.E

**Proposed** Councillor K Bentley

**Seconded** Councillor J Birch

**Vote** Carried

#### **PR76**

##### **4<sup>th</sup> Site at Uniformed Youth Road**

**Proposal** To liaise with the Men's Shed to produce a feasibility plan for providing a Men's Shed on the 4<sup>th</sup> Site at the Uniformed Youth Road.

**Proposed** Councillor K Bentley

**Seconded** Councillor M O'Brien

**Vote** Carried

#### **PR77**

##### **Crouch Valley Medical Centre Transport Provision**

Councillor J Birch provided a verbal report following the quarterly meeting with the Crouch Vale Medical Centre. £16,000 available towards localised transport provision to the medical centre. Town Clerk to contact Chelmsford Community Transport.

#### **PR78**

##### **Champions Manor Hall Review of Contracts**

It was noted that a review of contracts will take place:

- Cleaning (Tender will be sent out during August to ensure cost is known for budget setting in October)
- Maintenance (Tenders available for April Policy and Resources Committee)

**PR79 Telephone Box, Heralds Way**

The committee considered correspondence from Chelmsford City Council regarding the removal the telephone box in Heralds Way.

**Proposal** Adoption of telephone box in Heralds Way to install a defibrillator.

**Proposed** Councillor K Bentley

**Seconded** Councillor M O'Brien

**Vote** Carried

**PR80 Meeting Schedule 2020 – 2021**

The meeting schedule as circulated was approved and will be recommended to Council for approval on 10<sup>th</sup> March.

**PR81 Reviews**

**To consider and adopt the following reviews**

**81.1 Financial Risk Assessment**

Members noted and **AGREED** the Town Council's current Financial Risk Assessment as attached to the agenda.

**Proposed** Councillor A Shearring

**Seconded** Councillor D Eley

**Vote** Carried

**81.2 The Effectiveness of Internal Control**

Members noted and **AGREED** the Town Council's Effectiveness of Internal Control as attached to the agenda.

**Proposed** Councillor D Eley

**Seconded** Councillor M O'Brien

**Vote** Carried

**81.3 Health and Safety Policy**

Members noted and **AGREED** the Town Council's Health and Safety Policy as attached to the agenda.

**Proposed** Councillor D Eley

**Seconded** Councillor J Birch

**Vote** Carried

On a proposal by the Councillor O'Brien and seconded by Councillor Bentley it was AGREED to suspend Standing Order 3X Venue and Time and allow the meeting to continue after 10pm.

**81.4 Press and Social Media**

Members noted and **AGREED** the Press and Social Media Policy

**Proposed** Councillor J Birch

**Seconded** Councillor D Eley

**Vote** Carried

**81.5 Data Protection Policy**

Members noted and **AGREED** the Data Protection Policy

**Proposed** Councillor D Eley

**Seconded** Councillor J Birch

**Vote** Carried

**PR82 Reports from Representatives of Outside bodies reporting to Policy and Resources Committee:**

**82.1 Essex Association of Local Councils**

Joy Darby will be carrying out the Town Council Training 24<sup>th</sup> February 2020.

**82.2 Larger Local Councils Forum**

No update as per Councillor John.

**82.3 Chelmsford Association of Local Councils**

No update as per Councillor John.

**PR83 Report to Council**

- Grants
- Men's Shed
- Meeting Schedule
- Telephone box adoption for defibrillator

**PR84 Media Contact**

Grants agreed

**PR85 Next meeting**

The next meeting will be held on 14th April 2020.

There being no further business to discuss the Town Mayor closed the meeting at 10.12pm

Signed .....  
(Chairman of the Meeting)

Date: 15<sup>th</sup> April 2020