

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

MINUTES of an online Meeting held on Tuesday 9th June 2020, at 8.00p.m.
Via Zoom.

Present:

Councillor B Massey (Town Mayor as Chairman)
Vice Chairman Councillor O'Brien

Councillor J Birch
Councillor D Eley
Councillor J Miller

Councillor R Crosbie
Councillor K Bentley
Councillor I Roberts

In attendance: Town Clerk, Town Clerk Assistant, Town Mayor's Secretary.

PR86 Apologies for Absence

Apologies were received and accepted from Councillor Wyatt.

PR87 Dispensation Considerations

None received.

PR88 Declarations of Interest

No declarations of interest received.

PR89 Confirmation of Minutes

The minutes of the meeting held on 11th February 2020 were agreed and signed as a true record of the meeting.

Proposed: Councillor Roberts

Seconded: Councillor Bentley

Vote: Carried

PR90 Public Questions

No members of the public were present.

PR91 Budgetary Positions

The budgetary position as at 30th April 2020 was received and noted.

PR92 Financial Matters

92.1 Bank Balances

Council's bank balances as of 30th April 2020 were noted.

- Current Account £284,649.83
- Reserve Account £289,190.97

92.2 Bank transfers into current a/c as at 30th April 2020

- 4th February £30,000
- 6th March £30,000
- 20th March £60,000 increased amount due to Covid situation and wanted to ensure sufficient funds were in place.

74.3 Financial Transactions

Financial transactions were noted for March and April.

PR93 Internal Audit

The internal audit took place on 8th June, comments noted. Report will be circulated for approval at Council on 16th June

Proposed Councillor Massey

Seconded Councillor O'Brien

Vote Carried

PR94 Annual Audit 2019/2020

94.1 Annual Governance Statement

Proposal To **recommend to the Council** approval of the Annual Governance Statement 2019 / 2020 (section 1 of the annual return).

Proposed Councillor Birch

Seconded Councillor Roberts

Vote Carried

94.2 To consider and recommend to the Council the approval of the Annual Return for 2019/2020

Copies of relevant documents were attached to the agenda with the audit date having been scheduled as the 1st July 2020. To note that due to restrictions imposed by the Coronavirus for 2019/2020 there is no requirement for a common period of public rights. The period for the exercise of public rights must commence prior to 1st September with notices put in place.

Proposed Councillor Crosbie

Seconded Councillor O'Brien

Vote Carried

PR95 Environment Project Fund Request of £700

Environment minutes E80 budget request of £700 for the supply and fit of an entrance arch to the footpath entrance of the Garden of Remembrance.

Proposed Councillor Bentley

Seconded Councillor O'Brien

Vote Carried

PR96 Champions Manor Hall**Current Situation**

The building currently remains closed to members of the public with staff working on site on a rotation basis.

Income

It was noted that based on regular bookings and 2 parties a week the monthly loss of hall/room hire income is approximately £7,500 (based on 2020 prices) however during August the hall hire income is invariably considerably reduced due to pausing of clubs.

It was noted that Councillor Roberts assisted in the acquisition of a Chelmsford Council Hospitality/Leisure Grant of £25,000 which was received on 26th May.

Expenditure

It was noted that:

- 2 members of staff are currently furloughed
- Servicing: fire/lift/security cameras were carried out as normal
- Regular building checks have been carried out.
- Bins and sanitary services have been reduced.
- Cleaning is currently not being carried out.
- Three sanitisation stations have been purchased but as yet not installed.
- Appropriate signage and markings will be purchased once further guidance is provided.

At this time there is very little guidance as to the measures that will be needed to be in place when Champions Manor Hall opens to the public. It is anticipated that further guidance will be issued on 4th July which will be considered at our next meeting.

Proposal Policy & Resources meeting rescheduled to 21st July 2020 from 14th July 2020 to ensure that any government guidance issued from the government can be considered and measures put in place.

Proposed Councillor Massey

Seconded Councillor Birch

Vote **Carried**

Proposal It was proposed that all members of the committee be invited to meet to revise budgets after government guidance is given on 4th July.

Proposed Councillor Massey

Seconded Councillor O'Brien

Vote **Carried**

PR97 Telephone Box, Heralds Way

To note that Chelmsford City Council has communicated with BT that South Woodham Ferrers Town Council wish to adopt the phone box to install a defibrillator however due to the Covid situation there has been no further development. The Town Clerk has chased BT.

PR98 Land within South Woodham Ferrers

98.1 Fenn Land off Old Woodham Road

The absolute deed needs to be finalised.

98.2 Farmland adjacent to the Garden of Remembrance

Essex County Council own the land here which was earmarked for development in the Master Plan.

Proposal Following the adoption of the Chelmsford Local Plan, Town Clerk to continue pursuing Lambert Smith Hampton

Proposed Councillor O'Brien

Seconded Councillor Roberts

Vote carried

98.3 Land North of site 7 off Burnham Road

Councillor O'Brien gave a report on the possibility of acquiring this land. Noted that this land is currently owned by a local farmer although the Countryside team have first refusal.

Proposal To investigate further the possibility of acquiring this land.

Proposed Councillor O'Brien

Seconded Councillor Roberts

Vote Carried

PR99 Reports from Representatives of Outside Bodies reporting to Policy and Resources Committee

Due to the Covid situation no meetings have been held, although the EALC are providing the online zoom meetings for Councillors / Town Clerk on alternate weeks. The links for this can be found in the bulletin.

a. Essex Association of Local Councils – Karen Hawkes

b. Larger Local Councils Forum – Councillor Miller

c. Chelmsford Association of Local Councils – No meetings have taken place.

PR100 Report to Council

- Postponing the next Policy & Resources meeting from 14th July until 21st July to allow for government guidance.
- Finance reviews.

EK/KH

PR101 Media Contact
No media contact.

PR102 Next meeting
The next meeting will be held on 21st July 2020.

There being no further business to discuss the Town Mayor closed the meeting at 9.08pm

Signed

Date: 21st July 2020