



**SOUTH WOODHAM FERRERS
TOWN COUNCIL**

AGENDA

You are summoned to a Meeting of the

COUNCIL

to be held at 8.00 p.m.

on

Wednesday 9th March 2022

At Champions Manor Hall Main Hall,

Local residents are welcome to attend this meeting. At the meeting, your elected Councillors will take decisions affecting YOU, the Community and the Town. The public may participate for up to 15 minutes for this purpose. If you have any queries, please telephone the Town Clerk on 01245 321817. Please join us

**Karen Atkins
South Woodham Ferrers Acting Town Clerk
3rd March 2022**

Any member who is unable to attend the meeting should send their apologies and reason to the Acting Town Clerk prior to the meeting.

- 1. Apologies for Absence**
To RECEIVE and ACCEPT any apologies for absence.
- 2. Dispensation considerations**
To consider any dispensations, as required. Standing Order 12. Dispensation requests shall be in writing and submitted to the Acting Town Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- 3. Declarations of Interest**
Any Member declaring an interest is asked to state whether this is a pecuniary or non-pecuniary interest. Clarification, if required, can be sought prior to the meeting with the Chairman or the Acting Town Clerk.
Members must not participate in any discussion on the matter in which they have declared a Disclosable Pecuniary Interest or other Pecuniary Interest or participate in any vote, or further vote, taken on the matter at the meeting and must withdraw from the room unless the Member has received a dispensation in relation to the matter.
- 4. Code of Conduct**
Members are reminded of the Code of Conduct and their behaviour towards fellow Councillors and officers, any member which continuously breaches this will be asked to leave the meeting.
- 5. Confirmation of Minutes**
To APPROVE the minutes of the Council meeting held on 12 January 2022 as a true record.
- 6. Public Questions**
In accordance with Standing Order 3.e to allow up to 15 minutes for members of the public to make representations, answer questions and give evidence in respect of any item on the Agenda. At the close of this item members of the public will no longer be permitted to address the Council.
- 7. Health and Social Care Club report**
To receive a written report from the Health and Social Care Group, Chairman available for points of clarification if required.
- 8. Reports from Committee and Working Party Chairman**
Reports from Committees are attached to the agenda.
 - 8.1 Environment and Open Spaces Committee**
To note that a meeting was held on 19/1/22
 - 8.2 Leisure and Community Committee**
To note that a meeting was held on 5/02/22
 - 8.3 Planning Committee**
To note that meetings were held on 26/1/22, 23/2/22 & 8/3/22
 - 8.4 Policy and Resources Committee**
To note that a meeting was held on 23/2/22

9. Committee Structure Review

To consider the new Committee Structure discussed by the Working group at the meeting held on Monday 21 February 22. New Terms of Reference are attached to the Agenda.

10 Meeting Schedule 2022-2023

To consider Meeting Schedule as recommended by Policy and Resources Committee, please note change of time to 7.30pm /day/room for all Committees except Council. Dependant on decision to above possible amendments to be made.

11 Revarnishing of the Main Hall and Multi-purpose Room floor

Committee to consider three quotes attached to the Agenda for removal of the tape, sanding and re- varnishing of the Main hall and Multi-purpose Room at CMH. This work will be scheduled for 3-4 days during the first two weeks of April 2022.

Committee to note the cost of this maintenance work has been agreed by the Policy & Resources meeting on 20th October 2021 at a cost of £6000.00 and funded from the covid grant, minute ref PR222.

12. Councillor Vacancy

- To note the current vacancy in the Chetwood Ward is being advertised and will be filled by Co-option
- To note the current vacancy in the Elmwood Ward is being advertised for election with a deadline of 24th March 2022

13. Chelmsford City Council / Essex County Council

To consider report(s) to Council from City Councillors/County Councillor concerning matters of interest to South Woodham Ferrers.

14. Reports from Representatives of Outside Bodies by Lead Councillors

- 13.1 South Woodham Ferrers Village Hall Trust Management Committee – Councillor Humphrey.
- 13.2 South Woodham Playing Fields Management Committee – Councillor John

15. Town Mayor's Announcement's

The Town Mayor will provide a verbal report.

A list of recent/upcoming events attended by the Town Mayor and Deputy Town Mayor is attached to the Agenda.

16. Annual Town Meeting

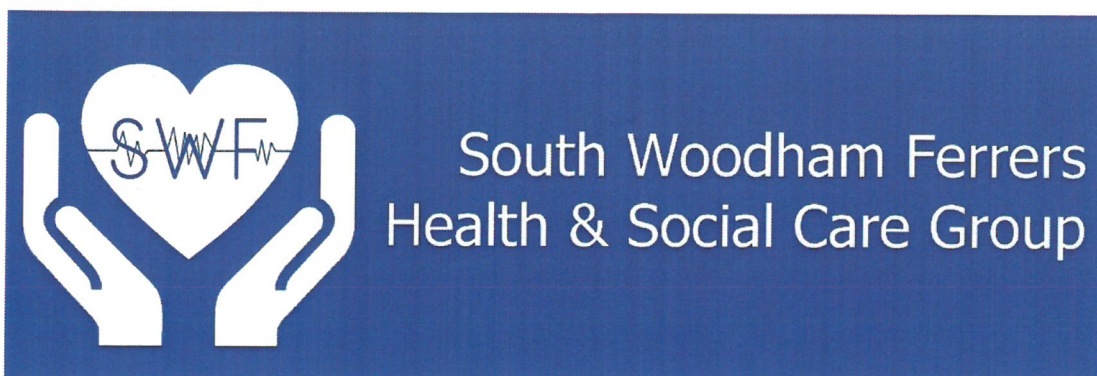
To note that the Annual Town Meeting will be held on Tuesday 19th April 2022 and the guest speaker will be from the Environment Agency.

17. Media Release

To consider whether any items on the agenda warrant a media release

18. Next Meeting

The next meeting will be held on 4th May 2022.



**Report to the South Woodham Ferrers Town Council for
meeting on 9th March 2022**

Since the last Town Council meeting on 11th January 2022 the South Woodham Ferrers Health & Social Care Group (HSCG) has continued to be very busy in its communications role. The vaccination programme has constantly evolved over the last quarter and the recent easing of restrictions has meant that there has been lots of information coming from the Government and NHS Agencies. The HSCG has attempted to extract and summarise the most important messages and publicise them on its website, through Social Media and in the Focus magazine. A few slides showing our reach are attached. We have 323 subscribers to our weekly newsletter.

Although restrictions have eased the work of the volunteers has proceeded at pace and HSCG has been funded until June. However, it is appreciated that this work cannot go on for ever. In this context, HSCG has suggested Essex County Council needs to research to see whether lessons learned and demand identified may lead to the development of some sort of permanent framework for ongoing sustainable local support for the vulnerable and needy. HSCG is now in partnership with ECC to do this and is using a template for people to just indicate what the changing needs have evolved over the period of the pandemic. A copy of the template is attached and Councillors and staff may wish to let us have your thoughts about this, which will be very welcome.

The staff at Crouch Vale Medical Centre continue to make changes to procedures to allow better access for patients. These changes were publicised through the Practice websites and through HSCG communications channels. The HSCG continues to be in close contact with the Practices so that future changes can be communicated.

At the recent meeting of the Mid Essex Patient and Community Representative Group we were given a presentation about the Integrated Care System. This is a far-reaching initiative to manage peoples' wellbeing

as a whole, covering preventative measures, primary and hospital care and social care. The HSCG is in the process of arranging a virtual public meeting (provisionally 1800-2030 on Tuesday 29 March), with guests Anthony 'Mac' McKeever and Dan Doherty giving the most up to date picture of how this initiative is progressing as the shackles of Covid are lifted. The speakers are the most senior NHS managers covering our Region.

The HSCG is also involved with helping the Mid Essex Pharmacy Research project by suggesting that people should fill in a questionnaire. We are also helping in the critiquing of leaflets.

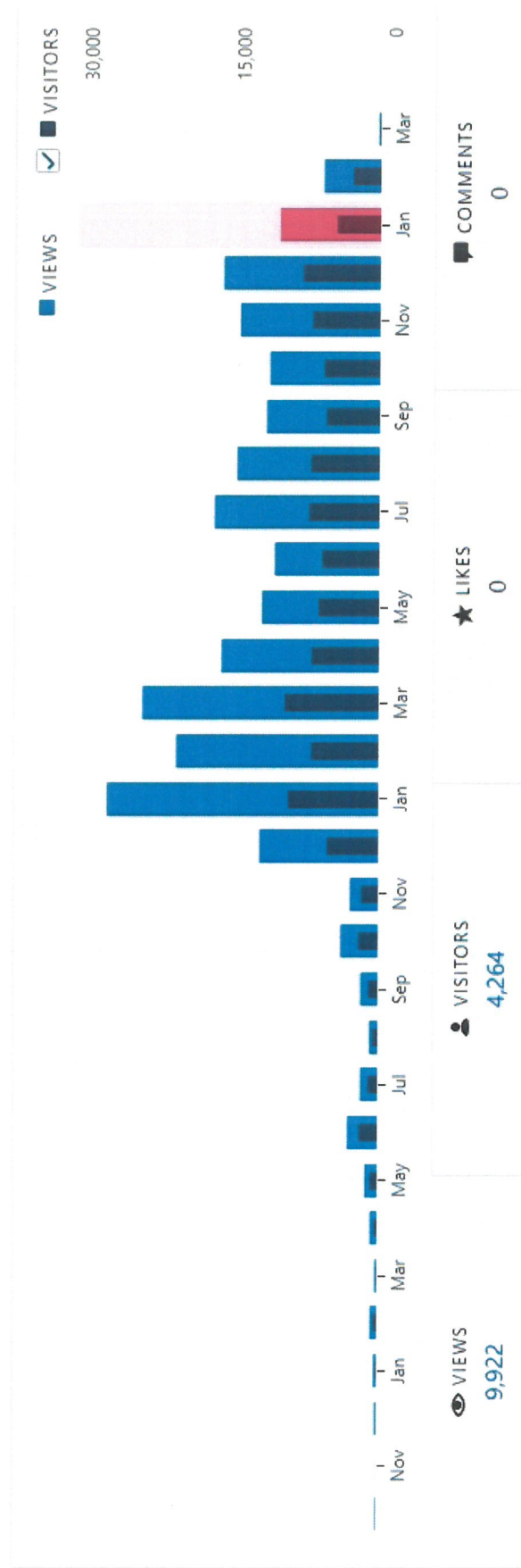
A copy of our latest weekly article from Sunday 27 February is also attached. With the changes to testing, restrictions and the Dashboard, we now include the ONS analysis which is regarded as a world leader. To have delivered over 10,000 tasks and activities with our voluntary support team in less than two years is a notable landmark.

Following on from the research undertaken last summer, HSCG is now in partnership with a Warwick University Medical School Masters' Research programme student undertaking further research into patient & public engagement with health and social care systems, and rehabilitation services for patients with the most complex neuro-muscular-skeletal injuries. Our engagement with various groups continues, including: Livewell Chelmsford; EPUT; Essex County Council; ARU Medical School; East of England Major Trauma Network; East of England Rehabilitation Network; and, East of England MSK (muscular skeletal) Network.

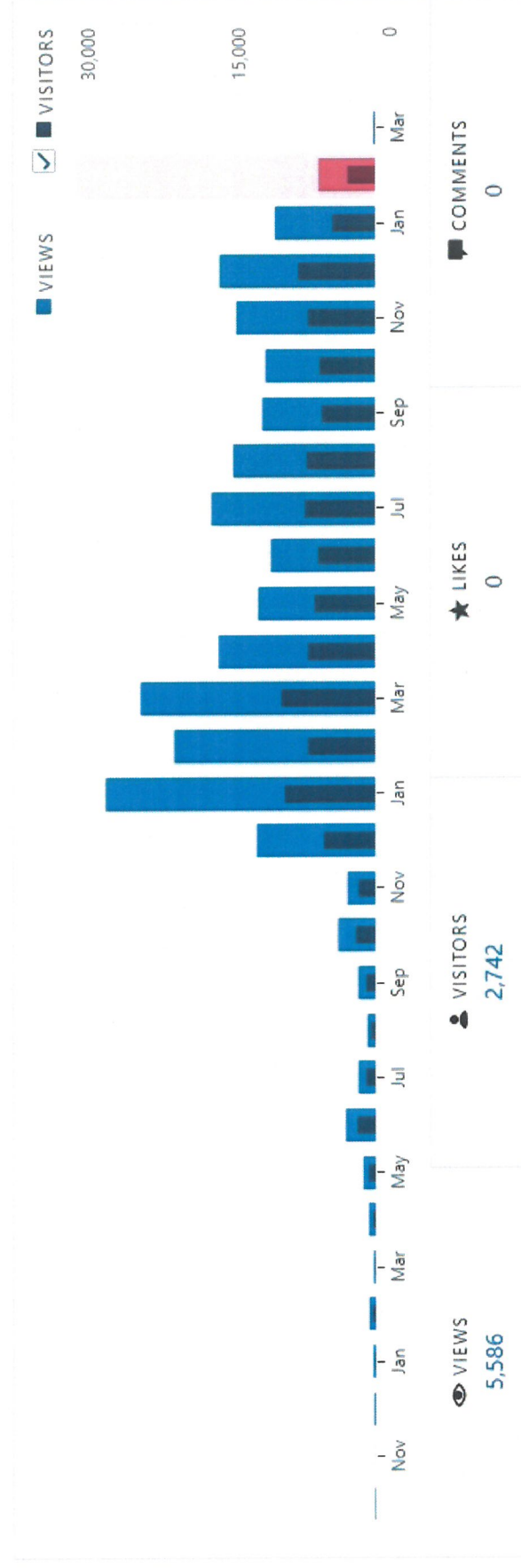
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Attachments 3











Website – January 2022 Views : 9922












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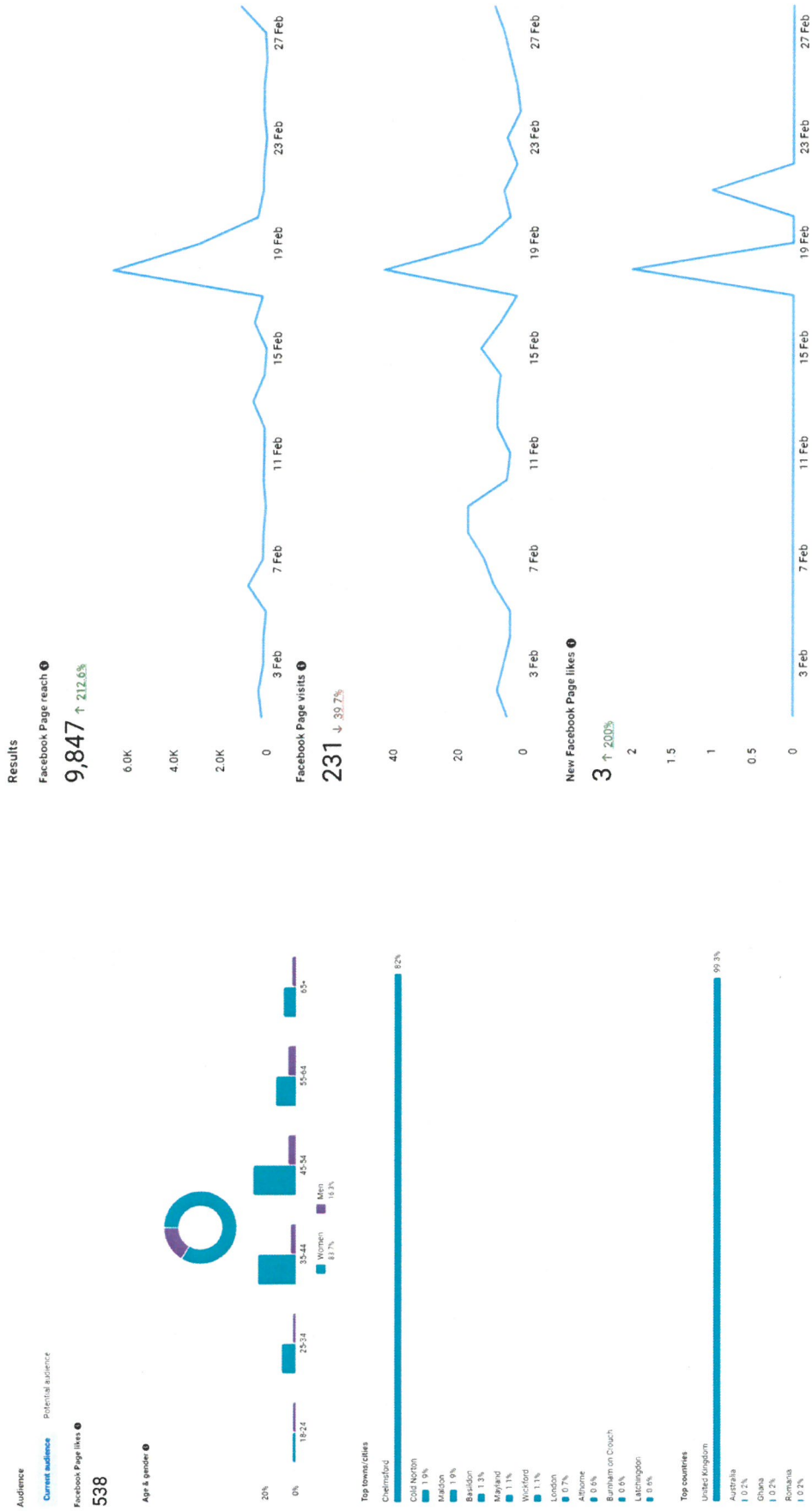
Website – January 2022

Posts & Pages	Referrers	39 posts published
Title	Referrer	Views
Tylers Ride Mass COVID Vaccination H	 Facebook	5,644
Crouch Vale Medical Centre	 Search Engines	1,753
Blood testing services in Chelmsford m	 WordPress Android App	157
Home page / Archives	 Twitter	47
Daily Covid Updates	 swfhealthsocial-co-uk.cdn.ampl	25
Daily Covid Updates	 essexdesp.co.uk	5
Daily Covid Updates	 ampproject.org	2
Daily Covid Updates	 ecosia.org	1
Daily Covid Updates	 qwant.com	1
Home	 info.co.uk	1

Website – February 2022

Posts & Pages		Referrers		33 posts published	
Title	Views	Referrer	Views		
Crouch Vale Medical Centre	422	 Facebook	2,363		
Blood testing services in Chelmsford	396	 Search Engines	1,155		
Home page / Archives	379	 WordPress Android App	74		
Daily Covid Updates	268	 Twitter	36		
Tylers Ride Mass COVID Vaccination	249	 essexdesp.co.uk	11		
Home	234	 ecosia.org	6		
Daily Covid Updates	202	 swfhealthsocial-co-ukcdn.am	6		
Daily Covid Updates	201	 mojseek.com	1		
An Update from Us 06.02.2022	199	 veeva.io	1		
Daily Covid Updates	188				

Facebook for February 2022 (no data for January)



Reflection

When completing this form please think about the last 6 months, this has been a time of tremendous change and we would like to capture the emerging challenges you see in your role. Please return to swfhealthsocial@outlook.com

Organisation/project

What was the original key problem in your area?

Has it changed? How?

Have any new or unexpected challenges come up?

What do you think is the key challenge moving forward?



On Sunday 27 February: REGULATIONS ALL LIFTED. BUT IT ISN'T OVER YET.

Please get Vaccinated; appointments and walk-ins aren't busy. According to the Gov.UK UKHSA Coronavirus Dashboard SWF had 67 Covid cases in the week ended (w/e) 20 February, down from 164 w/e 29 January. **But Office for National Statistics (ONS) suggests that should be 640?**

That Dashboard says in w/e 25 February there were 260,924 [previous week (p/w) 317,283] UK Covid positive tests, 845 (p/w989) deaths, and in w/e 21 February 8,053 (p/w8,766) patients admitted to hospitals. There's a 3-week lag between infections and subsequent hospitalisations and deaths; the present figures will be reflected in hospitalisations and deaths in the coming weeks. The number of tests is down over 4.9m in the w/e 24 February; half term and the storms lessened contacts; these infection figures are less reliable. The latest, said to be more accurate, ONS data estimates 2,096,200 (1 in 25) people in England had Covid in w/e 25 February. **Taking the ONS estimate and SWF's population as 16,000 that means there were actually 640 SWF residents with Covid in w/e 25 February.**

Now no one is legally required to self-isolate if testing positive for COVID-19. The Government says: there are still steps you can take to reduce the risk of catching and spreading COVID-19: **GET VACCINATED**; ventilate indoor meetings; meet outdoors; consider wearing face coverings in crowded enclosed spaces. Stay at home if you can and avoid contact with other people. The testing regime and arrangements are being reviewed but LFD free tests remain available and people with Covid symptoms are asked to take a PCR test. **Yes, we must move to the 'new normal' as soon as possible; but we must understand that will include caring for our loved ones who remain extremely vulnerable.**

Guidance **In Essex** is: **GET VACCINATED**, ventilate indoor meetings; wear face masks in crowded & enclosed spaces; LFD test regularly. **Vaccinations are crucial.** Why isn't everyone having them? On 24 February, in SWF 89.3% of people 12+ years old have had 1st jab (p/w89.2%); 85.1% have had 2nd jab (p/w 84.9%) and 69.7% have had a 3rd dose or booster (69.4% p/w). SWF is below the national average of 91.5% for 1st doses, equal with the national average of 85.1% for 2nd doses and above the national average of 66.3% for 3rd & booster doses. Most deaths and people in intensive care are unvaccinated.

We want to safeguard our NHS, social care, education and economy. **People are ill with Covid, the super cold, flu, respiratory illnesses and conditions which have gone untreated during Covid. Our ambulance service and GPs are under severe pressure. Local hospitals have suspended visiting, are postponing surgery & appointments, and say don't attend A&E unless life is threatened, or you're seriously injured. Staff absences are affecting all supply chains.**

SWF's Pharmacies have limited supplies of Lateral Flow Device (LFD) test kits for which a collect code is required, obtainable at: <https://www.nhs.uk/conditions/coronavirus-covid->

[19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/](https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests) . LFD kits are available at SWF Library, subject to supplies and deliveries. SWF Library is open: Tuesdays 0845-1900, Wednesdays 0845-1300, Thursdays & Fridays 0845-1730 & Saturdays 0900-1700. The online request service is operating, and delivery is promised in three days; if you're able please go online at <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests> . LFDs are quick and easy to use. **PCR (polymerase chain reaction) tests are mainly for people with Covid symptoms.** Free ones can be ordered/booked at <https://www.gov.uk/get-coronavirus-test> or ringing 119 if you can't use the online service.

Covid Vaccination sessions are at Tylers Ride Vaccination Hub and elsewhere; take up is low. It is best to make pre-arranged online appointments; walk-ins are accommodated subject to available supplies after allowing for booked appointments, increased by any DNAs; if you arrive unbooked when the Hub is open you will be told whether or not you can be jabbed. There are no walk-ins or vaccination sessions at Crouch Vale Medical Centre.

Information about mass vaccination centres at Tylers Ride and all in Essex, including opening times, is at: <https://eput.nhs.uk/news-events/coronavirus/coronavirus-vaccine/> . Covid vaccinations can be booked online at <https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/book-coronavirus-vaccination/> or on 119. Full information, including the ability to find a walk-in vaccination site, is at <https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/find-a-walk-in-coronavirus-covid-19-vaccination-site/> .

Essex vaccination information is at: <https://www.essexcovidvaccine.nhs.uk/> . 18-year-olds & older can have boosters 3 months after a 2nd dose; they should also wait at least 28 days after any Covid infection. 16 & 17-year-olds can get 1st & 2nd jabs and at least 3 months after their 2nd jab can book boosters or attend walk-in centres. 12-15-year-olds are now being offered two doses. Most younger children will be vaccinated at school during school hours. Parents/Guardians of Children aged 5-11, who are in a clinical risk group or live with someone who is immunosuppressed, will be invited to get the children a 1st dose and must wait for the NHS to contact them about this. People aged 12+ with severely weakened immune systems will be invited for 3rd and 4th Booster vaccinations by their consultant or GP when due. The Health & Social Care Secretary has accepted the JCVI advice that all UK adults over 75 will get a 4th booster jab and arrangements for this will be made in the Spring.

Ring 999 for life-threatening emergencies. Ring 111 to book other A&E attendance slots at any time or for all other out of hours' services. **If you need to contact Kingsway Surgery for non-urgent or other routine matters please don't ring but email kingsway.receptionist@nhs.net . For Greenwood Surgery phone for all clinical matters; for prescription and administration queries email greenwood.meds@nhs.net ; please don't contact them about hospital appointments for which you have been referred** but ring the Central Referral Service on 0300 123 0771 or Broomfield Hospital Appointment Line on 01245 123 0771 as the Practices can't provide hospital appointment details.

SWF Health & Social Care Group is working with the Town's GPs & Pharmacists. Since March 2020 we've delivered over 10,200 tasks. We provide health & social care support, information and signposting to patients & people in SWF and surrounds, especially those at risk, isolating, staying at home, and without local support. Information is on our website <https://swfhealthsocial.co.uk/> . Contact us with queries on swfhealthsocial@outlook.com ; if you don't have internet access leave a voicemail on **01245 322079** which is monitored daily.

Hands-Face-Space; stay safe, protect our NHS, save lives.

Reports to Council 09 March 2022

8.1 Environment Committee

It was noted that a meeting was held on 19/1/22

- **Town Council Sign Competition**

The Town Council to organise a Town competition for all residents in South Woodham Ferrers.

- To design a new Town sign, keeping the present shield shape.
- To ask residents what location they would like the sign to be placed. The Committee will decide the winner and agree the location after April 2022.
- **Jubilee Planters**
- Committee agreed this year's planters will be in Jubilee theme of red, white, dark purple and silver. The planters will remain at their present locations.

8.2 Leisure & Community Committee

It was noted that a meeting was held on 5th February 2022.

- Discussions continue re the possibility of holding a toddler group at CMH.
- Refurbishing the bandstand for Platinum Jubilee celebrations.

8.3 Planning Committee

It was noted that meetings were held on 26th January and 23rd February and an extra Meeting held on 8th March.

- The update of the extra meeting regarding Maldon Council's call for planning sites bordering South Woodham Ferrers to be circulated to all members prior to the Council meeting on the 9th March 22.

8.4 Policy and Resources Committee

It was noted that a meeting was held on 23/2/22

- **Meeting Schedule**

To consider changing all meetings to a Tuesday evening at 7.30pm and held in the Conference room upstairs except for Council that will remain in hall downstairs at CMH.

- **Financial Regulations & Standing Orders**

The Town Council will continue with the Financial Regulations as agreed by Council in March 2021 until NALC have issued an updated version.

Set up a working group with Councillors Massey & Bentley who will review the current Standing Orders and update where required and report back to the Policy & Resources Committee at the next meeting on 13th April 2022.

- Grants awarded to a range of local community groups –
- £500 The Station Adopters to cover general maintenance, gardening, updating noticeboards. A new grant application will be received later for a plaque to commemorate the queens Platinum Jubilee.
- £5,000 Action for Family Carers towards hall hire costs
- £3,000 Swallows Gymnastics towards new gymnastic equipment
- £2,000 Eyott Saling Club towards flood defense barriers
- £1,000 Swiftsingers towards music and uniform costs for 2022

Town Council 20 Members	P&R 8 Members (issue with deputies)	Environment and Open Spaces 12 Members	Leisure 12 Members	Planning 12 Members (now 14?)	Development & Infrastructure 12 Members (Q of 4?)
1 Appoint Mayor and Deputy	Grants	Traffic management (what does this Mean)	Childrens play area and blue cage	Consider and comments on all plans, dev briefs, tree applications, within and around SWF	Liaise with key stakeholders and the public in relation to implementation and adherence to Nplan for SG10
2 Power to issue precept	CMH	Litter control	Bowling green	Respond to any issues regarding dev of land and property within and around SWF	Liaise as above for Nplan
3 Approve budget	John Cox and Victoria fields	Roads, pavements, and footpaths(should this say report defects in roads and pavements)	Allotments		Upon request to assist planning committee to deeper due dil. Required
4 Consider audit reports	Act to determine differences between committees and all other matters not delegated to committees	Signage	Bandstand	GUIDELINES	Consider and comment on all large-scale consultations or public/private infrastructure proposals
Standing orders, finance regs, powers and duties of 5 committees (this could be a P and R role)	Town council investments, disposal of assets (exc land), PR issues, media and information services	Public transport (what can we actually do)	Community activities	a: Each member to be allocated application within their ward	Consider and assist on all expenditure for single project or event where single ticket exceeds £25000
6 Making, amending, revoking, adopting bylaws/local legislation	Consider expenditure from earmarked reserves and consider committee requests to spend above budget	G of R	Development of Leisure and community facilities	b: Each member to visit the site and speak to their neighbours who may be affected for views	Upon request, assist Environment on bigger projects
7 Appoint co opted members	Recommend to full council on:	Millennium place and town sign	Swimming pool reports and annual contribution	c: Input should only be sought from the relevant areas and neighbours, or any other persons input should not be discuss except at meeting	Evaluate new ideas concepts and props for large scale items of dev and expenditure, reporting back to P&R AND full council
8 Appoint members to serveon committees	7.1 Setting of budget and precept	Woodham fenn	Events including, business markets, street events, and Christmas	d: Members will give their opinion of the application with their recommendation at meeting	Upon request assist Leisure on bigger projects
9 Borrowing money	7.2 Borrowing money	Street furniture	Reports from the following:	are the current guidelines representative of what committee members do. Add that those that rep Council at the City level on raise what was agreed	
10 Appoint bankers	7.3 Annual reviews of standing orders, finance reg, committee and council structure, terms of reference. And bye laws	Collingwood pond	9.1 Marsh Farm forum		
11 Approve meeting calendar	Receive reports from:	Public toilets (REMOVE)	9.2 Pool project group		
12 Change code of conduct	8.1 CMH users group	Liaison with orgs to address environmental issues	9.3 WDF users committee		
Approve committee expend beyond their budgets	8.2 Citizens advice (REMOVE)	Support for environmental initiatives and enhancements hanging baskets and roundabouts	Marsh Farm residents meeting		
13 (conflicts with P and R)	8.3 EALC	Reports from the following:	Playing fields		
14 Receive reports from reps on outside bodies	8.4 Larger local council's forum	14.1 Chelmsford and Bas passenger transport group	Village Hall Committee		
15 Matters of major importance or concern		14.2 Community rail partnership (does this exist)			
16 All other matters by law reserved for full council		14.3 Marsh farm forum			
17 Reports on local policing	to consider leases and charges for hall hire / Garden of Remembrance / Uniformed youth Allotments etc				
18 Community health matters					
19 Community resilience and civil emergency					
20 Disposal of land					
21 Reports from groups:	To consider projects from Neighbourhood Plan aspirations and CIL Expenditure				
21 Playing fields					
21 Village Hall					
21 Health and social care group					

statutory requirement of Council
Leisure
Policy and Resources
Environment
Planning
Recommended changes or additions / removals

Town Council 20 Members	Finance & Projects 14 Members (Mayor and Dep must be members)	Env & Planning 14 Members	Events, Community, and Leisure 14 Members
1 Appoint Mayor and Deputy	Manage and approve grants	Address residents concerns on highways and public transport issues.	Development of Leisure and community facilities provided by Chelmsford City and Essex County Council
2 Power to issue precept	Town council disposal of assets (exc land and buildings)	Litter control & ESO utilisation	Bandstand
3 Approve budget	Annual budget and precept setting preparation for full council in conjunction with committees	Local signage and information boards	Community activities operated by the Town Council or within Town Council owned property and open spaces.
4 Consider audit reports Annual reviews of standing orders, finance reg, committee and council structure, terms of reference.	Consult with local residents and relevant organisations on projects requiring funding from S106 and CIL monies and recommend priorities to full council	Management of Town Council owned open spaces and Town Signs	Development and support of local leisure and sporting activities
5	Appoint bankers	Street furniture and flower displays (both Town council owned land and non TC owned land)	Provision of community Christmas Fayre
6 Approve schedule of projects submitted by Finance and Projects committee	Approve (or consider) committee expenditure beyond their budgets	Support for environmental initiatives and enhancements	Provision of all other community events
7 Appoint co opted members Appoint members to serve on committees and outside bodies	CMH	Consider and comments on plans, dev briefs, tree applications, within and around SWF	Community health matters
8	Recommend investments and borrowing to council	Respond to any issues regarding dev of land and property within and around SWF	Reports from outside bodies
9 Borrowing money	Consider and assist on all expenditure for projects or event where single ticket exceeds £25000	Manage and update Neighbourhood plan and recommend any changes for full council consideration	
10 Changes to code of conduct	Setting of fees for Town Council owned assets	Consider and comment on all large-scale consultations or public/private infrastructure proposals	
11 Receive reports from reps on outside bodies	Approve Town Council Contribution towards Swimming Pool costs	Reports from outside bodies	
12 Matters of major importance or concern	Receive reports from outside bodies		
13 Community resilience and civil emergency			
14 Disposal of land			
15 Decide appropriate committee for outside bodies to report to			
16 EALC			
17 Larger local council's forum			
18 Receive reports from outside bodies			

Town Council Committee

Membership	Up to 20 Members
Reports to:	The Town Council

The executive Committee is responsible for the following functions:

- 1 Appoint Mayor and Deputy
- 2 Power to issue precept
- 3 Approve budget
- 4 Consider Audit reports
- 5 Consider Annual reviews of standing orders, finance regulations, Committee and Council structures and Terms of Reference
- 6 Approve schedule of projects submitted by Finance & Projects Committee.
- 7 Appoint Co-opted members
- 8 Appoint members to serve on Committees & outside bodies
- 9 Borrowing money
- 10 Changes to Code of Conduct
- 11 Receive reports from representatives on outside bodies
- 12 Matters of major importance or concern
- 13 Community Resilience and Civil emergency
- 14 Disposal of land
- 15 Decide appropriate Committee for outside bodies to report to
- 16 EALC
- 17 Larger Local Council's Forum
- 18 Receive reports from outside bodies.

Agendas and minutes will be provided to all Town Councillors, City Councillors and County Councillors representing South Woodham Ferrers.

Finance & Projects Committee

Membership	Up to 14 Members (Mayor and Deputy Mayor must be members)
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Reports to:	The Town Council
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The executive Committee is responsible for the following functions:

Issues in and around South Woodham Ferrers relating to the following:

- 1 Manage and approve grants
- 2 Town Council disposal of assets (exc land and buildings)
- 3 Annual Budget and precept setting, preparation for Full Council approval in conjunction with Committees
- 4 Consult with local resident's and relevant organisations on projects requiring funding from S106 and CiL monies and recommend priorities to Full Council
- 5 Appoint bankers
- 6 Approve (or consider) committee expenditure beyond their budgets.
- 7 Champions Manor Hall
- 8 Recommend investments and borrowing to Council
- 9 Consider and assist on all expenditure for projects or events where single ticket exceeds £25,000.00
- 10 Setting of fees for Town Council owned assets
- 11 Approve Town Council Contribution towards Swimming pool costs
- 12 Receive reports from outside bodies

Agendas and minutes will be provided to all Town Councillors, City Councillors and County Councillors representing South Woodham Ferrers.

Environment and Planning Committee

Membership	Up to 14 Members
Reports to:	The Town Council

The executive Committee is responsible for the following functions:

Issues in and around South Woodham Ferrers relating to the following:

- 1 Address resident's concerns on highways and public transport issues
- 2 Litter Control & ESO utilisation
- 3 Local signage and information boards
- 4 Management of Town Council owned open spaces and Town signs.
 - 4.1 Garden of Remembrance.
 - 4.2 Millennium Place and the Town Sign.
 - 4.3 Woodham Fenn.
 - 4.4 Collingwood Pond
- 5 Street Furniture and floral displays (both Town Council owned land and non - Town Council land)
- 6 Support for environmental initiatives and enhancements
- 7 Consider and comment on plans, dev briefs, tree applications within and around SWF
- 8 Respond to any issues regarding development of land and property within and around SWF.
- 9 Manage and update Neighbourhood Plan and recommend any changes to Full Council for consideration
- 10 Consider and comment on all large – scale consultations or public/private infrastructure proposals
- 11 Receive reports from outside bodies

Agendas and minutes will be provided to all Town Councillors, City Councillors and County Councillors representing South Woodham Ferrers.

Events, Community and Leisure Committee

Membership	Up to 14 Members
Reports to:	The Town Council

The executive Committee is responsible for the following functions:

- 1 The Bandstand.
- 2 Development of Leisure and community facilities provided by Chelmsford City and Essex County Council
- 3 Community activities operated by the Town Council or within Town Council owned property and open spaces.
- 4 Development and support of local leisure and sporting activities
- 5 Provision of community Christmas Fayre
- 6 Provision of all other community events
- 7 Community health matters
- 8 Receive reports from outside bodies

Agendas and minutes will be provided to all Town Councillors, City Councillors and County Councillors representing South Woodham Ferrers.

South Woodham Ferrers Town Council

Meetings Schedule 2022 – 2023

Month	Date	Meeting	Month	Date	Meeting
May 2022	3	Annual Council	November	1	Environment
	10	Leisure		8	
	17	Policy & resources			
	25			15	Leisure
	24	Planning		22	Planning
			December	6	Policy & Resources
June	1			13	Environment
	8			20	Planning
	14	Policy & Resources			
	21	Council			
	28	Planning	January 2023		
				17	Council
July	5	Leisure			
	12	Policy & Resources			
	19	Environment		24	Planning
				31	leisure
	26	Planning			
			February	1	
August	3			7	Policy & Resources
	10				
				14	Environment
	16			21	Planning
	23	Planning			
	30	Council			
			March	3	
September				7	Council
	6			15	
	13	Environment			
	20	Leisure		21	Leisure
				28	Planning
	27	Planning			
			April	7	Annual Town meeting
October	5			11	Policy & Resources
	12				
	18	Policy & Resources		18	Environment
				25	Planning
	25	Planning			

All Meetings to commence at 7.30pm

Town Mayor Events

Date	Event	Venue	Attending
11/03/2022	Swimathon for Rotary Club	SWF Swimming Pool	Yes