



SOUTH WOODHAM FERRERS  
TOWN COUNCIL

# AGENDA

You are summoned to a Meeting of the

## COUNCIL

to be held at 8.00 p.m.

on

Tuesday 21st June 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  
15th June 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. Confirmation of Minutes**  
To APPROVE the minutes of the Council meeting held on 03 May 2022 as a true record.
- 5. 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.
- 6. Items To note**
  - The annual written report from the Health and Social Care Group will be available after the meeting on 14<sup>th</sup> July 2022.
  - A letter will be sent to Essex County Council in support of Phoebe's Pantry
- 7. Election of member to Council Committees and Working Parties for 2022/23**  
To consider Councillor Terry Sherlocks request to join committees, to be circulated at meeting.
- 8. Reports from Committee and Working Party Chairman**  
**Reports from Committees are attached to the agenda.**
  - 8.1 Events Community & Leisure Committee**  
To note that a meeting was held on 24/5/22
  - 8.2 Planning & Environment Committee**  
To note that a meeting was held on 31/5/22
  - 8.3 Finance & Projects Committee**  
To note that a meeting was held on 14/6/22

**9. Co-option Vacancy Chetwood Ward.**

Members are invited to select a new Councillor by co-option. A copy of the two application forms received are attached to the agenda.

**10. Terms of Reference**

To review and approve the Terms of Reference that have recommend by all Committees to Council.

**11. Review of Policies**

**Financial Regulations**

- To consider and approve the updated version of the Financial Regulations recommended by the financial regulations and standing orders working group, members to note the latest version model issued by NALC was used

**Standing Orders**

- To consider and approve the attached Standing Orders recommended by the financial regulations and standing orders working group, members to note the latest version model issued by NALC was used

Copies of both documents were circulated to Members under a separate cover.

**Risk Assessment**

- To consider and approve the attached Financial Risk Assessment.

**Internal Control and Internal audit**

- To agree document as circulated with the agenda, one change made which is the removal of the recording of the legislation that enables expenditure being made. As the Town Council has the General Power of Competence this requirement is not needed.

**12. Annual Audit 2021-2022**

- To note the Annual Interim Report 2021/2022
- To AGREE Section 1 of the Annual Return 2021/22. Please note the document is not circulated completed as Councillors approve the document within the Council meeting. Document recommended for approval by Finance & projects on 14<sup>th</sup> June 2022.
- To AGREE Section 2 of the Annual Return 2021/22. (Income and Expenditure for 2021/2022 attached) Document recommended for approval by Finance & Projects on 14<sup>th</sup> June 2022.
- To note the period for the exercise of public rights will commence from Wednesday 22nd June – 03<sup>rd</sup> August 2022.

**13. Bowls Club**

- Committee to discuss the operational license for a rolling 5- year period. Amendments agreed by Policy & Resources on Wednesday 13<sup>th</sup> April 2022. Document sent under separate cover.
- Committee to consider the offer to purchase the Power Brush equipment no longer required by the Bowls Club.  
Verbal update from the Acting Town Clerk.

**14. 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.

- 15. Reports from Representatives of Outside Bodies by Lead Councillors**
  - 15.1** South Woodham Ferrers Village Hall Trust Management Committee – Councillor O'Brien to update on the meeting Monday 9<sup>th</sup> May 2022
- 16. Town Mayor's Announcements**

A list of recent events attended by the Town Mayor is attached to the agenda. Deputy Town Mayor to give a verbal report.
- 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 13<sup>th</sup> September 2022.



## **Reports to Council 21 June 2022**

### **8.1 Events, Community & Leisure Committee**

It was noted that a meeting was held on 24th May 2022.

- Toddler group update at Champions Manor Hall
- Platinum Jubilee events.
- Summer Fun at Champions Manor Hall is booked

### **8.2 Planning & Environment Committee**

It was noted that a meeting was held on 31/5/22

- A response to be submitted to the National Grid Pylon Association.
- A Teams meeting to be arranged regarding the Lidl interest.
- Planning update on the Countryside and Bellway homes application.
- Councillor Humphrey to form a response to Rt. Honourable John Whittingdale regarding the "Access for All".

### **8.3 Finance & Projects Committee**

It was noted that a meeting was held on 14/6/22

- Essex Community Initiative Fund Grant
- Bacs payment system
- Card payment system
- Councillor training

## Town Councillor Application Form

Name	
Address	
Contact Number	
Email Address	
Why do you want to be a Town Councillor for South Woodham Ferrers Town Council ? (please continue on separate sheet if necessary)	

ANGELA ANNE HUMPHREY

Having been a resident of the town since 1981, I feel well placed to know the area intimately. As a teacher in two of the primary schools for over 16 years, my involvement in the local community was substantial and I thoroughly enjoyed taking an active part with the young children. I would like to be a town councillor as I feel that I would be able to add, yet complement, to the skills and capabilities of the current town council. My passion and love of South Woodham Ferrers has kept me living in the town for over 41 years. Being retired, I now feel that I have the time and energy to offer as a town councillor.



As a retired Primary School Headteacher, I consider myself capable of being a visionary for the town's continuing development and its changing needs over time. I am a good team player yet have the resolve to act on my own initiative to help organise events and activities. I believe that I am also capable of finding solutions to potential problems, that may arise from time to time, and can deal with conflict in a calm and considered way.

I am able to manage my time well, so enabling efficiency and effectiveness. Being a 'people person' I have empathy and consideration for others.

I am flexible and adaptable to changing or challenging situations and would work tirelessly to enable the town to reach its aims and achieve its goals.

I would also value opportunities to review and monitor regulations and procedures. Having been a Leading Maths Teacher and a Maths Consultant for Essex and being responsible for budgets as a headteacher I would like to support financial matters.

Which Ward are you applying for **Please circle:**

Chetwood

Collingwood

Elmwood

Woodville

If your first choice is not available would you consider representing another ward: **Please circle:**

Yes

No

**Completed applications must be received by the Tuesday prior to the week of the Council meeting where the application will be considered**

Return to:  
Karen Atkins – Acting Town Clerk  
South Woodham Ferrers Town Council  
Champions Manor Hall  
Hullbridge Road  
South Woodham Ferrers  
Essex CM3 5LJ

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I declare to the best of my knowledge and belief that I am not disqualified from being elected by reason of any disqualification set out in Section 80 of the Local Government Act 1972 or any decision made under Section 79 of the Local Government Act 2000, copies of which sections are enclosed and I do not hold a politically restricted post, within the meaning of Part 1 of the Local Government and Housing Act 1989, within the meaning of that Part.  
(Please continue on separate sheet if necessary)

This Page is Strictly Confidential and information will not be shared  
Please tick one box

I am registered as a local government elector for South Woodham Ferrers Town Council

I have during the whole of the twelve months preceding my application occupied as owner or tenant the following land or other premises in South Woodham Ferrers

My principal or only place of work during those twelve months has been in South Woodham Ferrers at

I have during the whole of the twelve months resided in the Parish or within 4.8 kilometres (3 miles) of it (give full address)

see over the page

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Do you consider yourself to have a disability?

Yes

☒ No

Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application

Signature

date

24/05/2022

A A Humphrey

Page 4 of 3



## Town Councillor Application Form

Name	Dudley Andrew Naslund
Address	
Contact Number	
Email Address	
Why do you want to be a Town Councillor for South Woodham Ferrers Town Council ? (please continue on separate sheet if necessary)	

## *Town Councillor Application Form*

*Page 2:*

### *Qualities:*

*I was formerly a Bank Manager and since retiring some years ago have been very involved in local affairs, charities etc.*

*Prior to moving to South Woodham Ferrers (to be close to family), I lived in Langdon Hills where I participated in the following;*

- 1. School Governor*
- 2. Church Warden in the Parish of Langdon Hills*
- 3. Chairman local residents Club*
- 4. Founder of 'Drop-In ' centre for vulnerable people in Basildon*
- 5. Officer of the Essex Royal British Legion.*

*Currently I am on the Essex Board of Management of the Royal British Legion, holding the offices of County Vice Chairman & County Treasurer. This Board is responsible for overseeing the compliance and giving support to the 65 Branches in Essex.*

*Among many things, this entails presentations, trouble shooting, and occasional talks to local organisations , schools, etc.*

*I am also a qualified Independent Examiner.*

*The 'quality<sup>ies</sup>' I have to offer the Town Council include, management experience, people skills, accounting, energy, and a pleasing personality !*

What qualities do you have to offer the Town Council? (Please continue on separate sheet if necessary)	SEE ATTACHED
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Which Ward are you applying for	<b>Please circle:</b> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <input checked="" type="radio"/> Chetwood  <input type="radio"/> Elmwood         </div> <div style="text-align: center;"> <input type="radio"/> Collingwood  <input type="radio"/> Woodville         </div> </div>
If your first choice is not available would you consider representing another ward:	<b>Please circle:</b>  <div style="text-align: center;"> <input checked="" type="radio"/> Yes         </div>

***Completed applications must be received by the Tuesday prior to the week of the Council meeting where the application will be considered***

Return to:  
 Karen Atkins – Acting Town Clerk  
 South Woodham Ferrers Town Council  
 Champions Manor Hall  
 Hullbridge Road  
 South Woodham Ferrers  
 Essex CM3 5LJ



I declare to the best of my knowledge and belief that I am not disqualified from being elected by reason of any disqualification set out in Section 80 of the Local Government Act 1972 or any decision made under Section 79 of the Local Government Act 2000, copies of which sections are enclosed and I do not hold a politically restricted post, within the meaning of Part 1 of the Local Government and Housing Act 1989, within the meaning of that Part.

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Please tick one box



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\_\_\_\_\_



My principal or only place of work during those twelve months has been in South Woodham Ferrers at

\_\_\_\_\_



I have during the whole of the twelve months resided in the Parish or within 4.8 kilometres (3 miles) of it (give full address)

\_\_\_\_\_

Do you consider yourself to have a disability?

Yes ☐ No ☒

Please tell us if there are any 'reasonable adjustments' we can make to assist you in your application

N/A

tion

Signature

date 01/06/2022



# Annual Internal Audit Report 2021/22

SOUTH WOODHAM FERRERS TOWN COUNCIL

www.southwoodhamferrers.gov.uk

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.		✓	
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			✓
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

07/02/2022 05/05/2022

H HEELIS (HEELIS & LODGE)

Signature of person who carried out the internal audit

 REQUIRED

Date

05/05/2022

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

### South Woodham Ferrers Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		Yes* means that this authority
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE RE

Clerk

SIGNATURE RE

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2021/22 for

### South Woodham Ferrers Town Council

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
1. Balances brought forward	380,934	482,734	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	428,187	428,187	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	113,963	118,610	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	198,274	215,476	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	22,153	21,394	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	219,923	246,174	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	482,734	546,487	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	481,163	551,481	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	2,965,969	3,037,588	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	120,000	104,000	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
		✓	
			<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

**SIGNATURE REQUIRED**

Date

DD/MM/YY

I confirm that these Accounting Statements were approved by this authority on this date:

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where the Accounting Statements were approved

**SIGNATURE REQUIRED**

**South Woodham Ferrers Town Council 2021/22**

**Income and Expenditure Account for Year Ended 31st March 2022**

31st March 2021		31st March 2022
	<b>Operating Income</b>	
68,167	Champions Manor Hall	80,641
2,645	Office Costs	0
364,884	Policy & Resources General	345,110
66,500	Leisure General	76,451
30	Bandstand	289
500	Community Events	2,151
28,382	Environment General	29,371
11,043	Garden of Remembrance	12,784
<b>542,150</b>	<b>Total Income</b>	<b>546,797</b>
	<b>Running Costs</b>	
38,467	Champions Manor Hall	43,972
37,722	Office Costs	43,561
267,636	Policy & Resources General	280,238
52,501	Leisure General	50,900
270	Bandstand	0
3,201	Community Events	22,403
24,574	Environment General	24,866
12,478	Garden of Remembrance	15,535
3,500	Neighbourhood Plan	1,255
0	Environment Project Fund	314
<b>440,350</b>	<b>Total Expenditure</b>	<b>483,044</b>
	<b>General Fund Analysis</b>	
201,091	Opening Balance	264,396
542,150	Plus : Income for Year	546,797
<b>743,241</b>		<b>811,193</b>
440,350	Less : Expenditure for Year	483,044
<b>302,891</b>		<b>328,148</b>
38,495	Transfers TO / FROM Reserves	13,277
<b>264,396</b>	<b>Closing Balance</b>	<b>314,871</b>

## Town Mayors Engagements May & June 2022

5<sup>th</sup> May 2022 - Cake cutting for the 40<sup>th</sup> Birthday celebrations for Farleigh Hospice in SWF.

23<sup>rd</sup> May 2022- Informal pop in to Parent and Toddlers Group at CMH.

28<sup>th</sup> May 2022- SWF Bowls Club Open Day. Apologies sent. Attended by Alan, Deputy Mayor to update.

2<sup>nd</sup> June 2022- Village Hall Jubilee Fete- lovely to see so many residents in attendance  
Jubilee Beacon lighting at Village Hall.

4<sup>th</sup> June 2022- Renaming of the Platinum Jubilee Bandstand – children especially enjoyed the show and balloon animals provided by Graham aka Bam Bam.

5<sup>th</sup> June 2022- Seniors Jubilee Tea – a great time was had by all. Thanks to Lisa and her colleagues Chris, Sue and Jean from Asda. Toni, and Annie for her singing. Also Annie's Mum for her help too.

11<sup>th</sup> June 2022- Eyott Sailing Club BBQ & buffet – an enjoyable and interesting evening also attended by Elaine. Personal thanks sent to the club.

16<sup>th</sup> June 2022 - Healthy Eating session with school children at Asda. Invite from Lisa Kelly.

18<sup>th</sup> June 2022- Opening the Friends of William de Ferrers Fete.

## Upcoming events

24<sup>th</sup> June 2022- Afternoon opening of Trinity St Mary's School Fete

7<sup>th</sup> July 2022 – with Alan, Deputy Mayor. Official opening of Frankland Fields Nature Reserve by CCC Mayor.

11<sup>th</sup> July 2022- with Alan, Deputy Mayor. Career Interviews for Year 10 students at William de Ferrers School. All day.