



**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 24th January 2023

At Champions Manor Hall MPR room,

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 Town Clerk
18th January 2023**

Any member who is unable to attend the meeting should send their apologies and reason to the 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 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, registerable or non- registerable interest. Clarification, if required, can be sought prior to the meeting with the Chairman or the 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 22nd November & 13th December 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. Councillor Co Option Vacancy

To note there is a Councillor co-option vacancy in the Collingwood Ward due to the resignation of Councillor John Miller. This is being advertised.

7. Code of Conduct Training

Council to note Section 8 Complying with the Code of Conduct

8.1 I undertake Code of Conduct training provided by my local authority.

Council has agreed we adopt the new Code of Conduct minute reference C374 on the 18 of October 2022.

8. Reports from Committees are attached to the agenda.

8.1 Events Community & Leisure Committee

To note that a meeting was held on 10/01/2023

8.2 Planning & Environment Committee

To note that a meeting was held on 29/11/22 & 20/12/2022

8.3 Finance & Projects Committee

To note that a meeting was held on 6/12/22 & 17/12/22

9. Budgets and Precept 2023 -2024

The Council is asked to agree the Council's budget and Precept for 2023 / 24. Please find attached a copy of the Budget and Precept as agreed at Policy and Resources on 17th January 2023 FP77

9.1 It is **RECOMMENDED** that the Council approves the attached budget for

2023/24

9.2 It is **RECOMMENDED** that a gross precept of £442,251 for 2023/24 is submitted to Chelmsford City Council. Based on a tax base of 6092 Band D would be an amount of £72.60. For the 2022 – 2023 financial year the band D amount was £71.35.

10. Policies

Council to review and agree the policies as recommended by Finance & Projects committee. They will be circulated under separate cover.

- IT Policy
- Internal Control and Internal Audit
- Review of Financial Risk Assessment

11. Items to Note

Staff vacancy

- To note the advert and job description for a full time Planning & Environment & Events leisure Officer has been advertised in the Focus, Town Council website, noticeboards and with the EALC.

Councillor Training

- Councillor Eley, Thompson, Shearring and the Town Clerk will complete the EALC Elections Briefing in January 2023. All councillors were invited to attend.

Annual Town meeting

- Due to Following purdah recommendations the Annual town meeting will be held on Friday 17th March 2023.

12. Review of Staffing Terms of Reference

Council to review of the Staffing Terms of Reference.

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

14.1 Heath and Social care group – Councillor Kelly

15. Town Mayor's Announcements

A list of recent events attended by the Town Mayor will be circulated prior to the meeting.

16. Media Release

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

17. To resolve to exclude the press and public for the remainder of the meeting under the Public Bodies (Admission to Meetings) Act, 1960, as the following item contains confidential information.

18. Staffing

Town Mayor Councillor Donna Eley to update committee.

19. Next Meeting

The next meeting will be held on 14th March 2023.