



**SOUTH WOODHAM FERRERS
TOWN COUNCIL**

**Champions Manor Hall
Hullbridge Road
South Woodham Ferrers
Essex CM3 5LJ
Tel. 01245 321817**

A G E N D A

You are summoned to the Annual Meeting of the

TOWN COUNCIL

to be held at 7.30 p.m. on

Tuesday 16th May 2023

At Champions Manor Hall, Hullbridge Road, South Woodham Ferrers,

To consider the following business

Local residents are welcome to attend this meeting. At the meeting, your elected Councillors will take decisions affecting YOU, the Community, and the Town. At the beginning of the meeting there is an opportunity for you to make representations, answer questions and give evidence in respect of any item of business on the agenda. 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.

**Karen Atkins
Town Clerk
10th May 2023**

1. Election of the Town Mayor for 2023/24

In accordance with Standing Order 5e. to consider nominations for Town Mayor for 2023/2024.

2. Election of the Deputy Town Mayor for 2023/24

In accordance with Standing Order 5e. to consider nominations for Deputy Town Mayor for 2023/2024.

3. Declaration of Acceptance of Office by the Town Mayor/Deputy Town Mayor and Councillors for 2023/24

In accordance with Standing Order Ji the Town Mayor, Deputy Town Mayor and Councillors to complete the acceptance of office forms.

4. Apologies for Absence

To **RECEIVE and ACCEPT** any apologies for absence.

5. Declarations of Interest

5.1 Current Meeting

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.

5.2 Registration of Members' Interests

Members are reminded of the need to keep their register of Interest Forms up to date.

6. Confirmation of Minutes

To **APPROVE** the minutes of the meeting held on 28th March 2022 as a true record.

7. Items to Note

Councillor Vacancies:

- There is currently one vacancy in each of the following wards- Elmwood, Woodville and Collingwood. These will be advertised to be filled by co option going forward.
- Town Council Insurance In accordance with standing Order 5.j.xiv. to **NOTE** The Town Council Insurance is with Zurich for a further two years.
- Heather Heelis completed the internal audit on 28/4/2023. No recommendations received. Report attached under separate cover.

8. 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 of business on the agenda. At the close of this item members of the public will no longer be permitted to address the Council; Members with pecuniary interests will also not be permitted to speak, address the Council on those interests and must leave the meeting when the item in relation to their interest is being discussed.

9. South Woodham Ferrers Squadron ATC Group Scouts Hut

To consider and agree the siting of a storage container on the land where the Scouts Hut sits following the approval of 22/02171/FUL by Chelmsford City Council to which this committee had no objections.

10. Civility and Respect Pledge

To consider joining NALC's Civility and Respect Pledge. A report is provided.

10.1 Dignity at Work Policy

To consider the draft Policy as provided.

11. Reports from Committee Chairmen

11.1 Planning & Environment Committee

It was noted that a meeting was held on 28/03/2023 & 25/04/2023.

11.2 Events, Community & Leisure Committee

It was noted that a meeting was held on 21/03/23.

11.3 Finance & Projects Committee

It was noted that a meeting was held on 18/04/23.

12. Climate & Ecological Emergency

Following a recommendation from the Planning & Environment Committee, Council to declare a Climate & Ecological emergency and agree the setting up of a new Sub Committee and Terms of Reference.

13. Nominations are requested for Members to serve on the following Working Parties and Sub Committees:

13.1 Community Resilience Team (reporting to Council)

13.2 Climate & Ecological Emergency Sub Committee (reporting to Council)

14. NALC Training

Council to consider a request from Councillor Wilson and any other interested members to attend the online NALC course Fighting Climate Change with Local Council action on 24th May 23. Information attached to agenda.

15. Terms of Reference

In accordance with Standing Order 5.j.vi to consider Terms of Reference for

- Current committees, Sub- Committees as attached to the agenda.
- Staffing committee as attached to agenda.

16. Election of Members of Council Committees for 2023/2024

For clarity those elected to the committee will vote for the Chair & Vice Chair

Planning & Environment Committee

16.1 Planning & Environment Committee (up to 14 Members)

16.2 Election of Chairman and Vice Chairman of the Planning & Environment Committee for 2023/2024.

Events, Community & Leisure Committee

17.1 Events, Community & Leisure Committee (up to 14 Members)

17.2 Election of Chairman and Vice Chairman of the Events, Community & Leisure Committee for 2023/2024

Finance & Projects Committee

- 18.1** Finance & Projects Committee (up to 14 Members)
- 18.2** Election of Chairman and Vice Chairman of the Finance & Projects Committee for 2023/2024.

Staffing Committee

- 19.1** Staffing Committee (up to 5 Members)
- 19.2** Note election of Chairman and Vice Chairman of the Staffing Committee for 2023/2024 will be the Mayor and Deputy Mayor.
- 19.3** To appoint three members from other Committees to the Staffing Committee.

20. Nominations of Council Representatives on Other Bodies for 2023/2024

A list of existing representatives is attached to the agenda. Members are reminded that, if not able to attend the reporting Committee/Council meeting, a written report should be sent.

Each body, where more than one representative is nominated, is requested to appoint a Lead Councillor for that body and notify the Town Clerk.

Please note that the role of the Lead Councillor is to ensure that meetings of that body are attended by a member/s of the group and that a report (written or verbal) is made to Council or the appropriate

21. Reports from Representatives of Outside Bodies by Lead Councillors

20.1 South Woodham Ferrers Village Hall Trust Management Committee – Councillor O'Brien

20.2 South Woodham Playing Fields Management Committee - Councillor John

22. Complaints Procedure

In accordance with standing Order 5.j.xvi. to review the Council's complaints procedure as attached to the agenda.

23. Town Mayor's Announcements

The Town Mayor 2023/2024 will provide a verbal report.

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

24. Staffing Committee Update

To note the following:

- Staffing Committee agreed Mrs Karen Atkins has passed her 6-month probation period and is now appointed as permanent Town Clerk/RFO with effect from 9 May 2023.
- Mr David Smith has started employment as the Environment & Leisure Officer from 2 May 2023.
- Shaun Blackmore & John Rogers – Environment Support Operatives have had annual performance reviews.

25. Chelmsford City Council / Essex County Council

To consider report(s) to Council concerning matters of interest to South Woodham Ferrers:
City Councillors

- Councillors Eley
- Councillor Sherlock
- Councillor Sismey
- Councillor John
- Councillor Massey

Essex County Councillor

- Councillor Massey

26. Media Contact

To consider whether any items on the agenda warrant a Media release and if so, to agree a Councillor to comment, if applicable.

27. 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.

28. Staffing & External Audit Report

Councillor D Eley to update Committee.

29. Next Meeting

The next meeting of the Council will be held on 20 June 2023, at 7.30pm.