

AGENDA

You are summoned to a Meeting of the

COUNCIL

**to be held at 7.30 p.m. on Tuesday 17th June 2025
at Champions Manor 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 Town Clerk
11th June 2025

- 1. 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 Registerable 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 Annual Council meeting held on 13th May 2025 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. Vacant land At Uniform Youth Site

Council to receive an update of the Councillor's visit to the site and consider the requests made to the Town Council for use of the land.

7. Earmarked Reserves

Council to consider a recommendation from the Finance & Projects Committee on 3/6/25 for the following –

- Transfer from General Reserves to EMR 320 Bowling Green Replacement to £10,956.25 and then increase annually by £3,500.00.
- Transfer from General Reserves to EMR 390 Project Fund to total £15,000.00.
- Transfer from General Reserves to EMR 380 Playground Replacement to £50,000.00

8. Reports from Committees are attached to the agenda.

8.1 Planning & Environment Committee

To note that a meeting was held on 27th of May 2025.

8.2 Events, Community & Leisure Committee

To note that a meeting was held on the 20th of May 2025.

8.3 Finance & Projects Committee

To note that a meeting was held on the 3rd of June 2025.

8.4 Staffing Committee

To note no meetings have been held.

9. Internal End of Year Audit 2024-25

To note the Internal End of Year Audit was carried out on the 15th of May 2025. No recommendations received. Report attached to agenda.

10. Clerks Report

Council to receive a report from the Town Clerk.

11. CALC Chelmsford Association of Local Councils

Council to consider membership of CALC currently £40.00 per year. Constitution attached to agenda.

12. Champions Manor Hall Working Party

Council to receive an update from the Champions Manor Working Party. Meeting held 9/6/2025.

13. Review of Standing Orders

In accordance with Standing Orders 5.j.vi Council to review the Standing Orders. There has been an update to NALC Model Standing Orders 14 and 18.

14. Review of Policies

In accordance with Standing Order 5.j.xvii to xviii Council to review the current policies attached to the agenda.

- IT Policy – changes for digital and data compliance 2025.

- FOI Scheme
- Press & Social Media policy
- Health & Safety Policy

15. Annual Governance and Accountability Return 2024-25 (AGAR)

Following recommendation from the Finance & Projects Committee at the meeting held on 03rd June 2025, to approve the following:

a Annual Governance Statement 2024 - 25 (Section 1 of the AGAR)

b Accounting Statements (Section 2 of the AGAR)

To **NOTE** the public inspection dates will commence from Monday 23rd June 2025 – 1st August 2025 and the notice dated 18th June 2025 will be put in place to this effect.

16. Payment Authorisation

16.1 Payment signatories

In line with financial regulation 7.1, Council to appointment 6 signatories for 2025/26.

16.2 Appointment of member for verification purposes

In line with Financial Regulation 2.6, Council to approve the appointment of Councillor Price, as agreed by Finance & Projects Committee on 3rd June 2025 as the member, other than the Chairman, or a cheque signatory to verify bank reconciliations on a regular quarterly basis and each financial year end.

17. Proposed Base Station Upgrade SWF

Council to consider comments from the Town Council to the attached consultation letter and plans for the proposed upgrade at the railway. Deadline for comments are 20th June 2025.

18. Chelmsford City Council / Essex County Council

- Council to consider the presentation of reports from County and Borough councillors.
- To consider report(s) to Council from City Councillors/County Councillor concerning matters of interest to South Woodham Ferrers.

19. Town Mayor's Announcements

A note a list of recent events attended by the Town Mayor is attached to the agenda.

20. Media Release

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

21. Next Meeting

The next Council meeting will held on 21st October 2025 at 7.30pm.

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