

AGENDA

You are summoned to a Meeting of the

COUNCIL

**to be held at 7.30 p.m. on Tuesday 21st October 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
15th October 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 Extra Ordinary Council meeting held on 22 July 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. Proposed Clubhouse at Champions Manor Hall**
Council to consider a request from the Bowls Club regarding a clubhouse situated on the land at Champions Manor Hall. Information will be circulated to members prior to the meeting upon receipt from the Bowls Club.

7. Reports from Committees

7.1 Planning & Environment Committee

To note that a meeting was held on 29th of July, 26th of August and 30th September 2025.

7.2 Events, Community & Leisure Committee

To note that a meeting was held on the 7th of October 2025.

7.3 Finance & Projects Committee

To note that a meeting was held on 14th October 2025.

7.4 Staffing Committee

To note that a meeting was held on 18th August.

8. Items to Note

The Meeting Schedule has been revised to reflect the budget consideration for the committees. Events Community & leisure will now be on the 4th of November 2025 and Finance & Projects meeting will follow on the 11th of November 2025. Revised schedule is attached to agenda.

9. Bandstand Railings

Council to consider a recommendation from Finance & Projects Committee (meeting held on 14 October 2025) to approve Quote A in the sum of £10,950.00 (excluding VAT) for a Bandstand improvement project comprising the installation of decorative railings with finials around the circumference and steps on both sides of the Bandstand, to enhance safety and aesthetic appearance. All metal work will be finished in the Town Council's standard blue. The EMR project fund balance as of 30 September 2025 is £15,000.00.

10. Christmas Fayre – Town Council Stall

Members to agree availability to run the Christmas Town Council stall and agree arrangements for the event.

The Events & Marketing Officer will arrange a suitable rota for cover before the event and circulate to members.

11. Swimming Pool Contribution

Council to agree the swimming pool contribution for 2025/26 of £10,000.00. Report attached to agenda.

12. YMCA Agreement 25/26

Council to review the Youth Club Agreement with the YMCA as recommended at the Events Community & Leisure meeting on 07/10/2025.

Service level Agreement attached to agenda for 2025-26.

13. Audit

Conclusion of Audit 2024-25

- Council to **NOTE** the Section 3 report and the Conclusion of Audit Notice from PFK Littlejohn with no matters arising and no recommendations. Report attached to agenda.
- Council to note payment for the external audit 2024-25 at a cost of £1,638.00.
- Council to note the internal audit date for 2025/26 will be completed on the 20th of October 2025.

14. Payment Authorisation

In line with financial regulation 7.1, Council to consider the appointment of one signatory for 2025/26 following a Councillor resignation.

15. William de Ferrers Annual Town Mayors Award

Council to consider the continuation of the annual Town Mayor's Award to William de Ferrers School and to determine the amount to be awarded.

16. Review of Policies

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

- Grant Policy
- Hall Hire/Bandstand Grant Policy
- Forward Plan 2024-2027
- Document Retention Policy
- Volunteer Policy

17. Representative on Outside Bodies

Council to receive the following updates-

Councillor Barnett attended the CALC Chelmsford Association of Local Councils Meeting on 15th October 2025.

Council to receive the collated responses from councillors by the Town Clerk minute ref C25-182, report attached with agenda.

- Council to consider a response to the CALC survey questions.
- Any other councillor updates.

18. 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.

19. Town Mayor's Announcements

To 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 18th November 2025 at 7.30pm.

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.

22. Draft Lease Blue Cage

Council to consider the information attached with agenda.

23. Staffing

Town Clerk to update on staffing matters.

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