

Events Community & Leisure COMMITTEE AGENDA

**For a Meeting to be held at 7.30p.m. on
Tuesday 7th July 2026
at Champions Manor Hall, Hullbridge Road,
South Woodham Ferrers**

**Membership:
Councillor Crosbie (Chair)
Councillor O'Brien (Vice-Chairman)**

Councillor Barnett
Councillor Kelly
Councillor Massey

Councillor Sherlock
Councillor Knox

Councillor Perham Lake
Councillor Price

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 covered by the Committees Terms of Reference. If you have any queries, please telephone the Town Clerk on 01245 321817.

K Atkins

**Karen Atkins Town Clerk
1st July 2026**

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 Chair or the Town Clerk.

4. Confirmation of Minutes

To **APPROVE** the minutes of the meeting held on 14th April 2026 as a true record.

5. Budgetary Position

To receive the current budgetary position as of 1st July 2026 as attached to the agenda.

6. 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 covered by the Committees Terms of Reference. At the close of this item members of the public will no longer be permitted to address the Committee; Members with pecuniary interests will also not be permitted to speak, address the Committee on those interests and must leave the meeting when the item in relation to their interest is being discussed.

7. Health & Social Care Group

Committee to receive the latest report from the community group.

8. Play Area Village Hall

Committee to receive and consider the annual play area inspection report from Rospa. Report attached to agenda.

Town Clerk to provide an update.

9. Summer Event 2026

Committee to consider a Summer Event on Saturday 11th July 2026.

10. Items to note.

- Champions Manor Film Club - Further to sponsorship requests and Paul J King Funeral Directors donation of £100.00, Mister Gees Foundation have also now kindly donated £200
- Play in the Park Easter – Attendance and Photos attached to agenda.
- Youth Club Report January – April 2026 attached to agenda.
- The damage roundabout will be completely removed on 6/7/2026 due to health & safety concerns.

11. Quarterly Community Hub at Champions Manor Hall

Committee to receive a report on the first quarterly Heart of the Community event on 14th July 2026.

12. Seniors Summer Events 2026

Committee to receive an update on the two Seniors Trips in June 2026.

13. Summer Fun at Champions Manor Hall

Committee to receive a report on the Summer 2026 events at Champions Manor Hall.

14. Summer Youth Events

Committee to consider the report attached to the agenda.

15. Summer Community Bandstand Programme – Free Use for Local Performers

Committee to consider offering the council-owned bandstand free of charge for the remainder of the summer season to encourage greater community use and increase activity within the town.

16. Community Volunteer Thank you lunch/Afternoon Tea

To consider approving the hosting of a Community Volunteer Thank You Lunch/Afternoon Tea in September 2026, funded from the Civic Budget, in recognition of the valuable contribution made by volunteers who support the Town Council and the wider community.

17. Report To Council

To agree items to report to the Council meeting on 20 October 2026.

18. Media Coverage

To consider whether any items on this Agenda warrant a Media release.

19. Next Meeting

The next meeting of the Events Community & Leisure Committee will be on the 01 September 2026 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.

Detailed Income & Expenditure by Budget Heading 01/07/2026

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
200 Leisure General							
1200 Allotment Income	0	350	350			0.0%	
1205 Bowls Club Income	0	5,500	5,500			0.0%	
1210 Christmas Lights Income	0	2,100	2,100			0.0%	
1254 Summer Event income	450	1,100	650			40.9%	
Leisure General :- Income	450	9,050	8,600			5.0%	0
4500 Play Schemes	509	1,500	991		991	33.9%	
4508 Marsh Farm Road Allotments	35	350	315		315	10.0%	
4510 Play Area Running Costs	632	4,000	3,368		3,368	15.8%	
4515 Swimming Pool Subsidy	0	10,000	10,000		10,000	0.0%	
4525 Bowling Green Sinking Fund	0	3,500	3,500		3,500	0.0%	
4530 Christmas Lights	10,450	30,000	19,550		19,550	34.8%	
Leisure General :- Indirect Expenditure	11,626	49,350	37,724	0	37,724	23.6%	0
Net Income over Expenditure	(11,176)	(40,300)	(29,124)				
210 Bandstand							
1230 Bandstand Income	167	500	333			33.3%	
Bandstand :- Income	167	500	333			33.3%	0
4600 Bandstand Expenditure	6,583	500	(6,083)		(6,083)	1316.5%	6,583
Bandstand :- Indirect Expenditure	6,583	500	(6,083)	0	(6,083)	1316.5%	6,583
Net Income over Expenditure	(6,416)	0	6,416				
6000 plus Transfer from EMR	6,583	0	(6,583)				
Movement to/(from) Gen Reserve	167	0	(167)				
250 Community Events							
1250 Christmas Fayre Income	0	2,500	2,500			0.0%	
1251 Senior Citizens Xmas Lunch Inc	0	500	500			0.0%	
1252 Film CMH Club Income	690	1,000	310			69.0%	
1257 National celebrations	0	200	200			0.0%	
1258 Halloween Event Income	0	250	250			0.0%	
1260 Seniors Day Trip	720	1,000	280			72.0%	
1600 Toddler Group Income	190	1,100	910			17.3%	
1601 Youth Month Income	0	200	200			0.0%	
1602 CMH Fun Income	100	50	(50)			200.0%	
Community Events :- Income	1,700	6,800	5,100			25.0%	0
4350 Youth Club Expenditure	0	10,000	10,000		10,000	0.0%	

Detailed Income & Expenditure by Budget Heading 01/07/2026

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4540 Toddler Group Expenditure	15	1,800	1,785		1,785	0.9%	
4651 Christmas Fayre Expenditure	501	16,000	15,499		15,499	3.1%	
4652 Film Club CMH Expenditure	103	400	297		297	25.7%	
4653 Senior Citizens lunch Exp	0	900	900		900	0.0%	
4654 CMH Fun	774	1,600	826		826	48.4%	
4655 Summer Event	2,109	8,000	5,891		5,891	26.4%	
4663 National Celebrations	0	500	500		500	0.0%	
4664 Youth Month	0	1,000	1,000		1,000	0.0%	
4665 Seniors Day Trip	1,600	1,000	(600)		(600)	160.0%	
Community Events :- Indirect Expenditure	5,103	41,200	36,097	0	36,097	12.4%	0
Net Income over Expenditure	(3,403)	(34,400)	(30,997)				
Grand Totals:- Income	2,317	16,350	14,033			14.2%	
Expenditure	23,311	91,050	67,739	0	67,739	25.6%	
Net Income over Expenditure	(20,995)	(74,700)	(53,705)				
plus Transfer from EMR	6,582	0	(6,582)				
Movement to/(from) Gen Reserve	(14,412)	(74,700)	(60,288)				



Report to South Woodham Ferrers Town Council For Events Community & Leisure Committee Meeting on 7th July 2026

Since our last Report for the meeting held on 14 April 2026 there have been the following significant developments:

The following question was posed to the first substantive meeting of NHS Essex Integrated Care Board (ICB) on 23 April 2026:

“As we celebrate St George’s Day, please may I welcome the highly informative Chief Executive’s Report setting out your initial priorities and giving the detailed guidance about Neighbourhoods and Neighbourhood Health. This is complimented by the later Neighbourhood Report. Meeting Pack Page 106 includes the following: “Some of the ways in which the NHS works has undermined confidence from the public Some of the issues with our historic action include D- Constant restructures which prevent the sector and the public from maintaining working relationships.” Members of the ‘old’ Mid Alliance Community Engagement Group have contacted us because they say they don’t know what has been happening with ‘our’ local NHS and two-way communication has been non-existent. These Board papers will be very useful in our informal virtual meeting about this on Wednesday 22nd evening. The Question: What patient and public two-way engagement is being set up for Alliances/new proposed local authority areas and the new 38 Neighbourhoods?

The Chief Executive’s reply was:

‘Thank you for your question and I want to start by emphasising that we absolutely recognise that strong, two-way engagement with people and communities is essential to rebuilding trust, and Essex ICB is committed to ensuring the views of residents are at the centre of our decision-making process.

At neighbourhood level, we are keen to strengthen partnerships with the VCSE [voluntary, community, social enterprise] sector and existing community networks to ensure residents can both shape and respond to local priorities and build more collaborative relationships with trusted community voices.

Following the pre-election period, we will begin wider engagement on our Population Health Improvement Plan to test our ambitions with residents and ensure lived experience informs plans at both system and neighbourhood level. A further update on our approach to working with people and communities will be shared at a future Board meeting. In the meantime, we would like to formally thank groups such as the South Woodham Ferrers Health and Social Care Group for their continued commitment to representing local people, strengthening community voice, and supporting constructive dialogue with the NHS and partners.’

On 22 April we held an informal virtual meeting with some members of the previous Mid Alliance Community Engagement Group where we brought them up to date with the reorganisations of the local NHS.

There was a good attendance at the Healthy Lifestyle event at Champions Manor Hall on 30 April. There was also a good attendance at the exhibition before the Annual Town Meeting on 21 April where we had some helpful conversations.

A meeting of the Joint Patient Participation Group at Crouch Vale Medical Centre took place on 20 May. There was a presentation by Penny Collantine, the local Social Prescriber. It was made clear that a large proportion of the population is unaware of her role and that more publicity should be sought. It was suggested that she be given an opportunity to present in the foyer at Crouch Vale where she has made a successful presentation in the past. There was an update from Kingsway. Dr Nadim a salaried GP will start in August. Dr Ali a trainee GP is due next year but is already liaising with Dr Mathew. During April 313 appointments had been missed amounting to over 3000 wasted minutes. At both surgeries, the Covid vaccinations programme has been completed. Surgeries are offering RSV and pneumococcal vaccinations to the over 75s. The PPG is disappointed that no progress appears to have been made in the provision of mobile breast screening to SWF despite the efforts of the HSCG Chair. The Group watched a video about the work of Assistance Dogs and agreed to ask the organisation for a presentation at its next meeting which is scheduled for 19th August.

Good progress has been made with our research project being undertaken in conjunction with Warwick Medical School's MA Pathways to the Public Health Workplace Placement scheme. A 1 minute 49 seconds video and slides can be seen at: <https://youtu.be/nnGLc2EVXX0> which summarises the project. The online survey was launched on 19th May. Despite much publicity the response was lower than hoped so the end date was extended to mid- June. The two focus groups, one for patients and public and the other for providers, were held in May and provided most useful input to the research. The report is being published shortly, hopefully before the meeting on 7 July when it can be reported.

Please see our latest weekly newsletters for Sundays 27th June and 4th July at <https://swfhealthsocial.co.uk/>.

Our Chair continues his involvement in meetings across the NHS which directly impact on our local NHS. Our weekly newsletters continue to be e-circulated to over 300 subscribers. Our contribution to the monthly Issues of Focus is established as a regular item. Our weekly article is published on our website, the Town's social media and is included in our weekly newsletter.

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Country & Western Summer Event 2026

Expenses

EXPENSES	FEE	COMPANY
STAGE	£3,900.00	HPE
FIRST AID	£264.00	RJO Medical - Ryan - 2 people
SECURITY	£680.00	VIP Security
BINS	£91.14	CCC
MARQUEE	£1,388.00	Cambridge Marquees
LICENSE	£21.00	CCC
BANNER	£92.15	Printed Today
DOLLY TRIBUTE	£350.00	HPE
COCKNEY COWBOYS	£300.00	HPE
MADDIE COLE - SHANIA	£350.00	Maddie Cole
30 STRAW BALES	£120.00	
CHLOE LOADER	£200.00	HPE
TOILETS	£480.00	
FIELD HIRE	£608.00	William de Ferrers
TEMU DECS AND MECHANDISE	£0.00	Temu – payment refunded to T Council
WALKABOUT ACTS	£330.00	Flo Events
	£8,844.29	2026-2027 –
	£330.00	2025-2026

 Purchased from remaining budget from 2025-2026

Total Spend (2026–2027): £8,844.29

Spend from remaining 2025–2026 budget: £330.00

Income – Food/bard - £825.00 plus 10% profit on day from attractions.

Event Layout

The field layout plans are attached to this report.

Please familiarise yourself with the fire/emergency assembly point, first aid location and control point ahead of arrival.

Side Stalls

Country & Western-themed side stalls are being run by local community groups. There is **no charge** for these stalls, ensuring that **all profits go directly to the organisations or charities involved**.

Stall	Organisation
Play Your Cards Right	Girlguiding South Woodham Ferrers

Coconut Shy	Finley James Fund
Snake in the Hole	YMCA
Tin Can Alley	SWF Army Cadets Detachment
Horseshoe Toss	Boys' and Girls' Brigade
Gold Panning	Parkinsons Chelmsford Support Group (Town mayor's Charity)
Rotary	Cactus Hoopla and Balls in a jar

Town Council Stall

We need Councillor Volunteers to help run the Town Council Stall that will be selling themed items. Please consider which timeslot you can cover;

Time	Councillor 1	Councillor 2
12:00 – 1:00 (help set up stall)		
1:00 – 2:00		
2:00 – 3:00		
3:00 – 4:00		
4:00 – 5:00		
5:00 – 6:00		
6:00 – 7:00		

On the day, please access the site by vehicle via Cutler Road off Ferrers Road. For navigation, use postcode CM3 5XJ or What3Words: ///holidays.hiding.nightfall.

While on site, please observe a 5mph speed limit at all times.

Straw/Hay Bales

30 Bales are to be delivered and set out in front of the stage by the company supplying, they will then be collected up again at the end of the event.

Toilets

William de Ferrers have allowed us use of some of their toilets but in addition to this portable, ladies, gents and disabled toilets have been arranged.

Children's Activities

Pony rides have now confirmed but animal welfare will be considered on the day should the weather not be favourable.

External companies providing children's activities have agreed a 10% of their takings fee.

Food and Drink Stalls

Each external stall will pay a **£75.00 pitch fee**.

Income	Fee	Company
Pizza 19	£75.00	Pizza 19
Game Day Events	£75.00	Game Day
Coneys Fish and Chips	£75.00	Coneys Fish and Chips
Ice Cream Van	£75.00	Gelato Italia
Terrys BBQ Train	£75.00	Terrys BBQ Train
Yamas Bar	£75.00	Yamas Events Ltd
Candy Floss and Popcorn	£75.00	The Candy Floss, Popcorn & Confectionery Pod,
Jacket Potatoes	£75.00	Spud Shack
Prosecco Bar	£75.00	Mobile bar ltd trading as prosecco bottle bar
Railway Pub	£75.00	The Railway Pub
Tea and Coffee	£75.00	Really Awesome Coffee

Flypast – Battle of Britain Memorial Flight (BBMF)

Every year an application is submitted to the Ministry of Defence (MOD) to have the Royal Air Force (RAF) Flypast – Battle of Britain Memorial Flight (BBMF). This year we were successful and they will be piloting the flypast during the event.

We will be notified of BBMF aircraft type and specific timing for the flypast 2-3 days before.

Flypasts are subject to weather and aircraft serviceability and may be cancelled at short notice. RAF participation at public events is subject to MOD and Service requirements. Therefore, please be aware that it may be necessary to withdraw support for the Event at very short notice should the need arise.



Children's Rides/Attractions

Inflatables

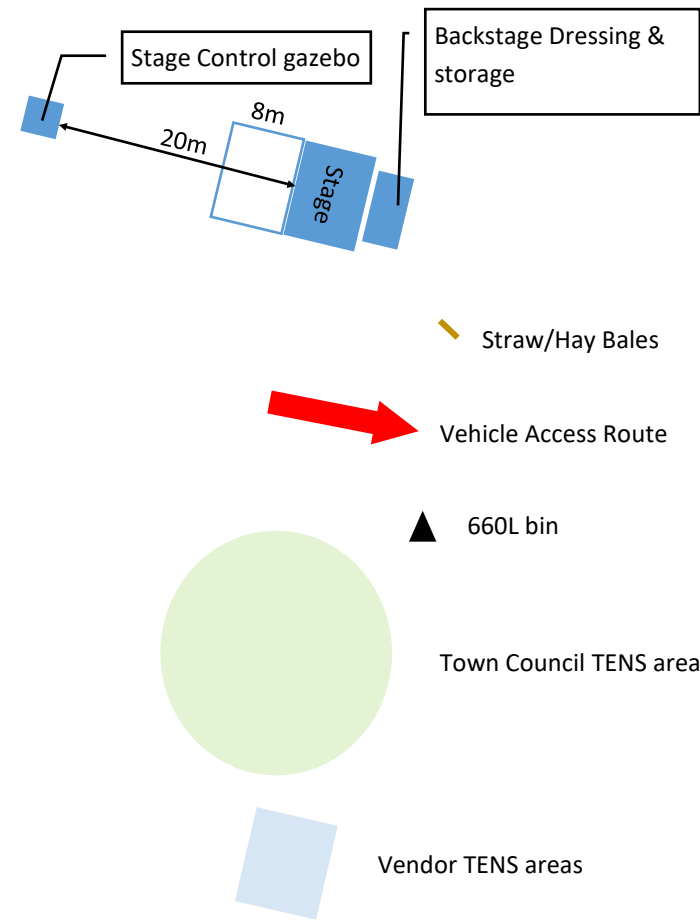
Pony Pals

Portable Toilets



Vendor/Supplier/Volunteer and Dignitary Parking

Vendor/Supplier/Volunteer and Dignitary Entrance
Post Code: CM3 5XJ What3Words: ///holidays.hiding.nightfall



1	Face Painter
2	Town Council Stall
3	Gold Panning
4	Rotary Club
5	Horseshoe Toss Game
6	Tin Can Alley
7	Snake in the Hole
8	Coconut Shy
9	Play your Cards Right

1	Spud Shack
2	Mobile Bar
3	Game Day
4	Coneys Fish & Chips
5	Ice Cream Van
6	Tea & Coffee
7	Yamas
8	Pizza 19
9	The Candy Floss Stall
10	BBQ Train
11	Railway Pub

Agenda item 11 Heart of the Community Event

The Heart of the Community quarterly event has been developed to bring together a range of local organisations in one accessible venue, enabling residents to access information, advice, support services and community activities. The event aims to encourage community engagement, reduce social isolation and raise awareness of the wide range of support available within South Woodham Ferrers.

Event Details

Event: Heart of the Community

Date: Tuesday 14 July

Time: 12:00 pm – 3:00 pm

Venue: Champions Manor Hall Multi-Purpose Room

Admission: Free of charge

Refreshments: Complimentary tea, coffee and refreshments will be available throughout the event.

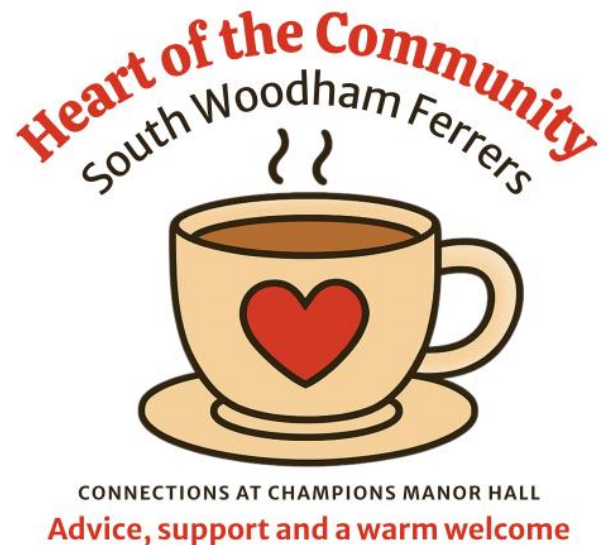
Participating Organisations

The following organisations have confirmed their attendance:

- Essex Family Carers
- Alzheimer's Society
- U3A South Woodham Ferrers
- South Woodham Ferrers Community Safety Volunteer Service
- Chelmsford CVS
- Essex Wellbeing Service
- Men's Shed
- South Woodham Ferrers Local History Society
- Parkinson's UK
- Dementia Care
- Trust Links

The event aims to:

- Provide residents with easy access to information, advice and support from local organisations.



- Increase awareness of health, wellbeing and community services available locally.
- Promote volunteering, community participation and local groups.
- Encourage residents to seek support for themselves, family members or friends where appropriate.
- Create opportunities for social interaction and help reduce loneliness and isolation within the community.

Community Benefits

The event will offer residents the opportunity to speak directly with service providers in an informal and welcoming environment without the need for appointments. By bringing a variety of organisations together in one location, attendees can explore the range of support available and establish connections with local groups that meet their individual needs.

The provision of complimentary refreshments is intended to encourage attendance and create a relaxed atmosphere that promotes conversation and community engagement.

Promotion

The event has been promoted through the Town Council's communication channels, including social media, and residents will be encouraged to share event information with friends, family and neighbours who may benefit from attending.

The Committee is requested to note the arrangements for the Heart of the Community event and support its promotion to maximise community awareness and attendance. Councillors are welcome to attend.



Agenda item 13 Fun at Champions 1-3pm

Thursday 6 th August 2026	Party Monsters	£160.00
Thursday 13 th August 2026	Moji Entertainment	£235.00
Thursday 20 th August 2026	Papalarny	£260.00
Thursday 27 th August 2026	Party Monsters	£160.00
TOTAL:		£815.00

Councillor helpers requested if possible.

On first session 6th August the Town Clerk will be working solo due to staff annual leave/ training so any help will be appreciated.



Summer Youth Events

The Leisure Centre have agreed to host the following summer youth events;

Monday 3 rd August	Pool Family Fun Session	13:45-15:00	£138.00
Friday 7 th August	Dry side Inflatable Sessions	10:00–11:00 and 11:30–12:30	£200.00
Monday 10 th August	Pool Family Fun Session	13:45-15:00	£138.00
Monday 17 th August	Pool Inflatable Fun Session	13:45-14:45	£160.00
Monday 24 th August	Pool Family Fun Session	13:45-15:00	£138.00
Friday 28 th August	Dry side Inflatable Sessions	10:00–11:00 and 11:30–12:30	£200.00
TOTAL			£974.00

Each of the **Dry side Inflatable Sessions** will be able to accommodate a maximum of 30 children aged 4-16 years.

The **Pool Family Fun Sessions** involve the whole pool and lots of big floats and toys in the pool along with music for a maximum of 70 children/Adults.

The **Pool Inflatable Session** is aimed at the older children as requires all participants to be over 8 and pass a swim test of 25m before the session to go on the inflatable and due to the size and they do not run anything else in the pool so if they don't pass the swim test they can't go in the pool altogether. Maximum capacity is 40.

They have also offered **some free outdoor court hire** as an additional benefit, and this will be finalised once they have their summer programme.

All of the events to be held at the Leisure Centre will be bookable entirely through them and we will advertise as such.

Agenda Item 16 Community Volunteer Thank You Lunch/Afternoon Tea

The Town Council benefits greatly from the commitment and generosity of local volunteers who give their time to improve the community and support a wide range of activities. Their efforts enhance the town, strengthen community spirit and enable many initiatives to take place that would not otherwise be possible.

It is proposed that the Town Council hosts a Community Volunteer Thank You Lunch/Afternoon Tea in September as a gesture of appreciation for these contributions. The event would be funded from the Civic Budget and would provide an opportunity for volunteers, councillors and their partners to come together in recognition of the positive impact volunteers have on the town.

This event would also help strengthen relationships between the Council and local volunteer groups, encourage continued community involvement and demonstrate the Council's appreciation for those who freely give their time for the benefit of others.

The event would be held from **12.30pm to 2.30pm** and would provide an opportunity to thank volunteers for the time, commitment and dedication they give throughout the year.

Invitations would be extended to volunteers from groups including:

- Town Council volunteers
- Community litter pickers
- WAA Allotment Association volunteers
- Toddler Group volunteers
- Film Club volunteers
- Other community groups that regularly support the Town Council
- Station Adopters
- Community care transport
- Health & Social Care Group
- Mr Gees Foundation
- Senior Events volunteers
- Rotary & Inner Wheel

Town Councillors and their partners would also be invited to attend to show their appreciation and meet with volunteers in an informal setting.

Recommendation

That the Town Council:

1. Approves the organisation of a Community Volunteer Thank You Lunch/Afternoon Tea to be held in September from 1.00pm to 2.30pm.
2. Agrees that the event be funded from the Civic Budget.

3. Authorises the Town Clerk to make the necessary arrangements and issue invitations to eligible volunteers, councillors and their partners.