SOUTH WOODHAM FERRERS
TOWN COUNCIL
LORDS OF THE MANOR OF CHAMPIONS

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

Events Community & Leisure COMMITTEE

AGENDA

For a Meeting to be held at 7.30p.m. on Tuesday 3rd November 2026 at Champions Manor Hall, Hullbridge Road, South Woodham Ferrers

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

Councillor Barnett	Councillor Sherlock	Councillor Perham Lake
Councillor Kelly	Councillor Knox	Councillor Price
Councillor Massey		

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.

KAtkins

Karen Atkins Town Clerk
28th October 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 6th October 2026 as a true record.

5. Budgetary Position

To receive the current budgetary position as of 28th October 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 attached to agenda.

8. Remembrance Sunday 2026

To receive a report on the Remembrance Sunday event 2026.

9. Heart of the Community Event

Committee to receive a debrief report on the last event attached to the agenda. The next event is scheduled for the 12th of January 2027.

10. Christmas 2026

- Committee to receive a report on the Christmas Fayre on 21st November 2026 and to consider any items for consideration for the event.
- The Toddler Christmas Party will be on Monday 14th December 2026. Report attached to agenda.
- Seniors Xmas lunch tickets will go on sale on Monday 16th November 2026 for £10 per person. This includes a hot Christmas dinner and dessert at the Whalebone Inn in South Woodham Ferrers. Councillor Kelly to update.

11. Items to note.

- The next Seniors Cinema Club is on 11th November 2026 showing H is For Hawk.
- Free Community CPR session on 29th October 2026 at 6pm. Report circulated at the meeting.
- Poppy displays will be placed at the Bandstand, Millenium Place and Champions Manor Hall on 28/10/2026.

12. Committee Events and Projects 2026 – 2028

The Committee to consider proposed projects and events for 2026, together with event proposals for 2027 and 2028, for inclusion in the relevant budgets. Supporting reports are attached to the agenda.

- The committee to consider the proposal for a Games & Crafts Afternoon on Thursday 28th January 2027, 12.30pm–2.00pm at Champions Manor Hall, with a proposed budget of £70.
- The Committee to consider a Pottery & Prosecco Evening on Friday 19th February 2027.
- Committee to discuss and identify potential projects and events for 2027 and 2028, with a view to incorporating agreed proposals into the relevant budgets.

13. Budget 2027-28

To consider the draft budget for Events, Community & Leisure 2027-28. Information circulated prior to the meeting.

This will be recommended to Finance & Projects Committee on the 10th of November 2026 for approval at Council on 19th January 2027.

14. Summer Event 2027

To receive an update report on the Summer Event 2027 and consider next steps and how to progress plans.

15. Report To Council

To agree items to report to the Council meeting on 17th November 2026.

16. Media Coverage

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

17. Next Meeting

The next meeting of the Events Community & Leisure Committee will be on the 02nd February 2027 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.