



# **AGENDA**

**You are summoned to a Meeting of the**

# **COUNCIL**

**to be held at 7.30 p.m. on Tuesday 16th January 2024**  
**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**  
**10th January 2024**

A handwritten signature in blue ink that reads "KATKINS".

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 Pecuniary 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 Council meeting held on 21st November 2023 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. Royal Air Cadets**

Committee to consider the request from the Royal Air cadets (including Army Cadet premises) to adopt the land north of the youth group hut at Salthaven Road. Representative to attend the meeting.

**7. General Power of Competence**

Council to resolve that it meets the criteria for eligibility for the General Power of Competence, having both an electoral mandate of two thirds of members of the Council and a qualified Clerk

**8. Distinguished Honors Award**

- To review the distinguished Honours award as attached to the agenda. Committee to discuss advertising and selecting of candidate's nominations for 2023 to close 29th February 2024.
- To note that this annual award is selected by Council on the 19th of March 2024 Council meeting and presented at the Annual Town Meeting on 23rd April 2024.

**9. Meeting Schedule 2024/25**

To consider the meeting calendar for 2024-25 as attached to the agenda. To **NOTE** due to guest speaker availability the Annual Town Meeting has been rescheduled from Friday 12th April 2024 to Tuesday 23rd April 2024. The revised calendar for 2023-24 will be circulated following the meeting.

**10. Reports from Committees are attached to the agenda.**

**10.1 Planning & Environment Committee**

To note that a meeting was held on 28/11/2023 & 19/12/2023.

**10.2 Events, Community & Leisure Committee**

To note no meeting held

**10.3 Finance & Projects Committee**

To note that a meeting was held on 05/12/2023 & 9/1/2024.

**10.4 Staffing**

To note that a meeting was held on 18/12/2023.

**11. Clerks Report**

To receive the Clerk's report as provided.

**12. Review of Standing Orders & Policies**

- Council to review and agree Standing Orders or agree a working group to bring a recommendation to Council on 19<sup>th</sup> March 2024.
- Council to review and agree the policies attached to the agenda.
  - IT Policy
  - Internal Control and Internal Audit
  - Review of Financial Risk Assessment
- Council to review and agree the following Whistle Blowing Policy as recommended by the Staffing Committee meeting on 18/12/2023.
- Council to review and agree the Hall Hire Grant Policy as recommended by Finance & projects meeting on 5/12/2023.

**13. Interim Audit**

Council to consider and approve the Internal Audit report attached to agenda.

**14. Local Council Award Scheme (LCAS)**

The Town Council are applying for the Foundation Level of the Local Council awards scheme. Minute ref C545.

To resolve that the Town Council has all the documentation and information in place for the Foundation Award and where applicable is published on our website.

**15. Items To Note**

- The tree survey of all Town Council owned land has been completed. A meeting will be arranged with J W Davis to review the works recommended. This will be reported at Council on 19<sup>th</sup> March 2024.
- The new parking system at the Village Hall will be installed on Monday 15<sup>th</sup> January 2024. The Village Hall will be doing the publicity for this.

**16. Proposed Closure of South Woodham Ferrers Police Station Summer 2024**

Council to consider any views or comments from the Town Council regarding the proposed closure of the Police Station in Summer 2024. Information attached.

**17. Men's Shed**

Council to consider the suitability of a request from the community group to use the chosen logo for the men's shed in South Woodham Ferrers. Copy of logo attached to agenda.

**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**

A list of recent events attended by the Town Mayor will be circulated prior to the meeting.

**20. Media Release**

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

**21. Next Meeting**

The next meeting will be held on 19th March 2024 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.**



## **Distinguished Community Service Award**

The scheme is designed to recognise significant contributions to the residents of the town. Nominations for the award are sought from those who live in South Woodham Ferrers. Any nominations are considered by the Town Council and award recipients will be invited to receive their award at the Annual Town Council meeting held each Spring. Details of the award are also shown on the honours board on permanent display at Champions Manor Hall Community Centre in Hullbridge Road.

### **Nomination Guidelines**

1. Nominees will be required to demonstrate a significant contribution made to an individual, group or the wider community in the town. This is regardless of if the nominee resides in the town or not.
2. A nomination for an individual for work or in a field in which they are in paid employment will not normally be considered.
3. Nominations must be provided on the form below and completed by a proposer and seconder. In all cases at least one of these must be unrelated to the nominee and both must be residents of the town.
4. There are no age limits for either nominees or proposer/seconders for the scheme.
5. Nominations for serving Town Council Members will not be accepted for their contribution to the work of the Town Council.
6. The Award will not normally be provided either for individual sporting achievement or for the receipt of an honour such as the award of an MBE.
7. The Award must be approved by at least 2/3rds of Town Council Members present at the meeting considering the nomination.

Decisions on the Award are at the complete discretion of the Town Council and its decision is not open to challenge. The Council may choose not to make any award even if the nominations have been received and similarly proposers may choose to provide a further nomination at a later date should the first prove unsuccessful.



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TOWN COUNCIL**

In all cases further advice on the scheme and completion of the nomination form is available for the Town Clerk.

## **Distinguished Community Service Award**

### **Nomination Form**

#### **1. Nominee Details**

- a) Full name:
- b) Home address:
- c) Contact telephone number:
- d) Email address:

#### **2. Your Nomination**

Please explain why you are proposing this person for the award:



### **3. Proposer's Comments and details**

Name:

Address:

Contact Telephone Number:

Your signature:

Date:

Any additional comment (*optional*):

### **4. Seconder's Comments and details**

Name:

Address:

Contact Telephone Number:

Your signature:

Date:



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Any additional comment (*optional*):

*Please return the completed nomination to Karen Atkins Town Clerk, South Woodham Ferrers Town Council, Champions Manor Hall Community Centre, Hullbridge Road, South Woodham Ferrers, Essex CM3 5LJ*

*For further assistance please call the Town Council on 01245 321817*

<b>Responsible Officer</b>	Town Clerk	<b>Date effective from</b>	January 2024	<b>Review date</b>	January 2025
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## South Woodham Ferrers Town Council Meetings Schedule 2024 – 2025

Month	Date	Meeting	Month	Date	Meeting
			November	5	Events, Community & Leisure
May 2024	14	Annual Council		12	Finance & Projects
	21	Events, Community & leisure	November	19	Council
	28	Planning & Environment		26	Planning & Environment
			December	03	Finance & Projects
June	25	Planning & Environment		17	Planning & Environment
July	09	Events, Community & leisure	January 2025		
	16	Finance & Projects		14	Council
	23	Council			
	30	Planning & Environment		28	Planning & Environment
August	27	Planning & Environment			
			February	11	Events, Community & Leisure
				25	Planning & Environment
September	03	Events, Community & Leisure	March	4	Finance & Projects
				18	Council
				25	Planning & Environment
	24	Planning & Environment			
			April	08	Finance & Projects
October	08	Events, Community & Leisure		15	Annual Town Meeting
	15	Finance & projects		29	Planning & Environment
	22	Council			
	29	Planning & Environment			

All Meetings to commence at 7.30pm





# Reports to Council 16 January 2024

## 10.1 Planning & Environment Committee

It was noted that a meeting was held on 28/11/2023 & 19/12/2023.

- John Cox  
John Cox phase one has begun and is ongoing. The contractor has advised maintenance of the area to begin April 2024
- Results of EPC report  
Results of the EPC report received a 'B' Rating.
- Signage for Willow Grove  
Environment Officer to contact the Local Highways Panel and Councillor Massey to seek the possibility of installation of 'Road Narrows' sign including with the costings. The application is now with the Local Highways Panel with the support of Councillor Massey.

## 10.2 Events, Community & Leisure Committee

It was noted no Events, Community & Leisure Meetings have been held.

## 10.3 Finance & Projects Committee

It was noted that a meeting was held on 5/12/23 & 9/1/2024.

- Hall Hire/Facility Grant Policy
- Chelmsford City Council to assist with Solar Panel Project  
Offer to assist the Town Council with the tender process. Tenders submitted to Chelmsford City Council on 10/1/2024.
- Financial Regulations review working group.
- Electricity Contract fixed renewal for two years
- Unity Trust Instant saver account

## 10.4 Staffing Committee

It was noted that a meeting was held on 18/12/2023.

- NALC pay increase for staff.

The EALC pay rise for 23/24 has been approved and awarded to all staff in the November salary. This was an increase of £1.00 per hour - £1925.00 for the year. Pro rata for part time.

- Street Service Operative position  
Staffing Committee agreed extending the working hours of the current ESO to provide an enhanced service to the town. This is a new contracted role started 3/1/2024 and new title is Street Service Operative.  
Training at Writtle college was completed on Monday 8/1/2024 and the next course will be on 31/1/24 and risk assessments are in place.  
Job description is attached to the report.
- Staff probation  
Admin assistant completed her 6-month probation on 4<sup>th</sup> July 2023.  
Environment & Leisure Officer completed his 6-month probation period on 2nd November 2023.
- Whistle Blowing Policy



## WHISTLEBLOWING POLICY & PROCEDURE

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### **Purpose**

This policy sets out the way in which individuals may raise any concerns that they have about South Woodham Ferrers Town Council's conduct and how those concerns will be dealt with.

### **Scope**

This procedure applies to all permanent and fixed-term employees, whether full-time or part-time.

### **Document Support**

If, after reading this document, you need further help, please contact the Town Clerk.

### **Policy**

It is important to the Town Council that any fraud, misconduct or wrongdoing by staff or others working on behalf of the Town Council is reported and properly dealt with. We therefore require all individuals to raise any concerns that they may have about the conduct of others in the Town Council or the way in which the Town Council is run.

### **Background**

The Public Interest Disclosure Act 1998 amended the Employment Rights Act 1996 to provide protection for workers who raise legitimate concerns about specified matters in the public interest. These are called "qualifying disclosures". A qualifying disclosure is one made by an employee who has a reasonable belief that

- A criminal offence;
- A miscarriage of justice;
- An act creating risk to health and safety;
- An act causing damage to the environment;
- A breach of any other legal obligation; or
- Concealment of any of the above;

is being, has been, or is likely to be, committed. It is not necessary for the worker to have proof that such an act is being, has been, or is likely to be, committed - a reasonable belief is sufficient. The worker has no responsibility for investigating the matter - it is our responsibility to ensure that an investigation takes place.

A worker who makes such a protected disclosure has the right not to be dismissed,

subjected to any other detriment, or victimised, because he/she has made a disclosure.

We encourage workers to raise their concerns under this procedure in the first instance. If you are not sure whether or not to raise a concern, you should discuss the issue with the Town Clerk or the Town Mayor. If you wish to raise a qualifying disclosure relating to the acts or omissions of the Town Clerk, you should raise the matter with the Town Mayor.

### **Principles**

- Everyone should be aware of the importance of preventing and eliminating wrongdoing at work. Staff and others working on behalf of the Town Council should be watchful for illegal or unethical conduct and report anything of that nature that they become aware of.
- Any matter raised under this procedure will be investigated thoroughly, promptly and confidentially, and the outcome of the investigation reported back to the person who raised the issue.
  - No employee or other person working on behalf of the Town Council will be victimised for raising a matter under this procedure. This means that the continued employment and opportunities for future promotion or training of the worker will not be prejudiced because they have raised a legitimate concern.
- Victimisation of an individual for raising a qualified disclosure will be a disciplinary offence.
- If misconduct is discovered as a result of any investigation under this procedure our disciplinary procedure will be used, in addition to any appropriate external measures.
- Maliciously making a false allegation is a disciplinary offence.
- An instruction to cover up wrongdoing is itself a disciplinary offence. If told not to raise or pursue any concern, even by a person in authority such as a manager, you should not agree to remain silent. You should report the matter to the Town Clerk or Town Mayor.

### **Procedure**

This procedure is for disclosures about matters other than a breach of an employee's own contract of employment. If you are concerned that your own contract has been, or is likely to be, broken, you should use our Grievance Procedure.

#### Stage 1

In the first instance, any concerns should be raised with the Town Clerk. If you believe your manager to be involved, or for any reason do not wish to approach your manager, then you should proceed straight to stage 3.

#### Stage 2

The Town Clerk will arrange an investigation of the matter (either by investigating the matter themselves or immediately passing the issue to The Town Mayor). The investigation may involve you and other individuals involved giving a written

statement. Any investigation will be carried out in accordance with the principles set out above. Your statement will be taken into account, and you will be asked to comment on any additional evidence obtained. Your manager (or the person who carried out the investigation) will then report to the Staffing Committee who will take any necessary action, including reporting the matter to any appropriate government department or regulatory agency. If disciplinary action is required, the Town Clerk (or the person who carried out the investigation) will report the matter to the HR Advisers – for advice - and start the disciplinary procedure. On conclusion of any investigation, you will be told the outcome of the investigation and what the Town Council has done, or proposes to do, about it. If no action is to be taken, the reason for this will be explained.

### Stage 3

If you are concerned that the Town Clerk is involved in the wrongdoing, has failed to make a proper investigation or has failed to report the outcome of the investigations to the relevant person, you should escalate the matter to the appropriate person as set out in the Escalation Table at the end of this document. This person will arrange for a review of the investigation to be carried out, make any necessary enquiries and make their own report to the next person in the Escalation Table. Any approach to the more senior person will be treated with the strictest confidence and your identity will not be disclosed without your prior consent.

If you believe the Town Clerk is involved in the wrong doing, your should escalate the matter to the Town Mayor.

### Stage 4

If on conclusion of stages 1, 2 and 3 you reasonably believe that the appropriate action has not been taken, you should report the matter to the proper authority. The legislation sets out a number of bodies to which qualifying disclosures may be made. These include:

- The Monitoring Officer at Chelmsford City Council
- HM Revenue & Customs;
- the Financial Conduct Authority;
- the Health and Safety Executive;
- the Environment Agency;
- the Serious Fraud Office;
- the Charity Commission
- the Care Quality Commission;
- the Children’s Commissioner;
- the National Society for the Prevention of Cruelty to Children;
- the Health and Care Professions Council;
- the Chief Inspector of Education, Children’s Services and Skills;
- the Homes and Communities Agency;
- the Pensions Regulator;
- the Information Commissioner
- Protect, for whistleblowing advice (<https://protect-advice.org.uk/>)

You can find the full list in The Public Interest Disclosure (Prescribed Persons) Order 2014

<https://www.gov.uk/government/publications/blowing-the-whistle-list-of-prescribed-people-and-bodies--2/whistleblowing-list-of-prescribed-people-and-bodies>

## Escalation Table

**Town Clerk > Town Mayor > Staffing Committee > Council**

### **Protecting whistleblowers**

If you raise a genuine concern under this policy, we will support you fully even if we find, through our investigations, that you made a mistake or that there has been no breach of policy, legal obligation or other activity set out in this policy. If you feel you have been treated badly as a result of raising a concern, you must tell us straightaway. ,If the matter remains unresolved, you must follow the formal process in our grievance procedure.

All whistleblowers are given the same protection, so you must not threaten or otherwise badly treat others who have raised concerns under this policy. If you do, you may face disciplinary action which could include dismissal for gross misconduct. The whistleblower may also be able to bring legal action against you.

### **Data protection**

When an individual makes a disclosure, the Town Council will process any personal data collected in accordance with its data protection policy. Data collected from the point at which you make the report is held securely and accessed by, and disclosed to, individuals only for the purposes of dealing with the disclosure.

*This is a non-contractual policy and procedure which will be reviewed from time to time.*

## **Adequate and effective system of Internal Control and Internal Audit**

In line with the Regulation 6 of the Accounts and Audit Regulations 2015

The Council's internal controls include the following:

- Safe and efficient arrangements to safeguard public money
- Regular scrutiny of financial records and proper arrangements for the approval of expenditure
- Recording in the minutes the precise powers under which expenditure is being approved
- Regular employer returns to HM Revenue and Customs
- Regular returns of VAT; training the responsible officer in matters of VAT and other taxation issues as necessary
- Regular budget monitoring statements
- Procedures for dealing with and monitoring grants or loans made or received
- Minutes properly numbered and paginated with a master copy kept in safekeeping
- Documented procedures to deal with enquiries from the public
- Documented procedures to deal with responses to consultation requests
- Documented procedures for document receipt, circulation, response, handling and filing
- Procedures in place for recording and monitoring Members' interests and Gifts and Hospitality received
- Adoption of codes of conduct for members and employees

### **Internal Audit Assurance:**

Internal audit testing may include:

- Review of the internal controls in place and their documentation
- Review of the minutes to ensure legal powers in place, recorded and correctly applied

Review date: January 2023

Next review: January 2024

- Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc. including petty cash transactions
- Review and testing of arrangements to prevent and detect fraud and corruption
- Testing of disclosures
- Testing of specific internal controls and reporting findings to management

### **Independence**

The present Internal Auditor is Heelis & Lodge.

- they are completely independent of the Town Council
- they play no part in the Council's management, control or decision making.
- they are a professional company with experience of local government and a good understanding of local councils
- they have no input into other Council financial matters e.g. accounting, financial statements, annual return (other than signing Section 4, Annual Internal Audit Report)

### **Competence**

After each visit the Internal Auditor submits a report which is considered by the Policy and Resources Committee, actioned where appropriate and recorded in the minutes. The Town Council has been fully satisfied with the independent services provided by the Internal Auditor.

The review of the effectiveness of the system of internal audit should be carried out annually by the Finance and Projects Committee.

Review date: January 2023

Next review: January 2024



Review date: January 2023

Next review: January 2024

**South Woodham Ferrers Town Council**

**Financial Risk Assessment**

<b>Subject</b>	<b>Risk</b>	<b>Impact</b>	<b>Control Measures</b>	<b>Comments/Recommendations</b>
Loss of monies/goods	Low	Medium	Robust systems for tracking and accounting for income. Processes subject to regular independent audit review. Insurance cover provided for Council monies. Effective asset/inventory lists maintained and regularly checked. At present cash is accepted for Film Club and Toddler Group and adhoc events. <i>Town council has a bacs payment system through Unity Trust (the Councils bank) operate a secure dual authorisation system.</i>	
Fraudulent cheque payments	Low	High	Payments only authorised by nominated elected members. Effective systems to account for payments. Bank transactions subject to monthly reconciliation and periodic inspection by independent audit.	
Bank error	Low	Low	Bank statements regularly checked and subject to periodic sampling by independent auditor	
Maintaining value for money with goods/services purchase	Low	Low	Procedures to market test purchasing provided for within the adopted Financial Regulations. Larger contracts/purchases subject to detailed review by elected members	
Cash flow management	Low	Medium	Cash levels subject to continuous review including the level of available reserves. Financial information systems assist in tracking anticipated expenditure and income.  VAT refund applications are	

			completed each quarter. The Council's financial information system is able to process data for VAT refunds.	
Freedom of Information and Data Protection	Low	Medium	The Town council has the following documents in place: <ul style="list-style-type: none"> <li>• Privacy policy</li> <li>• Data protection policy</li> <li>• Document retention policy</li> </ul>	
Insurance provision	Medium	High	Insurance is regularly reviewed with an annual update of the Schedule completed each year. Staff receive regular advice from insurers and LCAS.  Insurance policy is reviewed: <ul style="list-style-type: none"> <li>• Annually</li> <li>• When assets are purchased or disposed of</li> <li>• Changes in business activity changes which has an implication on insurance provision.</li> </ul> Details of insurance are subject to review both by elected members and by the Council's auditor.	
Payroll and pension systems	Low	Medium	Specialist contractors are used to provides payroll and pension services. All documents are forwarded in a format which cannot be amended by The Town Council. Review/reconciliation of pensions completed by Essex County Council. All payroll and pension systems are subject to regular review by the	

			Council's auditor.	
Ultra Vires expenditure	Low	Medium	Experienced and qualified (CiLCA) staff are employed to assist the Council with help manage this risk. The Council now has extensive opportunities now it has adopted use of the General Power of Competence (Localism Act 2011).	
Unexpected major costs or loss of income	Low	High	<p>Risk management approach is adopted by the Council. Significant levels of reserves are maintained by the Council for contingencies.</p> <p>Insurance is provided for loss of business and business income.</p> <p>Earmarked Reserves are maintained for a number of key services that will/may require significant investment to maintain. This provides the opportunity to spread anticipated costs over a number of years.</p>	
Effective budget setting	Low	High	<p>A well-structured approach is in place for the setting of budgets and calculation of precepts that includes both reference to performance in previous and current years and ensures that the Council's Committees can consider both ongoing costs and income as well as identify supported projects/service developments in the year ahead.</p> <p>Final budget setting by the full Town Council is at a subsequent meeting in public scheduled to coincide with the billing authority's timescales to ensure Precept demands are provided in good time.</p>	

Completed by:	Mrs K Atkins Town Clerk
Date:	17 January 2023
Review date:	January 2024

## INFORMATION TECHNOLOGY (IT) POLICY

### **Purpose**

The purpose of this policy is to detail the Town Council's usage guidelines for the information technology systems including email, document access and storage, instant messaging and video conferencing systems. This policy will help the Town Council reduce risk of an IT related security incident, foster good business communications both internal and external to the Town Council, and provide for consistent and professional application of the Town Council's principles via electronic communications

### **Scope**

*This policy applies to all users of the Town Council's systems and all personal electronic communications by Councillors and staff used externally from the Town Council.*

### **Responsibilities**

All staff and councillors must comply with this policy.

The Town Clerk and Council shall ensure that this policy is up to date, complies with relevant legislation and guidelines and that compliance with this policy is regularly reviewed.

Any breach of this policy by councillors will be reported to the Chelmsford City Council Monitoring Officer and disciplinary action may result. A breach of this policy by staff could lead to staff disciplinary action, or prosecution for legal and/or contractual breaches.

### **Policy - Email**

The Town Council has provided all Councillors with a dedicated Town Council email account for use with Town Council business.

Email accounts provided are Town Council accounts, **NOT** private accounts, and may be accessed by other users in the absence of the account holder to ensure that the Town Council can continue to conduct its operations, with the appropriate authorisations.

All Councillors should use their own dedicated Town Council email address for all official Town Council business and not personal use. Town Council email addresses should not be used by anyone other than the Town Councillor to whom the Town Council email address has been assigned.

Any official Town Council business held by Councillors in their own private email accounts is still subject to the Freedom of Information 2000 Act (FOI) and data protection 2018 Act and therefore their individual account can be searched for requested information.

Deleting or concealing information with the intention of preventing its disclosure following receipt of a FOI request is a criminal offence under section 77 of the FOI Act and the person concealing the information is liable to prosecution. (Refer to our data protection policy).

- When composing and sending emails, users should remember that it is the equivalent of sending the recipient(s) a memo or letter on Town Council stationery.

- While it is not compulsory for councillors to use a dedicated Town Council email address it is strongly encouraged. Doing so makes it easier for the Town Council to process personal data securely.
- The use of personal or other work email accounts makes it more complicated for the Town Council to comply with GDPR and therefore Town Councillors are strongly encouraged to use the Town Council email address assigned to them when acting in their capacity as a Town Councillor.

Users must ensure that:

- Emails and/or messages sent do not contain derogatory or defamatory comments or remarks. Nor contain indecent, sexist, racist or other discriminatory remarks. Such content may lead to legal action against the sender and/or The Town Council for defamation, libel or harassment claims. What may appear to be a joke to some, others may consider offensive and/or distressing.
- They do not use the email and/or messaging system to send or receive obscene, explicit, or illegal material.
- Should they receive an unsolicited email that appears to contain such material, users must note the sender and date and time of receipt and report the incident to the Town Clerk.
- Emails and messages sent do not contain, nor have attached, any document containing confidential information or information covered by non-disclosure conditions unless essential and agreed with the parties involved.
- Emails/messages do not contain, nor have attached any text or images that would breach copyright or intellectual property rights of third parties.
- The Town Council strongly discourage users from responding to, generating, or forwarding emails/messages received from friends or colleagues that contain jokes, pictures, games or other similar non-work-related content.
- Users should be aware that an exchange of emails/messages can be sufficient to be contractually binding on the organisations or individuals concerned.
- Emails are not sent that could contravene the Councillors' Code of Conduct, for example around pre-determination on agenda items.
- Councillors or officers are not CC'd emails unless the subject matter specifically relates to them or their responsibilities.

Users should be aware that email is a tool used by malicious individuals to attack IT systems. By clicking on a link or opening an attachment a user malicious software to be downloaded onto the Council's systems. Effects can range from loss of service through to data theft. Defences are built into the system to reduce the risk, but these are not infallible. Users should always exercise caution and are advised not to open attachments or click on links especially if an email comes from an unknown source or is unexpected from a known contact. In case of any doubts Users are advised not to open the email or click on attachments or links and to contact the Town Clerk or the Town Council computer software provider.

### Virtual Meetings

While all Council meetings must take place in person, the Council's chosen and supported online meeting platform for other meetings, such as working group meetings, is Microsoft Teams and councillors are encouraged to use this where appropriate for working group meetings.

In preparation for the meeting the Town Clerk will make available

- The Microsoft Teams meeting link (as well as the meeting ID and passcode for outside participants).

Councillors are reminded that normal standards of etiquette as outlined in the Councillors Code of Conduct apply to virtual and online meetings.

Councillors are also reminded that non-Council membership of working group meetings is allowed and should be conscious to remind non-councillor members of the need to adhere to the Code of Conduct and the need for respect for all participants.

### Other electronic and instant messaging platforms

Councillors and staff are reminded that the same policies which apply to the use of email apply to other electronic and instant messaging platforms such as WhatsApp and Facebook Messenger and that messages sent on these platforms are subject to the FOI and Data Protection Acts where a staff member or Councillor are representing themselves as such.

### Document Access and Storage

Councillors and staff will be provided with access to the Council's online storage systems as appropriate for their roles.

Access to the council's IT systems is controlled by the use of user IDs and passwords.

All User IDs and passwords are uniquely assigned to named individuals and consequently, individuals are accountable for all actions on the IT systems.

Individuals must not:

- Leave their user accounts logged in at an unattended and unlocked computer
- Leave their password unprotected
- Perform any unauthorised changes to the IT systems or information
- Attempt to access data that they are not authorised to use or access
- Exceed the limits of their authorisation or specific business needs to interrogate the system or data
- Connect any unauthorised device to the council's network or IT systems
- Store council data on any unauthorised equipment
- Give or transfer council data or software to any person or organisation outside the council without the appropriate authority to do so
- Line managers must ensure that individuals are given clear direction on the extent and limits of their authority regarding IT systems and data.
- Individuals must not store personal files, such as music, video, photographs or games on council IT equipment or cloud systems.

Review date: January 2023

Next review: January 2024



ytgg Risk  
Assessment  
**HIGH** 0  
**MEDIUM** 0  
**LOW** 16

**South Woodham Ferrers Town Council  
INTERNAL AUDIT 2023-2024**

**AUDIT PLAN WITH COMMENTS / FINDINGS**

I am pleased to report to Members of the South Woodham Ferrers Town Council (the "Council"), that I have completed my interim internal audit of the Council's records for the seven month period to 31 October 2023, following my audit visit and subsequent conversations on 29 November 2023. The traffic light system of "risk" has been used to highlight any areas for attention.

Councillors should be aware that my work cannot be relied upon to identify the occasional omission or insignificant error, nor do I actively seek evidence of breaches of trust or statute, neglect or fraud, which may have taken place. It is the responsibility of the Councillors of the Council to guard against such events, but if during my audit testing such events are discovered I am duty bound to disclose such events to the Council.

I would like to take this opportunity to thank the Town Clerk, Karen Atkins for her assistance given to me during my audit visit.

Area	Item	Comments / Findings Interim visit 29 Nov 2023	Comments / Findings Year-end Audit XX XXX 2024
Previous Audits	<ul style="list-style-type: none"> <li>• <b>Date of last External Audit Certificate or Exemption Certificate for 2022-23</b></li> <li>• Comments if any</li> <li>• Publication on website.</li> <li>• Date of last Internal Audit Comments if any</li> <li>• Review of any items outstanding from previous internal / external audit reports.</li> </ul>	<p>PKF Littlejohn signed off the Report &amp; Certificate 2022-23 on 29 August 2023, there were no comments.</p> <p>F&amp;P 3 Oct 2023 Min FP165 noted the outcome of the External Audit and Council 17 Oct 2023 Min C542</p> <p>The AGAR and additional financial information has been published on the Finance webpage in a timely manner.</p> <p>The Internal Audit Report by Heelis &amp; Lodge dated 28 April 2023 considered by F&amp;P 13 June 2023 Min FP132. There were no items to follow up.</p>	

Minutes	<ul style="list-style-type: none"> <li>• Scan of the minutes of the Council's meetings and the Finance Committee.</li> <li>• <b>General Power of Competence (GPC) ?</b></li> <li>• Dispensations</li> <li>• S.40 LA&amp;A Act 2014 filming/recording</li> </ul>	<p>Following a review of how the Council conducts its business the new Committee Structure introduced in April 2022 has settled in well with the following main Committees reporting to full Council.</p> <p>Finance &amp; Projects Comm (F&amp;P)          Planning &amp; Environment Comm          Events, Community &amp; Leisure Comm</p> <p>Agendas and Minutes are available to view on the website.</p> <p><b>The Town Clerk confirmed this is an agenda item on the next Council agenda in January.</b></p>	
Code of Conduct/ Acceptance of Office	<ul style="list-style-type: none"> <li>• Date adopted</li> <li>• Any changes in elected/co-opted members since last Audit ?</li> <li>• DPI's complete</li> <li>• DPI's on website or weblink</li> <li>• New Governance Compliance</li> <li>• NEXT ELECTION ?</li> </ul>	<p>17 Councillors re-elected in May 2023 (20 Cllrs full compliment)</p> <p>Cllr Naslund and Piesse co-opted Council 22 Aug 2023 Min C518</p> <p>At the time of my visit there was 1 vacancy in the Woodville Ward currently being advertised for co-option.</p> <p>DPI's available to view on the Council's website.          May 2027</p>	
Standing Orders and Financial Regulations	<ul style="list-style-type: none"> <li>• Have they been formally adopted and applied?</li> <li>• Have any changes been made since they were adopted or the last audit?</li> <li>• Have any changes been formally adopted by the Council?</li> <li>• <b>Virtual Meetings / Delegation to Clerk/RFO still in place?</b></li> <li>• <b>Updated re NALC Models SO's 2018 updated April 2022, Fin Regs 2019 ?</b></li> <li>• Two signature rule still in place?</li> </ul>	<p>Standing Orders and Financial Regulations were revised by the Town Clerk in line with the NALC Models and approved by Council 14 March 2023</p>	

Risk Management

- **Risk Assessments** – Are they:
  - Carried out regularly?
  - Adequate?
  - Reported in the minutes?
  - **Inspections of play equipment etc if carried out by staff/Cllrs have they been trained, accredited?**
  - **ANNUAL REVIEW ?**
- Insurance cover – is it:
  - Appropriate/Adequate?
  - LTA in place?
  - Reviewed regularly?
  - Fidelity Guarantee Cover £ (Balances + ½ Precept)
- Internal controls – are they:
  - Documented?
  - Adequate?
  - Reviewed regularly?
  - **Statement of Internal Control (SIC)?**
- Systems and Procedures – are they:
  - Documented?
  - Adequate?
  - Followed?
  - Reviewed regularly?

There is a Financial Risk Assessment document for the Council on the Policies page of the website completed by the Town Clerk dated 17 January 2023. There are no comments or recommendations against the “control measures” set against each subject heading. However, on the same webpage there is a Strategic Risk Register, which does have detailed “Notes/Mitigating Actions” against each area of risk.

The play area at the Village Hall is checked every morning by the fully trained ESO’s (accreditation valid until May 2025) completing a risk assessment and playground check list.

Insurance cover in place with Zurich Municipal from 1 June 23 to 31 May 2024, Long Term Agreement in place to 1 June 2025. As completed previously the Town Clerk will source three quotes when the renewal quote is due. Specialist brokers available are [www.jameshallam.co.uk](http://www.jameshallam.co.uk) and [www.clearcouncils.co.uk](http://www.clearcouncils.co.uk) (formerly BHIB based in Leicester)

F&P 13 June 2023 Min FP130.2 Cllr Kelly appointed Cllr for verification purposes such as bank reconciliation. **Quarterly verification**

The “Adequate and effective system of Internal Control and Internal Audit” document was last reviewed in January 2023 with the next review scheduled for January 2024. **Post Audit Note:** Since been agreed at F&P to be recommended to Council in January

The Policies webpage includes the following Policies Grants Policy and Grant Application Form (in the process of being amended/updated) Cllr Code of Conduct, Complaints, Civility & Respect, Press & Social Media, GDPR (and **Privacy Notice**) and Freedom of Information Policies. As well as the Standing Orders and Financial Regulations other “internal” policies include the IT Policy, Health & Safety and Dignity at Work Policies

<p><b>Budgetary Controls</b></p>	<ul style="list-style-type: none"> <li>• Is the annual budgeting process reported and approved by the Council? <ul style="list-style-type: none"> <li>○ <b>Budget/Precept amounts minuted?</b></li> <li>○ <b>Review of All Reserves included as part of the Budget Setting Process?</b></li> </ul> </li> <li>• Is the actual performance against the budgets reported to the Council during the year <ul style="list-style-type: none"> <li>○ Compare with Fin Regs?</li> </ul> </li> <li>• Are significant variances explained in sufficient detail?</li> </ul>	<p>F&amp;P Comm receive the bank balances and list of financial transactions since the last meeting.</p> <p>F&amp;P Committee 18 April 2023 Min FP110 agreed to form a Working Group to discuss the Reserves and bring back a report to a future meeting. The Town Clerk advised that the Working Group has never met <b>BUT was included when the budgets were discussed and agreed this year.</b></p> <p><b>Budget/Precept for 2024-25</b>  F&amp;P 14 Nov 2023 Min FP179 recommend a Precept of £449,200 based on a Tax base of 6115.66 Band D = £73.45 an increase of £0.85 to Council.  Council 21 Nov 2023 approved Min C558.1 2024-25 Budget £595,350 and C558.2 Precept £449,200 to be forwarded to Chelmsford City Council.</p>	
<p><b>Section 137 expenditure</b></p> <p><b>£9.93 FOR 2023-24</b> (£8.82 FOR 2022-23)</p>	<ul style="list-style-type: none"> <li>• What is the cash limit for the year?</li> <li>• Is a separate account/analysis kept?</li> <li>• Has the cash limit been exceeded?</li> <li>• Have the spending powers been properly used and Minuted?</li> </ul>	<p><b>The S137 limit for 2023-24 announced increased by 12.5% (the RPI increase Sept 2021 to 2022) to £9.93</b></p> <p><b>If the Council adopts the General Power of Competence there will be no need to use the Section 137 power.</b></p>	
<p><b>Book-keeping</b></p>	<ul style="list-style-type: none"> <li>• Cashbook - is it:</li> <li>• Fit for purpose?</li> <li>• Up to date?</li> <li>• Arithmetically correct?</li> <li>• Balanced regularly?</li> <li>• <b>Turnover above £200k pa ? Income &amp; Expenditure basis of accounting?</b></li> <li>• Record keeping and the arrangements in place to store previous year's accounts etc.</li> </ul>	<p>The Council uses the Rialtas Omega Cashbook, Sales &amp; Purchase Ledgers and the Purchase Ordering function.</p> <p>The Council accounts on an Income &amp; Expenditure basis.</p>	

<p>Petty Cash</p>	<ul style="list-style-type: none"> <li>• Has the amount of petty cash float been agreed?</li> <li>• Are all petty cash entries recorded?</li> <li>• Are payments made from petty cash fully supported by receipts / VAT invoices?</li> <li>• Are petty cash reimbursements signed for?</li> <li>• <b>Date of last petty cash reimbursement ?</b></li> <li>• Is petty cash balance independently checked regularly</li> </ul>	<p>No Petty Cash</p>	
<p>Payroll</p>	<ul style="list-style-type: none"> <li>• <b>Who is on the payroll and are contracts of employment in place?</b></li> <li>• Who is the RFO?</li> <li>• <b>Annual Appraisal in place ?</b></li> <li>• Have there been any changes to the establishment during the year?</li> <li>• Have there been any changes to individual contracts during the year?</li> <li>• <b>Members Allowances in place and paid via payroll system?</b></li> <li>• Have new appointments and changes to contracts been approved and minuted?</li> <li>• Do salaries paid agree with those approved by the Council?</li> <li>• Have PAYE/NIC requirements been properly applied and accounted for?</li> <li>• Payroll outsourced?</li> <li>• <b>WORKPLACE PENSION IN PLACE</b></li> </ul>	<p>The Council currently has 5 employees –  Town Clerk – Karen Atkins (37hrs pw) made permanent from 9 May 2023 following successful completion of her probationary period  Environment &amp; Leisure Officer – David Smith (37hrs pw) started 2 May 2023  Admin Assistant – Debbie Edwards (20hrs pw)  Two ESO's – Shaun Blackmore (37hrs pw) and John Rogers (20hrs pw)</p> <p>Cllr Allowances = 10% of Basic Allowance set by Chelmsford CC F&amp;P 13 June 2023 Min FP129 to be tracked each year. NB not available to co-opted councillors.</p> <p>National Pay Award 2023-24 just been agreed (Nov 2023). It has been paid to staff in the Nov 2023 salaries.</p> <p>Payroll is outsourced to James Todd &amp; Co who provide the necessary HMRC and Essex Pension Reports as well as the payslips</p> <p>Essex Pension Fund available to eligible employees</p>	

<p>Payments</p>	<ul style="list-style-type: none"> <li>• Are all payments recorded and supported by appropriate documentation?</li> <li>• Are payments minuted?</li> <li>• Review of DD's and SO's ?</li> <li>• <b>STAFF costs definition for inclusion in Box 4 for 2023-24, check parity for 2022-23 ? Currently includes salary, tax, NIC &amp; Pension (employee &amp; ers) + taxable benefits ( home working allowance, broadband &amp; phone allowance etc NOT incl.</b></li> <li>• Has VAT been identified, recorded and reclaimed?</li> <li>• Have internal control procedures been adhered to?</li> <li>• Contracts: <ul style="list-style-type: none"> <li>○ What contracts exist?</li> <li>○ Compliance with SO's</li> <li>○ Have any new contracts or contract variations/extensions been awarded in the year?</li> <li>○ Procedures adopted for letting of contracts</li> <li>○ Have contract payments been made in accordance with the contract document?</li> </ul> </li> </ul>	<p>New BACs system via Unity Trust Bank in place from April 2023.</p> <p>Good system of verification &amp; certification of invoices for payment involving Council Officers and 2 Councillors who also approve the BACs payments. Payment schedules reported to F&amp;P Comm each month and payments listing published as part of the Agenda papers on the website.</p> <p>There are several SO's and DD's in place mainly linked with the regular utility services received from the likes of O2, BT, Barclaycard, Chelmsford CC, Total energies, British Gas and Crown Gas &amp; Power</p> <p>Staff costs definition used within the Omega Accounting package complies with the Statement of Accounts requirement for Box 4.</p> <p>VAT submissions to date –  2022-23 Qtr 4 £5,503 received 24 April 2023  2023-24  Qtr 1 £4,858 received 11 July 2023  Qtr 2 £8,874 received 6 Oct 2023</p> <p><b>Sample contracts/agreements in place.</b>  SLR Contractors Ltd – decoration of Champions Manor Hall (CMH)  Custom Fitted Blinds Ltd – replacement blinds for CMH  DPS Painting &amp; Decorating Ltd – Repainting of the Bandstand  CT Services Group – CMR Cleaning  JW Davis Enterprises Ltd – Open Space Contract  Green Recycling – Trade Waste</p>	
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<p>Receipts</p>	<ul style="list-style-type: none"> <li>• Are all receipts recorded correctly?</li> <li>• Are all receipts promptly banked?</li> <li>• Precept, CTSG and Sect 136 payments</li> <li>• <b>Are income records inc allotments, burials, hirings adequate?</b></li> <li>• Are invoicing arrangements adequate?</li> </ul>	<p>CIL Policy – August 2023 CIL Monies 31 March 2023 = £26,981 Receipts in 2023-24 = £2,694</p> <p>F&amp;P 13 June 2023 Min FP125b Remote payment system SUM UP purchased for use with the toddler group and other events.</p> <p>Invoicing for hirings checked</p> <p>CMR Fees &amp; charges review - will be done on completion of the “upgrade works”.</p>	
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<p><b>Bank reconciliation &amp; PWLB Loans</b></p>	<ul style="list-style-type: none"> <li>• What current/deposit accounts exist?</li> <li>• <b>Investment Strategy recommended where bank balances are in excess of £100k.</b> FSCS aware ?</li> <li>• Are bank reconciliations regularly carried out for each account?</li> <li>• Level of Balances to Precept ratio</li> <li>• Are the cheque counterfoils, paying-in books and bank statements adequately referenced?</li> <li>• When was the last review of the banking arrangements?</li> <li>• Internet Banking/Corporate Card and if in place Financial Regs updated ?</li> <li>• Signature review (Two signatures required?)</li> <li>• Any PWLB loans ?</li> </ul>	<p><b>Bank account balances as at 31 Oct 2023 -</b></p> <table border="0"> <tr> <td>Unity Trust Current (2312)</td> <td>- £516,723</td> </tr> <tr> <td>Santander Bus Saver (2723)</td> <td>- <u>£288,874</u></td> </tr> <tr> <td>Total cash balance</td> <td>- <u>£805,597</u></td> </tr> </table> <p><b>Current FSCS rules as per the NALC Financial Topic Note – F05-15 extends the FSCS protection to “Small Local Authorities” defined (in this case) as having an annual Budget of below 500,000 Euros (currently approx.. £430k), the Topic Note advises that both Income and Expenditure should be below the threshold. SWFTC expenditure is above this threshold, hence the FSCS protection does not apply to the Council.</b></p> <p><b>However, this is not a reason for the Council to “do nothing” in terms of looking at its Investment Strategy. The Town Clerk had already started to look at other “saving deposit options”, I suggested other financial institutions that accept deposits from Parish/Town Councils One simple option would be to open an “Instant Access” deposit account with Unity Trust Bank. To maximise the interest potential I would recommend that delegated powers be given to the Town Clerk/RFO to manage the two Unity Trust a/cs without compromising the day to day business activity with subsequent retrospective reporting of bank transfers.</b></p> <p>F&amp;P 13 June 2023 Min FP125a Barclaycard in place with a spend limit of £5,000 per 6 week period</p> <p>F&amp;P 13 June 2023 Min FP130.1 Cllrs Eley, Shearring, Roberts and O’Brien as signatories for both banks (endorsed by Council Min C506.1)</p> <p><b>Four signatories should be viewed as the minimum number to signatories to allow for absences/resignations etc.</b></p> <p>PWLB loan outstanding at 31 March 2023 = £88k</p>	Unity Trust Current (2312)	- £516,723	Santander Bus Saver (2723)	- <u>£288,874</u>	Total cash balance	- <u>£805,597</u>	
Unity Trust Current (2312)	- £516,723								
Santander Bus Saver (2723)	- <u>£288,874</u>								
Total cash balance	- <u>£805,597</u>								



<p><b>Assets and Asset Register (AR)</b></p>	<ul style="list-style-type: none"> <li>• Are all the material assets owned by the Council recorded in an AR ?</li> <li>• Is the AR up to date?</li> <li>• Basis of Asset Values?</li> <li>• Are investments recorded?</li> <li>• Are the valuations regularly reviewed?</li> <li>• Does the AR show the insurance values ?</li> <li>• Digital Photographic evidence?</li> <li>• Is there a separate Inventory List of low value items (e.g. below the insurance excess levels) ?</li> </ul>	<p>F&amp;P 13 June 2023 Min FP131 noted the Asset Register as at 31 March 2023.</p> <p>The Asset Register will be checked during the year-end audit visit. There have been several items approved by the F&amp;P Committee that will be items to add to the existing Asset Register.</p> <p>The Town Clerk updates the asset register as soon as the individual items are in place and received</p> <p>The Solar Panels planned for CMR is an example.</p>	
<p><b>Year-end procedures Inc. AGAR</b></p>	<ul style="list-style-type: none"> <li>• Does the <b>2023-24 AGAR Statement of Accounts</b> agree with the cashbook?</li> <li>• Is there an audit trail from the financial records to the accounts?</li> <li>• Have debtors and creditors been properly recorded?</li> <li>• <b>Date of approval of 2022-23 AGAR &amp; Certificate of Exemption if applied</b></li> <li>• <b>PROOF of public rights provision during summer 2023 &amp; website– AIAR ICOs</b></li> <li>• <b>Public Inspection Period Minuted ?</b></li> <li>• New governance compliance regime - refer to new <b>Practitioners' Guide 2023</b></li> </ul>	<p>Year-end procedures to be checked at final audit</p> <p>The AGAR 2022-23 was approved by Council 20 June 2023 Mins C505.2 &amp; C505.3, the RFO had signed off the Statement of Accounts on 20 June 2023 before the Meeting started.</p> <p><b>Date of Announcement – 21 June 2023</b>  <b>Public Inspection period – 22 June to 3 Aug 2023</b>  <b>Evidence – Screen shot evidence to be provided by Vision ICT</b></p> <p>F&amp;P 13 June 2023 Min FP132 and Council 20 June 2023 Min C505.4 noted period of exercise of public rights</p>	

<p>Additional tests – (as necessary)</p>	<ul style="list-style-type: none"> <li>• Computer systems: <ul style="list-style-type: none"> <li>○ The procedures for the backing up of computerised records</li> <li>○ Council owned PC/laptop ?</li> <li>○ <b>Email security</b></li> <li>○ <b>Encryption of data?</b></li> </ul> </li> <li>• <b>Trust Funds/Charities – Charity Commission filing?</b></li> <li>• Annual review of the effectiveness of Internal Audit inc. Appointment of IIA</li> <li>• <b>Website host and Webmaster and any changes?</b></li> <li>• <b>Website functionality &amp; accessibility NALC L09-18</b></li> <li>• <b>TRANSPARENCY CODE compliant especially for Exempt Authorities</b></li> <li>• <b>Post GDPR (May 2018)</b> <ul style="list-style-type: none"> <li>○ <b>Privacy Notice</b></li> <li>○ <b>Cllr email addresses?</b></li> <li>○ <b>Email disclaimer</b></li> <li>○ <b>Other matters inc DPO arrangements</b></li> </ul> </li> </ul>	<p>Ahead 4 manages the Council's IT requirements including hosting the emails, Office 365 licences and security arrangements.</p> <p>No charity involvement</p> <p>Council 17 Oct 2023 Min C542 – appointed IIA for 2023-24.</p> <p>Vision ICT</p> <p>The Town Clerk is the main “webmaster” but the Admin Assistant and Environment &amp; Leisure Officer also contribute to the management of the Councils website.</p> <p>Cllrs email addresses have been introduced from April 2023 similar the staff addresses eg <a href="mailto:debbie@southwoodhamferrerstc.gov.uk">debbie@southwoodhamferrerstc.gov.uk</a></p> <p>F&amp;P 13 June 2023 Min FP134 Town Clerk to advise all Cllrs that communication with old email addresses would cease on 30 June 2023. All Councillors use their email addresses.</p> <p>The Town Clerk is the DPO</p>	
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**SWFTC Mayoral Engagements 22nd November 2023 to 16<sup>th</sup> January 2024**

**10<sup>th</sup> December 2023** – Cllr Eley, Town Mayor and Cllr Perham-Lake, Carol Concert at CMH

**13<sup>th</sup> December 2023** – Cllr Eley, Town Mayor, Seniors Film Club

**15<sup>th</sup> December 2023 am** - Cllr Eley, Town Mayor, judged the Best Decorated Christmas Window Winner -Flowers by Kelly

Runner-up -South Woodham Bathrooms

Commended - Baron Barbers and Havens Hospice

**pm** – Cllr Eley, Town Mayor, attended Mayor of Chelmsford’s Carol Concert

Chelmsford Cathedral

**16<sup>th</sup> December 2023** – Cllr Eley, Town Mayor, Christmas Party at Hamilton Court

**20<sup>th</sup> December 2023** – Cllr Eley, Town Mayor, attended Cinderella Pantomime in SWF

**10<sup>th</sup> January 2024** – Cllr Eley, Town Mayor, Seniors Film Club at CMH