



**SOUTH WOODHAM FERRERS
TOWN COUNCIL**

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

A G E N D A

**You are summoned to the Annual Meeting of the
TOWN COUNCIL**

to be held at 7.30 p.m. on

Tuesday 14th May 2024

At Champions Manor Hall, Hullbridge Road, South Woodham Ferrers,

To consider the following business

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 of business on the agenda. 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.

**Karen Atkins
Town Clerk
8th May 2023**

1. Election of the Town Mayor for 2024/25

In accordance with Standing Order 5e. to consider nominations for Town Mayor for 2024/2025.

In accordance with Standing Order 5j.i. the Town Mayor to complete the acceptance of office or Council to resolve this is completed at a later date.

2. Election of the Deputy Town Mayor for 2024/25

In accordance with Standing Order 5e. to consider nominations for Deputy Town Mayor for 2024/2025.

3. Apologies for Absence

To **RECEIVE and ACCEPT** any apologies for absence.

4. Declarations of Interest

4.1 Current Meeting

Any Member declaring an interest is asked to state whether this is a disclosable pecuniary, other registerable or non-registerable interest. Clarification, if required, can be sought prior to the meeting with the Chairman or the Town Clerk.

4.2 Registration of Members' Interests

Members to **NOTE** that Register of Interest forms need to be kept up to date in line with the new code of conduct adopted by Council the new register of Interest form should be completed for good practice.

5. Confirmation of Minutes

To **APPROVE** the minutes of the meeting held on 26th March 2024 as a true and accurate record of the proceedings of the meeting.

6. Items to Note:

- David Buckett completed the internal audit on 8/5/2023.
- Town Council Insurance. In accordance with Standing Order 5.j.xiv to **NOTE** The insurance is with Zurich until 1/6/2025.
- The broken LED light at the Play Area has been fixed and a new timer is now in place.
- To celebrate the new reign of His Majesty The King, the Cabinet Office announced a government-funded voluntary scheme to allow public authorities in the UK to apply for a free framed portrait. The Town Council portrait arrived in April 2024 and is on display in the upstairs foyer at Champions Manor Hall.

7. 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 on the agenda. At the close of this item members of the public will no longer be permitted to address the Council; Members with pecuniary interests will also not be permitted to speak, address the Council on those interests and must leave the meeting when the item in relation to their interest is being discussed.

8. Meeting schedule 2024/2025

Council to **NOTE** two dates in June 2024 have been included on the meeting schedule. Meeting schedule circulated and attached to agenda.

9. Reports from Committee Chairmen

9.1 Planning & Environment Committee

It was noted that a meeting was held on 26/03/2024 & 30/04/2024.

9.2 Events, Community & Leisure Committee

It was noted no meetings held since Council on 19/03/2024.

9.3 Finance & Projects Committee

It was noted that a meeting was held on 09/04/24.

9.4 Staffing Committee

It was noted that a meeting was held on 10/05/24.

10. Asset Register

In Accordance with Standing Order 5.j.xiii to review the inventory of land and other assets including building and office equipment. Sent as attachment with agenda.

11. Terms of Reference

In accordance with Standing Order 5.j.vi to consider Terms of Reference for

- All committees as attached to the agenda.
- Working Parties as attached to agenda.

12. Election of Members of Council Committees for 2024/2025

In accordance with Standing Order 5.j.vii, to consider appointment of members to existing committees.

For clarity those elected to the committee will vote for the Chair & Vice Chair.

Planning & Environment Committee

12.1 Planning & Environment Committee (up to 14 Members)

12.2 Election of Chairman and Vice Chairman of the Planning & Environment Committee for 2024/2025.

Events, Community & Leisure Committee

13.1 Events, Community & Leisure Committee (up to 14 Members)

13.2 Election of Chairman and Vice Chairman of the Events, Community & Leisure Committee for 2024/2025

Finance & Projects Committee

14.1 Finance & Projects Committee (up to 14 Members)

14.2 Election of Chairman and Vice Chairman of the Finance & Projects Committee for 2024/2025.

Staffing Committee

15.1 Staffing Committee (up to 5 Members)

15.2 Note election of Chairman and Vice Chairman of the Staffing Committee for 2024/2025 will be the Mayor and Deputy Mayor.

15.3 To appoint three members from other Committees to the Staffing Committee.

16. Nominations are requested for Members to serve on the following Working Parties:

16.1 Champions Manor Hall Clubhouse Working party (Reporting to Council)

16.2 Village Hall Agreement Working Party (Reporting to Council)

16.3 John Cox Working Party (Reporting to Planning & Environment Committee).

17. Nominations of Council Representatives on Other Bodies for 2024/2025

In accordance with Standing order 5.j.xi, a list of existing representatives is attached to the agenda. Members are reminded that, if not able to attend the reporting Committee/Council meeting, a written report should be sent.

Each body, where more than one representative is nominated, is requested to appoint a Lead Councillor for that body and notify the Town Clerk.

Please note that the role of the Lead Councillor is to ensure that meetings of that body are attended by a member/s of the group and that a report (written or verbal) is made to Council or the appropriate.

18. Reports from Representatives of Outside Bodies by Lead Councillors

18.1 South Woodham Ferrers Village Hall Trust Management Committee – Vacant Councillor Position- Councillor Roberts to report as Vice Chair of the Village Hall Committee.

18.2 South Woodham Playing Fields Management Committee - Councillor John

19. Town Council Policies

- In accordance with standing Order 5.j.xvi. to review the Council's complaints procedure as attached to the agenda.
- To review the Publication Scheme
- To review the Risk Management Policy

20. Ahead 4 Maintenance

Council to receive and consider a report attached to the agenda. Date provisionally available to complete work 21st May 2024.

21. Town Council Action Plan 2024-2027

Council to review and agree the Town Council Action Plan for the next three years. This is a living document that will be reviewed every six months.

22. Town Mayor's Announcements

The Town Mayor 2024/2025 will provide a verbal report.

A list of recent events attended by the Town Mayor and Deputy Town Mayor in 2023/2024 is attached to the agenda.

23. Chelmsford City Council / Essex County Council

To consider report(s) to Council concerning matters of interest to South Woodham Ferrers:

City Councillors

- Councillors Eley
- Councillor Sherlock
- Councillor Sismey

- Councillor John
- Councillor Massey
- Councillor O'Brien

Essex County Councillor

- Councillor Massey

24. Village Hall Electricity

- Council to agree the payment of the electricity bill for 2023/2024 on receipt of confirmation by letter from the Village Hall. Information attached to agenda.

25. Media Contact

To consider whether any items on the agenda warrant a Media release and if so, to agree a Councillor to comment, if applicable.

26. Next Meeting

The next meeting of the Council will be held on 18 June 2024, at 7.30pm.