



**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 13th May 2025

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
7th May 2025**

1. Election of the Town Mayor for 2025/26

In accordance with Standing Order 5e. to consider nominations for Town Mayor for 2025/2026.

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 2025/26

In accordance with Standing Order 5e. to consider nominations for Deputy Town Mayor for 2025/2026.

3. Apologies for Absence

- To **RECEIVE and ACCEPT** any apologies for absence.
- Council to consider extended absence for a current elected councillor.

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 code of conduct adopted by Council. Register of Interest forms should be completed for good practice. Forms are to be requested from the Town Clerk.

5. Confirmation of Minutes

To **APPROVE** the minutes of the meeting held on 18th March 2025 as a true and accurate record of the proceedings of the meeting.

6. Items to Note:

- David Buckett will complete the internal audit on 15/5/2025.
- Update from the SWF Scout Group on extending the lease - attached to agenda.
- Town Council Action Plan 24-27 to be reviewed at the next Council meeting on 17th June 2025.
- As agreed by the Town Clerk the VE/VJ sign has been installed by Chelmsford City Council on the Town Council sponsored roundabout at Inchbonnie Road on 1/5/25 – photo attached to agenda.

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 2025/2026

Council to **NOTE** the 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 25/03/2025 & 29/04/2025.

9.2 Events, Community & Leisure Committee

It was noted no meetings held since Council on 18/03/2025.

9.3 Finance & Projects Committee

It was noted that a meeting was held on 08/04/2025.

9.4 Staffing Committee

It was noted that a meeting was held on 09/05/2025.

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 2025/26

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 2025/2026.

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 2025/2026.

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 2025/2026.

Staffing Committee

15.1 Staffing Committee (up to 5 Members)

15.2 Note election of Chairman and Vice Chairman of the Staffing Committee for 2025/2026 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 Working party (Reporting to Council)

16.2 Village Hall Agreement Working Party (Reporting to Council)

16.3 Open Spaces Working Party (Reporting to Planning & Environment

Committee).

16.4 Community Resilience Group (Reporting to Council)

17. Nominations of Council Representatives on Other Bodies for 2025/2026

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 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 following Policies -

- Complaints procedure.
- Publication Scheme
- Risk Management Policy
- Community Engagement Policy
- Appraisal Policy

20. Town Council Insurance

In accordance with Standing Order 5.j.xiv the three-year agreement with Zurich ends on 1/6/2025. Council to receive and consider a report to be sent prior to the meeting when quotes are received.

21. Financial Regulations

Council to review and agree the Financial Regulations recommend by Finance & Projects Committee on 8/4/2025.

22. Town Mayor Engagements

A list of recent events attended by the Town Mayor and Deputy Town Mayor in 2024/2025 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. 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.

25. Next Meeting

The next meeting of the Council will be held on 17 June 2025, at 7.30pm.