

# **AGENDA**

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

## **COUNCIL**

**to be held at 7.30 p.m. on Tuesday 18th November 2025  
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**  
**12<sup>th</sup> November 2025**

- 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 Registerable 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 21 October 2025 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. Co-option Vacancy Elmwood Ward**  
Members are invited to select a new Councillor by co-option. A copy of two application forms received are attached to the agenda.

## **7. Reports from Committees**

### **7.1 Planning & Environment Committee**

To note that a meeting was held on 28<sup>th</sup> of October and 7<sup>th</sup> November 2025.

### **7.2 Events, Community & Leisure Committee**

To note that a meeting was held on the 4<sup>th</sup> of November 2025.

### **7.3 Finance & Projects Committee**

To note that a meeting was held on 11<sup>th</sup> November 2025.

### **7.4 Staffing Committee**

To note that a meeting was held on 18<sup>th</sup> November 2025.  
Chair to update.

## **8. Items to Note**

- From the 1st of September 2025 Chelmsford City Councils basic allowance is £7050.00 per annum. The Town Council will reflect this increase in the next quarter payments to elected town Councillors in December 2025. Town Council basic allowance is now £705.00 per annum. (Ten percent of Chelmsford City Councillor allowance).
- The Town Mayor and Town Clerk have a meeting scheduled with William De Ferrers on the 18<sup>th</sup> of November 2025 to discuss the Town Mayors Award.
- The Application for a temporary ESO closed on 14/11/2025 and the Staffing Committee will be consulted in the recruitment process.
- To note Councillor Glenn Piesse resigned from the Town Council on 28/8/2025. Chelmsford City Council were notified the same day.
- The Inner Wheel sent a thank you to the Town Council for hosting the Arts & Craft Fair. A total of £548.50 was raised by the sale of refreshments and £520.00 on the raffle. Total raised £1,168.50.
- SWF Flower Club have sent a thank you for the Town Council Grant 25-26.
- The revised lease for the blue cage (Muga) has been sent to the solicitor for final amendments. The Town Clerk will send to the Playing Fields committee on receipt for their solicitor to review.

## **9. Review of Reserves**

Council to consider the recommendation from the Finance & Projects meeting on 11<sup>th</sup> November 2025. Report attached to agenda.

## **10. Review of Financial Regulations**

Council to consider a recommendation from the Finance & Projects meeting on 11<sup>th</sup> November 2025 on financial regulation 6.9iv transfer of funds between the two Unity Town Council bank accounts. Report attached to agenda.

## **11. Bandstand Railings Project – Recommendation to include Galvanising Treatment**

Council to consider the recommendation from the Finance & Projects meeting on 11<sup>th</sup> November 2025 to include a galvanising treatment to the railings. Information attached.

## **12. Essex Community Initiative Fund**

Essex Community Initiative Fund is available and the closing date for applications is Friday 28<sup>th</sup> November 2025. Documentation attached.

Members to consider whether to apply for the grant and for which project, please note other projects could be considered if they meet the criteria. Please note that the interest form must demonstrate community support.

**13. Interim Audit**

Council to **NOTE** the Internal Audit report attached to agenda.

**14. Review of Policies**

In accordance with Standing Order 5.j.xvii to xviii Council to review the policies attached to agenda.

- CiL policy
- Champions Manor Hall Hire Policy & Conditions of Hire
- Data Protection & Information Security Policy
- Strategic Risk Register

**15. Representative on Outside Bodies**

- Councillor Shearring to update on the Crouch Valley Coastal Community – Annual General Meeting on 11/11/25.
- Any other councillor updates on meetings attended as a Town Council representative.

**16. 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.

**17. Town Mayor's Announcements**

To note a list of recent events attended by the Town Mayor is attached to the agenda.

**18. Media Release**

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

**19. Next Meeting**

The next Council meeting will held on 20th January 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.**