

AGENDA

You are summoned to a Meeting of the

COUNCIL

**to be held at 7.30 p.m. on Tuesday 24th March 2026
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
18th March 2026

- 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 20 January 2026 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**
Council to consider the attached application forms for the Councillor vacancy in the Chetwood Ward

7. Clubhouse at Champions Manor Hall

Council to receive an update report from the working party regarding the proposed Clubhouse at Champions Manor Hall and to consider any recommendations arising.

8. Reports from Committees

8.1 Planning & Environment Committee

To note that a meeting was held on 27 January 2026, 24 February 2026 and 26 February 2026.

8.2 Events, Community & Leisure Committee

To note a meeting was held on 3 February 2026.

8.3 Finance & Projects Committee

To note that a meeting was held on 3 March 2026.

8.4 Staffing Committee

To note a meeting was held since the on 24 February & 24 March 2026.

9. Local Council award Scheme – Gold Quality Award Application

The Town Clerk is applying for the Gold Quality Award of the Local Council Awards Scheme.

- Council to resolve that South Woodham Ferrers continues to meet the criteria for the Bronze & Silver awards, which were awarded on 5 December 2025.
- Council to consider and approve the Business & Action Plan 2026-2028 together with the supporting and statements circulated with the agenda.
- Council to resolve that the Town Council has all requisite documentation and information in place to support the Gold Award application and that where appropriate, these documents are published on the Council's website.
- To approve the associated application fees –
£60.00 payable to Essex Association of Local Councils (EALC)
£160.00 payable to the national Association of Local Councils (NALC)
reflecting a 20% discount in recognition of the Council's achievement of Silver Accreditation in December 2025.

10. Lease Blue Cage

The Town Clerk to report to Council on the present situation with the SWF Playing Fields Charity.

11. Items to Note

- Julie Taylor in partnership with a family in Latchingdon and the YMCA, has generously donated a bleed control kit for use by the community and hirers at Champions Manor Hall.
- A comprehensive clean was undertaken by CT services at Champions Manor Hall on 17 February 2026.
- An inspection of Champions Manor Hall was carried out by the Public Health and Protection Services team at Chelmsford City Council on 17 March 2026, in respect of food hygiene compliance.
- Zurich Insurance has confirmed the claim relating to 20 Westway, South Woodham Ferrers, has now been closed, with no liability attributed to the Town Council and no financial settlement required.
- Monies raised for the two Town Mayor's charities for £202.43 to date for 2025/26 will be distributed equally prior to 31 March 2026.
- Concrete Canvas is currently liaising with Chelmsford City Council regarding proposals for a new mural within the Scholars Walk underpass.

- The Town Mayors Quiz night, scheduled for 21 March 2026 has been postponed due to low ticket sales.

12. Annual Town Meeting

Council to **NOTE** the arrangements for the Annual Town Meeting on the 21 April 2026.

- Invitations have been extended to all community groups, City and County Councillors, the local Member of Parliament, grant recipients for 2025-2026, the Town Mayor's nominated charities and the Essex Community Policing Team.
- The guest speakers for the 2026 Annual Town Meeting will be Mr Harry Allen, a South Woodham Ferrers resident who completed the challenge of rowing across the Atlantic in the World's toughest Row and PC Charlie Bell of Essex Police who will speak on drug awareness and county lines within South Woodham Ferrers.

13. Bandstand Expenditure

- Town Clerk to provide an update on the maintenance of the Bandstand. Quotations will be circulated prior to the meeting.
- Council to approve the budget code expenditure in the sum of £7,227.00 for the installation of the bandstand railings by Stratford Metal Fabrications.

14. LGR Working Party

Council to consider the establishment of a Working Party in preparation for the Local Government Reorganisation. Draft Terms of Reference are attached for members' consideration.

15. Distinguished Honours

Council to consider and select a nomination for the Annual Distinguished Honors Award, to be presented at the Annual Town Meeting on 21 April 2026.

Nomination form is attached to the agenda for members consideration.

16. Grant Policy & CMH Hall Hire Policy

- Council to consider both policies, supporting information and correspondence received from South Woodham Ferrers Village Hall, as attached to the agenda.
- Council to **NOTE** the list of Grants awarded 2025-2026.

17. Review of Policies

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

- CCTV Policy
- Equality & Diversity Policy
- Biodiversity Policy – recommended by P&E Committee PE-25-394
- Environmental Waste & Recycling Policy - recommended by P&E Committee PE-25-394
- Community Engagement Strategy – recommended by ECL Committee ECL-25-205.

18. Representative on Outside Bodies

All councillor updates on meetings attended as a Town Council representative.

19. 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.

20. Town Mayor's Announcements

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

21. Media Release

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

22. To resolve to exclude the press and public for the remainder of the meeting under the Public Bodies (Admission to Meetings) Act, 1960, as the following item contains confidential information.

Council members to receive a staffing update.

23. Next Meeting

The Annual Council meeting will held on 12th May 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.