



**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 12th May 2026

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
6th May 2026**

1. Election of the Town Mayor for 2026/27

In accordance with Standing Order 5e. to consider nominations for Town Mayor for 2026/2027.

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 2026/27

In accordance with Standing Order 5e. to consider nominations for Deputy Town Mayor for 2026/2027.

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 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 24th March 2026 as a true and accurate record of the proceedings of the meeting.

6. 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.

7. Items to Note:

- Mr David Buckett will complete the internal audit on 14/5/2026.
- The Annual Report 2026 attached to agenda.
- EALC & NALC Affiliations Fees 2026/2027 have been paid - £1,734.42.
- The first precept payment was received from Chelmsford City Council on 24 April 2026 for £234,040.00.
- The quotation 2026/27 from Chelmsford City Council for the Garden of Remembrance Locking and Unlocking gates is £5,372.98 (excluding VAT).
- To **NOTE** payments over £500.00 for 2025/26 for transparency and audit purposes.

- 8. Proposal for Lease of Council-Owned Land (Plot 11a) for 2nd Woodham Ferrers Scout Group**
Council to receive and consider the attached proposal.
- 9. John Cox**
Council to consider the recommendation from Planning & Environment (Minute Ref PE-25-393) and Finance & Projects Committee (Minute Ref FP25-171)-
- 9.1** Progress the John Cox project for £17,398.00 from Farm & Country.
 - 9.2** Allocate the expenditure for the John Cox project from the EMR CiL Monies 395 (£14,841.45) and EMR CiL Monies 2021-2022 (£9,509.32).
- 10. Reports from Committee Chairmen**
- 10.1 Planning & Environment Committee**
It was noted that a meeting was held on 31/03/2026 & 28/04/2026.
 - 10.2 Events, Community & Leisure Committee**
It was noted no meetings held since Council on 14/04/2026.
 - 10.3 Finance & Projects Committee**
It was noted that a meeting was held on 07/04/2026.
 - 10.4 Staffing Committee**
It was noted that a meeting was held on 12/05/2026.
- 11. Meeting Schedule 2026/27**
Council to **NOTE** that due to the absence of business for consideration, the Events, Community & Leisure meeting scheduled for 19th May 2026 has been cancelled. Meeting schedule attached to agenda.
- 12. 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.
- 13. 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.
- 14. Election of Members of Council Committees for 2026/27**
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**
- 14.1** Planning & Environment Committee (up to 14 Members)
 - 14.2** Election of Chairman and Vice Chairman of the Planning & Environment Committee for 2026/2027.
- Events, Community & Leisure Committee**
- 15.1** Events, Community & Leisure Committee (up to 14 Members)
 - 15.2** Election of Chairman and Vice Chairman of the Events, Community & Leisure Committee for 2026/2027.

Finance & Projects Committee

- 16.1** Finance & Projects Committee (up to 14 Members)
- 16.2** Election of Chairman and Vice Chairman of the Finance & Projects Committee for 2026/2027.

Staffing Committee

- 17.1** Staffing Committee (up to 5 Members)
- 17.2** Note election of Chairman and Vice Chairman of the Staffing Committee for 2026/2027 will be the Mayor and Deputy Mayor.
- 17.3** To appoint three members from other Committees to the Staffing Committee.

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

18.1 Champions Manor Hall Working party (Reporting to Council)

18.2 Local Government Reorganisation Working Party (Reporting to Council)

18.3 Open Spaces Working Party (Reporting to Planning & Environment Committee & Council).

18.4 Community Resilience Group (Reporting to Council)

19. Nominations of Council Representatives on Other Bodies for 2026/2027

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.

20. Reports from Representatives of Outside Bodies by Lead Councillors

20.1 South Woodham Ferrers Village Hall Trust Management Committee – Councillor Wilson

20.2 Chelmsford Association Local Council Group – Councillor Barnett

21. Town Council Policies

In accordance with standing Order 5.j.xvi. to review the following Policies -

- Complaints procedure.
- Publication Scheme
- Risk Management Policy

22. Town Council Insurance

- In accordance with Standing Order 5.j.xiv the two-year agreement with Zurich ends on 1/6/2027 Minute ref C25 -143. Council to **NOTE** the insurance for 2026/27 is £6,038.85 an increase from 2025/26 of £215.00 due to index linking.
- Council to receive and consider the renewal quotation for the town council van insurance from 31/5/26 – 30/5/2027 for £1,114.89.

23. Financial Regulations

Council to review and agree the Financial Regulations recommend by Finance & Projects Committee on 3/3/2026. Minute ref FP25-167

24. The Cube Bar Full Variation

Council to consider any comments in respect of the Full Variation to premises licence under the Licensing Act 2003. Deadline for comments is the 22 May 2026 with no power for extension.

25. Town Mayor Engagements

A list of recent events attended by the Town Mayor and Deputy Town Mayor in 2025/2026 is attached to the agenda.

26. 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 Massey
- Councillor O'Brien

Essex County Councillor

- Councillor Massey

27. 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.

28. Next Meeting

The next meeting of the Council will be held on 23 June 2026, at 7.30pm.