AGENDA

You are summoned to a Meeting of the

COUNCIL

to be held at 7.30 p.m. on Tuesday 17th November 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.

KAtkins

Karen Atkins
South Woodham Ferrers Town Clerk
11th November 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 October 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. **Lease Blue Cage**
   Council to review and consider the completed lease for signing.
   SWF Playing Fields in attendance.

7. **Essex Wildlife Lease**
   Council to review and consider the completed lease for signing.

Essex Wildlife Trust in attendance.

8. Bowls Clubhouse at Champions Manor Hall

Council to receive an update and report from the Bowls Club regarding the progression of the building, utilities and request for fencing.

9. Reports from Committees

9.1 Planning & Environment Committee

To note that a meeting was held on 27 October 2026.

9.2 Events, Community & Leisure Committee

To note a meeting was held on 3 November 2026.

9.3 Finance & Projects Committee

To note that a meeting was held on 10 October 2026.

9.4 Staffing Committee

No meetings held since Council 20th October 2026.

10. Clerks Report

Council to receive a report from the Town Clerk.

11. Advertising Screens at Champions Manor Hall

Council to consider a recommendation from the Champions Manor Hall Working party to install advertising screens at the premise. Report attached to agenda.

12. CALC Membership 2027/28

Following the Chelmsford Association of Local Council AGM on 21st October 2026 Council to consider the membership fee for 2026/27 for £40.00 and the agreed membership fee for 2027/28 for £50.00 from 1/4/2027.
Current Town Council representative is Councillor Barnett.

13. Events 2026

Council to consider the recommendation from Events, Community & Leisure Committee for two new events for 2026/27. Budget allocation from the EMR Events for £270.00.

14. Items to Note

- EALC Training Calendar 2027-28

15. Review of Policies

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

- Tree Management Policy
- Communication & Media Policy
- Data protection Policy
- Strategic Risk Register
- Hire of Champions Manor Hall Policy
- Community Infrastructure Levy (CiL) Policy
- Training Policy
- Dignity at Work Policy

Council to **NOTE** the Forward Plan will be considered at the 19th January 2027 on resolution of the 27/28 Budget.

16. Request for Appointment to a Committee

To consider a request from Councillor O'Brien to be appointed as a member of the Finance & Projects Committee.

17. Representative on Outside Bodies

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

18. 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.

19. Town Mayor's Announcements

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

20. Media Release

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

21. Next Meeting

The Council meeting will held on 19th January 2027 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.