

AGENDA

You are summoned to an Extra Ordinary Meeting of the

COUNCIL

**to be held at 7.30 p.m. on Tuesday 18th August 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
12th August 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 Annual Council meeting held on 23 June 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. Local Council Award Scheme – Gold Award**
South Woodham Ferrers Town Council achieved the Gold Award under the Local Council Award Scheme in August 2026. This is an excellent achievement and recognises the Council's commitment to good governance, effective performance, and continued improvement.

The award letter is attached to the agenda for information.

7. Election of members to Council Committees and Working Parities for 2026/27.

Council to consider the request from Councillor Christopher Benn to join committees and working parties.

8. Bowls Club House at Champions Manor Hall

Council to receive the draft lease for the Bowls Clubhouse at Champions Manor Hall.

9. Muga Lease – SWF Playing Fields

Council to receive a report for consideration regarding the ongoing lease of the MUGA with SWF Playing Fields.

10. Christmas Tree

Council to consider the report attached to the agenda.

11. Fire Shutters at Champions Manor Hall

Council to receive the report attached to agenda and quotes for replacement kitchen fire shutters.

12. Lift Maintenance at Champions Manor Hall

Council to receive a quotation from our current lift service provider for required work to meet Health & safety requirements.

13. Media Release

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

14. Next Meeting

The next Council meeting will held on 20th October 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.