

# **Events Community & Leisure COMMITTEE AGENDA**

**For a Meeting to be held at 7.30p.m. on  
Tuesday 23rd July 2024  
at Champions Manor Hall, Hullbridge Road,  
South Woodham Ferrers**

**Membership:  
Councillor Crosbie (Chair)  
Councillor Humphrey (Vice-Chairman)**

Councillor Massey  
Councillor Kelly  
Councillor John

Councillor Sherlock  
Councillor Wilson  
Councillor Price

Councillor Perham Lake  
Councillor Naslund

***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 covered by the Committees Terms of Reference. If you have any queries, please telephone the Town Clerk on 01245 321817.***

*KATKINS*

**Karen Atkins Town Clerk  
17th July 2024**

## **1. Apologies for Absence**

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 Chair or the Town Clerk.

### **4. Confirmation of Minutes**

To APPROVE the minutes of the meeting held on 21<sup>st</sup> May 2024 as a true record.

### **5. Budgetary Position**

To receive the current budgetary position as of 17th July 2024 as attached to the agenda.

### **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 covered by the Committees Terms of Reference. At the close of this item members of the public will no longer be permitted to address the Committee; Members with pecuniary interests will also not be permitted to speak, address the Committee on those interests and must leave the meeting when the item in relation to their interest is being discussed.

### **7. Health & Social Care Group**

- Committee to receive the current report attached to the agenda.
- Committee to consider the future of the Town Carol Service and Town Council involvement.

### **8. Bandstand in Town**

- Committee to consider lighting the bandstand Green for WSPD World Suicide Prevention Day. This campaign will run between 9th-12th September 2024. The website - [www.letstalkaboutsuiicide.co.uk](http://www.letstalkaboutsuiicide.co.uk)
- Committee to discuss the progress on ongoing marketing for the Bandstand in town. Report attached.

### **9. Items To Note**

- The Defibrillator at the Curlew Public House has now been installed and registered with the East of England Ambulance service.
- Cinema Club: The next Cinema Club is on 14<sup>th</sup> August 2024 showing Back to Black and 11<sup>th</sup> September 2024 showing Me Before You.
- The Open Garden Event supported by the Town Council was held on Sunday 23rd June 2024 with both the Town Mayor and his Consort as well as the Deputy Town Mayor in attendance. The programme sales raised over £495.00 for the Town Mayor's chosen Charity for 24/25.
- The free Community CPR training is scheduled for the 18th of July 2024 and is advertised with three session times available.
- The annual playground inspection report for the play area at the Village Hall has been completed. No urgent actions are required. An update on works required and completed will be reported at the next meeting.
- Booking for Play in the Park for the Summer is now open and is being advertised.
- The two D-Day events held on the 6<sup>th</sup> and 8<sup>th</sup> June 2024 received

positive feedback with a few hundred residents turning out for the Beacon Lighting and the Town Event seeing a steady stream of people throughout the day enjoying the music and displays. Essex HMVA have thanked the Council for inviting them to the event.

- Advertising for Fun at Champions and Youth Week is now advertised on all social media platforms. These are all free events. This has been sent directly to all Primary Schools, Pre-schools and Nurseries in South Woodham Ferrers for them to share with their families.
- Paul J Kings Funeral Directors have sponsored the Film Club £100.00 for 2024/25.
- Amazon prime has been ordered at £8.99 per month for the year. This will include next day delivery for all items ordered and free streaming for films for the film club.

#### **10. Christmas Fayre 2024**

- Committee to receive a report on the Christmas Fayre and light switch for 2024 and to consider acts/ entertainment within agreed Christmas Fayre budget. Committee to consider acts to be sourced by officers within the budget.
- Committee to consider the stage quotation.
- Committee to consider a request from Councillor O'Brien to purchase a Town Council Gazebo and games for the Christmas Fayre. Report attached to agenda.

Committee to note.

- that the Rotary have kindly agreed to provide Santa for the grotto and their sleigh.
- advertising for stall holders has commenced.

#### **11. Monthly Dementia Film Club**

Committee to consider holding a monthly film club showing dementia friendly films with the support of United in Kind. Report attached under separate cover.

#### **12. Christmas Panto 2024**

Committee to note that the Panto has been booked for 20<sup>th</sup> December 2024. Committee to consider the cost of tickets.

#### **13. Summer Youth Events**

Committee to note the circulated report. Councillors to agree volunteers to help with the events.

#### **14. Remembrance Sunday**

Committee to discuss the event on Sunday 10<sup>th</sup> November 2024.

#### **15. Town Mayors Event**

Committee to consider a request from the Town Mayor to support and attend an event in 2024 with the SW Waterski club and other sailing interests to raise funds for the Town Mayors Chosen Charity RNLI.

#### **16. Report To Council**

To agree items to report to the next Council meeting on 22<sup>nd</sup> October 2024.

**17. Media Coverage**

To consider whether any items on this Agenda warrant a Media release, and, if so, to agree a Councillor to comment if applicable.

**18. Next Meeting**

The next meeting of the Events Community & Leisure Committee will be on the 3<sup>rd</sup> September 2024 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.**



**Report to South Woodham Ferrers Town Council  
For Events Community & Leisure Committee Meeting on 9th July 2024**

Since our last Report for 21st May 2024 the Group has been particularly involved with the marketing and dissemination of the film entitled “The Impact of Covid on Dying, Death and Bereavement”. Four premier screenings have been held in Colchester, Frinton, SWF and at ARU Chelmsford. Another is due to be held in July at ARU Cambridge. Audience numbers vary greatly but there is a clear need for the promotion of the film as there are still numbers of folk who are suffering from the aftermath of the pandemic. This was illustrated at the presentation at Holy Trinity Church in SWF on 14th June attended by the Town Mayor. Although the audience was small it was clear how the stories outlined by the contributors to the film mirrored those experienced by some members at the presentation. The film will be sent to the national Covid Public Inquiry and will be available for all to view after the election

The HSCG continues to press for the services currently provided at St Peters, to be made available locally should St Peters close. The large number of responses to the consultation process plus the holding of a General Election mean that the results of the consultation will not be available until September.

The HSCG is currently preparing for our AGM which is due to be held late July/early August. This will incorporate our annual report which will be presented to the Town Council as previously. We may use this to screen our film and may also arrange for a keynote speaker from our part of the NHS. We will also be using this to start a rigorous recruitment and succession plan.

As always the Chairman has been attending various meetings and asking pertinent questions of the people running our local health and social services. We are now starting to play a part in the development of the Central Maldon, Dengie & SWF Integrated Neighbourhood Team. And we are also involved with the representation of carers in the performance monitoring of the new ECC carers’ support service’s contract.

The Group has continued to publish a weekly article on its website home page. This has alerted the readers to the continuing progress of a number of infectious conditions. It has informed them also of the continuing progress of the effects of

the industrial actions and how these reflect locally. We also distribute a weekly newsletter which draws attention to all items we have published in the previous week; please let us know if you'd like to subscribe for this if you don't already.

Inevitably the announcement of the General Election has led to a quiet time during the pre-election period. We expect things will pick up quickly after 4<sup>th</sup> July and the Mid Essex Integrated Care Board meeting in public on Thursday 11 July should be interesting. The pressures on the local NHS and social care system have been enormous, with May experiencing very high demand for the 999 service, A&E attendances and GP Practice appointments. There is also an earlier than previously summer Covid spike. The Spring Covid vaccination programme ended on 30 June. The arrangements for the winter 2024-25 Covid and Flu vaccinations are being developed. It has been announced that the Public Inquiry into Essex mental health deaths and services will start to hear evidence in September.

We continue to try and keep residents and the Town Council up to date with what is happening in the field of Health and Social Care, particularly as it effects our local population. Any suggestions for improvement and future work are most welcome.

-oo0oo-

Over the last 3 years we have asked landmarks, building and destinations to light up green for WSPD to highlight the Let's Talk About Suicide website - (the localised suicide prevention website) and to ask people to take the FREE suicide prevention training as well as promoting the website and everything it contains including local and national charities, help, advice, resources and so much more, as well as highlighting that as a county we are here to support anyone in crisis, worried about someone in crisis or who has lost someone to suicide.

The website - [www.letstalkaboute suicide.co.uk](http://www.letstalkaboute suicide.co.uk)

I am asking you all to mark in the diary and confirm if any landmarks in your area can light up green this year - the campaign will run between 9th- 12th September. We have landmarks who light up for one day, some light up for the whole week.

Previous landmarks have included Southend City Beach, Colchester Castle, Clacton Pier, Basildon Sign, County Hall and many, many more...

Closer to the time I will start sending out comms toolkits, briefing sheets, and press releases.

We will also ask that the training is promoted to colleagues, services users, patients and residents in whatever way possible. We can supply posters, leaflets, digital assets for screens in surgeries etc..

If you would like to catch up over Teams to discuss further or have any questions please do not hesitate to let me know.

**Communications and Engagement Manager - Suicide Prevention**  
**Communications Manager - Thurrock and Brentwood Mind**

# Bandstand entertainment

## Open Mic events

Open Mic events and pre booked free entertainment as we use for the Christmas Fayre, such as local groups

## Insurance issue

Our insurance does not cover anyone for PLI insurance and any performer, even if the event is free and the bandstand is donated to them would require this. The bandstand itself is covered as a structure. Most clubs and acts have their own PLI.

## Portable PA

A portable PA device could be purchased at £208.33 + VAT which could be loaned out free of charge for the open mic and free events and hired out at a small charge for commercial hirers to recover the costs.



## Summer 2025

A number of commercial acts could be booked for 2025 for a 'summer season' from June to September, with an average of £200-£500 per event, budgets considered and set for frequency; these could be fitted in between the free acts and open mic events.



## July August 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26 Bowls Club	27
28	29 Animalistic Encounters	30	31 Essex Kids Camp	1 Fun at Champions	2	3
4	5 Play in Park	6	7 Play in Park	8 Fun at Champions	9 Meadowcroft	10
11	12 EKA Martial Arts	13	14	15 Play in Park Fun at Champions	16 Putt Party	17
18	19	20 Gaming Buses	21 Play in Park	22 Fun at Champions	23	24
25	26 BANK HOLIDAY	27 Crafty Katie	28	29 Fun at Champions	30	31

# Play in the Park

Play in the Park sessions are now open to book online at <https://www.ticketsource.co.uk/play-in-the-park>

Two sessions per day. Morning sessions are 10am to 12pm and afternoon sessions are 1pm to 3pm.

- Monday 5 August: Inflatable slide castle combo
- Wednesday 7 August: Inflatable horse/hopper races
- Thursday 15 August: Skateboarding and Scooter lessons
- Wednesday 21 August: Crazy golf

**The total price including the Easter event is £2,725.00**



**Play in the Park**

**Join us for lots of  
fun, games  
& activities**

**Saltcoats Park, SWF  
10am-12pm & 1pm-3pm**

**Monday 5th August**  
Extra - Inflatable Slide Castle Combo

**Wednesday 7th August**  
Extra - Inflatable Horse/Hopper Races

**Thursday 15th August**  
(Compass Gardens, SWF)  
Extra - Skateboarding and Scooter lessons

**Wednesday 21st August**  
(Saltcoats Park)  
Extra - Crazy Golf

**E** [csaw@chelmsford.gov.uk](mailto:csaw@chelmsford.gov.uk)  
**T** 01245 606569  
**F** /playchelmsford  
[chelmsford.gov.uk/play](https://chelmsford.gov.uk/play)

 **Chelmsford**  
City Council

## **Leisure Committee item – Xmas Fayre 2024 – Murrough O'Brien**

### **Concept**

The proposal is to obtain a Town Council branded gazebo, closed on 3 sides and in it, place three electronic games;

- a) The first game will be the one we already have, being the beat the buzzer game where the wire loop must be passed along the stiff wire without touching it. This was popular at the 2022 Xmas Fayre.
- b) A new game of 'Wheel of Chocolate' is where an electronic wheel rotates, and the player must stop the wheel on the section that offers the highest prize. This is based on the 'Wheel of Fortune' concept.
- c) A new game of 'Launch Santa'. Each of Santa's reindeer will light up in random order, and you must press the button as soon as they do. This is a more humane version of 'bash the mole' type game.

Each game will let you win 3,2, 1 or zero handfuls of chocolate, although I propose to replace hands with a ladle. The centre piece attraction will be a large tub of chocolates on a slow rotating wheel, so the tub rotates every (say) 20 seconds.

Depending on the amount won for the games, each child then can put the ladle into the tub 1-3 times.

### **Approach**

My intention is to approach Men's shed on behalf of the Town Council to see if they would construct the woodwork for the games and the chocolate rotator. I will then do the electronics for the items.

### **Rationale**

I personally believe the Town Council should have more of a prominence position at the Xmas Fayre, we put the work in and a branded gazebo in our blue and white which we could re-use for other events would be an asset to the town council. In addition, with our stall, every child gets at least 1 handful of chocolate without parents having to pay (Launch Santa), a concept I feel strongly about at the Xmas Fayre.

### **Budget costs**

I estimate the wood for the two new games to be built to be around £150, the electronics around £350 and artwork around £100. In addition, the chocolate rotator I estimate will cost about £ 200. No costs for labour, just for items purchased.

Total for the games and rotator, £800.

Separately, quote for gazebo. A steer from the clerk may determine this could come out of an F&P budget rather than a leisure one, since it becomes an asset of the town council.

Third, the cost of the chocolate well, this will probably cost around £150. (We can approach Cadbury's, they might contribute).

### **Proposal basis**

A total budget of £ X, and a mandate to proceed to approach men's shed and proceed with the design work. If our costs after design are more than 15%, we come back for further decision, if not, we can automatically proceed with itemised purchases.

Alternative, the games could proceed without gazebo, but this would require a double stall at the Xmas Fayre. The concept lends itself to the games being around the 3 closed sides of a gazebo with the chocolate rotator in the middle. To allow for room I would imagine a 12-16ft square gazebo.

**Thank you for your consideration, Murrough**



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- 1 x Front Roof Panel Print
- 1 x Front Roof Panel Valance Print

cost for printing 2 roof panels for logo

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**TipFact:** Our printed gazebo's hardware come directly from Europe NOT China, making them a much better product

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#### Proceed to checkout

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#### Payment Option

Choose payment option and pay



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#### Order completed

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FOR DELIVERY/COLLECTION BY:

11-07-24

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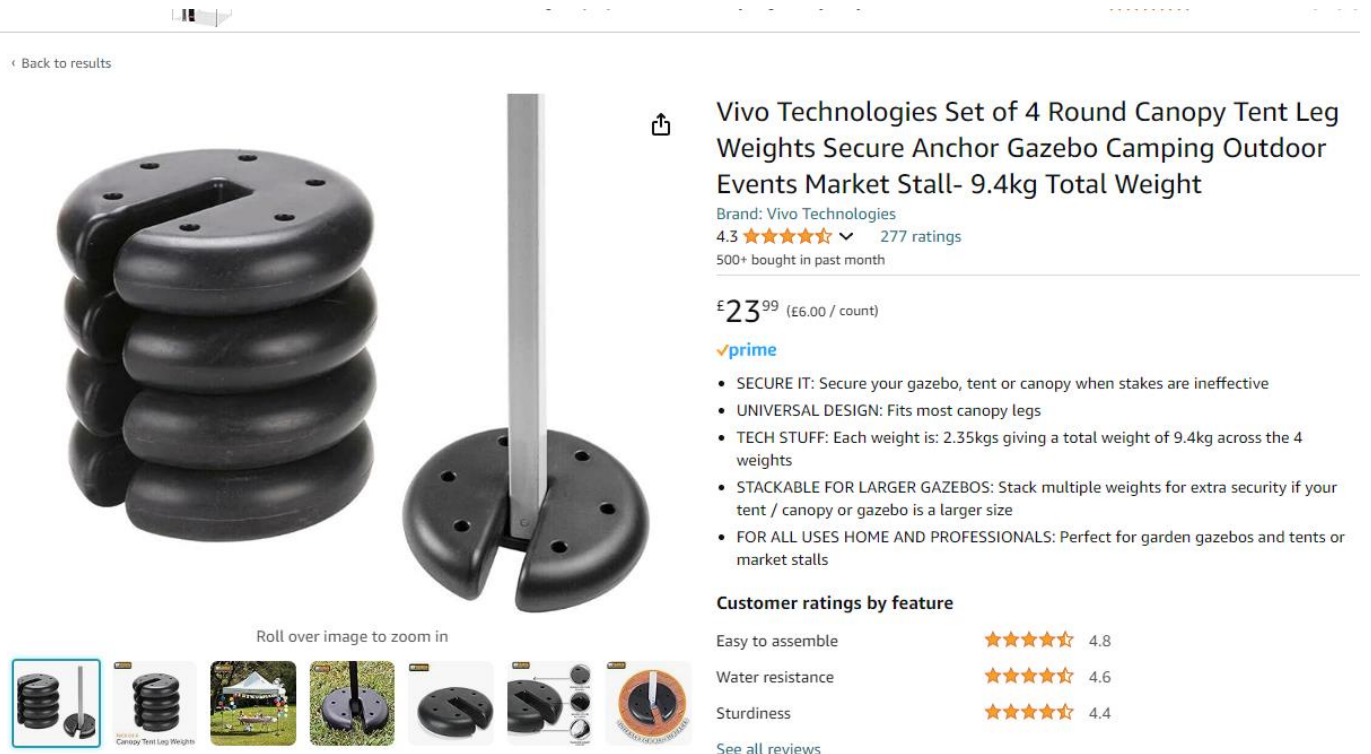
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Walls	4 Printed Wall 3x3
Artwork	I will supply Artwork at Checkout
Turnaround	3-4 Working Days
Leg Weights	No
Double sided printed walls?	No all single sided
Quantity	1
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VAT	£ 442.00
Total	£ 2652.00

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# Gazebo weights



2 of above for the 6 legs  
total 39.98 + VAT