

Events Community & Leisure COMMITTEE AGENDA

**For a Meeting to be held at 7.30p.m. on
Tuesday 15 July 2025
at Champions Manor Hall, Hullbridge Road,
South Woodham Ferrers**

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

Councillor Barnett
Councillor Kelly
Councillor John

Councillor Sherlock
Councillor Humphrey

Councillor Perham Lake
Councillor Price

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
9th July 2025**

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 20th May 2025 as a true record.

5. Budgetary Position

To receive the current budgetary position as of 9th July 2025 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. SWF New Town 50 Years exhibition

Committee to consider the suitability of Champions Manor Hall as a temporary venue for the SWF Local History exhibition.

8. Health & Social Care Group

Committee to receive the latest report attached to agenda.

9. SWF Town Carol Service

Committee to consider a recommendation from the South Woodham Ferrers Christian Council that the South Woodham Ferrers Town Carol Service be scheduled for Thursday 18th December 2025 at 5.30pm and will be delivered in a format consistent with the 2024 event.

10. Bandstand

- Committee to receive an update from the Bandstand/Events working party held on Monday 14th July 25.
- Committee to review the Bandstand Hire Policy for recommendation to Council on 21st October 2025.
- Committee to consider the project to install railings around the bandstand. Information will be circulated at the meeting.

11. Debrief on Seniors Day Trip and Summer 80s Events

Committee to receive a verbal report -

- Councillor Lisa Kelly on the Seniors Trip 7/7/25.
- Chairman Councillor Crosbie on the Summer 80s Event 12/7/25.

12. Items to Note

- Fun at CMH is now being advertised for every Thursday on August 1-3pm.
- Youth month activities are being sourced up to budget of £1000.00.

13. Play Area Village Hall

Committee to receive and consider the annual play area inspection report from Rospa. Report attached to agenda.
Town Clerk to provide an update.

14. Forward Plan

Committee to discuss updating the forward plan for the Events, Community & Leisure Committee and will be recommended to Council on 21st October 2025.

15. Garden of Remembrance 30-year Anniversary

Committee to consider a 30-year Anniversary event at the Garden of Remembrance. Report attached to agenda.

16. Christmas 2025

- Committee to discuss details for this year's Christmas Fayre on 22nd November 2025 1-5pm. Report circulated under separate cover.
- Committee to consider a Christmas Pantomime 2025 or alternative ideas.
- Committee to discuss the Seniors Christmas Party Sunday 7th December 2025.

17. VJ Day

Committee to consider arrangements for the VJ service at Holy Trinity Church in South Woodham Ferrers.

18. Town Council Marketing

Committee to discuss and consider new ideas for marketing events and hire of Town Council facilities. Councillor Crosbie to update.

19. Report To Council

To agree items to report to the next Council meeting on 21st of October 2025.

20. 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.

21. Next Meeting

The next meeting of the Events Community & Leisure Committee will be on the 07th October 2025 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.