

# **A G E N D A**

**You are summoned to the Annual Meeting of the**

## **TOWN COUNCIL**

**to be held at 8.00 p.m. on**

**Tuesday 12<sup>th</sup> May 2020**

**Via Zoom**

**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. Please join us.***

***If you wish to view the meeting please contact the Town Clerk on 01245 321817 by 12 noon on 11<sup>th</sup> May 2020 for the Zoom meeting ID***



**Karen Hawkes (BSc Hons)  
South Woodham Ferrers Town Clerk  
6<sup>th</sup> May 2020**

*The Town Mayor will open the meeting at 8pm, a minute silence will be held to remember those which have lost their lives through Covid-19*

**1. Election of the Town Mayor for 2020/21**

In accordance with Standing Order 5e. to consider nominations for Town Mayor for 2020/2021.

**2. Declaration of Acceptance of Office by the Town Mayor for 2020/21**

Acceptance of office will be signed at a later date once social distancing measures are lifted.

**3. Election of the Deputy Town Mayor for 2020/21**

In accordance with Standing Order 5e. to consider nominations for Deputy Town Mayor for 2020/21.

**4. Apologies for Absence**

To RECEIVE and ACCEPT any apologies for absence.

**5. Declarations of Interest**

**5.1 Current Meeting**

Any Member declaring an interest is asked to state whether this is a pecuniary or non-pecuniary interest. Clarification, if required, can be sought prior to the meeting with the Chairman or the Town Clerk.

**5.2 Registration of Members' Interests**

Councillors have been issued with new register of interests' forms for completion, if current interests have changed these must be forwarded to the Town Clerk.

**6. Confirmation of Minutes**

To APPROVE the minutes of the meeting held on 10<sup>th</sup> March 2020 as a true record.

**7. Public Questions**

**Members of the public will be required to contact the Town Clerk by 12 noon on the 11<sup>th</sup> May 2020 to obtain the meeting ID.**

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.

**8. COVID - 19 Update**

Clerk to provide a report and update on council business during the Covid-19 period

**9. Reports from Committee Chairmen**

**9.1 Environment Committee**

Due to social isolation no meetings have been held since Council 10<sup>th</sup> March 2020

**9.2 Leisure Committee**

Due to social isolation no meetings have been held since Council 10<sup>th</sup> March 2020

**9.3 Planning Committee**

Councillor Roberts to provide a verbal update

**9.4 Policy and Resources Committee**

Due to social isolation no meetings have been held since Council 10<sup>th</sup> March 2020

**9.5 Neighbourhood Plan Committee**

Due to social isolation no meetings have been held since Council 10<sup>th</sup> March 2020. Councillor O' Brien to provide a verbal update.

**9.6 Masterplan Committee**

Due to social isolation no meetings have been held since Council 10<sup>th</sup> March 2020. Councillor O' Brien to provide a verbal update.

**10. Terms of Reference**

Existing terms of reference to remain in situ until 8<sup>th</sup> September 2020.

**11. Election of Members of Council Committees for 2020/2021**

*For clarity those elected to the committee will vote for the Chair, Vice – Chair, P and R and staffing representative of that committee*

**Environment Committee**

**11.1** Environment Committee (up to 12 Members)

**11.2** Election of Chairman and Vice Chairman of the Environment Committee for 2020/2021

**11.3** To appoint one member of the Environment Committee to the Policy and Resources Committee

**11.4** To appoint one member of the Environment Committee to the Staffing Committee

**Leisure Committee**

**12.1** Leisure Committee (up to 12 Members)

**12.2** Election of Chairman and Vice Chairman of the Leisure Committee for 2020/2021

**12.3** To appoint one member of the Leisure Committee to the Policy and Resources Committee

**12.4** To appoint one member of the Leisure Committee to the Staffing Committee

**Planning Committee**

**13.1** Planning Committee (up to 12 Members)

**13.2** Election of Chairman and Vice Chairman of the Planning Committee for 2020/2021

**13.3** To appoint one member of the Planning Committee to the Policy and Resources Committee

**13.4** To appoint one member of the Planning Committee to the Staffing Committee

**Masterplan Committee**

**14.1** Masterplan Committee (up to 12 Members)

**14.2** Election of Chairman and Vice Chairman of the Masterplan Committee for 2020/2021

## **Neighbourhood Plan Committee**

**15.1** Neighbourhood Plan Committee (up to 12 Members)

**15.2** Election of Chairman and Vice Chairman of the Neighbourhood Plan Committee for 2020/2021

## **16. Election of Working Parties and Sub Committees 2020/2021**

Nominations are requested for Members to serve on the following Working Parties and Sub Committees:

**16.1 Community Resilience Team** (reporting to Council)

**16.2 Youth Club Working Party** (reporting to Leisure)

## **17. Nominations of Council Representatives on Other Bodies for 2020/2021**

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 Committee.

## **18. Annual Report from the Health and Social Care Group**

To note Annual Report circulated with the agenda. Peter Blackman will be present to answer questions if required.

## **19. Reports from Representatives of Outside Bodies by Lead Councillors**

**19.1 South Woodham Ferrers Village Hall Trust Management Committee** – Councillor Roberts.

**19.2 South Woodham Playing Fields Management Committee**

## **20. Town Mayor's Announcements**

The Town Mayor will provide a verbal report.

A list of recent events attended by the Town Mayor and Deputy Town Mayor will be circulated at the meeting.

## **21. 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.

## **22. Media Contact**

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

## **23. Next Meeting**

The next meeting of the Council will be held on 16<sup>th</sup> June 2020, at 8 p.m.

**Any member who is unable to attend the meeting should send their apologies and reason to the Town Clerk prior to the meeting.**

# **Covid 19 – Update**

## **Phone Calls**

From the 23<sup>rd</sup> March all phone calls were diverted to the Town Clerks mobile phone, due to the old phone system we have in place there was not the option of changing the diverted number so that a rota system could be in place. This has highlighted that perhaps a new phone system needs to be looked into in the future, as whilst the residents did not lose service it was a 24 hour on call job. During the first three weeks there was a high volume of calls.

## **Champions Manor Hall**

Following government guidelines Champions Manor Hall closed to members of the public and staff from 23<sup>rd</sup> March. All bookings were refunded or rescheduled to when the building is up and running

## **Loss of Revenue Insurance:**

The Town Council does have Business Interruption Insurance, although communication has been received from Zurich to advise that because Covid-19 was not a notifiable disease when the insurance policy was taken out that cover will not be provided. There are several Town Councils in this position and the EALC are looking into the situation with the ombudsman.

## **Grant**

The hospitality and leisure grant was applied for to help cover hall hire loss although an email was received on the 4<sup>th</sup> May 2020 stating that as we are a precepting authority we do not meet the criteria.

## **Re- opening of Champions Manor Hall**

A risk assessment is currently being carried out although without the government guidelines we are basing this on measurers that are operating in other community areas such as shops and schools etc. The premises officer is currently trying to locate alcohol gel etc, the biggest concern is how we can ensure the building is safe for hall hirers, staff and members of the public as the building has a high turnover of people throughout the building. Cleaners attend at the end of the day which under current guidelines would not be sufficient. Unison advice is that cleaning can only be carried out by those that are fully trained and wearing appropriate PPE, so at the current time this could not be carried out by Town Council staff.

## **Garden of Remembrance**

Following guidelines from Government and Chelmsford City Council the Garden of Remembrance was closed from 8<sup>th</sup> April to 25<sup>th</sup> April, new guidance then came out from government and as a result of this the advice was to open the Garden for those visiting a memorial. In line with Chelmsford guidelines at this time no scatterings or interments are taking place.

## **Community Hub**

Prior to lockdown on the 23<sup>rd</sup> March communication had already been made with Essex County Council and Chelmsford City Council and measurers were put in place for supporting the Essex Voluntary Service, there was a high work load

associated with this in the early weeks. This was due to the understandable insecurities that residents were feeling and different messages coming from different organisations. At the current the Town Council receives calls from the Chelmsford Voluntary Service for prescription referrals, these requests have been serviced by Peter Blackman and his team, over the Easter Bank Holiday weekend their services were amazing and acted upon on all the referrals I received.

### **Blue Cage and Playground**

The blue cage and playground at the current time remain closed and will only open when directed by Government .

### **Litter Picking and Emptying of Bins**

The Town Council has a duty to protect the Environment Services Officer, throughout the lockdown he has serviced all bins throughout the Town. Unfortunately, some residents have abused this service, on numerous occasions the bins were overflowing with residents dumping their household rubbish in the street bins due to fear of rubbish men no longer collecting and because they were unable to put out more rubbish than usual they have been dumping it in the street bins. In addition to this as Chelmsford City Council were short staffed and on numerous occasions the street bins were overflowing with dog mess. The ESO does not have the appropriate PPE for this role or the equipment, he has provided a very good service and to date only 4 calls were received regarding overflowing bins and these were then emptied the following day.

### **Paper and Cardboard Sacs**

A high percentage of resident calls were for Paper and Cardboard Sacs on the days when I worked in the office these were left out the front of Champions Manor Hall. A very small amount is left within the office for those that are self-isolating and I will deliver these to their home if required.

### **Decision Making:**

In line with the March Council Minute all decisions taken were in communication with the Town Mayor / Town Mayor based upon advice provided by Government, SLCC and NALC. Day to day decision making has been made in the normal way.

### **Staff:**

From 11<sup>th</sup> May staff will be working within Champions Manor Hall daily although no two members of staff will be working from Champions Manor Hall at the same time. Town Clerk, Premises Officer and Open Spaces Officer are all able to work from home as have full access to the computers. Town Clerk assistant will spend more days in the office as the accounts package is not as efficient when working remotely, Town Clerk assistant will have email access from home. Risk Assessment has been carried out and all members of staff are happy with the measures in place.