

**SOUTH WOODHAM FERRERS TOWN COUNCIL
EVENTS COMMUNITY & LEISURE COMMITTEE**

MINUTES of a Meeting held at Champions Manor Hall on
Tuesday 15th of July 2025 at 7.30pm

Present

Councillor Crosby (Chair)
Councillor Massey (Vice Chair)

Councillor Sherlock Councillor Price Councillor Kelly
Councillor Barnett

In attendance: Town Clerk, three members of the public, Councillor O'Brien & Councillor Eley.

ECL-25-135 Apologies for Absence

Apologies of absence were received and accepted from Councillors John & Perham Lake

Absent Councillor Humphrey

ECL-25-136 Dispensation Considerations

No dispensation considerations received.

ECL-25-137 Declarations of Interest

No dispensation considerations received.

ECL-25-138 Confirmation of Minutes

Minutes of the Events, Community & Leisure meeting held on 20th May 2025 were **APPROVED** as a true record and signed by the Chair of the meeting.

Proposed: Councillor Kelly

Seconded: Councillor Price

Vote: All in Favour

ECL-25-139 Budgetary Position

The current budgetary position as of 9th of July 2025 attached to the agenda was **AGREED** and **NOTED**.

ECL-25-140 Public Questions

One member of public attended in regard to Agenda item 7 SWF New Town 50th Years exhibition and one member of the public attended to update on Agenda item 8 Health & Social Care Group.

ECL-25-141 SWF New Town 50 Years Exhibition

Proposal Town Clerk to liaise with the SWF Local History Society and arrange a suitable location at Champions Manor Hall for the exhibition boards until the end of August 2025.

Proposed: Councillor Sherlock

Seconded: Councillor Kelly

Vote: All in Favour

ECL-25-142 Health & Social Care Group

The report was **NOTED** and received by the committee.

ECL-25-143 SWF Town Carol Service

Committee considered and **AGREED** 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.

ECL-25-144 Bandstand

Councillor Crosbie gave a verbal update to Committee regarding the Bandstand/Events working party held on Monday 14th July 2025.

Committee reviewed the Bandstand Hire Policy for recommendation to Council on 21st October 2025.

Proposal: To agree the Bandstand Hire policy for recommendation to Council on the 21st of October 2025 with amendments to the Hire Fee and Power sections.

Proposed: Councillor Massey

Seconded: Councillor Sherlock

Vote: All in Favour

Committee considered the project to install railings round the bandstand.

Proposal: To agree Quote A from SMF Stratford Metal Fabrications for £10,950.00 excl VAT for the installation of decorative railings with finials to enhance safety and aesthetics around the circumference of the bandstand and step railings to be installed on the existing access steps on both sides of the bandstand with all metalwork to be finished in Town Council standard blue. To be recommended to Council on the 21st of October 2025.

Proposed: Councillor Kelly

Seconded: Councillor Sherlock

Vote: All in Favour

ECL-25-145 Debrief on Seniors Day Trip and Summer 80's Events

Committee **NOTED** a verbal debrief report from the Chairman Councillor Crosbie and Councillor Lisa Kelly on the two summer events.

ECL-25-146 Items Noted

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

ECL-25-147 Play Area Village Hall

Committee **NOTED** the annual play area inspection report from ROSPA attached to agenda.

ECL-25-148 Forward Plan

The Committee discussed proposed updates to the Forward Plan for the Events, Community & Leisure Committee.

Proposal: To agree that a recommendation be made to Council on the 21st of October 2025, incorporating the amended sections relevant to the committee.

Proposed: Councillor Sherlock

Seconded: Councillor Kelly

Vote: All in Favour

9.10pm One member of the public left the meeting.

ECL-25-149 Garden of Remembrance 30-year Anniversary

Committee considered arrangements for a 30-year Anniversary event at the Garden of Remembrance.

Proposal: The commemorative event be scheduled for Saturday 13th September 2025 (date confirmation with Reverend King). The Town Council will liaise with the local Christian Council or churches to determine interest in involving representatives of other faiths. The event will include a short service and speeches by the Town Mayor and Councillor Bob Massey. Invitations will be extended to VIP guests. A polished brass plaque will be commissioned with wording agreed.

Proposed: Councillor Massey

Seconded: Councillor Kelly

Vote: All in Favour

Standing Order 3.x was suspended to allow the meeting to exceed more than 2 hours.

Proposed: Councillor Crosbie

Seconded: Councillor Kelly

Vote: All in Favour

ECL-25-150 Christmas 2025

Committee received a presentation on the Christmas Fayre.

Proposal: To keep stall prices the same as the previous year.

Proposed: Councillor Kelly

Seconded: Councillor Barnett

Vote: All in Favour

Proposal: To agree the Town Clerk to book all acts, snow machine, hire of grotto, reindeer, handouts and Santas gifts and arrange Town Council games stall.

Proposed: Councillor Crosbie
Seconded: Councillor Massey
Vote: All in Favour

10.00pm one member of the public left the meeting.

Proposal: To agree the Christmas pantomime 2025 at William De Ferrers School on Friday 19th December 2025.

Proposed: Councillor Sherlock
Seconded: Councillor Barnett
Vote: All in Favour

Proposal: To agree the Seniors Christmas Party be held on Sunday 7th December with a hot buffet. Ticket price £7.00

Proposed: Councillor Kelly
Seconded: Councillor Barnett
Vote: All in Favour

ECL-25-151 VJ Day

Proposal: To not hold the VJ event this year, as the available date falls on a Bank Holiday and occurs after the actual VJ Day. Officers will arrange for flags to be displayed at Champions Manor Hall and will commemorate the occasion through appropriate media channels.

Proposed: Councillor Crosbie
Seconded: Councillor Kelly
Vote: All in Favour

ECL-25-152 Town Council Marketing

Proposal: To agree the offer from Our Town magazine for free listing of any Town Council events.

Proposed: Councillor Barnett
Seconded: Councillor Price
Vote: All in Favour

ECL-25-153 Report to Council

Items agreed to report to the next extra ordinary Council meeting on 22nd July 2025.

- Boards displaying the SWF New Town 50 Years exhibition will be placed on the first-floor foyer of Champions Manor Hall until the end of August 2025.
- SWF Carol Service organised by the SWF Christian Council will be on Thursday 18th December 2025 at 5.30pm.
- The annual Village Hall play area inspection report from ROSPA was noted.
- Events Community & Leisure Committee updated the Forward plan for recommendation to Council on 21/10/2025.
- Garden of Remembrance 30-Year Anniversary will be held on Saturday 13th September 2025 at 11.00am.
- Christmas Fayre arrangements on Saturday 22/11/2025.
- Christmas Panto will be held on Friday 19/12/2025 at William de Ferrers School.
- Seniors Christmas Party will be held on Sunday 7/12/2025.

- VJ to be commemorated on all social media platforms and flags at Champions Manor Hall
- Our Town magazine offering free listings for all Town Council events.

ECL-25-154 Media Coverage

Save the date posters -

- The 30 Year Anniversary at the Garden of Remembrance
- SWF Town Carol Concert

ECL-25-155 Next Meeting

The next meeting of the Events Community & Leisure Committee will be held on 7th October 2025 at 7.30pm.

There being no further business to discuss the Chair closed the meeting at 10.30pm.

Signed.....

Date: 7th October 2025