



**SOUTH WOODHAM FERRERS
TOWN COUNCIL**

AGENDA

You are summoned to a Meeting of the

COUNCIL

to be held at 8.00 p.m.

on

Tuesday 14th March 2023

At Champions Manor Hall MPR room,

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

A handwritten signature in black ink that reads "KATKINS".

Karen Atkins

**South Woodham Ferrers Town Clerk
8th March 2023**

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

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 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 Pecuniary 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 Council meeting held on 6th February 2023 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. Distinguished Community Service Award 2022-2023

- To consider nominations for the Distinguished Honours Award. Find attached 5 redacted nominations circulated with the agenda. The Award must be approved by at least 2/3rds of Town Council Members present at the meeting considering the nomination.
- Council to note 2021-22 awards will be included in this year's presentations.

7. Reports from Committees are attached to the agenda.

7.1 Events Community & Leisure Committee

To note that an extraordinary meeting was held on 21/2/2023

7.2 Planning & Environment Committee

To note that a meeting was held on 31/1/2023 & 21/2/2023

7.3 Finance & Projects Committee

To note that a meeting was held on 7/03/23

8. Policies

Council to agree the policies as recommended by the Finance & Projects committee. They will be circulated under separate cover.

- Standing Orders
- Financial regulations
- Grants Policy

- 9. Planning Application at Land Northwest of Hamberts Farm, Burnham Road, South Woodham Ferrers, Chelmsford- 21/01961/OUT**
Council to discuss the communication sent by MP John Whittingdale and to agree action going forward.
- 10. Outside Maintenance Contract**
Council to consider the recommendation from the Planning & Environment Committee to continue with our current open maintenance contractor on a rolling two-year contract on the grounds of quality and price. Financial Regulation 11d. Town Clerk to update.
- 11. Items to Note**
- The Annual Town Meeting will be held on Friday 17th March 2023.
 - Charity bake sale for the Turkish earthquake victims to be held on the Bandstand on 10th March 2023 from 9am-3pm.
 - Eyott Flood Barrier – update from Eyott Sailing Club that all is working well. Picture attached. All councillors welcome to visit and thank you for all support.
- 12. Meeting Schedule 2023-24**
To approve the Meeting Schedule as recommended by Finance & Projects Committee, please note change of time to 7.30pm for all Committees including Council.
- 13. 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.
- 14. Reports from representatives of outside Bodies by Lead Councillors**
14.1 Heath and Social Care Group – Meeting held at Champions Manor Hall on the 3/3/2023. Councillor Kelly to give a verbal update.
- 15. Town Mayor’s Announcements**
A list of recent events attended by the Town Mayor will be circulated prior to the meeting.
- 16. Media Release**
To consider whether any items on the agenda warrant a media release.
- 17. To resolve to exclude the press and public for the remainder of the meeting under the Public Bodies (Admission to Meetings) Act, 1960, as the following item contains confidential information.**
- 18. Staffing**
Town Mayor Councillor Donna Eley to update committee.
- 19. Next Meeting**
The next meeting will be held on 16th May 2023.

Reports to Council 14 March 2023

7.1 Events, Community & Leisure Committee

It was noted that an Extraordinary meeting was held on 21/2/2023.

- Coronation Events 2023.

7.2 Planning & Environment Committee

It was noted that a meeting was held on 31/1/2023 & 21/2/2023.

- New John Cox working party.
- New Board at the Community Orchard

- Open maintenance contract
- 20's Plenty for Essex Campaign
- Chelmsford City Council meeting 7/2/23 decision.

7.3 Finance & Projects Committee

It was noted that a meeting was held on 7/3/23.

- Changes to Standing Orders, Financial Regulations and Grants Policy.
- Coronation Events
- Councillor Emails addresses.



South Woodham Ferrers Town Council Meetings Schedule 2023 – 2024

Month	Date	Meeting	Month	Date	Meeting
May 2023	16	Annual Council	November	7	Finance & Projects
				14	Events, Community & Leisure
	23	Events, Community & leisure		21	Council
	30	Planning & Environment		28	Planning & Environment
June	13	Finance & Projects	December	05	Finance & Projects
	20	Council		19	Planning & Environment
	27	Planning & Environment			
			January 2024		
July	04	Events, Community & Leisure		09	Finance & projects
	25	Planning & Environment		16	Council
				30	Planning & Environment
August	29	Planning & Environment			
			February	13	Events, Community & Leisure
				27	Planning & Environment
September	5	Events, Community & Leisure	March	5	Finance & Projects
				19	Council
				26	Planning & Environment
	26	Planning & Environment			
			April	09	Finance & Projects
October	03	Finance & projects		12	Annual Town Meeting
	10	Events Community & Leisure		30	Planning & Environment
	17	Council			
	31	Planning & Environment			

All Meetings to commence at 7.30pm