

AGENDA

You are summoned to a Meeting of the

COUNCIL

**to be held at 7.30 p.m. on Tuesday 23rd June 2026
at Champions Manor Hall**

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.

KATKINS

Karen Atkins
South Woodham Ferrers Town Clerk
17th June 2026

- 1. 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 Registerable 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 Extra Ordinary Council meeting held on 03 June 2026 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. Co-Option Vacancy**
Council to consider the attached application forms for the Councillor vacancy in the Chetwood Ward

7. Reports from Committees

7.1 Planning & Environment Committee

To note that a meeting was held on 26 May 2026.

7.2 Events, Community & Leisure Committee

To note no meetings have been held since 14 April 2026.

7.3 Finance & Projects Committee

To note that a meeting was held on 2 June 2026.

7.4 Staffing Committee

To note no meetings have been held since 12 May 2026.

8. Clerks Report

Council to receive a report from the Town Clerk.

9. Items to Note

- The bandstand railings have been installed and the project fully completed. See photos attached to agenda.
- The applicant decided to withdraw their application and therefore the Licensing Hearing in relation to the Cube Bar, 1B Guild Way, South Woodham Ferrers, Chelmsford CM3 5TG due to be held on Wednesday 10/06/2026 was cancelled.
- Chelmsford City Council are holding £1,646.16 of s106 money that is restricted to be spent by SWF town council on local open space schemes. The Town Clerk has informed Chelmsford City Council of ongoing local open space improvements and will complete the agreement and then the transfer of funds will be sent to the Town Council.

10. Earmarked Reserves

Council to consider a recommendation from the Finance & Projects Committee on 2/6/26 for the following –

- To set up an EMR Bus Grant for £40,856.40.

11. Internal End of Year Audit 2025-26

To note the Internal End of Year Audit was carried out on the 14th of May 2026 by independent internal auditor Mr David Buckett. No recommendations received. Report attached to agenda.

12. General Power of Competence

Council to resolve that it meets the criteria for eligibility for the General Power of Competence for until the next election, having both an electoral mandate of two thirds elected members of the Council and a qualified Clerk.

13. Review of Standing Orders

In accordance with Standing Orders 5.j.vi Council to review the Standing Orders. No updates to NALC Model Standing Orders.

14. Annual Governance and Accountability Return 2025-26 (AGAR)

Following recommendation from the Finance & Projects Committee at the meeting held on 02 June 2026, to approve the following:

a Annual Governance Statement 2025 - 26 (Section 1 of the AGAR)

b Accounting Statements (Section 2 of the AGAR)

To **NOTE** the public inspection dates will commence from Monday 29th June 2026 – 7th August 2026 and the notice dated 24th June 2026 will be put in place to this effect.

15. Breast Screening Unit South Woodham Ferrers

Council to receive and consider report attached to agenda.

16. Review of Policies

In accordance with Standing Order 5.j.xvii to xviii Council to review the policies and statements attached to agenda.

- Freedom of Information Scheme
- Health & Safety Policy
- Press & Media Policy
- IT Policy
- Accessibility Statement

17. Payment Authorisation.

17.1 Payment signatories

In accordance with Financial Regulation 7.1, Council to appoint two further signatories for 2026/27. Current named signatories recommended at the Finance & Projects meeting 2/6/2026 is Councillor Shearring, Eley, Kelly & Crosbie.

17.2 Appointment of member for verification purposes

In accordance with Financial Regulation 2.6, Council to approve the appointment of Councillor Price, as agreed by Finance & Projects Committee on 2nd June 2026 as the member, other than the Chairman, or a cheque signatory to verify bank reconciliations on a regular quarterly basis and each financial year end.

18. Representative on Outside Bodies

All councillor updates on meetings attended as a Town Council representative.

19. 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.

20. Town Mayor's Announcements

To note a list of recent events attended by the Town Mayor attached to the agenda.

21. Media Release

To consider whether any items on the agenda warrant a media release

22. Next Meeting

The Council meeting will held on 20th October 2026 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.