

AGENDA

You are summoned to a Meeting of the

COUNCIL

to be held at 8.00 p.m.

on

Tuesday 14th January 2020

at Champions Manor Hall, Hullbridge Road,

South Woodham Ferrers.

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 items within the remit of the Town Council and not delegated to a committee. 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.

**Karen Hawkes BSc (Hons)
South Woodham Ferrers Town Clerk
7th January 2020**

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 or non-pecuniary interest. Clarification, if required, can be sought prior to the meeting with the Chairman or the Town Clerk.
 - 4. Confirmation of Minutes**
To APPROVE the minutes of the Council meeting held on 12th November 2019 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 within the remit of the Town Council and not delegated to a committee. 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.
 - 6. Casual Vacancies**
Councillors to consider the applicants circulated under separate cover for co – option. Deadline for completed application Monday 6th January 2020.
 - 6.1** 1 Elmwood Ward Vacancies
One applications have been received, members are requested to consider the application. Applications received attached to the agenda
 - 6.2** 1 Woodville Ward Vacancy
One application has been received, members are requested to consider the application. Application received attached to the agenda
 - 7. Election of Members to Council Committees / Sub – Committees and working parties for 2019/2020**
 - 7.1** Environment and Open Spaces Committee (up to 12 Members) (currently 7)
 - 7.2** Leisure and Community Committee (up to 12 Members) (currently 7)
 - 7.3** Planning Committee (up to 12 Members) (currently 7)
 - 7.4** Neighbourhood Plan Committee (up to 12 Members) (currently 7)
 - 7.5** Masterplan Committee (Currently 6)
 - 7.6** Community Resilience Team (reporting to Council)
 - 7.7** Youth Club Working Party (reporting to Leisure)
 - 8. Reports from Committee and Working Party Chairman**
Reports from Committees are attached to the agenda.
 - 8.1** Environment and Open Spaces Committee
It was noted that a meeting was held on 17/12/2019
 - 8.2** Leisure and Community Committee
It was noted that a meeting was held on 26/11/2019
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- 8.3** Planning Committee
It was noted that meetings were held on 26/11/2019 and 17/12/2019
- 8.4** Policy and Resources Committee
It was noted that a meeting was held on 03/12/19
- 8.5** Masterplan Committee
It was noted that a meeting was held on 19/11/19
- 8.6** Neighbourhood Plan Committee
No meeting held since last Council meeting due to purdah restrictions
- 8.7** Youth Club Working Party
It was noted that a meeting was held on 30/10/19

9. Budget and Precept 2020 / 21

The Council is asked to agree the Council's budget and Precept for 2020 / 21. Please find attached a copy of the Budget and Precept as agreed at Policy and Resources on 3rd December 2019 PR61.4.

9.1 It is **RECOMMENDED** that the Council approves the attached budget for 2020/21

9.2 It is **RECOMMENDED** that a gross precept of £428,187 for 2020/21 is submitted to Chelmsford City Council.

10. Annual Town Meeting

To consider date/ timings and format of the Annual Town Meeting. Meeting must be held between 1st March 2020 – 1st June 2020.

11. Training and Councillor Skills

To note:

- Short Training Session to be held at Champions Manor Hall on Monday 24th February 2020, all Councillors and staff are expected to attend.
- Chelmsford City Council has been contacted to request localised Planning course, awaiting date.
- Chelmsford City Council will be running Community Resilience Training session in the near future

12. 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.

13. Reports from Representatives of Outside Bodies by Lead Councillors

- 13.1 South Woodham Ferrers Village Hall Trust Management Committee – Councillor Roberts.
- 13.2 South Woodham Playing Fields Management Committee – Councillor Humphrey
- 13.3 Health and Social Care Group – Councillor John.

14. 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.

15. Next Meeting

The next meeting will be held on 3rd March 2020

Reports from Committee Chairmen

8.1 Environment and Open Spaces Committee

It was noted that a meeting was held on 17/12/2019

- Hanging Basket contract was renewed with Plantscape / Planters new contract Amethyst
Garden of Remembrance – Repairs to the footpath

8.2 Leisure and Community Committee

It was noted that a meeting was held on 26/11/19

- Approved Youth Club project, further notes under Youth Club working party.

8.3 Planning Committee

It was noted that meetings were held on 26/11/19 & 17/12/19

- Response given to Essex Highways re the pedestrian crossings on the B1012 Burnham Road and Hullbridge Road for their request for comments by 8th November.

8.4 Policy and Resources Committee

It was noted that a meeting was held on 03/12/2019

- Community Infrastructure Levy will be allocated to Environment to spend on signage.

8.5 Masterplan Committee

Masterplan has been delayed due to purdah restrictions, formal consultation is expected mid to late February

8.6 Neighbourhood Plan Committee

No meeting held since last Council meeting due to purdah restrictions

8.7 Youth Working Party

- Pre Launch date is set for Friday 31/1/20 6.30-8.00pm at Champions Manor Hall
- Official Start date Friday 7th February 2020
Two sessions 6.00-7.030pm Years 7-9 and 7.30pm-9.00pm Years 10-13
- 4 volunteers appointed and training and DBS checks being processed by Essex Youth Services



**SOUTH WOODHAM FERRERS
TOWN COUNCIL**

Town Councillor Application Form

Name	Geraldine Windsor
Address	
Contact Number	
Email Address	
Why do you want to be a Town Councillor for South Woodham Ferrers Town Council ? (please continue on separate sheet if necessary)	Really want to help with Community events etc.

<p>What qualities do you have to offer the Town Council? (Please continue on separate sheet if necessary)</p>	<p>new ideas, not frightened to help and have a go</p>
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<p>Which Ward are you applying for</p>	<p>Please circle:</p> <p>Chetwood Collingwood</p> <p>Elmwood Woodville</p>
<p>If your first choice is not available would you consider representing another ward:</p>	<p>Please circle:</p> <p>Yes No</p>

Completed applications must be received by 5th January 2020

Return to:
 Karen Hawkes – Town Clerk
 South Woodham Ferrers Town Council
 Champions Manor Hall
 Hullbridge Road
 South Woodham Ferrers
 Essex CM3 5LJ



**SOUTH WOODHAM FERRERS
TOWN COUNCIL**

Town Councillor Application Form

Name	John Burnard
Address	ROAD ESSEX
Contact Number	
Email Address	
Why do you want to be a Town Councillor for South Woodham Ferrers Town Council ? (please continue on separate sheet if necessary)	Being a business owner in South Woodham and also a family. I feel I could make a difference being a Council Member, I also belong to the South Woodham Rotary Club and on the council Working Party to promote Youth Clubs in the area

<p>What qualities do you have to offer the Town Council? (Please continue on separate sheet if necessary)</p>	<p>Again being a local business owner and rotary member I feel I could make a useful member of the team</p>
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<p>Which Ward are you applying for</p>	<p>Please circle:</p> <p>Chetwood Collingwood</p> <p>Elmwood <u>Woodville</u></p>
<p>If your first choice is not available would you consider representing another ward:</p>	<p>Please circle:</p> <p><u>Yes</u> No</p>

Completed applications must be received by 5th January 2020

Return to:
Karen Hawkes – Town Clerk
South Woodham Ferrers Town Council
Champions Manor Hall
Hullbridge Road
South Woodham Ferrers
Essex CM3 5LJ

LEISURE COMMITTEE
COMMITTEE ESTIMATES 2020/21
Council recommendation 14th January 2020

INCOME	Actual Income 2018/19	Budget Allocation 2019/20	Actual to 30.09.19	Projected Income 2019/20	2020/21	EXPENDITURE	Actual Expenditure 2018/19	Budget Allocation 2019/20	Actual to 30.09.19	Projected Expenditure 2019/20	2020/21
	£	£	£	£	£		£	£	£	£	£
Bandstand	630	1,000	220	550	1,000	Play Schemes	3,614	3,500	767	3,037	2,750
Allotments	250	300	0	300	308	Open Spaces Maintenance	3,133	4,000	1,555	4,000	4,000
Bowls Club	3,654	3,745	3,745	3,745	3,839	Open Spaces Maintenance (John Cox)	10,716	12,000	4,269	12,000	12,000
Christmas Lights	5,100	3,542	5,100	5,100	5,100	Bandstand (ER)	1,752	600	64	3,000	600
Community Events Income	3,377	13,930	25	3,500	3,700	Play Area & Blue Cage	5,260	5,000	444	5,000	2,500
						Play Area & Blue Cage (ER)	1,000	1,000	1,000	1,000	1,000
						Community Events	12,035	20,595	875	12,775	16,050
						Swimming Pool Subsidy	10,000	10,000	0	10,000	10,000
						Bowling Green Maintenance	4,255	850	480	1,400	1,000
Total income	13,011	22,517	9,090	13,195	13,947	Bowling Green Sinking Fund (ER)	3,654	3,745	0	3,745	3,839
						Christmas Lights	15,365	15,000	285	15,500	20,000
						Christmas Lights remedial works	75	-	-	-	-
						Youth Support	-	-	-	-	1,000
						Marsh Farm Road Allotments (ER)	395	300	0	300	308
Proposed Expenditure	75,047					Total expenditure	71,254	76,590	9,739	71,757	75,047

Precept required	£61,100
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Proposed precept 2020/21	£58,100
Actual precept 2019/20	£54,073
Increase	£4,027
Percentage increase	7.45%

a/ Scheme has changed and Chelmsford City Council no longer offer half day sessions.

b/ Concerns regarding the cost of the repairs to the safety flooring Committee to consider replacing flooring as Town Clerk reports that the cost of the maintenance is likely to exceed the £2500 budgeted. Leisure Committee future project to review flooring

c/ Increase to Christmas Fayre budget and funding towards VE/VJ Day

d/ To obtain costings of new bowling green as the maintenance costs are increasing due to age

e/ Christmas lights increased by £5,000, Town Council at end of current contractor so scheme being reviewed there is also anticipated costs with regard to fixings and fittings.

ENVIRONMENT COMMITTEE
COMMITTEE ESTIMATES 2020/21
Council recommendation 14th January 2020

INCOME	Actual Income 2018/19	Budget Allocation 2019/20	Actual to 30.9.19	Projected Income 2019/20	2020/21*	EXPENDITURE	Actual Expenditure 2018/19	Budget Allocation 2019/20	Actual to 30.9.19	Projected Expenditure 2019/20	2020/21
	£	£	£	£	£		£	£	£	£	£
Garden of Remembrance (ER)	10,457	11,000	8,309	12,000	14,300	Street Furniture & Signage	3,101	5,000	2,790	5,500	6,000
Hanging Basket Income	389					Litter Control (supplies)	905	1,200	320	1,000	1,000
						Garden of Remembrance Supplies	4,107	5,000	2,550	5,000	5,000
						Garden of Remembrance Maintenance*	16,273	5,000	2,698	7,000	7,000
						Garden of Remembrance (security)	4,182	4,182	3,831	4,182	4,182
						Floral displays in South Woodham Ferrers	10,935	11,000	10,566	10,566	13,000
Total Income	10,846	11,000	8,309	12,000	14,300	Roundabout sponsorship	1,665	1,665	1,665	1,665	1,800
						Fenn Maintenance	2,762	4,500	2,521	4,500	4,500
						Millennium Place (ER)	491	200	0	200	200
						Station Adopters	3,000				
						Noticeboard replacement	2,190				
						Contingencies	50				
						Water	74				
						Fenn Boards	4,400				
						WW1 Silhouette	1,469				
Proposed expenditure	42,682					Total Expenditure	55,604	37,747	26,941	39,613	42,682

Precept required	£28,382
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Proposed precept 2020/21	£28,382
Actual precept 2019/20	£26,747
Increase	£1,635
Percentage increase	6.1%

(ER) = Earmarked Reserve

Budget Notes

*This amount includes a 20% increase could be used to incorporate maintenance to enable the £8000 to be lowered

Garden of remembrance maintenance, is too low the £5000 only covers John Davies contract there are additional overheads which are required such as painting benches, painting rotunda, annual tree works these are not projects.

previous budgets the budget for maintenance has been as followed 2015/2016 £13,000, 2016/2017 £13,000, 2017/2018 £8,000 2019/2020 £5,000.

POLICY AND RESOURCES COMMITTEE
COMMITTEE ESTIMATES 2020/21
Council recommendation 14th January 2020

INCOME	Actual Income 2018/19	Budget Allocation 2019/20	Actual to 30.9.19	Projected Income 2019/20	2020/21	EXPENDITURE	Actual Expenditure 2018/19	Budget Allocation 2019/20	Actual to 30.9.19	Projected Expenditure 2019/20	2020/21
	£	£	£	£	£		£	£	£	£	£
Bank Interest	1,882	1,000	0	1,500	1,500	Office Costs	52,771	47,000	20,967	47,000	51,950
Leases and Wayleave	549	550	0	550	550	Salaries	165,030	150,000	67,877	150,000	150,000
CMH Income	72,405	78,700	35,154	88,700	108,700	NI and Tax	17,230	23,000	18,635	37,270	39,000
						Superannuation	46,379	40,000	17,985	40,000	40,000
						Payroll contract	693	1,000	217	1,000	1,000
						Petty Cash	12	100	0	50	50
						Staff Uniform & Travel	1,235	1,000	352	1,000	1,000
						Training - Staff	3,369	3,000	697	2,500	5,000
						Training - Councillors	106	2,000	259	1,500	2,000
						Recruitment	0	450	172	450	450
Total Income	74,836	80,250	35,154	90,750	110,750	Subscriptions	2,155	2,500	1,896	2,000	2,000
						Publications	0	200	79	200	200
						Marketing	730	500	0	250	500
						Audit	2,150	2,500	2,346	2,346	2,500
						Insurance	4,824	3,445	2,551	2,551	3,000
						Civic Budget	3,008	1,200	240	1,200	1,200
						Members' expenses	163	300	0	300	300
						Member's basic allowance	7,683	10,320	3,750	7,000	10,320
						Loan Repayment	23,626	23,626	22,882	22,882	22,324
						IT contract & equipment	6,764	6,000	2,146	6,000	6,000
						Elections (ER)	0	850	308	542	850
						Earmarked Grants	0	0	2,250	300	2,250
						Grants	6,125	10,000	250	8,000	8,000
						CMH Expenses	75,257	63,911	39,268	63,635	64,961
						Litter Control (depot rent)	1,100	1,100	0	1,100	1,100
						Contingencies	226	1,500	64	1,500	1,500
						Professional Fees	20,012	2,000	645	2,000	2,000
						Project Fund	0	28,563	0	28,563	30,000
Proposed expenditure	449,455					Total Expenditure	440,648	426,065	205,836	431,139	449,455

Precept Required	338,705
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(ER) = Earmarked Reserve

Proposed precept 2020/21	£338,705
Actual precept 2019/20	£348,065
Decrease	-£9,360
Percentage decrease	-2.69%

**CHAMPIONS MANOR HALL COMMUNITY CENTRE
ESTIMATES 2020/21
Council recommendation 14th January 2020**

INCOME	Actual Income 2018/19	Budget Allocation 2019/20	Actual to 30.9.19	Projected Income 2019/20	2020/21	EXPENDITURE	Actual Expenditure 2018/19	Budget Allocation 2019/20	Actual to 30.9.19	Projected Expenditure 2019/20	2020/21
	£	£	£	£	£		£	£	£	£	£
Rent from ESO Depot	1,100	1,100	0	1,100	1,100	Electricity - Supply	7,135	7,000	3,046	6,880	7,000
Rent from Office use	17,600	17,600	0	17,600	17,600	Water - Supply	514	700	267	310	700
Lettings	53,705	60,000	35,154	70,000	90,000	Sewage Service	144	350	0	360	350
						Gas - Supply	1,011	1,600	9	1,600	1,600
						Rates	9,446	9,500	9,663	9,663	10,000
						Cleaning	13,133	15,000	5,959	15,000	15,000
						Maintenance	10,014	18,000	10,012	18,000	18,000
						Sundries	2,308	2,000	114	2,000	2,000
						Major Repair Fund (ER)	23,853	5,000	6,779	5,000	5,000
						Administration	1,791	2,250	565	2,250	2,285
						Insurance	1,376	1,476	1,435	1,476	1,476
						PRS Licence	1,090	485	546	546	1,000
						Security	3,442	550	630	550	550
Total Income	72,405	78,700	35,154	88,700	108,700	Total Expenditure	75,257	63,911	39,025	63,635	64,961

(ER) = Earmarked Reserve

BUDGET 2020/21

INCOME	2020/21	2019/20	EXPENDITURE	2020/21	2019/20
	£	£		£	£
Environment Committee	14,300	11,000	Environment Committee	42,682	37,747
Leisure Committee	13,947	22,517	Leisure Committee	75,047	76,590
Policy & Resources Committee	110,750	80,250	Policy & Resources Committee	449,455	428,315
Total Income	138,997	113,767	Total expenditure	567,184	542,652

Proposed Precepted Expenditure 567,184

Total Precept required	428,187
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Proposed Precept 2020/21 net	428,187
Precept 2019/20 net	428,885
Actual Precept Decrease	-698
Percentage decrease	-0.16%

Council Tax Calculation

Band D Council Tax 2020/21	£68.72
2019/20 taxbase £6,044	
Band D Council Tax 2019/20	£70.96
Increase band D Council Tax	-£2.24
Percentage decrease	-3.16%

Please note tax base figure is £6,085.04
2019/20 tax base was £6,044.00