



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 18th October 2022

At Champions Manor Hall Main 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

Karen Atkins
South Woodham Ferrers Acting Town Clerk
12th October 2022

Any member who is unable to attend the meeting should send their apologies and reason to the Acting 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 Acting 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 Acting 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 21 June 2022 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. Election of member to Council Committees and Working Parties for 2022/23**
To consider Councillor Angela Humphrey's request to join committees, to be discussed at meeting.
- 7. Conclusion of Audit 2021-22**
Council to NOTE the interim (uncertified) Section 3 report from PKF Littlejohn and the Notice of Conclusion of Audit Notice has been signed and posted on the Town Council website.
- 8. Reports from Committees are attached to the agenda.**
 - 8.1 Events Community & Leisure Committee**
To note that a meeting was held on 5/7/22, 6/9/22 & 26/9/22
 - 8.2 Planning & Environment Committee**
To note that a meeting was held on 28/6/22, 30/8/2022 & 27/9/22
 - 8.3 Finance & Projects Committee**
To note that a meeting was held on 11/10/22

9. Review of Code of conduct

- To consider the adoption of a new code of conduct for councillors through the adoption of a code based entirely upon the Local Government Association (LGA) model code of conduct. Chelmsford City Council recommend that all parish tier authorities in Chelmsford also adopt the Model code of conduct. Document attached to the agenda.
- Chelmsford City Council running two training sessions on the New Model Code of Conduct. These are both at **5pm on Monday 7th November and Wednesday 7th December on zoom.**

Note all Councillors are welcome to attend these sessions, whether Council has adopted the code or not or is planning to. These will be the only two sessions, as next year Chelmsford City Council will be focusing on the elections and other priorities. Inform the Acting town Clerk after the meeting to confirm attendance.

10. RCCCT & Hullbridge Slipway

Councillor Shearring to give a verbal update

11. HR Company

To approve the appointment of a new HR company WorkNest. Councillor Shearring to update.

12. Land at Shaw Farm Roundabout

To discuss the request from Chelmsford City Council who are seeking the potential agreement for SWFTC to provide the land to form part of the Highway to allow junction works to improve the functioning of the roundabout. Information attached to the agenda

13. Bowls Club

Council to agree the operational license for a rolling 5- year period, completed Inventory and minutes from the CIC meeting as recommended by Events Community & leisure Committee on Tuesday 6th September 2022. Documents to be circulated under separate cover.

14. 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.

15. Reports from Representatives of Outside Bodies by Lead Councillors

15.1 South Woodham Ferrers Village Hall Trust Management Committee – Councillor O’Brien to update on the meeting Monday 17th October 2022

16. Town Mayor’s Announcements

A list of recent events attended by the Town Mayor is attached to the agenda. Deputy Town Mayor to give a verbal update.

17. Media Release

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

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. Audit update & Confidentiality

Town Mayor Councillor Donna Eley to update committee.

19. Staffing

Town Mayor Councillor Donna Eley to update committee

20. Next Meeting

The next meeting will be held on 22nd November 2022.