



**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 22nd November 2022

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

**Karen Atkins
South Woodham Ferrers Town Clerk
16th November 2022**

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.
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 18 October 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. Councillor Vacancy**
To note there is a Councillor vacancy in the Collingwood Ward due to the resignation of Councillor John Miller.
- 7. Appointment of member to Finance & Projects Committee for 2022/23**
To consider any nominations to fill the vacancy to join the Finance & Projects Committee.
- 8. Reports from Committees are attached to the agenda.**
 - 8.1 Events Community & Leisure Committee**
To note that a meeting was held on 8/11/2022
 - 8.2 Planning & Environment Committee**
To note that a meeting was held on 25/10/22
 - 8.3 Finance & Projects Committee**
To note that a meeting was held on 15/11/22

- 9. Code of Conduct Training**
Council to consider Code of Conduct training compulsory in line with Chelmsford City Council. Councillor Shearring to update.
- 10. Grant Application**
10.1 To consider the attached grant application referred by Finance & Projects committee -
- £600.00 The Station Adopters towards a new talking bench project.
- 11. Review of Acceptable Use of Email & Skype Policy**
Council to review and agree the policy. This will be circulated under separate cover.
- 12. Items to Note**
12.1 Council Events
- Halloween Children's Party was a success with 130 children attending plus carers/parents.
 - Weekly Toddler group continues to be popular. The Halloween event was a success and they are planning a Christmas event.
 - Seniors party 27th November 2022 is sold out. 70 tickets sold.
 - West End Mamas tickets still available for the two shows.
 - Christmas Fayre and Light Switch on – Town Clerk to update.
- 13. Office**
Town Clerk to give a verbal update on current workload.
- 14. Staffing Committee**
- Council to consider a request of a toil payment to the Town Clerk.
 - Council to consider a request for a review of the Staffing Terms of Reference.
 - To note Mrs Karen Atkins has been appointed Town Clerk and Responsible Finance Officer with effect from 7th November 2022 with a probation period of 6 months. Job description and specification will be circulated prior to the meeting.
 - To note the part time temporary Administrative Assistant post has been extended for three months until 31st March 2022.
 - To note Staffing committee and Town Clerk in conjunction with Worknest HR have produced a new contract of employment for all existing and new employees.
 - To note NJC/NALC agreed a pay deal increase of 4.04% for Local Council 2022-23 backdated to 1/4/2022. All employees will receive a permanent increase of one day annual leave entitlement from April 2023.
 - To note the advert and job description for the Part-time Administrative Assistant will be advertised in the Focus, Town Council website, noticeboards and with the EALC. The Town Clerk will circulate to all members.
- 15. Councillor Training**
To note the following courses attended.
- Councillor Eley & Miller completed the EALC Budget & precept training on the 3/11/22.
 - Councillor Eley & Wilson will attend the EALC Council Finance course 1/12/2022

- New Model Code of Conduct training. Councillors attended the first zoom session with Chelmsford City Council on the 7/11/22. The next session open to all councillor is the 7/12/22.

16. 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.

17. Reports from Representatives of Outside Bodies by Lead Councillors

17.1 Health and Social Care Group – Councillor Kelly

18. 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.

19. 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.

20. Audit update & Staffing

Town Mayor Councillor Donna Eley to update committee.

21. Next Meeting

The next meeting will be held on 24th January 2023.