



SOUTH WOODHAM FERRERS  
TOWN COUNCIL

# AGENDA

You are summoned to an Extraordinary Meeting of the

## COUNCIL

to be held at 6.30 p.m.

on

**Monday 6th February 2023**

**At Champions Manor Hall Conference 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  
31st January 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 24<sup>th</sup> January 2023 as a true record.

**5. 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.**

**6. Update on Staffing**

Town Mayor Councillor Donna Eley to update committee.

**7. Next Meeting**

The next meeting will be held on 14<sup>th</sup> March 2023.