



**SOUTH WOODHAM FERRERS
TOWN COUNCIL**

**Champions Manor Hall
Hullbridge Road
South Woodham Ferrers
Essex CM3 5LJ
Tel. 01245 321817**

A G E N D A

You are summoned to the Annual Meeting of the TOWN COUNCIL

to be held at 8.00 p.m. on

Tuesday 14th May 2019

at Champions Manor Hall, Hullbridge Road, South Woodham Ferrers,

to consider the following business.

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 any item of business on the agenda. 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 May 2019**

- 1. Election of the Town Mayor for 2019/20**
In accordance with Standing Order 5e. to consider nominations for Town Mayor for 2019/20.
- 2. Declaration of Acceptance of Office by the Town Mayor for 2019/20**
In accordance with Standing Order 5j.i. the Town Mayor to complete the acceptance of office.
- 3. Election of the Deputy Town Mayor for 2019/20**
In accordance with Standing Order 5e. to consider nominations for Deputy Town Mayor for 2019/20.
- 4. Apologies for Absence**
To RECEIVE and ACCEPT any apologies for absence.
- 5. Declarations of Interest**
 - 5.1 Current Meeting**
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.
 - 5.2 Registration of Members' Interests**
Councillors have been issued with new register of interests' forms for completion.
- 6. Declaration of Acceptance of Office**
To consider, if required an extension for any members Acceptance of Office which has not been received prior to this meeting
- 7. Confirmation of Minutes**
To APPROVE the minutes of the meeting held on 5th March 2019 as a true record.
- 8. 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 of business on the agenda. 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.
- 9. Casual Vacancies**
To note there are 5 casual vacancies on the Town Council. Co-option will be an agenda item for the Town Council Meeting on 18th June 2019.
- 10. Attendance Record**
To note the attendance record of Councillors at meetings of the Council and its Committees for 2018/19.
- 11. General Power of Competence**
To confirm that the Town Council meets the criteria for eligibility for the adoption of the General Power of Competence:

- The number of members of the Council that have been declared to be elected, whether at ordinary elections or by-election, is equal to or greater than two - thirds (14) of the total number of members of the Council (20).
- The Clerk of the Parish holds one of the following:
The Certificate in Local Council Administration – Yes
The first level of the foundation degree in Community Engagement and Governance awarded by the University of Gloucestershire - Yes
- The clerk of the Council has completed the relevant training – Yes

11.2 To agree to adopt the General Power of Competence

To resolve that the Town Council is eligible to adopt the General Power of Competence and shall be eligible to use the power from the time the resolution is passed until the of the next annual meeting of the Town Council, that takes place in a year of ordinary elections 2022.

12. Reports from Committee Chairmen

12.1 Environment Committee

A meeting was held on 30th April 2019

12.2 Leisure Committee

A meeting was held on 26th March 2019

12.3 Planning Committee

Meetings were held on 26th March and 30th April 2019

12.4 Policy and Resources Committee

A meeting was held on 16th April 2019

12.5 Neighbourhood Plan Committee

A meeting was held on 23rd April 2019

13. Terms of Reference

In accordance with Standing Order 5.j.vi. to consider Terms of Reference for all current Committees, Sub-Committees and Working Parties as attached to the Agenda .

14. Election of Members of Council Committees for 2019/20

Environment Committee

14.1 Environment Committee (up to 12 Members)

14.2 Election of Chairman and Vice Chairman of the Environment Committee for 2019/20

14.3 To appoint one member of the Environment Committee to the Policy and Resources Committee

14.4 To appoint one member of the Environment Committee to the Staffing Committee

Leisure Committee

14.5 Leisure Committee (up to 12 Members)

14.6 Election of Chairman and Vice Chairman of the Leisure Committee for 2019/20

14.7 To appoint one member of the Leisure Committee to the Policy and Resources Committee

14.8 To appoint one member of the Leisure Committee to the Staffing Committee

Planning Committee

- 14.9** Planning Committee (up to 12 Members)
- 14.10** Election of Chairman and Vice Chairman of the Planning Committee for 2019/20
- 14.11** To appoint one member of the Planning Committee to the Policy and Resources Committee
- 14.12** To appoint one member of the Planning Committee to the Staffing Committee

Neighbourhood Plan Committee

- 14.13** Neighbourhood Plan Committee (up to 12 Members)
- 14.14** Election of Chairman and Vice Chairman of the Neighbourhood Plan Committee for 2019/20

15. Election of Working Parties and Sub Committees 2019/20

Nominations are requested for Members to serve on the following Working Parties and Sub Committees:

- 15.1 Community Resilience Team** (reporting to Council)
- 15.2 Events Sub Committee** (reporting to Leisure)
- 15.3 Youth Club Working Party** (reporting to Leisure)

16. Nominations of Council Representatives on Other Bodies for 2019/20

A list of existing representatives is attached to the agenda. Members are reminded that, if not able to attend the reporting Committee/Council meeting, a written report should be sent.

Each body, where more than one representative is nominated, is requested to appoint a Lead Councillor for that body and notify the Town Clerk.

Please note that the role of the Lead Councillor is to ensure that meetings of that body are attended by a member/s of the group and that a report (written or verbal) is made to Council or the appropriate Committee.

17. Chelmsford City Council Governance Committee

To consider if any member wishes to be nominated for one of the three Parish Councillor Governance Committee members at Chelmsford City Council. Governance Committee will consider nominations on 19th June 2019.

18. Media Contact

To consider whether any items on this Agenda warrant a media release and if so, to agree a Councillor to comment, if applicable.

19. Next Meeting

The next meeting of the Council will be held on 18th June 2019, at 8 p.m.

Reports from Committee Chairmen

12.1 Environment Committee

A meeting was held on 30th April 2019

- ECC Bus Consultation
- Street Lights
- New Benches at Creekview Road and Frankland Fields
- Tree Warden Scheme
- New Broughton Road Bus Shelter
- New bins at Scholars Walk

12.2 Leisure Committee

A meeting was held on 26th March 2019

- Youth Club
- Older Children's Play Equipment

12.3 Planning Committee

Meetings were held on 26th March 2019 and 30th April 2019

- No items to report

12.4 Policy and Resources Committee Report

A meeting was held on 16th April 2019

- Change to grant scheme, Grants can be considered at any Policy and Resource meeting and the small grant scheme is £200 and under

12.5 Neighbourhood Plan Committee Report

A meeting was held on 23rd April 2019

- Committee researching the cost of a car parking survey within the town