

**SOUTH WOODHAM FERRERS TOWN COUNCIL  
EVENTS COMMUNITY& LEISURE COMMITTEE**

**MINUTES** of a Meeting held at Champions Manor Hall on Tuesday  
4<sup>th</sup> July 2023 at 7.30pm

**Present**

Councillor Crosbie (Chairman)  
Councillor Humphrey (Vice chair)

Councillor Kelly  
Councillor Massey

Councillor Sherlock  
Councillor Roberts

Councillor Birch  
Councillor O'Brien

**In attendance:** Town Clerk, Environment and Leisure Officer, 2 members of public.

**ECL130 Apologies for Absence**

Apologies of absence were received and accepted from Councillor Wilson

**Absent**

Councillor John

**ECL131 Dispensation Considerations**

No dispensation considerations received.

**ECL132 Declarations of Interest**

No declarations of interest received.

**ECL133 Confirmation of Minutes**

The Town Clerk requested an amendment to minute ECL121 Christmas Lights and Christmas Fayre. On further communication with Lite the total costs for additional lights will be £6,216.00 including the 3 Column displays on Baron Road not included on the original quote. This will be for the 3-year contract 2023-2025 and remains in budget.

Minutes of the Events, Community & Leisure meeting held on 06th June 2023 were **APPROVED** with the above amendment as a true record and signed by the Chairman.

**Proposed:** Councillor Kelly

**Seconded:** Councillor Sherlock

**Vote: Carried**

**ECL134 Budgetary Position**

The current budgetary position as of 28 June 2023 attached to the agenda was **NOTED**.

**Proposed:** Councillor Crosbie

**Seconded:** Councillor Humphrey

**Vote: All In favour**

### **ECL135 Public Questions**

One member of public from the Health & Social Group requested to comment on Agenda Item 8 Health & Social Care Report. It was **AGREED** to move item 8 on the agenda forward.

Agenda item 7 Muga at the Village Hall was **AGREED** to be deferred due to late arrival of Play Innovation.

**Proposed:** Councillor Crosbie

**Seconded:** Councillor Sherlock

### **ECL136 Health & Social Care Report**

The report was **Noted** and received by the committee.

7:52pm member of the public left the meeting.

### **ECL137 Items Noted**

- **Cinema Club:** The next Cinema Club 12<sup>th</sup> July 23 is Living.
- **Jubilee Walk.** A walk with Councillors will be rearranged by the Town Clerk/Officer in July 2023. Following this the Jubilee map will be updated.
- **Play in the Park** dates for Summer 2023 are booked for the 2nd, 7th, 18th & 22nd August 2023 in Saltcoats park. Schedule of activities attached to previous agenda. This is being advertised from 26<sup>th</sup> June 23 booking online with Chelmsford City Council.
- The missing bricks on the Bandstand have been replaced 28/6/2023.
- Bandstand maintenance/painting is booked for w/c 7<sup>th</sup> August 2023.
- **Summer Fun sessions** at Champions Manor Hall on 3<sup>rd</sup>/10<sup>th</sup>/17<sup>th</sup> & 24<sup>th</sup> August 2023 have been booked.
- The entertainer for the **Halloween Party** on Friday 27<sup>th</sup> October 1-3pm at Champions Manor Hall is booked.
- **Armed Forces Day** was a success and the Town Council have received positive feedback.

### **ECL138 Christmas lights and Christmas Fayre**

Committee received an update from the Town Clerk on the Christmas lights. Amendment agreed in confirmation minutes of meeting 6<sup>th</sup> June 2023.

Committee discussed the deferred arrangements from the Events Community & Leisure meeting on 6<sup>th</sup> June 2023.

**Proposal:** To agree an Elton John tribute act for the Bandstand and a Dua Lipa act (with 2 dancers) as a main headliner for the main stage. This will include the switch on of the Christmas lights.

**Proposed:** Councillor O'Brien

**Seconded:** Councillor Kelly

**Vote: All In favour**

**Proposal:** The booking and schedule of acts for the Christmas Fayre 2023 to be agreed by the Town Clerk and office remaining within budget. To include local acts, schools and two roaming characters.

**Proposed:** Councillor O'Brien

**Seconded:** Councillor Humphrey

**Vote: All In Favour**

**Proposal:** To accept the quote from Front of House Ltd to provide the stage for the Christmas Fayre 2023.

**Proposed:** Councillor Massey  
**Seconded:** Councillor Kelly  
**Vote: Carried, 1 Abstain Councillor Humphrey**

Councillor Humphrey kindly **AGREED** to do the media and posters for the Christmas Fayre 2023.

7.55pm Play Innovations arrive and join the meeting

#### **ECL139 Muga at the Village Hall**

Play Innovations gave a fully comprehensive presentation to committee and new project ideas for 2023. They will provide the Town Council with reviews from other Councils using their products.

8.55pm Play innovations leave the meeting.

#### **ECL140 Youth week**

Committee discussed the Youth Week on 21-25 August 2023. The Town Clerk updated on arrangements in place and Councillor Crosbie and Humphrey will liaise with the Clerk regarding Music Central on Thursday 24<sup>th</sup> August on the Bandstand.

#### **ECL141 Events**

Committee discussed ideas for a Summer Town Event for 2024. Details to be discussed at future meetings once budgets have been agreed this year.

**Proposal:** To hold a Summer Event on a Saturday at the end of June 2024. Town Clerk to check availability dates with Chelmsford City Council

**Proposed:** Councillor Kelly

**Seconded:** Councillor Roberts

**Vote: All In favour**

#### **9.30pm Standing Order 3.x was suspended to allow the meeting to exceed more than 2 hours.**

Committee discussed a Childrens Christmas Pantomime event. Quotes attached to the agenda.

**Proposal:** To agree a Childrens Christmas Pantomime event and accept quote C attached to the agenda. Leisure Officer to check pantomime availability in December 2023 against availability to hire the Village Hall or William de Ferrers Centre. Town Clerk to consider costs, sound system and capacity and to proceed with the arrangements.

**Proposed:** Councillor Massey

**Seconded:** Councillor Humphrey

**Vote: All In favour**

#### **ECL142 Allotment Lease & Signage**

**Proposal:** Committee considered and agreed the revised lease to be recommended to the next Council meeting to be arranged.

**Proposed:** Councillor Roberts

**Seconded:** Councillor Birch

**Vote: All In favour**

**Proposal:** Committee considered and agreed the allotment signage to be completed. To use EMR Marsh Farm Allotments £600.00 and income from allotment rent.

**Proposed:** Councillor Roberts

**Seconded:** Councillor Birch

**ECL143 Lease Village Hall Play Area, Blue Cage & Village Hall Playing Fields.**

Committee **NOTED** that the Town Clerk is awaiting information from the Charity Commission to begin the process of renewing the leases.

**ECL144 Report to Council**

- Childrens Christmas Pantomime
- Date for Summer Event 2024

**ECL145 Media Coverage**

- Summer Fun at Champions Manor Hall
- Youth Week

**ECL146 Next Meeting**

The next meeting of the Events Community & Leisure Committee will be held on 05<sup>th</sup> September 2023 at 7.30pm.

There being no further business to discuss the Chairman closed the meeting at 10.10pm.

Signed.....

Date: 05 September 2023