

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

MINUTES of a Meeting held at Champions Manor Hall on
Tuesday 1st of September 2026 at 7.30pm

Present

Councillor Crosbie (Chair)
Councillor O'Brien (Vice Chair)

Councillor Massey Councillor Sherlock Councillor Price
Councillor Knox Councillor Kelly Councillor Barnett

In attendance: Town Clerk and two members of the public.

ECL-26-250 Apologies for Absence

Apologies of absence were received and accepted from Councillor Perham Lake

ECL-26-251 Dispensation Considerations

No dispensation considerations received.

ECL-26-252 Declarations of Interest

No dispensation considerations received.

ECL-26-253 Confirmation of Minutes

Minutes of the Events, Community & Leisure meeting held on 07th July 2026 were **APPROVED** as a true record and signed by the Chair of the meeting.

Proposed: Councillor Massey

Seconded: Councillor Kelly

Vote: All in Favour

ECL-26-254 Budgetary Position

The current budgetary position as of 25th of August 2026 attached to the agenda was **AGREED** and **NOTED**.

ECL-26-255 Public Questions

A member of the WAA allotment Association gave a verbal update on Agenda item 9.

The chair of the Health & Social Care Group gave an update on his report attached to the agenda.

ECL-26-256 Health & Social Care Group

The report was **NOTED** and received by the committee with the chair of the Health and Social Care Group presenting the report.

ECL-26-257 SWF Town Carol Service

Committee considered a recommendation from the South Woodham Ferrers Christian Council that the South Woodham Ferrers Town Carol Service be scheduled for Wednesday 16th December 2026 at 5.00-5.30pm and will be delivered in a format consistent with the 2025 event.

Proposal: To recommend the date and details as presented.

Proposed: Councillor O'Brien

Seconded: Councillor Massey

Vote: All in Favour

8.14pm two members of the public left the meeting.

ECL-26-258 WAA Woodham Allotment association

Committee discussed the report on the allotment site regarding concerns with access to the site.

Proposal: To defer the item to investigate further, obtain information and legal implications. The Town Clerk to arrange a site visit to the allotment site for members of the committee.

Proposed: Councillor O'Brien

Seconded: Councillor Massey

Vote: All in Favour

ECL-26-259 Quarterly Community Hub at Champions Manor Hall

Committee received and **NOTED** a debrief on the first quarterly Heart of the Community event on 14th July 2026. The next event is scheduled for 13th October 2026.

Proposal: To have a Town Council stand at the next scheduled Heart of the Community event on 13th October 2026.

Proposed: Councillor O'Brien

Seconded: Councillor Sherlock

Vote: All in Favour

Proposal: The committee thanked Heart of the Community volunteer Ali Massey for her valuable contribution, involvement and commitment in assisting the Town Clerk with the quarterly events.

Proposed: Councillor Sherlock

Seconded: Councillor Kelly

Vote: All in Favour

Proposal: To agree a generic volunteer email address for use by volunteers of the Town Council and the Town Clerk. This will be at a cost of £6.48 plus VAT for a basic email account with no MS Office software license.

Proposed: Councillor O'Brien

Seconded: Councillor Sherlock

Vote: All in Favour

ECL-26-260 Christmas 2026

Committee received a report on the Christmas Fayre on 21st November 2026.

Proposal: To Keep the cost of the stalls the same as last year. £50 for commercial stalls. £75 for large double stall or trailer (i.e. selling food, alcohol or take up a larger space than stated above). £5 additional charge to those stalls requiring power. Charity and local group stalls were free to hire.

Proposed: Councillor O'Brien

Seconded: Councillor Kelly

Vote: All in Favour

Proposal: To agree the purchase of handouts and Santa grotto gifts at a cost of £388.26.

Proposed: Councillor Massey

Seconded: Councillor Crosbie

Vote: All in Favour

Proposal: To agree the headliner male artist for the main stage at a cost of £750.00.

Proposed: Councillor Kelly

Seconded: Councillor Barnett

Vote: All in Favour

Proposal: To agree the Seniors Christmas Party on Sunday 6th December 1-3pm to be held at the Whalebone Inn in South Woodham Ferrers.

Proposed: Councillor Massey

Seconded: Councillor Knox

Vote: All in Favour

ECL-26-261 Summer Event 2027

Committee received and **NOTED** a debrief report on the Country & Western event 2026.

Committee discussed ideas and themes for the summer event 2027.

Proposal: It was agreed that the theme for the Summer Event 2027 will be "Through the Decades."

Proposed: Councillor Massey

Seconded: Councillor Knox

Vote: All in Favour

Proposal: It was agreed that the Summer Event 2027 will take place on Saturday, 10 July 2027, at the William de Ferrers School playing fields. The event will follow a "Through the Decades" festival theme. A proposed budget of £10,000 was noted, with the event being free to attend for the local community. The proposed event time is 1:00 pm to 7:00 pm.

The acts and entertainment will be discussed and agreed at a future meeting.

Proposed: Councillor Crosbie

Seconded: Councillor Sherlock

Vote: All in Favour

ECL-26-262 Items to Note

Committee NOTED

- Play in the Park Summer Report
- The next Seniors Cinema Club is on 9th September 2026 showing Belfast.

ECL-26-263 Summer Fun at Champions Manor Hall

Committee received and **NOTED** a report on the Summer 2026 events at Champions Manor Hall.

ECL-26-264 Summer Youth Events

Committee received and **NOTED** a debrief report on the successful and sold-out Summer Youth Events held at Willam de Ferrers Leisure Centre August 2026.

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

Proposed: Councillor Crosbie

Seconded: Councillor Massey

Vote: All in Favour

ECL-26-265 Poppies on the Bandstand

Committee discussed a project working with Chelmsford CVS to extend the poppy display for the bandstand for 2026 for Remembrance Day.

Proposal: It was agreed to proceed with the new Bandstand project.

Weekly community sessions will be arranged at Champions Manor Hall to provide an opportunity for members of the community to get involved and contribute to the project.

Proposed: Councillor O' Brien

Seconded: Councillor Kelly

Vote: All in Favour

ECL-26-266 Community CPR Training

Committee considered the offer of free community CPR at Champions Manor Hall.

Proposal: To accept the offer of free community training at Champions Manor Hall. Town Clerk to arrange suitable dates and times.

Proposed: Councillor Crosbie

Seconded: Councillor Massey

Vote: All in Favour

ECL-26-267 Report to Council

Items agreed to report to the Council meeting on 20 October 2026.

- Town Carol Service
- Quarterly Heart of the Community event.
- Christmas fayre 2026
- Seniors Christmas Lunch 2026
- Agreed Summer Event 2027 date.
- Fun at Champions/Youth Events 2026
- Poppies on the Bandstand
- Community CPR sessions at Champions Manor Hall

ECL-26-268 Media Coverage

- Heart of the Community event 13th October 2026
- Poppies on the Bandstand
- Community CPR sessions at Champions Manor Hall

ECL-26-269 Next Meeting

The next meeting of the Events Community & Leisure Committee will be held on 6th October 2026 at 7.30pm.

There being no further business to discuss the Chair closed the meeting at 9.48pm.

Signed.....

Date: 6 October 2026