

Sawbridgeworth Town Council

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MAYOR
Cllr Barry Hodges JP
TOWN CLERK

Richard Bowran BSc.(Hons) MILCM

ANNUAL MEETING OF THE TOWN COUNCIL

You are summoned to attend the Annual Meeting of the Town Council which will take place on **Tuesday 28 May 2013** at 7.30pm at The Council Office, Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

A handwritten signature in black ink, appearing to read 'Richard Bowran', with a horizontal line underneath.

Town Clerk
21 May 2013

AGENDA

Welcome by the Town Mayor followed by Prayers

- 13/01** **ELECTION OF TOWN MAYOR**
[👏] To elect the Town Mayor for the year 2013/14
- 13/02** **DECLARATION OF ACCEPTANCE OF OFFICE**
The Town Mayor to sign the Declaration of Acceptance of Office
Town Mayor's Address
- 13/03** **APOLOGIES FOR ABSENCE**
To receive any apologies for absence
- 13/04** **THE RETIRING MAYOR**
To present the retiring Mayor, Cllr Barry Hodges JP, with a Past Mayor Medal and to receive his retiring address.
- 13/05** **DECLARATIONS OF PECUNIARY INTEREST**
To receive any Declarations of Interest by Members
- 13/06** **ELECTION OF DEPUTY TOWN MAYOR**
[👏] To elect the Deputy Town Mayor for the year 2013/14
- 13/07** **PUBLIC FORUM**
To receive representations from members of the public on matters within the remit of the Town Council
- 13/08** **MINUTES**
[📄] [👏] To approve as a correct record the minutes of the Council Meeting held on 29 April 2013 (M11)
To attend to any matters arising from these Minutes and not dealt

with elsewhere on this Agenda.

13/09 PLANNING COMMITTEE

To receive and note the minutes of the Planning Committee Meetings held on:

[📄]

- 29 April 2013 (P20)

[📄]

- 13 May 2013 (P21)

13/10 AMENITIES COMMITTEE

To receive and note the minutes of the Amenities Committee Meeting held on:

[📄]

- 13 May 2013 (A04)

13/11 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive Mayor's appointments and communications

13/12 REPRESENTATIVES REPORTS

To receive representatives reports from:

- County Councillor
- District Councillors
- Hertfordshire Police
- Other Representatives

13/13 CLERK'S REPORT

- Register of Members Pecuniary Interests
- Newsletter
- Farmers Market
- Sawbobus
- May Fayre 2013
- Bell Street Conveniences
- Police Accommodation

[📄]

13/14 THE HAILEY CENTRE

1. To receive the Hailey Centre Executive Committee Chairman's Report for 2012

[📄]

2. To receive the Hailey Day Centre Statement of Accounts for the year ending 31 December 2012 *[attached as Appendix A]*

13/15 SAWBRIDGEWORTH YOUNG PEOPLES RECREATION CENTRE

1. To receive the SYPRC Chairman of Management Committee's Report for 2012

[📄]

2. To receive the SYPRC Statement of Accounts for the year ending 31 December 2012. *[attached as Appendix B]*

3. To appoint four Committee Members, receive details of co-opted committee members and elect a Chairman for the SYPRC Management Committee for 2013/13

13/16 COMMITTEES

1. To confirm Committee structure for the year 2013/14

[📄][👉]

[last year's structure attached as Appendix C]

2. To appoint Committee members for the year 2013/14
 - a. Planning
 - i. Delegation of authority to Chairman and Deputy Chairman for the months of August and December
 - ii. Town Action Plan Working Party
 - b. Amenities
 - i. Christmas Lights
 - c. Finance & Policy
 - i. Appraisals & Appointments
 - ii. Commiunications



[last year's appointments attached as Appendix D]

13/17 CHAMPIONS

To appoint members as Champions for areas of Council responsibility

1. Allotments
2. Cemetery
3. Footpaths & Open Spaces
4. Young People
5. Town Action Plan
6. Emergency Plan
7. Transport
8. Community Buses
9. Town Partnership
10. Farmers' Market
11. Communications
12. Crime & Disorder



[last year's appointments attached as Appendix E]

13/18 REPRESENTATIVES

To appoint/nominate representatives to serve on other organisations.

1. East Herts Citizens Advice Service
2. C.P.R.E.
3. Fawbert and Barnard Educational Foundation (Harlow)
4. Fawbert and Barnard Education Foundation (Sawbo)
5. Isabel Hospice
6. Mann Memorial Cottages
7. Pishiobury Park Liaison Group
8. Sawbridgeworth Memorial Hall Trust
9. Sawbridgeworth Sports Association
10. Sawbridgeworth Town Centre Management
11. Sawbridgeworth Town Twinning Association
12. Sawbridgeworth Trust
13. Sawbridgeworth Young Peoples Recreation Centre
14. Sawbridgeworth & District Council for Voluntary Service
15. School Governing Bodies
16. Stop Harlow North Campaign



[last year's appointments attached as Appendix F]

13/19 SUBSCRIPTIONS

To consider the payment of the Subscriptions for the year 2013/14



[schedule of subscriptions attached as Appendix G]

13/20

CALENDAR OF MEETINGS

To consider and approve the Calendar of Council and Committee meetings for the year to June 2014



[proposed schedule attached as Appendix H]

- 13/21 SAWBRIDGEWORTH TOWN ACTION PLAN**
To consider the next steps towards creating the Sawbridgeworth Town Action Plan 2014-18.
- 13/22 DEPOSIT & CONSULTATION DOCUMENTS**
To note receipt of following Documents for Noting and Consultation:
- Sec
- 13/23 FINANCIAL REPORT**
To note the current Financial Report
- 13/24 ACCOUNTS FOR PAYMENT**
To note accounts for payment

Members and their partners are invited to take a glass of wine (or a non alcoholic beverage) with the new Mayor after the evening's proceedings have concluded.

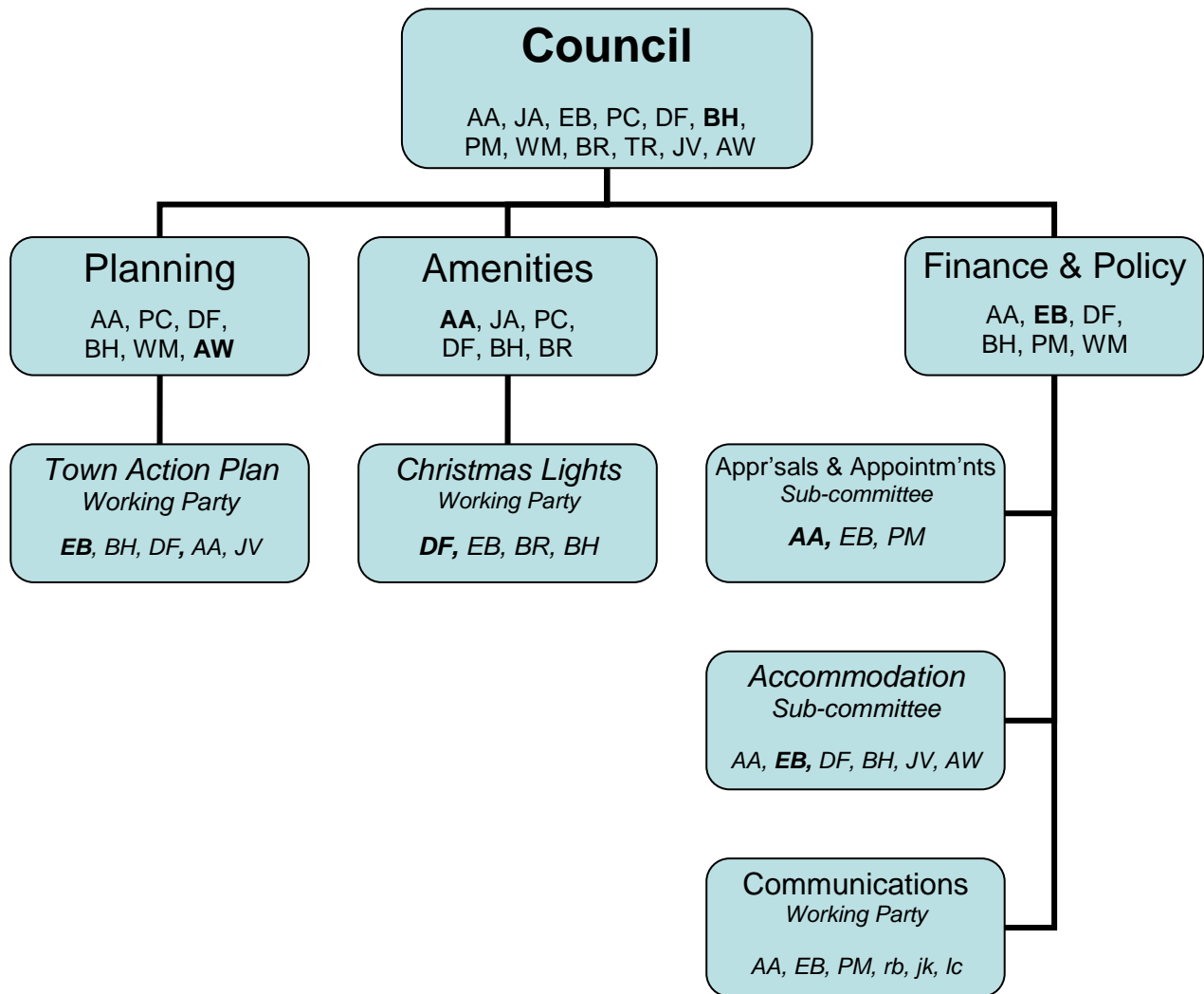
Appendix A

To be tabled at the Meeting

Appendix B

To be tabled at the Meeting

Committee Structure & Members 2012/13



Committee, Sub Cttee and Working Party Members 2012/13

Planning Committee

- Cllr Alder
- Cllr Coysten
- Cllr Filler
- Cllr Hodges
- Cllr Mortimer
- **Cllr Wincott**

Town Action Plan Working Party

- Cllr Alder
- **Cllr Buckmaster**
- Cllr Filler
- Cllr Hodges
- Cllr Vincent

Amenities Committee

- **Cllr Alder**
- Cllr Adams
- Cllr Coysten
- Cllr Filler
- Cllr Hodges
- Cllr Rochester

Christmas Lights Working Party

- Cllr Buckmaster
- **Cllr Filler**
- Cllr Hodges
- Cllr Rochester

Finance & Policy Committee

- Cllr Alder
- **Cllr Buckmaster**
- Cllr Filler
- Cllr Hodges
- Cllr Mitchell
- Cllr Mortimer

Accommodation Sub Committee

- Cllr Alder
- **Cllr Buckmaster**
- Cllr Filler
- Cllr Hodges
- Cllr Vincent
- Cllr Wincott

Appraisals & Appointments Sub Committee

- **Cllr Alder**
- Cllr Buckmaster
- Cllr Mitchell

Communications Working Party

- Cllr Alder
- **Cllr Buckmaster**
- Cllr Mitchell

Champions in 2012/13

- **Allotments**
 - Cllr Buckmaster
- **Cemetery**
 - Cllr Vincent
- **Footpaths & Open Spaces**
 - Cllr Rochester
- **Floral Displays / Planters**
 - Cllr Coysten
- **Young People**
 - Cllrs Mortimer & Reeks
- **Town Action Plan Monitoring**
 - Cllr Vincent
- **Emergency Plan**
 - Cllr Hodges
- **Farmer's Market**
 - Cllr Rochester
- **Memorial Hall**
 - Cllr Wincott
- **Transport/ Community Buses**
 - Cllr Filler
- **Town Initiatives (incl SBA)**
 - Cllr Alder
- **Communications**
 - Mayor and Clerk
- **Crime and Disorder**
 - Cllr Mitchell
- **Recreation Areas / Skate park**
 - Not allocated

REPRESENTATIVES

- **Citizen's Advice Bureau**
 - Cllr Coysten
- **C.P.R.E.**
 - Cllr Rochester
- **Fawbert and Barnard Educational Foundation**
 - Harlow - Cllr Wincott
 - Sawbridgeworth - Cllr Vincent
- **Hayley Centre**
 - Cllr Alder
 - Cllr Buckmaster
- **Isabel Hospice**
 - Mayor is ex-officio Patron
- **Mann Memorial Cottages**
 - Cllr Vincent
 - Mrs I Theobald (Term of Office to run from 2011 to 2015)
- **Pishiobury Park Liaison Group**
 - Cllr Rochester
- **Sawbridgeworth Orphanage in Sri Lanka**
 - The Mayor
- **Sawbridgeworth Memorial Hall Trust**
 - Cllr Wincott
- **Sawbridgeworth Sports Association**
 - Cllr Hodges
- **Sawbridgeworth Business Association**
 - Cllr Alder
- **Sawbridgeworth Town Twinning Association**
 - The Mayor
- **Sawbridgeworth Trust**
 - Mrs M Ashdown
 - Miss M Wolfson
 - Mr J Dickson
 - Cllr J Vincent
 - Cllr A Alder
- **Sawbridgeworth Young Peoples Recreation Centre**
 - Cllr Alder
 - Cllr Filler – as Chairman
 - Cllr Reeks
 - Cllr Rochester
- **Sawbridgeworth & District Council for Voluntary Service**
 - Cllr Alder
 - Cllr Coysten
 - Cllr Vincent
- **Stop Harlow North**
 - Cllr Buckmaster
 - Cllr Alder

SUBSCRIPTIONS

	Resolved 2012/13	Proposed 2013/14
• Clerks & Councils Direct	11.00	11.00
• Council for the Protection of Rural England (CPRE)	40.00	45.00
• National Association of Local Councils / Hertfordshire Association of Parish and Town Councils (NALC/HAPTC)	1,415.00	1,415.00
• Open Spaces Society (Direct Debit)	40.00	40.00
• Society of Local Council Clerks (SLCC)	300.00	300.00
• Stop Harlow North.	100.00	100.00
• Institute of Local Council Management	60.00	60.00
• CDA for Hertfordshire	30.00	30.00

Sawbridgeworth Town Council

Proposed Schedule of Council Meetings 2013/14

Month	Council	Planning Cttee	Finance & Policy Cttee	Amenities Cttee	Annual Town Meeting	Ann Mtg of Council
May		13, Tue 28		13		Tue 28
Jun	24	10, 24	10			
Jul	29	08, 29		08		
Aug						
Sep	02, 30	02, 30	30			
Oct	28	07, 28		07		
Nov	25	11, 25	11 Appr'sls			
Dec		09	09			
2014 Jan	06, 27	06, 27				
Feb	24	10, 24		10		
Mar	24	10, 24	10			
Apr	28	14, 28			14	
May		12, 26		12		26
Jun	23	09, 23	09			

Unless otherwise stated:

- All meetings are on a Monday (unless otherwise stated)
- Meetings commence at 7.30pm
- Planning Committees follow on from full meetings of the Council but precede any other meetings on the same date
- Sub Committees and Working Parties (Christmas Lights, Appraisals and Accommodation) meet as and when needed and advised to members