

Sawbridgeworth Town Council

Sayesbury Manor, Bell Street, Sawbridgeworth
Hertfordshire CM21 9AN
Tel: 01279 724537
Fax: 01279 726966

e-mail: info@sawbridgeworth-tc.gov.uk
web: www.sawbridgeworth-tc.gov.uk



MAYOR
Cllr Mrs Angela Alder
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 27 May 2014** 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', written over a horizontal line.

Town Clerk
20 May 2014

AGENDA

Welcome by the Town Mayor followed by Prayers

- 14/01** **ELECTION OF TOWN MAYOR**
[👏] To elect the Town Mayor for the year 2014/15
- 14/02** **DECLARATION OF ACCEPTANCE OF OFFICE**
The Town Mayor to sign the Declaration of Acceptance of Office
Town Mayor's Address
- 14/03** **APOLOGIES FOR ABSENCE**
To receive any apologies for absence
- 14/04** **THE RETIRING MAYOR**
To receive an address from the retiring Mayor, Cllr Mrs Angela Alder.
- 14/05** **DECLARATIONS OF PECUNIARY INTEREST**
To receive any Declarations of Interest by Members
- 14/06** **ELECTION OF DEPUTY TOWN MAYOR**
[👏] To elect the Deputy Town Mayor for the year 2014/15
- 14/07** **PUBLIC FORUM**
To receive representations from members of the public on matters
within the remit of the Town Council
- 14/08** **MINUTES**
[📄] [👏] To approve as a correct record the minutes of the Council Meeting
held on 28 April 2014 (M12)
To attend to any matters arising from these Minutes and not dealt
with elsewhere on this Agenda.

- 14/09 PLANNING COMMITTEE**
To receive and note the minutes of the Planning Committee Meetings held on:
- [📄]
[📄]
- 28 April 2014 (P20)
 - 12 May 2014 (P21)
- 14/10 AMENITIES COMMITTEE**
To receive and note the minutes of the Amenities Committee Meeting held on:
- [📄]
- 12 May 2014 (A04)
- 14/11 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
To receive Mayor's appointments and communications
- 14/12 REPRESENTATIVES REPORTS**
To receive representatives reports from:
- County Councillor
 - District Councillors
 - Hertfordshire Police
 - Other Representatives
- 14/13 RIVERS NURSERY SITE ORCHARD GROUP**
To receive a complaint by Mr Joseph Fitzgerald, and the response by Cllr Eric Buckmaster, relating to the announcement of the cessation of public activities by the Rivers Nursery Site and Orchard Group.
- [📄]
- 14/14 CLERK'S REPORT**
- [📄]
- Register of Members Pecuniary Interests
 - Town Action Plan 2014-18
 - Response to EHDC Preferred Option Consultation
 - Sawbobus
- 14/15 THE HAILEY CENTRE**
- [📄]
1. To receive the Hailey Centre Executive Committee Chairman's Report for 2013
[attached as Appendix A]
- 14/16 SAWBRIDGEWORTH YOUNG PEOPLES RECREATION CENTRE**
- [📄]
1. To receive the SYPRC Chairman of Management Committee's Report for 2013
[attached as Appendix B]
 2. To appoint four Committee Members, receive details of co-opted committee members and elect a Chairman for the SYPRC Management Committee for 2014/15
- 14/17 COMMITTEES**
- [📄][👤]
1. To confirm Committee structure for the year 2014/15
[last year's structure attached as Appendix C]
- [👤]
2. To confirm that the Mayor and Deputy Mayor shall be a member of any committee and rank *pari passu* with appointed committee members.

3. To appoint Committee members for the year 2014/15
 - 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. Communications



[last year's appointments attached as Appendix D]

14/18 CHAMPIONS

To appoint members as Champions for areas of Council responsibility

1. Allotments
2. Cemetery
3. Footpaths & Open Spaces
4. Recreation Areas and Skate Park
5. Floral Displays and Planters
6. Young People
7. Town Action Plan
8. Emergency Plan
9. Transport and Community Buses
10. Economic Development
11. Farmers' Market
12. Memorial Hall
13. Rivers' Heritage Group
14. Communications
15. Crime & Disorder
16. Remembrance Day



[last year's appointments attached as Appendix E]

14/19 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 Educ. Foundation (Sawbo & Harlow)
4. The Hailey Centre
5. Isabel Hospice
6. Mann Memorial Cottages
7. Pishiobury Park Liaison Group
8. Sawbridgeworth Orphanage in Sri Lanka
9. Sawbridgeworth Memorial Hall Trust
10. Sawbridgeworth Sports Association
11. Sawbridgeworth Town Centre Initiatives
12. Sawbridgeworth Town Twinning Association
13. Sawbridgeworth Trust
14. Sawbridgeworth Young Peoples Recreation Centre
15. Sawbridgeworth & District Council for Voluntary Service
16. Stop Harlow North Campaign



[last year's appointments attached as Appendix F]

- 14/20 SUBSCRIPTIONS**
To consider the payment of the Subscriptions for the year 2014/15
[schedule of subscriptions attached as Appendix G]
- 14/21 CALENDAR OF MEETINGS**
To consider and approve the Calendar of Council and Committee meetings for the year to June 2015
[proposed schedule attached as Appendix H]
- 14/22 SAWBRIDGEWORTH TOWN ACTION PLAN**
To consider the next steps towards creating the Sawbridgeworth Town Action Plan 2014-18.
- 14/23 DEPOSIT & CONSULTATION DOCUMENTS**
To note receipt of following Documents for Noting and Consultation:
- Electoral Review of Hertfordshire – public consultation
- 14/24 FINANCIAL REPORT**
To note the current Financial Report
- 14/25 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.*

FRIENDS OF THE HAILEY DAY CENTRE

REPORT FOR THE YEAR 2013/14

Objects and Powers: The Trust is established for the benefit of older people in the Parish of Sawbridgeworth with the object of improving their quality of life.

The Board met on five occasions during the period covered by this report and has dealt with matters relating to the efficient running of the Centre including reviewing the health and safety policy, financial management arrangements, staffing issues and rates of pay together with the upgrading of the Centre.

The serving Trustees are:

Councillors - Mrs. Angela Alder)
Mrs. Pat Coysten) four year terms until May 2015
Mr. Peter Mitchell)

Community - Mr. Colin Gill)
Mr. Tony Fitch) three year terms until May 2014
Mr. Ralph Reed)
Mr. Steve Robertson)
Mr. Eric Buckmaster)

The Trustees are very grateful to the Town Council for the grant towards the cost of utilities and to Hertfordshire County Council Health and Community Services for its grant towards staffing costs. During this year the Board was grateful for a grant from County Councillor Roger Beeching from his Locality budget towards the cost of a replacement of a wall mounted hot water heater in the kitchen. The Board gratefully acknowledges the contribution from all sources of financial support which are helping to keep the Centre a welcoming, attractive and vibrant place to visit for the older people of Sawbridgeworth.

The new build has opened up new ways of co-operation and mutual benefit between the Centre and Town Council for shared use of some of the facilities. One of the things I requested was wooden floor in the council chamber so that the Hailey people could enjoy tea dances and I am pleased to report that we have had a couple of such dances. One unfortunately had to be abandoned last October due to a power cut, however, we were able to hold the Christmas Fayre with the stalls in the council chamber and the refreshments in the main hall. Likewise the Town Council was able to use the Hailey Centre as an over flow as in the recent case of the District Plan consultation and this evening when the proposed plans are laid out for inspection and the kitchen is being used for catering purposes.

As last year I am able to report continuing success of the catering at the Centre and we fully acknowledge that it is very much due to Mrs. Gill's catering expertise and the wonderful support she receives from the volunteers who assist her with food preparation. The volunteers also serve the lunches week in and week out and without whom the Centre would not be able to survive. Incidentally, I am delighted to report that on a recent inspection by the environmental Health Officer that we have been upgraded from a four to a five star category. The test now will be to maintain that standard to ensure the same award next year.

The Management Committee has met regularly throughout the year and offered sound and practical advice to the Board which has been warmly received and acted upon.

In March the Board organised the annual "Thank you" lunch for our wonderful volunteers which was well attended by the volunteers plus their partners or friends. Mrs. Gill and her family cooked and served the delicious meal much to the enjoyment of all.

The Centre activities throughout the year have been well supported and the outings and events enjoyed to the full by Centre users and their friends. The Centre provided 4900 lunches this year, 600 users for the lunch time transport and 534 seats on food shopping trips, 15 days out and 2 holidays. The use of the community bus this year has decreased to the extent that the Centre no longer uses it as more people are making their own way to the Centre. We still cater for those who need transport either by volunteers picking them up or by the use of taxis. The Centre now runs two keep-fit sessions, on Mondays and Tuesdays each with a full complement of participants. The Silver Surfers on Thursday mornings is "manned" by volunteer instructors and has all slots filled. The whist, bingo, and art sessions along with craft and decoupage are also fully supported.

The quiz and film show afternoons continue to prove highly popular. The new Camera Club started two years ago has gone from strength to strength and apart from the fun and pleasure the members derive from the Club itself where they have been out and about taking photographs, some of which have been used as front covers for our monthly Newsletter, they have assisted with the fund raising activities at the Centre. At the Christmas Fayre they were taking family portraits, framing them ready to give as Christmas presents. They did a roaring trade and after expenses the surplus was given to the Centre. Many of the Centre users have taken advantage of the Camera Club in having their pictures taken for bus pass renewals. Two of the members photographed Centre visitors who needed to renew their bus passes and the Camera Club also provided a photography session at last years Mayor's Civic dinner in May.

The usual fund raising events such as the May Fayre, Summer Fete and Christmas fund raiser together with the various raffles throughout the year and the bi-monthly Farmers' Market have all contributed to the vitality of life at the Centre. All these activities have increased not only the income but raised the profile of the Centre and what it can offer to older people in Sawbridgeworth.

The visiting Chiropodist delivered 450 treatments this year, the Hearing Aid Specialist has attended the Centre on a regular basis and their professional expertise is very much appreciated by the people they serve. This year we have had to ask those using the Hearing Aid facility for a small contribution of 50p per visit to help cover some of the cost associated with running the Centre. The Centre Manager is continually looking to see where new activities might be introduced for the benefit of the Centre users.

In January the Centre held a special celebration lunch to commemorate twenty years since its launch. The lunch at the Hunters' Meet at Hatfield Heath was delicious and we were pleased to have the County Councillor Roger Beeching and his wife Jean enjoying the occasion with us. The function was a huge success and attended by nearly hundred of the regular users of the Centre.

The Centre has received regular press coverage over the twelve months giving a positive picture of a Centre for older people being active, leading fulfilled lives and enjoying themselves with much of this attributable to our present and former Managers with their vision for engaging older people in a proactive role.

The Board wishes to acknowledge with grateful thanks the valuable contribution of the volunteers who give over 200 volunteer "man" hours per month to the running of the Centre and without whose willing help the Centre would not be the vibrant and happy place it is today. The Board would also wish to place on record its thanks for the efforts of all staff who provided a friendly and welcoming environment for all visitors and users of the Hailey Centre throughout the period of this report.

Angela Alder
Chairman of the Board of Trustees

**SAWBRIDGEWORTH YOUNG PEOPLE'S RECREATIONAL CENTRE
MANAGEMENT COMMITTEE
(Charity Number 302466)**

REPORT FOR THE YEAR 2013/14

Objects and Powers

The purpose of the Centre is to help and educate the children and young people of Sawbridgeworth through their leisure time activities so to develop their physical, mental and spiritual capacities that they may grow to full maturity as individuals and as members of society and that their conditions of life may be improved.

The Management Committee met on four occasions during the period covered by this report and has dealt with matters relating to the efficient running of the Centre.

The Management Committee consists of the following individuals

Cllr. D. Filler – Chairman	(Appointed May 2012)) Town
Cllr. Mrs. A. Alder – Hon. Secretary and Vice Chair) Council
Cllr. T. Reeks) Appointees
Cllr. B. Rochester	Resigned July 2013	
Cllr. Mrs. R. Buckmaster	Appointed September 2013	
Mr. R. Alder – Hon. Treasurer) Appointed
Mrs. G. Hawkins) by the Town
Mrs. J. Kenny) Council
Mr. C. Lynch		
P.C. Ray Larcombe		

Mrs. L. Dale – Centre Manager attends all Management Committee Meetings, manages the hall bookings, deals with problems, oversees the cleaning and sends out the invoices. She is paid a small honorarium.

The High Wych Pre-school Nursery continue to hire the Centre from Monday to Friday during school term time. The Management Committee is delighted to report that the Pre-school Nursery in its Ofsted report was categorised as Excellent.

The Management Committee is pleased to record the high level of hiring of the Centre which enables the Committee to finance additional facilities.

Last year the Management Committee refurbished the kitchen area with new cupboards and work tops. The next major refurbishment is replacement of the floor in the hall and stairwell as it has become cracked in places. It is the intention to apply for grants for this work to be done and to match it to the new floor in the entrance hall, kitchen and toilet areas which was replaced with new composition flooring last year. The life expectancy of the existing floor covering is only ten years and the Centre is over eighteen years old. The hall and stair well have been redecorated during this year from the Centre's own resources.

The plan to alter the current changing rooms into a large workshop space has been on hold for some time, however, it is hoped to make some progress towards adapting this area during the coming year. The Management Committee will be having discussions on the various options open to them for better utilisation of this space.

We have again suffered vandalism this year and it is a troubling symptom of the times and needs constant vigilance on our part. Litter is another ongoing problem which despite providing additional litter bins is a continuing battle to keep the field clean.

We were pleased to accede to the request from the Town Council to provide parking spaces for the Town's busses and we were also delighted with the installation of cameras to ensure any anti social behaviour was recorded. Firm action will be taken by the Committee against any one committing an offence.

The Summer Play Scheme was fully booked for every session and was again well supported. The summer scheme will take place this year and at £5 per child per session. We have kept the daily charge at the same rate so that our local children can benefit from a safe and secure well run play scheme so that parents can have full confidence when sending their children to attend a professionally managed scheme.

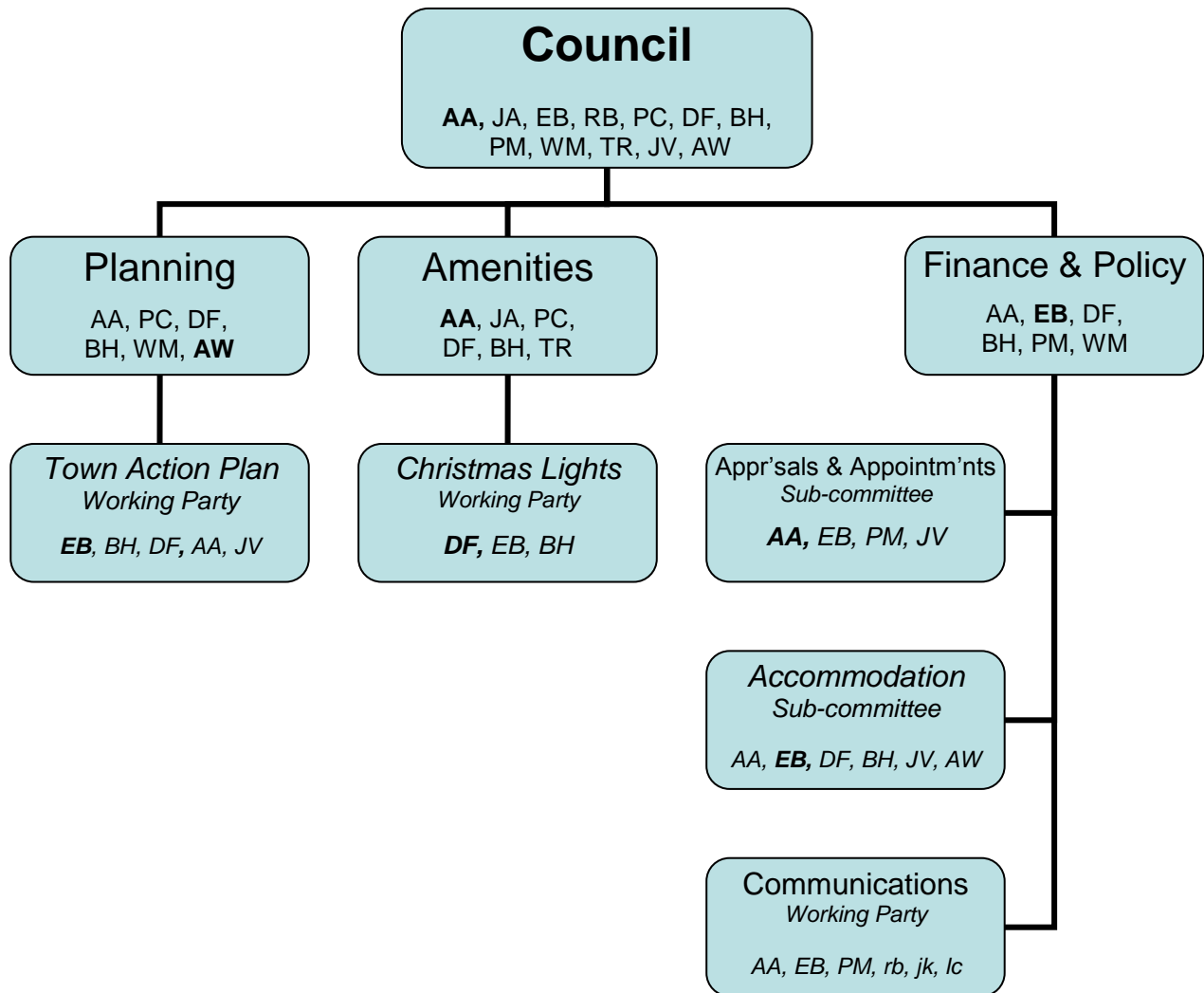
The play equipment has been well maintained throughout the year and we are grateful for the regular inspection and litter picks carried out by the Town Ranger. The junior section of Sawbridgeworth Town Football Club continue to play regular football matches on the field which we are pleased to encourage as part of keeping our young people fit and healthy with regular physical activity. The Management Committee intend to upgrade the equipment in the small children's gated area by laying down a concrete area with road and hop scotch designs to encourage eye coordination. We also hope to install a small round about for the younger children to play on.

The standard of cleaning in the hall, kitchen, toilets and other areas has been well maintained thanks to Mrs. Dale the Centre Manager.

In conclusion the Management Committee wishes to record its grateful thanks to the Town Council for the generous grant and especially for the allocation of funding for the Play Scheme.

Derek Filler
Chairman
April 2014

Committee Structure & Members 2013/14



Committee, Sub Cttee and Working Party Members 2013/14

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 Reeks

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
- Cllr Vincent

Communications Working Party

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

Champions in 2013/14

- **Allotments**
 - Cllr Buckmaster
- **Cemetery**
 - Cllr Vincent
- **Duckling Children's Centre**
 - Cllr Mitchell
- **Footpaths & Open Spaces**
 - Cllr
- **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**
 - 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
- **Fawbert and Barnard Educational Foundation**
 - Harlow and Sawbridgeworth - Cllr Vincent
- **Hayley Centre**
 - Cllr Alder
 - Cllr Buckmaster
- **Isabel Hospice**
 - Mayor is ex-officio Patron
- **Mann Memorial Cottages**
 - Cllr Vincent (Term of Office to run from 2011 to 2014)
 - Mrs I Theobald (Term of Office to run from 2011 to 2014)
- **Pishiobury Park Liaison Group**
 - Cllr
- **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 (Term of Office to run from 2011 to 2014)
 - Cllr A Alder
- **Sawbridgeworth Young Peoples Recreation Centre**
 - Cllr Alder
 - Cllr R Buchmaster
 - Cllr Filler – as Chairman
 - Cllr Reeks
- **Sawbridgeworth & District Council for Voluntary Service**
 - Cllr Alder
 - Cllr Coysten
 - Cllr Vincent
- **Stop Harlow North**
 - Cllr Buckmaster
 - Cllr Alder

SUBSCRIPTIONS

	Resolved 2013/14	Proposed 2014/15
• Clerks & Councils Direct	11.00	12.00
• 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	1,425.00
• Open Spaces Society (Direct Debit)	40.00	45.00
• Society of Local Council Clerks (SLCC)	300.00	330.00
• Stop Harlow North.	100.00	100.00
• Institute of Local Council Management	60.00	60.00
• CDA for Hertfordshire	30.00	30.00
• Stop Stansted Expansion	50.00	50.00



Sawbridgeworth Town Council

Schedule of Council Meetings 2014/15

Month	Council	Planning Cttee	Finance & Policy Cttee	Amenities Cttee	Annual Town Meeting	Ann Mtg of Council
May		12, Tue 27		12		Tue 27
Jun	23	09, 23	09			
Jul	28	07, 28		07		
Aug						
Sep	01, 29	01, 15, 29	15			
Oct	27	13, 27		13		
Nov	24	10, 24	03 Appr'sls			
Dec		08	08			
2015 Jan	05, 26	05, 26				
Feb	23	09, 23		09		
Mar	30	09, 30	09			
Apr	27	13, 27			13	
May		18				18
Jun	22	08, 22	08			

Unless otherwise stated:

- All meetings are on a Monday and are held in the Council Offices (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 Town Action Plan) meet as and when needed and advised to members