

# Sawbridgeworth Town Council

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**MAYOR**  
Cllr Eric Buckmaster  
**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 **Monday 18 May 2015** 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  
12 May 2015

### AGENDA

Welcome by the Town Mayor followed by Prayers

- 15/01**      **ELECTION OF TOWN MAYOR**  
[👏]                      To elect the Town Mayor for the year 2015/16
- 15/02**      **DECLARATION OF ACCEPTANCE OF OFFICE**  
The Town Mayor to sign the Declaration of Acceptance of Office  
Town Mayor's Address
- 15/03**      **APOLOGIES FOR ABSENCE**  
To receive any apologies for absence
- 15/04**      **THE RETIRING MAYOR**  
To receive an address from the retiring Mayor, Cllr Eric Buckmaster.
- 15/05**      **DECLARATIONS OF PECUNIARY INTEREST**  
To receive any Declarations of Interest by Members
- 15/06**      **ELECTION OF DEPUTY TOWN MAYOR**  
[👏]                      To elect the Deputy Town Mayor for the year 2015/16
- 15/07**      **PUBLIC FORUM**  
To receive representations from members of the public on matters within the remit of the Town Council
- 15/08**      **MINUTES**  
[📄] [👏]              To approve as a correct record the minutes of the Council Meeting held on 27 April 2015 (M12)  
To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.

- 15/09 PLANNING COMMITTEE**  
To receive and note the minutes of the Planning Committee Meeting held on:
- [📄] • 27 April 2015 (P21)
- 15/10 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**  
To receive Mayor's appointments and communications
- 15/11 REPRESENTATIVES REPORTS**  
To receive representatives reports from:
- County Councillor
  - District Councillors
  - Hertfordshire Police
  - Other Representatives
- 15/12 CLERK'S REPORT**
- [📄] • Register of Members Pecuniary Interests
- CCTV
  - Cemetery
- 15/13 THE HAILEY CENTRE**
- [📄] 1. To receive the Hailey Centre Executive Committee Chairman's Report for 2014  
*[attached as Appendix A]*
- 15/14 SAWBRIDGEWORTH YOUNG PEOPLES RECREATION CENTRE**
- [📄] 1. To receive the SYPRC Chairman of Management Committee's Report for 2014  
*[attached as Appendix B]*
- [👉] 2. To appoint Committee Members, and receive details of co-opted committee members for 2015/16
- 15/15 COMMITTEES**  
To appoint Committee, sub-Committee and Working Party members for the year 2015/16
- [👉] a. Planning committee
- i. Delegation of authority to Chairman and Deputy Chairman for the months of August and December
  - ii. Town Action Plan Working Party
- b. Amenities committee
- c. Finance & Policy committee
- i. Appraisals & Appointments sub-committee
  - ii. Communications working party
- [📄] *[committee structure attached as Appendix C]*

15/16

**CHAMPIONS**

To appoint members as Champions for areas of Council responsibility

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

[👏]

15/17

**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. Friends of Pishiobury Park
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 & District Council for Voluntary Service
15. Stop Harlow North Campaign

[👏]

15/18

**SUBSCRIPTIONS**

To consider the payment of the Subscriptions for the year 2015/16  
*[schedule of subscriptions attached as Appendix D]*

[📄][👏]

15/19

**CALENDAR OF MEETINGS**

To consider and approve the Calendar of Council and Committee meetings for the year to June 2016  
*[proposed schedule attached as Appendix E]*

[📄][👏]

15/20

**DEPOSIT & CONSULTATION DOCUMENTS**

To note receipt of any Documents for Noting and Consultation

- 15/21 VARIATION OF GRANT**  
To consider a change of purpose for the use of a grant to High Wych pre-school. Grant was made to purchase indoor play equipment which was found to be not fit for purpose. Request that grant be now used for IT equipment.  
[👏]
- 15/22 GENERAL POWER OF COMPETENCE**  
To confirm eligibility to continue to use the General Power of Competence. Eligibility depends on there being at least two thirds of the number of seats on the Council filled by elected Councillors and the Clerk to the Council must hold at least one of two specified qualifications.  
[👏]
- 15/23 FINANCIAL REPORT**  
To note the current Financial Report
- 15/24 ACCOUNTS FOR PAYMENT**  
To note accounts for payment

**Members of the Public and the Press are cordially invited to attend all meetings of the Council and its Committees.**

***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.***

**HAILEY CENTRE****CHAIRMAN'S REPORT TO THE ANNUAL TOWN MEETING 14 APRIL 2014**

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 four 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 and safeguarding issues and rates of pay. The Management Committee has also met four times and has made various recommendations to the Board to enhance the smooth running of Centre activities.

The serving Trustees are:

Councillors – Mrs. Angela Alder - Chairman )  
                  Mrs. Pat Coysten                     ) four year terms May 2015  
                  Mr. Peter Mitchell                     )  
  
Community – Mr. Eric Buckmaster             )  
                  Mr. Colin Gill – Honorary Treasurer     )  
                  Mr. Tony Fitch                                 ) three year terms  
                  Mr. Ralph Reed – Deputy Chairman         ) May 2017  
                  Mr. Steve Robertson                     )

The Trustees are very grateful to the Town Council for the grant towards the cost of utilities and to Hertfordshire County Council and Community Services for its grant towards staffing costs. During this year the Board was grateful for a grant from East Herts District Council towards the cost of the new extractor cooker hood which was essential in order to obtain the required certification for the cooker itself. The Board gratefully acknowledges the very generous donation from the family of a regular visitor who expressly remembered the Centre in her Will. Contributions from all sources of financial support is much appreciated which helps to keep the Centre a welcoming, attractive and vibrant place to visit for the older people of Sawbridgeworth. The Board is very aware of the pressure on local authorities and makes every effort to control expenses as well as fund raising for the benefit of the users of the Centre. The Board is fortunate in having an excellent Honorary Treasurer who keeps a tight hold on expenditure.

The new Sawbridgeworth Town Council offices, now attached to the Centre, has opened up new ways of co-operation to the mutual benefit of both by shared use of the facilities which this year included an early morning breakfast served in the Centre prior to the Act of Commemoration of the start of WW1. The Centre was again able to hold the Christmas Fayre, Summer Fete and Art and Photography Exhibition in the Council Chamber with refreshments in the main hall.

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 provide a waitress service week in and week out. Without our volunteers the Centre would not be able to survive. I am delighted to report that on a recent inspection by the Environmental Health Officer we have retained our five star rating for our catering service.

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.

One of the important issues the Board addressed this year concerned facilitating easy access to the Centre for our visitors with mobility scooters. With some adjustments to the back gate and rear entrance people with mobility issues can now access the building independently. The alterations have also enabled those visitors coming from a south easterly direction to gain entrance without going round the whole building.

In April 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.

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 5,050 lunches this year and 160 seats on food shopping trips. Unfortunately lack of volunteer drivers has forced the Centre to limit the number of trips to once a fortnight. The Centre users had 10 days out and 2 holidays. The use of the community bus this year has declined also due to lack of volunteer drivers and people are now making their own way to the Centre independently or by using Sawbobus managed and staffed by Sawbridgeworth Town Council. We still cater for those with specific transport needs either by volunteers picking them up or by use of taxis.

The Centre continues to run two keep-fit sessions, on Mondays and Tuesdays each week with a full complement of participants. The Photography sessions on a Wednesday morning and the Silver Surfers on Thursday mornings are both "manned" by volunteer instructors and all slots filled. The Whist, Bingo and Art sessions along with craft and decoupage are also fully supported.

The Quiz, Film show and Musical afternoons continue to prove highly popular and profitable events. The new Camera Club has just celebrated its third birthday and continues to go from strength to strength. 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. Many of the Centre users have taken advantage of the Camera club to have their pictures taken for bus passes or passport renewals.

The usual fund raising events such as the May Fayre, Summer Fete and Christmas Fayre together with the various raffles throughout the year and the 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 Chiroprapist delivered 459 treatments this year, the Hearing Aid Specialist had 120 consultations. Their attendance at the Centre on a regular basis and their professional expertise is very much appreciated by the people they serve.

In January the Centre held its annual New Year celebration lunch at the Hunters' Meet at Hatfield Heath which was delicious and we were pleased to have the Mayor of Sawbridgeworth as our special guest enjoying the occasion with us. The function was a huge success and attended by a hundred regular users of the Centre. As well as our now annual New Year lunch the Centre has special lunch events to celebrate occasions such as Mothering Sunday, Valentine's day, Easter, Father's Day, Halloween and our own Christmas lunch in the Centre. Mrs. Gill pulls out all the stops to produce an excellent Christmas meal and even recruits her family members to do the waitressing!

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 1,000 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 staff who provide a friendly and welcoming environment for all visitors and users of the Hailey Centre throughout the period of this report. On a personal note I would like to thank my Deputy Chairman and all the volunteer Trustees for their help and support throughout the year.

Thank you

Angela Alder  
Chairman of the board of Trustees  
April 2015

**SAWBRIDGEWORTH YOUNG PEOPLES RECREATION CENTRE  
CHAIRMAN'S REPORT**

**REPORT FOR THE YEAR 2014/15**

***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 only once during the period covered by this report and has dealt with matters relating to the efficient running of the Centre as and when they occurred.

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		)Appointed May 2014
Cllr. Mrs. R. Buckmaster		)Appointed Sept 2013
Mr. R. Alder – Hon. Treasurer		) Appointed
Mrs. G. Hawkins		) by the Town
Mrs. J. Kenny		)Council
Mrs. L. Mott		
P.C. Ray Larcombe – Police representative		

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.

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. The Committee is pleased to continue to provide parking space for the Town Council's buses.

We have again suffered vandalism this year and it is a troubling symptom of the times and needs constant vigilance on our part. The Management Committee took the decision in the autumn to suspend the Youth Group from use of the Centre until a Code of Conduct could be agreed with the young people and youth group leaders. The Centre re-opened to the Youth group in February and I am pleased to report that no untoward incidents have occurred to date. Firm action will be taken by the Committee against anyone committing an offence. Litter is another ongoing problem which despite providing additional litter bins is a continuing battle to keep the field clean.

The Summer Play Scheme was fully booked for every session and was once again well supported. The Summer Play Scheme will again take place this year and we are pleased to be able to keep the cost at last year's price of £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 and 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. During the year the Committee felt compelled to erect a barrier onto the field in light of local itinerant invasion of open land when we feared the playing field might suffer such an invasion.

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. However, the Committee is encountering problems with the pitch at the top end of the field due to water logging which is probably due to the three large houses built on Cambridge Road. Sawbridgeworth Town Football Club has agreed to improve the drainage in that area to make the pitch useable for the younger players who currently cannot play there safely due to the pools of water. 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 develop eye coordination and provide an opportunity for road safety training by the pre-school nursery staff. We also hope to install a small round about for the younger children to play on.

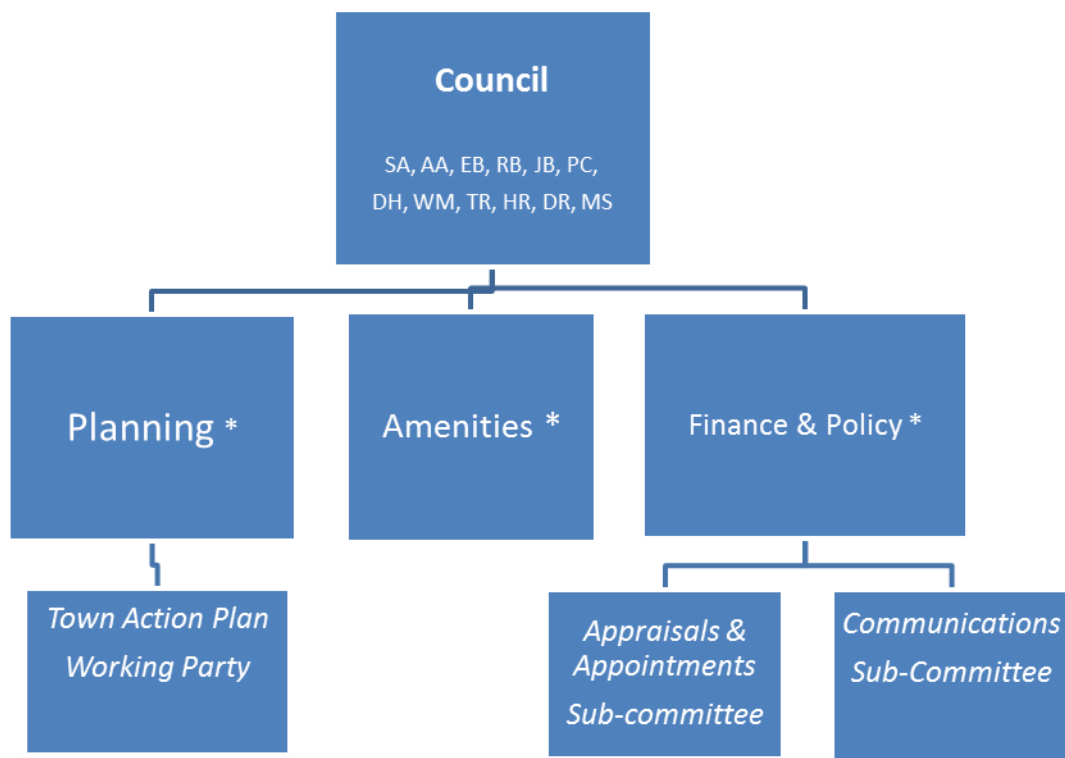
The standard of cleaning in the hall, kitchen, toilets and other areas has been well maintained thanks to Mrs. Dale the Centre Manager.

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

**Derek Filler**  
**Chairman**  
**April 2015**



### Committee Structure 2015/16



**SUBSCRIPTIONS**

	<b>Resolved 2014/15</b>	<b>Proposed 2015/16</b>
• Clerks & Councils Direct	12.00	nil
• Council for the Protection of Rural England (CPRE)	45.00	45.00
• National Association of Local Councils / Hertfordshire Association of Parish and Town Councils (NALC/HAPTC)	1,425.00	1,430.00
• Open Spaces Society (Direct Debit)	45.00	45.00
• Society of Local Council Clerks (SLCC)	330.00	335.00
• 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 2015/16

Month	Council	Planning Cttee	F & P Cttee	Amenities Cttee	Annual Town Meeting	Ann Mtg of Council
2015 May						18
Jun	29	08, 29	08			
Jul	27	13, 27		13		
Aug						
Sep	07, 28	07, 28	14			
Oct	26	12, 26		12		
Nov	30	09, 30	02 Appr'sls			
Dec		07	07			
2016 Jan	04, 25	04, 25				
Feb	29	08, 29		08		
Mar	Tue 29	14, Tue 29	14			
Apr	25	11, 25			11	
May		23				23
Jun	27	06, 27	06			

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 meet as and when needed and advised to members