

Sawbridgeworth Town Council

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MAYOR
Cllr Dr John Stefan Burmicz
TOWN CLERK
Richard Bowran BSc.(Hons) PSLECC

MEETING OF THE TOWN COUNCIL

You are summoned to attend a Meeting of the Town Council which will take place on **Monday 24 June 2019** at 7.30pm at The Council Office, Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

Town Clerk
18 June 2019

AGENDA

Welcome by the Town Mayor followed by Prayers

- 18/27 APOLOGIES FOR ABSENCE**
To receive any apologies for absence.
- 18/28 DECLARATIONS OF PECUNIARY INTEREST**
To receive any Declarations of Interest by Members.
- 18/29 PUBLIC FORUM**
To receive representations from members of the public on matters within the remit of the Town Council.
- 18/30 MINUTES**
To approve as a correct record the minutes of the Annual Meeting of the Town Council held on 13 May 2019 (M01) [Appendix A]
[e] [c]
- To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.
- 18/31 PLANNING COMMITTEE**
To receive and note the minutes of the Planning Committee Meeting held on:
[e]
- 20 May 2019 (P01) [Appendix B]
- To receive and note the draft minutes of the Planning Committee Meeting held on:
- 10 June 2018 (P02) [Appendix C]

- 18/32 FINANCE & POLICY COMMITTEE**
 To receive and note the draft minutes of the Finance and Policy Committee Meeting held on:
- [A]
 - 20 May 2019 (F01) *[Appendix D]*
- [A] [V] To approve the Terms of Reference for the Finance and Policy Committee as recommended by the committee. *[Appendix E]*
- 18/33 AMENITIES COMMITTEE**
 To receive and note the draft minutes of the Amenities Committee Meeting held on:
- [A]
 - 17 June 2019 (A01) *[Appendix F]*
- [A] [V] To approve the Terms of Reference for the Finance and Policy Committee as recommended by the committee. *[Appendix G]*
- 18/34 ANNUAL ACCOUNTS AND ANNUAL RETURN 2018/19**
- [A] [V] 1. To approve and sign the Annual Governance Statement. *[Appendix H]*
- [A] [V] 2. To approve and sign the Annual Return for 2018/19. *[Appendix I]*
- [A] 3. To note the recommendations of the Internal Auditor. *[Appendix J]*
- 18/35 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
 To receive Mayor's appointments and communications.
- 18/36 REPRESENTATIVES REPORTS**
 To receive representatives reports from:
- County Councillor
 - District Councillors
 - Hertfordshire Police
 - Other Representatives & Champions
 - Schools report *[Appendix K]*
- 18/37 OFFICERS REPORTS (Verbal)**
- Town Clerk
 - Town Projects Manager
- 18/38 DEPOSIT & CONSULTATION DOCUMENTS**
 To note receipt of any Documents for Noting and Consultation.
- EHDC - Statement of Community Involvement – how EHDC will involve the community in the creation of local planning policy.
 - EHDC – Retail Frontages: Design and Signage Supplementary Planning Document – to effect the implementation of design and heritage policies in the District Plan.
- Consultations open from 20 June to 01 August.

- 18/39 FINANCIAL REPORT**
To note the current Financial Report.
- 18/40 ACCOUNTS FOR PAYMENT**
To note and approve accounts for payment.
- 18/41 ITEMS FOR FUTURE AGENDAS**
To consider any items for inclusion on future agendas.

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

SAWBRIDGEWORTH TOWN COUNCIL

ANNUAL MEETING OF THE TOWN COUNCIL Minutes

of the Annual Meeting of Sawbridgeworth Town Council held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7.30 pm on **Monday 13 May 2019.**

Those present

Cllr Angela Alder	Cllr Peter Gray
Cllr Annelise Berendt Furnace	Cllr Don Hall
Cllr Eric Buckmaster	Cllr Steven Jones
Cllr Ruth Buckmaster	Cllr Dinesh Patel
Cllr John Burmicz	Cllr David Royle
Cllr Pat Coysten	

In attendance:

7 members of the public	Emma Vandore – BS Independent
PCSO Amanda Higham – Herts Police	PCSO Paul Weston – Herts Police
R Bowran - Town Clerk	Joanne Sargent – Town Projects Manager
	Lisa Dale – Admin Officer

Welcome by the Town Mayor followed by an address and prayers which were given by Brother Khaliq of the Muslim faith.

The Mayor made a presentation to former councillor Roger Beeching to mark his retirement from the council after 43 years of service.

19/01 ELECTION OF TOWN MAYOR

Cllr John Burmicz was elected as Town Mayor for the civic year 2019/20
[prop Cllr Berendt Furnace; secd Cllr Patol]

19/02 DECLARATION OF ACCEPTANCE OF OFFICE

The Town Mayor signed the Declaration of Acceptance of Office

Town Mayor's Address

Thanks were given to past Mayor Cllr Angela Alder.

Local elections have taken place and the outcome has no relevance to national issues. We must concentrate on Sawbridgeworth and the impact of new houses and new people coming to the town. It is important that we maintain the character of the town.

The membership of the town council is diverse but it is important that the primary focus is on the town.

My charity for the year is ATC 309 (Sawbridgeworth) Squadron

19/03 APOLOGIES FOR ABSENCE

To receive any apologies for absence

Received from Cllr Richards – holiday booked pre-election.

19/04 THE RETIRING MAYOR

To receive a valedictory address from the retiring Mayor, Cllr Mrs Angela Alder.

Thank you Mr. Mayor for giving me the opportunity to share with you all some of the highlights of my Mayoral year.

The first was my Civic Service which was well attended but more importantly for me as a committed Christian it was a good way to start my year. Also this year I have been pleased to welcome representatives from all the main faiths in our community to open our meetings with a short address and prayer. This evening, as you know, we were pleased to receive a few words and a prayer from Brother Khaliq from the Islamic faith.

Here may I make a heart-felt plea to all members, particularly to you, our new members, always to remember that you have a duty to attend all Civic events of which there are only three - the Mayor's Civic Service, the Evangelical Congregational church Service at the end of September and the Remembrance Day Service in November when the whole town congregates at St. St. Mary's church for the wreath laying followed by the Service of Remembrance in church. All the dates are notified well in advance so there is no excuse for not being there.

The Selfie Walk Day at the end of September was great fun and again a well-run event. As a Town Council we have actively supported the efforts of the local schools in promoting walking, cycling and scootering to school. The Travel Challenge group under the chairmanship of Cllr Furnace achieved national recognition in the Modoshift STARS School Travel challenge when Mandeville Primary School was awarded the trophy beating all participating Primary schools in England. I was privileged to be present when the award was given at Portcullis House when a number of MP's were also present.

Another fascinating event for me was attending the 25th anniversary celebration of our local Wood Turners when I saw a small piece of wood turned into a spoon in a matter of minutes. It is currently on view in our entrance hall display cabinet.

This last year's Remembrance Service and acts of commemoration in remembering the fallen of the First World War was both moving and emotionally draining for all who attended the various activities provided by different groups within the town. I presented a book to our MP, Mark Prisk, to be placed in the House of Commons Library recording the work of this Council's WWI group.

The Christmas Lights Switch-on was a huge success and a thoroughly enjoyable Saturday afternoon and evening was had by all. This event is run by the Town Council under the direction of our Project Manager, Jo Sargent, who has it all organised down to the last gazebo and power connection.

In January I attended the ATC 35th Anniversary Dinner in the Memorial Hall. At that dinner Flight Lieutenant Andrew Passfield Commander of 309 Squadron here in Sawbridgeworth was given a special commendation for his long years of service to our local group. We are extremely fortunate to have such a dedicated person leading this youth group and who also organises the annual Poppy Appeal collection.

As well as recognising the ATC I would like to add the local Scouters and Guiders who give of their time week in and week out on a voluntary basis to run these youth groups which are playing a huge part in shaping the character and values of our young people. They really do need our support and help as do all the other groups and individuals who are providing services for our young people.

During my year I have made many visits to the local schools to join in some of their activities. I was delighted to be asked to plant the last tree of 200 at Readings School where they are helping to "green up" Sawbridgeworth and then going to Bishop's Stortford Police Station with the Mini Police from Spellbrook School to present their certificates - I declined to be put in the cells but the children enjoyed it. It was also good to see the Police Cadets on duty during the Selfie Walk day in September.

In conclusion I would like to thank the Officers for organising my Charity Dinner which attracted the largest number of guests ever leading to the Council having to buy an

extra table etc. and my thanks to the members who attended and the generous donations from those who could not attend but contributed to the total I was able to give to my chosen charity Jacobs Neurological Centres.

Finally, I would like to thank everybody who has helped to make this last year memorable for me remembering especially my darling man who has supported me throughout even missing his favourite football team games in order to be by my side at all the events I attended.

Thank you all and I wish you John every success in the coming year may you enjoy every minute – even the aggravating ones!

- 19/05 DECLARATIONS OF PECUNIARY INTEREST**
There were no declarations pending completion of individual members' Register of Disclosable Interests.
- 19/06 ELECTION OF DEPUTY TOWN MAYOR**
Cllr David Royle was elected as Deputy Town Mayor for the civic year 2019/20
[prop Cllr E Buckmaster; secd Cllr Alder]
- 19/07 PUBLIC FORUM**
To receive representations from members of the public on matters within the remit of the Town Council
- Mrs Val Bright** asked about the current situation regarding solutions to traffic issues in The Square and Sheering Mill Lane.
County Councillor E Buckmaster responded that the public consultation on the proposed schemes will take place soon. His preferences were for a one way scheme down Sheering Mill Lane, additional waiting restrictions on Fairway, Linwood and Elmwood. There was no immediate solution for the issue of cars on pavements on Vantorts Road. Proposal for a 20mph speed limit for The Square.
- 19/08 MINUTES**
Resolved: To approve as a correct record the minutes of the Council Meeting held on 29 April 2019 (2018 M10)
[prop Cllr Alder; secd Cllr R Buckmaster]
- There were no matters arising from these Minutes not dealt with elsewhere on this Agenda.
- 19/09 PLANNING COMMITTEE**
Received and Noted: The minutes of the Planning Committee Meeting held on 29 April 2018 (P18)
- 19/10 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
To receive new Mayor's appointments and communications
There was nothing to report.
- 19/11 REPRESENTATIVES REPORTS**
To receive representatives reports from:
- o Hertfordshire Police
 - o PCSO Amanda Higham introduced her police colleagues. Current issues are ASB in the churchyard. There is now a new system for setting police priorities. Police are dealing with parking issues in West Road and School lane. However

the incidence of crime remains low.

- Cllr Alder highlighted bad behaviour at Bullfields and asked PCSO's to keep an eye on this.
 - Cllr Jones mentioned drugs in Vantorts Park
 - Cllr Gray mentioned road rage in School Lane
 - Cllr Berendt Furnace mentioned motor cycles in High Wych Road *Roger Beeching said this was a rally to North Weald raising money for Herts and Essex Air Ambulance*
- County Councillor
 - Cllr E Buckmaster reported:
 - Update on Minerals Local Plan
 - Enrich Festival in Watford
 - Just Talk campaign shortlisted for a national award
 - County Council cabinet set to consider future financial approach
 - LEPs tasked to develop Local Industrial Strategies to help create more prosperous communities. Emerging priorities are east/west growth axis, Stevenage Innovation District, London fringe management and Loss of employment land.
 - Cllr Berendt Furnace asked about future financial approach, how does it affect Sawbridgeworth especially cuts in youth services. Cllr E Buckmaster said *that structural amendments were needed and youth services were a relatively minor element in savings needed to be made.*
 - Cllr Berendt Furnace asked about the Economic Plan and how can we ensure that Sawbridgeworth is included. *Cllr E Buckmaster said the area between Gilston Village and Bishops Stortford will inevitably mean changes for our town.*
 - District Councillors
 - Cllr Alder said nothing much has happened yet. Reminded Members that next week is Dementia Action week, Hertswise would be at the Hailey Centre on the Wednesday.
 - Cllr R Buckmaster said she had only recently been elected but had been on a training day last Saturday.
 - Cllr Burmicz said his report was similar.
 - Other Representatives
 - SMHT – Cllr R Buckmaster reported the hall showed a full calendar of events booked through to the new year. With the Allotment show in August, a German Oktoberfest and Nostalgia Day as usual in November.

The lighting project is almost complete with mirror balls and stage lighting finished. Other lights over the dance floor to be added at a later date.

The new online booking system seems to be working well with regular users directly invoiced.

They are financially robust and make a significant profit on their events each year.

This year's AGM will be held on 26th September.
 - Schools – Cllr Royle reported that schools briefing meetings had been arranged.
 - May Fayre – Cllr E Buckmaster reported that the event had gone off very well in its new format.

OFFICERS REPORT

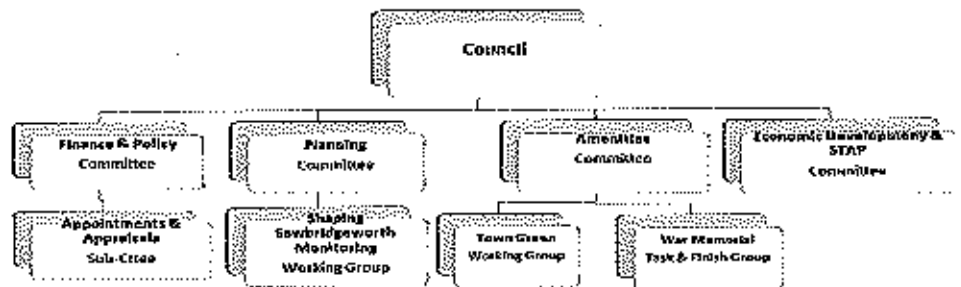
To receive Officers' verbal report for the month of May 2019

- Town Clerk reported
 - Year end books now closed, internal audit on 21 May, Annual Return to be signed off on 24 June
 - Parish Hall footpaths, contractor inspecting and making recommendations
 - Cemetery roadways, waiting for a start date
 - Sawbobus will be going back to its makers in June for repairs
 - Local elections, introductory session given, training by HAPTC available to all members new and old.
 - Sustainable Travel Towns interest had been registered
 - Conveniences now waiting for EHDC to give itself planning permission.
 - Steve Parish, Town Ranger, seriously ill and will be absent from work for some months.
 - Members sent their best wishes to him.
- Town Project Manager reported
 - Fun on the Field would be on Saturday 31 August.
 - Civic Service provisionally booked for 21 July.
 - Researching in preparation for Selfie Walk
 - Cemetery management is currently taking 70% of her time.

19/13

COMMITTEE STRUCTURE

Resolved: To agree a Committee structure for the year 2019/20 as follows:



[prop Cllr R Buckmaster, secd Cllr Alder]

19/14

COMMITTEES

Resolved: To appoint Members to Committees, sub-Committees, Working Parties and Task and Finish Groups for the year 2019/20 as follows:

Finance & Policy Committee

- A Alder
 - E Buckmaster
 - R Buckmaster
 - Berendt Furnace
 - Richards
 - Royle
- Ex Officio J Burmicz*

Appointments & Appraisals Sub-committee

- A Alder
- E Buckmaster
- A Berendt Furnace

Planning Committee

- A Alder
 - P Coysten
 - P Gray
 - D Hall
 - D Patel
 - S Richards
- Ex Officio J Burmicz, D Royle*

Shaping Sawbridgeworth & Monitoring Working Group

- A Alder
 - E Buckmaster
 - R Buckmaster
 - A Berendt Furnace
 - P Gray
 - D Royle
- Plus Officers and Residents*

Amenities Committee

- J Burmicz
- P Coysten
- A Berendt Furnace
- P Gray
- S Jones
- D Royle

Town Green Working Group

- P Coysten
- E Buckmaster
- R Buckmaster
- D Patel

War Memorial Task & Finish Group

- Barry Hodges
- Barry Leslie
- Val Bright
- A Alder
- R Bowran
- J Sargant

Economic Development and STAP Committee

- A Alder
 - R Buckmaster
 - D Hall
 - S Jones
 - D Patel
 - D Royle
- Ex Officio J Burmicz*

[prop Cllr E Buckmaster; secd Cllr Alder]

19/15 DELEGATION OF AUTHORITY

Resolved: That the delegation of authority to the Chairman and Deputy Chairman of the Planning Committee be for the months of August and December. *[prop Cllr Gray; secd Cllr Jones]*

19/16 CHAMPIONS

Resolved: To appoint Members as Champions for areas of Council responsibility as follows:

Allotments	Chair of Amenities Committee
Cemetery	Chair of Amenities Committee; <i>with Cllr Coysten</i>
Crime & Disorder	Cllr Burmicz
Dementia Awareness	Cllr Alder
Emergency Plan	D.Cllrs Alder, R Buckmaster & Burmicz
Footpaths & Open Spaces incl. dog fouling	Cllr Royle <i>with Chair of Amenities Committee</i>
Rivers Heritage Site & Orchard	Cllrs E Buckmaster & R

	Buckmaster
Young People & Schools	Cllr Royle <i>with the Mayor</i>

[prop Cllr Alder, secd Cllr E Buckmaster]

19/17 REPRESENTATIVES

Resolved: To appoint Members as representatives to serve on other organisations

F&B Education Foundation (SBW & Harlow)	Cllr R Buckmaster
Friends of Pishiobury Park	Cllr Royle
Hailey Centre	Cllrs Alder, Coysten & Burnicz
Herts Assn of Parish & Town Councils	Cllr Alder
Mann Memorial Cottages	Cllr Coysten
Sawbridgeworth May Fayre	Cllr E Buckmaster
Sawbridgeworth Memorial Hall Trust	Cllr Jones
Sawbridgeworth Sports Assn	Cllr Patel
Sawbridgeworth Town Twinning Assn	Cllrs E Buckmaster & Royle
Sawbridgeworth Trust	Cllrs Alder & R Buckmaster
Sawbridgeworth Y P R C	Cllrs Alder, R Buckmaster, Furnace & Royle

[prop Cllr Alder; secd Cllr E Buckmaster]

19/18 SUBSCRIPTIONS

Resolved: To approve payment of the Subscriptions for the year 2019/20 as follows:

	Resolved 2018/19	Proposed 2019/20
Council for the Protection of Rural England (CPRE)	45.00	45.00
Associations of Local Councils (NALC/HAPTC)	1,319.07	1,436.00
Open Spaces Society	45.00	45.00
Society of Local Council Clerks (SLCC)	335.00	355.00
Institute of Local Council Management	60.00	60.00
Institute of Cemeteries and Crematoria Management	90.00	90.00
Stop Stansted Expansion	nil	nil

[prop Cllr Gray; secd Cllr Berendt Furnace]

CALENDAR OF MEETINGS

To consider and approve the Calendar of Council and Committee meetings for the year to June 2020

Month	Council	Planning Cttee	F & P Cttee	Amenities Cttee	Econ Devt & STAP Cttee	Other meetings
2019 May	13. M01 <i>Annual Meeting of Town Council</i>	20 P01	20 F01			Shaping Sawbridgeworth Working Group meets as required
Jun	24 M02	10 P02 24 P03		17 A01		
Jul	29 M03	15 P04 29 P05			15 E01	15 A&A Cttee SA11
Aug						
Sep	30 M04	09 P06 30 P07	09 F02		09 E02	
Oct	28 M05	14 P08 28 P09		14 A02		
Nov	25 M06	11 P10 25 P11			11 E03	11 A&A Cttee SA12
Dec						
2020 Jan	27 M07	13 P12 27 P13	13 F03		13 E04	
Feb	24 M08	10 P14 24 P15		10 A03		
Mar	30 M09	09 P16 30 P17			09 E05	
Apr	27 M10	Tue 14 P18 27 P19	Tue 14 F04			06 Annual Town Meeting
May	18 M01 <i>Annual Meeting of Town Council</i>	11 P20		11 A04		
Jun	29 M02	15 P01 29 P02	15 F01			

- All meetings are on a Monday and are held in the Council Offices (unless otherwise stated)
- Meetings commence at 7.30pm; Working Party at 8.00pm; A&A Cttee at 3.00pm
- Planning Cttees follow on from full meetings of the Council but precede other Cttee meetings on the same date

19/20 STANDING ORDERS

Resolved: To approve the continuation of current Standing Orders
[prop Cllr E Buckmaster; secd Cllr Alder]

19/21 FINANCIAL REGULATIONS

Resolved: To approve the continuation of current Financial Regulations.
[prop Cllr R Buckmaster; secd Cllr E Buckmaster]

19/22 EAST HERTS DISTRICT PLAN

To report on any information received relating to current developments of the East Herts District Plan.

It was confirmed that the Masterplanning process for the Land north of Sawbridgeworth (SAWB4) will take place with the presence of Country side properties at 18:00 on 13 June in the Council Chamber.

19/23 GENERAL POWER OF COMPETENCE

Resolved: To confirm the continuation of use of 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, public consultations being carried out and the Clerk to the Council must hold at least one of two specified qualifications.
[prop Cllr Alder; secd Cllr Gray]

19/24 DEPOSIT & CONSULTATION DOCUMENTS

To note receipt of any Documents for Noting and Consultation
There were none.

19/25 FINANCIAL REPORT

Noted: The current Financial Report

19/26 ACCOUNTS FOR PAYMENT

Noted and Approved: Accounts for payment

Meeting ended at 20:50

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7.30 pm on **Monday 20 May 2019**.

Those present

Cllr Angela Alder
Cllr Peter Gray
Cllr Don Patel

Cllr Pat Coysten
Cllr Don Hall
Cllr Spencer Richards

In attendance ex Officio:
Cllr David Royle

Cllr John Burmicz

In attendance:
Lisa Dale – Planning Officer

Richard Bowran - Town Clerk
2 members of public

- P 19/01 ELECTION OF COMMITTEE CHAIR**
Resolved: That the chair of the Planning Committee for the civic year 2019/20 is Cllr Angela Alder [*prop Cllr Burmicz; secd Cllr Gray*]
- P 19/02 ELECTION OF COMMITTEE VICE-CHAIR**
Resolved: That the vice-chair of the Planning Committee for the civic year 2019/20 is Cllr Peter Gray [*prop Cllr Patel; secd Cllr Hall*]
- P 19/03 APOLOGIES FOR ABSENCE**
To receive any apologies for absence. There were none.
- P 19/04 PUBLIC FORUM**
To receive representations from members of the public on matters within the remit of the Planning Committee. There were none.
- P 19/05 DECLARATIONS OF PECUNIARY INTEREST**
To receive any Declarations of Interest by Members. There were none.
- P 19/06 MINUTES**
To approve as a correct record the minutes of the Meeting held on:
• 29 April 2019 (P18)) [*prop Cllr Coysten; secd Cllr Hall*]

To attend to any matters arising from these Minutes and not dealt with elsewhere on the Agenda. There were none.
- P 19/07 PLANNING APPLICATIONS RECEIVED FROM EHDC**
To consider Planning Applications received from EHDC since the last meeting of the Planning Committee

3/19/0626/HH **21 Springhall Road**
Conservatory to rear
Applicant: Mr A Clayden
STC Comment: No objection

3/19/0754/LBC Grove House, 36 London Road

Demolition of existing lean to conservatory and free standing wall. Erection of a two storey side extension, re-rendering of external elevations of the building, insertion of timber door above garage door to rear elevation. Erection of a side boundary wall (2m high) and a 2 metre high sliding gate for vehicular access together with associated hard landscaping works. Internal alterations at ground floor level involving the re-hanging of a door and creation of a new structural opening, internal alterations at first floor level comprising the creation of new door openings, removal of partition/doors. Refurbishment and painting of windows

Applicant: Mr M Furnace

STC Comment: LBC – No comment

3/19/0844/HH 61 Elmwood, CM21 9NN

Single storey front extension to create porch and change to roof

Applicant: Mrs Kim Taylor

STC Comment: No objection

3/19/0916/HH 28 Rowney Gardens, CM21 0AT

Demolition of side garage and removal of chimney stacks. Erection of single storey front, side, rear and two storey side and rear extensions

Applicant: Mr K Hawkins

STC Comment: No objection

P 19/08 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 17 May 2019

3/19/0848/HH Kecksys Farm, Cambridge Road

Erection of balcony and access bridge, extension of existing roof and provision of rain screen to basement stairs

Applicant: Mrs M Brunt

STC Comment: Deferred to next meeting

3/19/0862/ADV 50 London Road, CM21 9JN

4 no. internally illuminated fascia signs, 1 no. non illuminated fascia sign, 1 no. internally illuminated Pylon sign, 1 no. internally illuminated Waitrose badge sign

Applicant: Shell UK Ltd

STC Comment: No objection

P 19/09 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC

3/18/2534/HH 2 Lowfield, CM21 9HL

Demolition of conservatory. Double storey side extension and single storey rear extension

STC Comment: No objection

EHDC Decision: Granted

3/18/2770/HH **30 Bell Street, CM21 9AN**

Single storey rear extension

STC Comment: No objection

EHDC Decision: Granted

3/19/0127/FUL **41 School Lane, CM21 9FA**

Change of use of amenity land to driveway and the erection of a 1.2-1.5 metre high retaining wall. Amendment to LPA's Approval 3/17/1398/FUL

STC Comment: No objection

EHDC Decision: Granted

3/19/0360/FUL **1-10 Bells Walk, London Road, CM21 9JG**

Front extension of shop involving enclosure of walkway and provision of new shop front

STC Comment: Objection. The proposed changes appear to be contrary to District Plan Policy HA4 in that they do not enhance the appearance of the property within the Conservation Area. They do not however appear to be contrary to Policy RTC4 relating to supporting the vitality of the town centre

EHDC Decision: Granted

3/19/0377/FUL **Tanit, Spellbrook, CM22 7SE**

Change of use from House in Multiple Occupation with 6 bedrooms (use class C4) to larger House in Multiple Occupation with 7 bedrooms (retrospective)

STC Comment: Objection. Appears to be overcrowding of property with no proper means of emergency escape

EHDC Decision: Granted

3/19/0406/FUL **Land Adj The Chestnuts, Redricks Lane, CM21 0RL**

Demolition of swimming pool and enclosure. Erection of 1 no. 3 Bedroomed bungalow, with the creation of vehicular access, parking and landscaping

STC Comment: Objection. Infringing on greenbelt and appears contrary to District Plan Policy HOU11 (GBR1)

EHDC Decision: Refused. "The proposed development would constitute inappropriate development within the Green Belt and additional harm would result from loss of openness. The harm by reason of its inappropriateness and loss of openness is not clearly outweighed by other considerations, nor have very special circumstances been demonstrated. The proposal is therefore contrary to policy GBR1 of the East Herts District Plan 2018 and the National Planning Policy Framework" & "The proposed development, by reason of its siting, would fail to respect the open nature of the southern side of Redricks Lane, and would be detrimental to the character and appearance of the surrounding area, contrary to policy DES4 of the East Herts District Plan 2018".

3/19/0518/FUL Land West of Farlea, Spellbrook Lane, CM23 4AY

Construction of 1no. detached dwelling

STC Comment: No objection.

EHDC Decision: Refused. "The proposed development would constitute inappropriate development within the Green Belt and additional harm would result from loss of openness. The harm by reason of its inappropriateness and loss of openness is not clearly outweighed by other considerations, nor have very special circumstances been demonstrated. The proposal is therefore contrary to policy GBR1 of the East Herts District Plan 2018 and the National Planning Policy Framework" and "The proposed development, by reason of its siting and layout, would result in a form of development that fails to complement the existing pattern and grain of development in the surrounding area. The proposal would therefore be contrary to Policy DES4 of the East Herts District Plan 2018".

3/19/0532/HH 3 Forebury Avenue, CM21 9BG

Double storey side and second storey rear extension with changes to fenestration

STC Comment: No objection

EHDC Decision: Refused. "The proposed development, by reason of its size, scale and design, would add considerable bulk and mass to the site that would fail to appear subservient in scale and would fail to achieve a high standard of design to respond to the context of the site, or to reflect local distinctiveness. The development would therefore be harmful to the character and appearance of the site and surrounding area. The proposal would thereby be contrary to Policies DES4 and HOU11 of the East Herts District Plan 2018 and the National Planning Policy Framework"

3/19/0602/VAR 50 London Road, CM21 9JN (Shell Garage)

Variation of Condition 4 part 2 (Contamination) of planning permission ref 3/18/2446/FUL – (Demolition and redevelopment of petrol filling station including new single storey sales building). Within 3 months of site completion a validation report shall be submitted for approval in writing by the local Planning Authority

STC Comment: No objection

EHDC Decision: Granted

3/19/0624/PNHH 8 Beechfield, CM21 9NG

Single storey rear extension. Depth 6.0 metres, maximum height 4.0 metres, Eaves height 2.9 metres

STC Comment: No comment

EHDC Decision: Prior approval is not required

P 19/10 PLANNING APPEALS

To receive notification from EHDC of Planning Appeals. There were none.

Meeting Closed at 19:50

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7.30 pm on **Monday 10 June 2019**.

Those present

Cllr Angela Alder
Cllr Peter Gray

Cllr Pat Coyston
Cllr Spencer Richards

In attendance ex Officio:
Cllr David Royle

In attendance:
Lisa Dale – Planning Officer

1 member of public

- P 19/11 APOLOGIES FOR ABSENCE**
To receive any apologies for absence. Apologies received from Cllrs Hall and Patel.
- P 19/12 PUBLIC FORUM**
To receive representations from members of the public on matters within the remit of the Planning Committee. There were none.
- P 19/13 DECLARATIONS OF PECUNIARY INTEREST**
To receive any Declarations of Interest by Members. There were none.
- P 19/14 MINUTES**
To approve as a correct record the minutes of the Meeting held on:
• 20 May 2019 (P01) [*prop Cllr Gray; secd Cllr Coyston, all agreed*]

To attend to any matters arising from these Minutes and not dealt with elsewhere on the Agenda. There were none.
- P 19/15 PLANNING APPLICATIONS RECEIVED FROM EHDC**
To consider Planning Applications received from EHDC since the last meeting of the Planning Committee

3/19/0848/HH Kecksys Farm, Cambridge Road
Erection of balcony and access bridge, extension of existing roof and provision of rain screen to basement stairs
Applicant: Mrs M Brunt
STC Comment: We support this application [*prop Cllr Coyston; secd Cllr Richards; all in favour*]

- P 19/16 LATE PLANNING APPLICATIONS**
To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 7 June 2019

3/19/1124/HH **1 Cutforth Road, CM21 9EA**
Erection of two storey side and single storey rear extension
Applicant: Mr Kuganathan

STC Comment: We support this application [prop Cllr Gray; secd Cllr Richards; four in favour, one against]

P 19/17 **PLANNING DECISIONS MADE BY EHDC**
To receive Planning Decisions from EHDC

3/19/0344/ADV **48-52 Bell Street, CM21 9AN**
Erection of externally illuminated signage to front elevation (retrospective).

STC Comment: No objection

EHDC Decision: Refused. "The proposed sign, materials of construction would have a detrimental effect on the street scene, the character of this part of the Conservation Area and the special historic significance of a designated heritage asset. If permitted it would thereby be contrary to policy HA1, HA4 and HA6 of the East Herts District Plan 2018"

3/19/0345/LBC **48-52 Bell Street, CM21 9AN**
Erection of externally illuminated signage to front elevation (retrospective).

STC Comment: No objection

EHDC Decision: Refused. "The unauthorised signage by reason of its materials of construction is harmful to the character, appearance and heritage significance of the Listed Building to the detriment of its special interest. The signage is therefore contrary to Policies HA1 and HA7 of the East Herts District Plan 2018 and the National Planning Policy Framework"

3/19/0655/HH **39 Pishiobury Drive, CM21 0AD**
Erection of two storey front extension and addition to rear at first floor

STC Comment: No objection

EHDC Decision: Granted

3/19/0673/HH **The Farmhouse, Three Mile Pond Farm, Cambridge Road**
Erection of a new boundary wall to north of site, to create a separate pedestrian access to Farm and Stable Cottages, and creation of a new vehicular access with new boundary walls and gates to the south of the site (amended application).

STC Comment: No objection

EHDC Decision: Refused. "The proposed development, by reason of its size, scale, design and siting, would result in an unacceptable intrusion into the garden of this Grade II Listed Building. The historic setting of this Listed Building would be substantially harmed, and therefore the special interest of this heritage asset would not be preserved or enhanced. The proposal would thereby be contrary to Policy HA7 of the East Herts District Plan 2018, and Section 16 of the NPPF"

3/19/0711/FUL **24 Church Walk, CM21 9BJ**
Demolition and replacement 4 bedroomed dwelling with associated parking
STC Comment: No objection
EHDC Decision: Granted

3/19/0756/HH **2 Northfield Road, CM21 9DR**
Double storey wrap around side and rear extension with set in first floor side extension
STC Comment: No objection
EHDC Decision: Refused. "The proposal would result in overdevelopment of the site by virtue of its cramped layout and poor design. The height and massing of the proposed development would not relate well to the adjacent dwellings and would be unduly prominent in the street scene. It would therefore be out of keeping with the established pattern, character, density and grain of existing development in the surrounding area and would thereby be contrary to Policies DES4 and HOU11 of the East Herts District Plan 2018"

P 19/18 **PLANNING APPEALS**

To receive notification from EHDC of Planning Appeals. There were none.

Meeting Closed at 19:42

SAWBRIDGECWORTH TOWN COUNCIL

FINANCE AND POLICY COMMITTEE

Minutes

of the meeting of the Finance and Policy Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 20:00 on **Monday 20 May 2019.**

Those present

Cllr Angela Alder	Cllr Annelise Berendt Furnace
Cllr Eric Buckmaster	Cllr Spencer Richards
Cllr Ruth Buckmaster	Cllr David Royle

In attendance:

R Bowran – Town Clerk

F 19/01 ELECTION OF CHAIRMAN

To elect a Chairman of the Committee for the year 2019/20.

Resolved: That Cllr Eric Buckmaster is Chairman of the Committee for the year 2019/20. [prop Cllr Alder; secd Cllr Richards]

F 19/02 ELECTION OF VICE CHAIRMAN

To elect a Vice Chairman of the Committee for the year 2019/20.

Resolved: That Cllr Annelise Berendt Furnace is Vice Chairman of the Committee for the year 2019/20. [prop Cllr R Buckmaster; secd Cllr Royle]

F 19/03 APOLOGIES FOR ABSENCE

There were no apologies for absence

F 19/04 DECLARATIONS OF INTEREST

There were no Declarations of Interest by Members

F 19/05 MINUTES

Resolved: To approve as a correct record the minutes of the Finance and Policy Committee held on 15 April 2019 (F04) [prop Cllr Alder; secd Cllr R Buckmaster]

There were no matters arising from these Minutes and not dealt with elsewhere on this Agenda.

F 19/06 TERMS OF REFERENCE

Terms of Reference were examined.

Resolved: that with amendments of clarification to clauses 4d and 4m they be recommended to council for approval. [prop Cllr Alder; secd Cllr R Buckmaster]

F 19/07 STAFF MATTERS

To consider any matters relating to members of staff.

Clerk gave Members an update on the health of Steve Parrish, Town Ranger, who has been informed that he likely to be on sick leave for six months.

The A&A sub-committee has already, on 07 May 2019, given consent for the recruitment of a Groundsman. Clerk proposed that a one year, 30 hour per week contract at grade SCP11 be offered to Gordon Howell, who already is on a limited hours contract.

Resolved: That such a contract be awarded.
[prop Cllr Alder; secd Cllr Berendt Furnace]

F 19/08 FINANCE MATTERS

To consider any matters relating to the finances and year end arrangements of the Council

Clerk advised members of the upcoming visit of the Internal Auditor on 21 May 2019.

Clerk had given Members drafts of the Annual Return and Balance Sheet for 2018/19 and advised that they could not recommend adoption by council until the internal audit had been completed. Members agreed to receive the report by e-mail and respond to the Clerk with their approval.

Clerk asked that two additional Members be added to the bank mandate. This was agreed.

F 19/09 POLICY MATTERS

To consider any matters relating to policies for the future development of Town Council services to the community.

Agreed: that policies for action would derive from the meetings of the Economic Development and STAP Committee.

Agreed: that the Clerk should recommend a schedule of policies to be added to the Constitution and Members would then prioritise their production.

F 19/10 COMMUNICATION MATTERS

To consider any matters relating to council communications including the establishment of a "Communications Workshop"

Members were referred to the Communications Protocol, paragraph 3, which states by whom and to whom communications should be made with the press.

Members requested that training be arranged on the subject of managing social media.

F 19/11 ITEMS FOR FUTURE AGENDAS

There were no items nominated for inclusion on future agendas.

Meeting Closed at 20.26

**SAWBRIDGEWORTH TOWN COUNCIL
FINANCE AND POLICY COMMITTEE
TERMS OF REFERENCE**

1 Objectives

- a. To manage, promote and achieve the efficient conduct of the finance and administrative affairs of the Town Council.
- b. To make representations to any organisation relating to the efficient conduct of the finance and administrative affairs of the Town Council where in the view of the Committee these matters are deteriorating or need to be improved.
- c. Within the limits of the Council's powers and responsibilities and its approved budget to authorise actions to fulfill the above objectives.

2 Standing Orders

The Committee shall take note of and abide by the Standing Orders of the Council.

3 Budget

- a. The Committee shall submit its budget by participation in the budget setting meetings which occur annually during the months of October and November.
- b. The Committee will receive, scrutinise and approve the income and expenditure records of the Council on a quarterly basis
- c. The Committee shall be authorised to make payments on items within the budget agreed by the full Council up to the spending limit set and report this action to the next meeting of the Council, and the reason for that expenditure to be minuted.

4 Areas of Responsibility

- a. To establish the accommodation, and to maintain the accommodation of the administration function of the Town Council.
- b. To specify, and provide the facilities required to support the town council and its committees, working parties and its administration support to conduct its business in a timely and effective manner.
- c. To support the town clerk and other support staff in their normal duties and for any unforeseen duties.
- d. To be responsible for setting and maintaining, and monitoring the job descriptions of the town clerk and other support staff, delegated to the Appointments and Appraisals sub-committee.

- e. To manage all (external and internal) complaints, grievances and conduct issues relating to the town clerk and support staff
- f. To document and maintain the staff manual incorporating all processes and procedures relating to staff and councillors
- g. To be responsible for the employment provisions including annual salary reviews and terms and conditions of employment of the town clerk and support staff
- h. To manage all health and safety issues for both staff and councillors.
- i. To manage all risk assessments as required.
- j. To ensure adequate administrative support to the town council and the committees, working parties, and any other support group initiatives or necessary contingencies.
- k. To establish and maintain links external to the town council, other town councils, Town Partnership, other trade and industry groups within the town and industry itself.
- l. To establish long term strategy for the town council, and its accommodation and administration.
- m. To establish a Training Plan for Members, delegated to the Town Clerk.
- n. To establish and monitor a communications policy to ensure that all outgoing communications are consistent with resolutions and policies of the town council.

5 Membership

The Committee shall consist of six (6) members, duly elected at the Annual Meeting, plus *ex-officio* the mayor and deputy mayor of the Council. The quorum of a meeting shall be three (3) members. The Committee Chairman and Vice-chairman are elected at the first Committee meeting after each Annual Meeting.

APPENDIX F

AMENITIES COMMITTEE

TO FOLLOW

**SAWBRIDGEWORTH TOWN COUNCIL
AMENITIES COMMITTEE
TERMS OF REFERENCE**

1 Objectives

- a. To manage, promote and achieve improvements to the facilities of the town.
- b. To make representations to any organisation concerned with carrying out environmental maintenance where in the view of the Council these services are deteriorating or need to be improved.
- c. Within the limits of the Council's powers and responsibilities and its approved budget to authorise actions to fulfill the above objectives.

2 Standing Orders

The Committee shall take note of and abide by the Standing Orders of the Council.

3 Budget

- a. The Committee shall submit its budget by participation in the budget setting meetings which occur annually during the months of October and November.
- b. The Committee shall be authorised to make payments on items within the budget agreed by the full Council up to the spending limit set and report this action to the next meeting of the Council, and the reason for that expenditure to be minuted.

4 Areas of Responsibility

- Allotments
- Cemetery
- Footpaths & Open Spaces
- Operations
- Civic Amenities

5 Membership

The Committee shall consist of a minimum of six (6) members, duly elected at the Annual Meeting, plus the Mayor and Deputy Mayor of the Council. The quorum of a meeting shall be three (3) members. The Committee Chairman and Vice-chairman are elected at the first Committee meeting after each Annual Meeting.

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

Sawbridgeworth Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed		
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable, in our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes ✓	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

24/06/2109

and recorded as minute reference:

M02 18/34.1

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.sawbridgeworth-tc.gov.uk

Section 2 – Accounting Statements 2018/19 for

Sawbridgeworth Town Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	110,927	145,313	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	267,910	294,701	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	185,630	143,919	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	234,118	245,044	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	185,036	194,479	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	145,036	144,410	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	141,429	135,089	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	890,218	892,895	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings			<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
	✓		<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.
Signed by Responsible Financial Officer before being presented to the authority for approval

Date 24/06/2019

I confirm that these Accounting Statements were approved by this authority on this date:

24/06/2019

as recorded in minute reference:

M02 18/34.2

Signed by Chairman of the meeting where the Accounting Statements were approved

Sawbridgeworth Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage those.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt, ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)			✓
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

21/05/2109

Name of person who carried out the internal audit

Chris Clark

Signature of person who carried out the internal audit

Date

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Members of the F&P Cttee
From: Richard Bowran
Subject: Internal Audit
Date: 24 May 2019

Members

An update, as promised, on the internal audit which took place on 21 and 22 May. In summary this is an examination not just of financial propriety and accuracy but also of process. The points that have been raised are minor and although technically correct are insignificant in the overall scheme of things and I am pleased that we have come through this thorough examination so well.

The report is attached and includes Audit Recommendations and Matters Arising. These are my comments:

1. VAT on petty cash. The auditor is correct, we have a duty to recover all VAT. Specifically this relates to VAT on mileage claims. Technically if we have a fuel receipt we can calculate the proportion of VAT that has been charged on the fuel that has been used on a specific journey. My comment is that this is the real world and the time and effort required to make such a claim is disproportionate to the sums that can be recovered.
2. Payments to casual labour. This has arisen before and as returning Members will know we no longer use casual labour. All events are manned either by staff on the council payroll or by contractors who invoice us for their services.
3. Accrual for British Gas. Accepted. In mitigation we changed suppliers at the year end and were juggling with final bills from EON and initial bills from British Gas.
4. Barclaycard creditor. Accepted. The supplier was very late in sending us an invoice and it was overlooked in the year end routine.
5. Over £3,000 order. This related to the refurbishment of the War Memorial. Although we approached three suppliers as required, the directive from the Diocesan Advisory Committee was that we should use a particular supplier. The auditor accepted the explanation and his comment is to the effect that we should have documented the deviation from the Financial Regulation and had it endorsed by the F&P committee.

If Members are happy with the report and my explanations, the internal auditor will sign the appropriate part of the Annual Return.

I can then say that the F&P committee recommend adoption of the Annual Return at the next meeting of council on 24 June 2019.

**Sawbridgeworth Town Council
Internal Audit Report for the Year Ended**

31st March 2019

Prepared by Chris Clark of HGC Accountants

Key Internal Control <u>Proper Bookkeeping</u>	Tests Performed	Matters Arising and Findings
<ul style="list-style-type: none"> - Has the council maintained an up to date cash book 	<ul style="list-style-type: none"> - Review the cash book to confirm that this is up to date 	<ul style="list-style-type: none"> - Council is maintaining an up to date cash book.
<ul style="list-style-type: none"> - Has the council appointed a responsible finance officer (RFO) 	<ul style="list-style-type: none"> - Enquire who is the RFO 	<ul style="list-style-type: none"> - RFO has been appointed.
<ul style="list-style-type: none"> - Has the council documented purchasing procedures and followed these procedures? 	<ul style="list-style-type: none"> - Review the council's policy for purchasing and perform a sample of purchases. 	<ul style="list-style-type: none"> - Quotes have not been obtained for all purchases over £3000- see matters arising for detailed analysis
<ul style="list-style-type: none"> - Are payments made documented in the cashbook supported with relevant invoices, authorisation and been minuted to the committee? 	<ul style="list-style-type: none"> - Review a sample of cashbook payments to ensure all documents available. 	<ul style="list-style-type: none"> - Payments have been recorded and appropriate evidence obtained.
<ul style="list-style-type: none"> - Has VAT on payments been correctly identified, recorded and reclaimed 	Review of sample of cashbook payments and VAT submissions made	<ul style="list-style-type: none"> - VAT on bank payments being claimed correctly, however evidence that VAT is not being reclaimed on all relevant petty cash expenditure.
<ul style="list-style-type: none"> - Is S137 expenditure separately recorded and within statutory limits 		<ul style="list-style-type: none"> - N/A - Using General Powers of Competence

<p><u>Financial Regulations, Standing Orders and Payment Controls</u></p> <ul style="list-style-type: none"> - Has the council formally adopted standing orders and financial controls. Are standing orders and financial controls kept up to date. 	<ul style="list-style-type: none"> - Review the most current standing orders and financial controls 	<ul style="list-style-type: none"> - Updated Standing orders and Financial Regulations adopted January 2019
<p><u>Risk Management</u></p> <ul style="list-style-type: none"> - Does a review of the minutes identify any usual risks or financial activity - Is insurance held by the council adequate - Is there evidence of an annual risk assessment being performed? 	<ul style="list-style-type: none"> - Review the minutes for the year - Review insurance policies to ensure cover is adequate - Review copy of risk assessment and review 	<ul style="list-style-type: none"> - Nothing unusual has been identified. - Insurance is adequate for the council requirements - Risk assessment is being undertaken correctly.
<p><u>Budgetary Controls</u></p> <ul style="list-style-type: none"> - Has the council prepared an annual budget in support of it's precept which has been adopted by the council 	<ul style="list-style-type: none"> - Review the budget prepared and confirm this has been presented to council for adoption. 	<ul style="list-style-type: none"> - A budget for 2019/20 has been prepared and approved by the committee in January 2019.

<ul style="list-style-type: none"> - Is the Budget v Actual regularly reviewed and any major variances reviewed and reported 	<ul style="list-style-type: none"> - Review records of Budget v Actuals and confirm any notes and comments made 	<ul style="list-style-type: none"> - Budget v Actual is presented together with Income and Expenditure as one report to the finance committee which is then approved. - Evidence seen to confirm that a budget v actual has been reviewed for variances. De-minimus of 15% has been set. No variances more than 15% during the year.
<p><u>Income Controls</u></p> <ul style="list-style-type: none"> - Has all income been correctly recorded and promptly banked - Does the precept received agree with the annual budget and Council Tax authority's notification? - Is security over the receipt of cash adequate 	<ul style="list-style-type: none"> - Trace sales invoices through to banking's - Review precept request and confirm amounts received, - Review procedure for banking any cash receipts 	<ul style="list-style-type: none"> - Yes - Yes - Yes
<p><u>Petty Cash Procedures</u></p>		

<ul style="list-style-type: none"> - Is all petty cash expenditure recorded and supported by VAT Receipts 	<ul style="list-style-type: none"> - Review a sample of cash receipts. 	<ul style="list-style-type: none"> - Petty cash expenditure has been recorded correctly. VAT has not been claimed on all petty cash expenses. .
<ul style="list-style-type: none"> - Is petty cash expenditure appropriately approved? 	<ul style="list-style-type: none"> - Review approval of a sample of petty cash records. 	<ul style="list-style-type: none"> - Only items with a petty cash request note are approved individually. All other items approved via approval of the final petty cash total sheet.
<ul style="list-style-type: none"> - Is petty cash reimbursement carried out regularly? 	<ul style="list-style-type: none"> - Review for evidence of cash being paid out. 	<ul style="list-style-type: none"> - Petty cash vouchers are signed by the recipients of the cash.
<ul style="list-style-type: none"> - Is the petty cash float level appropriate? 	<ul style="list-style-type: none"> - Review float balanced inline with documented float balance. Confirm float count? 	<ul style="list-style-type: none"> - Current float is £500 in line with updated Standing orders is acceptable.
<p><i>Payroll Controls</i></p>		
<ul style="list-style-type: none"> - Do all employees have contracts of employment and are provided with the relevant policy documents. 	<ul style="list-style-type: none"> - Review copies of contracts provided and confirm they have been signed. 	<ul style="list-style-type: none"> - Yes -- staff are also provided with a comprehensive staff handbook. Last updated 18th November 2017
<ul style="list-style-type: none"> - Do salaries agree with those set by the council? Review approval of wages from Appraisals Committee 	<ul style="list-style-type: none"> - Review minutes of the appraisal committee and confirm agreed wages are in line with payments made. 	<ul style="list-style-type: none"> - Wages are paid inline with approved rates.

<ul style="list-style-type: none"> - Are PAYE, NI and Pension deductions correctly calculated? 	<ul style="list-style-type: none"> - Test a sample of calculations to ensure they have been performed correctly. 	<ul style="list-style-type: none"> - External provider used to perform wages calculations using Money Soft Payroll Manager.
<p><u>Fixed Assets Control</u></p> <ul style="list-style-type: none"> - Does the council maintain a fixed asset register and document owned assets and assets in it's care? - Is the fixed asset register up to date? - Are assets values reported correct 	<ul style="list-style-type: none"> - Request a copy of the fixed asset register - Confirm when the last review of the register was performed. - Confirm the basis for valuation of assets. 	<ul style="list-style-type: none"> - Copy of fixed asset register obtained. - Asset register was reviewed and updated at the end of the financial year and assets disposed off where removed from the register. - Assets are valued at cost.
<p><u>Bank Reconciliation</u></p> <ul style="list-style-type: none"> - Does the council carry out a bank reconciliation for all accounts and deposits? - Is the bank reconciliation performed regularly and in a timely fashion - Has the bank reconciliation been calculated correctly? 	<ul style="list-style-type: none"> - Review bank reconciliation to ensure that this has been completed for all accounts. - Review bank reconciliations to confirm this has been completed regularly - Review the calculation and 	<ul style="list-style-type: none"> - Reconciliations have been prepared for all accounts - Reconciliations are prepared on a timely basis. - Reconciliations have been performed

	reconciliation, including confirming that all cheques have been cleared post date	correctly.
<u>Year End Procedures</u>		
<ul style="list-style-type: none"> - Are the year end accounts prepared on the correct accounting basis? 	<ul style="list-style-type: none"> - Review trade debtors to ensure that they have been reported correctly. - Review trade creditors to ensure that they have been reported correctly - Review accruals to ensure they have been reported correctly. - Review the Annual Statement and cash book to ensure accounts agree 	<ul style="list-style-type: none"> - Trade debtors have been reported correctly. - Trade creditors over the deminimus have been reported correctly within the accounts. Amount included for Barclaycard is incorrect by £12 invoice received late has not been entered into the accounts. - British gas accrual of £457 missing from the accounts.
<ul style="list-style-type: none"> - Do the accounts agree to the cashbook? 		<ul style="list-style-type: none"> - Accounts agree to the cashbook.
<u>Other tests</u>		
<ul style="list-style-type: none"> - Are the reserves of the council adequate? 	<ul style="list-style-type: none"> - Review the levels of reserves inline with 	<ul style="list-style-type: none"> - Reserves are within the generally accepted guidelines of 3 – 12

	requirements.	months of expenditure.
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Audit Recommendations & Matters Arising

1. VAT has not been reclaimed on all relevant petty cash expenditure. VAT should be reclaimed on all expenditure where appropriate VAT receipts and invoices have been received.
2. Payments are being made for casual labour at events. All staff should be employed, or invoices should be obtained together with evidence/confirmation that the labour provider is responsible for their own tax affairs.
3. Payments / invoices received from British Gas for electricity services provided throughout the period have not been accrued for.
4. Barclaycard creditor included in the accounts is incorrect by £12.
5. Quotes for an order over £3,000 had not been correctly obtained. Given the complex nature of the transaction which involved approvals and opinions from multiple parties, the council were required to use a 'preferred supplier' by a integral third party which meant that quotes were irrelevant. I am happy that the transaction has been conducted appropriately, however I would suggest that minuted documentation and approval from F&P to deviate from the standing orders should have been noted.

Town council briefing and school town council meetings

I hosted a briefing for Readings in the Council Chamber on 21 May and a Town School Council meeting on 11 June, attended by school council representatives from all four junior/primary schools.

High Wych were unable to have their Council briefing on 4 June because of transport issues and we were unable to help them on this occasion; FandB are due to come on 18 June.

I will be in contact with all the schools about the number and timing of meetings during the 2019/20 school year.

As I've mentioned before, I think we should involve the infants/junior/primary and secondary school councils in the preparation of the new Town School Action Plan, something we can discuss at the first committee meeting on 15 July.

The Town School Council group were very articulate and had some good ideas about additional activities for their age group and above, which I've shared with members of the SYPRC management committee, particularly in relation to recent discussions about the youth club/youth café.

All the primary/junior/infants schools had a walk to school week from 20 to 24 May; Clir Berendt Furnace and I helped out at Spellbrook on the Friday at the school's request (PCSOs unavailable that day). School newsletters indicate it was a success but we will get feedback at the next Travel Group meeting on 9 July.

David Royle 140619