

Sawbridgeworth Town Council

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



MAYOR
Cllr Greg Rattey

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

TOWN CLERK
Christopher Hunt

Cllrs Alder; E Buckmaster; R Buckmaster; Burmicz; Chester;
Furnace; Parr; Parsad; Rattey; Rider; Royle and Wyatt

MEETING OF THE TOWN COUNCIL

You are summoned to attend the meeting of the town council to be held at Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 25th April 2022** commencing at 7:30pm to transact the business set out in the agenda below.

A handwritten signature in black ink, appearing to read 'Christopher Hunt'.

Town Clerk
19th April 2022

AGENDA

Welcome by the Town Mayor followed by Thought for the Day.

21/139 APOLOGIES FOR ABSENCE

[👏] To receive and approve any apologies for absence

21/140 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Pecuniary Interest by Members

21/141 PUBLIC FORUM

To receive and respond to questions from members of the public on matters within the remit of the Town Council.

21/142 MINUTES

[📄][👏]

To approve as a correct record the minutes of the Meeting of the town council held on 28th March 2022 (M09) [Attached, Appendix A]














To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.

21/143 PLANNING COMMITTEE

[📄]

To receive and note the minutes of the Planning Committee held on 28th March 2022 (P16) [Attached]

To receive and note the draft minutes of the Planning Committee held on 11th April 2022 (P17) [Attached, Appendix B]

- 21/144 FINANCE AND POLICY COMMITTEE**
 To receive and note the minutes of the Finance and Policy Committee held on 11th April 2022 (F04) *[Attached, Appendix C]*
- 21/145 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
 To receive mayor's appointments and communications
- 21/146 REPRESENTATIVES REPORTS**
 To receive representatives reports from:

 - County Councillor
 - District Councillors
 - Hertfordshire Police
 - Other Representatives
 - Cllr Royle
 - Cllr R Buckmaster
 - Cllr A Furnace *[Attached, Appendix D]*
- 21/147 UPDATE ON UKRAINE LOCAL SUPPORTING EVENTS**
 To receive any updates of local Sawbridgeworth events
Cllr Royle
- 21/148 REVIEW STANDING ORDERS**
  To approve amendments to Standing Orders at points 12,13, and 69 relating to the audio or visual recording of meetings with the express permission of the Council, originally reviewed at the Finance and Policy Committee 17th January 2022. *[Attached, Appendix E]*
- 21/149 HR & HEALTH AND SAFETY**
  To discuss and approve future suppliers of HR and H&S support for STC. Current supplier has been bought out and new supplier to be found, tendering has taken place and prices attached. *[Attached, Appendix F]*
- 21/150 SECTION 106 WEST ROAD ALLOTMENTS AND COMMUNITY LAND**
 To discuss recent proposal on the improvements on the allotments site and the position of developers retaining the community land at the Junction with West Road. *[Attached, Appendix G]*
- 21/151 TOWN CLERKS REPORT**
 An update on current challenges and information.
[Attached, Appendix H]
- 21/152 TOWN PROJECT MANAGERS REPORT**
 An update on current project and planning for events 2022
[Attached, Appendix I]
- 21/153 JUBILEE FOUR DAY WEEKEND**
 An update on current planning for the four-day weekend to celebrate the Queens Jubilee
- 21/154 DEPOSIT & CONSULTATION DOCUMENTS**
 To note receipt of any Documents for Noting and Consultation
- 21/155 FINANCIAL REPORT**
 To note the current Financial Report *[Appendix J]*

21/156 ACCOUNTS FOR PAYMENT
To note and approve accounts for payment.

21/157 ITEMS FOR FUTURE AGENDAS
To note any items for future agendas.

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

Appendix A

SAWBRIDGEWORTH TOWN COUNCIL

MEETING OF THE TOWN COUNCIL Minutes

of the Meeting of Sawbridgeworth Town Council held at 19.30hrs in the Council Chamber, Sayesbury Manor, Bell Street on **Monday 28th March 2022.**

Those present

Cllr Angela Alder
Cllr Eric Buckmaster
Cllr Ruth Buckmaster
Cllr Annelise Furnace

Cllr Greg Rattey
Cllr David Royle
Cllr Nathan Parsad
Cllr Craig Chester

In attendance:

Lisa Dale – Finance
Laura Carter – Admin
Press – Chris Carter

Thought of the day read by Cllr Greg Rattey, written by, the topic covered the support for Ukraine during the Russian invasion.

21/121 APOLOGIES FOR ABSENCE

Cllr John Burmicz
[prop Cllr N Parsad sec'd Cllr E Buckmaster]

21/122 DECLARATIONS OF PECUNIARY INTEREST

No declarations received

21/123 PUBLIC FORUM

No questions were received

21/124 MINUTES

Resolved: To approve as a correct record the minutes of the Council Meeting held on 28th February 2022 (M08)
[prop Cllr R Buckmaster sec'd Cllr N Parsad]

21/125 PLANNING COMMITTEE

Received and noted: the minutes of the planning committee held on 28th February 2022 (P14)
Received and noted: the draft minutes of the planning committee held on 14th March 2022 (P15)

21/126 ECON DEVT & STAP COMMITTEE

Received and noted: the minutes of the Econ Devt & STAP Committee held on 14th March 2022 (E05)

21/127 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

- Successful business meeting this month
- Shop grants completed
- Shop keeper missed the deadline for the grant due to ill health and thanks to EHDC they allowed a late submission and the grant was awarded.

- Attended the following events: Harlow quiz night, Bishops Stortford Civic dinner, Cricket club re opening, trolley dash House of Harlequin
- Praised all involved in the vigil for Ukraine and donations.

21/128

REPRESENTATIVES REPORTS

Received and noted: Representatives reports from:

County Councillor E Buckmaster added:

- Updated on highways projects in the Town Fairway double yellow lines are almost completed and will discuss further the double yellow lines in Orchards, Bullfields and School Lane with the highways officer due to mixed feedback from residents at these locations.
- 20 mph signs are in place.
- Mention was made to the Sheering Mill Lane no entry.
- Fairway double yellow lines should be painted soon.

Questions

Cllr A Furnace thanked Cllr E Buckmaster for his work on the 20mph areas.

Cllr D Royle asked regarding the spacing of signs and mentioned damage to the speed bumps in Brook Road, Fairways and Vantorts.

Cllr E Buckmaster said all the signs were up and set up with the correct spacings. Once reported the speed bumps will be examined with a twenty-day lead time.

Cllr A. Alder asked for an update on the electric buses in Stevenage and the 20mph in Walnut Tree Crescent as this was a private road.

Cllr E Buckmaster responded the electric bus scheme he would have an update to follow outside of the meeting, regarding Walnut Tree Crescent, enforcement would take place but was within the scheme.

Cllr Alder pointed out regarding the dementia strategy should be inclusive and not just online. *Cllr E Buckmaster* stated this would be completed to ensure it is inclusive.

- District Councillor A Alder, had no further update as waiting for the April meetings to take place.
- District Councillor R Buckmaster, updated street cleansing and waste service contract has a joint cross party working group servicing 124,000 households and 1,920 commercial premises and highlighted the 2025 food waste collection strategy.

Questions

Cllr C Chester asked regarding leaf clearance, *Cllr R Buckmaster* confirmed leaves would not be cleared until they have broken down and this policy had been in place for twelve years.

Cllr D Royle highlighted that laybys in Parsonage Lane and Spellbrook are particularly bad and 'Tidy Up Sawbridgeworth' had collected 9 bags of waste. He also reported that schools were not happy with the food waste collection provision.

- Other Representatives –
 - Councillor Royle referred to his report
 - Councillor Furnace has written to the footpaths officer about the blocked drain and water not draining into the gutter and is awaiting an a response.
 - Councillor R Buckmaster SYPRC update, new kitchen is being fitted over the Easter Break. CCTV is

booked for installation, discussed grants for car park resurfacing.

- A treasurer is needed for SYPRC
- RHSO, lawn maintenance was being completed this Sunday
- *Cllr A Furnace* thanked Corrine Lewis regarding her work in organising Tidy up Sawbridgeworth and remarked it was the best attended session.
- Councillor Furnace:
 - Thanked Cllr R Buckmaster and Mr and Mrs Mead for their work on the Wassail event.
 - Community Garden meeting has gone ahead with guest speakers who have encouraged and given ideas for a Sawbridgeworth project.
 - The film showing was a good event and further people are looking at joining the group for community gardening.

21/129 UPDATE ON UKRAINE LOCAL SUPPORTING EVENTS

- Cllr Royle, updated on the previous Fridays Ukraine working party which was to clarify and coordinate
 - Continue with donations
 - Discussed twinning with a Polish Town to support directly
 - Awareness needs to be maintained.
 - Great St Mary's flag to be raised
 - Facebook group will offer help to families that will host refugees
 - Noted the visas were not coming through quick enough
 - CAB are keen to help

Cllr Royle presented the Mayor with Ukraine flag coloured tie

Cllr E Buckmaster added to the County update that a webinar will take place by the strategic migration steering group. They will be discussing the added pressures on schools and Ukraine Embassy will be supporting with translators and other support groups that will be offering help.

Questions

A Alder stated that the Hailey centre will be welcoming over 55's
Cllr A Furnace will full schools still make provision. All County related questions could be relayed through Cllr E Buckmaster.

Proposed by A F sec A.A.

21/130 LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN

Resolved: request the Clerk writes to East Herts District Council to highlight this resolution. The Town Council calls on East Herts District Council to put in place an East Herts Local Cycling and Walking Infrastructure Plan (LCWIP) for improving cycling and walking infrastructure in Sawbridgeworth and the wider area.

21/131 SECTION 106 WEST ROAD ALLOTMENTS AND COMMUNITY LAND

Deferred for future agenda due to ill health absence of the Clerk

21/132 TOWN CLERKS REPORT

Deferred for future agenda due to ill health absence of the Clerk

- 21/133 **TOWN PROJECT MANAGERS REPORT**
Deferred for future agenda due to ill health absence of the reporting officer
- 21/134 **JUBILEE FOUR DAY WEEKEND**
Deferred for future agenda due to ill health absence of the reporting officer
- 21/135 **DEPOSIT AND CONSULTATION DOCUMENTS**
Noted: The Deposit and Consultation Documents
- 21/136 **FINANCIAL REPORT**
Noted: The current Financial Report
- 21/137 **ACCOUNTS FOR PAYMENT**
Noted and Approved: Accounts for payment
- 21/138 **ITEMS FOR FUTURE AGENDAS**
Keep Ukraine update

Meeting ended at 20.16hrs

Appendix B

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 28 March 2022** at 8.20pm.

Those present

Cllr Angela Alder
Cllr Nathan Parsad

Cllr Craig Chester
Cllr David Royle

(Ex officio Cllr Greg Rattey)

In attendance:

C Hunt - Town Clerk
L Dale – Planning Officer

Meeting Recorded

P 21/139 APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence. There were none.

P 21/140 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Planning Committee. There were none.

P 21/141 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Interest by Members. There were none.

P 21/142 MINUTES

Resolved: To approve as a correct record the minutes of the Meeting held on:

- 14 March 2022 (P15) [*prop Cllr Royle; secd Cllr Parsad*]

To attend to any matters arising from these Minutes and not dealt with elsewhere on the Agenda. There were none.

P 21/143 NEIGHBOURING DEVELOPMENTS

To report & receive updates on proposed neighbouring developments. Committee requested to be included in any future meetings regarding the Wrenbridge Development.

P 21/144 PLANNING APPLICATIONS RECEIVED FROM EHDC

To consider Planning Applications received from EHDC since the last meeting of the Planning Committee.

3/21/2993/HH **2 Northfield Road, CM21 9DR**
Proposed two storey side extension. Retrospective permission for single storey side extension/shed

STC Comment: No objection [*prop Cllr Chester; secd Cllr Rattey*]

3/22/0498/HH **77 The Crest, CM21 0ES**
Removal of garage. Construction of single storey side and front extension. Two storey and part single storey rear extension, replacement attached garage, existing upvc cladding to be replaced, driveway enlarged and dropped kerb extended

STC Comment: No objection [*prop Cllr Parsad; secd Cllr Royle*]

3/22/0510/REM **Land At Bishop's Stortford South (BISH5) Off Whittington Way Bishop's Stortford**

Approval of reserved matters for layout, scale, appearance and landscaping of 3/21/1749/VAR (approved under outline planning 3/18/2253/OUT) for E(g)(ii), E(g)(iii), B2 and B8 uses including servicing, landscaping, means of enclosure and associated works and infrastructure

STC Comment: Committee appreciates a more sympathetic design and the addition of greener areas. Committee agreed that Cllr Parsad draft a response regarding objection to use [*prop Cllr Chester; secd Cllr Royle*]

3/22/0546/HH **2 The Crest, CM21 0ER**
Creation of pitched roof to front, relocation of doorway and creation of external steps. Conversion of garage to habitable room. Single storey side extension, external insulation to North elevation

STC Comment: No objection [*prop Cllr Parsad; secd Cllr Rattey*]

3/22/0565/HH **30 Sayesbury Avenue, CM21 0ED**
Demolition of existing rear extension and erection of single storey rear extension. Alterations to existing porch and window arrangements on front elevation and external alterations

STC Comment: No objection [*prop Cllr Parsad; secd Cllr Royle*]

P 21/145 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 25 March 2022.

3/22/0576/HH **6 Chalks Avenue, CM21 0BX**
Demolition of garage and erection of single storey front extension
STC Comment: No objection [*prop Cllr Chester; secd Cllr Rattey*]

3/22/0581/VAR **38 Bell Street, CM21 9AN**
Regularisation for the erection of canopy and erection of 3 lights. Variation of condition 3 (Use of Canopy) of planning permission 3/21/1323/FUL. Requesting the removal of condition 3
STC Comment: No objection [*prop Cllr Parsad; secd Cllr Royle*]

3/22/0606/ASDPN Highbank, London Road, Spellbrook

Construction of an additional storey, to increase the height of the dwelling from 5.3 metres to 7.9 metres

STC Comment: No objection [*prop Cllr Parsad; secd Cllr Royle*]

P 21/146

PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/21/2485/LBC Green Man House, 123 Sheering Mill Lane, CM21 9ND

Installation of internal secondary glazing to 3 ground floor windows and 5 first floor windows

STC Comment: No objection

EHDC Decision: Granted

3/21/2786/FUL 6 Springhall Road, CM21 9ET

Erection of two four bedroom detached dwellings with new vehicular access way

STC Comment: No objection provided Highways are content with access arrangements

EHDC Decision: Granted

3/22/0050/HH 131 West Road, CM21 0BW

Demolition of rear conservatory. Construction of two storey and part single storey rear extension, single storey front porch extension and new first floor side window

STC Comment: Objection due to size and impact on neighbouring properties

EHDC Decision: Refused. "The proposed rear extension, by reason of its inappropriate size, scale and siting, would result in overbearing impacts, losses of light and overshadowing affecting 129 West Road. The amenity and living conditions of 129 West Road would be harmed. Therefore, the proposed scheme would be contrary to Policy DES4 of the East Herts District Plan (2018)"

3/22/0062/HH 2 Harvest Close, Spellbrook, CM23 4RE

Single storey rear extension. New ground floor side window and door

STC Comment: No objection

EHDC Decision: Granted

3/22/0063/HH The Fuschias, 5 Rowan Walk, CM21 9EF

Removal of conservatory. Construction of single storey extension. Conversion of garage to habitable room incorporating two windows to side elevation (part retrospective)

STC Comment: No objection

EHDC Decision: Granted

3/22/0109/COMPEN 37 Bell Street, CM21 9AR

Change of use from class E to class C3 (residential) for 2 one bed apartments, with partial retention of existing ground floor commercial space

STC Comment: Regret loss of retail at ground level

EHDC Decision: Prior Approval is Required and Refused. Adequate levels of natural light would not reach all of the habitable rooms delivered through the proposed development. Therefore, the proposal would be contrary to Sections 11 and 12 of the National Planning Policy Framework (2021)

P 21/147 PLANNING APPEALS

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

Meeting Closed at 8.38pm

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 11 April 2022** at 7.30pm.

Those present

Cllr Angela Alder
Cllr Nathan Parsad

Cllr Craig Chester
Cllr David Royle

(Ex officio Cllr Greg Rattey)

In attendance:
C Hunt - Town Clerk

Meeting Recorded

P 21/148 APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence. There were none.

P 21/149 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Planning Committee. There were none.

P 21/150 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Interest by Members. There were none.

P 21/151 MINUTES

Resolved: To approve as a correct record the minutes of the Meeting held on:

- 28 March 2022 (P16) [*prop Cllr Chester; secd Cllr Parsad*]

To attend to any matters arising from these Minutes and not dealt with elsewhere on the Agenda. There were none.

P 21/152 NEIGHBOURING DEVELOPMENTS

To report & receive updates on proposed neighbouring developments. Cllr Parsad to draft response regarding objections.

P 21/153 PLANNING APPLICATIONS RECEIVED FROM EHDC

To consider Planning Applications received from EHDC since the last meeting of the Planning Committee.

3/22/0431/HH **35 Barnard Road, CM21 9DY**
First floor side and rear extension
STC Comment: No objection [*prop Cllr Parsad; secd Cllr Royle*]

3/22/0548/HH **4 Rowan Walk, CM21 9EF**
Single storey side and rear extensions, garage conversion and alterations to fenestration
STC Comment: No objection [*prop Cllr Chester; secd Cllr Parsad*]

3/22/0632/HH **Hill View, London Road, Spellbrook**
Removal of front porch and infill front door. Construction of single storey side porch. Raising the roof ridge and loft conversion with a rear dormer, 3 front roof light windows and 1 first floor side window
STC Comment: No objection [*prop Cllr Parsad; secd Cllr Royle*]

3/22/0666/HH & **The Mill House, Burtons Mill, Mill Lane**
3/22/0667/LBC
Erection of a single storey rear garden room extension
STC Comment: No objection [*prop Cllr Parsad; secd Cllr Chester*]

P 21/154 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 6 April 2022.

3/22/0567/HH **5 Falconers Park, CM21 0AU**
Removal of garage. Construction of two storey side extension incorporating a first floor rear juliet balcony and part single storey front and rear extensions. Erection of front entrance porch. Alterations to first floor rear windows
STC Comment: No objection [*prop Cllr Royle; secd Cllr Chester*]

P 21/155 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/21/1207/FUL **Farlea, Spellbrook Lane West, Spellbrook**
Construction of two detached dwellings with detached carports
STC Comment: No objection
EHDC Decision: Granted

3/21/2324/HH &
3/21/2325/LBC **The Old School House, 129 Sheering Mill Lane, CM21 9ND**
Demolition of garage and wall. Erection of a single storey rear extension and garden annexe with room over. Internal works to include partial removal of wall and blocking up of window
STC Comment: No objection & No comment
EHDC Decision: Granted

3/21/3160/HH 26 West Road, CM21 0BL

Single storey rear extension and alterations to roof to create new gable with loft conversion

STC Comment: No objection

EHDC Decision: Granted

3/22/0093/HH 4 Bluebell Walk, CM21 0JQ

Erection of two storey rear extension and open front porch

STC Comment: No objection

EHDC Decision: Granted

3/22/0160/HH 30 East Park, CM21 9EX

Single storey side extension and two storey rear extension. Alterations to fenestration

STC Comment: No objection

EHDC Decision: Granted

3/22/0171/HH 47 Cambridge Road, CM21 9JP

Construction of 3 crown roof dormers. Insertion of 4 roof light windows to side elevations.

STC Comment: No objection provided neighbours previous concerns have been overcome

EHDC Decision: Refused "The proposed development, by reason of the dormer windows inappropriate 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 the surrounding area contrary to Policies DES4 and HOU11 of the East Herts District Plan 2018 and the National Planning Policy Framework."

3/22/0213/HH 10 Forebury Avenue, CM21 9BG

Erection of open porch, erection of gabled roof to front bay window, part raising of roof ridge, cladding of external walls

STC Comment: No objection

EHDC Decision: Granted

P 21/156 PLANNING APPEALS

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

Meeting Closed at 7.44pm

Appendix C

SAWBRIDGEWORTH TOWN COUNCIL

FINANCE AND POLICY COMMITTEE

Minutes

of the meeting of the Finance and Policy Committee held at the Chamber, Sayesbury Manor, Bell Street, Sawbridgeworth at 8pm on **Monday 11th April 2022**

Those present

Cllr Angela Alder
Cllr Eric Buckmaster
Cllr Ruth Buckmaster

Cllr David Royle
Cllr Nathan Parsad

In attendance:

Christopher Hunt – RFO

F 21/24 APOLOGIES FOR ABSENCE

No absentees

F 21/25 DECLARATIONS OF INTEREST

There were no Declarations of Interest by Members

F 21/26 MINUTES

To approve as a correct record the minutes of the Finance and Policy Committee held on Monday 17th January 2022 (F03)
[prop Cllr N Parsad; secd Cllr R Buckmaster]

F 21/27 STAFF MATTERS

To consider any matters relating to members of staff.

Updates:

- The Clerk informed members that the role for the second Ranger had been published and two applicants had responded.
- The bus drivers were all happy to cover each other's annual leave, ensuring continuity of the timetable.
- Staff appraisals have been completed for 2021-22

F 21/28 FINANCE MATTERS

- To receive, consider and approve management accounts for the twelve-month period to 31st March 2022.
[prop Cllr R Buckmaster; secd Cllr N Parsad]
- The Clerk read from his report attached to the agenda papers highlighting any adverse variants and the reasons these have taken place.
- Further sponsors for the SawboBus were being explored

F 21/29 POLICY MATTERS

Updates:

- The Clerk explained that he was required to review The Town Council policies annually and this had not been completed recently and throughout the forthcoming year he will be completing this process.

F21/30 COMMUNICATION MATTERS

- Cllr Royle raised how the Annual Town Meeting is arranged and it was agreed to review this nearer to the 2023 event to encourage more public attendance.
- Cllr R Buckmaster enquired when the market will be promoted and the Clerk stated there was a delay due to staff illness but it will be progressed.
- The Clerk stated he had arranged for the current website developers to review the current website due to issues when the site is accessed by a tablet or smartphone.

F 21/31 ITEMS FOR FUTURE AGENDAS

To consider any items for inclusion on future agendas.

The Clerk raised the issue with the energy prices which are changing and rising every twenty-four hours. By allowing delegated powers to allow the Chair and the Clerk to agree to a new energy contract.

[prop Cllr A Alder; secd Cllr N Parsad, all in favour]

Meeting Closed at 20.15

Appendix D

County report for April/May 2022

Under 11s school places announced for 2022. Over 97 percent of Hertfordshire children have been allocated a place at one of their preferred primary schools.

Of the 13,791 applications for reception places received for Hertfordshire children, 13,473 have been allocated a ranked primary school. Of these over 87 per cent (12,078) were allocated their first ranked school.

Parents and carers in Hertfordshire who have confirmed their email address will be sent their allocations on 19 April. Allocation information will then be made available online at www.hertfordshire.gov.uk/primaryoptions

Sawbridgeworth

In Sawbridgeworth, plus the parish of High Wych, there were 87 applications received this year (25% decrease) compared with 116 in September 2021.

Overall satisfaction rates have increased with 87 children (100%) offered a ranked school, compared with 95.7% (111) in September 2021. The percentage of children offered their first preference school has increased to 97.7% (85), from 77.6% (90) in September 2021.

In the main, non ranked allocations are to schools within statutory walking distance. However, some families have been offered schools which are further than 2 miles from their home and may be entitled to assistance with home to school transport. Children under the age of 8, attending their nearest available school over 2 miles will be provided with free home-to-school transport. Eligible parents will be contacted in June to advise them of how to take up the offer of free travel.

Hertfordshire has become one of the first regions in the UK to partner with Energy Saving Trust to provide an energy efficiency app to residents and help them make energy savings. A big focus is on how to reduce energy bills at home. With the current cost of living crisis in the news headlines we have developed our own web page which contains advice and energy saving tips which may help you reduce your energy bills while also reducing your carbon footprint. Unique and easy-to-use the Hertfordshire Energy Advice Tool (HEAT) app gives a virtual tour around a typical home, asking questions and giving advice along the way. Based on the answers provided, quick, easy, low or no-cost actions are suggested to help householders save money on their energy bills and reduce their carbon footprint too.

<https://www.hertfordshire.gov.uk/about-the-council/news/news-archive/energy-saving-tips>. The website has also been promoted via our social media channels. You can also try out the Hertfordshire Energy Advice Tool, an app which gives you simple tips to cut your energy usage with average savings of £70 a year. <https://www.hertfordshire.gov.uk/about-the-council/news/news-archive/new-energy-efficiency-app-launches-in-hertfordshire>

The app is available for both Android and iOS users:

[Download the HEAT app for Apple devices.](#)

[Download the HEAT app for Android devices.](#)

Government cash to boost consultation on Harlow & Gilston Garden Town

As reported by [Bishops Stortford Independent](#), The Harlow & Gilston Garden Town project is to receive £230,000 from the Department of Levelling Up, Homes and Communities.

The scheme for 23,000 new homes is one of 28 national projects picked for investment from the £3.25m PropTech Engagement Fund which aims to give members of the public a greater say in shaping and regenerating their communities through innovating with new technology.

Hertfordshire County council source looking for more people to take a lollipop control could patrols across the County.

It comes as part of a national campaign, encouraging more children to cycle or walk to school. Lollipop man Mike Beeson was interviewed on [BBC Three Counties](#). He patrols the road and keeps the children safe at a primary and nursery school in St Albans.

Landmark agreement signed for new Baldock neighbourhoods

A landmark agreement between Hertfordshire County Council and Urban&Civic, the UK's leading master developer, to transform a major new vision for Baldock into a reality has been signed and sealed.

The County Council, which selected Urban&Civic as its development partner for the proposed new neighbourhoods to the north and east of Baldock in summer last year, has now finalised an agreement which will see the scheme come forward over the next 20 years.

Using land that the County Council owns, the scheme will create:

- Up to 3,300 much-needed new homes in a wide range of sizes including flats, with affordable homes as part of an inclusive urban extension to Baldock;
- Around 600,000sq ft of new employment space;
- a new country park;
- a new secondary school;
- two primary schools.

A network of cycling and walking routes will also provide links to the town centre and the railway station, as well as investment in bus stops and routes, providing a boost for sustainable transport throughout Baldock. Plans also include proposals for care facilities within the new neighbourhoods to support the county's aging population.

Hertfordshire residents given a spring in their step with launch of new campaign to live life safely with COVID-19 As we step into spring, Hertfordshire County Council is encouraging residents to be kind and stay healthy by following simple steps to live life safely with COVID-19, stop the spread and protect others.

It comes after a recent survey of over 3,700 Hertfordshire residents found a significant number felt 'cautious' (39%) about all remaining government restrictions being lifted last month, 21% angry and 11% worried. And, while 20% were excited, only 15% had no concerns at all. An overwhelming majority (75%) said their health and wellbeing had been impacted by the pandemic.

The simple steps people are encouraged to follow through the campaign are:

- *Be kind* – respect people wearing masks or keeping their distance from you. They may well be very vulnerable to infection.
- *Be informed* – know your level of risk and get good, trusted advice on managing it.
- *Be vaccinated or boosted* – ensure you and those around you are vaccinated when invited.
- *Be safe* – manage your risk when socially mixing (hands, face, space, fresh air).
- *Be prepared* – if you get Covid, stay at home and get early treatment, should you need it.
- *Be supported* – as well as your family and friends, Herts Help stands ready to offer support.

People are also asked to recognise that everyone will want to go at their own pace now restrictions are lifted. Over 64,000 people in the county are at increased risk from contracting COVID-19 and thousands more will still feel nervous about returning to normal. The campaign also seeks to reassure and support these residents.

Workplaces and employers continue to have a duty of care for vulnerable employees. The County Council, District Councils and Herts Better Business for All will continue to offer advice and support to employers to help get vulnerable people back to work as safely as possible.

Bus services are set to be improved throughout Hertfordshire thanks to a funding boost of just over £35m. This week, it was announced that Hertfordshire County Council has been successful with its Bus Service Improvement Plan (BSIP) submission to the Department of Transport and received an indicative £29.7m to deliver new transport schemes and initiatives county-wide.

The council published its BSIP last November, setting out its ambitious vision to improve services across the county, identifying key areas such as greater bus frequencies, simpler fares and ticketing and more real time information.

Officers will now be reviewing and prioritising the proposals before confirming how the council intends to spend the money and receiving final details of the award.

Local Authority Treescapes Fund (LATF) and Urban Tree Challenge Fund (UTCf) now open The Department for Environment, Food and Rural Affairs (Defra) has allocated over £9 million of funding to support tree planting and improve the environment for future generations. The deadline for applications is the 31 May 2022, to find out more about the funds please visit the [LATF webpage](#) and [UTCf webpage](#). If you are looking to apply or if you have ideas to contribute to a wider bid please contact your council's Tree Officer or Jeremy Clarke at Hertfordshire County Council - Jeremy.Clarke@hertfordshire.gov.uk

Trading Standards Rogues and Scams team update for March 2022 This month the team contacted 34 residents following intelligence to suggest that they are responding to scams. These referrals come from the National Scams Team who obtain evidence from multiple sources and pass it to enforcement agencies such as Trading Standards. This is a good way of capturing data and contacting those residents who don't come to us through the other available channels.

Officers have also intervened in 3 incidents this month. The first of these was in Potters Bar where an older consumer paid £18,200 for guttering, chimney, and roofing work. Officers negotiated with the trader and agreed a refund of £11,700 as the original price was unreasonable for the work which was completed.

A second intervention took place in Stevenage in relation to a conservatory supplied by a Which? Trusted Trader. This is very unusual, as these traders are vetted by Trading Standards and should know the law. An officer is liaising with both parties to resolve the issue, and an independent examination of the works is planned.

Officers responded to another Stevenage incident when a consumer paid £15,500 of a £19,500 bill towards roofing work which was originally quoted as £1,600

Hertfordshire library service set to transform volunteering opportunities for young people after securing £185,000 grant. It has been announced today that Hertfordshire County Council's library service have successfully secured funding of £185,000 for a two-year scheme targeting young volunteers, as part of the Volunteering Futures programme distributed by Arts Council England.

The money will be used to fund 'My Voice', a county-wide project aimed at increasing and improving volunteering opportunities for 16 to 24-year-olds within, and on behalf of, the library service. A 'Youth Voice' board of young people will also be created, where members' views and input will play a key role in shaping the future of the county's libraries and the services they provide.

Running the project alongside Hertfordshire-based partners including DS Achieve, Herts Sports Partnership and the Ollie Foundation, it will further support a number of library-based initiatives targeting key areas for local young people, such as career development, mental health and community engagement for marginalised groups.

Taryn Pearson-Rose, Director Customer Engagement & Libraries, said: *"My Voice' is an exciting and ambitious program that will transform library volunteering for young people by ensuring that their 'voice' contributes to shaping our future library service and its cultural offer.*

"While our libraries already provide many valuable services to young people across Hertfordshire, it will be really exciting to see how these develop and improve under the guidance of the very people they have been created to support.

I hope you're well. I'm writing to ask whether you would consider supporting an urgent project we have at [Amwell Nature Reserve](#) near Ware.

The boardwalk to the White Hide (near the centre of the reserve) was installed over a decade ago and, due to the very wet ground conditions, has deteriorated with significant subsidence it is estimated it has over 2,000 visitors per year. Amwell is one of the most important places for wildlife in the county, significant for its populations of dragonflies, damselflies and birds. Key bird species that can be viewed from this hide include the gadwall, smew and, if we're incredibly lucky, the bittern! It needs repairing and it is calculated the total cost of repairing and replacing the boardwalk at £2,900; Along with Councillor Jonathan Kaye we have provided £1,500 towards these costs from our Locality Budget Scheme?

DISTRICT REPORT FOR TOWN COUNCIL MEETING – 25TH APRIL 2022

5th April 2022 – Audit and Governance Committee

- (1) The meeting started with a training session on Risk Management when we were informed about the potential areas at high and medium risk both to the public, staff and Council. Every effort is made to minimize the risks inherent in any activities organised or the responsibility of Council.
- (2) We next looked at the Annual Leisure Report. Under the Health and Safety heading there were no major incidents during 2021 but 53 accidents were reported which was a decrease of 16 accidents from the previous year. The following internal review highlighted that some additional training was required for staff in relation to reportable accidents versus minor first aid treatments. Unfortunately during the last couple of years where there have been intermittent “lock downs” in place the leisure facilities have been closed. However, venues are now opening up but operational procedures, due to Covid secure restrictions, period lessons, classes and gym and swim sessions all had reduced capacities. For example an exercise class capacity would normally allow 28 users was reduced to 12 to allow social distancing. This has meant achieving performance targets would be very limited.

It was noted that around 35% of members use greener options to travel to work compared to 65% who use car as their mode of transport.

Overall customer feedback levels have remained similar to the previous year at above 80% satisfaction.

Demographic key elements to note are 54% of managers are female and around 4% of staff have a disability. In relation to participants, levels of participation from Black, Asian and minority ethnic are low however it is anticipated that the opening of Hartham Pool may have a positive impact on participation.

Regarding community and social value, Everyone Active has been working with Alzheimer’s UK, the Herts Sports Partnership and table tennis UK to provide a range of initiatives and activities to promote well-being and physical activity to attract a wider range of participants to leisure centres who may not normally consider using leisure centres.

I asked a question regarding the feasibility of providing a separate social area for young people to socialise together after use of the various facilities. Also what help is offered to families who find accessing the centres too expensive. I am awaiting an answer.

- (3) The external auditor has indicated that they expect to give an unqualified audit opinion on the 2020/21 Statement of Accounts and an unqualified Value for Money conclusion.

(4) Monitoring for 2021/22 Quarter Three Strategic Risk Register and Annual Review of Risk Management Strategy. In view of the major changes made to the Risk Management Strategy for 2022/23 and the favourable feedback from Members and Officers, no changes are proposed for 2022/23. Officers maintain a constant review of all business and risk strategies affecting all areas of Council business and responsibilities.

(5) Shared Anti-Fraud Plan. The Anti-Fraud Plan ensures that the Council considers and acknowledges the risk of fraud, has in place appropriate policies and processes to deter/prevent/investigate fraud, and that senior Officers understand their role in protecting the Council against fraud. Officers in East Herts are constantly aware of the need for vigilance and detection of possible fraud being perpetrated within the responsibilities of the Council and have ensured that appropriate measures exist and are activated immediately should any incident of fraud be detected.

Angela Alder
Sawbridgeworth Ward Member

YOUNG PEOPLE AND SCHOOLS/FOOTPATHS AND OPEN SPACES CHAMPION'S REPORT FOR TOWN COUNCIL 25 APRIL 2022

1 YOUNG PEOPLE AND SCHOOLS

- **School Council briefings and Town School Council meetings:** I still have only two bookings for a Chamber briefing for Mandeville and Reedings in May and June. I am chasing up the rest and trying to set up a Town School Council meeting. I have informed all the headteachers about the likely number of Ukrainian children arriving in Sawbridgeworth.
- **School Yellow Book:** Awaiting confirmation that all five head teachers have agreed dates for Claire Evans to visit schools or discuss over Zoom to ensure all schools have an input.
- **Sports Association:** The SSA are awaiting a response from Jackie Bruce at EHDC about sporting provision in the town and the need for additional playing space, especially for the cricket club.

2 FOOTPATHS, OPEN SPACES AND DOG FOULING

- **Footpath repairs/recovery:** repairs to Footpath 22 (Bell Mead allotment to London Road) ongoing; Cllr Furnace has reported issues with Footpath 27 (Church to Sheering Mill Lane).
- **Pishiobury Park LNR:** The areas in front of and beyond the Newton Drive Pishiobury gate have been resurfaced and woodland paths covered in wood chips. Increased use of the Park Has led to some additional litter and broken glass issues.
- **Litter/dog fouling:** still awaiting (consultation on) the waste bin location survey.

David Royle 180422

Green champion report for Full Council meeting 25 April 2022 (as at 18 April 2022)

Sustainable Sawbridgeworth – 19 April

Webinar on farming – local farmer John Haynes will be speaking about the impact of climate change on farming, the DEFRA Sustainable Farming initiative, self-sufficiency, and the effect of the war in Ukraine. All welcome. Register by email sustainablesawbridgeworth@gmail.com

Citizen's Science Group meeting – 27 April

This next meeting will be at Sheering Mill walking upstream a short way to test out some of the activities for River Day in May. This includes a new gadget for measuring the depth and profile of the river, and doing water tests for nitrates and phosphates.


Tidy Up Sawbridgeworth – 26 March

This was a very successful event, probably TUS' best yet with 35 people of all ages out picking up litter – thanks to resident Corinne Lewis for organising it so well.

Cllr Annelise Furnace

SUSTAINABLE SAWBRIDGEWORTH PRESENTS

Sustainable Farming



A ZOOM TALK 20:00 ON TUESDAY 19 APRIL

John Haynes


Farm Manager, MJ & SC Collins www.mjscollins.com

An overview of local farming

- * climate change impact
- * the DEFRA Sustainable Farming Initiative
- * sustainability/self-sufficiency
- * the impact of the war in Ukraine

Book your place and receive the Zoom link via sustainablesawbridgeworth@gmail.com

Sustainable Sawbridgeworth: local people, sharing a passion for the environment and all things sustainable



Appendix E



SAWBRIDGEWORTH TOWN COUNCIL

STANDING ORDERS

**Reviewed by F&P Committee
on 17th January 2022**

**To be approved by Full Council 25th April
2022**

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1. Meetings

- a) Meetings of the Council shall be held at the Council Offices at 7.30pm on the last Monday of the month unless the Council; otherwise decides at a previous meeting.
- b) Smoking is not permitted at any meeting of the Council.
- c) If, due to space limitations at the Council Offices, and it being apparent that there would be likely to be great public interest in any item on the agenda, meetings of the Council may be held at another venue and on another day of the week, at the instigation of the Clerk in consultation with the Mayor. Due notice to be given at the earliest opportunity.

2. The Statutory Annual Meeting

- a) In an election year shall be held on a Monday within 14 days following the day on which the councillors elected take office
- b) In a year which is not an election year shall be held on the last Monday in May.

3. In addition to the Statutory Annual Meeting at least three other statutory meetings shall be held on the last Monday in the months of September and November and January.

4. Chairman of the Meeting

The person residing at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.

5. Proper Officer

Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases, (s)he shall be the Clerk or nominated officer:-

- a) To receive declarations of acceptance of office
- b) To receive and record notices disclosing personal and prejudicial interests.
- c) To receive and retain plans and documents
- d) To sign notices or other documents on behalf of the Council
- e) To receive copies of bylaws made by a District Council
- f) To certify copies of bylaws made by the Council
- g) To sign summons to attend meeting of the Council
- h) To keep proper records for all Council meetings

6. Quorum of the Council

Four members shall constitute a quorum.

7. If a quorum is not present or if during a meeting the number of councillors present (not counting those debarred by reason of a declared prejudicial interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.
8. For a quorum relating to a committee or sub-committee, refer to standing order 47.

9. **Voting**

Members shall vote by show of hands or, if at least two members so request, by signed ballot.

10. If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request may be made before or after the vote but in any event before moving on to the next business.
11.
 - a) Subject to (b) and (c) below the Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not (s)he gave an original vote.
 - b) If the person presiding at the annual meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term of office (s)he may not give an original vote in an election for Chairman.
 - c) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

12. **Order of Business**

At each Annual Meeting the first business shall be:-

- a) To elect a Chair of the Council
- b) To establish whether anyone present wishes to record the meeting
- c) To receive the Chair's declaration of acceptance of office or, if not then received, to decide when it shall be received.
- d) In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
- e) To decide when any declarations of acceptance of office and written undertakings to comply with the Code of Conduct adopted by the Council which have not been received as provided by law shall be received.
- f) To receive members' apologies for absence this should be directly to the Clerk in advance of the meeting start time by the member concerned unless due exceptional circumstances. The minutes should clearly reflect whether the absence has been formally

approved/accepted by the majority of Councilors present and voting or not.

- g) To elect a Vice-Chair of the Council
- h) To appoint representatives to outside bodies
- i) To appoint committees and sub-committees
- j) To consider the payment of any subscriptions falling to be paid annually
- k) To inspect any deeds and trust investments in the custody of the council as required;

and shall thereafter follow the order set out in Standing Order 15.

13. At every meeting other than the Annual Meeting the first business shall be to

- a) Appoint a Chair if the Chair and Vice-Chair be absent.**
- b) To receive members' apologies for absence this should be directly to the Clerk in advance of the meeting start time by the member concerned unless due exceptional circumstances. The minutes should clearly reflect whether the absence has been formally approved/accepted by the majority of Councilors present and voting or not.**
- c) To receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.**

14. In every year, not later than the meeting at which estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees. Standing Order 37 must be read in conjunction with their requirement.

15. After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-

- A. To read and consider the Minutes, provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
- B. After consideration to approve the signature of the Minutes by person presiding as a correct record.
- C. To deal with business expressly required by statute to be done.
- D. To dispose of business, if any, remaining from the last meeting.
- E. To receive such communications as the person presiding may wish to lay before the Council.
- F. To answer questions from Councillors.
- G. To receive and consider reports and minutes of committees and advisory committees.
- H. To receive and consider resolutions or recommendations in the order in which they have been notified.
- I. To authorise the sealing of documents.
- J. To receive and consider reports from officers of the Council.

- K. To authorise the signing of orders for payment
- L. Any other business specified in the summons.
- M. Parish Matters.

16. Urgent Business

A motion to vary the order of business on the ground of urgency:

- a) May be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and
- b) shall be put to the vote without discussion.

17. Resolutions Moved on Notice

Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least 7 clear days before the next meeting of the Council.

- 18. The Clerk shall date every notice of resolution or recommendation when received by him/her, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.
- 19. The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that (s)he intends to move at some later meeting or that (s)he withdraws it.
- 20. If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- 21. If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report, provided that the Chairman, if (s)he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
- 22. Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties which affect its area.

23. Resolutions Moved Without Notice

Resolutions dealing with the following matters may be moved without notice:-

- a) To appoint a Chairman of the meeting

- b) to correct the Minutes
- c) to approve the Minutes
- d) to alter the order of business
- e) to proceed to the next business
- f) to close or adjourn the debate
- g) to refer a matter to a committee
- h) to appoint a committee or any members thereof
- i) to adopt a report
- j) to authorise the sealing of documents
- k) to consider otherwise than in committee a question affecting an employee of the Council
- l) to give leave to withdraw a resolution or amendment
- m) to extend the time for speeches
- n) to exclude the press
- o) to exclude the public (see Order 66 below)
- p) to silence or eject from the meeting a member named for misconduct (see Order 32 below)
- q) to give the consent of the Council where such consent is required by these Standing Orders
- r) to suspend any Standing Order (see Order 75 below).
- s) to adjourn the meeting.

24. Questions

A member may ask the Chairman of the Council or the Clerk any questions concerning the business of the Council, provided 7 clear days' notice of the question has been given to the person to whom it is addressed.

- 25. No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
- 26. Every question shall be put and answered without discussion. If a question be answered the Member putting a question may put one supplementary question.
- 27. A person to whom a question has been put may decline to answer.

28. Rules of Debate

No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.

- 29. a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him/her before it is further discussed or put to the meeting.
- a) A member when seconding a resolution or amendment may, if he then declares his/her intention to do so, reserve his/her speech until a later period of the debate.

- b) A member shall direct his/her speech to the question under discussion or to a personal explanation or to a question of order.
 - c) An amendment shall be either:-
 - i) to leave out words
 - ii) to leave out words and insert others
 - iii) to insert or add words.
 - d) An amendment shall not have the effect of negating the resolution before the Council.
 - e) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
 - f) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
 - g) A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
 - h) explanation. A member rising for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him/her which may have been misunderstood.
 - i) A motion or amendment may be withdrawn by the proposer with the unanimous consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
 - j) When a resolution is under debate no other resolution shall be moved except the following:
 - i To amend the resolution
 - ii To proceed to the next business.
 - iii To adjourn the debate.
 - iv That the question be now put.
 - v That a member named be not further heard.
 - vi That a member named do leave the meeting
 - vii That the resolution be referred to a committee
 - viii To exclude the public and press
 - ix To adjourn the meeting
30. a) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
- b) Members shall address the Chairman.
- c) If two or more members rise, the Chairman shall call upon one of them to speak and the others shall resume their seat.
- d) Whenever the Chairman rises during a debate all other members shall be seated and silent.

31. Closure

At the end of any speech a member may, without comment, move "that the question be now put", "that the debate be now adjourned" or "that the Council do now adjourn". If such motion is seconded, the Chairman shall put the motion but, in the case of a motion "that the question be now put", only if (s)he is of the opinion that the question before the Council has been sufficiently debated. If the motion "that the question be now put" is

carried, (s)he shall call upon the mover to exercise or waive his/her right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

32. Disorderly Conduct

- a) **All members must behave in a manner required by the Code of Conduct which was adopted by the Council on 29 May 2007, a copy of which is annexed to these Standing Orders.**
- b) No member shall at the meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly **or in such a manner as to bring the Council into disrepute.**
- c) If, in the opinion of the Chairman, a member has broken the provisions of paragraph (a) or (b) of this Order, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion. **If a member reasonably believes another member is in breach of the code of conduct, that member is under a duty to report the breach to the Standards Board for England.**
- d) If either of the motions mentioned in paragraph (c) is disobeyed, the Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

33. Right of Reply

The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

34. Alteration of Resolution

A member may, with the consent of his/her seconder, move amendments to his/her own resolution.

35. Rescission of Previous Resolution

- a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least 7 members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.

b) When a special resolution or any other resolution moved under the provisions of paragraph (a) of this Order has been disposed of, no similar resolution may be moved within a further six months.

c) This Order shall not apply to rescinding resolutions moved in pursuance of the report of recommendation of a committee.

36. Voting on Appointments

Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

37. Discussions and Resolutions Affecting Employees of the Council

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the public shall be excluded. (See Standing Order No. 67)

38. Resolutions on Expenditure

Any resolution (which is moved otherwise than in pursuance of a recommendation of the Finance Committee or of another committee after recommendation by the Finance Committee) and which, if carried, would, in the opinion of the Chairman substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon (and the Finance Committee shall report on the financial aspect of the matters).

39. Expenditure

Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.

40. Sealing of Documents

a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.

b) Any two members of the Council named in a resolution moved under the provisions of paragraph (a) of this Order may seal, on behalf of the Council, any document required by law to be issued under seal.

41. Committees and Sub Committees

The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary clearly defining roles of the committees and any delegated powers, but subject to any statutory provision in that behalf:-

- a) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
- b) May appoint persons other than members of the Council to any committee; and
- c) may subject to the provisions of Order 35 above at any time dissolve or alter the membership of the committee.

42. The Chairman and Vice-Chairman ex-office shall be members of every committee.

43. Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the council, and shall settle its programme of meetings for the year.

44. Special Meeting

The Chairman of a committee or the Chairman of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

45. Sub-Committees

Every committee may appoint sub-committee for purposes to be specified by the committee.

46. The Chairman and Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.

47. Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be one half of its members.

48. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.

49. Advisory Committees

- 1) The Council may create advisory committees, whose name, and number of members and the bodies invited to nominate members

shall be specified.

- 2) The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.
- 3) An advisory committee may make recommendations and give notice thereof to the Council.
- 4) An advisory committee may consist wholly of persons who are not members of the Council.

50. Voting in Committees

Members of committees and sub-committees entitled to vote shall by show of hands, or, if at least two members so request, be signed ballot.

51. **Chairman of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.**

52. Presence of Non-Members of Committees at Committee Meetings

A member who has proposed a resolution which has been referred to any committee, of which he is not a member, may explain his/her resolution to the committee but shall not vote.

53. Accounts and Financial Statement

- 1) Except as provided in paragraph (2) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
- 2) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the appropriate officer. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the proper officer for payment with the approval of the Chairman or Vice Chairman of the Council.
- 3) All payments ratified under sub-paragraph (2) of this Standing Order or made without authority of the Council shall be separately included in the next schedule of payments before the Council.

54. The Responsible Financial Officer shall supply to each member at the ordinary meeting next after the end of the Financial Year a Financial statement of receipts and payments for the Council.

55. Estimates / Precepts

- 1) The Council shall approve written estimates for the coming financial year at its meeting at the end of the month of January.
- 2) Any committee desiring to incur expenditure shall give to the Clerk a

written estimate of the expenditure recommended for the coming year no later than 30 September.

56. Interests

If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 29 May 2007 then (s)he shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of that interest as required.

57. If a member who has declared a personal interest then considers the interest to be prejudicial, (s)he will declare that and after making any representations, answering questions or giving evidence relating to that business, (s)he must withdraw from the meeting for the remainder of the item to which the interest relates.
58. The Clerk shall hold a copy of the Register of Members' Interests in accordance with instructions received from the Monitoring Officer of the Responsible Authority and/or as required by statute.
59. If a candidate for any appointment under the Council is to his/her knowledge related to any member of or the holder of any officer under the Council, (s)he and the person to whom (s)he is related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed this Standing Order shall apply.
60. The Clerk shall make known the purport of this Standing Order to every candidate.
61. Canvassing of and Recommendations by Members
- 1) Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this sub-paragraph of this Standing Order to every candidate.
 - 2) A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
62. Standing Order Nos. 59 and 61 shall apply to tenders as if the person making the tender were a candidate for an appointment.
63. Inspection of Documents

A member may for the purpose of his/her duty as such (but not otherwise) inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.

64. **(a) All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.**

(b) The Minutes of the Council shall be open for inspection by any local government elector of the parish without charge.

65. Unauthorised Activities

No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:-

- a) inspect any lands or premises which the Council has a right or duty to inspect; or
 - b) issue orders, instructions or directions
- unless authorised to do so by the Council or the relevant committee or sub-committee.

66. Admission of the Public and Press to Meetings

The public and press shall be admitted to all meetings of the Council and its committees and sub-committees, which may, however, temporarily exclude the public by means of the following resolutions:-

"That in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw."

67. The Council shall state the special reason for exclusion.

68. At all meetings of the Council the Chairman may at his(her) discretion and at a convenient time in the transaction of business adjourn the meeting so as to allow any member of the public to address the meeting in relation to the business to be transacted at that meeting. This opportunity will also apply to any member who is otherwise excluded due to a declared interest per SO 57.

69. **The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.** There shall be no audio or video recording or photographs of the meeting without the express approval of the Council.

Audio or video recording or photographs of meetings of Council and its Committees are permitted provided that

- a) Recording is overt and plainly evident to anyone present at the meeting
- b) No additional lighting or flash photography are to be used unless prior approval of the Council has been obtained

- c) No interruptions to or disturbance of the meeting are caused
- d) No oral commentary or reporting of the meeting as it takes place is permitted by a person present at the meeting
- e) Only members, officers of the Council and members of the public who are speaking under 'Public Participation' are recorded unless prior permission has been obtained from the individuals concerned who do not fall within these categories (and, in the case of minors, from a parent or guardian)

No liability is accepted by the Council for any actions(s) of the person recording

70. If a member of the public interrupts the proceedings at any meeting the Chairman may, after warning, order that (s)he be removed from the meeting.

71. Confidential Business

- 1) No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.
- 2) Any member in breach of the provisions of paragraph (1) of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

72. Liaison with County and District Councillors

A notice of meeting shall be sent together with an invitation to attend to the County, Unitary or District Councillor for the appropriate ward.

73. Unless the Council otherwise orders, a copy of each letter ordered to be sent to the County Council or Planning Authority shall be transmitted to the County Councillor for the division or to the Planning Authority Councillor for the ward as the case may require.

74. Planning Applications

- 1) The Clerk shall, as soon as it is received, enter in a book kept for the purpose the following particulars of every planning application notified to the Council:-
 - (a) the date on which it was received ;
 - (b) the name of the applicant ;
 - (c) the place to which it relates
 - (d) a summary of the nature of the application.
- 2) The Clerk shall refer every planning application received to the Chairman / Chairman of the Planning Committee or in the Chairman's absence to the Vice-Chairman within 48 hours of receipt.

75. Code of Conduct on Complaints

The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in such manner as adopted by the Council except for those complaints which should be properly directed to the Standards Board for consideration.

76. Variation, Revocation and Suspension of Standing Orders

Any or every part of the Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business.

77. A resolution permanently to add, vary or revoke a Standing Order shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

78. Standing Orders to be given to Members

A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him/her of the member's declaration of acceptance of office and written undertaking to comply with the Code of Conduct adopted by the Council.

Appendix F

HR and H&S tendering prices x 3

The Sawbridgeworth Town Council Currently subscribe to ELAS who supply HR and H&S support. The company has been bought by another company, Citation who supply similar assistance but on a modern platform.

This contract was due for tender in 2021 but due to the contract finishing in September and a three-month notice period was in place, the contract renewed for 1 more year. Notice has now been served by the Clerk and the contract will expire in September.

The three attached quotes are to allow a tendering process to highlight the costs but through this the Clerk has also managed to assess the support each company offers all with similar cover, (Health & Safety and HR & Employment Law Workplace Expert services) but costs and company experience vary.

The options to progress with the service are:-

Remain with ELAS – support reducing, IT platform old, costly service

Move to Citation - medium cost, H&S visits made to offices annually, IT support, training, annual leave and sickness monitoring, can supply support immediately, transition would be simplified due to company access to the Elas information.

Move to BrightHR – low cost, all support similar to Citation, no annual H&S visits, remote advisors.

Move to Worknest – high cost, all support similar to Citation

Chris Hunt 20/4/22

Fee Summary

60-month Support Agreement

Fixed Fee HR Support and Health & Safety Compliance exclusive of VAT	£3,954 per annum
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36-month Support Agreement

Fixed Fee HR Support and Health & Safety Compliance exclusive of VAT	£4,275 per annum
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Other

Legal Expenses Insurance Administration Fee Based on 8 employees, exclusive of VAT	£55.00 per annum
Legal Expenses Insurance (employment claims) optional inclusive of Insurance Premium Tax	£15.00 per person per annum (min. charge £100 per annum)
Legal Expenses Insurance (Health and Safety prosecution) optional inclusive of Insurance Premium Tax	£3.50 per person per annum
LearningNest Core ELearning - 8 Users exclusive of VAT FREE for the first 12 months. If you love it and want to keep it after the free period, then it will be charged from year two. If you don't want to retain the service at the end of the free period, simply email us at elearning@elliswhittam.com no later than 1 month before the first anniversary of your service agreement and we will cancel it with no fuss and no charge.	FREE for the first 12 months then £436 per annum

Our Terms

Our honest approach to doing business.

Our fees are as set out in the Fees Summary.

Please find a copy of our full Service Agreement Terms [here](#). The document explains WorkNest's terms of business, the terms that apply in relation to legal expenses insurance and key features and suitability of insurance cover offered. It is an important document and should be read and understood by you because it will form part of the agreement between us. WorkNest is authorised and regulated by the Financial Conduct Authority, registration number 310779. Our legal expenses insurance (including the payment of representation costs and compensation / settlement monies) is provided subject to the insurer's terms of insurance cover. You can access a full copy of our insurance terms [here](#).

Contact

To gain access to quality advice, brilliant service and professional support from day one, please contact me.

Tony Crabb
Regional Business Director
 Telephone: 07920 743640
tonycrabb@worknest.com



INVESTORS
IN PEOPLE | Silver
Until 2020

CITATION

Quotation based on 9 employees (7 part time)

H&S Workplace Expert and Employment Law Workplace Expert Only

- 12 months - £179+VAT per month
- 24 months - £130+VAT per month + 1 month free HS and HR service.
- 36 months - £115+VAT per month + 2 month free HS and HR service.

H&S Workplace Expert and Employment Law Workplace Expert + FRA Option

- 24 months - £160+VAT per month + a one off fire risk assessment within the term and 2 months free HS and HR service.
- 36 months - £152+VAT per month + a one off fire risk assessment within the term and 3 months free HS and HR service.

Summary of benefits of moving over from Citation:

- ✓ 50% increase in rewards regarding indemnity (H&S Advice Guarantee). Citation will pay the costs of defending safety precautions and actions taken by an enforcing authority (T&C's – Citation advice followed). Payment capped at £150k per case / £1.5 million per annum, with Elas it was £100k per case / £1 million per annum.
- ✓ In the event of a serious accident at work (loss of life or limb) we attend the client's premises within 4 hours to provide assistance, advice and support.
- ✓ Costs covered for pay fee for intervention (providing Citation recommendations are followed), it can be around £160 per hour.
- ✓ Elearning included, please see the attached brochure.
- ✓ Dedicated Success Team and Relationship manager, to work with you through any queries
- ✓ Access to a lot more consultants available to provide you with advice and support.
- ✓ Health & safety clients can use the Citation Health & safety Quality Mark to be displayed on letterheads, quotations, in advertisements and other promotional material, shown as part of tenders, added to company signage and it has a range of other applications.
- ✓ We are the only company that will guarantee compliance.
- ✓ Holiday management through Atlas, also with sickness and absence, which will report and spot trends.
- ✓ Risk assessment tool with 1,600 plus templates and the ability to create your own risk assessment through this tool.
- ✓ Reporting suite within Atlas and ability to distribute documents to employees electronically.
- ✓ Delegation of Employee Responsibilities, Rules and Procedures.
- ✓ Atlas support team to support with questions and queries.
- ✓ On site visit to collate Contracts of Employment.
- ✓ Installation of Contracts of Employment.
- ✓ Site visit can be used for contracts review.

Chris Hunt

From: James Ainsworth-McVey <James.AinsworthMcVey@brighthr.com>
Sent: 30 September 2021 12:37
To: Chris Hunt
Subject: BrightHR Quote
Attachments: Bright HR Super Info!.pdf; BrightHR - Prime Package.pdf; IPID BHR- BrightInsure.pdf; IPID BHR- BrightSafe Insure.pdf

Hi Chris,

Thanks again for your time today, it was great to meet you! Please find some information attached & below on the BrightHR services we discussed.

Today's Price;

BrightPrime Package: £73.60 per month

+ Optional Insurances: £22.80

* All costs Excl. VAT or IPT

Anytime Price;

BrightPrime Package: £92.00 per month

+ Optional Insurances: £22.80

* All costs Excl. VAT or IPT

This price would be fixed for 60 months, and would not increase, even if you were to grow as a business. The Prime package includes the following:

BrightHR Feefo Reviews - <https://www.feefo.com/en-GB/reviews/bright-hr?displayFeedbackType=BOTH&timeFrame=YEAR>

BrightHR Youtube - <https://www.youtube.com/channel/UCKvE4P25zlQ5TbpaZweylcg>

Blip App - <https://www.youtube.com/watch?v=kQHDv28KFI8>

BrightHR App - <https://www.youtube.com/watch?v=OaxiWDDbKCM>

Health & Safety Advice (BrightSafe)

BrightSafe is your direct line to qualified health & safety specialists. Whether you need advice on replacing fire extinguishers or you want to know if a new law affects you, the right answer's a phone call away.

- Open 24/7, for quick answers to niggling questions or in-depth guidance before upcoming inspections.
- Get tailored advice so you're confident that your business complies with the latest health & safety legislation.
- Access to a library of health & safety document ready to go and support from our consultants over the phone to guide on the usage.
- Interactive E-Learning modules for the staff members to complete and then be issued with a certificate.



Employment Law Advisory Service (BrightAdvice)

Providing you quick access to expert legal support whenever you need it. Plus, our advisors won't bombard you with legal jargon either. Their advice is always clear, useful and perfectly tailored to your business.

- Speak to our Group's qualified legal advisors 24/7
- Get confidential HR advice to help you avoid mistakes, employment tribunals and huge financial penalties.
- Instantly see the answers to your most recent advice questions with the BrightAdvice mobile app.
- The Advisory app allows you to view any advice that you have received any time, day or

Appendix G

West Road Allotments

Developers, Barratt Homes have offered to alter the allotments on the new site off West Road to the attached drawings.

The design was from a site meeting held with developers, the Clerk and the STC allotments manager. During the meeting it was mentioned the developers were keen to retain the ground to the North of the site, earmarked for recreational land and to be handed to STC for management under the 106 legislation.

The Clerk has questioned this with EHDC planning legal team and the below response was received.

*For the avoidance of doubt the informal recreation space is included in the definition of Public Open Space. Under Schedule 2 Public Open Space, Information Recreation Area and Allotments para 4.1 states, "Upon completion of the Public Open Space the Owner **may** transfer the Public Open Space (or any parts(s) thereof) to the Management Body or the Council (or its Nominee).*

*Note the clause says "**may**" not "must", "shall" or "will" , it is also allows for any part or parts to be transferred.*

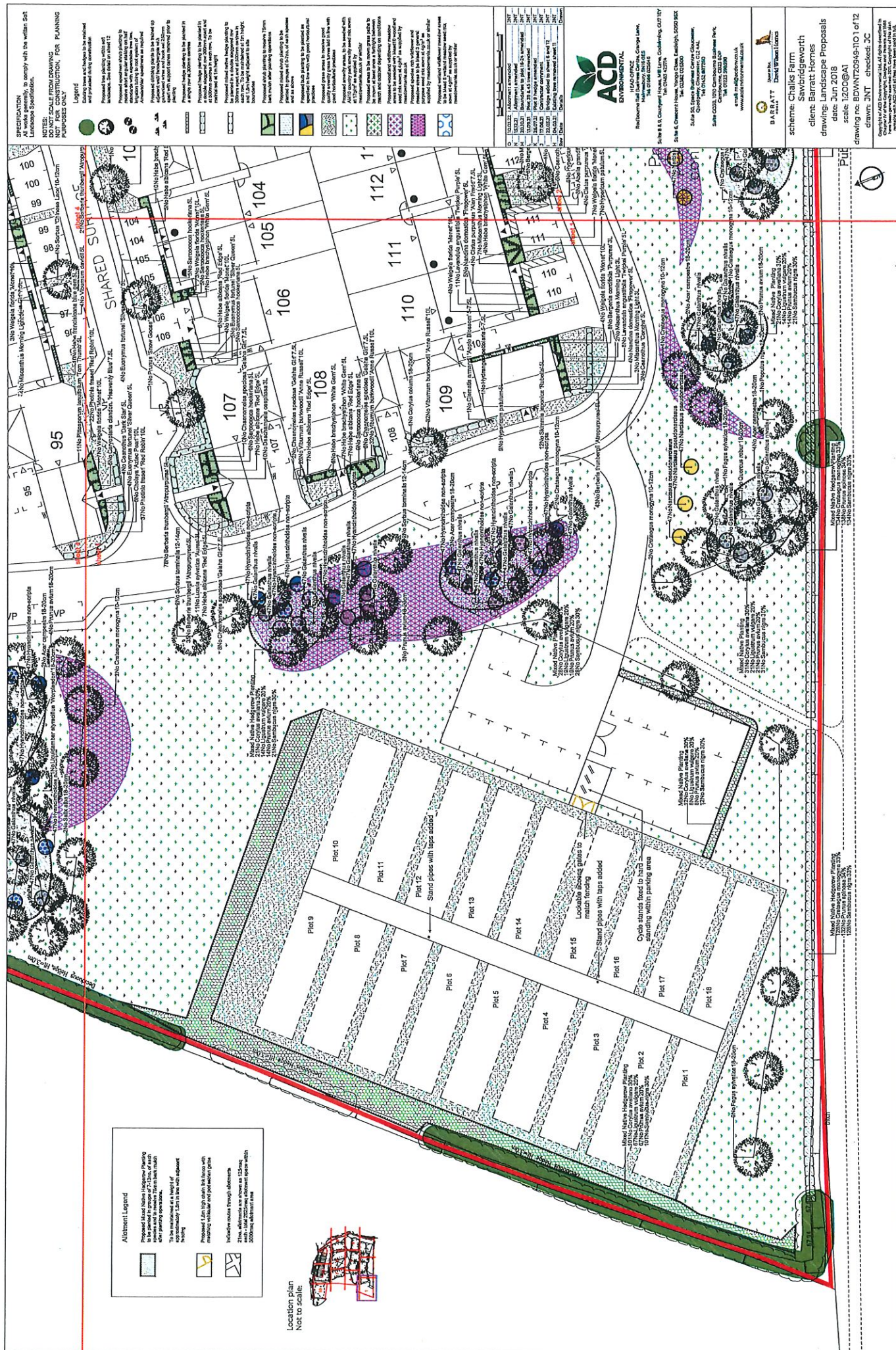
EHDC have stated that if STC would like to manage the land as per the original agreement would require independent legal advice under the instruction and expense of the Town Council.

Options are to make a legal challenge or allow the land to be maintained by the developers maintenance company for the estate.

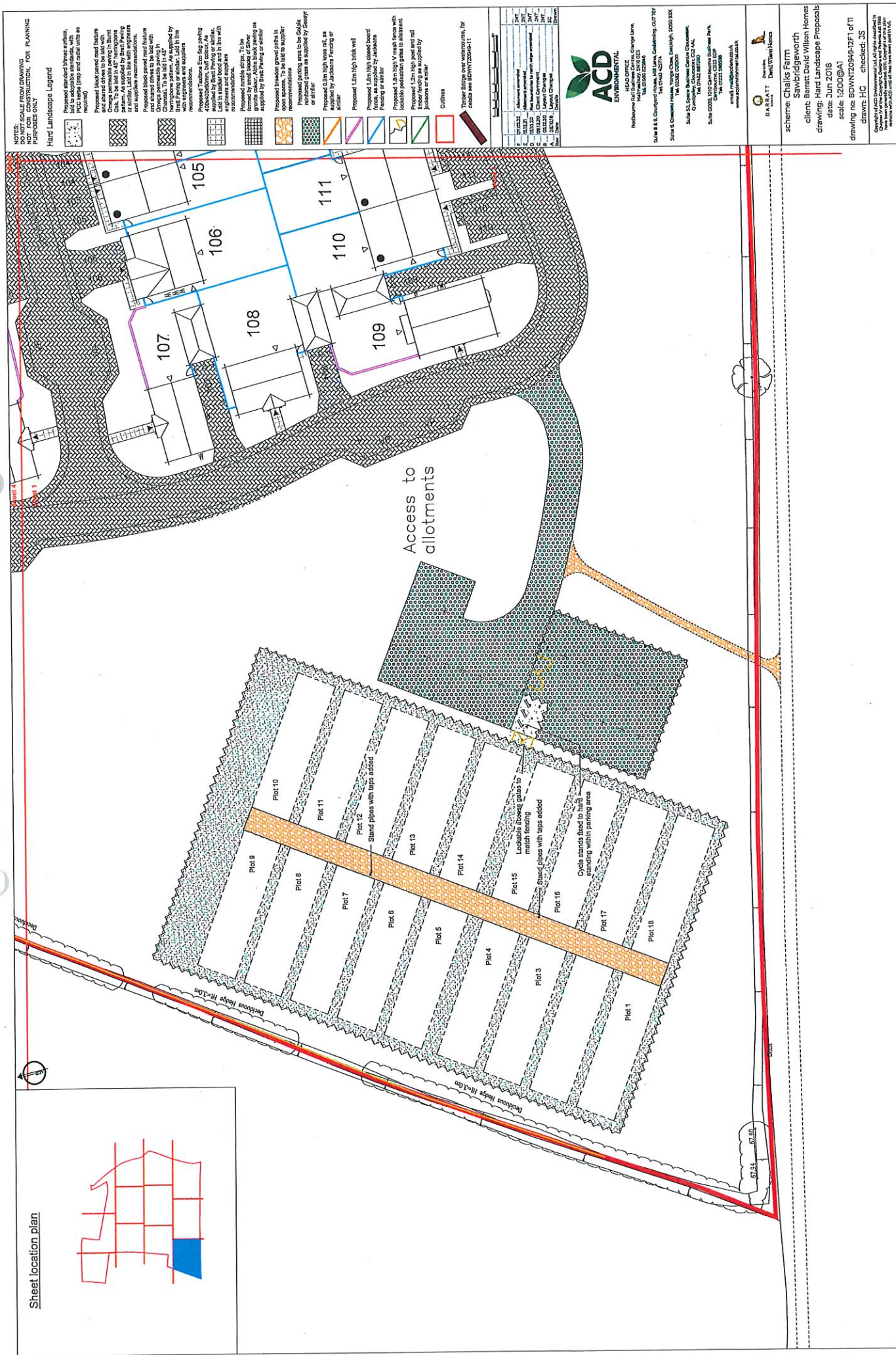
Further advice on the question of the developers building on the land has resulted in legal advice as follows.

In terms of the Public Open Space, Schedule 2 of the s106 makes in clear on page 38 para 4.2.1 that the Public Open Space shall not be used for any purpose other than for the recreational and amenity use of the general public.

Christopher Hunt. 20/4/22



A 4x4 grid of squares. A red path starts at the top-left square, moves right to the second square, then down to the third square, then right to the fourth square, then down to the bottom-left square, then right to the bottom-middle square, then up to the middle-right square, then right to the top-right square, and finally down to the square immediately below the top-right square. The square immediately below the top-right square is shaded blue.



drawing no: BDWNT20949-12F1 of 11
drawn: HG checked: JS

Appendix H

Sawbridgeworth Town Council

Subject: Clerk's Report March/April 2022

Date: 28th March 2022

Cemetery

- The Ranger has been busy grass cutting and completing maintenance with a steady flow of enquiries and ceremonies.

Chamber Use

- Hosting of external meetings
 - Community surgeries
 - Law advice, University of Hertfordshire
 - CAB free facility for IT and phone calls free of charge

Community Transport - Sawbobus and Minibus Hire

- Bus charges will start April 2022, £1 per day
- Laura is actively seeking sponsorship and 2 more sponsors found

East Herts District Council

- EH Clerks meeting 19 September majored on markets in the district.

Footpaths

- Footpath 27 enquiries are still progressing via Cllr Furnace

Projects

- Town Green has now reached a point where the working party need to assess the survey

Staff

- Second Rangers role profile has been written and has been advertised
- Job Evaluation has been completed and appraisals formerly held.

Mayors partnership meeting

- Several partners invited and Hailey center actively supporting the event.

HR Support

- Current HR Support from ELAS will need to be changed due to company being taken over and new supplier found

Appendix I

Town Projects Manager Update Report

April 2022

PROJECT TITLE	Committee / Group	DATE OF COMPLETION	STATUS
Town Market	ECON STAP	Spring / early summer	Ongoing research on market rights and legal powers to hold a market. Food Act reasech and planning permission to hold a market.
Jubilee Four Day Weekend	Full Council	02/03/04/05 June	Sourcing suppliers and finalising location details
			Design Chambers re-working logo.
			Beacon lighting registration
			Liaise with hospitality industry to coordinate a joint initiative delivery across the town.
			Search for a Town Crier Competition
Town Vibrancy and Bussiness Liaison	ECON STAP	Ongoing	Bench for the platinum julee - explore costs & locations
			Mural from Gold Brush
Town Green Project	ECON STAP	Ongoing	Project cost submitted awaiting approval
			Survey Monkey closed and results collated
Civic Dinner	Mayor	Friday May 13th	Moving to next stage following collation of responses from survey monkey and a follow up meeting of the working party.
			Research a Landscapt architect
			Memorial hall booked
			Band booked
			Magpie Catering booked
			Décor - ongoing
			Raffle prizes to source
			Guest lists and invitation to be sent

Town Projects Manager Update Report

April 2022

Re-Imagining Project	Great St Mary's & The Community	Ongoing	Community liaison work
Canals & River Trust Open Day	Eco- Audit Group	Saturday May 21st	Working in liason with Canals & Rivers trust to provide a family fun afternoon with Citizen Science Project (Bob Reed) to discover all that there is on the banks and in the river.
Fun on the Field	Full Council	Saturday 3rd September	First Aid Cover booked.
Travel Challenge Week	Eco Audit	19th - 24th September	To re-establish school network and ascertain the format for a new approach to travel challenge and town selfie walk.
Remembrance Day	Full Council	Sunday 13th November	Preparation / Wreaths / Logistics
Christmas Event	Full Council	Saturday 26th November	Preparation & Logistics - TENDER DOCUMENT TO PREPARE ASAP
ONGOING WORK			
Mentoring town clerk for CilCA			
General Admin			
Cemetery Manager Role			
Eco Audit attendance at group meetings.			Re-visit 3Acorns and book visit
Town Green Working Party attendance at group meetings			Completion of STC Eco-Audit for revisit by 3 Acorns
War Memorial group			Currently in the process of finalising the work to repair the indoor altar wood work
West Road Open Space			

Appendix J

Detailed Income & Expenditure by Budget Heading 01/03/2022

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>100 Staff</u>						
4000 Bowran R		0	0	0		0
4001 Carter L						
4003 Sargant J						
4004 Parrish S						
4005 Dale L						
4008 Jones J						
4011 V Derrick						
4012 G Howell						
4014 S Crocker						
4015 C Hunt						
4016 A Robinson						
4017 N Shenton						
4029 Salary Recharge						
4035 NIC	46,231	28,437	20,304	(8,133)		(8,133)
4040 Pension	43,819	24,278	25,099	821		821
Staff :- Indirect Expenditure	194,115	143,831	179,683	35,852	0	35,852
Net Expenditure	(194,115)	(143,831)	(179,683)	(35,852)		
<u>200 General Administration</u>						
1076 Precept	339,283	361,628	361,628	0		
1078 New Homes Bonus	8,863	0	0	0		
1090 Interest Received	82	58	750	692		
1999 Miscellaneous Income	1,404	151	0	(151)		
General Administration :- Income	349,632	361,837	362,378	541		
4035 NIC	0	3,929	0	(3,929)		(3,929)
4040 Pension	0	2,436	0	(2,436)		(2,436)
4045 Subcontracted Labour	490	366	0	(366)		(366)
4070 Subscriptions	2,619	1,672	1,500	(172)		(172)
4075 IT Support	9,689	11,224	6,000	(5,224)		(5,224)
4080 Training (Members)	30	240	1,000	760		760
4081 Travel Expenses	36	204	240	36		36
4082 Training (Staff)	281	2,058	1,600	(458)		(458)
4083 Clerks Expenses	79	5	250	245		245
4090 IT Development	0	0	1,000	1,000		1,000
4095 Photocopy Charges	1,068	1,310	1,500	190		190
4100 Telephone/Broadband	2,137	2,022	2,500	478		478
4105 Postage	681	584	900	316		316
4110 Stationery	1,138	973	750	(223)		(223)

Detailed Income & Expenditure by Budget Heading 01/03/2022

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4115 Insurance	0	0	6,100	6,100		6,100
4120 Bank Charges	195	181	600	419		419
4125 Repairs & Renewals	0	0	500	500		500
4130 Staff Care	893	1,636	1,500	(136)		(136)
4135 Office Care	3,256	4,091	2,500	(1,591)		(1,591)
4140 Office Equipment	864	1,978	1,000	(978)		(978)
4180 Accountancy Services	110	1,588	1,500	(88)		(88)
4185 Audit	2,100	0	2,200	2,200		2,200
4190 Professional Fees	3,627	5,284	1,700	(3,584)		(3,584)
4195 Tourism	217	245	500	255		255
4200 Web-site	1,900	0	2,000	2,000		2,000
4201 Web-site development	0	0	1,000	1,000		1,000
4410 Heat & Light	28	0	0	0		0
4800 Fuel	42	0	0	0		0
4805 Vehicle Maintenance	0	16	0	(16)		(16)
4990 Contingency	5,249	6,197	2,500	(3,697)		(3,697)
4999 Miscellaneous Costs	2,564	4,852	0	(4,852)		(4,852)

General Administration :- Indirect Expenditure	39,293	53,090	40,840	(12,250)	0	(12,250)
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Net Income over Expenditure	310,339	308,747	321,538	12,791		
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210 Democratic Services

1335 Civic Dinner Income	639	2,065	6,000	3,935		
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Democratic Services :- Income	639	2,065	6,000	3,935		
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4310 Election Expenses	0	5,870	2,500	(3,370)		(3,370)
4315 Mayor's Allowance	65	267	1,500	1,233		1,233
4330 Civic Events	0	714	2,500	1,786		1,786
4335 Civic Dinner Expenditure	1,800	3,850	5,000	1,150		1,150

Democratic Services :- Indirect Expenditure	1,865	10,701	11,500	799	0	799
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Net Income over Expenditure	(1,226)	(8,636)	(5,500)	3,136		
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220 Grants

1375 Income	(56)	0	0	0		
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Grants :- Income	(56)	0	0	0		
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4350 Grants - SYPRC	0	0	1,000	1,000		1,000
4355 Grants - The Hailey Centre	0	0	1,000	1,000		1,000
4360 Grants - Twinning - Bry	1,000	0	0	0		0
4370 Grants - S137	0	0	75	75		75
4375 Grants - Citizens' Awards	0	0	500	500		500

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4380 Grants - Other	3,000	1,470	2,500	1,030		1,030
Grants :- Indirect Expenditure	4,000	1,470	5,075	3,605	0	3,605
Net Income over Expenditure	(4,056)	(1,470)	(5,075)	(3,605)		
<u>300 Civic Centre</u>						
1400 Rental Income	0	200	500	300		
Civic Centre :- Income	0	200	500	300		
4115 Insurance	1,723	12,421	0	(12,421)		(12,421)
4105 Rates	7,859	7,859	9,000	1,141		1,141
4410 Heat & Light	2,997	4,069	3,000	(1,069)		(1,069)
4415 Water	1,221	2	100	98		98
4420 Maintenance	4,136	6,205	2,000	(4,205)		(4,205)
4425 Fixtures & Fittings	530	0	1,000	1,000		1,000
4445 New Equipment	0	0	2,000	2,000		2,000
Civic Centre :- Indirect Expenditure	18,465	30,556	17,100	(13,456)	0	(13,456)
Net Income over Expenditure	(18,465)	(30,356)	(16,600)	13,756		
<u>310 Police Suite</u>						
1400 Rental Income	3,840	2,880	3,840	960		
Police Suite :- Income	3,840	2,880	3,840	960		
4420 Maintenance	0	0	250	250		250
Police Suite :- Indirect Expenditure	0	0	250	250	0	250
Net Income over Expenditure	3,840	2,880	3,590	710		
<u>320 Hailey Centre</u>						
4420 Maintenance	250	1,430	2,000	570		570
Hailey Centre :- Indirect Expenditure	250	1,430	2,000	570	0	570
Net Expenditure	(250)	(1,430)	(2,000)	(570)		
<u>330 Other Rented Accommodation</u>						
4400 Rent	3,115	3,140	3,020	(120)		(120)
4410 Heat & Light	601	0	0	0		0
4420 Maintenance	0	48	0	(48)		(48)
Other Rented Accommodation :- Indirect Expenditure	3,716	3,188	3,020	(168)	0	(168)
Net Expenditure	(3,716)	(3,188)	(3,020)	168		

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
400 Bullfield Allotments						
1500 Allotment Rent Income	1,288	1,077	750	(327)		
1510 Allotment Water Income	128	110	200	90		
Bullfield Allotments :- Income	<u>1,415</u>	<u>1,187</u>	<u>950</u>	<u>(237)</u>		
4415 Water	343	413	500	87		87
4420 Maintenance	2,423	716	1,500	784		784
Bullfield Allotments :- Indirect Expenditure	<u>2,766</u>	<u>1,129</u>	<u>2,000</u>	<u>871</u>	<u>0</u>	<u>871</u>
Net Income over Expenditure	<u>(1,351)</u>	<u>58</u>	<u>(1,050)</u>	<u>(1,108)</u>		
410 Bellmead Allotments						
1500 Allotment Rent Income	241	240	120	(120)		
1510 Allotment Water Income	58	23	30	8		
Bellmead Allotments :- Income	<u>299</u>	<u>263</u>	<u>150</u>	<u>(113)</u>		
4415 Water	72	79	50	(29)		(29)
4420 Maintenance	765	600	250	(350)		(350)
Bellmead Allotments :- Indirect Expenditure	<u>837</u>	<u>679</u>	<u>300</u>	<u>(379)</u>	<u>0</u>	<u>(379)</u>
Net Income over Expenditure	<u>(538)</u>	<u>(417)</u>	<u>(150)</u>	<u>267</u>		
420 Vantorts Allotments						
1500 Allotment Rent Income	270	263	125	(138)		
1510 Allotment Water Income	33	28	25	(3)		
Vantorts Allotments :- Income	<u>303</u>	<u>291</u>	<u>150</u>	<u>(141)</u>		
4415 Water	53	61	100	39		39
4420 Maintenance	659	839	750	(89)		(89)
Vantorts Allotments :- Indirect Expenditure	<u>712</u>	<u>900</u>	<u>850</u>	<u>(50)</u>	<u>0</u>	<u>(50)</u>
Net Income over Expenditure	<u>(409)</u>	<u>(609)</u>	<u>(700)</u>	<u>(91)</u>		
430 Southbrook Allotments						
1500 Allotment Rent Income	1,405	1,220	1,000	(220)		
1510 Allotment Water Income	180	163	175	13		
Southbrook Allotments :- Income	<u>1,585</u>	<u>1,382</u>	<u>1,175</u>	<u>(207)</u>		
4415 Water	168	240	250	10		10
4420 Maintenance	291	452	1,250	799		799
Southbrook Allotments :- Indirect Expenditure	<u>459</u>	<u>691</u>	<u>1,500</u>	<u>809</u>	<u>0</u>	<u>809</u>
Net Income over Expenditure	<u>1,126</u>	<u>691</u>	<u>(325)</u>	<u>(1,016)</u>		

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
440 Cemetery						
1550 Burial Fees	26,400	26,935	33,594	6,659		
1560 Memorial Fees	1,880	2,385	2,428	43		
1570 Grave Digging Income	1,990	1,500	2,000	500		
1580 Trees	6,000	3,425	6,694	3,269		
1581 Benches	4,025	1,572	4,666	3,094		
1582 Plaques	120	(144)	750	894		
Cemetery :- Income	40,415	35,673	50,132	14,459		
4029 Salary Recharge	17,292	11,319	12,398	1,079		1,079
445 Subcontracted Labour	0	0	5,000	5,000		5,000
4415 Water	117	199	150	(49)		(49)
4420 Maintenance	1,486	3,225	5,000	1,775		1,775
4440 New Area	0	0	10,000	10,000		10,000
4441 Cemetery Development	1,602	0	0	0		0
4520 Skip Hire	3,540	2,930	3,000	70		70
4525 Grave Digging Costs	590	0	0	0		0
4530 Trees	676	660	1,000	340		340
4531 Benches	3,887	623	2,500	1,877		1,877
4532 Plaques	1,036	900	500	(400)		(400)
4675 Publicity	0	0	500	500		500
Cemetery :- Indirect Expenditure	30,226	19,855	40,048	20,193	0	20,193
Net Income over Expenditure	10,189	15,817	10,084	(5,733)		
450 Playground						
4520 Maintenance	7,372	11,828	5,000	(6,828)		(6,828)
4580 Playschemes	0	0	2,000	2,000		2,000
Playground :- Indirect Expenditure	7,372	11,828	7,000	(4,828)	0	(4,828)
Net Expenditure	(7,372)	(11,828)	(7,000)	4,828		
460 Rivers Heritage Site & Orchard						
1700 RHSOG Income	0	50	0	(50)		
Rivers Heritage Site & Orchard :- Income	0	50	0	(50)		
4700 RHSOG	1,075	1,290	2,500	1,210		1,210
Rivers Heritage Site & Orchard :- Indirect Expenditure	1,075	1,290	2,500	1,210	0	1,210
Net Income over Expenditure	(1,075)	(1,240)	(2,500)	(1,260)		

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Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>500 Groundsman</u>						
1100 Asset Disposal	7,413	0	0	0		
1603 Public Toilet Income	701	760	1,250	491		
1610 Contract - Other	710	0	500	500		
Groundsman :- Income	<u>8,824</u>	<u>760</u>	<u>1,750</u>	<u>991</u>		
4029 Salary Recharge	9,116	8,419	12,398	3,979		3,979
4045 Subcontracted Labour	0	0	10,000	10,000		10,000
4600 Planters	50	1,672	1,000	(672)		(672)
4601 Bell St Conveniences	9,653	11,482	10,000	(1,482)		(1,482)
4605 Parish Paths	0	0	3,000	3,000		3,000
4615 Ranger's Mower	17,862	556	1,500	944		944
4620 Ranger's Tools	1,506	2,136	1,000	(1,136)		(1,136)
4625 Mower Costs	393	0	0	0		0
4630 CCTV	2,640	2,241	2,500	259		259
4635 CCTV Extension	0	1,935	2,500	565		565
Groundsman :- Indirect Expenditure	<u>41,220</u>	<u>28,442</u>	<u>43,898</u>	<u>15,456</u>	<u>0</u>	<u>15,456</u>
Net Income over Expenditure	<u>(32,396)</u>	<u>(27,682)</u>	<u>(42,148)</u>	<u>(14,466)</u>		
<u>600 Fun on the Field</u>						
1670 Event Income	0	0	1,000	1,000		
Fun on the Field :- Income	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>		
4029 Salary Recharge	0	0	600	600		600
4045 Subcontracted Labour	0	0	300	300		300
4670 Event Costs	0	400	1,000	600		600
4675 Publicity	0	0	500	500		500
Fun on the Field :- Indirect Expenditure	<u>0</u>	<u>400</u>	<u>2,400</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>
Net Income over Expenditure	<u>0</u>	<u>(400)</u>	<u>(1,400)</u>	<u>(1,000)</u>		
<u>610 Events General</u>						
4670 Event Costs	93	1,613	1,000	(613)		(613)
4675 Publicity	0	0	500	500		500
Events General :- Indirect Expenditure	<u>93</u>	<u>1,613</u>	<u>1,500</u>	<u>(113)</u>	<u>0</u>	<u>(113)</u>
Net Expenditure	<u>(93)</u>	<u>(1,613)</u>	<u>(1,500)</u>	<u>113</u>		
<u>620 Christmas Festival</u>						
1670 Event Income	0	515	400	(115)		
Christmas Festival :- Income	<u>0</u>	<u>515</u>	<u>400</u>	<u>(115)</u>		

Detailed Income & Expenditure by Budget Heading 01/03/2022

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4029 Salary Recharge	0	0	1,000	1,000		1,000
4045 Subcontracted Labour	0	0	350	350		350
4670 Event Costs	1,321	2,947	1,000	(1,947)		(1,947)
4675 Publicity	0	0	500	500		500
4685 Christmas Lights	14,816	9,600	15,000	5,400		5,400
4690 Competitions	242	256	600	344		344
Christmas Festival :- Indirect Expenditure	16,379	12,802	18,450	5,648	0	5,648

Net Income over Expenditure	(16,379)	(12,287)	(18,050)	(5,763)		
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330 Markets

1670 Event Income	0	0	7,500	7,500		
Markets :- Income	0	0	7,500	7,500		
4029 Salary Recharge	0	0	2,250	2,250		2,250
4675 Publicity	2,950	0	3,000	3,000		3,000
Markets :- Indirect Expenditure	2,950	0	5,250	5,250	0	5,250
Net Income over Expenditure	(2,950)	0	2,250	2,250		

640 Projects

4700 RHSOG	400	0	0	0		0
4710 Hanging Baskets	0	0	2,000	2,000		2,000
4715 Planters Project	0	0	500	500		500
4720 Town Green	2,348	634	10,000	9,366		9,366
4725 Fair Green	0	450	1,200	750		750
735 Remembrance Day	37	187	0	(187)		(187)
4740 War Memorial	920	0	0	0		0
Projects :- Indirect Expenditure	3,705	1,271	13,700	12,429	0	12,429
Net Expenditure	(3,705)	(1,271)	(13,700)	(12,429)		

660 Town Selfie Walk

1670 Event Income	0	0	500	500		
Town Selfie Walk :- Income	0	0	500	500		
4029 Salary Recharge	0	0	500	500		500
4670 Event Costs	47	0	0	0		0
4675 Publicity	0	0	500	500		500
4681 Promotional Equipment	0	0	1,000	1,000		1,000
Town Selfie Walk :- Indirect Expenditure	47	0	2,000	2,000	0	2,000
Net Income over Expenditure	(47)	0	(1,500)	(1,500)		

Detailed Income & Expenditure by Budget Heading 01/03/2022

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
700 Sawbobus						
1150 Grants Received	31,232	22,805	14,525	(8,280)		
1151 STC Subsidy	0	0	15,000	15,000		
1800 Fares	194	215	250	35		
1820 Fuel Rebate	698	698	1,000	302		
1830 Sponsorship	1,667	1,500	2,000	500		
1850 Vehicle Hire Income	21,028	0	0	0		
Sawbobus :- Income	<u>54,819</u>	<u>25,219</u>	<u>32,775</u>	<u>7,557</u>		
4029 Salary Recharge	15,087	10,548	4,124	(6,424)		(6,424)
4045 Subcontracted Labour	3,397	3,691	7,280	3,589		3,589
4800 Fuel	1,202	3,390	5,000	1,610		1,610
4805 Vehicle Maintenance	2,413	4,467	2,500	(1,967)		(1,967)
4810 Vehicle Tax & Insurance	1,533	2,407	2,000	(407)		(407)
4816 Community Bus Reserve	0	0	10,000	10,000		10,000
Sawbobus :- Indirect Expenditure	<u>23,632</u>	<u>24,503</u>	<u>30,904</u>	<u>6,401</u>	<u>0</u>	<u>6,401</u>
Net Income over Expenditure	<u>31,187</u>	<u>715</u>	<u>1,871</u>	<u>1,156</u>		
710 Lofty WK05						
4800 Fuel	131	0	0	0		0
4805 Vehicle Maintenance	276	0	0	0		0
4810 Vehicle Tax & Insurance	325	0	0	0		0
Lofty WK05 :- Indirect Expenditure	<u>731</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Expenditure	<u>(731)</u>	<u>0</u>	<u>0</u>	<u>0</u>		
800 Heffer GL61						
1850 Vehicle Hire Income	250	586	1,000	414		
Heffer GL61 :- Income	<u>250</u>	<u>586</u>	<u>1,000</u>	<u>414</u>		
4800 Fuel	20	907	600	(307)		(307)
4805 Vehicle Maintenance	973	3,624	1,000	(2,624)		(2,624)
4810 Vehicle Tax & Insurance	1,602	631	2,000	1,369		1,369
Heffer GL61 :- Indirect Expenditure	<u>2,595</u>	<u>5,161</u>	<u>3,600</u>	<u>(1,561)</u>	<u>0</u>	<u>(1,561)</u>
Net Income over Expenditure	<u>(2,345)</u>	<u>(4,575)</u>	<u>(2,600)</u>	<u>1,975</u>		
810 Rangers Truck FT63						
1850 Vehicle Hire Income	8,000	0	0	0		
Rangers Truck FT63 :- Income	<u>8,000</u>	<u>0</u>	<u>0</u>	<u>0</u>		

12:03 Detailed Income & Expenditure by Budget Heading 01/03/2022

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4800 Fuel	29	1,391	500	(891)		(891)
4805 Vehicle Maintenance	88	1,786	1,000	(786)		(786)
4810 Vehicle Tax & Insurance	221	653	450	(203)		(203)
Rangers Truck FT63 :- Indirect Expenditure	338	3,830	1,950	(1,880)	0	(1,880)
Net Income over Expenditure	7,662	(3,830)	(1,950)	1,880		
<u>910 Town Action Plan</u>						
4910 Town Action Plan Costs	0	0	500	500		500
Town Action Plan :- Indirect Expenditure	0	0	500	500	0	500
Net Expenditure	0	0	(500)	(500)		
Grand Totals:- Income	469,965	432,906	470,200	37,294		
Expenditure	396,841	358,662	437,818	79,156	0	79,156
Net Income over Expenditure	73,124	74,244	32,382	(41,862)		
Movement to/(from) Gen Reserve	73,124	74,244				

