

Sawbridgeworth Town Council

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



MAYOR
Cllr Greg Rattey

TOWN CLERK
Christopher Hunt

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

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

ANNUAL MEETING OF THE TOWN COUNCIL

You are summoned to attend the Annual Meeting of the town council to be held At Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 23rd May 2022** commencing at 7:30pm to transact the business as set out in the agenda below.

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

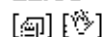
Town Clerk
17th May 2022

AGENDA

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

- | | |
|---------------------|--|
| 22/01
[🕒] | ELECTION OF TOWN MAYOR
To elect a Town Mayor for the civic year 2022/23 |
| 22/02 | DECLARATION OF ACCEPTANCE OF OFFICE
The Town Mayor to sign the Declaration of Acceptance of Office
Town Mayor's Address |
| 22/03
[🕒] | APOLOGIES FOR ABSENCE
To receive and approve any apologies for absence |
| 22/04 | THE MAYORAL YEAR 2021/22
To receive an annual report from the Mayor, Cllr Greg Rattey. |
| 22/05 | DECLARATIONS OF PECUNIARY INTEREST
To receive any Declarations of Pecuniary Interest by Members |
| 22/06
[🕒] | ELECTION OF DEPUTY TOWN MAYOR
To elect a Deputy Town Mayor for the civic year 2022/23 |
| 22/07 | PUBLIC FORUM
To receive and respond to questions from members of the public, submitted to the Clerk by 5pm by Friday 20th May , on matters within the remit of the Town Council. |

22/08 MINUTES



To approve as a correct record the minutes of the Council Meeting held on 25th April 2022 (M10) *[Attached]*

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

22/09 PLANNING COMMITTEE



To receive and note the minutes of the Planning Committee held on 25th April 2022 (P18) *[Attached]*

To receive and note the draft minutes of the Planning Committee held on 9th May 2022 (P19) *[Attached]*

22/10 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive new Mayor's appointments and communications

22/11 REPRESENTATIVES REPORTS



To receive representatives reports from:

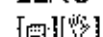
- County Councillor
- District Councillors
- Hertfordshire Police
- Other Representatives
 - Cllr Royle
 - Cllr R Buckmaster
 - Cllr Furnace

22/12 OFFICERS REPORTS



To receive and note Officer's report for the month of May 2022.

22/13 CLIMATE CHANGE STRATEGY CONSULTATION

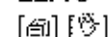


To resolve to support Sustainable Sawbridgeworth response to EHDC Climate Change Strategy Consultation May 2022. Cllr Furnace

22/14 UPDATE ON UKRAINE LOCAL SUPPORTING EVENTS

To receive any updates of local Sawbridgeworth events
Cllr Royle

22/15 COMMITTEE STRUCTURE & MEMBERSHIP



To resolve a Committee structure for the year 2022/23 and to appoint Members to Committees, sub-Committees, Working Parties and Task and Finish Groups for the year 2022/23.
[2022/23 proposed membership attached]

22/16 DELEGATION OF AUTHORITY



To confirm the delegation of authority to the chair and vice -chair and clerk of the Planning Committee for the months of August and December 2022.

- 22/17** **CHAMPIONS AND REPRESENTATIVES**
 [C][V] To appoint Members as Champions and Representatives for areas of Council responsibility.
[2022/23 Champions and representatives]
- 22/18** **SUBSCRIPTIONS**
 [C][V] To consider the payment of the Subscriptions for the year 2022/23
[proposed schedule of subscriptions attached]
- 22/19** **CALENDAR OF MEETINGS**
 [C][V] To consider and approve the proposed Calendar of Council and Committee meetings for the year to June 2023.
[proposed schedule attached]
- 22/20** **STANDING ORDERS**
 [V] To approve the continuation of current Standing Orders
- 22/21** **FINANCIAL REGULATIONS**
 [V] To approve the continuation of current Financial Regulations.
- 22/22** **DEPOSIT & CONSULTATION DOCUMENTS**
 To note receipt of any Documents for Noting and Consultation
- 22/23** **FINANCIAL REPORT**
 To note the current Financial Report
- 22/24** **ACCOUNTS FOR PAYMENT**
 To note and approve accounts for payment.
- 22/25** **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.

After the meeting, the Mayor will be hosting a reception for invited Members and their guests in the Chamber of the Council Offices.

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 25th April 2022.**

Those present

Cllr Angela Alder	Cllr Greg Rattey
Cllr Eric Buckmaster	Cllr John Rider
Cllr Ruth Buckmaster	Cllr David Royle
Cllr John Burmitz	Cllr Frederick Parr
Cllr Craig Chester	Cllr Nathan Parsad
Cllr Annelise Furnace	Cllr Angus Wyatt

In attendance:

Clerk – Christopher Hunt	Press – Chris Carter
Town Project Manager – Jo Sargant	1 x member of public

Thought of the day read by Cllr Craig Chester topic covered the responsibility of elected members to maintain high standards and represent the public.

21/139 APOLOGIES FOR ABSENCE

No apologies received

21/140 DECLARATIONS OF PECUNIARY INTEREST

No declarations received

21/141 PUBLIC FORUM

No questions were received

21/142 MINUTES

Resolved: To approve as a correct record the minutes of the Council Meeting held on 28th March 2022 (M09)
[prop Cllr Alder, sec'd Cllr R Buckmaster]

21/143 PLANNING COMMITTEE

Received and noted: the minutes of the planning committee held on 28th March 2022 (P16)
Received and noted: the draft minutes of the planning committee held on 11th April 2022 (P17)

21/144 FINANCE AND POLICY COMMITTEE

Received and noted: the minutes of the Finance and Policy Committee held on 11th April 2022 (F04)

21/145 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

- Annual report delivered at the Annual Town Meeting
- He received a donation from the fund raising made by a local young girl, Freya of £120 for Ukraine and presented her with a tablet on behalf of Reedings School, donated by Adam MacKay's
- Wrote an article for the Town Flyer
- Met a landlord of the last empty shop in the town
- Planning meeting for the local fashion show for charity

- The Community multi agency meeting is progressing
- Ukraine welcome packs are ready for refugee families.
- Attended the Mayor of Hertford quiz night

21/146

REPRESENTATIVES REPORTS

Received and noted: Representatives reports from:

County Councillor E Buckmaster added:

- Under 11 school places for Sawbridgeworth were 100% in success on getting one of the options applied for
- West Road, latest road closure causes issues and damage to residents vehicles. He is waiting a response from a Managing Director for one of the developers and a site meeting may be arranged, the buffer zone is still under scrutiny
- County officers have been invited to a meeting to discuss the West Road and A1184 junction development
- New yellow line parking restrictions, traffic management, road and footpaths repairs throughout the Town were being progressed.

Questions

Cllr D Royle raised his concerns regarding lack of information on energy saving from County and will be passing out information and advice to local residents. *Cllr E Buckmaster* has raised the issue of the County website at the highest level.

Cllr Furnace asked if there was any further information on the Library grant encouraging young people to volunteer and how would this be implemented in the Town. *Cllr E Buckmaster* will try to find out more information.

District Councillor A Alder:

had no further update

District Councillor R Buckmaster:

Due to cancelled meetings had no update but wanted to pass on the thanks from the Hertfordshire Deputy Lord Lieutenant to Parish and Town Councillors for all their work they do.

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 R Buckmaster, no further update.
 - Councillor Furnace referred to the local farming webinar and the effect of global warming is having on crop yield and farming techniques. Also, the Ukraine situation is restricting supplies and some abuse received by farmers from members of the public.
- Cllr E Buckmaster* stated that sustainable Hertfordshire will be reaching out to community groups and farmers to support them and the negative effect fly tipping has in terms of cost and time to clear.

21/147 UPDATE ON UKRAINE LOCAL SUPPORTING EVENTS

Cllr Royle, updated on the Ukraine working party,

- 27 hosts have come forward locally and Sawbridgeworth were quick off the mark to get organised. Thirteen children and twenty adults will be housed. He reported on the great support from MP Julie Marson but still applications for Visas were troublesome.
- DBS checks were needed as well as home checks and these were also slow in progress.
- Google drive and social media platforms have been set up and translators have been sourced locally to assist.
- He wanted the drive for donations and collections continued as well showing support by flags being put up.

Cllr Furnace wanted her thanks noted for the work Cllr Royle was doing in respect of the Ukraine support, this was echoed by other councillors.

21/148 REVIEW STANDING ORDERS

Resolved: 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

Cllr E Buckmaster pointed out an update required, to refer complaints to the East Herts Monitoring Officer not Standards Board for England.

Also the rules of debate were a good guide for all councillors and asked if this section could be sent out to all to highlight good practice.

[prop Cllr Alder sec'd Cllr Parsad]

ACTION: Clerk to send out to all Councillors the rules of debate section of Standing Orders

21/149 HR & HEALTH AND SAFETY

Resolved: To move HR support to Citation from the three tendering companies as listed in the agenda pack.

[prop Cllr Chester sec'd Cllr R Buckmaster]

21/150 SECTION 106 WEST ROAD ALLOTMENTS AND COMMUNITY LAND

Discussion was had to the public amenity land in West Road and agreed to the retention by Barratt Homes to hand to a management company. It was agreed to allow this to occur if requested as the land will not require management at the cost of the Town Council.

21/151 TOWN CLERKS REPORT

Clerk read from the report in the agenda pack

21/152 TOWN PROJECT MANAGERS REPORT

The Town Project Manager read from the report in the agenda pack

21/153 JUBILEE FOUR DAY WEEKEND

The Town Projects Manager read from the report in the agenda pack and she will be collating events throughout the town and promote these through the website and social media.

Cllr Wyatt informed the meeting that there is a National Website with jubilee events entered on to them which could be referred to.

Cllr Burmitz asked if the alcohol restriction still existed in Bell Mead and the Town Centre.

The Clerk stated no restrictions exist at either of these locations and arrangements will be made to remove the old signage.
It was confirmed the beacon lighting for the event will be at 9:45pm

21/154 DEPOSIT AND CONSULTATION DOCUMENTS

Noted: The Deposit and Consultation Documents

21/155 FINANCIAL REPORT

Noted: The current Financial Report

21/156 ACCOUNTS FOR PAYMENT

Noted and Approved: Accounts for payment

21/157 ITEMS FOR FUTURE AGENDAS

Cllr Furnace asked if the Freedom of the Town could be added.

Meeting ended at 8:27pm

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 25 April 2022** at 8.35pm.

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

J Sargent – Town Project Manager

Meeting Recorded

P 21/157 APOLOGIES FOR ABSENCE

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

P 21/158 PUBLIC FORUM

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

P 21/159 DECLARATIONS OF PECUNIARY INTEREST

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

P 21/160 MINUTES

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

- 11 April 2022 (P17) *[prop Cllr Royle; sccd Cllr Parsad]*

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

P 21/161 NEIGHBOURING DEVELOPMENTS

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

P 21/162 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/22/0640/FUL 78 London Road, CM21 9JN

Single storey rear extension to restaurant

STC Comment: Objection. Loss of parking and lack of consultation with neighbouring properties [prop Cllr Parsad; secd Cllr Chester]

3/22/0730/HH 9 East Drive, CM21 9EU

Erection of porch. First floor side extension with rooflight. Single storey rear extension incorporating roof lantern. Single storey infill extension to side. Part garage conversion to habitable room and alterations to fenestration

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

3/22/0759/HH 32 Sayesbury Avenue, CM21 0ED

Demolition of conservatory and erection of single storey rear extension

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

P 21/163 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 21 April 2022.

P 21/164 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC. There were none.

3/21/2211/LBC The Elms, 4 Bell Street, CM21 9AN

Works required to repair and stabilise the building, including the structural repair/partial reconstruction of the South Gable and the repair/supplementation of existing timbers throughout the building (where decayed or where previous inadequate structural alterations have been undertaken) and installation of non load bearing partitions

STC Comment: No comment

EHDC Decision: Granted

P 21/165 PLANNING APPEALS

To receive notification from EHDC of Planning Appeals. Noted.

Planning Appeal: 1 Bullfields, Sawbridgeworth, CM21 9DB

LPA Appeal Reference: 21/00119/REFUSE

Planning Appeal: Margray, London Road, Spellbrook, Bishops Stortford

LPA Appeal Reference: 22/0007/REFUSE

Meeting Closed at 8.43pm

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 9 May 2022** at 7.30pm.

Those present

Cllr Angela Alder
Cllr Nathan Parsad

Cllr Craig Chester
Cllr David Royle

In attendance:
L Dale – Planning Officer

P 21/166 APOLOGIES FOR ABSENCE

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

P 21/167 PUBLIC FORUM

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

P 21/168 DECLARATIONS OF PECUNIARY INTEREST

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

P 21/169 MINUTES

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

- 25 April 2022 (P18) [*prop Cllr Parsad; sec'd Cllr Royle*]

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

P 21/170 NEIGHBOURING DEVELOPMENTS

To report & receive updates on proposed neighbouring developments. There were none

P 21/171 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/22/0861/PNHH **26 Vantorts Road, CM21 9NB**
Single storey rear extension (of 3 metres, being added to an existing single storey rear extension of 2.79 metres): Total Depth (beyond the rear wall of the original dwellinghouse) 5.79 metres, Maximum height 3.24 metres, Eaves height 3.00 metres
STC Comment: No objection [prop Cllr Royle; secd Cllr Parsad]

3/22/0864/HH **3 East Park, CM21 9EX**
Replacement garage
STC Comment: No objection [prop Cllr Chester; secd Cllr Parsad]

3/22/0871/HH **2 Cedar Close, CM21 9NT**
Demolition of rear single storey extension. Erection of single storey rear/side extension
STC Comment: No objection [prop Cllr Parsad; secd Cllr Chester]

3/22/0879/HH **54 The Crest, CM21 0ES**
Ground floor front infill extension and erection of open porch; first floor front extension and alterations to roof height
STC Comment: No objection [prop Cllr Alder; secd Cllr Royle]

P 21/173 **LATE PLANNING APPLICATIONS**

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 6 May 2022. There were none

P 21/174 **PLANNING DECISIONS MADE BY EHDC**

To receive Planning Decisions from EHDC.

3/21/1764/HH **21 Pishiobury Drive, CM21 0AD**
Single storey rear extension
STC Comment: No objection
EHDC Decision: Granted

3/21/2832/OUT **Carmencita Cattery and Kennels, Highbank, Spellbrook**
Demolition of four buildings (including existing bungalow) and the erection of four dwellings and associated access way and parking. Outline planning application (all matters reserved)
STC Comment: No objection
EHDC Decision: "Refused". "The proposed scheme would represent redevelopment of previously developed land, under paragraph 149(g) of the National Planning Policy Framework. However, the larger scale of the proposed development means that there would be a greater impact on the openness of the Green Belt, than the existing development. Therefore, the proposal equates to inappropriate development in the Green Belt. No very special circumstances exist, so to approve inappropriate development in the Green Belt. Consequently, the proposed scheme would be contrary to Policy GBR1 of the East Herts District Plan (2018) and Section 13 of the National Planning Policy Framework (2021). The proposed scheme would result in the loss of an employment generating use in a rural area. No evidence has been provided to demonstrate that: the employment use

is no longer needed or viable, that improvements to the site would not make alternative employment generating uses viable, or that the retention of the employment generating use could not be facilitated by partial conversion to a non-employment generating use. In the absence of this information, the proposed development would be contrary to Policy ED2 of the East Herts District Plan (2018). Insufficient information (Sustainability Statement/Checklist) has been provided to demonstrate that the proposed scheme would be based on sustainable credentials. It has not been proved that regard has been had to delivering a development that is sustainably designed, adaptable to climate change and efficient in terms of water use. In the absence of the required information, the proposed scheme would be contrary to Policies DES4, CC1, CC2 and WAT4 of the East Herts District Plan (2018), as well as the Sustainability Supplementary Planning Document (2021). Insufficient information (Preliminary Bat Roost Assessment) has been provided to prove that protected species (bats) would not be harmed by the proposed demolition works. There is a lack of evidence (Arboricultural & Ecological Reports) regarding the biodiversity value of the existing site and the quality of existing trees. Therefore, it is not possible to determine whether a net gain in biodiversity would be achievable at the site, or whether quality trees would be protected. In the absence of this information, the proposed scheme would be contrary to Policies DES3 and NE3 of the East Herts District Plan (2018).

3/22/0339/HH 5 Falconers Park, CM21 0AU

Demolition of garage; erection of two storey side extension incorporating a Juliet balcony and single storey front and rear extension. Erection of front entrance porch

STC Comment: No objection

EHDC Decision: "Refused". The proposed development fails to achieve a high standard of design to respond to the context of the site and the locality and would appear as an unsympathetic addition to the host dwelling and would appear visually intrusive within the street scene. The development would fail to reflect local distinctiveness and would therefore be harmful to the character and appearance of the site and the street scene contrary to Policies DES4 and HOU11 of the East Herts District Plan 2018.

3/22/0474/HH 46 Sayesbury Road, CM21 0EB

Erection of single storey side and rear extension and removal of chimney

STC Comment: No objection

EHDC Decision: Granted

P 21/175 PLANNING APPEALS

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

Meeting Closed at 7.40pm

County report for /May 2022

From Watford to Ware, compassion thrives in Hertfordshire Hertfordshire residents set to welcome Ukrainian arrivals. The Russian invasion of Ukraine on 24 February 2022 sparked the largest refugee crisis since the Second World War and in response, the UK Government put in place two schemes to help those fleeing their homeland. Since the launch of these schemes, 574 residents of the county have stepped forward and offered their homes to Ukrainian refugees and over 1,600 refugees have been matched with our residents.

To support potential sponsors, the county council has been working closely with partners as part of Hertfordshire's Strategic Migration Steering Group. The group brings together partners from the county, District and Borough councils, along with stakeholders from the health and voluntary sectors. Part of the work Hertfordshire is undertaking involves ensuring that potential sponsors are subject to a Disclosure and Barring Service (DBS) background check where a host is welcoming adults, and an enhanced DBS check where children will be housed.

Other checks include district and borough council's assessing properties.

Once we have been advised by the sponsor that their Ukrainian families have arrived, a further welfare check will be conducted by the county council to address any safeguarding needs, while further support and assistance will be offered to new arrivals with children to facilitate their transition into school life in Hertfordshire.

Hertfordshire County Council has set up bespoke dual language web pages to support sponsors and Ukrainian citizens arriving in the county www.hertfordshire.gov.uk/ukraine

Hertfordshire Fire and Rescue Service donates fire engine and equipment to Ukraine.

Hertfordshire Fire and Rescue Service donates fire engine and equipment to Ukraine: The fire engine being donated to Ukraine with the three firefighters taking it to Ukraine and the county council's executive directors. The fire and rescue service is making the donation as part of a joint mission with other fire services organised by charity Fire Aid and the National Fire Chiefs Council to support Ukrainian firefighters.

Hertfordshire will be donating a 2006 Scania P94 fire appliance, which was based at Tring until August of last year and has been used as a spare since. The service will also be donating more than 30 pieces of specialist firefighting equipment including ladders, portable pumps, hose reels, and generators.

Hertfordshire residents invited to share their memories of Her Majesty the Queen for Platinum Jubilee exhibition and archive Hertfordshire Archives and Local Studies (HALS) are inviting residents to share their photographs of jubilee street parties or royal visits for an exhibition chronicling Her Majesty's impact on the county and its residents.

As part of Hertfordshire County Council's continued Jubilee celebrations, a drop-in event entitled 'A Day to Remember' is being held on Friday 20 May from 2-4pm at Hertfordshire Archives and Local Studies (Register Office Block, County Hall, Hertford).

Visitors will have a golden opportunity to view original documents relating to Her Majesty the Queen, including a letter from HRH Princess Elizabeth to Hertfordshire resident Lady Desborough, as well as other examples of Royal correspondence, photos and documents. There will also be a chance to add to this historic archive by sharing memories of previous jubilee celebrations and royal visits over tea and cake, in true regal style.

The documents will be used by HALS for an exhibition that will be on display at Hertford Castle on the 2 June, during the weekend of the Platinum Jubilee celebrations. This will return to HALS before being rolled out to other venues throughout the county.

During May and June, HALS will also be sharing information and photographs on Herts Memories community archive website and encouraging Hertfordshire residents to share their own memories of previous jubilee celebrations and royal visits, as well as this year's Platinum Jubilee celebrations for posterity.

HALS will also be supporting other Memories events taking place around the county in partnership with libraries.

To share your memories online, visit the Herts Memories site at: <https://www.hertsmemories.org.uk/content/category/herts-history/topics/jubilees-and-coronations>. You can also get involved on social media using hashtag #HertsJubilee.

If any residents or local societies would like to get involved with oral history recording or reminiscence activities, please get in touch with Hertfordshire Archives and Local Studies team via hal.s.enquiries@hertfordshire.gov.uk

Record number of street party applications for Hertfordshire, Hertfordshire County Council have received 561 applications for street parties to celebrate Her Majesty The Queen's Platinum Jubilee over the extended bank holiday on 2-5 June - a record amount for Hertfordshire.

While the final number has yet to be confirmed, the number of applications is already higher than the amount applied for during The Queen's Diamond Jubilee weekend in 2012, when Hertfordshire residents requested 451 road closures for street parties, the highest number in the country. Recognising the social and community benefits of celebrating this historic event, the county council again decided to waive the usual road closure fees in hope of encouraging as many people as possible to take up the opportunity to celebrate this momentous occasion. The deadline for applications closed Thursday, 21 April.

Celebrating Hertfordshire's residents with learning disabilities The achievements and personalities of people with learning disabilities in Hertfordshire were celebrated at the Rumble Awards. The awards are held annually to recognise the positive influence that people with learning disabilities have on all our lives and the impact they make in Hertfordshire's communities. Held at the Rothamsted Conference Centre in Harpenden, awards were presented in categories including Good Spirit, Healthy Living and Leading Light, with Vanessa Sauvary from the Bishop's Stortford area being named as Hertfordshire's Learning Disability Personality of the Year.

The Rumble Awards are organised and hosted each year by a group of people with learning disabilities called the Pioneer Spirits, as part of a project run by Pioneer Approaches. This year's event theme was "disco" and included a dance called "Disco Boogie Fever" by the Rumbles group, as well as a song called "The Funky Train".

Join 'Team Never Too Late' to reap the benefits of physical activity, Hertfordshire County Council is urging residents, especially those over the age of 55, to get fighting fit by taking part in its popular 'It's Never Too Late to be Active' campaign (9 May to 29 July 2022).

The campaign, which gives participating residents a free one-week pass to their local leisure centre among other incentives, is aimed at not only addressing falling levels of activity associated with age, but also the impact of COVID-19 and the pandemic. Recent Sport England figures reveal there was a 1.3% decrease in the physical activity levels of 55 to 74-year-olds and a 2.9% decrease in 75+ year olds, at the start of the COVID-19 pandemic.

Not only does inactivity impact on the health of residents but it costs our local economy over £16 million annually as a result of treating diseases such as diabetes, heart disease and strokes, which can be preventable with an active lifestyle. The campaign aims to encourage older adults (age 55+) to become more active by helping them to find new activities that they will enjoy, while supporting them to achieve their activity goals through motivational messaging and a telephone

helpline. The first campaign ran in 2018 with over 3600 residents taking part, a huge 79 per cent of whom increased their levels of activity to more than 90 minutes per week. Those completing the campaign also reported a significant improvement in 'satisfaction with life', and 'feeling worthwhile and happier'.

Leader Richard Roberts confirms changes to cabinet at Hertfordshire County Council.

Councillor Richard Roberts, Leader of Hertfordshire County Council, has announced in the attached open letter, changes to his cabinet at Hertfordshire County Council, which will take effect from 9 May 2022. As two executive members leave my cabinet this month, I offer them my heartfelt thanks. To Councillor Teresa Heritage for her long-standing contributions to both Public Health and Children's Services and to Councillor Stella Nash for her much valued year in Adult Social Care, during covid under the most difficult circumstances. Councillor Tony Kingsbury will move to lead the Adult Care, Health & Wellbeing portfolio and Councillor Fiona Thomson will move to lead Children, Young People & Families portfolio. 'As I welcome in this revised cabinet, we collectively commit to being vocal advocates both for the estimated 1.2 million people who call Hertfordshire home, and for the incredible output of services across the council.'

Queen's Speech summary. The speech made clear that the government sees its current priorities as growing and strengthening the economy, helping to ease the cost of living, and levelling up opportunity in all parts of the country.

The government has provided details of the 38 bills that they intend to bring forward over the coming session. For local government the key bill is the Levelling Up and Regeneration Bill. The main elements of this will be to:

- create a new model of combined authority: the 'County Deal' which will provide local leaders with powers to enhance local accountability, join up services and provide transparent decision making to rejuvenate their communities, increase their ability to reflect local preferences in arrangements including directly elected leaders' titles.
- Unlocking new powers for local authorities to bring empty premises back into use and instigate rental auctions of vacant commercial properties in town centres and on high streets;
- Giving residents more of a say over changing street names and ensuring everyone can continue to benefit from al fresco dining;

- Strengthening neighbourhood planning and digitalising the system to make local plans easier to find, understand and engage with; by making it easier for local authorities to get local plans in place, we will limit speculative development.
- simplify and standardise the process for local plans so that they are produced more quickly and are easier for communities to influence;
- capture more of the financial value created by development with a locally set, non-negotiable levy to deliver the infrastructure that communities need, such as housing, schools, GPs and new roads.

Amongst the other bills, the following are of relevance to local authorities:

- a Schools Bill, which will support more schools to become academies in strong trusts, implement a direct National Funding Formula for schools, and create a duty on local authorities to provide support to home educating families;
- a Transport Bill which will support the roll out of electric vehicle charging infrastructure;
- a Non-Domestic Rating Bill which will create a fairer, more accurate business rates system, and supporting decarbonisation of business premises;
- a Procurement Bill that will make public procurement more accessible for new entrants such as small businesses and voluntary, charitable and social enterprises;
- a Renters Reform Bill that will give local councils tools to crack down on the minority of noncompliant landlords and poor practice;

Hertfordshire County Council takes big step towards carbon neutral buildings.

Hertfordshire County Council has taken an important step towards its target to become a carbon neutral organisation by 2030 with a **wide-ranging energy efficiency programme which will reduce the amount of energy used across 112 of its sites**, while also decreasing the amount of carbon they emit.

Works have been taking place since May 2021 to install energy efficiency **measures including cavity wall insulation and double glazing to better insulate some buildings. Modern air source heat pumps have also been introduced at nine sites** to allow them to be heated without the need to burn fossil fuels.

As well as better insulation and more efficient heating, **solar panels have been installed at 92 sites** to allow the council to generate its own clean, renewable energy. Surplus electricity produced by these panels can be fed back to the grid to be used elsewhere.

The council estimates that **these measures will result in a reduction of 1,653 tonnes of carbon per year, equivalent to over 8.4 million miles driven in a typical petrol driven car, or the total annual energy usage of over 400 homes.**

In preparation for future energy efficiency works, the **council has also commissioned 318 heat decarbonisation plans for schools**, outlining the key steps needed to make their buildings carbon neutral.

Eric Buckmaster, Executive Member for The Environment said: "We have committed to becoming a carbon neutral organisation by 2030 and reducing the amount of energy we use in our buildings will be vital in our efforts to achieve this. We also expect that these measures will reduce the economic pressures on the council caused by increasing energy costs."

"We will continue to identify opportunities to decarbonise our buildings as set out in our Sustainable Hertfordshire Strategy, as we work to deliver a cleaner, greener, healthier Hertfordshire."

Residents are encouraged to visit www.hertfordshire.gov.uk/sustainability to see what else the county council is doing to tackle the climate crisis and deliver a more sustainable county.

District Portfolio

Hertford Theatre, Work has commenced to develop the upgrades to the Theatre via contractor GPF Lewis. Work expected to take around 18 months. However a Christmas extravaganza will be delivered at Ware Drill Hall.

Hartham Leisure Centre Swimming pool due to open by end of the month following refurbishment. Work on the extension to create new studios and café has commenced

Grange Paddocks 3G pitch Following excavations and archaeology work has started.

Cultural Strategy Action Plan has been agreed by a Strategic Steering Group. A large number of activities for residents is being mapped and run by various organisations, some of them outreach to ensure accessibility and inclusion.

Healthy Hubs going from strength to strength with partner organisations delivering advice and activities to encourage lifestyle change.

Dementia Friendly Action Group Again continuing to work across partners to deliver activities and help for people and their carers living with dementia. A large number of activities available during Dementia Action Week commencing 16th May

East Herts District Council Report for Town Council 23.5.22

I am no longer on the Overview and Scrutiny Committee but have been put on the newly formed Standards Committee. This committee will have two full meetings a year but will hold scrutiny panels as needed. These will be made up of members of the full committee plus town and parish councillors.

The DMC meeting was cancelled this month.

I attended the East Herts Youth Strategy. This looks at the needs of young people in the area and how it can meet them.

Topics covered were healthy lifestyles, working with families to be healthy especially those with weight issues. At the moment they are based in Hatfield but are looking for sites in Bishop Stortford and Hoddeson. They also run a healthy Hub on the Sele estate in Hertford.

Herts young Homeless reported on working with families and young people to prevent homelessness. They run a mediation service plus go into schools to educate the children. Over the county they have 9 crash pads plus bed spaces. They run an outreach service for 18+ yr olds. Of the children who need help 43% have mental health needs they offer support to the whole family.

We were given the breakdown of the young people survey taken in April 2022, this included the Covid survey. In total the surveys had 18,000 responses across the county. The bulk of replies were 11-14 yr olds. In east Herts it was more males than females, the majority were white British. The subjects that most concern them now are; how women are being treated by men, safety of women, BLM and Covid. Their future concerns are; Climate change, future career and education and money. The results of the health and wellbeing survey (Covid) mostly came from schools.

28.5% felt worse than before Covid

57% rate happiness high but LGBT+ rate was low

58% have school work worries

48% appearance concerns

39% mental health concerns

34% feel lonely

34% friendship issues

33% don't know how to access sexual health services

57% felt their weight was ok

16% say they do physical activity

90% have never smoked

92% have never tried drugs.

SFYP will use the results of this survey to inform their partners in giving the right support to young people, this will include greater access to 1-1 counselling and better advertising where to get help.

The Council Annual meeting saw the new Chairman Ian Devonshire be sworn in and Cllr Rosemary Bolton as Deputy Chair. The committee structures were agreed with the new Standards committee introduced. Various resolutions were proposed and voted on. The evening ended with refreshments to welcome the new Chairman.

East Herts District Councillor Ruth Buckmaster

Town Council Police Report:

Crime remains low across the town, there have been two theft from motor vehicle offences, one of which remains under investigation with live CCTV enquiries ongoing. One burglary dwelling offence also recorded.

There has been one theft of motor vehicle offence recorded, vehicle was successfully recovered soon after being stolen, a partnership approach with Essex Police is ongoing regarding this investigation.

There are live investigations ongoing with regards to two theft from shop offences in the town, with the assistance of CCTV from the Town Council there are some positive leads in the process of being followed up.

No current crime spike.

The new priority was set, and is to reduce anti-social behaviour in Vantorts Park between the hours of 15:00-23:30 hours.

The priority setting forum will change and take a different format from June, it will be based around a community engagement event. The event will take place on Saturday 25th June in Bell Street Car Park. Further details to follow nearer the time.

Mini Police at High Wych School with year 5 has started and is progressing well.

Reminder of PCSO Weston's departure from the force and we would welcome you all to attend a small gathering on Thursday 26th May at 11am (Paul is not aware of this).

The next community drop in is planned for 15th June between the hours of 13:30 – 15:00 hours at the Town Council Chamber.

We are working closely with Clarion Housing Group regarding some ongoing parking issues in the vicinity of Reedings Way. We are continuing to work with Leventhorpe School around the identification of several youths involved in a recent incident in the town.

PC Kelly Newton from the AIM team is speaking with a number of local youths from Sawbridgeworth and will be issuing them with ABC's (acceptable, behaviour contracts). We hope this will have a positive impact on some ASB we are seeing across the town.

YOUNG PEOPLE AND SCHOOLS/FOOTPATHS AND OPEN SPACES CHAMPION'S REPORT FOR TOWN COUNCIL 23 MAY 2022

1 YOUNG PEOPLE AND SCHOOLS

- **School Council briefings and Town School Council meetings:** I double-booked myself for the Chamber briefing for Mandeville in May but Chris and Jo did a great and maybe better job for me! Reedings' Junior Leadership Team is coming in June. No luck with a Town School Council meeting.
- I have kept the headteachers informed about the number of Ukrainian children arriving in Sawbridgeworth. I am also pursuing HCC about streamlining the secondary school application process in relation to Leventhorpe and the Fair Access policy.
- **School Yellow Book project:** awaiting update from Claire Evans on school visits to ensure all schools have an input.

2 FOOTPATHS, OPEN SPACES AND DOG FOULING

- **Footpath repairs/recovery:** Footpath 22 collapsed bank: I am told that this project is 'particularly tricky' with numerous hurdles to get over, including the need for Environment Agency permits, restricted access and minimal space to work. A specific design is needed in order to satisfy and obtain these permits. HCC is talking with a specialist waterways company about what material/structure would work best here. I suppose my (naïve?) question would be whether it needs to be that complicated?
- **HCC summary of recent projects:** Fp17: bridge redeck complete; Fp26: surfacing from Springhall Lane to Pishiobury Park complete; Fp21: short section from Newton drive to Pishiobury Park, nothing done on this to date (I don't recognise this project but have highlighted trip hazards at the top end close to Fair Green); Fp21: two bridges over the River Stort weirs, appear to be in the ownership of Essex County Council, no further action (not totally clear what this means/where these are and how to chase action); Fp23: surfacing, nothing done on this to date; Fp22: path edging and surfacing, nothing done on this to date, but interacts with the recent revetment collapse near Lowfield Rd.
- **This is all rather unsatisfactory.** At one time there was a plan to give STC the budget and resources to look after our own footpath network (following in Cllr Brian Rochester's footsteps). As things stand, we are at the mercy of different council tiers and agencies, with all the delays that brings.
- **Pishiobury:** I note the introduction of 'chatter benches', an initiative in partnership with Mind Hertfordshire Network and Mind Mid-Herts, to help start conversations and get people talking to one another. 'It doesn't matter who you are, the Chatter Benches are there for everyone'.
- **Litter/dog fouling:** no information on (the consultation on) the waste bin location survey, despite chasing several times. Can District/County colleagues please follow up?

David Royle 150522

SYPRC report for Town Council 23.5.22

The committee held a meeting on 4th May, we were hoping to welcome our new treasurer but she was unfortunately detained.

The kitchen has been refitted and we are just waiting the delivery of the new cooker. Whilst the work was being done several other problems were found which meant that more work was carried out than had originally been quoted.

The film club are holding another evening for Leventhorpe year 7s in the near future.

The recent damage to the playground has been repaired and is due to have its annual inspection,

The trees planted as part of the Queens canopy are growing and the ATC will take over the weekly watering as part of their Duke of Edinburgh Award.

You are all invited to this year's AGM on 5th July at 7.30

Chair Cllr Ruth Buckmaster

RHSO

There is nothing to report from Rhso, the monthly maintenance is still ongoing.

Chair Ruth Buckmaster

Green champion report for Full Council meeting 23 May 2022 (as at 15 May 2022)

Sawbo Travel Group meeting – 3 May

The first meeting of the Sawbo Travel Group since the pandemic was a pleasure to chair, and all were attendees enthusiastic about restarting the Sawbo Travel Challenge and Town Walk this September. Five primary schools will take part in the event based on the passport and themed-days format. The competition element will be adapted to become a combined schools challenge, and possibilities for Sawbridgeworth's own active travel mascot are being explored.

Sustainable Sawbridgeworth – fayre and farming

May Fayre stall – 1 May

Sustainable Sawbridgeworth held a highly successful stall at this year's May Fayre, offering advice to residents on how to reduce their carbon footprint, and promoting HCC's energy saving app. It was an excellent way to introduce people to the group, recruit new members, and gather ideas for future events and initiatives.

Webinar on farming – 19 April

A fascinating insight into the challenges climate change is bringing to local farmers was given by John Haynes from local farm MJ & SC Collins at this webinar organised by Sustainable Sawbridgeworth. Haynes said that climate change is the biggest challenge he faces. He also noted difficulties the Ukraine War has brought in terms of fuel and fertiliser prices, and talked of the importance of increasing use of organic fertilisers, and how telematics are developing to help mitigate labour costs and shortages.

River Day – 21 May

Sawbridgeworth will hold its first River Day on Saturday 21 May, 12 to 4pm at Sheering Mill Lock, to celebrate the River Stort Canal, arranged by the Town Council in conjunction with the Canal & River Trust. Residents will be able to take part in a range of activities, including free kayaking sessions from local canoe club Whoosh, and trips on the Trust's canal boat. The Citizen Science Group will have a 'Bio Zone' tent in which visitors can investigate water quality for phosphates and nitrates, and, providing the weather is good, listen to what is happening in the river using a hydrophone, and see what is living in the river on a fish cam.

Citizen's Science Group meeting – 27 April

The group met at Sheering Mill Lock walking upstream a short way to try out activities for River Day. Led by Bob Reed, this included running through tests and water sampling that are planned for the day to give people an idea of the health of the river.

Cllr Annelise Furnace

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: All Members
From: Christopher Hunt
Subject: Briefing for 23rd May 2022
Date: 17th June 2022

Town Green Working Party

Town Green Working Party will be meeting next Thursday 26th May 2022 to progress the project.

Councillor Engagement

Priority Setting Forums (PSF's) are made up of police officers, council representatives and members of the local education and business communities, who meet to discuss issues and decide where policing efforts should be focused. The date for the next event is the 25th June, a Saturday and will take place in Bell Street between 1100-1330.

Monthly meetings in the Chamber are continuing with the local policing team and Councillors, information on these will be sent out as PCSO Higham arranges them.

Council Chamber Use

Weekly Ukraine refugee support will start this Thursday, monthly domestic violence legal advice from Hertfordshire University continue to be successful. The first School Council event took place and further ones to follow.

Budget

AGAR is the Annual Governance and Accountability Return process that every Parish/Town Council needs to undertake yearly.

The accounts have been assessed and an internal auditor will be attending the offices in June to complete the next process. The Town Councils return after approval, will be sent to external auditors appointed by the Government for review.

Staff

Interviews will take place this week and I hope to update the meeting on the successful candidate. All staff are to be congratulated on there efforts for the week prior the Mayors civic event with all the arrangements and physical setting up of what was a successful event.

Town Projects Manager Update Report
May 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. 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 Bench for the platinum jubilee - explore costs & locations Mural from Gold Brush
Jubilee Four Day Weekend	Full Council	02/03/04/05 June	
Town Vibrancy and Bussiness Liaison	ECON STAP	Ongoing	Project cost submitted awaiting approval
Town Green Project	ECON STAP	Ongoing	Survey Monkey closed and results collated Moving to next stage following collation of responses from survey monkey and a follow up meeting of the working party on Thursday 26th May - Chamber Research a Landscape architect Community liaison work. Survey Monkey manual input from paper copies to be completed week ending 20th May and the survey closed and results shared with Great St Mary
Re-Imagining Project	Great St Mary's & The Community	Ongoing	

Town Projects Manager Update Report

May 2022

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. Poster released to social media, Herts & Essex Wildlife Trust also joining the event.
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. Very successful launch meeting has taken place with a follow up meeting booked for Tuesday 24th May via Zoom at 3.30pm
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			General care and maintenance / inspections

1. How much do you agree or disagree that the Strategy clearly sets out the council's approach to tackling climate change? Disagree

2. Are there any ways in which we can make the information in the Strategy clearer?

Sustainable Sawbridgeworth welcomes the opportunity to comment on EHDC's Climate Change Strategy and is pleased to see efforts to set out a clear road map, which can be communicated effectively to residents.

We would like to see the fundamental issue of behavioural change at individual level front and centre of the document, from the Foreword on, as well as support for local sustainability groups, and promotion of a forum for them to share best practice.

We think it is also important to mention successes so far – this includes the Community Sustainability Partnership (which is not mentioned), and other actions/outcomes from achievements to date e.g. from the Rural Roundtable.

Overall the document needs to convey that climate change is something to be tackled by all of us – residents, organisations and local government (and of course central government) – and that the actions each of these parties take will have a positive impact – in short the document should convey both responsibility and hope.

3. How much do you agree or disagree that we have got the over-arching priorities right? Disagree

4. What else do you think our high level Strategy could include?

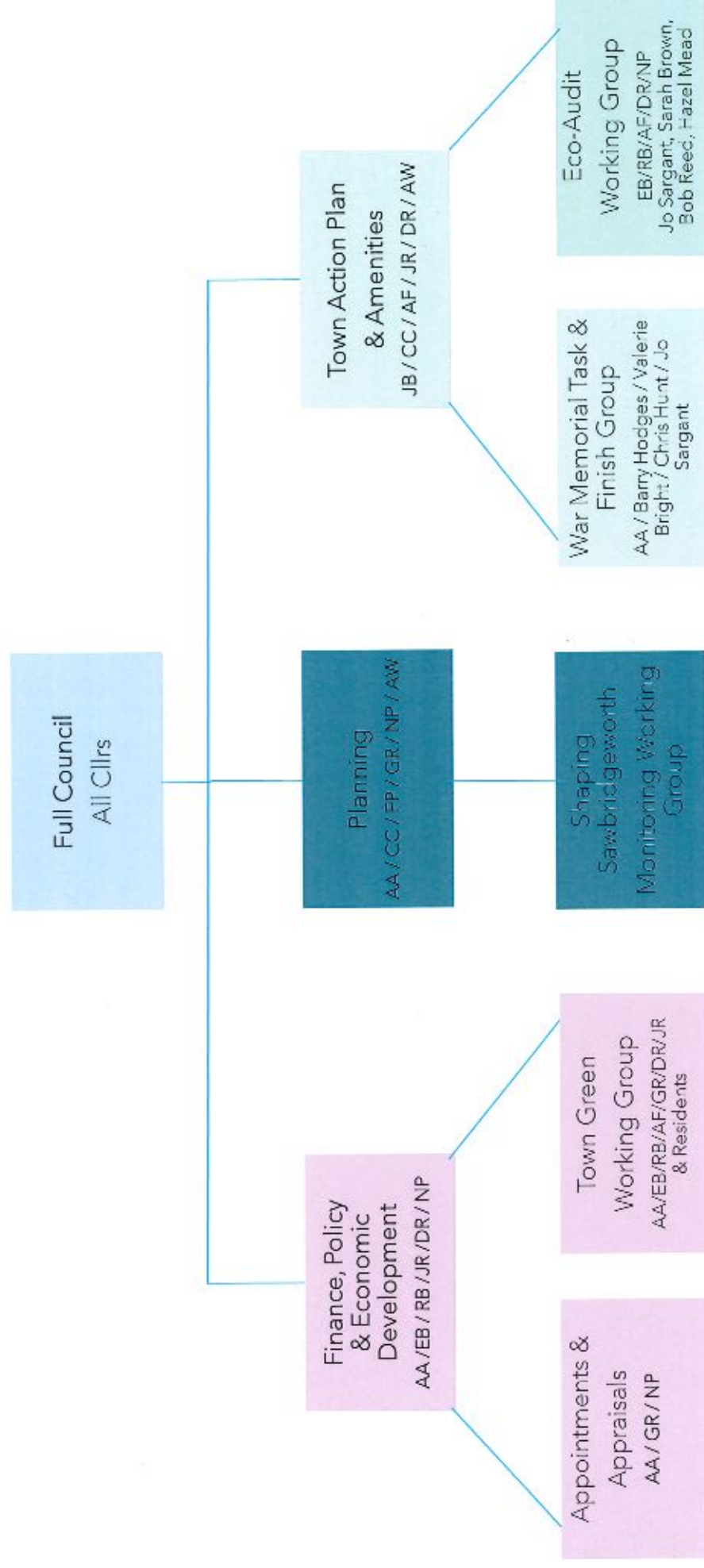
We believe there are some over-arching priorities missing:

- A clearer link to individual behavioural change and community action should be made in relation to the climate change emergency.
- It would be useful to specify concrete actions – while these may be in the Action Plan, a short summary of actions and their timing should be included in this document in order to provide a stronger link to the Action Plan.
- We recommend including a list of the key district emission sources and the related action needed to address these. Local impacts of climate change are not highlighted including the impact on food security, water supply etc.
- The role of energy-efficient/sustainable housing should be included – and linked to the revised District Plan update.
- A section on the key role of schools is important to have. We note that the section on Governance of climate change agenda in 2.2 omits local groups and schools as influencers.
- On promoting green transport, we note the non/slow progress on a LCWIP. Transport should also be linked to tackling air quality and real time AQMA monitoring.
- Removal of Green Organic/Waste warrior funding (food waste issue) is short sighted and we believe will set back public awareness. A comprehensive recycling scheme for schools, businesses, community groups also needs to be part of the strategy.
- For transparency, would it be possible to have public sight of the discussions and actions flowing from the monthly cross-service officer Sustainability Working Group.

We thank EHDC again for the opportunity to comment on this consultation.

Sawbridgeworth Town Council

Committee Structure 2022-2023



Champions 2022/23

- Allotments: Chair of Town Action Plan & Amenities Committee
- Cemetery: Chair of Town Action Plan & Amenities Committee
- Footpaths and open spaces; dog fouling..... Cllr Royle;
- Young People and Schools Cllr Royle; *with mayor*
- Emergency PlanDistrict Cllrs Alder, RBuckmaster, J Burmicz
- Rivers Heritage Site and OrchardCllrs E and R Buckmaster
- Crime and Disorder champion Cllr Burmicz
- **Additional Champions**
- Eco champion.....Cllr Annelise Furnace
- Businesses.....Cllr Greg Rattey
- Communications.....Cllr Nathan Parsad

Draft Representatives 2022/23

- F & B Education Foundation (Old Harlow) Cllr R Buckmaster
- F & B School Foundation Sawbridgeworth..... Cllr R Buckmaster
- Hailey Centre Cllrs Alder, Burmicz, Rattey
- Mann Memorial Cottages Cllr Parr
- Friends of Pishiobury Park Cllr Royle
- Sawbridgeworth Memorial Hall Trust Cllr John Rider
- Sawbridgeworth Sports Association Cllr Angus Wyatt
- Sawbridgeworth Town Twinning Association Cllrs E Buckmaster and Royle
- Sawbridgeworth Trust Greg Rattey and R Buckmaster
- Sawbridgeworth May Fayre Cllr E Buckmaster
- Herts Association of Parish and Town Councils Cllr Alder
- SYPRC..... Cllrs Alder, R Buckmaster, Furnace, Royle

Sawbridgeworth Town Council

Subject: Subscriptions 2022-23

Date: 23rd May 2022

	Resolved 2021/22	Proposed 2022/23
• National Association of Local Councils / Hertfordshire Association of Parish and Town Councils (NALC/HAPTC)	1,365.00	1,365.00
• Open Spaces Society (Direct Debit)	45.00	45.00
• Society of Local Council Clerks (SLCC)	285.00	550.00
• Institute of Cemeteries and Crematoria Management (ICCM)	90.00	96.00
• National Association of British Market Associations (NABMA)	369.00	384.00
		£

Sawbridgeworth Town Council

Schedule of Council Meetings 2022/2023

Month	Council	Planning Cttee	Finance, Policy & Econ Devt Cttee	Town Action Plan & Amenities Cttee	Other meetings
2022 May	23 M01 Annual Meeting of Town Council	9 P01			Shaping Sawbridgeworth Working Group as required
Jun	27 M02	13 P01 27 P02	13 F01	13 A01	
Jul	25 M03	11 P03 25 P04			11 A&A Cttee SA23
Aug					
Sep	26 M04	12 P05 26 P06	12 F02		
Oct	31 M05	17 P07 31 P08		17 A02	
Nov	28 M06	14 P09 28 P10			14 A&A Cttee SA24
Dec					
2023 Jan	30 M07	16 P11 30 P12	16 F03		
Feb	27 M08	13 P13 27 P14		13 A03	
Mar	27 M09	13 P15 27 P16			
Apr	24 M10	10 P17 24 P18	10 F04	10 A04	03 Annual Town Meeting
May	15 M01 Annual Meeting of Town Council				

- All meetings are on a Monday and are held in the Council Offices (unless otherwise stated)
- Meetings commence at 7.30pm; Working Party at 6.00pm; A&A Cttee at 3.00pm
- Planning Cttees follow on from full meetings of the Council but precede other Cttee meetings on the same date



SAWBRIDGEWORTH TOWN COUNCIL

STANDING ORDERS

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

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 Chair 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 or 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 East Herts District Council Monitoring Officer 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.



SAWBRIDGEWORTH TOWN COUNCIL

FINANCIAL REGULATIONS

**Amended by F&P Committee 11 September 2017
Approved by Council 25 September 2017**

Sawbridgeworth Town Council

Financial Regulations

1. General

- 1.1 These financial regulations shall govern the conduct of the financial transactions of the Council and may only be amended by resolution of the Council.
- 1.2 The Clerk, as the Responsible Financial Officer (RFO) appointed by the Council shall under the policy direction of the Council be responsible for the proper administration of the Council's affairs.
- 1.3 The Responsible Financial Officer shall be responsible for the production of financial management information.

2. Annual Estimates

- 2.1 The Council shall formulate proposals in respect of revenue services and capital projects for inclusion in the rolling capital programme not later than November each year.
- 2.2 Detailed estimates of income and expenditure on revenue services, and receipts and payments on capital account, shall be prepared each year by the Responsible Financial Officer.
- 2.3 The Council, not later than the end of January each year, shall agree the precept to be levied for the ensuing year. The Responsible Financial Officer shall supply each member with a copy of the approved estimates.
- 2.4 The annual capital and revenue budget shall form the basis of financial control for the ensuing year.

3. Budgetary Control

- 3.1 Expenditure on the revenue account may be incurred up to the amounts included in the approved budget.
- 3.2 No expenditure may be incurred which cannot be met from the amounts provided in the appropriate revenue budget unless a virement has been approved by the Council.
- 3.3 The Responsible Financial Officer shall every quarter provide the Council with a statement of income and expenditure to date under each head of the approved annual revenue and capital budgets.
- 3.4 The Responsible Financial Officer may, with the agreement of the Mayor or in his absence the Deputy Mayor, incur expenditure on behalf of the Council which is necessary to carry out any repair or replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is a budgetary provision for the expenditure, subject to a limit of £2,500. The Responsible Financial Officer shall report the action to the Council as soon as practicable thereafter.
- 3.5 Where expenditure is incurred in accordance with regulation 3.4 above and the sum required cannot be met from savings made elsewhere within the Council's approved budget, it shall be subject to the provisions of a supplementary estimate approved by the Council.
- 3.6 Provisions in the revenue budget for named projects may be carried forward to subsequent

years in the designated accounts.

- 3.7 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving expenditure on capital account unless the Council is satisfied that it is contained in the rolling capital programme and that the necessary capital funds are available, or the requisite borrowing approval can be obtained.
- 3.8 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4. Accounting and Audit.

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations 2011.
- 4.2 The RFO shall be responsible for completing the annual accounts of the Council as soon as practicable after the end of the financial year and shall submit them to and report thereon to the Council.
- 4.3 The following principles shall be observed in connection with accounting duties -
- (a) The duty of providing information, calculating, checking and recording sums due to, or from, the Council, should be separated as completely as possible from the duty of collecting or dispersing them.
 - (b) Officers charged with the duty of examining and checking the accounts of cash transaction should not be engaged in any of the transactions.
- 4.4 The RFO shall be responsible for maintaining an adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with regulation 5 of the Accounts and Audit Regulations 2011. Any officer or member of the Council shall, if the RFO requires, make available such documents of the Council which relate to their accounting and other records as appear to the RFO to be necessary for the purpose of the audit and shall supply the RFO with such information and explanation as the RFO considers necessary for that purpose.

5. Banking Arrangements and Cheques

- 5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council. Accounts shall be maintained at the bank, a general account and others as required for Council purposes.
- 5.2 A schedule of the payment of money shall be prepared by the RFO and together with the relevant invoices etc. presented to the Council at every regular meeting of the Council. If the schedule is in order it shall be authorised by a resolution of the Council.
- 5.3 Cheques drawn on the bank accounts in accordance with the schedule referred to in the previous paragraph shall be signed by two members of the Council, and either the Town Clerk or the Financial Officer.

6. Payment of Accounts

- 6.1 Apart from petty cash payments all payments shall be effected by cheque or other order drawn on the Council's bankers.
- 6.2 All invoices for payments shall be examined, verified and certified by the RFO. Before certifying an invoice the officer shall satisfy him/herself that the work, goods or services to which the invoice relates have been received, carried out, examined and approved.
- 6.3 Duty certified invoices passed by the RFO who shall have examined them in relation to arithmetical accuracy and authorisation, and shall take all possible steps to settle all invoices

submitted, and which are in order, within 30 days of their receipt.

(a) The RFO shall maintain a petty cash float to a limit of £500 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.

(b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.

(c) Payments to maintain the petty cash float shall be shown separately on the schedule of the payment of money presented to the Council.

7. Loans and Investments

- 7.1 All loans and investments shall be negotiated by the RFO in the name of the Council, and shall be for a set period of time in accordance with Council policy. Changes to loans and investments should be reported to the Council at the next Council Meeting.
- 7.2 All investments of money under the control of the Council shall be in the name of the Council.
- 7.3 All borrowings shall be affected in the name of the Council.
- 7.4 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8. Income

- 8.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 8.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be notified to the RFO and the RFO shall be ultimately responsible for the collection of all accounts due to the Council.
- 8.3 The Council will review all fees and charges annually, following a report of the RFO.
- 8.4 Any bad debts shall be reported, confidentially in writing to the Council.
- 8.5 All sums received on behalf of the Council shall be passed to the Finance Officer for banking. In all cases all receipts shall be deposited with the Council's bankers with such frequency, as the RFO considers necessary.
- 8.6 A reference to the related debt, or otherwise, indicating the origin of each cheque, shall be entered on the paying-in slip.

9. Orders for Work, Goods and Services

- 9.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate, e.g. petty cash purchases. Copies of orders issued shall be maintained.
- 9.2 Order books shall be controlled by the RFO.
- 9.3 The RFO is responsible for obtaining value for money at all times. The RFO issuing an official order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction.

10. Contracts

- (a) Every contract made by the Council shall comply with these standing orders, and no exception from any of the following provisions of these standing orders shall be made otherwise than by direction of the Council or in an emergency by the Mayor or in his/her absence the Deputy Mayor provided that these standing orders shall not apply to contracts which relate to items (i) to (v) below:
 - (i) for the supply of gas, electricity, water, sewerage and telephone services.
 - (ii) for specialist services such as are provided by solicitors, accountants, engineers, surveyors and planning consultants.
 - (iii) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
 - (iv) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
 - (v) for goods or materials proposed to be purchased which are proprietary articles and/or which are sold only at a fixed price.
- (b) Where it is intended to enter into a contract:
 - (i) exceeding £5,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the RFO shall give at least three weeks public notice of such intention in the same manner as public notices for meetings of the Council is given, and invite tenders from at least three suppliers.
 - (ii) for expenditures of £5,000 or less in value the Mayor or Deputy Mayor, together with the RFO shall have executive power within the budget heading.
- (c) When applications are made to waive standing orders relating to contracts to enable a tender to be negotiated without competition the reason shall be embodied in a recommendation of the Council.
- (d) Every exception made to which the power of making contracts has been delegated shall be reported to the Council and the report shall specify the emergency by which the exception shall have been justified.
- (e) Such invitation to tender shall state the general nature of the intended contract and the RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the RFO and the last date by which such tenders should reach the RFO in an ordinary course of post. Each tendering firm shall be supplied with a specially marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- (f) All sealed tenders shall be opened at the same time on the prescribed date by the RFO or the properly authorised deputy in the presence of at least one member of the Council.
- (g) If less than three tenders are received for contracts valued above £5,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works. Details of tenders received to be given to the full Council.
- (h) The Council shall not be obliged to accept the lowest or any tender.

11. Payments Under Contracts for Building or Other Construction Works

- 11.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract.
- 11.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case when it is estimated that the total cost of work carried out under a contract, excluding fluctuation clauses, will exceed the contract sum by 5% or more a report shall be submitted to the Council.
- 11.3 Any variation to a contract or addition to or omission from a contract must be approved by the RFO in writing, the Council being informed where the final cost is likely to exceed the financial provision.

12 Stores and Equipment

- 12.1 The RFO shall be responsible for the care and custody of stores and equipment.
- 12.2 Delivery notes must be obtained in respect of all goods received and must be checked as regard quality at the time delivery is made.

13. Properties and Estates

- 13.1 The RFO shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council and shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purposes for which held.
- 13.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, save where the estimated value of any one item does not exceed £500.

14. Insurance

- 14.1 The RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 14.2 The RFO will deal with all new risks which require to be insured and any alterations affecting existing insurances.
- 14.3 The RFO shall keep a record of all insurances affected by the Council and the property and risks covered thereby and annually review it.
- 14.4 The RFO shall be notified of any loss, liability or damage or any event likely to lead to a claim.
- 14.5 All appropriate employees of the Council shall be included in suitable fidelity guarantee insurance.

15. Revision of Financial Regulations

It shall be the duty of the Council to review the Financial Regulations from time to time and to make such alterations as the Council considers are required.

Mayor of Sawbridgeworth

Town Clerk and RFO