

SAWBRIDGEWORTH TOWN COUNCIL

MEETING OF THE TOWN COUNCIL Minutes

of the **Annual Meeting** of Sawbridgeworth Town Council held at 7:00pm in the Council Chamber, Sayesbury Manor, Bell Street on **Monday 18th May 2026**.

Those present.

Cllrs S Pagdades, E Buckmaster, R Buckmaster, R Smith, A Furnace, A Parsad-Wyatt, N Parsad-Wyatt, S Smith, G Rattey, S Penney, J Rider and D Newell.

Also present was P Evans (Locum Clerk) and eight members of the public.

Cllr S Pagdades welcomed everyone.

26/1 Election of Mayor

Resolved to elect Cllr A Parsad-Wyatt as Town Mayor for the civic year 2026/27

[Prop Cllr E Buckmaster; Secd Cllr R Smith]

26/2 Declaration of acceptance of office.

Cllr S Pagdades then handed the mayoral chain of office to Cllr A Parsad-Wyatt who then signed the declaration of acceptance of office form, which was witnessed by the locum clerk. He then gave an acceptance speech in which he outlined his goals for the year and his chosen charity.

26/3 The retiring Mayor's address

Cllr S Pagdades gave a synopsis of his mayoral year mentioning his many visits to schools, local events, community groups, town twinning and the youth initiative he had headed. He thanked various volunteers and especially his parents for their support.

26/4 Apologies for absence. – All councillors were present.

26/5 Declarations of interest

There were none.

26/6 Election of Deputy Town Mayor

Nominations were received for Cllr J Rider.

[Prop Cllr R Buckmaster; Secd Cllr S Penney]

Resolved that Cllr J Rider is elected as Deputy Town Mayor for the civic year 2026/27.

26/7 To agree the committee structure for the year 2026/27.

The 2025/26 structure chart had been circulated prior to the meeting. There was some discussion before it was

Resolved to continue the same structure for 2026/27.

[Prop Cllr A Parsad-Wyatt; Secd Cllr R Smith]

26/8 To appoint members to committees, sub-committees, working parties and task and finish groups for the year 2026/27.

The 2025/26 list had been circulated prior to the meeting. There was some discussion before it was

Resolved to continue the same membership for 2026/27.

[Prop Cllr E Buckmaster; Secd Cllr R Smith]

26/9 To appoint representatives on outside bodies and champions.

The 2025/26 list had been circulated prior to the meeting. There was a request to add the 'Youth Community Initiative' with the champion being Cllr S Pagdades and Cllr S Penney added as a representative on Sawbridgeworth YPRC. With these amendments it was

Resolved to adopt the amended membership for 2026/27.

[Prop Cllr G Rattey; Secd Cllr N Parsad-Wyatt]

26/10 To consider the payment of subscriptions for the year 2026/27.

A list of subscriptions had been circulated prior to the meeting. Councillors agreed that these were all required still so it was

Resolved to continue the subscriptions as circulated for 2026/27.

[Prop Cllr N Parsad-Wyatt; Secd Cllr S Smith]

26/11 To approve the calendar of meetings for 2026/27.

A draft calendar had been circulated prior to the meeting. There was some discussion regarding the dates for the July and September meetings. There was a proposal for the July Full Council meeting to be moved from 27th to 20th. Following discussion on the matter there was a vote taken with six votes recorded for the 20th of July and five for 27th July. It was agreed to move the July meeting to 20th July.

Resolved to adopt the amended calendar of meeting for 2026/27.

[Prop Cllr S Pagdades; Secd Cllr D Newell]

A vote was requested by Cllr R Buckmaster for this proposal, and this was recorded as eight votes for the amended calendar, three against and one abstention.

26/12 To review the Council's Standing Orders

Resolved to approve the continuation of current Standing Orders.

[Prop Cllr N Parsad-Wyatt; Secd Cllr R Buckmaster]

26/13 To review the Council's Financial Regulations.

These had been circulated prior to the meeting. The Clerk reported that the internal auditor had raised some concerns regarding section seven and therefore it was agreed to move this discussion to the next Finance Policy and Economic Development Committee meeting to review alongside the internal auditor's report.

26/14 To review the direct debits and standing orders held by the council.

A list was circulated prior to the meeting.

Resolved to adopt the current list of direct debits and standing orders.

[Prop Cllr S Smith; Secd Cllr A Furnace]

26/15 To review the signatories held on the council's bank and investment accounts.

Resolved to continue with the current signatories.

[Prop Cllr R Smith; Secd Cllr S Pagdades]

There being no further business to transact the meeting closed at 7.31pm

Signed.

Dated.