

Sawbridgeworth Town Council



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MAYOR
Cllr Greg Rattey
TOWN CLERK
Christopher Hunt

To: Cllrs Alder, E Buckmaster, R Buckmaster, Rider, Royle, Parsad,
[Cllr Rattey, Cllr R Buckmaster]

FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE

You are invited to a meeting of this committee of the Council which will take place on **Monday 13th June 2022 at 8:30pm** at Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

Town Clerk
7th June 2022

Agenda

- F 22/01 ELECTION OF CHAIRMAN**
[👏] To elect a Chairman of the Committee for the year 2022/23.
- F 22/02 ELECTION OF VICE CHAIRMAN**
[👏] To elect a Vice Chairman of the Committee for the year 2022/23.
- F 22/03 APOLOGIES FOR ABSENCE**
[👏] To receive and approve any apologies for absence
- F 22/04 DECLARATIONS OF INTEREST**
To receive any Declarations of Interest by Members
- F 22/05 MINUTES**
[👏] To approve as a correct record the minutes of the Finance and Policy Committee held on 11th April 2021 (F04) [Attached]
- [👏] To approve as a correct record the minutes of the Economic Development and STAP Committee held on 14th March 2022 (E05) [Attached]
- To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.
- F 22/06 STAFF MATTERS**
To consider any matters relating to members of staff.
- Citation HR and Risk assessment support changeover from ELAS.

F 21/07 FINANCE MATTERS

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

- To advise members of arrangements following the visit of the Internal Auditor.
- To advise members of the arrangements for External Audit by PKF Littlejohn.
- To advise members of the draft Annual Return for 2021/22 and recommend adoption by council. *[Attached]*

[📄]

F 22/08 TOWN MARKET

[📄]

To update on progress on the arrangements for the Town Market

F 21/09 POLICY MATTERS

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

- Energy providers update

F21/10 GREATER ANGLIA STATION ADOPTION SCHEME

[📄]

[👉]

To receive and resolve the proposal that the Town Council consider the adoption of the local railway station in line with the report submitted by Cllr Angus Wyatt

F 21/11 ITEMS FOR FUTURE AGENDAS

To consider any items for inclusion on future agendas.

SAWBRIDGEWORTH TOWN COUNCIL

FINANCE AND POLICY COMMITTEE

Minutes

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

Those present

Cllr Angela Alder
Cllr Eric Buckmaster
Cllr Ruth Buckmaster

Cllr David Royle
Cllr Nathan Parsad

In attendance:

Christopher Hunt – RFO

F 21/24 APOLOGIES FOR ABSENCE

No absentees

F 21/25 DECLARATIONS OF INTEREST

There were no Declarations of Interest by Members

F 21/26 MINUTES

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

F 21/27 STAFF MATTERS

To consider any matters relating to members of staff.

Updates:

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

F 21/28 FINANCE MATTERS

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

F 21/29 POLICY MATTERS

Updates:

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

F21/30 COMMUNICATION MATTERS

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

F 21/31 ITEMS FOR FUTURE AGENDAS

To consider any items for inclusion on future agendas.

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

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

Meeting Closed at 20.15

SAWBRIDGEWORTH TOWN COUNCIL

ECONOMIC DEVELOPMENT & SAWBRIDGEWORTH TOWN ACTION PLAN COMMITTEE

Minutes

of the meeting of the Economic Development and STAP Committee held at, Sayesbury Manor, Bell Street, Sawbridgeworth at 20.00 on Monday 14th March 2022.

Those present

Cllr A Alder
Cllr A Furnace

Cllr N Parsad
Cllr David Royle
Cllr G Rattey – ex officio

In attendance:

Christopher Hunt – Town Clerk
J Sargent – Town Projects Manager

E 21/44 APOLOGIES FOR ABSENCE

Cllr R Buckmaster
[Prop Cllr A Furnace, Sec'd Cllr D Royle]

E 21/45 PUBLIC FORUM

There were no members of the public present at the Economic Development and STAP Committee.

Cllr Alder wished to add a comment at this point in regard to the vigil held in respect to the situation in Ukraine the previous Saturday outside the Town Council offices.

She proposed a vote of thanks for the Town Council staff, police officers and volunteers who arranged and set up the event ready for the speakers to present.

Cllr Alder also wanted it recorded that she felt it wasn't appropriate that political views were expressed.

Cllr Furnace also echoed the thanks for the people organising the event but didn't support Cllr Alders comment.

E 21/46 DECLARATIONS OF INTEREST

There were no Declarations of Pecuniary Interest by Members

E 21/47 MINUTES

Resolved: To approve as a correct record the minutes of the Committee Meeting held on 17th January 2022 (E04)

[Prop Cllr A Furnace, Sec'd Cllr D Royle]

E 21/48 TOWN GREEN WORKING PARTY

Updates:

- The Town Projects Manager produced a report from the survey Monkey sent out to members of the public. The working party was yet to meet and consider the results of the survey who would then report back to the EDSTAP committee with recommendations.

E21/49 TOWN MARKET AND BRANDING

Updates:

- The Town Projects Manager stated that the market start date will need to be pushed back due to the current demand on the council and difficulty in contacting EHDC to understand the license required. At a retailer meeting many were supportive of the market to generate more footfall into the town.

E21/50 TOWN ACTION PLAN

Updates:

- The Clerk updated the committee that he had visited the David Wilson site at West Road and had met with managers regarding land to be passed to the Town Council under the 106 agreements. An arrangement had been made that the developers would design allotments to the Town Councils requirements as well as providing storage space. Part of the discussion it was mentioned by the developers they would like to retain land to the North of the site adjacent to West Road also part of the 106 agreements.
- The Clerk covered other areas of the action plan with the updates on paths, youth and councillor engaging and the good press coverage in the local paper and the Flyer.
- The Town Projects Manager covered the request by EHDC to investigate projects to claim funds from the 'return to the high street'. Several items were discussed for the town to improve vibrancy such as a promotion social media video, crowd metal barriers for events, planters, the phone box, surveys and other items before the deadline at the end of March.

ACTION; The Clerk to contact Jackie Bruce regarding the above situation and to report back to the full town council.

E21/51 COUNCILLOR ENGAGEMENT

Updates:

- Police have re-introduced 'Coffee wit a Cop' but changed the branding to run these as surgeries with a partnership theme and Councillors.
- The Clerk mentioned the security app, 'Hollie Guard' he had emailed members recently due to increased engagement and councillor security being paramount.

E21/52 FUNDING OPPORTUNITIES

Updates:

- The Clerk updated that the National Lottery application for SawboBus had been received and was waiting for an answer, this could take up to twelve weeks. Laura will be looking into new sponsorship opportunities from local companies.
- Other funding streams had been covered in the previous agenda item by the Town Projects Manager.

E21/53 NEW RESIDENTS WELCOME PACK

Updates:

- The Clerk introduced the draft report he had pulled together on this subject and some amendments Cllr Alder had made. It was discussed and agreed the welcome pack should be in the form of a hard copy letter signposting people to the town council website. The website should have the up-to-date information on partner agencies and contact details as well as local clubs and groups.
- Cllr Alder raised that in previous years an event was hosted whereby members of the community can meet their local councillors. It was agreed to look at a community open day and for this to be put on the agenda for future meetings to develop.

E21/54 TRAILTALE

Cllr Royle introduced a new project to increase visitors and promoting health in the town. The project encourages participants to walk to different points of interest and learn some history points. The funding may be available from the 'return to the high street funding' and it was felt that it wouldn't need to go to full council for a motion to be supported as it wouldn't affect the budget.

[Prop Cllr Parsad, Sec'd Cllr D Royle]

E21/55 ITEMS FOR FUTURE AGENDAS

'Community event' to meet councillors and partners and community group leaders.

Meeting Closed at 20.55

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

SAWBRIDGEWORTH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

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

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

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE PAGE ADDRESS www.sawbridgeworth-tc.gov.uk

Section 2 – Accounting Statements 2021/22 for

SAWBRIDGEWORTH TOWN COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	113,994	187,118	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>	
2. (+) Precept or Rates and Levies	339,283	361,628	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>	
3. (+) Total other receipts	130,682	68,830	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>	
4. (-) Staff costs	235,610	194,876	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>	
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>	
6. (-) All other payments	161,231	171,019	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>	
7. (=) Balances carried forward	187,118	251,681	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>	
8. Total value of cash and short term investments	180,349	236,105	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>	
9. Total fixed assets plus long term investments and assets	949,810	968,962	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>	
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
		✓		<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

as recorded in minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED

Sawbridgeworth Town Council

Memorandum from Town Project Manager

To: F&P / Economic Development Committee
From: Jo Sargent
Subject: Market
Date: 07 June 2022

This paper has been in circulation previously, but in order to give new councillors and committee members a full picture, the information below has been updated, but the whole scheme remains the same. Covid and operation issues over the last 2 years has delayed this project. It is now the top priority with the Town Manager to launch a market in early autumn.

The purpose of the introduction of a market for the town is to increase footfall not only on market days but to have a positive ongoing effect with footfall on other days. By promoting the town with a mid-week market, people visiting will discover what other unique shops and businesses we have in the town and in turn potentially will visit at other times.

Therefore, on market days, our shops and businesses will have the opportunity (on a rota basis) to put on special offers, or have their business highlighted at the market as 'Business of the Week' with a unique promotion. The market will be established under the authority of the Food Act 1984 para 50 cl 3; thus we would be independent of any licensing obligation to East Herts District Council.

The general plan is:

- Market stalls will be sourced to complement and not work in direct competition with any existing business in the town / these could include:
 - Pet Supplies
 - Fruit and Vegetable
 - Cheese and Delicatessen
 - Haberdashery
 - General hardware / budget items
 - Fresh Fish
 - Artisan food products from local suppliers (this could be on a rotational basis to give businesses without a shop front an opportunity to sell)
- Market to be held weekly from the Old Bell Car Park, on Wednesdays (trade is very slow in the town mid-week) from 8am to 2pm (variable times to be established).
- Where possible market traders will be encouraged not to use single use plastic in their packaging etc. Whilst this is desirable it may not be 100% realistic, but selection of traders will have this as part of the selection criteria.
- As a launch – to consider a 'sign-up' package for fees, this could be pay for 4 weeks get 2 free to sign them in for the first 6 weeks whilst the market is getting established.
- All traders to sign up fully to STC markets rules, terms and conditions etc.
- A professional branding and market launch to take place.
- All stalls will be supplied by the traders themselves, whether it be a gazebo, van, traditional market stall.

Chambers Design has already worked on market branding and the design established is:

THE
MARKET
@ SAWBRIDGEWORTH

Fresh, local and friendly

Greater Anglia Station Adoption Scheme - Sawbridgeworth

What is it?

Greater Anglia have been running a station adoption scheme across East Anglia for many years. The scheme brings together the rail operator and local communities to ensure stations are safe, welcoming, and well-maintained places. Adopter groups make regular visits to their station to assess and improve the presentation, note any issues and raise these with the operator, and promote rail travel to/from their station.

What are the benefits of station adoption?

Adopting Sawbridgeworth station can help in a number of areas:

1. **Civic Pride** - having a clean and presentable station, with information displayed about Sawbridgeworth, local businesses, and local walks and history can better the link between the station and the town, and encourage travel to the area.
2. **Sustainability** - the station is the 'shop window' for local rail travel, so if we can make that more appealing, it may encourage more people to use the train instead of cars, especially for local journeys (e.g. to Bishops Stortford). Furthermore, having planters at the station would allow us to consider pollinator-friendly plants which will boost local biodiversity.
3. **Crime reduction** - stations can be hotspots for crime such as graffiti and vandalism. If the station is well-maintained, people are more inclined to take pride in it and look after it.
4. **Mental health** - getting involved in a community project like station adoption can provide a sense of purpose and achievement which may help people's mental health. If the station is busy and actively monitored, it also reduces the likelihood of suicide attempts.
5. **Relationship with the rail operator** - building a mutually-beneficial partnership with Greater Anglia, and good lines of communication, also enables us to raise wider issues such as parking provision at the station, which has a knock-on impact elsewhere in Sawbridgeworth.

What is being asked of Sawbridgeworth Town Council?

The intention is that we as a Town Council would adopt Sawbridgeworth train station. However, this does not mean that councillors would be expected to be adopters individually (unless they want to be). Instead, we would use our relationships across the community to bring together a group of about 5 people who would like to be involved. These people may be regular users of the station, or members of local groups such as Sustainable Sawbridgeworth or Tidy Up Sawbridgeworth. There has already been interest from 2 or 3 local residents. We may also involve one of the Town Rangers in the scheme, to assist periodically with maintenance (e.g. litter-picking, flower watering).

What does it cost?

There is no financial cost to the Town Council. Greater Anglia provides free training for adopters, and up to £200 in funding for improvements such as planters. The expectation is that we would also work with local businesses to secure sponsorship for further investment. Similarly, we may be able to seek support from District/County Councillors.

Questions

If you have any questions, please contact Cllr Wyatt. I hope fellow Councillors will support this proposal for Sawbridgeworth Town Council to adopt Sawbridgeworth station.

Cllr Wyatt