

Sawbridgeworth Town Council



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MAYOR
Cllr Angus Parsad-Wyatt
TOWN CLERK
Christopher Hunt

To: Cllrs E Buckmaster, R Buckmaster, N Parsad-Wyatt, G Rattey, R Smith, S Smith

FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE

You are invited to a meeting of this committee of the Council which will take place on **Monday 7th September 2026 at the conclusion of the Planning Meeting scheduled at 7:00pm** at Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

Town Clerk
7th September 2026

Agenda

F 25/13 APOLOGIES FOR ABSENCE



To receive and approve any apologies for absence.

F 25/14 DECLARATIONS OF INTEREST

To receive any Declarations of Interest by Members

F 25/15 MINUTES



To approve as a correct record the minutes of the Finance, Policy and Economic Development Committee held on 8th June 2026 (F01)
[Attached appendix A]

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

Owner	Action	Update
Cllr Greg Rattey	From the minutes of the previous meeting Cllr G Rattey reported that businesses that were open on a Saturday had noticed a drop in trade since the new car parking charges were introduced. Also, the sports clubs had stated that those attending were either walking or limiting when they were present. He was asked for evidence of the impact which the council could pass to EHDC.	

- F 25/16 STAFF MATTERS**
[📎] To consider any matters relating to members of staff, Clerks report refers.
[Attached appendix B]
- F 25/17 FINANCE MATTERS**
[📎] To consider any matters relating to the finances.
[📎]
 - Clerk to report on any variances on expenditure to budgeted figures.
 - Detailed Income and Expenditure report*[Attached appendix C]*
- F 25/18 JUBILEE GARDENS**
[📎] To receive an update on the Jubilee Gardens
Cllr R Buckmaster
[Attached appendix D]
- F 25/19 COUNCILLOR ENGAGEMENT**
To discuss engagement opportunities for councillors
 - Next date Travel Challenge/AirMazing 3rd October 2026, Sawbridgeworth Cricket Club with local community groups.
- F 25/20 ECONOMIC DEVELOPMENT**
To discuss proposals for promoting economic development in the town:
 - Local business working in partnership events.
Verbal update, *Cllr G Rattey*
- F 25/21 REDUCING THE COUNCILS CARBON FOOTPRINT**
Current update on plan to reduce councils carbon footprint and update on funding expenditure.

No Update for this meeting but ongoing agenda item.
- F 25/22 FUNDING OPPORTUNITIES**
For all members of the committee to explore funding opportunities.
- F 25/23 ITEMS FOR FUTURE AGENDAS**
To consider any items for inclusion on future agendas.

Appendix A

SAWBRIDGEWORTH TOWN COUNCIL

FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE

Minutes

of the meeting of the Finance and Policy Committee held in the Chamber, Sayesbury Manor, Bell Street, Sawbridgeworth at 7:15pm on **Monday 8th June 2026**.

Those present.

Cllrs E Buckmaster, N Parsad-Wyatt & G Rattey.

Officer P Evans (Locum Clerk)

Also present was Cllr A Parsad-Wyatt (ex-officio).

F 26/1 TO ELECT A CHAIRMAN FOR THE CIVIC YEAR 2026/27

Cllr E Buckmaster was proposed by Cllr N Parsad-Wyatt and seconded by Cllr G Rattey. There were no other nominees and Cllr E Buckmaster was prepared to stand, so he was duly elected.

F26/2 APOLOGIES FOR ABSENCE

Apologies were received from Cllrs R Buckmaster, R Smith & S Smith.

F 26/3 DECLARATIONS OF INTERESTS – None.

F 26/4 TO ELECT A VICE-CHAIRMAN FOR THE CIVIC YEAR 2026/27

Cllr R Smith was proposed by Cllr N Parsad-Wyatt and seconded by Cllr G Rattey. There were no other nominees and Cllr R Smith had previously indicated that he was prepared to stand, so he was duly elected.

F26/5 MINUTES

The minutes of the meeting of the Finance, Policy & Economic Development Committee held on 13th April (M04) had been circulated prior to the meeting. There were no amendments, so it was

Resolved that Cllr E Buckmaster signs the minutes as a true record of that meeting.

[prop Cllr N Parsad-Wyatt sec'd Cllr G Rattey]

F26/6 TO RECEIVE THE INTERNAL AUDITORS REORT

This report was circulated prior to the meeting. There was some discussion regarding the comments that the internal auditor had made regarding the current procedure followed by the council for on-line banking. It was then

Resolved;

a) To note the internal auditors report.

b) To recommend to the full council that the Clerk investigates what bank offers the facility that will mirror the requirements under section 7 of the financial regulations – electronic payments.

[prop Cllr N Parsad-Wyatt sec'd Cllr G Rattey]

F26/7 TO REVIEW THE FINANCIAL REGULATIONS FOR THE COUNCIL

This was referred to this committee from council as there might need to be a change following the review of the internal auditor's report. As the committee had decided to amend its practices rather than the financial regulations it was

Resolved that the Financial Regulations remain as agreed in January 2026.

[prop Cllr N Parsad-Wyatt sec'd Cllr G Rattey]

F26/8 CLERKS REPORT

Nothing to report from previous resolved actions.

F26/9 ECONOMIC DEVELOPMENT

Cllr G Rattey reported that businesses that were open on a Saturday had noticed a drop in trade since the new car parking charges were introduced. Also, the sports clubs had stated that those attending were either walking or limiting when they were present.

He was asked for evidence of the impact which the council could pass to EHDC.

F26/10 FUNDING OPPORTUNITIES

Cllr A Parsad-Wyatt gave an update on his fundraising ideas for mayoral year.

F26/11 ITEMS FOR FUTURE AGENDAS – None.

The Chairman then moved the following resolution: That under the Public Bodies (Admission to Meetings) Act 1960 s 1(2), the press and public is excluded from the meeting whilst pertaining to employees of the council or tenders are discussed.

F26/12 STAFFING MATTERS

The interim Clerk tabled his report. There was some discussion regarding the report before it was noted and

Recommended to Full Council that the Locum Clerk continues to be employed by the council at the agreed rate per hour until 30th June 2026, when it is envisaged that the Clerk will be able to return to full duties.

[prop Cllr N Parsad-Wyatt sec'd Cllr E Buckmaster]

There being no further business to transact the meeting closed at 7.34pm

Signed.

Dated.

Appendix B

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Finance, Policy and Economic Development Committee
From: Christopher Hunt
Subject: Staffing update
Date: September 2026

Staffing Report

Staffing Overview

- The current staffing structure has seen two full-time members of staff absent from work due to health-related reasons. These absences have been covered by existing team members, which is a testament to their commitment and flexibility in maintaining council services. Contractors have undertaken grounds maintenance where required, and one Community Bus Driver has been undertaking Ranger duties on approved overtime for one day per week.

One Ranger is expected to return to work this month on a phased basis, subject to ongoing management review and any occupational health recommendations.

There has been no significant budget impact at this stage. However, longer-term staffing arrangements and service resilience are being reviewed by the Clerk in consultation with the Appointments and Appraisals Committee.

Service Continuity – SawboBus

- The SawboBus service continues to operate regularly. Previous drivers have kindly stepped in to assist with covering driving hours and maintaining service consistency over the annual leave period.

Annual Leave & Service Continuity

- All staff have now taken their annual leave entitlement or had the ability to book in the next few weeks.

Regulatory Compliance & Training

- Training for staff is up to date and this will be continually reviewed throughout the financial year.

Appendix C

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Finance, Policy and Economic Development Committee
From: Christopher Hunt
Subject: Income and expenditure report
Date: 1st September 2026

Executive Summary

This report explains variances from Month 5 in this financial year 2026/27.

Budget code	Budgeted	Expenditure	Variance	Explanation
200 General Administration				
Telephone/Broadband	£2,200	£3,066	£866	Change in provider to release from long term contract.
400 Bullfields Allotments				
Water	£670	£801	£131	Meter not confirmed as being read.
410 Bellmead Allotments				
Water	£50	£60	£10	Increase in charges and use due to legionella prevention.
440 Cemetery				
Subcontracted Labour	£2,000	£4,020	£2,020	Due to ranger absence.
500 Groundsman				
Bell St Conveniences cleaning	£800	£1,787	£1,222	New cleaners employed as ranger absent
640 Projects				
Jubilee Gardens	£10,000	£18,576	£8,576	Money movements from reserves.
700 Sawbobus				
Subcontracted Labour	£1,000	£1,297	£297	Cover for sickness
820 Rangers Truck #2				

Tax and Insurance	£1,200	£1,241	£241	Insurance increase


Sawbridgeworth Town Clerk

Detailed Income & Expenditure by Budget Heading 01/09/2026

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Staff</u>							
4000 Salaries	91,005	252,145	161,140		161,140	36.1%	
4035 NIC - Employers	12,913	32,570	19,657		19,657	39.6%	
4040 Pension Employers	9,410	23,035	13,625		13,625	40.9%	
Staff :- Indirect Expenditure	<u>113,329</u>	<u>307,750</u>	<u>194,421</u>	<u>0</u>	<u>194,421</u>	<u>36.8%</u>	<u>0</u>
Net Expenditure	<u>(113,329)</u>	<u>(307,750)</u>	<u>(194,421)</u>				
<u>200 General Administration</u>							
1076 Precept	252,330	504,660	252,330			50.0%	
1090 Interest Received	1,931	5,500	3,569			35.1%	
General Administration :- Income	<u>254,261</u>	<u>510,160</u>	<u>255,899</u>			<u>49.8%</u>	<u>0</u>
4070 Subscriptions	2,557	2,780	223		223	92.0%	
4075 IT Support	5,296	12,000	6,704		6,704	44.1%	
4080 Training (Members)	130	500	370		370	26.0%	
4081 Travel Expenses	113	600	487		487	18.9%	
4082 Training (Staff)	0	1,000	1,000		1,000	0.0%	
4083 Clerks Expenses	0	100	100		100	0.0%	
4090 IT Development	0	1,500	1,500		1,500	0.0%	
4095 Photocopy Charges	548	1,500	952		952	36.5%	
4100 Telephone/Broadband	3,066	2,200	(866)		(866)	139.4%	
4105 Postage	237	800	563		563	29.6%	
4110 Stationery	217	1,000	783		783	21.7%	
4115 Insurance	5,406	13,500	8,094		8,094	40.0%	
4120 Bank Charges	165	300	135		135	55.0%	
4125 Repairs & Renewals	0	750	750		750	0.0%	
4130 Staff Care	888	2,000	1,112		1,112	44.4%	
4135 Office Care	543	2,500	1,957		1,957	21.7%	
4140 Office Equipment	0	1,500	1,500		1,500	0.0%	
4180 Accountancy Services	2,750	3,500	750		750	78.6%	
4185 Audit	(1,365)	3,800	5,165		5,165	(35.9%)	
4190 Professional Fees	6,190	9,500	3,310		3,310	65.2%	
4195 Tourism	1,127	1,000	(127)		(127)	112.7%	
4200 Web-site	0	1,500	1,500		1,500	0.0%	
4201 Web-site development	0	2,000	2,000		2,000	0.0%	
4215 Town Signs	0	500	500		500	0.0%	
4410 Heat & Light	(0)	0	0		0	0.0%	
4800 Fuel	0	0	(0)		(0)	0.0%	
4990 Contingency	1,250	5,000	3,750		3,750	25.0%	
General Administration :- Indirect Expenditure	<u>29,118</u>	<u>71,330</u>	<u>42,212</u>	<u>0</u>	<u>42,212</u>	<u>40.8%</u>	<u>0</u>
Net Income over Expenditure	<u>225,143</u>	<u>438,830</u>	<u>213,687</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 Democratic Services</u>							
1335 Civic Dinner Income	0	5,000	5,000			0.0%	
Democratic Services :- Income	<u>0</u>	<u>5,000</u>	<u>5,000</u>			<u>0.0%</u>	<u>0</u>
4310 Election Expenses	0	3,000	3,000		3,000	0.0%	
4315 Mayor's Allowance	120	1,500	1,380		1,380	8.0%	
4330 Civic Events	1,459	3,000	1,541		1,541	48.6%	
4335 Civic Dinner Expenditure	0	5,000	5,000		5,000	0.0%	
4336 Members Expenses/Hospitality	89	500	411		411	17.9%	
Democratic Services :- Indirect Expenditure	<u>1,668</u>	<u>13,000</u>	<u>11,332</u>	<u>0</u>	<u>11,332</u>	<u>12.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,668)</u>	<u>(8,000)</u>	<u>(6,332)</u>				
<u>220 Grants</u>							
4350 Grants - SYPRC	0	1,000	1,000		1,000	0.0%	
4355 Grants - The Hailey Centre	0	1,000	1,000		1,000	0.0%	
4370 Grants - S137	0	75	75		75	0.0%	
4375 Freedom of the Town	204	250	46		46	81.6%	
4380 Grants - Other	0	3,000	3,000		3,000	0.0%	
Grants :- Indirect Expenditure	<u>204</u>	<u>5,325</u>	<u>5,121</u>	<u>0</u>	<u>5,121</u>	<u>3.8%</u>	<u>0</u>
Net Expenditure	<u>(204)</u>	<u>(5,325)</u>	<u>(5,121)</u>				
<u>300 Civic Centre</u>							
1400 Rental Income	925	1,000	75			92.5%	
Civic Centre :- Income	<u>925</u>	<u>1,000</u>	<u>75</u>			<u>92.5%</u>	<u>0</u>
4405 Rates	5,636	14,000	8,364		8,364	40.3%	
4410 Heat & Light	1,586	9,000	7,414		7,414	17.6%	
4415 Water	123	670	547		547	18.4%	
4420 Maintenance	1,722	5,000	3,278		3,278	34.4%	
4445 New Equipment	164	3,000	2,836		2,836	5.5%	
Civic Centre :- Indirect Expenditure	<u>9,232</u>	<u>31,670</u>	<u>22,438</u>	<u>0</u>	<u>22,438</u>	<u>29.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(8,307)</u>	<u>(30,670)</u>	<u>(22,363)</u>				
<u>320 Hailey Centre</u>							
4420 Maintenance	0	5,000	5,000		5,000	0.0%	
Hailey Centre :- Indirect Expenditure	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(5,000)</u>	<u>(5,000)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
330 Other Rented Accommodation							
4400 Rent	2,000	4,800	2,800		2,800	41.7%	
Other Rented Accommodation :- Indirect Expenditure	<u>2,000</u>	<u>4,800</u>	<u>2,800</u>	<u>0</u>	<u>2,800</u>	<u>41.7%</u>	<u>0</u>
Net Expenditure	<u>(2,000)</u>	<u>(4,800)</u>	<u>(2,800)</u>				
335 ATC							
1400 Rental Income	0	1,600	1,600			0.0%	
ATC :- Income	<u>0</u>	<u>1,600</u>	<u>1,600</u>			<u>0.0%</u>	<u>0</u>
Net Income	<u>0</u>	<u>1,600</u>	<u>1,600</u>				
400 Bullfield Allotments							
1500 Allotment Rent Income	16	1,200	1,184			1.3%	
1510 Allotment Water Income	3	160	157			1.9%	
Bullfield Allotments :- Income	<u>19</u>	<u>1,360</u>	<u>1,341</u>			<u>1.4%</u>	<u>0</u>
4415 Water	801	670	(131)		(131)	119.6%	
4420 Maintenance	0	700	700		700	0.0%	
Bullfield Allotments :- Indirect Expenditure	<u>801</u>	<u>1,370</u>	<u>569</u>	<u>0</u>	<u>569</u>	<u>58.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(782)</u>	<u>(10)</u>	<u>772</u>				
410 Bellmead Allotments							
1500 Allotment Rent Income	0	300	300			0.0%	
1510 Allotment Water Income	0	30	30			0.0%	
Bellmead Allotments :- Income	<u>0</u>	<u>330</u>	<u>330</u>			<u>0.0%</u>	<u>0</u>
4415 Water	99	150	51		51	65.9%	
4420 Maintenance	0	250	250		250	0.0%	
Bellmead Allotments :- Indirect Expenditure	<u>99</u>	<u>400</u>	<u>301</u>	<u>0</u>	<u>301</u>	<u>24.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(99)</u>	<u>(70)</u>	<u>29</u>				
420 Vantorts Allotments							
1500 Allotment Rent Income	0	200	200			0.0%	
1510 Allotment Water Income	0	25	25			0.0%	
Vantorts Allotments :- Income	<u>0</u>	<u>225</u>	<u>225</u>			<u>0.0%</u>	<u>0</u>
4415 Water	128	170	42		42	75.5%	
4420 Maintenance	0	250	250		250	0.0%	
Vantorts Allotments :- Indirect Expenditure	<u>128</u>	<u>420</u>	<u>292</u>	<u>0</u>	<u>292</u>	<u>30.6%</u>	<u>0</u>
Net Income over Expenditure	<u>(128)</u>	<u>(195)</u>	<u>(67)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
430 Southbrook Allotments							
1500 Allotment Rent Income	28	1,300	1,272			2.2%	
1510 Allotment Water Income	12	175	163			6.9%	
Southbrook Allotments :- Income	<u>40</u>	<u>1,475</u>	<u>1,435</u>			<u>2.7%</u>	<u>0</u>
4415 Water	457	625	168		168	73.1%	
4420 Maintenance	310	700	390		390	44.3%	
Southbrook Allotments :- Indirect Expenditure	<u>767</u>	<u>1,325</u>	<u>558</u>	<u>0</u>	<u>558</u>	<u>57.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(727)</u>	<u>150</u>	<u>877</u>				
435 West Road Allotment							
1500 Allotment Rent Income	47	500	453			9.3%	
1510 Allotment Water Income	30	180	150			16.7%	
West Road Allotment :- Income	<u>77</u>	<u>680</u>	<u>603</u>			<u>11.3%</u>	<u>0</u>
4415 Water	0	600	600		600	0.0%	
4420 Maintenance	60	700	640		640	8.6%	
West Road Allotment :- Indirect Expenditure	<u>60</u>	<u>1,300</u>	<u>1,240</u>	<u>0</u>	<u>1,240</u>	<u>4.6%</u>	<u>0</u>
Net Income over Expenditure	<u>17</u>	<u>(620)</u>	<u>(637)</u>				
440 Cemetery							
1550 Burial Fees	10,005	40,000	29,995			25.0%	
1560 Memorial Fees	620	2,500	1,880			24.8%	
1570 Grave Digging Income	500	3,000	2,500			16.7%	
1580 Tree Sales	0	3,000	3,000			0.0%	
1581 Bench Sales	850	3,500	2,650			24.3%	
1582 Memorial Plaque Sales	0	750	750			0.0%	
Cemetery :- Income	<u>11,975</u>	<u>52,750</u>	<u>40,775</u>			<u>22.7%</u>	<u>0</u>
4045 Subcontracted Labour	4,020	2,000	(2,020)		(2,020)	201.0%	
4415 Water	110	150	40		40	73.2%	
4420 Maintenance	447	5,000	4,553		4,553	8.9%	
4440 New Area (Spinney)	0	3,000	3,000		3,000	0.0%	
4520 Skip Hire	620	2,800	2,180		2,180	22.1%	
4530 Trees	0	550	550		550	0.0%	
4531 Benches	840	2,250	1,410		1,410	37.3%	
4532 Plaques	0	600	600		600	0.0%	
Cemetery :- Indirect Expenditure	<u>6,037</u>	<u>16,350</u>	<u>10,313</u>	<u>0</u>	<u>10,313</u>	<u>36.9%</u>	<u>0</u>
Net Income over Expenditure	<u>5,938</u>	<u>36,400</u>	<u>30,462</u>				

Detailed Income & Expenditure by Budget Heading 01/09/2026

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>450 Playground</u>							
4420 Maintenance	150	2,000	1,850		1,850	7.5%	
4421 New Equipment -Playground	1,784	4,000	2,216		2,216	44.6%	
Playground :- Indirect Expenditure	<u>1,934</u>	<u>6,000</u>	<u>4,066</u>	<u>0</u>	<u>4,066</u>	<u>32.2%</u>	<u>0</u>
Net Expenditure	<u>(1,934)</u>	<u>(6,000)</u>	<u>(4,066)</u>				
<u>460 Rivers Heritage Site & Orchard</u>							
4700 RHSOG	20	3,150	3,130		3,130	0.6%	
Rivers Heritage Site & Orchard :- Indirect Expenditure	<u>20</u>	<u>3,150</u>	<u>3,130</u>	<u>0</u>	<u>3,130</u>	<u>0.6%</u>	<u>0</u>
Net Expenditure	<u>(20)</u>	<u>(3,150)</u>	<u>(3,130)</u>				
<u>500 Groundsman</u>							
1603 Conveniences coin operation	143	800	657			17.9%	
1610 Sub Contract Watering	0	275	275			0.0%	
Groundsman :- Income	<u>143</u>	<u>1,075</u>	<u>932</u>			<u>13.3%</u>	<u>0</u>
4600 Planters	285	1,000	715		715	28.5%	
4601 Bell St Conveniences Cleaning	1,787	800	(987)		(987)	223.4%	
4602 Bell St Convenience Repairs	2,149	5,000	2,851		2,851	43.0%	
4615 Ranger's Mower	1,818	3,000	1,182		1,182	60.6%	
4620 Ranger's Tools	127	3,000	2,873		2,873	4.2%	
4625 Mower Replacement	0	12,000	12,000		12,000	0.0%	
4630 CCTV Maintenance Agreement	2,702	2,800	98		98	96.5%	
4635 CCTV Extension	0	3,000	3,000		3,000	0.0%	
Groundsman :- Indirect Expenditure	<u>8,868</u>	<u>30,600</u>	<u>21,732</u>	<u>0</u>	<u>21,732</u>	<u>29.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(8,725)</u>	<u>(29,525)</u>	<u>(20,800)</u>				
<u>600 Fun on the Field</u>							
1670 Event Income	80	900	820			8.9%	
Fun on the Field :- Income	<u>80</u>	<u>900</u>	<u>820</u>			<u>8.9%</u>	<u>0</u>
4045 Subcontracted Labour	0	800	800		800	0.0%	
4670 Event Costs	75	1,000	925		925	7.5%	
Fun on the Field :- Indirect Expenditure	<u>75</u>	<u>1,800</u>	<u>1,725</u>	<u>0</u>	<u>1,725</u>	<u>4.2%</u>	<u>0</u>
Net Income over Expenditure	<u>5</u>	<u>(900)</u>	<u>(905)</u>				

Detailed Income & Expenditure by Budget Heading 01/09/2026

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>610 Events General</u>							
4670 Event Costs	151	1,500	1,349		1,349	10.1%	
Events General :- Indirect Expenditure	<u>151</u>	<u>1,500</u>	<u>1,349</u>	<u>0</u>	<u>1,349</u>	<u>10.1%</u>	<u>0</u>
Net Expenditure	<u>(151)</u>	<u>(1,500)</u>	<u>(1,349)</u>				
<u>620 Christmas Festival</u>							
1670 Event Income	0	1,000	1,000			0.0%	
Christmas Festival :- Income	<u>0</u>	<u>1,000</u>	<u>1,000</u>			<u>0.0%</u>	<u>0</u>
4045 Subcontracted Labour	0	1,700	1,700		1,700	0.0%	
4670 Event Costs	573	1,500	927		927	38.2%	
4675 Publicity	0	500	500		500	0.0%	
4685 Christmas Lights	351	15,000	14,649		14,649	2.3%	
4690 Competitions	0	1,000	1,000		1,000	0.0%	
Christmas Festival :- Indirect Expenditure	<u>924</u>	<u>19,700</u>	<u>18,776</u>	<u>0</u>	<u>18,776</u>	<u>4.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(924)</u>	<u>(18,700)</u>	<u>(17,776)</u>				
<u>640 Projects</u>							
4720 Jubilee Gardens	18,576	10,000	(8,576)		(8,576)	185.8%	18,481
4725 Fair Green	450	2,000	1,550		1,550	22.5%	
4735 Remembrance Day	0	400	400		400	0.0%	
4740 War Memorial	0	1,000	1,000		1,000	0.0%	
Projects :- Indirect Expenditure	<u>19,026</u>	<u>13,400</u>	<u>(5,626)</u>	<u>0</u>	<u>(5,626)</u>	<u>142.0%</u>	<u>18,481</u>
Net Expenditure	<u>(19,026)</u>	<u>(13,400)</u>	<u>5,626</u>				
6000 plus Transfer from EMR	18,481	0	(18,481)				
Movement to/(from) Gen Reserve	<u>(545)</u>	<u>(13,400)</u>	<u>(12,855)</u>				
<u>660 Town Selfie Walk</u>							
4670 Event Costs	0	775	775		775	0.0%	
4675 Publicity	0	300	300		300	0.0%	
4681 Promotional Equipment	0	1,000	1,000		1,000	0.0%	
Town Selfie Walk :- Indirect Expenditure	<u>0</u>	<u>2,075</u>	<u>2,075</u>	<u>0</u>	<u>2,075</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(2,075)</u>	<u>(2,075)</u>				
<u>670 River Day</u>							
1670 Event Income	0	40	40			0.0%	
River Day :- Income	<u>0</u>	<u>40</u>	<u>40</u>			<u>0.0%</u>	<u>0</u>

Detailed Income & Expenditure by Budget Heading 01/09/2026

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4670 Event Costs	140	200	60		60	70.0%	
River Day :- Indirect Expenditure	140	200	60	0	60	70.0%	0
Net Income over Expenditure	(140)	(160)	(20)				
<u>700 Sawbobus</u>							
1150 Grants Received	2,000	6,000	4,000			33.3%	
1800 Fares	2,464	7,000	4,536			35.2%	
1820 Fuel Rebate	0	1,300	1,300			0.0%	
1830 Sponsorship	0	4,500	4,500			0.0%	
Sawbobus :- Income	4,464	18,800	14,336			23.7%	0
4029 Salary Recharge	14,012	32,180	18,168		18,168	43.5%	
4045 Subcontracted Labour	1,297	1,000	(297)		(297)	129.7%	
4800 Fuel	3,441	8,500	5,059		5,059	40.5%	
4805 Vehicle Maintenance	501	1,000	499		499	50.1%	
4810 Vehicle Tax & Insurance	1,525	1,550	25		25	98.4%	
4816 Community Bus Reserve	3,000	15,000	12,000		12,000	20.0%	
Sawbobus :- Indirect Expenditure	23,776	59,230	35,454	0	35,454	40.1%	0
Net Income over Expenditure	(19,312)	(40,430)	(21,118)				
<u>800 Heffer GL61</u>							
1830 Sponsorship	0	500	500			0.0%	
1850 Vehicle Hire Income	311	500	189			62.3%	
Heffer GL61 :- Income	311	1,000	689			31.1%	0
4800 Fuel	81	550	469		469	14.8%	
4805 Vehicle Maintenance	372	1,000	628		628	37.2%	
4810 Vehicle Tax & Insurance	1,403	1,500	97		97	93.5%	
Heffer GL61 :- Indirect Expenditure	1,856	3,050	1,194	0	1,194	60.9%	0
Net Income over Expenditure	(1,545)	(2,050)	(505)				
<u>810 Rangers Truck #1 WG64</u>							
4800 Fuel	137	2,000	1,863		1,863	6.9%	
4805 Vehicle Maintenance	539	1,500	961		961	35.9%	
4810 Vehicle Tax & Insurance	878	1,200	322		322	73.2%	
Rangers Truck #1 WG64 :- Indirect Expenditure	1,555	4,700	3,145	0	3,145	33.1%	0
Net Expenditure	(1,555)	(4,700)	(3,145)				

Detailed Income & Expenditure by Budget Heading 01/09/2026

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>820 Rangers Truck #2 SY65</u>							
4800 Fuel	175	1,250	1,075		1,075	14.0%	
4805 Vehicle Maintenance	709	1,000	291		291	70.9%	
4810 Vehicle Tax & Insurance	1,241	1,200	(41)		(41)	103.4%	
Rangers Truck #2 SY65 :- Indirect Expenditure	<u>2,125</u>	<u>3,450</u>	<u>1,325</u>	<u>0</u>	<u>1,325</u>	<u>61.6%</u>	<u>0</u>
Net Expenditure	<u>(2,125)</u>	<u>(3,450)</u>	<u>(1,325)</u>				
Grand Totals:- Income	272,295	597,395	325,100			45.6%	
Expenditure	223,893	608,895	385,002	0	385,002	36.8%	
Net Income over Expenditure	<u>48,402</u>	<u>(11,500)</u>	<u>(59,902)</u>				
plus Transfer from EMR	18,481	0	(18,481)				
Movement to/(from) Gen Reserve	<u>66,882</u>	<u>(11,500)</u>	<u>(78,382)</u>				

Appendix D

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Finance, Policy and Economic Development Committee
From: Chris Hunt / Cllr Ruth Buckmaster
Subject: Jubilee Gardens – September 2026
Date: 28th August 2026

Overview

Planning permission for the Jubilee Gardens project was granted earlier this year by East Herts District Council. Following approval, Cllr Ruth Buckmaster and the project team have been working with the appointed designer to progress the next stages of development.

Tree Removal Authority

The previously granted Tree Removal Authority expired during the extended period awaiting planning approval. A new application has now been submitted.

In anticipation of approval, the Clerk has invited local companies to provide quotations for the required tree removal works.

Groundworks and Tender Process

The project designer is preparing the tender process for the Groundworks package. This tender will be issued once the renewed Tree Removal Authority is formally granted.

Project Progression & Community Engagement

Once tree removal permission is confirmed, the project is expected to begin taking visible shape.

Further meetings are scheduled with the Jubilee Gardens Working Group to ensure:

- The local community is fully informed of the commencement of works
- The project continues to align with the Working Group's agreed priorities and "wish list"

Next Steps

- Await confirmation of Tree Removal Authority
- Review and select contractor quotations for tree removal
- Issue Groundworks tender
- Continue community engagement and Working Group coordination