

# Sawbridgeworth Town Council

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



MAYOR  
Cllr Reece Smith

TOWN CLERK  
Christopher Hunt

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Cllrs E Buckmaster; R Buckmaster;  
Furnace; Newell; Pagdades; A Parsad-Wyatt; N Parsad-Wyatt; Penney; Rattey;  
Rider; R Smith; S Smith

## MEETING OF THE TOWN COUNCIL

You are summoned to attend the meeting of the town council to be held at Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 24th June 2024** commencing at 7:00pm to transact the business as set out in the agenda below.












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

Town Clerk  
12th June 2024

## AGENDA

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

- |                         |  |
|-------------------------|--|
| <b>24/27</b><br>[👏]     | <b>APOLOGIES FOR ABSENCE</b><br>To receive any apologies for absence   |
| <b>24/28</b>            | <b>DECLARATIONS OF PECUNIARY INTEREST</b><br>To receive any Declarations of Pecuniary Interest by Members  |
| <b>24/29</b>            | <b>PUBLIC FORUM</b><br>To receive and respond to questions from members of the public, on matters within the remit of the Town Council.  |
| <b>24/30</b><br>[📄] [👏] | <b>MINUTES</b><br>To approve as a correct record the minutes of the Annual Meeting of the town council held on 15 <sup>th</sup> May 2024 (M01)<br>[Appendix A]<br><br>To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda. |
| <b>24/31</b><br>[📄]     | <b>PLANNING COMMITTEE</b><br>To receive and note the minutes of the Planning Committee held on 20th May 2024 (P01)<br>[Appendix B]<br><br>[📄] To receive and note the draft minutes of the Planning Committee held on 10th June 2024 (P02)<br>[Appendix B]             |

- 24/32 FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE**  
 To receive and note the draft minutes of the Finance, Policy and Economic Development Committee held on 10th June 2024 (F01)  
*[Appendix C]*
- 24/33 TOWN CLERK REPORT**  
 To receive and note clerk's report for the month of June 2024.  
*[Appendix D]*
- 24/34 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2023-24**  
 1. To note the report of the Internal Auditor  
  2. To approve and sign the Annual Governance Statement,  
  3. To approve and sign the Annual Return for 2023/24  
*[Appendix E]*
- 24/35 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**  
 To receive mayor's appointments and communications
- 24/36 REPRESENTATIVES REPORTS**  
 To receive representatives reports from:
- County Councillor
  - District Councillors
  - Hertfordshire Police
  - Other Representatives
    - Cllr Pagdades
    - Cllr R Buckmaster
    - Cllr Furnace
- [Appendix F]*
- 24/37 TOWN PROJECTS MANAGER REPORT**  
 To receive and note the Town Project Managers report for June 2023  
*[Appendix G]*
- 24/38 ANNUAL TOWN MEETING DATE**  
 To resolve the date for the 2025 Annual Town Meeting.  
 The suggested date is 24<sup>th</sup> March 2024.  
 Under the Local Government Act 1972 S9 all parishes/towns in England must hold an Annual Parish/Town Meeting between 1st March and 1st June every year. This is not a Council meeting but a meeting of registered local government electors in the parish.
- 24/39 REDUCING THE COUNCILS CARBON FOOTPRINT**  
  To resolve adopting the following agenda item to be reported on at every full town council meeting. At the Finance, Policy and Economic Development Committee the following items were resolved to present to the next full Town Council meeting.  
*Cllr A Furnace*
- To aim to achieve net zero for the council's own generated emissions by 2030 and do all that we can to assist in achieving this by the same year for the wider town.
  - In the interim, commit the council towards reducing its own carbon footprint to an absolute minimum by May 2027 [end of current council's term] whilst at the same time identifying a pathway to offset its residual carbon.

**24/40**



**FINANCIAL REPORT**

To note the current Financial Report  
*[Appendix H]*

**24/41**

**ACCOUNTS FOR PAYMENT**

To note and approve accounts for payment.

**24/42**

**ITEMS FOR FUTURE AGENDAS**

To note any items for future agendas.

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

# **Appendix A**

# SAWBRIDGEWORTH TOWN COUNCIL

## ANNUAL MEETING OF THE TOWN COUNCIL Minutes

of the Annual Meeting of Sawbridgeworth Town Council held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7.30 pm on **Monday 20<sup>th</sup> May 2024**.

### Those present

Cllr Eric Buckmaster  
Cllr Ruth Buckmaster  
Cllr Dawn Newell  
Cllr Salvatore Pagdades  
Cllr Simon Penney

Cllr Angus Parsad-Wyatt  
Cllr Greg Rattey  
Cllr John Rider  
Cllr Reece Smith  
Cllr Steve Smith

9 x members of the public  
Chris Carter, Press  
Joanne Sargent, Town Events Manager

Welcome by the Mayor,  
Thought of the day read by Cllr Greg Rattey

### 24/01 ELECTION OF TOWN MAYOR

**Resolved:** To elect Cllr Reece Smith as Town Mayor for the civic year 2024/25  
*[Prop Cllr Ruth Buckmaster; Secd Cllr Eric Buckmaster]*

### 24/02 DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Reece Smith signed the Declaration of Acceptance of Office and took the chair.

In accepting the Office of Mayor for the coming year Cllr Reece Smith thanked everyone. He explained how he followed on from two great Mayors, Cllr Greg Rattey and Cllr Ruth Buckmaster and would follow their great work in supporting businesses and community groups. He wanted the council to operate as one united team and focus on the community. He encouraged all councillors to support community events and recognised the hard work that they all commit to the town.

Charities for the year will be SYPRC and the Scouts.

### 24/03 APOLOGIES FOR ABSENCE

To receive and approve apologies for absence.

There were apologies from Cllr Annelise Furnace and Cllr Nathan Parsad-Wyatt

*[Prop Cllr R Buckmaster; Secd Cllr D Newell]*

### 24/04 THE MAYORAL YEAR 2023/24

Cllr Ruth Buckmaster updated on her last month's work.

- Awarded the prize from the walk to school week.
- Manderville school council visited the council chamber.
- Celebrated the Ukrainian Easter at the Congregational Church
- Attended the May Fayre

- Attended the High Wych school Council meeting.
- Visited the Mandeville school extension opening.
- Attended the awards evening and handed over cheques to her two charities the Guides and Youth Create.
- Attended the Hertford Civic Service as her last event as Mayor.

During the year I have visited many community groups and I realise what a great honour it is being Mayor and recognised the support Councillors and Officers have given throughout the year. She wished the new Mayor all the best for the forthcoming year.

## **24/05 DECLARATIONS OF PECUNIARY INTEREST**

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

## **24/06 ELECTION OF DEPUTY TOWN MAYOR**

Nominations were received for:

- Cllr Salvatore Pagdades  
*[Prop Cllr Angus Parsad-Wyatt; Secd Cllr Simon Penney]*

**Resolved:** Cllr Salvatore Pagdades elected as Deputy Town Mayor for the civic year 2024/25

## **24/07 PUBLIC FORUM**

To receive representations from members of the public on matters within the remit of the Town Council.

The Clerk read a written question in regard to the poor condition and cleanliness of the path by the Hand and Crown Public House Bonks Hill. Would the council add accessibility and maintenance of the infrastructure be added to the next council meeting?

Cllr Eric Buckmaster had visited the site and taken photographs and reported the issues to Highways at County Council. He will report any issues that he comes across and encourages members of the public to do the same.

When the Wrenbridge development is occupied will the council recommend the use of electric vehicles for the businesses using the site?

Cllr Angus Parsad-Wyatt stated the building work was still underway but unfortunately the Council cannot force this point but companies are all looking at greener sustainable options in operations.

Can the Council ensure all workers going to Wrenbridge walk, cycle or use public transport?

The Mayor stated the Council will work with the new businesses when they start at the site.

Where are the council in resolving the condition of the road outside Harlow Mill, the A1184?

Cllr Eric Buckmaster stated the road where the damage is falls into

the Essex area but is planned for repair in July.

Is there any support the Council can give in relation to neighbours using cannabis as the District Council can't help without names being given?

The Mayor stated that this was outside the remit of the Town Council but Cllr Salvatore Pagdades may assist as he has a working relationship with local officers.

How will residents be informed on progress of the town action plan and what frequency will these updates be given?

Cllr Angus Parsad-Wyatt stated the Town Action plan will be updated at the quarterly Town Action Plan and Amenities Committee meeting. Minutes will be produced and presented at the full council meeting and members of the public are encouraged to attend both meetings to ask questions.

## **24/08 MINUTES**

**Resolved:** To approve as a correct record the minutes of the Council Meeting held on 29th April 2024 (M10)  
*[Prop Cllr Eric Buckmaster; Secd Cllr Greg Rattey]*

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

## **24/09 PLANNING COMMITTEE**

**Received and Noted:** The minutes of the Planning Committee Meeting held on:

- 29th April 2024 (P19)

## **24/10 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**

Nothing Received

## **24/11 REPRESENTATIVES REPORTS**

To receive representatives reports from:

- County Councillor E Buckmaster reported:
  - Visited Mandeville School extension opening which will be net zero in its operation and the head teacher was given an award.
  - Resurfacing of pavements have taken place and more are to be completed this year.
  - Footpath 32 is having new lighting fitted from London Road to Fair Green.
  - The A1184 will be resurfaced from the Essex border.
  - West Road resurfacing will take place in September.
  - New 20mph areas are being progressed and parking restriction changes are still under consultation and he would like to invite business representatives to review these when the consultation has completed.
  - He is in discussion with the environment agency and landowners regarding flooding and areas having received upgrade work will be reviewed.

- District Councillor Angus Parsad-Wyatt
  - At the Full District Council meeting we were looking into the consultation on night flights at Stansted airport and encouraged members of the public to do the same.
  - The EV chargers are still being investigated and other options locally are being explored.
  - The old Barclays Bank has been visited by planning enforcement and works have been completed without permission but nothing has been completed damaging the heritage materials. The developer is being encouraged to withdraw the current application to review some of the plans and resubmit these after addressing residents and Councils concerns.
- District Councillor Ruth Buckmaster
  - Latest DMC meeting was cancelled so nothing further to report.
- Hertfordshire Police
 

Cllr Savatore Pagdades read the police report.  
 The new priority has been set:  
 To increased the feeling of safety in Pishiobury Park with increase presence in open spaces.  
 Tuesday 4<sup>th</sup> June will be a walk and talk event in the park.  
 During the summer holidays a bike marking event will take place. Further engagement events will take place at the library and COOP.  
 Concerns around recent burglaries in school lane have been addressed by crime prevention awareness at the location.
- Other representatives
  - Cllr Ruth Buckmaster updated on SYPRC had nothing further to report.
  - Rivers Heritage site held the Teddy Bears picnic which was very successful around 100 people attended.
  - The Christian Aid big breakfast event took place last Thursday and over £2000 was raised and thanks was passed to the organiser Hazel Mead.

## 24/12 TOWN CLERK'S REPORT

The Clerk informed the new members of the current projects and he had produced an agreed lease for the Hailey Centre. CCTV was being productive in capturing evidence for police and the Sawbobus was still busy with regular passenger trips.

\*Cllr Eric Buckmaster leaves the meeting to attend Hunsdon Parish meeting at 8:12pm\*

## 24/13 COMMITTEE STRUCTURE AND MEMBERSHIP

**Resolved:** To agree the Committee structure for the year 2024/25  
*[Prop Cllr Ruth Buckmaster; Secd Cllr Greg Rattey]*

## 24/14 COMMITTEES

**Resolved:** To Appoint Members to Committees, sub Committees and Working Groups for the year 2024/25  
*[Prop Cllr Angus Parsad-Wyatt; Secd Cllr Steve Smith]*

- 24/15 DELEGATION OF AUTHORITY**  
**Resolved:** To agree the delegation of authority to the Chairman and Deputy Chairman of the Planning Committee for the months of August and December.  
*[Prop Cllr Angus Parsad-Wyatt; Secd Cllr Ruth Buckmaster]*
- 24/16 CHAMPIONS AND REPRESENTATIVES**  
**Resolved:** To appoint Members as Champions and representatives for areas of Council responsibility  
*[Prop Cllr Salvatore Pagdades; Secd Cllr Greg Rattey]*
- 24/17 SUBSCRIPTIONS**  
**Resolved:**, to make payment of Subscriptions for the year 2023/24  
*[Prop Cllr Ruth Buckmaster; Secd Cllr Greg Rattey]*
- 24/18 CALENDAR OF MEETINGS**  
**Resolved:** To approve the Calendar of Council and Committee meetings for the year to May 2024.  
*[Prop Cllr Angus Parsad-Wyatt; Secd Cllr Ruth Buckmaster]*
- 24/19 STANDING ORDERS**  
**Resolved:** To approve the continuation of current Standing Orders.  
*[Prop Cllr Greg Rattey; Secd Cllr Steve Smith]*
- 24/20 FINANCIAL REGULATIONS**  
**Resolved:** To approve the continuation of current Financial Regulations  
*[Prop Cllr Ruth Buckmaster; Secd Cllr Angus Parsad-Wyatt]*
- 24/21 GENERAL POWER OF COMPETANCE**  
**Resolved:** To approve the continuance of the use of the General Power of Competence by the town council.  
*[Prop Cllr Nathan Parsad-Wyatt; Secd Cllr Dawn Newell]*
- 24/22 DEPOSIT & CONSULTATION DOCUMENTS**  
**Noted** receipt of any Documents for Noting and Consultation.  
 There were none
- 24/23 FINANCIAL REPORT**  
**Noted:** The current Financial Report
- 24/24 ACCOUNTS FOR PAYMENT**  
**Noted and Agreed:** Accounts for payment.

Chair Signature .....

Date.....

Meeting closed at 8:14pm

# **Appendix B**

# SAWBRIDGEWORTH TOWN COUNCIL

## PLANNING COMMITTEE

### Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 20 May 2024** at 8.25pm.

#### Those present

Cllr Ruth Buckmaster  
Cllr Simon Penney  
Cllr Steve Smith

Cllr Angus Parsad-Wyatt  
Cllr John Rider

In attendance:

L Dale – Planning Officer  
C Hunt – Town Clerk

#### P 24/01 ELECTION OF CHAIRMAN

**Resolved:** To elect a chairman of the committee for the year 2024/25. Cllr Nathan Parsad-Wyatt was elected chairman of the committee for the year 2024/25. *[prop Cllr Penney; secd Cllr R Buckmaster]*

#### P 24/02 ELECTION OF DEPUTY CHAIRMAN

**Resolved:** To elect a deputy chairman of the committee for the year 2024/25. Cllr Ruth Buckmaster was elected deputy chairman of the committee for the year 2024/25. *[prop Cllr Penney; secd Cllr S Smith]*

#### P 24/03 APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence. Apologies received from Cllr N Parsad-Wyatt and approved.

#### P 24/04 PUBLIC FORUM

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

#### P 24/05 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Interest by Members. Cllr R Buckmaster declared a non-pecuniary interest in Agenda item P24/08 – Planning application 3/24/0859/HH – 19 Rowney Gardens.

#### P 24/06 MINUTES

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

- 29 April 2024 (P19) *[prop Cllr Rider; secd Cllr S Penney]*

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

**P 24/07      NEIGHBOURING DEVELOPMENTS**

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

**P 24/08      PLANNING APPLICATIONS RECEIVED FROM EHDC**

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

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**3/24/0556/FUL &**

**3/24/0555/LBC**

**George Fourth, Knight Street**

Improvements to the existing pergola including a pitched roof, external alterations to replace the garage door with timber. French patio doors, and 1 door with timber window to match the French patio doors, with associated landscaping

**STC Comment:** No objection [*prop Cllr Penney; secd Cllr S Smith*]

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**3/24/0800/HH**

**3 Blakes Court, Church Street**

Insertion of a first floor window to the rear elevation. Alterations to existing windows to the front elevation

**STC Comment:** No objection provided neighbours concerns re overlooking and access are addressed by applicant [*prop Cllr Penney; secd Cllr A Parsad-Wyatt*]

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**3/24/0841/HH**

**1 Forebury Crescent, CM21 9BE**

Demolition of single storey rear extension, erection of two-storey rear extension and replacement front porch

**STC Comment:** No objection provided neighbouring amenity is not affected and note lack of information regarding materials being used [*prop Cllr A Parsad-Wyatt, secd Cllr Penney*]

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**3/24/0859/HH**

**19 Rowney Gardens, CM21 0AT**

Erection of air source heat pump

**STC Comment:** We support the installation of heat pumps as a more sustainable form of energy provision provided it is not disruptive to neighbouring properties. However, we do not have enough technical knowledge to make an informed decision on noise impacts. [*prop Cllr A Parsad-Wyatt; secd Cllr Rider*]

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**3/24/0870/HH**

**1a Redricks Lane, CM21 0RL**

Loft conversion to include the raising of the ridge, a rear dormer and front facing roof lights

**STC Comment:** No objection [*prop Cllr R Buckmaster; secd Cllr Penney*]

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**3/24/0874/HH**

**36 East Park, CM21 9EX**

Demolition of side conservatory and construction of a new single storey side extension

**STC Comment:** No objection [*prop Cllr Penney; secd Cllr Rider*]

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**3/24/0901/HH**

**6 Honeymeade, CM21 0AR**

Erection of front porch and alterations to fenestration

**STC Comment:** No objection [*prop Cllr R Buckmaster; secd Cllr A Parsad-Wyatt*]

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**P 24/09      LATE PLANNING APPLICATIONS**

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 17 May 2024.

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**3/24/0868/ADV      Nationwide Building Society, 53 Knight St, CM21 9AX**  
2 timber fascias decorated, erection of 2 non illuminated logo. Replacement ATM surround tablet and decals and internally non illuminated hung statutory signage  
**STC Comment:** No objection [*prop Cllr R Buckmaster; secd Cllr A Parsad-Wyatt*]

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**3/24/0907/HH      11 Cambridge Road, CM21 9JP**  
Erection of single storey rear and side extension  
**STC Comment:** No objection in principle, but we note that the proposed building will significantly exceed the original footprint prior to construction under 3/21/1016/FUL, and may therefore be considered overdevelopment by EHDC [*prop Cllr A Parsad-Wyatt; secd Cllr S Smith*]

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**P 24/10      PLANNING DECISIONS MADE BY EHDC**

To receive Planning Decisions from EHDC.

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**3/24/0197/HH      131 West Road, CM21 0BW**  
Single storey front extension  
**STC Comment:** No objection provided sufficient driveway is maintained  
**EHDC Decision:** Granted

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**3/24/0272/HH      The Old Malt House, Knight St, CM21 9AX**  
Demolition of outbuilding and erection of replacement garden studio  
**STC Comment:** No objection  
**EHDC Decision:** Granted

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**3/24/0387/ADV      39 London Road, CM21 9EH**  
Erection of non-illuminated fascia sign  
**STC Comment:** No objection  
**EHDC Decision:** Granted

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**3/24/0383/FUL      Farlea, Spellbrook Lane West, CM23 4AY**  
Erection of two chalet style dwelling with associated parking, refuse and landscaping  
**STC Comment:** No objection  
**EHDC Decision:** Granted

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**3/24/0421/HH      Fairswell, 25 Vantorts Road, CM21 9NA**  
Erection of single storey side extension  
**STC Comment:** No objection  
**EHDC Decision:** Granted

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**3/24/0392/ADV            53 Knight Street, CM21 9QG**

Erection of 2 internally illuminated fascia signs, 1 internally illuminated menu board and ATM surround

**STC Comment:** No objection

**EHDC Decision:** Refused. "The proposed advertisements, by reason of the inappropriate illumination and materials, would fail to respect the historic character of the listed building and the wider Sawbridgeworth Conservation Area. The proposal would cause less than substantial harm to the significance of the asset and the setting of the neighbouring listed buildings and would fail to preserve or enhance the character and appearance of the conservation area and cause less than substantial harm to its significance. No public benefit has been demonstrated to overcome this harm. Therefore, the proposal would be contrary to Policies DES6, HA1, HA6 and HA7 of the East Herts District Plan 2018 and Sections 12 and 16 of the National Planning Policy Framework."

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**3/24/0463/HH &**

**3/24/0464/LBC            64 Station Road, CM21 9AZ**

Remove single storey rear projection and construction of proposed single storey rear extension

**STC Comment:** No objection

**EHDC Decision:** Granted

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**3/24/0495/HH            5a Bluebell Walk, CM21 0JQ**

Raising roof by half a storey and 7 new dormer windows to create additional storey to existing dwelling

**STC Comment:** Objection. We urge EHDC to consider objections from neighbouring property to ensure scale of this proposed development is acceptable

**EHDC Decision:** Refused. The proposed raising of the roof and insertion of dormer windows, by reasons of the design, size and positioning would add a dominating and incongruous addition to the host property to the detriment of the character and appearance of the host property and that of the surrounding area. The proposal would fail to achieve a high standard of design and would be contrary to the grain and pattern of development of the local area, contrary to Policies DES4 and HOU11 of the East Herts District Plan 2018 and the National Planning Policy Framework, "The proposed extension, by reason of its positioning and insertion of the dormer windows, would have a detrimental effect upon the amenities of the adjoining properties, by reason of the impacts on overlooking and privacy, and would thereby be contrary to Policy DES4 of the East Herts District Plan 2018." & "The proposed development is considered to be inappropriate development in the Green Belt, failing to comply with the exceptions outlined under paragraph 154 of the NPPF. The proposed additional floor would result in a structure 'materially larger' than the original dwellinghouse and has a detrimental impact on the openness of the Green Belt, both visually and spatially, resulting in 'any other harm'. No very special circumstances have been presented to clearly outweigh the identified harm. The development therefore is unacceptable in principle as it fails to comply with policy GBR1 of the East Herts District Plan and Section 13 of the NPPF."

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**3/24/0500/FUL            Barn to North of Redricks Lane, Opp Redricks Farm, CM21 0RL**

Change of use of agricultural building to create 1, 4 bedrooomed dwelling. Erection of side and rear extensions, external alterations, erection of air source heat pump and widening and alterations of entrance to create 3 parking bays and removal of existing eastern access

**STC Comment:** No objection

**EHDC Decision:** Refused. "The proposed scheme would constitute a re-use of a building, as well as a material change in the use of land. However, the proposal would harm the openness of the Green Belt, and result in encroachment into the countryside, contrary to paragraph 155 of the National Planning Policy Framework (2023). In addition, the proposed extensions by their size, scale, volume, siting and design, constitute inappropriate development and is by definition harmful to the openness of the Green Belt. No very special circumstances nor other considerations have been identified to outweigh the harm to the Green Belt. Therefore, the proposed development would be contrary to Policy GBR1 of the East Herts District Plan (2018), and Section 13 of the National Planning Policy Framework (2023)." & "The proposed scheme would domesticate the appearance of the site and result in an incursion into the countryside. There would be an adverse impact upon the character and appearance of the site and the surrounding rural area. Therefore, the proposed development would be contrary to Policies DES2 and DES4 of the East Herts District Plan (2018), as well as Section 15 of the National Planning Policy Framework (2023)."

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**3/24/0511/HH**

**4 Blakes Court, Church St, CM21 9TD**

Insertion of a window to the bathroom at first floor level on the rear elevation

**STC Comment:** No objection however privacy of neighbouring properties should be respected by way of obscured glass

**EHDC Decision:** Granted

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**P 24/11**

#### **PLANNING APPEALS**

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

Meeting Closed at 8.48pm

# 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 10 June 2024** at 7pm.

#### Those present

**Cllr Nathan Parsad-Wyatt**  
**Cllr Steve Smith**

**Cllr Simon Penney**

In attendance:  
L Dale – Planning Officer

4 Members of Public  
Cllrs E Buckmaster, Furnace & Rattey

#### **P 24/12      APOLOGIES FOR ABSENCE**

To receive and approve any apologies for absence. Apologies received from Cllrs R Buckmaster, A Parsad-Wyatt & Rider and approved.

#### **P 24/13      PUBLIC FORUM**

To receive representations from members of the public on matters within the remit of the Planning Committee. Members of public raised matters not within the remit of the planning committee. Chair agreed to pass information received to the Town Clerk.

#### **P 24/14      DECLARATIONS OF PECUNIARY INTEREST**

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

#### **P 24/15      MINUTES**

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

- 20 May 2024 (P01) [*prop Cllr S Smith; secd Cllr Penney*]

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

#### **P 24/16      NEIGHBOURING DEVELOPMENTS**

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

#### **P 24/17      PLANNING APPLICATIONS RECEIVED FROM EHDC**

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

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**3/24/0946/HH            23 Falconers Park, CM21 0AU**

[Removal of chimneys. Erection single storey front extension with a rooflight window, a two storey and part first floor front extension \(to match the existing gable\). Alteration to first floor front window and alterations to ground floor fenestration](#)

**STC Comment:** No objection [*prop Cllr Penney; secd Cllr N Parsad-Wyatt*]

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**3/24/0957/VAR            Land at Railway Meadow, London Road, Spellbrook**

[Variation of Appeal Conditions 2 \(approved plans\), 17 \(window openings\), 18 \(access and junction arrangement\), 20 \(Highway works\) and 21 \(Car parking\). Removal of appeal condition 5 \(northern access ingress only, southern access egress only. Details of signage\) pursuant to planning permission 3/21/1178/FUL \(allowed on appeal APP/J1915/W/22/3297661\) dated 10.10.2022 \(For: Erection of 7 dwellings, associated vehicular access, landscaping and infrastructure\). The amendments include: New proposed site levels and a revised house type with frontage parking. A single point of access towards the southern extent only. A revised internal two-way road layout with turning head. Revised proposals for the widening of the public footpath including position of uncontrolled crossing connecting the site to bus stop on opposite side of the A1184. Remove reference to glass screen/roof terrace for the window openings. Remove reference to parking adjacent to the access road. Remove reference to northern access.](#)

**STC Comment:** No objection in principle provided neighbours views/concerns are considered by EHDC [*prop Cllr Penney; secd Cllr S Smith*]

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**3/24/0975/PNHH            32 Church Walk, CM21**

[Erection of pitched roof single storey rear extension Depth 3.40 metres, Maximum heights 3.42 metres, Eaves height 2.59 metres](#)

**STC Comment:** No objection [*prop Cllr N Parsad-Wyatt; secd Cllr Penney*]

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**3/24/1014/HH            10 Falconers Park, CM21 0AU**

[Erection of detached double car port](#)

**STC Comment:** No objection – however urge applicant to engage with neighbour regarding their concerns [*prop Cllr Penney; secd Cllr N Parsad-Wyatt*]

---

**3/24/1032/VAR            51 Sayesbury Road, CM21 0EB**

[Variation of Condition 2 \(approved plans\) pursuant to planning permission 3/23/0137/HH dated 23.03.23 \(for: Demolition of existing garage, porch and side lean-to. Erection of porch, part single storey and party two storey side extension, 1<sup>st</sup> floor rear extension, two storey rear extension. Insertion rooflights and Velux rooflights to main roof. Juliet balcony to rear\). The amendments include change to eaves height to match existing elevations, to retain head height to rear facing windows, amendment to fenestration, Juliet balconies to rear omitted and replaced with windows\).](#)

**STC Comment:** No objection [*prop Cllr S Smith; secd Cllr Penney*]

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## **P 24/18            LATE PLANNING APPLICATIONS**

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 7 June May 2024.

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**3/24/1009/HH                      The Paddocks, London Road, CM23 4AX**

Removal of front porch and chimney. Proposed loft extension and conversion with side facing roof light windows, two storey rear extension, single storey rear extension with first floor terrace above, single storey front extension, new front gable entrance and alterations to ground floor fenestration

**STC Comment:** No objection [*prop Cllr N Parsad-Wyatt; secd Cllr S Penney*]

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P 24/19

**PLANNING DECISIONS MADE BY EHDC**

To receive Planning Decisions from EHDC.

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**3/24/0506/HH                      Bridge House, Spellbrook Lane East, CM23 4BA**

Erection of rear ground courtyard infill with roof lantern and partial garage conversion

**STC Comment:** No objection

**EHDC Decision:** Granted

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**3/24/0556/FUL &**

**3/24/0555/LBC                      George Fourth, Knight Street, CM21 9AT**

Improvements to the existing pergola including a pitched roof, external alterations to replace the garage door with timber French patio doors, and 1 door with timber window to match the French patio doors, with associated landscaping

**STC Comment:** No objection & No comment

**EHDC Decision:** Granted

---

**3/24/0591/HH                      32 Parkway, CM21 9NR**

Removal of front fence. Erection of two storey front extension and addition one ground floor and one first floor side window

**STC Comment:** No comment provided EHDC consider it appropriate and neighbours amenity is protected

**EHDC Decision:** Refuse. "The proposed development, by reason of it's design, siting and size would add a dominating and incongruous addition to the host property to the detriment of the character and appearance of the host property and that of the surrounding streetscene of Parkway. The proposal would fail to achieve a high standard of design and would be out of keeping with the character and appearance of the application dwelling and the local area, contrary to Policies DES4 and HOU11 of the East Herts District Plan 2018."

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**3/24/0642/HH                      1 Brookfields, CM21 0EJ**

Erection of single storey front extension and forming first floor accommodation within raised replacement roof incorporating first floor rear and side windows and 3 front facing dormers. New set of French doors to replace the side sliding doors

**STC Comment:** No objection however regret loss of bungalow dwelling

**EHDC Decision:** Refused. "The proposed development, by reason of its siting and design would result in demonstrable harm to the character and appearance of the application dwelling and the surrounding area, contrary to Policies DES4 and HOU11 of the East Herts District Plan 2018".

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**3/24/0680/HH                      8 Church Crescent, CM21 9BH**

Demolition of single storey side extension. Erection of a two storey side extension with dormer window and rooflight. Insertion of rooflight.

**STC Comment:** No objection

**EHDC Decision:** Granted

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**P 24/20                      PLANNING APPEALS**

To receive notification from EHDC of Planning Appeals. Noted.

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**13 Elmwood, Sawbridgeworth, Hertfordshire, CM21 9NL**

**LPA Appeal Reference: 24/00046/REFUSE**

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Meeting Closed at 7.18pm

# Appendix C

# SAWBRIDGEWORTH TOWN COUNCIL

## FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE

### Minutes

of the meeting of the Finance and Policy Committee held at the Chamber, Sayesbury Manor, Bell Street, Sawbridgeworth at 8:00pm on **Monday 10<sup>th</sup> June 2024**.

#### **Those present**

Cllr Eric Buckmaster  
Cllr Nathan Parsad-Wyatt

Cllr Greg Rattey  
Cllr Reece Smith  
Cllr Steve Smith

#### **In attendance:**

Christopher Hunt - Town Clerk  
Lisa Dale – Finance Officer  
Cllr A Furnace  
1 x member of public

#### **F 24/01 ELECTION OF CHAIR**

To elect a Chair of the Committee for the year 2024/25.

**Resolved:** Cllr Eric Buckmaster

*[prop Cllr N Parsad-Wyatt sec'd Cllr R Smith]*

#### **F 24/02 ELECTION OF VICE CHAIR**

To elect a Vice Chair of the Committee for the year 2024/25.

**Resolved:** Cllr Nathan Parsad-Wyatt

*[prop Cllr E Buckmaster sec'd Cllr R Smith]*

#### **F 24/03 APOLOGIES FOR ABSENCE**

Cllr Ruth Buckmaster

#### **F 24/04 DECLARATIONS OF INTEREST**

Cllr E Buckmaster and S Smith regarding the Hailey Centre Lease due to being on the committee.

#### **F 24/05 MINUTES**

To approve as a correct record the minutes of the Finance and Policy Committee held on 15th April 2024 (FO4).

*[prop Cllr N Parsad-Wyatt sec'd Cllr R Smith]*

#### **F 24/06 STAFF MATTERS**

To consider any matters relating to members of staff.

The Clerk referred to his report and covered the welfare of staff and that the rangers had received a health screening check on the advice of the health and safety expert.

#### **F 24/07 FINANCE MATTERS**

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

The Clerk reported that the internal auditor had not sent his report in time to cover this item and requested that it be deferred to the full town council meeting. The chair agreed to this suggestion.

The Clerk raised he had been working with three independent insurance brokers to insure the Councils road going vehicles and the results being;

- ERS – current insurer £3,834 all vehicles comprehensive with breakdown cover included at £390
- Coversure - £4,250 but lawn mower insurance is only third party and no breakdown cover
- Flint – can't find any cover due to the minibuses.

Members unanimously agreed to retain cover with ERS.

\*No motion due to the lateness of the policy results being sent after the agenda was written\*

**F 24/08 JUBILEE GARDENS (TOWN GREEN) WORKING PARTY**

Update on the current project status, the Clerk reported that the consultation had finished on 31<sup>st</sup> May 2024, required by the officer at EHDC regarding tree removal with links to the plan on the website (posted 24th April) and on Facebook (Posted 10th May). There were two responses not related to the tree removal but to the footpath and the maze.

**F24/09 ECONOMIC DEVELOPMENT**

To discuss proposals for promoting economic development in the town: Cllr G Rattey informed members that all shops had occupants and were vibrant. He continues to build the Sawbridgeworth Community Group which now has 6000 members and he will visit every shop as he did when Mayor from July 1<sup>st</sup>.

**F24/10 COUNCILLOR ENGAGEMENT**

The Clerk raised that the last cross border meeting was poorly attended and two parishes did not attend. It was agreed to set a date in September to call a meeting with Sheering, High Wych and Hatfield Heath to set a terms of reference.

**F24/11 REDUCING THE COUNCILS CARBON FOOTPRINT**

To discuss the following items to present a motion to the next full Town Council meeting. It was agreed that the following wording be presented.

- To aim to achieve net zero for the council's own generated emissions by 2030 and do all that we can to assist in achieving this by the same year for the wider town.
- In the interim, commit the council towards reducing its own carbon footprint to an absolute minimum by May 2027 [end of current council's term] whilst at the same time identifying a pathway to offset its residual carbon.

**F24/12 BUILDING LEASE OF THE HAILEY CENTRE**

To receive an update on the lease and to agree next steps. The Clerk presented the lease and made mention to the insurance which will be funded by the Hailey Centre Trust and all internal repairs will be their responsibility and all external repairs be that of the Council. The Lease had been worked on for several months utilising Tees Solicitors and the Hailey Centre Trustees.

It was agreed the lease was to be adopted and was signed by Councillor N Parsad-Wyatt and Cllr G Rattey. The Clerk then signed the lease and placed the official Sawbridgeworth seal on both documents.

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

**F24/13      FUNDING OPPORTUNITIES**

Councillor E Buckmaster stated that the Eco Audit Working Party may be able to apply for funding from County for eco projects and assisting the Council in reducing its own carbon foot print.

**F24/14      ITEMS FOR FUTURE AGENDAS**

To add a regular agenda item to assess the progress for reducing the councils carbon footprint.

Meeting Closed at 8:00pm

# **Appendix D**

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# Sawbridgeworth Town Council

## Memorandum from the Town Clerk

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To: All Members  
From: Christopher Hunt  
Subject: Clerks report, 12<sup>th</sup> June 2024  
Date: 24<sup>th</sup> June 2024

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### Community Safety Partnership Board

I attend the CSP Board, which is East Herts Council led, working closely with partners to address crime, disorder and anti-social behaviour.

The East Herts Community Safety Partnership comprises of:

East Herts Council  
Hertfordshire Constabulary  
Hertfordshire County Council  
NHS Hertfordshire  
Hertfordshire Fire Service  
Hertfordshire Probation Service  
Hertfordshire Police & Crime Commissioner  
Town Council Clerks and/or elected members

The Community Safety Partnership meets quarterly at 2pm weekdays to agree action on local community safety priorities for East Herts. This is a strategic group that sets CSP priorities and the following questions were asked to get a flavour of matters that can steer the priorities set for East Herts.

As members you can attend this meeting with Cllr E Buckmaster and myself to take part or make yourself aware of the aims and objectives.

### Internal Audit

On 21<sup>st</sup> and the 22<sup>nd</sup> May, the internal auditor came to the offices to inspect the records we develop against the budget we prepared the previous financial year. The purpose of this is to assess the councils systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

His findings were positive and two actions were raised in relation to a bus repair and the cost implication rising to over the £3000 threshold, which would normally require three quotes to complete work over this figure.

The bus had gone in for a new clutch and whilst doing the repair it turned out the gearbox was faulty and needed replacing also. Frustratingly, the invoice came in for both jobs as one which took the overall bill over the threshold.

Secondly the prepayments greater than £250 needed to be updated which has now been completed.

This report in turn, allows for the council to present the internal audit findings and any commentary required to explain variances in the budget set and the actual expenditure to ensure the governance is met, this year a report was not necessary as the finances were within the tolerances set nationally. The Local Audit and Accountability Act 2014 requires that from 2017, smaller authorities will appoint auditors to ensure this process is adhered to.

The following agenda item is required to process the internal audit report and allows for the report to be assessed, approve the governance statement and approve the return for the Clerk and the Mayor to sign this year's submission to the external auditor PKF Littlejohn.

# **Appendix E**

# Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** must be completed by the authority's internal auditor.
  - **Sections 1 and 2** must be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2024
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at <b>31 March 2024</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.	✓	

**\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2023/24

## SAWBRIDGEWORTH TOWN COUNCIL

ENTER PUBLIC WEBSITE ADDRESS [www.sawbridgeworth-tc.gov.uk](http://www.sawbridgeworth-tc.gov.uk) PAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

21/05/2024 22/05/2024 DD/MM/YYYY

Name of person who carried out the internal audit

CHRISTOPHER CLARK INTERNAL AUDITOR

Signature of person who carried out the internal audit

C. P. Clark REQUIRED

Date 13/06/2024/YYYY

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2023/24

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 2024, 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.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
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.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
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
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

**\*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/YYYY

and recorded as minute reference:

MINUTE REFERENCE

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

Chair

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

## Section 2 – Accounting Statements 2023/24 for

### SAWBRIDGEWORTH TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
<b>1.</b> Balances brought forward	251,681	269,955	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.
<b>2.</b> (+) Precept or Rates and Levies	384,325	429,324	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
<b>3.</b> (+) Total other receipts	119,169	123,031	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
<b>4.</b> (-) Staff costs	267,467	295,549	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.
<b>5.</b> (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
<b>6.</b> (-) All other payments	217,753	212,533	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
<b>7.</b> (=) Balances carried forward	269,955	314,228	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
<b>8.</b> Total value of cash and short term investments	259,454	324,911	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
<b>9.</b> Total fixed assets plus long term investments and assets	991,878	976,610	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.
<b>10.</b> Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
<b>11a.</b> Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
<b>11b.</b> Disclosure note re Trust funds (including charitable)		✓		The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 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/YYYY**

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

**DD/MM/YYYY**

as recorded in minute reference:

**MINUTE REFERENCE**

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

**SIGNATURE REQUIRED**

## Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of

SAWBRIDGEWORTH TOWN COUNCIL

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02 as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2023/24

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2023/24

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

# **Appendix F**

## **E Buckmaster County Councillor Report June 2024**

### **New Chief Executive for Hertfordshire County Council**



**Angie Ridgwell** has been selected to be appointed as the new Chief Executive of Hertfordshire County Council (HCC).

This recommendation was made by the council's cross-party Employment Committee and will now be put forward to Full Council at its meeting on 25 June 2024 for approval. It follows an extensive recruitment and selection process to identify the best candidate to lead Hertfordshire County Council in delivering vital services for residents.

Angie will be joining from Lancashire County Council where she has been Chief Executive since 2018. Angie is an experienced leader, a qualified accountant by profession and has worked in a wide range of public sector bodies, including central and local government and the private sector. Angie grew up in Hertfordshire so she has a special emotional connection with the county.

Sally Hopper, Director of Human Resources at Hertfordshire County Council, said: "After a competitive process the cross-party Employment Committee unanimously agreed to recommend Angie's appointment by Full Council on 25 June."

### **More than 200 children faced permanent exclusion from Hertfordshire schools in just one year**

As reported by [Hemel Today](#), more than 200 children have faced permanent exclusion from Hertfordshire schools since the start of the academic year, data shows. Headteachers can permanently exclude any child where there has been a 'serious breach' or 'persistent breaches' of the school's behaviour policy.

Or, alternatively, they can permanently exclude if they believe that a child remaining in school would seriously harm the education or welfare of others.

Covered by Local Democracy reporter, Deborah Price

### **Flooding and Water for Stanstead Abbots**

Actions and Next Steps:

- Hertfordshire County Council (HCC) as the highway authority, HCC as the Lead Local Flood Authority and the Environment Agency (EA) will be attending multi-agency meetings (MAM) regularly to ensure that any progress and updates are being reported back to all residents. This MAM will also be offered to East Herts to attend.
- The Environment Agency are working on detailed drawings of Natural Flood Management measures in the form of leaky barriers within the main river. This will help to hold back water to slow the flow down Stanstead Abbots as well as catch debris to reduce the likelihood of the trash screen from becoming blocked. The design will be completed by the Autumn 2024, with the aim to install in the new financial year from April 2025.
- Hertfordshire County Council as the Lead Local Flood Authority (LLFA) are waiting to get confirmation on funding to implement Natural Flood Management measures in the form on leaky barriers into the ordinary watercourse on Cappell Lane. Once funding is confirmed the detailed design for these will be commissioned.

- HCC as the highway authority and LLFA are exploring the owners of the assets at the end of the drainage network on Cappell Lane which take the watercourse below the canal. If an owner can be identified, then clearance works to check that the asset is functioning properly will be requested to be carried out.
- The LLFA and EA are starting to speak with the landowners to investigate the potential for land management options to slow the flow from the larger areas of land that create runoff.
- HCC as the highway authority has investigated the drainage network on Roydon Road and plan to increase the number of gullies. The work is currently being planned.
- Ringway is investigating the flooding on Amwell Lane.
- The EA, highways and LLFA are discussing the problems around the speed cushions put forward for Roydon Road in regard to the concerns about this in relation to flooding.
- The EA in partnership with HCC have offered residents who are the highest risk of flooding or who have internally flooded previously the chance to be part of a Property Flood Resilience Scheme. This scheme involves several surveys which identifies the areas required to be protected to reduce likelihood of water entering the property for example doors, airbricks, pipes. Surveys for these properties that qualify for the scheme began in May 2024. The scheme is currently ongoing and progressing.

### **My Letter to Government Minister for Water and Rural Growth**

Last month, just before the election was called I wrote to a government minister with a number of concerns, all water related. Hertfordshire is proud to be home to nearly 10% of the world's chalk streams, which are an internationally important habitat and a quintessential feature of the English countryside

The Hertfordshire Nature Recovery Partnership (HNRP), which HCC is coordinating as Responsible Authority, is committed to developing a Local Nature Recovery Strategy that will champion the recovery of key local habitats and species. The HNRP fully expects that chalk streams and their constituent flora and fauna will be recognised as priorities within the final document. We have a Local Nature Recovery Board, which I chair. Under that there is a steering group and working groups looking at sites and species. One of our District Councillors, there is an HAPTC rep on the steering group. On the Board we have reps from Natural England, Environment Agency, HMWT, Herts Growth Board, and HCCSP. We have appointed Meeting Place to do the Stakeholder engagement. We are aiming to have a draft plan by March. We are using Meeting Place to coordinate the stakeholder engagement across the County's Districts and Boroughs which will commence very soon.

I also attended a meeting with the CEO and chairman of HMWT. We are aiming to collaborate to ensure that once we have a DEFRA approved plan that we also have mechanisms and partnerships in place to deliver. We don't know what funding there might be but we'll be looking for green infrastructure investors, delivery groups such as Groundwork's, skill building etc.

Certainly a strategic site such as Gilston does come under the scope of the plan and there is also a land owners and land managers forum and work being led by Gascoign Cecil estates. Also the numerous green space action plans undertaken by Hcc Countyside Rights of Way on behalf of the Districts and Boroughs.

Here are extracts of the letter to the minister::

1. **More action to prevent sewerage discharges during wet weather:**, urging government to go further and faster to tackle this blight on our chalk streams (and other water courses) Our aspiration would be for Hertfordshire's chalk rivers to achieve Good ecological and chemical condition by 2027. We also seek assurances that the widely reported financial uncertainty surrounding Thames Water will not impact on the delivery of the Government's Plan.
2. The **implementation of Schedule 3** of the Flood and Water Management Act 2010 would encourage good growth in Hertfordshire while also stimulating aquifer recharge and mitigating the risk of undesirable sewer discharge and flooding.
3. **Clarifying the role of local authorities and the LLFA:** the actions taken by local authorities in Hertfordshire to positively address the condition of chalk streams vary between authorities. Through our efforts to coordinate action to address flooding, HCC as the Lead Local Flood Authority has found that the understanding of local authority responsibilities for the condition of our river environment is unclear. Furthermore, with new burdens funding, Lead Local Flood Authorities would be well placed to coordinate local action to address water quality issues alongside their current responsibilities around flooding.
4. **Making landowners responsible for curtailing excess runoff from their land:** the county council asks that Government consider and explore the value and viability of introducing new legislation that sets out landowner responsibilities for curtailing excessive levels of runoff from their land. While we have found that the EA is well placed to take enforcement action around point source pollution, it appears that the challenges arising from diffuse pollution cannot be so easily addressed through existing legislation.
5. **Accelerating work to reduce abstraction:** we recognise the steps being taken by Affinity Water and others, in discussion with the regulator, to reduce abstraction in particularly sensitive areas. We would hope to see this work accelerated and expanded to investigate the broad relocation of abstraction points from the upper reaches of chalk streams to down-channel, substantially reducing instances of low and no-flow in these vital habitats.

As the election has been now called I feel the need to resend to whoever is the appropriate minister after July.

## **New Hertfordshire Highways Projects Announced for 2024/25**



Hertfordshire County Council has published details of a significant number of new highways projects taking place across the county over the next 12 months. Work has been made possible through the reallocation of HS2 funding from the UK Government, who announced in November 2023 that Hertfordshire would receive £87.8m over the next 11 years to support local highway maintenance.

The first two years of funding amounts to a total of £5.6m and will be used to make additional improvements across road surfacing, carriageway barriers and street lighting.

The majority of the funding, £4m, will go towards renewing and refreshing road surfaces. A further £1.1m will be spent on repairing and replacing carriageway safety fencing on high-speed roads, while £500,000 will be allocated to replacing streetlights.

This supports our existing plans to maintain and improve 3,200 miles of roads and 3,500 miles of pavements and cycleways. Including the funding from UK Government, a total of £111.6m will be

invested in 2024/25 on over 1,100 strategic maintenance and improvement schemes across the county.

**Hertfordshire [Corporate Plan](#)** sets out how we will work with partners to deliver this vision: A cleaner and greener environment, healthy and fulfilling lives for our residents, sustainable, responsible growth in our county and excellent council services for all.

### **Our Adult Care Services rated as 'Good' by CQC**

The Care Quality Commission (CQC) has given our adult social care services an overall rating of "Good". [The CQC found we provide good quality care and support across every element of our adult care service](#)

### **Hertfordshire's plan for children and young people**

The [Plan for Children and Young People](#) sets out the County Council's strategic ambitions for children and young people. A new set of [annual priorities for 2024-25](#) have been developed to build on the previous year's priorities and include a strengthened focus on supporting children with Special Educational Needs and Disabilities (SEND) and their families, as well as supporting children not in school.[and that the people who use our services are positive about their experience and the support they receive.](#)

**Hertfordshire Care Leaver Covenant** We have signed the [Care Leaver Covenant](#), pledging our continued commitment to support care leavers as they continue their journey to live independently. As part of our commitment, we are calling on other local businesses, organisations, district and borough councils to also sign up. Encouraging local employers and housing providers to reach out to these young adults by offering support and opportunities as they take their next steps into adulthood

**Hertfordshire Growth Board Vision and Missions** Hertfordshire's leaders have launched [an ambitious vision for sustainable growth](#) that will benefit residents, businesses and communities for future generations.

**independent Review to examine SEND needs assessment decision making** As part of Hertfordshire County Council's commitment to giving every child the best start in life and improving the services we provide to children with special educational needs and disabilities, [an independent review has been commissioned into the Education and Health Care Needs Assessment Process.](#)

**Innovation in flood resilience** We have been working with Central Bedfordshire Council on [a project to trial measures](#) to help better respond and adapt to flood risks. Based on work at the Pix Brook, which rises in North Hertfordshire before flowing through Bedfordshire, the project will trial innovative techniques and technologies to manage water flow using urban drainage systems and natural flood management.

**Launch of Invest Hertfordshire** [A new service managed by Hertfordshire Local Enterprise Partnership](#), showcases the county's key strengths, business clusters and opportunity sites, and is the gateway for companies looking to relocate or expand. Support is available to both national and international firms of all sizes that are considering or wish to relocate to or expand in Hertfordshire.

**Hertfordshire Music Service** As part of an ambitious national programme to provide high-quality music education for all children and young people, the [Hertfordshire Music Service](#) has been appointed by Arts Council England to [lead the Hertfordshire Music Hub](#) from September 2024.

**Better Health Bus** This June, Hertfordshire County Council will launch a new initiative called the [Better Health Bus](#), a vehicle that travels around the county providing free services, support and advice to help residents improve their health and wellbeing. [A communications toolkit of assets is available from 6 June onwards.](#)

**Going in or out of hospital** A new co-produced leaflet is available to help support people leaving hospital and their family and carers. The Leaving Hospital [leaflet](#) focuses on the support offered by [Adult Care Services and in the community for those going in or out of hospital.](#)

**Carers Week is 10-16 June 2024** This year it's all about *Putting Carers on the Map*. That means finding carers and making sure they are recognised, valued, and supported. It's something we work at all year to ensure unpaid family and friend carers are aware of the information and support which is available for them and how they can access it. [There's a mix of online and face to face activities and information events to connect more carers to the support that is available.](#)

### **East of England local authorities join forces to help thousands of children**

Eleven local authorities across the East of England have joined forces in a bid to collectively recruit more foster carers to look after some of the region's most vulnerable children. Hertfordshire County Council is taking part in a new initiative for fostering under the banner Foster East. There is an urgent need for foster carers in the East of England with more than 7,000 vulnerable children already in the care of their local authority, and a further 150 children coming into care every month. In Hertfordshire there are 975 children and young people ranging from babies to 17-year-olds who need safe, loving and nurturing homes where they can thrive and develop.

The Foster East initiative which is funded by the Department of Education is a new, collaborative approach to foster carer recruitment and support. Councils will work together to provide more comprehensive training, support and best practice. Each applicant will be nurtured through their fostering journey with their local council and via a buddy network. Foster East advisors will help people find out how fostering can become part of their lives.

Every local authority aims to keep children and young people local to their support networks, but a shortage of foster families in our area means this is not always possible.

Fostering is a flexible role with options for short term care from a weekend a month to longer term opportunities, all providing life-changing support for local children.

### **Hertfordshire residents help to save more than four tonnes of items from disposal**



More than 900 pieces of furniture, bikes and household items were sold at Hertfordshire County Council's County Show pop-up Reuse Shop over the weekend – all items that would have otherwise been broken down, recycled, or disposed of.

This means that shoppers saved more than four tonnes from disposal, the equivalent weight of eight, 20-foot oak trees, from disposal.

**HCCSP has submitted an 'Expressions of Interest' for a pilot [Local Area Retrofit Accelerator](#)** for support to develop Local Area Retrofit plans. Successful areas will be notified by the beginning of June. The MCS Foundation is seeking expressions of interest from Local Authorities and Combined Authorities who are wanting to develop a Local Area Retrofit plan. The MCS Foundation will provide funding for facilitators to work with the local authority, local partners and installers, to develop and write a retrofit plan tailored specifically to your region and the unique circumstances you have. I understand we have been successful

### **Spring 'push' for Home Upgrade Grant programme**

HUG (Home Upgrade Grant) programme is for energy efficiency works to homes (off gas) for lower income families. The scheme finishes on the 31st March 2025, with applications likely to close before December 2024. It can take several months before improvements are made due to the application process so HCCSP has been working with Communications and Sustainability officers to encourage residents to apply as soon as possible at <https://hugapply.co.uk/>. Please see attached information to share with any stakeholders who work with relevant groups (such as food banks, Citizens Advice Bureau, Community Groups etc) to help spread the word.

**Biodiversity Net Gain (BNG) site matching service has first successful match** In February we reopened our BNG site matching service due to the implementation of mandatory BNG and we are pleased to announce that our first match between a developer and landowner has been made. This begins our process of better connecting developers who are looking for land to deliver their offsite BNG with landowners who can support this. With more landowners and developers submitting sites, we hope to continue this work to better protect and enhance Hertfordshire's natural environment. [Learn more about the BNG site matching service and the process involved in making a match.](#)

**Hertfordshire Nature Recovery Partnership website gets a new look** The Hertfordshire Nature Recovery Partnership (HNRP) webpage has just had a major makeover. With new images, graphics, and logo, we hope to use this page to better represent the partnership and the hard work of its members. The new page ties in our recently developed engagement strategy, showing how residents and organisations can get involved, a timeline to track the partnership's progress, and the exciting events we have coming up and how you can be involved. [Visit the HNRP website to see what the partnership is up to.](#)

### **Clean Air Day 2024**

Clean Air Day is on Thursday 20 June. This year we are celebrating Clean Air Day by asking schools to create a video over why clean air is important. Their video will showcase steps that can be taken at school and at home to help clear the air, along with a school pledge for cleaner air.

All entries that meet the criteria will be entered into a prize draw with school and individual prizes available. Schools can win bikeability training for their pupils and the individuals that participate could win a fitness tracker or a scooter. Schools should submit their entry by Friday 28 June by [filling out the entry form](#). Please support us by mentioning the competition to schools that you

have contact with to maximise the number of entries. If the school have any questions, the team can be contacted at [cleaner.air@hertfordshire.gov.uk](mailto:cleaner.air@hertfordshire.gov.uk)

**Future Announcement.** Help to create a greener Hertfordshire as the Your Tree Our Future scheme returns with over 50,000 free trees available to residents. This follows on from successful previous years of the scheme from which residents claimed over 120,000 free trees to support Hertfordshire's ambitious tree planting targets. Trees planted by thousands of residents during the scheme's first two years could remove almost 200,000 tonnes of carbon from the atmosphere.

**Innovative social care solution wins at national awards** Hertfordshire County Council's custom-built Assistive Technology solution for social care planning was recognised for its innovation at the [prestigious Local Government Chronicle \(LGC\) Awards 2024](#) yesterday (Wednesday 12 June 2024)

The technology, called Data Inspired Living, which has been developed with and for social care practitioners, is helping us to support residents to remain safe at home for longer, maintain independence and provide family carers with reassurance about the person they support.

Carers and social care professionals have access to an easy-to-understand digital dashboard which shows whether a person is following their usual routine, using information from various small discrete sensors that are placed around the home, measuring movement, temperature, door usage along with smart plugs, bed mats and pill dispensers. The data dashboard can trigger alerts if routines change or if intervention is needed, such as increased toilet usage suggesting a possible urinary infection or decreased mobility over time to warn of possible heightened risk of falling.

**Herts Sustainable Families Highly Commended in Excellence in Recycling & Waste Management Award.** WasteAware's "[Herts Sustainable Families](#)" discount scheme, offered as part of the county's Waste Partnership has been highly-commended in the "Best Local Authority Recycling Initiative" category at the prestigious [Awards for Excellence in Recycling & Waste Management](#).

The trio of schemes within the Herts Sustainable Families banner encourage residents to choose reusable items instead of single use products by offering a 15% discount on reusable nappies, sustainable period products and washable incontinence products. Around 2,500 residents have already taken advantage of the scheme, purchasing items from across 19 suppliers, including local companies, major retailers and brand leaders.

Receiving a high commendation recognises the exemplary leadership demonstrated by the WasteAware team and dedication to promoting waste reduction initiatives within Hertfordshire. Through collaborative efforts and community engagement, the initiative has successfully provided free period products to those in financial hardship and engaged in training for 56 teachers on the benefits of sustainable period products, ensuring they included as mainstream options when menstruation is discussed in school. Two further training dates are booked for June

## **Cllr Annelise Furnace, Eco representative report for 24 June 2024 (as of 16 June 2024)**

### **Sawbridgeworth Energy Hub – 7 June**

- The first mobile Energy Hub took place in Bell Street carpark, organised by STC with support from EHC and volunteers from Sustainable Sawbridgeworth, and engaged with 100 residents
- Literature and discussions were on offer on the range of options available to help make homes more energy efficient and save money on heating bills, as well as signposting to potential grants and further sources of advice
- Maps were available on which residents could find estimates of their homes' energy performance rating
- This first outing for the Energy Hub will prove extremely valuable in planning future hubs both in Sawbridgeworth and East Herts in general.



### **River Day – 1 June**

- STC and Canal & River Trust's third River Day was a lovely event with a steady flow of residents coming along to learn, appreciate and enjoy the River Stort
- Pond dipping was led by the Citizen Science Group; there was canoeing courtesy of Whoosh; plus boat trips with CanalAbility which were fully booked
- Stalls were run by our local police, Boat Rescue, CART, and Sustainable Sawbridgeworth, and a pop-up refreshments stall offered teas and coffees at tables
- Thanks to the STC team for organising this super event!



### **Sustainable Sawbridgeworth update**

The group is planning a Veggie Night at the Memorial Hall on 21 September to showcase vegetarian and vegan meals, cooking tips and ingredients.

### **Sawbridgeworth Repair Café**

Repairers assessed just over 40 items at the last session held on 18 May, and managed to fix 75% of them. The café returns on 20 July when it will celebrate its two-year anniversary.

### **Friends of Pishiobury Park (FoPP)**

The AGM was held on 25 April and included a presentation from Bob Reed covering the range of activities, events and initiatives the Friends have worked on over the past year.

### **COMING UP (correct at time of writing)**

**22 June – Clean Air Day stall Bell Street (Sustainable Sawbridgeworth)**

**16 July – Sustainable Sawbridgeworth group meeting**

**16 July – EHC Environmental Sustainability and Climate Forum – postponed from May due to GE**

**20 July – Sawbridgeworth Repair Café**

**31 August – Energy Hub at Fun on the Field**

# **Appendix G**

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# Sawbridgeworth Town Council

## Memorandum from Town Projects Manager

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To: All Members  
From: Joanne Sargant  
Subject: Events & Planning 2024-2025  
Date: 18 June 2024

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### Forward Planning Dates for Dairy 2024 - 2025

- **Civic Service** – Great St Mary's Church – Sunday 30<sup>th</sup> June at 3pm a light buffet / refreshments will be served following the service at the council chamber.
- **Fun on the Field** – Bullfields - Saturday 31<sup>st</sup> August – 12 – 5pm
- **Town Walk and Community Connections** – Saturday 28<sup>th</sup> September – Council office and rear car park – In progress
- **Remembrance Day** – Sunday 10<sup>th</sup> November at 3pm, Great St Mary's Church
- **Christmas Lights Switch On** – Town Centre - Saturday 30 November

# **Appendix H**

## Bank Reconciliation up to 31/05/2024 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/05/2024	500399		599.40	599.40		R <input checked="" type="checkbox"/>	Receipt(s) Banked
01/05/2024	8114	2,112.00		2,112.00		R <input checked="" type="checkbox"/>	Magpie Catering
01/05/2024	DD1	400.00		400.00		R <input checked="" type="checkbox"/>	Oakridge Nursery
01/05/2024	DD2	783.20		783.20		R <input checked="" type="checkbox"/>	Techwyse
02/05/2024	Direct		428.75	428.75		R <input checked="" type="checkbox"/>	Receipt(s) Banked
02/05/2024	Direct		75.00	75.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/05/2024	Direct		240.00	240.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
07/05/2024	DD3	156.74		156.74		R <input checked="" type="checkbox"/>	The Fuelcard Company
07/05/2024	Direct		42.35	42.35		R <input checked="" type="checkbox"/>	Receipt(s) Banked
07/05/2024	Direct		39.50	39.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
08/05/2024	8115	126.60		126.60		R <input checked="" type="checkbox"/>	Clerks & Councils Direct
08/05/2024	Direct		360.00	360.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/05/2024	8112	50.00		50.00		R <input checked="" type="checkbox"/>	Reedings Junior School
09/05/2024	Direct		560.00	560.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/05/2024	DD1	469.33		469.33		R <input checked="" type="checkbox"/>	The Fuelcard Company
13/05/2024	Direct		5,492.79	5,492.79		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/05/2024	8130	30.00		30.00		R <input checked="" type="checkbox"/>	SDH Window Cleaning
15/05/2024	8085	2,942.61		2,942.61		R <input checked="" type="checkbox"/>	Herts County Council
15/05/2024	8129	877.16		877.16		R <input checked="" type="checkbox"/>	Sawb Mayors Charity
15/05/2024	DD3	57.60		57.60		R <input checked="" type="checkbox"/>	Affinity One Security Solution
15/05/2024	8116					R <input checked="" type="checkbox"/>	Carter, Laura
15/05/2024	8117					R <input checked="" type="checkbox"/>	Sargant, Joanne
15/05/2024	8118					R <input checked="" type="checkbox"/>	Parrish, Stephen
15/05/2024	8119					R <input checked="" type="checkbox"/>	Dale, Lisa
15/05/2024	8120					R <input checked="" type="checkbox"/>	Jones, John
15/05/2024	8121					R <input checked="" type="checkbox"/>	Derrick, Viv
15/05/2024	8122					R <input checked="" type="checkbox"/>	Hunt, Christopher
15/05/2024	8123					R <input checked="" type="checkbox"/>	Robinson, Adrian
15/05/2024	8124					R <input checked="" type="checkbox"/>	Crank, Darren
15/05/2024	8125					R <input checked="" type="checkbox"/>	Langley, Graham
15/05/2024	8126	6,044.76			6,044.76	<input type="checkbox"/>	HMRC
15/05/2024	8127	2,999.36			2,999.36	<input type="checkbox"/>	Herts County Council
15/05/2024	8128	483.51			483.51	<input type="checkbox"/>	NEST
15/05/2024	Direct		30.00	30.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
15/05/2024	Direct		3,540.00	3,540.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
16/05/2024	8131	233.20		233.20		R <input checked="" type="checkbox"/>	Christines
16/05/2024	8084	5,479.27		5,479.27		R <input checked="" type="checkbox"/>	HMRC
16/05/2024	DD1	40.74		40.74		R <input checked="" type="checkbox"/>	Vatix
17/05/2024	8086	487.62		487.62		R <input checked="" type="checkbox"/>	NEST
17/05/2024	DD2	39.00		39.00		R <input checked="" type="checkbox"/>	Vatix
17/05/2024	Direct		50.00	50.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
20/05/2024	DD4	89.77		89.77		R <input checked="" type="checkbox"/>	The Fuelcard Company
20/05/2024	DD5	7.00		7.00		R <input checked="" type="checkbox"/>	Lloyds Bank plc
20/05/2024	2277	142.30		142.30		R <input checked="" type="checkbox"/>	Petty Cash
20/05/2024	Direct		670.00	670.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/05/2024	8132	106.20		106.20		R <input checked="" type="checkbox"/>	John Miles & Son Tyre & Exhaust
21/05/2024	8133	146.12		146.12		R <input checked="" type="checkbox"/>	East Herts District Council
21/05/2024	8134	56.53		56.53		R <input checked="" type="checkbox"/>	Huws Gray Ltd

## Bank Reconciliation up to 31/05/2024 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
21/05/2024	8135	1,093.09		1,093.09		R <input checked="" type="checkbox"/>	Sunstone IP Systems Limited
21/05/2024	8136	1,041.60		1,041.60		R <input checked="" type="checkbox"/>	Rialtas Business Solutions Lim
21/05/2024	8137	2,522.66		2,522.66		R <input checked="" type="checkbox"/>	Sunstone IP Systems Limited
21/05/2024	8138	1,450.00		1,450.00		R <input checked="" type="checkbox"/>	L&J Hall Digging Services Limi
21/05/2024	8139	312.00		312.00		R <input checked="" type="checkbox"/>	Welding Service Mobile
21/05/2024	8140	403.26			403.26	<input type="checkbox"/>	CaterCare Catering Equipment L
21/05/2024	8141	1,650.00		1,650.00		R <input checked="" type="checkbox"/>	Tree Surgery Landscaping Contr
21/05/2024	Direct		1,850.00	1,850.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
22/05/2024	Direct		44.00	44.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/05/2024	DD4	146.85		146.85		R <input checked="" type="checkbox"/>	Engie Gas
24/05/2024	BCARD1	82.27		82.27		R <input checked="" type="checkbox"/>	Amazon Business EU S.a.r.l
24/05/2024	BCARD2	18.99		18.99		R <input checked="" type="checkbox"/>	Amazon Business EU S.a.r.l
24/05/2024	BCARD3	14.99		14.99		R <input checked="" type="checkbox"/>	Amazon Business EU S.a.r.l
24/05/2024	BCARD4	104.52		104.52		R <input checked="" type="checkbox"/>	Amazon Business EU S.a.r.l
24/05/2024	BCARD5	29.32		29.32		R <input checked="" type="checkbox"/>	Amazon Business EU S.a.r.l
24/05/2024	BCARD6	15.50		15.50		R <input checked="" type="checkbox"/>	Amazon Business EU S.a.r.l
24/05/2024	BCARD7	9.98		9.98		R <input checked="" type="checkbox"/>	Amazon Business EU S.a.r.l
24/05/2024	BCARD8	11.79		11.79		R <input checked="" type="checkbox"/>	Amazon Business EU S.a.r.l
24/05/2024	BCARD9	33.98		33.98		R <input checked="" type="checkbox"/>	Amazon Services Europe
24/05/2024	BCARD10	7.99		7.99		R <input checked="" type="checkbox"/>	Amazon Services Europe
24/05/2024	BCARD11	11.47		11.47		R <input checked="" type="checkbox"/>	Amazon Services Europe
24/05/2024	BCARD12	29.96		29.96		R <input checked="" type="checkbox"/>	Amazon Services Europe
24/05/2024	BCARD13	11.00		11.00		R <input checked="" type="checkbox"/>	The Big Card Company
24/05/2024	BCARD14	23.50		23.50		R <input checked="" type="checkbox"/>	The Co-operative Food
24/05/2024	BCARD15	25.49		25.49		R <input checked="" type="checkbox"/>	Coffee Online Group Limited
24/05/2024	BCARD16	375.00		375.00		R <input checked="" type="checkbox"/>	East Herts District Council
24/05/2024	BCARD17	25.00		25.00		R <input checked="" type="checkbox"/>	Idea 365 Limited
24/05/2024	BCARD18	25.56		25.56		R <input checked="" type="checkbox"/>	Phoenix Wong Limited
24/05/2024	BCARD19	6.91		6.91		R <input checked="" type="checkbox"/>	Polar Enterprises
24/05/2024	BCARD20	13.75		13.75		R <input checked="" type="checkbox"/>	Premier Life Limited
24/05/2024	BCARD21	14.40		14.40		R <input checked="" type="checkbox"/>	414 Timber and Fencing
24/05/2024	BCARD22	9.28		9.28		R <input checked="" type="checkbox"/>	Amazon Business EU S.a.r.l
24/05/2024	BCARD23	13.02		13.02		R <input checked="" type="checkbox"/>	Amazon Business EU S.a.r.l
24/05/2024	BCARD24	9.49		9.49		R <input checked="" type="checkbox"/>	Amazon Business EU S.a.r.l
24/05/2024	BCARD25	5.99		5.99		R <input checked="" type="checkbox"/>	Amazon Services Europe
24/05/2024	BCARD26	8.81		8.81		R <input checked="" type="checkbox"/>	Apex Business Supplies Limited
24/05/2024	BCARD27	245.25		245.25		R <input checked="" type="checkbox"/>	Sainsburys
28/05/2024	dd2	215.96		215.96		R <input checked="" type="checkbox"/>	Citation Limited
28/05/2024	DD3	147.32		147.32		R <input checked="" type="checkbox"/>	The Fuelcard Company
28/05/2024	Direct		500.00	500.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
28/05/2024	Direct		35.00	35.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/05/2024	500401		714.80	714.80		R <input checked="" type="checkbox"/>	Receipt(s) Banked
29/05/2024	500402		2,155.00	2,155.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
31/05/2024	dd	783.20		783.20		R <input checked="" type="checkbox"/>	Techwyse
		50,883.02	17,426.59				

Month No: 2

## 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>							
4001 Carter L						23.9%	
4003 Sargant J						21.8%	
4004 Parrish S						23.8%	
4005 Dale L						24.0%	
4011 V Derrick						22.2%	
4013 Crank D						24.3%	
4015 C Hunt						20.4%	
4035 NIC						41.6%	
4040 Pension						28.2%	
Staff :- Indirect Expenditure	<u>68,125</u>	<u>275,700</u>	<u>207,575</u>	<u>0</u>	<u>207,575</u>	<u>24.7%</u>	<u>0</u>
Net Expenditure	<u>(68,125)</u>	<u>(275,700)</u>	<u>(207,575)</u>				
<u>200 General Administration</u>							
1076 Precept	226,388	452,775	226,388			50.0%	
1090 Interest Received	1,550	5,000	3,450			31.0%	
General Administration :- Income	<u>227,937</u>	<u>457,775</u>	<u>229,838</u>			<u>49.8%</u>	<u>0</u>
4070 Subscriptions	1,613	2,500	887		887	64.5%	
4075 IT Support	2,211	15,000	12,789		12,789	14.7%	
4080 Training (Members)	0	500	500		500	0.0%	
4081 Travel Expenses	57	550	493		493	10.3%	
4082 Training (Staff)	0	1,000	1,000		1,000	0.0%	
4090 IT Development	0	1,600	1,600		1,600	0.0%	
4095 Photocopy Charges	383	1,500	1,117		1,117	25.5%	
4100 Telephone/Broadband	(684)	3,000	3,684		3,684	(22.8%)	
4105 Postage	50	900	850		850	5.6%	
4110 Stationery	121	1,000	879		879	12.1%	
4115 Insurance	4,641	10,000	5,359		5,359	46.4%	
4120 Bank Charges	7	500	493		493	1.4%	
4125 Repairs & Renewals	0	750	750		750	0.0%	
4130 Staff Care	188	1,500	1,312		1,312	12.6%	
4135 Office Care	218	3,000	2,782		2,782	7.3%	
4140 Office Equipment	0	1,500	1,500		1,500	0.0%	
4180 Accountancy Services	868	3,000	2,132		2,132	28.9%	
4185 Audit	(2,365)	3,565	5,930		5,930	(66.3%)	
4190 Professional Fees	(515)	6,000	6,515		6,515	(8.6%)	
4195 Tourism	127	1,000	873		873	12.7%	
4200 Web-site	0	1,500	1,500		1,500	0.0%	
4201 Web-site development	0	1,500	1,500		1,500	0.0%	

Month No: 2

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4215 Town Signs	0	500	500		500	0.0%	
4990 Contingency	0	3,000	3,000		3,000	0.0%	
General Administration :- Indirect Expenditure	6,920	64,865	57,945	0	57,945	10.7%	0
<b>Net Income over Expenditure</b>	<b>221,017</b>	<b>392,910</b>	<b>171,893</b>				
<u>210 Democratic Services</u>							
1335 Civic Dinner Income	3,105	5,000	1,895			62.1%	
Democratic Services :- Income	3,105	5,000	1,895			62.1%	0
4310 Election Expenses	(6,000)	10,000	16,000		16,000	(60.0%)	
4315 Mayor's Allowance	877	1,500	623		623	58.5%	
4330 Civic Events	168	2,500	2,332		2,332	6.7%	
4335 Civic Dinner Expenditure	3,015	5,000	1,985		1,985	60.3%	
Democratic Services :- Indirect Expenditure	(1,940)	19,000	20,940	0	20,940	(10.2%)	0
<b>Net Income over Expenditure</b>	<b>5,045</b>	<b>(14,000)</b>	<b>(19,045)</b>				
<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	584	1,000	416		416	58.4%	
4380 Grants - Other	0	3,500	3,500		3,500	0.0%	
Grants :- Indirect Expenditure	584	6,575	5,991	0	5,991	8.9%	0
<b>Net Expenditure</b>	<b>(584)</b>	<b>(6,575)</b>	<b>(5,991)</b>				
<u>300 Civic Centre</u>							
1400 Rental Income	440	800	360			55.0%	
Civic Centre :- Income	440	800	360			55.0%	0
4405 Rates	2,095	9,500	7,405		7,405	22.1%	
4410 Heat & Light	859	10,000	9,141		9,141	8.6%	
4415 Water	92	600	508		508	15.4%	
4420 Maintenance	591	5,000	4,409		4,409	11.8%	
4425 Fixtures & Fittings	51	0	(51)		(51)	0.0%	
4445 New Equipment	2	3,000	2,998		2,998	0.1%	
Civic Centre :- Indirect Expenditure	3,691	28,100	24,409	0	24,409	13.1%	0
<b>Net Income over Expenditure</b>	<b>(3,251)</b>	<b>(27,300)</b>	<b>(24,049)</b>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>320 Hailey Centre</u>							
4420 Maintenance	2,000	5,000	3,000		3,000	40.0%	
Hailey Centre :- Indirect Expenditure	<u>2,000</u>	<u>5,000</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>40.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(2,000)</u>	<u>(5,000)</u>	<u>(3,000)</u>				
<u>330 Other Rented Accommodation</u>							
4400 Rent	695	3,425	2,730		2,730	20.3%	
Other Rented Accommodation :- Indirect Expenditure	<u>695</u>	<u>3,425</u>	<u>2,730</u>	<u>0</u>	<u>2,730</u>	<u>20.3%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(695)</u>	<u>(3,425)</u>	<u>(2,730)</u>				
<u>400 Bullfield Allotments</u>							
1500 Allotment Rent Income	40	850	810			4.7%	
1510 Allotment Water Income	8	200	193			3.8%	
Bullfield Allotments :- Income	<u>48</u>	<u>1,050</u>	<u>1,003</u>			<u>4.5%</u>	<u>0</u>
4415 Water	39	600	561		561	6.5%	
4420 Maintenance	62	700	638		638	8.9%	
Bullfield Allotments :- Indirect Expenditure	<u>101</u>	<u>1,300</u>	<u>1,199</u>	<u>0</u>	<u>1,199</u>	<u>7.8%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(54)</u>	<u>(250)</u>	<u>(196)</u>				
<u>410 Bellmead Allotments</u>							
1500 Allotment Rent Income	35	120	85			29.2%	
1510 Allotment Water Income	3	30	28			8.3%	
Bellmead Allotments :- Income	<u>38</u>	<u>150</u>	<u>113</u>			<u>25.0%</u>	<u>0</u>
4415 Water	16	100	84		84	15.8%	
4420 Maintenance	0	250	250		250	0.0%	
Bellmead Allotments :- Indirect Expenditure	<u>16</u>	<u>350</u>	<u>334</u>	<u>0</u>	<u>334</u>	<u>4.5%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>22</u>	<u>(200)</u>	<u>(222)</u>				
<u>420 Vantorts Allotments</u>							
1500 Allotment Rent Income	0	125	125			0.0%	
1510 Allotment Water Income	0	25	25			0.0%	
Vantorts Allotments :- Income	<u>0</u>	<u>150</u>	<u>150</u>			<u>0.0%</u>	<u>0</u>
4415 Water	11	100	89		89	11.1%	
4420 Maintenance	0	500	500		500	0.0%	
Vantorts Allotments :- Indirect Expenditure	<u>11</u>	<u>600</u>	<u>589</u>	<u>0</u>	<u>589</u>	<u>1.8%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(11)</u>	<u>(450)</u>	<u>(439)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>430 Southbrook Allotments</b>							
1500 Allotment Rent Income	39	900	861			4.3%	
1510 Allotment Water Income	5	115	110			4.3%	
Southbrook Allotments :- Income	<u>44</u>	<u>1,015</u>	<u>971</u>			<u>4.3%</u>	<u>0</u>
4415 Water	24	500	476		476	4.8%	
4420 Maintenance	250	700	450		450	35.7%	
Southbrook Allotments :- Indirect Expenditure	<u>274</u>	<u>1,200</u>	<u>926</u>	<u>0</u>	<u>926</u>	<u>22.8%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(230)</u>	<u>(185)</u>	<u>45</u>				
<b>440 Cemetery</b>							
1550 Burial Fees	7,520	40,000	32,480			18.8%	
1560 Memorial Fees	470	2,000	1,530			23.5%	
1570 Grave Digging Income	1,080	1,200	120			90.0%	
1580 Tree Sales	875	2,700	1,825			32.4%	
1581 Bench Sales	1,140	3,000	1,860			38.0%	
1582 Memorial Plaque Sales	170	500	330			34.0%	
Cemetery :- Income	<u>11,255</u>	<u>49,400</u>	<u>38,145</u>			<u>22.8%</u>	<u>0</u>
4045 Subcontracted Labour	0	1,000	1,000		1,000	0.0%	
4415 Water	20	150	130		130	13.6%	
4420 Maintenance	1,450	5,000	3,550		3,550	29.0%	
4440 New Area (Spinney)	1,300	5,000	3,700		3,700	26.0%	
4520 Skip Hire	0	3,500	3,500		3,500	0.0%	
4530 Trees	0	360	360		360	0.0%	
4531 Benches	0	2,000	2,000		2,000	0.0%	
4532 Plaques	0	300	300		300	0.0%	
4675 Publicity	0	500	500		500	0.0%	
Cemetery :- Indirect Expenditure	<u>2,770</u>	<u>17,810</u>	<u>15,040</u>	<u>0</u>	<u>15,040</u>	<u>15.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>8,485</u>	<u>31,590</u>	<u>23,105</u>				
<b>450 Playground</b>							
4420 Maintenance	152	2,000	1,848		1,848	7.6%	
4421 New Equipment -Playground	0	3,000	3,000		3,000	0.0%	
Playground :- Indirect Expenditure	<u>152</u>	<u>5,000</u>	<u>4,848</u>	<u>0</u>	<u>4,848</u>	<u>3.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(152)</u>	<u>(5,000)</u>	<u>(4,848)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>460 Rivers Heritage Site &amp; Orchard</u>							
4700 RHSOG	0	3,000	3,000		3,000	0.0%	
Rivers Heritage Site & Orchard :- Indirect Expenditure	0	3,000	3,000	0	3,000	0.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>(3,000)</b>	<b>(3,000)</b>				
<u>500 Groundsman</u>							
1600 SYPRC/STFC Grass Cut - Income	200	500	300			40.0%	
1603 Conveniences coin operation	178	800	622			22.2%	
1610 Sub Contract Watering	0	200	200			0.0%	
Groundsman :- Income	378	1,500	1,122			25.2%	0
4029 Salary Recharge	0	4,820	4,820		4,820	0.0%	
4600 Planters	0	1,000	1,000		1,000	0.0%	
4601 Bell St Conveniences Cleaning	177	800	623		623	22.1%	
4602 Bell St Convenience Repairs	0	5,000	5,000		5,000	0.0%	
4615 Ranger's Mower	238	2,000	1,762		1,762	11.9%	
4620 Ranger's Tools	128	1,500	1,372		1,372	8.6%	
4625 Mower Replacement	0	13,000	13,000		13,000	0.0%	
4630 CCTV Maintenance Agreement	2,453	2,200	(253)		(253)	111.5%	
4635 CCTV Extension	1,822	3,000	1,178		1,178	60.7%	
Groundsman :- Indirect Expenditure	4,818	33,320	28,502	0	28,502	14.5%	0
<b>Net Income over Expenditure</b>	<b>(4,440)</b>	<b>(31,820)</b>	<b>(27,380)</b>				
<u>600 Fun on the Field</u>							
1670 Event Income	0	900	900			0.0%	
Fun on the Field :- Income	0	900	900			0.0%	0
4045 Subcontracted Labour	0	800	800		800	0.0%	
4670 Event Costs	0	1,300	1,300		1,300	0.0%	
4675 Publicity	0	200	200		200	0.0%	
Fun on the Field :- Indirect Expenditure	0	2,300	2,300	0	2,300	0.0%	0
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(1,400)</b>	<b>(1,400)</b>				
<u>610 Events General</u>							
4670 Event Costs	114	1,000	886		886	11.4%	
Events General :- Indirect Expenditure	114	1,000	886	0	886	11.4%	0
<b>Net Expenditure</b>	<b>(114)</b>	<b>(1,000)</b>	<b>(886)</b>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>620 Christmas Festival</b>							
1670 Event Income	0	500	500			0.0%	
Christmas Festival :- Income	<u>0</u>	<u>500</u>	<u>500</u>			<u>0.0%</u>	<u>0</u>
4045 Subcontracted Labour	0	1,200	1,200		1,200	0.0%	
4670 Event Costs	0	1,500	1,500		1,500	0.0%	
4675 Publicity	0	500	500		500	0.0%	
4685 Christmas Lights	0	15,000	15,000		15,000	0.0%	
4690 Competitions	0	600	600		600	0.0%	
Christmas Festival :- Indirect Expenditure	<u>0</u>	<u>18,800</u>	<u>18,800</u>	<u>0</u>	<u>18,800</u>	<u>0.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>(18,300)</u>	<u>(18,300)</u>				
<b>640 Projects</b>							
1671 HUB Funding	3,000	0	(3,000)			0.0%	
Projects :- Income	<u>3,000</u>	<u>0</u>	<u>(3,000)</u>				<u>0</u>
4710 Hanging Baskets	0	1,500	1,500		1,500	0.0%	
4715 Planters Project	0	500	500		500	0.0%	
4720 Jubilee Gardens	375	10,000	9,625		9,625	3.8%	
4725 Fair Green	300	1,200	900		900	25.0%	
4735 Remembrance Day	0	400	400		400	0.0%	
4740 War Memorial	260	1,000	740		740	26.0%	
Projects :- Indirect Expenditure	<u>935</u>	<u>14,600</u>	<u>13,665</u>	<u>0</u>	<u>13,665</u>	<u>6.4%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>2,065</u>	<u>(14,600)</u>	<u>(16,665)</u>				
<b>660 Town Selfie Walk</b>							
4670 Event Costs	250	500	250		250	50.0%	
4675 Publicity	0	350	350		350	0.0%	
4681 Promotional Equipment	0	1,000	1,000		1,000	0.0%	
Town Selfie Walk :- Indirect Expenditure	<u>250</u>	<u>1,850</u>	<u>1,600</u>	<u>0</u>	<u>1,600</u>	<u>13.5%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(250)</u>	<u>(1,850)</u>	<u>(1,600)</u>				
<b>670 River Day</b>							
1670 Event Income	0	300	300			0.0%	
River Day :- Income	<u>0</u>	<u>300</u>	<u>300</u>			<u>0.0%</u>	<u>0</u>
4670 Event Costs	0	200	200		200	0.0%	
River Day :- Indirect Expenditure	<u>0</u>	<u>200</u>	<u>200</u>	<u>0</u>	<u>200</u>	<u>0.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>100</u>	<u>100</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>700 Sawbobus</b>							
1150 Grants Received	0	6,000	6,000			0.0%	
1800 Fares	1,675	10,000	8,325			16.8%	
1820 Fuel Rebate	0	1,200	1,200			0.0%	
1830 Sponsorship	500	5,000	4,500			10.0%	
<b>Sawbobus :- Income</b>	<b>2,175</b>	<b>22,200</b>	<b>20,025</b>			<b>9.8%</b>	<b>0</b>
4029 Salary Recharge	6,577	26,145	19,568		19,568	25.2%	
4045 Subcontracted Labour	0	2,000	2,000		2,000	0.0%	
4800 Fuel	307	8,500	8,193		8,193	3.6%	
4805 Vehicle Maintenance	3,332	4,500	1,168		1,168	74.0%	
4810 Vehicle Tax & Insurance	0	1,500	1,500		1,500	0.0%	
4815 Vehice Hire	0	1,000	1,000		1,000	0.0%	
<b>Sawbobus :- Indirect Expenditure</b>	<b>10,216</b>	<b>43,645</b>	<b>33,429</b>	<b>0</b>	<b>33,429</b>	<b>23.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(8,041)</b>	<b>(21,445)</b>	<b>(13,404)</b>				
<b>800 Heffer GL61</b>							
1850 Vehicle Hire Income	40	500	461			7.9%	
<b>Heffer GL61 :- Income</b>	<b>40</b>	<b>500</b>	<b>461</b>			<b>7.9%</b>	<b>0</b>
4800 Fuel	851	500	(351)		(351)	170.3%	
4805 Vehicle Maintenance	22	1,200	1,178		1,178	1.8%	
4810 Vehicle Tax & Insurance	0	1,200	1,200		1,200	0.0%	
<b>Heffer GL61 :- Indirect Expenditure</b>	<b>873</b>	<b>2,900</b>	<b>2,027</b>	<b>0</b>	<b>2,027</b>	<b>30.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(834)</b>	<b>(2,400)</b>	<b>(1,566)</b>				
<b>810 Rangers Truck #1 WG64</b>							
4800 Fuel	190	2,000	1,810		1,810	9.5%	
4805 Vehicle Maintenance	22	1,500	1,478		1,478	1.5%	
4810 Vehicle Tax & Insurance	0	1,000	1,000		1,000	0.0%	
<b>Rangers Truck #1 WG64 :- Indirect Expenditure</b>	<b>212</b>	<b>4,500</b>	<b>4,288</b>	<b>0</b>	<b>4,288</b>	<b>4.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(212)</b>	<b>(4,500)</b>	<b>(4,288)</b>				
<b>820 Rangers Truck #2 SY65</b>							
4800 Fuel	33	1,200	1,167		1,167	2.7%	
4805 Vehicle Maintenance	46	1,500	1,454		1,454	3.1%	
4810 Vehicle Tax & Insurance	0	1,000	1,000		1,000	0.0%	
<b>Rangers Truck #2 SY65 :- Indirect Expenditure</b>	<b>78</b>	<b>3,700</b>	<b>3,622</b>	<b>0</b>	<b>3,622</b>	<b>2.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(78)</b>	<b>(3,700)</b>	<b>(3,622)</b>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>910 Town Action Plan</u>							
4910 Town Action Plan Costs	0	500	500		500	0.0%	
Town Action Plan :- Indirect Expenditure	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(500)</u>	<u>(500)</u>				
Grand Totals:- Income	248,458	541,240	292,782			45.9%	
Expenditure	100,895	559,240	458,345	0	458,345	18.0%	
Net Income over Expenditure	<u>147,564</u>	<u>(18,000)</u>	<u>(165,564)</u>				
Movement to/(from) Gen Reserve	<u>147,564</u>						