

Sawbridgeworth Town Council

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



MAYOR
Cllr Ruth Buckmaster

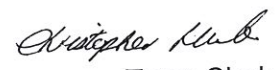
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TOWN CLERK
Christopher Hunt CILCA, Dip. CSMP®

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

ANNUAL MEETING OF THE TOWN COUNCIL

You are summoned to attend the Annual Meeting of the Town Council which will take place on **Monday 20th May 2024** at 7.30pm at The Council Office, Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.


Town Clerk
14th May 2024

AGENDA

Welcome by the Town Mayor followed by thought of the day.

- | | |
|---------------------|---|
| 24/01
[👏] | ELECTION OF TOWN MAYOR
To elect a Town Mayor for the civic year 2024/25 |
| 24/02 | DECLARATION OF ACCEPTANCE OF OFFICE
The Town Mayor to sign the Declaration of Acceptance of Office.
Town Mayor's Address |
| 24/03
[👏] | APOLOGIES FOR ABSENCE
To receive any apologies for absence |
| 24/04 | THE RETIRING MAYOR
To receive a valedictory address from the retiring Mayor, Cllr Ruth Buckmaster. |
| 24/05 | DECLARATIONS OF PECUNIARY INTEREST
To receive any Declarations of Pecuniary Interest by Members |
| 24/06
[👏] | ELECTION OF DEPUTY TOWN MAYOR
To elect a 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
- 24/08 MINUTES**
[📄] [👤]
To approve as a correct record the minutes of the Council Meeting held on 29th April 2024 (M10)
[Appendix A]

To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.
- 24/09 PLANNING COMMITTEE**
[📄]
To receive and note the minutes of the Planning Committee Meeting held on 29th April 2024 (P19)
[Appendix B]
- 24/10 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
To receive new Mayor's appointments and communications
- 24/11 REPRESENTATIVES REPORTS**
[📄]
[📄]
To receive representatives reports from:
 - County Councillor
 - District Councillors
 - Hertfordshire Police
 - Other Representatives*[Appendix C]*
- 24/12 CLERKS REPORT**
[📄]
To receive the Town Clerks' report for the month of May 2024
[Appendix D]
- 24/13 COMMITTEE STRUCTURE**
[📄] [👤]
To agree a Committee structure for the year 2024/25
[Appendix E]
- 24/14 COMMITTEES**
[📄] [👤]
To appoint Members to Committees, sub-Committees, Working Parties and Task and Finish Groups for the year 2024/25.
[Appendix F]
- 24/15 DELEGATION OF AUTHORITY**
[👤]
To resolve that the delegation of authority to the Chairman and Deputy Chairman of the Planning Committee be for the months of August and December.
- 24/16 CHAMPIONS AND REPRESENTATIVES**
[📄] [👤]
To appoint Members as Champions and Representatives for areas of Council responsibility. *[Appendix G]*
- 24/17 SUBSCRIPTIONS**
[📄] [👤]
To consider the payment of the Subscriptions for the year 2024/25
[Appendix H]
- 24/18 CALENDAR OF MEETINGS**
[📄] [👤]
To consider and approve the Calendar of Council and Committee meetings for the year to June 2025.
[Appendix I]

- 24/19** **STANDING ORDERS**
[📄] [👤] To approve the continuation of current Standing Orders
[Appendix J]
- 24/20** **FINANCIAL REGULATIONS**
[📄] [👤] To approve the continuation of current Financial Regulations.
[Appendix K]
- 24/21** **GENERAL POWER OF COMPETENCE**
[📄] [👤] To confirm eligibility to continue to use the General Power of Competence. Eligibility depends on there being at least two thirds of the number of seats on the Council filled by elected Councillors and the Clerk to the Council must hold at least one of two specified qualifications.
[Appendix L]
- 24/22** **DEPOSIT & CONSULTATION DOCUMENTS**
To note receipt of any Documents for Noting and Consultation
- 24/23** **FINANCIAL REPORT**
To note the current Financial Report
[Appendix M]
- 24/24** **ACCOUNTS FOR PAYMENT**
To note accounts for payment

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

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

MEETING OF THE TOWN COUNCIL

Minutes

of the Meeting of Sawbridgeworth Town Council held at 7:30pm in the Council Chamber, Sayesbury Manor, Bell Street on **Monday 29th April 2024**.

Those present

Cllr E Buckmaster
Cllr R Buckmaster (Chair)
Cllr A Furnace
Cllr D Newell
Cllr S Pagdades
Cllr A Parsad-Wyatt

Cllr N Parsad-Wyatt
Cllr S Penney
Cllr G Rattey
Cllr J Rider
Cllr R Smith
Cllr S Smith

In attendance:

Chris Carter – Press

3 x members of the public

Thought of the day delivered by Councillor S Penney.

23/152 APOLOGIES FOR ABSENCE

There were None

23/153 DECLARATIONS OF PECUNIARY INTEREST

None were received.

23/154 PUBLIC FORUM

Q1 Does the Kebab shop on London Road have permission granted for a change of use?

Cllr N Parsad-Wyatt stated the property did not require a change of use but the application was for building works to be completed.

Q2 is it true the police took over an hour to attend the bank cash point robbery?

The Clerk stated he had reviewed the CCTV and the police attended in about ten minutes.

MINUTES

23/155

Resolved: To approve as a correct record the minutes of the meeting of the town council held on 25th March 2024 (M09)
[prop Cllr R Smith; sec'd Cllr G Rattey]

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

None were raised.

PLANNING COMMITTEE

23/156

Received and noted: the minutes of the planning committee held on 25th March 2024 (P17)

Received and noted: the draft minutes of the planning committee held on 15th April 2024 (P18)

FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE

23/157 ***Received and Noted:*** the draft minutes of the Finance, Policy and Economic Development Committee held on the 15th April 2024

23/158 **MAYOR'S CORRESPONDENCE/COMMUNICATIONS**

To receive Mayor's appointments and communications
Cllr R Buckmaster.

- Has received many emails stating how nice the Mayors Civic Dinner was last Saturday.
- Attended Youth Creates AGM who came second in the recent Jack Petchey Glee Club Challenge.
- The High Sherrif visited the library.
- Sustainable Sawbridgeworth held a great cycle event at the CO-OP.
- Attended Cllr Calvin Horner's civic event.
- Attended Cllr Thownsend's civic dinner in Bishops Stortford.
- Attended the St Georges Day service.
- Attended my civic dinner
- She will continue the school visits and school council events.
- Has had a new Grandson 11 days ago,

23/159 **REPRESENTATIVES REPORTS**

Received and noted: Representatives reports from:

County Councillor E Buckmaster referred to his report additionally adding:

- Through internal and external funding an extra £9,000,000 will be spent on highways improvements and some roads are earmarked for repair in Sawbridgeworth.
- This financial year from his budget will be making improvements to footpaths in the Town.
- The A1184 should be receiving reservicing in June.
- Patching work has been completed in West Road and will be reserviced.
- Has been in contact with Essex Highways due to the potholes on their side of Sawbridgeworth.
- The consultation is currently being reviewed for the central Sawbridgeworth yellow lines. The results and options will be discussed with local businesses and councillors.
- Consultations are in progress for the double roundabout junction on the A1184 and 20mph restriction to the North West of the Town as well as reducing yellow lines in West Road.
- Public engagement in to the LCWIP should be opened in June.
- Recent drainage work on the A1184 appears to be successful after the heavy rainfall over the past weekend.
- 89 applications for primary school places were succesful with their first choice achieved.

District Councillors Reports

Cllr A Parsad-Wyatt, referred to his report

Cllr R Buckmaster attended training on financial contributions and section 106 money.

Other Reports

Councillor S Pagdades read out the police report and mentioned the recent break in to the Nationwide Bank, a Herts and Essex Operation in the town lead by local officer PC Marshall and a high value bike has been returned to its owner after it had been stolen.

He also submitted a freedom of information enquiry which revealed no 20mph reports had been submitted of drivers exceeding the limit and 381 for 30mph offences. Only Watford and Abbots Langley had enforced the 20mph speed limits in their area.

Cllr J Rider asked if response times could be a subject to enquire with the local police due to the recent bank cashpoint robbery.

Cllr S Smith asked if there was any update on the School Lane burglary series. Cllr S Pagdades responded that he had made an enquiry but had not received a response.

Councillor A Furnace referred to her written report but also mentioned the Energy Hub on Friday 7th June that Sustainable Sawbridgeworth, the Town Council and District Council were hosting in several locations in the town. The EV chargers that were to be fitted by East Herts Council have been stalled once more due to tendering complications and this will need to be restarted and delaying the chargers even longer.

She asked as a Town Council should they explore other avenues to obtain EV charging points.

Councillor A Parsad-Wyatt has been making enquiries with EV charger suppliers and what is needed to establish sites in Sawbridgeworth on a private basis.

Councillor J Rider asked for all members to support Annelise in the proactive approach to get EV chargers for the town.

Councillor R Buckmaster stated she had been chasing the EV chargers with East Herts Council for the past five years.

Councillor R Buckmaster stated there was nothing to report from SYPRC and from RHSO have arranged a family picnic on the 12th May 12 – 2pm in the Orchard and plans were being made for next years 300th anniversary of the Thames Rivers Orchard.

23/160 TOWN CLERK REPORT

The Clerk mentioned the successful events throughout the year and thanked the Mayor for her year in office.

23/161 TOWN PROJECTS MANAGER EVENTS PLANNER

Received and noted: the Project Manager's report for the month of March 2024. The Mayor reminded all Councillors to attend the awards ceremony due to the special award for Freedom of the Town.

23/162 POLICY MATTERS

Resolved: To adopt the following policies agreed at Finance, Policy and Economic Development Committee.

- Complaints policy
- Flyposting policy

[prop Cllr N Parsad-Wyatt; sec'd Cllr A Furnace]

[prop Cllr S Pagdades; sec'd Cllr A Parsad-Wyatt]

23/163 DEPOSIT AND CONSULTATION DOCUMENT

Received and noted: The current deposit and consultation documents

23/164 FINANCIAL REPORT

Received and noted: The current Financial Report

23/165 ACCOUNTS FOR PAYMENT

Noted and Approved: Accounts for payment.

23/166 **ITEMS FOR FUTURE AGENDAS**
None raised.

Meeting Finished at 20:10

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 29 April 2024** at 8.15pm.

Those present

Cllr Ruth Buckmaster
Cllr Nathan Parsad-Wyatt
Cllr John Rider

Cllr Angus Parsad-Wyatt
Cllr Simon Penney

In attendance
Lisa Dale – Planning Officer

3 Members of Public
Cllrs E Buckmaster & Furnace

- P 23/167 APOLOGIES FOR ABSENCE**
To receive and approve any apologies for absence. None received – all present.
- P 23/168 PUBLIC FORUM**
To receive representations from members of the public on matters within the remit of the Planning Committee. Member of public requested an update re 28 Knight Street, CM21 9AT (3/23/2062/FUL). Cllr A Parsad-Wyatt responded to say that EHDC has urged applicant to withdraw this application and address concerns that have been raised. If this is not carried out EHDC would recommend refusal.
- P 23/169 DECLARATIONS OF PECUNIARY INTEREST**
To receive any Declarations of Interest by Members. There were none.
- P 23/170 MINUTES**
Resolved: To approve as a correct record the minutes of the Meeting held on:
 - 15 April 2024 (P018) [*prop Cllr R Buckmaster; secd Cllr A Parsad-Wyatt*]
To attend to any matters arising from these Minutes and not dealt with elsewhere on the Agenda. There were none.
- P 23/171 COMMUNICATION**
To discuss the communication and interaction between Town Council and East Herts District Council. It was suggested that District councillors engage with EHDC officers directly in order to establish/maintain good communication.

P 23/172 NEIGHBOURING DEVELOPMENTS

To report & receive updates on proposed neighbouring developments.
Cllr N Parsad-Wyatt reported that business units on the Wrenbridge site have now been taken on but no further information available at present.

P 23/173 PLANNING APPLICATIONS RECEIVED FROM EHDC

To consider Planning Applications received from EHDC since the last meeting of the Planning Committee. There were none.

P 23/174 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 26 April 2024.

3/24/0572/HH Tollgate House, Tednambury, Spellbrook, CM23 4BD

Proposed single storey extension

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

3/24/0761/HH The Lodge, Hyde Hall, Hallingbury Road

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

P 23/175 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/24/0246/HH 6 Honeymeade, CM21 0AR

Loft conversion with hip to gable roof extensions, 2 front facing rooflight windows and rear dormer incorporating a first floor rear door. Rear balcony to be created above the existing single storey rear projection and new handrail installed. Single storey front extension. Solar panels relocated to single storey rear projection flat roof

STC Comment: No objection

EHDC Decision: Refused. "The proposed development by reason of the design, size and scale would add considerable bulk and mass to the dwelling and would not be a subservient addition to the application dwelling. 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 and the NPPF 2023" & "The proposed rear balcony, by reason of the siting, orientation and design, would result in undue impact to the residential amenity of the adjoining neighbouring properties Nos. 5A and 7 Honeymeade by way of actual and perceived overlooking and loss of privacy, therefore the proposal would be contrary to policies DES4(c) of the adopted East Herts District Plan 2018 and the NPPF 2023".

3/24/0290/HH 13 Elmwood, CM21 9NL

Erection of second storey front extension above porch

STC Comment: No principal objection provided there are no sunlight/daylight implications for neighbouring properties

EHDC Decision: Refused. "The proposed second storey front extension, by reasons of its design 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 Elmwood. 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 and the National Planning Policy Framework 2023".

3/24/0313/HH 2 Rowney Gardens, CM21 0AT

Demolition of garage/side extension; erection of two-storey side and rear extensions; Juliet balcony to first floor rear elevation; front porch extension and alterations to fenestration

STC Comment: No objection in principle provided scale & design are considered acceptable

EHDC Decision: Refused. "The proposed development, by reason of its mass, scale and bulk, would cause material harm to the character and appearance of the host dwelling and as a result, to that of the surrounding street scene. Therefore, it is considered that the proposed development fails to comply with Policies HOU11 and DES4 of the East Herts District Plan 2018 and the NPPF. Therefore, this application is recommended for refusal".

P 23/176 PLANNING APPEALS

To receive notification from EHDC of Planning Appeals. Noted

Planning Appeal: 33 Wychford Drive, Sawbridgeworth, Herts, CM21 0HA
LPA Appeal Reference: 24/00030/REFUSE

Planning Appeal: 16 Pishiobury Drive, Sawbridgeworth, Herts, CM21 0AE
LPA Appeal Reference: 24/00038/REFUSE

Meeting Closed at 8.25pm

Appendix C

E Buckmaster County Councillor Report May 2024

Increased Rainfall and area wide flooding

While the consistent feature is more frequent/persistent heavy rainfall the causes and impacts depend on local features , geography, run off from land and maintenance, or lack of, ditches and watercourses, and gullies and drains.

Sawbridgeworth Highways flooding The focus on jetting known areas of flooding, along with pressurising Thames Water to clear a long term blockage has resulted in the system largely coping with the recent wet weather. Spellbrook A1184 still experiences partial flooding from run off from land and needs further consideration

Eastwick and Gilston Existing Flooding

Gilston Lane Following persistent complaining from me, and district and parish councillors the land owner Places for People came up with the following response.....

The issues which may be exacerbating the flooding, broadly speaking, these relate to trees growing into the river channel and the concrete retaining wall which are impeding the flow of water. PFP have discussed the existing trees with residents at various consultation events and meetings with the NPG. There is of course the option to remove these mature trees but PFP have always been hesitant to do given they form an important feature of the site and we want to retain as many trees as possible in future. The residents we have discussed this with share that view and would prefer to see an alternative solution. We have also been advised that removal of the trees, could make the situation worse with tree roots causing the banks to collapse further.

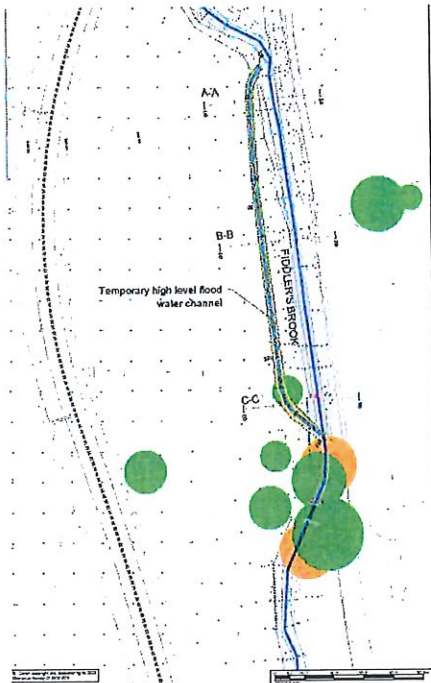
Regarding the collapsed retaining wall which has become worse in recent months, from PFPs perspective this is a highways structure which is adjacent to the road and supports the bank from being under mined by the river. Historically PFP have raised this with Highways at HCC who have suggested that wall belongs to PFP. Ownership is a key consideration in this regards and through riparian ownership believe the wall is owned by HCC. Whilst to PFP it seems logical that a wall which supports the road and directs the river channel along it, is a highways structure I'm not sure this is a point we will agree anytime soon. With that in mind the question becomes, what can PFP do to mitigate these issues irrespective of the ownership.

What are PFP currently investigating? Firstly, PFP are seeking permission from the EA to clear the channel of debris. We are hoping to do this as soon as possible but notwithstanding the weather and water level to aid the existing flow.

The longer-term proposal is to divert the brook along this section to a more sinuous course within the field to the west. Currently, this would cut through the field and would need to be far enough west to avoid the existing tree roots. It is estimated the cut would need to be approximately 2 to 2.5m deep to match bed levels both upstream (north) and downstream (south). The proposal for the Enhancement Plan will require further studies and agreements with the Environment Agency (EA) over a period of Time. This requires the planning permission to be granted, Strategic Landscape Masterplan to be approved and Reserved matters submitted and approved.

PFP are therefore considering a temporary diversion route is put forward for discussion with the EA which would consist of a shallower 'overflow ditch' with the invert level set at half the depth of the existing Fiddlers Brook channel. This will allow the natural habitat of the existing Fiddlers Brook to be maintained during normal flow conditions. As and when the flows within the brook increase

and start to back up to the point whereby they may potentially flood Gilston Lane, the flood flows would be diverted along the alignment of the temporary overflow ditch and routed around the current restrictions within the watercourse to a point where the watercourse runs freely. This alignment brings the temporary route between the existing watercourse and associated vegetation and also away from the proposed Enhancement Plan alignment which will allow this to be designed and approved separately, follow obtaining the appropriate consents. The proposal has been designed as per the below:



PfP and our consultant, Aecom, will be liaising with the Environmental Agency (EA) regarding the necessary permissions to undertake routine maintenance to the watercourse and also associated with the construction of a temporary channel mentioned above. We hope to have a response from the EA within 8 weeks, on the correct permissions, and a permit can take up to a further 8 weeks to obtain. It maybe that the temporary solution is not acceptable or workable and therefore we will need to explore alternatives and moving to the permanent solution but until we have a response from the EA, we cannot make any decisions.

I would also point out that whatever solution is agreed upon, PfP cannot undertake the works until late summer at the earliest when the ground is at its driest to allow machinery to work within the flood zone. PfP however, are progressing this at our own cost, to work with the community to improve a long standing issues and, one where are also attempting to balance a number of conflicting issues.....

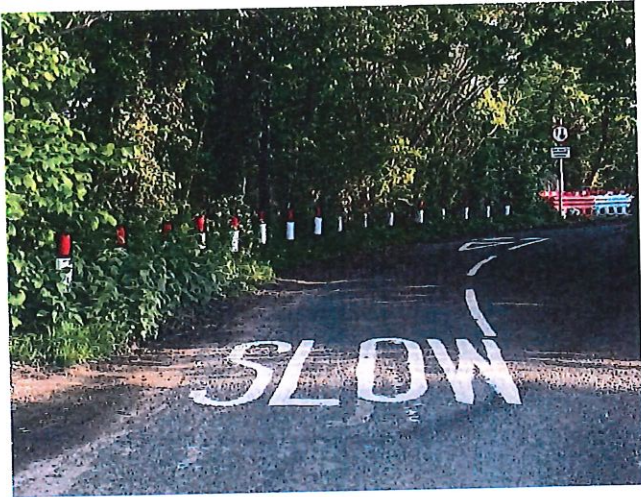
Eastwick Hall Lane . The lane is in a very bad condition. Highways will undertake some investigations using cctv, however repairs to the road, in common with Gilston lane, can only be undertaken once the drainage issues on the PfP land are addressed otherwise the surface will continue to be undermined. I am asking one of our engineers who visited the site to provide a more specific time frame. On asking Places for People on addressing their responsibilities the following response came from Will Sendell.....

PfP are aware of the problem and liaising with the relevant parties as appropriate. We have two contractors who are pricing the works to clear ponds and ditches. We will also need to seek the relevant permissions, most likely from the EA and LLFA. We will be liaising with the selected

contractor to manage this process. Given the nature of the ponds and ditches we are expecting there will be ecology requirements.

Burnt Mill Lane

Work has been undertaken to add reflective posts and repaint road signage. Also cutting back of vegetation. I believe the repair of the bridge is Essex Highways and I'll ask them via Ringway when the temporary barriers can be replaced through a proper repair.



Hertford Theatre New Name-Beam A secret I kept for about 18 months. I'm delighted to see the new facility nearly ready to open with acts already booked to the end of the year. A project I worked on for about six years with the former leader of the council. Delays over Covid, and substantial construction inflation increased the cost from around £20m to £30m and several requests to Council to support the increases. However the increased Theatre capacity plus café and three cinemas will turn it from loss making previously to positive revenue. A facility to build from scratch would now be about £60m and was possible at £30m because the land and core theatre already existed. It will be a great regional facility.

Simpler recycling

The Government has announced changes to the way recycling is collected in England. Measures include households being able to put recyclables in one bin and councils being able to co-collect food and garden waste. Cllr Darren Rodwell, environment spokesperson for the LGA, said: "We are pleased the Government has listened to the LGA and decided to allow councils to retain some of the flexibilities in how waste is collected from people's homes. However, this flexibility should extend to frequency of collections in whatever way best supports communities to reduce waste and improve recycling.

The key points of interest for waste collection authorities are as follow:

- Councils will retain local discretion to choose how to collect the 'core' recyclables how they see best, including where councils operate kerbside-sort systems.
- All local councils will be required to provide a weekly food waste collection to all property types **by 31st March 2026**. We expect councils to receive a s.31 notice of capital funding **by the end of 2023**.
- Proposals for free garden waste collections have been scrapped – as have plans to cap councils' charges. However, all properties including flats will be able to request this service.

- The government will also consult on a statutory requirement for councils to collect residual waste every fortnight. This document rules out compensating councils for costs incurred moving from three-weekly collections back to fortnightly. The document indicates that fortnightly collections should not be treated as a minimum - though introducing weekly residual collections alongside food waste collections would be counterintuitive and incur unnecessary expense.
- Kerbside collections of soft plastics and microfilms will be required to start by **31st March 2027**.
- Recyclables and food waste must be presented separately by non-domestic properties by **31st March 2025** – with proposals to widen this to include charity shops, places of worship and hostels.
- New burdens funding will only be provided for weekly food waste collections, based on modelled costs. This will cover capital expenditure (vehicles and containers), initial transitional costs, resource costs (for vehicle re-routing and communications) and ongoing service costs.

East Herts Proposals for Waste Collection include:

- Three weekly black bin collection and smaller capacity
- Fortnightly mixed recyclable's collection
- Fortnightly chargeable garden waste collection
- Fortnightly fibre/paper and card collection
- Weekly food waste collection.

Winter Season and Gritting summary. 1st May marks the end of the Winter Season so our gritting crews are officially no longer on winter standby until 1st October 2024

In total we carried out 38 gritting runs across the season, which is the lowest total for 10 years, and the second lowest total we have on record since our record keeping began in 2006/7. By comparison last year we carried out a total of 80 runs, and our yearly average remains around 55 runs per season.

The season was largely dominated by wind and rain which still caused plenty of headaches for the highway service in terms of flooding, fallen debris and pothole damage. But colder spells were less common. 20 of the 38 gritting runs came in January alone

In summary there are two broad trends that we are seeing with Winter Season's in Hertfordshire (and the wider UK), which is that generally Winter is becoming more mild, but that the cold snaps we do get are tending to be very cold when they arrive.

The team processed nearly 400 Winter Self-Help salt orders which included a record number of schools applying this year, along with nearly 100 new salt bins assessed, approved and placed on the network.

We will now enter a period of review for the season. We continued our trial of using a cycleway gritter on a handful of Active Travel Links this year, along with mixing our own salt brine solution in one of the depots so the review will include looking at how successful each of these proved.

The Winter Self-Help and Salt Bins Schemes will likely run again for 2024/25 so we will be in touch regarding dates for applications. I anticipate timelines being similar to the usual; applications in the mid-late summer and roll-out in the autumn as we move into the next Winter Season.

if you have any questions relating to the Winter Service use the winterselfhelp@hertfordshire.gov.uk email address where one of the team can pick it up.

Free school meals children to receive holiday food vouchers

Hertfordshire children who receive free school meals will benefit from food vouchers during the end of term holidays. Hertfordshire County Council's £6.17million household support fund will aim to ensure no child goes hungry during the school breaks. The programme has jointly been devised by the council's children's services and adult care services teams after the local authority secured the funding from the DWP. According to the council's report, schools will contact parents and carers already in receipt of free school meals directly to inform them they are entitled to vouchers.

Hertfordshire parents risk fines if they take children out of school for holidays when tougher stance implemented

As reported by [Hemel Today](#), parents in [Hertfordshire](#) will no longer be able to take their children out of school for a week-long holiday without risking a fine, when new national guidance comes in to force in August. Currently parents of children in Hertfordshire can receive a fine – or fixed penalty notice – if they are absent from school for 15 half-day sessions or more in a 12-month period. And that has meant parents could take their children on cheaper term-time holidays for a week every year – equivalent to 10 half-day sessions – without facing a penalty. But from August schools will be required to consider a fine when a child has missed 10 or more sessions for “unauthorised reasons”.

Comms team action: Statement issued

Under 11s school places announced for 2024

Nearly 90 percent of Hertfordshire children have been allocated a place at their most preferred primary school.

Of the 13,198 applications for reception places received for Hertfordshire children, 11,763 have been allocated their first ranked primary school. Over 98 per cent (12,973) were allocated one of their preferred schools.

Evolving care in Hertfordshire: A unified approach to family health In Hertfordshire, Health Visiting (HV) and Family Support Services (FSS) collaborate to provide a broad range of services central to delivering the Healthy Child Programme. Health visiting teams focus on the children's health and development while the family support services offer enhanced family wellbeing, also addressing wider social determinants of health. Together this is known locally as the Family Centre Service (FCS).

One of the key challenges locally is ensuring that both services work in harmony to identify, support, and refer mental health needs effectively from the antenatal period through to school age. The recruitment and retention of a skilled workforce remains a national concern, prompting Hertfordshire to seek more innovative strategies

The solution In response to national workforce and recruitment challenges, Hertfordshire County Council and public health nursing are working with University of Hertfordshire to build working partnerships with student nurses currently in training. This would create a route to successfully place students into the service and retain or employ these students following qualification. They are also actively promoting nursing as a profession through school nurses within Years 11, 12 and 13 through talks and small campaigns with the aim of building the workforce.

An example of where the services are trying to align is the strong integration between midwifery, health visitors and family support workers to co-deliver antenatal programmes. This

includes **Preparing for Parenthood** classes for expectant parents as well as Pregnancy Circles (currently a pilot), which means families can access all their antenatal care in one place.

Further, Hertfordshire's SEND health visiting leads work with the FSS SEND coordinators, which is a collaborative and active effort to integrate teams and promote good practice. SEND health visitors hold smaller caseloads supporting up to 20 complex families acting as system navigators linking them into other health services.

If any emerging needs are picked up during developmental reviews, such as speech and language issues which are facilitated through **ELIM**, the leads can refer directly to paediatricians, speech and language therapy and offer to directly work with the family. This includes supporting the transition process into school. SEND health visiting leads sit on the Institute of Health Visiting (IHV) Advisory Group and have both a voice and influence in parliament and have played a vital role in supporting and developing local SEND development pathways for families.

Both the public health nursing team and family support service are fully trained in Mental Health First Aid and are able to recognise early and signpost mental health needs, referring to the perinatal community team and other relevant services where required. The health visiting service is also piloting extending mental health screening to fathers as part of the 6–8-week postnatal check.

A record 271 Hertfordshire residents join Mass Health Walk

May is National Walking Month and earlier this week, 271 residents joined a Mass Health Walk across 17 different locations around Hertfordshire. The record number of participants included nine new walkers who joined Hertfordshire Health Walks for the first time on Wednesday. The walks were led by friendly volunteers, who in total provided 13,000 hours to Hertfordshire Health Walks in 2023. Volunteers are trained to Ramblers UK standard and are on hand to support walkers, whatever their experience.

Hertfordshire Health Walks are a great opportunity to meet new people whilst keeping active. From 20–30-minute flat walks with regular stops to moderate hills with faster pace, all the way through to 5–6-mile progression walks, there's a Hertfordshire Health Walk for everyone, regardless of fitness level.

To find your nearest Hertfordshire Health Walk, visit the [Health Walk website](#).

If you're interested in sharing your passion for walking, you can join our team of 200+ volunteers. For more information and to apply to become a Health Walk volunteer, [visit the website](#) or contact the Health Walk Team by calling 01992 555888 or email healthwalks.cms@hertfordshire.gov.uk.

If you are looking to get active, but walking isn't possible for you, visit our [Keep Active pages](#) to find out about other free ways to get moving in Hertfordshire.

Hertfordshire's first Breastfeeding Friendly scheme

The Children and Young People's Public Health team is excited to report that Hertfordshire's first Breastfeeding Friendly scheme is now live!

Although many mums are comfortable breastfeeding in public, some feel shy or unable to relax. Research shows that things like awkward seating, lack of changing space, not-so-nice comments or looks from others, make some people avoid the situation.

The Breastfeeding Friendly scheme is all about getting businesses on board to help them ensure that breastfeeding mums feel welcomed and comfortable in their premises. Breastfeeding out and about needs to be a positive experience and our hope is that the more welcomed parents feel, the more common-place and positive breastfeeding becomes. See [here](#) why it is so important for their health.

Our new film highlighting the views of local mums is also now available at:
www.Hertfordshire.gov.uk/BFHertsOutandAbout

Members are invited to share this information with any businesses they know and would like to see signed up to this scheme.

Find out more at www.hertfordshire.gov.uk/breastfeedingfriendly or email breastfeedingfriendly@hertfordshire.gov.uk if you have any questions or would like to share any business contacts that we can invite to sign-up.

Easter school holiday programme supports young people to be happier and healthier

More than 200 young people aged 13 to 16 joined the Services for Young People (SfYP) Easter 2024 school holiday programmes in April. The sessions took place over four days throughout Hertfordshire and were fully booked. The programmes offered a range of activities to support physical and mental health and encourage healthy lifestyle choices for young people eligible for benefits-related free school meals.

Young people's conference inspires young people to speak up and be heard

The Services for Young People Young People's Conference on 18 April focused on the young LGBT+ community, inspiring young people from across the county to get their voices heard locally and nationally. More than 70 young people heard from four speakers, who shared their own experiences and answered a wide range of questions. They also had the opportunity to meet Annie Brewster JP, the newly appointed High Sheriff of Hertfordshire, who attended and opened the event.

Violent crime awareness events help keep young people safe

SfYP took part in three violent crime awareness events across Hertsmere, Three Rivers and Watford over the last three months to help highlight the devastating consequences of knife crime and increase awareness of how SfYP helps young people to stay safe. SfYP Youth Workers hosted a stall at each event to network with partner agencies and raise awareness of the support we offer to young people around violent crime, antisocial behaviour, criminal exploitation and gang culture. By engaging with SfYP youth work projects, young people are supported to make positive life choices and contribute to creating safer communities for everyone.

Local Police Liaison report – Cllr Salvatore Pagdades
Sawbridgeworth Town Council - April 2024

Since the last full council meeting, Hertfordshire Police have launched a new police messaging system, called Herts Connected.

In this new system, residents' messages will be even more relevant and targeted as the police continue to keep residents updated about crime in the local area, what the local officers are doing and how residents can help shape the local neighbourhood policing priorities.

Please do encourage your neighbours and friends to sign up so that they can also be kept up-to-date with the police's messaging.

Just a few updates from Herts Connected to be aware of:

- Hertfordshire Constabulary is seeking views from members of the public as it looks to set its next round of local policing priorities. Last day for members of the public to give their views is tomorrow. The form can be found on the Hertfordshire Police website or please email me and I am happy to send you the link.
- Officers recovered an e-bike stolen from Sawbridgeworth in October 2023. Enquiries led them to an address in Essex where the bike was found a man was arrested. A stolen motorbike was also found.
- A Walk and Talk event was held at Pishiobury Park in Sawbridgeworth, to allow people to discuss any issues or concerns with their local neighbourhood officers.
- Following the ATM theft in Sawbridgeworth last week, the police have worked with the Town Council to review any CCTV opportunities and just a reminder if you have any CCTV, doorbell camera, phone or dash cam footage from the area around the time, please get in touch with the police as soon as possible.

At the start of April, six cars in Honeymeade and Rowney Gardens were targeted within in 35 minutes in the early hours of Easter Sunday. Thieves failed to get into two of them. This situation is concerning due to Sawbridgeworth being such a low crime area. As the councils policing lead, I will be liaising with the local police officers to assess avenues the council and members of the community can take to prevent a repeat of this in the future. I would always urge people to remain vigilant which can help stop people from becoming a victim of crime; by keeping car doors and windows secure and removing any valuable items which could deter an opportunist thief.

Hertfordshire Police FOI Request on speeding fines in Sawbridgeworth:

20mph zone fines = 0, 30mph zone fines = 381

Appendix D

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: FULL TOWN COUNCIL COMMITTEE
From: Christopher Hunt
Subject: Clerks update
Date: 20th May 2024

Hailey Centre

Tees Law have drafted a lease for the Hailey Centre and a final copy is to be agreed by the Trustees of the Hailey Centre. I have liaised with the builder on works to be completed, once the final plans are agreed I will request these be presented to the Town Action Plan and Amenities Committee for approval.

CCTV

Recent CCTV enquiries made by the police has allowed evidence to be captured of the ram raid on the Nationwide Bank and the alleged theft from motor vehicle in Bell Street. From these two incidents I have reviewed the CCTV cover in the town and have installed a second camera opposite the Bell Street car park exit to increase the cameras capability and have planning application submitted for another camera on 46 Bell Street.

Sawbobus

- We are averaging 632 passengers per month
- Average monthly passenger journeys 1,235
- The newer bus has incurred some repair costs but it was agreed to explore repairs versus the cost of a new bus until a reliable electric alternative can be found as well as the infrastructure to charge it.

Jubilee Gardens

A consultation is underway for the tree removal plan, once this finishes on the 24th May 2024 a third application for the authority to remove trees will be submitted to East Herts District Council officers.

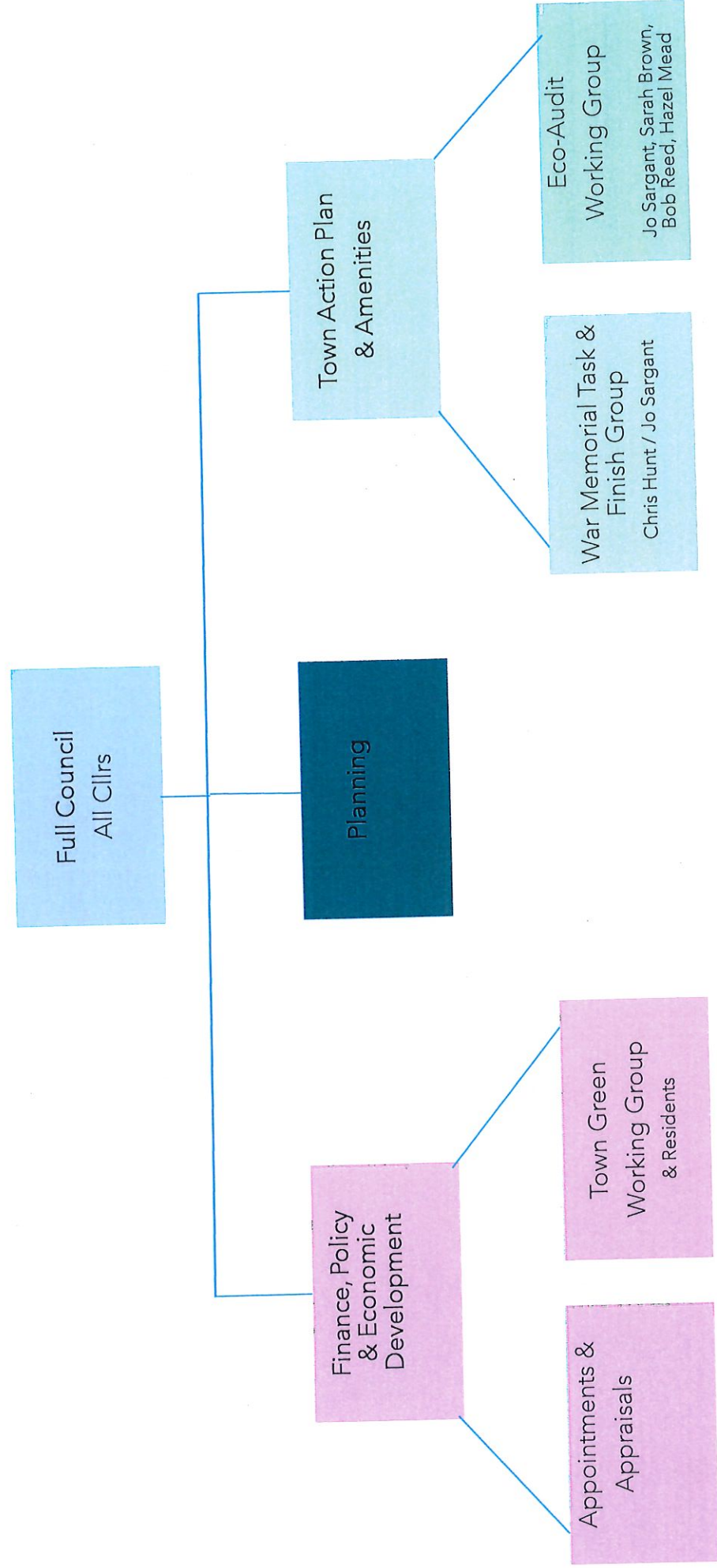
Accounts

The end of year accounts have been completed and the internal auditor will be assessing the years activities this week. Once this has been completed the documentation for the external auditor can be completed and sent off for assessment.

Appendix E

Sawbridgeworth Town Council

Committee Structure 2024-2025



Appendix F

Committees (ex officio for mayor and deputy)

Full Council	All Cllrs
Finance, Policy & Economic Development	Eric, Nathan, Reece, Ruth, Steve, Greg
Appointments & Appraisals	Steve, Nathan, Reece
Jubilee Gardens Working Group	Ruth Eric, Annelise, & Residents
Planning	Nathan, Steve, Angus, Ruth, John, Simon
Town Action Plan & Amenities	Annelise, Angus, John, Dawn, Salvatore, Simon
Eco-Audit Working Group EB/RB/AF/DR/NP Jo Sargant, Sarah Brown, Bob Reed, Hazel Mead	Annelise, Eric, David Royle, Sarah Brown, Bob Reed, Hazel Mead;

Appendix G

Committees, Champions & Representatives 2024-25

Champions

Allotments	Chair of Amenities Committee
Cemetery	Chair of Amenities Committee
Crime & Disorder	Cllr Salvatore, with support of Town Clerk
Emergency Plan	District Cllrs, Ruth, Eric, Angus
Footpaths & Open Spaces	Cllr John
Rivers Heritage Site & Orchard	Cllr Ruth & Eric
Young People & Schools	Ruth
Business	Cllr Greg
Communications	Nathan

Representatives

F&B Education Foundation (SBW & Harlow)	Cllr Ruth
Friends of Pishiobury Park	Cllr Annelise
Hailey Centre	Cllr, Eric, Steve, Salvatore
Herts Assn of Parish & Town Councils	Not essential, but remain a member as a council
Mann Memorial Cottages	Cllr Dawn
Sawbridgeworth May Fayre	Cllr Eric,
Sawbridgeworth Memorial Hall Trust	Cllr John
Sawbridgeworth Sports Assn	Cllr Simon
Sawbridgeworth Town Twinning Assn	Cllrs Eric plus Mayor
Sawbridgeworth Trust	Cllrs Ruth & Greg
Sawbridgeworth Y P R C	Cllrs Ruth, Angus, Reece, Salvatore
Eco Audit & Sustainable Sawbridgeworth	Annelise

Appendix H

Sawbridgeworth Town Council

Subject: Subscriptions 2024-25

Date: 14th May 2024

Organisation	Proposed 2024/25
• National Association of Local Councils / Hertfordshire Association of Parish and Town Councils (NALC/HAPTC)	1,3469.70
• Open Spaces Society (Direct Debit)	45.00
• Society of Local Council Clerks (SLCC)	416.00
• Institute of Cemeteries and Crematoria Management (ICCM)	95.00
• National Allotment Society	55.00
• ICO Information Commissioner	40.00

Appendix I

Sawbridgeworth Town Council

Schedule of Council Meetings 2024/2025

Month	Council	Planning Cttee	Finance, Policy & Econ Devt Cttee	Town Action Plan & Amenities Cttee	Other meetings
2024 May	20 M01 Annual Meeting of Town Council	20 P01		13 A04	Town Green Working Party as required
Jun	24 M02	10 P02 24 P03	11 F01		18 Eco Audit WP *
Jul	22 M03	15 P04 22 P05		15 A01	15 A&A Cttee SA27
Aug					
Sep	30 M04	16 P06 30 P07	16 F02		17 Eco Audit WP*
Oct	28 M05	14 P08 28 P09		14 A02	
Nov	25 M06	11 P10 25 P11			11 A&A Cttee SA28
Dec					
2025 Jan	27 M07	13 P12 27 P13	13 F03		21 Eco Audit WP*
Feb	24 M08	10 P14 24 P15		10 A03	
Mar	31 M09	17 P16 31 P17			
Apr	28 M10	14 P18 28 P19	14 F04		15 Eco Audit WP* 21 Annual Town Meeting
May	19 M01 Annual Meeting of Town Council			12 A04	

- All meetings are on a Monday and are held in the Council Offices (unless otherwise stated)
- Meetings commence at 7.00pm (From June 2024); *Eco Audit Working Party at 12 noon online, A&A Cttee at 6.00pm
- Planning Committees follow on from full meetings of the Council but precede other Committee meetings on the same date.

Appendix L

How to become eligible to use the General Power Competence

The conditions for eligibility are set out in the Statutory Instrument, Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012¹

They are:

1. Resolution.

The council must resolve at a meeting that it meets the criteria for eligibility relating to the electoral mandate and relevant training of the clerk. The resolution can be passed at any meeting of the council, but a further resolution must be passed at every subsequent “relevant annual meeting” for the council to be able to continue to exercise the power. A “relevant annual meeting” is the annual meeting that takes place in a year of ordinary elections, once every four years.

2. Electoral Mandate

At the time the resolution is passed, at least two thirds of the members of the council must hold office as a result of being declared elected. This means they should have stood for election, whether at an ordinary or by election, even if unopposed, rather than co-opted or appointed. If the two thirds number is not a whole number, then it must be rounded up. For example, if the total number of councillors is 8, then two thirds is approximately 5.3, then the number of councillors that must be elected is 6.

3. Qualified clerk

At the time the resolution is passed the clerk must hold the certificate in local Council Administration, the Certificate of Higher Education in Local Policy, the Certificate of Higher Education in Local Council Administration or the first level of the foundation degree in Community Engagement and Governance (or successor qualifications) awarded by the University of Gloucestershire. The clerk must also have completed training in the exercise of this power as part of one of these qualifications or as separate exercise.

















































If the council loses its qualified clerk or has insufficient elected councillors, then it must record its ineligibility at the next ‘relevant’ annual meeting of the council (after the ordinary election). If it has already started an activity it can finish that but not start anything new.

Appendix M

Bank Reconciliation up to 30/04/2024 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
26/02/2024	2276	68.03		68.03		R <input type="checkbox"/>	Petty Cash
02/04/2024	DD1	140.92		140.92		R <input type="checkbox"/>	The Fuelcard Company
02/04/2024	DD2	783.20		783.20		R <input type="checkbox"/>	Techwyse
02/04/2024	Direct		50.00	50.00		R <input type="checkbox"/>	Receipt(s) Banked
02/04/2024	Direct		100.00	100.00		R <input type="checkbox"/>	Receipt(s) Banked
02/04/2024	Direct		3,000.00	3,000.00		R <input type="checkbox"/>	Receipt(s) Banked
03/04/2024	DD3	42.00		42.00		R <input type="checkbox"/>	WESTWOOD PARK FARM LTD
03/04/2024	Direct		444.54	444.54		R <input type="checkbox"/>	Receipt(s) Banked
04/04/2024	Direct		360.00	360.00		R <input type="checkbox"/>	Receipt(s) Banked
05/04/2024	DD4	20.32		20.32		R <input type="checkbox"/>	Francotyp-Postalia Limited
08/04/2024	DD5	107.58		107.58		R <input type="checkbox"/>	The Fuelcard Company
08/04/2024	Direct		100.00	100.00		R <input type="checkbox"/>	Receipt(s) Banked
09/04/2024	8063	60.00		60.00		R <input type="checkbox"/>	Huws Gray Ltd
09/04/2024	8064	57.06		57.06		R <input type="checkbox"/>	Ernest Doe & Sons Ltd
09/04/2024	8065	927.77		927.77		R <input type="checkbox"/>	Airdrome Cars Ltd
09/04/2024	8066	72.61		72.61		R <input type="checkbox"/>	Southern Electric
09/04/2024	8067	67.97		67.97		R <input type="checkbox"/>	Southern Electric
09/04/2024	8068	25.00		25.00		R <input type="checkbox"/>	Daniel Robinson
09/04/2024	8069	138.00		138.00		R <input type="checkbox"/>	Airdrome Cars Ltd
09/04/2024	8070	330.00		330.00		R <input type="checkbox"/>	Froom & Co Limited
09/04/2024	8073	360.00		360.00		R <input type="checkbox"/>	Branson Leisure Ltd
09/04/2024	8072	1,093.09		1,093.09		R <input type="checkbox"/>	Sunstone IP Systems Limited
09/04/2024	Direct		50.00	50.00		R <input type="checkbox"/>	Receipt(s) Banked
10/04/2024	8088	85.00		85.00		R <input type="checkbox"/>	Dale, Lisa
10/04/2024	8090	528.00		528.00		R <input type="checkbox"/>	Ben Lane Services
10/04/2024	8089	30.00		30.00		R <input type="checkbox"/>	SDH Window Cleaning
10/04/2024	DD7	42.00		42.00		R <input type="checkbox"/>	WESTWOOD PARK FARM LTD
10/04/2024	8087	51.47		51.47		R <input type="checkbox"/>	Graham Knight
10/04/2024	Direct		100.00	100.00		R <input type="checkbox"/>	Receipt(s) Banked
10/04/2024	Direct		100.00	100.00		R <input type="checkbox"/>	Receipt(s) Banked
12/04/2024	Direct		100.00	100.00		R <input type="checkbox"/>	Receipt(s) Banked
12/04/2024	Direct		100.00	100.00		R <input type="checkbox"/>	Receipt(s) Banked
15/04/2024	8074					R <input type="checkbox"/>	Carter, Laura
15/04/2024	8075					R <input type="checkbox"/>	Sargant, Joanne
15/04/2024	8076					R <input type="checkbox"/>	Parrish, Stephen
15/04/2024	8077					R <input type="checkbox"/>	Dale, Lisa
15/04/2024	8078					R <input type="checkbox"/>	Jones, John
15/04/2024	8079					R <input type="checkbox"/>	Derrick, Viv
15/04/2024	8080					R <input type="checkbox"/>	Hunt, Christopher
15/04/2024	8081					R <input type="checkbox"/>	Robinson, Adrian
15/04/2024	8082					R <input type="checkbox"/>	Crank, Darren
15/04/2024	8083					R <input type="checkbox"/>	Langley, Graham
15/04/2024	8091	14.40		14.40		R <input type="checkbox"/>	Create Identitieee Limited
15/04/2024	8071	1,467.70		1,467.70		R <input type="checkbox"/>	Hert Assoc of Parish & Town Co
15/04/2024	DD6	105.56		105.56		R <input type="checkbox"/>	The Fuelcard Company
15/04/2024	DD8	26.35		26.35		R <input type="checkbox"/>	Quartix Limited
15/04/2024	DD9	1,047.00		1,047.00		R <input type="checkbox"/>	East Herts District Council
15/04/2024	DD10	16.20		16.20		R <input type="checkbox"/>	Lloyds Bank plc

Bank Reconciliation up to 30/04/2024 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
15/04/2024	DD	57.60		57.60		R 	Affinity One Security Solution
15/04/2024	Direct		400.00	400.00		R 	Receipt(s) Banked
16/04/2024	8053	5,496.05		5,496.05		R 	HMRC
16/04/2024	8054	2,867.17		2,867.17		R 	Herts County Council
16/04/2024	8055	483.00		483.00		R 	NEST
16/04/2024	500400		1,050.00	1,050.00		R 	Receipt(s) Banked
16/04/2024	500398		105.00	105.00		R 	Receipt(s) Banked
16/04/2024	500397		688.60	688.60		R 	Receipt(s) Banked
16/04/2024	Direct		100.00	100.00		R 	Receipt(s) Banked
16/04/2024	Direct		210.00	210.00		R 	Receipt(s) Banked
17/04/2024	DD11	42.00		42.00		R 	WESTWOOD PARK FARM LTD
17/04/2024	Direct		50.00	50.00		R 	Receipt(s) Banked
18/04/2024	DD	39.00		39.00		R 	Vatix
18/04/2024	Direct		100.00	100.00		R 	Receipt(s) Banked
22/04/2024	8093	455.97		455.97		R 	Oakridge Nursery
22/04/2024	8092	896.00		896.00		R 	Thomas Denton
22/04/2024	DD12	385.29		385.29		R 	The Fuelcard Company
22/04/2024	Direct		50.00	50.00		R 	Receipt(s) Banked
22/04/2024	Direct		100.00	100.00		R 	Receipt(s) Banked
22/04/2024	Direct		810.00	810.00		R 	Receipt(s) Banked
23/04/2024	DD13	190.33		190.33		R 	Engie Gas
24/04/2024	8094	1,299.12		1,299.12		R 	EDGE IT Systems Limited
24/04/2024	8095	800.00		800.00		R 	Tree Surgery Landscaping Contr
24/04/2024	8096	60.00		60.00		R 	Huws Gray Ltd
24/04/2024	8097	1,602.00		1,602.00		R 	Beverley Porter
24/04/2024	8098	858.00		858.00		R 	Groundwork East
24/04/2024	8099	120.00		120.00		R 	KSS Consultants Limited
24/04/2024	BCARD1	3.49		3.49		R 	Amazon Business EU S.a.r.l
24/04/2024	BCARD2	26.45		26.45		R 	Amazon Business EU S.a.r.l
24/04/2024	BCARD3	139.99		139.99		R 	Amazon Business EU S.a.r.l
24/04/2024	BCARD4	14.99		14.99		R 	Amazon Services Europe
24/04/2024	BCARD5	30.95		30.95		R 	The Co-operative Food
24/04/2024	BCARD6	27.58		27.58		R 	The Co-operative Food
24/04/2024	BCARD7	6.00		6.00		R 	Morrisons
24/04/2024	BCARD8	11.98		11.98		R 	Amazon Business EU S.a.r.l
24/04/2024	BCARD9	13.58		13.58		R 	Amazon Business EU S.a.r.l
24/04/2024	BCARD10	13.58		13.58		R 	Amazon Business EU S.a.r.l
24/04/2024	BCARD11	49.12		49.12		R 	Ashley Lander
24/04/2024	BCARD12	5.94		5.94		R 	K-Mart
24/04/2024	DD	42.00		42.00		R 	WESTWOOD PARK FARM LTD
24/04/2024	Direct		100.00	100.00		R 	Receipt(s) Banked
25/04/2024	Direct		100.00	100.00		R 	Receipt(s) Banked
25/04/2024	Direct		2,960.00	2,960.00		R 	Receipt(s) Banked
26/04/2024	Direct		500.00	500.00		R 	Receipt(s) Banked
26/04/2024	Direct		50.00	50.00		R 	Receipt(s) Banked
26/04/2024	Direct		226,387.50	226,387.50		R 	Receipt(s) Banked
29/04/2024	DD14	207.06		207.06		R 	Citation Limited
29/04/2024	DD15	228.27		228.27		R 	The Fuelcard Company

Date: 15/05/2024

Sawbridgeworth Town Council

Page 3

Time: 13:31

User: LD

Bank Reconciliation up to 30/04/2024 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
29/04/2024	DD	120.00		120.00		R ■	A Errington Neilson
29/04/2024	Direct		50.00	50.00		R ■	Receipt(s) Banked
30/04/2024	8101	459.39		459.39		R ■	Ricoh UK Limited
30/04/2024	8105	647.04		647.04		R ■	Airdrome Cars Ltd
30/04/2024	8104	300.00		300.00		R ■	Froom & Co Limited
30/04/2024	8103	889.20		889.20		R ■	Rialtas Business Solutions Lim
30/04/2024	8102	15.19		15.19		R ■	Create Identittee Limited
30/04/2024	8100	55.00		55.00		R ■	John Miles & Son Tyre & Exhaust
30/04/2024	8108	2,716.80		2,716.80		R ■	Airdrome Cars Ltd
30/04/2024	8107	40.00		40.00		R ■	Dale, Lisa
30/04/2024	8106	72.67		72.67		R ■	Southern Electric
30/04/2024	DD16	163.79		163.79		R ■	Onecom Limited
30/04/2024	8110	50.00		50.00		R ■	Spellbrook Primary School
30/04/2024	8109	50.00		50.00		R ■	Mandeville Primary School
30/04/2024	8111	50.00		50.00		R ■	High Wych Primary School
30/04/2024	8113	50.00		50.00		R ■	Fawbert & Barnard Infant School
30/04/2024	DD	646.00		646.00		R ■	EDF Energy
30/04/2024	DD1	147.28		147.28		R ■	Dulux Decorator Centre
30/04/2024	8103	198.00		198.00		R ■	Rialtas Business Solutions Lim
		47,059.44	238,315.64				

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Detailed Income & Expenditure by Budget Heading 01/04/2024

Month No: 1

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						8.4%	
4003 Sargant J						7.9%	
4004 Parrish S						8.3%	
4005 Dale L						8.6%	
4011 V Derrick						7.9%	
4013 Crank D						8.8%	
4015 C Hunt						7.8%	
4035 NIC						8.4%	
4040 Pension						8.2%	
Staff :- Indirect Expenditure	22,625	275,700	253,075	0	253,075	8.2%	0
Net Expenditure	(22,625)	(275,700)	(253,075)				
<u>200 General Administration</u>							
1076 Precept	226,388	452,775	226,388			50.0%	
1090 Interest Received	445	5,000	4,555			8.9%	
General Administration :- Income	226,832	457,775	230,943			49.6%	0
4070 Subscriptions	1,468	2,500	1,032		1,032	58.7%	
4075 IT Support	1,559	15,000	13,441		13,441	10.4%	
4080 Training (Members)	0	500	500		500	0.0%	
4081 Travel Expenses	0	550	550		550	0.0%	
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	136	3,000	2,864		2,864	4.5%	
4105 Postage	0	900	900		900	0.0%	
4110 Stationery	0	1,000	1,000		1,000	0.0%	
4115 Insurance	0	10,000	10,000		10,000	0.0%	
4120 Bank Charges	0	500	500		500	0.0%	
4125 Repairs & Renewals	0	750	750		750	0.0%	
4130 Staff Care	45	1,500	1,455		1,455	3.0%	
4135 Office Care	70	3,000	2,930		2,930	2.3%	
4140 Office Equipment	0	1,500	1,500		1,500	0.0%	
4180 Accountancy Services	0	3,000	3,000		3,000	0.0%	
4185 Audit	(2,365)	3,565	5,930		5,930	(66.3%)	
4190 Professional Fees	(695)	6,000	6,695		6,695	(11.6%)	
4195 Tourism	61	1,000	939		939	6.1%	
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%	

	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	661	64,865	64,204	0	64,204	1.0%	0
Net Income over Expenditure	226,171	392,910	166,739				
<u>210 Democratic Services</u>							
1335 Civic Dinner Income	2,850	5,000	2,150			57.0%	
Democratic Services :- Income	2,850	5,000	2,150			57.0%	0
4310 Election Expenses	(6,000)	10,000	16,000		16,000	(60.0%)	
4315 Mayor's Allowance	0	1,500	1,500		1,500	0.0%	
4330 Civic Events	0	2,500	2,500		2,500	0.0%	
4335 Civic Dinner Expenditure	1,255	5,000	3,745		3,745	25.1%	
Democratic Services :- Indirect Expenditure	(4,745)	19,000	23,745	0	23,745	(25.0%)	0
Net Income over Expenditure	7,595	(14,000)	(21,595)				
<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	0	1,000	1,000		1,000	0.0%	
4380 Grants - Other	0	3,500	3,500		3,500	0.0%	
Grants :- Indirect Expenditure	0	6,575	6,575	0	6,575	0.0%	0
Net Expenditure	0	(6,575)	(6,575)				
<u>300 Civic Centre</u>							
1400 Rental Income	440	800	360			55.0%	
Civic Centre :- Income	440	800	360			55.0%	0
4405 Rates	1,047	9,500	8,453		8,453	11.0%	
4410 Heat & Light	720	10,000	9,280		9,280	7.2%	
4415 Water	48	600	552		552	7.9%	
4420 Maintenance	48	5,000	4,952		4,952	1.0%	
4425 Fixtures & Fittings	51	0	(51)		(51)	0.0%	
4445 New Equipment	0	3,000	3,000		3,000	0.0%	
Civic Centre :- Indirect Expenditure	1,914	28,100	26,186	0	26,186	6.8%	0
Net Income over Expenditure	(1,474)	(27,300)	(25,826)				

Detailed Income & Expenditure by Budget Heading 01/04/2024

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
320 Hailey Centre							
4420 Maintenance	0	5,000	5,000		5,000	0.0%	
Hailey Centre :- Indirect Expenditure	0	5,000	5,000	0	5,000	0.0%	0
Net Expenditure	0	(5,000)	(5,000)				
330 Other Rented Accommodation							
4400 Rent	260	3,425	3,165		3,165	7.6%	
Other Rented Accommodation :- Indirect Expenditure	260	3,425	3,165	0	3,165	7.6%	0
Net Expenditure	(260)	(3,425)	(3,165)				
400 Bullfield Allotments							
1500 Allotment Rent Income	0	850	850			0.0%	
1510 Allotment Water Income	0	200	200			0.0%	
Bullfield Allotments :- Income	0	1,050	1,050			0.0%	0
4415 Water	19	600	581		581	3.2%	
4420 Maintenance	0	700	700		700	0.0%	
Bullfield Allotments :- Indirect Expenditure	19	1,300	1,281	0	1,281	1.5%	0
Net Income over Expenditure	(19)	(250)	(231)				
410 Bellmead Allotments							
1500 Allotment Rent Income	0	120	120			0.0%	
1510 Allotment Water Income	0	30	30			0.0%	
Bellmead Allotments :- Income	0	150	150			0.0%	0
4415 Water	9	100	91		91	8.5%	
4420 Maintenance	0	250	250		250	0.0%	
Bellmead Allotments :- Indirect Expenditure	9	350	341	0	341	2.4%	0
Net Income over Expenditure	(9)	(200)	(191)				
420 Vantorts Allotments							
1500 Allotment Rent Income	0	125	125			0.0%	
1510 Allotment Water Income	0	25	25			0.0%	
Vantorts Allotments :- Income	0	150	150			0.0%	0
4415 Water	6	100	94		94	6.2%	
4420 Maintenance	0	500	500		500	0.0%	
Vantorts Allotments :- Indirect Expenditure	6	600	594	0	594	1.0%	0
Net Income over Expenditure	(6)	(450)	(444)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
430 Southbrook Allotments							
1500 Allotment Rent Income	0	900	900			0.0%	
1510 Allotment Water Income	0	115	115			0.0%	
Southbrook Allotments :- Income	0	1,015	1,015			0.0%	0
4415 Water	12	500	488		488	2.4%	
4420 Maintenance	250	700	450		450	35.7%	
Southbrook Allotments :- Indirect Expenditure	262	1,200	938	0	938	21.8%	0
Net Income over Expenditure	(262)	(185)	77				
440 Cemetery							
1550 Burial Fees	850	40,000	39,150			2.1%	
1560 Memorial Fees	0	2,000	2,000			0.0%	
1570 Grave Digging Income	200	1,200	1,000			16.7%	
1580 Tree Sales	0	2,700	2,700			0.0%	
1581 Bench Sales	780	3,000	2,220			26.0%	
1582 Memorial Plaque Sales	0	500	500			0.0%	
Cemetery :- Income	1,830	49,400	47,570			3.7%	0
4045 Subcontracted Labour	0	1,000	1,000		1,000	0.0%	
4415 Water	10	150	140		140	6.5%	
4420 Maintenance	0	5,000	5,000		5,000	0.0%	
4440 New Area (Spinney)	0	5,000	5,000		5,000	0.0%	
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	10	17,810	17,800	0	17,800	0.1%	0
Net Income over Expenditure	1,820	31,590	29,770				
450 Playground							
4420 Maintenance	123	2,000	1,877		1,877	6.1%	
4421 New Equipment -Playground	0	3,000	3,000		3,000	0.0%	
Playground :- Indirect Expenditure	123	5,000	4,877	0	4,877	2.5%	0
Net Expenditure	(123)	(5,000)	(4,877)				

Detailed Income & Expenditure by Budget Heading 01/04/2024

Month No: 1

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>460 Rivers Heritage Site & 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
Net Expenditure	0	(3,000)	(3,000)				
<u>500 Groundsman</u>							
1600 SYPRC/STFC Grass Cut - Income	200	500	300			40.0%	
1603 Conveniences coin operation	69	800	731			8.6%	
1610 Sub Contract Watering	0	200	200			0.0%	
Groundsman :- Income	269	1,500	1,231			17.9%	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	79	800	722		722	9.8%	
4602 Bell St Convenience Repairs	0	5,000	5,000		5,000	0.0%	
4615 Ranger's Mower	23	2,000	1,977		1,977	1.1%	
4620 Ranger's Tools	0	1,500	1,500		1,500	0.0%	
4625 Mower Replacement	0	13,000	13,000		13,000	0.0%	
4630 CCTV Maintenance Agreement	350	2,200	1,850		1,850	15.9%	
4635 CCTV Extension	911	3,000	2,089		2,089	30.4%	
Groundsman :- Indirect Expenditure	1,363	33,320	31,957	0	31,957	4.1%	0
Net Income over Expenditure	(1,094)	(31,820)	(30,726)				
<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
Net Income over Expenditure	0	(1,400)	(1,400)				
<u>610 Events General</u>							
4670 Event Costs	0	1,000	1,000		1,000	0.0%	
Events General :- Indirect Expenditure	0	1,000	1,000	0	1,000	0.0%	0
Net Expenditure	0	(1,000)	(1,000)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
620 Christmas Festival							
1670 Event Income	0	500	500			0.0%	
Christmas Festival :- Income	0	500	500			0.0%	0
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	0	18,800	18,800	0	18,800	0.0%	0
Net Income over Expenditure	0	(18,300)	(18,300)				
640 Projects							
1671 HUB Funding	3,000	0	(3,000)			0.0%	
Projects :- Income	3,000	0	(3,000)				0
4710 Hanging Baskets	0	1,500	1,500		1,500	0.0%	
4715 Planters Project	0	500	500		500	0.0%	
4720 Jubilee Gardens	0	10,000	10,000		10,000	0.0%	
4725 Fair Green	0	1,200	1,200		1,200	0.0%	
4735 Remembrance Day	0	400	400		400	0.0%	
4740 War Memorial	0	1,000	1,000		1,000	0.0%	
Projects :- Indirect Expenditure	0	14,600	14,600	0	14,600		0
Net Income over Expenditure	3,000	(14,600)	(17,600)				
660 Town Selfie Walk							
4670 Event Costs	200	500	300		300	40.0%	
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	200	1,850	1,650	0	1,650	10.8%	0
Net Expenditure	(200)	(1,850)	(1,650)				
670 River Day							
1670 Event Income	0	300	300			0.0%	
River Day :- Income	0	300	300			0.0%	0
4670 Event Costs	0	200	200		200	0.0%	
River Day :- Indirect Expenditure	0	200	200	0	200	0.0%	0
Net Income over Expenditure	0	100	100				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>700 Sawbobus</u>							
1150 Grants Received	0	6,000	6,000			0.0%	
1800 Fares	620	10,000	9,380			6.2%	
1820 Fuel Rebate	0	1,200	1,200			0.0%	
1830 Sponsorship	0	5,000	5,000			0.0%	
Sawbobus :- Income	<u>620</u>	<u>22,200</u>	<u>21,580</u>			<u>2.8%</u>	<u>0</u>
4029 Salary Recharge	2,493	26,145	23,652		23,652	9.5%	
4045 Subcontracted Labour	0	2,000	2,000		2,000	0.0%	
4800 Fuel	90	8,500	8,410		8,410	1.1%	
4805 Vehicle Maintenance	3,243	4,500	1,257		1,257	72.1%	
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%	
Sawbobus :- Indirect Expenditure	<u>5,827</u>	<u>43,645</u>	<u>37,818</u>	<u>0</u>	<u>37,818</u>	<u>13.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(5,207)</u>	<u>(21,445)</u>	<u>(16,238)</u>				
<u>800 Heffer GL61</u>							
1850 Vehicle Hire Income	40	500	461			7.9%	
Heffer GL61 :- Income	<u>40</u>	<u>500</u>	<u>461</u>			<u>7.9%</u>	<u>0</u>
4800 Fuel	358	500	142		142	71.7%	
4805 Vehicle Maintenance	0	1,200	1,200		1,200	0.0%	
4810 Vehicle Tax & Insurance	0	1,200	1,200		1,200	0.0%	
Heffer GL61 :- Indirect Expenditure	<u>358</u>	<u>2,900</u>	<u>2,542</u>	<u>0</u>	<u>2,542</u>	<u>12.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(319)</u>	<u>(2,400)</u>	<u>(2,081)</u>				
<u>810 Rangers Truck #1 WG64</u>							
4800 Fuel	96	2,000	1,904		1,904	4.8%	
4805 Vehicle Maintenance	0	1,500	1,500		1,500	0.0%	
4810 Vehicle Tax & Insurance	0	1,000	1,000		1,000	0.0%	
Rangers Truck #1 WG64 :- Indirect Expenditure	<u>96</u>	<u>4,500</u>	<u>4,404</u>	<u>0</u>	<u>4,404</u>	<u>2.1%</u>	<u>0</u>
Net Expenditure	<u>(96)</u>	<u>(4,500)</u>	<u>(4,404)</u>				
<u>820 Rangers Truck #2 SY65</u>							
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%	
Rangers Truck #2 SY65 :- Indirect Expenditure	<u>78</u>	<u>3,700</u>	<u>3,622</u>	<u>0</u>	<u>3,622</u>	<u>2.1%</u>	<u>0</u>
Net Expenditure	<u>(78)</u>	<u>(3,700)</u>	<u>(3,622)</u>				

	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	0	500	500	0	500	0.0%	0
Net Expenditure	0	(500)	(500)				
Grand Totals:- Income	235,880	541,240	305,360			43.6%	
Expenditure	29,065	559,240	530,175	0	530,175	5.2%	
Net Income over Expenditure	206,815	(18,000)	(224,815)				
Movement to/(from) Gen Reserve	206,815						

