

Sawbridgeworth Town Council

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



MAYOR
Cllr Salvatore Pagdades

e-mail: info@sawbridgeworth-tc.gov.uk
web: www.sawbridgeworth-tc.gov.uk

TOWN CLERK
Christopher Hunt

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 26th January 2026** commencing at **7pm** to transact the business set out in the agenda below.

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

Town Clerk
20th January 2026

AGENDA

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

25/110 APOLOGIES FOR ABSENCE

[👏]

To receive any apologies for absence

25/111 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Pecuniary Interest by Members

25/112 PUBLIC FORUM

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

Q1. Proposed Car Parking weekend charges for Bell St Car Park This seems to be a fait accompli. What further action is STC proposing/recommending?

25/113 MINUTES

[📄] [👏]

To approve as a correct record the minutes of the Meeting of the town council held on 24th November 2025 (M06)
[Attached Appendix A]

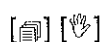
To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.

Action	Owner	Update
To Explore the siting of the cycle repair station at the rail station	Cllr A Furnace & Cllr A Parsad-Wyatt	

- 25/114 PLANNING COMMITTEE**
 *To receive and note* the minutes of the Planning Committee held on 24th November 2025 (P11) *[Attached Appendix B]*
-  *To receive and note* the draft minutes of the Planning Committee held on 12th January 2026 (P012) *[Attached Appendix B]*
- 25/115 FINANCE AND POLICY COMMITTEE**
 To receive and note the minutes of the Finance and Policy Committee held on 12th January 2026 (F03) *[Attached] [Appendix C]*
- 25/116 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
 To receive mayor's appointments and communications
- 25/117 REPRESENTATIVES REPORTS**
 To receive representatives reports from:
- 
 - County Councillor
 - District Councillors
 - Hertfordshire Police
 - Other Representatives
 - Cllr R Buckmaster SYPRC, RHSO
 - Cllr A Furnace Sustainable Sawbridgeworth
 - Cllr S Penney The Hailey Centre*[Attached Appendix D]*
- 25/118 POLICY MATTERS**
 To consider any matters relating to policies for the future development of Town Council services to the community.
-  
 - To review the current document, Financial Regulations 2025, to continue as the current regulations used by Council as recommended by the Finance, Policy and Economic Development Committee on 12th January 2026.
-  
 - To approve the draft document, Risk Assessment 2026-2027, following the recommendation from the members of the Finance, Policy and Economic Development Committee on the 12th January 2026.*[Appendix E]*
- 25/119 TOWN CLERK REPORT**
 To receive and note the Clerk's report for the month of January 2026.
[Attached Appendix F]
- 25/120 BUDGET 2026-27 & DETERMINATION OF PRECEPT**
 
 1. To consider the Recommendation of the Finance & Policy Committee and adopt a Budget for 2026-27 *[Appendix G]*
 2. To determine the Precept for 2026-27 and instruct the principal authority accordingly. *[Appendix G]*
- 25/121 DETERMINATION OF A MAYOR-ELECT**
 To resolve to designate a mayor-elect for the civic year 2026-27. Election of a mayor to be determined by resolution at the Annual Meeting of the Town Council in May 2026.

25/122 GRANT APPLICATIONS

To consider grant requests made by the following:



1. Friends of Sawbridgeworth Neuro Centres

Amount Requested: £500



2. Sawbridgeworth Town Twinning Association

Amount Requested: £500



3. CanalAbility

Amount Requested: £477

[Appendix H]

£2,500 remains available from this year's budget

25/123

ENVIRONMENTAL ISSUE REPORTING



To discuss the responses and future procedure to report environmental issues as per the recent burning in field behind Southbrook Allotments.
Cllr J Rider, Cllr A Furnace, Cllr E Buckmaster

25/124

FINANCIAL REPORT

To note the current Financial Report
To be made available at the meeting

25/125

ACCOUNTS FOR PAYMENT

To note and approve accounts for payment.

25/126

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

MEETING OF THE TOWN COUNCIL Minutes

of the Meeting of Sawbridgeworth Town Council held at 7:00pm in the Council Chamber, Sayesbury Manor, Bell Street on **Monday 24th November 2025**.

Those present

Cllr Eric Buckmaster
Cllr Ruth Buckmaster
Cllr Annelise Furnace
Cllr Dawn Newell,

Cllr Salvatore Pagdades
Cllr Angus Parsad-Wyatt
Cllr Greg Rattey
Cllr John Rider

In attendance:

1 x members of the public

A one-minute silence was held due to the passing of former Cllr Tony Dodd.

Thought for the day was read by Cllr Ruth Buckmaster.

25/95 APOLOGIES FOR ABSENCE

Received and approved from Cllr Simon Penney, Cllr Nathan Parsad-Wyatt,
Cllr Reece Smith
[prop Cllr Greg Rattey; sec'd Cllr Ruth Buckmaster]
Cllr Steve Smith - absent

25/96 DECLARATIONS OF PECUNIARY INTEREST

There were none.

25/97 PUBLIC FORUM

Q1. How many opportunities have there been this year for genuine engagement between councillors and residents, leaving aside the Annual Town Meeting? Has this council considered adopting a communication and engagement strategy like Hertford's or prioritising communication like Bishop's Stortford? I note that communication is the very last line of the Town Action Plan.

Cllr Salvatore Pagdades responded, this year, aside from the Annual Town Meeting, councillors have had several opportunities for genuine engagement with residents, including:

- **Regular Council and Committee Meetings** – These are open to the public, with time allocated for public participation.
- **Community Events** – Councillors have attended events such as the Christmas Lights switch-on and other local gatherings, providing informal opportunities for dialogue.
- **Police Engagement Activities** – Councillors have been present at most local police initiatives, including *Walk and Talk* sessions and focused surgeries, to hear residents' concerns directly.
- **Direct Contact** – Residents can contact councillors via published email addresses and phone numbers, and many councillors respond promptly to queries.

Regarding a **formal Communication and Engagement Strategy**, the Council is aware of approaches taken by Hertford and Bishop's Stortford. While we have not yet adopted a standalone strategy, communication is recognised as a priority within the Town Action Plan. Its position in the plan does not diminish its importance; rather, it reflects the sequencing of actions. The Council is actively considering how best to strengthen engagement, including exploring structured strategies and improved use of digital platforms.

We welcome feedback from residents on how they would like to engage with us, and this will inform future decisions.

Cllr Angus Parsad-Wyatt explained that the ATM has actions grouped by category, with these categories prioritised according to how frequently residents raised questions on each subject. Communication was not identified as a top priority; however, work is still being carried out to strengthen this area. Updates are currently being made to the Council's website, and regular events are held throughout the year to provide opportunities for residents to engage with their councillors. All councillors remain fully contactable and maintain regular communication with residents regarding local matters, including door to door knocking when necessary. Residents will come to meetings when there are matters relating to them but generally people don't turn up regularly. Further comments were made to echo this that several ideas have been tried and residents will engage from matters that effect them.

Cllr Eric Buckmaster stated, he shares information and messages from County and District Council. We have a new page in the Flyer and social media is being used but other areas will be explored moving forward.

Cllr Annelise Furnace would like to ask Mr Royle what parts of Hertford and Bishops Stortford communication strategy he was referring to.

25/98

MINUTES

Resolved: To approve as a correct record the minutes of the Meeting of the town council held on 27th October 2025 (M05)
[prop Cllr Greg Rattey; sec'd Cllr Ruth Buckmaster]

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

Action	Owner	Update
To produce a report for the Action Plan halfway point for publication.	Cllr Angus Parsad-Wyatt	Report completed
To email Cllrs to request they submit their views to the Clerk by the 3 rd November in support of the LCWIP recommendations for shared Cycling and walking route from West Road to Leventhorpe School and to increase pedestrian crossing points	Cllr Annelise Furnace	Email sent 28/10/2025. Clerk emailed a response to the LCWIP Team on 04/11/2025.
To alter Agenda items to put public forum on before minutes for approval.	Clerk	As per this agenda

25/99 PLANNING COMMITTEE

Received and Noted the minutes of the Planning Committee held on 27th October 2025 (P09)

Received and Noted the draft minutes of the Planning Committee held on 10th November 2025 (P10)

25/100 LOCAL GOVERNMENT REORGANISATION

Received and Noted the draft minutes of the Local Government Reorganisation (LGR) Working Group.

25/101 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive new Mayor's appointments and communications
Cllr Salvatore Pagdades advised.

- Attended Nostalgia Day at the memorial Hall and thanked Hazel Mead for the event at the airfield where he laid a wreath.
- Held his charity quiz night raising £1,800 for his chosen charities for the year.
- Laid a wreath on behalf of Sawbridgeworth Town Council at Grt St Marys Church on Remembrance Sunday
- Attended an interfaith service in Harlow at the Synagogue
- Attended Leventhorpe School to assist with mock interviews.

25/102 REPRESENTATIVES REPORTS

Received and noted: Representatives reports from:

County Councillor Eric Buckmaster

- Has seen a reduction in the problems with the waste collection services the scrutiny report showed failure after failure but it was now being managed well.
- Footpath 20 will be resurfaced
- On street parking will be reviewed in the town with some flexibility added to areas. Bell Street will have sections of double yellow lines opposite entry and exit points and Knight Street and Station Road will have updates.
- He held meetings with residents of Hoestock Road and parking restrictions were discussed to provide a resolution they were in agreement with.
- Local Government Reorganisation at district meetings has been presented and different unitary arrangements are being considered. He questioned the process on voting for the three choices and after disagreement the Conservative members walked out the meeting and explained the options that could be considered and the time pressures the government has put on councils to come up with an agreement

District Councillor Ruth Buckmaster
No report for this meeting.

District Councillor Angus Parsad-Wyatt

Cllr Angus Parsad-Wyatt provided an update on the current proposals for the unitary council arrangements. He explained that the Government is expected to make recommendations in the spring, with a final decision anticipated in summer 2026.

He noted that one of the concerns within some of the proposed models is that Sawbridgeworth could face an increase in council tax when aligned with other areas of the county. Cross-party members expressed agreement that the current Local Government Reorganisation (LGR) process is not supported and

should be referred back to the Government. It was also highlighted that Parish and Town Councils do not appear to be included within the emerging model.

Cllr Annelise Furnace asked whether Essex had reached a decision.

Cllr Angus Parsad-Wyatt confirmed that Essex is approximately six months ahead of Hertfordshire in the process and is currently at the consultation stage.

Herts Police No report was read by the Mayor, Cllr Salvatore Pagdades

RHSO Cllr Ruth Buckmaster

The Perspex window in the roof is leaking and the current price to replace the windows is at £20,000 and funding is being sought. A quiz night and Halloween film raised almost £2,000.

Cllr Annelise Furnace asked why grants were difficult to arrange which Cllr Ruth Buckmaster stated it was due to being owned by a Town Council but other streams were being explored.

SYPRC Cllr Ruth Buckmaster

A juice stall will be held on the 13th December. Wassail is arranged for the 17th January 2026.

Sustainable Sawbridgeworth Cllr Annelise Furnace

Sawbridgeworth brook project is being progressed and Bob Reed is looking at setting dates for the project to start and sessions throughout the year.

A cycle repair station has been offered to the group and the Rail Station is being explored as a location for it.

An energy hub has been arranged for the Christmas Lights Event.

East Herts Climate meeting has been arranged on Teams on the 3rd December

ACTION – To explore the possibility of placing a repair bike station at the rail station – Cllr Annelise Furnace and Cllr Angus Parsad-Wyatt

25/103 TOWN CLERK REPORT

Received and noted: the clerk's report for the month of November 2025. West Road Allotments have now been signed over to the Council.

Cllr John Rider offered his assistance at the Christmas Light Switch on event and raised issues with the Council email system. Cllr Salvatore Pagdades said he would assist Cllr Rider if required.

25/104 TOWN PROJECTS MANAGER'S REPORT

Received and noted: the Town Projects Manager's report for October 2025. The Clerk showed Cllrs the new layout of the Christmas event on the large screen in the chamber.

25/105 REDUCING THE COUNCILS CARBON FOOTPRINT

Current update on progress to reduce the councils carbon footprint.

Received and noted: the clerk's report

25/106 SAWBOBUS OPTION TO LEASE AND DISPOSE OF COUNCIL ASSET

The following matters were debated and approved relating to leasing a bus to run as the Sawbobus to replace and then sell the current Ford Transit bus index YN66YEE.

- **Resolved** To approve the sale of the current Sawbobus for an estimated £11,000. [prop Cllr Greg Rattey; sec'd Cllr Ruth Buckmaster]
- **Resolved** To approve entering into a lease agreement with Alley Cat Hire Services at £600 per month. [prop Cllr Annelise Furnace; sec'd Cllr Dawn Newell]
- **Resolved** To approve the use of the earmarked reserve for vehicle replacement to fund the lease cost for the remainder of the financial year (£2,400 for 4 months). [prop Cllr Angus Parsad-Wyatt; sec'd Cllr Ruth Buckmaster]
- **Resolved** To note that any surplus from the sale will be transferred back into the earmarked reserve. [prop Cllr Greg Rattey; sec'd Cllr Ruth Buckmaster]

25/107 FINANCE MATTERS

Received and noted: the finance and variance report up to November 2025

25/108 ACCOUNTS FOR PAYMENT

Noted and Approved: Accounts for payment

25/109 ITEMS FOR FUTURE AGENDAS

Nothing raised

Meeting ended at 8:25pm

Signed.....

Date.....

Action	Owner	Update
To Explore the siting of the cycle repair station at the rail station	Cllr Annelise Furnace and Cllr Angus Parsad-Wyatt	

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 24 November 2025** at 8.18pm.

Those present

Cllr R Buckmaster
Cllr S Pagdades

Cllr A Parsad-Wyatt
Cllr S Smith

In attendance:

L Nolan – Planning Officer
Cllrs E Buckmaster & Furnace

- P 25/109 APOLOGIES FOR ABSENCE**
- To receive and approve any apologies for absence. Apologies received and accepted from Cllrs N Parsad-Wyatt & Penney [*prop Cllr A Parsad-Wyatt; secd Cllr Pagdades*]
- P 25/110 PUBLIC FORUM**
- To receive representations from members of the public on matters within the remit of the Planning Committee. There were none.
- P 25/111 DECLARATIONS OF PECUNIARY INTEREST**
- To receive any Declarations of Interest by Members. Cllr S Smith declared a non-pecuniary interest in Agenda item 25/115 – 69 Cambridge Road.
- P 25/112 MINUTES**
- Resolved:** To approve as a correct record the minutes of the Meeting held on:
- 10 November 2025 (P010) [*prop Cllr Pagdades; 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 25/113 S106 PRIORITIES**
- To compile and review the suggested funding points from Section 106 funds, which are contributions from developers to support the costs of new community and social infrastructure in the town.
- P 25/114 NEIGHBOURING DEVELOPMENTS**
- To report & receive updates on proposed neighbouring developments.
- Stansted Airport Expansion
 - Gilston – Cllr R Buckmaster reported that there is to be a stakeholders meeting on Thursday – will feedback at next meeting.

P 25/115 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/25/1205/HH 69 Cambridge Road, CM21

Part demolition of side extension, full demolition of external garage, shed and playhouse. Construction of new porch, single storey rear extension, part single storey part two storey side extension, roof alteration to the retained single storey/side/rear projection, fenestration alteration, new boundary wall, new patio, reduced/alterd driveway
STC Comment: No objection [prop Cllr A Parsad-Wyatt; secd Cllr Pagdades]

3/25/1451/FUL 50 Bell Street, CM21 9AN

Addition of 6no. PV solar panels onto the flat roof to improve the energy efficiency
STC Comment: No objection [prop; Cllr R Buckmaster secd Cllr A Parsad-Wyatt]

3/25/1491/VAR Land off Spellbrook Lane West

Variation of Conditions 2 (Approved Plans), 3 (Materials), 4 (Boundary Treatment), 5 (Landscaping), 18 (Biodiversity) pursuant to planning permission (3/24/2314/VAR) for (Variation of conditions 2 (approved plans), 7 (Highways) and 18 (biodiversity gain plan) pursuant to planning permission 3/22/0289/FUL dated 03.05.2022 (for: Erection of two detached four bedroom dwellings with detached 3 bay garages, driveways and landscaping). The amendments include addition of air source heat pumps, to correct plan number and propose separate condition for biodiversity net gain and bat/bird boxes.) Amendments include alterations to the external appearance of the garages, provision of information to discharge conditions 4 and 5, and removal of 10% requirement from biodiversity net gain condition.

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

3/25/1667/PNHH 40 Gilders, CM21

Notification of proposed single storey rear extension; Depth extending from the original rear wall of 4.50 metres, a maximum height of 3.50 metres and an eaves height of 3.50 metres

STC Comment: No objection [prop Cllr A Parsad-Wyatt; secd Cllr Pagdades]

P 25/116 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 21 November 2025. There were none.

P 25/117 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/25/1126/HH 11 New Street, CM21 9BA

Demolition of conservatory and conversion of garage to habitable space. Erection of part single, part two storey side extension, single storey front extension and part single, part two storey rear extension. Alterations to the fenestration and materials

STC Comment: No objection.

EHDC Decision: Refused. "The proposed development, by reason of its positioning, scale and massing, would have a detrimental effect upon the amenities of the adjoining properties at 1, 7 and 13 New Street, by reason of its overbearing, overshadowing and enclosing impact, and the impact on the availability of sunlight and natural light, and would thereby be contrary to Policy DES4 of the East Herts District Plan 2018 and the aims and objectives of the National Planning Policy Framework".

3/25/1315/HH 7 Atherton End, CM21 0BS

Erection of single storey rear extension and single storey front porch extension. Loft conversion with rear dormer extension and front roof light window. Alterations to the materials and fenestration.

STC Comment: No objection.

EHDC Decision: Granted

3/25/1373/FUL &

3/25/1374/LBC 26 Knight Street, CM21 9AT

Demolition and replacement of outbuilding, repositioning and replacement of external gate (retrospective)

STC Comment: No objection & No comment

EHDC Decision: Granted

3/25/1524/HH 6 Knight Street, CM21 9AT

Construction of greenhouse to rear

STC Comment: No objection.

EHDC Decision: Granted

P 25/118

PLANNING APPEALS

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

Meeting Closed at 8.30pm

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 12 January 2026** at 7pm.

Those present

Cllr R Buckmaster
Cllr N Parsad-Wyatt
Cllr S Penney

Cllr A Parsad-Wyatt
Cllr S Pagdades
Cllr S Smith

In attendance:
C Hunt – Town Clerk

P 25/119 APOLOGIES FOR ABSENCE

- To receive and approve any apologies for absence. No apologies received – all present.

P 25/120 PUBLIC FORUM

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

P 25/121 DECLARATIONS OF PECUNIARY INTEREST

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

P 25/122 MINUTES

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

- 24 November 2025 (P011) [*prop'd Cllr R Buckmaster; sec'd Cllr S Smith*]

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

P 25/123 S106 PRIORITIES

To compile and review the suggested funding points from Section 106 funds, which are contributions from developers to support the costs of new community and social infrastructure in the town.

P 25/124 NEIGHBOURING DEVELOPMENTS

To report & receive updates on proposed neighbouring developments.

- Stansted Airport Expansion
- Gilston

Cllr R Buckmaster reported that enquiries have been made by a developer to build up to 200 houses rear of Rowney Gardens. No applications have been submitted at this stage.

3/25/1719/VAR **Land rear of 32 West Road, CM21 0BL**
Variation of condition 2 (approved plans) attached to 3/24/1111/FUL to reflect minor alterations to the fenestration, to comply with Part O overheating calculation conversion of the former utility room into a home office, addition of garage door enclosing the cart lodge, and update of the air source heat pump model (Samsung EHS Mono R290 8kW) with a slightly revised position
STC Comment: No Objection

3/25/0721/FUL **Land Adjacent To 21-23 Bullfields Hertfordshire Sawbridgeworth**
Demolition of garage. Erection of a two storey side and rear extension creating retail (Class E a) at ground floor and residential dwelling (class C3) at first floor. Re-paving with SUDS paving. New enclosure for bin stores and cycle shed. Erection of single storey rear extension to create store for existing shop
STC Comment: No objection

3/25/1761/HH **1 The Limes, CM21 9FB**
Replace upper glazed walls and roof to existing single storey rear conservatory style extension (original to the house), with new solid walls and glazed door screen, new solid pitched roof and partially raised gable end walls
STC Comment: No Objection

3/25/1798/HH **Little Orchard, London Road, Spellbrook CM23 4BA**
Erection of single storage rear extension
STC Comment: No Objection

3/25/1814/HH **103 West Road, Sawbridgeworth CM21 0BW**
Single storey front porch extension and rear infill extension with patio, including new roof to existing rear extension and installation of rooflights
STC Comment: No Objection

3/25/1491/VAR **Land off Spellbrook Lane West**
Variation of Conditions 2 (Approved plans), 3 (Materials), 4 Boundary Treatment), 5 Landscaping), 18 (Biodiversity) pursuant to planning permission (3/24/2314/VAR) for Variation of conditions 2 (Approved plans), 7 (Highways) and 18 (biodiversity gain plan) pursuant to planning permission 3/22/0289/FUL dated 03.05.2022 (For : erection of two detached four bedroom dwellings with detached 3 bay garages, driveways and landscaping). The amendments include addition of air source heat pumps, to correct plan number and propose separate condition for biodiversity net gain and bat/bird boxes). Amendments include alterations to the external appearance of the garages, provision of information to discharge conditions 4 and 5 and removal of 10% requirement from biodiversity net gain condition.
STC Comment: No Objection

P 25/126 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/25/1882/HH 10 Wheatley Close CM21 0HS

[Erection of an annexe for ancillary use to the main dwellinghouse.](#)

STC Comment: No objection [prop'd Cllr A Parsad-Wyatt; sec'd Cllr S Smith]

3/25/1912/FUL 4 Blakes Court, Church Street CM21 9TD

[Installation of air conditioning unit adjacent to front wall of no.4 Blakes Court](#)

STC Comment: Planning committee noted lack of a Noise Impact assessment [prop'd Cllr R Buckmaster; sec'd Cllr A Parsad-Wyatt]

P 25/127 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 9 January 2026. There were none.

P 25/128 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/25/0721/FUL Land Adjacent to 21-23 Bullfields CM21 9DE

Demolition of garage. Erection of a two-storey side and rear extension creating retail (Class E a) at ground floor and residential dwelling (class C3) at first floor. Re-paving with SUDS paving. New enclosure for bin stores and cycle shed. Erection of single storey rear extension to create store for existing shop

STC Comment: No objection

EHDC Decision: Granted

3/25/1205/HH 69 Cambridge Road, CM21 9JP

Part demolition of side extension, full demolition of external garage, shed and playhouse. Construction of new porch, single storey rear extension, part single storey part two storey side extension, roof alteration to the retained single storey side/rear projection, fenestration alteration, new boundary wall, new patio, reduced/alterd driveway.

STC Comment: No objection

EHDC Decision: Granted

3/25/1328/FUL 9 Bakers Walk, Bell Street, CM21 9QE

Retrospective planning application for the retention of an externally mounted extractor fan, including associated ducting and cowl.

STC Comment: No objection provided noise assessment carried out and neighbours' comments addressed

EHDC Decision: Granted

3/25/1451/FUL 50 Bell Street CM21 9AN

Addition of 6no. PV solar panels onto the flat roof, to improve the energy efficiency

STC Comment: No objection

EHDC Decision: Granted

3/25/1579/HH **33D Crofters End, CM21 0DF**
Removal of garden room and erection of single storey rear extension with roof lights
STC Comment: No objection
EHDC Decision: Granted

3/25/1589/HH **15 Falconers Park, CM21 0AU**
Single storey rear extension with lantern rooflight, new rear decking
STC Comment: No objection
EHDC Decision: Granted

3/25/1604/HH **9 Bakers Walk, Bell Street, CM21 9QE**
Erection of glass box extension to exterior of cafe premises with adjoining canopy.
STC Comment: No objection subject to confirmation of land ownership. Planning Officer to investigate
EHDC Decision: Granted

3/25/1642/HH **33D Crofters End CM21 0DF**
Front entrance porch
STC Comment: No objection
EHDC Decision: Refused

3/25/1667/PNHH **40 Gilders CM21 0EF**
Notification of proposed single storey rear extension; Depth extending from the original rear wall of 4.50 metres, a maximum height of 3.50 metres and an eaves height of 3.50 metres
STC Comment: No objection
EHDC Decision: Prior Approval Refused

P 25/129 PLANNING APPEALS

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

Meeting Closed at 7.10pm

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 12th January 2026**.

Those present

Cllr Eric Buckmaster

Cllr Ruth Buckmaster

Cllr Nathan Parsad-Wyatt

Cllr Reece Smith

Cllr Steve Smith

In attendance:

Christopher Hunt - Town Clerk

F 25/27 APOLOGIES FOR ABSENCE

Cllr Greg Rattey, Accepted

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

F 25/28 DECLARATIONS OF INTEREST

There were none

F 25/29 MINUTES

To approve as a correct record the minutes of the Finance and Policy Committee held on 15th September 2025 (F02).

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

F 25/30 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 four members of staff were long term sick but receiving support from the Clerk and team members.

F 25/31 FINANCE MATTERS

Budget 2026/27

To review the draft budget and Clerks report for the year 2025/26; to respond to any written questions put to the Chair of F&P or The Clerk prior to the meeting, none were received.

To receive any supplementary questions for clarification.

Members went through the budget spread sheet in detail and amendments were agreed upon in several areas. The main area was to reduce the proposed investment in the Fun on the Field event and to keep it at the same figure for the previous year.

RESOLVED to make a recommendation for adoption of the budget by Council.

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

F 25/32 JUBILEE GARDENS (TOWN GREEN) WORKING PARTY

The Clerk provided an update on the project, noting that a meeting has been arranged with the designer on site at the cemetery to plan the off-site planting required to mitigate the removal of trees from Jubilee Gardens. Once finalised, this planting plan will support the preparation

of the Biodiversity Net Gain (BNG) submission required by East Herts Planning Department.

F25/33 COUNCILLOR ENGAGEMENT

The Clerk stated that continued engagement is managed through the events delivered by the town council and a cross border meeting was being arranged for next month. This item will be removed from this agenda and placed on the TAPAC agenda.

F25/34 ECONOMIC DEVELOPMENT

To discuss proposals for promoting economic development in the town: Cllr G Rattey to update at the next meeting on his return.

F25/35 POLICY MATTERS

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

- **RESOLVED** to review the current document, Financial Regulations 2025, to make a recommendation for these to continue as the current regulations used by Council.
[prop Cllr S Smith sec'd Cllr N Parsad-Wyatt]
- **RESOLVED** to approve the draft document, Risk Assessment 2026-2027.
[prop Cllr R Smith sec'd Cllr N Parsad-Wyatt]

F25/36 INCOME AND EXPENDITURE REPORT

NOTED The Clerks report for month nine of the 2025/26 financial year.

F25/37 FUNDING OPPORTUNITIES

Sawbobus was continually being monitored for opportunities for sponsorship to assist in the cost of the lease and fuel.

F25/38 REDUCING THE COUNCILS CARBON FOOTPRINT

The following items were highlighted by the Clerk that he was exploring

- New leased bus will be more fuel efficient
- New electricity supplier will be sought with renewable energy to be supplied.
- New allotment site to have water harvesting

F25/39 ITEMS FOR FUTURE AGENDAS

Nothing raised

Meeting Closed at 8:03pm

Signed.....

Date.....

Appendix D

E Buckmaster County Councillor Report January 2026

Update on Gilston Schools Planning

20 forms of entry needed

Aim is for development to provide all of its education needs

Education review Panel meets and plans are shared with the Design Review Panel

Expected first primary to be ready for first occupation in village one using HIG money and design work was undertaken. This was assuming Village 1 would be ahead of village 7.

However, Village 1 first occupation currently projected early 2030, while Taylor Wimpey believe they can have first occupations by early 2028, which may be optimistic. However Education Planners need to be flexible and provide whichever comes first so from February requests for capital funding will be going through the relevant panels and cabinet to draw down the S106 funding when required

All of the villages when built will have 3 forms of entry except V5 which will have 2

First Secondary to be as reception reach year 7 so 8 years after opening of first primary

In the interim they have had discussions with John Warner secondary school about taking students as they arrive through the development until the Gilston secondaries start to come through.

Eastwick Hall Lane

The programmed works have all been completed. If any resident has issues with the condition of the Highway, it now has to be fault reported through the Fault Reporting system, and then it will be triaged by Ringway as per the normal procedures.

Speed Management Strategy consultation.

Please see a link to a survey regarding views on Hertfordshire County Council updating our Speed Management Strategy (SMS) (2020), which provides a consistent approach to setting speed limits in the county.

[Speed Management Strategy | Let's Talk Transport for Hertfordshire](#)

The SMS provides the benchmark against which Hertfordshire County Council decide on how new speed limits are set as well as whether physical road calming measures are required and which would be appropriate.

We receive several hundred requests each year from residents and stakeholders to reduce speed limits. Each request is assessed against the SMS to determine whether a reduction is appropriate. It is therefore important to hear from our partners and stakeholders about their views on current speed limits in the county as well as understanding and developing the processes the County Council should follow for setting new speed limits.

This survey is intended for key stakeholders, and we would be grateful if you could help share it with relevant contacts, such as residents' groups or local businesses.

By completing this survey, you will help shape how Hertfordshire County Council sets future speed limits across the county.

Hertfordshire launches first Local Nature Recovery Strategy following record-breaking public engagement



Hertfordshire's first Local Nature Recovery Strategy (LNRS) has been published marking a landmark step in our commitment to restoring and enhancing nature across Hertfordshire and playing our part in the restoration of nature across England. A 'nature summit' will be held in January to formally launch the strategy and share plans for the delivery for the strategy.

Priorities include improving habitats for species like swift and water vole to increase biodiversity and create a more resilient natural environment for future generations. It will guide projects that benefit both people and wildlife, while supporting efforts to tackle climate change.

Developed over two years by the Hertfordshire Nature Recovery Partnership (HNRP), chaired by Hertfordshire County Council, the strategy sets out a shared vision and identifies priority areas for investment and action, including protecting our ancient chalk streams. The partnership brings together organisations from the public, private and voluntary sectors, working closely with land managers, citizen scientists and local communities.

Everyone can play a part in supporting nature's recovery whether they manage acres of land or a small garden, so public engagement has been at the heart of this process. Hertfordshire had over 70 sites put forward by local landowners for inclusion in the LNRS and achieved the highest number of LNRS consultation survey responses nationally with 751 survey responses from residents, organisations and community groups.

Provisional Local Government Finance Settlement 2026/27-2028/29

Issue

- On 17 December 2025, the Government published the provisional [Local Government Finance Settlement](#) for 2026/27 – 2028/29.
- This sets out allocations for local authorities across England for the next three years and incorporates an updated distribution of resources following the conclusion of the Fair Funding Review 2.0.

Summary

- The 2026/27 provisional Local Government Finance Settlement is the first multi-year settlement in a decade. It states that £78 billion will be made available for council services in 2026/27 with council's 'core spending power' due to rise to more than £84 billion by 2028-29.
- Council tax rises will continue to be capped at 3% per year with an extra 2% allowed for adult social care.
- Further plans on how the Government intends to manage SEND deficits will be set out in the final settlement, expected in early 2026.
- Implications for Hertfordshire are currently being analysed and we will update Members as soon as possible. Previous modelling had indicated that the Government's new methodology could result in a headline cumulative reduction in our grant of around £50m a year.
- In their [response to the provisional Settlement](#), the County Councils Network recognises that some of its Member councils will receive an increase in government grant funding but others will see a reduction. It also notes that at least 90% of county and unitary councils' increase in 'core spending power' will be derived from the presumption of annual maximum (5%) council tax increases.

Hertfordshire County Council has published its draft budget for the next financial year which outlines how the council will spend £1.2 billion on services Hertfordshire's residents, businesses and visitors rely on every day.

Highlights from the proposed 2026/27 budget includes additional funding for key services including:

- £21 million to provide high quality residential and home care to our older and more vulnerable residents, helping to meet the rising demand and costs of care workers' pay (increasing to £42 million and then £62 million by the third year).
- £23 million to meet the needs of the growing number of older people and adults with disabilities who need our support (increasing to £45 million and then £67 million by the third year). This will help to recruit and retain people into the adult care workforce and pay for hundreds of thousands of hours of care and support that residents rely on day in and day out.
- £16 million to support the children in our care and children with disabilities through adversity by creating stable homes for them to live in and enabling them to build relationships which equip them to thrive into adulthood and achieve their aspirations.
- £1.4 million increase in fostering allowances so children in our care can live in safe, caring homes close to people they know.
- £6.3 million to improve opportunities and outcomes for children and young people with Special Educational Needs and Disabilities (SEND) by recruiting more Educational Psychologists and staff in teams reviewing children's needs, enabling stronger collaboration with families.
- £1.5 million over two years to make roads safer by rolling out new 20 mph zones in our communities where residents tell us they want them. Together with a new more efficient use of existing resources, this will enable the delivery of nearly 200 new 20 mph zones.

We are among the worst affected by the Government's new funding formula for councils which cuts our funding and takes away over £40 million in grant funding a year by 2028/29.

A further £55m in savings on top of the £42 million delivered this financial year and grow our income by £12 million

Current proposals put forward by the council present a headline budget that requires the use of £5m of reserves in addition to having to raise Council Tax by 2.99 per cent plus 2 per cent to support Adult Social Care in April.

Your Tree Our Future scheme

Thousands of Hertfordshire residents collected free trees as part of the 'Your Tree Our Future' scheme, helping to make the county greener and more sustainable. [This year's scheme saw 94,000 trees claimed across Hertfordshire 25,000 more than last year.](#) The overwhelming

response shows just how committed our county is to create a healthier environment for future generations.

County council rolls out award-winning assistive technology

Hertfordshire County Council is rolling out its award-winning assistive technology for Hertfordshire residents to use at home.

The technology, called Data Inspired Living, has been used by the county council's social care teams since 2024, and won an Innovative Social Care Solution Award last year at the LGC Awards. Now the system is being made available for residents with a presenting need but not known to social care, and their carers to use at home, thanks to a collaboration with Herts Careline.

The cutting-edge assistive technology pulls together data from a range of smart sensors like smart plugs and motion sensors around the home into a dashboard that family or carers can access. If something unusual happens, like missed medication or reduced movement, the smart system promptly alerts family or carers of any changes so action can be taken.

Data Inspired Living is a discreet system that does not record sound or video and is designed to help residents aged 18+ maintain their independence at home whilst providing peace of mind for those who care for them.

The technology costs just £10.50 a week thanks to a subsidy from the county council and includes access to the Herts Careline Telecare Service. The council will assess the presenting needs of the person to decide which aspects of the offer is suitable for installation and agree with them and their carers what will be monitored. The agreed sensors are then installed in the home, and a dashboard is set up to help monitor their routine.

Hertfordshire unitary proposals consultation set for February

The Government is set to consult on plans to replace Hertfordshire's existing councils with a smaller number of unitary authorities, with the seven-week consultation starting in February.

As a reminder the preferences expressed for the number of unitaries across Hertfordshire was: two voted for 2 unitaris, three for 3 unitaries, six for 4 unitaries.

Traffic Management problems caused by untily works

I wrote to the Cabinet member Hertfordshire Highways as follows....

I understand you are in discussion with utility companies regarding the way traffic management is undertaken and issues arising. The problem is particularly prevalent in Sawbridgeworth which sits in between Harlow and Bishops Stortford on the A1184. The traffic management companies

employed by the Utilities are frequently thoughtless over the timing and positioning of signage and barriers, and often causing confusion to drivers and congestion in the wider network. An example is where Road Ahead Closed signs are placed in locations giving a misleading perspective of which road is actually closed. This can cause town centre businesses to have appointments cancelled and therefore a loss of trade. I know you are familiar with the wider problem of traffic management remaining in place far longer than is required to cure the reinstatement of the surface.

These matters are increasingly visible on social media which serves to multiply the feeling of frustration.

I have a really good working relationship with the Network Management East team. They are always so helpful and responsive, but their job is made so much harder by the inefficiencies of the Utility companies and their contractors. Our local press are picking up on this.....

Flooding and Drainage updates

Stanstead Abbots Slowing the Flow at Cappell Lane Nine new leaky dams have been constructed by our contractors Ground Control at Cappell Lane, Stanstead Abbots. The dams are located in an ordinary watercourse upstream of Cappell Lane, and have been built mostly using material from the surrounding woodlands to reduce the environmental impact of the project.

Leaky dams are structures that can be installed across watercourses to help store more water upstream and 'slow the flow' of water during a heavy rainfall event. Unlike traditional dams, leaky dams are designed to still allow some water through. However, the flow of water is slowed down to help reduce the likelihood of flooding downstream. As well as helping to hold back floodwater, leaky dams also provide new habitats for wildlife.



This project has been led by the FRM team over the past 1.5 years, so we are delighted to see it come to completion. Whilst this particular ordinary watercourse is dry for a lot of the year, it has contributed to property flooding in the past. We are hopeful that this natural flood management scheme will help to reduce the impacts of flooding during future rainfall events.

As part of this project, we will also be monitoring data from the leaky dams to learn more about rainfall in this area, see how rainfall might be impacted by climate change, and assess the performance of the leaky dams. We hope that this information can further our understanding of flooding and be used to support similar projects.

Hunsdon Alleviation Scheme

The team have found a product we believe could be provided as part of the flood kit to act as a barrier in front of driveways. This product is not currently on the market, but we are working with the providers to ensure we can secure it as soon as possible. We hope that this will be within the next couple of months. waiting on an update from our Highways team on these works.

- Following this, works are planned to bring the culvert to a maintainable condition. This will include any identified civil work that is needed on the ordinary watercourse.
- Finally, it is hoped that work to re-line sections of the watercourse where it is a brick culvert will be carried out next financial year. However, this is dependent on all other works being carried out.
- Clearance works were carried out on the watercourse in December.

Flood Kits in Communities Hertfordshire County Council is expanding its Flood Kit pilot scheme Hertfordshire County Council . The second phase of the scheme is still open for communities to sign up. You can register for the scheme here: Hertfordshire Flood Kit Application form

[Hertfordshire Flood Kit Application form](#)

Bullfields Sawbridgeworth

Near the Funeral Director there were planned Gully and Vactor Works for 15th and 16th January. There will be traffic management signals 09:30 to 15:00, ie outside of school drop off and pick up. This will involve CCTV. I have also seen that Ringway are publishing a further closure which may be for any follow up work. In addition Outside 52 Bullfield Thames Water have:

- Replaced collapsed sewer
- Repaired defects
- Rebuilt a manhole chamber

Hertfordshire Fire and Rescue Service trials body-worn cameras amid rising reports of abuse. Hertfordshire Fire and Rescue Service have launched a trial of body-worn cameras to enhance safety and operational effectiveness, following a concerning rise in reports of abuse towards staff.

Between 1 April 2024 and 31 March 2025, the Service recorded 22 reports of violent incidents, including verbal and physical abuse directed at firefighters and support staff. This represents a sharp increase from the previous year, when 12 incidents were reported, a rise of 83%.

As part of the trial, body-worn cameras have been issued to crews at Hemel Hempstead and Stevenage Fire Stations, along with Prevention Officers across the county and the Business Fire Safety Team. The Service plans to introduce body-worn cameras across all Hertfordshire fire stations by early 2026.

As well as acting as a deterrent to abusive behaviour, the devices will capture valuable footage which can be used for:

- post-incident reviews
- providing evidence for investigations
- capturing decision-making during critical incidents
- learning and development across the organisation.

Hertfordshire County Council powers ahead with new EV Chargepoint rollout

Thousands of new electric vehicle (EV) chargepoints will soon be installed across Hertfordshire after the county council appointed three leading chargepoint operators to deliver a major infrastructure programme backed by over £6 million in secured grant funding.

The rollout marks a major step in delivering on Hertfordshire County Council's Corporate Plan commitment to growing a greener Hertfordshire, making EV charging easier, fairer and more reliable for residents and businesses.

Working in close partnership with district and borough councils, the council has already identified priority areas across the county where residents lack off-street parking.

This year's report, along with new dynamic features built on web powered by ESRI's ArcGIS StoryMaps, makes it easier than ever to provide a deep dive into the latest travel trends and patterns.



8.5% of households owned a fully electric vehicle in 2025.

This is one of many insights in the newly published 2025 Traffic and Transport Data Report (TTDR). In addition to the conventional PDF version, you can now also discover the interactive web version of the full report at:

👉 <http://www.hertfordshire.gov.uk/TTDR>

East Herts District Matters

Next steps for setting the council budget for 2026/7 East Herts Council has begun the process of scrutinising and agreeing proposals to set a balanced budget for the year ahead.

At a meeting of the Executive on 13 January, councillors considered an initial draft of the budget proposals, which sets out plans for a gross spend of £45 million to deliver vital local services in 2026/27.

To balance the books, the council has had to find savings or generate additional income to close a £890,000 budget gap.

Old River Lane Planning Application Available To View Online, Public Comments Encouraged

Plans submitted by developer Cityheart for the regeneration of Old River Lane in Bishop's Stortford are now available to view online, with comments from the public being encouraged.

The planning application outlines an ambitious redevelopment project that will see the Old River Lane area transformed into a multi-use, town-centre destination. The Old River Lane scheme proposes to provide hundreds of new homes as well as enhanced public spaces and new community facilities in the historic town centre.

The planning application has been submitted following a public consultation that took place in June 2025, which saw local residents and businesses contribute to the outlined masterplan.

Please click the button below to view and comment on the planning application for Old River Lane.

How to borrow a thermal imaging camera for free Borrow a Thermal Imaging Camera for Free This Winter

East Herts District Council, in partnership with Hertfordshire County Council, has launched a new Thermal Imaging Camera Loan Scheme in Winter 2025. The initiative will enable residents to borrow a thermal imaging camera free of charge from their local library. The scheme is designed to help households identify where heat may be escaping from their homes, highlighting insulation gaps, draughts and other areas where energy efficiency improvements could be made.

A reminder to never bin your batteries Never Bin Batteries

After Christmas, many of us are clearing away decorations with flat batteries or opening new toys and gadgets. It's important to remember that batteries should never go in household bins.

Loose batteries or batteries hidden inside small electrical items such as vapes, can be crushed in bin lorries, causing sparks and serious fires. Lithium batteries are especially dangerous because they release their own oxygen, making fires harder to extinguish.

Please remember:

Never bin batteries, vapes or small electricals

Always recycle batteries separately from household waste and recycling

Find your nearest battery recycling point by visiting Recycle Your Electricals and using their online locator.

Eric Buckmaster January 2026

Cllr Annelise Furnace, Eco report 26 January 2026 (at 18/01/26)

STC Energy Hub at Christmas Lights – 29 November

- Supported by volunteers from Sustainable Sawbridgeworth, this hub focused on how to live more sustainably and save money in 2026
- Handed out a festive guide mapping sustainability across four areas: food, energy, transport, and shopping – to encourage small but meaningful shifts, such as eating less meat, insulating your home, choosing public transport, and buying second-hand
- Visitors could try out one of two thermal imaging cameras, available through the free loan scheme at Sawbridgeworth Library.



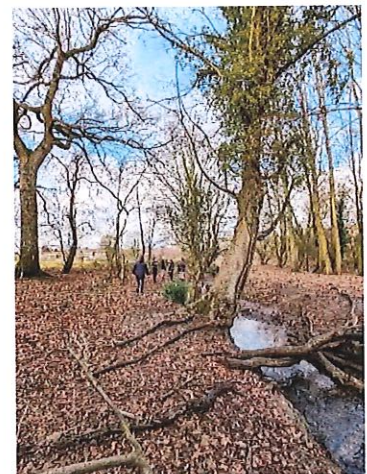
Clean Air update

- Sustainable Sawbridgeworth group regular meeting with HCC and EHC officers included discussion of a potential School Streets initiative
- Clean Air Night on 22 January to raise awareness of the health issues around wood burning stoves in homes
- Real-time air quality monitor on A1184 is not working properly – HCC and EHC officers are working with the supplier, Wellstat, to remedy this.



Citizen Science Group – Sawbridgeworth Brook tour #1 – 17 January

Bob Reed led the group's first outing on its new project to explore and document the Sawbridgeworth Brook's biodiversity and habitats.



East Herts Climate Forum – 3 December

- First half: summary provided on [East Herts Emissions Report 2025](#)
- Second half: highlighted urgent biodiversity loss in Hertfordshire, need for the partnership-driven local nature recovery strategy (LNRS), and lack of central funding. Success will depend on local collaboration, tailored measurement, and community empowerment. EHC will act as a connector, fostering networks and showcasing initiatives.

Hertfordshire Climate Change & Sustainability Partnership (HCCSP) annual event – 13 January

- Most people care about climate and nature but need clearer, local, everyday benefits to stay motivated
- Local government reorganisation creates a major chance to embed sustainability, strengthen partnerships, and plan proactively for heat, flooding, and other real-world climate impacts
- *Note: Ensure STC's emergency response plan for extreme weather events and how we work with other organisations (councils, emergency services, utilities, community groups) is complete and up to date.*

Up and coming (correct at time of writing)

- 24 January – Repair Café at SYPRC in Bullfields
- 27 January – Hertfordshire Nature Summit
- 31 January – Citizen Science Group Sawbridgeworth Brook tour #2

Appendix E



SAWBRIDGEWORTH TOWN COUNCIL

FINANCIAL REGULATIONS 2025 (v2)

Reviewed by Finance, Policy & Economic Development Committee 12th January 2026

Approved by Full Town Council TBC following the meeting on the 19th May 2025 agenda item 25/20

Amended by Finance, Policy & Economic Development Committee 14th April 2025

Sawbridgeworth Town Council

FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 27th January 2025

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**

- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations from the internal or external auditors

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or
- authorise any single commitment in excess of £20,000; and

2. Risk management and internal control

2.1. The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.

2.2. The Clerk/RFO shall prepare, for review by the Finance, Policy & Economic Development Committee and approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.

2.5. The accounting control systems determined by the Clerk/RFO must include measures to:

- ensure that risk is appropriately managed;
- ensure the prompt, accurate recording of financial transactions;
- prevent and detect inaccuracy or fraud; and
- allow the reconstitution of any lost records;
- identify the duties of officers dealing with transactions and
- ensure division of responsibilities.

2.6. At least once in each quarter, and at each financial year end, a member (usually the Chair of the Finance, Policy & Economic Development Committee) shall be appointed to verify bank reconciliations (for all accounts) produced by the Clerk/RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance, Policy & Economic Development Committee.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the Clerk/RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return (AGAR).
- 3.4. The Clerk/RFO shall complete and certify the annual Accounting Statements of the council contained in the AGAR in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the Clerk/RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the Clerk/RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by Finance, Policy & Economic Development Committee and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council

3.9. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions;
- provide financial, legal or other advice including in relation to any future transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.

3.11. The Clerk/RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.

3.12. The Clerk/RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

4.1. **Before setting a precept, the council must calculate its council tax/budget requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**

4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually usually in October/November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or relevant committee. The Clerk/RFO will inform committees of any salary implications before they consider their draft their budgets.

4.3. No later than December each year, the Clerk/RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.

4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the Finance, Policy & Economic Development Committee

4.5. Each committee shall review its draft budget and submit any proposed amendments to the Finance, Policy & Economic Development Committee not later than the end of November each year.

- 4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance, Policy & Economic Development Committee and a recommendation made to full council no later than the end of January for the ensuing financial year.
- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The Clerk/RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by Finance, Policy & Economic Development Committee.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The Clerk/RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council and advertise an

- open invitation for tenders in compliance with any relevant provisions of the Legislation if required. Tenders shall be invited in accordance with Appendix 1.
- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk/RFO shall seek at least 3 fixed-price quotes.
- 5.9. where the value is between £1,000 and £3,000 excluding VAT, the Clerk/RFO shall try to obtain 3 estimates (which might include evidence of online prices, or recent prices from regular suppliers.)
- 5.10. For smaller purchases, the Clerk/RFO shall seek to achieve value for money.
- 5.11. **Contracts must not be split to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items £10,000 and below excluding VAT.
 - the Clerk, in consultation with the Chair of the appropriate committee, for any items above £10,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items above £15,000 excluding VAT
 - all grants will be approved by Council.
 - the council for all items over £20,000;
- Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.
- 5.16. No individual member, or informal group of members may issue an official order, unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.

- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official Purchase Order shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the Clerk/RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the Clerk/RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds Bank. The arrangements shall be reviewed at least annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy and analysed to the appropriate expenditure heading by the Finance Officer, and then verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Clerk/RFO.
- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking or cheque, in accordance with a resolution of the council.

- 6.6. For each financial year the Clerk/RFO will draw up a schedule of regular payments due in relation to a continuing contract or obligation which the council may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.9. The Clerk/RFO shall have delegated authority to authorise payments in the following circumstances:
- i. any payments of up to £10,000 excluding VAT, within an agreed budget.
 - ii. payments of up to £5,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting Finance, Policy & Economic Development Committee.
- 6.10. The Clerk/RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, to the Council or Finance, Policy & Economic Development Committee. The council or committee shall review the schedule for compliance. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting, excluding detailed payments of individual staff members' salaries.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify two councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.
- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.

- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the finance committee provided that each payment is approved by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and Chair of Finance Committee. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities (other than secure password stores requiring separate identity verification) should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk

- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council or Finance, Policy & Economic Development Committee meeting. Any signatures obtained away from council meetings shall be reported to the council or Finance, Policy & Economic Development Committee at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and Finance Officer and any balance shall be paid in full each month.
- 9.3. Personal credit or debit cards of members or staff shall not be used except for expenses of up to [£250] including VAT, incurred in accordance with council policy.

10. Petty Cash

- 10.1. The Clerk/RFO shall maintain a petty cash float not exceeding £500 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
 - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.** No Councillor allowances are currently made.
- 11.3. Salary rates shall be agreed by the council, or the Finance, Policy & Economic Development Committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.

- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council and in accordance with the Council's Investment and Financial Management Strategy, which is attached hereto at Appendix B
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council's Investment Policy shall be in accordance with Statutory Guidance on Local Government Investments, and written be in accordance with relevant regulations, proper practices and guidance. The Investment Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk/RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the Clerk/RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk or other relevant officer. The Clerk/RFO shall be responsible for the collection of all amounts due to the council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the Clerk/RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.

13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the Clerk/RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.

13.5. Personal cheques shall not be cashed out of money held on behalf of the council.

13.6. The Clerk/RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.

13.7. Where significant sums of cash are regularly received by the council, the Clerk/RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

14. Payments under contracts for building or other construction works

14.1. Where contracts provide for payment by instalments the Clerk/RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.

14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

15.1. The Clerk/RFO shall be responsible for the care and custody of stores and equipment.

15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

16. Assets, properties and estates

16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

16.2. The Clerk/RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.

- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The Clerk/RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk/RFO will give prompt notification to the insurers of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The Clerk/RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The Clerk/RFO shall negotiate all claims on the council's insurers.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or the Finance, Policy & Economic Development Committee.

18. Suspension and revision of Financial Regulations

- 18.1. The council shall review these Financial Regulations annually and following any change of Clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.
- 18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order Point 18 FINANCIAL CONTROLS AND PROCUREMENT and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
- 7) All tenders over 50,000 should be agreed by Full council

Sawbridgeworth Town Council

Risk Assessment

2026 - 2026



LCRS 5. Risks report

Allotments

Sawbridgeworth Town Council Assessment for year 2026 To 2027

Your Duty = Powers to provide allotments

Requirement = To maintain an up to date register of allotment holders.

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Review
timing

Likelihood
of
occurrence

Impact
on
Council
Value

Your
action
required
(> 3)

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council Value	Your action required (> 3)
49	Administration/ Legal	Maintenance of Allotment Register	Maintain proper register ensuring all amendments promptly recorded. Define responsibility of allotment society where appropriate.	Annually	Low	Medium	2
415	Administration/ Legal	Absence of a completed agreement with every allotment holder.	Ensure agreement completed and signed by all parties prior to occupation. Maintain allotment register. Review agreement periodically to ensure adequacy of conditions.	Annually	Medium	Low	2
467	Administration/ Legal	Provision of adequate insurance cover	Carry out an annual review of insurance to ensure that all appropriate risks are covered. Carry out annual inspection of insurance held by third parties.	Annually	Low	High	3
219	Contractor	Poor Grass Cutting	Regular review/control of staff & equipment including training where necessary. Regular review of grass cutting contract and liaison with contractor. Arrange periodical site inspection. Enforce conditions of contract.	Annually	Medium	Medium	4
446	Environmental	Vermin	Define responsibility for standards of hygiene/cleanliness etc. of site. Enforce conditions of tenancy agreement. Carry out periodical physical inspection. Instigate appropriate action to deal with any identified problems	Annually	Medium	Medium	4
448	Environmental	Vandalism	Carry out periodical site inspection. Review security. Maintain liaison with law enforcement agencies. Instigate legal action against perpetrators where appropriate.	As and when	Medium	Medium	4



LCRS 5. Risks report

Allotments

Sawbridgeworth Town Council Assessment for year 2026 To 2027

Your Duty = Powers to provide allotments

Requirement = To maintain acceptable standards and minimize danger

Aim = Ensure that inspection timetable is adhered to.

Scoring note:
Low = 1,
Medium = 2
and High = 3

Review
timing

Likelihood
of
occurrence

Impact
on
Council

Risk
Value

Your
action
required
(> 3)

Ref	Risk	Hazard	Control	Quarterly	Low	High	3
53	Environmental	Dumping/Hazardous substances	Define responsibility for site control/security. Enforce tenancy agreement. Carry out periodical site inspection. Provide proper facilities for control and removal of waste. Liaise with police/other authority where necessary. Ensure responsibility for site maintenance defined. Enforce conditions of tenancy agreement. Maintain liaison with allotment society. Consider provision of skip facility.	Quarterly	Low	High	3
52	Environmental	Accumulation of rubbish	Enforce controls in tenancy agreement. Make arrangements for removal. Consider provision of skip facility. Define responsibility Carry out weekly site visits Enforce requirements of tenancy agreement. Notify Allotment holder of problem & serve notice where necessary. Liaise where appropriate with allotment society.	Annually	Medium	Medium	4
215	Environmental	Build up of non-compostable rubbish	Regular monitoring of sites with, where appropriate, the assistance of allotment society. Consider physical improvements to sites. Liaison with local policing teams in the areas affected. Define responsibility for maintenance of water supply. Ensure that system is in place to report and rectify all faults. Maintain such arrangements as necessary with local contractor. Review allotment rents and charges annually as an integral part of the annual budget process.	Quarterly	Medium	Medium	4
214	Environmental	Untidy Plots	Define responsibility for site control/security. Enforce tenancy agreement. Carry out periodical site inspection. Provide proper facilities for control and removal of waste. Liaise with police/other authority where necessary. Ensure responsibility for site maintenance defined. Enforce conditions of tenancy agreement. Maintain liaison with allotment society. Consider provision of skip facility.	Quarterly	Medium	Medium	4
311	Environmental	Vandalism of sites	Define responsibility for site control/security. Enforce tenancy agreement. Carry out periodical site inspection. Provide proper facilities for control and removal of waste. Liaise with police/other authority where necessary. Ensure responsibility for site maintenance defined. Enforce conditions of tenancy agreement. Maintain liaison with allotment society. Consider provision of skip facility.	Quarterly	Medium	Medium	4
301	Environmental	Loss / Damage to water supply	Define responsibility for site control/security. Enforce tenancy agreement. Carry out periodical site inspection. Provide proper facilities for control and removal of waste. Liaise with police/other authority where necessary. Ensure responsibility for site maintenance defined. Enforce conditions of tenancy agreement. Maintain liaison with allotment society. Consider provision of skip facility.	As and when	Medium	Medium	4
447	Financial	Failure to review rents & charges	Define responsibility for site control/security. Enforce tenancy agreement. Carry out periodical site inspection. Provide proper facilities for control and removal of waste. Liaise with police/other authority where necessary. Ensure responsibility for site maintenance defined. Enforce conditions of tenancy agreement. Maintain liaison with allotment society. Consider provision of skip facility.	Annually	Low	Low	1



LCRS 5. Risks report

Allotments

Sawbridgeworth Town Council Assessment for year 2026 To 2027

Your Duty = Powers to provide allotments

Requirement = To ensure that all income due to the council is properly

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
				Quarterly	Low	Medium	2	

449 Financial Failure to collect rents & charges

Define responsibility for collection of income due.
Maintain proper records of income received and banked
Enforce provisions of tenancy agreements
Maintain allotment register.
Follow defined procedure for ourstanding debt.
Enforce conditions of tenancy agreement.
Provide for periodical reconciliation to allotment register and financial report to council.

58 Physical Uncontrolled equipment.

Quarterly Medium 4 Yes

445 Physical Personal injury

Ensure that any conditions that might lead to personal injury are minimised and properly controlled.
Carry out periodical examination of allotment environment.

Annually High 3

59 Physical Maintenance of council owned equipment

Ensure that equipment is properly maintained through regular inspection/servicing.
Ensure that proper maintenance records are complete and up to date.

Annually Low 1

310 Physical Unoccupied Plots

Monthly Low 1

60 Physical Security

Contact details on notice boards.
Ensure that responsibility of allotment holders is clearly defined in tenancy agreement.
Ensure that proper facilities are place to safeguard council assets.

Annually Medium 4 Yes



LCRS 5. Risks report

Allotments

Your Duty = Powers to provide allotments

Requirement = To minimize risk to allotment holders and others when

Aim = Seek sight of contractors public liability insurance cover

Scoring note:

Low = 1,
Medium = 2
and High = 3

Sawbridgeworth Town Council Assessment for year 2026 To 2027

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
212	Physical	Public Injury as a result of contractor	Ensure that contract requires provision of appropriate insurance cover. Inspect contractors insurance documentation to confirm compliance.	As and when	Low	Low	1	
Completed by: <i>Christopher Fleet</i>				Date: <i>7/1/26</i>		Position: <i>Clerk</i>		
				No of risks scored		Average score:		
				20		3.0		



LCRS 5. Risks report

Bus Services

Sawbridgeworth Town Council Assessment for year 2026 To 2027

Your Duty = Power to provide transport schemes

Requirement = To ensure that the position of the council is fully protected.

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Review
timing

Likelihood
of
occurrence

Impact
on
Council Value

Your
action
required
Risk
Value
(> 3)

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council Value	Your action required Risk Value (> 3)
106	Legal	Provision of adequate insurance cover	Ensure that the council hold appropriate insurance cover for mandatory and other insurance risks. Ensure that agreed cover is held by service providers through the physical inspection of insurance documentation.	Annually	Low	Medium	2
114	Administration/ Legal	Agreement with service provider	Ensure that insurance is subject to annual review. Ensure that a signed agreement is in place as a prerequisite to service provision.	Annually	Low	High	3
113	Financial	Control of fares	Define responsibility for security of fares. Carry out regular stock checks and reconcile to stock records.	Annually	Low	Low	1
111	Financial	Cost control - subsidy level	Ensure proper system in place for distribution of tokens. Ensure that agreement with service providers for review. Ensure that review is properly carried out in accordance with agreed procedure.	Annually	Medium	High	6 Yes
112	Financial	Fare levels	Carry out periodic review of charges in conjunction with service provider and in accordance with service level agreement.	Annually	Low	Medium	2
110	Physical	Failure of service	Ensure that agreement with service provider is properly completed as a prerequisite of service provision. Enforce conditions of agreement where necessary. Maintain regular liaison with service provider.	Annually	Low	High	3

No of risks scored

Average score:

Position: Clerk

Date: 7/1/26

Completed by:

Christophe Muel



LCRS 5. Risks report

Cemeteries/Churchyards

Sawbridgeworth Town Council Assessment for year 2026 To 2027

Your Duty = Power to provide

Requirement = To ensure that the assets of the council are properly

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council Value	Your action required (> 3)
				Annually	Low	Medium	2

67 **Environmental** Maintenance of Cemetery including grasscutting.

Define responsibility and standards for cemetery maintenance and ensure that a planned programme is in place.
Ensure that any contracts for cemetery maintenance are properly signed and sealed.
Maintain adequate records of inspection to ensure that maintenance has been carried out and, where appropriate, all contract conditions have been met.
Enforce penalties for non performance.
Maintain efficient and effective security.
Maintain liaison with local enforcement agencies.
Take action as appropriate against offenders.
Consider banning dogs from cemeteries
Provide bags/receptacles for dog waste.
Ensure appropriate signs in place.
Enforce dog fouling laws.
Arrange for appropriate agency to deal with stray dogs where a problem.
Ensure that all charges are reviewed annually as an integral part of the budgetary process.
Define responsibility for collection of cemetery income.
Prepare debtor accounts promptly.
Ensure that all income due to the council and received is properly recorded.
Issue receipts for all income received.
Follow defined procedure for issue of reminders for unpaid accounts.
Take appropriate recovery action where necessary.
Arrange appropriate internal audit testing.
Council approval required for write-off of any bad debts.

69 **Environmental** Vandalism

Monthly **Medium** **Medium** 4 **Yes**

63 **Environmental** Dog fouling

Quarterly **Low** **Medium** 2

71 **Financial** Failure to review charges

Annually **Low** **Medium** 2

75 **Financial** Failure to collect charges

Annually **Low** **Medium** 2



LCRS 5. Risks report

Cemeteries/Churchyards

Sawbridgeworth Town Council Assessment for year 2026 To 2027

Your Duty = Power to provide

Requirement = To minimise risk of loss.

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Review
timing
Likelihood
of
occurrence
Impact
on
Council
Value
Risk
Value
Your
action
required
(> 3)

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council Value	Risk Value	Your action required (> 3)
55	Financial	Failure to bank income	Define responsibility for prompt banking of income received. Provide for regular statement of income to council/committee Provide for internal audit testing of income banked against underlying records	Annually	Low	Medium	2	
66	Physical	Security/control of equipment	Define policy and provide for security of premises and equipment Allocate responsibility for security/control. Maintain asset register.	Annually	Low	Medium	2	
86	Physical	Security of cemeteries and buildings	Responsibility for security defined. Staff employed or contract with service provider in place. Appropriate staff training complete. Detailed schedules/records maintained. Liaison with local enforcement agencies maintained. Define responsibility for property maintenance. Carry out/arrange regular inspection of all buildings. Maintain detailed records of all work scheduled/completed	Annually	Low	Medium	2	
444	Physical	Maintenance of buildings	Define responsibility for security. Ensure that security of all plant, equipment and premises is recognised as a priority. Maintain register of assets. Maintain liaison with local enforcement agencies. Determine responsibility for stock control. Arrange for regular stock checks. Maintain proper records. Reconcile stocks to sales etc records. Investigate significant differences. Provide for internal audit testing.	Annually	Low	Medium	2	
74	Physical	Theft						
0	Physical	Loss arising from theft/misappropriation		Annually	Low	Low	1	



LCRS 5. Risks report

Cemeteries/Churchyards

Sawbridgeworth Town Council Assessment for year 2026 To 2027

Your Duty = Power to provide

Requirement = To minimize risk of injury

Aim =

Scoring note:

Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
-----	------	--------	---------	---------------	--------------------------	-------------------	------------	----------------------------

72 **Physical** Headstones/kerbstones safety survey

Ensure that a comprehensive survey is completed.
Arrange for completion of any necessary work.
Ensure that facility users are aware of danger.
Arrange for regular inspections to ensure that standards are maintained.

Quarterly

Low

Medium

2

77 **Physical** Failure of Water Supply

Maintain appropriate records.
Ensure adequate insurance cover in place.
Ensure that all damage to water supply is promptly reported and dealt with.
Ensure that water bills are paid or disputes resolved before loss of supply becomes an issue.

As and when

Low

Medium

2

70 **Physical** Personal injury

Ensure that all staff have appropriate training and adhere to approved working practices.
Ensure that the correct, properly maintained tools are available as appropriate.
Ensure that all appropriate disclaimer notices, warning signs etc. are in place.
Ensure that any risks to the public are minimized and eliminated wherever possible.
Maintain records of training.
Maintain records of any injuries.
Ensure adequate insurance cover held.
Define responsibility in job descriptions etc.

Annually

Low

High

3

73 **Physical** Fire

Ensure Health/Safety testing complete.
Ensure appropriate staff training
Provide for strict security/control of combustible materials held by council.
Provide appropriate extinguishers etc.
Bar burning of rubbish/cemetery waste.

Annually

Low

N/A



LCRS 5. Risks report

Cemeteries/Churchyards

Sawbridgeworth Town Council
Assessment for year 2026 To 2027

Your Duty = Power to provide

Requirement = To ensure that all equipment is properly maintained

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
62	Physical	Maintenance of equipment	Define responsibility for equipment maintenance and ensure any necessary training is complete Ensure that all equipment is properly maintained through regular inspection/servicing. Ensure that proper maintenance records are complete and up to date.	Annually	Low	Medium	2	

Completed by: *Christopher Hunt* Date: *7/1/26* Position: *Clerk*

No of risks scored 15 Average score: 2.1



LCRS 5. Risks report

Code of Conduct

Sawbridgeworth Town Council Assessment for year 2026 To 2027

Your Duty = Duty to adopt a code of conduct

Requirement =

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
356	Legal	Failure to maintain /Update Register of Interests/Gifts	Ensure all council members are aware of their statutory responsibilities. Maintain appropriate registers.	Quarterly	Low	High	3	

Completed by:

Christopher Hunt

Date: 7/1/26

Position: Clerk

No of risks scored

1

Average score:

3.0



LCRS 5. Risks report

Commons and Common Pastures

Sawbridgeworth Town Council Assessment for year 2026 To 2027

Your Duty = Powers in relation to enclosure, as to regulation and

Requirement = To minimize the health hazard associated with dog fouling.

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Review
Annually

Likelihood
of
Medium

Impact
on
Council Value
Low

Risk
Value
2

Your
action
required
(> 3)

Ref
8

Environmental

Dog fouling

Ensure appropriate signage in place.
Provide bags/receptacles for dog waste.
Enforce dog fouling laws.

Arrange for appropriate agency to deal with stray dogs.
Arrange regular inspection.

10

Environmental

Vandalism

Review security arrangements.
Maintain liaison with enforcement agency.
Instigate legal action against perpetrators where possible.
Ensure that grass cutting/ sale of hay is subject to tender bids.

443

Environmental

Grass cutting/mowing/hay

Enforce conditions of contract.
Inspect contractor's insurance documentation.
Ensure that weed control is carried out annually as planned.
Arrange physical inspection of area(s) and report on effectiveness.

9

Environmental

Weed control

Enforce conditions of contract.
Inspect contractor's insurance documentation.
Ensure that weed control is carried out annually as planned.
Arrange physical inspection of area(s) and report on effectiveness.

408

Physical

Uncontrolled/unauthorised usage

Ensure proper control of hazardous substances.
Ensure that grazing etc. is carry out only in accordance with council policy.
Ensure that a signed agreement is in place for all users.
Ensure that recreational use is restricted to approved activity.

43

Physical

Inadequate maintenance of footpaths & bridle paths

Enforce regulations, byelaws controlling use.
Define responsibility for and ensure maintenance is carried out in accordance with planned programme.
Arrange provision for urgent/emergency work.
Ensure that any contracts are complete.
Arrange for periodical inspection and report.
Ensure that all necessary approvals re Preservation Orders etc. are obtained.
Ensure appropriate insurance cover in place.

Annually

Medium

Medium

4

Yes



LCRS 5. Risks report

Commons and Common Pastures

Sawbridgeworth Town Council Assessment for year 2026 To 2027

Your Duty = Powers in relation to enclosure, as to regulation and

Requirement = To minimize risk

Aim =

Ref 129 Physical Personal Injury

Scoring note:
Low = 1,
Medium = 2
and High = 3

Review
Annually

Likelihood
of
Low

Impact
on
Council Value
Low

Risk
Value
1

Your
action
required
(> 3)

Ensure that gates, fences, hedges etc are properly maintained.

Ensure that recognised paths & walkways are properly maintained.

Ensure that periodic inspection is carried out.

Ensure that the correct, properly maintained tools/equipment are available as appropriate.

Ensure that all staff have appropriate training and adhere to approved working practices.

Ensure that any risks to the public are minimized and eliminated wherever possible.

Ensure that all appropriate disclaimer notices, warning signs etc. are in place.

Ensure appropriate insurance cover in force.

Maintain appropriate records.

Define responsibility and ensure that maintenance is carried out in accordance with a planned programme.

Ensure that any contracts for maintenance work are complete.

Ensure that adequate provision is made for urgent repairs.

Ensure that appropriate staff training is complete.

Arrange for periodical inspection and report.

Ref 134 Physical Inadequate maintenance of trees & hedges

Review
Annually

Likelihood
of
Medium

Impact
on
Council Value
Low

Risk
Value
2



LCRS 5. Risks report

Commons and Common Pastures

Sawbridgeworth Town Council Assessment for year 2026 To 2027

Your Duty = Powers in relation to enclosure, as to regulation and
Requirement = To maintain standards of cleanliness and avoid risk

Aim =

Ref	Risk	Physical	Define responsibility for security/control of hazardous waste	Consider policing role and maintain liaison with local enforcement agencies.	Arrange periodic inspection of land and report	Ensure that appropriate signage is in place.	Enforce regulations/byelaw re unauthorized dumping.	Arrange prompt removal of rubbish ensuring that appropriate steps are taken to deal with any hazardous waste.	Define responsibility and ensure that maintenance is carried out in accordance with a planned programme.	Ensure that any contracts for maintenance work are complete.	Ensure that adequate provision is made for urgent repairs.	Ensure that appropriate staff training is complete.	Arrange for periodical inspection and report.	Review	Likelihood of	Impact on Council	Risk Value	Your action required (> 3)
409			Dumping of Rubbish/Hazardous waste											Annually	Low	Low	1	
132		Physical	Inadequate maintenance of fences and boundaries											Annually	N/A	Low		

Scoring note:
Low = 1,
Medium = 2
and High = 3

Completed by: *Christophe Ward* Date: *7/1/26* Position: *Clerk*

No of risks scored **9** Average score: **1.7**



LCRS 5. Risks report

Computing

Sawbridgeworth Town Council Assessment for year 2026 To 2027

Your Duty = Power to facilitate discharge of any function

Requirement = Maintain security of computer

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Review
timing

Likelihood
of
occurrence

Impact
on
Council

Risk
Value

Your
action
required
(> 3)

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Loss/damage arising from unauthorised use.	Restrict access through use of controlled passwords. Programme periodic password change. Maintain physical security of computer and site.	Annually	Low	High	3	
0	Physical	Loss arising from theft/misappropriation	Allocate responsibility for security of equipment. Maintain high security of site and equipment. Take particular care in respect of laptops/peripherals. Ensure that where appropriate internal and external security devices are installed	Annually	Low	High	3	
365	Technical	Crash of IT System	Ensure regular backup of data onto appropriate medium. Ensure that equipment is properly maintained. Restrict access to authorised users. Ensure that only approved software is used. Maintain effective anti virus software. Support Contract in place	Monthly	Medium	High	6	Yes
0	Technical	Loss of ability to carry our admin functions	Off site back up maintained	Quarterly	Medium	High	6	Yes

No of risks scored

4

Average
score:

4.5

Position: Clerk

Date: 7/1/26

Completed by: Christopher Hunt



LCRS 5. Risks report

Council Property and Documents

Sawbridgeworth Town Council Assessment for year 2026 To 2027

Your Duty = Duty to disclose documents and to adopt publication scheme

Requirement =

Aim = None

Scoring note:
Low = 1,
Medium =2
and High =3

Your
action
required
(> 3)

Likelihood
of
Council Value

Impact
on
Council Value

Risk
Value

Review
time

Low

High

3

Ref	Financial	Physical	Loss / Damage to Civic Regalia	Review time	Likelihood of Council Value	Impact on Council Value	Risk Value	Your action required (> 3)
314	Legal Liability as a result of Asset Ownership	Loss of assets		Annually	Low	High	3	
307				Annually	Low	Medium	2	
312				Monthly	Medium	Medium	4	Yes
313	Professional	Failure to effectively process documents		Daily	Low	Medium	2	

Completed by: *Christophe Hunt* Date: *7/1/28* Position: *Clerk*

No of risks scored

4

Average score: 2.8



LCRS 5. Risks report

Crime Prevention - CCTV

Sawbridgeworth Town Council Assessment for year 2026 To 2027

Your Duty = Powers to spend money on various crime prevention

Requirement = To ensure that council interest is properly represented

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (>3)
370	Administration/ Legal	Failure to appoint representative on CCTV group.	Ensure that representative(s) are properly appointed by council. Arrange periodical reports to council.	Annually	Low	Low	1	
0	Administration/ Legal	Failure to comply with Code of Practice	Ensure that where appropriate operatives are aware of code requirements Provide for necessary training	Annually	Low	Medium	2	
0	Administration/ Legal	Data Protection - Registration & compliance	Arrange for any necessary D P Registration. Ensure that personnel are aware of compliance requirements. Arrange necessary training.	Annually	Low	Medium	2	
0	Financial	Inadequate budget provision	Ensure that service/facility requirements are detailed in budget process.	Annually	Low	Low	1	
0	Physical	Security of control room operations	Determine policy for control room operations. Allocate responsibility for security/control of premises. Arrange appropriate staff training.	Quarterly	Low	Low	1	
0	Physical	Vandalism	Maintain liaison with local enforcement agencies. Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Monthly	Medium	Medium	4	Yes
0	Physical	Failure of system - equipment	Cllr appointed as police liaison to maintain engagement Define responsibility for use and control. Provide for any necessary training and regular testing. Ensure that proper maintenance contracts are in place. Make provision for urgent repairs.	Annually	Low	High	3	
0	Technical	Unauthorised use of equipment	Maintain proper records. Maintain security of system Set up password authorisation to restrict access.	Annually	Low	Low	1	



LCRS 5. Risks report

Crime Prevention - CCTV

Sawbridgeworth Town Council
Assessment for year 2026 To 2027

Your Duty = Powers to spend money on various crime prevention

Requirement = Maintain security of equipment

Aim = Ensure effective controls in place

Scoring note:

Low = 1,
Medium = 2
and High = 3

Review
timing

Likelihood
of
occurrence

Impact
on
Council

Your
action
required
(> 3)

Ref

Risk

Hazard

Control

No of risks scored

8

Average

score:

1.9

Position: *Clark*

Date: *7/1/26*

Completed by: *Christopher Hunt*



LCRS 5. Risks report

Data Protection

Your Duty = Duty of Notification and Duty to Disclose (subject access)

Requirement = To ensure that statutory requirements are met.

Aim =

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
37	Administration/ Legal	Breach of Confidentiality	Arrange Registration under the Data Protection Act. Formalise Procedure for dealing with Confidential Data.	Daily	Low	High	3	

Completed by:

Christopher Hunt

Date:

7/1/26

Position:

Clerk

No of risks scored

1

Average

score: 3.0

Scoring note:

Low = 1,
Medium = 2
and High = 3

Sawbridgeworth Town Council
Assessment for year 2026 To 2027



LCRS 5. Risks report

Employment of Staff

Sawbridgeworth Town Council Assessment for year 2026 To 2027

Your Duty = Duty to Appoint

Requirement = To ensure that the council fulfills it's responsibilities.

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Review
timing

Likelihood
of
occurrence

Impact
on
Council
Value

Your
action
required
(> 3)

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council Value	Your action required (> 3)
364	Administration/ Legal	Failure to comply with Employment Law	Issue contracts of employment to all employees Arrange annual review of Staff Contracts of Employment Awareness of new legislation. Arrange the necessary training to fulfil requirements Ensure procedures for key functions are documented.	Annually	Low	High	3
358	Professional	Loss of key staff	Review recruitment policy.	Quarterly	Low	High	3
361	Professional	Inability to recruit	Determine a policy for training. Arrange annual review.	As and when	Low	Medium	2
362	Professional	Lack of Training	Regular Staff Appraisals to highlight any training needs. Training through Citation contract has allowed for online training to be completed and completed annually. Other training requests will be assessed for performance of role. Encourage staff to network with other Clerks in the area. Maintain appropriate records.	Annually	Medium	Medium	4 Yes
352	Professional	Attacks on Personnel	Ensure that an effective security system is in operation. Ensure appropriate insurance cover held. Ensure other workers in building are aware of staff working alone. Ensure staff have telephone access at all times during their work. Advise staff to refuse admittance to the Council Offices to people unknown to them until such time as Members of the Council are in attendance.	Monthly	Low	High	3
38	Professional	Inability to retain staff	Regular Staff Appraisals Complete exit questionnaire.	Annually	Low	Low	1
363	Professional	Lack of Employee motivation/efficiency	Ensure that each employee has job description. Arrange regular staff appraisals. Maintain appropriate staff records. Defined training policy in operation.	Annually	Low	Medium	2



LCRS 5. Risks report

Employment of Staff

Sawbridgeworth Town Council
Assessment for year 2026 To 2027

Your Duty = Duty to Appoint

Requirement = To meet commitment of council employment policy.

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Your
action
required
(> 3)

Likelihood
of
occurrence

Impact
on
Council Value

Review
timing

Risk
Value

Ref

Risk

Hazard

Control

Average
score:

7

No of risks scored

2.6

Position: Clerk

Date: 7/1/26

Completed by: Chris Hunt-



LCRS 5. Risks report

Financial Management

Sawbridgeworth Town Council Assessment for year 2026 To 2027

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To ensure all expenditure is intra vires

Aim =

Scoring note:

Low = 1,
Medium = 2
and High = 3

Review
timing

Likelihood
of
occurrence

Impact
on
Council

Your
action
required
(> 3)

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Incurring expenditure without proper legal authority	Record in minutes powers under which expenditure is being approved.	Annually	Low	High	3	
0	Administration/ Legal	Failure to maintain record of council assets.	Define responsibility for maintenance of asset register. Ensure that all acquisitions/disposals are accurately and promptly recorded. Carry out periodical inventory checks.	Annually	Medium	Medium	4	Yes
302	Administration/ Legal	Failure to comply with Inland Revenue Regulations	Maintenance of comprehensive records of all calculations of income tax, national insurance deducted from pay Regular returns to Inland Revenue; prepared by the Clerk; checked by the Assistant Clerk Arrange prompt payment of all sums due.	Quarterly	Low	High	3	
303	Administration/ Legal	Failure to comply with Customs & Excise Regulations	Ensure that value added tax is properly administered. Refer to guidance in HMCE Notice 749. Seek further guidance from HMCE where necessary. Ensure that all input tax and output tax is properly recorded Complete and submit vat claims promptly and on a regular basis.	Quarterly	Low	High	3	
360	Financial	Failure to set a precept within sound budgeting arrangements	Reconcile claims to cashbook. Determine responsibility of clerk/committee/council. Ensure that presentation to committee/council follows an agreed timetable. Ensure that precept is set as a result of a full report detailing requirements for forthcoming year for all heads of income and expenditure. Review all charges made by the council. Review adequacy of all balances and reserves. Ensure that effective budget monitoring is in place throughout the year.	Monthly	Low	Medium	2	



LCRS 5. Risks report

Financial Management

Sawbridgeworth Town Council Assessment for year 2026 To 2027

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To minimize the risk of loss

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
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0 Financial Failure to maintain an effective payments system.

Determine responsibility for control of expenditure.
All payments to be supported by an invoice/voucher.
All detail to be checked and payment entered into a cashbook.
All payments to be approved by council and recorded in minutes.
All cheques to be signed by at least two authorized members.
Signatories to endorse cheque counterfoils and check payments against invoices/payment vouchers.
All expenditure to be the subject of sound budgetary control.

Monthly Low Medium 2

41 Financial Failure to keep proper financial records

Define responsibility through appointment of Proper Financial Officer
Ensure appropriate standing orders and financial regulations in place that are subject to periodic review.
Implement effective independent internal audit.
Introduce periodical checks by Chairman/other appointed members.

Monthly Low High 3

347 Financial Poor Financial Management

Arrange for regular financial reports to committee/council
Determine responsibility for the management of the financial affairs of the council.
Maintain and review Standing Orders/Financial regulations.
Maintain an effective budgetary control/financial reporting system.
Maintain an effective internal audit.

Annually Low High 3



LCRS 5. Risks report

Financial Management

Sawbridgeworth Town Council Assessment for year 2026 To 2027

Your Duty = Duty to ensure responsibility for financial affairs

Requirement = To ensure that expenditure is properly authorised and

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Review
timing

Likelihood
of
occurrence

Impact
on
Council
Value

Your
action
required
(> 3)

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council Value	Your action required (> 3)
304	Financial	Failure to ensure proper use of funds under specific powers / S137	Ensure that all expenditure under section 137 is separately recorded in the cashbook. Ensure that total expenditure does not exceed the statutory limitation for the council. Ensure that all grant applications are complete and fully supported prior to submission to committee/council Ensure that all approvals are properly recorded in council minutes. Ensure that no alternative statutory authority is available. Determine responsibility for cash at all sources. Ensure that receipts are issued for all income. Ensure that secure arrangements are in place for all monies held pending banking. Ensure that proper arrangements are in place for prompt recording and banking of all cash received. Ensure regular bank reconciliation Arrange regular report to council. Ensure that council holds adequate fidelity guarantee insurance. Ensure that appropriate insurance cover/policy is in force.	Quarterly	Low	High	3
305	Financial	Loss of money through theft/misappropriation.		Monthly	Low	High	3
306	Financial	Risk to third party as a consequence of providing a service		Annually	Low	High	3
Completed by: Chris Hunt				Date: 7/1/26		Position: Clerk	
				No of risks scored		Average score:	
				11		2.9	



**Sawbridgeworth Town Council
Assessment for year 2026 To 2027**

Requirement = To maintain proper records.

$$Aim =$$

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
200	Administration/ Legal	Maintenance of Investment Register	Determine responsibility for maintenance of investment register.	Annually	Low	High	3	
198	Financial	Inappropriate investment	Maintain effective internal audit. Define policy and responsibility for investment of council funds. Record details/approval of all investments in council minutes. Ensure regular report to council	Annually	Low	Medium	2	
377	Financial	Financial Loss i.e. theft	Determine policy/responsibility for investment. Ensure that investment/transfer/withdrawal of funds subject to council approval. Ensure that all transactions are subject to counter signatures of clerk/authorised council members. Arrange for regular financial/monitoring report to council.	Annually	Low	High	3	
199	Financial	Failure to review interest rates etc.	Determine policy and responsibility for investment of council funds. Carry out regular review to ensure maximum return is achieved. Maintain effective internal audit.	Annually	Low	High	3	

Completed by: Ph. ... Date: 7/1/25 Position: Clerk

No of risks scored: 4

Average score: 2.8

Completed by: Christopher Hunt Date: 7/1/26 Position: Clerk



LCRS 5. Risks report

Local functions

Your Duty = N/a - Local group to cover any risks not listed in other groups

Requirement = This record is created to allow any non listed Function to be

Aim = Complete your local action

Scoring note:

Low = 1,
Medium = 2
and High = 3

Sawbridgeworth Town Council Assessment for year 2026 To 2027

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
464	Administration/ Legal	large scale public event, weather dependent, adequate insurance cover required for liability.	Manage event through regular team meetings, pre event briefing, risk assessment completed and insurance liability in place as part of the road closure application	Annually	Medium	Medium	4	Yes
Completed by: <i>Christopher Hunt</i>				Date: <i>7/1/26</i>		Position: <i>Clerk</i>		
				No of risks scored		Average score:		
				1		4.0		



LCRS 5. Risks report

Meetings of the Council

Sawbridgeworth Town Council Assessment for year 2026 To 2027

Your Duty = Duty to meet

Requirement = Ensure that provisions of the act are met

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Review
timing

Likelihood
of
occurrence

Impact
on
Council

Risk
Value

Your
action
required
(> 3)

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Disability & Discrimination Act	Ensure that all conditions of the Act as they affect service provision are met. Allocate responsibility to ensure that standards/ongoing requirements are met. Carry out periodical review of service.	Annually	Medium	Medium	4	Yes
34	Administration/ Legal	Failure to report Council business in Minutes	Ensure proper, timely and accurate recording of council business in the minutes. Ensure that all minutes are signed and paginated. Maintain security of master copy.	Quarterly	Low	High	3	
40	Administration/ Legal	Failure to respond to the elector's wish to exercise its rights	Ensure members and staff are aware of Electors' Rights. Follow procedures for dealing with enquiries. Increase awareness of accessibility of the Council to the public	Annually	Low	Medium	2	
36	Administration/ Legal	Failure to comply with new Regulations /Legislation	Ensure that proper training policy is in place. Continue in membership of appropriate local/national associations. Continue to subscribe to appropriate publications. Encourage staff networking.	Monthly	Low	Medium	2	
355	Administration/ Legal	Failure to meet statutory duty on meetings	All notices are posted in the prescribed places 3 clear days prior to any meeting, All Councillors are notified of Meetings by way of a summons and agenda, Minutes of all meetings are taken and kept. Maintain attendance records.	Monthly	Low	High	3	
Completed by: <i>Christopher Hunt</i> Date: <i>7/1/26</i> Position: <i>Clerk</i>				No of risks scored	5	Average score:	2.8	



LCRS 5. Risks report

Open spaces

Sawbridgeworth Town Council Assessment for year 2026 To 2027

Your Duty = Power to acquire land and maintain

Requirement = To facilitate control of facilities

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Your
action
required
(> 3)

Likelihood
of
occurrence

Impact
on
Council

Risk
Value

(> 3)

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Absence of agreements with users, permits etc	Ensure that signed contracts/agreements/permits are place where necessary. Maintain a register of users.	Annually	Low	Low	1	
320	Environmental	Pollution	Carry out regular site inspections. Maintain record of any complaints received and instigate prompt action where appropriate. Liaise with local enforcement agencies.	Monthly	Low	Medium	2	
324	Environmental	Vandalism	Take reasonable action to maintain security of sites. Arrange for regular site visits. Consider use of professional security service where necessary. Maintain liaison with local enforcement agencies. Define policy for dealing with offenders. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders. Carry out regular site inspections. Arrange for safe disposal facility. Ensure any hazardous substances are properly dealt with. Maintain liaison with local enforcement agencies. Enforce regulations/byelaws as appropriate.	Daily	Medium	Medium	4	Yes
0	Environmental	Vandalism	Ensure that service income/expenditure is detailed in budgetary process.	Monthly	Medium	Medium	4	Yes
433	Environmental	Fly tipping	Ensure that appropriate regulations/controls are in place to minimize the risk of injury to all facility users. Arrange regular site inspection to ensure that defined standards are being maintained. Ensure that, where necessary, appropriate signage is in place. Maintain detailed records. Ensure appropriate insurance cover in place.	Weekly	Medium	Medium	4	Yes
0	Financial	Inadequate budget provision		Annually	Medium	Medium	4	Yes
441	Physical	Personal injury		Annually	Low	High	3	



LCRS 5. Risks report

Open spaces

Sawbridgeworth Town Council Assessment for year 2026 To 2027

Your Duty = Power to acquire land and maintain

Requirement = Top ensure that all council assets are properly maintained.

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Your
action
required
(> 3)

Risk
Value

Impact
on
Council

Likelihood
of
occurrence

Review
timing

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
3/5	Physical	Property Maintenance	Define policy for maintenance of assets. Allocate responsibility and ensure that any training requirement is complete Staff employed or contract with service provider in place. Ensure all property is properly maintained through regular inspection/servicing. Ensure that proper maintenance records are complete and up to date.	Annually	Medium	Medium	4	Yes
3/8	Physical	Stock control	Define responsibility for stock. Arrange for regular stock checks. Reconcile stock to sales/usage. Investigate significant differences. Maintain comprehensive stock records.	Annually	Low	Low	1	

Completed by: *Christopher Hunt* Date: *7/1/26* Position: *Clerk*

No of risks scored

Average score: 3.0

9



LCRS 5. Risks report

Planning & Development Control

Sawbridgeworth Town Council
Assessment for year 2026 To 2027

Your Duty = Rights of consultation

Requirement = To meet consultation timetable

Aim = Ensure the reduction in antisocial behaviour is considered

Ref
202

Environmental Failure to comply within consultation deadline

Ensure adequate number of Planning & Environment Cttee meetings are arranged.
Where necessary liaise with the Planning Authority for possible extension.

Scoring note:

Low = 1,
Medium = 2
and High = 3

Review
Annually

Likelihood
of
Medium

Impact
on
Council
Medium

Your
action
required
(> 3)
Yes

Risk
Value
4

Completed by: *Christopher Reed-*

Date: *7/1/26*

Position: *Clerk*

No of risks scored

1

Average
score:

4.0



LCRS 5. Risks report

Play Areas

Sawbridgeworth Town Council Assessment for year 2026 To 2027

Your Duty = Power to provide

Requirement = To maintain a register of complaints/injuries and action taken

Aim = Complete complaint etc. register as required

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
-----	------	--------	---------	---------------	--------------------------	-------------------	------------	----------------------------

0	Administration/ Legal	Inadequate maintenance of records	To ensure that proper records of all complaints/injuries are maintained.	Annually	Low	Medium	2	
0	Financial	Inadequate insurance cover	To include all relevant risks on the councils insurance policy	Annually	Low	Medium	2	
0	Financial	Inadequate budget provision	Ensure that service requirements are detailed in annual budget process.	Annually	Low	Medium	2	
0	Physical	Personal Injury	Define responsibility for regular inspection of play areas. Define responsibility for and ensure regular inspection of play equipment & play surfaces Arrange periodical inspection and report by suitably qualified professional. Ensure that inspection timetable is adhered to and inspection log completed. Maintain records of all inspections/maintenance. Ensure that a maintenance contract is in place.	Daily	Low	High	3	

Completed by: *Christophe Reed*

Date: *7/1/26*

Position: *Clerk*

No of risks scored

4

Average

score:

2.3



LCRS 5. Risks report

Provision of Office Accommodation

Sawbridgeworth Town Council Assessment for year 2026 To 2027

Your Duty = Power to provide

Requirement = To ensure proper financial provision.

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Category	Aim	Ensure requirements included in annual budget process	Review	Likelihood of	Impact on Council	Risk Value	Your action required (> 3)
0	Financial	Inadequate budget provision	Arrange periodical inspection of office.	Annually	Low	High	3	
349	Physical	Poor Office Conditions	Report any adverse conditions to council/committee/landlord as appropriate	Quarterly	Low	Medium	2	
			Arrange repair/maintenance etc. in accordance with tenancy agreement.					
350	Physical	Poor/Faulty Office Furniture	Arrange periodical inspection of office furniture and fittings.	Monthly	Low	Low	1	
			Where appropriate submit report to council/committee for approval to repair/replace.					
0	Physical	Fire	Ensure Health/Safety testing complete.	Annually	Low	Low	1	
			Ensure appropriate staff training					
			Provide for strict security/control of combustible materials held by council.					
			Provide appropriate extinguishers etc.					
			Ensure appropriate signage in place.					
			Ensure appropriate regulations/controls in hire documentation.					
357	Technical	Defective Electrical Equipment/Machinery	Ensure maintenance agreement/contract in place where appropriate.	Monthly	Low	Medium	2	
			Allocate responsibility for local repair/maintenance.					
			Restrict access to qualified personnel only.					
			Arrange regular inspection to ensure that any statutory obligations are met.					
			Maintain appropriate records.					

Average score: 1.8

No of risks scored 5

Position: Clerk

Date: 7/1/26

Completed by: Christopher Heul



LCRS 5. Risks report

Provision of Website/Internet Access

Sawbridgeworth Town Council
Assessment for year 2026 To 2027

Your Duty = Power to provide from 'free resource'

Requirement = To ensure proper financial provision

Aim =

Ref	Category	Requirement	Review time	Likelihood of occurrence	Impact on Council Value	Your action required (> 3)
0	Financial	Inadequate budget provision	Annually	Low	High	3
348	Technical	Failure of Website/Internet Providers Ensure a backup copy of data is maintained. Liaise with provider to ensure early reinstatement of service.	Weekly	Medium	Medium	4 Yes

Scoring note:
Low = 1,
Medium = 2
and High = 3

Completed by: *Christopher Hunt*

Date: *7/1/26*

Position: *Clerk*

No of risks scored

2

Average
score:

3.5



LCRS 5. Risks report

Public buildings and Village hall

Sawbridgeworth Town Council Assessment for year 2026 To 2027

Your Duty = Power to provide buildings for offices and for public meetings

Requirement = To provide effective control of facility bookings etc

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Review Action	Likelihood of Occurrence	Impact on Council	Risk Value	Your action required (> 3)
400	Administration/ Legal	Failure to complete user agreements	Low	Low	1	
29	Administration/ Legal	Inadequate representation on management committee	Low	Low	1	
11	Administration/ Legal	Maintenance of diary of events etc	Low	Medium	2	
411	Administration/ Legal	Failure to obtain necessary licences.	Low	Low	1	
0	Administration/ Legal	Absence of service level agreements completed and operational. Monitor performance to ensure conditions met. Review conditions periodically.	Low	Low	1	
266	Environmental	Noise etc pollution Where appropriate set conditions in hire documentation Carry out regular site inspections. Maintain record of any complaints received and instigate prompt action where appropriate. Liaise with local enforcement agencies.	Low	Low	1	



LCRS 5. Risks report

Public buildings and Village hall

Sawbridgeworth Town Council Assessment for year 2026 To 2027

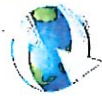
Your Duty = Power to provide buildings for offices and for public meetings

Requirement = To collect and bank all income due.

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Nature of Risk	Review Frequency	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
439	Financial Failure to collect income	Annually	Low	Low	1	
	Determine responsibility for collection of income Ensure that all income due to the council and received is properly recorded. Issue receipts for all income received. Arrange for prompt banking of all income. Follow defined procedure for reminders in respect of unpaid accounts. Take appropriate recovery action where necessary. Arrange appropriate internal audit testing. Council approval required for write-off on any bad debts. Ensure that service/facility requirements are detailed in Budget process.					
267	Financial Inadequate budget provision	Annually	Low	Low	1	
272	Financial Failure to set/review charges	Annually	Low	Low	1	
263	Physical Maintenance of buildings	Annually	Low	Low	1	
	Define responsibility for maintenance. Carry out regular inspections of all buildings. Ensure that where appropriate proper contractual arrangements are in place. Arrange staff training where required. Maintain detailed records of all work scheduled/completed					
269	Physical Vandalism	Annually	Low	Medium	2	
	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.					
262	Physical Security of premises and contents	Annually	Low	Medium	2	
	Define policy for security of premises and equipment Allocate responsibility for security/control of equipment. Maintain asset register.					



LCRS 5. Risks report

Public buildings and Village hall

Sawbridgeworth Town Council
Assessment for year 2026 To 2027

Your Duty = Power to provide buildings for offices and for public meetings

Requirement = To safeguard against fire risk

Aim =

Ref 264 Physical Fire

Scoring note:
Low = 1,
Medium = 2
and High = 3

- Ensure Health/Safety testing complete.
- Ensure appropriate staff training
- Provide for strict security/control of combustible materials held by council.
- Provide appropriate extinguishers etc.
- Ensure appropriate signage in place.
- Ensure appropriate regulations/controls in hire documentation.
- Determine responsibility for security.
- Ensure that security of all plant, equipment and premises is recognised as a priority.
- Provide for required staff training
- Maintain register of assets.
- Maintain liaison with local enforcement agencies.

Review of
Quarterly
Likelihood of
Low
Impact on
Council Value
Low
Your action
required
(> 3)
Risk Value
1

268 Physical Theft

Annually
Low
Medium
2

Completed by: *Christophe Mendel*

Date: 7/1/26

Position: *Clerk*

No of risks scored

14

Average score:

1.3



LCRS 5. Risks report

Public Conveniences

Sawbridgeworth Town Council

Assessment for year 2026 To 2027

Your Duty = Power to provide

Requirement = To meet statutory obligations for service provision.

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
261	Administration/ Legal	Disability & Discrimination Act	Ensure that all conditions of the Act as they affect service provision are met. Allocate responsibility to ensure that standards/ongoing requirements are met. Carry out periodical review of service. Ensure that all service level agreements are fully completed and operational. Monitor performance to ensure conditions met. Review conditions periodically. Determine responsibility for control. Ensure that all equipment is properly maintained and operating correctly. Ensure that all drains etc. are properly maintained and fully functional. Carry out appropriate tests and maintain records. Have arrangements in place to deal promptly with any problems arising.	Annually	Low	Low	1	
277	Administration/ Legal	Service level agreement with principal authority		Annually	Medium	Low	2	
292	Environmental	Pollution		Daily	Low	High	3	
294	Environmental	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Annually	Medium	Medium	4	Yes
291	Financial	Failure to collect all income	Define responsibility for collection of income Ensure that all income due to the council and received is properly recorded Arrange prompt banking. Arrange appropriate internal audit testing.	Annually	Low	Medium	2	
295	Financial	Failure to achieve desired standard of cleaning/hygiene	Define responsibility for cleanliness/hygiene of premises. Provide appropriate staff training. Maintain a maintenance log/cleaning regime. Arrange for periodical checks.	Daily	Medium	Low	2	
270	Financial	Inadequate budget provision	Ensure that service requirements are included in annual budget process.	Annually	Low	Low	1	



LCRS 5. Risks report

Public Conveniences

Sawbridgeworth Town Council
Assessment for year 2026 To 2027

Your Duty = Power to provide

Requirement = To maintain adequate water supply and minimise any

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
284	Physical	Water supply	Define responsibility. Ensure that system is in place to report and rectify all faults. Maintain such arrangements as necessary with local contractor.	Daily	Low	Low	1	
282	Physical	Maintenance	Define responsibility for maintenance. Ensure contractual arrangements in place for renewal/repair Carry out regular inspections of all premises. Maintain detailed records of all work scheduled/completed	Annually	Medium	Low	2	
280	Physical	Security	Define policy and provide for security of premises and equipment Allocate responsibility for security/control. Maintain asset register.	Annually	Low	Medium	2	

Completed by: *Christophe Hunt*

Date: *7/1/26*

Position: *Clerk*

No of risks scored

10

Average score:

2.0



LCRS 5. Risks report

Seats

Sawbridgeworth Town Council

Assessment for year 2026 To 2027

Your Duty =

Requirement = To safeguard against fire risk.

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
-----	------	--------	---------	---------------	--------------------------	-------------------	------------	----------------------------

0	Physical	Fire	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls adhered to.	Annually				
0	Physical	Injury or damage arising from use.	Carry out regular inspection of public seating & maintain records. Have necessary arrangements in place for repair/renewal. Ensure that appropriate insurance cover is held.	Annually				
0	Technical	Provision of inadequate public seating	Ensure that all applicants wishing to provide public seating are provided with a copy of the council policy. Inspect all seats prior to acceptance to ensure required standards are met.	Annually				

Completed by: *Christophe Hunt*

Date: *7/1/26*

Position: *Clerk*

No of risks scored

0

Average score:



LCRS 5. Risks report

Village Signs

Sawbridgeworth Town Council Assessment for year 2026 To 2027

Your Duty = Power to erect (with Highway Authority approval)

Requirement =

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Failure to obtain necessary approval.	Determine responsibility for administration. Ensure that appropriate applications are submitted to Highway Authority.	As and when	Low	Medium	2	
0	Financial	Inadequate budget provision	Ensure service requirement included in annual budget.	Annually	Medium	Low	2	
0	Physical	Inadequate maintenance.	Determine responsibility for maintenance. Arrange periodic inspection. Arrange for repairs/maintenance as required.	Quarterly	Low	Low	1	
206	Physical	Vandalism	Carry out regular inspection of signs. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Monthly	High	Low	3	

Completed by: *Christophe Meent*

Date: *7/1/26*

Position: *Clerk*

No of risks scored

4

Average
score:

2.0



LCRS 5. Risks report

War Memorials

Sawbridgeworth Town Council

Assessment for year 2026 To 2027

Your Duty = Power to maintain, repair, protect and adapt war memorials

Requirement =

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Inadequate maintenance.	Define responsibility for maintenance. Carry out regular inspections of memorials. Maintain detailed records of all work scheduled/completed	Annually	Low	Medium	2	
469	Physical	Inadequate budget provision	Review service provision within annual budget process.	Annually	Low	Low	1	
208	Physical	Vandalism	Maintain security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Annually	Low	Low	1	

Completed by: *Christophe Hunt*

Date: *7/1/26*

Position: *Clerk*

No of risks scored

3

Average score:

1.3



LCRS 5. Risks report

Web Sites

Sawbridgeworth Town Council Assessment for year 2026 To 2027

Your Duty =

Requirement = To ensure that the council has full control of web site

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Availability of Software tools to build and manage site	Ensure that the council controls ownership of the necessary software including web-site editor, FTP(File Transfer Tool), anti virus software, image management software and a word processor.	As and when	Low	Low	1	
0	Administration/ Legal	The placing of information on site that may put people at risk.	Ensure that all involved are aware of the risks involved when publishing information regarding individuals or groups of individuals . Formulate and implement a policy that follows best practice guidelines to protect those involved.	Annually	Low	High	3	
0	Administration/ Legal	Non compliance with Freedom of Information Act	Ensure that legal requirements are met in full. Ensure that ALL information, as declared in the Council Model publication, is available via the clerk to the council and alternatively via the web site.	Annually	Low	High	3	
0	Administration/ Legal	Loss of Data/ Inability to access backup	Ensure that a back-up copy of web content is held by the clerk and is updated on a monthly or other agreed timescale. Where web-site is subject to outside management carry out monthly review.	Monthly	Low	Medium	2	
0	Administration/ Legal	Dependence upon an individual	Ensure that a minimum of two people have the necessary ability to undertake all website activity and are up to date with current site status. Provide training where necessary to minimise risk. Ensure that appropriate insurance cover is held by council.	Annually	Low	Medium	2	
464	Administration/ Legal	Insurance			Low	Low	1	
0	Administration/ Legal	Confusion arising from links to external websites	Ensure that adequate control is in place and that website makes clear council privacy policy that it is not responsible for the privacy practices or the content of external Web sites.	Annually	Medium	Low	2	
0	Administration/ Legal	Compromise of copyright by inclusion of website links or frames.	If website contains links to other sites ensure permission of destination website is prerequisite.	Annually	Low	Low	1	



LCRS 5. Risks report

Web Sites

Sawbridgeworth Town Council

Assessment for year 2026 To 2027

Your Duty =

Requirement = To maintain adequate statistics

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
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0 Administration/ Legal Lack of visibility of visitor numbers.

Control

Ensure that a website statistics package is available on site.
Ensure that website statistics are available to council and are regularly reported to the appropriate council/committee meeting.
Ensure that examination of detail is an integral part of the review process.

0 Administration/ Legal Ownership and Control of Universal Resource Locator (URL)

Ensure that Clerk to the Council is listed as registrant of website when Web address is purchased and registered.
Ensure that hosting charges and domain renewal charges are met by council.

Ensure that council has full details of web address, account name, user name and password to manage the web address.

457 Administration/ Legal Content

Ensure that all content is specifically approved by council.

0 Administration/ Legal Non conformance with the Data Protection Act

Where posting information to web site, or storing personal information, ensure that permission is in place and the eight principles of data protection have been followed:
The data must be; fairly and lawfully processed; processed for limited purposes; adequate, relevant and not excessive; accurate; not kept longer than necessary; processed in accordance with the data subject's rights; secure; and not transferred to countries without adequate protection.

0 Administration/ Legal Lack of motivation for continued management of website.

Recognise risks associated with poor site maintenance and development - lack of users - lack of feed back - user dissatisfaction - waste of resources.
Ensure that proper recognition is given to site manager.
Arrange for regular review of site content, and development .

Consider setting up a small committee of interested members to support ongoing development of website.



LCRS 5. Risks report

Web Sites

Sawbridgeworth Town Council Assessment for year 2026 To 2027

Your Duty =

Requirement = To minimise risk and maximise visitor numbers.

Aim =

Scoring note:
Low = 1,
Medium = 2
and High = 3

Review
timing

Likelihood
of
occurrence

Impact
on
Council

Your
action
required
Risk
Value
(> 3)

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Your action required Risk Value (> 3)
0	Technical	Lack of visibility of website to search engines	Ensure that the site is registered with leading search engines (Rapid registration is available at a cost). Update and change the front page of the site (and other pages) regularly to ensure that the search engine Spider regularly visits the site and updates their listing.	Quarterly	Medium	Low	2
0	Technical	Inadequate control of web site	Ensure in all circumstances where third party is involved in design and control of web site that a written formal agreement is in place that details financial and other responsibilities between the council and third party(s). Issue a set of written guidelines controlling site content.	Annually	Low	Medium	2
0	Technical	Risk arising from poor design / appearance of web site	Ensure that design is undertaken by suitably qualified and experienced operators. Get details of and view previously developed sites. Set standards for site design and ensure that council is provided with full details prior to implementation.	As and when	Low	Low	1
0	Technical	Failure to meet needs/expectations of visitors to site.	Employ only suitably skilled persons to design develop site. Maintain a record of all views, comments, complaints received. Carry out a regular review of the web site, with third parties where appropriate and initiate agreed changes/improvements where necessary. Maintain dialogue with site visitors where appropriate.	Annually	Medium	Low	2

Completed by:

Christopher Hunt

Date:

7/1/26

Position:

Clerk

No of risks scored

17

Average
score:

1.9

Appendix F

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Full Town Council Meeting
From: Christopher Hunt
Subject: Clerks Report January 2026
Date: 20th January 2026

Town Clerk's Report – Full Council Meeting

1. Staffing Update

We currently have three members of staff on long-term sick leave. One member of staff has now returned on a phased return following an operation, and another employee reported sick last Monday. Appropriate support and welfare arrangements are in place.

2. Sawbobus Community Transport

The leased Sawbobus vehicle continues to perform well, and feedback from both passengers and drivers has been very positive.
The old Sawbobus is now ready for disposal, in line with the previously agreed decision to sell the asset.

3. Jubilee Gardens Project

A site visit has now taken place with Cllr Eric Buckmaster and the project designer. A report is being prepared to finalise the off-site planting plan, after which the planning application will be submitted.

4. West Road Allotments

The new entrance gate has been installed to secure the site from unauthorised vehicle access.
Ground preparation will take place this month so that new tenants can take over their plots as scheduled.

5. Staff Appraisals and Pay Review (Summary)

Appraisals for administrative staff have been discussed and will be finalised following the Appointments and Appraisal Committee meeting held in November. Outcomes will inform development needs and training priorities.

Local government pay increases and incremental progression have been reviewed and incorporated into the council's budget. Staffing cost projections include anticipated adjustments and any potential back-pay, ensuring an accurate forecast for the financial year.

Appendix G

Account	Title	2025-26 Approved Budget £	2026-27 Proposed Draft £	2027-28 Projected Budget £	2028-29 Projected Budget £	Incr/Decr %
Staff						
100	Staff					
4000	Salaries	243,480	252,145	262,231	272,720	3.6%
4035	NIC - Employers	31,270	32,570	33,873	35,228	4.2%
4040	Pension - Employers	32,070	23,035	23,956	24,915	-28.2%
	Expenditure	306,820	307,750	320,060	332,863	0.3%
Finance & Policy						
200	General Administration					
1076	Precept					
1090	Interest Received	6,000	5,500	5,000	5,000	-8.3%
	Income	6,000	5,500	5,000	5,000	-8.3%
4070	Subscriptions	2,860	2,780	2,836	2,892	-2.8%
4075	IT Support	13,000	12,000	12,240	12,485	-7.7%
4080	Training (Members)	500	500	510	520	0.0%
4081	All Travel Exes	550	600	612	624	9.1%
4082	Training (Staff)	1,000	1,000	1,020	1,040	0.0%
4083	Clerks Exes	100	100	100	100	0.0%
4090	IT Development	1,500	1,500	1,530	1,561	0.0%
4095	Photocopy Charges	1,500	1,500	1,530	1,561	0.0%
4100	Telephone/Broadband	2,500	2,200	2,244	2,289	-12.0%
4105	Postage	800	800	816	832	0.0%
4110	Stationery	1,000	1,000	1,020	1,040	0.0%
4115	Insurance	11,000	13,500	13,770	14,045	22.7%
4120	Bank Charges	500	300	306	312	-40.0%
4125	Repairs and Renewals	750	750	765	780	0.0%
4130	Staff Care	1,600	2,000	2,040	2,081	25.0%
4135	Office Care	3,000	2,500	2,550	2,601	-16.7%
4140	Office Equipment	1,500	1,500	1,530	1,561	0.0%
4180	Accountancy Services	3,000	3,500	3,570	3,641	16.7%
4185	Audit	3,565	3,800	3,876	3,954	6.6%
4190	Professional Fees	6,000	9,500	6,000	6,120	58.3%
4195	Tourism	1,000	1,000	1,000	1,000	0.0%
4200	Web-site	1,500	1,500	1,530	1,561	0.0%
4201	Web-site development	1,500	2,000	2,040	2,081	33.3%
4215	Town Signs	500	500	510	520	0.0%
4990	Contingency	2,000	5,000	2,550	2,601	150.0%
	Expenditure	62,725	71,330	66,495	67,802	13.7%
	Net Expenditure over Income	56,725	65,830	61,495	62,802	16.1%

Account	Title	2025-26 Approved Budget £	2026-27 Proposed Draft £	2027-28 Projected Budget £	2028-29 Projected Budget £	Incr/Decr %
210	Democratic Services					
1335	Civic Dinner Income	5,000	5,000	5,000	5,000	0.0%
	Income	5,000	5,000	5,000	5,000	0.0%
4310	Election Expenses	3,000	3,000	3,000	3,000	0.0%
4315	Mayors Allowance	1,500	1,500	5,000	5,000	0.0%
4330	Civic Events	3,000	3,000	5,000	5,000	0.0%
4335	Civic Dinner	5,000	5,000	5,000	5,000	0.0%
	Members Expenses	0	500	500	500	
	Expenditure	12,500	13,000	18,500	18,500	4.0%
	Net Expenditure over Income	7,500	8,000	13,500	13,500	6.7%
220	Grants					
4350	SYPRC - Utilities	1,000	1,000	1,000	1,000	0.0%
4355	Hailey Centre - Utilities	1,000	1,000	1,000	1,000	0.0%
4370	s137	75	75	75	75	0.0%
4375	Freedom of the Town	1,500	250	250	250	-83.3%
4380	General Grants	3,500	3,000	3,000	3,000	-14.3%
	Expenditure	7,075	5,325	5,325	5,325	-24.7%
	Net Expenditure over Income	7,075	5,325	5,325	5,325	-24.7%
	Finance & Policy - Income	11,000	10,500	10,000	10,000	-4.5%
	Finance & Policy - Expenditure	389,120	397,405	410,380	424,490	2.1%
	1&2. Finance & Policy Outcome	378,120	386,905	400,380	414,490	2.3%
Estates						
300	Civic Centre					
1400	Rental Income	800	1,000	1,000	1,000	25.0%
	Income	800	1,000	1,000	1,000	25.0%
4405	Rates	14,000	14,000	14,420	14,853	0.0%
4410	Heat & Light	10,000	9,000	9,270	9,548	-10.0%
4415	Water	650	670	690	711	3.1%
4420	Maintenance	5,000	5,000	5,000	5,000	0.0%
4445	New Equipment	5,000	3,000	5,000	5,000	-40.0%
	Expenditure	34,650	31,670	34,380	35,112	-8.6%
	Net Expenditure over Income	33,850	30,670	33,380	34,112	-9.4%
320	Hailey Centre					
1840	Recharged income	-	-	-	-	
1400	Rental Income	-	-	-	-	
	Income	-	-	-	-	
4420	Maintenance	5,000	5,000	6,000	6,000	0.0%
	Expenditure	5,000	5,000	6,000	6,000	0.0%
	Net Expenditure over Income	5,000	5,000	6,000	6,000	0.0%

Account	Title	2025-26 Approved Budget £	2026-27 Proposed Draft £	2027-28 Projected Budget £	2028-29 Projected Budget £	Incr/Decr %
	330 Other Rented Accommodation					
1400	Rental Income	-	-	-	-	
	Income	-	-	-	-	
4400	Rent	4,800	4,800	0	0	0.0%
	Expenditure	4,800	4,800	0	0	0.0%
	Net Expenditure over Income	4,800	4,800	0	0	0.0%
	Estates - Income	800	1,000	1,000	1,000	25.0%
	Estates - Expenditure	44,450	41,470	40,380	41,112	-6.7%
	3. Estates Outcome	43,650	40,470	39,380	40,112	-7.3%

Account	Title	2025-26 Approved Budget £	2026-27 Proposed Draft £	2027-28 Projected Budget £	2028-29 Projected Budget £	Incr/Decr %
Amenities						
400	Bullfields Allotment					
1500	Rent Income	910	1,200	1,224	1,248	31.9%
1510	Water Income	200	160	163	166	-20.0%
	Income	1,110	1,360	1,387	1,415	22.5%
4415	Water	600	670	683	697	11.7%
4420	Maintenance	700	700	714	728	0.0%
	Expenditure	1,300	1,370	1,397	1,425	5.4%
	Net Expenditure over Income	190	10	10	10	-94.7%
410	Bellmead Allotment					
1500	Rent Income	250	300	306	312	20.0%
1510	Water Income	30	30	31	31	0.0%
	Income	280	330	337	343	17.9%
4415	Water	100	150	153	156	50.0%
4420	Maintenance	250	250	255	260	0.0%
	Expenditure	350	400	408	416	14.3%
	Net Expenditure over Income	70	70	71	73	0.0%
420	Vantorts Allotment					
1500	Rent Income	175	200	204	208	14.3%
1510	Water Income	25	25	26	26	0.0%
	Income	200	225	230	234	12.5%
4415	Water	120	170	106	107	41.7%
4420	Maintenance	250	250	255	260	0.0%
	Expenditure	370	420	361	367	13.5%
	Net Expenditure over Income	170	195	132	133	14.7%
430	Southbrook Allotment					
1400	Rent Income	1,290	1,300	936	937	0.8%
1410	Water Income	170	175	179	182	2.9%
	Income	1,460	1,475	1,115	1,119	1.0%
4315	Water	500	625	638	650	25.0%
4320	Maintenance	700	700	714	728	0.0%
	Expenditure	1,200	1,325	1,352	1,379	10.4%
	Net Expenditure over Income	(260)	(150)	237	259	-42.3%

Account	Title	2025-26 Approved Budget £	2026-27 Proposed Draft £	2027-28 Projected Budget £	2028-29 Projected Budget £	Incr/Decr %
435	West Road Allotment					
1400	Rent Income	640	500	510	520	-21.9%
1410	Water Income	200	180	184	187	-10.0%
	Income	840	680	694	707	-19.0%
4315	Water	600	600	612	624	0.0%
4320	Maintenance	0	700	714	728	
	Set Up costs	3,500	-	-	-	-100.0%
	Expenditure	4,100	1,300	1,326	1,353	-68.3%
	Net Expenditure over Income	4,100	1,300	1,326	1,353	-68.3%
	Allotments - Income	3,890	4,070	3,761	3,819	4.6%
	Allotments - Expenditure	7,320	4,815	4,844	4,940	-34.2%
	Allotments Expenditure over Income	3,430	745	1,083	1,121	-78.3%
440	Cemetery					
1550	Burial Fees	48,400	40,000	40,800	41,616	-17.4%
1560	Memorial Fees	2,500	2,500	2,550	2,601	0.0%
1570	Grave Digging Income	2,600	3,000	3,060	3,121	15.4%
1580	Tree sales	3,000	3,000	3,060	3,121	0.0%
1581	Bench sales	3,500	3,500	3,570	3,641	0.0%
1582	Memorial Plaque Sales	1,200	750	765	780	-37.5%
	Income	61,200	52,750	53,805	54,881	-13.8%
4045	Subcontract Labour	1,000	2,000	2,040	2,081	100.0%
4415	Water	150	150	153	156	0.0%
4420	Maintenance	5,000	5,000	5,100	5,202	0.0%
4440	New Area- Spinney	3,000	3,000	3,060	3,121	0.0%
4520	Skip Hire	2,500	2,800	2,940	3,087	12.0%
4530	Trees	550	550	561	572	0.0%
4531	Benches	2,000	2,250	2,295	2,341	12.5%
4532	Memorial plaques	550	600	612	624	9.1%
4675	Publicity/Marketing	500	-	-	-	-100.0%
	Expenditure	15,250	16,350	16,761	17,184	7.2%
	Net Expenditure over Income	(45,950)	(36,400)	(37,044)	(37,697)	-20.8%
450	Playground					
4420	Maintenance	2,000	2,000	2,100	2,205	0.0%
4435	New Equipment	4,000	4,000	6,000	6,000	0.0%
	Expenditure	6,000	6,000	8,100	8,205	0.0%
	Net Expenditure over Income	6,000	6,000	8,100	8,205	0.0%

Account	Title	2025-26 Approved Budget £	2026-27 Proposed Draft £	2027-28 Projected Budget £	2028-29 Projected Budget £	Incr/Decr %
460	RHSOG Management					
4700	Maintenance	3,000	3,150	3,308	3,473	5.0%
	Expenditure	3,000	3,150	3,308	3,473	5.0%
	Net Expenditure over Income	3,000	3,150	3,308	3,473	5.0%
	Amenities - Income	65,090	56,820	57,566	58,700	-12.7%
	Amenities - Expenditure	31,570	30,315	33,012	33,802	-4.0%
	4. Amenities Outcome	(33,520)	(26,505)	(24,554)	(24,898)	-20.9%
Operations						
500	Groundsman					
1603	Conveniences coin operation	800	800	800	800	0.0%
1610	Sub Contract watering	275	275	275	275	0.0%
	Income	1,075	1,075	1,075	1,075	0.0%
4600	Planters	1,000	1,000	1,030	1,061	0.0%
4601	Bell Street Toilets Cleaning	800	800	824	849	0.0%
4602	Bell Street Toilet Repairs	5,000	5,000	5,150	5,305	0.0%
4615	Rangers Mower	2,000	3,000	3,090	3,183	50.0%
4620	Rangers Tools	3,000	3,000	3,090	3,183	0.0%
4625	Mower replacement	12,000	12,000	-	-	0.0%
4630	CCTV Maintenance Agreement	3,000	2,800	2,884	2,971	-6.7%
4635	CCTV Extension	3,000	3,000	3,090	3,183	0.0%
	Expenditure	29,800	30,600	19,158	19,733	2.7%
	Operations - Income	1,075	1,075	1,075	1,075	0.0%
	Operations - Expenditure	29,800	30,600	19,158	19,733	2.7%
	5. Operations Outcome	28,725	29,525	18,083	18,658	2.8%

Account	Title	2025-26 Approved Budget £	2026-27 Proposed Draft £	2027-28 Projected Budget £	2028-29 Projected Budget £	Incr/Decr %
Events						
600	Fun on the Field					
1670	Event Income	900	900	900	900	0.0%
	Income	900	900	900	900	0.0%
4045	Sub-contract Labour	800	800	840	882	0.0%
4670	Event Costs	1,000	1,000	1,050	1,103	0.0%
4675	Publicity	200	-	-	-	-100.0%
	Expenditure	2,000	1,800	1,890	1,985	-10.0%
	Net Expenditure over Income	1,100	900	990	1,085	-18.2%
610	Events General					
4670	Event Costs	1,000	1,500	1,575	1,654	50.0%
	RHSO 300 Event	500	-	-	-	-100.0%
	VE Day Events	5,000	-	-	-	-100.0%
	Expenditure	6,500	1,500	1,575	1,654	-76.9%
	Net Expenditure over Income	6,500	1,500	1,575	1,654	-76.9%
620	Christmas Festival					
1670	Event Income	800	1,000	500	501	25.0%
	Income	800	1,000	500	501	25.0%
4045	Sub-contract Labour	1,700	1,700	1,785	1,874	0.0%
4670	Event Costs	1,000	1,500	1,575	1,654	50.0%
4675	Publicity	500	500	525	551	0.0%
4685	Christmas Lights	15,000	15,000	15,000	15,000	0.0%
4690	Competitions	1,000	1,000	1,000	1,000	0.0%
	Expenditure	19,200	19,700	19,885	20,079	2.6%
	Net Expenditure over Income	18,400	18,700	19,385	19,578	1.6%

Account	Title	2025-26 Approved Budget £	2026-27 Proposed Draft £	2027-28 Projected Budget £	2028-29 Projected Budget £	Incr/Decr %
630	Markets					
1670	Event Income	8,000	-	8,000	8,160	-100.0%
	Income	8,000	-	8,000	8,160	-100.0%
	Car park Hire	9,000	-	9,000	9,180	-100.0%
4675	Publicity	4,000	-	4,000	4,080	-100.0%
	Expenditure	13,000	-	13,000	13,260	-100.0%
	Net Expenditure over Income	5,000	-	5,000	5,100	-100.0%
640	Projects					
4710	Hanging Baskets	1,500	-	-	-	-100.0%
4715	Planters Project	500	-	-	-	-100.0%
4720	Jubilee Gardens	100,000	10,000	10,000	10,000	-90.0%
4725	Fair Green	2,000	2,000	2,010	2,050	0.0%
4735	Remembrance Day	400	400	408	416	0.0%
4740	War Memorial	1,000	1,000	1,020	1,040	0.0%
	Expenditure	105,400	13,400	13,438	13,507	-87.3%
	Net Expenditure over Income	105,400	13,400	13,438	13,507	-87.3%
660	AirMazing/ Travel Challenge Event					
1680	Income (Other)	-	-	-	-	
	Income	-	-	-	-	
4670	Event costs	575	775	791	806	34.8%
4675	Publicity- Passports	200	300	306	312	50.0%
4680	Promotional Equipment	1,000	1,000	1,020	1,040	0.0%
	Expenditure	1,775	2,075	2,117	2,159	16.9%
	Net Expenditure over Income	1,775	2,075	2,117	2,159	16.9%
670	River Day					
1680	Income (Other)	50	40	40	40	-20.0%
	Income	50	40	40	40	-20.0%
4670	Event costs	150	200	200	200	33.3%
	Expenditure	150	200	200	200	33.3%
	Events - Income	9,750	1,940	9,440	9,601	-80.1%
	Events - Expenditure	148,025	38,675	52,105	52,843	-73.9%
	6. Events Outcome	138,275	36,735	42,665	43,242	-73.4%

Account	Title	2025-26 Approved Budget £	2026-27 Proposed Draft £	2027-28 Projected Budget £	2028-29 Projected Budget £	Incr/Decr %
700	Sawbobus - YN66 YEE					
1150	Grants Received	6,000	6,000	6,000	6,000	0.0%
1800	Fares	10,000	7,000	7,000	7,000	-30.0%
1820	Fuel Rebate	1,300	1,300	1,300	1,300	0.0%
1830	Sponsorship	6,000	4,500	4,500	4,500	-25.0%
	Income	23,300	18,800	18,800	18,800	-19.3%
4029	Salary	31,345	32,180	33,467	34,806	2.7%
4045	Sub contract labour	1,000	1,000	1,030	1,061	0.0%
4800	Fuel	8,500	8,500	8,755	9,018	0.0%
4805	Maintenance	6,000	1,000	1,030	1,061	-83.3%
4810	Tax & Insurance	1,550	1,550	1,597	1,644	0.0%
4816	Community Bus Reserve	-	15,000	15,000	15,000	
	Expenditure	48,395	59,230	60,879	62,590	22.4%
	7. Community Buses Outcome	25,095	40,430	42,079	43,790	61.1%
	Other Vehicles					
800	Hire Bus - GL61 HFP					
1830	Sponsorship	-	500	500	500	
1850	Vehicle Hire Income	500	500	500	500	0.0%
	Income	500	500	500	500	0.0%
4800	Fuel	550	550	567	583	0.0%
4805	Maintenance	1,250	1,000	1,030	1,061	-20.0%
4810	Tax & Insurance	1,290	1,500	1,545	1,591	16.3%
	Expenditure	3,090	3,050	3,142	3,236	-1.3%
	Net Expenditure over Income	2,590	2,550	2,642	2,736	-1.5%
810	Rangers Truck-WG64					
4800	Fuel	2,000	2,000	2,060	2,122	0.0%
4805	Maintenance	1,500	1,500	1,545	1,591	0.0%
4810	Tax & Insurance	1,070	1,200	1,236	1,273	12.1%
	New Vehicle	-	-	5,000	5,000	
	Expenditure	4,570	4,700	9,841	9,986	2.8%
820	Ranger #2 Vauxhall SY65 ZFJ					
4800	Fuel	1,250	1,250	1,288	1,326	0.0%
4805	Maintenance	1,500	1,000	1,030	1,061	-33.3%
4810	Tax & Insurance	1,080	1,200	1,236	1,273	11.1%
	Expenditure	3,830	3,450	3,554	3,660	-9.9%
820	Net Expenditure over Income	3,830	3,450	3,554	3,660	-9.9%
	Other Vehicles - Income	500	500	500	500	0.0%
	Other Vehicles - Expenditure	11,490	11,200	16,536	16,882	-2.5%
	8. Other Vehicles Outcome	10,990	10,700	16,036	16,382	-2.6%

Account	Title	2025-26 Approved Budget £	2026-27 Proposed Draft £	2027-28 Projected Budget £	2028-29 Projected Budget £	Incr/Decr %
Planning						
	910 Town Action Plan					
4910	TAP Costs	500	-	-	-	-100.0%
	Expenditure	500	-	-	-	-100.0%
	920 ATC Rent					
1400	Rental Income	-	1,600	1,656	1,714	
		-	1,600	1,656	1,714	
	Planning - Income	-	1,600	1,656	1,714	
	Planning - Expenditure	500	-	-	-	-100.0%
	9. Planning Outcome	(500)	(1,600)	(1,656)	(1,714)	220.0%
Summary						
	Total Expenditure	703,350	608,895	632,450	651,451	-13.4%
	Total Income	111,515	92,235	100,037	101,390	-17.3%
	Council Outcome	591,835	516,660	532,412	550,061	-12.7%
	To/From Reserves	(112,000)	(12,000)			-89.3%
	NET COUNCIL OUTCOME	479,835	504,660	532,412	550,061	5.2%

Centre Account			2025-26 Approved Budget £	2026-27 Proposed Budget £	2027-28 Projected Budget £	2028-29 Projected Budget £	Incr/Decr %
1/2	Finance & Policy	Income	11,000	10,500	10,000	10,000	-5%
		Expenditure	389,120	397,405	410,380	424,490	2%
		Net Expenditure	378,120	386,905	400,380	414,490	2%
3	Estates	Income	800	1,000	1,000	1,000	25%
		Expenditure	44,450	41,470	40,380	41,112	-7%
		Net Expenditure	43,650	40,470	39,380	40,112	-7%
4	Amenities	Income	65,090	56,820	57,566	58,700	-13%
		Expenditure	31,570	30,315	33,012	33,802	-4%
		Net Expenditure	(33,520)	(26,505)	(24,554)	(24,898)	-21%
5	Operations	Income	1,075	1,075	1,075	1,075	0%
		Expenditure	29,800	30,600	19,158	19,733	3%
		Net Expenditure	28,725	29,525	18,083	18,658	3%
6	Events	Income	9,750	1,940	9,440	9,601	-80%
		Expenditure	148,025	38,675	52,105	52,843	-74%
		Net Expenditure	138,275	36,735	42,665	43,242	-73%
7	Community Buses	Income	23,300	18,800	18,800	18,800	-19%
		Expenditure	48,395	59,230	60,879	62,590	22%
		Net Expenditure	25,095	40,430	42,079	43,790	61%
8	Other Vehicles	Income	500	500	500	500	0%
		Expenditure	11,490	11,200	16,536	16,882	-3%
		Net Expenditure	10,990	10,700	16,036	16,382	-3%
9	Planning	Income	-	1,600	1,656	1,714	
		Expenditure	500	-	-	-	-100%
		Net Expenditure	500	(1,600)	(1,656)	(1,714)	0%
Total			111,515	92,235	100,037	101,390	-17%
			703,350	608,895	632,450	651,451	-13%
			591,835	516,660	532,412	550,061	-13%
PLUS Transfers TO Earmarked Reserves							
PLUS Transfers TO General Reserves							
LESS Funded FROM Earmarked Reserves							
	EMR 320 Community Buses						
	EMR 345 Mower	(12,000)	(12,000)				
	EMR 340 Jubilee Gardens Market	(100,000)					
LESS Funded FROM General Reserves							
Funding Requirement - Precept			479,835	504,660	532,412	550,061	
Tax Base			4,140.86	4,150.45	4,150.45	4,150.45	
Band D Council Tax (pa)			£115.88	£121.59	£128.28	£132.53	
Band D Council Tax (pw)			£2.23	£2.34	£2.47	£2.55	
Band D Council Tax (pd)			£0.32	£0.33	£0.35	£0.36	
Council Tax increase (%)			4.95%	4.93%	5.50%	3.31%	
Council Tax increase (£pa)			£5.46	£5.71	£6.69	£4.25	

Reserves	01/04/2025
General Reserve	£115,380
Earmarked Reserves	
Community Buses	£87,944
War Memorial	£8,040
Elections	£5,511
Cemetery Development	£9,540
Jubilee Gardens	£90,000
Mower	£12,000
Hailey Centre	£2,063
Playgrounds	£3,465
Total Reserves	£333,943

PARISH OF Sawbridgeworth

LOCAL GOVERNMENT FINANCE ACT 1992

PRECEPT UPON BILLING AUTHORITY

WE the Parish Council of Sawbridgeworth Town Council (hereinafter called the "Parish Council") issue this precept to you the East Hertfordshire District Council (hereinafter called the "District Council") being the relevant Billing Authority for the said Parish in the sum of

Five Hundred and Four Thousand Six Hundred and Sixty Pounds

£ 504,660

being the Parish Council's total precept requirement for the financial year commencing 1 April 2026.

This precept is issued in respect of the general expenses of the Parish Council for the said financial year and is applicable to that part of the area of the District Council which constitutes the area of the Parish Council.

We hereby direct you the District Council to pay into the Parish Council's Bank Account, details as follows:-

Bankers: Lloyds Bank

Address: 29 Broad Walk Harvey Centre Approach Harlow Essex CM20 1JF (309389)

Sort Code: 30 - 93 - 89

Account Name: Sawbridgeworth Town Council

Account Number: 31771768

the said sum of Five Hundred and Four Thousand Six Hundred and Sixty Pounds £ 504,660

from the East Hertfordshire District Council General Fund to meet the expenditure and payments which the Parish Council estimates that it will incur in respect of the items referred to in Section 50(2) of the Local Government Finance Act 1992 (or any statutory modification or re-enactment thereof for the time being in force) and we authorise payment of the said sum to the above named on our behalf in the proportions and on the dates specified in the Annual Schedule of Payments determined by East Hertfordshire District Council.

Signed at a meeting of the Parish Council held on the 26th day of January 2026

Presiding Chairman

Two Members of the
Parish Council

COUNTERSIGNED

Clerk to the Parish

Appendix H

GRANT APPLICATIONS JANUARY 2026

At the January 2025 Full Town Council meeting, Members agreed that:

- The Council should ensure fairness across both annual grant rounds (July and January).
- Where funds remain after the January decisions, Members may reconsider July applications alongside the January ones at the same January meeting.
- This allows the full year's applications to be viewed together when deciding whether to allocate any remaining budget.

Current Grant Position (2025/26 Budget)

- Three applications have been received for the January 2026 round.
- If all three are awarded in full, the Council will have:

£1,023 remaining available for distribution within this financial year.

Under the January 2025 direction, this remaining balance may be considered across both July and January applications.

Summary of July 2025 Applications (for reference)

Applicant	Request	Outcome
Hertfordshire Boat Rescue – Water Safety Patrols	£500	Granted
East Herts District Council – Diversionary Activities	£500	Not granted – more information requested
Sawbridgeworth Fire & Rescue – Replacement Defibrillator	£500	Granted
The Fabric Folk CIC – Repair Workshops	£500	Not granted – asked to align with Repair Café
CanalAbility – Volunteer Badges	£400	Not granted – further detail requested

These applications may be revisited during the January meeting if Members undertake the re-evaluation exercise.

Required Actions at the January 2026 Meeting

1. Consider and decide the three January applications.
2. Confirm the remaining budget (likely £1,023 if all three are granted in full).
3. Determine whether to re-evaluate July and January applications together to distribute remaining funds, in line with the direction agreed in January 2025.

Grant Applications Received (January 2026 Round)

1. Friends of Sawbridgeworth Neuro Centres

Amount Requested: £500

Purpose:

To support the ongoing maintenance of the woodland area surrounding the Neuro Centre. This outdoor space is used regularly by complex-needs patients as part of their therapeutic and wellbeing activities. The funding would contribute towards essential upkeep to ensure the woodland remains safe, accessible, and beneficial to service users.

2. Sawbridgeworth Town Twinning Association

Amount Requested: £500

Purpose:

To assist with hosting visitors from Sawbridgeworth's twin town, Moosburg an der Isar (Germany), during their scheduled visit in October 2026. The grant would help fund:

- A communal evening event for both towns
 - A group visit to St Albans Cathedral
- These activities strengthen international friendships and provide cultural exchange opportunities for local residents.
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3. CanalAbility

Amount Requested: £477

Purpose:

To offer 24 Sawbridgeworth residents with a wide range of disabilities the opportunity to take part in an Easter River Cruise.

The project will consist of:

- Two boat trips, each accommodating 12 participants
- The funding will help ensure the trips remain accessible, inclusive, and fully supported for all attendees.