

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 29th September 2025** 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
23rd September 2025

AGENDA

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

25/58 APOLOGIES FOR ABSENCE

To receive any apologies for absence

25/59 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Pecuniary Interest by Members

25/60 MINUTES



To approve as a correct record the minutes of the Meeting of the town council held on 28th July 2025 (M03) [Attached Appendix A]

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

Action	Owner	Update
To write to Morrisons again to raise concerns over the size of delivery vehicles used in Bell Street deliveries.	Clerk	Email sent 29 th July 2025 and copied into the police Cllrs Pagdades, Rattey and Eric Buckmaster copied in. No response received chase email sent 23 rd September 2025
To liaise with Cllr Rattey regarding local businesses being considered for the Responsible Food	Cllr Furnace	

	Awards		
	To Liaise with Bob Reed to collate a response to be submitted to the local Nature Recovery Strategy consultation.	<i>Cllr Furnace</i>	
	To write to EHDC Interim Chief Executive on behalf of Sawbridgeworth Town Council challenging the recent decision and process in separating the town into four wards	<i>Clerk</i>	<i>Letter sent 29th July and confirmation received from Helen Standen who has referred the letter to the Monitoring Officer. Further action being taken in conjunction with Buntingford Town Council, Cllr Angus Parsad-Wyatt leading.</i>
	To review the application process for grant funding to assess if it needed updating	<i>Clerk</i>	<i>The funding application has been reviewed following the last round in July. This was due to concerns over information included in the applications. The applications when received will be assessed and any further information is required the Clerk will request this is submitted prior to consideration.</i>
[📎]	To write on behalf of the Town Council raising concerns to both Councillor Crystall and MP Dean to review these matters with urgency and to advocate for greater fairness, transparency, and investment in the town's infrastructure and community resources.	<i>Clerk</i>	<i>Letter sent 29th July 2025 to Cllr Ben Crystall and MP Josh Dean. Response from MP Josh Dean received 18th September and attached to meeting pack. [Attached Appendix B] Chase email sent to Cllr Crystal 23rd September 2025</i>
[📎]			

25/61

PLANNING COMMITTEE

[📎]

To receive and note the minutes of the Planning Committee held on 23rd July 2025 (P05) [Attached Appendix C]

[📎]

To receive and note the draft minutes of the Planning Committee held on 15th September 2025 (P06) [Attached Appendix C]

- 25/62 PUBLIC FORUM**
To receive representations from members of the public on matters within the remit of the Town Council.
- 25/63 FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE**
[📄] To receive and note the draft minutes of the Finance and Policy Committee held on 15th September 2025 (F02)
[Attached Appendix D]
- 25/64 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
To receive mayor's appointments and communications
- 25/65 REPRESENTATIVES REPORTS**
[📄] To receive representatives reports from:
 - County Councillor
 - District Councillors
 - Hertfordshire Police
 - Other Representatives
[📄]
 - Cllr R Buckmaster
 - Cllr A Furnace Sustainable Sawbridgeworth
 - Cllr S Penney Sports Association (Verbal update)*[Attached Appendix E]*
- 25/66 TOWN CLERK REPORT**
[📄] To receive and note clerk's report for the month of September 2025.
[Attached Appendix F]
- 25/67 TOWN PROJECT MANAGERS REPORT**
[📄] To receive an update from the Town Project Manager's report for the month of September 2025.
[Attached Appendix G]
- 25/68 FINANCE MATTERS**
[📄] To consider any matters relating to the finances and Annual Governance and Accountability Return (AGAR) of the Council.
 - To update with on the external audit from PKF Littlejohn.
 - Variance report*[Attached appendix H]*
- 25/69 POLICY MATTERS**
[📄][👉] To consider any matters relating to policies for the future development of Town Council services to the community.
 - To adopt the draft document, Safeguarding Policy and Procedure.*[Attached Appendix I]*
- 25/70 STC ASSET PURCHASE**
[📄][👉] To consider the purchase and management of the original red telephone box situated in The Forebury.
Paper from Joanne Sargant refers.
[Attached Appendix J]
- 25/71 LOCAL GOVERNMENT REORGANISATION**
[📄][👉] The Clerks paper refers to options to consider as devolution is being planned and consultations take place.
[Attached Appendix K]

25/72 COMMUNITY GOVERNANCE REVIEW

To discuss the Community Governance Review (CGR) and the impact on warding and next steps.



Observations from Cllr John Rider [Attached Appendix L]

Verbal update Cllr Eric Buckmaster

25/73 FOOTPATH UPDATE



To discuss the gritting of roads and car parks in the town and the footpath from Elmwood leading to the river Stort.

Cllr John Rider

[Attached Appendix M]

25/74 REDUCING THE COUNCIL'S CARBON FOOTPRINT

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

Cllr A Furnace

25/75 FINANCIAL REPORT



To note the current Financial Report

[Attached Appendix N]

25/76 ACCOUNTS FOR PAYMENT

To note and approve accounts for payment.

25/77 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 28nd July 2025**.

Those present

Cllr Eric Buckmaster
Cllr Ruth Buckmaster
Cllr Annelise Furnace
Cllr Dawn Newell
Cllr Salvatore Pagdades
Cllr Angus Parsad-Wyatt

Cllr Nathan Parsad-Wyatt
Cllr Simon Penney
Cllr Greg Rattey
Cllr John Rider
Cllr Reece Smith
Cllr Steve Smith

In attendance:

3 x members of the public

Welcome by the Town Mayor followed by thought for the day was read by Cllr Annelise Furnace.

25/41 APOLOGIES FOR ABSENCE

There were no apologies, all members were present.

25/42 DECLARATIONS OF PECUNIARY INTEREST

There were none.

25/43 PUBLIC FORUM

Questions

1. A question was received via email in relation to making the Annual Town Meeting more inclusive with the use of a larger venue. The Clerk stated he had secured the use of the Hailey Centre which would allow for community groups to engage with community members and the chamber for a more formal area for councillor engagement.
2. A question regarding the proposed yellow lines in Bell Street was made due to difficulty in entering and exiting the car park when vehicles park at these points in Bell Street.
Cllr Eric Buckmaster will review the plans for the parking restrictions.
Cllr Greg Rattey raised the issue with the delivery lorries to Morrisons. The Clerk stated he has written three times to Morrisons with no response from the area manager but he will try again.

ACTION - Clerk to write to Morrisons again to raise concerns over the size of delivery vehicles used in Bell Street deliveries.

25/44 MINUTES

Resolved: To approve as a correct record the minutes of the Meeting of the town council held on 30th June 2025 (M02)
[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.

<i>Action</i>	<i>Owner</i>	<i>Update</i>
Clerk to write to Gary Salisbury at Harlow College offering support on behalf of Sawbridgeworth Town Council for the development of the colleges specialism in construction for students.	Clerk	Email sent 1 st July 2025 and thanks sent from Gary Salisbury for the councils quick response and support for the project.
Clerk to update and circulate new calendar date for the ATM 2026	Clerk	Updated meeting calendar/schedule emailed to all Cllrs and Staff 1 st July 2025.
Clerk to set up a meeting regarding section 106 funding with Cllr Simon Penney and the EHDC 106 officer.	Clerk	Email sent to Jackie Bruce 1 st July 2025, further emails have answered questions in relation to diverting Sect 106 funds which is not achievable due to regulations and agreements made at the time of the development planning process for Sawb 3.

25/45

PLANNING COMMITTEE

Received and noted: the minutes of the planning committee held on 30th June 2025 (P03)

Received and noted: the draft minutes of the planning committee held on 14th July 2025 (P04)

25/46

TOWN ACTION PLAN AND AMENITIES COMMITTEE

Received and noted: the draft minutes of the Town Action Plan and Amenities Committee held on 14th July 2025 (T01)

25/47

MAYOR'S CORRESPONDENCE/COMMUNICATIONS

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

- Welcomed the new vicar for Grt St Mary's Church Dr Sara Batts-Neale who was present at the meeting.
- Attended the 'LevFest' at Leventhorpe School.
- Attended 'Mande-Fest' at Mandeville School.
- Attended Leventhorpe and liased with head of sixth form and careers staff regarding the youth initiative and youth engagement.
- Celebrated the repair café's third anniversary.
- Supported the Mayor of Broxbourne's charity event.
- Thanked councillors for attending his civic function.

25/48

REPRESENTATIVES REPORTS

Received and noted: Representatives reports from:

- County Councillor Eric Buckmaster additionally added;

- Conservative members questioned the administration regarding the decision to putting the council chamber up for sale. It was felt this decision was premature due to the unknown demands relating to the local government reorganisation and what type of council chamber will be needed. A large conference area in Stevenage will be used in the interim it was reconsidered at cabinet but the decision was upheld.
- Raised awareness of the Gilston area monitoring framework, made up of different agencies, Hunsdon and Eastwick and Gilston parish councils have not been invited to join the groups and are not happy with this decision and are hoping to get more involvement over time.
- A new parking enforcement contract has been agreed, shared with Stevenage, Welwyn and East Herts.
- Consultations launched last week were draft statement of gambling principles.
- Some severe weather incidents took place with heavy rain two weeks ago, where some areas suffered hydraulic overload. Thames Water has been contacted who have responded with limited information to resolve these issues.
- The LCWIP consultation is in September
- Footpath 9 will be considered for a more permanent surfacing for the future.

Questions.

Cllr Pagdades asked how much it would be costing to move the County Council to Stevenage offices.

Cllr Eric Buckmaster stated approximately one million pounds.

Cllr Furnace asked regarding the Local Government Reorganisation, can a meeting be held in Sawbridgeworth?

Cllr Eric Buckmaster responded, there will be a consultation in the Autumn which will offer the Town Council the chance to respond.

Cllr Furnace asked if the Hertfordshire Responsible Food Awards could be applied to our local businesses, she agreed to work with with Cllr Rattey on this matter.

Cllr Eric Buckmaster stated this could be worthwhile and a good approach.

Regarding the local Nature Recovery Strategy, which is due in by the 8th September it would be good if we responded as a Council. She suggested she could contact Bob Reed for a response to be developed. Cllr Eric Buckmaster stated this was a good idea and supported this suggestion.

ACTION – Cllr Furnace to liaise with Cllr Rattey regarding local businesses being considered for the Responsible Food Awards

ACTION – Cllr Furnace to liaise with Bob Reed to collate a response to be submitted to the local Nature Recovery Strategy consultation.

- Cllr Ruth Buckmaster
 - The Sawbridgeworth Library were taking part in Children's summer activities.
 - At DMC a battery energy storage system was discussed in Stocking Pelham.

- Cllr Angus Parsad-Wyatt

- Explained the Hatfield Forest Mitigation Strategy to stop the degradation from the large number of visitors. A levy will be placed on developers in the local area. This will be £540 per house being built within a 11.1 KM radius around the forest.

Cllr John Rider raised why local money was being demanded when the National Trust have a Billion pounds of assets. Our local infrastructure is in dire need of finance. Should local development fund Sawbridgeworth rather the Hatfield Forest in Essex.

Cllr Angus Parsad-Wyatt explained this was a separate levy and developments will have section 106 funding to fulfil which the Town Council will need to monitor to ensure this is earmarked for the Town.

- An update was made on the Community Governance Review and the decision that EHDC members agreed that Sawbridgeworth was to be warded even though on several occasions Town Councillors and other representatives had argued against this several times. He made representations at the working group and at the East Herts District Council meeting last week. He outlined reasons as to why the decision to ward was flawed as the ratio of councillors to voters was disproportionate creating an unequal representation. Consultation leaflets are in question if these were produced and sent out to the community. A five year electorate forecast is to be produced and shared as part of the CGR process and this was not made available. The request by the community to remain unwarded has been ignored.

Due to these matters he has written to the Interim Chief Executive at EHDC to review the decision to separate Sawbridgeworth into wards.

Cllr Eric Buckmaster stated Cllr Angus Parsad-Wyatt's report was excellent and the meeting to ward the town was disappointing and makes it difficult for independent councillors to stand.

Cllr John Rider stated this was an imposition for all the Town Councillors and was voted to represent the people of the town. He stated the consultation held in the chamber was a farce as he feels it wasn't a consultation and the procedures were wrong. He asked if the Clerk could refer the matter to the boundary commission. He also stated London wards have a maximum of three councillors, it was wrong to have five councillors for one of the four wards in Sawbridgeworth.

Cllr Nathan Parsad-Wyatt asked for a letter to be sent from Sawbridgeworth Town Council as he felt there was a case for a legal challenge.

Cllr Reece Smith stated the decision to Ward the Town was shocking and disappointing. The decision appears to be made along political lines and not what Sawbridgeworth people want. He asked what was available under the legal challenge route.

Cllr Ruth Buckmaster said she was extremely upset at the decision and mentioned that the leader Ben Crystal stated that no one had emailed him saying they didn't like it. She would encourage residents to email him offering feedback to this decision.

Cllr Angus Parsad-Wyatt explained the legal procedure and

hopefully it can be resolved at a local level at an early stage. Again the Town has been ignored as with other recent matters such as the swimming pool and car parking charges.

Cllr Steve Smith raised a matter from the EHDC meeting that should town councillors be consulting members of the public regarding warding.

Cllr Pagdades felt it was EHDC's responsibility to run the consultation and the matter had been on the Town Councils website, minutes and letters sent previously echoing the communities view.

Cllr Ruth Buckmaster stated she had consulted with members of the public when asked at the EHDC meeting and was accused by an officer of only speaking with likeminded people regarding her views.

ACTION - Clerk to write to EHDC Interim Chief Executive on behalf of Sawbridgeworth Town Council challenging the recent decision and process in separating the town into four wards.

- Herts police – No report received.
- Cllr Ruth Buckmaster updated on SYPRC who had held an AGM recently and the officers remain the same and funding is being sought for window replacement.
- Cllr Annelise Furnace updated that it was the 3rd anniversary for the Repair Café. The next energy hub will be at Fun on the Field event and could the councillor stall be placed next to the Energy Hub and councillors support the volunteers.
- Cllr Penney wanted it minuted that the Sawb3 106 funding inflexibility was disappointing and Sawb4 should be a real focus moving forwards.
Cllr Furnace stated the wording in the 106 agreements appeared to offer some flexibility. The Clerk responded that this was looked into in some depth and the only flexibility related to the football club funding and that Leventhorpe and Grange Paddocks funding was to pay back loans for the Grange Paddocks development which has now been completed and therefore not available for reallocation.
Cllr Nathan Parsad-Wyatt highlighted the inflexibility of the 106 funding and Community Infrastructure Levy (CIL) was more flexible and the new unitary council may want to apply this funding process in the future.
- Cllr Steve Smith updated at the recent Hailey Centre AGM. Cllr Eric Buckmaster had been voted in as the chair of the committee and Angela Alder stood down following 18 years in the role and will take up the deputy chair role.

25/49

TOWN CLERK REPORT

Received and noted: the clerk's report for the month of July 2025.

25/50

TOWN PROJECTS MANAGER REPORT

Received and noted: the Town Project Manager's report for July 2025

25/51

GRANT APPLICATIONS

To consider and **resolve** the following grant applications:
The Mayor explained the process and invited councillors to indicate if they were for or against the applications.

1. Hertfordshire Boat Rescue
Water Safety Patrols **£500**
Granted,
[prop Cllr Ruth Buckmaster; sec'd Cllr Nathan Parsad-Wyatt]

2. East Herts District Council
Diversionary Activities **£500**
Not Granted to supply detail in how many young people have used the activity. The scheme should be scheduled at high demand times over the summer school holidays rather than the half term periods. Encouraged to reapply in January to cover the summer holidays.
[prop Cllr Reece Smith; sec'd Cllr Greg Rattey]

3. Sawbridgeworth Fire and Rescue
Replacement defibrillator **£500**
Granted,
[prop Cllr Angus Parsad-Wyatt; sec'd Cllr Penney]

4. The Fabric Folk CIC
Run Repair workshops **£500**
Not Granted The scheme appears to fall closely with the Repair Café and volunteers have welcomed a meeting with the applicant. It was agreed that the scheme should be set up alongside the Repair Café and once up and running a further application should be made if proving successful.
[prop Cllr Nathan Parsad-Wyatt; sec'd Cllr Ruth Buckmaster]

5. Canal Ability
Volunteers name badges **£400**
Not Granted It was agreed the organisation was doing an amazing job but further detail around the cost of the badges, number of people and events in Sawbridgeworth would assist councillors decision and a further application was encouraged,
[prop Cllr Greg Rattey; sec'd Cllr Newell]

ACTION - The Clerk to review the application process for grant funding to assess if it needed updating

25/52

REPRESENTATION TO THE COUNTY AND DISTRICT COUNCIL

To consider issuing a formal response to Hertfordshire County Council and/or EHDC, requesting a reassessment of the financial and service provision allocation and urging greater investment in our town's infrastructure.

Cllr John Rider made the following observations;

I wish to bring forward a number of pressing concerns regarding recent decisions and ongoing challenges that have deeply affected our town and its residents.

Firstly, the changes to parking fees at the Bell Street car park have placed undue strain on local businesses and community clubs. Due to the town's geography and the lack of viable alternative parking in the center, these increases threaten to undermine economic activity and community engagement in our town core.

Secondly, following the closure of the Leventhorpe swimming pool, there has been a distinct lack of support in facilitating children's access

to Grange Paddocks. This gap in provision is unacceptable and risks excluding our young people from essential recreational and developmental opportunities.

We also remain concerned about planning and licensing decisions regarding the Vault, which were made despite local objections. Similarly troubling is EHDC's refusal to grit its own car park during adverse weather, while Hertfordshire Highways has been unable to resolve gritting issues on Bell Street. While alternative solutions are being explored, these failures raise serious questions about preparedness and responsibility.

Additionally, the removal of frequently used litter bins—without consultation with elected members or our local community—has further eroded trust. This lack of communication and consideration is symptomatic of a wider disconnect, now reflected in ongoing debates over warding arrangements for our town.

Another matter requiring urgent attention is the Jubilee Gardens project. Despite our commitment and efforts, the initiative has suffered from insufficient support, risking the loss of critical funding. Furthermore, a related planning application has been left unaddressed for months.

Collectively, these issues paint a troubling picture. I speak plainly when I say: our town is being sidelined. We pay our fair share of rates and yet do not receive equitable service provision compared to other towns in the district. Our residents deserve better.

I urge this Council to reflect seriously on these concerns and take meaningful steps toward remedying the imbalance. We are ready to engage in constructive dialogue—but only if there is a genuine commitment to fairness, transparency, and investment in our community.

Resolved - The Town Clerk to write on behalf of the Town Council raising concerns to both Councillor Ben Crystall and MP Josh Dean to review these matters with urgency and to advocate for greater fairness, transparency, and investment in the town's infrastructure and community resources.

[prop Cllr Rider; sec'd Cllr Rattey]

25/53

REDUCING THE COUNCILS CARBON FOOTPRINT

Cllr Furnace updated on areas that have been attributed to reducing the councils carbon footprint in line with the 3 Acorns report recommendations.

- Skip use and fly tipping has been reduced.
- Mulching mower in use to reduce waste production
- Chamber electricity turned off when not in use
- Energy Hub advice available on the website
- Staff handbook updated to highlight energy saving areas whilst at work
- Eco cleaning products are being utilised
- Changing bank is still under review
- West Road water harvesting
- New member of the Eco Group is reviewing the 3 acorns report

25/54 DEPOSIT & CONSULTATION DOCUMENTS

Noted: deposit and consultation documents

25/55 FINANCIAL REPORT

Noted: The current Financial Report

25/56 ACCOUNTS FOR PAYMENT

Noted and Approved: Accounts for payment.

25/57 ITEMS FOR FUTURE AGENDAS

To debate the wording for the REDUCING THE COUNCILS CARBON FOOTPRINT agenda item.

To consider re wording the second paragraph of its pledge from

From

- *In the interim, commit the council towards reducing its own carbon footprint to an absolute minimum by May 2027 [end of current council's term] whilst at the same time identifying a pathway to offset its residual carbon.*

To

- *In the interim, aim to reduce the council's own carbon footprint to an absolute minimum by May 2027 (the end of the current council term), while identifying and pursuing a clear strategy to offset any residual emissions*

Meeting ended at 8:30pm

<i>Action</i>	<i>Owner</i>	<i>Update</i>
To write to Morrisons again to raise concerns over the size of delivery vehicles used in Bell Street deliveries.	Clerk	Email sent 29 th July 2025 and copied into the police Cllrs Pagdades, Rattey and Eric Buckmaster copied in.
To liaise with Cllr Rattey regarding local businesses being considered for the Responsible Food Awards	Cllr Furnace	
To Liaise with Bob Reed to collate a response to be submitted to the local Nature Recovery Strategy consultation.	Cllr Furnace	
To write to EHDC Interim Chief Executive on behalf of Sawbridgeworth Town Council challenging the recent decision	Clerk	Letter sent 29 th July and confirmation received from Helen Standen who has referred the letter to the Monitoring Officer

and process in separating the town into four wards		
To review the application process for grant funding to assess if it needed updating	<i>Clerk</i>	
To write on behalf of the Town Council raising concerns to both Councillor Crystall and MP Dean to review these matters with urgency and to advocate for greater fairness, transparency, and investment in the town's infrastructure and community resources.	<i>Clerk</i>	<i>Letter sent 29th July 2025 to Cllr Ben Crystall and MP Josh Dean. Response received MP Josh Dean</i>

Signed.....

Date.....

Appendix B

Sawbridgeworth Town Council

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



MAYOR
Cllr Salvatore Pagdades

TOWN CLERK
Christopher Hunt Dip CSMP®

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

29th July 2025

To:
Councillor Ben Crystall

To:
The Rt Hon Josh Dean MP

Dear Councillor Crystall and MP Dean,

Re: Ongoing Concerns Regarding Service Provision and Infrastructure Support in Sawbridgeworth

On behalf of Sawbridgeworth Town Council, I write to express our continued concern regarding a number of unresolved issues that are negatively affecting our town, its residents, and local organisations.

As raised in recent representations by Councillor John Rider and supported by all members, these matters include:

- **The increase in parking fees at Bell Street car park**, which, despite formal representations from this Council, was implemented without meaningful consideration of local feedback. The lack of alternative parking in the town centre further compounds the impact on our small businesses, community clubs, and residents who rely on accessible parking to support local activity.
- **The closure of Leventhorpe swimming pool**, following which, the nearest viable facility is Grange Paddocks in Bishop's Stortford. While this offers a potential solution, the additional travel costs have placed an unsustainable burden on families and schools. Multiple requests for financial support to assist with transport have gone unanswered, leaving parents to absorb the cost or schools to divert already limited resources, despite swimming being a statutory requirement under the national curriculum.
- **Planning and licensing decisions** regarding The Vault proceeded without due consideration for the scale of public concern. Meetings saw record public attendance, reflecting the strength of local opposition. The authorisation of a large premises outside the town centre footprint, adjacent to residential housing and directly opposite a school, with no dedicated parking provision, has had an immense impact on the community. Yet the voices of residents appear to have been sidelined throughout the process.

- **EHDC's decision to not grit its own car park** during hazardous weather conditions, alongside unresolved gritting responsibilities for Bell Street with Hertfordshire Highways, has led to avoidable safety concerns. Although alternative arrangements from Herts Highways are reportedly under review, tangible progress has not yet been seen. This is essential, as Bell Street car park is bordered by our town's GP surgery, a pharmacy, a nursery, and several businesses.
- **The removal of regularly used litter bins** was carried out under a district-wide review without direct consultation with Sawbridgeworth Town Council or members of the public. While the rationale for bin reduction was presented at a workshop for district councillors, no opportunity was provided for local elected representatives or residents to contribute meaningfully to the decision-making process. This lack of engagement undermines confidence in the Council's commitment to local partnership and transparency.
- **Critical delays in advancing the Jubilee Gardens project** have jeopardised essential funding. The initial submission for planning permission, made in February, remains outstanding. These delays stem from a lack of timely pre-planning advice and the departure of the dedicated planning officer overseeing the project. No out-of-office notification or email forwarding was in place, leaving the Town Council without a point of contact and unable to progress the application. This breakdown in communication has significantly hindered the project timeline and risks undermining the viability of the initiative.
- **Continued uncertainty regarding the Community Governance Review** has caused concern amongst residents over the future representation of our town within the broader governance structure. Despite numerous requests not to proceed and further representations made to the working party and EHDC members at the full council meeting last week, the proposals appear to follow a pattern of predetermined decision-making.

Taken collectively, these issues reflect a pattern of disproportionate service provision and a lack of equitable treatment toward Sawbridgeworth. Our town continues to contribute fairly through rates and civic engagement, yet we are not receiving the support, attention, or investment seen elsewhere in the district. The approach taken reflects a one-size-fits-all model that fails to account for the unique needs and identity of our town, and undermines confidence in the Council's willingness to engage meaningfully with local voices.

We call upon both of you, in your respective roles, to advocate urgently for a reassessment of how services, funding, and infrastructure are allocated across the district, with a specific focus on fairness and transparency for Sawbridgeworth.

Finally, we reaffirm our invitation - sent in April - for Councillor Crystall to visit Sawbridgeworth and meet with Town Council members. Josh, you are of course also very welcome to attend. We believe an open and direct dialogue is essential for progress.

Thank you for your attention to these matters. We look forward to your response and to collaborating toward a more balanced and supportive future for our town.

Yours sincerely,

Chris Hunt - On behalf of Sawbridgeworth Town Council

Christopher Hunt CiLCA, Dip. CSMP®

Sawbridgeworth Town Clerk, Sawbridgeworth Town Council



Josh Dean MP
Member of Parliament for Hertford and Stortford

Christopher Hunt,
Town Clerk

Cllr Salvatore Pagdades,
Mayor of Sawbridgeworth

Sawbridgeworth Town Councillors

Sent via email

Our Ref: JD08308

Thursday 18th September 2025

Dear Chris, Salvatore and Councillors,

Re: Service provision and infrastructure support in Sawbridgeworth

Thank you for taking the time to write to me on behalf of Sawbridgeworth Town Council regarding your concerns around service provision and infrastructure support from East Herts Council.

As you will be aware, as our Member of Parliament, I do not have direct jurisdiction over the running of any of our local authorities. However, since my election last year, I have aimed to meet with the Leaders, Chief Executives, Town Clerks and/or Mayors of all our local councils on a quarterly basis. I appreciate you including me in this correspondence.

Whilst I believe it would be more appropriate for Councillor Crystall and East Herts Council to respond in detail to each of the points you have raised, I want to assure you that I would be happy to discuss any of these in detail at our next meeting. If there is a specific action you wish for me to take or an area where I can offer immediate support, please do let me know.

In the first instance, if you feel it is appropriate, I recommend writing directly to Councillor Ben Crystal as the Leader of East Herts Council, or the Chief Executive Officer Helen Standen to voice your concerns in the form of an official complaint.



Josh Dean MP
Member of Parliament for Hertford and Stortford

Should you exhaust East Herts Council's complaints procedure, the Ministry of Housing, Communities and Local Government sets national standards and policy for local government.

However, should neither of the above options resolve your complaint in a satisfactory manner, I would be open to discussing whether I can raise any of your concerns with the relevant Minister.

I completely agree that an open and direct dialogue is essential. Should a meeting be organised between yourselves and Councillor Crystal, I would be happy to attend diary permitting. Please keep in touch with my office if this is something both parties are happy for me to attend.

I know we all want to see our local authorities operate fairly and effectively, for the role important of our town councils to be recognised, and for a positive working relationship to be maintained at all levels. I am keen to support this in any way I can.

If there is anything else I can do in the meantime then please don't hesitate to reach out.

With best wishes,

Josh Dean MP
Member of Parliament for Hertford and Stortford

Appendix C

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 28 July 2025** at 8.34pm.

Those present

Cllr Ruth Buckmaster
Cllr Nathan Parsad-Wyatt
Cllr Simon Penney

Cllr Angus Parsad-Wyatt
Cllr Salvatore Pagdades
Cllr Steve Smith

In attendance:
L Nolan – Planning Officer

Cllrs E Buckmaster & Furnace

- P 25/45 APOLOGIES FOR ABSENCE**
To receive and approve any apologies for absence. None received - all present.
- P 25/46 PUBLIC FORUM**
To receive representations from members of the public on matters within the remit of the Planning Committee. There were none.
- P 25/47 DECLARATIONS OF PECUNIARY INTEREST**
To receive any Declarations of Interest by Members. There were none.
- P 25/48 MINUTES**
Resolved: To approve as a correct record the minutes of the Meeting held on:
• 14 July 2025 (P04) [*prop Cllr A Parsad-Wyatt; secd Cllr Pagdades*]

To attend to any matters arising from these Minutes and not dealt with elsewhere on the Agenda. There were none.
- P 25/49 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. Discussed at full council meeting (M04).
- P 25/50 NEIGHBOURING DEVELOPMENTS**
To report & receive updates on proposed neighbouring developments.
• Stansted Airport Expansion. Discussed at full council meeting (M04).
- P 25/51 PLANNING APPLICATIONS RECEIVED FROM EHDC**
To consider Planning Applications received from EHDC since the last meeting of the Planning Committee.

3/25/1030/HH **4 Blakes Court, Church Street, CM21 9TD**
Installation of external air conditioning unit and vehicle bollards
STC Comment: No objection [*prop Cllr N Parsad-Wyatt; secd Cllr A Parsad-Wyatt*]

P 25/52 **LATE PLANNING APPLICATIONS**
To deal with Planning Applications received from EHDC following the
Publication of this Agenda and received before 25 July 2025.

3/25/1087/VAR **Land at Railway Meadow, London Road, Spellbrook, CM23 4AU**
Variation of condition 2 (Approved drawings), condition 11 (Hard and Soft Landscaping), condition 18 (Access), condition 19 (Surface Water Drainage), condition 22 (Foundations) pursuant to planning permission 3/24/0957/VAR dated 10/10/2022 for (Variation of appeal conditions 2 (approved plans), 8 (contamination), 16 (northern window openings), 17 (southern window openings), 18 (access arrangements), 20 (highways works) and 21 (car parking) and removal of appeal condition 5 (northern and southern access) relating to appeal reference number: APP/J1915/W/22/3297661 (Local Planning Authority Reference Number: 3/21/1178/FUL) (For: Erection of 7 dwellings, associated vehicular access, landscaping and infrastructure.) Amendments to reflect: new site levels, altered siting of dwellings, revision to house type with frontage parking incorporated, removal of references to glass screens/roof terraces, changes to access arrangements, changes to access road layout, changes to parking arrangements, revised proposals for widening of public footpath and revised positioning of crossings.) to enable implementation of the approved scheme prior to the expiry of the existing permission in October and to allow additional time for the applicant to engage with the Highways Authority and secure a Section 278 agreement.
STC Comment: No objection [*prop Cllr R Buckmaster; secd Cllr S Smith*]

P 25/53 **PLANNING DECISIONS MADE BY EHDC**
To receive Planning Decisions from EHDC.

3/25/0801/HH **40 Pishiobury Drive, CM21 0AE**
Demolition of a single storey rear extension, garage and car port and front projection. Construction of a two storey front and side extension and part two storey, part single rear extension. Raising of the ridge height, to create second floor and addition of rear dormers. Creation of a first floor terrace. Insertion of first floor and second floor windows and alterations to the fenestration.
STC Comment: No objection in principle provided EHDC deem ridge height to be in proportion and the tree remains protected
EHDC Decision: Granted

3/25/0911/HH **51 Bullfields, CM21 9DF**
First floor rear extension, insertion of two first floor side windows and replacement of first floor front window
STC Comment: No objection
EHDC Decision: Granted

P 25/54 **PLANNING APPEALS**
To receive notification from EHDC of Planning Appeals. There were none.

Meeting Closed at 8.41pm

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 15 September 2025** at 7pm.

Those present

Cllr Ruth Buckmaster
Cllr Nathan Parsad-Wyatt

Cllr Angus Parsad-Wyatt
Cllr Steve Smith

In attendance:

C Hunt – Town Clerk
L Nolan – Planning Officer

Cllrs Rattey & R Smith

P 25/55 APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence. Apologies received from Cllrs Pagdades & Penney and accepted [*prop Cllr S Smith; secd Cllr R Buckmaster*]

P 25/56 PUBLIC FORUM

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

P 25/57 DECLARATIONS OF PECUNIARY INTEREST

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

P 25/58 MINUTES

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

- 28 July 2025 (P05) [*prop Cllr S Smith; 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 25/59 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. Awaiting formal Planning Application - SAWB 4 (Kecksys Farm).

P 25/60 NEIGHBOURING DEVELOPMENTS

To report & receive updates on proposed neighbouring developments.

- Stansted Airport Expansion.

3/23/2228/FUL Coach House, Redricks Lane, CM21 0RL

Change of use of grassed area to an outdoor air rifle range (use class: sui generis), together with the erection of an outbuilding for the air rifle range and alterations to an existing building, including addition of a porch extension

STC Comment: Urge EH to consider the impact of additional noise on residential amenity

3/25/1022/FUL Spellbrook House, London Road, Spellbrook, CM23 4AU

Demolition of an existing residential dwelling and associated outbuildings and the erection of 8no. 3 bed residential dwellings, together with car parking, air source heat pumps, associated landscaping and new access

STC Comment: No objection

3/25/1087/VAR Land At Railway Meadow, London Road, Spellbrook

Variation of conditions 2 (approved plans), 11 (landscaping), 15 (drainage), 18 (access arrangements) and 22 (foundations) of planning permission: 3/24/0957/VAR for: Erection of 7 dwellings, associated vehicular access, landscaping and infrastructure. Amendments to reflect: minor alteration to size of utility spaces, blocking up of ground floor windows, update of condition triggers and removal of requirements for biodiversity net gain

STC Comment: No objection

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

Single and two-storey side and rear extensions

STC Comment: No objection

3/25/1188/HH 1 Falconers Park, CM1 0AU

Demolishment of existing garage, construction of two storey side extensions, single storey rear extension, front porch, fenestration alteration

STC Comment: No objection

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

Part demolition of side extension and full demolition of external garage. Construction of porch extension, first floor side extension, rear ground floor extension and boundary wall

STC Comment: No objection

3/25/1223/HH 34 Brook Lane, CM21 0EL

Demolition of front porch. Erection of pitched roof across front bay windows. Re-configure roof by raising eaves and ridge height, incorporating roof lights. Insertion of fenestration. Alterations to materials

STC Comment: No Objection

3/25/1237/HH &**3/25/1238/LBC 50 Bell Street, CM21 9AN**

Addition of 15 No. PV solar panels onto the rear slopes of the roof at 50 Bell Street (also including on the roof of 3 The Square) to improve the energy efficiency of 50 Bell Street

STC Comment: No comment as application has been withdrawn.

P 25/62

PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/25/1306/VAR

Steeple View, 35 The Forebury, CM21 9BD

Variation of appeal conditions 4 (specified windows and rooflights), 7 (external materials), and 10 (no additional windows or openings) from appeal approval ref APP/J1915/W/23/3325473 of planning application 3/22/2159/FUL (garage conversion to a one-bedroom detached two-storey dwelling, insertion of ground floor windows, installation of air source heat pump, and photovoltaic roof panels)

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

3/25/1334/PNHH

104 Sheering Mill Lane, CM21

Single storey rear extension with monopitch roof, length 6.62m, height 3.41m

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

P 25/63

LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 12 September 2025. There were none.

P 25/64

PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/25/0958/HH

4 High Wych Road, CM21 0AZ

Single storey side extension with 4 rooflight windows

STC Comment: No objection

EHDC Decision: Granted

3/25/1146/PNHH

22 West Road, CM21 0BL

Erection of single storey rear extension. Depth; 5.00m, Height 3.33m, Eaves 2.25m

STC Comment: No objection

EHDC Decision: Prior Approval is not Required

P 25/65

PLANNING APPEALS

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

Meeting Closed at 7.10pm

Appendix D

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 15th September 2025**.

Those present

Cllr Ruth Buckmaster	Cllr Greg Rattey
Cllr Nathan Parsad-Wyatt	Cllr Reece Smith
	Cllr Steve Smith

In attendance:

Christopher Hunt - Town Clerk

F 25/15 APOLOGIES FOR ABSENCE

Cllr Eric Buckmaster, Accepted
Meeting chaired by Cllr Reece Smith.
[prop Cllr R Buckmaster sec'd Cllr R Smith]

F 25/16

DECLARATIONS OF INTEREST

There were none

F 25/17 MINUTES

To approve as a correct record the minutes of the Finance and Policy Committee held on 9th June 2025 (FO1).
[prop Cllr R Buckmaster sec'd Cllr G Rattey]

F 25/18 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 one member of staff is on long term sick but receiving support from the Clerk and team members. Also the resignation of one of the drivers and the advert is out for a replacement member of the team.

F 25/19 FINANCE MATTERS

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

The Clerk reported that

- External audit had not been completed to date and he has been asked for further information from PKF Littlejohn to get this completed.
- Variance report noted
- Income and expenditure report noted
- Fun on the field report was discussed and agreed a separate meeting will be required to get ideas on reshaping the event to attract a more diverse attendance.

ACTION – Joanne Sargant to arrange a meeting to invite all councillors to planning meeting for the 'Fun on the Field' event 2026

F 25/20 JUBILEE GARDENS (TOWN GREEN) WORKING PARTY

Update on the current project status, the Clerk reported that a planning application has been submitted and has been stalled by staffing issues

within the planning department in East Herts District Council. He has chased updates as well as Cllr Ruth Buckmaster and a member of the planning team is now having oversight of the application and has contacted the Clerk.

F25/21 COUNCILLOR ENGAGEMENT

The Clerk stated that continued engagement is managed through the events delivered by the town council. It was agreed this item be moved to the TAPAC meeting as an agenda item.

F25/22 ECONOMIC DEVELOPMENT

To discuss proposals for promoting economic development in the town: Cllr G Rattey informed members that only one shop was unoccupied. Trade was down across the board and he was keen to involve the Maltings into the business consortium for Sawbridgeworth. This would be brought to the cross-border meeting to ensure Sheering PC were in agreement with this as the businesses are in their parish.

F25/23 POLICY MATTERS

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

- To propose adoption of the Sawbridgeworth Town Council Safeguarding Policy at the next Full Town Council meeting on 29th September 2025.

Resolved; to present the safeguarding policy for adoption at Full Town Council 29th September 2025.

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

F25/24 REDUCING THE COUNCILS CARBON FOOTPRINT

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

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

The Clerk's report was read through and the following points were agreed

- Heating System upgrade – not to pursue at this time due to the cost and the current system is in full working order.
- Energy Hub advice to be promoted on the Council Website.
- Greener Banking – not to pursue if it impacts on officer time and cost to transfer the bank account.
- Allotment site to fit water harvesting, to continue as this has been budgeted for.

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

F25/25 FUNDING OPPORTUNITIES

The Clerk highlighted the Hundred Parishes Group which offer limited funding opportunities which he will join to have the opportunity to apply for small sums if they are appropriate to any projects the town council are undertaking.

F25/26 ITEMS FOR FUTURE AGENDAS

Nothing raised

Meeting Closed at 7:41pm

Signed.....

Date.....

Appendix E

E Buckmaster County Councillor Report Sept 2025

Local Government Reorganisation engagement plans

The LGR engagement with Hertfordshire residents and partners is now open until 30 September.

We would be grateful if you could share the information below with your networks:

Help shape Hertfordshire's future – have your say on changes to local government

Hertfordshire's 11 councils have launched a second phase of engagement on the future of local government in the county.

Residents, community groups, businesses and wider stakeholders are invited to share their views on how services will be delivered in Hertfordshire in the years ahead. This is a once in a generation opportunity to help shape the future of local government.

In December 2024, the Government set out plans to simplify local government in England to make it easier for residents and businesses to access services and to save money.

In Hertfordshire, there are currently different types of council, for instance:

- District and borough councils, which provide services such as housing, planning, bin collections, car parks and leisure services.
- The county council, which is responsible for schools, libraries, roads, caring for children and supporting adults who need help with daily living.

Under the Government's plan, these councils will be replaced by new unitary councils that will deliver all services currently provided by the two separate types of council.

All councils in Hertfordshire are working together to explore what this would look like. The aim is to create a system of local government that is easy to understand, delivers good value for money and responds to the needs of local areas.

Over this month, councils will hold a mix of in-person and online events across the county. A dedicated website will also give further information on the changes, how you can get involved and share your views at <https://www.hertfordshire-lgr.co.uk/> .

To access the survey directly, please use this link: [Engagement Survey | Local Government Reorganisation | Shaping Hertfordshires Future](#) The survey will remain open until 30 September 2025. After this date councils will review all the feedback before submitting the final proposal to Government at the end of November. Any questions relating to the survey and/or information

about the local government reorganisation in Hertfordshire, please contact directly:

hertfordshirelgr@connectpa.co.uk

Hertfordshire's Local Nature Recovery Strategy (LNRS) Public Consultation launching in July

Hertfordshire's LNRS public consultation launched in July, The consultation was open for eight weeks; Closed on 8th September

LCWIP Consultation will Commence 25th September for 6 weeks

It will include previous post consultation comments, Primary and Secondary Routes for Walking and Cycling. There will be LCWIP reports with scheme rankings and priorities for most benefits and impacts.

WSP will provide some cost elements

Stortford and Sawbridgeworth are linked with a top 10 of schemes for future funding applications.

Lifesaving equipment to be available at every Hertfordshire Fire Station



Hertfordshire County Council and local charity Hearts for Herts have teamed up to ensure that publicly accessible lifesaving equipment is available at every fire station in the county.

Fourteen units containing a defibrillator and bleed kit have been donated, co-funded by Hertfordshire County Council Public Health and volunteer-run Hearts for Herts Charity. This equipment is crucial in emergencies, significantly improving survival rates from out of hospital cardiac arrests and managing severe bleeding until emergency services arrive. Hertfordshire County Council and Hearts for Herts will continue to collaborate on future installations.

The initiative is part of a wider community defibrillator and bleed kit project, reinforcing our commitment to equipping residents with the tools and knowledge to respond confidently and effectively in emergency situations.

The most recent installation at Hatfield fire station was activated just over a month after being installed, demonstrating the vital role of public access in real emergencies.

Each unit is mounted on the exterior of the fire station, ensuring round-the-clock access for the public.

The unit includes:

- a defibrillator
- a bleed control kit
- a QR code, offering free CPR and defibrillator training resources as well as links to wider health information

Importantly, no specialist training is required to use defibrillators. The Mindray automated external defibrillator (AED) provides clear, step-by-step voice instructions and are designed to only deliver a shock when medically necessary, ensuring safety for all users.

Hearts for Herts will manage the ongoing maintenance and coordinate a volunteer guardian network to ensure each unit remains fully operational and emergency ready.

HCC Services for Young People -

Hertfordshire County Council Services for Young People (HCC SfYP) delivers youth work, careers education information advice guidance, work related learning, work experience and is responsible for the review and maintenance of education health and care plans for young people post-16 / post school.

The Service is a key contributor to the prevention and early help agenda including Hertfordshire County Council's aim of supporting young people to make a successful transition to an economically independent adult life. The Service delivers targeted prevention and early intervention work to ensure that young people get the help they need early and to reduce the necessity for higher cost specialist interventions. It enables young people to succeed by providing high quality informal education opportunities to promote their personal and social development.

SfYP supports young people who are challenged in education, their communities or home life to ensure a successful transition to adulthood.

Adult social care requests to Herts County Council increase by 20%

Hertfordshire County Council received over 33,000 requests for adult social care assistance in the last financial year. The 20% increase from pre-Covid levels was discussed as part of the authority's fourth quarter performance report to the adult care, health and wellbeing cabinet panel. The report stated a "notable increase in front door demand." It added: "New requests for support rose to 33,641, marking a 2% increase from 2023-24 and a significant 20% rise from pre-Covid levels."

Government's Fair Funding Review 2.0 plans could cost Hertfordshire County Council £50 million a year

Government's Fair Funding Review 2.0 plans could cost Hertfordshire County Council £50 million a year

Hertfordshire County Council has formally responded to the Government's Fair Funding Review 2.0 consultation and called on Ministers to rethink proposals which could remove around £50m from the budget and lead to consequential adverse impact on services.

Modelling of current proposals indicates that the Government's proposed methodology will result in a significant grant reduction for the county council of between £47m and £54m which is the equivalent of nearly 10% of our overall annual adult care budget, nearly 20% of our spend on children's services, or more than we spend on day-to-day highways maintenance and filling urgent potholes (£35m).

This is because the methodology fails to take account of the specific challenges Hertfordshire already faces in funding adult social care services and supporting children with Special Education Needs and Disabilities (SEND).

The letter also highlights how proposals provide no ability for the county council to address this loss of income. If no changes are made, there will be a distinct and negative impact on the residents of Hertfordshire, especially the most vulnerable people in our communities.

Hertfordshire County Council restates concern over scale of Stansted Airport expansion plans



Hertfordshire County Council have published their formal response to a recent planning application to expand capacity at Stansted Airport, outlining concerns on behalf of residents and businesses across the county.

Hertfordshire County Council have published their formal response to a recent planning application to expand capacity at Stansted Airport, outlining concerns on behalf of residents and businesses across the county.

Following the publication of a masterplan for Stansted Airport last year that outlined their ambition to increase capacity and passenger numbers, a formal planning application has now been submitted to Uttlesford District Council for consideration.

The airport, located just over the Hertfordshire border in Essex and just a few miles from Bishops Stortford, has applied to change its existing planning permission which allows for 43 million passengers per annum, up to a new limit of 51 million per annum. While not increasing the number of flights, the larger aircraft that would be used could have further detrimental impacts.

The county council is cautiously optimistic that expansion can be brought forward within the environmental limits already in place and within national carbon budgets and net zero commitments but has called upon Uttlesford Council to commission independent specialist technical advice to confirm this and for specific controls and limits to be put in place if it is to be permitted.

There are, however, very serious concerns about the potential impacts of an additional 8 million passengers a year on those parts of Hertfordshire's road and rail networks that provide access to/from the Airport for passengers and employees. The county council has called upon Uttlesford Council to bring all those with surface access responsibilities together with representatives of the Airport to reach a consensus on those impacts and explore and agree, if possible, a package of interventions and measures that would address them.

Winter Self-Help Scheme returns to help communities stay safe this winter

Hertfordshire County Council's Winter Self-Help Scheme is now open for applications, offering eligible groups - including schools and residents' associations - the chance to receive free salt to help keep their local roads and pavements safe during icy conditions.

This year, applications can be made for up to 20 bags of salt, which can be used on public roads and footpaths in local areas. The scheme is part of the council's wider commitment to supporting communities to prepare for and respond to winter weather.

Eligible groups include:

- schools
- town and parish councils
- district and borough councils
- residents' associations
- community groups

The council is also continuing its cycleway gritter trial, which ensures key cycle routes can be kept safe and open throughout the winter months, helping people travel sustainably all year round.

Applications for the Winter Self-Help Scheme opened on 1 September and can be made via the Hertfordshire County Council website until 31 October: [Winter self-help \(gritting your own road\) | Hertfordshire County Council](#)

Hertfordshire secondary school applications for September 2026 now open

The new school year may just be about to start but it's already time for parents and carers in Hertfordshire to start planning for next year as the application process for transfer to secondary schools opens today (Monday 1 September).

If your child starts secondary or upper school next year, or wishes to apply for a place at a university technical college, make sure you apply for a place in good time.

The easiest way to apply for a school place for September 2026 is to visit www.hertfordshire.gov.uk/admissions and complete the online application form.

If you apply online you can access your school offer before allocation letters are received and accept your school allocation online.

Last year over 99% of parents applied in this way and found the system quick, easy and secure.

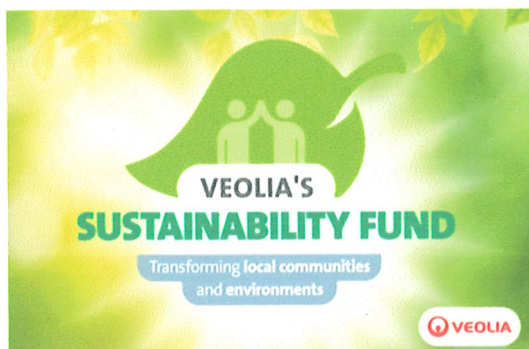
Arts in East Herts is Back –

From painting and candle-making to theatre, blacksmithing, and even a planetarium experience, there's something for everyone to enjoy.

We'd really appreciate your help spreading the word in your communities so more people can get involved.

You can view the full programme [here](#).

Although grant funding has now closed, we're still keen to hear from organisations running events or activities in September or October – so if you know of any within your networks, please pass this on to them. They can get in touch with us via [our website](#).



Sustainability Fund

Veolia is offering **£15,000** to not-for-profit organisations, community groups, and individuals in East and North Herts through their Sustainability Fund.

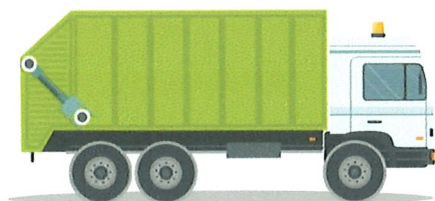
Between £250 and £1,000 in funding is available per project and applicants can also request in-kind resources (such as compost) or volunteers for a day.

Environmental and social projects must be within the district and need to meet at least one key criteria:

- Enhances biodiversity
- Promotes sustainable waste behaviours
- Protects the environment by using recycled, reused or reclaimed materials
- Strengthens the local community through employment support programmes, rehabilitation projects, or youth development initiatives

Applications can be made via Veolia's website at veolia.co.uk/Sustainability-Fund

The fund remains open for applications until Tuesday 30 September.



Waste Service Change

With an increasing number of comments on social media, we want to make sure that you all have any information you may need over the next couple of weeks.

Background and general information about the service change can still be found on our website:

www.eastherts.gov.uk/binchanges

There is also an FAQ to cover most questions:

<https://www.eastherts.gov.uk/bins-waste-and-recycling/bin-collection-changes/faqs-bin-collection-changes>

The A-Z of what goes in each bin has now been updated to reflect the new service:

<https://www.eastherts.gov.uk/bins-waste-and-recycling/what-goes-my-bins>

Residents can check their collection days online:

[Find your bin collection day | East Herts District Council](#)

If residents haven't received their bins yet, then they will need to send their full address and details of which bins they are missing to:

customer.services@eastherts.gov.uk



Electoral Registration Annual Canvass 2025

The Electoral Registration Officer (ERO) has legal duty to undertake an audit of all household voter registration in the district and produce a new Register of Electors by 1 December. The canvass runs from July to December

The canvass forms will check:

- Names – of everyone eligible to vote in the household
- Nationality - to ensure they are given the correct voting rights
- Age -over 76 need to be marked as they will no longer be called for jury service. 16/17 year olds (attainers) can be added to the register, they will be added in the month they turn 18.
- Voting preference - in person, postal, pro

New Electors

If we have received a response from the household stating another person needs to be added to the property they begin the Invitation To Register (ITR) Process. They can either register online (preferred) at www.gov.uk/register-to-vote or we can send a paper form in the post. Just adding a name to the household form does not automatically include them onto the register. We need further information such as national insurance number in order to complete the ITR process.

- **Postal Votes**

Please be aware that electors who currently have a postal vote in place will also be reminded to renew their application. Due to the current high volume of postal vote applications, electors who have recently made such a submission may still receive this reminder pending the processing of their form.

There is a legal requirement to apply to register to vote when invited by the Electoral Registration Officer to do so. Credit Reference Agencies also use our data to help improve credit scores.

Postal vote reapplication

Following changes introduced by the Elections Act 2022, postal voters are now required to reapply for their postal vote every three years. All postal voters who made their current application before 31 October 2023 are required to reapply for their postal vote by 31 January 2026.

Electoral Services will be contacting all those affected by this change in the coming weeks explaining how to reapply. Electors will be contacted by email if we hold an email address or by post if we do not. There are approximately 16,000 electors affected.

More information and a list of FAQs can be found on the [council's website](#).

If you have any questions regarding registering to vote, please email electors@eastherts.gov.uk or call 01279 655261.



Herts Sports Partnership and HCC Public Health Campaign - "Never too late to be active 2025"

The "Never too late to be active 2025 campaign" is targeted at those who struggle to keep active or who have minimal opportunities to be active.

The 2025 campaign offers sign up, including free sessions to a wide choice of East Herts activity providers, so you can choose a location and activity that works for you!

Sign up here and to find out more information: The link to sign up to the campaign can be found here:

<https://www.hertfordshire.gov.uk/services/health-in-herts/news-events-and-campaigns/never-too-late/never-too-late.aspx?searchInput=&page=1&resultsPerPage=10&view=card>

Individuals can sign up to the campaign and receive an activity voucher to enjoy 12 free and discounted sessions to help them reach their goal. Those that enter can also be in with a chance to win prize draws.

Introducing the NHS Healthy Start Scheme: Nourishing Families for a Healthier Future

There's a simple way we can help families access nutritious food—through the [NHS Healthy Start Scheme](#).

This government-funded initiative provides weekly payments to eligible families to help buy fresh fruit, vegetables, and milk—making healthy eating more affordable and accessible.

Nearly £1 million in Healthy Start funding is still unclaimed in Hertfordshire alone. That's a lot of missed opportunities to support families in need!

How the Scheme Works

Families receive a Healthy Start card topped up every 4 weeks with:

- £4.25/week from the 10th week of pregnancy
- £8.50/week for children aged 0–1
- £4.25/week for children aged 1–4

They can use this card at most supermarkets and local shops to buy healthy essentials.

Free Vitamins

In Hertfordshire, all families in the same category as above can also collect free vitamins from their local Family Centre in Hertfordshire. They don't have to have a Healthy Start card. www.hertsfamilycentres.org/healthystartvitamins

Encourage families to apply today to start receiving support. Local family centres and health visitors can also assist in completing forms or call 0300 330 7010 / email **healthy.start@nhsbsa.nhs.uk**

Cllr Annelise Furnace, Eco report 29 September 2025 (at 20/09/25)

Local Nature Recovery Strategy (LNRS) submission

- STC submitted a response to the LNRS consultation with guidance from Bob Reed. His report is on the [STC website](#).
- A series of webinars took place over the summer on the strategy – a recording is available [here](#).
- We felt the LNRS captures a comprehensive view of Sawbridgeworth's natural habitats and biodiversity. We corrected errors on the maps and suggested making some of the Areas that Could become of Particular Importance for Biodiversity into primary Areas of Particular Importance along the Stort.



Repair Café – 20 September

- This session included a no appointments slot for walk ins from 3.30 to 4.30pm on a first come, first served basis.
- A tech amnesty received items to pass onto charities that either refurbish or recycle them if they have reached the end of life.



Sustainable Sawbridgeworth update

- A stall at High Wych's Scarecrow Festival engaged with residents – main concerns are clean air, active travel and littering.
- The Thermal Imaging Camera offer has been updated with two cameras now available from Sawbridgeworth Library on any day the library is open – thanks to the Library committee and volunteers for providing this.
- The group has asked EHC and HCC for clarification on Section 106 developer contributions from SAWB4 at Kecksys for sustainable transport, and walking and cycling infrastructure improvements.



Eco Working Group meeting – 16 September

- Covered STC's eco audit, the very successful Allotment Show, and promotion of Citizen Science and a future webinar on Sawbridgeworth Brook – minutes are available in the full meeting pack.

Friends of Pishiobury Park update

- A very successful bat evening was held on 12 September, where those attending captured the calls of common pipistrelles, soprano pipistrelles and natterers bats on detectors.
- Unfortunately, the cattle have been removed from Pishiobury for their welfare after being repeatedly chased by dogs plus the use of some drones on site, which has added to their anxiety.

Up and coming (correct at time of writing)

- 22 to 27 September – Sawbridgeworth Travel Challenge and Air-Mazing Saturday
- 23 September – Sustainable Sawbridgeworth meeting

Eco Working Group Meeting via Teams, 16 September 2025 at 12.00

Attendees: Cllr Annelise Furnace (AF) Chair; Cllr Eric Buckmaster (EB); Bob Reed (BR); Hazel Mead (HM); Chris Hunt (CH), James Parker (JP); David Royle (DR); notes taken by DR.

Apologies: Cllr Ruth Buckmaster, Joanne Sargant

Minutes of last meeting; approved.

Action Points:

- Flyer coverage: OK to submit regular articles on EWG activities (CH)
- STC carbon footprint update: JP reported issues with identifying location of the/a gas meter and estimated readings; Lisa Notan will do quarterly readings in future
- Citizen Science helpers: BR will work on a webinar; we can do an appeal in the Flyer too
- Friends of Pishiobury programme: no action so far pending updated programme (BR)
- Memorial Hall citizens advice plans: not pursuing. AF wondered if we might use lobby area at events.

1. **STC Eco Audit update:** see above.
2. **Energy Hub plans:** agreed to plan for an October Bell Street event.
3. **Travel challenge:** 27 September 'Air-Amazing Saturday' event to be held on Town Fields with stalls, passports and stamps; COOP supporting.
4. **Local Nature Recovery Strategy (LNRS):** STC has submitted a response online and shared BR's report on key areas. Will be added to the website (CH). BR noted that River Watch was not very successful, but we have a ready-made study area, i.e. Sawbridgeworth Brook, which is accessible in several places. We could compare and contrast water quality at the Sawbridge Park end with 'older' parts.
5. **Allotments update & community gardening interest:** HM reported that the Southbrook eco plot was in good shape and the orchard; bird boxes bid was unsuccessful; Allotment Show was a great success, lots of entries and well attended. Included a Rivers Anniversary cake competition, which will be repeated in 2026. Need to avoid clash with Scarecrow Festival dates (TBC).
6. **Sustainable Sawbridgeworth activities:** Clean Air Day stall on Bell Street on 21 June. SS member Clare Ginders organised activities on the actual day (19 June) with Leventhorpe students (plus HCC staff and DR). Footpath 9 from Cambridge Road to West Road via Tudor Park finally upgraded with an all-weather surface. Repair café and litter picks continue. JP has updated the group's Thermal Imaging Camera offer (two cameras now available from the library from 20 September on any day the library is open). Group has asked EHDC and HCC for clarification of the Section 106 developer contributions from SAWB4 at Kecksys re sustainable transport/walking and cycling infrastructure improvements. EB also pursuing.

AOB:

- BR: bat boxes going up in Pishiobury; Love Parks Day not very successful in Bishop's Stortford; we could/should do our (Friends etc) own day in future.
- AF: community gardening progress? Possible activity with Jubilee Gardens planters. CH reported progress on EHDC liaison; hopes to get on with offsite planting and tree clearance ASAP. Still interested in Japanese cherry tree scheme but no location identified yet.
- LCWIP: EB reported that a 12-week consultation would start in September.
- West Road allotments: CH reported probable sign-off this week.

Actions

Owner	Action	Completed
JP	Continue to liaise with LN on meter readings	
AF/JP	Provide Bell Street Energy Hub date to CH	
BR	Work on Sawbridgeworth Brook webinar	
BR/AF	Work on an article to promote Citizen Science group – AF to send STC email	

Appendix F

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Full Town Council meeting
From: Christopher Hunt
Subject: Clerks Report for the month of September 2025
Date: 29th September 2025

1. Staffing Overview

- The staffing structure remains stable, with no significant changes to headcount since the last report.
- All key roles are currently filled, and departmental coverage is satisfactory.
- One driver has resigned after three years of service. Recruitment for a replacement is underway, with adverts placed and applications being reviewed.

2. Service Continuity – SawboBus

- Despite the recent resignation, the SawboBus service continues to operate regularly.
- Previous drivers have kindly stepped in to cover shifts, ensuring service consistency.
- Recruitment for a new driver is ongoing.

3. Staff Sickness & Support

- One member of staff remains on long-term sickness leave (over four months).
- The Clerk, HR, and Occupational Health Unit (OHU) are maintaining regular contact to ensure the staff member feels supported.
- OHU involvement is ongoing, with the aim of resolving the absence in a sustainable manner.

4. Annual Leave & Service Continuity

- All staff have now taken their annual leave entitlement.
- Despite being two members of staff down at various points, all services were maintained seamlessly, reflecting the team's flexibility and commitment.

5. Regulatory Compliance & Training

- Training for staff and councillors will be required to meet the new AGAR Assertion 10 requirement.

- Arrangements will be made once further guidance is received from HAPTC and NALC to ensure compliance.

Finance Committee – Key Points & Outcomes

1. Heating System Upgrade – Older Office Section

- **Proposal:** Replace the existing gas boiler with an electric boiler and upgrade up to 6 radiators.
- **Estimated Cost:** £6,800 (including boiler, radiators, and installation).
- **Considerations:** Concerns raised about cost-effectiveness and environmental impact; further investigation recommended.
- **Outcome:** *Not to pursue at this time* due to cost and the current system being in full working order.

2. Energy Hub Advice – Website Inclusion

- **Benefits:** Improved public awareness, support for local initiatives, and enhanced council engagement.
- **Implementation:** Advice to be tailored to local concerns and regularly updated.
- **Outcome:** *To be promoted on the Council website.*

3. Greener Banking Initiative

- **Proposal:** Explore transition to a greener banking provider; training scheduled for 20th October.
- **Outcome:** *Not to pursue if it impacts officer time and cost to transfer the bank account.*

4. New Allotment Site – West Road (Water Harvesting)

- **Measures:** Installation of rainwater collection systems, permeable surfaces, and promotion of efficient water usage.
- **Benefits:** Reduced mains water consumption, improved sustainability, and resilience to drought.
- **Outcome:** *To continue as budgeted.*

Summary of Decisions (Finance Meeting)

- **Heating System Upgrade:** Not to proceed at this time.
 - **Energy Hub Advice:** To be promoted on the website.
 - **Greener Banking:** Not to proceed if resource-intensive.
 - **Allotment Water Harvesting:** To proceed as planned.
-

Appendix G

Sawbridgeworth Town Council

Memorandum from Town Projects Manager

To: All Members
From: Joanne Sargant
Subject: Events 2025-2026
Date: 24 September 2025

Dates for Dairy: 2025 - 2026

- **Town Walk** – Town Fields (Cricket Club) - **Saturday 27th September** 11am to 2pm
- **Remembrance Day** – **Sunday 9th November** at 3pm, Great St Mary's Church. Please arrive by 2.50pm at the church yard, the parade sets off from Bell Street car park around that time. If you are laying a wreath, Joanne will be there to coordinate.
- **Christmas Lights Switch On** – Town Centre - **Saturday 29th November** from 3pm – Lights switched on 6pm.
- **Christmas Competition Presentation Evening** – **Thursday 18th December** - 6pm Council Chamber
- **Lights of Love** – **Saturday 13th December** 4pm – Council courtyard and chamber
- **St Georges Day Parade** – All councillors - **Sunday 26th April 2026** – 3pm Great St Marys Church
- **River Day** – Sheering Mill Lock - **Saturday 30th May 2026** – 12 to 4pm at Sheering Lock

NOTE: Civic Dinner date TBC (Potentially 18th April 2026)

Appendix H

Section 3 – External Auditor's Report and Certificate 2024/25

In respect of

SAWBRIDGEWORTH TOWN COUNCIL – HT0093

1 Respective responsibilities of the auditor and the authority

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

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

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

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2024/25

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

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

In the completion of their detailed report the internal auditor has drawn attention to weaknesses in relation to obtaining tender quotes. The smaller authority must ensure that action is taken to address these areas of weakness in a timely manner.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

18/09/2025

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Full Town Council Meeting
From: Christopher Hunt
Subject: Income and expenditure report
Date: 23rd September 2025

Executive Summary

This report explains variances from Month 6 in this financial year 2025/26. I will note any variance over 10%

Budget code	Budgeted	Expenditure	Variance	Explanation
200 General Administration				
4140	£1,500	£1,922	£422	2 x new laptops for Joanne and Laura.
800 Bus GL61				
4800 Fuel	£550	£893	£343	Bus used to cover SawboBus whilst under repair. Less fuel used in SawboBus so accounting figures overall not affected.
4810 Tax and Insurance	£1,290	£1,455	£165	Increase in insurance
820 Ranger Truck #2 SY65				
4810 Tax and Insurance	£1,080	£1,289	£209	Increase in insurance



Sawbridgeworth Town Clerk

Appendix I



Sawbridgeworth Town Council

Children, Young People and Adults Safeguarding Policy and Procedures.

Draft to FPED Committee 15th September 2025

To consider adoption at the Full Town Council 29th September 2025

Review: every 2 years following adoption

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1.0 Policy Statement

Everyone has the right to live in safety, free from abuse and neglect.

Sawbridgeworth Town Council recognises its responsibility to safeguard children, young people, and adults with care and support needs when they come into contact with the council or services it provides.

1.1 Who is this policy for?

This policy applies to all members of staff and parish/town councillors as well as any volunteers or anyone working on behalf of, delivering a service for, or representing the parish/town council.

1.2 What does this policy cover?

It is not your responsibility to investigate concerns or decide if abuse has taken place. But it is your duty to report any concerns to an appropriate professional.

This policy tells you

- What safeguarding means and how to spot the signs
- How to respond if you suspect or are told about abuse or risk to a person
- Managing allegations against staff members, councillors, volunteers or contractors
- Safer recruitment and supervision of staff
- Support for staff
- Good practice guidance

2.0 Definitions

- Safeguarding means protecting a person's right to live in safety, free from abuse and neglect. It is about people and organisations working together to prevent and reduce the risk of abuse and neglect
- A child or young person is anyone who has not yet reached their 18th birthday
- The term parent is used as a generic term to represent parents, carers and guardians
- The terms staff, councillors and volunteers is used to refer to employees, parish and town councillors, volunteers, contractors and anyone working on behalf of, delivering a service for, or representing the council, including commissioned services

- An adult in need of safeguarding is someone who is:
 - Aged 18 years or over **and**
 - Has needs for care and support, for example due to age, illness or disability **and**
 - Is unable to protect themselves from abuse or neglect as a result of those needs
- Abuse is a violation of an individual's human rights by others which may result in significant harm. It can be a single act or repeated acts. It can also be an act of neglect or failure to act.

2.1 Types of Abuse

There are a number of broad types of abuse affecting children, young people and adults.

These include (but are not limited to):

- [Physical abuse](#)
- [Emotional and Psychological abuse](#)
- [Neglect](#)
- [Sexual Abuse](#)
- [Financial or material abuse](#)
- [Exploitation/ Modern Slavery](#)
- [Discriminatory Abuse](#)
- [Institutional/organisational abuse](#)
- [Self Neglect](#)
- [Domestic Abuse](#)

Up-to-date definitions and further safeguarding information can be found on the Hertfordshire Safeguarding Children Partnership (HSCP) and Hertfordshire Safeguarding Adults Board (HSAB) websites.

2.2 Signs and Indicators of Abuse

There are many signs and indicators that abuse of [children](#) or [adults](#) may be taking place. Examples include:

- Unexplained injuries or bruises, wounds, lacerations, burns
- Unkempt or dirty appearance
- Depression, anxiety or aggression, low self-esteem
- Missed appointments
- Obsessive behaviours
- Substance abuse (alcohol or drugs)
- Self-harm and thoughts of suicide
- Unexplained financial problems, unpaid bills, misuse of money by others

For further guidance, please visit the Hertfordshire Safeguarding Children Partnership and Hertfordshire Safeguarding Adults Board websites.

You may also find the following training videos helpful for understanding issues affecting adults at risk:

- Domestic Abuse – See Something, Say Something
- Neglect – See Something, Say Something
- Exploitation & Cuckooing – See Something, Say Something

These resources support our commitment to safeguarding across Hertfordshire.

2.3 Concern for Welfare

The term **safeguarding** directly relates to a situation where abuse is taking place by a third party. Staff may, however, be concerned about the welfare of an adult where there is no abuse, e.g. if an adult is living in surroundings that are unsuitable or unsafe, or if there are concerns around substance misuse, self-neglect, self-harming or poor mental health.

In these cases, concerns should still be reported to the appropriate agency as a concern for welfare or [self neglect](#).

Adults with concerns about their mental health should be encouraged to contact their GP and provided with details for Hertfordshire's Single Point of Access (SPA). This 24/7 mental health helpline offers support, guidance, and referrals to appropriate services. Individuals can call 0800 6444 101 or dial NHS 111 and select option 2 for mental health services

It is important to note that [you should always call 999 if you believe someone's life is at risk](#) - for example they have seriously injured themselves or taken an overdose. You should also call 999 if you do not feel you can keep someone else safe.

A mental health emergency should be taken as seriously as a physical one. You will not be wasting anyone's time.

Where an adult has capacity but is at significant risk due to self-neglect, Hertfordshire services will consider a multi-agency safeguarding response. This may include coordinated risk management planning, especially in cases of non-engagement, where the risk could lead to serious harm or death. The approach will align with the principles of the Care Act 2014 and Hertfordshire Safeguarding Adults Board guidance.

3.0 Responding to Safeguarding Concerns

If you feel there is an immediate risk to a person's safety or wellbeing, always call the emergency services first!

It is your duty to report any concerns you have about the safeguarding or welfare of a child, young person or adult.

You are not expected to investigate suspicions or concerns relating to abuse further than your role would require, other agencies are trained to do this.

If you have a concern, you may:

- Speak to your safeguarding lead if you have one. They will support you to refer your concerns to the appropriate agency or professionals
- Speak to your line manager
- Report your concerns to the relevant professionals

You **must** maintain confidentiality in line with Section 3.1.

3.1 Confidentiality and Information Sharing

Confidentiality must be respected for all individuals involved in safeguarding concerns, including children, young people, and adults with care and support needs. Information should only be shared on a need-to-know basis, in line with legal and ethical standards.

However, professionals and volunteers should be proactive in sharing relevant information at the earliest opportunity to ensure that risks or concerns are addressed promptly and effectively.

For full guidance on information sharing, confidentiality, and consent, please refer to:

- Children: Hertfordshire Safeguarding Children Partnership Procedures – Information Sharing and Confidentiality
- Adults: Hertfordshire Safeguarding Adults Board – Policy and Procedures

3.2 Allegations against a staff member or councillor

Any allegation against a member of staff should be addressed via the parish/town council grievance procedures.

An allegation made against a councillor needs to be reported to the monitoring officer at the district or borough council that covers your area.

LADO (Local Authority Designated Officer): If you are concerned that someone in a position of trust has harmed a **child** or behaved in a way that indicates that they may be unsuitable to be in a position of trust, please contact the LADO to discuss your concerns promptly, before speaking to the person of concern.

- **LADO Duty Line: 01992 555 964**
- **LADO Email for Referrals and Enquiries: lado.referral@hertfordshire.gov.uk**

These contacts are used to report concerns or allegations about professionals or volunteers working with children, in line with Hertfordshire Safeguarding Children Partnership procedures.

Any allegation or concern regarding a member of staff, officer, or volunteer involving conduct towards an adult with care and support needs must be taken seriously. Where such concerns arise—whether inside or outside the workplace—the People in Positions of Trust (PiPoT) process should be followed.

This process ensures that safeguarding risks are assessed and managed appropriately, even when the adult at risk is not directly involved in the incident. It applies to anyone in a position of trust, including paid staff, volunteers, and contractors.

For full guidance and the PiPoT flowchart, refer to the Hertfordshire Safeguarding Adults Board PiPoT guidance.

3.3 Recruitment of Staff

It is important that everyone involved in staff recruitment and selection follows a clear, structured process. The Hertfordshire Association of Parish and Town Councils (HAPTC) provides detailed recruitment guidance and resources to support member councils. Councils are encouraged to refer to the HAPTC Recruitment Manual throughout the recruitment process and seek advice from the HAPTC office when needed.

Matters relating to staffing should be handled confidentially by the full council or an appointed staffing committee, in line with best practice and employment legislation.

3.4 Support for Staff

If an allegation is made towards another member of staff, full support will be given in line with the Good Employer Guide issued by the [National Association of Local Councils](#) (NALC), this also covers whistleblowing.

Further information is available from LRALC or NALC including:

- *Legal Topic Note 86*
- *Being a Good Employer*
- *Civility and Respect Recruitment Manual*
- *Civility and Respect Model Councillor-Officer Protocol*

If parish/town councils need to access occupational health or support services for staff then they can contact LRALC.

Here's a fully adapted Section 4.0: Key Contacts tailored for Sawbridgeworth Town Council and aligned with Hertfordshire safeguarding services:

4.0 Key Contacts – Hertfordshire

Police

- 999 or 112 – If there is an immediate risk of harm
- 101 – To report a crime where there is no immediate danger

Children's Social Care – Hertfordshire County Council

If you are concerned about the abuse or neglect of a child:

- Tel: 0300 123 4043 (24/7 line for referrals and advice)

Adult Social Care – Hertfordshire County Council

If you are concerned about the abuse or neglect of an adult with care and support needs:

- Tel: 0300 123 4042 (Monday–Friday 8am–8pm, Saturday 9am–4pm)

Local Authority Designated Officer (LADO)

For concerns about someone in a position of trust who may have harmed a child or is unsuitable to work with children:

- Tel: 01992 555 964
- Email: lado.referral@hertfordshire.gov.uk

People in Positions of Trust (PiPoT)

For concerns about inappropriate conduct by staff, volunteers, or professionals towards adults at risk:

- See Hertfordshire Safeguarding Adults Board PiPoT Guidance

Domestic Abuse Support – Hertfordshire

- Herts Domestic Abuse Helpline: 08 088 088 088 (Mon–Fri 9am–9pm, Sat–Sun 9am–4pm)
- National Domestic Abuse Helpline: 0808 2000 247 (24/7)

Mental Health Support – Hertfordshire Partnership NHS Foundation Trust (HPFT)

- Single Point of Access (SPA): 0800 6444 101 (24/7 for urgent mental health support)

Samaritans

- Tel: 116 123 (Free, 24/7 emotional support)

NSPCC Childline (for children and young people under 18)

- Tel: 0800 1111

NSPCC Advice Line (for adults concerned about a child)

- Tel: 0808 800 5000
- Email: help@nspcc.org.uk
- Textphone (hearing impaired): 18001 0808 800 5000

Appendix

Promoting Good Practice

You will be better placed to avoid any misinterpretation of your actions and ensure the welfare of children and adults if you engage in the following good practice. Failure to adhere to these could be perceived as poor practice and become a disciplinary issue or even result in prosecution.

- Always put the welfare of the child or adult first
- Provide a good role model of behaviour
- Treat all children and adults equally with respect and dignity using positive constructive encouragement
- Stay vigilant for the safety of all children or adults around you, not just the ones immediately in your care
- If you have to physically touch a child or adult e.g. coaching, for restraint, assisting in and out of vehicles etc., then do so with consideration, never touch intimate areas and always tell the child or adult what you are going to do
- If a child or adult is upset or needs first aid, then take them to one side but do not enclose yourself in a room with them on your own
- Always wear appropriate clothing when working with children or adults, e.g. dress according to the duties to be undertaken in a manner befitting the responsible care. If you have a uniform this must be worn as part of your contracted condition of employment. Name badges must be worn where provided and/or identification that you are representing the Council
- Ensure a code of behaviour is established so that everyone knows what is expected of them and what is acceptable. If you have to challenge unacceptable behaviour, then do so in a positive constructive manner making sure that the child or adult knows it is the behaviour and not the person that is not welcome
- Use appropriate language and explanations (it is not always what is said but how it is said that can be of concern and of great importance)

If you are responsible for a group of children:

- Maintain correct statutory staff to child ratios
- Always have a register of children in your charge and make sure they are signed out when collected. Be aware of who is and is not authorised to collect the child and do not let them leave with anyone else without checking with a parent first
- If working with children without parents present, an appropriate consent form should be filled in by parents detailing emergency contacts and medical issues
- If children are old enough to make their own way home after a session this should be clarified on the consent form

Practice that is not acceptable

- Allowing inappropriate language of all parties to go unchallenged
- Transporting children should never be undertaken by just one member of staff, there should always be two adults within your selected mode of transport
- Transporting an adult in need of safeguarding on your own should be avoided. However, if this is required you should be accompanied by another member of staff and/or contact the appropriate emergency service
- Making sexually suggestive comments
- Engaging in rough physical or sexually provocative play
- Allowing or engaging in inappropriate touching
- Inviting or allowing a child or adult in need of safeguarding to stay in your home, for however short a time
- Sharing a room with a child or adult with care and support needs on residential based activities
- Performing personal care for someone which they can do themselves or that you are not trained to do or authorised to undertake
- Forming inappropriate relationships with children in your care, N.B Remember this legally means a child up to 18 years of age
- Allowing allegations made by a child or adult to go unchallenged, unrecorded or unacted upon
- Giving a home or mobile number to children or adults in need of safeguarding, or obtaining a person's mobile phone number unless this is an agreed part of the service/ activity being delivered

Responding to a disclosure of abuse

Abused children, young people and adults are more likely to disclose details of abuse to someone they trust and with whom they feel safe. By listening and taking seriously what they are saying you are already helping the situation. The following points are a guide to help you respond appropriately.

What to do if a person discloses information to you:

- React calmly
- Take what the person says seriously
- Do clarify your understanding of what the person has said but avoid asking detailed or leading questions
- Reassure the person that they were right to tell and do not make promises of secrecy
- Be open and honest, explain to them that you will have to share your concerns with your safeguarding lead
- Immediately record all details in writing, using the child or young person's own words whenever possible

- As soon as possible take appropriate action by contacting your safeguarding lead and referring to the relevant professional agencies

The person receiving the disclosure should not:

- Dismiss the concern
- Panic
- Allow their shock or distaste to show
- Probe for more information than is comfortably offered – do not overpressure for a response
- Speculate or make assumptions
- Make negative comments about the alleged abuser
- Make promises or agree to keep secrets
- Say what might happen as a result of the disclosure

First Aid and Treatment of Injuries

If a person requires first aid or any form of medical attention whilst in your care, then the following good practice should be followed:

- Be aware of any pre-existing medical conditions, medicines being taken by participants or existing injuries and treatment required
- Keep a written record of any injury that occurs, along with the details of any treatment given
- Where possible, ensure access to medical advice and/or assistance is available
- Only those with a current, recognised First Aid qualification should respond to any injuries
- Where possible any course of action should be discussed with the person in a language that they understand, and their permission sought before any action is taken
- In more serious cases, assistance must be obtained from a medically qualified professional as soon as possible
- The person's parents/guardians or carers must be informed of any injury and any action taken as soon as possible, unless it is in their best interests and on professional advice not to
- An accident form must be completed and signed and passed to the relevant member of staff

Transporting Children and Adults at Risk

If it is necessary to provide transport in a car the following good practice must be followed:

- Staff are not specifically required to transport people in their own vehicles unless it is part of their job description or they have indicated that they are willing to do so. The

use of a competent, professional driver should always be considered as a preferred option, where reasonable and practical

- You should only transport a person where there are two members of staff/adults present in the selected mode of transport
- Ensure, where possible, a male and female accompany mixed groups of children or adults with care and support needs. These adults should be familiar with and agree to abide by the Council's Safeguarding Policy and Procedures
- In addition to this, where practical, request written parental/guardian/carer consent
- Members of staff should discuss any proposals for transporting people in their own vehicles with their manager and agree appropriate arrangements. For some journeys, for example, over 20 miles or in circumstances where the young person is unfamiliar with the vehicle, driver or accompanying staff and potential risks have been identified, a risk assessment should be produced
- Ensure that the vehicle used to transport people is legal and roadworthy and complies with the Council's requirements that those using a vehicle for work purposes have a valid driving licence and up to date car tax, MOT and insurance
- It is the driver's responsibility to ensure that every person travelling in his/her car is properly restrained. The law says that all children up to 135cm tall (around 4'5"), or the age of 12, whichever comes first, in the front or rear seats in cars, vans and other goods vehicles must travel in the correct child restraint for their weight with very few exceptions

Use of Contractors

Sawbridgeworth Town Council and its staff, elected members and volunteers should undertake reasonable care that contractors working on behalf of the council are monitored appropriately. Any contractor or sub-contractor engaged by the council in areas where workers are likely to come into contact with children, or adults with care and support needs, should have their own equivalent safeguarding policy, or comply with the terms of this policy.

Safeguarding measures must be detailed within the Request for Quotation or Invitation to Tender (as appropriate) that require the contractor to make appropriate and proportionate provision of the protection of adults and children.

Appendix J

Sawbridgeworth Town Council

Memorandum from Town Projects Manager

To: All Members
From: Joanne Sargant
Subject: Adoption of Telephone Box Proposal – The Forebury / Knight Street
Date: 23rd August 2025

Background

It came to our attention via a Facebook Social Media post that the traditional K6 telephone box on the junction of Knight Street and The Forebury had been decommissioned. Notices placed on the phone box invited enquiries via telephone and email. Following a telephone enquiry I ascertained the following:

- The phone was physically disconnected in May 2025. I visited the phone box to assess the condition of the box and it is presently in good condition with no broken glass and they have put a padlock on the door, so it is secure.
- The Adopt a Kiosk scheme **is not available** to individuals, commercial organisations, community interest companies or community groups such as residents' associations. **But is open to town and parish councils!**
- Interestingly but not surprisingly it is a listed building! so it was confirmed that it will never be removed! Assumption is that it is in the conservation area. With that in mind, we might be restricted (from a planning viewpoint) with what we could do with it if we did adopt it for the sum of £1.

Suggestions for Future Use

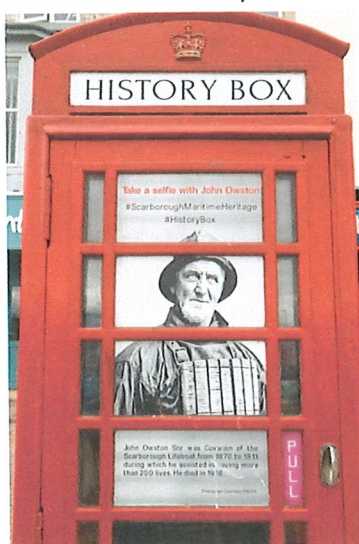
Suggestions made on Social Media and some communications made into the office have been a mobile library point / book swap and use as a defibrillator hub. It should be considered that within 80 metres of the decommissioned telephone box we have our main library and the Memorial Hall that has a defibrillator located for public use on the exterior of the building.

In the past there have been many creative solutions for decommissioned telephone boxes and in deciding to adopt it, Councillors should consider what would be preferable as an alternative use and if this would be approved via a planning application and potentially Listed Buildings Consent and Historic England involvement -

Factors Affecting the Status of a Phone Box in a Conservation Area

- **Listing Status:** If the phone box is a Grade II listed building, it has specific protections and requires listed building consent for any alterations or removal.
- **Conservation Area:** Even if not listed, a phone box located in a conservation area contributes to its character and significance. Removal or significant alteration would require planning permission and could be resisted if it harms the area's townscape.
- **Local Authority Policy:** The local council will have specific policies on heritage assets and townscape, which will inform decisions about phone boxes.

Ideas below – History Box / Events and Advertising Box / Flower box (as we did on London Road)



Summary

- Seek further clarification from EHDC with regards to planning restrictions, listed status / conservation area.
- Do not to take on the project on at all.
- Purchase the decommissioned box for £1 to secure the future, even if nothing can be changed with the box and a new use be approved.
- Other suggestions?

Appendix K

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: full Town Council
From: Christopher Hunt
Subject: Local Government Reorganisation
Date: 29th September 2025

Councillor Discussion Paper – Local Government Reorganisation (LGR) in Hertfordshire

Purpose

This paper invites councillors to consider which local assets and services Sawbridgeworth Town Council (STC) may wish to manage or take ownership of, as part of the ongoing Local Government Reorganisation (LGR) in Hertfordshire. It sets out the potential benefits and challenges of each area, to inform discussion and future decision-making.

1. Car Parks (e.g. Bell Street Car Park)

Pros:

- Local control over parking policies to support town centre vibrancy and accessibility.
- Ability to tailor charges, permits, and enforcement to local needs.
- Potential to reinvest surplus income into local improvements.

Cons:

- Responsibility for maintenance, enforcement, and insurance.
- Financial risk if income does not cover costs.
- Requires staff time and expertise.

2. Open Spaces and Play Areas

Pros:

- Direct oversight of maintenance and safety, responding quickly to local concerns.
- Opportunity to involve residents in design and improvement projects.
- Enhanced community pride and use of local spaces.

Cons:

- Ongoing costs for maintenance, repairs, and insurance.
 - No direct income; would require a precept increase.
 - Additional administrative and operational workload.
-

3. Community Buildings (Vacant or Underused)

Pros:

- Ability to repurpose buildings for community benefit (e.g. meeting space, youth activities).
- Potential to generate modest income through hire.
- Prevents buildings falling into disuse or disrepair.

Cons:

- Upfront costs for refurbishment or adaptation.
- Ongoing running and maintenance costs.
- Risk if demand for use is lower than anticipated.

4. Service Delivery (e.g. Markets, Planting Schemes, Public Toilets, Street Cleaning, Events)

Pros:

- More responsive, locally tailored services.
- Greater accountability to residents.
- Opportunity to innovate and improve service quality.

Cons:

- Increased staffing and management requirements.
- Financial pressures if costs rise or funding is reduced.
- Need for clear service standards and monitoring.

Key Considerations for Councillors

- **Financial Impact:** Most asset transfers will increase STC's costs and responsibilities. A rise in the precept would be required to cover these additional costs.
- **Strategic Value:** Local management can deliver clear community benefits, but must be sustainable.
- **Resident Consultation:** Any decision should be informed by resident feedback and a detailed assessment of costs and benefits.

Decision Required

Councillors are asked to:

- Indicate which areas/assets they wish to explore further for local management or ownership.
- Consider the balance of benefits and risks for each area.
- Agree next steps, including consultation with residents and further investigation of financial and operational implications.

Next Steps

- Gather more detailed information on costs, risks, and opportunities for each area.
- Consult with residents to gauge support and priorities.
- Engage with East Herts Council and other stakeholders to discuss potential transfers.

Councillors' views and guidance are sought to shape the Council's approach to local asset and service management ahead of any formal devolution decisions.

Appendix L

Councillor John Rider Community Governance

Review – Warding

Response to the Town Clerk

23rd September 2025

I have been contacted by many residents in our town who are surprised to read in the local press that EHDC plans to introduce electoral wards. Many residents are unaware of any consultation and have not seen leaflets claimed to have been sent out by EHDC. (See letter below sent to EHDC by resident):

“I was a little surprised to read in the local press that EHDC have plans to introduce electoral wards within Sawbridgeworth. As you know, SBW is a small town with a [population of about 11,000 residents with a central hub of shops and services around the Bell Street/Knight Street area. In terms of local elections, SBW acts as a single ward with twelve members serving the whole of the town. Thus, no one living in SBW has difficulty in contacting a member if they wish to do so. 12 members representing 11,000 residents seems to me to be the right balance required to ensure electoral equality. The current proposal to create wards and the number of Councillors allocated to each undermines entirely the concept of electoral equality. For example, I am informed that five Councillors are proposed for the Vantorts Area. This is surely an over provision and defeats the objective of electoral equality. Such a proposal would create an imbalance of membership between Vantorts and the other proposed wards for the town. I note that major cities in the UK rarely have five member wards, so it is difficult to understand how a five member ward in SBW can be justified.

At this stage however, my main concern, is the apparent lack of consultation with stakeholders including the general public. I would

therefore like to know from the District Council whether consultations are to take place, with whom and the timetable for so doing.

In my opinion, the current proposals are ill-founded and I would therefore welcome the opportunity of making my views known in a more formal consultative arrangement. As indicated above, I would welcome information from the District Council on how this could be achieved.”

I had a letter published in the Bishop's Stortford Independent expressing what I feel is an attack on local democracy by the imposition of warding on our town (see below).

I wish to bring to the councillor's attention and log as evidence of what appears to be "Gerrymandering".

“Many residents of Sawbridgeworth have complained to me that they have not seen leaflets or been involved in the so-called Consultation to move to warding in our Town. Reading the article in your paper it seems that EHDC is following a narrative that all should be treated the same as in other Towns in the District and wish to impose what they think best. A system that our Councillors clearly do not want. It is an affront to local democracy.

I do not think the “other side of the coin” has been debated properly or thought been given to the implications to a Town such as ours.

I therefore offer to your readers an alternative view and why I think warding would be the wrong way to go in Sawbridgeworth.

- 1) Parochialism. Councillors may prioritise the needs and interests of their specific ward over the wider town, potentially leading to a lack of strategic thinking and a fragmented approach to town-wide issues.***
- 2) Uneven resource allocation. Wards with more vocal residents will get more than others who are less vocal.***
- 3) Difficulty in getting a unified approach.***
- 4) Potential for conflict which did not exist before. Tensions between ward and Council interests.***

- 5) ***Nimbyism. One ward could oppose a development that benefits the whole Town.***
- 6) ***Disagreements on development and planning leading to delays in consensus.***
- 7) ***Unequal representation. Ward boundaries might not reflect social and community interactions, voter apathy. Spellbrook with just one representative would be isolated.***
- 8) ***Increased workload for volunteer, unpaid councillors.***
- 9) ***Potential for political infighting. We have a very harmonious Council at present.***
- 10) ***I was elected to serve all in our Town, not part of the Town. I believe the alternative view must be “aired” and I am sure Sawbridgeworth residents would wish to block this imposed shake up. John Rider***

Appendix M

Ongoing concerns regarding service provision

I made an FOI request to EHDC and their reply gives evidence of how our town is sidelined.

The car parks owned by EHDC were gritted 20 times, but Bell Street did not receive attention, although having a doctor's surgery within it.

(Note: Dates and car parks gritted in list below. EHDC gritted Bowling Green Lane that does not exist in our town. Another example of EHDC not knowing our town and together with the mess they made of litter bins and refuse service show how incompetent they are).

It is time that our car park was recognised as being special and a hub for business and leisure in our town. Start gritting.

19.11.24

27.11.24

02.01.25

03.01.25

04.01.25 **Kibes Lane, Ware**

06.01.25 **Library, Ware**

07.01.25 **Baldock Street, Ware**

08.01.25 **Gascoyne Way, Hertford**

09.01.25 **St Andrew Street, Hertford**

10.01.25 **Bowling Green Lane, Sawbridgeworth (this is in Buntingford)**

01.02.25 **Grange Paddocks, Bishop's Stortford**

05.02.20 **Elm Road, Bishop's Stortford**

06.02.25 **Northgate End, Bishop's Stortford**

14.02.25 **Crown Terrace, Bishop's Stortford**

16.02.25 **Apton Road, Bishop's Stortford**

27.02.25 **Basbow Lane, Bishop's Stortford**

28.02.25

03.03.25

13.03.25

15.03.25

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: full Town Council
From: Christopher Hunt
Subject: Footpath Elmwood to the River Stort
Date: 29th September 2025

Background:

The Town Council has received several enquiries regarding access to the land adjacent to the Southbrook allotments, specifically relating to the path from Elmwood to the River Stort. Most recently, a male resident contacted the office seeking clarification on access rights. This has caused some concern from local residents and allotment holders.

Actions Taken:

- **Planning Enforcement:** The matter has been formally reported to Planning Enforcement at East Herts District Council following site observations and public concern.
 - **Police Notification:** The local police have been notified to ensure awareness and to monitor any potential issues relating to access or anti-social behaviour.
 - **Definitive Map Modification Order (DMMO):**
 - The Council's application (Ref: EH/488/MOD, submitted 24 April 2020) to formally record the footpath on the Definitive Map remains outstanding.
 - I have contacted the Hertfordshire County Council Rights of Way Team to request an update. The following points were raised in my correspondence:
 - Confirmation of the current status of our application.
 - Whether any further evidence or action is required from the Town Council.
 - An estimated timeline for determination, if available.
 - The Rights of Way Team has acknowledged a significant backlog in processing DMMO applications, with current estimates for determination ranging from 10 to 20 years.
 - The Council has highlighted that the path has been refurbished and is actively maintained, and has asked whether this may affect the application's prioritisation.
-

Report to the Secretary of State:

In light of the prolonged delays and local concern, I am preparing a report for submission to the Secretary of State to highlight the situation and seek support or intervention.

Next Steps:

- Await a formal response from the Rights of Way Team regarding the DMMO application.
- Monitor feedback from Planning Enforcement and the police, and update Council as appropriate.
- Continue to log and respond to public enquiries regarding access and maintenance.
- Finalise and submit the report to the Secretary of State once supporting information is received.

Recommendation:

That Council notes the actions taken and the ongoing delays with the DMMO process, supports the preparation of a report to the Secretary of State.

Appendix N

Date: 09/09/2025

Sawbridgeworth Town Council

Page 1

Time: 13:25

User: LD

Bank Reconciliation up to 09/09/2025 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
20/06/2025	8533	1,314.66		1,314.66		R ■	Airdrome Cars Ltd
20/06/2025	8534	35.00		35.00		R ■	SDH Window Cleaning
20/06/2025	8535	270.00		270.00		R ■	KSS Consultants Limited
01/08/2025	DD1	1,360.00		1,360.00		R ■	East Herts District Council
01/08/2025	DD11	400.00		400.00		R ■	Oakridge Nursery
04/08/2025	Direct		4,881.74	4,881.74		R ■	Receipt(s) Banked
04/08/2025	DD2	211.87		211.87		R ■	The Fuelcard Company
04/08/2025	Direct		359.05	359.05		R ■	Receipt(s) Banked
04/08/2025	Direct		20.00	20.00		R ■	Receipt(s) Banked
07/08/2025	Direct		105.00	105.00		R ■	Receipt(s) Banked
07/08/2025	Direct		2,960.00	2,960.00		R ■	Receipt(s) Banked
11/08/2025	DD3	231.67		231.67		R ■	Everflow Water
11/08/2025	DD4	318.13		318.13		R ■	The Fuelcard Company
11/08/2025	8598	4,350.25		4,350.25		R ■	James Hallam Council Guard
14/08/2025	8533CAN	-1,314.66		-1,314.66		R ■	Airdrome Cars Ltd
14/08/2025	8535CAN	-270.00		-270.00		R ■	KSS Consultants Limited
14/08/2025	8534CAN	-35.00		-35.00		R ■	SDH Window Cleaning
15/08/2025	8585					R ■	Carter, Laura
15/08/2025	8586					R ■	Sargant, Joanne
15/08/2025	8587					R ■	Parrish, Stephen
15/08/2025	8588					R ■	Dale, Lisa
15/08/2025	8589					R ■	Jones, John
15/08/2025	8590					R ■	Derrick, Viv
15/08/2025	8591					R ■	Crank, Darren
15/08/2025	8592					R ■	Hunt, Christopher
15/08/2025	8593					R ■	Robinson, Adrian
15/08/2025	8594					R ■	Langley, Graham
15/08/2025	DD5	57.60		57.60		R ■	Affinity One Security Solution
15/08/2025	8563	6,827.59		6,827.59		R ■	HMRC
15/08/2025	8564	3,053.72		3,053.72		R ■	Herts County Council
15/08/2025	8565	550.32		550.32		R ■	NEST
18/08/2025	DD6	230.58		230.58		R ■	The Fuelcard Company
18/08/2025	DD7	25.24		25.24		R ■	Lloyds Bank plc
19/08/2025	DD8	40.56		40.56		R ■	Vatix
19/08/2025	DD9	711.94		711.94		R ■	EDF Energy
19/08/2025	Direct		3,180.00	3,180.00		R ■	Receipt(s) Banked
20/08/2025	Direct		2,805.00	2,805.00		R ■	Receipt(s) Banked
22/08/2025	DD10	58.10		58.10		R ■	Engie Gas
22/08/2025	8599	35.00		35.00		R ■	SDH Window Cleaning
22/08/2025	8601	395.26		395.26		R ■	Airdrome Cars Ltd
22/08/2025	8604	108.73		108.73		R ■	Southern Electric
22/08/2025	8605	132.30		132.30		R ■	Airdrome Cars Ltd
22/08/2025	8606	420.00		420.00		R ■	Oakridge Nursery
22/08/2025	DD12	154.05		154.05		R ■	East Herts District Council
22/08/2025	8610	206.50		206.50		R ■	The Anglia Sign Casting Compan

Date: 09/09/2025

Sawbridgeworth Town Council

Page 2

Time: 13:25

User: LD

Bank Reconciliation up to 09/09/2025 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
22/08/2025	8611	864.00		864.00		R ■	Lodge & Sons (Builders) Limite
22/08/2025	8602	306.39		306.39		R ■	Shenton, Nick
22/08/2025	8603	221.90		221.90		R ■	Lumley, Cyril
22/08/2025	8608	41.10		41.10		R ■	Hunt, Christopher
22/08/2025	8609	500.00		500.00		R ■	Herts Boat Rescue
22/08/2025	8600	386.14		386.14		R ■	Rialtas Business Solutions Lim
22/08/2025	Direct		2,400.00	2,400.00		R ■	Receipt(s) Banked
22/08/2025	Direct		30.00	30.00		R ■	Receipt(s) Banked
22/08/2025	Direct		30.00	30.00		R ■	Receipt(s) Banked
26/08/2025	BCARD1	94.00		94.00		R ■	Amazon Business EU S.a.r.l
26/08/2025	BCARD2	89.43		89.43		R ■	Amazon Business EU S.a.r.l
26/08/2025	BCARD3	23.14		23.14		R ■	Amazon Business EU S.a.r.l
26/08/2025	BCARD4	149.10		149.10		R ■	Sainsburys
26/08/2025	BCARD5	207.50		207.50		R ■	Sainsburys
26/08/2025	BCARD6	7.26		7.26		R ■	Screwfix
26/08/2025	BCARD7	30.98		30.98		R ■	Amazon Business EU S.a.r.l
26/08/2025	BCARD8	189.99		189.99		R ■	Hyundai Power Products
26/08/2025	BCARD9	21.00		21.00		R ■	East Herts District Council
26/08/2025	BCARD10	9.99		9.99		R ■	ILIFFE MEDIA
26/08/2025	BCARD11	29.99		29.99		R ■	Amazon Business EU S.a.r.l
26/08/2025	DD13	129.79		129.79		R ■	The Fuelcard Company
26/08/2025	DD14	408.00		408.00		R ■	Techwyse
27/08/2025	Direct		30.00	30.00		R ■	Receipt(s) Banked
28/08/2025	500432		502.30	502.30		R ■	Receipt(s) Banked
28/08/2025	BACS	30.00		30.00		R ■	George Miles
28/08/2025	8612	30.00		30.00		R ■	Hannah Groves
28/08/2025	8614	30.00		30.00		R ■	Albert Twinn
28/08/2025	500432		140.00	140.00		R ■	Receipt(s) Banked
28/08/2025	DD	286.82		286.82		R ■	Citation Limited
29/08/2025	DD1	221.24		221.24		R ■	Onecom Limited
		43,848.21	17,443.09				

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Staff</u>								
4000 Salaries	0	119,314	243,480	124,166		124,166	49.0%	
4001 DNU	27,504	0	0	0		0	0.0%	
4003 DNU	43,140	0	0	0		0	0.0%	
4004 DNU	33,199	0	0	0		0	0.0%	
4005 DNU	31,632	0	0	0		0	0.0%	
4011 DNU	10,263	0	0	0		0	0.0%	
4013 DNU	31,783	0	0	0		0	0.0%	
4015 DNU	54,071	0	0	0		0	0.0%	
4035 NIC - Employers	24,251	14,657	31,270	16,613		16,613	46.9%	
4040 Pension Employers	31,229	13,751	32,070	18,319		18,319	42.9%	
Staff :- Indirect Expenditure	<u>287,072</u>	<u>147,722</u>	<u>306,820</u>	<u>159,098</u>	<u>0</u>	<u>159,098</u>	<u>48.1%</u>	<u>0</u>
Net Expenditure	(287,072)	(147,722)	(306,820)	(159,098)				
<u>200 General Administration</u>								
1076 Precept	452,775	239,918	479,835	239,918			50.0%	
1090 Interest Received	6,296	2,297	6,000	3,703			38.3%	
1999 Miscellaneous Income	1,035	18	0	(18)			0.0%	
General Administration :- Income	<u>460,106</u>	<u>242,233</u>	<u>485,835</u>	<u>243,602</u>			<u>49.9%</u>	<u>0</u>
4070 Subscriptions	2,283	2,499	2,860	361		361	87.4%	
4075 IT Support	9,928	8,369	13,000	4,631		4,631	64.4%	
4080 Training (Members)	163	0	500	500		500	0.0%	
4081 Travel Expenses	558	122	550	428		428	22.1%	
4082 Training (Staff)	981	110	1,000	890		890	11.0%	
4083 Clerks Expenses	17	0	100	100		100	0.0%	
4090 IT Development	0	0	1,500	1,500		1,500	0.0%	
4095 Photocopy Charges	1,349	609	1,500	891		891	40.6%	
4100 Telephone/Broadband	880	357	2,500	2,143		2,143	14.3%	
4105 Postage	682	306	800	494		494	38.3%	
4110 Stationery	807	104	1,000	896		896	10.4%	
4115 Insurance	10,956	6,426	11,000	4,574		4,574	58.4%	
4120 Bank Charges	264	129	500	371		371	25.7%	
4125 Repairs & Renewals	198	528	750	222		222	70.4%	
4130 Staff Care	2,313	482	1,600	1,118		1,118	30.1%	
4135 Office Care	1,374	737	3,000	2,263		2,263	24.6%	
4140 Office Equipment	449	1,937	1,500	(437)		(437)	129.1%	
4180 Accountancy Services	3,402	0	3,000	3,000		3,000	0.0%	
4185 Audit	2,365	(1,165)	3,565	4,730		4,730	(32.7%)	
4190 Professional Fees	3,480	1,480	6,000	4,520		4,520	24.7%	

Continued over page

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4195 Tourism	803	344	1,000	656		656	34.4%	
4200 Web-site	600	581	1,500	919		919	38.8%	
4201 Web-site development	0	83	1,500	1,417		1,417	5.6%	
4215 Town Signs	811	0	500	500		500	0.0%	
4990 Contingency	0	0	2,000	2,000		2,000	0.0%	
4999 Miscellaneous Costs	10	0	0	0		0	0.0%	
General Administration :- Indirect Expenditure	44,672	24,037	62,725	38,688	0	38,688	38.3%	0
Net Income over Expenditure	415,434	218,195	423,110	204,915				
210 Democratic Services								
1335 Civic Dinner Income	3,105	4,515	5,000	485			90.3%	
Democratic Services :- Income	3,105	4,515	5,000	485			90.3%	0
4310 Election Expenses	4,489	0	3,000	3,000		3,000	0.0%	
4315 Mayor's Allowance	1,464	1,352	1,500	148		148	90.1%	
4330 Civic Events	1,562	637	3,000	2,363		2,363	21.2%	
4335 Civic Dinner Expenditure	3,108	3,638	5,000	1,362		1,362	72.8%	
Democratic Services :- Indirect Expenditure	10,623	5,627	12,500	6,873	0	6,873	45.0%	0
Net Income over Expenditure	(7,518)	(1,112)	(7,500)	(6,388)				
220 Grants								
4350 Grants - SYPRC	1,000	(1,000)	1,000	2,000		2,000	(100.0%)	
4355 Grants - The Hailey Centre	1,000	0	1,000	1,000		1,000	0.0%	
4370 Grants - S137	54	0	75	75		75	0.0%	
4375 Freedom of the Town	1,224	488	1,500	1,012		1,012	32.5%	
4380 Grants - Other	3,300	500	3,500	3,000		3,000	14.3%	
Grants :- Indirect Expenditure	6,578	(12)	7,075	7,087	0	7,087	(0.2%)	0
Net Expenditure	(6,578)	12	(7,075)	(7,087)				
300 Civic Centre								
1400 Rental Income	1,065	898	800	(98)			112.2%	
Civic Centre :- Income	1,065	898	800	(98)			112.2%	0
4405 Rates	15,030	8,158	14,000	5,842		5,842	58.3%	
4410 Heat & Light	6,754	2,349	10,000	7,651		7,651	23.5%	
4415 Water	582	1,787	650	(1,137)		(1,137)	274.8%	
4420 Maintenance	4,670	2,451	5,000	2,549		2,549	49.0%	
4425 Fixtures & Fittings	51	0	0	0		0	0.0%	
4445 New Equipment	2,898	182	5,000	4,818		4,818	3.6%	
Civic Centre :- Indirect Expenditure	29,985	14,926	34,650	19,724	0	19,724	43.1%	0
Net Income over Expenditure	(28,920)	(14,029)	(33,850)	(19,821)				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
320 Hailey Centre								
4420 Maintenance	2,937	0	5,000	5,000		5,000	0.0%	
Hailey Centre :- Indirect Expenditure	<u>2,937</u>	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	(2,937)	0	(5,000)	(5,000)				
330 Other Rented Accommodation								
4400 Rent	4,660	2,400	4,800	2,400		2,400	50.0%	
4410 Heat & Light	0	373	0	(373)		(373)	0.0%	
4420 Maintenance	0	60	0	(60)		(60)	0.0%	
Other Rented Accommodation :- Indirect Expenditure	<u>4,660</u>	<u>2,833</u>	<u>4,800</u>	<u>1,967</u>	<u>0</u>	<u>1,967</u>	<u>59.0%</u>	<u>0</u>
Net Expenditure	(4,660)	(2,833)	(4,800)	(1,967)				
400 Bullfield Allotments								
1500 Allotment Rent Income	1,334	0	910	910			0.0%	
1510 Allotment Water Income	146	0	200	200			0.0%	
1515 Allotment Dep Retain	100	0	0	0			0.0%	
Bullfield Allotments :- Income	<u>1,579</u>	<u>0</u>	<u>1,110</u>	<u>1,110</u>			<u>0.0%</u>	<u>0</u>
4415 Water	666	317	600	283		283	52.8%	
4420 Maintenance	196	400	700	300		300	57.1%	
Bullfield Allotments :- Indirect Expenditure	<u>862</u>	<u>717</u>	<u>1,300</u>	<u>583</u>	<u>0</u>	<u>583</u>	<u>55.2%</u>	<u>0</u>
Net Income over Expenditure	718	(717)	(190)	527				
410 Bellmead Allotments								
1500 Allotment Rent Income	350	0	250	250			0.0%	
1510 Allotment Water Income	36	0	30	30			0.0%	
Bellmead Allotments :- Income	<u>386</u>	<u>0</u>	<u>280</u>	<u>280</u>			<u>0.0%</u>	<u>0</u>
4415 Water	145	81	100	19		19	80.5%	
4420 Maintenance	19	0	250	250		250	0.0%	
Bellmead Allotments :- Indirect Expenditure	<u>164</u>	<u>81</u>	<u>350</u>	<u>269</u>	<u>0</u>	<u>269</u>	<u>23.0%</u>	<u>0</u>
Net Income over Expenditure	222	(81)	(70)	11				
420 Vantorts Allotments								
1500 Allotment Rent Income	249	0	175	175			0.0%	
1510 Allotment Water Income	27	0	25	25			0.0%	
Vantorts Allotments :- Income	<u>276</u>	<u>0</u>	<u>200</u>	<u>200</u>			<u>0.0%</u>	<u>0</u>

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4415 Water	168	147	120	(27)		(27)	122.6%	
4420 Maintenance	152	0	250	250		250	0.0%	
Vantorts Allotments :- Indirect Expenditure	320	147	370	223	0	223	39.8%	0
Net Income over Expenditure	(44)	(147)	(170)	(23)				
430 Southbrook Allotments								
1500 Allotment Rent Income	1,314	0	1,290	1,290			0.0%	
1510 Allotment Water Income	175	0	170	170			0.0%	
1515 Allotment Dep Retain	146	0	0	0			0.0%	
Southbrook Allotments :- Income	1,634	0	1,460	1,460			0.0%	0
4415 Water	623	331	500	169		169	66.2%	
4420 Maintenance	353	280	700	420		420	40.0%	
Southbrook Allotments :- Indirect Expenditure	976	611	1,200	589	0	589	50.9%	0
Net Income over Expenditure	658	(611)	260	871				
435 West Road Allotment								
1500 Allotment Rent Income	0	0	640	640			0.0%	
1510 Allotment Water Income	0	0	200	200			0.0%	
West Road Allotment :- Income	0	0	840	840			0.0%	0
4415 Water	0	0	600	600		600	0.0%	
4416 Set Up Costs -Allotments	0	0	3,500	3,500		3,500	0.0%	
West Road Allotment :- Indirect Expenditure	0	0	4,100	4,100	0	4,100	0.0%	0
Net Income over Expenditure	0	0	(3,260)	(3,260)				
440 Cemetery								
1550 Burial Fees	34,595	16,440	48,400	31,960			34.0%	
1560 Memorial Fees	2,390	930	2,500	1,570			37.2%	
1570 Grave Digging Income	2,980	1,100	2,600	1,500			42.3%	
1580 Tree Sales	3,450	1,300	3,000	1,700			43.3%	
1581 Bench Sales	2,734	3,087	3,500	413			88.2%	
1582 Memorial Plaque Sales	770	0	1,200	1,200			0.0%	
Cemetery :- Income	46,919	22,857	61,200	38,343			37.3%	0
4045 Subcontracted Labour	700	0	1,000	1,000		1,000	0.0%	
4415 Water	135	110	150	40		40	73.3%	
4420 Maintenance	6,457	2,787	5,000	2,213		2,213	55.7%	
4440 New Area (Spinney)	1,300	0	3,000	3,000		3,000	0.0%	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4520 Skip Hire	1,925	1,435	2,500	1,065		1,065	57.4%	
4530 Trees	500	409	550	141		141	74.3%	
4531 Benches	1,864	1,418	2,000	582		582	70.9%	
4532 Plaques	1,208	391	550	159		159	71.0%	
4675 Publicity	0	0	500	500		500	0.0%	
Cemetery :- Indirect Expenditure	14,088	6,549	15,250	8,701	0	8,701	42.9%	0
Net Income over Expenditure	32,831	16,308	45,950	29,642				
6000 plus Transfer from EMR	1,300	0	0	0				
Movement to/(from) Gen Reserve	34,131	16,308	45,950	29,642				
<u>450 Playground</u>								
4420 Maintenance	1,535	278	2,000	1,722		1,722	13.9%	
4421 New Equipment -Playground	0	0	4,000	4,000		4,000	0.0%	
Playground :- Indirect Expenditure	1,535	278	6,000	5,722	0	5,722	4.6%	0
Net Expenditure	(1,535)	(278)	(6,000)	(5,722)				
<u>460 Rivers Heritage Site & Orchard</u>								
4700 RHSOG	1,710	383	3,000	2,617		2,617	12.8%	
Rivers Heritage Site & Orchard :- Indirect Expenditure	1,710	383	3,000	2,617	0	2,617	12.8%	0
Net Expenditure	(1,710)	(383)	(3,000)	(2,617)				
<u>500 Groundsman</u>								
1600 SYPRC/STFC Grass Cut - Income	300	0	0	0			0.0%	
1603 Conveniences coin operation	663	235	800	565			29.4%	
1610 Sub Contract Watering	776	0	275	275			0.0%	
1615 CCTV Footage Retrieval	300	0	0	0			0.0%	
Groundsman :- Income	2,039	235	1,075	840			21.9%	0
4600 Planters	0	0	1,000	1,000		1,000	0.0%	
4601 Bell St Conveniences Cleaning	608	63	800	737		737	7.9%	
4602 Bell St Convenience Repairs	157	865	5,000	4,136		4,136	17.3%	
4615 Ranger's Mower	1,475	510	2,000	1,490		1,490	25.5%	
4620 Ranger's Tools	2,797	467	3,000	2,533		2,533	15.6%	
4625 Mower Replacement	0	0	12,000	12,000		12,000	0.0%	
4630 CCTV Maintenance Agreement	2,453	2,636	3,000	364		364	87.9%	
4635 CCTV Extension	1,822	0	3,000	3,000		3,000	0.0%	
Groundsman :- Indirect Expenditure	9,312	4,541	29,800	25,259	0	25,259	15.2%	0
Net Income over Expenditure	(7,274)	(4,306)	(28,725)	(24,419)				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
600 Fun on the Field								
1670 Event Income	870	490	900	410			54.4%	
Fun on the Field :- Income	<u>870</u>	<u>490</u>	<u>900</u>	<u>410</u>			<u>54.4%</u>	<u>0</u>
4045 Subcontracted Labour	650	0	800	800		800	0.0%	
4670 Event Costs	723	1,061	1,000	(61)		(61)	106.1%	
4675 Publicity	0	0	200	200		200	0.0%	
Fun on the Field :- Indirect Expenditure	<u>1,373</u>	<u>1,061</u>	<u>2,000</u>	<u>939</u>	<u>0</u>	<u>939</u>	<u>53.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(503)</u>	<u>(571)</u>	<u>(1,100)</u>	<u>(529)</u>				
610 Events General								
4670 Event Costs	1,177	407	1,000	593		593	40.7%	
4672 RHSO 300	0	0	500	500		500	0.0%	
4673 VE Day	0	4,646	5,000	354		354	92.9%	
Events General :- Indirect Expenditure	<u>1,177</u>	<u>5,054</u>	<u>6,500</u>	<u>1,446</u>	<u>0</u>	<u>1,446</u>	<u>77.7%</u>	<u>0</u>
Net Expenditure	<u>(1,177)</u>	<u>(5,054)</u>	<u>(6,500)</u>	<u>(1,446)</u>				
620 Christmas Festival								
1670 Event Income	1,130	0	800	800			0.0%	
Christmas Festival :- Income	<u>1,130</u>	<u>0</u>	<u>800</u>	<u>800</u>			<u>0.0%</u>	<u>0</u>
4045 Subcontracted Labour	1,511	0	1,700	1,700		1,700	0.0%	
4670 Event Costs	1,568	400	1,000	600		600	40.0%	
4675 Publicity	390	0	500	500		500	0.0%	
4685 Christmas Lights	14,772	306	15,000	14,694		14,694	2.0%	
4690 Competitions	636	0	1,000	1,000		1,000	0.0%	
Christmas Festival :- Indirect Expenditure	<u>18,877</u>	<u>706</u>	<u>19,200</u>	<u>18,494</u>	<u>0</u>	<u>18,494</u>	<u>3.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(17,747)</u>	<u>(706)</u>	<u>(18,400)</u>	<u>(17,694)</u>				
630 Markets								
1670 Event Income	0	0	8,000	8,000			0.0%	
Markets :- Income	<u>0</u>	<u>0</u>	<u>8,000</u>	<u>8,000</u>			<u>0.0%</u>	<u>0</u>
4674 Car Park Hire	0	0	9,000	9,000		9,000	0.0%	
4675 Publicity	0	0	4,000	4,000		4,000	0.0%	
Markets :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>13,000</u>	<u>13,000</u>	<u>0</u>	<u>13,000</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>(5,000)</u>	<u>(5,000)</u>				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>640 Projects</u>								
1671 HUB Funding	3,000	0	0	0			0.0%	
Projects :- Income	<u>3,000</u>	<u>0</u>	<u>0</u>	<u>0</u>				<u>0</u>
4710 Hanging Baskets	0	0	1,500	1,500		1,500	0.0%	
4715 Planters Project	0	0	500	500		500	0.0%	
4720 Jubilee Gardens	23,743	23,596	100,000	76,404		76,404	23.6%	
4725 Fair Green	300	0	2,000	2,000		2,000	0.0%	
4735 Remembrance Day	150	150	400	250		250	37.5%	
4740 War Memorial	260	0	1,000	1,000		1,000	0.0%	
4746 HUB Project	1,926	0	0	0		0	0.0%	
Projects :- Indirect Expenditure	<u>26,379</u>	<u>23,746</u>	<u>105,400</u>	<u>81,654</u>	<u>0</u>	<u>81,654</u>	<u>22.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(23,379)</u>	<u>(23,746)</u>	<u>(105,400)</u>	<u>(81,654)</u>				
<u>660 Town Selfie Walk</u>								
4670 Event Costs	250	0	575	575		575	0.0%	
4675 Publicity	0	0	200	200		200	0.0%	
4681 Promotional Equipment	303	0	1,000	1,000		1,000	0.0%	
Town Selfie Walk :- Indirect Expenditure	<u>553</u>	<u>0</u>	<u>1,775</u>	<u>1,775</u>	<u>0</u>	<u>1,775</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>(553)</u>	<u>0</u>	<u>(1,775)</u>	<u>(1,775)</u>				
<u>670 River Day</u>								
1670 Event Income	40	40	50	10			80.0%	
River Day :- Income	<u>40</u>	<u>40</u>	<u>50</u>	<u>10</u>			<u>80.0%</u>	<u>0</u>
4670 Event Costs	120	170	150	(20)		(20)	113.3%	
River Day :- Indirect Expenditure	<u>120</u>	<u>170</u>	<u>150</u>	<u>(20)</u>	<u>0</u>	<u>(20)</u>	<u>113.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(80)</u>	<u>(130)</u>	<u>(100)</u>	<u>30</u>				
<u>700 Sawbobus</u>								
1150 Grants Received	2,000	2,000	6,000	4,000			33.3%	
1800 Fares	6,655	2,450	10,000	7,550			24.5%	
1820 Fuel Rebate	2,072	1,081	1,300	219			83.1%	
1830 Sponsorship	4,000	3,750	6,000	2,250			62.5%	
Sawbobus :- Income	<u>14,727</u>	<u>9,281</u>	<u>23,300</u>	<u>14,019</u>			<u>39.8%</u>	<u>0</u>
4029 Salary Recharge	32,181	15,992	31,345	15,353		15,353	51.0%	
4045 Subcontracted Labour	291	528	1,000	472		472	52.8%	
4800 Fuel	4,848	2,527	8,500	5,973		5,973	29.7%	

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4805 Vehicle Maintenance	6,715	1,964	6,000	4,036		4,036	32.7%	
4810 Vehicle Tax & Insurance	1,092	1,455	1,550	95		95	93.8%	
Sawbobus :- Indirect Expenditure	<u>45,128</u>	<u>22,466</u>	<u>48,395</u>	<u>25,929</u>	<u>0</u>	<u>25,929</u>	<u>46.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(30,401)</u>	<u>(13,184)</u>	<u>(25,095)</u>	<u>(11,911)</u>				
<u>800 Heffer GL61</u>								
1830 Sponsorship	500	500	0	(500)			0.0%	
1850 Vehicle Hire Income	549	257	500	243			51.3%	
Heffer GL61 :- Income	<u>1,049</u>	<u>757</u>	<u>500</u>	<u>(257)</u>			<u>151.3%</u>	<u>0</u>
4800 Fuel	2,789	893	550	(343)		(343)	162.4%	
4805 Vehicle Maintenance	997	302	1,250	948		948	24.1%	
4810 Vehicle Tax & Insurance	1,092	1,455	1,290	(165)		(165)	112.8%	
Heffer GL61 :- Indirect Expenditure	<u>4,878</u>	<u>2,649</u>	<u>3,090</u>	<u>441</u>	<u>0</u>	<u>441</u>	<u>85.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(3,830)</u>	<u>(1,893)</u>	<u>(2,590)</u>	<u>(697)</u>				
<u>810 Rangers Truck #1 WG64</u>								
4800 Fuel	1,549	349	2,000	1,651		1,651	17.4%	
4805 Vehicle Maintenance	626	432	1,500	1,068		1,068	28.8%	
4810 Vehicle Tax & Insurance	964	942	1,070	128		128	88.0%	
Rangers Truck #1 WG64 :- Indirect Expenditure	<u>3,138</u>	<u>1,723</u>	<u>4,570</u>	<u>2,847</u>	<u>0</u>	<u>2,847</u>	<u>37.7%</u>	<u>0</u>
Net Expenditure	<u>(3,138)</u>	<u>(1,723)</u>	<u>(4,570)</u>	<u>(2,847)</u>				
<u>820 Rangers Truck #2 SY65</u>								
4800 Fuel	1,005	623	1,250	627		627	49.8%	
4805 Vehicle Maintenance	496	646	1,500	854		854	43.1%	
4810 Vehicle Tax & Insurance	964	1,289	1,080	(209)		(209)	119.4%	
Rangers Truck #2 SY65 :- Indirect Expenditure	<u>2,464</u>	<u>2,558</u>	<u>3,830</u>	<u>1,272</u>	<u>0</u>	<u>1,272</u>	<u>66.8%</u>	<u>0</u>
Net Expenditure	<u>(2,464)</u>	<u>(2,558)</u>	<u>(3,830)</u>	<u>(1,272)</u>				
<u>910 Town Action Plan</u>								
4910 Town Action Plan Costs	176	0	500	500		500	0.0%	
Town Action Plan :- Indirect Expenditure	<u>176</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>(176)</u>	<u>0</u>	<u>(500)</u>	<u>(500)</u>				

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<u>920 ATC Rent</u>								
1400 Rental Income	1,547	0	0	0			0.0%	
ATC Rent :- Income	<u>1,547</u>	<u>0</u>	<u>0</u>	<u>0</u>				<u>0</u>
Net Income	<u>1,547</u>	<u>0</u>	<u>0</u>	<u>0</u>				
Grand Totals:- Income	539,470	281,305	591,350	310,045			47.6%	
Expenditure	519,755	268,572	703,350	434,778	0	434,778	38.2%	
Net Income over Expenditure	<u>19,715</u>	<u>12,733</u>	<u>(112,000)</u>	<u>(124,733)</u>				
plus Transfer from EMR	1,300	0	0	0				
Movement to/(from) Gen Reserve	<u>21,015</u>	<u>12,733</u>	<u>(112,000)</u>	<u>(124,733)</u>				