

Sawbridgeworth Town Council

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



MAYOR
Cllr Angus Parsad-Wyatt

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; Penney; A Parsad-Wyatt; N Parsad-Wyatt; 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 20th July 2026** commencing at 7:00pm to transact the business as set out in the agenda below.

Town Clerk
13th July 2026

AGENDA

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

- 26/42** **APOLOGIES FOR ABSENCE**
[👏] To receive any apologies for absence
- 26/43** **DECLARATIONS OF PECUNIARY INTEREST**
To receive any Declarations of Pecuniary Interest by Members
- 26/44** **PUBLIC FORUM**
[📄] To receive and respond to questions from members of the public, on matters within the remit of the Town Council.
- 26/45** **MINUTES**
[📄] [👏] To approve as a correct record the minutes of the Meeting of the Town Council held on 29th June 2026 (M02)
[Attached appendix A]
- To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.

Actions from previous meeting

Action	Owner	Update
Circulate the minutes again and Cllr A Parsad-Wyatt to sign the minutes as a true record of that meeting on 13 th July.	The Clerk	In the current pack for signing and circulated and agreed prior to the meeting.

M03 Agenda 260720

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

- 26/46 PLANNING COMMITTEE**
[📎] To receive and note the minutes of the Planning Committee held on 29th June 2026 (P03)
[Attached appendix B]
- [📎] To receive and note the draft minutes of the Planning Committee held on 13th July 2026 (P04)
[Attached appendix B]
- 26/47 TOWN ACTION PLAN AND AMENITIES COMMITTEE**
[📎] To receive and note the draft minutes of the Town Action Plan and Amenities Committee held on 13th July 2026 (T01)
[Attached appendix C]
- 26/48 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
To receive mayor's appointments and communications
- 26/49 REPRESENTATIVES REPORTS**
[📎] To receive representatives reports from:
 - County Councillor
 - District Councillors
 - Hertfordshire Police
 - Other Representatives
 - Cllr Pagdades
 - Cllr R Buckmaster
 - Cllr Furnace
 - Cllr Penney
 - Cllr S Smith*[Attached appendix D]*
- 26/50 TOWN CLERK REPORT**
[📎] To receive and note clerk's report for the month of July 2026.
[Attached appendix E]
- 26/51 TOWN EVENTS**
To receive a verbal update on the Towns Events
- 26/52 GRANT APPLICATIONS**
To consider and resolve the following grant application:
[Attached appendix F]
- [📎] [👤] 1. RHSO metal container for gardening equipment - £500
- 26/53 REVIEW OF CEMETERY FEES FOR CREMATED REMAINS PLOTS**
[📎] [👤] To resolve that the cemetery charges more accurately reflect the cost of providing the service, including contractor excavation and administration costs, and to prevent the cost of individual interments being subsidised by general Council funds and local taxpayers.
[Attached appendix G]
- 26/54 LOCAL GOVERNMENT REORGANISATION**
Standing item to be updated following any updates from the consultation and news from County or District Councils.
- 26/55 DEPOSIT & CONSULTATION DOCUMENTS**
[📎] To note receipt of any Documents for Noting and Consultation

- 26/56 FINANCIAL REPORT**
To note the current Financial Report
[Attached appendix H]
- 26/57 ACCOUNTS FOR PAYMENT**
To note and approve accounts for payment.
- 26/58 ITEMS FOR FUTURE AGENDAS**
To note any items for future agendas

Appendix A

SAWBRIDGEWORTH TOWN COUNCIL

MEETING OF THE TOWN COUNCIL DRAFT Minutes

of the Meeting of Sawbridgeworth Town Council held at 7:00pm in the Council Chamber, Sayesbury Manor, Bell Street on **Monday 29th June 2026.**

Those present.

Cllrs A Parsad-Wyatt (Mayor), S Pagdades, E Buckmaster, R Buckmaster, R Smith, A Furnace, N Parsad-Wyatt, S Smith, J Rider and D Newell.

Also present was P Evans (Locum Clerk) and seven members of the public.

Cllr A Parsad-Wyatt welcomed everyone and asked Cllr R Buckmaster to read the thought for the day.

26/29 Apologies for absence.

Apologies were received from Cllrs G Rattey and S Penney.

26/30 Declarations of Interests – None.

26/31 Public Forum

Cllr A Parsad-Wyatt then suspended standing orders so that the members of the public present could address the council.

One member raised concerns that a 'Vape' shop had been allowed to open near local schools.

The council replied that although SWTC was not responsible for this permission, it too had concerns. This was the responsibility of East Herts District Council (EHDC), although even they would be only giving permission for a shop. However, should any evidence of illegal trading be noticed this would be passed onto trading standards and/or the police.

Another member of the public asked why Cllr J Rider was stepping down next May, as she had read this in the local news. He confirmed that due to way in which, he felt, EHDC had carried out the consultation on 'Warding' Sawbridgeworth for the next elections, he was not prepared to stand in the elections for just part of the town.

There was also a question regarding the cost of providing the different waste collection bins, which was answered by EHDC Cllr E Buckmaster.

One member had also submitted three questions prior to the meeting which he was happy to receive a written response, these were regarding, the council's policy on flying the Ukrainian flag, how the council would keep residents updated on the EHDC Local Plan, and the website.

As there were no further questions Cllr A Parsad-Wyatt resumed standing orders.

26/32 Minutes

There was some discussion regarding the minutes of the two meetings of the town council held on 18th May 2026 (M1) as they had not been included in the pack circulated prior to the meeting. It was pointed out that they had been circulated after the meeting in May once the mayor had approved them.

However, members were not prepared to agree them, so it was;

Resolved that the Clerk circulates them again and Cllr A Parsad-Wyatt signs the minutes as a true record of that meeting on 13th July.

26/33 Clerks Report

This report which was an update on previous agreed actions for the council was circulated prior to the meeting and noted. P Evans added that C Hunt had returned to the office for a few hours that morning.

26/34 Mayor's Correspondence/Communications.

Cllr A Parsad-Wyatt stated that he had attended

- Mayor of Buntingford Civic Dinner
- Unfortunately, due to the weather, River Day on the 27th June had been cancelled. However, Cllr A Parsad-Wyatt thanked Cllrs A Furnace and R Buckmaster for all their efforts leading up to the event.
- However, the weather did not affect the Civic Service on 28th June which was well attended and thanks to the staff who prepared the food etc.
- He reminded councillors of upcoming events and thanked the locum Clerk P Evans for his help over the last few months whilst C Hunt was unwell.

26/35 FINANCIAL

- a) To note and approve the payments for June
This has been circulated prior to the meeting and was noted.
- b) To note the report of the Internal Auditor.
This had been discussed at the Finance Committee meeting and was noted.
- c) To review and agree the statement 1 of Annual Return 2025/26.
A report on this matter had been circulated prior to the meeting. There was a short discussion before it was

Resolved;

(i) To approve Section 1 of the Annual Governance Statement 2025/26.

(ii) Approve the publication of the Notice of Public Rights and Publication of Unaudited Annual Governance and Accountability Return and Accounts for the year ended 31 March 2026, with the inspection period commencing on Tuesday 30th June 2026 and ending on Friday 31st July 2026.

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

- d) To review and agree the statement 2 of Annual Return 2025/26.
A report on this matter had been circulated prior to the meeting. There was a short discussion before it was

Resolved to approve Section 2 of the Annual Governance Statement 2025/26 and authorise the chairman to sign the form on behalf of the council.

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

26/36 Planning Committee minutes

- a) To receive and note the minutes and draft minutes of the Planning Committee meetings held on 18th May (P2) and 8th June 2026 (P3)

The planning committee minutes of the meetings on 18th May and 8th June 2026 had been circulated prior to the meeting and were noted.

- b) To discuss the Councils response to the East Herts Local Plan Scoping Consultation.

A report from the locum clerk had been circulated prior to the meeting. All the EHDC Cllrs present gave an update on the process, with this being the first of three consultations on the Local Plan over the next few years. They urged everyone present to lodge their personal views with EHDC. Several comments were made regarding;

- Lack of infrastructure
- Green Belt/Grey Belt assessment
- Health in the community
- Nature in Sawbridgeworth
- The benefit of urging EHDC to carry out local events and information evenings.

Concerns were also raised that the current local plan was now out of date, and as the new plan would not be ready for nearly three years, could interim guidance be put in place to ensure that speculative planning applications could be rejected.

It was then agreed that the mayor and the Chairman of the Planning Committee will circulate a SWTC response to all councillors for consideration before this is submitted by the Clerk prior to the deadline date.

26/37 FINANCE, POLICY AND ECONOMIC DEVELOPMENT COMMITTEE

M10 Minutes 260629

To receive and note the draft minutes of the Finance, Policy and Economic Development Committee meetings held on 8th June 2026 (F1). These minutes were circulated prior to the meeting. These were noted including the two recommendations which were adopted.

a) That the Clerk investigates what bank offers the facility that will mirror the requirements under section 7 of the financial regulations – electronic payments.

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

26/38 Representatives Reports

The following reports were received.

County Councillor E Buckmaster stated that his report had been circulated prior to the meeting. He commented on the future road closures on the A414 due to the housing development at Guilston.

He added that as the LWIP had been approved, a meeting should be called with Sustainable Sawbridgeworth as some of the approved schemes could start the planning stage soon.

He was asked if residents were aware of the future road closures. He added that he had updated on social media, but no leaflet drops had been carried out.

District Councillor R Buckmaster stated that she had no report as the DMC meeting had been cancelled. District Councillor A Parsad-Wyatt added that there had been an extraordinary meeting called to discuss the Local Plan.

SYPRC-- Cllr R Buckmaster reported that the centre was doing well with bookings every day. She urged Cllrs to attend the AGM on 29th July 2026 at 7pm.

RHSO -- Cllr R Buckmaster reported that the group were looking at the equipment that they held for use on the orchard. This was spread over the town in various garages. They were investigating, with the Rivers Hospital management, installing a container to hold all the equipment on site.

The next event will be the 'Apple Day' on 26th September.

Sustainable Sawbridgeworth -- Cllr A Furnace had circulated a report prior to the meeting. She thanked the staff for their work on the paperwork and equipment retrieval from storage for 'River Day'.

Hailey Centre -- Cllr S Smith reported that there were still ongoing discussions with the contractor that had carried out recent works. He thanked the staff at the Hailey Centre for their work during the current weather which had meant that the centre was closed for a few days.

26/39 Local Government Reorganisation

Cllr E Buckmaster stated that he had attended some briefing meetings recently as the County and District/Borough Councils gear up for the announcement from government in July.

26/40 Deposit & Consultation Documents –There were no items to report.

26/41 Items for Future Agendas – None.

There being no further business to transact the meeting closed at 8.12pm

Signed.

Dated.

Appendix B

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 29 June 2026** at 8.15pm.

Those present

Cllr R Buckmaster
Cllr N Parsad-Wyatt

Cllr A Parsad-Wyatt
Cllr S Pagdades

In attendance:

L Nolan – Planning Officer

Cllrs E Buckmaster & Furnace

1 Member of Public

P 26/25 APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence. Apologies received and accepted from Cllrs Penney & S Smith [*prop'd Cllr N Parsad-Wyatt; sec'd Cllr R Buckmaster*]

P 26/26 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Planning Committee. Resident of Wychford Drive voiced concerns regarding the Wain Estates proposal to build 200 new homes – inappropriate access, roads unsuitable for construction vehicles, detrimental to health and well being of current residents & lack of infrastructure. Cllr Pagdades stressed the importance of keeping residents informed once official submission had been received and the need to facilitate a consultation with members of public.

P 26/27 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Interest by Members.

P 26/28 MINUTES

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

- 8 June 2026 (P02) [*prop'd Cllr N Parsad-Wyatt; sec'd 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 26/29 S106 PRIORITIES

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

P 26/30 NEIGHBOURING DEVELOPMENTS

To report & receive updates on proposed neighbouring developments.

- Stansted Airport Expansion
- Gilston

Local Plan - Discussed at Full Council Meeting – Cllr Pagdades explained that this item concerned the first stage in preparing East Herts' new Local Plan, which will guide development across the district up to 2044. This is a scoping consultation - not for commenting on specific development sites or draft policies. East Herts is asking what issues the Local Plan should cover, what evidence it should consider, and how it should engage with communities as the plan is prepared. The Planning Committee's role in this is to consider whether there are any strategic issues affecting Sawbridgeworth that they feel should be reflected in the Town Council's response. Cllr Pagdades to collate responses from Councillors and form a response on behalf of the Town Council with the Mayor.

P 26/31 WAIN ESTATES – WYCHFORD DRIVE CONSULTATION LEAFLET

To discuss further action required following distribution of leaflet from developers to residents. See Public Forum Agenda item P 26/26

P 26/32 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/25/1719/VAR Land Rear of 32 West Road, CM21

[Variation of Conditions 2 \(approved plans\), 3 \(materials\), 4 \(vehicular area surfacing\), 8 \(cycle parking\), 9 \(EV charger\), 10 \(bin storage\), 11 \(ASHP\), condition 12 \(landscaping design proposal\) and condition 14 \(boundary treatment\), to be in accordance with details submitted, attached to planning permission 3/23/1133/FUL 'Demolition of detached garage and the erection of a single storey dwelling and cart lodge. New dropped kerb and parking arrangements. Installation of air source heat pump.' The amendments include: internal layout changes; reduction of ridge height and fenestration alterations of the house; fenestration and size alterations of the detached garage; alteration of external materials; enlargement of front porch; alteration of hard surfacing and soft landscape design; alteration of ASHP model and location; submission of information regarding EV charger, cycle store, bin store, boundary treatment, biodiversity enhancement measures.](#)

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

3/26/0758/HH 84 Crofters End, CM21 0DF

[Erection of front porch extension](#)

STC Comment: No objection [*prop'd Cllr Pagdades; sec'd Cllr R Buckmaster*]

3/26/0781/HH Poplars, Spellbrook Lane West, CM23 4AY

[Removal of all existing outbuildings, and erection of extension to the side, front and rear of the existing bungalow to create first floor living arrangements, installation of new roof including rooflights and three dormers](#)

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

P 26/33 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 26 June 2026. There were none.

P 26/34 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/25/1898/FUL Land Rear of 22 London Road, Bell Mead, CM21 9ES

Erection of a new dwelling with air source heat pump and electric vehicle charging. Creation of a new vehicular access and dropped kerb, boundary wall, associated works and landscaping

STC Comment: Objection. Overdevelopment of site. Support neighbours' objections; concerns over loss of privacy and outlook

EHDC Decision: Granted

3/26/0169/HH Joscelyns, 16 Knight St, CM21 9AT

Repair and replacement works to roof, brick plinths, windows, doors, cills and lintels; replacement guttering and downpipes; upgrading of insulation to existing dwelling and installation of mechanical vent outlet

STC Comment: No objection

EHDC Decision: Granted

3/26/0592/HH 33 Sayesbury Road, CM21 0EB

First floor rear extension

STC Comment: Urge light assessment to be carried out. Concerns over impact on neighbouring property's amenities.

EHDC Decision: Refused. "The proposed development, by reason of its size, scale, mass, siting and design, would result in a dominating, unduly contrasting and incongruous addition which would fail to achieve subservience to the host building. The proposed development would also appear incongruous and unduly prominent within the streetscene of Sayesbury Road. Accordingly, the proposal is considered to result in harm to the character and appearance of the application dwelling and area, contrary to Policies HOU11 and DES4 of the East Herts District Plan and the National Planning Policy Framework." and "The proposed development, by reason of its positioning, scale and massing, would have a detrimental effect upon the amenity of the adjoining property at 35 Sayesbury Road, by reason of its overbearing and overshadowing impact, and the impact on the availability of and natural light, and would thereby be contrary to Policy DES4 of the East Herts District Plan 2018 and the aims and objectives of the National Planning Policy Framework."

P 26/35 PLANNING APPEALS

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

Meeting Closed at 8.36pm

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 13th July 2026** at 7pm.

Those present

Cllr R Buckmaster
Cllr S Smith

Cllr A Parsad-Wyatt
Cllr S Pagdades
Cllr Penney

In attendance:
Clerk Chris Hunt
Cllrs Newell & Furnace

P 26/36 APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence. Apologies received and accepted from Cllrs N Parsad-Wyatt [*prop'd Cllr Penney; sec'd Cllr R Buckmaster*]

P 26/37 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Planning Committee.
None received.

P 26/38 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Interest by Members.
None received.

P 26/39 MINUTES

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

- 29th June 2026 (P03) [*prop'd Cllr A Parsad-Wyatt; sec'd Cllr R Buckmaster*]

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

P 26/40 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.
Nothing raised

P 26/41 NEIGHBOURING DEVELOPMENTS

To report & receive updates on proposed neighbouring developments.

- Stansted Airport Expansion
- Gilston

No updates

- P 26/42 WAIN ESTATES – WYCHFORD DRIVE CONSULTATION LEAFLET**
To discuss further action required following distribution of leaflet from developers to residents. No Updates or planning application made.
- P 26/43 PLANNING APPLICATIONS RECEIVED FROM EHDC**
To consider Planning Applications received from EHDC since the last meeting of the Planning Committee.
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**3/26/0541 &
3/26/0542 Groves House, 36 London Road, CM21**
[Variation of Condition 2 \(approved plans\) pursuant to planning permission \(ref: 3/22/1854/HH & 3/22/1855/LBC Dated 13/09/2023\) for \(Demolition of rear lean-to and erection of single storey side and rear extensions; replacement driveway and installation of gate to side; conversion of garage and installation of door above to loft space and refurbishment of windows\), amendments to include changes from timber cladding to rendered finish, and to include correction of south elevation with two rooflights proposed.](#)

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

3/26/0550/FUL 8 Forebury Crescent, CM21
[First floor front extension and new entrance canopy](#)

STC Comment: No objection [*prop'd Cllr Smith; sec'd Cllr Penney*]

3/26/0788/FUL Rose Cottage, Redricks Lane, CM21 0RL
[Alterations to Rose Cottage including construction of entrance porch to front, roof-mounted solar panels and installation of conservation rooflight to rear elevation. Construction of attached 2-bed self build dwelling with associated parking, amenity space, hard and soft landscaping](#)

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

3/26/0802/HH 25 Falconers Park, CM21 0AU
[Demolition of existing conservatory, and erection of two storey side extension, single storey rear extension, extension of existing side dormer, infill front porch extension, partial garage conversion, new patio, driveway extension, alterations to fenestrations, installation of rooflights, and removal of shed.](#)

STC Comment: No objection [*prop'd Cllr Penney; sec'd Cllr R Buckmaster*]

- P 26/44 LATE PLANNING APPLICATIONS**
To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 26 June 2026. There were none.

3/26/0833/HH 28 Vantorts Road Sawbridgeworth Hertfordshire CM21 9NB
[Demolition of existing rear conservatory lean-to, with erection of a single storey rear extension with lantern rooflight and green roof](#)

STC Comment: No objection but applicant encouraged to liaise with neighbouring property occupants [*prop'd Cllr A Parsad-Wyatt; sec'd Cllr R Buckmaster*]

3/25/1646/VAR 59 West Road, CM21 0BN

Variation of Conditions 2 (approved plans), 3 (materials); Alteration of Condition 5 (landscape design proposal), 6 (cycle parking) and 7 (EV charger) to be in accordance with details submitted; Variation of condition 12 (gas boiler) to allow substitution of gas boiler with air source heat pump, attached to planning permission 3/23/1133/FUL 'Demolition of semi-detached garage. Erection of single storey detached bungalow with associated parking'. The amendments include: fenestration alterations; alteration of external materials; raise of height of flat-roofed front projection; part retention of existing front fencing; omission of front pergola and canopy; removal of trees; alteration of hard surfacing and soft landscape design; rainwater goods rearrangement; and the inclusion of an air source heat pump instead of a gas boiler.

STC Comment: No objection.

EHDC Decision: Granted

3/26/0170/LBC Joscelyns, 16 Knight Street, CM21 9AT

Repair and replacement works to roof, brick plinths, windows, doors, cills and lintels; replacement guttering and downpipes; upgrading of insulation both externally and internally to existing dwelling and installation of mechanical vent outlet

STC Comment: No objection.

EHDC Decision: Granted

3/26/0408/LBC 53 Knight Street, CM21 9AX

Listed building consent for installation of defibrillator and bleed kit cabinets to external wall of Nationwide Building Society branch

STC Comment: No objection.

EHDC Decision: Granted

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

Meeting Closed at 7.12pm

Appendix C

SAWBRIDGECORTH TOWN COUNCIL

TOWN ACTION PLAN AND AMENITIES COMMITTEE

Minutes

of the meeting of the Town Action Plan and Amenities Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7:10pm on **Monday 13th July 2026**.

Those present

Cllr Annelise Furnace
Cllr Dawn Newell
Cllr Salvatore Pagdades

Cllr Angus Parsad-Wyatt
Cllr Simon Penney

In attendance:

Christopher Hunt

0 x Members of the Public
1 x Councillors

T26/01 ELECTION OF COMMITTEE CHAIR

Resolved: Cllr Annelise Furnace was elected Chair of the Committee for the year 2026/27. There were no other proposals
Approved [*Prop Cllr Angus Parsad-Wyatt; Secd Cllr Simon Penney*]

T26/02 ELECTION OF COMMITTEE VICE CHAIR

Resolved: Cllr Angus Parsad-Wyatt was elected Vice Chair of the Committee for the year 2026/27. There were no other proposals
Approved [*Prop Cllr Annelise Furnace; Secd Cllr Simon Penney*]

T26/03 APOLOGIES FOR ABSENCE

Cllr John Rider There were none
Approved [*Prop Cllr Angus Parsad-Wyatt; Secd Cllr Salvatore Pagdades*]

T26/04 PUBLIC FORUM

No public present

T26/05 DECLARATIONS OF INTEREST

There were no declarations of pecuniary interest by members.

T26/06 MINUTES

Resolved: To approve as a correct record the minutes of the Committee Meeting held on 11th May 2026 (T04)
[*prop Cllr Simon Penney sec'd Cllr Annelise Furnace*]

There were no matters arising from these Minutes and not dealt with elsewhere on this Agenda.

Owner	Action	Update
Clerk	<i>Recommended that the Council or Appointments and Appraisals sub-committee urgently assess the current</i>	<i>A&A meeting to be arranged for the next week</i>

	<i>staffing levels and make appropriate plans for ensuring that the services provided by the council are at the high level previously achieved.</i>	
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T26/07 ALLOTMENTS

Received and noted – Allotments Officer Report

Noted - The allotment officers report for July 2026.

T26/08 CEMETERY

Received and noted –Temp Cemetery Officer Report

Noted – Temp Cemetery Officer report for July 2026

T26/09 FOOTPATHS & OPEN SPACES

The Chair reported that Cllr John Rider was unable to attend the meeting and had requested that a number of matters be raised concerning the field adjacent to the Southbrook allotment site.

Members discussed enquiries to be made to EHDC Planning Officers regarding the site access ramp, site safety and fencing, future use of the field, the purpose of wooden corralling, and whether the activities being undertaken have the necessary planning permissions. Concerns regarding possible tree felling were also noted.

Members further noted that Bob Reed is preparing a report on the brook. Upon receipt of the report, opportunities for grants and other assistance to support brook, footpath and nature conservation works can be considered, Bob will be invited to present to STC on conclusion of the report for this to be explored.

T26/10 OPERATIONS

To receive, note and discuss matters relating to Operations.

The Clerks report was noted where he updated on the excellent work of the office staff in ensuring that day to day running of the council function was being met. The Cemetery had seen more demand in six months than the whole of last year and the bus was running well under the relatively new hire agreement.

T26/11 ECO WORKING PARTY

Received and noted – Eco Group working party report

Cllr Furnace advised that:

The Group noted progress on Eco Audit actions, community engagement through the Sawbridgeworth Brook Citizen Science project, and planning for River Day. Updates were received on clean air initiatives, nature recovery and walking/cycling infrastructure projects. Ongoing community gardening, biodiversity and Sustainable Sawbridgeworth activities continue to support the town's environmental objectives.

T26/12 REDUCING THE COUNCILS CARBON FOOTPRINT

The Clerk stated he had no update for this meeting due to his recent absence.

T26/13 TOWN ACTION PLAN

Cllr A Parsad-Wyatt updated the meeting with current progression on the action plan.

- The Town guide has been printed and has been delivered to a majority of the town but further volunteers for delivery would be welcome.
- The East Herts District Council Local Plan consultation had been answered on behalf of the Town Council and responses from councillors had been collated and formed part of this response.
- Leat Close overgrown bushes were causing a safety issue for drivers exiting onto Station Road. This had been reported to EHDC
- The mayor's first Community Action Day took place on 11 July, with 12 volunteers taking part. Volunteers and councillors carried out weeding, litter picking, sweeping, cleaning the bus stop shelter and clearing the footpath between Brook Road and Pishiobury Park.
- EV chargers were raised by Cllr Dawn Newell and Cllr Nathan Parsad-Wyatt will make further enquiries for an update with EHDC officers.

T26/14 COUNCILLOR ENGAGEMENT

- Cllr Annelise Furnace raised that the Flyer reports and page did assist in engagement and worked as a news letter.
- Cllr Dawn Newell raised that the delivery of the town guide had encouraged engagement with the contact made with the community.

T26/15 ITEMS FOR FUTURE AGENDAS

No further suggestions were made.

Meeting ended at 7:48pm

ACTIONS

Owner	Action	Update
<i>Cllr Angus Parsad-Wyatt</i>	<i>Contact EHDC to obtain update on EV chargers</i>	
<i>Cllr Annelise Furnace</i>	<i>Contact Bob Reed regarding presenting to STC on his current brook survey</i>	<i>Email sent 14th July 2026</i>
<i>Clerk</i>	<i>To maintain contact with EHDC planning</i>	<i>ongoing</i>

	<i>regarding land next to the Southbrook Allotments which has seen recent clearance and small development activity</i>	
<i>Clerk</i>	<i>To Thank Nicolas Maddox for his assistance with local matters as the Rights of Way Officer Herts CC who has announced his retirement from his role</i>	

Appendix D

E Buckmaster County Councillor Report July 2026

This year's Summer Reading Challenge theme is 'Read to the Beat', and the challenge encourages children and young people to explore the power of reading and music.

In collaboration with The Reading Agency, children can discover new books, complete personal library and reading challenges and participate in free themed activities at their local library.

The challenge launches at all Hertfordshire Libraries on Saturday 4 July, and runs until Saturday 5 September. Children are encouraged to read six books from the library, which includes our eBooks & eAudiobooks on BorrowBox, and will receive exclusive stickers for their achievements. When they finish the challenge, they will receive a certificate, medal and an entry to our prize draw event with author and composer Gareth P. Jones.

Visit www.hertfordshire.gov.uk/SummerReadingChallenge for more details.

Former Hertfordshire County Council employee has been handed a suspended sentence after being found guilty of stealing funds from a person with learning disabilities that he was supporting.

Callum Lang, 30, was employed in a full-time role as a support worker, responsible for supporting disabled adults and ensuring they were protected. The court found that he abused this position of trust by defrauding an adult in his care.

Concerns were raised when suspicious transactions on the bank account of a vulnerable adult were identified. These concerns were reported to the council's Shared Anti-Fraud Service (SAFS), which subsequently commenced an investigation.

Once Lang was identified, he was immediately suspended pending a disciplinary hearing and were subsequently dismissed. The SAFS investigation identified numerous discrepancies within the vulnerable adult's bank accounts, and as a result, Lang was summonsed to court.

Lang entered a not guilty plea, but on 15 April 2026, following a three-day trial at St Albans Crown Court, he was found guilty of Fraud by Abuse of Position, contrary to Section 4 of the Fraud Act 2006. The offences were committed between August 2019 and September 2021.

On 30 June 2026, LANG returned to St Albans Crown Court for sentencing, where he was sentenced to:

- 1) 22 months imprisonment suspended for 24 months.
- 2) 200hr unpaid work.

3) £6858 compensation.

4) £1000 costs.

5) £187 Victim surcharge.

Citizens Advice-Sawbridgeworth Electoral Division – Statistics 2025/26

Sawbridgeworth, High Wych, Eastwick and Gilston, Hunsdon, Widford, Wareside, Stanstead Abbots,
Stanstead St Margarets

Key Statistics	25/26 Q1	25/26 Q2	25/26 Q3	25/26 Q4	Apr25-Mar26*
Clients helped	109	97	100	93	308
% of population	0.8%	0.7%	0.7%	0.7%	2.3%
Issues	410	468	427	321	1,604
Issues/client	3.8	4.8	4.3	3.5	5.2
Activities	355	328	393	299	1,375
Activities/client	3.3	3.4	3.9	3.2	4.5
Gains	£149,997	£67,933	£130,242	£160,891	£509,063
Gains/client	£1,376.12	£700.34	£1,302.42	£1,730.01	£1,652.80
Housing issues	20	45	24	25	111
Homelessness issues	4	27	6	3	38
Debt & financial issues	123	108	162	65	459
Rent/CT arrears issues	16	20	35	6	77
Fuel debt issues	14	10	5	8	36

25/26 Q1 25/26 Q2 25/26 Q3 25/26 Q4 Apr25-Mar26

Age group	Client %	Client %	Client %	Client %	Client %	Popn %
15-19	0.0%	0.0%	0.0%	0.0%	0.0%	5.0%
20-24	3.9%	3.3%	3.1%	2.2%	3.1%	4.3%
25-29	1.9%	3.3%	4.1%	4.4%	3.7%	4.8%
30-34	12.5%	10.9%	7.2%	3.3%	9.2%	5.2%
35-39	11.5%	12.0%	8.3%	6.5%	9.9%	6.7%
40-44	8.7%	10.9%	8.3%	5.4%	8.5%	6.8%
45-49	6.7%	8.7%	8.3%	14.1%	9.2%	7.1%
50-54	12.5%	18.5%	14.4%	19.6%	14.0%	7.6%
55-59	10.6%	7.6%	9.3%	8.7%	10.2%	7.4%
60-64	11.5%	8.7%	16.5%	9.8%	10.9%	6.4%
65-69	6.7%	6.5%	8.3%	12.0%	8.2%	5.5%
70-74	3.9%	4.4%	4.1%	4.4%	4.4%	6.0%
75-79	3.9%	1.1%	5.2%	4.4%	3.7%	4.1%
80-84	2.9%	2.2%	3.1%	4.4%	3.1%	2.6%
85+	2.9%	2.2%	0.0%	1.1%	2.0%	3.1%

Hertfordshire County Council has been awarded £1.064 million from the Department for Transport (DfT) to support the next stage of its assessment into whether bus franchising could improve services for residents across parts of the county.

The funding will enable the council to undertake a detailed Statutory Franchising Assessment, examining how greater local control over bus services could help deliver more reliable, affordable and better-connected public transport for passengers.

Bus franchising would allow Hertfordshire County Council to specify bus routes, fares, timetables and service standards, while operators would be contracted to run services on the council's behalf.

The award follows strong progress on the first phase of work, funded through the Government's Bus Reform and Franchising Pilot Programme. Early findings indicate that North and East Hertfordshire, including Stevenage, could be the most suitable area to test the approach.

The assessment work, which will begin in August 2026, will include detailed analysis, engagement with stakeholders and public consultation before any decisions are made on whether franchising should be introduced.

If implemented, bus franchising could help create a more coordinated and reliable bus network, making it easier for residents to access employment, education, healthcare and leisure opportunities while supporting the county's wider ambitions for sustainable growth.

Councillors recently received an update on the wider bus reform and franchising programme at the Environment, Transport and Growth Panel, where members noted the progress made to date and the potential opportunities for improving bus services across Hertfordshire.

Positive Pathways summer holiday activity programmes

This summer, Services for Young People (SfYP) is running free Positive Pathways activity programmes delivered by their qualified Youth Workers across the whole county. The programmes involve fun activities and interactive workshops that will help young people aged 12-16 to make new friends, build confidence and social skills, stay safe online and in their community, learn about healthy relationships, and identify and achieve their goals in life.

- [Find full details of the Positive Pathways activity programmes and how to book](#)

Exam results support

Young people getting their A-level, T-level or GCSE results this August can get support from SfYP as they decide on their next steps. Whether the results are better or worse than expected, SfYP Advisers offer the latest information and impartial, personalised advice to help young people with their important choices.

- [Find out how to access SfYP's exam results support](#)

Strong partnership working between Hertfordshire Constabulary, Hertfordshire County Council, and other key partners, combined with a preventative approach, is helping reduce the number of children entering the youth justice system in Hertfordshire.

Last year (2025–26) around a quarter (28.8%) fewer children came through the youth justice system than the year before, and the number of children entering the youth justice system for the first time dropped by just under a third (31%).

Hertfordshire's Youth Justice Service has been taking a preventative approach by delivering holistic interventions for children who commit crime. This approach means fewer children are ending up with criminal records, which can have a lasting impact on their future life chances.

Children receive tailored support based on their individual needs, which may include help with education, mental health, substance misuse or family circumstances. It also enables early intervention for children at risk of offending, helping to stop issues escalating.

This preventative approach also generates savings across the wider system, including policing, courts and probation. Youth Justice Board cost-benefit analysis indicates that diversion and early intervention contribute an estimated £113m national saving per year when 1 in 10 children receive diversionary outcomes.

This progress sits alongside wider positive trends. Overall youth offending has fallen significantly, with 596 offences recorded in 2025–26 - a reduction of more than a third compared to the previous year, reflecting the impact of coordinated work across partners.

New Youth Justice Plan for 2026–2028

Building on this progress, Hertfordshire County Council's Children and Families Cabinet Panel has recommended that Cabinet puts forward the Hertfordshire Youth Justice Plan 2026-28 for approval by Full Council on Tuesday 21 July.

The plan, developed with partners across the police, probation and health services, sets out how local services will continue to work together to prevent offending, reduce reoffending, support children, families and victims, and improve outcomes for communities across the county.

At its heart is a continued commitment to a "Child First" approach, recognising children's potential, addressing the underlying causes of behaviour and focusing on early support, prevention and positive outcomes.

The 2026–28 plan focuses on strengthening what is already working, with four key priorities:

- Expanding early intervention and diversion to prevent children entering the justice system wherever appropriate
- Strengthening partnership leadership and accountability to ensure joined-up decision-making
- Improving support for victims, including restorative justice approaches
- Enhancing the use of data and insight to better understand need and improve services

Running throughout the plan are two key themes: ensuring the voices of children, families and victims shape services, and tackling disproportionality and inequality within the youth justice system.

Hertfordshire Fire and Rescue Service are reminding residents to have a winning fire safety strategy at home.

Last year over 160 fires were caused by cooking appliances like hobs and ovens - the leading cause of home fires. Yet taking a few simple steps, like completing a home fire safety self-checker and following our top tips, could be your biggest defenders against fire.

Other top causes of a blaze in the home include issues around wiring, cabling and plugs, smoking materials related fires, matches and candles and a naked flame, such as lighting paper or card. And cooking appliances includes everything from a cooker to a microwave to a grill or toaster

Here are some simple steps you can take to prevent fires in your home:

- 1) Smoke alarms – make sure you have working smoke alarms. They're not an early warning, they're your only warning. Read our tips and troubleshooting guides.**
- 2) Free home fire safety self-check – answer some questions and get a personalised fire safety action plan straightaway. It might suggest that you need a home fire safety visit.**
- 3) Fire escape plan – it'll be quicker and easier to escape if you've already thought about it.**
- 4) Rechargeable batteries – take care when using devices with rechargeable lithium ion batteries. Damaged batteries, unsafe or incorrect chargers, poor quality products and unsafe charging practices can quickly cause fires.**
- 5) Cooking – never leave cooking unattended. Turn off the heat or take pans off the hob if you need to leave the kitchen. Keep flammable items such as tea towels and packaging away from the cooker. We'd also like to remind those having BBQs in their gardens to place them on level ground and away from anything flammable, let the BBQ cool for at least 48 hours and never have BBQs on balconies. Once completely cooled and dismantled, ash can go in general rubbish while the metal frame and gas cylinders can be taken to a recycle centre.**
- 6) Overloaded sockets – check for overloaded sockets, damaged plugs and frayed cables. Replace unsafe or counterfeit leads and switch off or unplug appliances when not in use.**
- 7) Fire exits – keep them clear and accessible at all times.**

The home fire safety self-check is a questionnaire which gives you a personalised fire safety action plan at the end and checks whether you need a fire home visit from HFRS. It takes 15 minutes to do and asks questions about your home and lifestyle.

From time to time, Hertfordshire Fire and Rescue Service also call residents more at risk, working closely with Adult Care Services at the county council, to offer home fire visits. If you are ever worried a phone call from HFRS could be a scam, please call our helpline to check the identity of the person, calling 0300 123 4046. Please note, we do not charge for the visit and will never ask for your payment details.

Find out more information home fire safety and do a self-check at <https://bit.ly/4pdjmSC>

Local Government Reorganisation

The expectation is still that we'll hear in July?

Leaders and CEOs may hear an hour before its publicly announced

At moment anticipating shadow elections next May, and continue with District for a year.

Once the Sec of State has decided whether 2,3, or 4 Unitaries the structural changes order is expected to specify :

- The lead implementation arrangements
- The membership of the shadow authorities
- Composition of joint committees of officers and members.
- The timetable for elections and transfer of powers

all 11 Hertfordshire councils submitted a joint response to MHCLG on how it should be drafted.

They supported formal transition arrangements, including joint committees and implementation structures, but sought clearer drafting on how decisions would be made before the new councils formally come into existence

Existing councils will have limitations on what they can spend during the transition eg up to £1m and restricted on sale of assets. Ie need authority from the Shadow Council.

If any members resign from the existing councils then the understanding will be that by elections will be held.

Of the nine councils in the first wave, all nine reached Day One safe and legal. Only three were viable. The other six needed Exceptional Financial Support, around £300m between them.

At the moment MHCLG are saying things will continue as expected regardless of change of PM, but who knows, but it may be better for us in terms of having a Strategic Mayoral Authority rather than a foundation authority without a mayor

Appendix E

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Full Town Council Committee
From: Christopher Hunt
Subject: Clerks Report July 2026
Date: 14th July 2026

Clerk's Report

Firstly, I would like to thank all Members for their support throughout what has been a difficult period for me and my family. Your understanding, patience and good wishes have been greatly appreciated. My recovery continues to progress well, and I am pleased to be returning and re-engaging with Council business.

On my return, I have received a comprehensive briefing from Peter Evans, who provided cover for the Clerk's role, together with updates from the Council team. I would like to place on record my thanks to Peter and all members of staff for their commitment and professionalism during this period.

I am aware that the Civic Service was delivered successfully and that the Council's services have remained consistent throughout my absence. This is testament to the dedication, professionalism and hard work of both Laura and Lisa, who have gone above and beyond in supporting the Council, residents and Members during a particularly challenging period. Their willingness to take on additional responsibilities and ensure continuity of service has been greatly appreciated.

I would also like to encourage Councillors to continue supporting the staff team wherever possible as we move into the summer period. Whilst the reduction in committee meetings can sometimes create the impression of a quieter time of year, in practice it is often one of the busiest periods for officers. The summer months provide the opportunity to undertake project planning, policy development, budget preparation and event organisation in readiness for the autumn and winter programme of activity.

In addition, it is essential that staff are able to take annual leave and spend time with their families to rest and recharge. Managing service delivery alongside staff leave commitments may, on occasion, result in reduced accessibility to the front desk service. I ask for Members' understanding and support should this be necessary, as it will help ensure staff wellbeing whilst maintaining the effective operation of Council services.

I look forward to working alongside Members and officers as we continue to progress the Council's priorities over the remainder of the year.

Appendix F

Grant Applications guide summary

Purpose

Support **local voluntary organisations** (with or without charitable status) serving the **Civic Parish of Sawbridgeworth**.

Eligibility

- Must benefit the **local community** or enhance the town's image.
- Must serve or be based in **Sawbridgeworth**.
- **Not for individuals**, businesses, political groups, or discriminatory organisations.
- Must have **clear aims**, a **bank account** with dual signatories, and submit **financial accounts** (or a business plan for new groups).
- Maximum grant: **£500** (decision at Council's discretion).

Members agreed to **£3,000** to be made available for the year.

Applications can be made in July (Round 1) and January (Round 2).

July 2026, one application has been received for **£500**



Sawbridgeworth Town
Council

29 APR 2026

RECEIVED

To

Initis:

SAWBRIDGEWORTH TOWN COUNCIL

Sayesbury Manor, Bell Street, Sawbridgeworth, Herts. CM21 9AN

Application for Grant – July 2026

Please give on this form any details that will enable the Council to decide if your project can be supported. You may attach any supporting documents, if you wish.

You should include an up-to-date statement of your current financial position (Balance Sheet / latest Audited Accounts) together with plans for the next three years which must be received together with completed application form no later than Friday 26 June 2026 for consideration July 2026.

Name of Organisation:	Rivers Heritage Site and Orchard
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Name and position of person making this application	Hazel Mead, Treasurer
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Address for correspondence:	44 Ash Groves Sawbridgeworth Herts CM21 9LN
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Phone number:	0770 906 8882
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Name of Project: Container for equipment at Rivers Orchard
Description of Project, how and when grant will be spent. The volunteers who maintain the Orchard are now in need of storage facilities nearby for the large amount equipment used on monthly maintenance days and events for the general public. Currently all equipment is stored by many volunteers on their own premises and arranging collection for use in the Orchard can become difficult and time consuming. The purchase of a metal container to be placed nearby the Orchard would enable all the equipment to be in one place and easily accessible for maintenance days and events. Our very popular events are for everyone as we do not charge an entrance fee. We are hopeful that if grants applied for are successful we will be able to obtain a container by the end of 2026.

Continued over

Rivers Orchard is a much needed green and calm space which volunteers for many years have taken great care to look after. The group has just celebrated the 300th anniversary of the founding of Rivers Nursery with a variety of events and this has attracted more volunteers. This historic Orchard has to be preserved for future generations and if we need to attract more volunteers we do not want to have to ask them to additionally store equipment as their time and commitment is precious. Our website has further detailed information www.rhso.co.uk

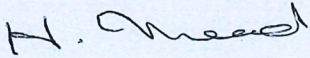
Total cost of project (excluding VAT)	4500 £
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Amount of Grant requested:	500 £
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Other sources of funding applied for:	Stansted Airport Community Fund Hertfordshire County Council Locality Budget
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If so, with what result:	£1000 from Rivers Hospital No results yet from other sources
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Self help; details of other activities to meet this need.	Our source of income is from sales of Rivers Orchard apple juice after the cost of pressing and bottling, plus refreshments provided at public events. We will need to fit the container out with shelving etc. in order to store our equipment tidily so will have to use some of our finances for this.
--	--

Signature of Applicant 	Date: 28-4-26
--	-------------------------

Grant Applications will be considered twice a year at the Council Meeting held on the last Monday in January and July each year.

Plan for the next 3 years

We will continue to maintain the Orchard as in previous years and will be planting more fruit trees in the coming years. Our historic Orchard will be kept as a place of calm for the general public to enjoy. Our very popular events will continue and we will always aim to attract more volunteers.

RIVERS HERITAGE SITE AND ORCHARD

YEAR ENDED 31 DECEMBER 2025

INDEPENDENT EXAMINER'S REPORT TO THE COMMITTEE

I report on the accounts of the Rivers Heritage Site and Orchard for the year ended 31 December 2025, which are set out on page 4

Respective responsibilities of the Committee and the Examiner

The Committee is responsible for the preparation of the accounts. It is my responsibility to:

- Examine the accounts and
- State whether particular matters have come to my attention.

Basis of my report

An examination includes a review of the accounting records kept by the Rivers Heritage site and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as the Committee concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and my report is limited to those matters set out in the statement below.

Independent Examiner's Statement

In connection with my examination, no matter has come to my attention to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Paul Bard

22nd January 2026

Lower Sheering



Appendix G

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Full Town Council Committee
From: Christopher Hunt
Subject: Cemetery Charges Preparation of Cremated Remains Plots
Date: 14th July 2026

Clerk's Report

Review of Fees for the Preparation of Cremated Remains Plots

1. Purpose of Report

To consider an increase in the fee charged for the preparation of a cremated remains plot within the Town Council cemetery and to establish revised charges for resident and non-resident applicants.

2. Background

The Council currently charges **£100** for the preparation of a cremated remains plot.

Historically, this work has been undertaken by the Council's Ranger service. Due to the current absence of Ranger staff, the Council must engage a specialist contractor to undertake the excavation and preparation works.

The current contractor charge is **£240 per interment**, which exceeds the fee presently recovered by the Council before any administration costs are taken into account.

In addition to the contractor's fee, the Council incurs administration costs associated with processing applications, maintaining cemetery records, liaising with funeral directors and applicants, issuing permits and updating statutory registers.

As a result, the service is currently being subsidised from general Council funds.

3. Benchmarking

A review of fees charged by other cemetery authorities indicates that Sawbridgeworth's existing fee is significantly below current market rates.

Examples include:

- Liverpool City Council charges **£329** for the interment of cremated remains for residents and **£658** for non-residents.
- South Staffordshire Council charges approximately **£340** for reopening a cremated remains grave.
- Published guidance indicates that local authority charges for cremated remains interments commonly fall within the range of **£250 to £500 or more**.

The current fee of **£100** is therefore substantially lower than charges levied by many comparable authorities.

4. Financial Implications

Description	Cost
Contractor excavation/preparation	£240
Administration and record keeping	£40-£60
Estimated total cost to Council	£280-£300

A revised resident fee of **£300** would allow the Council to broadly recover its costs and prevent the service being subsidised by local taxpayers.

5. Non-Resident Charges

The Council has traditionally charged higher fees for non-residents in recognition that residents contribute towards the maintenance of the cemetery through the local precept.

Many burial authorities apply significantly higher charges to non-residents, with some charging double the resident rate. Liverpool City Council, for example, charges £658 compared with £329 for residents.

It is therefore considered reasonable to increase the non-resident charge to **£400**, recognising both the additional demand placed upon a finite community asset and the principle that local taxpayers should not subsidise services for those living outside the parish.

6. Recommendations

Council is requested to consider the following:

1. **To increase the fee for the preparation of a cremated remains plot for residents from £100 to £300 with immediate effect.**
2. **To increase the fee for the preparation of a cremated remains plot for non-residents from £100 to £400 with immediate effect.**
3. **To authorise the Clerk to update the Council's cemetery fee schedule accordingly.**

Clerk's Comment

The proposed charges reflect the actual cost of delivering the service, remain broadly in line with fees charged elsewhere by local authorities, and ensure that the cost of individual interments is not met from general Council reserves or the local taxpayer.

Appendix H

Bank Reconciliation up to 30/06/2026 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/06/2026	DD1	259.30		259.30		R ☐	The Fuelcard Company
01/06/2026	DD2	881.98		881.98		R ☐	Techwyse
01/06/2026	DD3	1,127.00		1,127.00		R ☐	East Herts District Council
01/06/2026	SMITH		600.00	600.00		R ☐	Receipt(s) Banked
02/06/2026	CCLA		322.35	322.35		R ☐	Receipt(s) Banked
03/06/2026	HALLAM		160.17	160.17		R ☐	Receipt(s) Banked
04/06/2026	KIKAS		100.00	100.00		R ☐	Receipt(s) Banked
04/06/2026	KIKAS		21.67	21.67		R ☐	Receipt(s) Banked
05/06/2026	EHDC		85.00	85.00		R ☐	Receipt(s) Banked
08/06/2026	DD4	303.26		303.26		R ☐	The Fuelcard Company
11/06/2026	DD5	36.00		36.00		R ☐	Techwyse
11/06/2026	DD6	42.25		42.25		R ☐	Techwyse
11/06/2026	DD7	142.53		142.53		R ☐	Everflow Water
15/06/2026	8928	1,929.63		1,929.63		R ☐	P Evans Locum Services
15/06/2026	DD8	57.60		57.60		R ☐	Affinity One Security Solution
15/06/2026	DD9	21.60		21.60		R ☐	Techwyse
15/06/2026	DD10	59.83		59.83		R ☐	Quartix Limited
15/06/2026	DD11	128.39		128.39		R ☐	Techwyse
15/06/2026	BCARD12	214.06		214.06		R ☐	The Fuelcard Company
15/06/2026	DD13	270.32		270.32		R ☐	SmartestEnergy Businees Limite
15/06/2026	8916					R ☐	Carter, Laura
15/06/2026	8917					R ☐	Sargant, Joanne
15/06/2026	8918					R ☐	Dale, Lisa
15/06/2026	8919					R ☐	Jones, John
15/06/2026	8920					R ☐	Derrick, Viv
15/06/2026	8921					R ☐	Crank, Darren
15/06/2026	8922					R ☐	Hunt, Christopher
15/06/2026	8923					R ☐	Robinson, Adrian
15/06/2026	8924					R ☐	Bull, Peter
15/06/2026	8929	100.00		100.00		R ☐	Rachael Blyth
16/06/2026	dd14	23.51		23.51		R ☐	Lloyds Bank plc
16/06/2026	DD15	93.60		93.60		R ☐	Francotyp-Postalia Limited
16/06/2026	8897	7,401.04		7,401.04		R ☐	HMRC
16/06/2026	8898	2,417.32		2,417.32		R ☐	Herts County Council
16/06/2026	DR		1,600.00	1,600.00		R ☐	Receipt(s) Banked
18/06/2026	CRETU		10.00	10.00		R ☐	Receipt(s) Banked
18/06/2026	DD	42.24		42.24		R ☐	Vatix
19/06/2026	DD16	50.00		50.00		R ☐	Francotyp-Postalia Limited
19/06/2026	8899	567.94		567.94		R ☐	NEST
19/06/2026	REDDALL		10.00	10.00		R ☐	Receipt(s) Banked
22/06/2026	DD17	109.81		109.81		R ☐	Engie Gas
22/06/2026	DD18	122.88		122.88		R ☐	The Fuelcard Company
22/06/2026	DD19	271.14		271.14		R ☐	Techwyse
23/06/2026	8931	107.10		107.10		R ☐	Premier Badges Limited
23/06/2026	8932	83.22		83.22		R ☐	HFE Signs Ltd
24/06/2026	BCARD1	61.65		61.65		R ☐	Sainsburys
24/06/2026	BCARD2	142.40		142.40		R ☐	Sainsburys
24/06/2026	BCARD3	37.50		37.50		R ☐	Panache Dry Cleaners

Bank Reconciliation up to 30/06/2026 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
24/06/2026	BCARD4	109.69		109.69		R ☒	Sainsburys
24/06/2026	BCARD5	77.32		77.32		R ☒	Elixir Garden Supplies
24/06/2026	BCARD6	30.00		30.00		R ☒	Timpson Limited
24/06/2026	BCARD7	13.28		13.28		R ☒	Amazon Business EU S.a.r.l
24/06/2026	BCARD8	3.20		3.20		R ☒	Amazon Business EU S.a.r.l
24/06/2026	BCARD9	13.85		13.85		R ☒	Amazon Business EU S.a.r.l
24/06/2026	BCARD10	71.25		71.25		R ☒	Amazon Business EU S.a.r.l
24/06/2026	BCARD11	9.99		9.99		R ☒	ILIFFE MEDIA
24/06/2026	BCARD12	23.98		23.98		R ☒	Screwfix
24/06/2026	BCARD13	594.00		594.00		R ☒	MCL Medics
25/06/2026	500450		517.10	517.10		R ☒	Receipt(s) Banked
25/06/2026	500451		64.58	64.58		R ☒	Receipt(s) Banked
25/06/2026	500451		70.00	70.00		R ☒	Receipt(s) Banked
26/06/2026	8936	35.00		35.00		R ☒	SDH Window Cleaning
26/06/2026	CONG		49.00	49.00		R ☒	Receipt(s) Banked
26/06/2026	BULL		10.00	10.00		R ☒	Receipt(s) Banked
29/06/2026	DD20	289.40		289.40		R ☒	Citation Limited
29/06/2026	DD21	366.57		366.57		R ☒	The Fuelcard Company
29/06/2026	LEV		144.30	144.30		R ☒	Receipt(s) Banked
29/06/2026	JDAY		105.00	105.00		R ☒	Receipt(s) Banked
30/06/2026	8933	1,440.00		1,440.00		R ☒	Alley Cat Car and Van Rentals
30/06/2026	8934	744.00		744.00		R ☒	Froom & Co Limited
30/06/2026	8935	51.50		51.50		R ☒	Ernest Doe & Sons Ltd
30/06/2026	8937	2,082.00		2,082.00		R ☒	Beverley Porter
30/06/2026	8938	1,080.00		1,080.00		R ☒	Oakridge Nursery
30/06/2026	8939	474.00		474.00		R ☒	Sawbridgeworth Flyer
30/06/2026	8940	287.51		287.51		R ☒	PPL PRS Limited
30/06/2026	8941	1,352.23		1,352.23		R ☒	Healthmatic Limited
30/06/2026	8942	653.60		653.60		R ☒	Airdrome Cars Ltd
30/06/2026	8945	4,368.01		4,368.01		R ☒	James Hallam Council Guard
30/06/2026	8946	1,440.00		1,440.00		R ☒	HGC Accountancy Services Limit
30/06/2026	8947	686.40		686.40		R ☒	Actual Support Services Limite
30/06/2026	8948	78.00		78.00		R ☒	KGS SIGNS
30/06/2026	8949	130.00		130.00		R ☒	Ael Training Services
30/06/2026	8950	245.40		245.40		R ☒	EOC Services Limited
30/06/2026	8951	24.00		24.00		R ☒	Thomas Dale
30/06/2026	2364	379.42			379.42	☐	Petty Cash
30/06/2026	DD22	237.07		237.07		R ☒	Onecom Limited
30/06/2026	8943	311.40		311.40		R ☒	Lumley, Cyril
30/06/2026	8944	102.13		102.13		R ☒	Shenton, Nick
30/06/2026	DD	400.00		400.00		R ☒	Oakridge Nursery
		50,499.57	3,869.17				

Signatory 1:

Name Signed Date

Detailed Income & Expenditure by Budget Heading 01/08/2026

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Staff</u>							
4000 Salaries	41,887	252,145	210,258		210,258	16.6%	
4035 NIC - Employers	0	32,570	32,570		32,570	0.0%	
4040 Pension Employers	0	23,035	23,035		23,035	0.0%	
Staff :- Indirect Expenditure	<u>41,887</u>	<u>307,750</u>	<u>265,863</u>	<u>0</u>	<u>265,863</u>	<u>13.6%</u>	<u>0</u>
Net Expenditure	<u>(41,887)</u>	<u>(307,750)</u>	<u>(265,863)</u>				
<u>200 General Administration</u>							
1076 Precept	252,330	504,660	252,330			50.0%	
1090 Interest Received	1,519	5,500	3,981			27.6%	
General Administration :- Income	<u>253,849</u>	<u>510,160</u>	<u>256,311</u>			<u>49.8%</u>	<u>0</u>
4045 Subcontracted Labour	700	0	(700)		(700)	0.0%	
4070 Subscriptions	2,357	2,780	423		423	84.8%	
4075 IT Support	3,646	12,000	8,354		8,354	30.4%	
4080 Training (Members)	130	500	370		370	26.0%	
4081 Travel Expenses	42	600	559		559	6.9%	
4082 Training (Staff)	0	1,000	1,000		1,000	0.0%	
4083 Clerks Expenses	0	100	100		100	0.0%	
4090 IT Development	0	1,500	1,500		1,500	0.0%	
4095 Photocopy Charges	270	1,500	1,230		1,230	18.0%	
4100 Telephone/Broadband	2,800	2,200	(600)		(600)	127.3%	
4105 Postage	215	800	585		585	26.9%	
4110 Stationery	147	1,000	853		853	14.7%	
4115 Insurance	5,406	13,500	8,094		8,094	40.0%	
4120 Bank Charges	135	300	165		165	44.8%	
4125 Repairs & Renewals	0	750	750		750	0.0%	
4130 Staff Care	1,227	2,000	773		773	61.4%	
4135 Office Care	296	2,500	2,204		2,204	11.8%	
4140 Office Equipment	0	1,500	1,500		1,500	0.0%	
4180 Accountancy Services	2,750	3,500	750		750	78.6%	
4185 Audit	(1,365)	3,800	5,165		5,165	(35.9%)	
4190 Professional Fees	4,271	9,500	5,229		5,229	45.0%	
4195 Tourism	953	1,000	47		47	95.3%	
4200 Web-site	0	1,500	1,500		1,500	0.0%	
4201 Web-site development	0	2,000	2,000		2,000	0.0%	
4215 Town Signs	0	500	500		500	0.0%	
4410 Heat & Light	25	0	(25)		(25)	0.0%	
4990 Contingency	1,250	5,000	3,750		3,750	25.0%	
General Administration :- Indirect Expenditure	<u>25,255</u>	<u>71,330</u>	<u>46,075</u>	<u>0</u>	<u>46,075</u>	<u>35.4%</u>	<u>0</u>
Net Income over Expenditure	<u>228,594</u>	<u>438,830</u>	<u>210,236</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
210 Democratic Services							
1335 Civic Dinner Income	0	5,000	5,000			0.0%	
Democratic Services :- Income	<u>0</u>	<u>5,000</u>	<u>5,000</u>			<u>0.0%</u>	<u>0</u>
4310 Election Expenses	0	3,000	3,000		3,000	0.0%	
4315 Mayor's Allowance	0	1,500	1,500		1,500	0.0%	
4330 Civic Events	413	3,000	2,587		2,587	13.8%	
4335 Civic Dinner Expenditure	0	5,000	5,000		5,000	0.0%	
4336 Members Expenses/Hospitality	89	500	411		411	17.9%	
Democratic Services :- Indirect Expenditure	<u>502</u>	<u>13,000</u>	<u>12,498</u>	<u>0</u>	<u>12,498</u>	<u>3.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(502)</u>	<u>(8,000)</u>	<u>(7,498)</u>				
220 Grants							
4350 Grants - SYPRC	0	1,000	1,000		1,000	0.0%	
4355 Grants - The Hailey Centre	0	1,000	1,000		1,000	0.0%	
4370 Grants - S137	0	75	75		75	0.0%	
4375 Freedom of the Town	204	250	46		46	81.6%	
4380 Grants - Other	0	3,000	3,000		3,000	0.0%	
Grants :- Indirect Expenditure	<u>204</u>	<u>5,325</u>	<u>5,121</u>	<u>0</u>	<u>5,121</u>	<u>3.8%</u>	<u>0</u>
Net Expenditure	<u>(204)</u>	<u>(5,325)</u>	<u>(5,121)</u>				
300 Civic Centre							
1400 Rental Income	85	1,000	915			8.5%	
Civic Centre :- Income	<u>85</u>	<u>1,000</u>	<u>915</u>			<u>8.5%</u>	<u>0</u>
4405 Rates	3,382	14,000	10,618		10,618	24.2%	
4410 Heat & Light	986	9,000	8,014		8,014	11.0%	
4415 Water	109	670	561		561	16.2%	
4420 Maintenance	604	5,000	4,396		4,396	12.1%	
4445 New Equipment	7	3,000	2,993		2,993	0.2%	
Civic Centre :- Indirect Expenditure	<u>5,087</u>	<u>31,670</u>	<u>26,583</u>	<u>0</u>	<u>26,583</u>	<u>16.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(5,002)</u>	<u>(30,670)</u>	<u>(25,668)</u>				
320 Hailey Centre							
4420 Maintenance	0	5,000	5,000		5,000	0.0%	
Hailey Centre :- Indirect Expenditure	<u>0</u>	<u>5,000</u>	<u>5,000</u>	<u>0</u>	<u>5,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(5,000)</u>	<u>(5,000)</u>				

Detailed Income & Expenditure by Budget Heading 01/08/2026

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
330 Other Rented Accommodation							
4400 Rent	1,200	4,800	3,600		3,600	25.0%	
Other Rented Accommodation :- Indirect Expenditure	<u>1,200</u>	<u>4,800</u>	<u>3,600</u>	<u>0</u>	<u>3,600</u>	<u>25.0%</u>	<u>0</u>
Net Expenditure	<u>(1,200)</u>	<u>(4,800)</u>	<u>(3,600)</u>				
335 ATC							
1400 Rental Income	0	1,600	1,600			0.0%	
ATC :- Income	<u>0</u>	<u>1,600</u>	<u>1,600</u>			<u>0.0%</u>	<u>0</u>
Net Income	<u>0</u>	<u>1,600</u>	<u>1,600</u>				
400 Bullfield Allotments							
1500 Allotment Rent Income	16	1,200	1,184			1.3%	
1510 Allotment Water Income	3	160	157			1.9%	
Bullfield Allotments :- Income	<u>19</u>	<u>1,360</u>	<u>1,341</u>			<u>1.4%</u>	<u>0</u>
4415 Water	110	670	560		560	16.4%	
4420 Maintenance	0	700	700		700	0.0%	
Bullfield Allotments :- Indirect Expenditure	<u>110</u>	<u>1,370</u>	<u>1,260</u>	<u>0</u>	<u>1,260</u>	<u>8.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(91)</u>	<u>(10)</u>	<u>81</u>				
410 Bellmead Allotments							
1500 Allotment Rent Income	0	300	300			0.0%	
1510 Allotment Water Income	0	30	30			0.0%	
Bellmead Allotments :- Income	<u>0</u>	<u>330</u>	<u>330</u>			<u>0.0%</u>	<u>0</u>
4415 Water	26	150	124		124	17.3%	
4420 Maintenance	0	250	250		250	0.0%	
Bellmead Allotments :- Indirect Expenditure	<u>26</u>	<u>400</u>	<u>374</u>	<u>0</u>	<u>374</u>	<u>6.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(26)</u>	<u>(70)</u>	<u>(44)</u>				
420 Vantorts Allotments							
1500 Allotment Rent Income	0	200	200			0.0%	
1510 Allotment Water Income	0	25	25			0.0%	
Vantorts Allotments :- Income	<u>0</u>	<u>225</u>	<u>225</u>			<u>0.0%</u>	<u>0</u>
4415 Water	43	170	127		127	25.1%	
4420 Maintenance	0	250	250		250	0.0%	
Vantorts Allotments :- Indirect Expenditure	<u>43</u>	<u>420</u>	<u>377</u>	<u>0</u>	<u>377</u>	<u>10.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(43)</u>	<u>(195)</u>	<u>(152)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
430 Southbrook Allotments							
1500 Allotment Rent Income	28	1,300	1,272			2.2%	
1510 Allotment Water Income	12	175	163			6.9%	
Southbrook Allotments :- Income	<u>40</u>	<u>1,475</u>	<u>1,435</u>			<u>2.7%</u>	<u>0</u>
4415 Water	140	625	485		485	22.4%	
4420 Maintenance	310	700	390		390	44.3%	
Southbrook Allotments :- Indirect Expenditure	<u>450</u>	<u>1,325</u>	<u>875</u>	<u>0</u>	<u>875</u>	<u>34.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(410)</u>	<u>150</u>	<u>560</u>				
435 West Road Allotment							
1500 Allotment Rent Income	26	500	474			5.3%	
1510 Allotment Water Income	20	180	160			11.1%	
West Road Allotment :- Income	<u>46</u>	<u>680</u>	<u>634</u>			<u>6.8%</u>	<u>0</u>
4415 Water	0	600	600		600	0.0%	
4420 Maintenance	0	700	700		700	0.0%	
West Road Allotment :- Indirect Expenditure	<u>0</u>	<u>1,300</u>	<u>1,300</u>	<u>0</u>	<u>1,300</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>46</u>	<u>(620)</u>	<u>(666)</u>				
440 Cemetery							
1550 Burial Fees	9,055	40,000	30,945			22.6%	
1560 Memorial Fees	260	2,500	2,240			10.4%	
1570 Grave Digging Income	400	3,000	2,600			13.3%	
1580 Tree Sales	0	3,000	3,000			0.0%	
1581 Bench Sales	850	3,500	2,650			24.3%	
1582 Memorial Plaque Sales	0	750	750			0.0%	
Cemetery :- Income	<u>10,565</u>	<u>52,750</u>	<u>42,185</u>			<u>20.0%</u>	<u>0</u>
4045 Subcontracted Labour	1,140	2,000	860		860	57.0%	
4415 Water	55	150	95		95	36.6%	
4420 Maintenance	415	5,000	4,585		4,585	8.3%	
4440 New Area (Spinney)	0	3,000	3,000		3,000	0.0%	
4520 Skip Hire	310	2,800	2,490		2,490	11.1%	
4530 Trees	0	550	550		550	0.0%	
4531 Benches	840	2,250	1,410		1,410	37.3%	
4532 Plaques	0	600	600		600	0.0%	
Cemetery :- Indirect Expenditure	<u>2,760</u>	<u>16,350</u>	<u>13,590</u>	<u>0</u>	<u>13,590</u>	<u>16.9%</u>	<u>0</u>
Net Income over Expenditure	<u>7,805</u>	<u>36,400</u>	<u>28,595</u>				

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>450 Playground</u>							
4420 Maintenance	0	2,000	2,000		2,000	0.0%	
4421 New Equipment -Playground	0	4,000	4,000		4,000	0.0%	
Playground :- Indirect Expenditure	0	6,000	6,000	0	6,000	0.0%	0
Net Expenditure	0	(6,000)	(6,000)				
<u>460 Rivers Heritage Site & Orchard</u>							
4700 RHSOG	20	3,150	3,130		3,130	0.6%	
Rivers Heritage Site & Orchard :- Indirect Expenditure	20	3,150	3,130	0	3,130	0.6%	0
Net Expenditure	(20)	(3,150)	(3,130)				
<u>500 Groundsman</u>							
1603 Conveniences coin operation	122	800	678			15.3%	
1610 Sub Contract Watering	0	275	275			0.0%	
Groundsman :- Income	122	1,075	953			11.4%	0
4600 Planters	285	1,000	715		715	28.5%	
4601 Bell St Conveniences Cleaning	634	800	166		166	79.3%	
4602 Bell St Convenience Repairs	2,149	5,000	2,851		2,851	43.0%	
4615 Ranger's Mower	1,818	3,000	1,182		1,182	60.6%	
4620 Ranger's Tools	127	3,000	2,873		2,873	4.2%	
4625 Mower Replacement	0	12,000	12,000		12,000	0.0%	
4630 CCTV Maintenance Agreement	2,702	2,800	98		98	96.5%	
4635 CCTV Extension	0	3,000	3,000		3,000	0.0%	
Groundsman :- Indirect Expenditure	7,715	30,600	22,885	0	22,885	25.2%	0
Net Income over Expenditure	(7,593)	(29,525)	(21,932)				
<u>600 Fun on the Field</u>							
1670 Event Income	80	900	820			8.9%	
Fun on the Field :- Income	80	900	820			8.9%	0
4045 Subcontracted Labour	0	800	800		800	0.0%	
4670 Event Costs	75	1,000	925		925	7.5%	
Fun on the Field :- Indirect Expenditure	75	1,800	1,725	0	1,725	4.2%	0
Net Income over Expenditure	5	(900)	(905)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
610 Events General							
4670 Event Costs	141	1,500	1,359		1,359	9.4%	
Events General :- Indirect Expenditure	<u>141</u>	<u>1,500</u>	<u>1,359</u>	<u>0</u>	<u>1,359</u>	<u>9.4%</u>	<u>0</u>
Net Expenditure	<u>(141)</u>	<u>(1,500)</u>	<u>(1,359)</u>				
620 Christmas Festival							
1670 Event Income	0	1,000	1,000			0.0%	
Christmas Festival :- Income	<u>0</u>	<u>1,000</u>	<u>1,000</u>			<u>0.0%</u>	<u>0</u>
4045 Subcontracted Labour	0	1,700	1,700		1,700	0.0%	
4670 Event Costs	573	1,500	927		927	38.2%	
4675 Publicity	0	500	500		500	0.0%	
4685 Christmas Lights	351	15,000	14,649		14,649	2.3%	
4690 Competitions	0	1,000	1,000		1,000	0.0%	
Christmas Festival :- Indirect Expenditure	<u>924</u>	<u>19,700</u>	<u>18,776</u>	<u>0</u>	<u>18,776</u>	<u>4.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(924)</u>	<u>(18,700)</u>	<u>(17,776)</u>				
640 Projects							
4720 Jubilee Gardens	18,481	10,000	(8,481)		(8,481)	184.8%	
4725 Fair Green	300	2,000	1,700		1,700	15.0%	
4735 Remembrance Day	0	400	400		400	0.0%	
4740 War Memorial	0	1,000	1,000		1,000	0.0%	
Projects :- Indirect Expenditure	<u>18,781</u>	<u>13,400</u>	<u>(5,381)</u>	<u>0</u>	<u>(5,381)</u>	<u>140.2%</u>	<u>0</u>
Net Expenditure	<u>(18,781)</u>	<u>(13,400)</u>	<u>5,381</u>				
660 Town Selfie Walk							
4670 Event Costs	0	775	775		775	0.0%	
4675 Publicity	0	300	300		300	0.0%	
4681 Promotional Equipment	0	1,000	1,000		1,000	0.0%	
Town Selfie Walk :- Indirect Expenditure	<u>0</u>	<u>2,075</u>	<u>2,075</u>	<u>0</u>	<u>2,075</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(2,075)</u>	<u>(2,075)</u>				
670 River Day							
1670 Event Income	0	40	40			0.0%	
River Day :- Income	<u>0</u>	<u>40</u>	<u>40</u>			<u>0.0%</u>	<u>0</u>
4670 Event Costs	140	200	60		60	70.0%	
River Day :- Indirect Expenditure	<u>140</u>	<u>200</u>	<u>60</u>	<u>0</u>	<u>60</u>	<u>70.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(140)</u>	<u>(160)</u>	<u>(20)</u>				

Detailed Income & Expenditure by Budget Heading 01/08/2026

Month No: 3

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>700 Sawbobus</u>							
1150 Grants Received	2,000	6,000	4,000			33.3%	
1800 Fares	1,820	7,000	5,180			26.0%	
1820 Fuel Rebate	0	1,300	1,300			0.0%	
1830 Sponsorship	0	4,500	4,500			0.0%	
Sawbobus :- Income	<u>3,820</u>	<u>18,800</u>	<u>14,980</u>			<u>20.3%</u>	<u>0</u>
4029 Salary Recharge	5,845	32,180	26,335		26,335	18.2%	
4045 Subcontracted Labour	1,026	1,000	(26)		(26)	102.6%	
4800 Fuel	2,137	8,500	6,363		6,363	25.1%	
4805 Vehicle Maintenance	377	1,000	623		623	37.7%	
4810 Vehicle Tax & Insurance	1,525	1,550	25		25	98.4%	
4816 Community Bus Reserve	1,800	15,000	13,200		13,200	12.0%	
Sawbobus :- Indirect Expenditure	<u>12,710</u>	<u>59,230</u>	<u>46,520</u>	<u>0</u>	<u>46,520</u>	<u>21.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(8,890)</u>	<u>(40,430)</u>	<u>(31,540)</u>				
<u>800 Heffer GL61</u>							
1830 Sponsorship	0	500	500			0.0%	
1850 Vehicle Hire Income	220	500	280			43.9%	
Heffer GL61 :- Income	<u>220</u>	<u>1,000</u>	<u>780</u>			<u>22.0%</u>	<u>0</u>
4800 Fuel	81	550	469		469	14.8%	
4805 Vehicle Maintenance	247	1,000	753		753	24.7%	
4810 Vehicle Tax & Insurance	1,403	1,500	97		97	93.5%	
Heffer GL61 :- Indirect Expenditure	<u>1,732</u>	<u>3,050</u>	<u>1,318</u>	<u>0</u>	<u>1,318</u>	<u>56.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,512)</u>	<u>(2,050)</u>	<u>(538)</u>				
<u>810 Rangers Truck #1 WG64</u>							
4800 Fuel	137	2,000	1,863		1,863	6.9%	
4805 Vehicle Maintenance	212	1,500	1,288		1,288	14.1%	
4810 Vehicle Tax & Insurance	878	1,200	322		322	73.2%	
Rangers Truck #1 WG64 :- Indirect Expenditure	<u>1,228</u>	<u>4,700</u>	<u>3,472</u>	<u>0</u>	<u>3,472</u>	<u>26.1%</u>	<u>0</u>
Net Expenditure	<u>(1,228)</u>	<u>(4,700)</u>	<u>(3,472)</u>				
<u>820 Rangers Truck #2 SY65</u>							
4800 Fuel	175	1,250	1,075		1,075	14.0%	
4805 Vehicle Maintenance	655	1,000	345		345	65.5%	
4810 Vehicle Tax & Insurance	878	1,200	322		322	73.2%	
Rangers Truck #2 SY65 :- Indirect Expenditure	<u>1,708</u>	<u>3,450</u>	<u>1,742</u>	<u>0</u>	<u>1,742</u>	<u>49.5%</u>	<u>0</u>
Net Expenditure	<u>(1,708)</u>	<u>(3,450)</u>	<u>(1,742)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	268,846	597,395	328,549			45.0%	
Expenditure	122,696	608,895	486,199	0	486,199	20.2%	
Net Income over Expenditure	<u>146,150</u>	<u>(11,500)</u>	<u>(157,650)</u>				
Movement to/(from) Gen Reserve	<u>146,150</u>	<u>(11,500)</u>	<u>(157,650)</u>				