

Sawbridgeworth Town Council

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



MAYOR
Cllr Ruth Buckmaster

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

TOWN CLERK
Christopher Hunt

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

MEETING OF THE TOWN COUNCIL

You are summoned to attend the meeting of the town council to be held at Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 26th February 2024** commencing at 7:30pm to transact the business set out in the agenda below.

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

Town Clerk
19th February 2024

AGENDA

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

23/120 APOLOGIES FOR ABSENCE



To receive and approve any apologies for absence.

23/121 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Pecuniary Interest by Members

23/122 PUBLIC FORUM

















To receive and respond to questions from members of the public on matters within the remit of the Town Council.

23/123 MINUTES



To approve as a correct record the minutes of the Meeting of the Town Council held on 29th January 2024 (M07) [Attached Appendix A]
To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.

| Owner | Action | Completed |
|---------------------|---|-------------------------|
| Cllr A Parsad-Wyatt | To draft a motion to increase the maximum amount to be awarded to successful applicants for the town council grant funding scheme | Attached to this agenda |

- 23/124 PLANNING COMMITTEE**
 To receive and note the minutes of the Planning Committee held on 29th January 2024 (P13) *[Attached]*
-  To receive and note the draft minutes of the Planning Committee held on 12th February 2024 (P14) *[Attached Appendix B]*
- 23/125 TOWN ACTION PLAN & AMENITIES COMMITTEE**
 To receive and note the draft minutes of the Amenities Committee held on 12th February 2024 (E03) *[Attached Appendix C]*
- 23/126 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
 To receive mayor's appointments and communications
- 23/127 REPRESENTATIVES REPORTS**
 To receive representatives reports from:
- 

- County Councillor
 - District Councillors
 - Hertfordshire Police
 - Other Representatives
 - Cllr R Buckmaster
 - Cllr A Furnace
- 

[Attached Appendix D]
- 23/128 DETERMINATION OF A MAYOR-ELECT**
 To resolve to designate a mayor-elect for the civic year 2024-25. Such designation to be determined by resolution at the Annual Town Meeting in May 2024.
[Attached Appendix E]
- 23/129 CLERKS REPORT**
 Report regarding updates in staff and meetings
[Attached Appendix F]
- 23/130 TOWN PROJECT MANAGERS REPORT**
 An update on current project and planning for events 2024.
[Attached Appendix G]
- 23/131 ANNUAL RISK ASSESSMENT**
 To note and resolve to approve the Risk Assessment relating to the activities of the Town Council in the year 2024/25
[Report available in the council office and will be tabled at the meeting, Clerk and Mayor to sign as completed]
- 23/132 COMMITTEE VACANCIES**
 To nominate and elect a member to sit on the following committees with vacancies.
- 

- Town Action Plan and Amenities Committee
 - Planning Committee

- 23/133** **TOWN COUNCIL GENERAL GRANTS AWARD VALUE**
[📎] To determine the maximum amount each applicant can be awarded at the determination of applications.
[Attached Appendix H]
- 23/134** **FINANCIAL REPORT**
[📎] To note the current Financial Report
[Attached Appendix I]
- 23/135** **ACCOUNTS FOR PAYMENT**
To note and approve accounts for payment.
- 23/136** **ITEMS FOR FUTURE AGENDAS**
To note any items for future agendas.
- 23/137** **EXCLUSION OF PRESS AND PUBLIC**
[👤] To resolve that pursuant to the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during the consideration of the following agenda item.
-
- 23/138** **FREEDOM OF SAWBRIDGEWORTH**
[📎][👤] To receive and resolve the nomination for Freedom of the Town nominated by
Cllr E Buckmaster
{Papers to be handed out at the meeting}

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

Appendix A

SAWBRIDGEWORTH TOWN COUNCIL

MEETING OF THE TOWN COUNCIL Minutes

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

Those present

| | |
|---------------------------|---------------------|
| Cllr E Buckmaster | Cllr N Parsad-Wyatt |
| Cllr R Buckmaster (Chair) | Cllr S Penney |
| Cllr A Furnace | Cllr G Rattey |
| Cllr D Newell | Cllr J Rider |
| Cllr S Pagdades | Cllr R Smith |
| Cllr A Parsad-Wyatt | Cllr S Smith |

In attendance:

Chris Carter – Press

6 x members of the public

The Mayor introduced the meeting and welcomed new Councillor Simon Penney.

Thought of the day delivered by Councillor S Pagdades which was followed by the Mayor lighting a candle both in memory of the victims of the Holocaust.

23/103 APOLOGIES FOR ABSENCE

None were made

23/104 DECLARATIONS OF PECUNIARY INTEREST

None were received.

23/105 PUBLIC FORUM

Q1 Does this Council think it was appropriate for one group, on this Council, in its social media posts and campaign literature for December's by-election, to once again seek to claim exclusive credit for supporting residents, rather than recognising the value of collaborative working and of reminding residents how they can report issues and making sure those processes and follow up are fit for purpose?

It was felt this question was a political question, After a short debate the Chair decided to move to the next question.

Q2 Is this Council concerned about the very low turnout at the December by-election and is there a communication and engagement strategy to improve communication with residents on local, district and county issues and consultations, and to encourage greater involvement in our local democracy?

Cllr A Parsad-Wyatt stated the drop off in voters could be due to having the recent May election. It was December and the weather may have deterred people attending the polls. It is down to each individual candidate and parties to encourage people to vote.

The second part of the question Cllr A Parsad-Wyatt highlighted the collective work the councillors had made reviving the town action plan and many members of the council around the table had ensured that leaflets were delivered to every household in the town.

Q3. A second member of the public stated that for the past fifteen years the community had been stating that the town has too many houses being built. Temporary traffic lights and traffic was getting worse and the reason people are not coming out to vote is because nothing ever changes. She also raised concerns at the Wrenbridge development and the traffic increase this will generate through the town.

Cllr R Buckmaster stated the council did share her frustration with the Wrenbridge development situation.

Q4, A third member of the public stated he was concerned regarding the Wrenbridge development and the traffic this would encourage through this town.

Cllr R Buckmaster said she supported restricting the routes away from the town but this had been challenged and now all restrictions had been rescinded.

23/106

MINUTES

Resolved: To approve as a correct record the minutes of the meeting of the town council held on 29th November 2023 (M06)
[prop Cllr N Parsad-Wyatt; sec'd Cllr A Furnace]

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

Actions noted from the previous minutes and both had been resolved.

| Owner | Action | Completed |
|-----------------|--|---|
| Cllr S Pagdades | To make police aware of the HUG2 project so residents realise the funding opportunity is not a scam | Email sent 21/11/23 by the Clerk to PC Marshall and the project manager and the Police neighbourhood watch coordinator are now linked in. |
| All Cllrs | To send a response to Cllr A Furnace and the Clerk with their views on the proposed air quality action plan. | Email sent to all councillors requesting views 21/11/23 |

23/107

PLANNING COMMITTEE

Received and noted: the minutes of the planning committee held on 20th November 2023 (P11)

Received and noted: the draft minutes of the planning committee held on 15th January 2024 (P12)

23/108 FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE
Received and noted: the minutes of the Finance and Policy Committee held on 15th January 2024 (F03)

- 23/109 BUDGET 2022-23 & DETERMINATION OF PRECEPT**
1. **Resolved** To consider the Recommendation of the Finance & Policy Committee and adopt a Budget for 2024-25
[prop Cllr E Buckmaster; sec'd Cllr N Parsad-Wyatt]
 2. **Resolved** To determine the Precept for 2024-25 and instruct the principal authority accordingly.
[prop Cllr E Buckmaster; sec'd Cllr N Parsad-Wyatt]

Precept demand signed by the Mayor Cllr R Buckmaster, Cllr E Buckmaster, Cllr N Parsad-Wyatt and the Clerk

23/110 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

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

- Attended the Hilton Garage event at Spellbrook school for a car decorating project that has been held previously where children can draw on cars.
- Met with the 'Christmas lights switch on' badge winner
- Attended the Ukrainian local residents Christmas party
- Attended a quiz night in Hertford
- Attended Fawbert and Barnard school to talk to the children on the Royal Family
- Visited the Congregational Church to look at the plans for their extension
- Attended the local air quality meeting.
- Visited Otters and Beavers to celebrate the Chinese new year event
- Visited the cubs group regarding the subject of disabilities
- Attended the Indies award event where two Sawbridgeworth residents received awards.
- Saturday was the Mayors quiz night where £1200 was raised.

23/111 REPRESENTATIVES REPORTS

Received and noted: Representatives reports from:

County Councillor E Buckmaster referred to his report additionally adding.

- The County budget will see an increase in 4.99% which reaches over a billion pounds. Two thirds will be spent on social care. Other areas were detailed on the investments into the road infrastructure and fire service.
- Vantorts Road has seen signage added to the no entry restriction.
- The pothole has been repaired at the same location.
- He has been working on issues with drivers outside schools and he visited Reedings School with parking enforcement officers and the police. A school crossing patrol warden's role has been advertised for this school.
- At district level he had met the officer responsible for the swimming pool
- The waste contract will be changing with a fourth bin for cardboard and paper as well as a food waste container added.
- Air quality scrutiny had been attended and he raised branding to be the same at county level as well as at district. The issues of diesel pollution and HGV movements were raised.
- An extra ordinary district council meeting was held in relation to the completion of the refurbishment of the Hertford Theatre.

Cllr J Rider thanked Cllr E Buckmaster for his work and wanted to make everyone aware of the changes Cllr E Buckmaster will be suggesting to change the road gritting contract. He raised his concerns regarding drivers behaviour around schools and wanted police to enforce parking infringements.

Cllr E Buckmaster stated that the police cannot complete enforcement as this had been de-criminalised and was only in the remit of the civil enforcement officers.

Cllr E Buckmaster also explained the 20mph speed restrictions which was only placed with the support of local residents but enforcement was always going to be a problem.

Cllr A Furnace agreed the 20mph speed restrictions were affective. She raised the LCWIP programme and asked if the stalls for public engagement were available in the town.

Cllr E Buckmaster stated he would invite them along to Sawbridgeworth town council events.

Cllr S Pagdades asked if road use surveys identified the volume of diesel versus petrol cars using the road.

Cllr E Buckmaster will investigate if that detail is available.

District Councillors reports

Cllr R Buckmaster referred to her written report.

Cllr A Parsad-Wyatt, had raised enquiries with the planning department over the old Barclays bank. The officers and residents will be re-consulted as changes were being submitted that are different from the original planning application. Only minor works can be made before the application is approved and any concerns should be raised with him.

The Police report was read out by Cllr S Pagdades from PC Marshall as follows;

In line with the current policing priority, a road traffic operation was held on the A1184 in December. The operation consisted of speed monitoring, mobile ANPR, and assistance from colleagues in RPU. The operation resulted in:

- 1 driver reported for speeding (48MPH in a 30)
- 1 vehicle prohibited
- 3 vehicles seized for no insurance

Other matters dealt with

No driving license/MOT

No MOT

1 vehicle stopped sus stolen

1 negative breath test

2 persons searched under section 1 PACE

On Friday 19th March PCSO Collins and PC Marshall conducted a community engagement event at the Co-Op from 3:30pm. This was a good opportunity to engage with Leventhorpe School Pupils.

Mini Police with year 5 at Reedings School commenced at the start of the spring term. PCSO Collins and PC Marshall have so far covered anti-social behaviour, bullying, internet safety and road safety which tied in nicely with the ongoing work we are carrying out around dangerous school parking. We have enlisted the support of civil enforcement officers and have some joint patrols organised to try and tackle the

problem. Although this will assist short term, a longer-term solution is being sought.

Plans are underway for a further road traffic operation in the coming weeks in Sawbridgeworth, and I am also planning some proactive partnership working with Essex Police.

PCSO Collins continues to regularly conduct speeding checks around the town. Most drivers are adhering to the speed limits.

A personal safety and crime prevention talk is scheduled to take place at the Hailey Centre in March.

Following some work with the Co-Op and their deployment of a loss prevention team, a significant reduction in thefts has been noted from the store.

Cllr R Buckmaster updated on the RHSO activities around the Wassail event where 150 people were present, where £350 was raised for more trees to be planted to celebrate the 150 years since Thomas Rivers set up in Sawbridgeworth. SYPRC update have had their planning permission approved for their air source heat pumps, grants money is being sought.

Cllr A Furnace, raised the real time air quality monitor had been fitted in London Road and data should be made available for everyone. St James community liaison group will invite sustainable Sawbridgeworth and the Town Council on future meetings regarding the Wrenbridge development. She also raised a meeting had been held with the town's Project Manager and the new East Herts Officer, regarding environmental sustainability for town councils, community groups and local community members. Ideas on an energy hub to advise members of the community had been discussed and funding had been applied for. BT are offering their old green boxes to be converted into EV charges and this is being explored.

23/112

GRANT APPLICATIONS

Resolved to consider grant requests made by the following:

- | | |
|--------------------------------|---------|
| 1. St Clare Hospice | Awarded |
| 2. East Herts District Council | Awarded |
| 3. Pets in Need Herts | Denied |

Debate was held over the Pets in Need Herts application as no link could be seen how local residents would benefit from awarding grant funding.

It was debated if the £500 maximum award could be exceeded, the Clerk advised this would need to be completed through a resolution to change the policy in the future.

ACTION – Cllr A Parsad-Wyatt to draft a motion to increase the maximum amount to be awarded to successful applicants for the town council grant funding scheme

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

- 23/113 TOWN CLERK REPORT**
Received and noted: the Clerk's report for the month of January 2024.
- 23/114 POLICY MATTERS**
Resolved; To approve the draft document, Financial Regulations 2024
- The Clerk raised changes to the attached document needed to be made as new procurement thresholds had been agreed Nationally that needed to be updated on this Policy being;
- The thresholds for public procurement have changed from 1 January 2024 Public contracts, with an estimated value (including VAT, since 1 January 2022):
 over £214,904 (previously £213,477) for goods or services, or
 over £5,372,609 (previously £5,336,937) for public works (construction),
[prop Cllr S Pagdades; sec'd Cllr A Parsad-Wyatt]
- 23/115 TOWN PROJECTS MANAGER REPORT**
Received and noted: the Project Manager's report for the month of January 2024.
- 23/116 DEPOSIT & CONSULTATION DOCUMENTS**
Noted: The current deposit and consultation document
- 23/117 FINANCIAL REPORT**
Noted: The current Financial Report
- 23/118 ACCOUNTS FOR PAYMENT**
Noted and Approved: Accounts for payment.
- 23/119 ITEMS FOR FUTURE AGENDAS**
Meeting ended at 8:45pm

ACTIONS

| Owner | Action | Completed |
|---------------------|---|-----------|
| Cllr A Parsad-Wyatt | To draft a motion to increase the maximum amount to be awarded to successful applicants for the town council grant funding scheme | |

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 January 2024** at 8.50pm.

Those present

Cllr R Buckmaster
Cllr Nathan Parsad-Wyatt
Cllr John Rider

Cllr Angus Parsad-Wyatt
Cllr Greg Rattey
Cllr Steve Smith

In attendance – 1 Member of public
Cllrs E Buckmaster, Furnace &
Pagdades

- P 23/113 APOLOGIES FOR ABSENCE**
To receive and approve any apologies for absence. None received. All present.
- P 23/114 PUBLIC FORUM**
To receive representations from members of the public on matters within the remit of the Planning Committee. There were none.
- P 23/115 DECLARATIONS OF PECUNIARY INTEREST**
To receive any Declarations of Interest by Members. There were none.
- P 23/116 MINUTES**
Resolved: To approve as a correct record the minutes of the Meeting held on:
 - 15 January 2024 (P012) [*prop Cllr R Buckmaster; secd Cllr A Parsad-Wyatt*]
To attend to any matters arising from these Minutes and not dealt with elsewhere on the Agenda. There were none.
- P 23/117 NEIGHBOURING DEVELOPMENTS**
To report & receive updates on proposed neighbouring developments. Cllr N Parsad-Wyatt thanked David Royle for his continued updates re Wrenbridge.

P 23/118 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/23/2290/HH Lower Hampton, 92A Station Road CM21 9JY
Erection of side car port and single storey garden room with associated landscaping.

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

3/23/2438/FUL Craycombe, Parsonage Lane, Sawbridgeworth
Change of use of outbuildings from domestic use to office use (USE Class: E), together with addition of a porch, installation of pv panels, alterations to fenestration, landscaping works, creation of parking spaces and provision of bin store.

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

3/24/0012/HH 25 The Orchards, CM21 9BB
Glazed porch extension with covered external landing and ramped access.

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

3/24/0046/HH Hylands, Springhall Lane, CM21 9HH
Demolition of garage, workshop and conservatory. Raising the roof height, addition of a new first floor level with first floor windows on all four elevations and incorporating first floor front balcony, single storey extension to both sides including rooflight windows and green roof systems also forming integral carport and undercover patio, part single/part two storey front extension, single storey rear extension and alterations to ground floor rear fenestration. (Part retrospective, an amended scheme to previously approved planning permission 3/22/2364/HH)

STC Comment: No objection. Echo neighbours comments to ensure three second storey windows continue to be obscure glass [*prop Cllr S Smith; secd Cllr R Buckmaster*]

P 23/119 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 26 January 2024.
None received.

3/24/0031/FUL 38 Bell Street, CM21 9AN

Retention of previously approved canopy over rear courtyard

STC Comment: No objection from a planning perspective, however encourage applicant to look at a more environmentally friendly way of heating the structure [*prop Cllr N Parsad-Wyatt; secd Cllr A Parsad-Wyatt*]

3/24/0065/HH 1 Brookfields, CM21 0EJ

Erection of first floor extension and alterations to fenestration to existing dwelling house

STC Comment: No objection however regret loss of bungalow dwelling [*prop Cllr N Parsad-Wyatt; secd Cllr R Buckmaster*]

P 23/120

PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/23/1967/FUL The Bullfields Centre, Cutforth Road CM21 9EA

Installation of 3 external heat pumps to the east elevation.

STC Comment: No Objection

EHDC Decision: Grant Planning Permission subject to Conditions.

3/23/2176/HH 3 Blenheim Close CM21 0BE

Erection of two storey front garage extension.

STC Comment: No Objection

EHDC Decision: Grant Planning Permission subject to Conditions.

3/23/2246/HH 19 Yewlands CM21 9NP

Demolition of porch. Erection of single storey front, rear and side extensions with alterations to fenestration.

STC Comment: No Objection

EHDC Decision: Grant Planning Permission subject to conditions.

P 23/121

PLANNING APPEALS

To receive notification from EHDC of Planning Appeals.

Planning Appeal: Eden House, 21A Knight Street

LPA Reference: 23/00071/REFUSE

The application has appealed to the Secretary of State against the Council's refusal of planning permission for: -

Garage conversion to 1 bedroom detached two storey dwelling. Insertion of ground floor windows. Insertion of air source heat pump and photovoltaic roof panels. Noted.

Meeting Closed at 9.06pm

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 12 February 2024** at 7.30pm.

Those present

Cllr R Buckmaster
Cllr Nathan Parsad-Wyatt
Cllr Steve Smith

Cllr Angus Parsad-Wyatt
Cllr John Rider

In attendance – 5 Members of public
Cllrs E Buckmaster, Furnace,
Newell, Pagdades & Penny

P 23/122 APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence. None received. All present.

P 23/123 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Planning Committee. Members of the public voiced their concerns re proposed change of use to 28 Knight Street. Their main points were lack of information around proposed opening hours, licencing issues, noise and parking. Cllr Angus Parsad-Wyatt agreed more details were still needed and confirmed that the committee were awaiting consultation. This will be viewed/discussed at the next meeting. Cllr Angus encouraged residents to make comments via the EHDC portal voicing their concerns and objections. Residents reported that work was being carried out on the premises but this would appear to be necessary maintenance work which has been applied for retrospectively.

P 23/124 DECLARATIONS OF PECUNIARY INTEREST

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

P 23/125 MINUTES

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

- 29 January 2024 (P013) [*prop Cllr R Buckmaster; secd Cllr S Smith*]

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

P 23/126 NEIGHBOURING DEVELOPMENTS

To report & receive updates on proposed neighbouring developments.
Town Clerk reported that a Water Quality Assessment was being carried out on the Gilston Park Estate.

P 23/127 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/24/0198/HH 25c Knight Street, CM21 9AT

[Erection of front porch](#)

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

P 23/128 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 9 February 2024.
None received.

3/23/2489/FUL The Hailey Centre, Sayesbury Manor, Bell Street

Single storey rear extension. New windows, new rooflight windows and alterations to fenestration. Replacement of timber fencing with new black iron railing. Replacement path with new bound resin. New air conditioning unit on the roof.

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

P 23/129 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/23/2306/HH Dutton House, 1 Wallen Park, CM21 9FJ

Erection of garden room with attached pergola/canopy, new retaining wall and steps, and associated hard landscaping

STC Comment: No Objection

EHDC Decision: Granted

P 23/130 PLANNING APPEALS

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

Appendix C

SAWBRIDGEWORTH 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 8pm on **Monday 12th February 2024.**

Those present

Cllr Annelise Furnace

Cllr Dawn Newell

Cllr Salvatore Pagdades

Cllr R Buckmaster (Ex Officio)

Cllr Angus Parsad-Wyatt

Cllr John Rider

In attendance:

Christopher Hunt - Town Clerk

Cllr Eric Buckmaster

Cllr Simon Penney

Cllr Steve Smith

Cllr Nathan Parsad-Wyatt

T23/29 APOLOGIES FOR ABSENCE

None received

T23/30 PUBLIC FORUM

There were no questions from members of the public on matters within the remit of the Committee.

T23/31 DECLARATIONS OF INTEREST

There were no Declarations of Pecuniary Interest by Members.

T23/32 MINUTES

Resolved: To approve as a correct record the minutes of the Committee Meeting held on 16th October 2023 (T02)
[prop Cllr A Parsad-Wyatt; sec'd Cllr S Pagdades]

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

| Owner | Action | Completed |
|-----------|---|--|
| J Sargent | To find out the price to extend cemetery to future proof. | Adopted as a project for the next 6 months for the overall 3 year plan on developing the cemetery. |

T23/33 ALLOTMENTS

– Allotments Officer Report

The report was talked through by the Clerk. Flood information was added and the town council are signed up to flood alerts.

T23/34 CEMETERY

Received and noted – Cemetery Officer Report

The report was talked through by the Clerk. Grass cutting and planting has begun and maintenance will be supplemented with the re-attendance of the community pay back scheme via the probation service.

Topple testing will be completed on a rolling programme.

T23/35 FOOTPATHS & OPEN SPACES

Cllr J Rider highlighted the update from East Herts District Council officers for a medium term repair to footpath 22 and 23. The owner of the footpath across Fair Green will be completing maintenance work.

The wall on Fair Green will not be repaired in time for the May Fair but it is hoped this will not impact on the event.

All footpath maintenance on the paths by Leventhorpe School is in hand and maintenance work is scheduled.

Cllr E Buckmaster mentioned the West Road development footpath 9 was still a mud track but was to be surfaced as part of the planning agreement and the rights of way officer was looking into this.

Footpath 32 was also mentioned and the Clerk had an update which he will circulate to members.

ACTION Clerk to circulate update on footpath 32

Cllr J Rider raised the road winter treatment and the recent meeting with Herts Highways and Town Council members. The meeting indicated that Bell Street will be assessed for future gritting. The winter treatment contract will be up for renewal this year and Cllr E Buckmaster will be part of this process. This will also include the pothole repairs but the adaption on to dealing with dangerous position of potholes is still frustrating as the staff who drive gritting lorries are the same that repair the potholes.

Cllr E Buckmaster wanted to see flexibility in the future to be able to deal with both issues under the negotiations in the new contract. The procurement process is for the whole county and will receive some scrutiny.

Cllr A Parsad-Wyatt wanted to highlight the better position we were in than last year, with local arrangements to react to adverse weather conditions.

Cllr A Furnace wanted to thank Cllr's J Rider and E Buckmaster for the work they have done to improve the situation the town found itself in last year.

T23/36 OPERATIONS

Received and noted – the Clerk's report on operations. He mentioned his concern that improvements to the Hailey Centre could impact on the liability to repairs for the Town Council. This will be highlighted and discussed with the manager and updates fed back to this meeting.

The CCTV system will have a survey completed in the next week to look at placing two new cameras in Bell Street.

T23/37 ECO-AUDIT WORKING PARTY

Cllr A Furnace advised that the three acorns report had stalled but was now being worked on again, with an ambition to a net zero pledge which will be discussed at the next Finance meeting. Regarding the real time air quality monitor, the operator will be invited to address councillors to explain how the results can be accessed and utilised.

Bob Reed has now been appointed as the Chief Science ecology officer for Pishiobury Park Friends.

Cllr E Buckmaster raised he has chased the listing on the Natural England website for Pishiobury to be listed as a nature reserve.

T23/38 TOWN ACTION PLAN

To review status of the Town Action Plan, by Cllr A Parsad-Wyatt. Mention was made to the flooding prevention work that had been successful in hotspot areas, the recent cross border meeting with Sheering PC and the footpath repairs and the ongoing work. Work with the police continues with pavement parking issues raised and encourages Councillors to attend the West Road development community meeting later this month.

Cllr D Newell raised issues with parking at Leventhorpe swimming pool with students parking in the spaces for swimmers and restricting the route for emergency vehicles.

Cllr S Pagdades suggested writing to the Head at Leventhorpe School.

Cllr E Buckmaster also suggested Cllr R Buckmaster as a District Councillor could raise this with East Herts Council.

It was agreed updates were to be made at the Amenities meeting and a full update made at the Annual Town Meeting.

ACTION, Cllr R Buckmaster to write to East Herts Council to raise the issue of pupils parking in the Leventhorpe swimming pool, restricting places for pool users.

T23/39 ADDRESSING LOCAL FLOOD RISK

Cllr E Buckmaster explained the agencies responsible for different areas such as rivers, water supply and gully and drain maintenance.

The reporting methods and the support available to residents was highlighted and agreed will be promoted via the Town Council website under useful links for a single point of contact for members of the community to be directed to.

Cllr E Buckmaster stated Councillors were encouraged to report flooding issues at Spellbrook online and he will follow these reports up with the relevant authority.

ACTION, Clerk to add the information and links to the Town Council website.

T23/40 COUNCILLOR ENGAGEMENT

Cllr S Pagdades had no further update.

T23/41 STATION ADOPTION SCHEME

Cllr A Parsad-Wyatt stated art work from local schools has now been fitted on the footbridge. Sheering PC had been made aware of the project and invited to join in with Sawbridgeworth TC members.

T23/42 ITEMS FOR FUTURE AGENDAS

Cllr J Rider, increased HGV movement through the town due to the Sheering HGV restriction which may impact on vehicles using Sawbridgeworth Roads as a diversion.

The Clerk stated this will be added to the next agenda.

Meeting ended at 20:52

ACTIONS

| Owner | Action | Completed |
|-------------------|--|---|
| Clerk | To circulate update on footpath 32 | Email sent 13/2/24 to all councillors and staff |
| Cllr R Buckmaster | To write to East Herts Council to raise the issue of pupils parking in the Leventhorpe swimming pool, restricting places for pool users. | |
| Clerk | To add the information and links to the Town Council website | |

Appendix D



Eric Buckmaster report for February 2024

Annual meeting of Hertfordshire Parish, Town and Community Councils and County Councillors

This meeting will be held virtually on MS Teams on Tuesday 5 March 2024 at 5.30 – 7pm and will be recorded.

Invitation from Cllr. Stephen Boulton, Hertfordshire County Council Executive Member Sustainable Economic Growth and Cllr. Bill Pryce, Chairman Hertfordshire Association of Parish and Town Councils to Hertfordshire Parish, Town and Community Councils.

All County Councillors and representatives from each Parish, Town, and Community Council are invited to attend the annual meeting of Hertfordshire County Council (HCC) and Hertfordshire Association of Parish and Town Councils (HAPTC).

This relaunched annual meeting is one element of a series of projects that HCC and HAPTC are progressing to strengthen the relationship between the two sectors of local government recognising more can be achieved working together in delivering the best possible services to residents. You are invited to register for the meeting to receive the joining link [Registration link for the Annual meeting of Hertfordshire Parish, Town and Community Councils and County Councillors](#)

Cllrs ask about minerals plan as part of budget scrutiny

As reported by [Welwyn Hatfield Times](#), council officers *are* doing "background work" on potential quarry sites – despite having temporarily paused the development of their minerals and waste plan, it has emerged. The county council has a statutory duty to ensure sites are available for the extraction of minerals, such as sand and gravel. The latest draft of the council's waste and minerals plan includes three sites earmarked for the future extraction of sand and gravel. But when councillors [turned down an application for a quarry at Hatfield Aerodrome](#) – one of the three identified sites – work on the draft plan was paused, while the council waits to see if that decision will be appealed.

Sustainable Hertfordshire Updates

Hertfordshire named one of England's top counties for recycling

As reported by [Essex Live](#), official statistics released by the Westminster government show Hertfordshire is home to some of the nation's best recyclers. Hertfordshire County Council is the region's best performing disposal authority, with 51.2 per cent of the household waste it gets rid of going for reuse, recycling or composting.

Three Rivers District Council sent 61.5 per cent of the waste it collects at the kerbside for reuse, recycling or composting across 2022/23 - the second-highest recycling rate in England. It is one of five Hertfordshire boroughs and districts that directed more than half of its household waste into the circular economy.

Covered by Local Democracy reporter Will Durrant, with a quote by Eric Buckmaster, Executive Member for The Environment.

Our Woodland Creation Officers have been in the spotlight recently, featuring in a [county council video at Hornbeam Wood Hedgehog Sanctuary](#), as well as being interviewed on the [Environment Matters podcast about their roles](#). The Woodland Creation Officers provide free advice to Hertfordshire residents on tree planting projects of any size. [Share information about the Woodland Creation Officers with anyone in your communities who needs support with a tree or hedgerow planting project.](#)

Walkern Primary School win 'Eco-Warriors' competition

Year Six students from Walkern Primary School impressed a judging panel made up of Councillors Caroline Clapper, Mark Mills-Bishop and Eric Buckmaster with their entry to the inaugural 'Eco-Warriors' schools' competition, delivered in partnership with consultants Artelia. Their entry, which focused on enhanced energy efficiency, improved biodiversity, and use of recycled materials, earned them the win and £2,000 to help implement their ideas in their school. [The runners-up, Prae Wood Primary School and Rivers ESC also hugely impressed the judges, and each received £500 to further bolster their sustainability efforts.](#)

Success for first ever Clean Air Night summit

The Clean Air Night summit took place on Wednesday 24 January, as the culmination of a [countrywide communications campaign](#) around the dangers of domestic solid fuel burning. The key environmental takeaways from the summit include burning wood creates more CO2 per unit of heat than oil or gas, and the CO2 produced cannot be recaptured by planting trees in time to meet 2050 climate change targets. In addition, the health impact of a wood burning household

has been estimated to cost health systems around £800 a year, with the 1000 new appliances installed in Hertfordshire in 2023 costing our health systems up to £800,000 a year going forwards. Over 40 organisations attended the event, with 62 local authorities taking part in the campaign, which we hope will continue to grow each year.

Local Nature Recovery Strategy starts to take shape

This month will see the Local Nature Recovery Strategy (LNRS) start to take flight as the Hertfordshire Nature Recovery Partnership will run its first of many engagement workshops for private landowners and land managers. The event will give attendees an opportunity to hear more about how they can get involved in the Local Nature Recovery Strategy and start to shape the nature recovery priorities for Hertfordshire. [Find out more about the LNRS.](#)

Sustainable Hertfordshire survey

We recently launched a survey for residents, young people and those working in Hertfordshire to help us better understand their attitude and knowledge around sustainability and climate change issues, as well as their thoughts on the council's sustainability programme. We will use the results of this survey to help better communicate and engage with our residents on sustainability related issues. [Please share the survey with your residents through your own communications channels.](#)

Retrofit survey for homeowners and landlords

The Hertfordshire Climate Change and Sustainability Partnership is looking to develop services to help retrofit homes to make them more energy efficient. They have created a survey for homeowners and landlords to help them understand what energy efficiency products might be most in demand in Hertfordshire. The survey was live until Sunday 11 February.

Hertfordshire County Council welcomes 19 new firefighters



Hertfordshire Fire and Rescue Service has welcomed 19 new recruits to the service, joining a team of dedicated firefighters who work across the county to help keep residents safe.

The recruits recently passed out from their 16-week basic training at the Joint Emergency Services Training Centre in Stevenage, watched by proud family and friends.

The recruits are now officially 'firefighters in development' as they continue their training on stations around the county as they work towards becoming fully qualified.

Hertfordshire's newest SEND school opens in Stevenage



Hertfordshire's newest special educational needs and disabilities (SEND) school opened its doors to more than 180 students on Tuesday 9 January, as the new term began at the Valley School in Stevenage.

The new school, custom-designed to better meet the needs of its students with learning disabilities, has been built on the site of the former school. The old school, originally built as a mainstream school, was at the end of its serviceable life, with maintenance costs increasing. The Valley School students had the unique experience of being able to watch their new school being built before their eyes during its 16-month build.

In addition to being built according to the latest guidelines from the Department for Education, the new special school reflects Hertfordshire County Council's wider commitment to sustainable, responsible growth in Hertfordshire.

The Valley school is the first net zero carbon in operation (NZCiO) new build school project for Hertfordshire County Council and the biodiverse green roofs help the site achieve the council's ambition of 20% Biodiversity Net Gain for new projects. Additionally, the school generates more than half (57%) of its own electricity onsite from solar panels installed on the roof.

David adds: "The environmental efficiency will also mean that we're able to direct more funding into the education of the children, which will really benefit them. This is giving the students, teachers and support staff the best of the best, which we know will be utilised to its maximum potential."

Additionally, timber offcuts from the works have been used by the Design Technology department for the young people to build bird boxes, along with bug hotels, which have been installed onsite to help enhance local biodiversity.

The new development is part of [Hertfordshire County Council's £91m capital investment in the county's special school provision](#), which is delivering 1000 additional special school places in Hertfordshire by 2026.

For information and resources to help you support a child with special educational needs, visit [the local offer](#).

Unique children's residential home supports young people with complex mental health needs



Hertfordshire's new residential children's mental health facility is creating a trailblazing model of integrated care to support children and young people in the local authority's care who are experiencing, or recovering from, mental health crisis.

Cherry Tree Cottage, in North Hertfordshire, is an Ofsted-registered children's residential home run in partnership by Hertfordshire County Council and the Hertfordshire Partnership University NHS Foundation Trust (HPFT).

This unique joint-funded, dual-staffed service provides a safe, secure, homely environment where young people (aged 12-17) experiencing or recovering from a mental health crisis can stabilise, receive treatment and access the health and social care support they need.

Young people requiring this intensive level of integrated social care and mental health support are experiencing significant social, emotional and mental health needs. They are either stepping down from more intensive tier 4 hospital provision or may require hospital admission without the specialist multi-disciplinary support Cherry Tree Cottage provides.

This new facility will help to reduce instances where young people experiencing such crisis seek help at A&E, require tier 4 admission and are subject to detention under the mental health act (s136). This innovative approach to delivering integrated health and social care is also helping prevent additional trauma caused by delayed discharge from an acute unit, and reduces the need for high-cost placements, out of the local area which can be damaging to young people.

Placements for children in the care of local authorities with complex mental health needs are costly (up to £17,500 a week). Children in care also often spend additional time in acute mental health unit beds when they are medically fit for discharge because their new additional needs may require a new placement or other specialist provision that is not available.

Outcomes for children are negatively affected by being in distant accommodation far from their families and communities; this breaks local connections and leads to unnecessary transitions in access to CAMHS, education and other health and local services.

Many young people requiring complex mental health interventions also have significant social care and/or educational needs; these are best met through robust collaboration between agencies. Over the past few years, Hertfordshire County Council has been working closely with HPFT to improve the health and social care support for children in our care with significant mental health and care needs.

Young people accessing support at Cherry Tree Cottage participate in an intensive 12-week programme incorporating wellbeing, health, and social care support. This multi-disciplinary care brings together the skills and experience of both health and social care sectors to support young people to make a transition back into their usual residence without experiencing a repeat breakdown.

Hertfordshire County Council welcomes government Disability Action Plan

Hertfordshire County Council has welcomed the publication of the government's Disability Action Plan, which aims to make the UK the most accessible place in the world

[New Disability Action Plan to make UK most accessible place in the world - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/news/new-disability-action-plan-to-make-uk-most-accessible-place-in-the-world)

Tony Kingsbury, Executive Member for Adult Social Care at Hertfordshire County Council, said:

"We welcome the publication of the Disability Action Plan and fully support the ethos behind it, aiming to improve the everyday lives of those living with disabilities and laying the foundations for long term change is something we are passionate about in Hertfordshire. This year, we'll be spending nearly half a billion pounds helping adults who need our care and support to live life well and as independently as possible in Hertfordshire. The Purple All Stars performing group is an excellent example of a service we provide that supports our ambition to connect the lives of those with a learning or physical disability to their local community. This, we hope, will give them the opportunity to live real and fulfilling lives. We're committed to providing the right care and support for those who need it, while delivering value for money, promoting independence and preventing care needs increasing. "

Good' Ofsted rating retained for Hertfordshire's leading adult learning provider

Hertfordshire County Council's provider of adult learning and employment support, Step2Skills, has retained its overall rating of 'Good' when inspected by Ofsted during November 2023. In addition, an inspection was carried out in October 2023 by the British Association for Supported Employment (BASE) who judged the service as a "Provider of Excellence'. One area that was highlighted as 'outstanding' in Ofsted's inspection was the apprenticeship scheme provided by the Hertfordshire Fire and Rescue Service.

Hertfordshire County Council's Step2Skills service, which receives funding from the Department for Education and the Department for Work and Pensions, works with around 5,000 people every year who face barriers to education and employment - such as low skills, learning difficulties or disabilities and mental health conditions.

Inspectors from Ofsted noted that Step2Skills' staff 'provide good support for adults to prepare for interviews and apply for jobs' whilst the BASE inspectors found that the Step2Skills supported employment team are a 'circle for support from the start' with the 'participant at the centre of the process' and that the service is 'delivering outstanding results'.

In relation to the apprenticeship scheme, comments from the report highlighted that 'adults and apprentices achieve their personal goals and qualifications because teachers support them well in building their skills and knowledge over time.' Inspectors also found that the scheme offers 'well designed course that meet the needs of the community.'

Hertfordshire County Council Unveils Plans for A10 Cheshunt Improvements

Hertfordshire County Council, in collaboration with Broxbourne Borough Council, is asking residents and users of the A10 about proposals to improve several junctions in Cheshunt.

The A10 serves as a vital north-south corridor through Hertfordshire, connecting the area with the M25 and London. The proposals, developed in line with Broxbourne's Local Plan, target three key junctions, including Lieutenant Ellis Way/Winston Churchill Way roundabout, College Road, and Church Lane.

The improvements create better north-south connections, whilst also providing safer east-west links for people walking and cycling as well as making it more reliable for vehicles. The overarching goals are to enhance journey time reliability, improve walking and cycling routes, and provide more travel options for the local community. Delivery of the proposals remains subject to confirmation of funding.

East Herts DMC report for February Town Council

This month's planning meeting was to decide on the application 3/19/1237 FUL

This was for an extra 50 dwellings on the Bishop's Stortford North site. The land had originally been put aside to provide an extra primary school. HCC education department has decided that it needs an extra school. Therefore, the land had been released for housing.

The proposal was for 50 houses ranging from 1–4-bedroom flats and houses. 20 of which are affordable homes. This is 15 affordable rent 5 shared ownership.

Questions were raised over concerns about the suitability of the affordable homes with the majority being 2 bedrooms, but the local need is for 3 bedrooms. And where are bins stored for the terrace houses.

The application was granted.

The committee was given advice by the principal planning officer about Gilston Lobbying.

It was stated that it is the monitoring framework that is being reviewed not the application.

Cllr Ruth Buckmaster
Sawbridgeworth Ward

CLlr Annelise Furnace, Eco representative report for 26 February 2024 (as of 17 February 2024)

Sawbridgeworth Swifts

- The group is organising its first installation day for swift boxes in Sawbridgeworth on 22 March, with around 15 boxes expected to be put up on houses in the town and in High Wych
- Boxes start at £40 each including installation or £50 for one made of long-lasting material – contact Sawbridgeworth Swifts on Facebook if you are interested.

EHC Environmental & Climate Forum – 23 January

- Introduction to the environmental grants process and newly recruited officers to help local councils and community groups
- Case study on Hertford Town Council's plans for an Energy Hub
- Meeting with one of the new officers on 26 January together with our Projects Manager to discuss ideas for Sawbridgeworth's Energy Hub – currently awaiting outcome of EHC environmental grant application.

Sustainable Sawbridgeworth update

- Sawbo Sales – 4 February – this first event was a great success bringing together buyers and sellers of children's pre-loved clothes and toys at the Bullfields Centre. Nearly 20 sellers showcased their items, there was a pop-up café by Full of Beans and the event attracted around 100 people
- Air quality – 5 February – HCC/EHC/Sustainable Sawbridgeworth meeting – buses engine idling at Leventhorpe School will be reported to the HCC team for enforcement action; further information for staff and parents will be circulated against engine idling; February social media campaign ads on idling outside schools by EHC; discussion around action for Clean Air Day including Bell Street stall
- Sawbridgeworth Cycle Day – the Cycling Group will be holding an event at the Co-op highlighting local cycling routes, bike health checks and more on 13 April.

Friends of Pishiobury Park (FoPP)

- The most recent work party on 15 February tackled coppicing of hazel and attracted nine volunteers, including three new volunteers – a short report is available on the FoPP Facebook group
- During half-term on 22 February at 10am, there will be a tree detective event focused on the different trees and shrubs that can be found in the park.

COMING UP (at time of writing)

22 February – Tree detective day, Pishiobury Park

23 February – STC follow up meeting EHC officer for Climate Change & Sustainability Project

11 March – EHC Environmental Sustainability and Climate Forum, 7pm to 8.30pm online

14 March – Sustainable Sawbridgeworth group meeting

22 March – Sawbridgeworth Swifts box installation day

13 April – Cycle Day at Co-op by Sustainable Sawbridgeworth Cycling Group



Photos courtesy of Gavin Vicary and David Hutchinson

Appendix E

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: All Members
From: Christopher Hunt
Subject: **Agenda Item 23/128 : Election of Mayor 2024/25**
Date: 19 February 2024

Members

At the meeting of council in November the mayor advised Members that it is our council's custom in January/February to propose a mayor-elect for the next civic year. This is so a bit of advanced planning can take place.

Our Standing Orders state that the first item on the agenda for the Annual Meeting of the Town Council, which will be on Monday 20th May 2024, calls for the election of a mayor for the ensuing civic year.

Since this is the first time the current council have gone through this process, I thought it would be helpful if I described the way that we approach the subject.

At the council meeting scheduled for Monday 26th February 2024 I will be putting an item on the agenda calling for consideration of a resolution to nominate a mayor-elect for the civic year 2024-25.

Members should consider whether they would like to stand for election as mayor and if so, should seek support from a proposer and seconder. The proposals will be discussed and voted upon. Our Standing Orders say the vote should be by a show of hands of those present, this is in the interests of transparency, however sometimes Members have felt that this can be a highly sensitive vote and there is a provision for members at the beginning of the relevant item to call for a secret ballot.

The role of the mayor is not as complex as it might seem. The mayor is the First Citizen of the town and as such represents Sawbridgeworth at all formal civic functions, he/she is normally supported by his/her consort, usually the mayor's spouse but it could be another nominee.

The mayor's other primary function is to chair all meetings of the council; the mayor is also an *ex-officio* member of all council committees. The mayor ranks equally with all other members of council with the exception of having a second vote in the event of a tied vote in any matter. The custom is that in this case the *status quo* is maintained.

The role of mayor is non-political and the same rules of engagement with the public and press apply as they do to any other member of council.

The mayor can expect support and guidance from the Clerk in the execution of their duties and administrative support from Mrs Laura Carter who looks after the Mayors diary.

Appendix F

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: FULL TOWN COUNCIL MEETING
From: Christopher Hunt
Subject: Clerks update
Date: 19th February 2024

Hailey Centre

Tees Law have drafted a lease for the Hailey Centre and a final copy is to be received. I have liaised with the builder on works to be completed and these appear to be predominantly for the refurbishment of the building compared with the Council's liability to repair and replace defects to the external side of the building.

I have advised that further exploration is also required as the conservation officer will need to be aware of the improvements as the building façade will be listed. I have raised concerns that the council have not budgeted for any improvements this forthcoming year only for repairs when deemed necessary.

CCTV

Recent CCTV enquiries made by the police has allowed evidence to be captured of a road traffic collision and images of an offender in a recent distraction theft and vehicle.

The budget 2024/25 will allow further investment in the system to add cameras to allow for better coverage of Bell Street.

Sawbobus

- We are averaging 632 passengers per month
- Average monthly passenger journeys 1,235

Appendix G

Sawbridgeworth Town Council

Memorandum from Town Projects Manager

To: All Members
From: Joanne Sargant
Subject: Events & Planning 2024
Date: 19 February 2024

Forward Planning Dates for Dairy 2024

- **St Georges Day Parade** – Sunday 21st April at Great St Mary's Church 3pm – STC to assist with the road closure using our Traffic Management for Community Event accreditation.
- **Civic Dinner** – Memorial Hall, Saturday 27th April, 6.45pm start time. Hall, band and catering all booked. Invitations will be sent in the coming weeks.
- **Annual Awards Evening** – Thursday 16th May, Town Council Chamber – to include Honorary Freedom of the Town, Charities of the Year (Mayor)
- **River Day** – Saturday 1st June / Sheering Mill Lock – This event is growing in size and popularity, more activities on the river will be available this year.
- **D Day** – Thursday 6th June – Beacon will be lit, further details to follow.
- **Civic Service** – Great St Mary's Church – Sunday 30th June at 3pm confirmed with Father Simon Vivien. Refreshments to be served following the service at the council chamber.
- **Fun on the Field** – Bullfields - Saturday 31st August
- **Town Walk and Community Connections** – Saturday 28th September – Council office and rear car park – In progress
- **Remembrance Day** – Sunday 10th November at 3pm, Great St Mary's Church
- **Christmas Lights Switch On** – Town Centre - Saturday 30 November

Appendix H

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: FULL TOWN COUNCIL MEETING
From: Christopher Hunt
Subject: General Grant Funding
Date: 19th February 2024

General Grant Funding has historically held a limit per application of £500.

At the January Full Town Council meeting it was felt that the process should have more flexibility in the awarding sums of money. The budgeted amount per year was raised from £2,500 to £3,500.

- To ensure the budgeted amount is spent every year if applications are received.
- Raise the current limit from the current limit of £500.

It may be prudent to have a capped limit to remain at £500 but the ability to award an extended amount at the second round of funding in January.

This item is to debate this process and amend it accordingly to insure a fair and open process.

Christopher Hunt

Appendix I

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|-----------------------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| <u>100 Staff</u> | | | | | | | |
| 4001 Carter L | | | | | | | |
| 4003 Sargant J | | | | | | | |
| 4004 Parrish S | | | | | | | |
| 4005 Dale L | | | | | | | |
| 4008 Jones J | | | | | | | |
| 4011 V Derrick | | | | | | | |
| 4013 Crank D | | | | | | | |
| 4015 C Hunt | | | | | | | |
| 4016 A Robinson | | | | | | | |
| 4018 Langley G | | | | | | | |
| 4029 Salary Recharge | | | | | | | |
| 4030 PAYE | | | | | | | |
| 4035 NIC | | | | | | | |
| 4040 Pension | | | | | | | |
| Staff :- Indirect Expenditure | 180,108 | 221,845 | 41,737 | 0 | 41,737 | 81.2% | 0 |
| Net Expenditure | (180,108) | (221,845) | (41,737) | | | | |
| <u>200 General Administration</u> | | | | | | | |
| 1076 Precept | 429,324 | 429,324 | 0 | | | 100.0% | |
| 1090 Interest Received | 5,495 | 750 | (4,745) | | | 732.6% | |
| 1999 Miscellaneous Income | 842 | 0 | (842) | | | 0.0% | |
| General Administration :- Income | 435,661 | 430,074 | (5,587) | | | 101.3% | 0 |
| 4070 Subscriptions | 2,385 | 2,495 | 110 | | 110 | 95.6% | |
| 4075 IT Support | 11,121 | 9,000 | (2,121) | | (2,121) | 123.6% | |
| 4080 Training (Members) | 306 | 1,200 | 894 | | 894 | 25.5% | |
| 4081 Travel Expenses | 553 | 500 | (53) | | (53) | 110.5% | |
| 4082 Training (Staff) | 2,730 | 2,000 | (730) | | (730) | 136.5% | |
| 4083 Clerks Expenses | 0 | 250 | 250 | | 250 | 0.0% | |
| 4090 IT Development | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4095 Photocopy Charges | 932 | 2,000 | 1,068 | | 1,068 | 46.6% | |
| 4100 Telephone/Broadband | 2,263 | 2,500 | 237 | | 237 | 90.5% | |
| 4105 Postage | 531 | 900 | 369 | | 369 | 59.0% | |
| 4110 Stationery | 848 | 750 | (98) | | (98) | 113.0% | |
| 4115 Insurance | 9,453 | 7,554 | (1,899) | | (1,899) | 125.1% | |
| 4120 Bank Charges | 249 | 600 | 351 | | 351 | 41.5% | |
| 4125 Repairs & Renewals | 0 | 750 | 750 | | 750 | 0.0% | |
| 4130 Staff Care | 1,724 | 1,500 | (224) | | (224) | 114.9% | |
| 4135 Office Care | 2,205 | 2,500 | 295 | | 295 | 88.2% | |

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4140 Office Equipment | 1,563 | 3,000 | 1,437 | | 1,437 | 52.1% | |
| 4180 Accountancy Services | (88) | 1,700 | 1,788 | | 1,788 | (5.1%) | |
| 4185 Audit | 415 | 2,500 | 2,085 | | 2,085 | 16.6% | |
| 4190 Professional Fees | 1,600 | 3,000 | 1,400 | | 1,400 | 53.3% | |
| 4195 Tourism | 507 | 500 | (7) | | (7) | 101.3% | |
| 4200 Web-site | 738 | 2,000 | 1,263 | | 1,263 | 36.9% | |
| 4201 Web-site development | 892 | 1,000 | 108 | | 108 | 89.2% | |
| 4215 Town Signs | 0 | 500 | 500 | | 500 | 0.0% | |
| 4415 Water | 75 | 0 | (75) | | (75) | 0.0% | |
| 4990 Contingency | 2,270 | 2,500 | 230 | | 230 | 90.8% | |
| 4999 Miscellaneous Costs | (80) | 0 | 80 | | 80 | 0.0% | |
| General Administration :- Indirect Expenditure | <u>43,190</u> | <u>52,199</u> | <u>9,009</u> | <u>0</u> | <u>9,009</u> | <u>82.7%</u> | <u>0</u> |
| Net Income over Expenditure | <u>392,471</u> | <u>377,875</u> | <u>(14,596)</u> | | | | |
| <u>210 Democratic Services</u> | | | | | | | |
| 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 | 9,572 | 8,870 | (702) | | (702) | 107.9% | 3,850 |
| 4315 Mayor's Allowance | 1,742 | 1,500 | (242) | | (242) | 116.2% | |
| 4330 Civic Events | 774 | 2,500 | 1,726 | | 1,726 | 31.0% | |
| 4335 Civic Dinner Expenditure | 700 | 5,000 | 4,300 | | 4,300 | 14.0% | |
| Democratic Services :- Indirect Expenditure | <u>12,788</u> | <u>17,870</u> | <u>5,082</u> | <u>0</u> | <u>5,082</u> | <u>71.6%</u> | <u>3,850</u> |
| Net Income over Expenditure | <u>(12,788)</u> | <u>(12,870)</u> | <u>(82)</u> | | | | |
| 6000 plus Transfer from EMR | 3,850 | | | | | | |
| Movement to/(from) Gen Reserve | <u>(8,938)</u> | | | | | | |
| <u>220 Grants</u> | | | | | | | |
| 4350 Grants - SYPRC | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4355 Grants - The Hailey Centre | 1,000 | 1,000 | 0 | | 0 | 100.0% | |
| 4370 Grants - S137 | 37 | 75 | 38 | | 38 | 49.3% | |
| 4375 Grants - Citizens' Awards | 91 | 250 | 159 | | 159 | 36.2% | |
| 4380 Grants - Other | 1,250 | 2,500 | 1,250 | | 1,250 | 50.0% | |
| Grants :- Indirect Expenditure | <u>2,378</u> | <u>4,825</u> | <u>2,447</u> | <u>0</u> | <u>2,447</u> | <u>49.3%</u> | <u>0</u> |
| Net Expenditure | <u>(2,378)</u> | <u>(4,825)</u> | <u>(2,447)</u> | | | | |

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 300 Civic Centre | | | | | | | |
| 1400 Rental Income | 600 | 500 | (100) | | | 120.0% | |
| Civic Centre :- Income | <u>600</u> | <u>500</u> | <u>(100)</u> | | | <u>120.0%</u> | <u>0</u> |
| 4115 Insurance | 7,535 | 0 | (7,535) | | (7,535) | 0.0% | |
| 4405 Rates | 9,038 | 9,500 | 462 | | 462 | 95.1% | |
| 4410 Heat & Light | 6,275 | 5,000 | (1,275) | | (1,275) | 125.5% | |
| 4415 Water | 241 | 600 | 359 | | 359 | 40.2% | |
| 4420 Maintenance | 8,755 | 2,080 | (6,675) | | (6,675) | 420.9% | |
| 4425 Fixtures & Fittings | 18 | 1,040 | 1,022 | | 1,022 | 1.7% | |
| 4445 New Equipment | 3,532 | 8,000 | 4,468 | | 4,468 | 44.2% | |
| Civic Centre :- Indirect Expenditure | <u>35,395</u> | <u>26,220</u> | <u>(9,175)</u> | <u>0</u> | <u>(9,175)</u> | <u>135.0%</u> | <u>0</u> |
| Net Income over Expenditure | <u>(34,795)</u> | <u>(25,720)</u> | <u>9,075</u> | | | | |
| 310 Police Suite | | | | | | | |
| 4420 Maintenance | 0 | 250 | 250 | | 250 | 0.0% | |
| Police Suite :- Indirect Expenditure | <u>0</u> | <u>250</u> | <u>250</u> | <u>0</u> | <u>250</u> | <u>0.0%</u> | <u>0</u> |
| Net Expenditure | <u>0</u> | <u>(250)</u> | <u>(250)</u> | | | | |
| 320 Hailey Centre | | | | | | | |
| 4420 Maintenance | 562 | 2,080 | 1,518 | | 1,518 | 27.0% | |
| Hailey Centre :- Indirect Expenditure | <u>562</u> | <u>2,080</u> | <u>1,518</u> | <u>0</u> | <u>1,518</u> | <u>27.0%</u> | <u>0</u> |
| Net Expenditure | <u>(562)</u> | <u>(2,080)</u> | <u>(1,518)</u> | | | | |
| 330 Other Rented Accommodation | | | | | | | |
| 4400 Rent | 2,747 | 3,150 | 403 | | 403 | 87.2% | |
| 4420 Maintenance | 438 | 0 | (438) | | (438) | 0.0% | |
| Other Rented Accommodation :- Indirect Expenditure | <u>3,185</u> | <u>3,150</u> | <u>(35)</u> | <u>0</u> | <u>(35)</u> | <u>101.1%</u> | <u>0</u> |
| Net Expenditure | <u>(3,185)</u> | <u>(3,150)</u> | <u>35</u> | | | | |
| 400 Bullfield Allotments | | | | | | | |
| 1500 Allotment Rent Income | 992 | 750 | (242) | | | 132.3% | |
| 1510 Allotment Water Income | 88 | 200 | 113 | | | 43.8% | |
| Bullfield Allotments :- Income | <u>1,079</u> | <u>950</u> | <u>(129)</u> | | | <u>113.6%</u> | <u>0</u> |
| 4415 Water | 677 | 500 | (177) | | (177) | 135.3% | |
| 4420 Maintenance | 86 | 1,500 | 1,414 | | 1,414 | 5.7% | |
| Bullfield Allotments :- Indirect Expenditure | <u>763</u> | <u>2,000</u> | <u>1,237</u> | <u>0</u> | <u>1,237</u> | <u>38.1%</u> | <u>0</u> |
| Net Income over Expenditure | <u>317</u> | <u>(1,050)</u> | <u>(1,367)</u> | | | | |

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 410 Bellmead Allotments | | | | | | | |
| 1500 Allotment Rent Income | 266 | 120 | (146) | | | 221.9% | |
| 1510 Allotment Water Income | 23 | 30 | 8 | | | 75.0% | |
| Bellmead Allotments :- Income | 289 | 150 | (139) | | | 192.5% | 0 |
| 4415 Water | 75 | 50 | (25) | | (25) | 149.5% | |
| 4420 Maintenance | 0 | 250 | 250 | | 250 | 0.0% | |
| Bellmead Allotments :- Indirect Expenditure | 75 | 300 | 225 | 0 | 225 | 24.9% | 0 |
| Net Income over Expenditure | 214 | (150) | (364) | | | | |
| 420 Vantorts Allotments | | | | | | | |
| 1500 Allotment Rent Income | 253 | 125 | (128) | | | 202.2% | |
| 1510 Allotment Water Income | 23 | 25 | 3 | | | 90.0% | |
| Vantorts Allotments :- Income | 275 | 150 | (125) | | | 183.5% | 0 |
| 4415 Water | 108 | 100 | (8) | | (8) | 108.1% | |
| 4420 Maintenance | 0 | 750 | 750 | | 750 | 0.0% | |
| Vantorts Allotments :- Indirect Expenditure | 108 | 850 | 742 | 0 | 742 | 12.7% | 0 |
| Net Income over Expenditure | 167 | (700) | (867) | | | | |
| 430 Southbrook Allotments | | | | | | | |
| 1500 Allotment Rent Income | 1,237 | 1,000 | (237) | | | 123.7% | |
| 1510 Allotment Water Income | 140 | 175 | 35 | | | 80.0% | |
| Southbrook Allotments :- Income | 1,377 | 1,175 | (202) | | | 117.2% | 0 |
| 4415 Water | 3,200 | 250 | (2,950) | | (2,950) | 1280.0% | |
| 4420 Maintenance | 240 | 1,000 | 760 | | 760 | 24.0% | |
| Southbrook Allotments :- Indirect Expenditure | 3,440 | 1,250 | (2,190) | 0 | (2,190) | 275.2% | 0 |
| Net Income over Expenditure | (2,063) | (75) | 1,988 | | | | |
| 440 Cemetery | | | | | | | |
| 1550 Burial Fees | 23,810 | 25,000 | 1,190 | | | 95.2% | |
| 1560 Memorial Fees | 1,435 | 1,485 | 50 | | | 96.6% | |
| 1570 Grave Digging Income | 2,060 | 1,200 | (860) | | | 171.7% | |
| 1580 Trees | 3,125 | 2,700 | (425) | | | 115.7% | |
| 1581 Benches | 2,483 | 3,108 | 625 | | | 79.9% | |
| 1582 Plaques | 530 | 330 | (200) | | | 160.5% | |
| Cemetery :- Income | 33,442 | 33,823 | 381 | | | 98.9% | 0 |

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4029 Salary Recharge | 9,979 | 14,013 | 4,034 | | 4,034 | 71.2% | |
| 4045 Subcontracted Labour | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4415 Water | 93 | 150 | 57 | | 57 | 62.1% | |
| 4420 Maintenance | 4,873 | 5,000 | 127 | | 127 | 97.5% | |
| 4440 New Area | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| 4441 Cemetery Development | 4,695 | 0 | (4,695) | | (4,695) | 0.0% | 4,695 |
| 4520 Skip Hire | 2,200 | 3,300 | 1,100 | | 1,100 | 66.7% | |
| 4525 Grave Digging Costs | 560 | 0 | (560) | | (560) | 0.0% | |
| 4530 Trees | 454 | 360 | (94) | | (94) | 126.0% | |
| 4531 Benches | 3,230 | 1,860 | (1,370) | | (1,370) | 173.7% | |
| 4532 Plaques | 797 | 125 | (672) | | (672) | 637.7% | |
| 4675 Publicity | 0 | 500 | 500 | | 500 | 0.0% | |
| Cemetery :- Indirect Expenditure | 26,881 | 31,308 | 4,427 | 0 | 4,427 | 85.9% | 4,695 |
| Net Income over Expenditure | 6,561 | 2,515 | (4,046) | | | | |
| 6000 plus Transfer from EMR | 4,695 | | | | | | |
| Movement to/(from) Gen Reserve | 11,256 | | | | | | |
| <u>445 Gt St Marys Closed Cemetery</u> | | | | | | | |
| 4029 Salary Recharge | 0 | 1,750 | 1,750 | | 1,750 | 0.0% | |
| 4045 Subcontracted Labour | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4420 Maintenance | 0 | 7,250 | 7,250 | | 7,250 | 0.0% | |
| Gt St Marys Closed Cemetery :- Indirect Expenditure | 0 | 10,000 | 10,000 | 0 | 10,000 | 0.0% | 0 |
| Net Expenditure | 0 | (10,000) | (10,000) | | | | |
| <u>450 Playground</u> | | | | | | | |
| 4420 Maintenance | 111 | 5,000 | 4,889 | | 4,889 | 2.2% | |
| Playground :- Indirect Expenditure | 111 | 5,000 | 4,889 | 0 | 4,889 | 2.2% | 0 |
| Net Expenditure | (111) | (5,000) | (4,889) | | | | |
| <u>460 Rivers Heritage Site & Orchard</u> | | | | | | | |
| 4700 RHSOG | 2,214 | 2,600 | 386 | | 386 | 85.1% | |
| Rivers Heritage Site & Orchard :- Indirect Expenditure | 2,214 | 2,600 | 386 | 0 | 386 | 85.1% | 0 |
| Net Expenditure | (2,214) | (2,600) | (386) | | | | |

Month No: 10

Cost Centre Report

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 500 Groundsman | | | | | | | |
| 1600 SYPRC Income | 500 | 0 | (500) | | | 0.0% | |
| 1603 Public Toilet Income | 596 | 1,000 | 404 | | | 59.6% | |
| 1610 Contract - Other | 311 | 0 | (311) | | | 0.0% | |
| Groundsman :- Income | 1,406 | 1,000 | (406) | | | 140.6% | 0 |
| 4029 Salary Recharge | 29,281 | 34,274 | 4,993 | | 4,993 | 85.4% | |
| 4600 Planters | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4601 Bell St Conveniences Cleaning | 535 | 6,000 | 5,465 | | 5,465 | 8.9% | |
| 4602 Bell St Convenience Repairs | 0 | 4,000 | 4,000 | | 4,000 | 0.0% | |
| 4615 Ranger's Mower | 2,583 | 1,500 | (1,083) | | (1,083) | 172.2% | 1,000 |
| 4620 Ranger's Tools | 1,453 | 1,000 | (453) | | (453) | 145.3% | |
| 4625 Mower Costs | 0 | 9,000 | 9,000 | | 9,000 | 0.0% | |
| 4630 CCTV | 2,102 | 2,500 | 398 | | 398 | 84.1% | |
| 4635 CCTV Extension | 6,508 | 5,500 | (1,008) | | (1,008) | 118.3% | |
| Groundsman :- Indirect Expenditure | 42,463 | 64,774 | 22,311 | 0 | 22,311 | 65.6% | 1,000 |
| Net Income over Expenditure | (41,057) | (63,774) | (22,717) | | | | |
| 6000 plus Transfer from EMR | 1,000 | | | | | | |
| Movement to/(from) Gen Reserve | (40,057) | | | | | | |
| 600 Fun on the Field | | | | | | | |
| 1670 Event Income | 875 | 1,000 | 125 | | | 87.5% | |
| Fun on the Field :- Income | 875 | 1,000 | 125 | | | 87.5% | 0 |
| 4029 Salary Recharge | 0 | 900 | 900 | | 900 | 0.0% | |
| 4045 Subcontracted Labour | 0 | 500 | 500 | | 500 | 0.0% | |
| 4670 Event Costs | 1,387 | 1,000 | (387) | | (387) | 138.7% | |
| 4675 Publicity | 125 | 100 | (25) | | (25) | 125.0% | |
| Fun on the Field :- Indirect Expenditure | 1,512 | 2,500 | 988 | 0 | 988 | 60.5% | 0 |
| Net Income over Expenditure | (637) | (1,500) | (863) | | | | |
| 610 Events General | | | | | | | |
| 4670 Event Costs | 1,239 | 1,000 | (239) | | (239) | 123.9% | |
| 4675 Publicity | 0 | 500 | 500 | | 500 | 0.0% | |
| Events General :- Indirect Expenditure | 1,239 | 1,500 | 261 | 0 | 261 | 82.6% | 0 |
| Net Expenditure | (1,239) | (1,500) | (261) | | | | |

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 620 Christmas Festival | | | | | | | |
| 1670 Event Income | 870 | 400 | (470) | | | 217.5% | |
| Christmas Festival :- Income | <u>870</u> | <u>400</u> | <u>(470)</u> | | | <u>217.5%</u> | <u>0</u> |
| 4029 Salary Recharge | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4045 Subcontracted Labour | 1,140 | 350 | (790) | | (790) | 325.7% | |
| 4670 Event Costs | 1,747 | 1,000 | (747) | | (747) | 174.7% | |
| 4675 Publicity | 668 | 500 | (168) | | (168) | 133.6% | |
| 4685 Christmas Lights | 12,081 | 15,000 | 2,919 | | 2,919 | 80.5% | |
| 4690 Competitions | 336 | 600 | 264 | | 264 | 56.0% | |
| Christmas Festival :- Indirect Expenditure | <u>15,972</u> | <u>18,450</u> | <u>2,478</u> | <u>0</u> | <u>2,478</u> | <u>86.6%</u> | <u>0</u> |
| Net Income over Expenditure | <u>(15,102)</u> | <u>(18,050)</u> | <u>(2,948)</u> | | | | |
| 630 Markets | | | | | | | |
| 1670 Event Income | 0 | 7,500 | 7,500 | | | 0.0% | |
| Markets :- Income | <u>0</u> | <u>7,500</u> | <u>7,500</u> | | | <u>0.0%</u> | <u>0</u> |
| 4675 Publicity | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| Markets :- Indirect Expenditure | <u>0</u> | <u>3,000</u> | <u>3,000</u> | <u>0</u> | <u>3,000</u> | <u>0.0%</u> | <u>0</u> |
| Net Income over Expenditure | <u>0</u> | <u>4,500</u> | <u>4,500</u> | | | | |
| 640 Projects | | | | | | | |
| 4710 Hanging Baskets | 0 | 1,500 | 1,500 | | 1,500 | 0.0% | |
| 4715 Planters Project | 0 | 500 | 500 | | 500 | 0.0% | |
| 4720 Town Green | 2,785 | 10,000 | 7,215 | | 7,215 | 27.9% | 2,785 |
| 4725 Fair Green | 0 | 1,200 | 1,200 | | 1,200 | 0.0% | |
| 4735 Remembrance Day | 150 | 250 | 100 | | 100 | 60.0% | |
| 4740 War Memorial | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| Projects :- Indirect Expenditure | <u>2,935</u> | <u>14,450</u> | <u>11,515</u> | <u>0</u> | <u>11,515</u> | <u>20.3%</u> | <u>2,785</u> |
| Net Expenditure | <u>(2,935)</u> | <u>(14,450)</u> | <u>(11,515)</u> | | | | |
| 6000 plus Transfer from EMR | 2,785 | | | | | | |
| Movement to/(from) Gen Reserve | <u>(150)</u> | | | | | | |
| 660 Town Selfie Walk | | | | | | | |
| 4029 Salary Recharge | 0 | 500 | 500 | | 500 | 0.0% | |
| 4670 Event Costs | 452 | 0 | (452) | | (452) | 0.0% | |
| 4675 Publicity | 13 | 500 | 487 | | 487 | 2.6% | |
| 4681 Promotional Equipment | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| Town Selfie Walk :- Indirect Expenditure | <u>465</u> | <u>2,000</u> | <u>1,535</u> | <u>0</u> | <u>1,535</u> | <u>23.2%</u> | <u>0</u> |
| Net Expenditure | <u>(465)</u> | <u>(2,000)</u> | <u>(1,535)</u> | | | | |

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 700 Sawbobus | | | | | | | |
| 1150 Grants Received | 1,000 | 6,000 | 5,000 | | | 16.7% | |
| 1151 STC Subsidy | 0 | 15,000 | 15,000 | | | 0.0% | |
| 1800 Fares | 6,327 | 10,000 | 3,673 | | | 63.3% | |
| 1820 Fuel Rebate | 1,568 | 1,200 | (368) | | | 130.7% | |
| 1830 Sponsorship | 5,320 | 5,000 | (320) | | | 106.4% | |
| Sawbobus :- Income | 14,215 | 37,200 | 22,985 | | | 38.2% | 0 |
| 4029 Salary Recharge | 17,964 | 19,576 | 1,612 | | 1,612 | 91.8% | |
| 4045 Subcontracted Labour | 1,088 | 2,000 | 912 | | 912 | 54.4% | |
| 4800 Fuel | 5,689 | 9,250 | 3,561 | | 3,561 | 61.5% | |
| 4805 Vehicle Maintenance | 7,143 | 2,600 | (4,543) | | (4,543) | 274.7% | |
| 4810 Vehicle Tax & Insurance | 1,809 | 2,000 | 191 | | 191 | 90.4% | |
| 4815 Vehice Hire | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4816 Community Bus Reserve | 0 | 10,000 | 10,000 | | 10,000 | 0.0% | |
| Sawbobus :- Indirect Expenditure | 33,694 | 46,426 | 12,732 | 0 | 12,732 | 72.6% | 0 |
| Net Income over Expenditure | (19,480) | (9,226) | 10,254 | | | | |
| 800 Heffer GL61 | | | | | | | |
| 1850 Vehicle Hire Income | 308 | 1,000 | 692 | | | 30.8% | |
| Heffer GL61 :- Income | 308 | 1,000 | 692 | | | 30.8% | 0 |
| 4800 Fuel | 1,051 | 900 | (151) | | (151) | 116.7% | |
| 4805 Vehicle Maintenance | 1,089 | 1,200 | 111 | | 111 | 90.8% | |
| 4810 Vehicle Tax & Insurance | 1,976 | 1,500 | (476) | | (476) | 131.8% | |
| Heffer GL61 :- Indirect Expenditure | 4,116 | 3,600 | (516) | 0 | (516) | 114.3% | 0 |
| Net Income over Expenditure | (3,808) | (2,600) | 1,208 | | | | |
| 810 Rangers Truck FT63 | | | | | | | |
| 4800 Fuel | 1,293 | 2,000 | 707 | | 707 | 64.6% | |
| 4805 Vehicle Maintenance | 1,064 | 1,500 | 436 | | 436 | 70.9% | |
| 4810 Vehicle Tax & Insurance | 1,407 | 1,500 | 93 | | 93 | 93.8% | |
| Rangers Truck FT63 :- Indirect Expenditure | 3,764 | 5,000 | 1,236 | 0 | 1,236 | 75.3% | 0 |
| Net Expenditure | (3,764) | (5,000) | (1,236) | | | | |
| 820 Rangers Truck #2 | | | | | | | |
| 4800 Fuel | 868 | 1,200 | 332 | | 332 | 72.3% | |
| 4805 Vehicle Maintenance | 2,351 | 1,500 | (851) | | (851) | 156.7% | |
| 4810 Vehicle Tax & Insurance | 1,361 | 1,000 | (361) | | (361) | 136.1% | |
| Rangers Truck #2 :- Indirect Expenditure | 4,579 | 3,700 | (879) | 0 | (879) | 123.8% | 0 |
| Net Expenditure | (4,579) | (3,700) | 879 | | | | |

| | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>910 Town Action Plan</u> | | | | | | | |
| 4910 Town Action Plan Costs | 392 | 500 | 108 | | 108 | 78.3% | |
| Town Action Plan :- Indirect Expenditure | <u>392</u> | <u>500</u> | <u>108</u> | <u>0</u> | <u>108</u> | <u>78.4%</u> | <u>0</u> |
| Net Expenditure | <u>(392)</u> | <u>(500)</u> | <u>(108)</u> | | | | |
| Grand Totals:- Income | 490,397 | 519,922 | 29,525 | | | 94.3% | |
| Expenditure | 422,327 | 547,647 | 125,320 | 0 | 125,320 | 77.1% | |
| Net Income over Expenditure | <u>68,070</u> | <u>(27,725)</u> | <u>(95,795)</u> | | | | |
| plus Transfer from EMR | 12,330 | | | | | | |
| Movement to/(from) Gen Reserve | <u>80,400</u> | | | | | | |

Date: 07/02/2024

Sawbridgeworth Town Council

Page 1

Time: 15:30

User: LD

Bank Reconciliation up to 31/01/2024 for Cashbook No 1 - Current Account

| Date | Cheque/Ref | Amnt Paid | Amnt Banked | Stat Amnt | Difference | Cleared | Payee Name or Description |
|------------|------------|-----------|-------------|-----------|------------|---------------------------------------|--------------------------------|
| 07/11/2023 | Credits | -191.11 | | | -191.11 | <input type="checkbox"/> | Southern Electric |
| 07/11/2023 | Creditd | -297.04 | | | -297.04 | <input type="checkbox"/> | Southern Electric |
| 07/11/2023 | Credits | 463.62 | | | 463.62 | <input type="checkbox"/> | Southern Electric |
| 01/01/2024 | DD | 242.59 | | 242.59 | | R <input checked="" type="checkbox"/> | Everflow Water |
| 02/01/2024 | DD1 | 95.16 | | 95.16 | | R <input checked="" type="checkbox"/> | The Fuelcard Company |
| 02/01/2024 | DD2 | 780.84 | | 780.84 | | R <input checked="" type="checkbox"/> | Techwyse |
| 03/01/2024 | Direct | | 447.66 | 447.66 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 03/01/2024 | Direct | | 35.83 | 35.83 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 03/01/2024 | DD3 | 42.00 | | 42.00 | | R <input checked="" type="checkbox"/> | WESTWOOD PARK FARM LTD |
| 03/01/2024 | BACS | 1,200.00 | | 1,200.00 | | R <input checked="" type="checkbox"/> | Ernest Doe & Sons Ltd |
| 03/01/2024 | 7958 | 840.00 | | 840.00 | | R <input checked="" type="checkbox"/> | Magpie Catering |
| 04/01/2024 | 500390 | | 521.40 | 521.40 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 04/01/2024 | 7959 | 80.00 | | 80.00 | | R <input checked="" type="checkbox"/> | Broxbourne Borough Council |
| 04/01/2024 | 7960 | 88.59 | | 88.59 | | R <input checked="" type="checkbox"/> | Lumley, Cyril |
| 04/01/2024 | 500388 | | 2,230.00 | 2,230.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 08/01/2024 | Direct | | 820.00 | 820.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 09/01/2024 | 7974 | 95.70 | | 95.70 | | R <input checked="" type="checkbox"/> | The Anglia Sign Casting Compan |
| 09/01/2024 | 7973 | 65.00 | | 65.00 | | R <input checked="" type="checkbox"/> | Jill Dwyer Photography |
| 09/01/2024 | 7993 | 190.00 | | 190.00 | | R <input checked="" type="checkbox"/> | Dale, Lisa |
| 09/01/2024 | 7992 | 90.00 | | 90.00 | | R <input checked="" type="checkbox"/> | John Jennings |
| 09/01/2024 | 7977 | 97.54 | | 97.54 | | R <input checked="" type="checkbox"/> | Airdrome Cars Ltd |
| 09/01/2024 | 7976 | 43.20 | | 43.20 | | R <input checked="" type="checkbox"/> | Create Identitree Limited |
| 09/01/2024 | 7975 | 120.00 | | 120.00 | | R <input checked="" type="checkbox"/> | Huws Gray Ltd |
| 09/01/2024 | 7991 | 250.00 | | 250.00 | | R <input checked="" type="checkbox"/> | Sawb Community Allotments |
| 10/01/2024 | DD | 42.00 | | 42.00 | | R <input checked="" type="checkbox"/> | WESTWOOD PARK FARM LTD |
| 10/01/2024 | Direct | | 149.65 | 149.65 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 10/01/2024 | Direct | | 70.65 | 70.65 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 11/01/2024 | Direct | | 660.00 | 660.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 12/01/2024 | dd2 | 50.00 | | 50.00 | | R <input checked="" type="checkbox"/> | Francotyp-Postalia Limited |
| 15/01/2024 | DD3 | 57.60 | | 57.60 | | R <input checked="" type="checkbox"/> | Affinity One Security Solution |
| 15/01/2024 | dd4 | 139.86 | | 139.86 | | R <input checked="" type="checkbox"/> | The Fuelcard Company |
| 15/01/2024 | DD5 | 904.00 | | 904.00 | | R <input checked="" type="checkbox"/> | East Herts District Council |
| 15/01/2024 | 7978 | | | | | R <input checked="" type="checkbox"/> | Carter, Laura |
| 15/01/2024 | 7979 | | | | | R <input checked="" type="checkbox"/> | Sargant, Joanne |
| 15/01/2024 | 7980 | | | | | R <input checked="" type="checkbox"/> | Parrish, Stephen |
| 15/01/2024 | 7981 | | | | | R <input checked="" type="checkbox"/> | Dale, Lisa |
| 15/01/2024 | 7982 | | | | | R <input checked="" type="checkbox"/> | Jones, John |
| 15/01/2024 | 7983 | | | | | R <input checked="" type="checkbox"/> | Derrick, Viv |
| 15/01/2024 | 7984 | | | | | R <input checked="" type="checkbox"/> | Hunt, Christopher |
| 15/01/2024 | 7985 | | | | | R <input checked="" type="checkbox"/> | Robinson, Adrian |
| 15/01/2024 | 7986 | | | | | R <input checked="" type="checkbox"/> | Crank, Darren |
| 15/01/2024 | 7987 | | | | | R <input checked="" type="checkbox"/> | Langley, Graham |
| 15/01/2024 | Direct | | 740.00 | 740.00 | | R <input checked="" type="checkbox"/> | Receipt(s) Banked |
| 16/01/2024 | DD6 | 30.45 | | 30.45 | | R <input checked="" type="checkbox"/> | Lloyds Bank plc |
| 16/01/2024 | DD | 25.20 | | 25.20 | | R <input checked="" type="checkbox"/> | Quartix Limited |
| 16/01/2024 | 7951 | 10,735.60 | | 10,735.60 | | R <input checked="" type="checkbox"/> | HMRC |
| 16/01/2024 | 7952 | 4,562.87 | | 4,562.87 | | R <input checked="" type="checkbox"/> | Herts County Council |
| 17/01/2024 | dd7 | 42.00 | | 42.00 | | R <input checked="" type="checkbox"/> | WESTWOOD PARK FARM LTD |

Bank Reconciliation up to 31/01/2024 for Cashbook No 1 - Current Account

| Date | Cheque/Ref | Amnt Paid | Amnt Banked | Stat Amnt | Difference | Cleared | Payee Name or Description |
|------------|------------|-----------|-------------|-----------|------------|---------|--------------------------------|
| 17/01/2024 | 7953 | 697.29 | | 697.29 | | R ■ | NEST |
| 18/01/2024 | Direct | | 25.00 | 25.00 | | R ■ | Receipt(s) Banked |
| 19/01/2024 | Direct | | 25.25 | 25.25 | | R ■ | Receipt(s) Banked |
| 22/01/2024 | DD8 | 381.32 | | 381.32 | | R ■ | The Fuelcard Company |
| 24/01/2024 | DD | 42.00 | | 42.00 | | R ■ | WESTWOOD PARK FARM LTD |
| 24/01/2024 | BCARD1 | 30.00 | | 30.00 | | R ■ | Hertford Town Council |
| 24/01/2024 | BCARD2 | 322.50 | | 322.50 | | R ■ | DVLA Vehicle Licensing Online |
| 24/01/2024 | BCARD3 | 27.99 | | 27.99 | | R ■ | Hydes Toys & Gifts |
| 24/01/2024 | BCARD4 | 12.99 | | 12.99 | | R ■ | A2Z Kids Limited |
| 24/01/2024 | BCARD5 | 12.95 | | 12.95 | | R ■ | Tootonic Limited |
| 24/01/2024 | BCARD6 | 16.99 | | 16.99 | | R ■ | Amazon Services Europe |
| 24/01/2024 | BCARD7 | 15.99 | | 15.99 | | R ■ | Amazon Services Europe |
| 24/01/2024 | BCARD8 | 11.99 | | 11.99 | | R ■ | Amazon Services Europe |
| 24/01/2024 | BCARD9 | 13.99 | | 13.99 | | R ■ | Little Yellow Box Limited |
| 24/01/2024 | BCARD10 | 61.74 | | 61.74 | | R ■ | Amazon.co.uk |
| 24/01/2024 | BCARD11 | 12.79 | | 12.79 | | R ■ | Zhongxuan Trading UK Ltd |
| 24/01/2024 | BCARD12 | 11.88 | | 11.88 | | R ■ | Amazon Services Europe |
| 24/01/2024 | BCARD13 | 9.34 | | 9.34 | | R ■ | Amazon Services Europe |
| 24/01/2024 | BCARD14 | 5.50 | | 5.50 | | R ■ | Amazon.co.uk |
| 24/01/2024 | BCARD15 | 9.99 | | 9.99 | | R ■ | Amazon Services Europe |
| 24/01/2024 | BCARD16 | 4.86 | | 4.86 | | R ■ | Amazon.co.uk |
| 24/01/2024 | BCARD17 | 60.00 | | 60.00 | | R ■ | Next Retail Limited |
| 24/01/2024 | BCARD18 | 36.00 | | 36.00 | | R ■ | Tesco Stores Ltd |
| 24/01/2024 | BCARD19 | 650.00 | | 650.00 | | R ■ | The Hand & Crown |
| 24/01/2024 | BCARD20 | 22.98 | | 22.98 | | R ■ | Amazon Services Europe |
| 24/01/2024 | BCARD21 | 3.97 | | 3.97 | | R ■ | KPCM Display Limited |
| 24/01/2024 | BCARD22 | 67.25 | | 67.25 | | R ■ | Amazon.co.uk |
| 24/01/2024 | BCARD23 | 14.99 | | 14.99 | | R ■ | Eyehunter Ltd |
| 24/01/2024 | BCARD24 | 22.99 | | 22.99 | | R ■ | Anything 4 Home Ltd |
| 24/01/2024 | BCARD25 | 132.00 | | 132.00 | | R ■ | PF Jones Limited |
| 25/01/2024 | DD9 | 220.88 | | 220.88 | | R ■ | Engie Gas |
| 25/01/2024 | 7996 | 100.00 | | 100.00 | | R ■ | Ware Town Council |
| 25/01/2024 | 7995 | 100.00 | | 100.00 | | R ■ | Harlow Council |
| 29/01/2024 | Direct | | 35.00 | 35.00 | | R ■ | Receipt(s) Banked |
| 29/01/2024 | 8004 | 230.00 | | 230.00 | | R ■ | Spellbrook Hand Car Wash |
| 29/01/2024 | 8003 | 864.00 | | 864.00 | | R ■ | Lodge & Sons (Builders) Limite |
| 29/01/2024 | 8002 | 12,000.00 | | 12,000.00 | | R ■ | Aylesford Electrical Contracto |
| 29/01/2024 | 8001 | 330.00 | | 330.00 | | R ■ | Froom & Co Limited |
| 29/01/2024 | 8008 | 30.00 | | 30.00 | | R ■ | SDH Window Cleaning |
| 29/01/2024 | 8000 | 104.08 | | 104.08 | | R ■ | National Association of Local |
| 29/01/2024 | 7999 | 66.16 | | 66.16 | | R ■ | Ernest Doe & Sons Ltd |
| 29/01/2024 | 7998 | 169.20 | | 169.20 | | R ■ | Breeze Office Solutions |
| 29/01/2024 | 7997 | 411.00 | | 411.00 | | R ■ | Airdrome Cars Ltd |
| 29/01/2024 | 7994 | 66.41 | | 66.41 | | R ■ | Southern Electric |
| 29/01/2024 | Direct | 207.06 | | 207.06 | | R ■ | Citation Limited |
| 29/01/2024 | DD | 235.06 | | 235.06 | | R ■ | The Fuelcard Company |
| 29/01/2024 | DIRECT | 120.00 | | 120.00 | | R ■ | A Errington Neilson |
| 29/01/2024 | DD | 646.00 | | 646.00 | | R ■ | EDF Energy |

Bank Reconciliation up to 31/01/2024 for Cashbook No 1 - Current Account

| Date | Cheque/Ref | Amnt Paid | Amnt Banked | Stat Amnt | Difference | Cleared | Payee Name or Description |
|------------|------------|------------------|-----------------|-----------|------------|----------------------------|--------------------------------|
| 29/01/2024 | 8007 | 91.48 | | 91.48 | | R <input type="checkbox"/> | Lumley, Cyril |
| 29/01/2024 | 8005 | 1,000.00 | | 1,000.00 | | R <input type="checkbox"/> | Hailey Centre |
| 29/01/2024 | Correction | -66.16 | | -66.16 | | R <input type="checkbox"/> | Ernest Doe & Sons Ltd |
| 29/01/2024 | Direct | | 30.00 | 30.00 | | R <input type="checkbox"/> | Receipt(s) Banked |
| 30/01/2024 | 8006 | 30.00 | | 30.00 | | R <input type="checkbox"/> | Bishops Stortford Town Council |
| 31/01/2024 | DD1 | 258.00 | | 258.00 | | R <input type="checkbox"/> | Onecom Limited |
| 31/01/2024 | 8009 | 1,591.20 | | 1,591.20 | | R <input type="checkbox"/> | Branson Leisure Ltd |
| 31/01/2024 | DD1 | 42.00 | | 42.00 | | R <input type="checkbox"/> | WESTWOOD PARK FARM LTD |
| | | <u>57,466.17</u> | <u>5,790.44</u> | | | | |

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate