

# Sawbridgeworth Town Council

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



MAYOR  
Cllr Greg Rattey

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TOWN CLERK  
Christopher Hunt CILCA, Dip. CSMP®

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

## **ANNUAL MEETING OF THE TOWN COUNCIL**

You are summoned to attend the Annual Meeting of the Town Council which will take place on **Monday 15th May 2023** at 7.30pm at The Council Office, Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

  
Town Clerk  
9th May 2023

The meeting will be preceded by the signing of Declarations of Acceptance of Office by those persons elected to serve as councillors.

## **AGENDA**

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

- |              |  |
|--------------|--|
| <b>23/01</b> | <b>ELECTION OF TOWN MAYOR</b>  |
| [👉]          | To elect a Town Mayor for the civic year 2023/24                                       |
| <b>23/02</b> | <b>DECLARATION OF ACCEPTANCE OF OFFICE</b>   |
|              | The Town Mayor to sign the Declaration of Acceptance of Office<br>Town Mayor's Address |
| <b>23/03</b> | <b>APOLOGIES FOR ABSENCE</b>   |
|              | To receive any apologies for absence   |
| <b>23/04</b> | <b>THE RETIRING MAYOR</b>  |
|              | To receive a valedictory address from the retiring Mayor, Cllr Greg Rattey.            |
| <b>23/05</b> | <b>DECLARATIONS OF PECUNIARY INTEREST</b>  |
|              | To receive any Declarations of Pecuniary Interest by Members                           |

<b>23/06</b> [🗳️]	<b>ELECTION OF DEPUTY TOWN MAYOR</b> To elect a Deputy Town Mayor for the civic year 2023/24
<b>23/07</b>	<b>PUBLIC FORUM</b> To receive representations from members of the public on matters within the remit of the Town Council
<b>23/08</b> [🗳️] [🗳️]	<b>MINUTES</b> To approve as a correct record the minutes of the Council Meeting held on 24 <sup>th</sup> April 2023 (230424 M10) <i>[Appendix A]</i>  To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.
<b>23/09</b> [🗳️]	<b>PLANNING COMMITTEE</b> To receive and note the minutes of the Planning Committee Meeting held on 24 <sup>th</sup> April 2023 (P18) <i>[Appendix B]</i>
<b>23/10</b>	<b>MAYOR'S CORRESPONDENCE/COMMUNICATIONS</b> To receive new Mayor's appointments and communications
<b>23/11</b>	<b>REPRESENTATIVES REPORTS</b> To receive representatives reports from: <ul style="list-style-type: none"> <li>• County Councillor</li> <li>• District Councillors</li> <li>• Hertfordshire Police</li> <li>• Other Representatives</li> </ul>
<b>23/12</b>	<b>CLERKS REPORT</b> To receive the Town Clerks' verbal report for the month of May 2023
<b>23/13</b> [🗳️] [🗳️]	<b>COMMITTEE STRUCTURE</b> To agree a Committee structure for the year 2023/24 <i>[a proposed structure attached as Appendix C]</i>
<b>23/14</b> [🗳️]	<b>COMMITTEES</b> To appoint Members to Committees, sub-Committees, Working Parties and Task and Finish Groups for the year 2023/24.
<b>23/15</b> [🗳️]	<b>DELEGATION OF AUTHORITY</b> To resolve that the delegation of authority to the Chairman and Deputy Chairman of the Planning Committee be for the months of August and December.
<b>23/16</b> [🗳️] [🗳️]	<b>CHAMPIONS</b> To appoint Members as Champions for areas of Council responsibility. <i>[2023/24 Champions positions attached as Appendix D]</i>
<b>23/17</b> [🗳️] [🗳️]	<b>REPRESENTATIVES</b> To appoint Members as representatives to serve on other organisations <i>[2023/24 Representative positions attached as Appendix D]</i>
<b>23/18</b> [🗳️] [🗳️]	<b>SUBSCRIPTIONS</b> To consider the payment of the Subscriptions for the year 2023/24 <i>[proposed schedule of subscriptions attached as Appendix E]</i>

- 23/19** **CALENDAR OF MEETINGS**  
 [E][C]  
 To consider and approve the Calendar of Council and Committee meetings for the year to June 2024  
*[proposed schedule attached as Appendix F]*
- 23/20** **STANDING ORDERS**  
 [C][C]  
 To approve the continuation of current Standing Orders  
*[Attached Appendix G]*
- 23/21** **FINANCIAL REGULATIONS**  
 [C][C]  
 To approve the continuation of current Financial Regulations.  
*[Attached Appendix H]*
- 23/22** **EAST HERTS DISTRICT PLAN**  
 To report on any information received relating to current developments of the East Herts District Plan.  
 Verbal update Cllr Buckmaster
- 23/23** **GENERAL POWER OF COMPETENCE**  
 [C]  
 To confirm eligibility to continue to use the General Power of Competence. Eligibility depends on there being at least two thirds of the number of seats on the Council filled by elected Councillors and the Clerk to the Council must hold at least one of two specified qualifications.
- 23/24** **DEPOSIT & CONSULTATION DOCUMENTS**  
 To note receipt of any Documents for Noting and Consultation
- 23/25** **FINANCIAL REPORT**  
 To note the current Financial Report  
*[Attached, Appendix I]*
- 23/26** **ACCOUNTS FOR PAYMENT**  
 To note accounts for payment

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

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

# **Appendix A**

# SAWBRIDGEWORTH TOWN COUNCIL

## MEETING OF THE TOWN COUNCIL

### Minutes

of the Meeting of Sawbridgeworth Town Council held at 7:30pm in the Council Chamber, Sayesbury Manor, Bell Street on **Monday 24<sup>th</sup> April 2023**.

#### Those present:

Cllr Cllr Angela Alder  
Cllr Eric Buckmaster  
Cllr Ruth Buckmaster  
Cllr John Burmicz  
Cllr Craig Chester  
Cllr Annelise Furnace

Cllr Fred Parr  
Cllr Nathan Parsad  
Cllr Greg Rattey  
Cllr John Rider  
Cllr Reece Smith  
Cllr Angus Wyatt

#### In attendance:

Christopher Hunt - Town Clerk  
5 members of the public

Jo Sargent - Projects Manager

Welcome by the Town Mayor followed by thought of the day Cllr Angela Alder

#### 22/161 APOLOGIES FOR ABSENCE

None Received

#### 22/162 DECLARATIONS OF PECUNIARY INTEREST

Declarations of Pecuniary Interests.  
None declared.

#### 22/163 PUBLIC FORUM

To receive and respond to questions from members of the public on matters within the remit of the Town Council.  
None Received

#### 22/164 MINUTES

**Resolved:** To approve as a correct record the minutes of the Meeting of the town council held on 27<sup>th</sup> March 2023 (M09).  
*[prop Cllr Furnace; secd Cllr R Buckmaster]*

#### 22/165 PLANNING COMMITTEE

**Received and noted:** the minutes of the Planning Committee held on 27<sup>th</sup> March 2023 (P16)

**Received and noted:** the draft minutes of the Planning Committee held on the 17<sup>th</sup> April 2023 (P17)

#### 22/166 FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE

**Received and noted:** The minutes of the Finance, Policy and Economic Development Committee held on the 17<sup>th</sup> April 2023 (F04)

#### 22/167 TOWN ACTION PLAN AND AMENITIES COMMITTEE

**Received and noted:** The minutes of the Town Action Plan and Amenities Committee held on the 17<sup>th</sup> April 2023 (T04)

**22/168 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**

To receive new Mayor's appointments and communications:

- Cllr Greg Rattey updated members on the events he has attended this month.

Q. Cllr Burnicz asked if he was correct that he had an issue at the Mothers Union Meeting

Cllr Rattey stated as he left a member of the public raised some concerns with him.

Cllr Alder thanked Cllr Rattey and she had been informed his presentation was well received and made people laugh at the Mothers Union meeting, which was a great asset he, as Mayor has.

**22/169 REPRESENTATIVES REPORTS**

***Received and noted:*** Representatives reports from:

- o County Councillor E Buckmaster  
Referred to his report and several projects he was working on were progressing.
  - o Updated on the recycling centres and Hertfordshire officers are liaising with neighbouring counties to ensure there is cross border access for residents.
  - o School admissions 100% applications were successful in getting a school they had chosen on a ranked list.
  - o Thames Water are working on the drainage systems in the town.

Question

Cllr Alder asked regarding the new yellow lines in Bullfields and are they finished?

Response

Cllr E Buckmaster responded to say that there was a vehicle parked, not allowing the completion of the project and when staff return to finish the painting of the new double yellow lines and vehicles obstructing could be removed. The extent of the lines in Walnut Tree Crescent will be checked to assess if the correct length had been painted.

Question

Cllr Furnace asked if there was any update on the no entry at Sheering Mill Lane Junction.

Response

Cllr E Buckmaster has been chasing an update for this project and he has been reassured this was to take place imminently.

- o District Councillor R Buckmaster  
Gave a roundup of the life of a district councillor for anyone who wasn't aware of the demands of the role. The committee's and training required was explained.
- o Cllr R Buckmaster referred to her report and stated SYPRC are looking for a new centre manager.  
The RHSO are holding a Teddy Bears Picnic on the 14<sup>th</sup> of May at the orchard.
- o Cllr Furnace wanted to raise awareness of the sustainable Sawbridgeworth stall at the May Fayre this weekend with clean air campaign materials being handed out to raise awareness.

- 22/170 UKRAINE SITUATION REPORT**  
Mr Royle had submitted a report and updated verbally that the war had been taking place for 400 days and raised awareness of hardships faced by Ukraine residents as the campaign continues.
- 22/171 TOWN CLERKS REPORT**  
The Town Clerk read the highlights from his report, covering the 18 months he had been employed in the role and the national and local demands and how these were met.
- 22/172 TOWN PROJECT MANAGERS REPORT**  
Reinforced the dates for the events for the year ahead.
- 22/173 DEPOSIT & CONSULTATION DOCUMENTS**  
Noted: The deposit and consultation documents
- 22/174 FINANCIAL REPORT**  
Noted: The current Financial Report
- 22/175 ACCOUNTS FOR PAYMENT**  
Noted: the accounts for payment.
- 22/176 A PERSONAL TRIBUTE FROM THE CLERK**  
The Clerk read a tribute to highlight the work and dedication Cllr Alder had given to the town after 60 years as a councillor or in a volunteering capacity for many Sawbridgeworth community groups who was now retiring from her position as Town and District Councillor.  
Cllr E Buckmaster also spoke and staff and councillors presented Cllr Alder with gifts to thank her for this outstanding achievement.

Meeting Closed 8:06 pm

Chair .....

Date.....

## **Appendix B**



# SAWBRIDGEWORTH TOWN COUNCIL

## PLANNING COMMITTEE

### Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 24 April 2023** at 8.20pm.

#### Those present

Cllr Craig Chester  
Cllr Fred Parr  
Cllr Angus Wyatt

Cllr Nathan Parsad  
Cllr Greg Ratley

#### In attendance:

C Hunt – Town Clerk  
J Sargent – Town Project Manager  
L Dale – Planning Officer

5 members of public

#### **P 22/158 APOLOGIES FOR ABSENCE**

To receive and approve any apologies for absence. Apologies received from Cllr Alder and approved.

#### **P 22/159 PUBLIC FORUM**

To receive representations from members of the public on matters within the remit of the Planning Committee. Cllr Furnace raised concerns regarding Agenda item **P22/163 – 3/23/0680/FUL** – Anglian House, West Road.

#### **P 22/160 DECLARATIONS OF PECUNIARY INTEREST**

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

#### **P 22/161 MINUTES**

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

- 17 April 2023 (P17) – Approved following the correction of meeting date – highlighted by Cllr Parr *[prop Cllr Parsad; sec'd Cllr Wyatt]*

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

#### **P 22/162 NEIGHBOURING DEVELOPMENTS**

To report & receive updates on proposed neighbouring developments. There were none.

#### **P 22/163 PLANNING APPLICATIONS RECEIVED FROM EHDC**

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

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**3/23/0587/FUL            24 Pishiobury Drive**

Demolition of existing dwelling and erection of two 4 bedroom detached dwellings

**STC Comment:** No objection *[prop Cllr Parsad; secd Cllr Chester]*

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**3/23/0680/FUL            Anglian House, West Road**

Change of use of the ground floor from mixed use retail/commercial unit (Class E/Sui Generis) to hot food takeaway (Sui Generis). Installation of external plant, ventilation and extraction equipment and minor external alterations

**STC Comment:** Objection - We STRONGLY object to this change of use application on the following grounds:

- **Principle of Change of Use** - There is a great deal of difference between a fast-food outlet and an ordinary retail unit serving customers 9-5. There is no doubt that this would be a significant intensification of customers, staff and journeys that were never envisaged for this location. It sits outside the main Sawbridgeworth Town Centre and would be out of place for a junction that is surrounded by predominately residential uses and a generally 9-5 businesses.
  - **Impact on Residential Amenity** - The site is surrounded by residents and has residents living above. The planning statement and associated material says Noise Impact Assessment put the level of increase at an acceptable level. It also focuses on the impact of cooking odours saying these will be mitigated. We believe that the assessment fails to adequately chart an increase in customers waiting for pizza making noise, the potential rises in gatherings for anti-social behaviour and the fact that right now - the shop closes at normal business hour and therefore there is no noise, footfall is low and doesn't have many customers coming in and out on a daily basis. There will clearly be an increase in noise, traffic, visitors, potentially anti-social behaviour, and this has an unacceptable impact on residential amenity.
  - **Impact on Highways & Parking** - The junction is a busy pedestrian crossing. The coming and going of delivery vehicles / mopeds until late into the evening will be noisy and disruptive. The Transport Assessment makes a number of faulty assumptions. People will NOT walk from across town to make collections as is assumed, the existing parking restrictions do NOT stop people from parking antisocially and dangerously to visit other establishments in the area, the suggestion that the site has five car parking spaces seems ambitious based on the drawings and therefore insufficient for staff, customer and delivery vehicle use and it is ridiculous to suggest that the traffic generated will be similar to the current retail use.
  - We also consider the pollution impact to be unacceptable and the fact this would be located on a walking route for school children would encourage unhealthy fast food choices *[prop Cllr Wyatt; secd Cllr Rattey]*
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**P 22/164            LATE PLANNING APPLICATIONS**

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 14 April 2023.

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**3/23/0561/FUL            24 Church Walk, CM21 9BJ**

Demolition of dwelling and erection of replacement 4 bedroomed dwelling incorporating rear solar panels and side air source heat pump, and associated landscaping

**STC Comment:** No objection *[prop Cllr Wyatt; secd Cllr Chester]*

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**3/23/0718/FUL      The Colt, Redricks Lane, CM21 0RL**  
Construction of a single dwellinghouse, access and associated works  
**STC Comment:** No objection [prop Cllr Parsad; secd Cllr Rattey]

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**P 22/165      PLANNING DECISIONS MADE BY EHDC**  
To receive Planning Decisions from EHDC.

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**3/23/0291/HH      138 West Road**  
Erection of part single, part two storey side extension.  
**STC Comment:** No objection  
**EHDC Decision:** Refused. "The proposed development by reason of its size and scale would, cumulatively with the dwelling's previous extensions, result in a disproportionate addition to the original building and would amount to inappropriate development in the Green Belt. The proposal would also result in further harm by loss of openness. Very special circumstances have not been identified that would clearly outweigh the harm by reason of inappropriateness, and other harm. The proposal would therefore be contrary to Policy GBR1 of the East Herts District Plan 2018 and the National Planning Policy Framework" & "The proposed development, by reason of its size, scale, siting and design would appear as a bulky and unsympathetic and unduly prominent addition to the host dwelling and would unbalance the pair of semi-detached properties of which it is a part and would be harmful to the character and appearance of the dwelling and the street scene. The proposal is thereby contrary to Policies DES4 and HOU11 of the East Herts District Plan 2018"

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**3/23/0193/FUL      The Hailey Day Centre, Sayesbury Manor Bell Street**  
Single storey rear extension  
**STC Comment:** No objection  
**EHDC Decision:** Granted

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**3/22/2403/FUL      35 - 37 Bell Street**  
Change of use from Class E to Class C3 to form 3 residential units. First floor rear extension. Alterations to ground and first floor rear fenestrations. Partial retention of existing frontage ground floor commercial space.  
**STC Comment:** No objection  
**EHDC Decision:** Granted

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**3/23/0383/PNHH      34 Church Walk**  
Single storey rear extension: Depth 4.00 metres, Maximum height 3.66 metres, Eaves height 2.40 metres.  
**STC Comment:** No objection  
**EHDC Decision:** Prior approval is not required

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**3/23/0318/CUAPN      Redricks Farm, Redricks Lane**  
Change of use of an agricultural building to Class e(g)(i) office use  
**STC Comment:** No objection  
**EHDC Decision:** Prior approval is required and granted subject to conditions

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**P 22/166      PLANNING APPEALS**

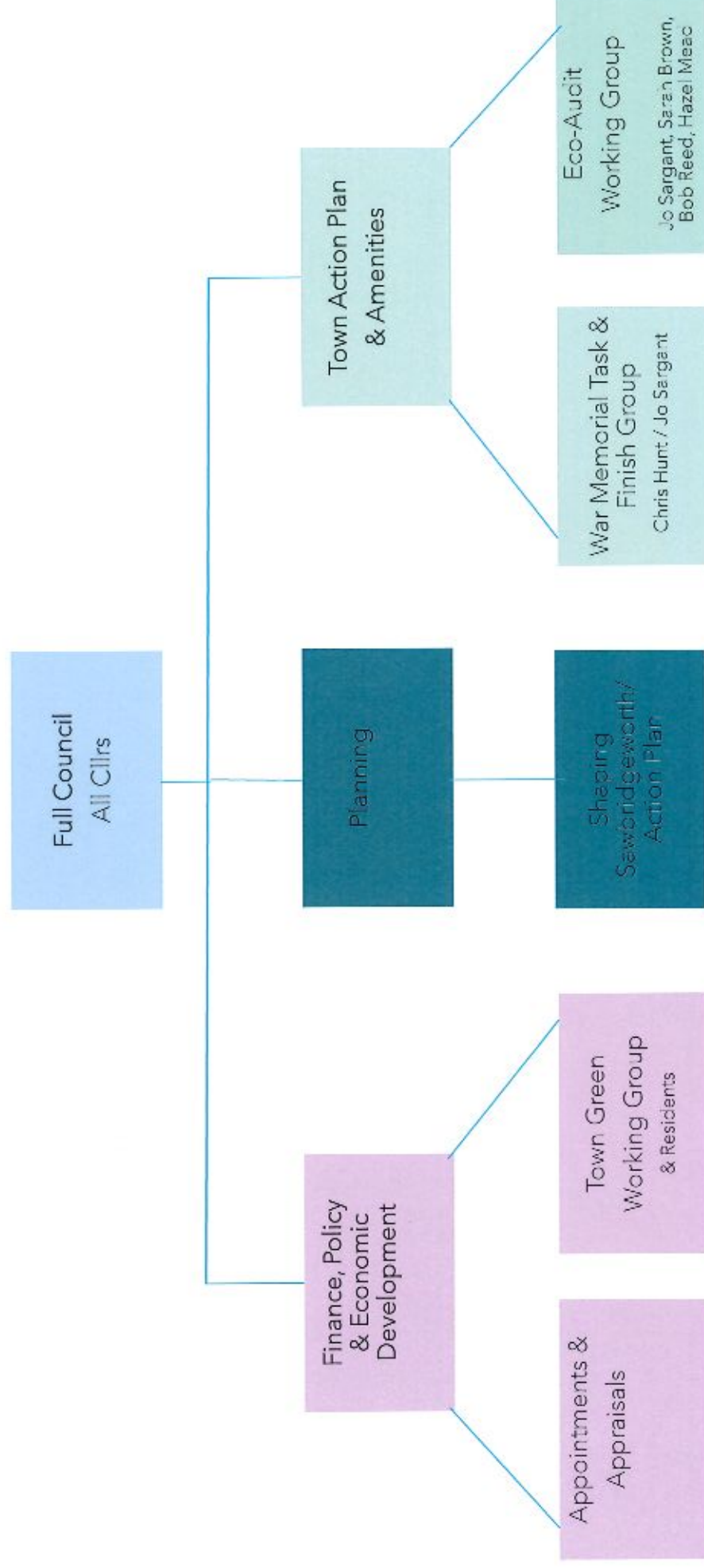
To receive notification from EHDC of Planning Appeals. There were none.

Meeting Closed at 8.36pm

## Appendix C

# Sawbridgeworth Town Council

## Committee Structure 2023-2024



## **Appendix D**

## Champions & Representatives 2023-24

### Champions

Allotments	Chair of Amenities Committee
Cemetery	Chair of Amenities Committee + 1
Crime & Disorder	Cllr x 1
Emergency Plan	District Cllrs, E Buckmaster, R Buckmaster, A Parsad-Wyatt
Footpaths & Open Spaces	Cllr x 1
Rivers Heritage Site & Orchard	Cllrs x 2
Young People & Schools	Mayor

### Representatives

F&B Education Foundation (SBW & Harlow)	Cllr x 1
Friends of Pishiobury Park	Cllr x 1
Hailey Centre	Cllrs x 3
Herts Assn of Parish & Town Councils	Cllr x 1
Mann Memorial Cottages	Cllr x 1
Sawbridgeworth May Fayre	Cllr x 1
Sawbridgeworth Memorial Hall Trust	Cllr x 1
Sawbridgeworth Sports Assn	Cllr x 1
Sawbridgeworth Town Twinning Assn	Cllrs x 2
Sawbridgeworth Trust	Cllrs x 2
Sawbridgeworth Y P R C	Cllrs x 4



## **Appendix E**

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# Sawbridgeworth Town Council

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Subject: Subscriptions 2022-23

Date: 3<sup>rd</sup> May 2023

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	Resolved 2022/23	Proposed 2023/24
<ul style="list-style-type: none"><li>• National Association of Local Councils / Hertfordshire Association of Parish and Town Councils (NALC/HAPTC)</li></ul>	1,365.00	1,365.00
<ul style="list-style-type: none"><li>• Open Spaces Society (Direct Debit)</li></ul>	45.00	45.00
<ul style="list-style-type: none"><li>▪ Society of Local Council Clerks (SLCC)</li></ul>	550.00	550.00
<ul style="list-style-type: none"><li>▪ Institute of Cemeteries and Crematoria Management (ICCM)</li></ul>	95.00	96.00

## **Appendix F**

# Sawbridgeworth Town Council

## Schedule of Council Meetings 2023/2024

Month	Council	Planning Cttee	Finance, Policy & Econ Devt Cttee	Town Action Plan & Amenities Cttee	Other meetings
2023 May	15 M01 <i>Annual Meeting of Town Council</i>	22 P01			Town Green Working Party as required
Jun	26 M02	12 P02 26 P03	12 F01		
Jul	31 M03	17 P04 31 P05		17 A01	17 A&A Cttee SA25
Aug					
Sep	25 M04	11 P06 25 P07	11 F02		
Oct	30 M05	16 P08 30 P09		16 A02	
Nov	20 M06	13 P10 20 P11			13 A&A Cttee SA26
Dec					
2024 Jan	29 M07	15 P12 29 P13	15 F03		
Feb	26 M08	12 P14 26 P15		12 A03	
Mar	25 M09	11 P16 25 P17			18 Annual Town Meeting
Apr	29 M10	15 P18 29 P19	15 F04		
May	20 M01 <i>Annual Meeting of Town Council</i>			13 A04	

- All meetings are on a Monday and are held in the Council Offices (unless otherwise stated)
- Meetings commence at 7.30pm; Working Party at 6.00pm; A&A Cttee at 6.00pm
- Planning Cttees follow on from full meetings of the Council but precede other Cttee meetings on the same date.

## **Appendix F**



# **SAWBRIDGEWORTH TOWN COUNCIL**

## **STANDING ORDERS**

**To be reviewed 2026**

Reviewed May 15<sup>th</sup> 2023  
Agenda Item 23/20

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1. Meetings

- a) Meetings of the Council shall be held at the Council Offices at 7.30pm on the last Monday of the month unless the Council; otherwise decides at a previous meeting.
- b) Smoking is not permitted at any meeting of the Council.
- c) If, due to space limitations at the Council Offices, and it being apparent that there would be likely to be great public interest in any item on the agenda, meetings of the Council may be held at another venue and on another day of the week, at the instigation of the Clerk in consultation with the Mayor. Due notice to be given at the earliest opportunity.

2. The Statutory Annual Meeting

- a) In an election year shall be held on a Monday within 14 days following the day on which the councillors elected take office
  - b) In a year which is not an election year shall be held on the last Monday in May.
3. In addition to the Statutory Annual Meeting at least three other statutory meetings shall be held on the last Monday in the months of September and November and January.

4. Chairman of the Meeting

**The person residing at a meeting may exercise all the powers and duties of the Chairman in relation to the conduct of the meeting.**

5. Proper Officer

Where a statute, regulation or order confers function or duties on the proper officer of the Council in the following cases, (s)he shall be the Clerk or nominated officer:-

- a) To receive declarations of acceptance of office
- b) To receive and record notices disclosing personal and prejudicial interests.
- c) To receive and retain plans and documents
- d) To sign notices or other documents on behalf of the Council
- e) To receive copies of bylaws made by a District Council
- f) To certify copies of bylaws made by the Council
- g) To sign summons to attend meeting of the Council
- h) To keep proper records for all Council meetings

6. Quorum of the Council

**Four members shall constitute a quorum.**

7. If a quorum is not present or if during a meeting the number of councillors present (not counting those debarred by reason of a declared prejudicial interest) falls below the required quorum, the meeting shall be adjourned and business not transacted shall be transacted at the next meeting or on such other day as the Chairman may fix.
8. For a quorum relating to a committee or sub-committee, refer to standing order 47.

9. **Voting**

Members shall vote by show of hands or, if at least two members so request, by signed ballot.

10. If a member so requires, the Clerk shall record the names of the members who voted on any question so as to show whether they voted for or against it. Such a request may be made before or after the vote but in any event before moving on to the next business.
11.
  - a) Subject to (b) and (c) below the Chairman may give an original vote on any matter put to the vote, and in any case of an equality of votes may give a casting vote whether or not (s)he gave an original vote.
  - b) If the person presiding at the annual meeting would have ceased to be a member of the Council but for the statutory provisions which preserve the membership of the Chairman and Vice-Chairman until the end of their term of office (s)he may not give an original vote in an election for Chairman.
  - c) The person presiding must give a casting vote whenever there is an equality of votes in an election for Chairman.

12. **Order of Business**

**At each Annual Meeting the first business shall be:-**

- a) To elect a Chair of the Council
- b) To establish whether anyone present wishes to record the meeting
- c) To receive the Chair's declaration of acceptance of office or, if not then received, to decide when it shall be received.
- d) In the ordinary year of election of the Council to fill any vacancies left unfilled at the election by reason of insufficient nominations.
- e) To decide when any declarations of acceptance of office and written undertakings to comply with the Code of Conduct adopted by the Council which have not been received as provided by law shall be received.
- f) To receive members' apologies for absence this should be directly to the Clerk in advance of the meeting start time by the member concerned unless due exceptional circumstances. The minutes should clearly reflect whether the absence has been formally

approved/accepted by the majority of Councillors present and voting or not.

- g) To elect a Vice-Chair of the Council
- h) To appoint representatives to outside bodies
- i) To appoint committees and sub-committees
- j) To consider the payment of any subscriptions falling to be paid annually
- k) To inspect any deeds and trust investments in the custody of the council as required;

and shall thereafter follow the order set out in Standing Order 15.

**13. At every meeting other than the Annual Meeting the first business shall be to**

- a) Appoint a Chair if the Chair and Vice-Chair be absent.**
- b) To receive members' apologies for absence this should be directly to the Clerk in advance of the meeting start time by the member concerned unless due exceptional circumstances. The minutes should clearly reflect whether the absence has been formally approved/accepted by the majority of Councillors present and voting or not.**
- c) To receive such declarations of acceptance of office (if any) and undertaking to observe the Council's code of conduct as are required by law to be made or, if not then received, to decide when they shall be received.**

**14. In every year, not later than the meeting at which estimates for next year are settled, the Council shall review the pay and conditions of service of existing employees. Standing Order 37 must be read in conjunction with their requirement.**

**15. After the first business has been completed, the order of business, unless the Council otherwise decides on the ground of urgency, shall be as follows:-**

- A. To read and consider the Minutes, provided that if a copy has been circulated to each member not later than the day of issue of the summons to attend the meeting, the Minutes may be taken as read.
- B. After consideration to approve the signature of the Minutes by person presiding as a correct record.
- C. To deal with business expressly required by statute to be done.
- D. To dispose of business, if any, remaining from the last meeting.
- E. To receive such communications as the person presiding may wish to lay before the Council.
- F. To answer questions from Councillors.
- G. To receive and consider reports and minutes of committees and advisory committees.
- H. To receive and consider resolutions or recommendations in the order in which they have been notified.
- I. To authorise the sealing of documents.
- J. To receive and consider reports from officers of the Council.

- K. To authorise the signing of orders for payment
- L. Any other business specified in the summons.
- M. Parish Matters.

16. Urgent Business

A motion to vary the order of business on the ground of urgency:

- a) May be proposed by the Chairman or by any member and, if proposed by the Chairman, may be put to the vote without being seconded, and
- b) shall be put to the vote without discussion.

17. Resolutions Moved on Notice

Except as provided by these Standing Orders, no resolution may be moved unless the business to which it relates has been put on the Agenda by the Clerk or the mover has given notice in writing of its terms and has delivered the notice to the Clerk at least 7 clear days before the next meeting of the Council.

- 18. The Clerk shall date every notice of resolution or recommendation when received by him/her, shall number each notice in the order in which it was received and shall enter it in a book which shall be open to the inspection of every member of the Council.
- 19. The Clerk shall insert in the summons for every meeting all notices of motion or recommendation properly given in the order in which they have been received unless the member giving a notice of motion has stated in writing that (s)he intends to move at some later meeting or that (s)he withdraws it.
- 20. If a resolution or recommendation specified in the summons is not moved either by the member who gave notice of it or by any other member, it shall, unless postponed by the Council, be treated as withdrawn and shall not be moved without fresh notice.
- 21. If the subject matter of a resolution comes within the province of a committee of the Council, it shall, upon being moved and seconded, stand referred without discussion to such committee or to such other committee as the Council may determine for report, provided that the Chairman, if (s)he considers it to be a matter of urgency, may allow it to be dealt with at the meeting at which it was moved.
- 22. Every resolution or recommendation shall be relevant to some subject over which the Council has power or duties which affect its area.

23. Resolutions Moved Without Notice

Resolutions dealing with the following matters may be moved without notice:-

- a) To appoint a Chairman of the meeting

- b) to correct the Minutes
- c) to approve the Minutes
- d) to alter the order of business
- e) to proceed to the next business
- f) to close or adjourn the debate
- g) to refer a matter to a committee
- h) to appoint a committee or any members thereof
- i) to adopt a report
- j) to authorise the sealing of documents
- k) to consider otherwise than in committee a question affecting an employee of the Council
- l) to give leave to withdraw a resolution or amendment
- m) to extend the time for speeches
- n) to exclude the press
- o) to exclude the public (see Order 66 below)
- p) to silence or eject from the meeting a member named for misconduct (see Order 32 below)
- q) to give the consent of the Council where such consent is required by these Standing Orders
- r) to suspend any Standing Order (see Order 75 below).
- s) to adjourn the meeting.

#### 24. Questions

A member may ask the Chairman of the Council or the Clerk any questions concerning the business of the Council, provided 7 clear days' notice of the question has been given to the person to whom it is addressed.

- 25. No questions not connected with business under discussion shall be asked except during the part of the meeting set aside for questions.
- 26. Every question shall be put and answered without discussion. If a question be answered the Member putting a question may put one supplementary question.
- 27. A person to whom a question has been put may decline to answer.

#### 28. Rules of Debate

No discussion shall take place upon the Minutes except upon their accuracy. Corrections to the Minutes shall be made by resolution and must be initialled by the Chairman.

- 29. a) A resolution or amendment shall not be discussed unless it has been proposed and seconded, and, unless proper notice has already been given, it shall, if required by the Chairman, be reduced to writing and handed to him/her before it is further discussed or put to the meeting.
- a) A member when seconding a resolution or amendment may, if he then declares his/her intention to do so, reserve his/her speech until a later period of the debate.

- b) A member shall direct his/her speech to the question under discussion or to a personal explanation or to a question of order.
  - c) An amendment shall be either:-
    - i) to leave out words
    - ii) to leave out words and insert others
    - iii) to insert or add words.
  - d) An amendment shall not have the effect of negating the resolution before the Council.
  - e) If an amendment be carried, the resolution, as amended, shall take the place of the original resolution and shall become the resolution upon which any further amendment may be moved.
  - f) A further amendment shall not be moved until the Council has disposed of every amendment previously moved.
  - g) A member, other than the mover of a resolution, shall not, without leave of the Council, speak more than once on any resolution except to move an amendment or further amendment, or on an amendment, or on a point of order, or in personal explanation, or to move a closure.
  - h) explanation. A member rising for these purposes shall be heard forthwith. A personal explanation shall be confined to some material part of a former speech by him/her which may have been misunderstood.
  - i) A motion or amendment may be withdrawn by the proposer with the unanimous consent of the Council, which shall be signified without discussion, and no member may speak upon it after permission has been asked for its withdrawal unless such permission has been refused.
  - j) When a resolution is under debate no other resolution shall be moved except the following:
    - i To amend the resolution
    - ii To proceed to the next business.
    - iii To adjourn the debate.
    - iv That the question be now put.
    - v That a member named be not further heard.
    - vi That a member named do leave the meeting
    - vii That the resolution be referred to a committee
    - viii To exclude the public and press
    - ix To adjourn the meeting
- 30.
- a) The ruling of the Chairman on a point of order or on the admissibility of a personal explanation shall not be discussed.
  - b) Members shall address the Chairman.
  - c) If two or more members rise, the Chairman shall call upon one of them to speak and the others shall resume their seat.
  - d) Whenever the Chairman rises during a debate all other members shall be seated and silent.

31. Closure

At the end of any speech a member may, without comment, move "that the question be now put", "that the debate be now adjourned" or "that the Council do now adjourn". If such motion is seconded, the Chairman shall put the motion but, in the case of a motion "that the question be now put", only if (s)he is of the opinion that the question before the Council has been sufficiently debated. If the motion "that the question be now put" is

carried, (s)he shall call upon the mover to exercise or waive his/her right of reply and shall put the question immediately after that right has been exercised or waived. The adjournment of a debate or of the Council shall not prejudice the mover's right of reply at the resumption.

32. Disorderly Conduct

- a) **All members must behave in a manner required by the Code of Conduct which was adopted by the Council on 29 May 2007, a copy of which is annexed to these Standing Orders.**
- b) No member shall at the meeting persistently disregard the ruling of the Chairman, wilfully obstruct business, or behave irregularly, offensively, improperly or in such a manner as to bring the Council into disrepute.
- c) If, in the opinion of the Chairman, a member has broken the provisions of paragraph (a) or (b) of this Order, the Chairman shall express that opinion to the Council and thereafter any member may move that the member named be no longer heard or that the member named do leave the meeting, and the motion, if seconded, shall be put forthwith and without discussion. **If a member reasonably believes another member is in breach of the code of conduct, that member is under a duty to report the breach to the Standards Board for England.**
- d) If either of the motions mentioned in paragraph (c) is disobeyed, the Chairman may suspend the meeting or take such further steps as may reasonably be necessary to enforce them.

33. Right of Reply

The mover of a resolution shall have a right to reply immediately before the resolution is put to the vote. If an amendment is proposed the mover of the amendment shall be entitled to reply immediately before the amendment is put to the vote. A member exercising a right of reply shall not introduce a new matter. After the right of reply has been exercised or waived, a vote shall be taken without further discussion.

34. Alteration of Resolution

A member may, with the consent of his/her seconder, move amendments to his/her own resolution.

35. Rescission of Previous Resolution

- a) A decision (whether affirmative or negative) of the Council shall not be reversed within six months except either by a special resolution, the written notice whereof bears the names of at least 7 members of the Council, or by a resolution moved in pursuance of the report or recommendation of a committee.

b) When a special resolution or any other resolution moved under the provisions of paragraph (a) of this Order has been disposed of, no similar resolution may be moved within a further six months.

c) This Order shall not apply to rescinding resolutions moved in pursuance of the report of recommendation of a committee.

36. Voting on Appointments

Where more than two persons have been nominated for any position to be filled by the Council and of the votes given there is not an absolute majority in favour of one person, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken, and so on until a majority of votes is given in favour of one person.

37. Discussions and Resolutions Affecting Employees of the Council

If at a meeting there arises any question relating to the appointment, conduct, promotion, dismissal, salary or conditions of service, of any person employed by the Council, it shall not be considered until the Council or committee (as the case may be) has decided whether or not the public shall be excluded. (See Standing Order No. 67)

38. Resolutions on Expenditure

Any resolution (which is moved otherwise than in pursuance of a recommendation of the Finance Committee or of another committee after recommendation by the Finance Committee) and which, if carried, would, in the opinion of the Chairman substantially increase the expenditure upon any service which is under the management of the Council or reduce the revenue at the disposal of any committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council, and any committee affected by it shall consider whether it desires to report thereon (and the Finance Committee shall report on the financial aspect of the matters).

39. Expenditure

**Orders for the payment of money shall be authorised by resolution of the Council and signed by two members.**

40. Sealing of Documents

a) A document shall not be sealed on behalf of the Council unless its sealing has been authorised by a resolution.

b) Any two members of the Council named in a resolution moved under the provisions of paragraph (a) of this Order may seal, on behalf of the Council, any document required by law to be issued under seal.

41. Committees and Sub Committees



The Council may at its Annual Meeting appoint standing committees and may at any other time appoint such other committees as are necessary clearly defining roles of the committees and any delegated powers, but subject to any statutory provision in that behalf:-

- a) Shall not appoint any member of a committee so as to hold office later than the next Annual Meeting.
- b) May appoint persons other than members of the Council to any committee; and
- c) may subject to the provisions of Order 35 above at any time dissolve or alter the membership of the committee.

42. The Chairman and Vice-Chairman ex-office shall be members of every committee.

43. Every committee shall at its first meeting before proceeding to any other business, elect a Chairman and may elect a Vice-Chairman who shall hold office until the next Annual Meeting of the council, and shall settle its programme of meetings for the year.

44. Special Meeting

The Chairman of a committee or the Chairman of the Council may summon an additional meeting of that committee at any time. An additional meeting shall also be summoned on the requisition in writing of not less than a quarter of the members of the committee. The summons shall set out the business to be considered at the special meeting and no other business shall be transacted at that meeting.

45. Sub-Committees

Every committee may appoint sub-committee for purposes to be specified by the committee.

46. The Chairman and Vice-Chairman of the committee shall be members of every sub-committee appointed by it unless they signify that they do not wish to serve.

47. Except where ordered by the Council in the case of a committee, or by the Council or by the appropriate committee in the case of a sub-committee, the quorum of a committee or sub-committee shall be one half of its members.

48. The Standing Orders on rules of debate (except those parts relating to standing and to speaking more than once) and the Standing Order on interests of members in contracts and other matters shall apply to committee and sub-committee meetings.

49. Advisory Committees

- 1) The Council may create advisory committees, whose name, and number of members and the bodies invited to nominate members

shall be specified.

- 2) The Clerk shall inform the members of each advisory committee of the terms of reference of the committee.
- 3) An advisory committee may make recommendations and give notice thereof to the Council.
- 4) An advisory committee may consist wholly of persons who are not members of the Council.

50. Voting in Committees

Members of committees and sub-committees entitled to vote shall by show of hands, or, if at least two members so request, be signed ballot.

51. **Chairman of committees and sub-committees shall in the case of an equality of votes have a second or casting vote.**

52. Presence of Non-Members of Committees at Committee Meetings

A member who has proposed a resolution which has been referred to any committee, of which he is not a member, may explain his/her resolution to the committee but shall not vote.

53. Accounts and Financial Statement

- 1) Except as provided in paragraph (2) of this Standing Order or by statute, all accounts for payment and claims upon the Council shall be laid before the Council.
- 2) Where it is necessary to make a payment before it has been authorised by the Council, such payment shall be certified as to its correctness and urgency by the appropriate officer. Such payment shall be authorised by the committee, if any, having charge of the business to which it relates, or by the proper officer for payment with the approval of the Chairman or Vice Chairman of the Council.
- 3) All payments ratified under sub-paragraph (2) of this Standing Order or made without authority of the Council shall be separately included in the next schedule of payments before the Council.

54. The Responsible Financial Officer shall supply to each member at the ordinary meeting next after the end of the Financial Year a Financial statement of receipts and payments for the Council.

55. Estimates / Precepts

- 1) The Council shall approve written estimates for the coming financial year at its meeting at the end of the month of January.
- 2) Any committee desiring to incur expenditure shall give to the Clerk a

written estimate of the expenditure recommended for the coming year no later than 30 September.

**56. Interests**

**If a member has a personal interest as defined by the Code of Conduct adopted by the Council on 29 May 2007 then (s)he shall declare such interest as soon as it becomes apparent, disclosing the nature and extent of that interest as required.**

57. If a member who has declared a personal interest then considers the interest to be prejudicial, (s)he will declare that and after making any representations, answering questions or giving evidence relating to that business, (s)he must withdraw from the meeting for the remainder of the item to which the interest relates.
58. The Clerk shall hold a copy of the Register of Members' Interests in accordance with instructions received from the Monitoring Officer of the Responsible Authority and/or as required by statute.
59. If a candidate for any appointment under the Council is to his/her knowledge related to any member of or the holder of any officer under the Council, (s)he and the person to whom (s)he is related shall disclose the relationship in writing to the Clerk. A candidate who fails so to do shall be disqualified for such appointment, and, if appointed, may be dismissed without notice. The Clerk shall report to the Council or to the appropriate committee any such disclosure. Where relationship to a member is disclosed this Standing Order shall apply.
60. The Clerk shall make known the purport of this Standing Order to every candidate.

**61. Canvassing of and Recommendations by Members**

- 1) Canvassing of members of the Council or of any committee, directly or indirectly, for any appointment under the Council shall disqualify the candidate for such appointment. The Clerk shall make known the purport of this sub-paragraph of this Standing Order to every candidate.
- 2) A member of the Council or of any committee shall not solicit for any person any appointment under the Council or recommend any person for such appointment or for promotion; but, nevertheless, any such member may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
62. Standing Order Nos. 59 and 61 shall apply to tenders as if the person making the tender were a candidate for an appointment.

**63. Inspection of Documents**

A member may for the purpose of his/her duty as such (but not otherwise) inspect any document in possession of the Council or a committee, and if copies are available shall, on request, be supplied for the like purpose with a copy.

64. **(a) All minutes kept by the Council and by any committee shall be open for the inspection of any member of the Council.**

(b) The Minutes of the Council shall be open for inspection by any local government elector of the parish without charge.

65. Unauthorised Activities

No member of the Council or of any committee or sub-committee shall in the name of or on behalf of the Council:-

- a) inspect any lands or premises which the Council has a right or duty to inspect; or
  - b) issue orders, instructions or directions
- unless authorised to do so by the Council or the relevant committee or sub-committee.

66. Admission of the Public and Press to Meetings

**The public and press shall be admitted to all meetings of the Council and its committees and sub-committees, which may, however, temporarily exclude the public** by means of the following resolutions:-

"That in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw."

67. The Council shall state the special reason for exclusion.

68. At all meetings of the Council the Chairman may at his(her) discretion and at a convenient time in the transaction of business adjourn the meeting so as to allow any member of the public to address the meeting in relation to the business to be transacted at that meeting. This opportunity will also apply to any member who is otherwise excluded due to a declared interest per SO 57.

69. **The Clerk shall afford to the press reasonable facilities for taking their report of any proceedings at which they are entitled to be present.** There shall be no audio or video recording or photographs of the meeting without the express approval of the Council.

Audio or video recording or photographs of meetings of Council and its Committees are permitted provided that

- a) Recording is overt and plainly evident to anyone present at the meeting
- b) No additional lighting or flash photography are to be used unless prior approval of the Council has been obtained

- c) No interruptions to or disturbance of the meeting are caused
- d) No oral commentary or reporting of the meeting as it takes place is permitted by a person present at the meeting
- e) Only members, officers of the Council and members of the public who are speaking under 'Public Participation' are recorded unless prior permission has been obtained from the individuals concerned who do not fall within these categories (and, in the case of minors, from a parent or guardian)

No liability is accepted by the Council for any actions(s) of the person recording

70. If a member of the public interrupts the proceedings at any meeting the Chairman may, after warning, order that (s)he be removed from the meeting.

71. Confidential Business

- 1) No member of the Council or of any committee or sub-committee shall disclose to any person not a member of the Council any business declared to be confidential by the Council, the committee or the sub-committee as the case may be.
- 2) Any member in breach of the provisions of paragraph (1) of this Standing Order shall be removed from any committee or sub-committee of the Council by the Council.

72. Liaison with County and District Councillors

A notice of meeting shall be sent together with an invitation to attend to the County, Unitary or District Councillor for the appropriate ward.

73. Unless the Council otherwise orders, a copy of each letter ordered to be sent to the County Council or Planning Authority shall be transmitted to the County Councillor for the division or to the Planning Authority Councillor for the ward as the case may require.

74. Planning Applications

- 1) The Clerk shall, as soon as it is received, enter in a book kept for the purpose the following particulars of every planning application notified to the Council:-
  - (a) the date on which it was received ;
  - (b) the name of the applicant ;
  - (c) the place to which it relates
  - (d) a summary of the nature of the application.
- 2) The Clerk shall refer every planning application received to the Chairman / Chairman of the Planning Committee or in the Chairman's absence to the Vice-Chairman within 48 hours of receipt.

75. Code of Conduct on Complaints

The Council shall deal with complaints of maladministration allegedly committed by the Council or by any officer or member in such manner as adopted by the Council except for those complaints which should be properly directed to the Standards Board for consideration.

76. Variation, Revocation and Suspension of Standing Orders

Any or every part of the Standing Orders except those printed in **bold type** may be suspended by resolution in relation to any specific item of business.

77. A resolution permanently to add, vary or revoke a Standing Order shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council.

78. Standing Orders to be given to Members

A copy of these Standing Orders shall be given to each member by the Clerk upon delivery to him/her of the member's declaration of acceptance of office and written undertaking to comply with the Code of Conduct adopted by the Council.

## **Appendix G**



# **SAWBRIDGEWORTH TOWN COUNCIL**

## **FINANCIAL REGULATIONS**

**Review September 2023**

**Reviewed 15<sup>th</sup> May 2023  
Agenda Item 23/21**



Annexes Attached as follows:

Annex A – Responsible Financial Officer Duties and Responsibilities

Annex B – Treasury Management Policy

Annex C – Financial Management Strategy

## **Sawbridgeworth Town Council**

### **Financial Regulations**

#### **1. General**

- 1.1 These financial regulations govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the Council. Financial regulations must be observed in conjunction with the council's standing orders.
- 1.2 The Clerk, as the Responsible Financial Officer (RFO) appointed by the Council
- 1.3 The Responsible Financial Officer (RFO), under the Policy direction of the Council, shall be responsible for the proper administration of the Council's financial affairs, allowing that delegation to other members of staff as necessary. The RFO's duties and responsibilities are detailed at Annex A to these Financial Regulations.
- 1.4 Deliberate or wilful breach of these regulations by an employee may give rise to disciplinary procedures.
- 1.5 In these financial regulations and any annex, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.
- 1.6 In these financial regulations and any annex the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability for Smaller Authorities in England - a Practitioners' Guide issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

#### **2. Annual Estimates**

- 2.1 The Finance, Policy and Economic Development Committee together with each Standing Committee shall formulate and submit proposals to the Council in respect of Revenue and Capital costs for the following financial year not later than the end of November each Year.
- 2.2 The Finance, Policy and Economic Development Committee shall receive the proposed budgets of all other Standing Committees before the full Budget is presented for adoption by the Council and shall make recommendations to the Council regarding adoption or otherwise.
- 2.3 The Council shall review the Budget not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved Budget.
- 2.4 The annual Budget shall form the basis of financial control for the ensuing year

#### **3. Budgetary Control**

- 3.1 Expenditure on the revenue account may be incurred up to the amounts included in the approved budget.
- 3.2 No expenditure may be incurred which cannot be met from the amounts provided in the appropriate revenue budget unless a virement has been approved by the Council.
- 3.3 The RFO shall provide The Finance, Policy and Economic Development Committee and the

Council with a quarterly statement of Income and Expenditure under each head of the budgets, comparing actual expenditure against the Budget.

- 3.4 The Town Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3,000.
- 3.5 Where expenditure is incurred in accordance with regulation 3.4 above and the sum required cannot be met from savings made elsewhere within the Council's approved budget, it shall be subject to the provisions of a supplementary estimate approved by the Council.
- 3.6 Unspent provisions in the Revenue budget shall be carried forward to a subsequent year by approval of the RFO
- 3.7 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving expenditure on capital account unless the Council is satisfied that it is contained in the rolling capital programme and that the necessary capital funds are available, or the requisite borrowing approval can be obtained.
- 3.8 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

#### **4. Accounting and Audit.**

- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 4.2 The RFO shall be responsible for ensuring completion of all accounts of the Council as soon as practicable after the end of the financial year and submission to the Council, and The Finance, Policy and Economic Development Committee for approval by resolution no later than 30 June each year.
- 4.3 The RFO shall be responsible for ensuring that there is an independent, adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appears to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
- 4.4 An Internal Auditor, who shall be competent and independent of the operations of the Council, shall be appointed by the Council. The Internal Auditor will report to the Council in writing as required.
- 4.5 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 4.6 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity for inspection of the accounts, books, and vouchers required by the Accounts and Audit Regulations.
- 4.7 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative nature.

## **5. Banking Arrangements and Cheques**

- 5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council, banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2 A schedule of the payment of money shall be prepared by the RFO and together with the relevant invoices etc. presented to the Council at every regular meeting of the Council. If the schedule is in order it shall be authorised by a resolution of the Council.
- 5.3 Cheques drawn on the bank account in accordance with the schedule referred to in Paragraph 5.2 shall be signed by any 2 members from the signature list. Due to the fact that the possibility exists for Councillors with aligned personal or commercial interests to sign the same cheque, the Council will not appoint members of the same family to sign cheques.
- 5.4 To indicate agreement of the details shown on the cheque or order for payments the signatories shall each also sign the schedule presented with the cheques for signature.

## **6. Payment of Accounts**

- 6.1 The council will make safe and efficient arrangements for the making of its payments and all payments shall be effected by cheque or other instruction to the Council's bankers.
- 6.2 If a payment is necessary to be made to avoid a charge of interest under the Late Payment of Commercial Debts (Interest) Act 1998, or required under the Public Contracts Regulations 2015, the Town Clerk/RFO may take all necessary steps to settle such invoices.
- 6.3 If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Council as made.
- 6.4 If thought appropriate by the Council, payment for certain items may be made by BACS or internet banking transfer provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Council as made.
- 6.5 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the Council.
- 6.6 The Council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.7 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.8 All invoices for payment shall be examined, verified and coded by the Clerk, who shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.
- 6.9 The Accountant shall scrutinise invoices in relation to arithmetical accuracy and

coding shall post them to the appropriate expenditure heading. The Town Clerk shall approve the invoices for payment.

- 6.10 The RFO shall maintain a Petty Cash float not exceeding £500 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- 6.11 Income received must not be paid into the Petty Cash Float but must be separately banked, as provided elsewhere in these regulations.
- 6.12 Payments to maintain Petty Cash Float shall be shown separately on the schedule of payments presented to Council as detailed in paragraph 5.2 above.

## **7. Payment of Salaries**

- 7.1 The payment of salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.
- 7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates. All investments of money under the control of the Council shall be in the name of the Council.

## **8. Loans and Investments**

- 8.1 All loans and investments shall be negotiated in the name of the Council and in accordance with the Council's Investment and Financial Management Strategy.
- 8.2 The Council's Investment Policy shall be in accordance with relevant regulations, proper practice and guidance and shall be reviewed on a regular basis.
- 8.3 All investments and money under the control of the Council shall be in the name of the Council.
- 8.4 All borrowings shall be effected in the name of the Council, after obtaining the necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose.
- 8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

## **9 Income**

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 The Council will review all fees and charges annually, following a report by the RFO or other relevant officer.
- 9.3 All sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year. Any bad debts amounting to less than £250 may be written off by the RFO but reported to the Council at the next appropriate meeting. The Council will review all fees and charges annually, following a report of the RFO.
- 9.4 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all income shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.5 Personal cheques shall not be cashed out of money held on behalf of the Council

- 9.6 The RFO shall ensure that any VAT Return that is required is promptly completed. Any repayment claims due in accordance with VAT Act 1994 section 33 shall be made quarterly.
- 9.7 Where any significant sums of cash are received by the Council, the RFO shall take such steps as are necessary to ensure that more than one person is present when the cash is counted in the first instance, and that appropriate care is taken in the security and safety of individuals banking such cash.

## **10. Orders for Work, Goods and Services**

- 10.1 A Purchase Order or letter shall be issued for all work, goods and services unless a formal contract is prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 A member may not issue a purchase order or make any contract on behalf of the Council.
- 10.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to Standing Orders 33 and 38 and any de minimis provisions in Regulation 11 below.

## **11. Contracts**

- 11.1 Procedures as to contracts are laid down as follows:

- 11.1.1 Every contract shall comply with these financial regulations and no exceptions shall be made other than in an emergency as described at Regulation 3.5 provided that these Regulations shall not apply to contracts which relate to items 1 to 5 below.

1. For the supply of gas, electricity, water, sewerage and telephone services.
2. For specialist services such as provided by solicitors, accountants, surveyors and planning consultants.
3. For work to be executed, or goods/materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
4. For work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
5. For goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

- 11.1.2 Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>1</sup>

- 11.1.3 The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>2</sup>

- 11.1.4 When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

- 11.1.5 Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders

must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

- 11.1.6 All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of the appointed members acting as a Tender sub Committee, which shall consist of at least 3 members of the Council. Those present shall sign and date a list of those tenders received.
- 11.1.7 Any invitation to tender issued under this regulation shall be subject to Standing Orders 33 and 38 and shall refer to the terms of the Bribery Act 2010.
- 11.1.8 When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3000 and £1000 or above, the Clerk or RFO shall strive to obtain 3 estimates. Where the value is between £3000 and £4999 3 verbal quotes may be obtained with file notes. Otherwise, Regulation 10.3 above shall apply.
- 11.1.9 If less than three tenders are received for contracts above £3000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- 11.1.10 The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 11.1.11 Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken

*1 The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.*

*2 For contracts commencing on or after 1 January 2020 the thresholds are:*

- *contracts for works: £4,733,252*
- *contracts for supplies and services: £189,330*

## **12. Payments Under Contracts for Building or Other Construction Works**

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract.
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case when it is estimated that the total cost of work carried out under a contract, excluding fluctuation clauses, will exceed the contract sum by 5% or more a report shall be submitted to the Council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the RFO in writing, the Council being informed where the final cost is likely to exceed the financial provision.

### **13 Stores and Equipment**

- 13.1 The RFO shall be responsible for the care and custody of stores and equipment.
- 13.2 Delivery notes must be obtained in respect of all goods received and must be checked as regard quality at the time delivery is made.

### **14. Properties and Estates**

- 14.1 The RFO shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council and shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purposes for which held.
- 14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, save where the estimated value of any one item does not exceed £500.
- 14.3 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually and will form part of the audit process..

### **15. Insurance**

- 15.1 The RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2 The RFO will deal with all new risks which require to be insured and any alterations affecting existing insurances.
- 15.3 The RFO shall keep a record of all insurances affected by the Council and the property and risks covered thereby and annually review it.
- 15.4 The RFO shall be notified of any loss, liability or damage or any event likely to lead to a claim.
- 15.5 All appropriate employees of the Council shall be included in suitable fidelity guarantee insurance.

### **16 Charities**

- 16.1 Where the Council is the sole Trustee of a Charitable body the RFO shall ensure that separate accounts are kept of the funds held on Charitable trusts and separate financial reports made in such form as shall be appropriate in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

### **17. Revision of Financial Regulations**

It shall be the duty of the Council to review the Financial Regulations of the Council at least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

from time to time. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.

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**Mayor of Sawbridgeworth**

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**Town Clerk and RFO**



# Appendix I

09:13 Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12 Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Staff</b>							
4001 Carter L							
4003 Sargent J							
4004 Parrish S							
4005 Dale L							
4008 Jones J							
4011 V Derrick							
4013 Crank D							
4015 C Hunt							
4016 A Robinson							
4017 N Shenton							
4018 Langley G							
4029 Salary Recharge							
4030 PAYE							
4035 NIC							
4040 Pension							
4999 Miscellaneous Costs							
Staff :- Indirect Expenditure							0
Net Expenditure							
<b>200 General Administration</b>							
1076 Precept	384,325	383,325	(1,000)			100.3%	
1090 Interest Received	2,231	750	(1,481)			297.5%	
1999 Miscellaneous Income	16,616	0	(16,616)			0.0%	
General Administration :- Income	<b>403,173</b>	<b>384,075</b>	<b>(19,098)</b>			<b>105.0%</b>	<b>0</b>
4070 Subscriptions	2,468	1,572	(894)		(894)	156.8%	
4075 IT Support	10,848	8,640	(2,208)		(2,208)	125.6%	
4080 Training (Members)	1,334	1,000	(334)		(334)	133.4%	
4081 Travel Expenses	684	240	(444)		(444)	285.1%	
4082 Training (Staff)	1,076	2,000	923		923	53.9%	
4083 Clerks Expenses	14	250	237		237	5.4%	
4090 IT Development	0	1,000	1,000		1,000	0.0%	
4095 Photocopy Charges	1,136	1,500	364		364	75.7%	
4100 Telephone/Broadband	2,375	2,500	125		125	95.0%	
4105 Postage	552	900	348		348	61.3%	
4110 Stationery	772	750	(22)		(22)	102.9%	
4115 Insurance	0	7,260	7,260		7,260	0.0%	
4120 Bank Charges	290	600	310		310	48.4%	
4125 Repairs & Renewals	0	750	750		750	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from E&M
4130 Staff Care	1,894	1,500	(394)		(394)	126.3%	
4135 Office Care	2,950	2,500	(450)		(450)	118.0%	
4140 Office Equipment	3,139	2,000	(1,139)		(1,139)	156.9%	
4180 Accountancy Services	3,386	1,500	(1,886)		(1,886)	225.7%	
4185 Audit	2,050	2,500	450		450	82.0%	
4190 Professional Fees	5,426	3,000	(2,426)		(2,426)	180.9%	
4195 Tourism	487	500	13		13	97.4%	
4200 Web-site	1,209	2,000	791		791	60.5%	
4201 Web-site development	83	1,000	917		917	8.3%	
4990 Contingency	2,304	2,500	196		196	92.2%	
4999 Miscellaneous Costs	9,450	0	(9,450)		(9,450)	0.0%	
General Administration :- Indirect Expenditure	<b>53,925</b>	<b>47,962</b>	<b>(5,963)</b>	<b>0</b>	<b>(5,963)</b>	<b>112.4%</b>	<b>0</b>
Net Income over Expenditure	<b>349,248</b>	<b>336,113</b>	<b>(13,135)</b>				
<u>210 Democratic Services</u>							
1335 Civic Dinner Income	3,335	5,000	1,665			66.7%	
Democratic Services :- Income	<b>3,335</b>	<b>5,000</b>	<b>1,665</b>			<b>66.7%</b>	<b>0</b>
4315 Mayor's Allowance	245	1,500	1,255		1,255	16.3%	
4330 Civic Events	2,192	2,500	308		308	87.7%	
4335 Civic Dinner Expenditure	5,032	5,000	(32)		(32)	100.6%	
Democratic Services :- Indirect Expenditure	<b>7,468</b>	<b>9,000</b>	<b>1,532</b>	<b>0</b>	<b>1,532</b>	<b>83.0%</b>	<b>0</b>
Net Income over Expenditure	<b>(4,133)</b>	<b>(4,000)</b>	<b>133</b>				
<u>220 Grants</u>							
4360 Grants - SYPRC	1,000	1,000	0		0	100.0%	
4355 Grants - The Hailey Centre	1,000	1,000	0		0	100.0%	
4370 Grants - S137	54	75	21		21	72.0%	
4375 Grants - Citizens' Awards	424	1,000	576		576	42.4%	
4380 Grants - Other	2,500	2,500	0		0	100.0%	
Grants :- Indirect Expenditure	<b>4,978</b>	<b>5,575</b>	<b>597</b>	<b>0</b>	<b>597</b>	<b>89.3%</b>	<b>0</b>
Net Expenditure	<b>(4,978)</b>	<b>(5,575)</b>	<b>(697)</b>				
<u>300 Civic Centre</u>							
1400 Rental Income	250	500	250			50.0%	
Civic Centre :- Income	<b>250</b>	<b>500</b>	<b>250</b>			<b>50.0%</b>	<b>0</b>
4115 Insurance	7,326	0	(7,326)		(7,326)	0.0%	
4405 Rates	7,859	9,500	1,641		1,641	82.7%	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4410 Heat & Light	8,397	3,120	(5,277)		(5,277)	269.1%	
4415 Water	410	104	(306)		(306)	394.2%	
4420 Maintenance	4,189	2,080	(2,109)		(2,109)	201.4%	
4425 Fixtures & Fittings	83	1,040	957		957	8.0%	
4445 New Equipment	265	2,080	1,815		1,815	12.7%	
<b>Civic Centre :- Indirect Expenditure</b>	<b>28,530</b>	<b>17,924</b>	<b>(10,606)</b>	<b>0</b>	<b>(10,606)</b>	<b>159.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(28,280)</b>	<b>(17,424)</b>	<b>10,856</b>				
<b>310 Police Suite</b>							
1400 Rental Income	3,840	3,840	(0)			100.0%	
<b>Police Suite :- Income</b>	<b>3,840</b>	<b>3,840</b>	<b>(0)</b>			<b>100.0%</b>	<b>0</b>
4420 Maintenance	0	250	250		250	0.0%	
<b>Police Suite :- Indirect Expenditure</b>	<b>0</b>	<b>250</b>	<b>250</b>	<b>0</b>	<b>250</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,840</b>	<b>3,590</b>	<b>(250)</b>				
<b>320 Hailey Centre</b>							
4420 Maintenance	2,553	2,080	(473)		(473)	122.8%	
<b>Hailey Centre :- Indirect Expenditure</b>	<b>2,553</b>	<b>2,080</b>	<b>(473)</b>	<b>0</b>	<b>(473)</b>	<b>122.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,553)</b>	<b>(2,080)</b>	<b>473</b>				
<b>330 Other Rented Accommodation</b>							
4400 Rent	3,260	3,150	(110)		(110)	103.5%	
4410 Heat & Light	976	0	(976)		(976)	0.0%	
<b>Other Rented Accommodation :- Indirect Expenditure</b>	<b>4,236</b>	<b>3,150</b>	<b>(1,086)</b>	<b>0</b>	<b>(1,086)</b>	<b>134.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,236)</b>	<b>(3,150)</b>	<b>1,086</b>				
<b>400 Bullfield Allotments</b>							
1500 Allotment Rent Income	1,810	750	(1,060)			241.4%	
1510 Allotment Water Income	181	200	19			90.6%	
<b>Bullfield Allotments :- Income</b>	<b>1,992</b>	<b>950</b>	<b>(1,042)</b>			<b>209.6%</b>	<b>0</b>
4415 Water	490	500	10		10	98.1%	
4420 Maintenance	1,059	1,500	441		441	70.6%	
<b>Bullfield Allotments :- Indirect Expenditure</b>	<b>1,549</b>	<b>2,000</b>	<b>451</b>	<b>0</b>	<b>451</b>	<b>77.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>443</b>	<b>(1,050)</b>	<b>(1,493)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from C/Mis
<b>410 Bellmead Allotments</b>							
1500 Allotment Rent Income	273	120	(153)			227.1%	
1510 Allotment Water Income	23	30	8			75.0%	
<b>Bellmead Allotments :- Income</b>	<b>295</b>	<b>150</b>	<b>(145)</b>			<b>196.7%</b>	<b>0</b>
4415 Water	108	50	(58)		(58)	216.1%	
4420 Maintenance	0	250	250		250	0.0%	
<b>Bellmead Allotments :- Indirect Expenditure</b>	<b>108</b>	<b>300</b>	<b>192</b>	<b>0</b>	<b>192</b>	<b>36.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>187</b>	<b>(150)</b>	<b>(337)</b>				
<b>420 Vantorts Allotments</b>							
1500 Allotment Rent Income	253	125	(128)			202.2%	
1510 Allotment Water Income	23	25	3			90.0%	
<b>Vantorts Allotments :- Income</b>	<b>275</b>	<b>150</b>	<b>(125)</b>			<b>183.6%</b>	<b>0</b>
4415 Water	100	100	(0)		(0)	100.1%	
4420 Maintenance	250	750	500		500	33.3%	
<b>Vantorts Allotments :- Indirect Expenditure</b>	<b>350</b>	<b>850</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>41.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(75)</b>	<b>(700)</b>	<b>(625)</b>				
<b>430 Southbrook Allotments</b>							
1500 Allotment Rent Income	1,330	1,000	(330)			133.0%	
1510 Allotment Water Income	160	175	15			91.4%	
<b>Southbrook Allotments :- Income</b>	<b>1,490</b>	<b>1,175</b>	<b>(315)</b>			<b>126.8%</b>	<b>0</b>
4415 Water	200	250	50		50	79.9%	
4420 Maintenance	2,891	5,500	2,609		2,609	52.6%	
<b>Southbrook Allotments :- Indirect Expenditure</b>	<b>3,091</b>	<b>5,750</b>	<b>2,659</b>	<b>0</b>	<b>2,659</b>	<b>53.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,601)</b>	<b>(4,575)</b>	<b>(2,974)</b>				
<b>440 Cemetery</b>							
1150 Grants Received	140	0	(140)			0.0%	
1550 Burial Fees	32,685	33,594	909			97.3%	
1560 Memorial Fees	1,975	2,428	453			81.3%	
1570 Grave Digging Income	1,500	2,000	500			75.0%	
1580 Trees	1,325	6,694	5,369			19.8%	
1581 Benches	4,069	4,666	597			87.2%	
1582 Plaques	360	750	390			48.0%	
<b>Cemetery :- Income</b>	<b>42,054</b>	<b>50,132</b>	<b>8,078</b>			<b>83.9%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4029 Salary Recharge	8,199	23,065	14,866		14,866	35.5%	
4045 Subcontracted Labour	732	5,000	4,268		4,268	14.6%	
4415 Water	106	150	44		44	70.7%	
4420 Maintenance	1,630	5,000	3,370		3,370	32.6%	
4440 New Area	0	10,000	10,000		10,000	0.0%	
4520 Skip Hire	4,650	3,120	(1,530)		(1,530)	149.0%	
4530 Trees	101	1,000	899		899	10.1%	
4531 Benches	3,195	2,500	(695)		(695)	127.8%	
4532 Plaques	709	500	(209)		(209)	141.9%	
4675 Publicity	0	500	500		500	0.0%	
<b>Cemetery :- Indirect Expenditure</b>	<b>19,322</b>	<b>60,835</b>	<b>31,513</b>	<b>0</b>	<b>31,513</b>	<b>38.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>22,732</b>	<b>(703)</b>	<b>(23,435)</b>				
<b>450 Playground</b>							
4420 Maintenance	3,175	5,000	1,825		1,825	63.5%	
4580 Playschemes	0	2,000	2,000		2,000	0.0%	
<b>Playground :- Indirect Expenditure</b>	<b>3,175</b>	<b>7,000</b>	<b>3,825</b>	<b>0</b>	<b>3,825</b>	<b>45.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,175)</b>	<b>(7,000)</b>	<b>(3,825)</b>				
<b>460 Rivers Heritage Site &amp; Orchard</b>							
4700 RHSOG	2,100	2,600	500		500	80.8%	
<b>Rivers Heritage Site &amp; Orchard :- Indirect Expenditure</b>	<b>2,100</b>	<b>2,600</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>80.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,100)</b>	<b>(2,600)</b>	<b>(500)</b>				
<b>500 Groundsman</b>							
1603 Public Toilet Income	1,255	1,250	(5)			100.4%	
1610 Contract - Other	0	500	500			0.0%	
<b>Groundsman :- Income</b>	<b>1,255</b>	<b>1,750</b>	<b>495</b>			<b>71.7%</b>	<b>0</b>
4029 Salary Recharge	22,644	23,065	422		422	98.2%	
4600 Planters	1,004	1,000	(4)		(4)	100.4%	
4601 Bell St Conveniences Cleaning	8,372	10,400	2,028		2,028	80.5%	
4615 Ranger's Mower	1,415	1,500	85		85	94.3%	
4620 Ranger's Tools	2,555	1,000	(1,555)		(1,555)	255.5%	
4625 Mower Costs	0	4,000	4,000		4,000	0.0%	
4630 CCTV	3,101	2,500	(601)		(601)	124.0%	
4635 CCTV Extension	3,703	4,000	297		297	92.6%	
<b>Groundsman :- Indirect Expenditure</b>	<b>42,793</b>	<b>47,465</b>	<b>4,672</b>	<b>0</b>	<b>4,672</b>	<b>90.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(41,538)</b>	<b>(45,715)</b>	<b>(4,177)</b>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from LMR
<b>600 Fun on the Field</b>							
1670 Event Income	825	1,000	175			82.5%	
Fun on the Field :- Income	<u>825</u>	<u>1,000</u>	<u>175</u>			<u>82.5%</u>	<u>0</u>
4029 Salary Recharge	0	625	625		625	0.0%	
4045 Subcontracted Labour	0	500	500		500	0.0%	
4670 Event Costs	1,071	1,000	(71)		(71)	107.1%	
4675 Publicity	263	100	(163)		(163)	262.8%	
Fun on the Field :- Indirect Expenditure	<u>1,334</u>	<u>2,225</u>	<u>891</u>	<u>0</u>	<u>891</u>	<u>59.9%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(509)</u>	<u>(1,225)</u>	<u>(716)</u>				
<b>610 Events General</b>							
4670 Event Costs	958	1,000	42		42	95.8%	
4675 Publicity	0	500	500		500	0.0%	
Events General :- Indirect Expenditure	<u>958</u>	<u>1,500</u>	<u>542</u>	<u>0</u>	<u>542</u>	<u>63.9%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(958)</u>	<u>(1,500)</u>	<u>(542)</u>				
<b>620 Christmas Festival</b>							
1670 Event Income	585	400	(185)			146.3%	
Christmas Festival :- Income	<u>585</u>	<u>400</u>	<u>(185)</u>			<u>146.2%</u>	<u>0</u>
4029 Salary Recharge	0	1,000	1,000		1,000	0.0%	
4045 Subcontracted Labour	0	350	350		350	0.0%	
4670 Event Costs	2,144	1,000	(1,144)		(1,144)	214.4%	
4675 Publicity	320	500	180		180	64.0%	
4685 Christmas Lights	13,309	15,000	1,691		1,691	88.7%	
4690 Competitions	562	600	38		38	93.6%	
Christmas Festival :- Indirect Expenditure	<u>16,335</u>	<u>18,450</u>	<u>2,115</u>	<u>0</u>	<u>2,115</u>	<u>88.5%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(15,750)</u>	<u>(18,050)</u>	<u>(2,300)</u>				
<b>630 Markets</b>							
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	488	1,000	513		513	48.8%	
Markets :- Indirect Expenditure	<u>488</u>	<u>1,000</u>	<u>513</u>	<u>0</u>	<u>513</u>	<u>48.8%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(488)</u>	<u>6,500</u>	<u>6,988</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>640 Projects</b>							
4710 Hanging Baskets	0	1,500	1,500		1,500	0.0%	
4715 Planters Project	0	500	500		500	0.0%	
4720 Town Green	2,250	10,000	7,750		7,750	22.5%	
4725 Fair Green	0	1,200	1,200		1,200	0.0%	
4735 Remembrance Day	150	250	100		100	60.0%	
4740 War Memorial	1,700	2,500	800		800	68.0%	1,700
Projects :- Indirect Expenditure	<u>4,100</u>	<u>15,950</u>	<u>11,850</u>	<u>0</u>	<u>11,850</u>	<u>25.7%</u>	<u>1,700</u>
Net Expenditure	<u>(4,100)</u>	<u>(15,950)</u>	<u>(11,850)</u>				
6000 plus Transfer from EMR	1,700						
Movement to/(from) Gen Reserve	<u>(2,400)</u>						
<b>660 Town Selfie Walk</b>							
4029 Salary Recharge	0	500	500		500	0.0%	
4670 Event Costs	234	0	(234)		(234)	0.0%	
4675 Publicity	285	500	215		215	57.0%	
4681 Promotional Equipment	0	1,000	1,000		1,000	0.0%	
Town Selfie Walk :- Indirect Expenditure	<u>519</u>	<u>2,000</u>	<u>1,481</u>	<u>0</u>	<u>1,481</u>	<u>25.9%</u>	<u>0</u>
Net Expenditure	<u>(519)</u>	<u>(2,000)</u>	<u>(1,481)</u>				
<b>700 Sawbobus</b>							
1150 Grants Received	9,500	1,000	(8,500)			950.0%	
1151 STC Subsidy	0	15,000	15,000			0.0%	
1800 Fares	6,644	20,000	13,356			33.2%	
1820 Fuel Rebate	1,754	1,200	(554)			146.2%	
1830 Sponsorship	5,109	3,500	(1,609)			146.0%	
Sawbobus :- Income	<u>23,007</u>	<u>40,700</u>	<u>17,693</u>			<u>56.5%</u>	<u>0</u>
4029 Salary Recharge	17,223	19,234	2,011		2,011	89.5%	
4045 Subcontracted Labour	1,276	2,000	724		724	63.8%	
4800 Fuel	7,729	5,200	(2,529)		(2,529)	148.6%	
4805 Vehicle Maintenance	4,237	2,600	(1,637)		(1,637)	163.0%	
4810 Vehicle Tax & Insurance	1,944	1,500	(444)		(444)	129.6%	
4815 Vehicle 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	<u>32,409</u>	<u>41,534</u>	<u>9,126</u>	<u>0</u>	<u>9,126</u>	<u>78.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(9,401)</u>	<u>(834)</u>	<u>8,567</u>				



## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>800 Heffer GL61</b>							
1850 Vehicle Hire Income	931	1,000	69			93.1%	
Heffer GL61 :- Income	<u>931</u>	<u>1,000</u>	<u>69</u>			<u>93.1%</u>	<u>0</u>
4800 Fuel	898	625	(273)		(273)	143.7%	
4805 Vehicle Maintenance	1,083	1,500	417		417	72.2%	
4810 Vehicle Tax & Insurance	1,919	1,500	(419)		(419)	127.9%	
Heffer GL61 :- Indirect Expenditure	<u>3,900</u>	<u>3,625</u>	<u>(275)</u>	<u>0</u>	<u>(275)</u>	<u>107.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(2,969)</u>	<u>(2,625)</u>	<u>344</u>				
<b>810 Rangers Truck FT63</b>							
1850 Vehicle Hire Income	11,826	0	(11,826)			0.0%	
Rangers Truck FT63 :- Income	<u>11,826</u>	<u>0</u>	<u>(11,826)</u>				<u>0</u>
4800 Fuel	3,047	500	(2,547)		(2,547)	609.5%	
4805 Vehicle Maintenance	2,182	1,500	(682)		(682)	145.4%	
4810 Vehicle Tax & Insurance	2,916	1,500	(1,416)		(1,416)	194.4%	
4811 Purchase of WG64 KWK	10,000	0	(10,000)		(10,000)	0.0%	
Rangers Truck FT63 :- Indirect Expenditure	<u>18,145</u>	<u>3,500</u>	<u>(14,645)</u>	<u>0</u>	<u>(14,645)</u>	<u>518.4%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(6,319)</u>	<u>(3,500)</u>	<u>2,819</u>				
<b>820 Rangers Truck #2</b>							
4800 Fuel	872	500	(372)		(372)	174.4%	
4805 Vehicle Maintenance	1,666	1,500	(166)		(166)	111.1%	
4810 Vehicle Tax & Insurance	293	1,500	1,208		1,208	19.5%	
4815 Vehicle Hire	0	10,000	10,000		10,000	0.0%	
4820 Purchase of Rangers Truck #2	10,020	0	(10,020)		(10,020)	0.0%	
Rangers Truck #2 :- Indirect Expenditure	<u>12,851</u>	<u>13,500</u>	<u>649</u>	<u>0</u>	<u>649</u>	<u>95.2%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(12,851)</u>	<u>(13,500)</u>	<u>(649)</u>				
<b>910 Town Action Plan</b>							
4910 Town Action Plan Costs	0	500	500		500	0.0%	
Town Action Plan :- Indirect Expenditure	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(500)</u>	<u>(500)</u>				
<b>920 ATC Rent</b>							
1400 Rental Income	8,360	0	(8,360)			0.0%	
ATC Rent :- Income	<u>8,360</u>	<u>0</u>	<u>(8,360)</u>				<u>0</u>
<b>Net Income</b>	<u>8,360</u>	<u>0</u>	<u>(8,360)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	503,494	498,322	(5,172)			101.0%	
Expenditure	485,219	496,815	11,596	0	11,596	97.7%	
<b>Net Income over Expenditure</b>	<u>18,274</u>	<u>1,507</u>	<u>(16,767)</u>				
plus Transfer from EMR	1,700						
<b>Movement to/(from) Gen Reserve</b>	<u>19,974</u>						

Time: 12:54

## Bank Reconciliation up to 31/03/2023 for Cashbook No 1 - Current Account









Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
30/01/2023	DD	-1,005.61		-1,005.61		R	Techwyse
30/01/2023	DD18	1,005.61		1,005.61		R	Techwyse
27/02/2023	Direct		-59.40	-59.40		R	Receipt(s) Banked
28/02/2023	2285	82.17		82.17		R	Petty Cash
01/03/2023	Direct		117.67	117.67		R	Receipt(s) Banked
01/03/2023	01032023	42.00		42.00		R	WESTWOOD PARK FARM LTD
01/03/2023	7626/B	500.00		500.00		R	Dragonfly Wellness
02/03/2023	500361		459.00	459.00		R	Receipt(s) Banked
02/03/2023	500363		146.30	146.30		R	Receipt(s) Banked
02/03/2023	500362		300.00	300.00		R	Receipt(s) Banked
03/03/2023	Direct		295.17	295.17		R	Receipt(s) Banked
03/03/2023	DD	770.76		770.76		R	Techwyse
03/03/2023	7627	2,250.00		2,250.00		R	Limelight Horticultural Servic
03/03/2023	7628CORR	-59.40		-59.40		R	Saw Congregational Church
03/03/2023	7628	59.40		59.40		R	Sawb Congregational Church
06/03/2023	dd	371.49		371.49		R	The Fuelcard Company
06/03/2023	dd1	2,241.37		2,241.37		R	British Gas
07/03/2023	Direct		250.00	250.00		R	Receipt(s) Banked
08/03/2023	7642	109.20		109.20		R	KGS SIGNS
08/03/2023	DD	42.00		42.00		R	WESTWOOD PARK FARM LTD
10/03/2023	7629					R	Cartier, Laura
10/03/2023	7630					R	Sargant, Joanne
10/03/2023	7631					R	Parrish, Stephen
10/03/2023	7632					R	Dale, Lisa
10/03/2023	7633					R	Jones, John
10/03/2023	7634					R	Derrick, Viv
10/03/2023	7635					R	Hunt, Christopher
10/03/2023	7636					R	Robinson, Adrian
10/03/2023	7637					R	Crank, Darren
10/03/2023	7638					R	Langley, Graham
13/03/2023	DD2	41.57		41.57		R	Everflow Water
13/03/2023	DD3	140.40		140.40		R	The Fuelcard Company
15/03/2023	DD4	57.60		57.60		R	Affinity One Security Solution
15/03/2023	DD5	50.40		50.40		R	Quartix Limited
15/03/2023	DD6	99.24		99.24		R	Workplace Drink Solutions Limi
15/03/2023	DD1	42.00		42.00		R	WESTWOOD PARK FARM LTD
15/03/2023	Direct		90.00	90.00		R	Receipt(s) Banked
16/03/2023	DD7	79.20		79.20		R	Francotyp Postalia Limited
16/03/2023	7608	5,232.05		5,232.05		R	HMRC
16/03/2023	7609	2,728.74		2,728.74		R	Herts County Council
16/03/2023	Direct		3,965.00	3,965.00		R	Receipt(s) Banked
17/03/2023	DD8	695.47		695.47		R	British Gas
17/03/2023	7610	439.14		439.14		R	NESI
20/03/2023	7643	30.00		30.00		R	SUI Window Cleaning
20/03/2023	dd2	209.64		209.64		R	The Fuelcard Company
20/03/2023	dd3	38.18		38.18		R	Lloyds Bank plc
21/03/2023	Direct		150.00	150.00		R	Receipt(s) Banked
22/03/2023	dd4	42.00		42.00		R	WESTWOOD PARK FARM LTD

Time: 12:54

## Bank Reconciliation up to 31/03/2023 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
22/03/2023	DD	185.68		185.68		R	Engle Gas
23/03/2023	500364		414.00	414.00		R	Receipt(s) Banked
23/03/2023	500365		979.20	979.20		R	Receipt(s) Banked
24/03/2023	BCARD1	38.00		38.00		R	Amazon.co.uk
24/03/2023	BCARD2	27.82		27.82		R	Amazon.co.uk
24/03/2023	BCARD3	579.53		579.53		R	Kingfisher Direct
24/03/2023	BCARD4	16.99		16.99		R	Amazon Services Europe
24/03/2023	BAR05	11.90		11.90		R	Automobile Locksmith Limited
24/03/2023	BAR06	167.50		167.50		R	DVLA Vehicle Licensing Online
24/03/2023	BAR07	99.95		99.95		R	Amazon Services Europe
24/03/2023	BCARD8	12.98		12.98		R	Amazon Services Europe
24/03/2023	BCARD9	94.80		94.80		R	Amazon.co.uk
24/03/2023	BCARD10	3.99		3.99		R	Amazon.co.uk
24/03/2023	BCARD11	11.34		11.34		R	Amazon Services Europe
24/03/2023	BCARD12	384.00		384.00		R	SurveyMonkey
24/03/2023	BCARD13	44.40		44.40		R	Amazon.co.uk
27/03/2023	Direct		120.50	120.50		R	Receipt(s) Banked
27/03/2023	7644	330.00		330.00		R	Froom & Co Limited
27/03/2023	7646	742.80		742.80		R	Oakridge Nursery
27/03/2023	7645	195.00		195.00		R	Spellbrook Hand Car Wash
27/03/2023	7647	294.24		294.24		R	Aldrome Cars Ltd
27/03/2023	7648	59.55		59.55		R	Rowland Ridgwell Ltd
27/03/2023	7649	1,188.12		1,188.12		R	EDGE IT Systems Limited
27/03/2023	7650	1,015.20		1,015.20		R	Play Source Ltd
27/03/2023	7651	174.38		174.38		R	The Anglia Sign Casting Compan
27/03/2023	7652	21.60		21.60		R	John Miles & Son Tyre & Exhaust
27/03/2023	7653	30.00		30.00		R	Ricoch UK Limited
27/03/2023	7654	45.91		45.91		R	Southern Electric
27/03/2023	7656	140.00		140.00		R	Dale, Lisa
27/03/2023	7657	600.00		600.00		R	Tree Surgery Landscaping Contr
27/03/2023	2266	204.32		204.32		R	Petty Cash
27/03/2023	2266	204.32		204.32		R	Petty Cash
27/03/2023	dd5	306.31		306.31		R	The Fuelcard Company
27/03/2023	7655	1,000.00		1,000.00		R	Hailey Centre
27/03/2023	CANC	-174.38		-174.38		R	The Anglia Sign Casting Compan
27/03/2023	CORRE	-600.00		-600.00		R	Tree Surgery Landscaping Contr
27/03/2023	cash		204.32	204.32		R	Receipt(s) Banked
28/03/2023	dd6	182.40		182.40		R	Citation Limited
28/03/2023	7679	446.40		446.40		R	Amberol Limited
28/03/2023	BACS	450.00		450.00		R	Jim Meade
28/03/2023	DD	120.00		120.00		R	A Errington Neilson
28/03/2023	Direct		8,360.39	8,360.39		R	Receipt(s) Banked
29/03/2023	dd	42.00		42.00		R	WESTWOOD PARK FARM LTD
30/03/2023	7660	7.11		7.11		R	Carter, Laura
30/03/2023	7659	105.00		105.00		R	Jim Meade
30/03/2023	7664	120.00		120.00		R	Dave Hitch - Christines
30/03/2023	DD	1,005.61		1,005.61		R	Techwyse
30/03/2023	7661	1,552.80		1,552.80		R	Brexap Street Furniture

## Bank Reconciliation up to 31/03/2023 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
30/03/2023	7662	449.10		449.10		R 	Premier Badges Limited
30/03/2023	7663	1,770.00		1,770.00		R 	Orionescape Limited
30/03/2023	7665	150.00		150.00		R 	Fade Films
30/03/2023	500366		207.20	207.20		R 	Receipt(s) Banked
31/03/2023	Direct		1,733.00	1,733.00		R 	Receipt(s) Banked
31/03/2023	DD	202.86		202.86		R 	Dulux Decorator Centre
31/03/2023	DD8	235.49		235.49		R 	Onecom Limited
31/03/2023	DD10	770.76		770.76		R 	Techwyse
		<u>45,169.07</u>	<u>17,732.36</u>				