

Sawbridgeworth Town Council

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



MAYOR
Cllr Reece Smith

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

TOWN CLERK
Christopher Hunt CILCA, Dip. CSMP®

Cllrs E Buckmaster; R Buckmaster;
Furnace; Newell; Pagdades; Penney; 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 19th May 2025** at 7pm at The Council Office, Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.


Town Clerk
12th May 2025

AGENDA

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

- | | |
|---------------------|---|
| 25/01
[👏] | ELECTION OF TOWN MAYOR
To elect a Town Mayor for the civic year 2025/26 |
| 25/02 | DECLARATION OF ACCEPTANCE OF OFFICE
The Town Mayor to sign the Declaration of Acceptance of Office.
Town Mayor's Address |
| 25/03
[👏] | APOLOGIES FOR ABSENCE
To receive any apologies for absence |
| 25/04 | THE RETIRING MAYOR
To receive a valedictory address from the retiring Mayor, Cllr Reece Smith. |
| 25/05 | DECLARATIONS OF PECUNIARY INTEREST
To receive any Declarations of Pecuniary Interest by Members |
| 25/06
[👏] | ELECTION OF DEPUTY TOWN MAYOR
To elect a Deputy Town Mayor for the civic year 2025/26 |

- 25/07 PUBLIC FORUM**
To receive representations from members of the public on matters within the remit of the Town Council
- 25/08 MINUTES**
[📄] [👉]
To approve as a correct record the minutes of the Council Meeting held on 28th April 2025 (M10)
[Appendix A]
- To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.
- 25/09 PLANNING COMMITTEE**
[📄]
To receive and note the minutes of the Planning Committee Meeting held on 28th April 2025 (P19)
[Appendix B]
- 25/10 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
To receive new Mayor's appointments and communications
- 25/11 REPRESENTATIVES REPORTS**
[📄]
To receive representatives reports from:
[📄]
 - County Councillor
 - District Councillors
 - Hertfordshire Police
 - Other Representatives
 - Cllr R Buckmaster
 - Cllr A Furnace
 - Cllr S Penney Sports Association
 - Cllr S Smith The Hailey Centre*[Appendix C]*
- 25/12 CLERKS REPORT**
[📄]
To receive the Town Clerks' report for the month of May 2025
[Appendix D]
- 25/13 COMMITTEE STRUCTURE**
[📄] [👉]
To agree a Committee structure for the year 2025/26
[Appendix E]
- 25/14 COMMITTEES**
[📄] [👉]
To appoint Members to Committees, sub-Committees, Working Parties and Task and Finish Groups for the year 2025/26.
[Appendix F]
- 25/15 DELEGATION OF AUTHORITY**
[👉]
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.
- 25/16 CHAMPIONS AND REPRESENTATIVES**
[📄] [👉]
To appoint Members as Champions and Representatives for areas of Council responsibility. *[Appendix G]*
- 25/17 SUBSCRIPTIONS**
[📄] [👉]
To consider the payment of the Subscriptions for the year 2025/26
[Appendix H]

25/18
[📄] [👉]

CALENDAR OF MEETINGS

To consider and approve the Calendar of Council and Committee meetings for the year to June 2026.
[Appendix I]

25/19
[📄] [👉]

STANDING ORDERS

To approve the continuation of current Standing Orders
[Appendix J]

25/20
[📄] [👉]

FINANCIAL REGULATIONS

To approve the continuation of current Financial Regulations.
[Appendix K]

25/21
[📄] [👉]

GENERAL POWER OF COMPETENCE

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.
[Appendix L]

25/22

DEPOSIT & CONSULTATION DOCUMENTS

To note receipt of any Documents for Noting and Consultation

25/23

FINANCIAL REPORT

To note the current Financial Report
[Appendix M]

25/24

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.