

# SAWBRIDGEWORTH TOWN COUNCIL

## ANNUAL MEETING OF THE TOWN COUNCIL Minutes

of the Annual Meeting of Sawbridgeworth Town Council held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7.30 pm on **Tuesday 28 May 2013**.

### Those present

Cllr Jane Adams  
Cllr Angela Alder  
Cllr Eric Buckmaster  
Cllr Pat Coysten  
Cllr Derek Filler  
Cllr Barry Hodges

Cllr Peter Mitchell  
Cllr Will Mortimer  
Cllr Brian Rochester  
Cllr Tom Reeks  
Cllr Joyce Vincent  
Cllr Andrew Wincott

In attendance:  
PC Russell Jones – Herts Police  
R Bowran - Town Clerk

Eleanor Patmore – H&E Observer  
4 members of the public  
Joanne Kenny – Town Projects Manager

Welcome by the Mayor, prayers were read by Cllr Reeks

### 13/01 ELECTION OF TOWN MAYOR

**Resolved:** Town Mayor for the year 2013/14 is Cllr Angela Alder.  
*[prop Cllr Buckmaster; secd Cllr Filler]*

### 13/02 DECLARATION OF ACCEPTANCE OF OFFICE

The Town Mayor signed the Declaration of Acceptance of Office  
Town Mayor's Address:

In accepting the Office of Mayor for the coming year I wish publicly to place on record our thanks to our outgoing Mayor Cllr Barry Hodges for his year of outstanding service to our town of Sawbridgeworth. This has indeed been a year of many "firsts" for you and you have fulfilled all your public duties with dignity and good humour especially remembering your stoical fortitude in the unremitting rain at the Jubilee festivities at Leventhorpe School. It is my pleasure on behalf of the people of Sawbridgeworth, our Town and District Councillors and County Councillor also not forgetting our own staff to thank you for your memorable contribution to the life and history of Sawbridgeworth during 2012/13.

Fellow Councillors, I would like to thank you for the honour bestowed on me to serve as your Mayor during the coming year.

I would now like to take a few minutes outlining some of the key issues still confronting Sawbridgeworth at this time and how we might address them as a community.

One of the first will be to invite representatives from community groups to refresh our Town Action Plan. I am delighted to say that the aims in the current plan have all been achieved and we can feel justifiably pleased with the outcome. However, we now need to address the growing needs of residents and to be particularly mindful of the pressure on this town for additional housing and development. We will need to be vigilant in protecting what we value in our town while recognising the inevitability of calls for development.

Our role will be to ensure that this is on a small scale in keeping with the

current infrastructure. Indeed, at the present time we have parents in Sawbridgeworth who cannot get their children admitted to our own local schools. We must ensure that our District Councillors take a strong message to East Herts Council when the District Plan is being formulated and prior to its publication as part of the wider consultation process.

In the wider picture we are between two large towns and what affects their development will also impact on us, for example, confronting the town is the continued threat of Harlow North – it is as real now as it was back at the turn of the century. The current description of the proposed development is a necklace of villages. This is trying to paint a picture of some idyllic pastoral scene – don't be fooled - this is a development of immense size right on our doorstep putting acres and acres of land under unremitting concrete. We must continue to press the District Council not to include such a monstrosity in the District Plan.

During my year I will continue vigorously to support the "All About Sawbridgeworth" initiative driven by the businesses and supported by this Council together with our monthly Farmers' Markets.

I look forward to visiting our schools, uniformed organisations, youth groups, community groups, church groups and attending the wide variety of community events taking place during the year. These community activities demonstrate the essence of our values let us celebrate them together with real pride in our town.

I, for one, pledge myself to do all within my power to enhance the quality of life for all our residents during my year in office and with your help much can be achieved.

In conclusion I would like to say that my chosen charity for the year is the Teenage Cancer Trust particularly in memory of young Josh Taffs who sadly died age 17 last October. I hope you will all feel able to support any of the fund raising events being organised to benefit this Charity.

### **13/03 APOLOGIES FOR ABSENCE**

Apologies were received from County Cllr Roger Beeching.

### **13/04 THE RETIRING MAYOR**

The Mayor presented the retiring Mayor, Cllr Barry Hodges, with a Past Mayor's Medallion.  
Cllr Hodges reviewed his year.

I have had the honour and the privilege to serve this town as mayor for the past year, it has been an extraordinary year and I have been lucky enough to have been involved with so many special occasions which included the conclusion of many of this council's projects and aspirations, achievements which both the Council and staff should be proud.

My wife and I have made many new friends and acquaintances and we have both enjoyed our year enormously.

There were many memorable highlights but I felt especially honoured following the town twinning visit to Bry-sur-Marne in September last year when the mayor of Bry extended his personal invitation to me together with a small party of friends and colleagues to return in May to take part in their Civic ceremonies to honour the fallen and commemorate victory. It was also an opportunity to meet the German delegation.

As you know my chosen charity was Help for Heroes and due to an amazing amount of support and hard work by many of you we were able to hand over a cheque in the sum of £3,250.

To those of you who attended the civic dinner I am sorry we chose a particularly cold evening but having said that we had a fantastic time which I might add is still being talked about! To those of you who did not attend, you missed Sawbridgeworth's event of the year which was for a very worthwhile cause.

I offer the incoming Mayor and deputy Mayor my congratulations and wish them a very happy and eventful year

I conclude by saying a very big thank you to all for your support, for allowing me to be your mayor, and like Arnold, God willing I shall be back.

**13/05      DECLARATIONS OF PECUNIARY INTEREST**

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

**13/06      ELECTION OF DEPUTY TOWN MAYOR**

**Resolved:** Deputy Town Mayor for the year 2013/14 is Cllr Andrew Wincott. *[prop Cllr Hodges; secd Cllr Coysten]*

**13/07      PUBLIC FORUM**

To receive representations from members of the public on matters within the remit of the Town Council. None were made.

**13/08      MINUTES**

**Resolved:** To approve as a correct record the minutes of the Council Meeting held on 29 April 2013 (M11) *[prop Cllr Filler; secd Cllr Vincent]*

To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda. Clerk reported that following Mr Norman Manion reporting at the previous meeting that the road surface in Millfields had not been repaired, Mr Manion had telephoned to say that the repairs has now been carried out.

**13/09      PLANNING COMMITTEE**

**Received and Noted:** The Minutes of the Planning Committee Meetings held on:

- 29 April 2013 (P20)
- 13 May 2013 (P21)

**13/10      AMENITIES COMMITTEE**

**Received and Noted:** The minutes of the Amenities Committee Meeting held on:

- 13 May 2013 (A04)

**13/11      MAYOR'S CORRESPONDENCE/COMMUNICATIONS**

Mayor's communications

- 16 May: attended Hertford Mayor making
- 19 May: attended Hertford Civic Service; Bishops Stortford Civic Service
- Sawbridgeworth Civic Service will be held at 3pm on Sunday 07 July at Great St Mary's church.

**13/12      REPRESENTATIVES & CHAMPIONS REPORTS**

To receive representatives reports from:

- County Councillor Roger Beeching was not present but sent his congratulations to the new Mayor and deputy Mayor.

- District Councillor Eric Buckmaster congratulated the Mayor and Cllr Reeks on their election and opined that Cllr Filler had filled the role well over the past year and reported.
  - The Stage 2 consultation on the SLAA covered only 5 sites and therefore he revoked his call for an extra council meeting on 11 June, and that it would not now take place.
- Hertfordshire Police, PC Ray Larcombe congratulated the Mayor and Cllr Reeks on their election and reported:
  - Sawbridgeworth was top of the league with the lowest crime rate in Hertfordshire.
  - There were 23 crimes in the month: counterfeit notes, 4 burglaries but some “names in the frame”
  - He asked if the Council could contribute to a Quad Bike for the area. Cllr Beeching said he would be amenable to such a request
- Footpaths Officer, Cllr Brian Rochester reported:
  - Good weather and no additional vandalism.

12/14

#### CLERK'S REPORT

- **Register of Interests** Members are reminded that they need to refresh their Register of Interests if appropriate. We are now required to place these on our web-site.
- **Code of Conduct** The council is required under the Localism Act 2011 to introduce a new Code of Conduct by 01 July 2012.
- **Extra Council Meeting** There will be an extra Council meeting on 11 June to discuss the second phase of the SLAA leading to the creation of the District Plan.
- **Newsletter** Spring edition has been published together with an advertising flyer for the Jubilee events. Distribution is now being carried out by the Guides.
- **Farmers Market** EHDC have ceased providing stalls so we must consider alternatives to keep the market going. There is a proposal elsewhere on this agenda.
- **Fly Posting** Town Clerks from the five towns are undergoing training in the processes needed now that there is an agreement from EHDC to proceed with this project.
- **General Power of Competence** As part of the Localism Act, Town Clerks are being trained in the use of the Power of General Competence. This will give the Council greater scope for action for the benefit of the community.
- **Town Ranger** Steve Parrish has joined the staff as Town Ranger. He replaces Gary Woods as grounds man and adds to his other tasks including rendering assistance to the Footpaths Officer.
- **Civic Centre** Work commenced on the refurbishment and extension on 14 May and is scheduled to be completed by the end of November this year. Liaison meetings have taken place with neighbouring residents. Gerry Connolly will be keeping a photographic record.
- **Bell Street car park.** The proposal is confirmed and will commence in August. Meeting scheduled with the Parking Manager to agree details of publicity and monitoring
- **Sawbobus** Sawbobus is back on the road after repairs lasting six weeks. We have purchased a second hand bus from Herts CC, paid

for by a subsidy from them, which is mitigating our additional costs of keeping the service running. We have received a fuel rebate of just over £1,000 from the Department of Transport.

- **Minibuses** A series of accidents causing over £600 of damage will mean that the conditions of hire will have to change to make the hiring organisation financially responsible for damage to the vehicles.
- **Security Cameras** The cameras recommended by Herts Police have been purchased and are waiting installation.
- **May Fayre 2012** Went off without significant incident, A post event review with police will take place. Event marred by the actions of wheel clampers in The Square,

**12/15 THE HAILEY CENTRE**

1. **Received:** The Hailey Centre Executive Committee Chairman's Report for 2011
2. **Received:** The Hailey Centre Statement of Accounts for the year ending 31 December 2011 *[attached as Appendix A]*

**12/16 SAWBRIDGEWORTH YOUNG PEOPLES RECREATION CENTRE**

1. **Received:** the SYPRC Chairman of Management Committee's Report for 2011
2. **Received:** the SYPRC Statement of Accounts for the year ending 31 December 2011. *[attached as Appendix B]*
3. **Resolved:** To appoint four Committee Members, Cllrs Alder Filler, Reeks and Rochester, and to elect a Chairman, Cllr Filler, for the SYPRC Management Committee for 2012/13

**12/17 COMMITTEES**

1. **Resolved:** To confirm Committee structure for the year 2012/13 *[prop Cllr Buckmaster; secd Cllr Filler]*  
*[structure attached as Appendix C]*
2. **Resolved:** To appoint Committee members for the year 2012/13 *[prop Cllr Coysten; secd Cllr Rochester]*  
*[appointments attached as Appendix D]*
3. **Resolved:** To delegate authority to Chairman and Deputy Chairman of Planning Committee to respond on behalf of the Council in the months of August and December *[prop Cllr Filler; secd Cllr Alder]*

**12/18 CHAMPIONS**

**Resolved:** To appoint members as Champions for areas of Council responsibility *[prop Cllr Buckmaster; secd Cllr Rochester]*  
*[appointments attached as Appendix E]*

**12/19 REPRESENTATIVES**

**Resolved:** To appoint/nominate representatives to serve on other organisations. *[prop Cllr Mitchell; secd Cllr Wincott]*  
*[appointments attached as Appendix F]*

**12/20 SUBSCRIPTIONS**

**Resolved:** To consider the payment of the Subscriptions for the year

2010/11 [prop Cllr Alder; secd Cllr Filler]  
[schedule of subscriptions attached as Appendix G]

**12/21 CALENDAR OF MEETINGS**

**Resolved:** To consider and approve the Calendar of Council and Committee meetings for the year to June 2013 [prop Cllr Alder; secd Cllr Rochester]  
[schedule attached as Appendix H]

**12/22 FARMERS MARKET**

Members received a report from the Clerk on the consequences of the withdrawal of support by East Herts District Council. (They have provided the loan of Market Gazebos since the inception of the market). The report contained a proposal for the acquisition of a set of market stalls to ensure the continuation of the market and to provide a community asset.

**Resolved:** To approve the expenditure of up to £7,500 from capital reserve for the project. [prop Cllr Buckmaster; secd Cllr Filler]

**12/23 SAWBRIDGEWORTH TOWN ACTION PLAN**

Clerk reminded Members that the current action plan was for 2009-2103. He distinguished between a Neighbourhood Plan and a Town Action Plan.

**Agreed as a matter of policy:** that the Town Council will proceed to prepare an successor Town Action Plan for the years 2014 – 2020 and that the working party should start work on it.

**12/24 DEPOSIT & CONSULTATION DOCUMENTS**

Second stage consultation on the Strategic Land Availability Assessment (SLAA). Clerk briefed Members and stated that as the consultation was a much reduced version of what EHDC had led the Council to believe, it had been agreed with the Chairman of the F&P Committee that there was now no need to call an extra meeting of Council on 11 June.

**12/25 FINANCIAL REPORT**

**Noted:** The current Financial Report

**12/26 ACCOUNTS FOR PAYMENT**

**Noted and Approved:** Accounts for payment

Meeting was closed at 21:12

The next meeting of the Town Council will be held at 7.30 pm on Monday 25 June 2012 in the Council Offices at 49/51 Bell Street Sawbridgeworth



# FRIENDS OF THE HAILEY DAY CENTRE

## REPORT FOR THE YEAR 2011/12

### Objects and Powers

**The Trust is established for the benefit of older people in the Parish of Sawbridgeworth with the object of improving their quality of life.**

The Board met on four occasions during the period covered by this report and has dealt with matters relating to the efficient running of the Centre including reviewing the health and safety policy, financial management arrangements, staffing issues and rates of pay together with the upgrading of the Centre.

The serving Trustees are:

Councillors - Mrs. Angela Alder    )  
                  Mrs. Pat Coysten    ) four year terms until May 2015  
                  Mr. Peter Mitchell    )

Community - Mr. Robin Davidson    )  
                  Mr. Tony Fitch        ) three year terms until May 2013  
                  Mr. Ralph Reed        )  
                  Mr. Steve Robertson    )

Mr. Eric Buckmaster    ) East Herts Council appointed June 2011

The Trustees are very grateful to the Town Council for the grant towards the cost of utilities, to the District Council for a grant under the Health Inequalities scheme towards the running of the Pilates class, to Hertfordshire County Council Health and Community Services for its grant towards staffing costs. Unfortunately in this year we have had a reduction of 25% in that particular funding stream. The Centre was delighted to be chosen by the local Golf Club to be their charity of the year and resulted in a donation of £6,800 towards the cost of a much needed new cooker and blinds for the Centre which have now been ordered through the Town Council. The Board gratefully acknowledges the contribution from all these sources which are helping to keep the Centre a welcoming, attractive and vibrant place to visit for the older people of Sawbridgeworth.

The new Manager, Mrs. Linda Cullum, who was appointed in September 2011 has settled in well and coped with the complexities of the job most efficiently. She is proving a valuable addition to the Centre staff. We also had a change in catering staff with the resignation of Mrs. Stevens. However, we were delighted to be able to entice Mrs. Gill, a former cook, back into our employment.



The Management Committee has met regularly throughout the year and offered sound and practical advice to the Board which has been warmly received and acted upon.

As recorded in last year's Report the Manor of Groves Golf Club donated £6,800 to the Centre. This donation was spent on the following items, a new super cooker, blinds to enhance the cinema experience, cutlery to complete the refurbishment of our table ware, a laptop used for the cinema afternoons and in the Silver Surfers sessions, additional I.T. software, kitchen equipment for the cooks and a shed for extra storage space for the Centre. The Board wishes to place on record its heartfelt thanks to the Golfers at the Manor of Groves Club, their generosity has enabled the Trustees to greatly improve the facilities at the Centre for the benefit of our service users.

In March the Board organised the annual "Thank you" lunch for our wonderful volunteers which was well attended by the volunteers plus their partners or friends.

The Centre activities throughout the year have been well supported and the outings and events enjoyed to the full by Centre users and their friends. The Centre provided 4432 lunches this year, 2084 users for the lunch time transport and 520 seats on food shopping trips, 14 days out and 2 holidays. The Centre now runs two keep-fit sessions, on Mondays and Tuesdays each with a full complement of participants. The Silver Surfers on Thursday mornings is "manned" by volunteer instructors and has all slots filled. The whist, bingo and art sessions along with craft and decoupage are also fully supported. Unfortunately, this year Stan Staines who ran the gardening club and wrote the gardeners' section in the Newsletter has had to give it up due to ill health. We wish him well and thank him for his dedication to the Centre over many years. The gardens around the Centre are still tended by our stalwart volunteers. The quiz and film show afternoons continue to prove highly popular. Two additional activities have been included this year with the photography class and a poetry group meeting each month. A new camera club has been started by some of the people attending the photography class and meets fortnightly at the Centre. The usual fund raising events such as the May Fayre, Summer Fete and Christmas fund raiser together with the various raffles throughout the year and the bi-monthly Farmers' Market have all contributed to the vitality of life at the Centre. All these activities have increased not only the income but raised the profile of the Centre and what it can offer to older people in Sawbridgeworth.

The visiting Chiropodist delivered 340 treatments this year, the Hearing Aid Specialist has attended the Centre on a regular basis and their professional expertise is very much appreciated by the people they serve. This year we have had to ask those using the Hearing Aid facility for a small contribution of 50p per visit to help cover some of the cost associated with running the Centre. The new

Manager is continually looking to see where new activities might be introduced for the benefit of the Centre users.

In January the Centre held its fourth New Year Celebration lunch party with entertainment and for the second time at the Hunters' Meet at Hatfield Heath when we again pleased to have the Mayor of Sawbridgeworth with us for the event. The function was a huge success and attended by a hundred of the regular users of the Centre. Following on from last year's New Year event our visitors requested a mid year lunch which attracted over sixty of our regular lunch time attendees to enjoy another excellent meal at the Hunters' Meet.

The Centre has received regular press coverage over the twelve months giving a positive picture of a Centre for older people being active, leading fulfilled lives and enjoying themselves with much of this attributable to our present and former Managers with their vision for engaging older people in a proactive role.

The Board wishes to acknowledge with grateful thanks the valuable contribution of the volunteers who give over 200 volunteer "man" hours per month to the running of the Centre and without whose willing help the Centre would not be the vibrant and happy place it is today. The Board would also wish to place on record its thanks for the efforts of all staff who provide a friendly and welcoming environment for all visitors and users of the Hailey Centre throughout the period of this report.

Angela Alder  
Chairman of the Board of Trustees  
April 2012

## FRIENDS OF THE HAILEY DAY CENTRE

### Independent Examiner's Report to the Trustees of the Friends of the Hailey Day Centre (Registered Charity No 1030820)

This report on the accounts of the Friends of the Hailey Day Centre ('the charity') for the year ended 31<sup>st</sup> December 2011, consisting of the attached Receipts and Payments Account and Notes to the Accounts, is in respect of an examination carried out under section 43 of the Charities Act 1993 ('the Act').

#### Respective responsibilities of Trustees and Examiner

As the charity's Trustees you are responsible for the preparation of the accounts and consider that the audit requirement of section 43(2) of the Act does not apply and that an independent examination is required. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, where particular matters have come to my attention.

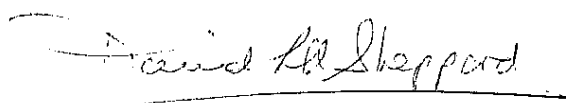
#### Basis of independent Examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 43(7)(b) of the Act. That examination includes a review of the accounting records kept by the charity and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

#### Independent Examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 41 of the Act; and
  - to prepare accounts which accord with the accounting records and comply with the requirements of the Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



D L A Sheppard BA (Hons), FCA  
21 Avenue Road  
Bishop's Stortford  
Hertfordshire  
CM23 5NT  
2<sup>nd</sup> April 2012

**THE HAILEY CENTRE**  
Registered Charity No : 1030820

**Balance Sheet - Statement of Assets at 31 December 2011**

	Balance at	01/01/2011	01/01/2010
High Interest Account (Lloyds)	£	28,793.24	£ 28,358.41
Current Account (Lloyds)	£	4,169.50	£ 2,713.59
Petty Cash Float	£	50.00	£ 50.00
Net (payment)/receipts		£6,735.02	£1,890.74
	£	39,747.76	£ 33,012.74

	Balance at	31/12/2011	31/12/2010
High Interest Account (Lloyds)	£	-	£ 28,793.24
Current Account (Lloyds)	£	-	£ 4,169.50
Current Account(Barclays)	£	4,687.19	
Savings (Barclays)	£	20,010.57	
Reserve	£	15,000.00	
Petty Cash Float	£	50.00	£ 50.00
	£	39,747.76	£ 33,012.74

# THE HAILEY CENTRE

## RECEIPTS AND PAYMENT ACCOUNT FOR THE YEAR ENDED 31 DECEMBER 2011

			2011	2010
	Note	£	£	
<b>RECEIPTS</b>				
<i>Events</i>				
Outings		6,676	8,990	
Various other activities		32,518	31,024	
Transport provided		4,195	4,347	
		<u>43,390</u>	<u>44,361</u>	
<i>Fund Raising</i>				
Grants and Contracts	3	19,497	18,833	
Hiring out Day Centre		6,661	4,789	
Craft Sales		667	1,023	
Donations	4	9,988	3,971	
Lottery		9,514	9,624	
Sales of diaries and cards		1,752	1,117	
Other fund raising activities		6,268	3,800	
		<u>54,346</u>	<u>43,157</u>	
<i>Financial</i>				
Interest		25	12	
Miscellaenous		197	213	
		<u>222</u>	<u>225</u>	
		<u>97,957</u>	<u>87,742</u>	
<b>PAYMENTS</b>				
<i>Events</i>				
Outings		7,028	5,562	
Various other activities		20,442	19,977	
Transport provided		4,160	3,778	
Lottery		8,280	8,080	
		<u>39,910</u>	<u>37,397</u>	
<i>Support</i>				
Admin staff salaries	7	32,874	31,886	
Staff training		90	102	
Repairs and Maintenance		4,893	5,497	
Equipment rental and supplies		2,320	2,208	
Utilities and insurance	6	3,735	4,348	
Miscellaeneous		0	440	
Bank Charges		160		
		<u>44,072</u>	<u>44,482</u>	
<i>Equipment</i>	5	<u>7,240</u>	<u>3,972</u>	
		<u>91,222</u>	<u>85,851</u>	
EXCESS OF RECEIPTS OVER PAYMENTS for the year		6,735	1,891	
Cash funds brought forward		33,013	31,122	
Cash funds carried forward	2 & 8	<u>39,748</u>	<u>33,013</u>	

Approved by the Trustees on \_\_\_\_\_ and signed by \_\_\_\_\_

Chair Person

NOTES TO THE ACCOUNTS FOR THE YEAR ENDED 31 DECEMBER 2011

1	Basis of Accounting		
	The accounts are prepared on a receipts and payments basis.		
2	Net Assets		
	There are no assets other than the cash funds shown on the Receipts and Payments Account. At 31 December, they comprised:		
		2011	2010
	Barclays Bank plc		
	Savings Account	20,011	28,793
	Reserves	15,000	
	Current Account	4,687	4,170
	Petty Cash Float	50	50
		<b>39,748</b>	<b>33,013</b>
3	Contracts		
	HCC Adult Care Services	16,596	15,693
	Grants		
	East Herts District Council	270	1,140
	Sawbridgeworth Town Council	2,000	2,000
4	Donations		
	Manor of Groves Golf Club	6,800	
	Gerry Conolly "shave-off"	546	
	Newsletter sponsorship	305	
	CVS Broxbourne		3,971
5	Equipment (Funded by Manor of Groves Golf Club donation)		
	Cooker	2,928	
	Blinds	1,940	
	Laptop	570	
	Cutlery	336	
	Shed	325	
	Accounting software	354	
	(Funded by CVS Broxbourne donation)		
	Kitchen Equipment	629	3,972
6	Utilities, insurance and licences		
	Electricity	803	1,890
	Gas	1,258	
	Water	345	143
	Telephone	501	464
	Insurance & Licences	828	1,851
7	Staff salaries and expenses		
	Inland Revenue tax bill	3,510	3,844
	Salaries and expenses	29,364	28,042
		<b>32,874</b>	<b>31,886</b>
8	Expenditure incurred carried over to following year	372	

## SYPRC Annual Report for 2011

**SAWBRIDGEWORTH YOUNG PEOPLE'S RECREATIONAL  
CENTRE MANAGEMENT COMMITTEE**  
(Charity Number 302466)

**REPORT FOR THE YEAR 2011/12**

**Objects and Powers**

**The purpose of the Centre is to help and educate the children and young people of Sawbridgeworth through their leisure time activities so to develop their physical, mental and spiritual capacities that they may grow to full maturity as individuals and as members of society and that their conditions of life may be improved.**

The Management Committee met on six occasions during the period covered by this report and has dealt with matters relating to the efficient running of the Centre.

The Management Committee consists of the following individuals

Cllr. S. Butler – Chairman (resigned March 2012)	) Town
Cllr. Mrs. A. Alder – Hon. Secretary and Vice Chair	) Council
Cllr. D. Filler	) Appointees
Cllr. B. Rochester	)
Mr. R. Alder – Hon. Treasurer	) Appointed
Mrs. G. Hawkins	) by the Town
Mr. C. Lynch	) Council
P.C. Ray Larcombe	

Mrs. L. Dale – Centre Manager attends all Management Committee Meetings, manages the hall bookings, deals with problems, oversees the cleaning arrangements and sends out the invoices. She is paid a small honorarium.

There have been a number of major changes in the management of the Centre during this year. The first concerned the decision by a long term hirer to vacate the Centre on her retirement from running the Bullfields Pre-school Nursery. The Management Committee had been approached by the High Wych Pre-school Nursery seeking to hire the Centre so it was fortunate that the Committee was in a position to offer the facility with only the loss of half a term's income during the transition period. We are delighted to report that the new Pre-school Nursery has settled in very well and that our facility is now fully utilised with a very successful nursery available to the parents of pre school children. The Pre-school Nursery in its Ofsted report was categorised as Excellent.

The second change came about with the Management Committee requiring regular hirers to move to a Standing Order method of collecting fees which has greatly assisted the financial control and reduced late payment of fees.

**Independent Examiner's Report to the Trustees of the  
Sawbridgeworth Young People's Recreational Centre  
(Registered Charity No 302466)**

This report on the accounts of Sawbridgeworth Young People's Recreational Centre ('the charity') for the year ended 31<sup>st</sup> December 2011, as set out on pages 1 and 2 attached, is in respect of an examination carried out under section 43 of the Charities Act 1993 ('the Act').

**Respective responsibilities of Trustees and Examiner**

As the charity's Trustees you are responsible for the preparation of the accounts; you consider that the audit requirement of section 43(2) of the Act do not apply. It is my responsibility to state, on the basis of procedures specified in the General Directions given by the Charity Commissioners under section 43(7)(b) of the Act, where particular matters have come to my attention.

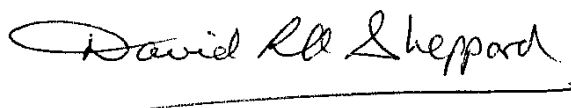
**Basis of independent Examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission under section 43(7)(b) of the Act. That examination includes a review of the accounting records kept by the charity and a comparison of the accounts with those records. It also includes considering any unusual items or disclosures in the accounts and seeking explanations from you as Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

**Independent Examiner's statement**

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirements
  - to keep accounting records in accordance with section 41 of the Act; and
  - to prepare accounts which accord with the accounting records and comply with the requirements of the Acthave not been met; or
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



D L A Sheppard BA (Hons), FCA  
21 Avenue Road  
Bishop's Stortford  
Hertfordshire  
CM23 5NT  
26<sup>th</sup> May 2011



# Sawbridgeworth Young People's Recreation Centre

## Income and Expenditure Account 2011

		2011	2010
Income			
Lettings (Regular) Note 1	14,677.55	18,947.51	
Letting (Occasional)	2,570.50	4,174.52	
Rent Receivable	234.00	-	
Grants Received	550.00	2,000.00	
Interest receivable	0.92	1.30	
		18,032.97	25,123.33
Expenditure			
Accounting & Administration Services	-	652.97	
Waste disposal	1,117.70	-	
Insurance	681.15	2,067.00	
Utilities	3,240.45	3,973.33	
Cleaning	4,381.50	4,714.93	
Repairs & Maintenance	8,641.00	3,001.87	
Service Charge	1,927.94	209.87	
Printing, Postage & Stationery	107.76	19.77	
Telephone	134.16	137.21	
Depreciation	1,188.00	1,188.00	
Bank Charges	-	5.87	
Equipment Purchased	822.54	2,270.84	
General Expenses	153.26	-	
Interest Payable	-	49.48	
		22,395.46	18,291.14
Net Surplus / (Deficit)		<u>(4,362.49)</u>	<u>6,832.19</u>

Notes      1      Rents owed include approximately £2,000 subject to completion of lease renewal

## Balance Sheet as at 31st December 2011

General Reserve			
Brought Forward	286,604.48	279,772.29	
Net Surplus / (Deficit)	(4,362.49)	6,832.19	
Carried Forward	<u>282,241.99</u>	<u>286,604.48</u>	
Represented By:-			
Assets			
Premises	260,655.00	260,655.00	
Playground Equipment	12,250.42	13,438.42	
	272,905.42	274,093.42	
Less			
Long Term Loan - STC	-	-	
Current Assets			
Debtors	-	-	
Deposit Account	1,862.31	1,861.39	
Current Account	7,474.26	10,649.67	
	<u>9,336.57</u>	<u>12,511.06</u>	
Less:			
Creditors	-	-	
	-	-	
	9,336.57	12,511.06	
	<u>282,241.99</u>	<u>286,604.48</u>	

# Sawbridgeworth Young People's Recreation Centre

## Notes to the Financial Statements for the year ended 31<sup>st</sup> December 2011

### 1. Accounting Policies

#### Accounting Conventions

The financial statements have been prepared under the historical cost convention and the Trustees have elected to keep records on the receipts and payments basis.

#### Fixed Assets

Depreciation is provided at a rate calculated to write off each asset over its useful life.

#### Taxation

The charity is exempt from taxation on its charitable activities

#### Fund Accounting

Unrestricted funds can be used in accordance with the charity's objectives and at the discretion of the Trustees.

Restrictive funds can only be used for particular restrictive purposes and within the objectives of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

### 2. Trustees Remuneration and Benefits

#### Trustees Remuneration

Trustees are not paid and do not receive any benefits

#### Trustees Expenses

Trustees can be reimbursed for expenses incurred in furthering the charity's objectives and activities. Any such expense is approved by two other trustees prior to payment.

### 3. Staff Costs

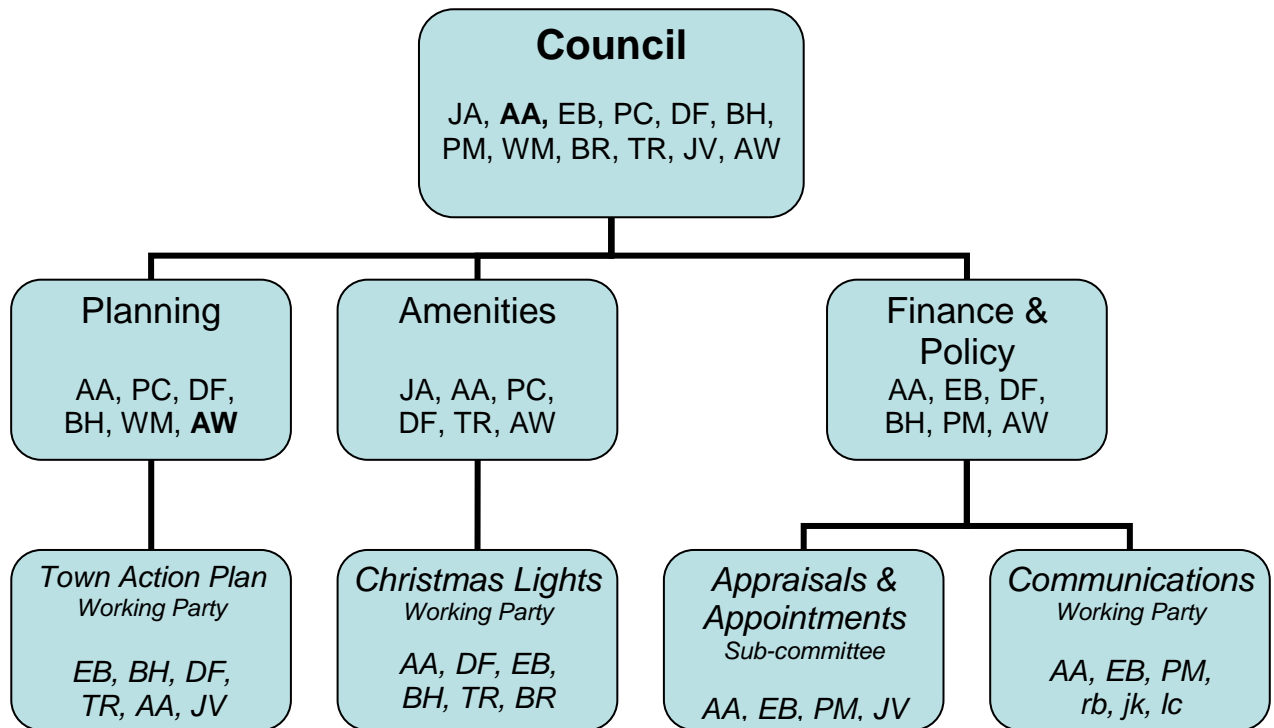
The charity has no employees.

### 4. Fixed Assets

	<u>2011</u> £	<u>2010</u> £
<b>Cost</b>		
Brought Forward 1 <sup>st</sup> January	17,806.42	17,806.42
Costs capitalised		
Disposals		
Carried Forward 31 <sup>st</sup> December	<u>17,806.42</u>	<u>17,806.42</u>
<b>Depreciation</b>		
Brought Forward 1 <sup>st</sup> January	4,368.00	3,180.00
Charge for year	1,188.00	1,188.00
Released on disposals		
Carried Forward 31 <sup>st</sup> December	<u>5,556.00</u>	<u>4,368.00</u>
<b>Net Book Value 31<sup>st</sup> December</b>	<u><b>12,250.42</b></u>	<u><b>13,438.42</b></u>

### 5. Movement in Funds

There are no restricted funds; movements in funds are shown in the Balance Sheet.

**Committee Structure & Members 2013/14**

**Committees, Sub Committees and Working Party Members 2012/13**

**Planning Committee**

- Cllr Alder
- Cllr Coysten
- Cllr Filler
- Cllr Hodges
- Cllr Mortimer
- Cllr Wincott

**Town Action Plan Working Party**

- Cllr Alder
- Cllr Buckmaster
- Cllr Reeks
- Cllr Filler
- Cllr Hodges
- Cllr Vincent

**Amenities Committee**

- Cllr Alder
- Cllr Buckmaster
- Cllr Coysten
- Cllr Filler
- Cllr Hodges
- Cllr Rochester

**Christmas Lights Working Party**

- Cllr Buckmaster
- Cllr Filler
- Cllr Hodges
- Cllr Rochester

**Finance & Policy Committee**

- Cllr Alder
- Cllr Buckmaster
- Cllr Filler
- Cllr Hodges
- Cllr Lowe
- Cllr Mitchell

**Accommodation Sub Committee**

- Cllr Alder
- Cllr Buckmaster
- Cllr Filler
- Cllr Hodges
- Cllr Vincent
- Cllr Wincott

**Appraisals & Appointments Sub Committee**

- Cllr Alder
- Cllr Buckmaster
- Cllr Mitchell

**Champions in 2011/12**

- **Allotments**
  - Cllr Buckmaster
- **Cemetery**
  - Cllr Vincent
- **Footpaths & Open Spaces**
  - Cllr Rochester
- **Floral Displays / Planters**
  - Cllr Coysten
- **Young People**
  - Cllrs Mortimer & Reeks
- **Town Action Plan Monitoring**
  - Cllr Vincent
- **Emergency Plan**
  - Cllr Hodges
- **Farmer's Market**
  - Cllr Rochester
- **Memorial Hall**
  - Cllr Wincott
- **Transport/ Community Buses**
  - Cllr Filler
- **Town Initiatives (incl SBA)**
  - Cllr Alder
- **Communications**
  - Mayor and Clerk
- **Crime and Disorder**
  - Cllr Mitchell
- **Recreation Areas / Skate park**
  - Cllr Lowe

**REPRESENTATIVES**

- **Citizen's Advice Bureau**
  - Cllr Coysten
- **C.P.R.E.**
  - Cllr Rochester
- **Fawbert and Barnard Educational Foundation**
  - Harlow - Cllr Wincott
  - Sawbridgeworth - Cllr Vincent
- **Hayley Centre**
  - Cllr Alder
  - Cllr Buckmaster
  - Cllr Coysten
  - Cllr Mitchell
- **Isabel Hospice**
  - Mayor is ex-officio Patron
- **Mann Memorial Cottages**
  - Cllr Vincent
  - Mrs I Theobald (Term of Office to run from 2011 to 2015)
- **Pishiobury Park Liaison Group**
  - Cllr Rochester
- **Sawbridgeworth Orphanage in Sri Lanka**
  - The Mayor
- **Sawbridgeworth Memorial Hall Trust**
  - Cllr Wincott
- **Sawbridgeworth Sports Association**
  - Cllr Hodges
- **Sawbridgeworth Business Association**
  - Cllr Alder
- **Sawbridgeworth Town Twinning Association**
  - The Mayor
- **Sawbridgeworth Trust**
  - Cllr J Vincent
  - Cllr A Alder
- **Sawbridgeworth Young Peoples Recreation Centre**
  - Cllr Alder
  - Cllr Filler – as Chairman
  - Cllr Reeks
  - Rochester
- **Sawbridgeworth & District Council for Voluntary Service**
  - Cllr Alder
  - Cllr Coysten
  - Cllr Vincent
- **Stop Harlow North**
  - Cllr Buckmaster
  - Cllr Alder

**SUBSCRIPTIONS**

	<b>Resolved 2012/13</b>
• Clerks & Councils Direct	11.00
• Council for the Protection of Rural England (CPRE)	40.00
• Hertfordshire Association of Parish and Town Councils (HAPTC)	1,415.00
• Open Spaces Society (Direct Debit)	40.00
• Society of Local Council Clerks (SLCC)	300.00
• Stop Harlow North.	100.00
• Institute of Local Council Management	60.00
• CDA for Hertfordshire	30.00



## Sawbridgeworth Town Council

### Schedule of Council Meetings 2012/13

Month	Council	Planning Cttee	Finance & Policy Cttee	Amenities Cttee	Annual Town Meeting	Ann Mtg of Council
May		14,28		14		28
Jun	25	11, 25	11			
Jul	30	09, 30		09		
Aug						
Sep	03, 24	03, 24	24			
Oct	29	08, 29		08		
Nov	26	12, 26	12 Appr'sls			
Dec		10	10			
2013 Jan	07, 28	07, 28				
Feb	25	11, 25		11		
Mar	25	11, 25	11			
Apr	29	15, 29			15	
May		13, Tue 28		13		Tue 28
Jun	24	10, 24	10			

Unless otherwise stated:

- All meetings are on a Monday (unless otherwise stated)
- Meetings commence at 7.30pm
- Planning Committees follow on from full meetings of the Council but precede any other meetings on the same date
- Sub Committees and Working Parties (Town Action Plan, Christmas Lights, Appraisals and Accommodation) meet as and when needed and advised to members