

# Sawbridgeworth Town Council

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



**MAYOR**

**Clr Ruth Buckmaster**

**TOWN CLERK**

**Richard Bowran** BSc.(Hons) MILCM

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## MEETING OF THE TOWN COUNCIL

You are summoned to attend the Meeting of the Town Council which will take place on **Monday 26 June 2017** at 7.30pm at The Council Office, Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

A handwritten signature in black ink, appearing to read 'Richard Bowran', written over a horizontal line.

Town Clerk  
20 June 2017

## AGENDA

Welcome by the Town Mayor followed by Prayers

**17/28 APOLOGIES FOR ABSENCE**

To receive any apologies for absence

**17/29 DECLARATIONS OF PECUNIARY INTEREST**

To receive any Declarations of Interest by Members

**17/30 PUBLIC FORUM**

To receive a Petition from residents relating to traffic issues experienced in the Vantorts Road area.

To receive other representations from members of the public on matters within the remit of the Town Council

**17/31 MINUTES**

[📄] [👉]

To approve as a correct record the minutes of the Annual Meeting of the Town Council held on 22 May 2017 (M01) [Appendix A]

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

**17/32 PLANNING COMMITTEE**

[📄]

To receive and note the minutes of the Planning Committee Meeting held on:

- 05 June 2017 (P01) [Appendix B]

[👉]

To appoint a Member to fill a vacancy and serve on the Committee

- 17/33 FINANCE & POLICY COMMITTEE**  
To receive and note the minutes of the Finance and Policy Committee Meeting held on:
- [📄]
  - 05 June 2017 (F01) *[Appendix C]*
- [👤] To appoint a Member to fill a vacancy and serve on the Committee
- [📄] [👤] To approve the Terms of Reference for the Finance and Policy Committee as recommended by the committee. *[Appendix D]*
- 17/34 ANNUAL ACCOUNTS AND ANNUAL RETURN 2016/17**
- [📄] [👤] 1. To approve and sign the Annual Governance Statement *[Appendix E]*
- [📄] [👤] 2. To approve and sign the Annual Return for 2016/17 *[Appendix F]*
3. To note the recommendations of the Internal Auditor *[See Minute F17/08 of the meeting dated 05 June 2017]*
- 17/35 COUNCILLOR VACANCY**  
To note that no election has been requested and the town council may now co-opt to fill the vacancy. Interested parties will be invited to attend the meeting of council scheduled for 24 July 2017.
- 17/36 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**  
To receive Mayor's appointments and communications
- 17/37 REPRESENTATIVES REPORTS**  
To receive representatives reports from:
- County Councillor
  - District Councillors
  - Hertfordshire Police
  - Other Representatives
- 17/38 TOWN CLERK'S REPORT**  
To receive and note the Town Clerk's report for the month of June 2017 *[Appendix G]*
- [📄]
- 17/39 TOWN PROJECT MANAGER'S REPORT**  
To receive and note the Town Project Manager's report for the month of June 2017 *[Appendix H]*
- [📄]
- 17/40 PROPOSAL FROM HERTS CC TO CO-LOCATE SAWBRIDGEWORTH FIRE STATION AND SAWBRIDGEWORTH LIBRARY.**  
Following the public exhibition held on 19 June at Sawbridgeworth Fire Station and from 20 June to 27 June at Sawbridgeworth Library. To discuss and determine the council's response to the proposals. *[Flyer attached as Appendix I]*
- 17/41 DEPOSIT & CONSULTATION DOCUMENTS**  
To note receipt of any Documents for Noting and Consultation
- 17/42 FINANCIAL REPORT**  
To note the current Financial Report

**17/43      ACCOUNTS FOR PAYMENT**  
To note and approve accounts for payment

**17/44      ITEMS FOR FUTURE AGENDAS**  
To consider any items for inclusion on future agenda.

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