

Sawbridgeworth Town Council

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



MAYOR
Cllr Ruth Buckmaster

TOWN CLERK
Christopher Hunt

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

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

MEETING OF THE TOWN COUNCIL

You are summoned to attend the meeting of the town council to be held at Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 26th June 2023** commencing at 7:30pm to transact the business as set out in the agenda below.

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

Town Clerk
20th June 2023

AGENDA

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

23/27 APOLOGIES FOR ABSENCE

[👏] To receive any apologies for absence

23/28 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Pecuniary Interest by Members

23/29 PUBLIC FORUM

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

[Appendix A]

23/30 MINUTES

[📄][👏] To approve as a correct record the minutes of the Annual Meeting of the town council held on 15th May 2023 (M01)

[Appendix B]

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














23/31 PLANNING COMMITTEE

[📄] To receive and note the minutes of the Planning Committee held on 22nd May 2023 (P01)

[Appendix C]

[📄] To receive and note the draft minutes of the Planning Committee held on 12th June 2022 (P02)

[Appendix C]

- 23/32 FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE**
 To receive and note the draft minutes of the Finance, Policy and Economic Development Committee held on 12th June 2023 (F01)
[Appendix D]
- 23/33 TOWN CLERK REPORT**
 To receive and note clerk's report for the month of June 2023.
[Appendix E]
- 23/34 ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN 2020-21**
 1. To note the report of the Internal Auditor
  2. To approve and sign the Annual Governance Statement,
  3. To approve and sign the Annual Return for 2021/22
[Appendix F]
- 23/35 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
 To receive mayor's appointments and communications
- 23/36 REPRESENTATIVES REPORTS**
 To receive representatives reports from:

 - County Councillor
 - District Councillors
 - Hertfordshire Police
 - Other Representatives
 - Cllr Pagdades
 - Cllr R Buckmaster
 - Cllr Furnace *[Appendix G]*
- 23/37 TOWN PROJECTS MANAGER REPORT**
 To receive and note the Town Project Managers report for June 2023
[Appendix H]
- 23/38 UPDATE ON UKRAINE LOCAL SUPPORTING EVENTS**
 To note the report of local Sawbridgeworth events
[Appendix I]
- 23/39 HERTFORDSHIRE COUNTY COUNCIL ACTIVE TRAVEL STRATEGY**
 To discuss members views on the current consultation and to offer a Sawbridgeworth Town Council response.
Cllr A Furnace and Cllr E Buckmaster
- 23/40 FINANCIAL REPORT**
 To note the current Financial Report
[Appendix J]
- 23/41 ACCOUNTS FOR PAYMENT**
 To note and approve accounts for payment.
- 23/42 ITEMS FOR FUTURE AGENDAS**
 To note any items for future agendas.

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

Appendix A

PUBLIC FORUM QUESTION TO FULL COUNCIL 26 JUNE 2023

Will this Council do all it can to support our two community pharmacies? I have raised this issue with our MP more than once but have not even had an acknowledgement. We have seen how well our pharmacies responded during the Covid pandemic. I recommended a conversation with them to better understand the challenges they face.

The main issues are:

- Funding has been cut by 30% in real terms since 2015; there is currently an annual funding shortfall of more than £67,000 per pharmacy in England (£750m+ per annum (CCA 2023).
- There has been a net loss of 720 pharmacies in England since 2015. Ernst and Young has predicted that 72 percent of family-owned pharmacies could be loss-making by the end of 2024 if current funding arrangements remain unchanged (NPA 2020).
- We need to support a 'pharmacy first' service for minor illnesses to secure some much-needed funding, as well as reduce pressure on other parts of the NHS, mirroring the successful approaches taken in Scotland and Wales.

Information from www.SaveOurPharmacies.co.uk

Appendix B

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 **Monday 15th May 2023**.

Those present

Cllr Eric Buckmaster
Cllr Ruth Buckmaster
Cllr Annelise Furnace
Cllr Dawn Newell
Cllr Salvatore Pagdades

Cllr Angus Parsad-Wyatt
Cllr Nathan Parsad-Wyatt
Cllr Greg Rattey
Cllr John Rider
Cllr Reece Smith
Cllr Steve Smith

Welcome by the Mayor,
Thought of the day read by Cllr John Rider

23/01 ELECTION OF TOWN MAYOR

Resolved: To elect Cllr Ruth Buckmaster as Town Mayor for the civic year 2023/24
[Prop Cllr Angus Parsad-Wyatt; Secd Cllr Nathan Parsad-Wyatt]

23/02 DECLARATION OF ACCEPTANCE OF OFFICE

Cllr Ruth Buckmaster signed the Declaration of Acceptance of Office and took the chair.

In accepting the Office of Mayor for the coming year Cllr Ruth Buckmaster thanked everyone and welcomed everyone to the new council and explained how much the council had changed over her ten years as a councillor.

Charities for the year will be Girlguiding and Youth Create.

Due to new members of the council, protocols for debate were explained.

23/03 APOLOGIES FOR ABSENCE

To receive and approve apologies for absence.

There were apologies from Cllr Fred Parr. *Approved*
[A.I.F.]

23/04 THE MAYORAL YEAR 2023/24

Cllr Rattey recalled the years work which was to unite local business and to promote shops and traders. He identified holding the position of mayor and years of campaigning had attracted some hate, harassment and persecution all of this hate was without the help of Hertfordshire Police. He thanked the staff of the council for their support and praised Joanne Sargent for the excellent events that are delivered.

Cllr Rattey went on to dedicate his speech to retired Cllr Pat Coyston for her dedicated commitment to the town of Sawbridgeworth. He also thanked his sister for being a great consort throughout the year and all the volunteers and town councillors who have supported him.

He enjoyed visiting the schools in the town and he concluded that it has been a great two years and Sawbridgeworth is back on the map, everyone should be optimistic and the best days are ahead.

23/05 DECLARATIONS OF PECUNIARY INTEREST

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

23/06 ELECTION OF DEPUTY TOWN MAYOR

Nominations were received for:

- Cllr Reece Smith
[Prop Cllr Eric Buckmaster; Secd Cllr Nathan Parsad-Wyatt]

Resolved: Cllr Reece Smith elected as Deputy Town Mayor for the civic year 2023/24

23/07 PUBLIC FORUM

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

Question, Ms Christine Carter. Raised the concerns of the lack of pavement in Vantorts and the danger this causes and was frustrated at the lack of action by the police, council and local MP.

Her question was the house, Fairswell, 25 Vantorts Road is currently being sold and developed and has no pavement to the East side of the road, could a section of the garden be purchased by the council to create a pavement.

Response, Cllr Eric Buckmaster stated that if the land was donated, he would try and find funding to build a pavement but thought this very unlikely. He has been working on improving this junction for many years and will continue to monitor this situation.

Cllr Rattey stated he had tried to liaise with builders but they did not respond.

Cllr John Rider understood the frustration of Ms Carter and also stated that Cllr Eric Buckmaster had completed a lot of work at this location and also introduced a 20mph speed restriction but having asked police for enforcement this had not been completed.

Question. Mr David Royle. Will this Council, as part of its Town Action Plan, working with the Sports Association and community and volunteer groups, (a) carry out an urgent review of existing sports, community and leisure facilities (including the library) to identify shortfalls in provision or access, given the increasing town population, (b) work with community groups and the East Herts and/or County Council to address such shortfalls, including identifying funding sources? I understand from the Chairman of the Sports Association that the outgoing East Herts Council Leader indicated awareness of the shortfall in playing fields provision and that it could form part of any District Plan review. I trust that our District Councillors will follow this up as a priority.

Response, Cllr Angus Parsad-Wyatt stated the town action plan will be realigned this year with community consultation as well as the sports clubs. Funding for large scale facilities are difficult due to the demand for savings to be made by councils but funding can be

explored.

Cllr Eric Buckmaster stated that the district plan may produce options but the sports associations and councillors need to explore any opportunities for land to be used.

23/08 MINUTES

Resolved: To approve as a correct record the minutes of the Council Meeting held on 24th April 2023 (M10)
[Prop Cllr Angus Parsad-Wyatt; Secd Cllr Greg Rattey]

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

23/09 PLANNING COMMITTEE

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

- 24th April 2023 (P18)

23/10 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

Nothing Received

The Mayor stated she had attended the Bishops Stortford Civic Ceremony which was a lovely evening

23/11 REPRESENTATIVES REPORTS

To receive representatives reports from:

- County Councillor E Buckmaster reported:
 - He has been working on a draft active travel strategy for public consultation
 - Local highways schemes, he is still chasing the no entry into Sheering Mill Lane from Vantorts and will be holding public consultations for 20mph schemes in various locations in the town.
- District Councillor Eric Buckmaster
 - Informed members East Herts District Councillors had completed their inductions and post-election showed no overall control from a single political party it is believed the Greens and Lib Dems will form the administration and the first meeting is set for this Wednesday.
- District Councillor Angus Parsad-Wyatt
 - Nothing to add.
- District Councillor Ruth Buckmaster
 - Attended the training last Saturday for District Councillors and met all the new members.
- Hertfordshire Police
 - The Clerk read the report Crime stats from 1st April 2023
 - 2 x Theft from motor vehicle offences
 - 2 x Theft of motor vehicle offences
 - 1 x Theft from shop
 - 1 x burglary dwelling
 - 1 x attempt burglary dwelling
 - 2 x burglary (business)

The new priority has been set:

To increase and maintain feelings of safety in and around open spaces in Sawbridgeworth. To increase 'feelings of Safety' by giving visible reassurance in open spaces Monday - Sunday 1800-2200 hours.

- Other representatives
 - Cllr Annelise Furnace, gave a verbal update on sustainable Sawbridgeworth, the group ran a stall at the May Fayre on the Clean The Air campaign which had lots of interest from local residents. She also wanted it minuted how good the May Fayre was this year. Council officers will be in Sawbridgeworth to promote the clean air Campaign on the 19th May.
 - A successful tidy up Sawbridgeworth was held on the 22nd April
 - The Repair Café was held on the 13th May 37 items looked at and 55% repaired.
 - Cllr Ruth Buckmaster encouraged members to attend the event on Friday 19th May but she would not be able to as she will be in Bry-sur-Marne France for the town twinning event celebrating the 50th anniversary.
 - Cllr Ruth Buckmaster updated on SYPRC and that a new manager had been appointed.
 - Rivers Heritage site held the Teddy Bears picnic yesterday which was very successful.

23/12 TOWN CLERK'S REPORT

The Clerk informed the new members of the current projects and was looking forward to working with all councillors on the current and future projects over the next four years.

23/13 COMMITTEE STRUCTURE AND MEMBERSHIP

Resolved: To agree the Committee structure for the year 2023/24
[Prop Cllr Nathan Parsad-Wyatt; Secd Cllr Eric Buckmaster]

23/14 COMMITTEES

Resolved: To Appoint Members to Committees, sub Committees and Working Groups for the year 2023/24
[Prop Cllr Reece Smith; Secd Cllr Salvatore Pagdades]

23/15 DELEGATION OF AUTHORITY

Resolved: To agree the delegation of authority to the Chairman and Deputy Chairman of the Planning Committee for the months of August and December.
[Prop Cllr Angus Parsad-Wyatt; Secd Cllr Annelise Furnace]

23/16 CHAMPIONS

Resolved: To appoint Members as Champions for areas of Council responsibility
[Prop Cllr Salvatore Pagdades; Secd Cllr Greg Rattey]

23/17 REPRESENTATIVES

Resolved: To appoint Members as representatives to serve on other organisations.
[Prop Cllr Reece Smith; Secd Cllr Steve Smith]

23/18 SUBSCRIPTIONS

- Resolved:** to make payment of Subscriptions for the year 2023/24
[Prop Cllr Nathan Parsad-Wyatt; Secd Cllr Annelise Furnace]
- 23/19 CALENDAR OF MEETINGS**
Resolved: To approve the Calendar of Council and Committee meetings for the year to May 2024.
[Prop Cllr Eric Buckmaster; Secd Cllr Greg Rattey]
- 23/20 STANDING ORDERS**
Resolved: To approve the continuation of current Standing Orders.
[Prop Cllr Nathan Parsad-Wyatt; Secd Cllr Salvatore Pagdades]
- 23/21 FINANCIAL REGULATIONS**
Resolved: To approve the continuation of current Financial Regulations
[Prop Cllr Reece Smith; Secd Cllr Steve Smith]
- 23/22 EAST HERTS DISTRICT PLAN**
 Cllr Eric Buckmaster updated he had met with the three developers regarding traffic movements, signage and marshals are to be put in place. Finish dates for the three sites are predicted as Taylor Wimpey at the end of this year, Barratts, June next year and the Mandeville school February 2024 Children will be accepted from September as they will have temporary buildings.
 An application by Barratts to discharge the condition to deliver access from Coney Gree into the Barratts site had been refused and it is believed further design work is continuing.
- 23/23 GENERAL POWER OF COMPETANCE**
Resolved: To approve the continuance of the use of the General Power of Competence by the town council.
[Prop Cllr Nathan Parsad-Wyatt; Secd Cllr Dawn Newell]
- 23/24 DEPOSIT & CONSULTATION DOCUMENTS**
 To note receipt of any Documents for Noting and Consultation.
 There were none
- 23/25 FINANCIAL REPORT**
Noted: The current Financial Report
- 23/26 ACCOUNTS FOR PAYMENT**
Noted and Agreed: Accounts for payment.

Chair Signature

Date.....

Meeting closed at 8:31pm

Appendix C

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 22 May 2023** at 7.30pm.

Those present

Cllr Ruth Buckmaster
Cllr Nathan Parsad-Wyatt
Cllr John Rider

Cllr Angus Parsad-Wyatt
Cllr Greg Rattey
Cllr Steve Smith

In attendance:
L Dale – Planning Officer

P 23/01 ELECTION OF CHAIRMAN

Resolved: To elect a chairman of the committee for the year 2023/24. Cllr Nathan Parsad-Wyatt was elected chairman of the committee for the year 2023/24. *[prop Cllr Buckmaster; secd Cllr Rattey]*

P 23/02 ELECTION OF DEPUTY CHAIRMAN

Resolved: To elect a deputy chairman of the committee for the year 2023/24. Cllr Ruth Buckmaster was elected deputy chairman of the committee for the year 2023/24. *[prop Cllr A Parsad-Wyatt; secd Cllr Rider]*

P 23/03 APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence. There were none.

P 23/04 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Planning Committee. There were none.

P 23/05 DECLARATIONS OF PECUNIARY INTEREST

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

P 23/06 MINUTES

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

- 24 April 2023 (P18) *[prop Cllr A Wyatt-Parsad; secd Cllr Rattey]*

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

P 23/07 NEIGHBOURING DEVELOPMENTS

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

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

3/23/0473/HH **Bonks Hill House, High Wych Road, CM21 9HT**

[Creation of access, alterations to fence line and landscaping](#)

STC Comment: We object to potential safety issues with regards to proposed access to property [prop Cllr Buckmaster; secd Cllr Rattey]

3/23/0532/HH **20 Cambridge Road**

[Demolition of conservatory, garage and utility room. Removal of two chimneys. Erection of a single storey side and rear extension. Fenestration alteration](#)

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

3/23/0685/FUL **Farlea, Spellbrook Lane West**

[Erection of single dwelling](#)

STC Comment: No objection [prop Cllr Rattey; secd Cllr Smith]

3/23/0789/FUL **Vale Cottage, 3 London Road, CM21 9EH**

[New 4 bedroom dwelling on the south-west of Vale Cottage with new vehicle access](#)

STC Comment: No objection [prop Cllr N Parsad-Wyatt; secd Cllr Buckmaster]

3/23/0832/LBC **The Old Vicarage, Sheering Mill Lane, CM21 9AD**

[External alterations for demolition of modern timber conservatory and erection of a single storey replacement triple glazed structure in a thin metal frame to a proposed breakfast room. Internal alterations to relocate the kitchen and associated works, create new opening between proposed kitchen and breakfast room, provision of a WC and pantry in place of bathroom installing wall and creating new door opening. Provision of an ensuite shower room to first floor bedroom. Infill internal openings on ground floor and first floor. Replacement of timber balusters to main stair with black metal spindles. Underfloor heating to kitchen, breakfast room, ground floor WC and hall. Internal alterations at first and second floor level to create a master suite. Conversion of external store to an office](#)

STC Comment: LBC – No comment - for noting only

3/23/0834/TEL **Hoestock Road, CM21 0DZ**

[Proposed 5G telecoms installation: H3G 15 metre street pole and additional equipment cabinets](#)

STC Comment: Objection. Support the benefits of improved connectivity but believe this site is inappropriate given its proximity to such a residential area [prop Cllr A Parsad-Wyatt; secd Cllr Rider]

3/23/0841/HH **Inglis, Spellbrook Lane West**

[Demolition of conservatory; erection of single storey side extension; front infill extension; alterations to fenestration and openings; and installation of sun tunnels to roof](#)

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

3/23/0856/PNHH **12 Roseacres, CM21**
Single storey rear extension with flat roof: Depth 4.60 metres, maximum height 3.60 metres, eaves height 3.00 metres
STC Comment: No objection [*prop Cllr A Parsad-Wyatt; secd Cllr Rattey*]

3/23/0858/HH **17 Maylins Drive, CM21 9HG**
First floor rear extension
STC Comment: No objection [*prop Cllr Rattey; secd Cllr Buckmaster*]

3/23/0873/HH **35 Parkway, CM21 9NR**
Erection of single storey first floor rear extension. Construction of front porch. Conversion of garage to habitable space and alterations to fenestration
STC Comment: No objection [*prop Cllr Smith; secd Cllr Rattey*]

P 23/09 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 19 May 2023. There were none

P 23/10 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/21/2609/HH & 3/22/0358/LBC **Wisemans Cottage, 56 High Wych Road, CM21 0HF**
New roof to outbuilding, insertion of internal mezzanine floor, roof light to side, new ground floor window and door openings and infill of existing openings
STC Comment: No objection
EHDC Decision: Granted

3/22/1764/FUL **Rowney Bois, High Wych Road, CM21 0HH**
Demolition of dwelling and outbuilding and erection of 1, 4 bedrooomed dwelling
STC Comment: No objection
EHDC Decision: Granted

3/22/2159/FUL **Eden House, 21a Knight Street, CM21 9AT**
Garage conversion to 1 bedroom detached two storey dwelling. Insertion of ground floor windows. Instillation of air source heat pump and photovoltaic roof panels
STC Comment: No objection
EHDC Decision: Refused. "The proposed development, by virtue of the uncharacteristic narrow plot width, siting of the dwelling on the plot, and the scale, layout and appearance of the dwelling, would represent a cramped and inappropriate form of development. The proposed development would appear as a wholly incongruous addition in the street scene and would fail to preserve or enhance the character and appearance of the Conservation Area and the wider surrounding area. The proposal would result in less than substantial harm to the Sawbridgeworth Conservation Area and no public benefits have been identified that would outweigh this harm. This falls contrary to policies HOU2, DES4 and

HA4 of the East Herts District Plan (2018), the aims and objectives of the National Planning Policy Framework and Section 72 of The Planning (Listed Buildings and Conservation Areas) Act 1990" & "Due to the positioning of windows at ground floor and rooflights at first floor level, and the proximity of these to neighbouring boundaries, the proposed development would result in a direct and perceived overlooking relationship over the private amenity gardens areas of 33 The Forebury, 21 Knight Street and The Coach House Knight Street. This falls contrary to policy DES4 of the East Herts District Plan (2018), and the aims and objectives of the National Planning Policy Framework." & "The proposal would provide unacceptably poor living conditions for future occupants of the proposed dwelling. This is due to the provision of poor outlook and natural light levels for the habitable rooms of this dwelling. This falls contrary to policy DES4 of the East Herts District Plan (2018) and the aims and objectives of the National Planning Policy Framework."

3/23/0163/FUL Primrose Cottage Farm, High Wych Road, CM21 0HH

Change of use of land to provide 1 pitch of up to 4 caravans for the Travelling community to reside on the land and ancillary works

STC Comment: Objection Unacceptable development on greenland. Support objections of neighbouring properties

EHDC Decision: Refused. "The application site is located within the Metropolitan Green Belt where the proposed development is inappropriate by definition. In addition to the harm by inappropriateness, other harm is identified in relation to loss of openness. The harm by inappropriateness, and the other harm identified, is not clearly outweighed by other material planning considerations such as to constitute the very special circumstances necessary to permit inappropriate development in the Green Belt. The proposed development would be contrary to Policies GBR1, HOU9 and HOU10 of the East Herts District Plan 2018, Section 13 of the National Planning Policy Framework, and the Planning Policy for Traveller Sites 2015" & "The application proposes 4 caravan plots which are cramped on the site in an existing soft landscaping strip. The proposed plots would appear cramped and incongruous to the surrounding built form. Furthermore the loss of soft landscaping, due to the laying of hardstanding, would provide further harm to the character and appearance of the site, which is visible from a neighbouring footpath. This falls contrary to policies HOU9, HOU10, and DES4 of the East Herts District Plan 2018 and the aims and objectives of the National Planning Policy Framework" & "The proposal does not provide any vehicle parking spaces for the proposed use contrary to policies HOU9, HOU10 and TRA3 of the District Plan and the Council's Vehicle Parking SPD (2008)" & "Insufficient information has been provided to demonstrate that the proposal would not have an unacceptable impact upon neighbouring amenity regarding noise and light disturbance contrary to policies DES4, EQ2, EQ3, HOU9 and HOU10 of the East Herts District Plan 2018 and the aims and objectives of the National Planning Policy Framework" & "Insufficient information has been provided to demonstrate that the proposal would provide acceptable living conditions for future occupiers with regards to the plots being cramped on the site with no outdoor areas, and insufficient bin storage and waste collection, contrary to policies DES4, HOU9 and HOU10 of the East Herts District Plan (2018) and the and the aims and objectives of the National Planning Policy Framework" & "Insufficient information has been provided to demonstrate that there would not be an unacceptable impact upon existing trees on site, that there would not be an unacceptable impact upon ecology on the site, to demonstrate a net biodiversity gain on site, or to demonstrate compliance with policies on climate change. This falls contrary to policies HOU9, HOU10, DES2, DES3, NE2, NE3, CC1 and CC2 of the East Herts District Plan 2018 and the aims and objectives of the National Planning Policy Framework".

3/23/0314/HH &

3/23/0315/LBC The Cornmill, Burtons, Mill, Mill Lane, CM21 9PL

Demolition of conservatory. Erection of a single storey rear extension

STC Comment: No objection

EHDC Decision: Granted

3/23/0387/FUL &

3/23/0364/LBC The Elms, 4 Bell St, CM21 9AN

Proposed new fencing to replace existing fencing and increase the height

STC Comment: No objection

EHDC Decision: Granted

3/23/0437/HH 10 Bullfields, CM21 9DB

Proposed first floor extension above existing ground floor bedrooms

STC Comment: No objection

EHDC Decision: Granted

3/23/0451/HH Dower House, 17a Knight Street, CM21 9AT

Demolition of existing roof. Raising roof and chimney height through mansard loft conversion and extension. Insertion of three dormers to front elevation and two dormers to rear elevation. Insertion of 1 rear dormer and 1 side dormer to rear mansard roof extension. Insertion of window to first floor rear elevation and 1 window to second side elevation. Rear single storey extension with lantern roof light. Alterations to fenestration

STC Comment: No objection however we urge EHDC to assess whether this is overdevelopment of the site given the concerns of neighbouring residents and to consider if the bulk/mass/overlooking issues are acceptable on this site

EHDC Decision: Granted

3/23/0461/VAR The Colt, Redricks Lane, CM21 0RL

Demolition of bungalow and erection of 2 dwellings, access and associated works. Variation of condition 2 (approved plans) of 3/20/0780/FUL: Alterations to the garage, parking, openings and fenestration for plot 1. Variation of conditions 4 (Roofing materials), 7 (on site vehicular areas surface) and 8 (details of landscaping) of planning permission: 3/22/2500/VAR – Amend wording of conditions to provide information for Plot 1 only. Details of Plot 2 to be provided separately for these 3 conditions

STC Comment: No objection

EHDC Decision: Granted

3/23/0474/HH 9 Rushfield, CM21 9NF

Single storey rear extension incorporating 2no. rooflights, garage conversion, replace garage door with front window and brickwork, 1 new ground floor side door. Infilling of doorway

STC Comment: No objection

EHDC Decision: Granted

P 23/11 PLANNING APPEALS

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

Meeting Closed at 7.54pm

P01 Minutes 230522

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 12 June 2023** at 7.30pm.

Those present

Cllr Ruth Buckmaster
Cllr Nathan Parsad-Wyatt
Cllr Steve Smith

Cllr Angus Parsad-Wyatt
Cllr Greg Rattey

In attendance:
C Hunt – Town Clerk
L Dale – Planning Officer
Cllr E Buckmaster

P 23/12 APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence. No apologies received, Cllr Rider was absent.

P 23/13 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Planning Committee. There were none.

P 23/14 DECLARATIONS OF PECUNIARY INTEREST

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

P 23/15 MINUTES

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

- 22 May 2023 (P01) [*prop Cllr R Buckmaster; secd Cllr A Parsad-Wyatt*]

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

P 23/16 NEIGHBOURING DEVELOPMENTS

To report & receive updates on proposed neighbouring developments. It was agreed to resubmit previous objections to EHDC re proposed Wrenbridge site, St James Way, Thorley.

P 23/17 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/23/0831/HH **12 East Drive, CM21 9EU**
Removal of chimney. Demolition of rear extension. Erection of single storey rear extension. Raising of roof pitch for loft conversion. Installation of a rear dormer, front and rear rooflights. Alterations to front and side elevations. Insertion of 2 former windows to front and alterations to roof from flat roof to pitched

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

3/23/0961/FUL &
3/23/0962/LBC **29 Station Road, CM21 9JY**
Conversion of outbuilding into ancillary annexe. Enlargement ground floor window on East elevation

STC Comment: No objection to conversion of annexe provided neighbours privacy is protected [*prop Cllr A Parsad-Wyatt ; secd Cllr S Smith*]

3/23/0983/HH **59 West Road, CM21 0BN**
Removal of single storey side projection, rear bay window and 1 chimney. Construction of two storey side extension. Alteration to ground floor external window and door openings

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

3/23/1020/VAR **35-37 Bell Street, CM21 9AR**
Change of use from Class E to Class C3 to form residential units. First floor rear extension. Alteration to ground and first floor rear fenestrations. Partial retention of existing frontage ground floor commercial space. Variation of Condition 2 (approved plans) of planning permission: 3/22/2403/FUL: To allow for changes to the approved scheme: installation of air-conditioning/heating units; installation of gates; alterations to fenestration; roof terrace to unit 03 and green roof garden with roof lantern to unit 02

STC Comment: No objection to air-conditioning/heating units/gates however object to roof terraces due to harmful impact on residential amenity [*prop Cllr A Parsad-Wyatt ; secd Cllr R Buckmaster*]

P 23/18 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 9 June 2023. There were none

P 23/19 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/23/0401/FUL **Sawbridgeworth Memorial Hall, The Forebury, CM21 9BD**
Erect a first floor rear and side extension and a ground floor rear infill extension. New first floor rear and side windows

STC Comment: No objection. We support the continued expansion of the Memorial Hall however urge applicant to address issues of overlooking neighbouring properties by the use of innovative means such as frosted/obscured glass or screening plants/trees

EHDC Decision: Granted

3/23/0532/HH 20 Cambridge Road, CM21 9BS

Demolition of conservatory, garage and utility room. Removal of two chimney. Erection of a single storey side and rear extension. Fenestration alteration

STC Comment: No objection

EHDC Decision: Granted

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

EHDC Decision: Granted

3/23/0612/ARPN Barn to the North of Redricks Lane, Opposite Redricks Farm

Change of use of an agricultural building to use class C3 for 1 dwelling with external alterations

STC Comment: No objection

EHDC Decision: Prior approval is required and granted subject

3/23/0635/HH 16 Blenheim Close, CM21 0BE

Single storey rear infill extension, garage conversion and replace garage doors with windows and brick wall, new canopy entrance roof, alteration to the rear dormer and addition of 1 rear dormer window, changes to elevations and ground floor fenestration

STC Comment: No objection

EHDC Decision: Granted

P 23/20 PLANNING APPEALS

To receive notification from EHDC of Planning Appeals.

Planning Inspectors Appeal References: APP/J1915/W/20/3253719 & APP/J1915/W/20/3265636

3/19/2202/FUL Kecksys Farm, Cambridge Road, Sawbridgeworth

Retention of agricultural dwelling for use by owner of land; erection of balcony and access bridge, extension of existing roof and provision of rain screen to stair to agricultural store in basement

& 3/20/1262/FUL

The erection of a building for ten breeding kennels, to include runs and outside dog exercise area

STC Comment: The proposed development would constitute inappropriate development within the Green Belt as it would not preserve its openness and conflicts with the purposes of including land within it, encroaching into the countryside, to the detriment of the surrounding character and appearance. There would be other harm due to the loss of the openness of the Green Belt. Other considerations would not clearly outweigh the harm by reason of inappropriateness and loss of openness. Consequently, the very special circumstances required to approve inappropriate development in the Green Belt do not exist. The proposed development would be contrary to Policy GBR1 of the East Herts District Plan (2018) and Section 13 of the National Planning Policy Framework (2019) &

The application lacks sufficient information regarding the issue(s) of rural economy and highway safety/access and parking, as well as insufficient information submitted to assess the noise pollution impact upon future neighbouring occupants, to enable the Local Planning Authority, in connection with the Highways Authority and Environmental Health, to properly consider the planning merits or otherwise of the application. In the absence of the above-mentioned information, the proposal is contrary to Policies ED2, TRA1, TRA2, TRA3, DES4 and EQ2 of the East Herts District Plan 2018

Meeting Closed at 7.51pm

Appendix D

SAWBRIDGEWORTH TOWN COUNCIL

FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE

Minutes

of the meeting of the Finance and Policy Committee held at the Chamber, Sayesbury Manor, Bell Street, Sawbridgeworth at 8:00pm on **Monday 12th June 2023**.

Those present

Cllr Eric Buckmaster
Cllr Ruth Buckmaster
Cllr Nathan Parsad-Wyatt

Cllr Greg Rattey
Cllr Reece Smith
Cllr Steve Smith

In attendance:

Christopher Hunt - Town Clerk
Lisa Dale – Finance Officer

F 23/01 ELECTION OF CHAIR

To elect a Chair of the Committee for the year 2023/24.

Resolved: Cllr Eric Buckmaster

[prop Cllr N Parsad-Wyatt sec'd Cllr Ruth Buckmaster]

F 23/02 ELECTION OF VICE CHAIR

To elect a Vice Chair of the Committee for the year 2023/24.

Resolved: Cllr Nathan Parsad-Wyatt

[prop Cllr E Buckmaster sec'd Cllr R Buckmaster]

F 23/03 APOLOGIES FOR ABSENCE

Non received.

F 23/04 DECLARATIONS OF INTEREST

There were no declarations of interest by members

F 23/05 MINUTES

To approve as a correct record the minutes of the Finance and Policy Committee held on 16th January 2023 (FO3).

[prop Cllr Parsad-Wyatt sec'd Cllr R Buckmaster]

F 23/06 STAFF MATTERS

To consider any matters relating to members of staff.

Office Staff

- Staff one to ones have been completed and no issues raised.
- No sickness issues.
- Each member of staff has booked periods of summer leave and cover has been arranged to allow for normal business to continue.
- Training to be reviewed for the next year, all staff first aid trained until November 2024 and Mental Health in the Workplace trained October 2025.

Rangers

- No sickness issues.
- Health and Safety awareness training up to date for lone working and other relevant risks.
- Both first aid trained until November 2024
- Leave periods booked allowing cover to maintain normal business.

- Earlier start to days to allow watering to take place prior to increased foot and vehicle traffic.

Drivers

- One driver has been long term sick and now on half pay.
- Drivers leave has been covered to allow the bus service to be maintained.
- Two trained back up drivers are available to cover at short notice if required.
- All first aid trained until November 2024

F 23/07 FINANCE MATTERS

To consider any matters relating to the finances and year end arrangements of the Council

- To advise members of arrangements for the visit of the Internal Auditor which is due this week being Wednesday 14th June 2023.
- To advise members of the arrangements for External Audit by PKF Littlejohn. The final report will be completed at the conclusion of the internal audit and presented at the full town council meeting on 26th June 2023.

F 23/08 JUBILEE GARDENS (TOWN GREEN) WORKING PARTY

Update on the current project status, Cllr R Buckmaster informed the committee that a designer had been appointed who was starting the project next week. This work will be in conjunction with the working party and using the consultation results from the surveys previously completed.

F23/09 ECONOMIC DEVELOPMENT

To discuss proposals for promoting economic development in the town:

- The Clerk stated that since being in post he has wanted to explore a project in the town that may be close to those as other local towns which have proved successful. These are such as the Hertford 'Festival of Music' and Ware's Dickensian evening which attracts large crowds helping the local economy.
- Cllr Rattey stated as the business champion he wanted to work with local licensed premises to develop an event such as taster menus to attract people to try new locations out and to raise awareness of the availability of the diverse food and licensed premises in and around the town.
- Cllr R Buckmaster stated that this was explored tentatively previously with a visit to Hertford to explore their event which was very good.

It was generally agreed this was a good project to explore further and to be added to the agenda for future meetings.

F23/10 COUNCILLOR ENGAGEMENT

The Clerk raised councillor engagement with the community and if any change or ideas were required to be explored. It was agreed to continue to work alongside the police and explore further opportunities such as surgeries moving forwards.

F23/11 FUNDING OPPORTUNITIES

The Clerk updated members on the success in funding streams for the SawboBus and Jubilee Gardens and asked if funding streams were available he was happy to explore applications for local projects.

F22/44 **ITEMS FOR FUTURE AGENDAS**
Nothing raised

Meeting Closed at 8:25pm

DRAFT

Appendix E

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: All Members
From: Christopher Hunt
Subject: Clerks report, 26th June 2023
Date: 20th June 2023

Community Safety Partnership Board

I attended the CSP Board, which is East Herts Council led, working closely with partners to address crime, disorder and anti-social behaviour.

The East Herts Community Safety Partnership comprises of:

East Herts Council
Hertfordshire Constabulary
Hertfordshire County Council
NHS Hertfordshire
Hertfordshire Fire Service
Hertfordshire Probation Service
Hertfordshire Police & Crime Commissioner
Town Council Clerks and/or elected members

The Community Safety Partnership meets on a regular basis to agree action on local community safety priorities for East Herts. This is a strategic group that sets CSP priorities and the following questions were asked to get a flavour of matters that can steer the priorities set for East Herts.

As members you can submit answers to the following questions to me by Monday July 10th 2023, so these can be fed back in to the CSP Board for consideration.

Identifying community safety issues

Please consider the following questions as this will aid the discussion of emerging themes and priorities.

Thinking about the last year or so:

- what community safety issues have members of the public raised with your organisation, perhaps via e-mail contact, complaints, social media comments?
- what issues have businesses raised with your organisation?
- what issues have come up at management meetings or meetings with elected members and/or board members?
- if your organisation has run any consultation exercises, whether directly related to community safety or not, what community safety issues have come up?
- are there any anti-social behaviour or community safety issues that your organisation has been tackling for some time that you feel really need a joined-up, multi-agency approach?
- are there any community safety issues relating to specific minority groups or vulnerable people that you are aware of?

- are there environmental issues in the localities you cover or are most familiar with that you feel may be contributing to anti-social behaviour or disorder?
- are there one or two things that you feel would really make a positive impact on reducing, crime, disorder, anti-social behaviour or fear of crime if only all partners focused their efforts?

Internal Audit

On 14th and 15th June, the internal auditor came to the offices to inspect the records we develop against the budget we prepared the previous financial year. The purpose of this is to assess the councils systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

His findings were positive and one action was raised in relation to updating the staff handbook so it includes remote working guidance.

This report in turn, allows for the council to present the internal audit findings and any commentary required to explain variances in the budget set and the actual expenditure to ensure the governance is met. The Local Audit and Accountability Act 2014 requires that from 2017, smaller authorities will appoint auditors to ensure this process is adhered to.

The following agenda item is required to process the internal audit report and allows for the report to be assessed, approve the governance statement and approve the return for the Clerk and the Mayor to sign this year's submission to the external auditor PKF Littlejohn.

Appendix F

Sawbridgeworth Town Council
Internal Audit Report for the Year Ended
31st March 2023

Prepared by Chris Clark of HGC Accountants

Key Internal Control	Tests Performed	Matters Arising and Findings
<p><i>Proper Bookkeeping</i></p> <ul style="list-style-type: none"> - Has the council maintained an up to date cash book - Has the council appointed a responsible finance officer (RFO) - Has the council documented purchasing procedures and followed these procedures? - Are payments made documented in the cashbook supported with relevant invoices, authorisation and been minuted to the committee? - Has VAT on payments been correctly identified, recorded and reclaimed - Is S137 expenditure separately recorded and within statutory limits 	<ul style="list-style-type: none"> - Review the cash book to confirm that this is up to date - Enquire who is the RFO - Review the council's policy for purchasing and perform a sample of purchases. - Review a sample of cashbook payments to ensure all documents available. <p>Review of sample of cashbook payments and VAT submissions made</p>	<ul style="list-style-type: none"> - Council is maintaining an up to date cash book. - RFO has been appointed. - Quotes have been obtained where necessary. - Payments have been recorded and appropriate evidence obtained. - VAT on bank payments being claimed correctly. - N/A – Using General Powers of Competence

<u>Financial Regulations, Standing Orders and Payment Controls</u> <ul style="list-style-type: none"> - Has the council formally adopted standing orders and financial controls. Are standing orders and financial controls kept up to date. 	<ul style="list-style-type: none"> - Review the most current standing orders and financial controls 	<ul style="list-style-type: none"> - Standing orders and Financial Regulations last updated September 26th September 2022 following last audit.
<u>Risk Management</u> <ul style="list-style-type: none"> - Does a review of the minutes identify any usual risks or financial activity - Is insurance held by the council adequate - Is there evidence of an annual risk assessment being performed? 	<ul style="list-style-type: none"> - Review the minutes for the year - Review insurance policies to ensure cover is adequate - Review copy of risk assessment and review 	<ul style="list-style-type: none"> - No matters identified - Insurance is adequate for the council requirements - Risk assessment is being undertaken correctly.
<u>Budgetary Controls</u> <ul style="list-style-type: none"> - Has the council prepared an annual budget in support of it's precept which has been adopted by the council 	<ul style="list-style-type: none"> - Review the budget prepared and confirm this has been presented to council for adoption. 	<ul style="list-style-type: none"> - A budget has been prepared and presented to committee for approval

<ul style="list-style-type: none"> - Is the Budget v Actual regularly reviewed and any major variances reviewed and reported 	<ul style="list-style-type: none"> - Review records of Budget v Actuals and confirm any notes and comments made 	<ul style="list-style-type: none"> - Budget v Actual is presented together with Income and Expenditure as one report to the finance committee which is then approved. Wording on minutes could be improved to suggest that Budget v Actual review has taken place and variances reviewed. - Evidence seen to confirm that a budget v actual has been reviewed for variances. All variances have been adequately explained.
<p><u>Income Controls</u></p> <ul style="list-style-type: none"> - Has all income been correctly recorded and promptly banked - Does the precept received agree with the annual budget and Council Tax authority's notification? - Is security over the receipt of cash adequate 	<ul style="list-style-type: none"> - Trace sales invoices through to banking's - Review precept request and confirm amounts received. - Review procedure for banking any cash receipts 	<ul style="list-style-type: none"> - Yes - Yes - Yes

<p><u>Petty Cash Procedures</u></p> <ul style="list-style-type: none"> - Is all petty cash expenditure recorded and supported by VAT Receipts - Is petty cash expenditure appropriately approved? - Is petty cash reimbursement carried out regularly? - Is the petty cash float level appropriate? 	<ul style="list-style-type: none"> - Review a sample of cash receipts. - Review approval of a sample of petty cash records. - Review for evidence of cash being paid out. - Review float balance inline with documented float balance. Confirm float count? 	<ul style="list-style-type: none"> - Petty cash expenditure has been recorded correctly. - Only items with a petty cash request note are approved individually. All other items approved via approval of the final petty cash total sheet. - Petty cash vouchers are signed by the recipients of the cash. - Current float is £500 in line with updated Standing orders is acceptable.
<p><u>Payroll Controls</u></p> <ul style="list-style-type: none"> - Do all employees have contracts of employment and are provided with the relevant policy documents. 	<ul style="list-style-type: none"> - Review copies of contracts provided and confirm they have been signed. 	<ul style="list-style-type: none"> - Yes – staff are also provided with a comprehensive staff handbook. Last updated 18th November 2017

<ul style="list-style-type: none"> - Do salaries agree with those set by the council? Review approval of wages from Appraisals Committee - Are PAYE, NI and Pension deductions correctly calculated? 	<ul style="list-style-type: none"> - Review minutes of the appraisal committee and confirm agreed wages are in line with payments made. - Test a sample of calculations to ensure they have been performed correctly. 	<ul style="list-style-type: none"> - Wages are paid inline with approved rates. - External provider used to perform wages calculations using Money Soft Payroll Manager.
<p><u>Fixed Assets Control</u></p> <ul style="list-style-type: none"> - Does the council maintain a fixed asset register and document owned assets and assets in it's care? - Is the fixed asset register up to date? - Are assets values reported correct 	<ul style="list-style-type: none"> - Request a copy of the fixed asset register - Confirm when the last review of the register was performed. - Confirm the basis for valuation of assets. 	<ul style="list-style-type: none"> - Copy of fixed asset register obtained. - Asset register was reviewed and updated at the end of the financial year and assets disposed off where removed from the register. - Assets are valued at cost.
<p><u>Bank Reconciliation</u></p> <ul style="list-style-type: none"> - Does the council carry out a bank reconciliation for all accounts and deposits? 	<ul style="list-style-type: none"> - Review bank reconciliation to ensure that this has 	<ul style="list-style-type: none"> - Reconciliations have been prepared for all accounts

<ul style="list-style-type: none"> - Is the bank reconciliation performed regularly and in a timely fashion - Has the bank reconciliation been calculated correctly? 	<p>been completed for all accounts.</p> <ul style="list-style-type: none"> - Review bank reconciliations to confirm this has been completed regularly - Review the calculation and reconciliation, including confirming that all cheques have been cleared post date 	<ul style="list-style-type: none"> - Reconciliations are prepared on a timely basis. - Reconciliations have been performed correctly.
<p><u>Year End Procedures</u></p> <ul style="list-style-type: none"> - Are the year end accounts prepared on the correct accounting basis? 	<ul style="list-style-type: none"> - Review trade debtors to ensure that they have been reported correctly. - Review trade creditors to ensure that they have been reported correctly - Review accruals to ensure they have been reported correctly. 	<ul style="list-style-type: none"> - Trade debtors have been reported correctly. - Trade creditors have been reported correct. - Accruals have been reported correctly.

<ul style="list-style-type: none"> - Do the accounts agree to the cashbook? 	<ul style="list-style-type: none"> - Review the Annual Statement and cash book to ensure accounts agree 	<ul style="list-style-type: none"> - Accounts agree to the cashbook.
<p><u>Other tests</u></p> <ul style="list-style-type: none"> - Are the reserves of the council adequate? 	<ul style="list-style-type: none"> - Review the levels of reserves inline with requirements. 	<ul style="list-style-type: none"> - Reserves are within the generally accepted guidelines of 3 – 12 months of expenditure.

Audit Recommendations & Matters Arising

- It is recommended that the Staff Handbooks are reviewed and updated to reflect changes in the working environment and current legislation on a regular basis. The current handbook hasn't been reviewed since 2017.

Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
 - **Sections 1 and 2** **must** be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2023
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

***Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2022/23

Sawbridgeworth Town Council

www.sawbridgeworth-tc.gov.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	✓		
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

14/06/2023 15/06/2023 16/02/2023

CHRISTOPHER CLARK

Signature of person who carried out the internal audit

C. P. Clark

Date

15/06/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Sawbridgeworth Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.		✓	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

26/06/2023

and recorded as minute reference:

23/34.2 230626

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

www.sawbridgeworth-tc.gov.uk

Section 2 – Accounting Statements 2022/23 for

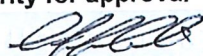
Sawbridgeworth Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	187,118	251,681	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	361,628	384,325	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	68,830	119,169	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	194,876	267,467	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	171,019	217,753	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	251,681	269,955	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	236,105	259,454	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	968,962	991,878	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)		✓		The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



20/06/2023

Date

I confirm that these Accounting Statements were approved by this authority on this date:

20/06/2023

as recorded in minute reference:

23/34.3 230626

Signed by Chairman of the meeting where the Accounting Statements were approved

Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

Sawbridgeworth Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Explanation note

Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

The external auditor report highlighted the exercise of public rights were not complied with as the approval date was after the start date. This was the first year as Clerk I had gone through this process and as such, I have ensured these dates comply with the guidance this year.

Christopher Hunt

Clerk/RFO

Appendix G

E Buckmaster report for June 2023



Update on some of the schemes using my Highways locality budget.

Various Locations	Sawbridgeworth (West Area)	Traffic Speed and Volume Surveys	WSP Data Team	Surveys Completed – Data to be analysed	
Sheering Mill Lane	Sawbridgeworth	PTRO Implementation – No Entry & Junction change of Priority	Ringway	Expected to start September 2023	
The Orchards	Sawbridgeworth	PTRO Waiting Restrictions (Implementation)	Ringway	To be Ordered	
Station Road	Sawbridgeworth	PTRO Waiting Restrictions Stage 1 – Design and Public Engagement	WSP Design Service	To be Ordered	
Sawbridgeworth South East Quadrant	Sawbridgeworth	Traffic Speed and Volume Surveys (Seven Devices)	WSP Data Team	Surveys Complete – Data to be analysed	
High Wych Road	Sawbridgeworth	Traffic Speed and Volume Surveys (Two Devices)	WSP Data Team	Surveys Complete – Data to be analysed	
A1184 Harlow Road and Bonks Hill	Sawbridgeworth	Footway Resurfacing (Micro)	LRMT	Ordered	
A1184 Cambridge Road Lay-by (Tednambury Farm Layby)	Spellbrook	Footway Resurfacing	LRMT	Ordered	
Vantorts Road	Sawbridgeworth	Footway Resurfacing	LRMT	Ordered	
Sayesbury Avenue	Sawbridgeworth	New Pram Crossings	Ringway	Ordered	
Sawbridgeworth NE Area	Sawbridgeworth	Proposed 20 MPH Zone – Public Engagement Exercise	WSP Design Service	Ordered	
High Wych Road	High Wych	School Advisory 20 MPH Zone - Implementation	Ringway	Ordered	

Councillor Terry Douris, county councillor for Bridgewater, has today (23 May 2023) been elected by Hertfordshire County Council to become the 39th Chairman since 1889.

A Hertfordshire resident since the age of five, Councillor Douris has served the people of Hertfordshire for over twelve years, most recently holding the executive portfolio for education, libraries and lifelong learning.

In addition to serving the people of Hertfordshire, Councillor Douris has also previously held the position of Armed Forces Champion and Chairman of the Hertfordshire Armed Forces Covenant Board. The Armed Forces Covenant is a promise by the county to those who serve or who have served in the Armed Forces, and their families that they are treated fairly. The covenant focusses on helping members of the armed forces community have the same access to government and commercial services and products as any other citizen.

Leader confirms changes to cabinet at Hertfordshire County Council

The Cabinet will now be made up of the following councillors:

Leader of the Council: Councillor Richard Roberts

Deputy Leader of the Council: Councillor Fiona Thomson

Executive Member for Adult Care, Health & Wellbeing: Councillor Tony Kingsbury

Executive Member for Children, Young People & Families: Councillor Fiona Thompson

Executive Member for Education, Libraries & Life Long Learning: Councillor Caroline Clapper

Executive Member for Growth, Infrastructure & Planning: Councillor Stephen Boulton

Executive Member for Highways & Transport: Councillor Phil Bibby

Executive Member for Public Health & Community Safety: Councillor Morris Bright

Executive Member for Resources & Performance: Councillor Bob Deering

Executive Member for The Environment: Councillor Eric Buckmaster

Services for children and young people with Special Educational Needs and Disabilities

At the Council's Annual Meeting on Tuesday 23 May Cllr. Richard Roberts, Leader of Hertfordshire County Council, announced plans for an additional £5 million of ongoing funding to deliver on the Council's statutory duties to improve the experience and outcomes of children with [Special Educational Needs and Disabilities \(SEND\)](#) and their families. Nationally, and across Hertfordshire, there has been an unprecedented increase in requests for [Education, Health and Care plans \(EHCPs\)](#) and this funding will release some much-needed capacity in the statutory SEND service and enable the council to:

- focus on the most urgent areas first by enhancing our engagement with young people, parents and carers, schools, health professionals and all other agencies who work with children and young people with SEND between the ages of 0-25.
- create approximately 80 new posts to support the SEND service with an aim to 'get the basics right' by reducing staff caseloads, making teams more responsive and meeting peak demand periods during the year.

- further direct council resources and expertise to enable greater inclusion in mainstream schools for those in specialist settings and with Education, Health and Care Plans (EHCPs).

Officers will now work with key stakeholders to develop an implementation plan for these proposals that will be presented to [Cabinet](#) in July.

Cost of Living support

Hertfordshire County Council continues to work with partners to ensure the provision of accessible information, advice, and guidance to those most in need to help every resident [manage the cost of living](#). Household Support Grant awarded by the Department of Work and Pensions [is being managed by Hertfordshire County Council](#) and works in partnership with District and Borough Councils and third-party organisations to distribute the funds to residents in need utilising local knowledge and data available. The grant is one of several strands of support offered by the Government, Hertfordshire County Council and the [Integrated Care Board](#) to benefit Hertfordshire residents.

A brand new recycling centre has opened to the public today (Monday 15 May) in Welwyn Garden City, to replace the old Cole Green site which closed at the end of March.

The new centre, located on Tewin Road, will be open 7 days a week, 10am to 6pm, all year round.

Hertfordshire County Council has made a multi-million-pound investment in this site, which will provide significantly improved facilities for local residents, making it easier to recycle and reuse waste, and help the county council deliver its ambition to create a cleaner, greener and healthier county.

The new recycling centre has a split-level system making it easier for visitors to dispose of their items. New features and site enhancements include:

- **Reduced queueing** – There will be over 30 parking bays plus a lengthy 'running lane' ensuring visitors won't have to queue onto the road
- **Fewer service closures** - A split level site means that it will be closed less often to allow servicing during opening hours
- **A new Reuse Shop** – A purpose-built shop, for donations and purchase of good quality unwanted items, which will be the fourth one in the county

- **A business waste drop-off service** – Following the successful pilot at the Ware site, a business waste service will be launched later this summer, providing an opportunity for businesses in the county to compliantly dispose and recycle their waste at competitive rates

The site was formally opened by Cllr Eric Buckmaster, Executive Member for The Environment at Hertfordshire County Council, who said: "This new recycling centre provides a first class recycling and reuse service for local people, and is a huge upgrade on the Cole Green centre it's replacing.

"We're committed to investing in this kind of infrastructure, that meets the needs of our communities and will help to increase the amount of waste that is reused or recycled."

Hertfordshire County Council has agreed to increase the skills element of the weekly foster carer payment by nine per cent.

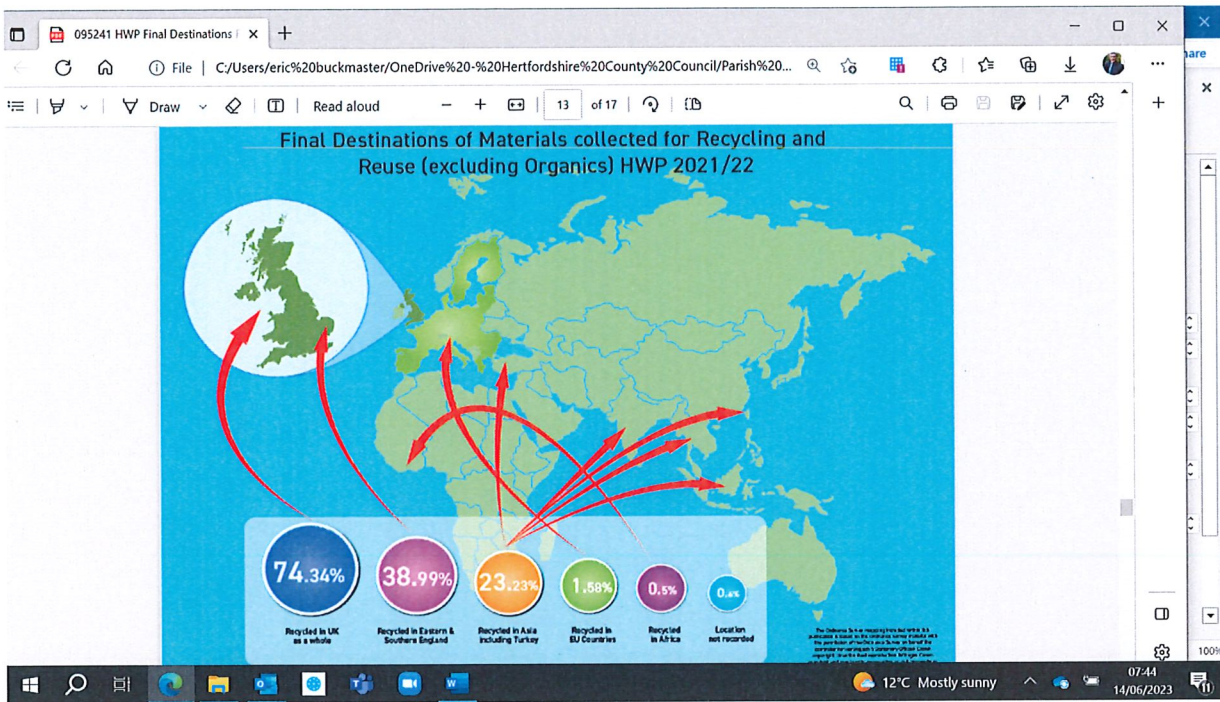
This is an addition to the recent 12.43 per cent increase of the foster carer set allowance, awarded by the Government.

The extra payments will be awarded to foster carers and backdated to May, taking a foster carer's average weekly pay to £502.30 per week. (based on caring for a child aged 11-15 and includes skills and child allowance).

The news comes just a couple of months after a recent Outstanding Ofsted award was given to Hertfordshire County Council's children services.

What happened to the waste generated by Hertfordshire households in 2021/22? The Hertfordshire Waste Partnership (HWP), Residual Waste is made up of the refuse material which residents put in their household waste bins and in litter bins and which they may also take themselves to the large designated non-recyclable waste containers provided at Recycling Centres.

In the year 2021 to 22 two thirds of the County Residual waste went into Energy Recovery Facilities. In early 2022, following a lengthy and complex procurement process, the county council as Hertfordshire's Waste Disposal Authority awarded six residual waste contracts to four different suppliers which will commence in April 2024. Each contract is for 10 years with an option to extend for 5 years. Non-landfill solutions have been secured with sufficient capacity to manage all local authority collected residual wastes forecast to arise during the contract period. Whilst the contracts will permit emergency landfill use when all other options are unavailable, the award of these contracts will, subject to the delivery of separate waste shredding proposals, the default position will be to Energy Recovery Facilities.



Help to create a greener Hertfordshire as the Your Tree, Our Future scheme returns

Following the success of the 'Your Tree, Our Future' giveaway last year where 46,000 trees were given away to residents, the scheme is returning for 2023, with the aim of giving away a further 60,000 trees this year and 30,000 for the next two years to help the county tackle its sustainability targets.

It is estimated that the trees planted by 4,000 residents last year could remove 77,000 tonnes of carbon from the atmosphere.

The scheme, now in its second year will help the council to deliver on several of its Sustainable Hertfordshire ambitions as planting trees has a positive impact on air quality, helps reduce the carbon in our atmosphere, supports biodiversity and can help communities adapt to the impacts of climate change. In addition, access to natural features has been linked with benefits to physical and mental health.

The 'Your Tree Our Future' scheme was created as part of the county council's Tree and Woodland Strategy, which sets out how the council will increase tree cover in the county. The project will be delivered in partnership with all ten district and borough councils.

By visiting www.hertfordshire.gov.uk/yourtree residents will be able to choose from a selection of eight different native species, or a hedgerow pack, which will be provided on a first come first served basis. Residents who have successfully requested free trees will receive an email from the council with details of the date and how to collect them from a local pick-up point.

Cllr Eric Buckmaster, Executive Member for The Environment at Hertfordshire County Council said:

"Last year we saw exceptional demand from residents to play their part in creating a more sustainable county and we're committed to ensuring that this well received offer continues providing the opportunity for all to take positive climate action."

The Children and Young People's team in plays a crucial role in promoting and safeguarding the health and wellbeing of children and young people through our various programmes and services, including our Family Centre Service which we commission in partnership with Children's Services.

One of the projects we are responsible for in Hertfordshire is the NHS Healthy Start Scheme. We are working closely with Health and Family Centres to promote the scheme – below graph shows the uptake in Hertfordshire for April.

With the cost of living hitting everyone, you may know of families in your area who could benefit from the scheme, especially in the areas where uptake isn't quite as high yet. Please encourage eligible families to apply by sharing the information below:

Healthy Start is a government scheme to help families access healthy vegetables, fruit and milk. Families can apply online for the Healthy Start pre-paid card if they are:

- 10 weeks+ pregnant
- have at least one child under four years old.
- Receiving benefits such as

- Child Tax Credit

- Income Support

- Income-based Jobseeker's Allowance

- Pension Credit (which includes the child addition)

- Universal Credit (if the family's take-home pay is £408 or less per month from employment)

The scheme offers £4.25 each week of pregnancy (from the 10th week) and for children between one and four years old, or £8.50 each week for children from birth to one year old.

To find out more, go online at www.healthystart.nhs.uk. If you can't go online, call 0300 330 7010 or email healthy.start@nhsbsa.nhs.uk

For more information about the scheme, including social media graphics to share on your channels, please contact dee.debruin1@hertfordshire.gov.uk

Cleaner Air Tours

In May, the Cleaner Air Tour visited town centres in Watford, Waltham Cross, Hemel Hempstead, Bishop's Stortford and Sawbridgeworth. All areas have Air Quality Management Areas where the legal limits for air pollution are exceeded, and the Cleaner Air team visited to speak to residents about how they can protect their health by reducing their exposure and contribution to air pollution. Over the course of the week, we had detailed discussions with over 150 local residents and encouraged them to sign up to [local air quality alerts](#).

Events were supported by 7 officers from the local district and borough councils and we had a great turnout of 14 members and one MP at the events who helped us to talk with residents and spread awareness of the [let's clear the air](#) campaign.

Clean Air Day is approaching on 15 June and toolkits for schools, community groups, sports clubs and businesses will be available shortly. Please email cleaner.air@hertfordshire.gov.uk to hear directly when the toolkits are released.



Multi-million-pound boost to double pothole repairs and protect roads across Hertfordshire

As reported by [Highways Industry](#), Hertfordshire County Council will double the number of potholes fixed and protect roads from damage before next winter using new multi-million-pound funding. The allocation of nearly £4 million from the Government's Pothole Fund will fund up to 20,000 additional pothole repairs across the county, taking the total of repairs to an expected 40,000 this year.

East Herts District Council report

At time of writing due to attend Overview and Scrutiny Committee.

Agenda includes:

6. Waste Shared Service: Client Team and Corporate Support service arrangements (Pages 15 - 64)

District Councillor Report – Cllr Angus Parsad-Wyatt
Sawbridgeworth Town Council – June 2023

In the 46 days since the local elections on 4th May, the District Council and Councillors have largely been focused on the formation of the new Executive and Committees, and training for councillors.

I have undertaken a couple of training sessions already, with more to come over the coming months.

On 17th May I attended the first Full Council of the new term, at which the Chairman, Deputy Chairman, Leader and Executive were all appointed.

I am a member of the Standards Committee which first meets on 5th July.

Eco representative report for Full Council meeting – 26 June 2023 (as of 18 June 2023)

River Day – Saturday 3 June

- Many thanks to the STC team for organising a super [River Day](#) with the Canal & River Trust. We have had lots of good feedback and ideas for next year.
- The Trust's boat trips proved particularly popular, along with canoeing sessions supported by Whoosh, and pond dipping with the Citizen Science Group.
- Thanks to the volunteers from these organisations for all their work, as well Hertfordshire Boat Rescue, Hertfordshire Police and Sustainable Sawbridgeworth who also attended.



Friends of Pishiobury Park

- Working parties continue to be held every third Thursday of the month between 10am and 12.
- The Countryside Management Service is holding a celebratory event including a walk taking in the new audio trail, signage and boardwalk on 28 June.

Clean Air Day – Bell Street stall and London Road leafleting

- Members of Sustainable Sawbridgeworth held a stall displaying air quality maps and distributed postcards and car stickers to raise awareness of how we can all help make our air cleaner as part of this year's national Clean Air Day.
- On the day itself (15 June) Clare Ginders led leafleting outside Leventhorpe School and provided leaflets to the swimming pool reception, while a banner was displayed at the front of the school with help from the student Eco group.



Sustainable Sawbridgeworth meeting – 8 June

- This included updates on the new website, communications channels, clean air work, thermal imaging camera scheme, community gardening including a 'Make your own vertical garden' session, and a 'Sustainable Christmas' campaign.

COMING UP

Eco-Audit Working Group meeting – 28 June 2023

HCC/Sustainable Sawbridgeworth meeting – 18 July 2023

Repair Cafe – Saturday 22 July – 12 to 4pm

Cllr Annelise Furnace

Appendix H

Sawbridgeworth Town Council

Memorandum from Town Projects Manager

To: All Members
From: Joanne Sargant
Subject: Dates for Events 2023 & River Day 3rd June 2023
Date: 6th June 2023

Forward Planning Dates for Dairy 2023

- **Civic Service:** Sunday 9th July 2023
- **Fun on the Field:** Saturday 2nd September – Please let Jo know if you are able to help with any part of the event including set up / 12-5pm and break down.
- **Travel Challenge Week:** Monday 25th to Friday 29th September - Schools with Sunny Sawbosaurius visiting throughout the week.
- **Travel Challenge Town Walk:** Saturday 30th - Public and School Children – whole town
- **Community Connections** – Chamber and car park, community networking event.
- **Remembrance Day** – Sunday 12th November / 3pm at Great St Marys Church and War Memorial
- **Lights of Love Service** – Date tbc in November – Sayesbury Manor and Chamber.
- **Christmas Lights Switch On** – Saturday 25th November (3pm / Lights Switched On 6pm)
- **Christmas Competition** – all schools
- **Christmas Competition Presentation** – Date TBC December / Chamber with Mayor

River Day 2023 was once again a fabulous day and the sun shone all day long for us. An event arranged by Sawbridgeworth Town Council in collaboration with Canal and River Trust is now an annual event due to its popularity. The event was a result of working closely with Sandile from Canal and River Trust following talks with Councillor Furnace about the poor state of the tow paths through Sawbridgeworth, over the last couple of years we have had extensive work carried out to our tow paths along the River Stort to bring them up to the standard they are today and this is all thanks to the Canal and River Trust.

Bob Reed hosted a Bio Zone tent with his Citizen Science group that meet regularly through the year. The group explore the river and examine the bio diversity and had collected 20 water samples from watercourses throughout the parish. They tested some of samples on the day and showed the results over all. They ran a couple of 'pond dipping' sessions looking for 'indicator species' which will give us a good idea of the Index of Biological Quality for the River. Water Quality is something which should be of concern to everyone and this is a great opportunity for to demonstrate what a Citizen Science Group can achieve.

Canal and River Trust offered canoes that were bookable on the day and hosted trips out on the river in their working boat, next year we are hoping to secure a 24 seat passenger boat so many more people will be able to book a place and take a trip downstream to Feakes Lock and back. A huge thank you to Will and James who took care of the river trips, and to Darren and Digby for all their hard work on the day supported greatly by Whoosh Explore in helping to get everyone out on the canoes safely.

Sustainable Sawbridgeworth and Herts Police joined us to give out valuable advice and information and another star of the day in attendance were the team from Herts Boat Rescue. Herts Boat Rescue is a voluntary organisation providing specialist water based search and rescue, a national flood rescue service as well as safety cover for planned events in and around Hertfordshire. Herts Boat Rescue also promotes water safety through education and exposure within Hertfordshire and surrounding areas, making water safer for everyone, we all hope that we will not need the services of these fantastic volunteers, so it is important to know that they rely totally on fundraising and donations. Please take a look at their website, www.hertsboatrescue.org.uk

The date for next year which will be Saturday 1st June 2024

Appendix I

SAWBRIDGEWORTH HOMES FOR UKRAINE SUPPORT GROUP

UPDATE FOR SAWBRIDGEWORTH TOWN COUNCIL MEETING ON 26 JUNE 2023

War Update

We are getting close to 500 days of this conflict. The key recent event has been of course the destruction of the Kakhovka dam on 6 June. Water from the reservoir supplies the Crimean peninsula to the south, which was annexed by Russia in 2014, as well as the Zaporizhzhia nuclear plant, Europe's largest, to the north. The New York Times (NYT) released a report supporting the Washington Institute for the Study of War's assessment that Russian forces most likely destroyed the dam, i.e., the degree of damage to the dam's internal structures is consistent with an explosion from within the dam's internal structure, rather than from prior damage. Defra estimates that over 42,000 civilians remain affected and an estimated 100,00 hectares of agricultural area have been submerged. In other words, this is ecocide and a deliberate attempt to damage Ukraine's long-term agricultural resources, leaving aside the dreadful human damage, pollution and disease created. It is also something of an own goal since occupied northern Crimea will also be affected.

Ian Stubbs, Senior Military Advisor at the UK Delegation to the OSCE reported a UN estimate on 14 June that 700,000 people in the Kherson region were without access to drinking water, and that the Ukrainian Agriculture Association had estimated that Ukraine will lose 14 percent of its grain exports due to the flooding.

On 10 June, the UK announced an additional £16 million in humanitarian support as Ukraine to respond to the destruction of the Nova Kakhovka dam, in addition to the £220 million which is allowing partners, such as the Ukraine Red Cross, to help evacuate civilians affected by the flooding. The UK-led Partnership Fund for a Resilient Ukraine has already delivered two specialist rescue boats, search and rescue equipment, and trauma medicine to Kherson. Funding will support aid organisations in the area who are currently assisting people affected by the flooding with rapid response equipment, shelter, and essential supplies, as well as in areas affected by fighting and communities who have been displaced. The funding will consist of £10 million of support to the Red Cross Movement, £5 million to OCHA and £1 million to IOM.

The UK is also set to host the Ukraine Recovery Conference later this month, which will bring together governments and industry leaders to develop a multi-sector plan to help Ukraine to recover from Russia's illegal invasion.

The heads of state of seven African countries met with Ukrainian President on 16 June in Kyiv as part of joint peace mission. Russian forces conducted a missile strike on Kyiv during the visit, forcing the African leaders to take shelter in bunkers.

Concern continues about the state of the Zaporizhzhia nuclear plant and Russia's claim to have started sending tactical nuclear weapons to Belarus.

For the first time, the world will observe the International Day for Countering Hate Speech on 18 June. The EUvsDisinfo platform analysed Russia's use of hate speech, which they say has two "traveling companions", disinformation and media manipulation. Russia's war against Ukraine demonstrates the deadly effect of hate speech, to dehumanise the opponent, in this case the legitimate, elected government in Kyiv and the wider Ukrainian population. Disinformation and hate speech continue to pour out of Russian state-controlled outlets, including homophobia. Homo- and transphobia are key ingredients of pro-Kremlin disinformation, in particular targeting domestic, Russian-speaking

assistants in schools. We could do more to make them aware of local job opportunities (see extra funding promise above). Some families use the SECC pop-up shop.

Awareness raising: I did a talk at Probus in June and to the BS Rotary Club in September and have offered to do one for U3A.

English lessons: continue to take place at Sawbridgeworth Evangelical Congregational Church (every Monday since May 2022), run by a group of volunteer teachers; plus 1:1 arrangements as appropriate. We will continue providing lessons as long as they would like them.

DAVID ROYLE 180623

Appendix J

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: All Members
From: Christopher Hunt
Subject: Financial report, 26th June 2023
Date: 20th June 2023

Update on Sawbridgeworth Town Council Budget financial year 2023/24

Highlights to budget variances or expenditure

Area	Cost + % of budgeted money	Reason
Subscriptions	£1,869 – 75%	Subscriptions predominantly paid at the beginning of financial year
IT Support	£4,043 – 49%	Reception upgrade and first floor office WIFI and docking station
Audit	£2,050 – 82%	Year end and mid-term audits
Web site Development	£738 – 73%	Upgrade to current system to improve management.
Election Expenses	£9,572 – 108%	3 vacancies election 2021 – 22. Prices increased.
Insurance	£7,535 – 100%	Paid for this financial year including personal liability cover as well as building.
Southbrook Allotment - water	£1554 – 721%	Water company undercharging for several years and water meter found and
CCTV and Extension	£2,102 – 84% £4,330 – 78%	CCTV camera upgrade and recording improved to offices and chamber
Rangers Truck #2	£1,500 – 99%	Maintenance due to MOT failure and repairs required.

Detailed Income & Expenditure by Budget Heading 01/05/2023

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Staff</u>							
4001 Carter L						13.1%	
4003 Sargent J						11.5%	
4004 Parrish S						0.0%	
4005 Dale L						13.4%	
4008 Jones J						0.0%	
4011 V Derrick						12.7%	
4013 Crank D						0.0%	
4015 C Hunt						9.6%	
4016 A Robinson						0.0%	
4018 Langley G						0.0%	
4029 Salary Recharge						0.0%	
4035 NIC						15.7%	
4040 Pension						8.6%	
Staff :- Indirect Expenditure	25,883	221,845	195,962	0	195,962	11.7%	0
Net Expenditure	(25,883)	(221,845)	(195,962)				
<u>200 General Administration</u>							
1076 Precept	214,662	429,324	214,662			50.0%	
1090 Interest Received	822	750	(72)			109.7%	
1999 Miscellaneous Income	27	0	(27)			0.0%	
General Administration :- Income	215,511	430,074	214,563			50.1%	0
4070 Subscriptions	1,869	2,495	626		626	74.9%	
4075 IT Support	4,403	9,000	4,597		4,597	48.9%	
4080 Training (Members)	34	1,200	1,166		1,166	2.8%	
4081 Travel Expenses	53	500	447		447	10.7%	
4082 Training (Staff)	0	2,000	2,000		2,000	0.0%	
4083 Clerks Expenses	0	250	250		250	0.0%	
4090 IT Development	0	1,000	1,000		1,000	0.0%	
4095 Photocopy Charges	330	2,000	1,670		1,670	16.5%	
4100 Telephone/Broadband	537	2,500	1,963		1,963	21.5%	
4105 Postage	50	900	850		850	5.6%	
4110 Stationery	168	750	582		582	22.4%	
4115 Insurance	0	7,554	7,554		7,554	0.0%	
4120 Bank Charges	60	600	540		540	10.0%	
4125 Repairs & Renewals	0	750	750		750	0.0%	
4130 Staff Care	46	1,500	1,454		1,454	3.1%	
4135 Office Care	362	2,500	2,138		2,138	14.5%	
4140 Office Equipment	0	3,000	3,000		3,000	0.0%	

Detailed Income & Expenditure by Budget Heading 01/05/2023

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4180 Accountancy Services	(133)	1,700	1,833		1,833	(7.8%)	
4185 Audit	(2,050)	2,500	4,550		4,550	(82.0%)	
4190 Professional Fees	(430)	3,000	3,430		3,430	(14.3%)	
4195 Tourism	114	500	386		386	22.9%	
4200 Web-site	738	2,000	1,263		1,263	36.9%	
4201 Web-site development	738	1,000	263		263	73.8%	
4215 Town Signs	0	500	500		500	0.0%	
4990 Contingency	0	2,500	2,500		2,500	0.0%	
4999 Miscellaneous Costs	100	0	(100)		(100)	0.0%	
General Administration :- Indirect Expenditure	6,990	52,199	45,209	0	45,209	13.4%	0
Net Income over Expenditure	208,521	377,875	169,354				
<u>210 Democratic Services</u>							
1335 Civic Dinner Income	0	5,000	5,000			0.0%	
Democratic Services :- Income	0	5,000	5,000			0.0%	0
4310 Election Expenses	9,572	8,870	(702)		(702)	107.9%	3,850
4315 Mayor's Allowance	1,255	1,500	245		245	83.7%	
4330 Civic Events	130	2,500	2,370		2,370	5.2%	
4335 Civic Dinner Expenditure	0	5,000	5,000		5,000	0.0%	
Democratic Services :- Indirect Expenditure	10,957	17,870	6,913	0	6,913	61.3%	3,850
Net Income over Expenditure	(10,957)	(12,870)	(1,913)				
6000 plus Transfer from EMR	3,850						
Movement to/(from) Gen Reserve	(7,107)						
<u>220 Grants</u>							
4350 Grants - SYPRC	0	1,000	1,000		1,000	0.0%	
4355 Grants - The Hailey Centre	0	1,000	1,000		1,000	0.0%	
4370 Grants - S137	0	75	75		75	0.0%	
4375 Grants - Citizens' Awards	91	250	159		159	36.2%	
4380 Grants - Other	0	2,500	2,500		2,500	0.0%	
Grants :- Indirect Expenditure	91	4,825	4,734	0	4,734	1.9%	0
Net Expenditure	(91)	(4,825)	(4,734)				
<u>300 Civic Centre</u>							
1400 Rental Income	80	500	420			16.0%	
Civic Centre :- Income	80	500	420			16.0%	0

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4115 Insurance	7,535	0	(7,535)		(7,535)	0.0%	
4405 Rates	1,806	9,500	7,694		7,694	19.0%	
4410 Heat & Light	1,148	5,000	3,852		3,852	23.0%	
4415 Water	40	600	560		560	6.6%	
4420 Maintenance	566	2,080	1,514		1,514	27.2%	
4425 Fixtures & Fittings	0	1,040	1,040		1,040	0.0%	
4445 New Equipment	33	8,000	7,967		7,967	0.4%	
Civic Centre :- Indirect Expenditure	11,128	26,220	15,092	0	15,092	42.4%	0
Net Income over Expenditure	(11,048)	(25,720)	(14,672)				
<u>310 Police Suite</u>							
4420 Maintenance	0	250	250		250	0.0%	
Police Suite :- Indirect Expenditure	0	250	250	0	250	0.0%	0
Net Expenditure	0	(250)	(250)				
<u>320 Hailey Centre</u>							
4420 Maintenance	0	2,080	2,080		2,080	0.0%	
Hailey Centre :- Indirect Expenditure	0	2,080	2,080	0	2,080	0.0%	0
Net Expenditure	0	(2,080)	(2,080)				
<u>330 Other Rented Accommodation</u>							
4400 Rent	555	3,150	2,595		2,595	17.6%	
Other Rented Accommodation :- Indirect Expenditure	555	3,150	2,595	0	2,595	17.6%	0
Net Expenditure	(555)	(3,150)	(2,595)				
<u>400 Bullfield Allotments</u>							
1500 Allotment Rent Income	14	750	736			1.8%	
1510 Allotment Water Income	3	200	198			1.3%	
Bullfield Allotments :- Income	16	950	934			1.7%	0
4415 Water	65	500	435		435	13.1%	
4420 Maintenance	0	1,500	1,500		1,500	0.0%	
Bullfield Allotments :- Indirect Expenditure	65	2,000	1,935	0	1,935	3.3%	0
Net Income over Expenditure	(49)	(1,050)	(1,001)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
410 Bellmead Allotments							
1500 Allotment Rent Income	16	120	104			13.5%	
1510 Allotment Water Income	3	30	28			8.3%	
Bellmead Allotments :- Income	19	150	131			12.5%	0
4415 Water	15	50	35		35	29.8%	
4420 Maintenance	0	250	250		250	0.0%	
Bellmead Allotments :- Indirect Expenditure	15	300	285	0	285	5.0%	0
Net Income over Expenditure	4	(150)	(154)				
420 Vantorts Allotments							
1500 Allotment Rent Income	0	125	125			0.0%	
1510 Allotment Water Income	0	25	25			0.0%	
Vantorts Allotments :- Income	0	150	150			0.0%	0
4415 Water	12	100	88		88	11.8%	
4420 Maintenance	0	750	750		750	0.0%	
Vantorts Allotments :- Indirect Expenditure	12	850	838	0	838	1.4%	0
Net Income over Expenditure	(12)	(700)	(688)				
430 Southbrook Allotments							
1500 Allotment Rent Income	26	1,000	974			2.6%	
1510 Allotment Water Income	5	175	170			2.9%	
Southbrook Allotments :- Income	31	1,175	1,144			2.6%	0
4415 Water	1,804	250	(1,554)		(1,554)	721.6%	
4420 Maintenance	240	1,000	760		760	24.0%	
Southbrook Allotments :- Indirect Expenditure	2,044	1,250	(794)	0	(794)	163.5%	0
Net Income over Expenditure	(2,013)	(75)	1,938				
440 Cemetery							
1550 Burial Fees	1,370	25,000	23,630			5.5%	
1560 Memorial Fees	200	1,485	1,285			13.5%	
1570 Grave Digging Income	0	1,200	1,200			0.0%	
1580 Trees	0	2,700	2,700			0.0%	
1581 Benches	0	3,108	3,108			0.0%	
1582 Plaques	230	330	100			69.7%	
Cemetery :- Income	1,800	33,823	32,023			5.3%	0

Detailed Income & Expenditure by Budget Heading 01/05/2023

Month No: 2

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	1,815	14,013	12,198		12,198	13.0%	
4045 Subcontracted Labour	0	1,000	1,000		1,000	0.0%	
4415 Water	21	150	129		129	14.1%	
4420 Maintenance	160	5,000	4,840		4,840	3.2%	
4440 New Area	0	5,000	5,000		5,000	0.0%	
4441 Cemetery Development	4,045	0	(4,045)		(4,045)	0.0%	4,045
4520 Skip Hire	275	3,300	3,025		3,025	8.3%	
4530 Trees	0	360	360		360	0.0%	
4531 Benches	1,256	1,860	604		604	67.5%	
4532 Plaques	0	125	125		125	0.0%	
4675 Publicity	0	500	500		500	0.0%	
Cemetery :- Indirect Expenditure	7,573	31,308	23,735	0	23,735	24.2%	4,045
Net Income over Expenditure	(5,773)	2,515	8,288				
6000 plus Transfer from EMR	4,045						
Movement to/(from) Gen Reserve	(1,728)						
445 Gt St Marys Closed Cemetery							
4029 Salary Recharge	0	1,750	1,750		1,750	0.0%	
4045 Subcontracted Labour	0	1,000	1,000		1,000	0.0%	
4420 Maintenance	0	7,250	7,250		7,250	0.0%	
Gt St Marys Closed Cemetery :- Indirect Expenditure	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	(10,000)	(10,000)				
450 Playground							
4420 Maintenance	0	5,000	5,000		5,000	0.0%	
Playground :- Indirect Expenditure	0	5,000	5,000	0	5,000	0.0%	0
Net Expenditure	0	(5,000)	(5,000)				
460 Rivers Heritage Site & Orchard							
4700 RHSOG	0	2,600	2,600		2,600	0.0%	
Rivers Heritage Site & Orchard :- Indirect Expenditure	0	2,600	2,600	0	2,600	0.0%	0
Net Expenditure	0	(2,600)	(2,600)				
500 Groundsman							
1603 Public Toilet Income	102	1,000	898			10.2%	
Groundsman :- Income	102	1,000	898			10.2%	0

Month No: 2

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	5,173	34,274	29,102		29,102	15.1%	
4600 Planters	0	1,000	1,000		1,000	0.0%	
4601 Bell St Conveniences Cleaning	88	6,000	5,912		5,912	1.5%	
4602 Bell St Convenience Repairs	0	4,000	4,000		4,000	0.0%	
4615 Ranger's Mower	241	1,500	1,259		1,259	16.1%	
4620 Ranger's Tools	568	1,000	432		432	56.8%	
4625 Mower Costs	0	9,000	9,000		9,000	0.0%	
4630 CCTV	2,102	2,500	398		398	84.1%	
4635 CCTV Extension	4,330	5,500	1,170		1,170	78.7%	
Groundsman :- Indirect Expenditure	12,501	64,774	52,273	0	52,273	19.3%	0
Net Income over Expenditure	(12,399)	(63,774)	(51,375)				
<u>600 Fun on the Field</u>							
1670 Event Income	0	1,000	1,000			0.0%	
Fun on the Field :- Income	0	1,000	1,000			0.0%	0
4029 Salary Recharge	0	900	900		900	0.0%	
4045 Subcontracted Labour	0	500	500		500	0.0%	
4670 Event Costs	0	1,000	1,000		1,000	0.0%	
4675 Publicity	0	100	100		100	0.0%	
Fun on the Field :- Indirect Expenditure	0	2,500	2,500	0	2,500	0.0%	0
Net Income over Expenditure	0	(1,500)	(1,500)				
<u>610 Events General</u>							
4670 Event Costs	164	1,000	836		836	16.4%	
4675 Publicity	0	500	500		500	0.0%	
Events General :- Indirect Expenditure	164	1,500	1,336	0	1,336	10.9%	0
Net Expenditure	(164)	(1,500)	(1,336)				
<u>620 Christmas Festival</u>							
1670 Event Income	0	400	400			0.0%	
Christmas Festival :- Income	0	400	400			0.0%	0
4029 Salary Recharge	0	1,000	1,000		1,000	0.0%	
4045 Subcontracted Labour	0	350	350		350	0.0%	
4670 Event Costs	0	1,000	1,000		1,000	0.0%	
4675 Publicity	0	500	500		500	0.0%	
4685 Christmas Lights	0	15,000	15,000		15,000	0.0%	
4690 Competitions	0	600	600		600	0.0%	
Christmas Festival :- Indirect Expenditure	0	18,450	18,450	0	18,450	0.0%	0
Net Income over Expenditure	0	(18,050)	(18,050)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
630 Markets							
1670 Event Income	0	7,500	7,500			0.0%	
Markets :- Income	<u>0</u>	<u>7,500</u>	<u>7,500</u>			<u>0.0%</u>	<u>0</u>
4675 Publicity	0	3,000	3,000		3,000	0.0%	
Markets :- Indirect Expenditure	<u>0</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>4,500</u>	<u>4,500</u>				
640 Projects							
4710 Hanging Baskets	0	1,500	1,500		1,500	0.0%	
4715 Planters Project	0	500	500		500	0.0%	
4720 Town Green	0	10,000	10,000		10,000	0.0%	
4725 Fair Green	0	1,200	1,200		1,200	0.0%	
4735 Remembrance Day	0	250	250		250	0.0%	
4740 War Memorial	0	1,000	1,000		1,000	0.0%	
Projects :- Indirect Expenditure	<u>0</u>	<u>14,450</u>	<u>14,450</u>	<u>0</u>	<u>14,450</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(14,450)</u>	<u>(14,450)</u>				
660 Town Selfie Walk							
4029 Salary Recharge	0	500	500		500	0.0%	
4675 Publicity	0	500	500		500	0.0%	
4681 Promotional Equipment	0	1,000	1,000		1,000	0.0%	
Town Selfie Walk :- Indirect Expenditure	<u>0</u>	<u>2,000</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(2,000)</u>	<u>(2,000)</u>				
700 Sawbobus							
1150 Grants Received	0	6,000	6,000			0.0%	
1151 STC Subsidy	0	15,000	15,000			0.0%	
1800 Fares	1,176	10,000	8,824			11.8%	
1820 Fuel Rebate	0	1,200	1,200			0.0%	
1830 Sponsorship	0	5,000	5,000			0.0%	
Sawbobus :- Income	<u>1,176</u>	<u>37,200</u>	<u>36,024</u>			<u>3.2%</u>	<u>0</u>
4029 Salary Recharge	3,635	19,576	15,941		15,941	18.6%	
4045 Subcontracted Labour	0	2,000	2,000		2,000	0.0%	
4800 Fuel	1,182	9,250	8,068		8,068	12.8%	
4805 Vehicle Maintenance	161	2,600	2,439		2,439	6.2%	
4810 Vehicle Tax & Insurance	872	2,000	1,128		1,128	43.6%	
4815 Vehice Hire	0	1,000	1,000		1,000	0.0%	

Detailed Income & Expenditure by Budget Heading 01/05/2023

Month No: 2

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4816 Community Bus Reserve	0	10,000	10,000		10,000	0.0%	
Sawbobus :- Indirect Expenditure	5,850	46,426	40,576	0	40,576	12.6%	0
Net Income over Expenditure	(4,675)	(9,226)	(4,551)				
<u>800 Heffer GL61</u>							
1850 Vehicle Hire Income	0	1,000	1,000			0.0%	
Heffer GL61 :- Income	0	1,000	1,000			0.0%	0
4800 Fuel	47	900	853		853	5.2%	
4805 Vehicle Maintenance	71	1,200	1,129		1,129	5.9%	
4810 Vehicle Tax & Insurance	872	1,500	628		628	58.1%	
Heffer GL61 :- Indirect Expenditure	989	3,600	2,611	0	2,611	27.5%	0
Net Income over Expenditure	(989)	(2,600)	(1,611)				
<u>810 Rangers Truck FT63</u>							
4800 Fuel	222	2,000	1,778		1,778	11.1%	
4805 Vehicle Maintenance	21	1,500	1,479		1,479	1.4%	
4810 Vehicle Tax & Insurance	522	1,500	978		978	34.8%	
Rangers Truck FT63 :- Indirect Expenditure	764	5,000	4,236	0	4,236	15.3%	0
Net Expenditure	(764)	(5,000)	(4,236)				
<u>820 Rangers Truck #2</u>							
4800 Fuel	89	1,200	1,111		1,111	7.4%	
4805 Vehicle Maintenance	1,489	1,500	11		11	99.3%	
4810 Vehicle Tax & Insurance	475	1,000	525		525	47.5%	
Rangers Truck #2 :- Indirect Expenditure	2,053	3,700	1,647	0	1,647	55.5%	0
Net Expenditure	(2,053)	(3,700)	(1,647)				
<u>910 Town Action Plan</u>							
4910 Town Action Plan Costs	0	500	500		500	0.0%	
Town Action Plan :- Indirect Expenditure	0	500	500	0	500	0.0%	0
Net Expenditure	0	(500)	(500)				
Grand Totals:- Income	218,734	519,922	301,188			42.1%	
Expenditure	87,634	547,647	460,013	0	460,013	16.0%	
Net Income over Expenditure	131,100	(27,725)	(158,825)				
plus Transfer from EMR	7,895						
Movement to/(from) Gen Reserve	138,995						

Bank Reconciliation up to 31/05/2023 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
25/04/2023	2267	50.97		50.97		R <input type="checkbox"/>	Petty Cash
02/05/2023	DD1	173.52		173.52		R <input type="checkbox"/>	The Fuelcard Company
02/05/2023	DD2	783.29		783.29		R <input type="checkbox"/>	Techwyse
02/05/2023	Direct		26.52	26.52		R <input type="checkbox"/>	Receipt(s) Banked
03/05/2023	DD3	42.00		42.00		R <input type="checkbox"/>	WESTWOOD PARK FARM LTD
03/05/2023	Direct		320.70	320.70		R <input type="checkbox"/>	Receipt(s) Banked
03/05/2023	Direct		115.50	115.50		R <input type="checkbox"/>	Receipt(s) Banked
05/05/2023	500368		220.85	220.85		R <input type="checkbox"/>	Receipt(s) Banked
05/05/2023	500367		733.59	733.59		R <input type="checkbox"/>	Receipt(s) Banked
09/05/2023	DD4	196.84		196.84		R <input type="checkbox"/>	The Fuelcard Company
09/05/2023	7715	100.00		100.00		R <input type="checkbox"/>	J Robinson
09/05/2023	Direct		870.00	870.00		R <input type="checkbox"/>	Receipt(s) Banked
10/05/2023	DD5	42.00		42.00		R <input type="checkbox"/>	WESTWOOD PARK FARM LTD
10/05/2023	7719	1,155.17		1,155.17		R <input type="checkbox"/>	Sawbridgeworth Mayors Charity
12/05/2023	DD6	213.97		213.97		R <input type="checkbox"/>	EDF Energy
12/05/2023	DD7	235.99		235.99		R <input type="checkbox"/>	Everflow Water
15/05/2023	Direct		8,906.56	8,906.56		R <input type="checkbox"/>	Receipt(s) Banked
15/05/2023	7694					R <input type="checkbox"/>	Carter, Laura
15/05/2023	7695					R <input type="checkbox"/>	Sargant, Joanne
15/05/2023	7696					R <input type="checkbox"/>	Parrish, Stephen
15/05/2023	7697					R <input type="checkbox"/>	Dale, Lisa
15/05/2023	7698					R <input type="checkbox"/>	Jones, John
15/05/2023	7699					R <input type="checkbox"/>	Derrick, Viv
15/05/2023	7700					R <input type="checkbox"/>	Hunt, Christopher
15/05/2023	7701					R <input type="checkbox"/>	Robinson, Adrian
15/05/2023	7702					R <input type="checkbox"/>	Crank, Darren
15/05/2023	7703					R <input type="checkbox"/>	Langley, Graham
15/05/2023	2268	123.28		123.28		R <input type="checkbox"/>	Petty Cash
15/05/2023	DD8	104.37		104.37		R <input type="checkbox"/>	The Fuelcard Company
15/05/2023	DD9	904.00		904.00		R <input type="checkbox"/>	East Herts District Council
15/05/2023	DD	57.60		57.60		R <input type="checkbox"/>	Affinity One Security Solution
16/05/2023	7676	5,502.73		5,502.73		R <input type="checkbox"/>	HMRC
16/05/2023	7677	2,633.85		2,633.85		R <input type="checkbox"/>	Herts County Council
16/05/2023	dd1	21.60		21.60		R <input type="checkbox"/>	Lloyds Bank plc
17/05/2023	7710	59.39		59.39		R <input type="checkbox"/>	Southern Electric
17/05/2023	7711	156.00		156.00		R <input type="checkbox"/>	Premier Badges Limited
17/05/2023	7712	30.00		30.00		R <input type="checkbox"/>	SDH Window Cleaning
17/05/2023	7713	110.00		110.00		R <input type="checkbox"/>	Dale, Lisa
17/05/2023	7709	10,642.69		10,642.69		R <input type="checkbox"/>	East Herts District Council
17/05/2023	7714	2,597.95		2,597.95		R <input type="checkbox"/>	Sunstone IP Systems Limited
17/05/2023	7716	396.54		396.54		R <input type="checkbox"/>	Ricoh UK Limited
17/05/2023	7717	282.26		282.26		R <input type="checkbox"/>	Huws Gray Ltd
17/05/2023	7718	820.36		820.36		R <input type="checkbox"/>	Airdrome Cars Ltd
17/05/2023	7708	108.66		108.66		R <input type="checkbox"/>	Clerks & Councils Direct
17/05/2023	DD3	42.00		42.00		R <input type="checkbox"/>	WESTWOOD PARK FARM LTD
17/05/2023	7678	439.14		439.14		R <input type="checkbox"/>	NEST
17/05/2023	CORRECTION	100.00		100.00		R <input type="checkbox"/>	J Robinson
17/05/2023	Direct		100.00	100.00		R <input type="checkbox"/>	Receipt(s) Banked

Bank Reconciliation up to 31/05/2023 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
22/05/2023	DD2	215.58		215.58		R <input type="checkbox"/>	The Fuelcard Company
23/05/2023	Direct		230.00	230.00		R <input type="checkbox"/>	Receipt(s) Banked
24/05/2023	BCARD1	19.50		19.50		R <input type="checkbox"/>	Witkowski Holdings
24/05/2023	BCARD2	-18.70		-18.70		R <input type="checkbox"/>	Amazon.co.uk
24/05/2023	BCARD3	-8.80		-8.80		R <input type="checkbox"/>	Quailitas Limited
24/05/2023	BCARD4	8.80		8.80		R <input type="checkbox"/>	Quailitas Limited
24/05/2023	BCARD5	18.70		18.70		R <input type="checkbox"/>	Amazon.co.uk
24/05/2023	BCARD6	11.90		11.90		R <input type="checkbox"/>	Plaagnet Private Limited
24/05/2023	BCARD7	35.97		35.97		R <input type="checkbox"/>	Morgans Trade Limited
24/05/2023	BCARD8	29.90		29.90		R <input type="checkbox"/>	526S Limited
24/05/2023	BCARD9	13.98		13.98		R <input type="checkbox"/>	Bridge the Water Limited
24/05/2023	BCARD10	18.99		18.99		R <input type="checkbox"/>	Amazon Services Europe
24/05/2023	BCARD11	11.12		11.12		R <input type="checkbox"/>	Amazon.co.uk
24/05/2023	BCARD12	279.99		279.99		R <input type="checkbox"/>	Screwfix
24/05/2023	BCARD13	71.93		71.93		R <input type="checkbox"/>	The Range
24/05/2023	BCARD14	39.98		39.98		R <input type="checkbox"/>	Amazon Services Europe
24/05/2023	BCARD15	7.99		7.99		R <input type="checkbox"/>	Stuart Manufacturing Company L
24/05/2023	BCARD16	21.99		21.99		R <input type="checkbox"/>	Lifestyle Comfort Limited
24/05/2023	BCARD17	48.00		48.00		R <input type="checkbox"/>	Office Essentials
24/05/2023	BCARD18	33.50		33.50		R <input type="checkbox"/>	Partyrama
24/05/2023	7720	126.10		126.10		R <input type="checkbox"/>	East Herts District Council
24/05/2023	7721	186.00		186.00		R <input type="checkbox"/>	Rodect Pest Control
24/05/2023	DD	42.00		42.00		R <input type="checkbox"/>	WESTWOOD PARK FARM LTD
25/05/2023	dd7	153.88		153.88		R <input type="checkbox"/>	Engie Gas
26/05/2023	500369		442.00	442.00		R <input type="checkbox"/>	Receipt(s) Banked
26/05/2023	500370		250.00	250.00		R <input type="checkbox"/>	Receipt(s) Banked
30/05/2023	dd5	349.56		349.56		R <input type="checkbox"/>	The Fuelcard Company
30/05/2023	dd6	207.06		207.06		R <input type="checkbox"/>	Citation Limited
30/05/2023	DD	120.00		120.00		R <input type="checkbox"/>	A Errington Neilson
30/05/2023	Direct		16.04	16.04		R <input type="checkbox"/>	Receipt(s) Banked
31/05/2023	DD1	783.29		783.29		R <input type="checkbox"/>	Techwyse
31/05/2023	DD2	626.35		626.35		R <input type="checkbox"/>	EDF Energy
31/05/2023	dd3	258.79		258.79		R <input type="checkbox"/>	Onecom Limited
31/05/2023	DD	42.00		42.00		R <input type="checkbox"/>	WESTWOOD PARK FARM LTD
		46,052.25	12,231.76				

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date