

Sawbridgeworth Town Council

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



MAYOR
Cllr Salvatore Pagdades

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

TOWN CLERK
Christopher Hunt

Cllrs E Buckmaster; R Buckmaster;
Furnace; Newell; Pagdades; A Parsad-Wyatt; N Parsad-Wyatt; Penney; 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 27th October 2025** commencing at 7pm to transact the business set out in the agenda below.

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

Town Clerk
20th October 2025

AGENDA

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

25/78 APOLOGIES FOR ABSENCE

To receive any apologies for absence

25/79 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Pecuniary Interest by Members

25/80 MINUTES

[📄] [👤]

To approve as a correct record the minutes of the Meeting of the town council held on 29th September 2025 (M04)

[Attached Appendix A]

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

Action	Owner	Update
To debate the wording for the REDUCING THE COUNCILS CARBON FOOTPRINT agenda item. To consider re wording the second paragraph of its pledge.	Clerk	Later in this agenda
To liaise with Cllr Rattey regarding local businesses being considered for the Responsible Food Awards	Cllr Furnace	**Carry Over to the next Full Town Council Meeting in October**

To liaise with Bob Reed to collate a response to be submitted to the local Nature Recovery Strategy consultation.	Cllr Furnace	**Carry Over to the next Full Town Council Meeting in October**
To form a working party regarding Local Government Reorganisation (LGR)	Clerk	

25/81

PLANNING COMMITTEE



To receive and note the minutes of the Planning Committee held on 29th September 2025 (P07) *[Attached Appendix B]*



To receive and note the draft minutes of the Planning Committee held on 13th October 2025 (P08) *[Attached Appendix B]*

25/82

PUBLIC FORUM

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

25/83

TOWN ACTION PLAN AND AMENITIES COMMITTEE



To receive and note the draft minutes of the Town Action Plan and Amenities Committee (TAPAC) held on 13th October 2025 (A02) *[Attached Appendix C]*

25/84

MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive mayor's appointments and communications

25/85

REPRESENTATIVES REPORTS



To receive representatives reports from:

- County Councillor
- District Councillors
- Hertfordshire Police
- Other Representatives
 - Cllr R Buckmaster
 - Cllr A Furnace Sustainable Sawbridgeworth
 - Cllr S Penney Sports Association (Verbal update)

[Attached Appendix D]

25/86

TOWN CLERK REPORT



To receive and note clerk's report for the month of October 2025. *[Attached Appendix E]*

25/87

TOWN PROJECT MANAGERS REPORT



To receive an update from the Town Project Manager's report for the month of October 2025. *[Attached Appendix F]*

25/88

FINANCE MATTERS



To consider any matters relating to the councils finances

- Variance report attached

[Attached appendix G]

- 25/89 COMMUNITY GOVERNANCE REVIEW**
To discuss the Community Governance Review (CGR) and the impact on warding and next steps.
Verbal update Cllr Eric Buckmaster/Cllr Angus Parsad-Wyatt
- 25/90 FOOTPATH UPDATE**
[📎] To discuss the footpath from Elmwood leading to the river Stort. Clerks report refers.
[Attached appendix H]
- 25/91 REDUCING THE COUNCILS CARBON FOOTPRINT**
- To aim to achieve net zero for the council's own generated emissions by 2030 and do all that we can to assist in achieving this by the same year for the wider town.
 - In the interim, commit the council towards reducing its own carbon footprint to an absolute minimum by May 2027 [end of current council's term] whilst at the same time identifying a pathway to offset its residual carbon.
- Cllr A Furnace*
- [👏] To debate the wording of paragraph two as suggested at the last full Town Council Meeting
- From**
- *In the interim, commit the council towards reducing its own carbon footprint to an absolute minimum by May 2027 [end of current council's term] whilst at the same time identifying a pathway to offset its residual carbon.*
- To**
- *In the interim, aim to reduce the council's own carbon footprint to an absolute minimum by May 2027 (the end of the current council term), while identifying and pursuing a clear strategy to offset any residual emissions*
- 25/92 FINANCIAL REPORT**
[📎] To note the current Financial Report
[Attached Appendix I]
- 25/93 ACCOUNTS FOR PAYMENT**
To note and approve accounts for payment.
- 25/94 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

SAWBRIDGEWORTH TOWN COUNCIL

MEETING OF THE TOWN COUNCIL

Minutes

of the Meeting of Sawbridgeworth Town Council held at 7:00pm in the Council Chamber, Sayesbury Manor, Bell Street on **Monday 29th September 2025**.

Those present

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

Cllr Greg Rattey
Cllr John Rider
Cllr Reece Smith
Cllr Steve Smith

In attendance:

Joanne Sargent – Events Manager

4 x members of the public

2 x Police Officers PC Shelly Marshall, PS
Andy Crow

Welcome by the Town Mayor followed by a 1-minute silence to mark the passing of former Sawbridgeworth Cllr Fred Parr and Bishops Stortford Cllr Norma Simmons.

Thought for the day was read by Cllr John Rider
[Attached appendix A].

25/58 APOLOGIES FOR ABSENCE

Received and approved from Cllr Annelise Furnace, Cllr Angus Parsad-Wyatt, Cllr Nathan Parsad-Wyatt, Cllr Simon Penney
[prop Cllr Greg Rattey; sec'd Cllr Ruth Buckmaster]

25/59 DECLARATIONS OF PECUNIARY INTEREST

There were none.

25/60 MINUTES

Resolved: To approve as a correct record the minutes of the Meeting of the town council held on 28th July 2025 (M03)
[prop Cllr Reece Smith; sec'd Cllr Steve Smith]

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

Action	Owner	Update
To write to Morrisons again to raise concerns over the size of delivery vehicles used in Bell Street deliveries.	Clerk	Email sent 29 th July 2025 and copied into the police Cllrs Pagdades, Rattey and Eric Buckmaster copied in. No response received chase email sent 23 rd September 2025
To liaise with Cllr Rattey regarding local businesses being considered for the Responsible Food	Cllr Furnace	**Carry Over to the next Full Town Council Meeting in October**

Awards		
To Liaise with Bob Reed to collate a response to be submitted to the local Nature Recovery Strategy consultation.	<i>Cllr Furnace</i>	<i>**Carry Over to the next Full Town Council Meeting in October**</i>
To write to EHDC Interim Chief Executive on behalf of Sawbridgeworth Town Council challenging the recent decision and process in separating the town into four wards	<i>Clerk</i>	<i>Letter sent 29th July and confirmation received from Helen Standen who has referred the letter to the Monitoring Officer. Further action being taken in conjunction with Buntingford Town Council, Cllr Angus Parsad-Wyatt leading.</i>
To review the application process for grant funding to assess if it needed updating	<i>Clerk</i>	<i>The funding application has been reviewed following the last round in July. This was due to concerns over information included in the applications. The applications when received will be assessed and any further information that is required the Clerk will request this is submitted prior to consideration.</i>
To write on behalf of the Town Council raising concerns to both Councillor Crystall and MP Dean to review these matters with urgency and to advocate for greater fairness, transparency, and investment in the town's infrastructure and community resources.	<i>Clerk</i>	<i>Letter sent 29th July 2025 to Cllr Ben Crystall and MP Josh Dean. Response from MP Josh Dean received 18th September and attached to meeting pack. [Attached Appendix B] Chase email sent to Cllr Crystal 23rd September 2025. Response received 25th September 2025 and circulated at the meeting from Helen Standen Attached Appendix B</i>

25/61

PLANNING COMMITTEE

Received and noted: the minutes of the planning committee held on 28th July 2025 (P05)

Received and noted: the draft minutes of the planning committee held on 15th September 2025 (P06)

25/62

PUBLIC FORUM

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

Q1. I note that Bishop's Stortford Town Council is working with Hertfordshire Police to introduce a speed gun monitoring scheme on various roads in the town, aimed at tackling speeding and improving road safety. Will this Council consider a similar scheme?

Cllr Eric Buckmaster answered stating that the question related to the community speed watch scheme where volunteers could undertake speed awareness and recording speed of vehicles. This was reinforced by PC Shelly Marshall who will liaise with the member of the public regarding this.

Q2. What has been the extent of councillor engagement with residents on the pros and cons of warding?

Cllr Eric Buckmaster stated the process of engagement by East Herts District Council was flawed and this subject will be covered later in the agenda.

Q3. Do the council have any outdoor gym equipment?

The Clerk stated they did not have any in the green spaces the council manage but this could be a consideration for the next budget he will be working on soon.

Q4. I have seen on Facebook one of the Town Council bus drivers has started a fund me page for the Sawbobus. Do Sheering Parish Council contribute to the service as many of the passengers are from their area?

The Clerk confirmed Sheering Parish Council did contribute to the bus service and the fund raising was set up by a driver as a member of the public to compliment the reserves being built up to purchase an electric bus as the council was some way from being able to afford one at this time. The fund raising was fully independent of the Town Council and treated as any donation to the service as well as sponsorship that is received.

25/63

FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE

Received and noted: the draft minutes of the Finance and Policy Committee held on 15th September 2025 (F02)

25/64

MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive new Mayor's appointments and communications
Cllr Salvatore Pagdades advised.

- Received the members of the French Town Twinning group from Bry-sur-Marne
- Handed out medals and certificates to children completing the 2025 Summer Reading Challenge.
- Attended the allotment show at the Memorial Hall
- Attended St Elizabeths Centre Much Hadham for a service to celebrate the Daughters of the Cross, former trustees of St Elizabeths Centre and met with the Archbishop of Westminster Cardinal Vincent Nichols with the Clerk.
- Attended Full of Beans for an exhibition of local artists.

REPRESENTATIVES REPORTS

Received and noted: Representatives reports from:

- County Councillor Eric Buckmaster additionally added;
 - Has had speed indicator devices fitted in the town
 - Will be reviewing yellow lines in the town one area as highlighted by the police will be in Knight Street to reduce pavement parking which is a regular concern.
 - Has been liaising with EHDC around the new bin scheme that had been launched who were receiving up to 1000 calls every day regarding issues being faced by residents.
 - Positive news on the bin collection scheme was the implementation of the food waste bins which has improved recycling and may reach over 60% moving forwards.
 - The Unitary Council consultation was explained with the three choices for local people to be aware of and three reasons each choice could affect residents and the scale of council tax payments.
 - The Hailey Centre improvements were explained but these were limited due to budget restraints.

Cllr John Rider explained that he had been advised to put food waste into his garden waste bin by contractors and was worried this could cause a rat infestation issue if this was a regular practice.

Cllr Ruth Buckmaster asked if the Library Service and Education were to be split across the unitary councils. Cllr Eric Buckmaster stated that nothing was decided yet, but he will monitor decisions moving forwards and encouraged members to do the same.

- Cllr Ruth Buckmaster
 - RHSO - New juicer was being used which changed the process as the fallen apples could not be used and apples will be stored until ready to press. The annual picking day may need to change due to climate change and fruit ripening earlier but will monitor this next year and a date will be circulated if it needed to be bought forward.
 - SYPRC – are holding a quiz night and are actively raising money as grants are difficult to obtain. The windows in Bullfields are in need of upgrading
 - LIBRARY – thanks was mentioned for the mayor attending the library prize giving for the children and the travel challenge was being supported by giving children with a completed passport a bookmark to reward their achievement over the week of walking to school.
- Herts police – PC Shelly Marshall
 - Explained the new structure for the senior management for the force
 - A visit to Welwyn Garden City with local children, the Mayor and the Clerk had been arranged to see the Knife Angel statue.
 - A bid has been made to the PCC for a speed camera in the town.
 - A speeding initiative is planned with students from Spellbrook School speaking to drivers exceeding the speed limit near the school.
 - The "Air-mazing" event was successful with over thirty bikes marked and in excess of one hundred fingerprint trees completed with young children and positive engagement completed with parents.
 - Halloween and Remembrance Sunday has plans for policing locally
 - Work with housing associations has proved positive with a perpetrator of ASB being served with an injunction.

- 25/66 TOWN CLERK REPORT**
Received and noted: the clerk's report for the month of September 2025.
- 25/67 TOWN PROJECTS MANAGER'S REPORT**
Received and noted: the Town Projects Manager's report for July 2025
- 25/68 FINANCE MATTERS**
Received and noted: Annual Governance and Accountability Return (AGAR) of the Council for the financial year 2024 2025 from external auditors PKF Littlejohn and the Clerks variance report.
- 25/69 POLICY MATTERS**
Approved: To adopt the draft document, Safeguarding Policy and Procedure.
[prop Cllr Ruth Buckmaster; sec'd Cllr Steve Smith]
- 25/70 STC ASSET PURCHASE**
Approved: To purchase and manage the original red telephone box situated in The Forebury.
[prop Cllr Reece Smith; sec'd Cllr Dawn Newell]
- 25/71 LOCAL GOVERNMENT REORGANISATION**
Approved: To create a working party to consider devolution and the impact on new asset management in the town.
[prop Cllr Ruth Buckmaster; sec'd Cllr John Ryder]
- 25/72 COMMUNITY GOVERNANCE REVIEW**
 To discuss the Community Governance Review (CGR) and the impact on warding and next steps.
- Cllr Eric Buckmaster explained, he believes the process is completely flawed, He mentioned Cllr Angus Parsad-Wyatt and others really tried hard to convince EHDC that warding was not a good thing for our town. Following a meeting with representatives from Sawbridgeworth Town Council and Buntingford who are also facing the same decision of warding are promoting petitions. A group of Councillors are going to go out delivering leaflets around town to raise awareness of this decision and to try and get the process to be run again with the community fully aware of the impact warding can have.
 He stated, *"What we're saying is run the process again so that people can have their say because too often the so called 'Listening Council' don't listen. It's really not good enough, so let's do it again".*
- 25/73 FOOTPATH UPDATE**
 To discuss the gritting of roads and carparks in the town and the footpath from Elmwood leading to the river Stort.
- Cllr John Rider explained that he had submitted a freedom of information request and the results showed that several carparks in East Herts had been treated throughout the winter by gritting but the Bell Street car park in Sawbridgeworth had not been treated as far back as records showed.
- 25/74 REDUCING THE COUNCILS CARBON FOOTPRINT**
 Cllr Furnace to update at the next full town council meeting.

25/75 FINANCIAL REPORT

Noted: The current Financial Report

25/76 ACCOUNTS FOR PAYMENT

Noted and Approved: Accounts for payment.

25/77 ITEMS FOR FUTURE AGENDAS

To debate the wording for the REDUCING THE COUNCILS CARBON FOOTPRINT agenda item.

To consider re wording the second paragraph of its pledge from

From

- *In the interim, commit the council towards reducing its own carbon footprint to an absolute minimum by May 2027 [end of current council's term] whilst at the same time identifying a pathway to offset its residual carbon.*

To

- *In the interim, aim to reduce the council's own carbon footprint to an absolute minimum by May 2027 (the end of the current council term), while identifying and pursuing a clear strategy to offset any residual emissions*

Meeting ended at 8:16pm

Signed.....

Date.....

Action	Owner	Update
To debate the wording for the REDUCING THE COUNCILS CARBON FOOTPRINT agenda item. To consider re wording the second paragraph of its pledge from From <i>In the interim, commit the council towards reducing its own carbon footprint to an absolute minimum by May 2027 [end of current council's term] whilst at the same time identifying a pathway to offset its residual carbon.</i> To <i>In the interim, aim to reduce the council's own carbon footprint to an absolute minimum by May</i>	Clerk	

2027 (the end of the current council term), while identifying and pursuing a clear strategy to offset any residual emissions		
To liaise with Cllr Rattey regarding local businesses being considered for the Responsible Food Awards	Cllr Furnace	**Carry Over to the next Full Town Council Meeting in October**
To liaise with Bob Reed to collate a response to be submitted to the local Nature Recovery Strategy consultation.	Cllr Furnace	**Carry Over to the next Full Town Council Meeting in October**
To form a working party regarding Local Government Reorganisation (LGR)	Clerk	

Appendix A

Thought of the Day Cllr John Rider

Prince William recently said, "Life is sent to test us, and being able to overcome that is what makes us who we are." He was referring to his family's health challenges, these words resonate with me for a different reason.

We as councillors, must overcome the lack of engagement and respect from the East Herts District Council over the past two years. This council has failed our town on multiple levels.

The recent criticism in The Times newspaper, which singled out East Herts District Council for its shambolic new bin collection system, is just one example. The article described the system as "politically stupid and divisive," infuriating households and achieving little.

This is not an isolated issue. Having moved to Sawbridgeworth in 1975 for a better life for my family and having worked in management services at East Herts District Council, I recall a time when the council was run professionally and effectively. Sadly, that is no longer the case.

With over 40 years of experience in other boroughs at a high level, I can confidently say that East Herts District Council is failing to provide the services our town deserves. They are not listening to or engaging with our town councillors, nor are they acting on feedback to best serve the people.

Despite these challenges, our town council must overcome these obstacles. We are being tested, but we will overcome, and our voices will be heard. It is what makes us who we are.

Appendix B

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 29 September 2025** at 8.25pm.

Those present

Cllr Ruth Buckmaster
Cllr Steve Smith

Cllr Salvatore Pagdades

In attendance:
L Nolan – Planning Officer

Cllr E Buckmaster

P 25/66 APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence. Apologies received from Cllrs Angus & Nathan Parsad-Wyatt & Penney and accepted [*prop Cllr S Smith; secd Cllr Pagdades*]

P 25/67 PUBLIC FORUM

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

P 25/68 DECLARATIONS OF PECUNIARY INTEREST

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

P 25/69 MINUTES

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

- 15 September 2025 (P06) [*prop Cllr R Buckmaster; secd Cllr S Smith*]

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

P 25/70 S106 PRIORITIES

To compile and review the suggested funding points from Section 106 funds, which are contributions from developers to support the costs of new community and social infrastructure in the town.

P 25/71 NEIGHBOURING DEVELOPMENTS

To report & receive updates on proposed neighbouring developments.

- Stansted Airport Expansion

Cllr Pagdades announced that Paula Hirst has been appointed New Director for the Garden Town and it was agreed that Gilston be added as a standing Agenda item

P 25/72

PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/25/1301/LBC **16 Station Road, CM21 9AZ**
[Installation of secondary glazing and replacement of door](#)
STC Comment: LBC - Noted

3/25/1315/HH **7 Atherton End, CM21 0BS**
[Erection of single storey rear extension and single storey front porch extension. Loft conversion with rear dormer extension. Alterations to the materials and fenestration](#)
STC Comment: No objection [prop Cllr Pagdades; secd Cllr S Smith]

3/25/1328/FUL **9 Bakers Walk, CM21 9QE**
[Retrospective planning application for the retention of an externally mounted extractor fan, including associated ducting and cowl](#)
STC Comment: No objection provided noise assessment carried out and neighbours comments addressed [prop Cllr S Smith; secd Cllr R Buckmaster]

3/25/1373/FUL &
3/25/1374/LBC **26 Knight Street, CM21 9AT**
[Demolition and replacement of outbuilding, repositioning and replacement of external gates \(Retrospective\)](#)
STC Comment: No objection & Noted [prop Cllr R Buckmaster; secd Cllr Pagdades]

3/25/1451/HH &
3/25/1452/LBC **50 Bell Street, CM21 9AN**
[Addition of 6no. PV solar panels onto the flat roof to improve the energy efficiency of 50 Bell Street](#)
STC Comment: No objection & Noted [prop Cllr R Buckmaster; secd Cllr S Smith]

P 25/73

LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 26 September 2025.

3/25/1143/HH **Tollgate House, Tednambury, Spellbrook, CM23 4BD**
Demolition of outbuilding and erection of single storey rear extension
STC Comment: No objection [prop Cllr Pagdades; secd Cllr S Smith]

3/25/1524/HH **6 Knight Street, CM21 9AT**
Construction of greenhouse to rear
STC Comment: No objection [prop Cllr R Buckmaster; secd Cllr S Smith]

P 25/74

PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/25/0549/HH 31 Pishiobury Drive, CM21 0AD

Proposed front garden wall with metal railings and electric metal gates. Relocation of front access and associated landscaping

STC Comment: No objection provided conservation comments are considered and is kept in line with No.29

EHDC Decision: Granted

P 25/75

PLANNING APPEALS

To receive notification from EHDC of Planning Appeals. Noted

Stort House, 17 The Forebury

LPA Appeal Reference: 25/00045/REFUSE

Meeting Closed at 8.38pm

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 13 October 2025** at 7pm.

Those present

Cllr Ruth Buckmaster
Cllr N Parsad-Wyatt
Cllr S Penney

Cllr A Parsad-Wyatt
Cllr S Pagdades
Cllr S Smith

In attendance:
C Hunt – Town Clerk
L Nolan – Planning Officer

Cllrs E Buckmaster, Furnace, Newell &
Rider

P 25/76 APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence. None received. All present

P 25/77 PUBLIC FORUM

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

P 25/78 DECLARATIONS OF PECUNIARY INTEREST

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

P 25/79 MINUTES

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

- 29 September 2025 (P07) [*prop Cllr S Smith; secd Cllr R Buckmaster*]

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

P 25/80 S106 PRIORITIES

To compile and review the suggested funding points from Section 106 funds, which are contributions from developers to support the costs of new community and social infrastructure in the town.

P 25/81 NEIGHBOURING DEVELOPMENTS

To report & receive updates on proposed neighbouring developments.

- Stansted Airport Expansion
- Gilston

Cllr A Parsad-Wyatt said the lease of 28 Knight Street has been sublet and the premises will now become a tapas/wine bar. New owners have been engaging with residents who find this more acceptable. Opening date TBC.

P 25/82

STREET NAMING – SAWB4 (KECKSYS FARM)

To submit considerations for new development street names to East Herts District Council

Suggestions made by Sawbridgeworth Local History Society:

WRIGHT. WALLY WRIGHT: first Sawbridgeworth Freeman of the Town; the 'eminence grise' of East Herts Local History, a prolific contributor to and recorder of the history of both Sawbridgeworth and Bishop's Stortford. In the 1980s, together with his late wife Doreen, he was the curator of the Bishop's Stortford Museum, then located in a building in the cemetery there. Wally wrote and co-wrote many articles and contributed to several books, and leaflets, including the recently reprinted and updated *Explore Sawbridgeworth* town walk leaflet. He was generous with his time, help and vocal in his support for others. In 2005 he re-edited *The Story of Sawbridgeworth*, still the standard work on the history of our town.

HARRIS. David Harris: local baker and Chairman of National Bakers Benevolent Fund - fought in the Battle of Casino and in charge of 17 different bakeries at one time in Italy and Austria. Gold medallist in 1936 and 37 in Bakers and Confectionery Exhibition and won a Silver Cup for bread making. Came from a long line of Master Bakers. Captain in the Army and Master Baker. 1st Sawbridgeworth Group Scout Leader for 30 years.

SAPSFORD. John Sapsford (1922-2010) was an important figure in Sawbridgeworth's history. He wrote extensively about the history of High Wych and Sawbridgeworth. His work for the Rivers Orchard group was also very influential. In his later years John was active in promoting the Rivers Orchard Project. He collaborated intensely with Elizabeth Waugh, author of *"The art of practical pomology, the history of Rivers nursery*. His father was one of the long-term employees of the company. John never worked for Rivers but his quiet achievements and accurate knowledge underpinned the efforts to preserve the memory of Rivers Nursery. His daughter Wendy can be contacted at wendy@bensmithengineering.co.uk

RIVERS. Thomas Rivers: Rivers Nursery etc. a 'big' part of the town.

LYSANDER: links to airfield in WW1 and WW2 cf. Paul Doyle's *Where the Lysanders Were*; plus, Lysander Farm, at Trimms Green.

MOSQUITO: similar to above; constructed at Walter Lawrence's in WW2; may be odd as a street name?

WOODFIELD. Rev. Percy Woodfield: curate of Gt. St. Mary's in 1919 for about three years, who revived the 1st Sawbridgeworth Scout Group after WW1. He soon had a strong Group again and added a Cub pack.

Noted. Encourage further suggestions be submitted.

P 25/83

PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/25/1491/VAR

Land off Spellbrook Lane West, CM23 4AY

Variation of Conditions 2 (Approved Plans), 3 (Materials), 4 (Boundary Treatment), 5 (Landscaping), 18 (Biodiversity) pursuant to planning permission (3/24/2314/VAR/Dated 07/03/2025) for (Variation of conditions 2 (approved plans), 7 (Highways) and 18 (biodiversity gain plan) pursuant to planning permission 3/22/0289/FUL dated 03.05.2022 (for: Erection of two detached four bedroom dwellings with detached 3 bay garages, driveways and landscaping). The amendments include addition of air source heat pumps, to correct plan number and propose separate condition for biodiversity net gain and bat/bird boxes.)

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

X/25/0544/CND **Groves House, 36 London Road CM21 9JN**
[Approval of details reserved by condition 3 \(Material\) pursuant to planning approval 3/22/1854/HH](#)
STC Comment: No objection [*prop Cllr N Parsad-Wyatt; secd Cllr S Smith*]

X/25/0547/CND **Groves House, 36 London Road CM21 9JN**
[Approval of details reserved by Condition 3 \(Materials\) pursuant to planning approval 3/22/1855/LBC](#)
STC Comment: LBC - Noted

P 25/84 **LATE PLANNING APPLICATIONS**

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 10 October 2025.

3/25/1579/HH **33D Crofters End, CM21 0DF**
Removal of garden room and erection of single storey rear extension with roof lights
STC Comment: No objection [*prop Cllr R Buckmaster; secd Cllr S Pagdades*]

P 25/85 **PLANNING DECISIONS MADE BY EHDC**

To receive Planning Decisions from EHDC.

3/25/1334/PNHH **104 Sheering Mill Lane, CM21 9ND**
Erection of single storey rear extension. Depth: 6.62, Height: 3.41, Eaves: 2.33
STC Comment: No objection
EHDC Decision: Prior Approval is not required

3/25/1223/HH **34 Brook Lane, CM21 0EL**
Demolition of front porch. Erection of pitched roof across front bay windows. Re-configure roof by raising eaves and ridge height, incorporating roof lights. Insertion of fenestration. Alterations to materials
STC Comment: No objection
EHDC Decision: Refused. "The proposed development, by virtue of its size, scale, mass, siting and design, would fail to represent subservient additions to the existing dwelling and would instead result in the complete loss of the existing character and appearance of the host property creating a large two storey dwelling of significant mass and bulk. As a result, the proposed development would detrimentally harm the character and appearance of both the host property and that of the streetscene. Accordingly, the proposed development does not represent a high standard of design and is therefore contrary to Policies HOU11 and DES4 of the East Herts District Plan and the aims and objectives of the NPPF."

P 25/86 **PLANNING APPEALS**

To receive notification from EHDC of Planning Appeals. Noted

1 Falconers Park, CM21 0AU
LPA Appeal Reference: 26/00061/REFUSE

Meeting Closed at 7.08pm

Appendix C

SAWBRIDGEWORTH TOWN COUNCIL

TOWN ACTION PLAN AND AMENITIES COMMITTEE

Minutes

of the meeting of the Town Action Plan and Amenities Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7:10pm on **Monday 13th October 2025**.

Those present

Cllr Annelise Furnace
Cllr Dawn Newell
Cllr Salvatore Pagdades

Cllr Angus Parsad-Wyatt
Cllr Simon Penney
Cllr John Rider

In attendance:

Christopher Hunt

0 x Members of the Public
1 x Councillors

T25/16 APOLOGIES FOR ABSENCE

There were none

T25/17 DECLARATIONS OF INTEREST

There were no Declarations of Pecuniary Interest by Members.

T25/18 PUBLIC FORUM

No public present

T25/19 MINUTES

Resolved: To approve as a correct record the minutes of the Committee Meeting held on 14th July 2025 (T01)
[prop Cllr Angus Parsad-Wyatt sec'd Cllr Dawn Newell]

There were no matters arising from these Minutes and not dealt with elsewhere on this Agenda.

Owner	Action	Update
Joanne Sargent	To push the video out of the Southbrook allotment through social media.	
Joanne Sargent	To produce a report for website and Facebook engagement for 12 months period.	

T25/20 ALLOTMENTS

Received and noted – Allotments Officer Report

Noted - The allotment officers report for July 2025.

ACTION – Joanne Sargent to push the video out of the Southbrook allotment through social media.

T25/21 CEMETERY

Received and noted – Cemetery update from the Cemetery officer

T25/22 FOOTPATHS & OPEN SPACES

Footpath at Southbrook discussed as it remains on the allocation list for approval as a footpath and the Clerk will be appealing this to the Secretary of State as it has been on the list for several years and a recent enquiry indicated it could be several more years before the path is registered.

A post to restrict access along the path has been assessed but due to maintenance by the town council and access to the river needed by EHDC, Canals and Rivers Trust and emergency services this was felt it would not be appropriate.

A TPO application will be revisited for the boundary trees at Southbrook allotments to prevent substantial trees being removed by developers in the future. A site visit has been arranged for the Clerk and Allotments Manager to meet with allotment holders to progress.

Cllr John Rider highlighted the Fair Green Road markings had not been upgraded and were nearly all worn away. Parkway gullies were overgrown, and the lamp post in Lynwood had not been removed and was dangerous.

It was agreed further questions were needed to ensure contractors were not placing food waste in the wrong bins.

T25/23 OPERATIONS

To receive, note and discuss matters relating to Operations.
The Clerks report was noted.

- A new driver has been employed for the SawboBus
- The Hailey Centre has started the refurbishment works
- Jubilee Gardens a further survey required has been completed and submitted.

Cllr John Rider raised the fact of lack of gritting in the Bell Street Car Park and East Herts have completed gritting in other towns car parks but not in Bell Street.

It was agreed that the rangers were not to treat the car park with grit in frozen weather but with treat footpaths to the doctors surgery and through the Jubilee Gardens.

ACTION – Clerk to request risk assessment from East Herts DC for Bell Street carpark in freezing weather conditions.

T25/24 ECO WORKING PARTY

Received and noted – Eco Group working party report

Cllr Furnace advised that:

- Bob Reed will be completing some work on the Sawbridgeworth brook.
- A regular article has been agreed for the group to publish regularly in the Flyer.

T25/25 Cllr Simon Penney asked regarding the cows being removed from Pishiobury Park if this is due to an issue or if this is a natural annual event. The group were to make local park users to call the police if they witness dogs dangerously out of control or drones scaring cattle.

25/26 REDUCING THE COUNCILS CARBON FOOTPRINT

Update on progress in relation to the following two items;

- To aim to achieve net zero for the council's own generated emissions by 2030 and do all that we can to assist in achieving this by the same year for the wider town.

- In the interim, commit the council towards reducing its own carbon footprint to an absolute minimum by May 2027 [end of current council's term] whilst at the same time identifying a pathway to offset its residual carbon.

Cllr Annelise Furnace referred to the report presented at the finance committee and that the old boiler will be replaced with an electric alternative when it comes to its end of life. The electricity supply will be explored to change to greener energy when the contract expires in the spring of 2026.

Further work is being completed to track the usage of energy as currently estimated bills are being received which are not conducive to measurement.

Greener banking is to be explored by Lisa to assess if the post office is an option.

T25/13 TOWN ACTION PLAN

Cllr A Parsad-Wyatt updated the meeting with current progression on the action plan.

- West Road and A1184 road junction is to be explored by Herts Highways.
- Cambridge Road has had a speed indicator device fitted.
- LCWIP consultation is live
- Car Park Charges are being reviewed and awareness to be raised locally on the consultation. Cllrs were encouraged to email Cllr Ben Crystal to make him aware of local feeling towards the parking tariff changes.
- EV chargers were to be fitted prior to Christmas and more than the planned three were to be encouraged.
- Warding was discussed and it was agreed the petition was to ask for the community to be consulted regarding warding not the fact that the town is to be warded. The headline of the petition was discussed as appropriate and it was felt that the warding had been debated three separate times and it was a headline to grab people's attention.
- Communication has improved from the council from the Flyer reports now taking place.

T25/14 COUNCILLOR ENGAGEMENT

- The Clerk raised Remembrance Sunday and the Christmas lights were two opportunities.

The Clerk raised the matter of the new legislation, Martyn's Law would have an impact on finances due to the increased security measures needed to falls in line with the regulations coming in 18months time.

Hostile Vehicle Mitigation that had been discussed with the five towns to support safety at events had faltered and it

appears the larger towns were to use the funding and Sawbridgeworth and Buntingford were not receiving this support.

ACTION - Clerk to investigate if the town centre funding was still available and to send Cllr Salvatore Pagdades emails sent regarding Hostile Vehicle Mitigation to all Clerks.

T25/15 ITEMS FOR FUTURE AGENDAS

No further suggestions were made.

Meeting ended at 8:09pm

ACTIONS

Joanne Sargent	To push the video out of the Southbrook allotment through social media.	
Joanne Sargent	To produce a report for website and Facebook engagement for 12 months period.	
Clerk	To request risk assessment from East Herts DC for Bell Street carpark in freezing weather conditions.	Email sent to EHDC Parking Manager, Cllr Pagdades copied in.
Clerk	To investigate if the town centre funding was still available and to send Cllr Salvatore Pagdades emails sent regarding Hostile Vehicle Mitigation to all Clerks.	Emails sent 21/10/25 to EHDC and Clerks in East Herts seeking clarity on the position of this project and Cllr Salvatore Pagdades copied in.

Appendix D

E Buckmaster County Councillor Report Oct 2025

Christmas cheer as Herts County Council backs supermarket vouchers for families in need

Hertfordshire families eligible for benefit-related free school will receive supermarket vouchers for groceries over the school Christmas holiday. The vouchers are part of a package of measures, funded from the county council's allocation from the Household Support Fund (HSF). Unlike previous years, vouchers will not be available for the October or February half-term holidays as the council's 2025/26 HSF allocation from central government is 12% lower than last year, and not enough to cover all school holidays.

Protecting nature at Broxbourne Woods National Nature Reserve

Hertfordshire County Council is celebrating a major step forward for nature recovery at Broxbourne Woods, part of Hertfordshire's only National Nature Reserve.

The project marks the culmination of large-scale restoration work within this important Site of Special Scientific Interest (SSSI). The initiative is part of a long-term vision endorsed by Natural England that was first set out in 2009 and outlines plans to restore the rare wood-pasture habitat at the site.

Ongoing management, including cattle grazing, management of trees and scrub, and monitoring, will be essential to fully re-establish and maintain this valuable habitat. Key elements of the restoration works have included the removal of conifer plantations introduced in the 1960s and the reintroduction of cattle grazing, both of which supports a richer, more biodiverse ecosystem.

Eastern Transfer Station wins prestigious Delivering Value Award as construction milestone approaches



Hertfordshire County Council's Eastern Waste Transfer Station project in Ware has been recognised with the Delivering Value Award at the Constructing Excellence Awards in Hertfordshire. The award celebrates initiatives that go beyond cost alone to deliver long-term outcomes and wider community benefits. The judges commended the project for demonstrating strong stakeholder collaboration, clear community goals, and positive social impact.

The Eastern Transfer Station, being delivered by Hertfordshire County Council in partnership with Balfour Beatty, remains on track for completion in November 2025. Commissioning is expected to take place in early 2026, before the site opens to receive waste. Once operational, it will provide essential infrastructure to support the county's future waste and recycling needs.

Caution – deer crossing



With the number of fallow deer in the UK at some of the highest levels recorded, we are reminding all road users to take extra care this autumn.

At this time of year the male fallow deer is unpredictable and can travel several miles a day in search of a mate, crossing roads in the process. The most common times for the male deer to roam are at dawn and dusk, which in late September and October coincides with the morning and evening rush-hours. Drivers and motor cyclists are particularly vulnerable to deer strikes, while cyclists should also be vigilant and take special care.

The deer population in Hertfordshire, which mainly consists of fallow deer and muntjac deer, is widespread across the county with particular concentrations in pockets of woodland countryside. Although deer are present in residential areas, it is where major roads pass near wooded areas with traffic moving at high speeds, that there is a particular risk of collisions with crossing animals.

Basic safety tips to help motorists and motor cyclists avoid collisions with deer include:

- Reduce your speed in high risk areas such as wooded areas close to major roads.
- Take note in areas where you see a deer crossing road sign.
- Use your headlights on full beam, when safe to do so, to look for the eyes of deer.
- Deer usually travel in herds, so if you see one it's likely there will be more behind.
- Don't over-swerve to avoid hitting it as you may potentially cause a more serious collision with other road users.
- Leave a safe distance to the vehicle in front in case they have to take action.

Be aware that stopping distances are often longer at this time of year due to damp roads and fallen.

Ringway Hits the Road with £1.95bn Hertfordshire Highways Deal

Hertfordshire County Council has awarded a major highways maintenance contract worth £1.95 billion (over its potential full term) to Ringway Infrastructure Services, in a deal that aims to manage, improve and future-proof the county's road and transport infrastructure.

The contract begins on 1 October 2025 and runs for an initial seven-year period, ending in 2032. It is understood to be worth at least £55 million per year over the initial seven years, although with extensions the total could reach the full £1.95bn. Ringway will be responsible for maintaining more than 5,000 km of roads and pavements in Hertfordshire.

Latest 'Roadmaster' pothole technology trialled in Hertfordshire



Hertfordshire County Council is trialling a new way of repairing potholes using the latest Roadmaster spray injection patching machine

The trial took place on rural and residential roads across northern Hertfordshire and it is the first time this machine has been tested in the county. This is the second trial the council has completed as part of their pledge to improve Hertfordshire's roads and pilot new methods of road maintenance and repair.

Unlike previous spray injection patchers trialled in the county, the Roadmaster is operated entirely from the cab, allowing crews to work more safely, quickly and efficiently. The machine uses a high-powered jet to clean, fill and seal potholes in one process, minimising disruption for road users, creating less waste and helping repairs last longer.

Herts County Council proposes summit to save high streets

The challenges facing high streets in Hertfordshire have been highlighted at the county council's environment, transport and growth cabinet panel. Pressures including the rise of out-of-town retail parks, online shopping and increases in business rates were discussed on 24 September in response to a motion tabled by Cllr John Graham.

Update: County approach to Union Flags and flags of St George being flown from our lampposts and other street furniture.

Since we started seeing flags going up around the county in August, we have made it clear in public statements that we support the right of individuals and organisations to fly these flags on their own property. We too fly them outside our main offices and other key buildings such as fire stations.

However, to ensure public safety we have a longstanding policy of not allowing any items to be attached to lampposts and other street fixtures we are responsible for without our permission. Our approach has been for our highway's teams to remove unauthorised flags and other items as part of their day-to-day work looking after Hertfordshire's roads.

Sadly, when our crews began to take flags down earlier in the month, there were instances of abuse and threatening behaviour by some members of the public. It is completely unacceptable that our frontline workers were subjected to this sort of behaviour for simply doing their jobs, and we paused further removal of flags, while we considered the best, most efficient and safest way of doing it.

We have not rushed this response, recognising the divergence of views and the strength of feeling felt by residents on this topic - it should be noted that we have received more than 600 requests through our fault reporting tool asking for us to remove flags. Following further discussions we started removing flags again, and crews will continue to carry on with this as they go about their work on our highways network. This work will be carried out in a way is proportionate, avoids unnecessary escalation, and focuses on safety-led operational decisions. It goes without saying that we will not tolerate any abuse directed towards our frontline colleagues. Any requests for flag removal should be made via the fault reporting system on our website - [Report a street light, pothole or other problem | Hertfordshire County Council](#).

Hertfordshire's winter service launches to keep roads safe

Hertfordshire County Council's winter service officially begins today, 1 October, ensuring that roads across the county are prepared for the colder months ahead.

From now until spring, the council's gritting crews will be on standby 24/7, treating almost 1,500 miles of priority roads whenever icy conditions are forecast. Salt stocks have been replenished, vehicles fully serviced, and drivers trained and ready.

The council also provides over 1,000 salt bins across Hertfordshire for use by residents on local roads and pavements, supporting communities to stay safe during icy spells.

Hertfordshire Fire and Rescue Service have recently welcomed their latest firefighter recruits as they embark on a 16 week training programme which if successful, will see them graduate at a pass out parade in December.

A total of 17 trainees have joined the Service, made up of 12 men and 5 women. There's a broad age range among the latest recruits, with the youngest being 18 and the eldest in their 40's. They've come from a variety of backgrounds from students, former Police Officers, trades, as well as a few who have already served as on call firefighters. There are also some who have existing family connections, which is quite common within the Service.

Training covers a number of modules including firecraft, breathing apparatus usage, road traffic collision (RTC) rescue, trauma care and advanced first aid, dealing with hazardous materials and decontamination procedures. Recruits also receive familiarisation training on various specialist skills such as rope rescue and animal rescue as well as the use of specialist appliances.

Hertfordshire Music Service This year's review highlights the transformative impact of HMS across Hertfordshire – from inclusive music programmes and ensembles to flagship events like the Hertfordshire Schools' Gala at the Royal Albert Hall. It reflects our commitment to ensuring that every child, regardless of background or ability, has access to high-quality music education.

Key achievements include:

- **over 10,000 young people** engaged in weekly music-making.
- expansion of **inclusive programmes** such as Sound Sensations and Open Orchestra for children with additional needs.
- continued development of our role as **lead organisation for the Hertfordshire Music Hub**, supporting schools and communities county-wide.
- a growing culture of **innovation, fundraising and partnership**, helping us sustain and expand our reach.
- **supporting SEND and preventing escalation of need** via groundbreaking research and innovative music provision.

Residents asked to share their views on possible Recycling Centres changes

Residents asked to share their views on possible Recycling Centres changes:

The consultation, which runs from 3 October to 28 November 2025, invites residents to have their say on three possible changes that could ensure the service remains financially sustainable and that those working in the service are safe from abuse.

The three options for consideration are restricting those who should not have access, businesses and traders; applying a charge for excess DIY waste; and no longer accepting any unsorted residual waste.

The council had previously proposed reducing opening days at some Recycling Centres and introducing a booking system. However, the new administration scrapped those proposals and asked for new alternative options to be considered, and residents' views will play an important role in shaping future decisions.

In the spotlight: e-bikes

E-bikes, more specifically the unsafe charging of them, are known for causing fires. However, they are also connected with criminal activities such as county lines or snatching mobile phones and handbags, ASB by riding them on paths and roads illegally.

As part of a national operation to tackle the supply chain of the illegal imports of e-bikes, Trading Standards conducted joint inspections with Hertfordshire Police and colleagues from DVSA. Utilising information obtained from colleagues at Ports, Hertfordshire businesses identified as selling the known brand of choice for criminals were targeted for inspection. During the inspection safety documentation and e-bikes were examined and advice was provided to the businesses. The operation recently made national news following significant seizure at port: Illegal electric vehicles seized at Port of Felixstowe - BBC News.

Stoptober 2025 – Let's quit smoking together!

It's Stoptober time again, so this month we're promoting the support available to help residents quit smoking. Stop smoking support is available in many ways: face-to-face or by telephone for those wanting individual help; through the free Allen Carr Easyway online seminar for those preferring group support; or even digitally via the Smoke Free app.

Quitting with support is three times more successful than going it alone, so we're encouraging people to refer themselves via our refreshed stop smoking webpage. [Stop Smoking Service | Hertfordshire County Council](#)

Community Alliance Funding Fair "Help & Funding: All in One Place" Date: Wednesday, 12th November.

Time: 2:00 PM – 4:30 PM

Location: Nigel Copping Community Building, 88 Sanville Gardens, Stanstead Abbots, SG12 8GA

Organised by: Community Alliance Broxbourne and East Herts

Join this vibrant, in-person event, designed as a one-stop shop for local funding opportunities for community groups, charities of all sizes and social enterprises. More than 15 funders and support organisations will be present, offering advice on applying for community grants, crowdfunding and hyper-local funding. Attendees are welcome to drop in at any time, with the chance to network with other organisations, meet local champions and access support agencies. Free parking is available.

As part of the Funding Fair, community groups and VCFSE organisations can also attend free bite-sized learning sessions to improve their funding bids and applications.

For more details and to register, visit: [Community Alliance Funding Fair 2025: "Help & Funding – all in one place" Tickets, Wed 12 Nov 2025 at 14:00 | Eventbrite](#)

East Herts Street Cleansing residents and visitors to our towns will start to see our new initiative e-trike in town centres in the coming weeks. These are small electric powered trikes, powered by battery to assist the street cleansing operatives in moving around our towns efficiently, loading up the bagged waste from litter bins and other street cleaning activities. There are 11 electric vehicles on this contract

Waste Collections, data errors aand Contamination Management Plan – Service Update

As we approach the end of the sixth week following the service changes, and while crews and residents continue to adjust to the new collection schedules, the team is now preparing to reinstate contamination management.

We anticipate that most contamination will be unintentional. In such cases, a sticker will be applied to the bin as an initial friendly warning. However, a formal three-step process will be introduced for each bin type:

First instance – A sticker will be applied to the bin.

Second instance – A hanger will be attached, and a helpful guidance letter will be sent to the household.

Third instance – If contamination persists or appears deliberate (e.g. misuse of bins to conceal waste), a further letter will be sent outlining the risks contamination presents and warning of further action.

As a reminder, contaminated bins will not be emptied. Significant contamination in a collection vehicle can result in the entire load being rejected, incurring substantial costs. Historically, we have managed contamination well, maintaining an average contamination rate below 5%.

This process will also apply to communal properties, where identifying the source of contamination is more challenging. We will work closely with managing agents to address issues, offering guidance and support where needed. Signage at communal sites is currently being updated, and bin configurations are being reviewed and adjusted as necessary.

The transition to the new service has had a greater impact on communal properties than anticipated, due to some data discrepancies during the rerouting process. This has led to incorrect collection information being assigned to some sites. We are actively resolving these issues and gradually restoring the expected collection frequencies.

As a result, crews were not routed to these locations as frequently as they had been prior to 4 August, leading to missed collections and, in some cases, extended periods without service. Once the issue was identified, the system was promptly updated to restore the correct frequencies and locations.

In addition to resolving the technical error, the following measures have been put in place to mitigate the impact and prevent further disruption:

- Deployment of additional resources: Extra crews and supervisory staff have been assigned to affected areas to catch up on missed collections and stabilise service delivery.
- Targeted site monitoring: Locations identified as high-risk or repeatedly missed are now being monitored closely, with direct oversight from Veolia's management team.

Resident support and communication: We are working to improve communication with residents, including clearer guidance on container use and waste stream separation. A new leaflet is being distributed to all communal properties to explain the revised service.

Postal vote reapplication

Following changes introduced by the Elections Act 2022, postal voters are now required to reapply for their postal vote every three years. All postal voters who made their current application before 31 October 2023 are required to reapply for their postal vote by 31 January 2026.

Electoral Services will be contacting all those affected by this change in the coming weeks explaining how to reapply. Electors will be contacted by email if we hold an email address or by post if we do not. There are approximately 16,000 electors affected.

More information and a list of FAQs can be found on the [council's website](#).

Eric Buckmaster October 2025

Appendix E

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Full Town Council Meeting
From: Christopher Hunt
Subject: Clerks Report October 2025
Date: 21st October 2025

Sawbobus

The Sawbobus service has successfully resolved recent mechanical issues, with both buses now fully repaired and back in service. Passenger numbers remain steady. We have employed a new driver Peter Bull to replace the driver who recently resigned. Peter is a local member of the community and is married with two daughters in education in the town also. Peter has started with a very flexible approach and has been assisting with driver cover for another who is currently unwell. We believe Peter will be an asset to the team.

Hailey Centre

The trustees of the Hailey Centre are actively pursuing funding opportunities to support planned upgrades. These enhancements aim to modernise the facility and make it more appealing to a broader range of residents in Sawbridgeworth. This has now come to fruition with the upgrades being started today and support with the use of the council chamber has been taken up with some of the meetings that could not be rearranged.

Jubilee Gardens

The planning application for Jubilee Gardens is still awaiting a decision from East Herts District Council's planning department. We have been appointed a direct liaison officer who is assisting with the offsite planting survey that has been completed and received on the 7th October 2025.

Cemetery

The ranger responsible for cemetery maintenance has been on sick leave for the past six months. External HR support is being provided to ensure appropriate care during this period. To maintain the grounds the current ranger and an external contractor has assisted to ensure maintenance standards are upheld.

Appendix F

Sawbridgeworth Town Council

Memorandum from Town Projects Manager

To: All Members
From: Joanne Sargent
Subject: Events 2025-2026
Date: 22 October 2025

Dates for Dairy: 2025 - 2026

- **Remembrance Day – Sunday 9th November** at 3pm, Great St Mary's Church. Please arrive by 2.50pm at the church yard, the parade sets off from Bell Street car park around that time. If you are laying a wreath, Joanne will be there to coordinate.
- **Christmas Lights Switch On – Town Centre - Saturday 29th November** from 3pm – Lights switched on 6pm.
- **Christmas Competition Presentation Evening – Thursday 18th December - 6pm** Council Chamber
- **Lights of Love – Saturday 13th December 4pm** – Council courtyard and chamber
- **St Georges Day Parade – All councillors - Sunday 26th April 2026 – 3pm** Great St Marys Church
- **River Day – Sheering Mill Lock - Saturday 30th May 2026 – 12 to 4pm** at Sheering Lock

NOTE: Civic Dinner date TBC (Potentially 18th April 2026)

Appendix G

Summary Income & Expenditure by Budget Heading 30/09/2025

Month No: 7

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Staff	Expenditure	287,072	147,722	306,820	159,098	159,098	48.1%
200	General Administration	Income	460,106	482,593	485,835	3,242		99.3%
		Expenditure	44,672	39,426	62,725	23,299	23,299	62.9%
	Movement to/(from) Gen Reserve	415,434	443,167	423,110	(20,057)			
210	Democratic Services	Income	3,105	4,515	5,000	485		90.3%
		Expenditure	10,623	5,736	12,500	6,764	6,764	45.9%
	Movement to/(from) Gen Reserve	(7,518)	(1,220)	(7,500)	(6,280)			
220	Grants	Expenditure	6,578	(12)	7,075	7,087	7,087	(0.2%)
300	Civic Centre	Income	1,065	898	800	(98)		112.2%
		Expenditure	29,985	18,006	34,650	16,644	16,644	52.0%
	Movement to/(from) Gen Reserve	(28,920)	(17,108)	(33,850)	(16,742)			
320	Halley Centre	Expenditure	2,937	145	5,000	4,855	4,855	2.9%
330	Other Rented Accommodation	Expenditure	4,660	2,800	4,800	2,000	2,000	58.3%
400	Bullfield Allotments	Income	1,579	76	1,110	1,034		6.8%
		Expenditure	862	772	1,300	528	528	59.3%
	Movement to/(from) Gen Reserve	718	(696)	(190)	506			
410	Bellmead Allotments	Income	386	180	280	100		64.3%
		Expenditure	164	94	350	256	256	26.8%
	Movement to/(from) Gen Reserve	222	86	(70)	(156)			
420	Vantorts Allotments	Income	276	132	200	69		65.8%
		Expenditure	320	180	370	190	190	48.5%
	Movement to/(from) Gen Reserve	(44)	(48)	(170)	(122)			
430	Southbrook Allotments	Income	1,634	417	1,460	1,043		28.6%
		Expenditure	976	664	1,200	536	536	55.3%
	Movement to/(from) Gen Reserve	658	(247)	260	507			
440	Cemetery	Income	46,919	25,258	61,200	35,942		41.3%
		Expenditure	14,088	7,734	15,250	7,516	7,516	50.7%
	Movement to/(from) Gen Reserve	32,831	17,523	45,950	28,427			
450	Playground	Expenditure	1,535	1,028	6,000	4,972	4,972	17.1%
460	Rivers Heritage Site & Orchard	Expenditure	1,710	2,433	3,000	567	567	81.1%
500	Groundsman	Income	2,039	540	1,075	535		50.2%
		Expenditure	9,312	4,831	29,800	24,969	24,969	16.2%
	Movement to/(from) Gen Reserve	(7,274)	(4,292)	(28,725)	(24,433)			
600	Fun on the Field	Income	870	490	900	410		54.4%
		Expenditure	1,373	1,221	2,000	779	779	61.1%
	Movement to/(from) Gen Reserve	(503)	(731)	(1,100)	(369)			
610	Events General	Expenditure	1,177	5,183	6,500	1,317	1,317	79.7%
620	Christmas Festival	Income	1,130	0	800	800		0.0%
		Expenditure	18,877	706	19,200	18,494	18,494	3.7%
	Movement to/(from) Gen Reserve	(17,747)	(706)	(18,400)	(17,694)			

Continued over page

Summary Income & Expenditure by Budget Heading 30/09/2025

Month No: 7

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
630	Markets							
	Income	0	0	8,000	8,000			0.0%
	Expenditure	0	0	13,000	13,000		13,000	0.0%
	Movement to/(from) Gen Reserve	0	0	(5,000)	(5,000)			
640	Projects							
	Income	3,000	0	0	0			0.0%
	Expenditure	26,379	23,746	105,400	81,654		81,654	22.5%
	Movement to/(from) Gen Reserve	(23,379)	(23,746)	(105,400)	(81,654)			
660	Town Selfie Walk							
	Expenditure	553	303	1,775	1,472		1,472	17.1%
670	River Day							
	Income	40	40	50	10			80.0%
	Expenditure	120	170	150	(20)		(20)	113.3%
	Movement to/(from) Gen Reserve	(80)	(130)	(100)	30			
700	Sawbobus							
	Income	14,727	9,685	23,300	13,615			41.6%
	Expenditure	45,128	23,868	48,395	24,527		24,527	49.3%
	Movement to/(from) Gen Reserve	(30,401)	(14,183)	(25,095)	(10,912)			
800	Heffer GL61							
	Income	1,049	757	500	(257)			151.3%
	Expenditure	4,878	3,083	3,090	7		7	99.8%
	Movement to/(from) Gen Reserve	(3,830)	(2,327)	(2,590)	(263)			
810	Rangers Truck #1 WG64							
	Expenditure	3,138	1,934	4,570	2,636		2,636	42.3%
820	Rangers Truck #2 SY65							
	Expenditure	2,464	2,558	3,830	1,272		1,272	66.8%
910	Town Action Plan							
	Expenditure	176	0	500	500		500	0.0%
920	ATC Rent							
	Income	1,547	0	0	0			0.0%
Grand Totals:- Income		539,470	525,580	590,510	64,930			89.0%
Expenditure		519,755	294,331	699,250	404,919	0	404,919	42.1%
Net Income over Expenditure		19,715	231,248	(108,740)	(339,988)			
Movement to/(from) Gen Reserve		19,715	231,248	(108,740)	(339,988)			

Appendix H

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Full Town Council Meeting
From: Christopher Hunt
Subject: Southbrook Allotments, Elmwood Footpath and Adjacent Land
Date: 21st October 2025

Southbrook Allotments, Elmwood Footpath and Adjacent Land

Elmwood Footpath DMMO Application (EH/488/MOD)

Background:

Sawbridgeworth Town Council submitted a Definitive Map Modification Order (DMMO) application to Hertfordshire County Council (HCC) on 24 April 2020. The application seeks to formally record the footpath from Elmwood to the river (Grid References TL485142 to TL486142) on the Definitive Map.

Current Status:

Following a recent enquiry to the Rights of Way Team, HCC has confirmed that our application is currently number 19 on their prioritisation list. Unfortunately, due to ongoing submissions with higher priority scores and interventions from the Secretary of State (via 'directions to determine'), progress on our application has been delayed. These external factors mean that our case has not advanced significantly in the queue.

Options for Acceleration:

HCC has advised that the most effective way to expedite the investigation would be to apply for a Schedule 14 'direction to determine' from the Secretary of State. If granted, this would compel HCC to investigate the application within a set timeframe (typically 6 to 12 months).

The application to the Secretary of state will be submitted to try and get the path recorded on the Definitive Map.

Tree Preservation Orders – Southbrook Allotments

Trees adjacent to the allotments at Southbrook, located along the eastern boundary, have been identified as potentially vulnerable to future development. In response, the Town Council has submitted an application to East Herts District Council (EHDC) for Tree Preservation Orders (TPOs) on four substantial trees to ensure their protection.

Land to the North-East of Southbrook Allotments

I have made contact with the owner of the land adjacent to the north-east boundary of the Southbrook allotments. We have discussed the possibility of purchasing the smaller pocket of land in that area. The owner has agreed to obtain a formal valuation of the land to assess its potential sale. I will update the Council once the valuation has been received and further discussions have taken place

Christopher Hunt

21st October 2025

Appendix I

Date: 21/10/2025

Sawbridgeworth Town Council

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Bank Reconciliation up to 30/09/2025 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
01/09/2025	DD1	400.00		400.00		R ■	Oakridge Nursery
01/09/2025	DD2	498.15		498.15		R ■	The Fuelcard Company
01/09/2025	DD3	1,360.00		1,360.00		R ■	East Herts District Council
01/09/2025	DD4	1,393.89		1,393.89		R ■	Techwyse
01/09/2025	8639	30.00		30.00		R ■	Louise Black
01/09/2025	8640	30.00		30.00		R ■	Jack Oakes
01/09/2025	8641	50.00		50.00		R ■	Mr T Liu
01/09/2025	8642	20.00		20.00		R ■	Sunflower project
01/09/2025	Direct		100.00	100.00		R ■	Receipt(s) Banked
01/09/2025	Direct		860.00	860.00		R ■	Receipt(s) Banked
02/09/2025	Direct		348.40	348.40		R ■	Receipt(s) Banked
03/09/2025	Direct		250.00	250.00		R ■	Receipt(s) Banked
04/09/2025	Direct		500.00	500.00		R ■	Receipt(s) Banked
05/09/2025	85.30		85.30	85.30		R ■	Receipt(s) Banked
08/09/2025	DD5	244.36		244.36		R ■	The Fuelcard Company
08/09/2025	Direct		48.05	48.05		R ■	Receipt(s) Banked
08/09/2025	Direct		25.00	25.00		R ■	Receipt(s) Banked
10/09/2025	8628	30.00		30.00		R ■	Simon Bullman
10/09/2025			1,186.00	1,186.00		R ■	Receipt(s) Banked
12/09/2025						R ■	
15/09/2025						R ■	
15/09/2025						R ■	
15/09/2025						R ■	
15/09/2025						R ■	
15/09/2025						R ■	
15/09/2025						R ■	
15/09/2025						R ■	
15/09/2025						R ■	
15/09/2025						R ■	
15/09/2025						R ■	
15/09/2025	DD7	50.00		50.00		R ■	Francotyp-Postalia Limited
15/09/2025	DD8	56.16		56.16		R ■	Quartix Limited
15/09/2025	DD9	174.26		174.26		R ■	The Fuelcard Company
15/09/2025	8596	3,663.85		3,663.85		R ■	Herts County Council
15/09/2025	8595	8,659.08		8,659.08		R ■	HMRC
15/09/2025	DD1	57.60		57.60		R ■	Affinity One Security Solution
15/09/2025	MUNRO		28.00	28.00		R ■	Receipt(s) Banked
15/09/2025	GIORDANI		31.00	31.00		R ■	Receipt(s) Banked
15/09/2025	SPEARS		38.00	38.00		R ■	Receipt(s) Banked
16/09/2025	DD10	28.35		28.35		R ■	Lloyds Bank plc
16/09/2025	DD2	107.04		107.04		R ■	Workplace Drink Solutions Limi
16/09/2025	WATLING		38.00	38.00		R ■	Receipt(s) Banked
16/09/2025	LEARY		46.00	46.00		R ■	Receipt(s) Banked
16/09/2025	LEARY		13.00	13.00		R ■	Receipt(s) Banked
17/09/2025	DD11	93.60		93.60		R ■	Francotyp-Postalia Limited
17/09/2025	8597	620.55		620.55		R ■	NEST
17/09/2025	500433		600.00	600.00		R ■	Receipt(s) Banked
17/09/2025	500433		432.60	432.60		R ■	Receipt(s) Banked

Bank Reconciliation up to 30/09/2025 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
17/09/2025	BLYTHJONES		38.00	38.00		R ☒	Receipt(s) Banked
17/09/2025	GRANNEMAN		49.00	49.00		R ☒	Receipt(s) Banked
17/09/2025	PASK		23.00	23.00		R ☒	Receipt(s) Banked
17/09/2025	WILLIAMS		28.00	28.00		R ☒	Receipt(s) Banked
18/09/2025	DD12	40.56		40.56		R ☒	Vatix
18/09/2025	JONES		31.00	31.00		R ☒	Receipt(s) Banked
18/09/2025	JONES		31.00	31.00		R ☒	Receipt(s) Banked
18/09/2025	COUSENS		27.50	27.50		R ☒	Receipt(s) Banked
19/09/2025	DD13	82.66		82.66		R ☒	The Fuelcard Company
19/09/2025	Direct		1,895.00	1,895.00		R ☒	Receipt(s) Banked
19/09/2025	GIORDANI		31.00	31.00		R ☒	Receipt(s) Banked
19/09/2025	FORMAN		76.00	76.00		R ☒	Receipt(s) Banked
22/09/2025	BRIGHTLY		46.00	46.00		R ☒	Receipt(s) Banked
22/09/2025	NORRIS		76.00	76.00		R ☒	Receipt(s) Banked
23/09/2025	DD3	58.76		58.76		R ☒	Engie Gas
23/09/2025	DD4	400.44		400.44		R ☒	EDF Energy
23/09/2025	ALLT ASSOC		31.00	31.00		R ☒	Receipt(s) Banked
23/09/2025	PERERA		38.00	38.00		R ☒	Receipt(s) Banked
24/09/2025	BCARD1	180.00		180.00		R ☒	Link Digital
24/09/2025	BCARD2	9.79		9.79		R ☒	Techno Packaging Limited
24/09/2025	BCARD3	5.99		5.99		R ☒	Amazon.co.uk
24/09/2025	BCARD4	11.00		11.00		R ☒	GOV.UK
24/09/2025	BCARD5	57.77		57.77		R ☒	R S Components Limited
24/09/2025	BCARD6	38.94		38.94		R ☒	Amazon Business EU S.a.r.l
24/09/2025	BCARD7	15.99		15.99		R ☒	Amazon.co.uk
24/09/2025	BCARD8	7.99		7.99		R ☒	Amazon.co.uk
24/09/2025	BCARD9	100.00		100.00		R ☒	Canva
24/09/2025	BCARD10	40.00		40.00		R ☒	Welwyn Hatfield Chamber of Com
24/09/2025	BCARD11	108.00		108.00		R ☒	Barrett Corp and Harrington Lt
24/09/2025	BCARD12	9.99		9.99		R ☒	ILIFFE MEDIA
24/09/2025	BCARD13	14.99		14.99		R ☒	Amazon Business EU S.a.r.l
24/09/2025	DD5	1,620.00		1,620.00		R ☒	Techwyse
24/09/2025	LUCA		31.00	31.00		R ☒	Receipt(s) Banked
24/09/2025	Direct		276.00	276.00		R ☒	Receipt(s) Banked
25/09/2025	BECK		31.00	31.00		R ☒	Receipt(s) Banked
25/09/2025	ROGERS		23.00	23.00		R ☒	Receipt(s) Banked
26/09/2025	DD7	37.50		37.50		R ☒	Techwyse
26/09/2025	Direct		239,917.50	239,917.50		R ☒	Receipt(s) Banked
26/09/2025	Direct		-181.20		-181.20	☐	Receipt(s) Banked
26/09/2025	Direct		181.20	181.20		R ☒	Receipt(s) Banked
29/09/2025	DD8	212.53		212.53		R ☒	The Fuelcard Company
29/09/2025	DD9	286.82		286.82		R ☒	Citation Limited
30/09/2025	8629	120.00		120.00		R ☒	Tree Surgery Landscaping Contr
30/09/2025	8630	916.80		916.80		R ☒	Branson Leisure Ltd
30/09/2025	8631	250.46		250.46		R ☒	Marmax Recycled Products
30/09/2025	8632	450.00		450.00		R ☒	Walton Lane Audio Services
30/09/2025	8633	45.00		45.00		R ☒	Open Spaces Society
30/09/2025	8634	155.52		155.52		R ☒	Home & Office Fire Extinguishe

Date: 21/10/2025

Sawbridgeworth Town Council

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User: LD

Bank Reconciliation up to 30/09/2025 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
30/09/2025	8635	35.00		35.00		R ☒	SDH Window Cleaning
30/09/2025	8636	354.00		354.00		R ☒	Froom & Co Limited
30/09/2025	8637	280.00		280.00		R ☒	Oakridge Nursery
30/09/2025	8643	633.30		633.30		R ☒	Lodge & Sons (Builders) Limite
30/09/2025	8644	181.20			181.20	☐	Techwyse
30/09/2025	8646	303.00		303.00		R ☒	Cambridge Printing Solutions (
30/09/2025	8647	60.41		60.41		R ☒	Create Identitree Limited
30/09/2025	8648	1,638.00		1,638.00		R ☒	PKF Littlejohn LLP
30/09/2025	8649	138.41		138.41		R ☒	Breeze Office Solutions
30/09/2025	8650	180.00		180.00		R ☒	Dale, Lisa
30/09/2025	8651	808.80		808.80		R ☒	Branson Leisure Ltd
30/09/2025	8653	345.00		345.00		R ☒	M E Maintenance Limited
30/09/2025	DD11	50.00		50.00		R ☒	Francotyp-Postalia Limited
30/09/2025	8652	1,020.00		1,020.00		R ☒	Mynott & Son
30/09/2025	8654	660.00		660.00		R ☒	P W May Contracting Ltd
30/09/2025	8638	109.20		109.20		R ☒	Lumley, Cyril
30/09/2025	8645	612.78		612.78		R ☒	Shenton, Nick
		<u>48,704.09</u>	<u>247,328.35</u>				

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Staff</u>								
4000 Salaries	0							
4001 DNU	27,504	0	0	0		0	0.0%	
4003 DNU	43,140	0	0	0		0	0.0%	
4004 DNU	33,199	0	0	0		0	0.0%	
4005 DNU	31,632	0	0	0		0	0.0%	
4011 DNU	10,263	0	0	0		0	0.0%	
4013 DNU	31,783	0	0	0		0	0.0%	
4015 DNU	54,071	0	0	0		0	0.0%	
4035 NIC - Employers	24,251	14,657	31,270	16,613		16,613	46.9%	
4040 Pension Employers	31,229	13,751	32,070	18,319		18,319	42.9%	
Staff :- Indirect Expenditure	<u>287,072</u>	<u>147,722</u>	<u>306,820</u>	<u>159,098</u>	<u>0</u>	<u>159,098</u>	<u>48.1%</u>	<u>0</u>
Net Expenditure	<u>(287,072)</u>	<u>(147,722)</u>	<u>(306,820)</u>	<u>(159,098)</u>				
<u>200 General Administration</u>								
1076 Precept	452,775	479,835	479,835	0			100.0%	
1090 Interest Received	6,296	2,740	6,000	3,260			45.7%	
1999 Miscellaneous Income	1,035	18	0	(18)			0.0%	
General Administration :- Income	<u>460,106</u>	<u>482,593</u>	<u>485,835</u>	<u>3,242</u>			<u>99.3%</u>	<u>0</u>
4070 Subscriptions	2,283	2,509	2,860	351		351	87.7%	
4075 IT Support	9,928	9,704	13,000	3,296		3,296	74.6%	
4080 Training (Members)	163	111	500	389		389	22.2%	
4081 Travel Expenses	558	231	550	319		319	42.1%	
4082 Training (Staff)	981	0	1,000	1,000		1,000	0.0%	
4083 Clerks Expenses	17	0	100	100		100	0.0%	
4090 IT Development	0	0	1,500	1,500		1,500	0.0%	
4095 Photocopy Charges	1,349	934	1,500	566		566	62.3%	
4100 Telephone/Broadband	880	864	2,500	1,636		1,636	34.6%	
4105 Postage	682	356	800	444		444	44.5%	
4110 Stationery	807	249	1,000	751		751	24.9%	
4115 Insurance	10,956	17,237	11,000	(6,237)		(6,237)	156.7%	
4120 Bank Charges	264	147	500	353		353	29.5%	
4125 Repairs & Renewals	198	528	750	222		222	70.4%	
4130 Staff Care	2,313	660	1,600	940		940	41.3%	
4135 Office Care	1,374	1,181	3,000	1,819		1,819	39.4%	
4140 Office Equipment	449	1,937	1,500	(437)		(437)	129.1%	
4180 Accountancy Services	3,402	0	3,000	3,000		3,000	0.0%	
4185 Audit	2,365	200	3,565	3,365		3,365	5.6%	
4190 Professional Fees	3,480	1,719	6,000	4,281		4,281	28.7%	

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4195 Tourism	803	344	1,000	656		656	34.4%	
4200 Web-site	600	581	1,500	919		919	38.8%	
4201 Web-site development	0	83	1,500	1,417		1,417	5.6%	
4215 Town Signs	811	0	500	500		500	0.0%	
4990 Contingency	0	0	2,000	2,000		2,000	0.0%	
4999 Miscellaneous Costs	10	0	0	0		0	0.0%	
General Administration :- Indirect Expenditure	44,672	39,577	62,725	23,148	0	23,148	63.1%	0
Net Income over Expenditure	415,434	443,016	423,110	(19,906)				
210 Democratic Services								
1335 Civic Dinner Income	3,105	4,515	5,000	485			90.3%	
Democratic Services :- Income	3,105	4,515	5,000	485			90.3%	0
4310 Election Expenses	4,489	0	3,000	3,000		3,000	0.0%	
4315 Mayor's Allowance	1,464	1,352	1,500	148		148	90.1%	
4330 Civic Events	1,562	746	3,000	2,254		2,254	24.9%	
4335 Civic Dinner Expenditure	3,108	3,638	5,000	1,362		1,362	72.8%	
Democratic Services :- Indirect Expenditure	10,623	5,736	12,500	6,764	0	6,764	45.9%	0
Net Income over Expenditure	(7,518)	(1,220)	(7,500)	(6,280)				
220 Grants								
4350 Grants - SYPRC	1,000	(1,000)	1,000	2,000		2,000	(100.0%)	
4355 Grants - The Hailey Centre	1,000	0	1,000	1,000		1,000	0.0%	
4370 Grants - S137	54	0	75	75		75	0.0%	
4375 Freedom of the Town	1,224	488	1,500	1,012		1,012	32.5%	
4380 Grants - Other	3,300	500	3,500	3,000		3,000	14.3%	
Grants :- Indirect Expenditure	6,578	(12)	7,075	7,087	0	7,087	(0.2%)	0
Net Expenditure	(6,578)	12	(7,075)	(7,087)				
300 Civic Centre								
1400 Rental Income	1,065	898	800	(98)			112.2%	
Civic Centre :- Income	1,065	898	800	(98)			112.2%	0
4405 Rates	15,030	9,518	14,000	4,482		4,482	68.0%	
4410 Heat & Light	6,754	3,511	10,000	6,489		6,489	35.1%	
4415 Water	582	1,913	650	(1,263)		(1,263)	294.2%	
4420 Maintenance	4,670	2,587	5,000	2,413		2,413	51.7%	
4425 Fixtures & Fittings	51	0	0	0		0	0.0%	
4445 New Equipment	2,898	242	5,000	4,758		4,758	4.8%	
Civic Centre :- Indirect Expenditure	29,985	17,771	34,650	16,879	0	16,879	51.3%	0
Net Income over Expenditure	(28,920)	(16,873)	(33,850)	(16,977)				

Detailed Income & Expenditure by Budget Heading 30/09/2025

Month No: 7

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>320 Hailey Centre</u>								
4420 Maintenance	2,937	35	5,000	4,965		4,965	0.7%	
Hailey Centre :- Indirect Expenditure	<u>2,937</u>	<u>35</u>	<u>5,000</u>	<u>4,965</u>	<u>0</u>	<u>4,965</u>	<u>0.7%</u>	<u>0</u>
Net Expenditure	(2,937)	(35)	(5,000)	(4,965)				
<u>330 Other Rented Accommodation</u>								
4400 Rent	4,660	2,800	4,800	2,000		2,000	58.3%	
Other Rented Accommodation :- Indirect Expenditure	<u>4,660</u>	<u>2,800</u>	<u>4,800</u>	<u>2,000</u>	<u>0</u>	<u>2,000</u>	<u>58.3%</u>	<u>0</u>
Net Expenditure	(4,660)	(2,800)	(4,800)	(2,000)				
<u>400 Bullfield Allotments</u>								
1500 Allotment Rent Income	1,334	0	910	910			0.0%	
1510 Allotment Water Income	146	0	200	200			0.0%	
1515 Allotment Dep Retain	100	0	0	0			0.0%	
Bullfield Allotments :- Income	<u>1,579</u>	<u>0</u>	<u>1,110</u>	<u>1,110</u>			<u>0.0%</u>	<u>0</u>
4415 Water	666	372	600	228		228	61.9%	
4420 Maintenance	196	400	700	300		300	57.1%	
Bullfield Allotments :- Indirect Expenditure	<u>862</u>	<u>772</u>	<u>1,300</u>	<u>528</u>	<u>0</u>	<u>528</u>	<u>59.3%</u>	<u>0</u>
Net Income over Expenditure	718	(772)	(190)	582				
<u>410 Bellmead Allotments</u>								
1500 Allotment Rent Income	350	0	250	250			0.0%	
1510 Allotment Water Income	36	0	30	30			0.0%	
Bellmead Allotments :- Income	<u>386</u>	<u>0</u>	<u>280</u>	<u>280</u>			<u>0.0%</u>	<u>0</u>
4415 Water	145	94	100	6		6	93.7%	
4420 Maintenance	19	0	250	250		250	0.0%	
Bellmead Allotments :- Indirect Expenditure	<u>164</u>	<u>94</u>	<u>350</u>	<u>256</u>	<u>0</u>	<u>256</u>	<u>26.8%</u>	<u>0</u>
Net Income over Expenditure	222	(94)	(70)	24				
<u>420 Vantorts Allotments</u>								
1500 Allotment Rent Income	249	0	175	175			0.0%	
1510 Allotment Water Income	27	0	25	25			0.0%	
Vantorts Allotments :- Income	<u>276</u>	<u>0</u>	<u>200</u>	<u>200</u>			<u>0.0%</u>	<u>0</u>
4415 Water	168	180	120	(60)		(60)	149.7%	

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4420 Maintenance	152	0	250	250		250	0.0%	
Vantorts Allotments :- Indirect Expenditure	320	180	370	190	0	190	48.5%	0
Net Income over Expenditure	(44)	(180)	(170)	10				
430 Southbrook Allotments								
1500 Allotment Rent Income	1,314	0	1,290	1,290			0.0%	
1510 Allotment Water Income	175	0	170	170			0.0%	
1515 Allotment Dep Retain	146	0	0	0			0.0%	
Southbrook Allotments :- Income	1,634	0	1,460	1,460			0.0%	0
4415 Water	623	384	500	116		116	76.8%	
4420 Maintenance	353	280	700	420		420	40.0%	
Southbrook Allotments :- Indirect Expenditure	976	664	1,200	536	0	536	55.3%	0
Net Income over Expenditure	658	(664)	260	924				
435 West Road Allotment								
1500 Allotment Rent Income	0	0	640	640			0.0%	
1510 Allotment Water Income	0	0	200	200			0.0%	
West Road Allotment :- Income	0	0	840	840			0.0%	0
4415 Water	0	0	600	600		600	0.0%	
4416 Set Up Costs -Allotments	0	0	3,500	3,500		3,500	0.0%	
West Road Allotment :- Indirect Expenditure	0	0	4,100	4,100	0	4,100	0.0%	0
Net Income over Expenditure	0	0	(3,260)	(3,260)				
440 Cemetery								
1550 Burial Fees	34,595	18,100	48,400	30,300			37.4%	
1560 Memorial Fees	2,390	955	2,500	1,545			38.2%	
1570 Grave Digging Income	2,980	1,300	2,600	1,300			50.0%	
1580 Tree Sales	3,450	1,816	3,000	1,184			60.5%	
1581 Bench Sales	2,734	3,087	3,500	413			88.2%	
1582 Memorial Plaque Sales	770	0	1,200	1,200			0.0%	
Cemetery :- Income	46,919	25,258	61,200	35,942			41.3%	0
4045 Subcontracted Labour	700	2,905	1,000	(1,905)		(1,905)	290.5%	
4415 Water	135	126	150	24		24	84.0%	
4420 Maintenance	6,457	174	5,000	4,826		4,826	3.5%	
4440 New Area (Spinney)	1,300	0	3,000	3,000		3,000	0.0%	
4520 Skip Hire	1,925	1,435	2,500	1,065		1,065	57.4%	

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4530 Trees	500	409	550	141		141	74.3%	
4531 Benches	1,864	2,092	2,000	(92)		(92)	104.6%	
4532 Plaques	1,208	593	550	(43)		(43)	107.9%	
4675 Publicity	0	0	500	500		500	0.0%	
Cemetery :- Indirect Expenditure	<u>14,088</u>	<u>7,734</u>	<u>15,250</u>	<u>7,516</u>	<u>0</u>	<u>7,516</u>	<u>50.7%</u>	<u>0</u>
Net Income over Expenditure	<u>32,831</u>	<u>17,523</u>	<u>45,950</u>	<u>28,427</u>				
6000 plus Transfer from EMR	1,300	0	0	0				
Movement to/(from) Gen Reserve	<u>34,131</u>	<u>17,523</u>	<u>45,950</u>	<u>28,427</u>				
<u>450 Playground</u>								
4420 Maintenance	1,535	1,028	2,000	972		972	51.4%	
4421 New Equipment -Playground	0	0	4,000	4,000		4,000	0.0%	
Playground :- Indirect Expenditure	<u>1,535</u>	<u>1,028</u>	<u>6,000</u>	<u>4,972</u>	<u>0</u>	<u>4,972</u>	<u>17.1%</u>	<u>0</u>
Net Expenditure	<u>(1,535)</u>	<u>(1,028)</u>	<u>(6,000)</u>	<u>(4,972)</u>				
<u>460 Rivers Heritage Site & Orchard</u>								
4700 RHSOG	1,710	2,433	3,000	567		567	81.1%	
Rivers Heritage Site & Orchard :- Indirect Expenditure	<u>1,710</u>	<u>2,433</u>	<u>3,000</u>	<u>567</u>	<u>0</u>	<u>567</u>	<u>81.1%</u>	<u>0</u>
Net Expenditure	<u>(1,710)</u>	<u>(2,433)</u>	<u>(3,000)</u>	<u>(567)</u>				
<u>500 Groundsman</u>								
1600 SYPRC/STFC Grass Cut - Income	300	0	0	0			0.0%	
1603 Conveniences coin operation	663	264	800	536			33.0%	
1610 Sub Contract Watering	776	0	275	275			0.0%	
1615 CCTV Footage Retrieval	300	0	0	0			0.0%	
Groundsman :- Income	<u>2,039</u>	<u>264</u>	<u>1,075</u>	<u>811</u>			<u>24.5%</u>	<u>0</u>
4600 Planters	0	0	1,000	1,000		1,000	0.0%	
4601 Bell St Conveniences Cleaning	608	101	800	699		699	12.7%	
4602 Bell St Convenience Repairs	157	865	5,000	4,136		4,136	17.3%	
4615 Ranger's Mower	1,475	510	2,000	1,490		1,490	25.5%	
4620 Ranger's Tools	2,797	502	3,000	2,498		2,498	16.7%	
4625 Mower Replacement	0	0	12,000	12,000		12,000	0.0%	
4630 CCTV Maintenance Agreement	2,453	2,636	3,000	364		364	87.9%	
4635 CCTV Extension	1,822	217	3,000	2,783		2,783	7.2%	
Groundsman :- Indirect Expenditure	<u>9,312</u>	<u>4,831</u>	<u>29,800</u>	<u>24,969</u>	<u>0</u>	<u>24,969</u>	<u>16.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(7,274)</u>	<u>(4,568)</u>	<u>(28,725)</u>	<u>(24,157)</u>				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
600 Fun on the Field								
1670 Event Income	870	490	900	410			54.4%	
Fun on the Field :- Income	<u>870</u>	<u>490</u>	<u>900</u>	<u>410</u>			<u>54.4%</u>	<u>0</u>
4045 Subcontracted Labour	650	0	800	800		800	0.0%	
4670 Event Costs	723	1,221	1,000	(221)		(221)	122.1%	
4675 Publicity	0	0	200	200		200	0.0%	
Fun on the Field :- Indirect Expenditure	<u>1,373</u>	<u>1,221</u>	<u>2,000</u>	<u>779</u>	<u>0</u>	<u>779</u>	<u>61.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(503)</u>	<u>(731)</u>	<u>(1,100)</u>	<u>(369)</u>				
610 Events General								
4670 Event Costs	1,177	537	1,000	463		463	53.7%	
4672 RHSO 300	0	0	500	500		500	0.0%	
4673 VE Day	0	4,646	5,000	354		354	92.9%	
Events General :- Indirect Expenditure	<u>1,177</u>	<u>5,183</u>	<u>6,500</u>	<u>1,317</u>	<u>0</u>	<u>1,317</u>	<u>79.7%</u>	<u>0</u>
Net Expenditure	<u>(1,177)</u>	<u>(5,183)</u>	<u>(6,500)</u>	<u>(1,317)</u>				
620 Christmas Festival								
1670 Event Income	1,130	0	800	800			0.0%	
Christmas Festival :- Income	<u>1,130</u>	<u>0</u>	<u>800</u>	<u>800</u>			<u>0.0%</u>	<u>0</u>
4045 Subcontracted Labour	1,511	0	1,700	1,700		1,700	0.0%	
4670 Event Costs	1,568	400	1,000	600		600	40.0%	
4675 Publicity	390	0	500	500		500	0.0%	
4685 Christmas Lights	14,772	306	15,000	14,694		14,694	2.0%	
4690 Competitions	636	0	1,000	1,000		1,000	0.0%	
Christmas Festival :- Indirect Expenditure	<u>18,877</u>	<u>706</u>	<u>19,200</u>	<u>18,494</u>	<u>0</u>	<u>18,494</u>	<u>3.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(17,747)</u>	<u>(706)</u>	<u>(18,400)</u>	<u>(17,694)</u>				
630 Markets								
1670 Event Income	0	0	8,000	8,000			0.0%	
Markets :- Income	<u>0</u>	<u>0</u>	<u>8,000</u>	<u>8,000</u>			<u>0.0%</u>	<u>0</u>
4674 Car Park Hire	0	0	9,000	9,000		9,000	0.0%	
4675 Publicity	0	0	4,000	4,000		4,000	0.0%	
Markets :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>13,000</u>	<u>13,000</u>	<u>0</u>	<u>13,000</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>(5,000)</u>	<u>(5,000)</u>				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
640 Projects								
1671 HUB Funding	3,000	0	0	0			0.0%	
Projects :- Income	3,000	0	0	0				0
4710 Hanging Baskets	0	0	1,500	1,500		1,500	0.0%	
4715 Planters Project	0	0	500	500		500	0.0%	
4720 Jubilee Gardens	23,743	23,596	100,000	76,404		76,404	23.6%	
4725 Fair Green	300	0	2,000	2,000		2,000	0.0%	
4735 Remembrance Day	150	150	400	250		250	37.5%	
4740 War Memorial	260	0	1,000	1,000		1,000	0.0%	
4746 HUB Project	1,926	0	0	0		0	0.0%	
Projects :- Indirect Expenditure	26,379	23,746	105,400	81,654	0	81,654	22.5%	0
Net Income over Expenditure	(23,379)	(23,746)	(105,400)	(81,654)				
660 Town Selfie Walk								
4670 Event Costs	250	303	575	272		272	52.7%	
4675 Publicity	0	0	200	200		200	0.0%	
4681 Promotional Equipment	303	0	1,000	1,000		1,000	0.0%	
Town Selfie Walk :- Indirect Expenditure	553	303	1,775	1,472	0	1,472	17.1%	0
Net Expenditure	(553)	(303)	(1,775)	(1,472)				
670 River Day								
1670 Event Income	40	40	50	10			80.0%	
River Day :- Income	40	40	50	10			80.0%	0
4670 Event Costs	120	170	150	(20)		(20)	113.3%	
River Day :- Indirect Expenditure	120	170	150	(20)	0	(20)	113.3%	0
Net Income over Expenditure	(80)	(130)	(100)	30				
700 Sawbobus								
1150 Grants Received	2,000	2,000	6,000	4,000			33.3%	
1800 Fares	6,655	2,854	10,000	7,146			28.5%	
1820 Fuel Rebate	2,072	1,081	1,300	219			83.1%	
1830 Sponsorship	4,000	3,750	6,000	2,250			62.5%	
Sawbobus :- Income	14,727	9,685	23,300	13,615			41.6%	0
4029 Salary Recharge	32,181	15,992	31,345	15,353		15,353	51.0%	
4045 Subcontracted Labour	291	1,250	1,000	(250)		(250)	125.0%	
4800 Fuel	4,848	2,704	8,500	5,796		5,796	31.8%	

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4805 Vehicle Maintenance	6,715	2,468	6,000	3,532		3,532	41.1%	
4810 Vehicle Tax & Insurance	1,092	1,455	1,550	95		95	93.8%	
Sawbobus :- Indirect Expenditure	<u>45,128</u>	<u>23,868</u>	<u>48,395</u>	<u>24,527</u>	<u>0</u>	<u>24,527</u>	<u>49.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(30,401)</u>	<u>(14,183)</u>	<u>(25,095)</u>	<u>(10,912)</u>				
<u>800 Heffer GL61</u>								
1830 Sponsorship	500	500	0	(500)			0.0%	
1850 Vehicle Hire Income	549	257	500	243			51.3%	
Heffer GL61 :- Income	<u>1,049</u>	<u>757</u>	<u>500</u>	<u>(257)</u>			<u>151.3%</u>	<u>0</u>
4800 Fuel	2,789	1,154	550	(604)		(604)	209.8%	
4805 Vehicle Maintenance	997	302	1,250	948		948	24.1%	
4810 Vehicle Tax & Insurance	1,092	1,628	1,290	(338)		(338)	126.2%	
Heffer GL61 :- Indirect Expenditure	<u>4,878</u>	<u>3,083</u>	<u>3,090</u>	<u>7</u>	<u>0</u>	<u>7</u>	<u>99.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(3,830)</u>	<u>(2,327)</u>	<u>(2,590)</u>	<u>(263)</u>				
<u>810 Rangers Truck #1 WG64</u>								
4800 Fuel	1,549	560	2,000	1,440		1,440	28.0%	
4805 Vehicle Maintenance	626	432	1,500	1,068		1,068	28.8%	
4810 Vehicle Tax & Insurance	964	942	1,070	128		128	88.0%	
Rangers Truck #1 WG64 :- Indirect Expenditure	<u>3,138</u>	<u>1,934</u>	<u>4,570</u>	<u>2,636</u>	<u>0</u>	<u>2,636</u>	<u>42.3%</u>	<u>0</u>
Net Expenditure	<u>(3,138)</u>	<u>(1,934)</u>	<u>(4,570)</u>	<u>(2,636)</u>				
<u>820 Rangers Truck #2 SY65</u>								
4800 Fuel	1,005	623	1,250	627		627	49.8%	
4805 Vehicle Maintenance	496	646	1,500	854		854	43.1%	
4810 Vehicle Tax & Insurance	964	1,289	1,080	(209)		(209)	119.4%	
Rangers Truck #2 SY65 :- Indirect Expenditure	<u>2,464</u>	<u>2,558</u>	<u>3,830</u>	<u>1,272</u>	<u>0</u>	<u>1,272</u>	<u>66.8%</u>	<u>0</u>
Net Expenditure	<u>(2,464)</u>	<u>(2,558)</u>	<u>(3,830)</u>	<u>(1,272)</u>				
<u>910 Town Action Plan</u>								
4910 Town Action Plan Costs	176	0	500	500		500	0.0%	
Town Action Plan :- Indirect Expenditure	<u>176</u>	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>(176)</u>	<u>0</u>	<u>(500)</u>	<u>(500)</u>				

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<u>920 ATC Rent</u>								
1400 Rental Income	1,547	0	0	0			0.0%	
ATC Rent :- Income	<u>1,547</u>	<u>0</u>	<u>0</u>	<u>0</u>				<u>0</u>
Net Income	<u>1,547</u>	<u>0</u>	<u>0</u>	<u>0</u>				
Grand Totals:- Income	539,470	524,499	591,350	66,851			88.7%	
Expenditure	519,755	294,137	703,350	409,213	0	409,213	41.8%	
Net Income over Expenditure	<u>19,715</u>	<u>230,362</u>	<u>(112,000)</u>	<u>(342,362)</u>				
plus Transfer from EMR	1,300	0	0	0				
Movement to/(from) Gen Reserve	<u>21,015</u>	<u>230,362</u>	<u>(112,000)</u>	<u>(342,362)</u>				