

Sawbridgeworth Town Council



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MAYOR
Cllr Ruth Buckmaster
TOWN CLERK
Richard Bowran BSc.(Hons) MILCM

MEETING OF THE TOWN COUNCIL

You are summoned to attend the Meeting of the Town Council which will take place on **Monday 29 January 2018** at 7.30pm at The Council Office, Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

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

Town Clerk
23 January 2018

The meeting will be preceded at 7.15pm by a presentation by Health Watch Hertfordshire to launch their activities in East Hertfordshire

AGENDA

Welcome by the Town Mayor followed by Prayers

17/124 APOLOGIES FOR ABSENCE

To receive any apologies for absence

17/125 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Interest by Members

17/126 PUBLIC FORUM

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

17/127 MINUTES



To approve as a correct record the minutes of the Meeting of the Town Council held on 21 November 2017 (M06) [Appendix A]

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

17/128 FINANCE & POLICY COMMITTEE

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



- 15 January 2018 (F03) [Appendix B]

17/129 PLANNING COMMITTEE

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



- 21 November 2017 (P10) [Appendix C]

- [📄] • 15 January 2018 (P11) *[Appendix D]*
- 17/130 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
To receive the Mayor's appointments and communications
- 17/131 REPRESENTATIVES REPORTS**
To receive representatives reports from:
- County Councillor
 - District Councillors
 - Hertfordshire Police
 - Other Representatives
- 16/132 DETERMINATION OF A MAYOR-ELECT**
To resolve to designate a mayor-elect for the civic year 2018-19. Election of a mayor to be determined by resolution at the Annual Town Meeting in May 2018. *[Appendix E]*
- [📄] [👤]
- 16/133 BUDGET 2018-19 & DETERMINATION OF PRECEPT**
- [📄] [👤]
1. To consider the Recommendation of the Finance & Policy Committee and adopt a Budget for 2018-19 *[Appendix F]*
 2. To determine the Precept for 2018-19 and instruct the principal authority accordingly.
- [👤]
- 16/134 GRANT APPLICATIONS**
To consider grant requests made by the following:
1. East Herts Citizens Advice Service : £500
[Appendix G]
- [📄] [👤]
- 17/135 TOWN PROJECT MANAGER'S REPORT**
To receive and note the Town Project Manager's report for the months of December 2017 and January 2018. *[Appendix H]*
- [📄]
- 17/137 EAST HERTS DISTRICT PLAN**
To report on any developments following the public examination of the East Herts District Plan.
- 17/138 GENERAL DATA PROTECTION REGULATIONS**
To note the town council's responsibilities under the General Data Protection Regulations (GDPR) which will come into force on 25 May 2018. *[Appendix I]*
- [📄] [👤]
- [📄] [👤]
- To resolve that a Policy be adopted that states that all e-mail correspondence to and from Members use the town council's allocated addresses.
- 17/139 DEPOSIT & CONSULTATION DOCUMENTS**
To note receipt of any Documents for Noting and Consultation
- 17/140 FINANCIAL REPORT**
To note the current Financial Report
- 17/141 ACCOUNTS FOR PAYMENT**
To note and approve accounts for payment
- 17/142 ITEMS FOR FUTURE AGENDAS**
To consider any items for inclusion on future agendas.

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