

Sawbridgeworth Town Council

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



MAYOR
Cllr Greg Rattey

TOWN CLERK
Christopher Hunt

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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 29th JANUARY 2024** commencing at 19:30 to transact the business set out in the agenda below.

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

Town Clerk
22nd January 2024

AGENDA

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

The Mayor and Cllr S Pagdades will be lighting a candle to mark Holocaust Memorial Day.

23/103 APOLOGIES FOR ABSENCE

[👉] To receive and approve any apologies for absence.

23/104 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Pecuniary Interest by Members

23/105 PUBLIC FORUM

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

Mr Royle

1. *Does this Council think it was appropriate for one group, on this Council, in its social media posts and campaign literature for December's by-election, to once again seek to claim exclusive credit for supporting residents, rather than recognising the value of collaborative working and of reminding residents how they can report issues and making sure those processes and follow up are fit for purpose?*
2. *Is this Council concerned about the very low turnout at the December by-election and is there a communication and engagement strategy to improve communication with residents on local, district and county issues and consultations, and to encourage greater involvement in our local democracy?*

23/106

[a][v]

MINUTES

To approve as a correct record the minutes of the Meeting of the town council held on 20th November 2023 (M06) [Attached]

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

Owner	Action	Completed
Cllr Pagdades	To make police aware of the HUG2 project so residents realise the funding opportunity is not a scam	Email sent 21/11/23 by the Clerk to PC Marshall and the project manager and the Police neighbourhood watch coordinator are now linked in.
All Cllrs	To send a response to Cllr Furnace and the Clerk with their views on the proposed air quality action plan.	Email sent to all councillors requesting views 21/11/23

23/107

[a]

PLANNING COMMITTEE

To receive and note the minutes of the Planning Committee held on 20th November 2023 (P11) [Attached]

To receive and note the draft minutes of the Planning Committee held on 15th January 2024 (P12) [Attached] [Appendix B]

23/108

[a]

FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE

To receive and note the minutes of the Finance and Policy Committee held on 15th January 2024 (F03) [Attached] [Appendix C]

23/109

[a][v]

BUDGET 2022-23 & DETERMINATION OF PRECEPT

1. To consider the Recommendation of the Finance & Policy Committee and adopt a Budget for 2024-25 [Appendix D]

[v]

2. To determine the Precept for 2024-25 and instruct the principal authority accordingly.

Precept to be signed by Mayor, 2 further members and the Clerk

23/110

MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive mayor's appointments and communications

23/111

REPRESENTATIVES REPORTS

To receive representatives reports from:

[a]

[a][a][a]

- County Councillor
- District Councillors
- Hertfordshire Police
- Other Representatives
 - Cllr R Buckmaster
 - Cllr A Furnace

[a]

[a]

[Appendix E]

- 23/112 GRANT APPLICATIONS**
 To consider grant requests made by the following:
 1. St Clare Hospice
 2. East Herts District Council
 3. Pets in Need Herts
[Appendix F]
- 23/113 CLERKS REPORT**
 Variances on the current 2023/24 budget
[Appendix G]
- 23/114 POLICY MATTERS**
 To approve the draft document, Financial Regulations 2024
[Appendix H]
- 23/115 TOWN PROJECT MANAGERS REPORT**
 An update on current project and planning for events 2022
[Appendix I]
- 23/116 DEPOSIT & CONSULTATION DOCUMENTS**
 To note receipt of any Documents for Noting and Consultation
- 23/117 FINANCIAL REPORT**
 To note the current Financial Report *[Appendix J]*
- 23/118 ACCOUNTS FOR PAYMENT**
 To note and approve accounts for payment.
- 23/119 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 7:30pm in the Council Chamber,
Sayesbury Manor, Bell Street on **Monday 20th November 2023.**

Those present

Cllr Annelise Furnace
Cllr Salvatore Pagdades
Cllr A Parsad-Wyatt
Cllr N Parsad-Wyatt

Cllr Greg Rattey
Cllr John Rider
Cllr Reece Smith (Chair)
Cllr Steve Smith

In attendance:

Chris Carter – Press

25 x members of the public

Thought of the day delivered by Councillor Reece Smith

23/89 APOLOGIES FOR ABSENCE

Cllr Eric Buckmaster
Cllr Ruth Buckmaster
Cllr Dawn Newell

23/90 DECLARATIONS OF PECUNIARY INTEREST

None were received.

23/91 MINUTES

Resolved: To approve as a correct record the minutes of the meeting of the town council held on 30th October 2023 (M05)
Cllr A Parsad-Wyatt and Cllr A Furnace raised points that were corrected.
[prop Cllr S Pagdades; sec'd G Rattey]

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

Actions noted from the previous minutes and both had been resolved.

Owner	Action	Completed
Clerk	To add a resolution in the next agenda of the Full Town Council Meeting to adopt the Town Action Plan 2023-2027.	Added to this agenda
Sawbobus Manager	To request the drivers of the Sawbobus to switch off the engine when not required,	Drivers briefed
Cemetery Manager	To place 'no idling' signs at the cemetery	This action has been considered and not seen as an issue, visitors and families attending ceremonies see drivers switching off engines to

		reduce noise.
Clerk / Cllr Furnace	Sawbridgeworth Town Council with Sustainable Sawbridgeworth to raise awareness regarding food waste and to utilise material available on the County Council website	Waste aware link added to Town Council website

23/92 **PLANNING COMMITTEE**

Received and noted: the minutes of the planning committee held on 30th October 2023 (P09)

Received and noted: the draft minutes of the planning committee held on 13th November 2023 (P10)

23/93 **PUBLIC FORUM**

No questions were raised

23/94 **MAYOR'S CORRESPONDENCE/COMMUNICATIONS**

To receive Mayor's appointments and communications
Cllr R Smith advised.

- The Mayor wanted her thanks passed on to all who attended the Remembrance Sunday event and her thanks to Joanne Sargent for arranging this.
- The Mayors fund raising quiz night is on the 27th January 2024 at Bullfields.

23/95 **REPRESENTATIVES REPORTS**

Received and noted: Representatives reports from:

County Councillor E Buckmaster referred to his report additionally adding;

- The Chair referred to the report submitted by Cllr E Buckmaster.

District Councillors reports

Cllr A Parsad-Wyatt relayed information from Cllr E Buckmaster being

- The Sheering Mill Lane no entry will be starting next week.
- A1184 near Pishiobury/Rowney Gardens. The gullies were cleared by Ringway. The blockage is caused by building material/concrete in the Thames Water pipes. They are due to visit to work on this on Thursday 23rd November 2023
- Parsonage Lane. This has been another problem area for many years. Ringway have booked a flooding investigation for 25th/26th January. The equipment is a Vactor Unit with CCTV and suction. It is very specialist equipment and is booked for work across the county.
- West Road junction seems to be holding up well so far as surface water is concerned but further investigations will also take place in January.
- The overgrowth on to the path in Station Road has been cleared.

Police

Cllr Pagdades read the police report highlighting recent engagement events, one being with Ukraine women and children.

Op Advent will start on the 1st December being different policing operations every day until the 24th December.

Engagement opportunities with Police and Councillors.

7th December – Town Council reception area 09:30-11:00

Question

- o Cllr Rattey, asked if there was any feedback on the recent anti-social behaviour issues at the Gables.
The Clerk stated he had spoken with PCSO Collins who had been working with the residents and is looking at developing a neighbourhood watch scheme.
- o Cllr A Furnace referred to her report and added, she attended the East Herts Council sustainability and climate forum on the 14th of November. £566,000 was available as funding at East Herts level for environmentally sustainable projects which is to be spent by March 2025. This in turn allows for local grants to be awarded for £3000 for decarbonisation projects, tree planting with 25,000 trees available, solar panels for community buildings with potential match funding and improving domestic energy efficiency.
Several households in Sawbridgeworth have met the criteria for funding under the Home Upgrade Grant (HUG2). Being households that do not use gas for heating and have a combined income below £31,000 or are on certain means-tested benefits with an EPC rating D-G. These homes will be targeted for energy efficient upgrades of up to £14,000.
The project also includes an idea to create an energy hub, with East Herts offering the support of a dedicated officer at a permanent or pop-up location for advice on how to save energy.
EV charging was the last point of the project whereby Sawbridgeworth was raised as in urgent need due to the several years of delay in these being installed.

Questions

Cllr Pagdades asked how many trees were to be allocated to Sawbridgeworth and what is the criteria in applying for them?
Cllr Furnace confirmed that the councillors and members of the public were to apply for the trees and the available funding.

Cllr S Smith raised a point that sustainability should be an item on the town council's website.

ACTION – Cllr Salvatore to make police aware of the HUG2 project so residents realise the funding opportunity is not a scam.

- | | |
|-------|---|
| 23/96 | TOWN CLERK REPORT
<i>Received and noted:</i> the clerk's report for the month of October 2023. |
| 23/97 | TOWN PROJECTS MANAGER REPORT
<i>Received and noted:</i> the project manager's report for the month of October 2023. |
| 23/98 | TOWN ACTION PLAN
<i>Resolved</i> to adopt the Sawbridgeworth Town Action Plan 2023 - 2027
<i>[prop Cllr Furnace; sec'd Pagdades]</i> |

Thanks from Cllrs R Smith and S Pagdades were passed to Cllrs A Parsad-Wyatt and N Parsad-Wyatt for all their hard work and dedication to deliver the action plan through the various stages of consultation.

- 23/99 PROPOSED AIR QUALITY ACTION PLAN FOR EAST HERTFORDSHIRE**
Cllr Furnace raised awareness of the East Herts Council's air quality action plan, this is a legal requirement as Sawbridgeworth has been declared since 2015, as an Air Quality Management Area. This is due to the high levels of Nitrogen Dioxide recorded along the Cambridge and London Roads. This pollution was recorded as rising in 2021 – 2022 (the most recent recordings) and is a real danger to public health.
Cllr Furnace is encouraging councillors and members of the public to complete a survey online and respond collectively as a Town Council to East Herts Council with their views.

- 23/100 ACTION** - All Councillors to send a response to Cllr Furnace and the Clerk with their views on the proposed air quality action plan.

FINANCIAL REPORT

Noted: The current Financial Report

- 23/101 ACCOUNTS FOR PAYMENT**

Noted and Approved: Accounts for payment.

- 23/102 ITEMS FOR FUTURE AGENDAS**

Meeting ended at 7:52pm

ACTIONS

Owner	Action	Completed
Cllr Pagdades	To make police aware of the HUG2 project so residents realise the funding opportunity is not a scam	Email sent 21/11/23 by the Clerk to PC Marshall and the project manager and the Police neighbourhood watch coordinator are now linked in.
All Cllrs	to send a response to Cllr Furnace and the Clerk with their views on the proposed air quality action plan.	Email sent to all councillors requesting views 21/11/23

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 20 November 2023** at 7.55pm.

Those present

Cllr Angus Parsad-Wyatt
Cllr John Rider
Cllr Steve Smith

Cllr Nathan Parsad-Wyatt
Cllr Greg Rattey

(ex-officio Cllr R Smith)

In attendance – 24 Members of
public & 1 press

P 23/94 APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence. Apologies received from Cllr R Buckmaster and approved *[prop Cllr A Parsad-Wyatt; secd Cllr Rattey]*

P 23/95 PUBLIC FORUM

To receive representations from members of the public on matters within the remit of the Planning Committee. Residents voiced their objections to late planning application 3/23/2062/FUL – 28 Knight Street, CM21 9AU, Agenda item P23/100. The committee agreed *[prop Cllr N Parsad-Wyatt; secd Cllr G Rattey]* to submit the following response to EHDC:-

Whilst we welcome plans for this building to be brought back into active use, we find the present application significantly deficient in several key areas.

Our concerns are as follows:

- **Parking Assessment:** The application fails to include a parking assessment, which is critical to understanding the impact on local parking.
- **Noise Pollution:** There is an absence of a noise impact assessment, leaving potential noise pollution issues unaddressed.
- **Anti-Social Behaviour:** The lack of an operational management plan does not assure us of measures to mitigate any anti-social behaviour that might arise.
- **Road Safety:** The proposal does not address road safety considerations which are paramount given the likely increase in traffic and pedestrian movement given the proximity to a Zebra crossing and local school.
- **Access/Service:** The plans do not clarify how deliveries and servicing will be managed, which could lead to logistical issues.

- **Operational Hours & Capacity:** There is no clear understanding presented of the proposed hours of operation or capacity limits, limiting our ability to gauge the development's impact.
- **Waste Management Plan:** The absence of a waste management plan raises concerns about environmental management and sustainability.
- **Impact Assessment:** Overall, the application lacks a comprehensive impact assessment to evaluate the potential repercussions on the local community.
- **Community Consultation:** We find it surprising and disappointing that there has been no pre-application consultation with residents to clearly articulate what is being proposed.

Given the strength of feeling amongst those impacted by this proposal we object to this application in its current form. We strongly urge the applicant to consider withdrawing this application - engage in pre-application discussions with the local community, establish a transparent vision for the site, address the legitimate concerns raised and bring this building back into use.

P 23/96 DECLARATIONS OF PECUNIARY INTEREST

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

P 23/97 MINUTES

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

- 13 November 2023 (P010) [*prop Cllr G Rattey; secd Cllr A Parsad-Wyatt*]

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

P 23/98 NEIGHBOURING DEVELOPMENTS

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

P 23/99 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/23/2103/FUL 34 London Road, CM21 9JS

Change of use from shop (Class E) to Sui Generis for use as hot food takeaway, with an external flue to the rear elevation

STC Comment: Object on the basis we have insufficient information to consider application including proposed use and type of takeaway offered [*prop Cllr J Rider; secd Cllr S Smith*]

P 23/100 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 17 November 2023.

3/23/1967/FUL The Bullfields Centre, CM21 9EA

Installation of 3 external heat pumps to the east elevation

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

3/23/2062/FUL 28 Knight Street, CM21 9AU

Change of use from Class E use into Sui Generis to allow for Live entertainment with the sale of alcohol and Hot Food. Installation of 3 external signage

STC Comment: Please see Minute item P23/95 – Public Forum

P 23/101 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/23/1423/FUL Telephone Exchange, London Road, CM21 9JJ

Retrospective creation of secure storage compound with 1 storage container (that will house equipment and materials in support of the local telecoms infrastructure network, such as excavation tools, ducting, fibre cable and man hole covers). The perimeter fence will be a heras galvanized metal fence with weighted plastic footings to the perimeter of the storage area.

STC Comment: No objection but encourage applicant to reassure neighbours in relation to views

EHDC Decision: Granted

3/23/1514/HH 2 Fair Green, CM21 9AG

Erection of single storey side extension; single storey side infill extension; replacement roof to existing link building and partial garage conversion

STC Comment: No objection

EHDC Decision: Refused. "The proposed development by reason of its siting and unsympathetic design would be harmful to the character, appearance, setting and special architectural and historic interest of this building of the property, the locality and the Sawbridgeworth Conservation Area. The proposal would thereby be contrary to Policy HA1, HA4, HA7, DES4 and HOU11 of the East Herts District Plan 2018."

P 23/102 PLANNING APPEALS

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

Meeting Closed at 8.25pm

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 15 January 2024** at 7.30pm.

Those present

Cllr Angus Parsad-Wyatt
Cllr John Rider

Cllr Nathan Parsad-Wyatt
Cllr R Buckmaster

In attendance – 1 Members of public

- P 23/103 APOLOGIES FOR ABSENCE**
To receive and approve any apologies for absence. Apologies received from Cllr S Smith, Cllr G Rattey and approved [*prop Cllr A Parsad-Wyatt; secd Cllr R Buckmaster*]
- P 23/104 PUBLIC FORUM**
To receive representations from members of the public on matters within the remit of the Planning Committee.
None received
- P 23/105 DECLARATIONS OF PECUNIARY INTEREST**
To receive any Declarations of Interest by Members. There were none.
- P 23/106 MINUTES**
Resolved: To approve as a correct record the minutes of the Meeting held on:
• 20 November 2023 (P011) [*prop Cllr A Parsad-Wyatt; secd Cllr J Rider*]

To attend to any matters arising from these Minutes and not dealt with elsewhere on the Agenda. There were none.
- P 23/107 NEIGHBOURING DEVELOPMENTS**
To report & receive updates on proposed neighbouring developments. Mention was made to Wrenbridge development site and tenants for the new buildings would be operating soon. An approach to these tenants would be made to allow for an understanding to be gained in their operations and any impact this may have on the Town.
- P23/108 DELEGATED POWERS**
Report on comments made under delegated powers

3/23/0076/HH

2 Pishiobury Drive, CM21 0AE

Retrospective demolition of double garage and conservatory. Erection of single storey rear extension and two storey side extensions. Installation of 2 Juliette balconies to rear.

[Construction of front porch. Alterations to fenestration. Proposed erection of balustrade and use of roof of single storey rear extension as a terrace](#)

STC Comment: No comment as already granted

3/23/1534/FUL **Land Between 136 and 130 Sheering Mill Lane**
[Erection of dwelling and shed with creation of access, landscaping and associated works including alterations to land levels](#)

STC Comment: No objection

3/23/1912/ADV **1 Anglian House, West Road, CM21**
[Installation of 3 externally illuminated fascia signs and non-illuminated projecting sign](#)

STC Comment: As previous comment, no objection to signage however urge that consideration is given to existing residents when positioning illuminated projecting signs

3/23/1967/FUL **The Bullfields Centre, Cutforth Road, CM21 9EA**
[Installation of 3 external heat pumps to the east elevation](#)

STC Comment: No objection

3/2/2029/FUL **The Bullfields Centre, Cutforth Road, CM21 9EA**
[Single storey extension and refurbishment of SYPRC \(Sawbridgeworth Young Peoples Recreational Centre\) to include external air conditioning units, new ground floor and first floor windows, new doors, alterations to external materials, new gate and fence, new hard landscaping, additional bicycle racks, EV charging points, photovoltaics to be added to the roof, Air Source Heat Pump condenser and enclosure, widening of existing pedestrian gate](#)

STC Comment: We welcome the continued improvements being made to the Bullfields Centre and strongly support this application

3/23/2176/HH **3 Blenheim Close, CM21 0BE**
[Erection of two storey front garage extension](#)

STC Comment: No objection

3/23/2185/LBC **28 Knight Street, CM21 9AT**
[Change of use from Class E use into sui Generis to allow for Live entertainment with the sale of alcohol and hot food. Installation of 3 external signage. Insertion of ground floor partition walls, flooring and kitchen prep area. Alterations to first floor WCs to include removal of bath. Relocation of sinks and insertion of toilets](#)

STC Comment: We have made substantive comments on the FULL application. In relation to this LBC application, we do not have enough information to assess the internal and external conservation impact and agree with comments made by the Conservation Officer at East Herts

3/23/2228/FUL **Coach House, Redricks Lane, CM21 0RL**
[Erection of a porch to an existing building and erection of outbuilding for air rifle range](#)

STC Comment: No objection

3/23/2246/HH **19 Yewlands, CM21 9NP**
[Demolition of porch. Erection of single storey front, rear and side extensions with alterations to fenestration](#)

STC Comment: No objection

3/23/2306/HH Dutton House, 1 Wallen Park, CM21 9FJ
Erection of garden room with attached pergola/canopy, new retaining wall and steps, and associated hard landscaping
STC Comment: No objection

3/23/2346/HH 20 Vantorts Road, CM21 0NB
Removal of conservatory. Construction of single storey rear extension with rooflight. Alteration to side roof. Insert of 1 side rooflight to existing side roof slope, 1 side door and alteration to rear door
STC Comment: We can see the application has now been withdrawn

P 23/109 **PLANNING APPLICATIONS RECEIVED FROM EHDC**
To consider Planning Applications received from EHDC since the last meeting of the Planning Committee.

3/2/2029/FUL The Bullfields Centre, Cutforth Road, CM21 9EA

Note received from Planning Officer at EHDC: - Re-consultation letters were sent out yesterday following the submission of new plans which addressed some omissions and errors on the drawings. Further clarification has been provided relating to waste collection. A new noise assessment has been provided due to the incorrect document being provided when the application was submitted. There are no fundamental changes to the scheme which was originally submitted but there is some additional information.
Single storey extension and refurbishment of SYPRC (Sawbridgeworth Young Peoples Recreational Centre) to include external air conditioning units, new ground floor and first floor windows, new doors, alterations to external materials, new gate and fence, new hard landscaping, additional bicycle racks, EV charging points, photovoltaics to be added to the roof, Air Source Heat Pump condenser and enclosure, widening of existing pedestrian gate

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

3/23/2166/FUL Spellbrook Farm, London Road, CM23 4AX
Retrospective conversion of existing barn into 4 dwellings. Erection of new boundary wall to existing farmhouse

STC Comment: Objecting, on the grounds of the restricted access to the site and supporting Highways observations. [prop Cllr J Rider; secd Cllr N Parsad-Wyatt]

3/23/2421/HH 33 Wychford Drive Sawbridgeworth Hertfordshire CM21 0HA
Proposed first floor side extension with hipped pitched roof (over the existing single storey side projection) and new vertical board timber fence to obscure the ground floor side projection brickwork, with planting trained through a trellis. The proposed extension to be cantilevered at the rear.

STC Comment: No objection, neighbours have been consulted and are supporting the application [prop Cllr A Parsad-Wyatt; secd Cllr R Buckmaster]

3/23/2432/HH Bridge House, Spellbrook Lane East, CM23 4BA
Erection of rear ground courtyard infill and partial garage conversion
STC Comment: No objection, [prop Cllr N Parsad-Wyatt; secd Cllr R Buckmaster]

3/23/2438/FUL Craycombe, Parsonage Lane, CM21 0ND
P12 Minutes 240115

Retrospective change of use of outbuildings from storage and workshop to (class B2, B8 and E) Change of side doors to windows. Installation of solar pv panels and side gate. Creation of porch entrance, rear and side patio areas. Associated parking, bin store area and landscape planting

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

3/24/0028/HH **8 Walnut Tree Crescent, CM21 9EB**

First floor side extension

STC Comment: No objection but the committee will keep the application under review to assess neighbours views due to being a recent application. [prop Cllr A Parsad-Wyatt; secd Cllr R Buckmaster]

P 23/110 **LATE PLANNING APPLICATIONS**

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 15 January 2024.
None received.

P 23/111 **PLANNING DECISIONS MADE BY EHDC**

To receive Planning Decisions from EHDC.

3/23/0076/HH **2 Pishiobury Drive, CM21 0AE**

Retrospective demolition of double garage and conservatory. Erection of single storey rear extension and two storey side extensions. Installation of 2 juliette balconies to rear. Construction of front porch. Alterations to fenestration. Proposed erection of balustrade and use of roof of single storey rear extension as a terrace

STC Comment: No objection

EHDC Decision: Granted

3/23/1799/HH **Northern House, The Drive, CM21 9EP**

Single storey rear extension incorporating two roof lanterns and change of pitched roof to flat roof. Partial garage conversion with alterations to fenestration

STC Comment: No objection

EHDC Decision: Granted

3/23/1841/HH **6 Honeymeade, CM21 0AR**

First floor rear extension including rear juliette balcony, raising of ridge height and installation of three roof lights. Removal of chimney. Front porch canopy

STC Comment: No objection

EHDC Decision: Refused. "The proposed rear extension by reason of its flat roof design, size and scale would appear as an unduly bulky and dominant addition to the dwelling. As such the proposals would appear as an overly prominent feature within the street scene and would fail to achieve a high standard of design to respond to the context of the site, or

to reflect local distinctiveness. The development would therefore be harmful to the character and appearance of the site and surrounding street scene, contrary to Policies DES4 and HOU11 of the East Herts District Plan 2018 and the National Planning Policy Framework 2023" & "Due to the inconsistent plans, the local planning authority cannot make an accurate or meaningful determination of the proposal contrary to the requirements of the Town and Country Planning Act (Development Management Order) 2015."

3/23/1875/HH **21 Coney Gree, CM21 0DA**

First floor side extension including new front, rear and side first floor windows

P12 Minutes 240115

STC Comment: No objection
EHDC Decision: Granted

3/23/1866/FUL **Barn to North of Redricks Lane, Opp Redricks Farm CM21 0RL**
Change of use of agricultural building to create 1, 4 bedroomed dwelling. Erection of side and rear extensions, external alterations, erection of air source heat pump and widening and alterations of entrance to create 3 parking bays and removal of existing eastern access.

STC Comment: No objection

EHDC Decision: Refused. "The proposed scheme would constitute a re-use of a building, as well as a material change in the use of land. However, the proposal would harm the openness of the Green Belt, and result in encroachment into the countryside, contrary to paragraph 155 of the National Planning Policy Framework (2023). In addition, the proposed extensions by its size, scale, volume, siting and design, constitute inappropriate development and is by definition harmful to the openness of the Green Belt. No very special circumstances nor other considerations have been identified to outweigh the harm to the Green Belt. Therefore, the proposed development would be contrary to Policy GBR1 of the East Herts District Plan (2018), and Section 13 of the National Planning Policy Framework (2023)" & "The proposed scheme would domesticate the appearance of the site and result in an incursion into the countryside. There would be an adverse impact upon the character and appearance of the site and the surrounding rural area. Therefore, the proposed development would be contrary to Policies DES2 and DES4 of the East Herts District Plan (2018), as well as Section 15 of the National Planning Policy Framework (2023)"

3/23/1894/HH **31 Vantorts Road, CM21 9NB**

Removal of front bay window, rear conservatory and outbuilding. Erection of part two storey, part single storey rear extension and single storey front extension. Alterations to roof form to incorporate hip to gable roof extensions and loft conversion incorporating rear dormer. Insertion of roof light windows to front and rear, additional windows to side elevations and alterations to fenestration and external materials

STC Comment: 5 votes for/1 against (Cllr R Buckmaster's objection noted). No objection

EHDC Decision: Refused. "The proposed raising of the roof ridge and hip to gable extension would relate poorly to the adjacent dwellings and would appear overly dominant within the street scene. This would have detrimental impact on the character and appearance of the surrounding area. The proposal would be contrary to Policies DES4 and HOU11 of the East Herts District Plan 2018".

3/23/1912/ADV **1 Anglian House, West Road, CM21 0DQ**

Installation of 3 externally illuminated fascia signs and non-illuminated projecting sign

STC Comment: As previous comment, no objection to signage however urge that consideration is given to existing residents when positioning illuminated projecting signs

EHDC Decision: Granted

P 23/112 PLANNING APPEALS

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

Meeting Closed at 7.52pm

Appendix C

SAWBRIDGEWORTH TOWN COUNCIL

FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE

Minutes

of the meeting of the Finance and Policy Committee held at the Chamber, Sayesbury Manor, Bell Street, Sawbridgeworth at 8:20pm on **Monday 15th January 2024.**

Those present

Cllr Eric Buckmaster
Cllr Ruth Buckmaster
Cllr Nathan Parsad-Wyatt

Cllr Reece Smith

In attendance:

Christopher Hunt - Town Clerk
Cllr A Parsad-Wyatt

F 23/24 APOLOGIES FOR ABSENCE

Cllr S Smith, Cllr G Ratley.
[prop Cllr R Buckmaster sec'd Cllr N Parsad-Wyatt]

F 23/25 DECLARATIONS OF INTEREST

There were no declarations of interest by members

F 23/26 MINUTES

To approve as a correct record the minutes of the Finance and Policy Committee held on 11th Jseptember 2023 (F02).

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

- Motion postponed for further investigation into the water use and increased water charges from October 2023

The Clerk explained this price increase was due to a water leak which he had now repaired and he had also changed legionnaires testing which has assisted in reducing the water use.

Actions	
Cllr E Buckmaster to circulate to forward the link to the rural bus funding stream	Completed
Councillor engagement update to include the results of the action plan engagement	Completed and added to the agenda.

[prop Cllr N Parsad-Wyatt sec'd Cllr R Smith]

F 23/27 STAFF MATTERS

To consider any matters relating to members of staff.

The Clerk referred to his report highlighting a request to increase a member of staffs hours to assist in completing new projects linked to the Sawbobus and Allotments no questions were raised.

F 23/28 FINANCE MATTERS
Budget 2023/24

To review the draft budget and Clerks report for the year 2023/24;

Clerk explained the implications of council financial reserves, and the standard of 25% to 33% required for the level of general reserve. Any budget deficit would be made up by drawing down from general reserve and that any surplus would be added to general reserve.

The draft budget was inspected through the various detailed headings and a number of questions were asked and a minor adjustment was made.

Resolved: To make a recommendation for adoption of the budget by Council

[prop Cllr N Parsad-Wyatt; secd Cllr R Buckmaster]

F 23/29 JUBILEE GARDENS WORKING PARTY

Update on the current project status, the clerk informed the members of that a meeting was planned with the working group and confirmation was being sought to submit planning applications for the project to progress.

F23/30 COUNCILLOR ENGAGEMENT

A meeting with Lower Sheering PC has been set to look at cross border engagement at events throughout the year.

F23/31 ECONOMIC DEVELOPMENT

To discuss proposals for promoting economic development in the town:
No update available due to Cllr Rattey not in attendance..

F23/32 POLICY MATTERS

To consider any matters relating to policies for the future development of Town Council services to the community.

- To recommend approval of the Financial Regulations 2024 at Full Council 29th January 2024.

F23/33 INCOME and EXPENDITURE REPORT

Clerks report for month nine of the 2023/24 financial year showing variances over £1000 and/or 10%. No questions were raised.

F23/34 FUNDING OPPORTUNITIES

The Clerk highlighted he was exploring funding in relation to the new energy hub project and eco audit.

F23/35 ITEMS FOR FUTURE AGENDAS

Cllr Buckmaster raised a request from Cllr A Furnace to focus on reducing the councils carbon footprint to zero by 2030. It was agreed that this should be considered after the results of the 3 acorns revisit or an up to date eco audit due to budget restraints for this forthcoming financial year.

Meeting Closed at 9:25pm

Appendix D

Centre Account			2022-23 Approved Budget £	2023-24 Approved Budget £	2024-25 Proposed Budget £	2025-26 Projected Budget £	2026-27 Projected Budget £
1/2	Finance & Policy	Income	5,750	5,750	10,000	9,000	9,000
		Expenditure	254,755	296,739	366,140	373,334	385,992
		Net Expenditure	249,005	290,989	356,140	364,334	376,992
3	Estates	Income	4,340	500	800	800	800
		Expenditure	23,404	31,700	36,525	30,265	40,029
		Net Expenditure	19,064	31,200	35,725	38,465	39,229
4	Amenities	Income	52,556	36,248	51,765	52,800	53,856
		Expenditure	55,701	52,808	29,260	30,085	30,939
		Net Expenditure	3,145	16,560	(22,505)	(22,715)	(22,917)
5	Operations	Income	1,750	1,000	1,500	1,500	1,500
		Expenditure	36,331	64,774	33,320	20,978	21,857
		Net Expenditure	34,581	63,774	31,820	19,478	20,157
6	Events	Income	9,400	8,900	1,700	1,200	1,200
		Expenditure	45,875	41,900	38,750	39,892	41,382
		Net Expenditure	36,475	33,000	37,050	38,692	40,182
7	Community Buses	Income	32,775	37,200	22,200	22,200	22,200
		Expenditure	41,934	46,426	43,645	45,216	46,844
		Net Expenditure	9,159	9,226	21,445	23,016	24,644
8	Other Vehicles	Income	1,000	1,000	500	500	500
		Expenditure	5,550	12,300	11,100	11,433	11,776
		Net Expenditure	4,550	11,300	10,600	10,933	11,276
9	Planning	Income	-	-	-	-	-
		Expenditure	500	500	500	500	500
		Net Expenditure	500	500	500	500	500
	Total	Income	107,571	90,598	88,465	88,000	89,056
		Expenditure	464,050	547,147	659,240	560,703	579,119
		Net Expenditure	356,479	456,549	470,775	472,703	490,063
	PLUS Transfers TO Earmarked Reserves						
	PLUS Transfers TO General Reserves		26,346				
	LESS Funded FROM Earmarked Reserves						
	EMR 320 Community Buses				(5,000)		
	EMR 346 Mower				(13,000)		
	LESS Funded FROM General Reserves			(27,725)			
	Funding Requirement - Precept		382,825	428,824	452,775	472,703	490,063
	Tax Base		3,853	4,076	4,100.7		
	Band D Council Tax (pa)		£99.36	£105.21	£110.41		
	Band D Council Tax (pw)		£1.91	£2.02	£2.12		
	Band D Council Tax (pd)		£0.27	£0.29	£0.30		
	Council Tax increase (%)			6.89%	4.95%		
	Council Tax increase (£pa)			£5.85	£6.21		

Account	Title	2022-23 Approved Budget £	2023-24 Approved Budget £	2024-25 Proposed Budget £	2025-26 Projected Budget £	2026-27 Projected Budget £
Staff						
100	Staff					
4001	L Carter					
4003	J Sargent					
4004	S Parrish					
4005	L Dale					
4011	V Derrick					
4008	J Jones					
4015	C Hunt					
4016	A Robinson					
4017	G Langley					
4013	D Crank					
4029	Salary Recharge					
4035	NIC					
4040	Pension					
	Expenditure	190,290	221,845	275,700	286,728	298,197
Finance & Policy						
200	General Administration					
1076	Precept					
1090	Interest Received	750	750	5,000	4,000	4,000
	Income	750	750	5,000	4,000	4,000
4070	Subscriptions	1,500	2,495	2,500	2,550	2,601
4075	IT Support	8,640	9,000	15,000	15,300	15,606
4080	Training (Members)	1,000	1,200	500	510	520
4081	All Travel Exes	240	500	550	561	572
4082	Training (Staff)	2,000	2,000	1,000	1,020	1,040
4083	Clerks Exes	250	250	0	0	0
4090	IT Development	1,000	1,000	1,600	1,632	1,665
4095	Photocopy Charges	1,500	2,000	1,500	1,530	1,561
4100	Telephone/Broadband	2,500	2,500	3,000	3,060	3,121
4105	Postage	900	900	900	918	936
4110	Stationery	750	750	1,000	1,020	1,040
4115	Insurance	7,260	7,554	10,000	10,200	10,404
4120	Bank Charges	600	600	500	510	520
4125	Repairs and Renewals	750	750	750	765	780
4130	Staff Care	1,500	1,500	1,500	1,530	1,561
4135	Office Care	2,500	2,500	3,000	3,060	3,121
4140	Office Equipment	2,000	3,000	1,500	1,530	1,561
4180	Accountancy Services	1,500	1,700	3,000	3,060	3,121
4185	Audit	2,500	2,500	3,565	3,565	3,565
4190	Professional Fees	3,000	3,000	6,000	6,120	6,242
4195	Tourism	500	500	1,000	1,020	1,040
4200	Web-site	2,000	2,000	1,500	1,530	1,561
4201	Web-site development	1,000	1,000	1,500	1,530	1,561
4215	Town Signs	0	500	500	510	520
4990	Contingency	2,500	2,500	3,000	3,000	3,000
	Expenditure	47,890	52,199	64,865	66,031	67,220
	Net Expenditure over Income	47,140	51,449	59,865	62,031	63,220

Account	Title	2022-23 Approved Budget £	2023-24 Approved Budget £	2024-25 Proposed Budget £	2025-26 Projected Budget £	2026-27 Projected Budget £
210	Democratic Services					
1335	Civic Dinner Income	5,000	5,000	5,000	5,000	5,000
	Income	5,000	5,000	5,000	5,000	5,000
4310	Election Expenses	0	8,870	10,000	5,000	5,000
4315	Mayors Allowance	1,500	1,500	1,500	1,500	1,500
4330	Civic Events	2,500	2,500	2,500	2,500	2,500
4335	Civic Dinner	5,000	5,000	5,000	5,000	5,000
	Expenditure	9,000	17,870	19,000	14,000	14,000
	Net Expenditure over Income	4,000	12,870	14,000	9,000	9,000
220	Grants					
4350	SYPRC - Utilities	1,000	1,000	1,000	1,000	1,000
4355	Hailey Centre - Utilities	1,000	1,000	1,000	1,000	1,000
4370	s137	75	75	75	75	75
4375	Freedom of the Town	1,000	250	1,000	1,000	1,000
4380	General Grants	2,500	2,500	3,500	3,500	3,500
4580	Playschemes	2,000	0	0	0	0
	Expenditure	7,575	4,825	6,575	6,575	6,575
	Net Expenditure over Income	7,575	4,825	6,575	6,575	6,575
	Finance & Policy - Income	5,750	5,750	10,000	9,000	9,000
	Finance & Policy - Expenditure	254,755	296,739	366,140	373,334	385,992
	1&2. Finance & Policy Outcome	249,005	290,989	356,140	364,334	376,992
Estates						
300	Civic Centre					
1400	Rental Income	500	500	800	800	800
	Income	500	500	800	800	800
4405	Rates	9,500	9,500	9,500	9,785	10,079
4410	Heat & Light	3,120	5,000	10,000	10,300	10,609
4415	Water	104	600	600	618	637
4420	Maintenance	2,080	2,080	5,000	5,000	5,000
4425	Fixtures & Fittings	1,040	1,040	0	0	0
4445	New Equipment	2,080	8,000	3,000	5,000	5,000
	Expenditure	17,924	26,220	28,100	30,703	31,324
	Net Expenditure over Income	17,424	25,720	27,300	29,903	30,524
310	Police Suite					
1400	Rental Income	3,840				
	Income	3,840	0			
4420	Maintenance	250	250			
	Expenditure	250	250			
	Net Expenditure over Income	(3,590)	250			
320	Hailey Centre					
1840	Recharged income	0	0			
1400	Rental Income	0	0			
	Income	0	0	0	0	0
4420	Maintenance	2,080	2,080	5,000	5,000	5,000
	Expenditure	2,080	2,080	5,000	5,000	5,000

Account	Title	2022-23 Approved Budget £	2023-24 Approved Budget £	2024-25 Proposed Budget £	2025-26 Projected Budget £	2026-27 Projected Budget £
	Net Expenditure over Income	2,080	2,080	5,000	5,000	5,000

Account	Title	2022-23 Approved Budget £	2023-24 Approved Budget £	2024-25 Proposed Budget £	2025-26 Projected Budget £	2026-27 Projected Budget £
330	Other Rented Accommodation					
1400	Rental Income	0	0	0	0	0
	Income	0	0	0	0	0
4400	Rent	3,150	3,150	3,425	3,562	3,704
	Expenditure	3,150	3,150	3,425	3,562	3,704
	Net Expenditure over Income	3,150	3,150	3,425	3,562	3,704
	Estates - Income	4,340	500	800	800	800
	Estates - Expenditure	23,404	31,700	36,525	39,265	40,029
	3. Estates Outcome	19,064	31,200	35,725	38,465	39,229
Amenities						
400	Bullfields Allotment					
1500	Rent Income	750	750	850	867	884
1510	Water Income	200	200	200	204	208
	Income	950	950	1,050	1,071	1,092
4415	Water	500	500	600	612	624
4420	Maintenance	1,500	1,500	700	714	728
	Expenditure	2,000	2,000	1,300	1,326	1,353
	Net Expenditure over Income	1,050	1,050	250	255	260
410	Bellmead Allotment					
1500	Rent Income	120	120	120	122	125
1510	Water Income	30	30	30	31	31
	Income	150	150	150	153	156
4415	Water	50	50	100	102	104
4420	Maintenance	250	250	250	255	260
	Expenditure	300	300	350	357	364
	Net Expenditure over Income	150	150	200	204	208
420	Vantorts Allotment					
1500	Rent Income	125	125	125	128	130
1510	Water Income	25	25	25	26	26
	Income	150	150	150	153	156
4415	Water	100	100	100	102	104
4420	Maintenance	750	750	500	510	520
	Expenditure	850	850	600	612	624
	Net Expenditure over Income	700	700	450	459	468
430	Southbrook Allotment					
1400	Rent Income	1,000	1,000	900	918	936
1410	Water Income	175	175	115	117	120
	Income	1,175	1,175	1,015	1,035	1,056
4315	Water	250	250	500	510	520
4320	Maintenance	5,500	1,000	700	714	728
	Expenditure	5,750	1,250	1,200	1,224	1,248
	Net Expenditure over Income	4,575	75	185	189	192
	Allotments - Income	2,425	2,425	2,365	2,412	2,461

Account	Title	2022-23 Approved Budget £	2023-24 Approved Budget £	2024-25 Proposed Budget £	2025-26 Projected Budget £	2026-27 Projected Budget £
	Allotments - Expenditure	8,900	4,400	3,450	3,519	3,589
	Allotments Expenditure over Income	6,475	1,975	1,085	1,107	1,129

Account	Title	2022-23 Approved Budget £	2023-24 Approved Budget £	2024-25 Proposed Budget £	2025-26 Projected Budget £	2026-27 Projected Budget £
440	Cemetery					
1550	Burial Fees	33,594	25,000	40,000	40,800	41,616
1560	Memorial Fees	2,428	1,485	2,000	2,040	2,081
1570	Grave Digging Income	2,000	1,200	1,200	1,224	1,248
1580	Tree sales	6,694	2,700	2,700	2,754	2,809
1581	Bench sales	4,666	3,108	3,000	3,060	3,121
1582	Memorial Plaque Sales	750	330	500	510	520
	Income	50,131	33,823	49,400	50,388	51,396
4029	Salary Recharge	11,931	14,013			
4045	Subcontract Labour	5,000	1,000	1,000	1,020	1,040
4415	Water	150	150	150	153	156
4420	Maintenance	5,000	5,000	5,000	5,100	5,202
4440	New Area (Spinney)	10,000	5,000	5,000	5,100	5,202
4520	Skip Hire	3,120	3,300	3,500	3,570	3,641
4530	Trees	1,000	360	360	367	375
4531	Benches	2,500	1,860	2,000	2,040	2,081
4532	Memorial plaques	500	125	300	306	312
4675	Publicity/Marketing	500	500	500	510	520
	Expenditure	39,201	30,808	17,810	18,166	18,530
	Net Expenditure over Income	(10,930)	(3,015)	(31,590)	(32,222)	(32,866)
445	Gt St Marys Closed Cemetery					
4029	Salary Recharge	0	1,750			
4045	Agency Labour	0	1,000			
4320	Maintenance	0	7,250			
	Expenditure	0	10,000	0	0	0
	Net Expenditure	0	10,000	0	0	0
450	Playground					
4420	Maintenance	5,000	5,000	2,000	2,100	2,205
4435	New Equipment	0	0	3,000	3,150	3,308
	Expenditure	5,000	5,000	5,000	5,250	5,513
	Net Expenditure over Income	5,000	5,000	5,000	5,250	5,513
460	RHSOG Management					
4700	Maintenance	2,600	2,600	3,000	3,150	3,308
	Expenditure	2,600	2,600	3,000	3,150	3,308
	Net Expenditure over Income	2,600	2,600	3,000	3,150	3,308
	Amenities - Income	52,556	36,248	51,765	52,800	53,856
	Amenities - Expenditure	55,701	52,808	29,260	30,085	30,939
	4. Amenities Outcome	3,145	16,660	(22,505)	(22,715)	(22,917)

Account	Title	2022-23 Approved Budget £	2023-24 Approved Budget £	2024-25 Proposed Budget £	2025-26 Projected Budget £	2026-27 Projected Budget £
Operations						
500	Groundsman					
1600	SYPRC Income	0	0	500	500	500
1603	Conveniences coin operation	1,250	1,000	800	800	800
1610	Sub Contract watering	500	0	200	200	200
	Income	1,750	1,000	1,500	1,500	1,500
4029	Salary Recharge- Bell St Toilet Clean	11,931	34,274	4,820	5,013	5,213
4600	Planters	1,000	1,000	1,000	1,030	1,061
4601	Bell Street Toilets Cleaning	10,400	6,000	800	824	849
4602	Bell Street Toilet Repairs	0	4,000	5,000	5,150	5,305
4615	Rangers Mower	1,500	1,500	2,000	2,060	2,122
4620	Rangers Tools	1,000	1,000	1,500	1,545	1,591
4625	Mower replacement	4,000	9,000	13,000		
4630	CCTV Maintenance Agreement	2,500	2,500	2,200	2,266	2,334
4635	CCTV Extension	4,000	5,500	3,000	3,090	3,183
	Expenditure	36,331	64,774	33,320	20,978	21,657
	Operations - Income	1,750	1,000	1,500	1,500	1,500
	Operations - Expenditure	36,331	64,774	33,320	20,978	21,657
	5. Operations Outcome	34,581	63,774	31,820	19,478	20,157
Events						
600	Fun on the Field					
1670	Event Income	1,000	1,000	900	900	900
	Income	1,000	1,000	900	900	900
4029	Staff Costs	625	900			
4045	Sub-contract Labour	500	500	800	840	882
4670	Event Costs	1,000	1,000	1,300	1,365	1,433
4675	Publicity	100	100	200	210	221
	Expenditure	2,225	2,500	2,300	2,415	2,536
	Net Expenditure over Income	1,225	1,500	1,400	1,515	1,636
610	Events General					
4670	Event Costs	1,000	1,000	1,000	1,050	1,103
4675	Publicity	500	500	0	0	0
	Expenditure	1,500	1,500	1,000	1,050	1,103
	Net Expenditure over Income	1,500	1,500	1,000	1,050	1,103
620	Christmas Festival					
1670	Event Income	400	400	500		
	Income	400	400	500	0	0
4029	Staff Costs	1,000	1,000	0	0	0
4045	Sub-contract Labour	350	350	1,200	1,260	1,323
4670	Event Costs	1,000	1,000	1,500	1,575	1,654
4675	Publicity	500	500	500	525	551
4685	Christmas Lights	15,000	15,000	15,000	15,750	16,538
4690	Competitions	600	600	600	630	662
	Expenditure	18,450	18,450	18,800	19,740	20,727
	Net Expenditure over Income	18,050	18,050	18,300	19,740	20,727

Account	Title	2022-23 Approved Budget £	2023-24 Approved Budget £	2024-25 Proposed Budget £	2025-26 Projected Budget £	2026-27 Projected Budget £
630	Markets					
1670	Event Income	7,500	7,500			
	Income	7,500	7,500			
4029	Staff Costs	2,250	0			
4675	Publicity	3,000	3,000			
	Expenditure	5,250	3,000			
	Net Expenditure over Income	(2,250)	(4,500)			
640	Projects					
4710	Hanging Baskets	2,000	1,500	1,500	1,500	1,530
4715	Planters Project	500	500	500	500	510
4720	Jubilee Gardens	10,000	10,000	10,000	10,000	10,200
4725	Fair Green	1,200	1,200	1,200	1,200	1,224
4735	Remembrance Day	250	250	400	400	408
4740	War Memorial	2,500	1,000	1,000	1,000	1,020
	Expenditure	16,450	14,450	14,600	14,600	14,892
	Net Expenditure over Income	16,450	14,450	14,600	14,600	14,892
660	Town Selfie Walk / Travel challenge					
1680	Income (Other)	500	0	0	0	0
	Income	500	0	0	0	0
4029	Salary recharge	500	500	0	0	0
4670	Event costs	0	0	500	510	520
4675	Travel Challenge Publicity	500	500	350	357	364
4680	Promotional Equipment	1,000	1,000	1,000	1,020	1,040
	Expenditure	2,000	2,000	1,850	1,887	1,925
	Net Expenditure over Income	1,500	2,000	1,850	1,887	1,925
670	River Day					
1680	Income (Other)			300	300	300
	Income			300	300	300
4670	Event costs			200	200	200
	Expenditure			200	200	200
	Events - Income	9,400	8,900	1,700	1,200	1,200
	Events - Expenditure	45,875	41,900	38,750	39,892	41,382
	6. Events Outcome	36,475	33,000	37,050	38,692	40,182

Account	Title	2022-23 Approved Budget £	2023-24 Approved Budget £	2024-25 Proposed Budget £	2025-26 Projected Budget £	2026-27 Projected Budget £
700	Sawbobus - YN66 YEE					
1150	Grants Received	14,525	6,000	6,000	6,000	6,000
1151	STC Subsidy	15,000	15,000	-	-	-
1800	Fares	250	10,000	10,000	10,000	10,000
1820	Fuel Rebate	1,000	1,200	1,200	1,200	1,200
1830	Sponsorship	2,000	5,000	5,000	5,000	5,000
	Income	32,775	37,200	22,200	22,200	22,200
4029	Salary Recharge	19,234	19,576	26,145	27,191	28,278
4045	Sub contract labour	2,000	2,000	2,000	2,060	2,122
4800	Fuel	5,200	9,250	8,500	8,755	9,018
4805	Maintenance	2,500	2,600	4,500	4,635	4,774
4810	Tax & Insurance	2,000	2,000	1,500	1,545	1,591
4815	Vehicle Hire	1,000	1,000	1,000	1,030	1,061
4816	Community Bus Reserve	10,000	10,000	-	-	-
	Expenditure	41,934	46,426	43,645	45,216	46,844
	7. Community Buses Outcome	9,159	9,226	21,445	23,016	24,644
Other Vehicles						
800	Hire Bus - GL61 HFP					
1850	Vehicle Hire Income	1,000	1,000	500	500	500
	Income	1,000	1,000	500	500	500
4800	Fuel	600	900	500	515	530
4805	Maintenance	1,000	1,200	1,200	1,236	1,273
4810	Tax & Insurance	2,000	1,500	1,200	1,236	1,273
	Expenditure	3,600	3,600	2,900	2,987	3,077
	Net Expenditure over Income	2,600	2,600	2,400	2,487	2,577
810	Ranger #1 Nissan - FT63 FWS					
4800	Fuel	500	2,000	2,000	2,060	2,122
4805	Maintenance	1,000	1,500	1,500	1,545	1,591
4810	Tax & Insurance	450	1,500	1,000	1,030	1,061
	Expenditure	1,950	5,000	4,500	4,635	4,774
820	Ranger #2 Vauxhall SY65 ZFJ					
1150	Grants Received	0	0	0	0	0
	Income	0	0	0	0	0
4800	Fuel	0	1,200	1,200	1,236	1,273
4805	Maintenance	0	1,500	1,500	1,545	1,591
4810	Tax & Insurance	0	1,000	1,000	1,030	1,061
	Expenditure	0	3,700	3,700	3,811	3,925
820	Net Expenditure over Income	0	3,700	3,700	3,811	3,925
	Other Vehicles - Income	1,000	1,000	500	500	500
	Other Vehicles - Expenditure	5,550	12,300	11,100	11,433	11,776
	8. Other Vehicles Outcome	4,550	11,300	10,600	10,933	11,276

Account	Title	2022-23 Approved Budget £	2023-24 Approved Budget £	2024-25 Proposed Budget £	2025-26 Projected Budget £	2026-27 Projected Budget £
Planning						
910	Town Action Plan					
1150	Grants Received	0	0	0	0	0
	Income	0	0	0	0	0
4910	TAP Costs	500	500	500	500	500
	Expenditure	500	500	500	500	500
	Planning - Income	0	0	0	0	0
	Planning - Expenditure	500	500	500	500	500
	9. Planning Outcome	500	500	500	500	500
Summary						
	Total Expenditure	464,050	547,147	559,240	560,703	579,119
	Total Income	107,571	90,598	88,465	88,000	89,056
	Council Outcome	356,479	456,549	470,775	472,703	490,063
	To/From Reserves		(27,725)	(18,000)		
	NET COUNCIL OUTCOME		428,824	452,775		

Appendix E



Eric Buckmaster report for January 2024

Hertfordshire County Council unveils budget proposals for 2024/25

Hertfordshire County Council has today [Friday 5 January] published their draft budget for the next financial year. The [Integrated Plan](#) details how the council will continue to spend more than £1 billion on services that touch the lives of all residents and protect the most vulnerable while tackling expected shortfalls in funding.

To maintain, improve and protect services the County Council is boosting spending by £98 million to £1.1 billion but, due to an estimated £59m shortfall in funding to pay for it, the council is proposing to utilise £13m of reserves in the next year while commencing an ambitious programme of efficiencies and service transformation totalling £46 million to deliver a balanced budget. To help bridge the funding gap, the County Council is also proposing to increase Council Tax by 4.99% (including 2% to support Adult Social Care) in April.

The plan for the coming financial year outlines investments in services including:

- Nearly half a billion pounds will be spent supporting 30,000 adults to live well for longer, including £31 million investment to support those providing care and increase care worker pay.
- Just over quarter of a billion pounds will be spent on children's services, including £18m of additional investment to ensure we can continue to support Children Looked After and children with disabilities plus £7m investment in the Making SEND Everyone's Business improvement programme – an extra £2m.
- £80m will be spent on highways and transport, including the continuation of the two-year £7.9m revenue funding for highways network improvements, with a focus on vegetation clearing, sign cleaning, litter clearance, drainage and footway patching.
- £19m of additional capital investment in highways maintenance over the next two years to fix and protect Hertfordshire's roads.
- £2.7m capital investment to improve facilities and accessibility at Hertfordshire's fire stations.

The county council is now seeking the views of residents on the proposed budget and are invited to shared their feedback by completing the survey by 28 January at: [IP](#)

[Survey 2024-25 \(hertfordshire.gov.uk\)](#)

Changes to East Herts waste collections from 2025

The Press Release details are below. There are some significant changes to what was originally announced and consulted upon earlier in 2023. Disappointingly the new administration couldn't find time to go out to public consultation with these changes. They even refused to discuss this at full council so purely decided by the Executive without asking for what people think. Contrary to the concept of the listening council announced just a month before. Residents will now have 5 containers on their premises including the brown bin for green/gardenwaste.

The following three bins will be collected in three weekly cycles

- Fibre bin for cardboard and paper
- Dry Recycling bin for Containers and bottles
- Residual waste bin for non recyclables

The following bin will be fortnightly

- Paid for Brown bin for green/garden waste

The following container will be weekly

- 40 litre container for food waste
-

There will need to be an effective way of people knowing what is collected in any given week owing to the different combinations that will arise over a 6 week cycle.

"East Herts and North Herts Councils jointly provide waste services to approximately 124,000 households and over 1,920 commercial customers as well as street cleansing services across the combined districts.

The councils have now confirmed that a number of changes will come into operation in May 2025. These are designed to ensure the continued delivery of high quality and well-performing waste and street cleansing services which are both financially and environmentally sustainable.

The changes will include:

- Three weekly collection of mixed paper and cardboard and three weekly collection of the remaining mixed dry recycling (glass, plastic and cans, plastic bags and wrapping)
- Collection of food waste on a weekly basis'

<https://eastherts.us18.list->

[manage.com/track/click?u=4f62fcd04dd88042000769ccb&id=7f59c5c0f1&e=51732894ef](https://eastherts.us18.list-manage.com/track/click?u=4f62fcd04dd88042000769ccb&id=7f59c5c0f1&e=51732894ef)

- **Hertfordshire and Essex confirm reciprocal arrangements for recycling centres**



- Hertfordshire County Council and Essex County Council are pleased to confirm that current reciprocal arrangements enabling residents to access recycling centre services is being maintained.
- The change comes following the announcement earlier in the year that Hertfordshire County Council (HCC) would be adopting a policy restricting access to non-residents at Hertfordshire's network of 16 Recycling Centres. Discussions have taken place between HCC and Essex County Council since the announcement was made, with agreement being reached to allow for the reciprocal access.
- From Friday 1 December 2023, Essex residents will need a digital permit and will only be permitted to use Bishops Stortford, Hoddesdon, Turnford and Ware Recycling Centres. Hertfordshire residents wishing to use Essex Recycling Centres will need to make a booking in advance.
- To register for an instant, annual permit free of charge, Essex residents will need to visit www.hertfordshire.gov.uk/recyclingcentrepermits
- To make a booking to visit an Essex County Council recycling centre, Essex and Hertfordshire residents will need to visit www.loveessex.org/bookings
- **Cllr Eric Buckmaster, Executive Member for The Environment at Hertfordshire County Council said:** *"I'm pleased that Hertfordshire and Essex County Councils have been able to come to an agreement that enables residents from each county to continue using a recycling centre that is close to where they live."*
- *"Like many other council-run services, our recycling centres are experiencing additional costs and it is only prudent that we look at all possible forms of mitigation for Hertfordshire taxpayers who are currently paying for waste being produced outside of Hertfordshire."*
- *"Resident only policies are commonplace across the region and country, with many of our nearest neighbours having had this policy in place for some time."*
-

East Herts Community grant scheme launched

We're inviting voluntary and community groups, not-for-profit organisations, faith groups, and town and parish councils to apply for funding through our community grant scheme.

Three types of funding are available:

- Community grants, with priority given to initiatives which support areas of disadvantage and low income
- Cultural activities grants to broaden cultural opportunities
- Environmental sustainability grants

Community grants provide support and impetus to many extremely valuable community initiatives across East Herts while helping to build stronger, better connected communities."



Hertfordshire residents given record number of free slippers to help prevent trips and falls

Hertfordshire County Council held its sixth and final slipper swap event of the year yesterday, Thursday 7 December, where 93 Hemel Hempstead residents got hold of some fancy new footwear that will help to prevent them tripping, slipping, or falling in their homes.

This slipper swap was the last event of the year, and over the last few months Hertfordshire County Council have organised and run a total of six slipper swaps and given out 536 pairs of slippers to some very happy new owners. We've succeeded in doing away with even more old, broken and often dangerous slippers after handing out 141 more slippers when compared with last year.

According to the [Office for Health Improvement and Disparities](#), falls are the largest cause of emergency hospital admissions for older people, and significantly impact on long term outcomes, for example often meaning people moving from their own home to long-term nursing or residential care.

At each event, occupational therapists were on hand to offer advice on fall prevention, and other health and wellbeing charities and organisations were also in attendance to offer help and advice to residents.

Sustainable Hertfordshire updates

Sowing wildflowers for our pollinators

Our Countryside and Rights of Way Service has been continuing work in partnership with district councils to create wildflower meadows across Hertfordshire this autumn. Areas within North Hertfordshire, St Albans and East Herts were identified as being suitable for sowing wildflowers in Green Space Opportunities audits in 2020 and 2021. These areas have been carefully chosen so that they do not impact existing facilities. [There were 20 sites identified for wildflower meadow creation this autumn, with another eight sites in East Hertfordshire to follow in Spring 2024](#)

HertsLynx expands into Hertford and Ware

HertsLynx, the on-demand bus service that has been serving residents in east and north Hertfordshire since September 2021, is expanding into Hertford, Ware and surrounding villages. [Two additional minibuses are being launched into the service, including the service's first Electric Vehicle \(EV\) bus.](#)

The Local Nature Recovery Strategy is underway in Hertfordshire

The Hertfordshire Nature Recovery Partnership (HNRP), the partnership responsible for creating the Local Nature Recovery Strategy (LNRS) had it's first meeting in October. There was enthusiasm from Steering Group members to meet monthly to keep the momentum going on the

project and the Steering Group is now [finalising a project timeline and comprehensive engagement plan for publication in January 2024.](#)

Public consultation demonstrates strong support for Hertfordshire Essex Rapid Transit (HERT)

Nearly two thousand people responded to our public consultation around the Hertfordshire Essex Rapid Transport scheme, with 75 per cent supporting or strongly supporting the scheme. [The scheme could help improve air quality and reduce carbon emissions by reducing the number of journeys made by car road by providing a reliable public transport route.](#)

'Let's clear the air' agency celebrated with awards win

Magpie Creative, the agency which supported the delivery of our 'Let's clear the air' communications campaign, was awarded 'Best work by an agency/freelancer' at the Comms2point0 UnAwards. [The award is a recognition of the fantastic use of behaviour change theory and evaluation that went into the campaign.](#)

Get involved

Trees not just for Christmas as thousands of Hertfordshire residents take part in green fingered giveaway



Thousands of green fingered Hertfordshire residents are playing their part in tackling climate change by taking up the offer of free trees from Hertfordshire's Your Tree Our Future scheme.

Over 4,300 people arranged to collect more than 74,000 trees at twelve pick-up points across the county on Saturday 9 December. The trees are made up of species selected for their suitability for Hertfordshire's geography and climate. Over 58,000 of them will go on to form nearly 10km of hedgerow, which has positive benefits for wildlife looking for shelter and food. It is expected that the trees could take close to 125,000 tonnes of carbon out of the atmosphere if they reach full maturity.

The giveaway has been delivered by a partnership of Hertfordshire County Council and Hertfordshire's district and borough councils, as well as local charity Growing People. Herts FullStop provided its facilities and logistical expertise to help prepare and deliver the trees to the relevant pick-up points across the county.

The tree giveaway is just one of the ways the county council hopes to deliver on its Tree and Woodland Strategy, which outlines plans to establish 1.8m new trees in Hertfordshire by 2030.

Adopted in 2022, the county council has already helped establish 213,473 trees since declaring a climate emergency. This has been achieved in part through appointing two dedicated Woodland Creation Officers, to deliver planting schemes including 600 trees at Aldenham Country Park, 1,780 at Hornbeam Wood Hedgehog Sanctuary, and 10,000 in Abbots Langley in partnership with Watford Community Housing Trust.

Councillor Eric Buckmaster, Executive Member for the Environment at Hertfordshire County Council said:

"We are thrilled that the Your Tree Our Future scheme continues to go from strength-to-strength, with an additional 27,000 trees given away this year compared to last year's total. The fact that so many residents from across Hertfordshire have taken part in this scheme is a testament to the positive benefits of trees on the physical and mental wellbeing of our communities, as well as for our environment."

"We have already delivered more than the 100,000 trees we planned at the start of this project and look forward to next year when we hope even more residents will take part."

Anyone looking to take part in the Your Tree Our Future scheme can sign up to receive an email when the window re-opens in Summer 2024 at www.hertfordshire.gov.uk/yourtree

Donate an unused bike to someone who needs it

Colleagues from our Active and Safer Cycling Team are working in partnership with the Herts Disability Sports Foundation and Hertford Cycle Hub, to accept bikes of all sizes, conditions and makes. The team will take the bike in, service it and pass it on to a new home that would really appreciate a bike. Just pop along with the bike you'd like to donate to the rear of County Hall, Hertford, on Wednesday 13 December between 8am and 1pm to donate your bike(s). Please note; this event is for county council staff and councillors only, so please do not share this with your communities.

Relight my fire? Investigating the true cost of wood burning stoves

Global Action Plan, the agency behind Clean Air Day and Clean Air Night, hosted a webinar which explained the details of recent economic research comparing the cost of heating your home through burning wood, gas boilers and heat pumps. [Watch the recording of the webinar and start busting myths around the cost of burning wood in our homes.](#)

Clean Air Night content is now available

The county council is supporting the first ever Clean Air Night, a campaign aimed at raising awareness around the impact of burning wood in our homes by debunking myths around cost, the environment and health. [Find out more about the campaign](#), and if you'd like to share these messages on your own communications channels, [content is now available to download.](#)

Explore the new Historic Environment web viewer

The Historic Environment Record (HER) viewer for Hertfordshire has now launched. This has been a joint project between the LEADS (Landscape, Ecology, Archaeology, Design Sustainability) team and the GIS team, with support from a Graduate Management Trainee. This viewer provides access to resources relating to archaeological sites, finds and historic monuments within Hertfordshire. Clicking on an icon will give you information about buildings and sites, from finds of prehistoric flint tools, medieval castles, and pillboxes from the Second World War. This is a great way for Hertfordshire residents and staff to connect to their local area and their past. [Please spread the word about this wonderful resource](#), and [take a look at our other GIS maps.](#)

Upcoming events

Cleaner air seminar for members: Thursday 29 February 2024

The Cleaner Air project team is hosting a seminar for county and district and borough councillors. The seminar gives an opportunity to find out what's happening in this agenda from officers and external experts including hearing from Global Action Plan around the Clean Air Night campaign. To book onto the reserve list please respond to the email invite previously sent out or email cleaner.air@hertfordshire.gov.uk. Spaces are now limited.

For more information about any of the items in this newsletter, email sustainable@hertfordshire.gov.uk

Visit www.hertfordshire.gov.uk/sustainability for all our external facing sustainability updates.

Plans put into gear for first electric buses in Hertfordshire



Bus journeys across the county are set to become greener as Hertfordshire County Council and bus operator Uno reach agreement to phase out part of their diesel fleet and introduce 27 new electric buses.

The first new bus is scheduled to be in service during 2024, with all 27 in operation by 2026, travelling on routes in the Hatfield, St Albans and Welwyn Garden City areas.

The Zero Emission Bus Regional Areas (ZEBRA) scheme is a Central Government initiative, funded by the Department for Transport (DfT), to help local transport authorities introduce zero emission buses, together with the infrastructure needed to support them.

The County Council, in partnership with Uno, have been able to agree a business plan following the withdrawal of a previous operator which will see Hertfordshire's bus fleet become more environmentally sustainable.

In addition to their environmental credentials, the new electric buses will:

1. Provide enhanced comfort, quieter operation and a smoother journey;
2. Improve reliability given the reduced maintenance requirements;
3. Provide savings due to the cost-effective nature of electric buses in comparison to traditional diesel counterparts.

East Herts LCWIP

East Herts and HCC have just signed off on the final network maps, which illustrate the walking and cycling routes we have identified as Primary and Secondary routes. These have been created using datasets, local plans, customer concerns, stakeholder and member engagement and local knowledge.

Before we go out to early public engagement in March, we will be auditing around 16KM of walking and 16KM of cycling routes. This process is to validate our approach and highlight these routes as key areas of focus. East Herts and HCC have agreed on which routes to prioritise and have shared these limited KMs around all the key settlements in East Herts. For Sawbridgeworth,

we are planning to audit a route from the Sawb 3 development to the key urban centre. We have held some KMs back so we can audit further routes based on the public engagement.

The proposed date of the Public Engagement is the 22nd March to 22nd April and will include joint East Herts and HCC market stalls throughout this period. We will be inviting residents to comment on the plans to suggest routes that we may have not considered. We are planning on being a little more experimental with our communication approach to target those demographics which historically do not engage in large numbers.

District report for January Town Council meeting.

There have been two DMC meetings since my last report.

The first in December was to look at 3/23/0579. The demolition and rebuilding of Pinewood School in Ware.

The application covered demolishing the school, erecting temporary buildings to house the children whilst the rebuilding took place.

The school was not being extended to take more students but to provide better facilities and more space for the existing children.

This was granted unanimously.

The meeting in January had two applications.

The first 3/27/2067 was a retrospective application to approve changing the temporary vehicle access bridge to a permanent one.

Discussion took place about the safety implications, and it was unanimously agreed to approve the application.

The second application 3/21/2509 was for change of use to Gypsy and Traveller site at Westmill.

The County Councillor put in a late application to speak at the meeting which was agreed by vote. He spoke against it.

There were many residents present who opposed the change of use.

There was many questions on the suitability of the site including access but Highways did not object.

It was granted by 11 to 1 against vote.

The full Council meetings in December and January are covered by other Councillors.

District Councillor Report – Cllr Angus Parsad-Wyatt
Sawbridgeworth Town Council – January 2024

Since the last Sawbridgeworth Town Council meeting on 20th November 2023, there has been two Full Council meetings at East Herts. Due to a work commitment I was unable to attend the meeting on 13th December, however I attended the Extraordinary Council meeting which took place on Thursday 18th January.

The purpose of this Extraordinary meeting was to receive an update on the Hertford Theatre projects, and to discuss ongoing funding requirements.

Due to inflation, and its heightened impact on construction material and build costs, a shortfall has developed in the funding for the Hertford Theatre regeneration project, in the region of £6m.

A number of options were explored by the Council, ranging from scaling back elements of the build to pausing construction and only continuing when either prices fall or Council revenues improve. Every option would have had a significant cost impact to the Council, but completing the project is the only option that will deliver revenues moving forward. Furthermore, as the project is only a few months from completion, this felt the more suitable option.

Some concerns were raised by members about insufficient detail of what Council assets may need to be sold in order to secure the extra £6m, but in the end the Council voted and resolved to proceed with identifying ways to raise the required funds and therefore complete the theatre project.

I spoke in the debate to support comments about what a great facility this will be, not just for people in Hertford, but for all of us in East Herts. I also expressed a desire for members of all parties to come together for the opening of the theatre and encourage residents from across the region to make use of the state-of-the-art theatre.

A recording of the meeting can be watched here:
<https://www.youtube.com/live/jKPff67Zi0I?si=3lFfdutV3ViCOhqW>

Regular training and briefings continue periodically.

In Sawbridgeworth, I have been working with Cllr E Buckmaster to explore options for improving the regularly flooded pavement on the corner of Knight Street and Station Road, and similarly on the corner of Lawrence Avenue and Riverfield Lane.

Picking up on concerns expressed by a number of residents about the delay to decisions being made on the planning applications for 28 Knight Street (former Barclays Bank) and 34 London Road (former florist), I made enquiries with Planning Officers. I sent an email update to members of the STC Planning Committee, and include the details below:

28 Knight Street

As per STC's comment on the lack of detail in the application, which was also echoed by the conservation team the planning team have requested more information from the agent. They are now expected to submit amended drawings and alterations to the plan. This will mean that a re-consultation is required, meaning two things: i) neighbours will again be able to have their say on the revised plans and ii) this will come back to us as a committee, so we will also feed into the review. Due to this re-consultation, the determination is now not likely for at least 4-5 weeks.

A second query was raised about the fact that some works have been undertaken in the building over the past couple of weeks. These are permitted where they are for maintenance purposes and/or to assist in the conservation assessment. If anyone has concerns that work is more extensive or may be

damaging or altering the fabric of the building then we can raise it with the planning enforcement team.

34 London Road

Following STC's comments, the conservation team said they had concerns about the height of the extractor flue. The applicant then reduced this, but this has increase environmental health's concerns about the odour output and noise, particularly affecting the flats above this property. The applicant is now undertaking further assessments and providing additional information in support, so again it is likely it will be another few weeks before this application is determined.

Upcoming meetings

- Full Council: The next East Herts Full Council meeting is on 28th February.
- Committee – Standards: The next Standards Committee meeting is on Tuesday 23rd January (I will include any relevant points in my next STC report).

Eco representative report for Full Council meeting – 29 January 2024 (as of 20 January 2024)

Eco Audit Working Group meeting – 16 January (minutes in next TAP & Amenities committee pack)

- I am working with STC officers and other councillors to move STC onto a net zero pledge in line with other councils' targets; this will be discussed further at the next Finance & Policy committee
- 3 Acorns to update 2020 eco audit and STC exploring Energy Hub to advise residents on saving energy at home – both included in funding application for EHC environmental sustainability grant
- Other items covered: Citizen Science Group to look at biodiversity in green spaces this spring and provide recommendations; Hertfordshire Nature Recovery Strategy; eco allotments; River Day (1 June).

Air quality update

- Both STC and Sustainable Sawbridgeworth responded to EHC's Air Quality Action Plan consultation
- HCC/EHC/Sustainable Sawbridgeworth meeting – 4 December – HCC officer and Leventhorpe School collating handheld monitoring data; EHC social media promotion to switch off engines at train stations; Clean Air Night (24 January) to highlight dangers of burning wood
- EHC executive member for environmental sustainability held a public meeting on 14 January at Church House, informal and wide-ranging discussion with 30 attending
- Wrenbridge distribution centre – STC and Sustainable Sawbridgeworth have asked to be included in St James' Park Community Liaison Group meetings.



Repair Café – 19 November and 20 January

- Initiative is going from strength to strength and has just inspired a Bishop's Stortford version!

Sustainable Sawbridgeworth update

- Focus on air quality monitoring and improvement working with both HCC and EHC using Defra funding; close links established with Leventhorpe on anti-idling measures; some primary schools also supplied with hand-held monitors
- Co-op has provided £1,000 plus vouchers in response to grant application; met Co-op's regional Member and Community Relations Officer to discuss stocking local fresh produce, in-store recycling and support for the group and other local community activities
- Taking part in cycling event in the store's carpark to include planned participation by Cycle King
- Continued work with local schools e.g. meeting Reedings Eco council
- Took part in fantastic Christmas Tree Festival by Gt St Mary's Church with rentable tree from <https://www.thewalledgardenherts.com/>

Friends of Pishiobury Park (FoPP) update

- Bob Reed has stepped down as Pishiobury Friends Chair and is now Chief Science & Ecology Officer.

Other meetings I have attended as STC Eco representative

- 14 November – EHC call with town/parish councillors explaining approach to climate change
- 4 January – EHC call providing details on environmental sustainability grant to reduce carbon.

COMING UP (at time of writing)

FoPP session – 23 January 10.00 to around 14.30 – a joint working party with CMS in Pishiobury Park

EHC Environmental & Climate Forum – 23 January

STC Energy Hub meeting – 26 January

Sawbo Sales – 4 February 10:30 to 13.00 at Bullfields Centre – new initiative under Sustainable

Sawbridgeworth banner to sell/recycle/reuse baby and children's clothes – aimed at increasing recycling and keeping goods in the local economy.

Cllr Annelise Furnace

Appendix F

Grant Applications January 2024

In the July application round the deferred £500 for the History Society has been withdrawn, £1,250 was awarded leaving £1,250 available this year from the £2,500 budgeted.

Christopher Hunt
Sawbridgeworth Town Clerk

1. St Clare Hospice

£500 application to maintain the twice monthly meetings to support local members of the community.

£4,250 total cost of project per year.

2. East Herts District Council

£500 application for youth diversionary work in the town during school holidays. All other East Herts Towns support this project financially.

In 2023-24 the CSP had the following Income:

Funding Source	Amount
Sawbridgeworth Town Council	£500
Ware Town Council	£2,000
Hertford Town Council	£1,200
Buntingford Town Council	£2,000
Network Homes	£500
B. Stortford Town Council	£640
TOTAL INCOME	£6,840

£1,760 total cost to provide activities in Sawbridgeworth through the holidays.

3. Pets in Need Herts

£500 application to supply pet food for those financially struggling, they work on referrals from charity groups to focus on those in need. No direct reference made to supporting people in Sawbridgeworth on the application.

£9,326 total cost of project per year.



SAWBRIDGEWORTH TOWN COUNCIL

Sayesbury Manor, Bell Street, Sawbridgeworth, Herts. CM21 9AN

Application for Grant – 2023/24


Please give on this form any details that will enable the Council to decide if your project can be supported. You may attach any supporting documents, if you wish.

You should include an up-to-date statement of your current financial position (Balance Sheet / latest Audited Accounts) together with plans for the next three years which must be received together with completed application form no later than 12 Jan 2024 for consideration on 29 January 2024

Name of Organisation:	St Clare Hospice
Name and position of person making this application	Julie Foster, Trusts Fundraiser Julie.foster@stclarehospice.org.uk
Address for correspondence:	St Clare Hospice Hastingwood Road Hastingwood Essex CM17 9JX
Phone number:	01279 773750 / 07901 787703
Name of Project:	Sawbridgeworth Bereavement Cafe
Description of Project, how and when grant will be spent.	We would spend the grant, if successful, on our Sawbridgeworth Bereavement Café, which meets twice a month at the Hailey Centre in Bell Street. The café is facilitated by volunteers, trained and supported by St Clare Hospice. The aim is to help bereaved people to connect with others from their own community and offers an alternative to 'formal' grief counselling, which for many people struggling with loss, is

	<p>not the answer. The cafe provides access to support from other people who have shared a similar experience of loss, and who can personally empathise and for many, this can be the best way to help them work through the pain of their loss. The café also helps to 'normalise' the experience of death and grief in our everyday lives, so that people feel more able to talk about it and gain support from those around them.</p> <p>The café is well attended with an average of 11 attendees per session, and numbers are growing, (risen from average 6 to 12 attendees in last 3 months).</p> <p>Feedback has shown that the café is extremely effective at enabling bereaved people to develop a new network of peer support, to build emotional resilience, enhance wellbeing, and avoid social isolation and loneliness.</p> <p>Feedback from Sam, who's younger sister Amy was killed in a road collision in November 2022 when she was hit by a dangerous driver. Sam regularly attends her local bereavement cafe: <i>"When you suffer a bereavement, everyone says you must talk about it. Don't bottle it up. But in reality, they don't actually want you to talk about it because it makes people deeply uncomfortable. They don't know what to say to you, or how to act around you. At the café, I feel like I can actually talk about my grief and about Amy. I wish I had gone along sooner."</i></p>
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Total cost of project (excluding VAT)	£4,250
Amount of Grant requested:	£500

Other sources of funding applied for:	We are continually fundraising for our Cafes, and have had success raising funds from a range of local and regional grant making trusts in the past, including The Essex Youth Trust, The Annie Tranmer Charitable Trust and East Herts District Council
If so, with what result:	We have covered the majority of costs for this year but still need to raise funds to cover the cost of promotional materials, to ensure local people that could benefit are made aware of the Sawbridgeworth Café, (costs approx. £350). We also need to fund café consumables, drinks and biscuits etc which amount to approx. £15 per session (x 24 sessions per year = annual cost of £360).
Self help; details of other activities to meet this need.	We are not asking for any contribution to staffing costs which are funded via unrestricted income and donations. NHS income covers less than a third of our costs. We are reliant on voluntary income (raised via a range of fundraising activities) to fund almost all our non-clinical services, including our bereavement cafes.
Signature of Applicant	<div data-bbox="1141 1357 1342 1391" data-label="Text">Date: 8/1/24</div> 

Grant Applications will be considered twice a year at the Council Meeting held on the last Monday in January and July each year.

C/O East Herts Council
Community Safety
Wallfields, Pogs Lane
Hertford, Herts
SG13 8EQ

Sawbridgeworth Town Council
Sayesbury Manor
Bell Street
Sawbridgeworth
Herts CM21 9AN

9th January 2024

Dear Councillors

Please find attached a completed grant application requesting funding for 'free to attend' activities for young people, aged 11 – 19 years, in Sawbridgeworth.

The diversionary activity project has taken place in various areas within East Hertfordshire for several years and continues to be successful in encouraging young people in Sawbridgeworth to join in the health and wellbeing sessions.

As detailed in our application, to reiterate, the main purpose of the project is to encourage young people to make positive decisions in relation to the activities they participate in during the school holidays, reducing the likelihood of them causing anti-social behaviour or nuisance to others.

The activities on offer are run by qualified coaches who have experience in working with young people, encouraging them to make positive contributions to their health and wellbeing, setting good examples/role models. The sessions are 'free to attend' and are open to all abilities. By providing free to attend activities allows participation from families who are unable to attend paid for clubs/activities.

We have had an increase in requests from young people requesting sessions throughout all the school holidays. Currently due to the amount of funding received, we can only cover the cost of activities in Sawbridgeworth during the Summer holidays (therefore nothing in October, February or during the Easter Holidays).

It is in this regard, that you will see from our application, we are seeking a grant above £500. We kindly ask, based on our diversionary activity budget for 2024/2025 that consideration is given for the additional amount, to ensure the 'free to attend' activities are put in place for the majority of each of the school holidays for the young people of Sawbridgeworth.

We understand however that depending on the number of grant applications Sawbridgeworth Town Council receive, it may not be possible for you to fund the full amount we are requesting, therefore if this is not possible, we will of course welcome £500 which will be used in providing health and wellbeing activities during the school summer holidays 2024. We would also look to apply again in July and would hope a secondary application would be considered on its own merit.

I look forward to hearing from you and the outcome of our application following your meeting on 29th January.

Yours faithfully



Katie Lewis

Community Safety Support Officer

For and on behalf of

East Herts Community Safety Partnership



SAWBRIDGEWORTH TOWN COUNCIL

Sayesbury Manor, Bell Street, Sawbridgeworth, Herts. CM21 9AN

Application for Grant – 2023/24

Please give on this form any details that will enable the Council to decide if your project can be supported. You may attach any supporting documents, if you wish.

You should include an up-to-date statement of your current financial position (Balance Sheet / latest Audited Accounts) together with plans for the next three years which must be received together with completed application form no later than 12 Jan 2024 for consideration on 29 January 2024

Name of Organisation:	East Herts District Council (On behalf of the East Herts Community Safety Partnership)
Name and position of person making this application	Katie Lewis Community Safety Support Officer East Herts District Council
Address for correspondence:	East Herts District Council Wallfields, Pegs Lane, Hertford SG13 8EQ Email community.safety@eastherts.gov.uk
Phone number:	01279 655261
Name of Project:	Diversionary Activities for young people

Description of Project, how and when grant will be spent.	<p>The project aims to engage with young people aged 11-19 years living in East Hertfordshire to take part in a range of free to attend diversionary activities in a local park (e.g Bullfields or Vantorts), during the school holidays; encouraging them to make positive choices in the activities they choose in their community. The activities are available for mixed abilities.</p> <p>Working in partnership with the local Police SNT, engagement is made with young people within the district suggesting feedback/requests in relation to the activities they would be interested in participating in. This engagement has seen an increase in the numbers of young people attending the planned sessions with positive and encouraging feedback.</p> <p>Previous activities have included rugby coaching, delivered by an ex-professional rugby player and boxing, delivered by a qualified boxing coach along with other activities such as tennis, dodgeball, rounders etc. Both rugby and boxing were specifically requested by the young people.</p> <p>The sessions will be run by Sporting Inspirations CIC who have public liability insurance and employ DBS checked sports qualified individuals. Each session is run by at least two experienced staff members.</p> <p>The proposed activities provide positive alternative options to young people from engaging in petty crime and anti-social behaviour. As such, this would link to the current CSP priorities; tackling crime and anti-social behaviour, supporting communities to make them safe and promoting safety within public spaces.</p>
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Total cost of project	
Easter School Holidays 2024: 2 x sports coaches @ £40 per hour per coach (£160) x two sessions	£320
Summer Holidays 2024: 2 x sports coaches @ £40 per hour per coach (£160) x four sessions	£640
October Half Term 2024: 2 x sports coaches @ £40 per hour per coach	£160

Grant App Form 2023/24

February 2025 Half Term 2025: 2 x sports coaches @ £40 per hour per coach	£160
Light refreshments (£5 per session)	£40
Hire of park (If using Bullfields approximately £25 per session)	£200

Amount of Grant requested:	£1,760.00 (£500 MAX)
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Other sources of funding applied for:	<p>The Community Safety Partnership has been successful in receiving grants for activities taking during the school holidays within East Hertfordshire from the following organisations:</p> <ul style="list-style-type: none"> • Hertford Town Council • Ware Town Council • Buntingford Town Council • Bishop's Stortford Town Council • Sovereign Network Group <p>Funding in kind has also been received from:</p> <ul style="list-style-type: none"> • East Herts District Council (no charge to use their parks and open spaces) • Future Hope (mobile youth centre) • Services for Young People (providing services and youth projects for young people) • Sporting Inspirations CIC (youth projects)
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If so, with what result:	<p>Grants received allows the Community Safety Partnership to deliver activities across East Hertfordshire geographic area providing young people with a safe place to enjoy healthy activities, supporting positive choices, and reducing anti-social behaviour in the community, during the school holidays.</p> <p>Unfortunately, there are limitations in delivering diversionary activities to specific areas in East Hertfordshire due to the amount of funding received. For example the</p>
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number of sessions/activities may need to be reduced within specific areas where the amount of grant does not cover the full cost of the activities.

Whilst we are thankful to have been successful in receiving a grant of £500 from Sawbridgeworth Town Council in January 2023 this amount covered activities during the Summer holidays only. Some young people expressed their disappointment that the activities would not continue throughout the other school holidays. In other locations activities have been provided in half term holidays due to higher funding being obtained.

To cover the cost of the free to attend activities throughout the district we are reliant on funding ensuring a fair distribution.

In summer 2023, the diversionary activities for young people across East Herts had the following impact:

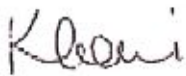
- *It gave young people positive things to do and diverted them away from pretty crime and Anti-social behaviour.*
- *It helped young people keep healthy and active.*
- *It supported young people to be creative, make new friends and mix with peers in a safe, informal learning environment.*
- *It supported positive community perceptions of young people becoming involved and doing constructive things in their spare time helping to raise aspirations.*
- *It gave vulnerable young people somewhere to go and have a purpose.*
- *Gave young people the opportunity to try new activities in a safe environment.*

In relation to the summer activities held at Vantorts park:

- *48 individual young people accessed the sessions.*
- *A 'hard to reach' group of older teenagers (15-18) engaged in some of the sessions.*

	<ul style="list-style-type: none"> • <i>A variety of activities was offered in line with what young people wanted to do (most requested – boxing and rugby coaching)</i> • <i>Parents praised the programme and used their personal WhatsApp groups to 'spread the word'</i> • <i>Local PCSO's were present and were engaging with young people in a fun and positive environment.</i>
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Self help; details of other activities to meet this need.	<p>There is currently little for young people in Sawbridgeworth to do. At the time of writing this application (January 2024) it is difficult to state what other activities may be available during Summer 2024 due to it being so far in advance. However, there may be other local facilities and provision available such as HaPpy Camps and holiday clubs in the local area run by Services for Young People, available to a specific criteria of young people (mainly those families eligible for free school meals).</p> <p>Equally there may also be other clubs and activities available, but it is important to note that these will almost always cost money which can be a barrier to young people participating.</p> <p>The diversionary activities that we propose are free of charge for everyone. This is significant at a time with the rising cost of living and families struggling to feed, clothe and offer their young people recreational and valuable opportunities.</p>
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Signature of Applicant	Date: 05/01/2024
	

Grant Applications will be considered twice a year at the Council Meeting held on the last Monday in January and July each year.



SAWBRIDGEWORTH TOWN COUNCIL

Sayesbury Manor, Bell Street, Sawbridgeworth, Herts. CM21 9AN

Application for Grant – 2023/24

Please give on this form any details that will enable the Council to decide if your project can be supported. You may attach any supporting documents, if you wish.

You should include an up-to-date statement of your current financial position (Balance Sheet / latest Audited Accounts) together with plans for the next three years which must be received together with completed application form no later than 12 Jan 2024 for consideration on 29 January 2024

Name of Organisation:	Pets in need Herts
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Name and position of person making this application	Joanne Cullen Founder
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Address for correspondence:	31 Langley grove St Albans AL49DP
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Phone number:	07867236138
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Name of Project: Pets in need Herts foodbank
Description of Project, how and when grant will be spent. Pets in need is an animal Foodbank, We donate free food and accessories to those who are financially struggling due to the cost of living crisis. We cover Hertfordshire, Bedfordshire and Buckinghamshire.

We donate food to local food, banks rescue centres, local community groups and charities, such as sure/home start, Herts homeless , nhs professional who refer their service users, centre 33, open door, to name a few.

We have Helped a lady who was fleeing domestic violence to get a brand-new Hoover and microwave. We often receive referrals from agencies who work with homeless people and citizens advice referrals.

We have helped a family who was in need of decluttering their home, offering them a free clean and Declutter service.

We have helped Rescue two Dogs.

We've been able to give Service users, free dog grooming vouchers.

Helped a vulnerable family clear their energy debts and go onto the priority list.

To name a few

We do our best to meet the individuals needs and their Pets needs. If we can't, we will sign post them

The Blue Cross set up a foodbank and kindly contacted us to collaborate with them and asked us to collect food donations on their behalf to donate to people. From their pets at home boxes. We have boxes in Hatfield and Hemel stores.

We also have our own boxes in a number of stores such as Tesco ; Sainsbury's.

We have donated around 19,000 Dog meals since we started in 2022.

You would be able to donate a lot more if we were able to buy a van. A van would help us greatly by cutting down on loading times, we would be able to donate more food in one go rather than a number of journeys.

We would be able to attend events without relying on volunteers to use

their cars to take items to inform the event.

Our mission is to never let a Pet go hungry, to allow service users to not only worry less, but to be able to put their heating on and not have to choose between feeding themselves or their kids or their pets.

All allows the most vulnerable to not feel so isolated, we offer coffee and chats or telephone chat to those who need to talk.

It helps those that are isolated to get out and about, and to have companionships. Some of our service users only have their pets as companions.

It allows individuals to ease their mental health stresses, and worries. Reducing we hope crime and animal neglect. It also eases the amount of overwhelming intake of animals the rescue centres face.

We will help anyone within the community who is facing financial struggles, regardless of their income, status or background.

We received regular feedback and hold market research and feedback forms to allow us to know how we've helped and made a difference within the community, and what we are doing well and what we can improve on.

We would spend the money within one year.

We would spend the grant money on fuel costs for deliveries and collections. And fuel for attending events. We spend around £80 per week, but that would increase when we have more money to deliver more parcels.

**We would also spend the money on storage unit costs £349 per month x 12 months
delivery car insurance £ 400**

public liability insurance £100

storage unit insurance £ 80 per year

phone costs £ 34 for phone and talk time.

DBS checks for our volunteers - £20 per person

Grant amount needed comes to £9,326 but grant maximum is £500

We would be delighted to be awarded £500 please

<p></p>

Grant App Form 2023/24

Total cost of project (excluding VAT)	£500
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Other sources of funding applied for:	<p>We applied to Edgar Lewley foundation and was awarded £2000</p>
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If so, with what result:	<p>We were awarded £2000 with no time limit or restrictions.</p>
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Self help; details of other activities to meet this need.	<p>We attend events throughout the year, where we raise money</p> <p>We also received donations via the likes of Easyfundraising , given lottery, just giving</p> <p>We raised £200 at our Xmas Tombola event £900 at all about dogs show – will be there again this year £40 Welwyn hatfeild lottery -ongoing £100 easyfundraising – ongoing</p>
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Signature of Applicant

Joanne Cullen

Date: 3.1.24

**Grant Applications will be considered twice a year at the
Council Meeting held on the last Monday in January and July
each year.**

Grant App Form 2023/24

Appendix G

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Finance, Policy and Economic Development Committee
 From: Christopher Hunt
 Subject: Income and expenditure report
 Date: 8th January 2024

Executive Summary

This report explains variances from Month 9 in this financial year 2023/24. I will note any variance over 10%

Budget code	Budgeted	Expenditure	Variance	Explanation
200 General Administration				
4082 Training	£2,000	£2,730	+ £730	Training for road closures not budgeted for but will qualification for 5 years and not repeated next year
4115 Insurance	£7,554	£9,453	+£1,899	Insurance for Hailey Centre not previously paid for. This will be passed over to tenant in the next financial year
210 Democratic Services				
4310 Election Expenses	£8,870	£9,572	+£702	This does not include the by-election cost estimated at £10,000
300 Civic Centre				
4420 Maintenance	£2,080	£4,188	+£2,108	Wall damaged and roof repairs unplanned work
400 Bullfields Allotments				
Water	£500	£552	£52	Increase in charges and use due to legionella prevention.
410 Bellmead Allotments				
Water	£50	£60	£10	Increase in charges and use due to legionella prevention.
430 Southbrook Allotments				
Water	£250	£2,921	£2,671	Water leak over summer period increase in charges and use due

				to legionella prevention. Leak repaired and previously reported on.
440 Cemetery				
Income	£33,823	£27,902	£5,921	Three months left for this financial year will be added to these figures.
Expenditure	£31,308	£23,567	£7,741	Three months left for this financial year will be added to these figures.
500 Groundsman				
Rangers Mower	£1,500	£2,438	£938	Major repair – £1,000 used from earmarked reserves
Rangers Tools	£1,000	£1,317	£317	Breaker and small lawnmower purchased for maintenance and replacements.
600 Fun on the Field				
Event Costs	£1,000	£1,387	£387	Fencing and general equipment required to set up event
Publicity	£100	£126	£25	Cost increases on printing and banners
610 Events General				
Event Costs	£1,000	£1,239	£239	River Day, New Event
820 Rangers Truck #2				
Veh Maintenance	£1,500	£1,957	£457	Brakes and clutch repairs
Tax and Insurance	£1,000	£1,361	£361	Insurance increase

Christopher Hub

Sawbridgeworth Town Clerk

Appendix H



SAWBRIDGEWORTH TOWN COUNCIL

FINANCIAL REGULATIONS

**To be amended by F,P & EDC Committee 15th January 2024
To be approved by Council 29th January 2024**

Final Draft Review
Sawbridgeworth Town Council

Financial Regulations

1. General

- 1.1 These financial regulations govern the conduct of the financial transactions of the Council and may only be amended or varied by resolution of the Council. Financial regulations must be observed in conjunction with the council's standing orders.
- 1.2 The Clerk, as the Responsible Financial Officer (RFO) appointed by the Council
- 1.3 The Responsible Financial Officer (RFO), under the Policy direction of the Council, shall be responsible for the proper administration of the Council's financial affairs, allowing that delegation to other members of staff is necessary. The RFO's duties and responsibilities are detailed at Annex A to these Financial Regulations.
- 1.4 Deliberate or wilful breach of these regulations by an employee may give rise to disciplinary procedures.
- 1.5 In these financial regulations and any annex, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.
- 1.6 In these financial regulations and any annex the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability for Smaller Authorities in England - a Practitioners' Guide issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Annual Estimates

- 2.1 The Finance, Policy and Economic Development Committee together with each Standing Committee shall formulate and submit proposals to the Council in respect of Revenue and Capital costs for the following financial year not later than the end of November each Year.
- 2.2 The Finance, Policy and Economic Development Committee shall receive the proposed budgets of all other Standing Committees before the full Budget is presented for adoption by the Council and shall make recommendations to the Council regarding adoption or otherwise.
- 2.3 The Council shall review the Budget not later than the end of January each year and shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved Budget.
- 2.4 The annual Budget shall form the basis of financial control for the ensuing year

3. Budgetary Control

- 3.1 Expenditure on the revenue account may be incurred up to the amounts included in the approved budget.
- 3.2 No expenditure may be incurred which cannot be met from the amounts provided in the appropriate revenue budget unless a virement has been approved by the Council.

- 3.3 The RFO shall provide The Finance, Policy and Economic Development Committee and the Council with a quarterly statement of Income and Expenditure under each head of the budgets, comparing actual expenditure against the Budget.
- 3.4 The Town Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3,000.
- 3.5 Where expenditure is incurred in accordance with regulation 3.4 above and the sum required cannot be met from savings made elsewhere within the Council's approved budget, it shall be subject to the provisions of a supplementary estimate approved by the Council.
- 3.6 Unspent provisions in the Revenue budget shall be carried forward to a subsequent year by approval of the RFO
- 3.7 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving expenditure on capital account unless the Council is satisfied that it is contained in the rolling capital programme and that the necessary capital funds are available, or the requisite borrowing approval can be obtained.
- 3.8 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.
- 4. Accounting and Audit.**
- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 4.2 The RFO shall be responsible for ensuring completion of all accounts of the Council as soon as practicable after the end of the financial year and submission to the Council, and The Finance, Policy and Economic Development Committee for approval by resolution no later than 30 June each year.
- 4.3 The RFO shall be responsible for ensuring that there is an independent, adequate and effective system of internal audit of the Council's accounting, financial and other operations in accordance with proper practices. Any officer or member of the Council shall, if the RFO or Internal Auditor requires, make available such documents of the Council which appears to the RFO or Internal Auditor to be necessary for the purpose of the internal audit and shall supply the RFO or Internal Auditor with such information and explanation as the RFO or Internal Auditor considers necessary for that purpose.
- 4.4 An Internal Auditor, who shall be competent and independent of the operations of the Council, shall be appointed by the Council. The Internal Auditor will report to the Council in writing as required.
- 4.5 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 4.6 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity for inspection of the accounts, books, and vouchers required by the Accounts and Audit Regulations.
- 4.7 The RFO shall, as soon as practicable, bring to the attention of all councillors any correspondence or report from the Internal or External Auditor, unless the correspondence is of a purely administrative nature.

5. Banking Arrangements and Cheques

- 5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council, banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2 A schedule of the payment of money shall be prepared by the RFO and together with the relevant invoices etc. presented to the Council at every regular meeting of the Council. If the schedule is in order it shall be authorised by a resolution of the Council.
- 5.3 Cheques drawn on the bank account in accordance with the schedule referred to in Paragraph 5.2 shall be signed by any 2 members from the signature list. Due to the fact that the possibility exists for Councillors with aligned personal or commercial interests to sign the same cheque, the Council will not appoint members of the same family to sign cheques.
- 5.4 To indicate agreement of the details shown on the cheque or order for payments the signatories shall each also sign the schedule presented with the cheques for signature.

6. Payment of Accounts

- 6.1 The council will make safe and efficient arrangements for the making of its payments and all payments shall be effected by cheque or other instruction to the Council's bankers.
- 6.2 If a payment is necessary to be made to avoid a charge of interest under the Late Payment of Commercial Debts (Interest) Act 1998, or required under the Public Contracts Regulations 2015, the Town Clerk/RFO may take all necessary steps to settle such invoices.
- 6.3 If thought appropriate by the Council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to Council as made.
- 6.4 If thought appropriate by the Council, payment for certain items may be made by BACS or internet banking transfer provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Council as made.
- 6.5 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the Council.
- 6.6 The Council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.7 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.8 All invoices for payment shall be examined, verified and coded by the Clerk, who shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received, carried out, examined and approved.
- 6.9 The Accountant shall scrutinise invoices in relation to arithmetical accuracy and

coding shall post them to the appropriate expenditure heading. The Town Clerk shall approve the invoices for payment.

- 6.10 The RFO shall maintain a Petty Cash float not exceeding £500 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- 6.11 Income received must not be paid into the Petty Cash Float but must be separately banked, as provided elsewhere in these regulations.
- 6.12 Payments to maintain Petty Cash Float shall be shown separately on the schedule of payments presented to Council as detailed in paragraph 5.2 above.

7. Payment of Salaries

- 7.1 The payment of salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salaries shall be as agreed by Council.
- 7.2 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on the appropriate dates. All investments of money under the control of the Council shall be in the name of the Council.

8. Loans and Investments

- 8.1 All loans and investments shall be negotiated in the name of the Council and in accordance with the Council's Investment and Financial Management Strategy, which is attached hereto at Appendix B.
- 8.2 The Council's Investment Policy shall be in accordance with relevant regulations, proper practice and guidance and shall be reviewed on a regular basis.
- 8.3 All investments and money under the control of the Council shall be in the name of the Council.
- 8.4 All borrowings shall be effected in the name of the Council, after obtaining the necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose.
- 8.5 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9 Income

- 9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2 The Council will review all fees and charges annually, following a report by the RFO or other relevant officer.
- 9.3 All sums found to be irrecoverable and any bad debts shall be reported to the Council and shall be written off in the year. Any bad debts amounting to less than £250 may be written off by the RFO but reported to the Council at the next appropriate meeting. The Council will review all fees and charges annually, following a report of the RFO.
- 9.4 All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all income shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.

9.5 Personal cheques shall not be cashed out of money held on behalf of the Council

9.6 The RFO shall ensure that any VAT Return that is required is promptly completed. Any repayment claims due in accordance with VAT Act 1994 section 33 shall be made quarterly.

9.7 Where any significant sums of cash are received by the Council, the RFO shall take such steps as are necessary to ensure that more than one person is present when the cash is counted in the first instance, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. Orders for Work, Goods and Services

10.1 A Purchase Order or letter shall be issued for all work, goods and services unless a formal contract is prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2 A member may not issue a purchase order or make any contract on behalf of the Council.

10.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to Standing Orders 33 and 38 and any de minimis provisions in Regulation 11 below.

11. Contracts

11.1 Procedures as to contracts are laid down as follows:

11.1.1 Every contract shall comply with these financial regulations and no exceptions shall be made other than in an emergency as described at Regulation 3.5 provided that these Regulations shall not apply to contracts which relate to items 1 to 5 below.

1. For the supply of gas, electricity, water, sewerage and telephone services.

2. For specialist services such as provided by solicitors, accountants, surveyors and planning consultants.

3. For work to be executed, or goods/materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.

4. For work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.

5. For goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

11.1.2 Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations¹

11.1.3 The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)²

11.1.4 When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

- 11.1.5 Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- 11.1.6 All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of the appointed members acting as a Tender sub Committee, which shall consist of at least 3 members of the Council. Those present shall sign and date a list of those tenders received.
- 11.1.7 Any invitation to tender issued under this regulation shall be subject to Standing Orders 33 and 38 and shall refer to the terms of the Bribery Act 2010.
- 11.1.8 When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3000 and £1000 or above, the Clerk or RFO shall strive to obtain 3 estimates. Where the value is between £3000 and £4999 3 verbal quotes may be obtained with file notes. Otherwise, Regulation 10.3 above shall apply.
- 11.1.9 If less than three tenders are received for contracts above £3000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- 11.1.10 The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 11.1.11 Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken

1 The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.

2 For contracts commencing on or after 1 January 2020 the thresholds are:

- contracts for works: £4,733,252*
- contracts for supplies and services: £189,330*

12. Payments Under Contracts for Building or Other Construction Works

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract.
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case when it is estimated that the total cost of work carried out under a contract, excluding fluctuation clauses, will exceed the contract sum by 5% or more a report shall be submitted to the Council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the RFO in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13 Stores and Equipment

- 13.1 The RFO shall be responsible for the care and custody of stores and equipment.
- 13.2 Delivery notes must be obtained in respect of all goods received and must be checked as regard quality at the time delivery is made.

14. Properties and Estates

- 14.1 The RFO shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council and shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purposes for which held.
- 14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, save where the estimated value of any one item does not exceed £500.
- 14.3 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually.

15. Insurance

- 15.1 The RFO shall affect all insurances and negotiate all claims on the Council's insurers.
- 15.2 The RFO will deal with all new risks which require to be insured and any alterations affecting existing insurances.
- 15.3 The RFO shall keep a record of all insurances affected by the Council and the property and risks covered thereby and annually review it.
- 15.4 The RFO shall be notified of any loss, liability or damage or any event likely to lead to a claim.
- 15.5 All appropriate employees of the Council shall be included in suitable fidelity guarantee insurance.

16 Charities

- 16.1 Where the Council is the sole Trustee of a Charitable body the RFO shall ensure that separate accounts are kept of the funds held on Charitable trusts and separate financial reports made in such form as shall be appropriate in accordance with Charity Law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17. Revision of Financial Regulations

It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.

Mayor of Sawbridgeworth

Town Clerk and RFO

Appendix I

Sawbridgeworth Town Council

Memorandum from Town Projects Manager

To: All Members
From: Joanne Sargent
Subject: Dates for Events 2024
Date: 29th January 2024

Forward Planning Dates for Dairy 2024

- o **Civic Dinner** -- Memorial Hall, Saturday 27th April, 6.45pm start time
- o **Annual Awards Evening** – Thursday 16th May, Town Council Chamber
- o **River Day** – Saturday 1st June / Sheering Mill Lock
- o **D Day** – Monday 6th June (Event details to be confirmed)
- o **Civic Service** – Great St Mary Church – Sunday 30th June at 3pm
- o **Fun on the Field** – Bullfields - Saturday 31st August
- o **Town Walk and Community Connections** – Saturday 28th September – Council office and rear car park
- o **Christmas Lights Switch On** – Town Centre - Saturday 30 November

Appendix J

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer In/From EMR
<u>100 Staff</u>							
4001							
4003							
4004							
4005							
4008							
4011							
4013							
4015							
4016							
4018							
4029							
4030							
4035							
4040							
Staff :- Indirect Expenditure	154,927	221,845	66,918	0	66,918	69.8%	0
Net Expenditure	(154,927)	(221,845)	(66,918)				
<u>200 General Administration</u>							
1076 Precept	429,324	429,324	0			100.0%	
1090 Interest Received	4,816	750	(4,066)			642.1%	
1999 Miscellaneous Income	782	0	(782)			0.0%	
General Administration :- Income	434,921	430,074	(4,847)			101.1%	0
4070 Subscriptions	2,385	2,495	110		110	95.6%	
4075 IT Support	10,462	9,000	(1,462)		(1,462)	116.2%	
4080 Training (Members)	219	1,200	981		981	18.3%	
4081 Travel Expenses	496	500	4		4	99.1%	
4082 Training (Staff)	2,730	2,000	(730)		(730)	136.5%	
4083 Clerks Expenses	0	250	250		250	0.0%	
4090 IT Development	0	1,000	1,000		1,000	0.0%	
4095 Photocopy Charges	932	2,000	1,068		1,068	46.6%	
4100 Telephone/Broadband	2,048	2,500	452		452	81.9%	
4105 Postage	481	900	419		419	53.4%	
4110 Stationery	671	750	79		79	89.5%	
4115 Insurance	9,453	7,554	(1,899)		(1,899)	125.1%	
4120 Bank Charges	202	600	398		398	33.7%	
4125 Repairs & Renewals	0	750	750		750	0.0%	
4130 Staff Care	1,041	1,500	459		459	60.4%	
4135 Office Care	1,965	2,500	535		535	78.6%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4140 Office Equipment	1,563	3,000	1,437		1,437	52.1%	
4180 Accountancy Services	(88)	1,700	1,788		1,788	(5.1%)	
4185 Audit	415	2,500	2,085		2,085	16.6%	
4190 Professional Fees	1,427	3,000	1,573		1,573	47.6%	
4195 Tourism	507	500	(7)		(7)	101.3%	
4200 Web-site	738	2,000	1,263		1,263	36.9%	
4201 Web-site development	738	1,000	263		263	73.8%	
4215 Town Signs	0	500	500		500	0.0%	
4415 Water	75	0	(75)		(75)	0.0%	
4990 Contingency	2,270	2,500	230		230	90.8%	
4999 Miscellaneous Costs	(80)	0	80		80	0.0%	
General Administration :- Indirect Expenditure	40,649	52,199	11,550	0	11,550	77.9%	0
Net Income over Expenditure	394,272	377,875	(16,397)				
210 Democratic Services							
1335 Civic Dinner Income	0	5,000	5,000			0.0%	
Democratic Services :- Income	0	5,000	5,000			0.0%	0
4310 Election Expenses	9,572	8,870	(702)		(702)	107.9%	3,850
4315 Mayor's Allowance	1,402	1,500	98		98	93.5%	
4330 Civic Events	774	2,500	1,726		1,726	31.0%	
4335 Civic Dinner Expenditure	700	5,000	4,300		4,300	14.0%	
Democratic Services :- Indirect Expenditure	12,448	17,870	5,422	0	5,422	69.7%	3,850
Net Income over Expenditure	(12,448)	(12,870)	(422)				
6000 plus Transfer from EMR	3,850						
Movement to/(from) Gen Reserve	(8,598)						
220 Grants							
4350 Grants - SYPRC	0	1,000	1,000		1,000	0.0%	
4355 Grants - The Hailey Centre	0	1,000	1,000		1,000	0.0%	
4370 Grants - S137	37	75	38		38	49.3%	
4375 Grants - Cillzens' Awards	91	250	159		159	36.2%	
4380 Grants - Other	1,000	2,500	1,500		1,500	40.0%	
Grants :- Indirect Expenditure	1,128	4,825	3,697	0	3,697	23.4%	0
Net Expenditure	(1,128)	(4,825)	(3,697)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300 Civic Centre</u>							
1400 Rental Income	600	500	(100)			120.0%	
Civic Centre :- Income	600	500	(100)			120.0%	0
4115 Insurance	7,535	0	(7,535)		(7,535)	0.0%	
4405 Rates	8,134	9,500	1,366		1,366	85.6%	
4410 Heat & Light	5,527	5,000	(527)		(527)	110.5%	
4415 Water	220	600	380		380	36.6%	
4420 Maintenance	7,847	2,080	(5,767)		(5,767)	377.3%	
4425 Fixtures & Fittings	18	1,040	1,022		1,022	1.7%	
4445 New Equipment	3,529	8,000	4,471		4,471	44.1%	
Civic Centre :- Indirect Expenditure	32,810	26,220	(6,590)	0	(6,590)	125.1%	0
Net Income over Expenditure	(32,210)	(25,720)	6,490				
<u>310 Police Suite</u>							
4420 Maintenance	0	250	250		250	0.0%	
Police Suite :- Indirect Expenditure	0	250	250	0	250	0.0%	0
Net Expenditure	0	(250)	(250)				
<u>320 Halley Centre</u>							
4420 Maintenance	562	2,080	1,518		1,518	27.0%	
Halley Centre :- Indirect Expenditure	562	2,080	1,518	0	1,518	27.0%	0
Net Expenditure	(562)	(2,080)	(1,518)				
<u>330 Other Rented Accommodation</u>							
4400 Rent	2,452	3,150	698		698	77.8%	
4420 Maintenance	438	0	(438)		(438)	0.0%	
Other Rented Accommodation :- Indirect Expenditure	2,890	3,150	260	0	260	91.7%	0
Net Expenditure	(2,890)	(3,150)	(260)				
<u>400 Bullfield Allotments</u>							
1500 Allotment Rent Income	937	750	(187)			124.9%	
1510 Allotment Water Income	83	200	118			41.3%	
Bullfield Allotments :- Income	1,019	950	(69)			107.3%	0
4415 Water	617	500	(117)		(117)	123.4%	
4420 Maintenance	86	1,500	1,414		1,414	5.7%	
Bullfield Allotments :- Indirect Expenditure	703	2,000	1,297	0	1,297	36.1%	0
Net Income over Expenditure	316	(1,050)	(1,366)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
410 Bellmead Allotments							
1500 Allotment Rent Income	234	120	(114)			194.8%	
1510 Allotment Water Income	20	30	10			66.7%	
Bellmead Allotments :- Income	<u>254</u>	<u>150</u>	<u>(104)</u>			<u>169.2%</u>	<u>0</u>
4415 Water	67	50	(17)		(17)	133.6%	
4420 Maintenance	0	250	250		250	0.0%	
Bellmead Allotments :- Indirect Expenditure	<u>67</u>	<u>300</u>	<u>233</u>	<u>0</u>	<u>233</u>	<u>22.3%</u>	<u>0</u>
Net Income over Expenditure	<u>187</u>	<u>(150)</u>	<u>(337)</u>				
420 Vantorts Allotments							
1500 Allotment Rent Income	230	125	(105)			184.0%	
1510 Allotment Water Income	20	25	5			80.0%	
Vantorts Allotments :- Income	<u>250</u>	<u>150</u>	<u>(100)</u>			<u>166.7%</u>	<u>0</u>
4415 Water	99	100	1		1	99.1%	
4420 Maintenance	0	750	750		750	0.0%	
Vantorts Allotments :- Indirect Expenditure	<u>99</u>	<u>850</u>	<u>751</u>	<u>0</u>	<u>751</u>	<u>11.7%</u>	<u>0</u>
Net Income over Expenditure	<u>151</u>	<u>(700)</u>	<u>(851)</u>				
430 Southbrook Allotments							
1500 Allotment Rent Income	1,237	1,000	(237)			123.7%	
1510 Allotment Water Income	140	175	35			80.0%	
Southbrook Allotments :- Income	<u>1,377</u>	<u>1,175</u>	<u>(202)</u>			<u>117.2%</u>	<u>0</u>
4415 Water	3,065	250	(2,815)		(2,815)	1225.9%	
4420 Maintenance	240	1,000	760		760	24.0%	
Southbrook Allotments :- Indirect Expenditure	<u>3,305</u>	<u>1,250</u>	<u>(2,055)</u>	<u>0</u>	<u>(2,055)</u>	<u>264.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,928)</u>	<u>(75)</u>	<u>1,853</u>				
440 Cemetery							
1550 Burial Fees	18,570	25,000	6,430			74.3%	
1560 Memorial Fees	1,335	1,485	150			89.9%	
1570 Grave Digging Income	1,860	1,200	(660)			155.0%	
1580 Trees	3,125	2,700	(425)			115.7%	
1581 Benches	2,483	3,108	625			78.9%	
1582 Plaques	530	330	(200)			160.5%	
Cemetery :- Income	<u>27,902</u>	<u>33,823</u>	<u>5,921</u>			<u>82.5%</u>	<u>0</u>

14:33 Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4029 Salary Recharge	9,004	14,013	5,009		5,009	64.3%	
4045 Subcontracted Labour	0	1,000	1,000		1,000	0.0%	
4415 Water	64	150	86		66	56.1%	
4420 Maintenance	4,680	5,000	320		320	93.6%	
4440 New Area	0	5,000	5,000		5,000	0.0%	
4441 Cemetery Development	4,695	0	(4,695)		(4,695)	0.0%	4,695
4520 Skip Hire	1,925	3,300	1,375		1,375	58.3%	
4525 Grave Digging Costs	560	0	(560)		(560)	0.0%	
4530 Trees	454	360	(94)		(94)	126.0%	
4531 Benches	1,904	1,860	(44)		(44)	102.4%	
4532 Plaques	797	125	(672)		(672)	637.7%	
4675 Publicity	0	500	500		500	0.0%	
Cemetery :- Indirect Expenditure	24,103	31,308	7,205	0	7,205	77.0%	4,695
Net Income over Expenditure	3,799	2,616	(1,284)				
6000 plus Transfer from EMR	4,695						
Movement to/(from) Gen Reserve	8,494						
<u>445 Gt St Marys Closed Cemetery</u>							
4029 Salary Recharge	0	1,750	1,750		1,750	0.0%	
4045 Subcontracted Labour	0	1,000	1,000		1,000	0.0%	
4420 Maintenance	0	7,250	7,250		7,250	0.0%	
Gt St Marys Closed Cemetery :- Indirect Expenditure	0	10,000	10,000	0	10,000	0.0%	0
Net Expenditure	0	(10,000)	(10,000)				
<u>450 Playground</u>							
4420 Maintenance	111	5,000	4,889		4,889	2.2%	
Playground :- Indirect Expenditure	111	5,000	4,889	0	4,889	2.2%	0
Net Expenditure	(111)	(5,000)	(4,889)				
<u>460 Rivers Heritage Site & Orchard</u>							
4700 RHSOG	2,214	2,600	386		386	85.1%	
Rivers Heritage Site & Orchard :- Indirect Expenditure	2,214	2,600	386	0	386	85.1%	0
Net Expenditure	(2,214)	(2,600)	(386)				

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>500 Groundsman</u>							
1600 SYPRC Income	500	0	(500)			0.0%	
1603 Public Toilet Income	556	1,000	444			55.6%	
1610 Contract - Other	311	0	(311)			0.0%	
Groundsman :- Income	<u>1,367</u>	<u>1,000</u>	<u>(367)</u>			<u>136.7%</u>	<u>0</u>
4029 Salary Recharge	26,363	34,274	7,911		7,911	76.9%	
4600 Planters	0	1,000	1,000		1,000	0.0%	
4601 Bell St Conveniences Cleaning	510	6,000	5,490		5,490	8.5%	
4602 Bell St Convenience Repairs	0	4,000	4,000		4,000	0.0%	
4615 Ranger's Mower	2,493	1,500	(993)		(993)	166.2%	1,000
4620 Ranger's Tools	1,317	1,000	(317)		(317)	131.7%	
4625 Mower Costs	0	9,000	9,000		9,000	0.0%	
4630 CCTV	2,102	2,500	398		398	84.1%	
4635 CCTV Extension	6,506	5,500	(1,006)		(1,006)	118.3%	
Groundsman :- Indirect Expenditure	<u>39,294</u>	<u>64,774</u>	<u>25,480</u>	<u>0</u>	<u>25,480</u>	<u>60.7%</u>	<u>1,000</u>
Net Income over Expenditure	<u>(37,927)</u>	<u>(63,774)</u>	<u>(25,847)</u>				
6000 plus Transfer from EMR	<u>1,000</u>						
Movement to/(from) Gen Reserve	<u>(36,927)</u>						
<u>600 Fun on the Field</u>							
1670 Event Income	875	1,000	125			87.5%	
Fun on the Field :- Income	<u>875</u>	<u>1,000</u>	<u>125</u>			<u>87.5%</u>	<u>0</u>
4029 Salary Recharge	0	900	900		900	0.0%	
4045 Subcontracted Labour	0	500	500		500	0.0%	
4670 Event Costs	1,387	1,000	(387)		(387)	138.7%	
4675 Publicity	125	100	(25)		(25)	125.0%	
Fun on the Field :- Indirect Expenditure	<u>1,512</u>	<u>2,500</u>	<u>988</u>	<u>0</u>	<u>988</u>	<u>60.5%</u>	<u>0</u>
Net Income over Expenditure	<u>(637)</u>	<u>(1,500)</u>	<u>(863)</u>				
<u>610 Events General</u>							
4670 Event Costs	1,239	1,000	(239)		(239)	123.9%	
4675 Publicity	0	500	500		500	0.0%	
Events General :- Indirect Expenditure	<u>1,239</u>	<u>1,500</u>	<u>261</u>	<u>0</u>	<u>261</u>	<u>82.6%</u>	<u>0</u>
Net Expenditure	<u>(1,239)</u>	<u>(1,500)</u>	<u>(261)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
620 Christmas Festival							
1670 Event Income	870	400	(470)			217.5%	
Christmas Festival :- Income	870	400	(470)			217.5%	0
4029 Salary Recharge	0	1,000	1,000		1,000	0.0%	
4045 Subcontracted Labour	1,140	350	(790)		(790)	325.7%	
4670 Event Costs	1,734	1,000	(734)		(734)	173.4%	
4675 Publicity	668	500	(168)		(168)	133.6%	
4685 Christmas Lights	2,081	15,000	12,919		12,919	13.8%	
4690 Competitions	59	600	541		541	9.0%	
Christmas Festival :- Indirect Expenditure	5,682	18,450	12,768	0	12,768	30.8%	0
Net Income over Expenditure	(4,812)	(18,050)	(13,238)				
630 Markets							
1670 Event Income	0	7,500	7,500			0.0%	
Markets :- Income	0	7,500	7,500			0.0%	0
4675 Publicity	0	3,000	3,000		3,000	0.0%	
Markets :- Indirect Expenditure	0	3,000	3,000	0	3,000	0.0%	0
Net Income over Expenditure	0	4,500	4,500				
640 Projects							
4710 Hanging Baskets	0	1,500	1,500		1,500	0.0%	
4715 Planters Project	0	500	500		500	0.0%	
4720 Town Green	2,785	10,000	7,215		7,215	27.9%	2,785
4725 Fair Green	0	1,200	1,200		1,200	0.0%	
4735 Remembrance Day	150	250	100		100	60.0%	
4740 War Memorial	0	1,000	1,000		1,000	0.0%	
Projects :- Indirect Expenditure	2,935	14,450	11,515	0	11,515	20.3%	2,785
Net Expenditure	(2,935)	(14,450)	(11,515)				
6000 plus Transfer from EMR	2,785						
Movement to/(from) Gen Reserve	(150)						
660 Town Selfie Walk							
4029 Salary Recharge	0	500	500		500	0.0%	
4670 Event Costs	452	0	(452)		(452)	0.0%	
4675 Publicity	0	500	500		500	0.0%	
4681 Promotional Equipment	0	1,000	1,000		1,000	0.0%	
Town Selfie Walk :- Indirect Expenditure	452	2,000	1,548	0	1,548	22.6%	0
Net Expenditure	(452)	(2,000)	(1,548)				

Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>700 Sawbodus</u>							
1150 Grants Received	1,000	6,000	5,000			16.7%	
1151 STC Subsidy	0	15,000	15,000			0.0%	
1800 Fares	5,772	10,000	4,228			57.7%	
1820 Fuel Rebate	1,568	1,200	(368)			130.7%	
1830 Sponsorship	5,320	5,000	(320)			106.4%	
Sawbodus :- Income	13,660	37,200	23,540			36.7%	0
4029 Salary Recharge	18,021	19,576	3,555		3,555	81.8%	
4045 Subcontracted Labour	908	2,000	1,092		1,092	45.4%	
4800 Fuel	5,312	9,250	3,938		3,938	57.4%	
4805 Vehicle Maintenance	6,884	2,600	(4,284)		(4,284)	264.8%	
4810 Vehicle Tax & Insurance	1,809	2,000	191		191	90.4%	
4815 Vehicle Hire	0	1,000	1,000		1,000	0.0%	
4816 Community Bus Reserve	0	10,000	10,000		10,000	0.0%	
Sawbodus :- Indirect Expenditure	30,935	46,426	15,491	0	15,491	66.6%	0
Net Income over Expenditure	(17,275)	(9,226)	8,049				
<u>800 Heffer GL61</u>							
1850 Vehicle Hire Income	220	1,000	780			22.0%	
Heffer GL61 :- Income	220	1,000	780			22.0%	0
4800 Fuel	721	900	179		179	80.1%	
4805 Vehicle Maintenance	1,074	1,200	126		126	89.5%	
4810 Vehicle Tax & Insurance	1,076	1,500	(426)		(476)	131.8%	
Heffer GL61 :- Indirect Expenditure	3,771	3,600	(171)	0	(171)	104.8%	0
Net Income over Expenditure	(3,551)	(2,600)	951				
<u>810 Rangers Truck FT63</u>							
4800 Fuel	1,188	2,000	812		812	59.4%	
4805 Vehicle Maintenance	784	1,500	716		716	52.2%	
4810 Vehicle Tax & Insurance	1,085	1,500	415		415	72.3%	
Rangers Truck FT63 :- Indirect Expenditure	3,057	5,000	1,943	0	1,943	61.1%	0
Net Expenditure	(3,057)	(5,000)	(1,943)				
<u>820 Rangers Truck #2</u>							
4800 Fuel	754	1,200	446		446	62.8%	
4805 Vehicle Maintenance	1,957	1,500	(457)		(457)	130.5%	
4810 Vehicle Tax & Insurance	1,381	1,000	(381)		(381)	138.1%	
Rangers Truck #2 :- Indirect Expenditure	4,071	3,700	(371)	0	(371)	110.0%	0
Net Expenditure	(4,071)	(3,700)	371				

14:33 Detailed Income & Expenditure by Budget Heading 01/01/2024

Month No: 9

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
910 Town Action Plan							
4910 Town Action Plan Costs	392	500	108		108	76.3%	
Town Action Plan :- Indirect Expenditure	392	500	108	0	108	76.4%	0
Net Expenditure	(392)	(500)	(108)				
Grand Totals:- Income	483,315	619,922	36,607			93.0%	
Expenditure	369,385	647,647	178,292	0	178,292	67.4%	
Net Income over Expenditure	113,960	(27,725)	(141,686)				
plus Transfer from EMR	12,330						
Movement to/from Gen Reserve	126,290						

Bank Reconciliation up to 31/12/2023 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
07/11/2023	Credits	-191.11			-191.11	<input type="checkbox"/>	Southern Electric
07/11/2023	Creditd	-297.04			-297.04	<input type="checkbox"/>	Southern Electric
07/11/2023	Credits	463.62			463.62	<input type="checkbox"/>	Southern Electric
21/11/2023	2274	146.80		146.80		R <input checked="" type="checkbox"/>	Petty Cash
01/12/2023	DD1	780.84		780.84		R <input checked="" type="checkbox"/>	Techwysc
01/12/2023	Direct		35.00	35.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/12/2023	DD2	376.66		376.66		R <input checked="" type="checkbox"/>	The Fuelcard Company
04/12/2023	Direct		12.18	12.18		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/12/2023	Direct		28.74	28.74		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/12/2023	Direct		403.82	403.82		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/12/2023	Direct		120.00	120.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/12/2023	500387		436.70	436.70		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/12/2023	500389		209.30	209.30		R <input checked="" type="checkbox"/>	Receipt(s) Banked
06/12/2023	DD	42.00		42.00		R <input checked="" type="checkbox"/>	WESTWOOD PARK FARM LTD
06/12/2023	7963	5,485.72		5,485.72		R <input checked="" type="checkbox"/>	Airdrome Cars Ltd
08/12/2023	Direct		660.00	660.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
11/12/2023	DD1	167.65		167.65		R <input checked="" type="checkbox"/>	The Fuelcard Company
11/12/2023	DD3	260.28		260.28		R <input checked="" type="checkbox"/>	Everflow Water
12/12/2023	DD4	1,020.00		1,020.00		R <input checked="" type="checkbox"/>	Wallon Lane Audio Services
13/12/2023	DD5	42.00		42.00		R <input checked="" type="checkbox"/>	WESTWOOD PARK FARM LTD
14/12/2023	7954	120.00		120.00		R <input checked="" type="checkbox"/>	Jim Meade
14/12/2023	DD6	904.00		904.00		R <input checked="" type="checkbox"/>	East Herts District Council
15/12/2023	DD8	79.20		79.20		R <input checked="" type="checkbox"/>	Francotyp-Postalia Limited
15/12/2023	7941					R <input checked="" type="checkbox"/>	Carter, Laura
15/12/2023	7942					R <input checked="" type="checkbox"/>	Sargant, Joanne
15/12/2023	7943					R <input checked="" type="checkbox"/>	Parrish, Stephen
15/12/2023	7944					R <input checked="" type="checkbox"/>	Dale, Lisa
15/12/2023	7945					R <input checked="" type="checkbox"/>	Jones, John
15/12/2023	7946					R <input checked="" type="checkbox"/>	Derrick, Viv
15/12/2023	7947					R <input checked="" type="checkbox"/>	Hunt, Christopher
15/12/2023	7948					R <input checked="" type="checkbox"/>	Robinson, Adrian
15/12/2023	7949					R <input checked="" type="checkbox"/>	Crank, Darren
15/12/2023	7950					R <input checked="" type="checkbox"/>	Langley, Graham
15/12/2023	DD3	50.40		50.40		R <input checked="" type="checkbox"/>	Quartix Limited
15/12/2023	DD4	103.14		103.14		R <input checked="" type="checkbox"/>	Workplace Drink Solutions Limi
15/12/2023	DD7	57.60		57.60		R <input checked="" type="checkbox"/>	Affinity One Security Solution
18/12/2023	dd9	266.13		266.13		R <input checked="" type="checkbox"/>	The Fuelcard Company
18/12/2023	7916	5,658.09		5,658.09		R <input checked="" type="checkbox"/>	HMRC
18/12/2023	7917	2,680.13		2,680.13		R <input checked="" type="checkbox"/>	Herts County Council
18/12/2023	DD5	17.31		17.31		R <input checked="" type="checkbox"/>	Lloyds Bank plc
18/12/2023	Direct		35.00	35.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
18/12/2023	Direct		400.00	400.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/12/2023	7918	458.47		458.47		R <input checked="" type="checkbox"/>	NEST
20/12/2023	DD6	42.00		42.00		R <input checked="" type="checkbox"/>	WESTWOOD PARK FARM LTD
20/12/2023	Direct		1,400.00	1,400.00		R <input checked="" type="checkbox"/>	Receipl(s) Banked
21/12/2023	DD6	30.00		30.00		R <input checked="" type="checkbox"/>	SDH Window Cleaning
21/12/2023	7956	663.54		663.54		R <input checked="" type="checkbox"/>	Home & Office Fire Extinguishe
21/12/2023	DD4	200.32		200.32		R <input checked="" type="checkbox"/>	Engie Gas

Bank Reconciliation up to 31/12/2023 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
22/12/2023	7961	414.86		414.86		R <input type="checkbox"/>	The Anglia Sign Casting Compan
22/12/2023	7962	3,408.00		3,408.00		R <input type="checkbox"/>	Lodge & Sons (Builders) Limite
22/12/2023	7965	262.45		262.45		R <input type="checkbox"/>	Cater for You
22/12/2023	7964	416.00		416.00		R <input type="checkbox"/>	The Society of Local Council C
22/12/2023	7967	66.16		66.16		R <input type="checkbox"/>	Ernest Doe & Sons Ltd
22/12/2023	7966	174.83		174.83		R <input type="checkbox"/>	East Herts District Council
22/12/2023	7968	741.60		741.60		R <input type="checkbox"/>	Design Chambers Limited
22/12/2023	7969	55.14		55.14		R <input type="checkbox"/>	Link Global Services Ltd
22/12/2023	7970	36.74		36.74		R <input type="checkbox"/>	Huws Gray Ltd
22/12/2023	7971	650.00		650.00		R <input type="checkbox"/>	Tree Surgery Landscaping Contr
22/12/2023	7972	92.94		92.94		R <input type="checkbox"/>	Initial Washroom Hygiene
22/12/2023	7965/b	0.11		0.11		R <input type="checkbox"/>	Cater for You
27/12/2023	BCARD	63.96		63.96		R <input type="checkbox"/>	Amazon Services Europe
27/12/2023	BCARD2	39.96		39.96		R <input type="checkbox"/>	Oypla.comLLP
27/12/2023	BCARD3	600.00		600.00		R <input type="checkbox"/>	TFH Gazebos
27/12/2023	BCARD4	230.38		230.38		R <input type="checkbox"/>	Bookers Limited
27/12/2023	BCARD5	12.99		12.99		R <input type="checkbox"/>	Amazon.co.uk
27/12/2023	BCARD6	15.56		15.56		R <input type="checkbox"/>	Amazon.co.uk
27/12/2023	BCARD7	115.64		115.64		R <input type="checkbox"/>	The Workplace Depot Limited
27/12/2023	BCARD8	79.33		79.33		R <input type="checkbox"/>	Tesco Stores Ltd
27/12/2023	BCARD9	10.95		10.95		R <input type="checkbox"/>	Viaan Enterprise Limited
27/12/2023	BCARD10	-298.90		-298.90		R <input type="checkbox"/>	Wholesale Sweets
27/12/2023	BCARD11	15.99		15.99		R <input type="checkbox"/>	Amazon Services Europe
27/12/2023	BCARD12	7.49		7.49		R <input type="checkbox"/>	Amazon Services Europe
27/12/2023	BCARD13	35.98		35.98		R <input type="checkbox"/>	Amazon Services Europe
27/12/2023	BCARD14	30.00		30.00		R <input type="checkbox"/>	Dorringtons
27/12/2023	BCARD15	41.97		41.97		R <input type="checkbox"/>	The Range
27/12/2023	BCARD16	86.40		86.40		R <input type="checkbox"/>	City Electrical Factors Limite
27/12/2023	BCARD17	32.67		32.67		R <input type="checkbox"/>	Amazon.co.uk
27/12/2023	BCARD18	15.98		15.98		R <input type="checkbox"/>	Screwfix
27/12/2023	BCARD19	24.90		24.90		R <input type="checkbox"/>	Screwfix
27/12/2023	BCARD20	33.96		33.96		R <input type="checkbox"/>	Toolstation
27/12/2023	DD1	299.16		299.16		R <input type="checkbox"/>	The Fuelcard Company
27/12/2023	DD3	42.00		42.00		R <input type="checkbox"/>	WESTWOOD PARK FARM LTD
28/12/2023	DD1	207.06		207.06		R <input type="checkbox"/>	Citation Limited
28/12/2023	DIRECT	120.00		120.00		R <input type="checkbox"/>	A Errington Neilson
29/12/2023	DD2	624.66		624.66		R <input type="checkbox"/>	EDF Energy
29/12/2023	DD3	258.00		258.00		R <input type="checkbox"/>	Onecom Limited
29/12/2023	DD	46.10		46.10		R <input type="checkbox"/>	Dulux Decorator Centre
29/12/2023	Direct		869.56	869.56		R <input type="checkbox"/>	Receipt(s) Banked
		50,414.82	4,610.30				

Signatory 1:

Name Signed Date

