

# Sawbridgeworth Town Council

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



MAYOR  
Cllr Reece Smith

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TOWN CLERK  
Christopher Hunt

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

## MEETING OF THE TOWN COUNCIL

You are summoned to attend the meeting of the town council to be held at Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 25th November 2024** commencing at **7pm** to transact the business set out in the agenda below.

Town Clerk  
20<sup>th</sup> November 2024

## AGENDA

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

### **24/88 APOLOGIES FOR ABSENCE**

[👏] To receive any apologies for absence

### **24/89 DECLARATIONS OF PECUNIARY INTEREST**

To receive any Declarations of Pecuniary Interest by Members

### **24/90 MINUTES**

[📄] [👏]

To approve as a correct record the minutes of the Meeting of the town council held on 28<sup>th</sup> October 2024 (M05)  
*[Attached Appendix A]*

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

Action	Owner	Update
To respond to the two questions received prior to the meeting by email.	Cllrs Nathan Parsad-Wyatt and Cllr Ruth Buckmaster	Response by email sent On the 11 <sup>th</sup> November 2024. Dear David, Thank you for your questions. We have provided some clarification on the topics you raised below. The Development Management Committee (DMC) is a cross-party committee comprising 12 councillors. Any development proposals involving more than 10 houses must go before the

		<p>DMC, ensuring that all significant projects are carefully considered. Officer reports presented to the DMC are thorough and must adhere to the National Planning Policy Framework (NPPF), which sets out standards to improve economic, social, and environmental conditions. As DMC members, we review all relevant documents, including all consultations, to ensure we are fully informed before making decisions.</p> <p>Our role as DMC members is also to scrutinise the officers' recommendations, examining their alignment with the NPPF objectives. Recently, for example, a DMC application was 'called in' by a councillor, demonstrating the Committee's commitment to active oversight.</p> <p>Regarding your second question, the 'Call for Sites' process is currently underway, but neither councillors nor the public have been informed of the suggested sites at this stage. These sites will undergo a sifting process to assess their suitability, and any updates will be communicated in due course. As part of the District Plan Review, we have so far had two workshops with officers and district councillors, which allow for discussion and input into the evolving plan.</p> <p>We recognise the importance of transparency in the District Plan Review process. While it is not currently a standing agenda item at full Council or Planning Committee meetings, the process is ongoing, and we are committed to keeping both councillors and the public updated as we move forward. Additionally, both the Sawbridgeworth Town Council Planning Committee and the Full Council will actively scrutinise any sites that come forward in the District Plan and will submit comments as part of the consultation process, ensuring thorough local input.</p> <p>We hope this addresses your questions, Best regards, Cllr Ruth Buckmaster - District &amp; Town Councillor Cllr Nathan Parsad-Wyatt - Town Councillor</p>
To write to EHDC planning department to enquire if Sawbridgeworth	Clerk	<p>Email sent 30<sup>th</sup> October 2024 awaiting a response</p> <p>Response – Jackie Bruce 106 Manager</p> <p>Identifying potential Section 106 contributions - I work closely with</p>

<p>Town Council members can send in a wish list for investment from section 106 contract negotiations.</p>		<p>Planning Officers to ensure the East Herts Section 106 contributions that are identified and included in legal agreements are in accordance with the legislation requirements and local need to mitigate the proposed development – that is all identified contributions must be necessary, directly related and reasonable in scale to the development.</p> <p>All East Herts contributions and obligations are sought and calculated in accordance with the current Local Plan and specific Supplementary Planning Documents (SPD's) requirements. These, along with the associated calculation spreadsheets, can be found on the Planning Policy Supplementary Planning Documents webpages. However, there are constraints on what these contributions can be allocated to, for example they are usually for capital projects and we cannot use the East Herts contributions as revenue or to fund educational establishments as these are funded from Hertfordshire County Council contributions.</p> <p>For more information on East Herts contributions and project funding including how to let me know of any funding requirements, please refer your Members to the Section 106 funding information on the council's website - Section 106 Agreements and Funding for Projects   East Herts District Council</p> <p>Regarding the SAWB4 development - it is my understanding the planning application was granted in 2020 and is awaiting the sign off of the agreed Legal Agreement so it is not possible to include further financial contribution obligations. Should this situation change or further major developments come forward, we would be happy to look again at the financial contributions required as per the requirements of the Local Plan and associated Supplementary Planning Documents (SPDs). But I must emphasise that all contributions are subject to agreement with the developer and must be in accordance with the planning legislation requirements now in place.</p> <p>Future developments and potential S106 contributions in Sawbridgeworth - you may recall that I have previously</p>
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		<p>requested ideas to add to my list of 'potential S106 projects' to help support this process and I am very happy to work with Sawbridgeworth Town Council and local organisations to see if any of their proposed projects can be funded from any future developments in the local area.</p> <p>Please email me directly or ask your Members and local organisations to use the 'Expressions of Interest' form on the website to let me know of any funding requirements locally so I have a formal audit trail for S106 funding proposals.</p>
To write to Waste and Recycling to ask for clearer messaging regarding local projects.	Clerk	<p>Email sent 30th October 2024 awaiting a response.</p> <p>Cllr Eric Buckmaster has advanced this enquiry and is waiting a response on the observations from Cllrs on the planned removal of litter bins.</p>
To explore why the four parking places for the nursery have been given in the Bell St car park and other approaches to rent spaces have been turned down by EHDC.	Cllr Angus Parsad-Wyatt	<p>Response from EHDC officer</p> <p>The Elms Cherish Day Nursery was originally held on a long lease and granted 4 parking bays connected to the business which did not form part of the public car park. The property was sold on 16th June 2008.</p> <p>Under the TP1 it states that Rights granted to the transferor is for access and egress over the car park and to and from the Designated Parking Spaces - which remained at this stage adjacent to the public parking bays.</p> <p>To allow the development of the Central Surgery, circa 2018, the bays were moved into the car park. This was a decision of which the council was duty bound - to provide as an alternative, to make the development possible and fulfil the rights provided under the transfer of sale.</p>

24/91

#### PLANNING COMMITTEE



**To receive and note** the minutes of the Planning Committee held on 28<sup>th</sup> October 2024 (P09) [Attached Appendix B]



**To receive and note** the draft minutes of the Planning Committee held on 11<sup>th</sup> November 2024 (P010) [Attached Appendix B]

24/92

#### LEVENTHORPE SWIMMING POOL

**To debate and resolve** the following matters, in line with the virtual agreement to send a letter on Monday, 18th November, due to the impending deadline for the school closure in December.



*This council resolves to write to the Minister for School Standards, the Minister for Early Education, and the Member of Parliament for Hertford & Stortford urging them to reinstate the funding required to keep Leventhorpe Pool open for two years, to allow stakeholders to work collaboratively to explore sustainable funding options and alternative models that could ensure the pool's long-term viability.*  
*Cllr Angus Parsad-Wyatt*

**24/93 PUBLIC FORUM**

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

**24/94 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**

To receive mayor's appointments and communications

**24/95 REPRESENTATIVES REPORTS**

[📎]

To receive representatives reports from:

- County Councillor
- District Councillors
- Hertfordshire Police
- Other Representatives
  - Cllr R Buckmaster SYPRC, RHSO
  - Cllr A Furnace Sustainable Sawbridgeworth
  - Cllr S Penney Sports Association
  - Cllr S Smith The Hailey Centre

*[Attached Appendix C]*

**24/96**

**TOWN CLERK REPORT**

[📎]

To receive and note clerk's report for the month of November 2024.

*[Attached Appendix D]*

**24/97**

**TOWN PROJECT MANAGERS REPORT**

[📎][👉]

**To Debate and Resolve** to continue planning a VE Day 80 event for the town cost implication of £5000 would need to be factored in to next years budget if a larger scale event is required.

*[Attached Appendix E]*

**24/98**

**SAWBRIDGEWORTH TOWN MARKET**

[📎]

To receive an update on the town market project.

*[Attached Appendix F]*

**24/99**

**WINTER ROAD TREATMENT**

[📎]

To receive an update from the town Clerk on the preparation to assist in winter road treatment in Bell Street and access to the Doctors Surgery whilst County Officers resolve the current situation.

*[Attached Appendix G]*

*Cllr John Rider*

**24/100**

**EAST HERTS DISTRICT COUNCIL'S COMMUNITY GOVERNANCE REVIEW**

[👉][📎]

**To debate and resolve** an official response from Sawbridgeworth Town Council to the review.

East Hertfordshire District Council (EHDC) has initiated a Community Governance Review (CGR) and opened a public consultation. The deadline for submitting responses is 6th January. This meeting represents our final opportunity to discuss the review as a council and formulate our official response.

*[Attached Appendix H]*

*Cllr Angus Parsad-Wyatt*

- 24/101 SECTION 106 FUNDING**  
[C] ***To Debate and Resolve*** to create a 'wish list' for any future Section 106 funding as detailed in the Clerks report  
*[Attached Appendix I]*
- 24/102 FINANCIAL REPORT**  
[C] To note the current Financial Report  
*[Attached Appendix J]*
- 24/103 ACCOUNTS FOR PAYMENT**  
To note and approve accounts for payment.
- 24/104 ITEMS FOR FUTURE AGENDAS**  
To note any items for future agendas.

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

# **Appendix A**

# SAWBRIDGEWORTH TOWN COUNCIL

## MEETING OF THE TOWN COUNCIL

### Minutes

of the Meeting of Sawbridgeworth Town Council held at 7:00pm in the Council Chamber, Sayesbury Manor, Bell Street on **Monday 28<sup>th</sup> October 2024.**

#### Those present

Cllr Eric Buckmaster  
Cllr Ruth Buckmaster  
Cllr Annelise Furnace  
Cllr Salvatore Pagdades  
Cllr Angus Parsad-Wyatt

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

#### In attendance:

Town Clerk  
Officer Lisa Nolan

12 x Members of the public  
1 x Member of the press

Welcome by the Town Mayor.

Thought for the day was read by Cllr Greg Rattey.

#### 24/74 APOLOGIES FOR ABSENCE

Cllrs Simon Penney, Dawn Newell  
*[prop Cllr Nathan Parsad-Wyatt; sec'd Cllr Ruth Buckmaster]*

#### 24/75 DECLARATIONS OF PECUNIARY INTEREST

No declarations of pecuniary interest were declared.

#### 24/76 MINUTES

**Resolved:** To approve as a correct record the minutes of the meeting of the town council held on 22nd July 2024 (M03)  
*[prop Cllr Greg Rattey; sec'd Cllr Ruth Buckmaster]*

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

Action	Owner	Update
The County Councillors report included that there has been a 20% rise in bus use in the County, can this research be broken down to show use in Sawbridgeworth	Cllr Eric Buckmaster	This detail was not recorded as part of the survey.
Email Taylor Wimpy to ask if they would assist in funding the resurfacing of footpath 9	Clerk	Response received 3 <sup>rd</sup> October 2024, 'I can confirm that Taylor Wimpey's position remains the same. As the footpath in question is owned and managed by Hertfordshire County Council then Taylor Wimpey has no

		<i>objection to them upgrading this'.</i>
<i>To enquire with EHDC to assess if the market can be situated in the Bell Street car park</i>	<i>Clerk</i>	Email sent to EHDC 9 <sup>th</sup> October 2024 and chaser sent 21 <sup>st</sup> October 2024, update on Clerks report for the market update later in the agenda.
<i>To contact other youth groups to assess if alternative groups would want a representative to attend civic functions with the Mayor for one year.</i>	<i>Clerk</i>	Commissioners emailed for Scouts and Guides 2 <sup>nd</sup> October 2024 and chaser sent 21 <sup>st</sup> October 2024 to both. Awaiting response from Guides and Scouts

## 24/77 PLANNING COMMITTEE

**Received and noted:** the minutes of the planning committee held on 30<sup>th</sup> September 2024 (P07)

**Received and noted:** the draft minutes of the planning committee held on 14th October 2024 (P08)

## 24/78 PUBLIC FORUM

Cllr Eric Buckmaster explained the management and governance framework of Leventhorpe Swimming Pool and how the recent decision has been reached to close the pool due to the school funding being withdrawn and East Herts Council being unable to fund education.

**Q1** Would it be possible for the school to lease the pool and create a Community Interest Company (CIC) for the pool to be managed by the town and community?

Cllr Eric Buckmaster stated this decision would need to be with the school but they are also facing huge decommissioning costs.

**Q2** How long would Government funding keep the pool open for?  
Operating hours could be extended to increase the revenue generated to reinvest into the pool and keep it open.

Cllr Angus Parsad-Wyatt answered, we will not know the figure of money the government funding may be if awarded or for how long. Also the costs involved in keeping a swimming pool are spiralling and the commercial set up would need to make it more sustainable.

**Q3** Could solar panels be put on the roof to make it more sustainable? I think the pool has been run down on purpose.

Cllr Annelise Furnace stated, there are some good sustainable additions that could assist, there is a company putting data centres in swimming pools to disperse the heat and make it more sustainable.

Cllr Nathan Parsad-Wyatt, I believe the key is to ensure the local MP is aware of the local feeling by promoting the petition which can be used to demonstrate to the Government that funding is necessary.

Members of the public, one working at the pool explained that the pool was empty throughout the day and Leventhorpe do not use it for their pupils.

**Q4** Four junior schools in the town use the pool for lessons and due to the cost to get children on transport to Grange Paddocks would make this unaffordable for most parents. We are failing our children.

Cllr Eric Buckmaster explained he has asked East Herts to ensure there is provision to take the children from Leventhorpe to fit them time in Grange Paddocks.

Cllr Angus Parsad-Wyatt stated this was part of the case the town need to make to make it clear to the Government why we need our pool.

**Resolved;** Cllr Reece Smith asked if members wanted to extend the 15-minute public forum for a further five minutes.

*[prop Cllr Nathan Parsad-Wyatt; sec'd Cllr Ruth Buckmaster]*

**Q5** The pool is more a sensory place to assist people with there mental health and wellbeing due to it being quite intimate and quiet. If we get to the closing date and we haven't received the funding will the pool ever open again?

Cllr Reece Smith stated that all councillors will be doing everything they can to try and keep the pool open.

Cllr Angus Parsad-Wyatt stated that funding will be needed to either keep the pool open or decommission it. But councillors will continue to fight for the pool.

Cllr Steve Smith states he is in dialogue with he MP Josh Dean and he is aware funding for the long term will be needed but he will be supporting the town with its campaign.

**Q6** Why wasn't some of the money from developments in the town not used to go towards the pools funding? If the public knew about this in the summer more arrangements could have been made to increase pool use.

Cllr Reece Smith stated the money from developments could not be used for running costs, but could have been used for improvements.

Cllr Eric Buckmaster stated he covers off 106 development funding in his report, he was working trying to keep the pool open and it was for East Herts Council and the school to inform people when they came to the decision to close the pool.

2 x further written questions were received being.

1. Are our district councillors confident that planning officers are making decisions which will improve the 'economic, social and environmental conditions of the area' as the NPPF puts it, and are such decisions monitored against these criteria?

2. Is this council aware of any new sites proposed for further development in Sawbridgeworth and will the District Plan Review now be a standing agenda item at full council and/or Planning Committee meetings so that the process is fully transparent?



which Cllr Ruth Buckmaster and Nathan Parsad-Wyatt stated they will respond to in writing.

ACTION; Cllrs Nathan Parsad Wyatt and Ruth Buckmaster to respond to the two questions received prior to the meeting by email.

\*\*\*\*\* 7 members of the public leave \*\*\*\*\*

**24/79 TOWN ACTION PLAN AND AMENITIES COMMITTEE**

**Noted;** the draft minutes of the Town Action Plan and Amenities Committee held on 14<sup>th</sup> October 2024 (T02)

**24/80 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**

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

- Visited sunflower house in the Maltings a charity offering counselling sessions and drop-in sessions.
- Attended the annual apple day event with his family
- Attended the well-beloved club lunch for the over 65's.
- Attended the fun games night in Bishops Stortford
- Attended Mandeville school to hand out awards to the mini police students.
- Held my charity bingo night and raised £1500
- Visited the new squirrels branch of the scouts
- Attended the town twinning event with our German guests.

**24/81 REPRESENTATIVES REPORTS**

**Received and noted:** Representatives reports from:

- County Councillor E Buckmaster additionally added.
  - Explained 106 funding from local developments and detailed where this was allocated.
    - A vast proportion of the funds went to extend Mandeville School to two forms of entry.
    - The roundabout junction at West Road which may be used for an alternative upgrade
    - Central Surgery
    - Hailey Centre
    - The library
    - Bullfields
    - Travel plan monitoring
    - Grange Paddocks
    - Allotment allocation
    - 40% of affordable homes
  - Flood improvements were working well
  - Yellow lines had been painted in Bullfields
  - 20mph in the Northeast of the town is progressing and residents in the east of the town are requesting the same
  - Some pavements have been resurfaced
  - The lights on the footpath near the sports club have been installed ready for the winter
  - Various request for yellow lines are being considered.

**Questions**

Cllr Ruth Buckmaster, are there any Sawbridgeworth schools receiving air purifiers.

Cllr Eric Buckmaster stated these were for Infant schools only and

he didn't think any of the town's schools were receiving them.

Cllr Ruth Buckmaster

- Explained the five-year housing supply which is a government target for sites and approved developments. This equates to 800 homes for East Herts District. A development in Buntingford was refused but granted on appeal due to EHDC not hitting the five-year housing supply target.
- Sawb4 will start if the reserved matters are resolved

Questions

Cllr Annelise Furnace asked if councillors would have sight of the 106 funding suggestions.

Cllr Ruth Buckmaster stated that district councillors do not get to see the proposals until the officers send over their report with the agreed funding.

Cllr Angus Parsad-Wyatt stated that money will be allocated to schools and GP surgeries firstly. Sawb4 is a smaller development than the previous West Road ones.

Cllr Eric Buckmaster stated that agreements at committee for funding can be seen historically but these can be changed later by officers within the district council. With funding earmarked for Grange Paddocks or Leventhorpe we would not see those decisions initially. He has also noted errors in legal agreements he will be requesting that members in the Town Council are consulted as they know what is needed locally.

Cllr Nathan Parsad-Wyatt explained that 106 money is an agreement between the developer and the council granting the planning permission. This forms part of a contract agreement being drawn up and this is why locally these agreements are not shared. The council can highlight a wish list for investment but will not be involved in the negotiations. He highlighted that the Sawb4 agreement is now 5 years old and the economic environment has changed and this will alter the investment.

ACTION: The Clerk to write to EHDC planning department to enquire if Sawbridgeworth Town Council members can send in a wish list for investment from section 106 contract negotiations.

Cllr John Rider asked if Cllr Ruth Buckmaster could let him know about the recycling project for soft plastics and the blue bags as he feels communication has not been consistent across the town.

Cllr Ruth Buckmaster states the project was sent out to only part of the town to assess its success.

ACTION; Clerk to write to Waste and Recycling to ask for clearer messaging regarding local projects.

Cllr Angus Parsad-Wyatt

- Discussed community governance review is about to start and a consultation with the community to give everyone an opportunity to assess views and creating separate wards within the town.
- East Herts has apposed the decision to withdraw the winter fuel allowance and has written to the chancellor and is liaising with the four MP's covering East Herts. A campaign is being set up to raise awareness for the community regarding pension credit as many are eligible but do not claim this.

Cllr Greg Rattey asked the district Councillors why the Sawbridgeworth Day Nursery have four allocated parking spaces when other requests have been made, they have been refused.

Cllr Angus Parsad-Wyatt explained there is a carparking review taking place but renting or buying spaces is proving a problem, but he will raise the issue.

**ACTION;** Cllr Angus Parsad-Wyatt to explore why the four parking places for the nursery have been given and other approaches to rent spaces have been turned down by EHDC.

Cllr Salvatore Pagdades

- updated on local police surgeries and the walk and talk they are completing in Bell Street and encouraged Councillors to join them.
- He will try to set up a cross-border meeting with Herts and Essex
- He updated the increased ASB patrols in the town and the targeted approach these now take.

Cllr Ruth Buckmaster RHSO

- Has taken delivery of 1000 bottles of apple juice with three varieties.
- The new 300 anniversary logo will be on the bottles.

Cllr Annelise Furnace

- Highlighted on the date for Tidy Up Sawbridgeworth is the 9<sup>th</sup> November.

- 24/82 TOWN CLERK REPORT**  
*Received and noted:* the clerk's report for the month of October 2024.
- 24/83 TOWN PROJECTS MANAGER REPORT**  
*Received and noted:* the Town Project Managers report for October 2024, a reminder was made in relation to Remembrance Sunday parade on 10<sup>th</sup> November at 2:50pm.
- 24/84 SAWBRIDGEWORTH TOWN MARKET**  
*Noted;* the current position of the town market project, a request has been made to use the Bell Street car park and EHDC are considering this request.
- 24/85 FINANCIAL REPORT**  
*Noted:* The current Financial Report
- 24/86 ACCOUNTS FOR PAYMENT**  
*Noted and Approved:* Accounts for payment.
- 24/87 ITEMS FOR FUTURE AGENDAS**
- Cllr Steve Smith requested the Hailey Centre representative report be added.
  - Cllr Angus Parsad-Wyatt requested a motion to be added to write a letter attached to the petition to MPs for the Treasury and Department of Education regarding the closing of the Leventhorpe Swimming Pool in November's meeting.

Meeting ended at 8:14 pm

Action	Owner	Update
To respond to the two questions received prior to the meeting by email.	Cllrs Nathan Parsad-Wyatt and Cllr Ruth Buckmaster	<p>Response by email sent On the 11<sup>th</sup> November 2024.</p> <p>Dear David,</p> <p>Thank you for your questions. We have provided some clarification on the topics you raised below.</p> <p>The Development Management Committee (DMC) is a cross-party committee comprising 12 councillors. Any development proposals involving more than 10 houses must go before the DMC, ensuring that all significant projects are carefully considered. Officer reports presented to the DMC are thorough and must adhere to the National Planning Policy Framework (NPPF), which sets out standards to improve economic, social, and environmental conditions. As DMC members, we review all relevant documents, including all consultations, to ensure we are fully informed before making decisions.</p> <p>Our role as DMC members is also to scrutinise the officers' recommendations, examining their alignment with the NPPF objectives. Recently, for example, a DMC application was 'called in' by a councillor, demonstrating the Committee's commitment to active oversight.</p> <p>Regarding your second question, the 'Call for Sites' process is currently underway, but neither councillors nor the public have been informed of the suggested sites at this stage. These sites will undergo a sifting process to assess their suitability, and any updates will be communicated in due course. As part of the District Plan Review, we have so far had two workshops with officers and district councillors, which allow for discussion and input into the evolving plan. We recognise the importance of transparency in the District Plan Review process. While it is not currently a standing agenda item at full Council or Planning Committee meetings, the process is ongoing, and we are committed to keeping both councillors and the public updated as</p>

		<p>we move forward. Additionally, both the Sawbridgeworth Town Council Planning Committee and the Full Council will actively scrutinise any sites that come forward in the District Plan and will submit comments as part of the consultation process, ensuring thorough local input.</p> <p>We hope this addresses your questions,</p> <p>Best regards,</p> <p>Cllr Ruth Buckmaster - District &amp; Town Councillor</p> <p>Cllr Nathan Parsad-Wyatt - Town Councillor</p>
<p>To write to EHDC planning department to enquire if Sawbridgeworth Town Council members can send in a wish list for investment from section 106 contract negotiations.</p>	Clerk	<p>Email sent 30<sup>th</sup> October 2024 awaiting a response</p> <p>Response – Jackie Bruce 106 Manager</p> <p>Identifying potential Section 106 contributions - I work closely with Planning Officers to ensure the East Herts Section 106 contributions that are identified and included in legal agreements are in accordance with the legislation requirements and local need to mitigate the proposed development – that is all identified contributions must be necessary, directly related and reasonable in scale to the development.</p> <p>All East Herts contributions and obligations are sought and calculated in accordance with the current Local Plan and specific Supplementary Planning Documents (SPD's) requirements. These, along with the associated calculation spreadsheets, can be found on the Planning Policy Supplementary Planning Documents webpages. However, there are constraints on what these contributions can be allocated to, for example they are usually for capital projects and we cannot use the East Herts contributions as revenue or to fund educational establishments as these are funded from Hertfordshire County Council contributions.</p> <p>For more information on East Herts contributions and project funding including how to let me know of any funding requirements, please refer your Members to the Section 106 funding information on the council's website - Section 106 Agreements</p>

		<p>and Funding for Projects   East Herts District Council</p> <p>Regarding the SAWB4 development - it is my understanding the planning application was granted in 2020 and is awaiting the sign off of the agreed Legal Agreement so it is not possible to include further financial contribution obligations. Should this situation change or further major developments come forward, we would be happy to look again at the financial contributions required as per the requirements of the Local Plan and associated Supplementary Planning Documents (SPDs). But I must emphasise that all contributions are subject to agreement with the developer and must be in accordance with the planning legislation requirements now in place.</p> <p>Future developments and potential S106 contributions in Sawbridgeworth - you may recall that I have previously requested ideas to add to my list of 'potential S106 projects' to help support this process and I am very happy to work with Sawbridgeworth Town Council and local organisations to see if any of their proposed projects can be funded from any future developments in the local area. Please email me directly or ask your Members and local organisations to use the 'Expressions of Interest' form on the website to let me know of any funding requirements locally so I have a formal audit trail for S106 funding proposals.</p>
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To explore why the four parking places for the nursery have been given in the Bell St car park and other approaches to rent spaces have been turned down by EHDC.	Cllr Angus Parsad-Wyatt	<p>Response from EHDC officer</p> <p>The Elms Cherish Day Nursery was originally held on a long lease and granted 4 parking bays connected to the business which did not form part of the public car park. The property was sold on 16th June 2008.</p> <p>Under the TP1 it states that Rights granted to the transferor is for access</p>



		<p><i>and egress over the car park and to and from the Designated Parking Spaces - which remained at this stage adjacent to the public parking bays.</i></p> <p><i>To allow the development of the Central Surgery, circa 2018, the bays were moved into the car park. This was a decision of which the council was duty bound - to provide as an alternative, to make the development possible and fulfil the rights provided under the transfer of sale.</i></p>
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Signed.....

Date.....

# **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 28 October 2024** at 8.15pm.

#### Those present

Cllr Ruth Buckmaster  
Cllr Nathan Parsad-Wyatt  
Cllr Steve Smith

Cllr Angus Parsad-Wyatt  
Cllr John Rider

In attendance:  
L Nolan – Planning Officer

Cllrs E Buckmaster & A Furnace

- P 24/76      APOLOGIES FOR ABSENCE**  
To receive and approve any apologies for absence. Apologies received from Cllr Simon Penney and approved  
*[prop Cllr Angus Parsad-Wyatt secd Cllr Ruth Buckmaster]*
- P 24/77      PUBLIC FORUM**  
To receive representations from members of the public on matters within the remit of the Planning Committee. There were none.
- P 24/78      DECLARATIONS OF PECUNIARY INTEREST**  
To receive any Declarations of Interest by Members. There were none.
- P 24/79      MINUTES**  
**Resolved:** To approve as a correct record the minutes of the Meeting held on:  
• 14 October 2024 (P08) *[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 24/80      NEIGHBOURING DEVELOPMENTS**  
To report & receive updates on proposed neighbouring developments. There were none.

P 24/81

## PLANNING APPLICATIONS RECEIVED FROM EHDC

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

---

3/24/1499/HH &

3/24/1500/LBC

The Dell, 10 Brook Lane, CM21

[Demolition of conservatory and construction of single storey side extension](#)

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

---

3/24/1801/LBC

103 London Road, CM21 9JJ

[Repair of slate roof with reclaimed Welsh slate](#)

**STC Comment:** Noted

---

3/24/1902/FUL

1 Rowney Wood, CM21 0HR

[Proposed 3 bed new dwelling with associated external amenities, to include cycle store, refuse store and an extension to existing drop kerb](#)

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

---

3/24/1912/HH

13 Heron Close, CM21 0BB

[Replacement of conservatory with single storey rear extension](#)

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

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P 24/82

## LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 25 October 2024

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3/24/1569/FUL

Sawbridgeworth Memorial Hall, The Forebury

Installation of two external air-conditioning units

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

---

3/24/1972/FUL

30 London Road, CM21 9JS

Replacement of 1 side window and 3 front windows to first floor offices

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

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P 24/83

## PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

---

3/24/1446/HH

39 Cambridge Road, CM21 9JP

Erection of side window dormer to match existing. Insertion of roof light window and change of roof material

**STC Comment:** No objection

**EHDC Decision:** Granted

---

---

**3/24/1502/LBC      The Hailey Day Centre, CM21 9AN**

Single storey rear extension. New windows, new rooflight windows and alterations to fenestration. Replacement of timber fencing with new black iron railing. New air conditioning unit on the roof

**STC Comment:** No objection

**EHDC Decision:** Granted

---

**3/24/1549/HH      7 Southbrook, CM21 9NS**

Erection of single storey front extension with roof light windows, upgrade of front cladding and fenestration, garage conversion

**STC Comment:** No objection

**EHDC Decision:** Granted

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**P 24/84      PLANNING APPEALS**

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

Meeting Closed at 8.22pm

# 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 11 November 2024** at 7pm.

#### Those present

Cllr Ruth Buckmaster  
Cllr Nathan Parsad-Wyatt  
Cllr John Rider

Cllr Angus Parsad-Wyatt  
Cllr Simon Penney  
Cllr Steve Smith

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

Cllr A Furnace

#### **P 24/85      APOLOGIES FOR ABSENCE**

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

#### **P 24/86      PUBLIC FORUM**

To receive representations from members of the public on matters within the remit of the Planning Committee. Cllr Furnace asked if members could compile a “wish list” to present to EHDC for consideration when any future Section 106 monies are decided. This suggestion will be brought to the next full Town Council meeting and monitored at future Planning committee meetings as an agenda item. The list would need to be regularly reviewed & updated and made available to public.

#### **P 24/87      DECLARATIONS OF PECUNIARY INTEREST**

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

#### **P 24/88      MINUTES**

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

- 28 October 2024 (P09) *[prop Cllr A Parsad-Wyatt; secd Cllr S Smith]*

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

#### **P 24/89      NEIGHBOURING DEVELOPMENTS**

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



P 24/90

## PLANNING APPLICATIONS RECEIVED FROM EHDC

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

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### 3/24/1696/VAR      Land Between 136 & 130 Sheering Mille Lane

Variation of conditions 2 (Approved Plans) and 17 (Obscure glazed window) pursuant to planning permission 3/23/1534/FUL dated 28.03.2024 (for: Erection of dwelling and shed with creation of access, landscaping and associated works including alterations to land levels.). The amendments include the variation of the approved plans to facilitate more modern living and divisions of public and private spaces and the variation of the wording of condition 17 to read as The first floor side (East and West) rooflights serving the dwelling as shown on drawing reference S73-01, S73-02, and S73-03 shall be non-opening up to 1.7 meters above the floor level of the roof they are within and shall be permanently retained in that condition thereafter.

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

---

### 3/24/1882/HH      Suwarrow, 30 Vantorts Road, CM21 9NB

Installation of Airsource Heat Pump

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

---

### 3/24/1975/HH      47 Vantorts Road, CM21 9NB

Demolition of garage and conservatory; erection of first floor front and rear extensions; roof alterations; erection of single storey front extension and entrance canopy; alterations to render and installation of weatherboarding.

**STC Comment:** No objection [prop Cllr Penney; secd Cllr Rider]

---

### 3/24/1973/HH      The Paddocks, London Road, Spellbrook

Removal of front porch, chimney and side outbuilding. Construction of single storey side and rear extension and creation of additional storey to the property with front and rear first floor windows

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

---

### 3/24/1988/HH      Fairswell, 25 Vantorts Road, CM21 9NA

Erection of single storey side garage extension (retrospective)

**STC Comment:** Dislike retrospective applications however no objection in principle [prop Cllr N Parsad-Wyatt; secd Cllr Penney]

P 24/91

## LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 8 November 2024

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### 3/24/1786/HH      7 Cedar Close, CM21

Proposed two storey and part single storey rear extension. New high level first floor side window. Infill ground floor side window and driveway extension

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

---

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**3/24/2003/HH            4 Durham Close, CM21 0HD**

Two storey rear and side extension, and a single storey front extension

**STC Comment:** Encourage applicant to engage with neighbours to ensure neighbouring properties amenity is protected [*prop Cllr A Parsad-Wyatt; secd Cllr Penney*]

---

**3/24/1697/VAR            Fairswell, 25 Vantorts Road, CM21**

Variation of condition 2 (Approved Plans) pursuant to planning permission 3/21/0080/HH – Alterations and raising of roof. First floor extension and alterations to fenestration. To retrospectively amend the proposed elevations to change the external materials and to amend the ground floor front fenestration arrangement

**STC Comment:** Dislike retrospective applications however no objection in principle [*prop Cllr A Parsad-Wyatt; secd Cllr R Buckmaster*]

---

**P 24/92            PLANNING DECISIONS MADE BY EHDC**

To receive Planning Decisions from EHDC.

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**3/24/1383/HH            Five Farthings, Redricks Lane, CM21 0RL**

Removal of chimney. Erection of part single, part two storey rear extension. Alterations to roof form to facilitate loft conversion to habitable space, insertion of 3 roof light windows and two dormer windows. Infill of front and relocation of front door. Alterations to fenestration.

**STC Comment:** No objection

**EHDC Decision:** Refused. "The proposal would represent inappropriate development within the Green Belt resulting in disproportionate additions over and above the size of the original building. Further to the harm by inappropriateness, other harm is identified in relation to the loss of openness. No very special circumstances have been demonstrated to clearly outweigh this harm. The proposed development is therefore considered contrary to Policy GBR1 of the East Herts District Plan 2018 and Section 13 of the National Planning Policy Framework 2023."

---

**3/24/1524/HH            31 Pishiobury Drive, CM21 0AD**

Raising of roof ridge to create second floor incorporating dormer windows to front and rear. Creation of open porch. Conversion of garage to habitable room. Creation of pitched roof to single storey side extension and creation of roof terrace to rear. Two storey side and rear extensions and external alterations.

**STC Comment:** No objection

**EHDC Decision:** Granted

---

**3/24/1552/HH            7 Southbrook, CM21 9NS**

Demolition of conservatory. Erection of single storey rear / side extension with rooflight windows and flue, changes to front cladding, alterations to fenestration, partial garage conversion.

**STC Comment:** No objection

**EHDC Decision:** Granted

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**3/24/1669/HH &**

**3/24/1670/LBC            2 Fair Green, CM21 9AG**

Erection of single storey side infill extension; replacement roof to existing link building and partial garage conversion. Internal alterations; installation of utility room, new doorway through to entrance hall and installation of cloakroom; re-siting of boiler and hot water cylinder and alteration to entrance way and external doorways

**STC Comment:** No objection & No comment

**EHDC Decision:** Granted

---

**3/24/1690/HH            27 Vantorts Road, CM21 9NA**

Erection of single storey and two-storey side extension and first-floor rear extension. Insertion of 2 rear rooflight windows

**STC Comment:** No objection

**EHDC Decision:** Granted

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**P 24/93            PLANNING APPEALS**

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

Meeting Closed at 7.25pm

# **Appendix C**

E Buckmaster County Councillor Report Nov 2024 Sawbridgeworth

Gritting

County officers are concerned that no vehicle can safely travel through Bell Street. The presence of parked cars presents a challenge. Having discussed this with the Town Clerk I agreed to part fund a robust gritting cart which the rangers could use along with County supplied salt ahead of predicted icy weather. In this way it is hoped that safety can be improved.

Sawbridgeworth NE Area	Sawbridgeworth	Proposed 20 MPH Zone – Statutory Consultation	WSP	In Progress	Statutory Consultation completed April 2024, awaiting date to Seal TRO to make the new Restrictions Enforceable, to coincide with Scheme Delivery		
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Yewlands	Sawbridgeworth	Footway Resurfacing	Framework	Ordered	Expected to start January 2025	MEM 240038	£6,300
Fair Green	Sawbridgeworth	Footway Resurfacing	Framework	Ordered	Expected to start February 2025	MEM 240046	£1,850
Rushfield	Sawbridgeworth	Footway Resurfacing	Framework	Completed	Completed October 2024	MEM 240082	£17,000
West Road	Sawbridgeworth	Carriageway Resurfacing	Framework	In Progress	Started September 2024	MEM 240037	£32,250

Sheering Mill Lane	Sawbridgeworth	Traffic Video Survey (as part of No Entry After Study)	WSP Data Team				
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FP029 between Station Road and Sayes Gardens	Sawbridgeworth	Footway Resurfacing - Full Depth	Framework	Ordered		MEM 250051
West Road	Sawbridgeworth	Carriageway Resurfacing - Micro	Framework	Ordered		MEM 250054

Cambridge Road	Sawbridgeworth	Footway Resurfacing	Framework	Ordered	
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Community input to boost Hertfordshire’s biodiversity “exceeds expectations” Over 300 potential sites identified across the county, where natural habitats can be enhanced, created or protected

Running over the summer, the events called on residents, charities and businesses to inform its Local Nature Recovery Strategy (LNRS), in an effort to better understand where biodiversity and natural habitats could be created, enhanced or protected. Over 300 sites were put forward across Hertfordshire, providing valuable insight which can now be taken forward by technical experts to form the LNRS strategy.



HNRP is entering the next phase to develop the strategy. Technical experts, wildlife groups and landowners will analyse the insight gathered, alongside ecological data, to help shape a joined-up strategic approach to maximise nature recovery in Hertfordshire.

Running alongside 47 other regions across England, the expert analysis will inform a detailed map of priority areas for biodiversity enhancement, to guide future restoration efforts. The user-friendly and engaging map will be shared publicly to highlight areas of habitat and biodiversity priorities. Hertfordshire's Countryside Rights of Way Service supports hundreds of open spaces across Hertfordshire including all of the Green Flag award winning parks in East Herts and Pishiobury Park. **Councillor Eric Buckmaster, Chair of the Hertfordshire Nature Recovery Partnership, said:** "From small allotments to sprawling fields, the insight has helped to 'fill the gaps' in our understanding of the county, creating a patchwork of potential sites across Hertfordshire. Following technical input, the resulting map will be able to identify areas for initiatives, ranging from supporting wildflower meadows and tree planting, to river and wetland restoration."

### **Free bus travel in Hertfordshire thanks to Bus Service Improvement Plan**



Ten thousand (10,000) free bus tickets are now available to use across Hertfordshire, thanks to Bus Service Improvement Plan (BSIP) funding. The offer allows residents and visitors to use the new Intalink Connect ticket, exploring Hertfordshire with its All Zone Daily Ticket which provides unlimited all day travel.

Intalink Connect offers flexible ticketing using multi-operator bus travel. The county is divided into 14 zones, and passengers can buy tickets for single-zone travel, two adjacent zones, or across all zones in the region, including some points beyond Hertfordshire's borders.

A free ticket can be claimed through the Intalink App, using the discount code **CATCHBUS24**. A maximum of one ticket per Intalink App account is available.

The £29.7million BSIP fund has led to significant improvements across Hertfordshire's local bus network including new services, more frequent buses as well as the launch of schemes such as our uber-style on demand bus service HertsLynx, which currently operates in north and east Hertfordshire and Dacorum.



**Hertfordshire County Council is kicking off its popular slipper swap events, giving residents the chance to throw away old, tired slippers and pick up a brand new non-slip pair.**

The slipper swap events taking place this autumn and winter are the result of a collaboration between Hertfordshire County Council's adult care service and library service.

The free, drop-in events in libraries offer older residents and people with disabilities free anti-slip slippers in addition to professional advice and support to keep them safe and well over the colder months.

Occupational therapists will be available to speak to at most events, along with community partners. Attendees will also be able to collect a free Warm in Winter gift bag, provided by Small Acts of Kindness, and get information on the Carers Library Card and the Home Library Service.

**Bishop's Stortford Recycling Centre to Get a Revamp** Hertfordshire County Council will shortly be carrying out improvements to Bishop's Stortford Recycling Centre, which will result in a significant increase to its capacity.

Once the work is complete, there will be more than twice the current amount of parking spaces and an increase in the number of recycling containers to both improve the facility's capacity and reduce queuing.

The works will require the Centre to be closed from Thursday 24 October for approximately 8 weeks. Full site closure provided the most effective way to deliver the changes required.

During its closure the nearest Recycling Centres to use are:

- Ware Recycling Centre, Westmill Road, Ware, SG12 0EL
- Hoddesdon Recycling Centre, Pindar Road Industrial Estate, Hoddesdon, EN11 0BZ

Full details on opening days and times plus further information on each one can be viewed at [www.hertfordshire.gov.uk/hwrc](http://www.hertfordshire.gov.uk/hwrc)

**Eric Buckmaster, Executive Member for The Environment at Hertfordshire County**

**Council said:** "We are excited to be creating a new and improved experience for residents using Bishop's Stortford Recycling Centre, one that will offer them a quicker and more efficient way to recycle.

"The changes at Bishop's Stortford form part of a £50m investment in waste related projects across the county, supporting our ambition to send zero waste to landfill by 2030. We are creating a new Shredding Facility at Waterdale, together with improvements to its existing Waste Transfer

Station, another new Transfer Station in Ware, while similar Recycling Centre improvements are also taking place at Berkhamsted.”

### **New Ware Library opens its doors**

Hertfordshire County Council is pleased to announce that Ware library has reopened today, 14 October, in its new central High Street home – just three minutes stroll from the previous site.

The new library features more modern and accessible facilities, a fresh look and feel and a vibrant and expanded children’s section. The team worked quickly to move 12,000 books, 10 computers, 2 self-service kiosks, a photocopier and public printer so that disruption was kept to a minimum for the 5,500 Ware residents that use the facilities every month.

The refurbished library boasts a single-level, accessible layout with improved public and staff spaces. Enhancements include new furniture, carpets, and flooring, as well as energy-efficient lighting, heating, and insulation. Key features include:

- **Brand New Roof:** Ensuring a safe and comfortable environment.
- **Pod-Type Enquiry Desks and Help Points:** For easy access to information.
- **Accessible Toilet and Baby Change Facilities:** Making the library family-friendly.
- **Expanded Children’s Area:** Featuring a bespoke ‘Gazebo’ seat, suspended ‘clouds’, and a river bed-themed carpet.
- **Dedicated Young Adult Area:** With seating and graphics chosen by the 15 young volunteers who work at the library.
- **Public PCs and Hublets:** Samsung Galaxy tablets available for use within the library.
- **Comprehensive Services:** Including scanning, photocopying, and printing, with Wi-Fi printing from personal devices (charges apply).

**Support for those who need it most Last month the government announced that it was extending the Household Support Fund (HSF) for a further six months until the end of March next year.** Since the launch of the grant in October 2021, we have been using this funding to support residents to deal with the rising cost of living. On Thursday 17 October councillors will discuss plans for how we will spend this £6.17million of additional funding.

The plans set out proposals that will see us continue to work with a range of partners across the county to make sure we can get the right help to those who need it, at the right time. This targeted approach will mean that residents can be supported and get assistance from the county council, local district and borough councils, and a range of other community and voluntary sector organisations. The proposed offer of support includes:

- Supermarket food vouchers for families receiving benefits-related free school meals for the October half-term, Christmas school holidays and February half-term next year. The number of families eligible for this support has grown by nearly a quarter since this funding began in 2021.
- Our Welfare Assistance Scheme, helping households on low incomes facing an immediate financial crisis, including providing outreach clinics to support the those who are unable to access our online support.
- New 'Winter Essential' and 'Winter Tangible' schemes, providing supermarket vouchers, heated blankets, warm bedding and clothes to families in crisis, known to our social care teams.
- Support for food banks and help with energy costs delivered by district and borough councils and Hertfordshire Community Trust.
- Support for homeless persons and survivors of domestic abuse.
- £150 vouchers for new pensioners registered for Pension Credits.
- £50 vouchers for care leavers over the age of 19, identified by our Care Leavers team.
- Further funding for our Money Advice Unit and Citizens Advice to enable them to continue offering financial and debt support.

**NB.** The Fund has now been extended by the government for a further year.

### **Council considers new flood protection scheme for homes**



Flood Action Week takes place from Monday 14 to Sunday 20 October and with recent localised flooding seen across parts of Hertfordshire, the county council has repeated its call to residents who have a property that has been or is at risk of flooding.

The county council is specifically interested in hearing from those residents who want to find out more about measures to prevent future flooding taking place.

A previous Flood Resilience Scheme was available to properties that were often in locations where only a few homes were at risk of flooding. Properties that met the criteria for support had the chance to receive a grant of up to £6,000, which was put towards measures such as flood barriers, flood doors and smart airbricks. Recommendations were made by an independent surveyor and installer.

Since July, the council has been investigating the demand for any future scheme which would support homeowners to ensure that their properties are protected as much as possible.

If demand for a new scheme is evident, the council is committed to exploring the feasibility of a new scheme with the ambition of offering grants to homeowners.

*Eric Buckmaster, Executive Member for Environment at Hertfordshire County Council, said: "Over the last couple of weeks, parts of the county have seen some of the worst, and most concentrated rainfall in living memory leading to localised flooding which I know must be devastating for those affected.*

*"While the previous scheme and funding has been used, we really want to hear from residents who want to take steps to prevent flooding in the future. We'll then use this feedback to investigate and if necessary, shape a future scheme for the benefit of residents."*

**Recycling Centre Reuse shops** Community Donations Outreach Progress. Ensuring equality of opportunity to participate in the Community Donation Scheme is a key focus this year and there has been a lot of outreach activity.

This quarter we presented the scheme to professionals at; Families First Support meetings in North Herts, East Herts and St Albans, Welwyn Hatfield Healthy Hub Partner drop-in, as well as to district and borough colleagues through WasteAware. This has been useful in ensuring that our colleagues who work with families in need know how to access the scheme.

In July we directly approached 50 schools, targeting those located in the areas of highest deprivation within Hertfordshire. We introduced the scheme, the availability of free educational talks and workshops and the offer of free composters. So far, we have received Community Donations requests from 6 of these schools, wicker baskets have been the most popular items!

This quarter we have fulfilled 43 community donation requests, a 53% increase on the same period last year.

A key improvement this quarter is that we have fulfilled requests from 25 different organisations, compared to just seven in Q2 2023. Recipients include schools, charities and individual households supported by HCC and district and borough services. Demonstrating that our outreach work has increased access to the scheme.

**The process for applying to primary, junior and middle schools in Hertfordshire opens on 1 November 2024.**



If your child is due to start primary school or move on to a junior or middle school next year, make sure you apply for a place in good time.

The easiest way to apply for a school place for September 2025 is to

visit [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) and complete the online application form. Online applications can be amended at any time before the closing date, and you can access your school offer before allocation letters are received and accept your school allocation online.

Last year, 99 per cent of parents applied this way and found the system quick, easy and secure.

### **More than 100 children have been helped by Hertfordshire County Council's emergency foster care scheme since it launched in 2022.**

But more foster carers are needed in Hertfordshire to provide this vital emergency care and support to children and young people in their moment of need.

When a child or children need to leave their family home or care provider at short notice, they need someone to look after them until the best and most appropriate longer term care can be found.

Emergency foster carers provide children with somewhere safe and nurturing to stay for about 10 days. This allows time for the crisis to calm and for the child, family and professionals across social care, health and education to consider how best to meet the child's needs.

This innovative scheme has led to more than a fifth of the children placed in emergency care being able to return safely to their family home.

# **Appendix D**

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# Sawbridgeworth Town Council

## Memorandum from the Town Clerk

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To: All Members  
From: Christopher Hunt  
Subject: **Clerk's Report November 2024**  
Date: 18<sup>th</sup> November 2024

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### **Allotments**

- Ranger is clearing some plots not worked on to offer out to new tenants
- No update has been received on the new allotment site in West Road.

### **Cemetery**

- Continued trees and internments
- Maintenance is continuing with leaf clearance grass cutting due to the mild weather and tree assessment work.

### **Sawbobus**

- Continued service through drivers leave periods
- Bus has not required the maintenance previously seen with the door issues.
- Sponsorship is being explored with the Rivers Hospital, awaiting a response from the department that deals with this request.

### **Crime Prevention**

- CCTV images provided to police in the past month for driving offences and criminal damage and anti-social behaviour.
- Police utilised the front office for an interview and multi-agency meeting.
- Further work regarding a off road motorcycle in the town being used on the road by the police and the CCTV system
- Meeting planned for sports association representatives to meet with the Clerk and CCTV company due to recent crime and ASB increasing at these venues.

### **Democratic Services**

- Road closure signage has been ordered regarding the Christmas lights event.
- Planning and preparation for the Christmas lights has been in full swing for the last two weeks.

### **Fly Posting**

- Continued surveillance and unauthorised advertising removed.
- Authorised charity banners installed and removed in a timely manner.

### **Projects**

- Jubilee Gardens; stages as below

- Stage 1            Detailed design to facilitate planning application  
This has been sanctioned and plans being drawn up
- Stage 2            Tender preparation and action.
- Stage 3            Operations on site and project management.

**Publicity/Information:**

- Clerks Corner continues to be reported on in the Flyer every month
- Regular updates are being completed on the website and social media .

**Recreation Areas**

- West Road has seen further anti-Social behaviour reports regarding fires and motorcycle use. The police have been made aware and the rangers will complete regular visits.

**Staffing**

- All officers have received there annual appraisal. No sickness issues at the time of writing.

**Training**

- All staff trained in first aid, certificates last for three years. Other areas of job related training have been identified through the appraisal process for 2025



# Appendix E

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# Sawbridgeworth Town Council

## Paper from the Town Projects Manager

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To: All Members  
From: Joanne Sargant  
Subject: **Victory in Europe Day 2025**  
Date: 19 November 2024

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### Introduction

Victory in Europe Day - known as VE Day will be marked on the 8<sup>th</sup> May 2025 as the anniversary of 80 years since the end of World War II in Europe, this is when Britain and its Allies formally accepted Germany's unconditional surrender in 1945. Town and Parish Councils are being encouraged to mark this historic event on the 8<sup>th</sup> May with the lighting of Beacons, Light Lamps of Peace at 9.30pm, raising of a unique VE Day flag at 9am and, where possible, holding parties of celebration throughout the day in the streets, gardens at home, churches, villages, town halls, pubs, clubs etc. It has been expressed by some members that whilst civic ceremonial duties will be carried out on Thursday 8<sup>th</sup> May 2025, an additional town event could be held on Saturday 10<sup>th</sup> May 2025 in the town centre.

### Actions to Date

*Meeting 23.07.24 called by the Town Clerk* – Cllr R Buckmaster / Cllr John Rider / Chris Hunt / Joanne Sargant / Hazel Mead / David Royle. A discussion took place with those Councillors present, expressing how they would like to commemorate VE Day in May 2025. Town Projects Manager asked to send an email to all community groups inviting them to a meeting to find out the views of groups across the town and hear suggestions. David Royle was representing Town Twinning, History Society and Sports Association with Hazel Mead as a parishioner giving their initial ideas.

*Meeting 25.09.24* – Full notes from the meeting attached. Those invited were all councillors plus ...

Library – Ruth, Town Twinning - David and Sally, ATC – Jaden, Great St Marys Church - Gilly, Anthony, St James Church - Rev. Alison Jackson, Evangelical Congregational – Gary, Youth Create – Connor, Diverse Performing Arts – Ria, History Society and Sports Association- David, Girlguiding – Natasha, Scouts – Nick, Police - PC Marshall and PCSO Collins, Fire - Dave and Thomas, RHSO – Adrienne, Hailey Centre - Kerry , First Responders - Ross , RBL - Paul Vile , Allotments and Memorial Hall - Hazel

**Current Situation** – Town Projects Manager has evaluated the recommendations and ideas from those present at the meeting and a sum of £5000 has been added to the 2025-2026 draft budget in order to provide a town event that will have very little or no income against it. Present thinking is a large celebration event on the theme of street party, with large central stage for performances of all kinds. This will require audio and lighting and a professional crew to erect and manage this element of the event. Hire of tables and chairs etc.

**Conclusion** – Members are asked for guidance as to whether this event would be included in the budget next year?

# Sawbridgeworth Town Council

## V E Day Working Party

**Notes from meeting** held on Wednesday 25<sup>th</sup> September 2024

7pm Town Council Chamber

Chaired by Joanne Sargant – Town Projects Manager



- **Apologies for absence** – / PC Shelly Marshall / Connor Linden (Youth Create) / Paul Vile (RBL & Poppy Appeal) / Adrienne Richardson (RHSO) / Hazel Mead / Ria Dongworth
- **Present** – Cllr Ruth Buckmaster / Kerry Reynolds / Ross Leary / Jaden Barber / David Royle / Cllr John Rider / Cllr Reece Smith / Cllr Dawn Newell / Natasha Stride / Lizzie Hall
- **Comments from those who have sent apologies** - there were none.
- **Any questions from the notes of 23<sup>rd</sup> July 2024?** None
- **Has any group been missed off from the list of the working party notes?** David Royle agreed to share back to the Sports Association individual clubs. Additional groups to invite are James Barker from Sustainable Sawbridgeworth and Kelly who is the new manager at the Memorial Hall. Lizzie Hall to communicate with the Yarn Bomber!
- **Discussion around the title of the whole town event to be held on 10<sup>th</sup> May 2025**  
With reference to the national branding (as shown above) there was a lengthy discussion based on 'Commemoration or Celebration' so each person present was asked for their personal opinion as there were strong mixed feelings:
  - David Royle – advised that the History Society are writing a book on local personal stories that would be launched on 8<sup>th</sup> May 2025. He felt that 'celebration' was not appropriate and that we would 'mark' the occasion. A display could be arranged and either displayed in a gazebo or potentially in the town council chamber.
  - Jaden ATC 309 Squadron – favoured celebration, he would like to see a big parade and involve other squadrons that they are linked with in the Essex division. Shops open with a carnival atmosphere. Needs to fall in line with the national theme that is 'A Shared Moment of Celebration.
  - Cllr John Rider – We need to think about 'what does it mean to us?' whilst it was a victory, there were still men being sent off to war in Japan for example. We need to portray strongly in the theme what it was like 'then' compared to 'now'.

- Cllr Dawn Newell – agrees that celebration is appropriate and will be what the town's people would like and they would be drawn to a large central event. Leaflet homes with information about the event.
- Cllr Ruth Buckmaster – considered that commemoration and remembering would be done on 8<sup>th</sup> May, with a different atmosphere for an event on the 10<sup>th</sup>. We must consider that this is also the week following the May Fayre that is run by the Memorial Hall and potentially there could be a move of the bank holiday to consider. Families will not come out a few days later to a similar event unless it is a celebration. There could be a celebration on the 'Then & Now' theme. A street party, fish and chip (the only food that was not rationed during the war by Churchill) van outlets and drink facilities.
- Cllr Reece Smith – Huge celebration, marching bands, street party, union jacks prominent as bunting.
- Lizzie Hall – The shared moment of celebration is about everyone coming together, their beliefs and acknowledging what they had been through, they knew that war was not over, but it was a moment in time to look forward at last, so very much a cultural event. Recently visited some history events and children most engaged with games of the time, interactive games like hop scotch and skipping. The WW1 trench that was at the town council offices in 2017 was a perfect example of how children immersed themselves by physically seeing and sensing real activities, period costume would be an ideal opportunity to create a multisensory experience.
- Natasha – Britain did celebrate, there is footage of Trafalgar Square with thousands of people celebrating. Guides could lead on the games element of an event and encourage the dressing up of the time.
- Kerry – On the 10<sup>th</sup> the Hailey Centre to celebrate, the centre will be turned into an old tearoom, jazz singer is booked. Dressing up with era appropriate clothing to set the scene of the old tearoom.
- Ross – Celebration, we need to draw people in. The event should not become a selling / buying commercial event, it is very much a community event. People need to be entertained from the minute they enter the event to when they leave. Need to consider the health and safety element of the event, think about people queuing a long time for food and drinks etc. so plenty of outlets need to be provided.

Town Projects Manager thanked everyone for their thoughts and suggestions and outlined that this would only happen subject to the town council including financial provision for the event to proceed, Herts County Council granting a road closure, East Herts Council allowing use of the car parks (considering that in future there could be a charge for use) A proposed title of the event was 'A Sawbridgeworth Moment of Celebration'

- **Will this style of working party meeting be fit for purpose moving forward to enable us to create a whole town event?** – All happy to proceed in current format.
- **Date of next meeting** – Tuesday 10<sup>th</sup> December at 7pm

# Appendix F

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# Sawbridgeworth Town Council

## Memorandum from the Town Clerk

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To: All Members  
From: Christopher Hunt  
Subject: **Clerk's report on the market project**  
Date: 18<sup>th</sup> November 2024

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### **Report on Enquiries to East Herts Council Regarding the Use of Car Parking Spaces for a Town Market**

#### **Background**

Joanne and Chris have been tasked by the members to explore the possibility of setting up a market in the town. After losing the original proposed venue, they conducted a survey of different locations and identified the car park off Bell Street as the best option. The proposed market would utilize 28 parking spaces on the west side of the rear parking bays.

#### **Key Points from the Email Correspondence**

##### **1. Initial Proposal and Inquiry**

- **Date:** 30<sup>th</sup> September 2024
- **From:** Chris
- **To:** Dominique and Linda
- **Summary:** Chris reported a constructive meeting with Darren Rowley regarding the market implementation. The best location identified was the car park off Bell Street, utilising 28 spaces. Fridays were suggested as the market day. Chris inquired about the possibility and any charges for using the car park.

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##### **2. Response from Dominique Kingsbury**

- **Date:** 12<sup>th</sup> November 2024
- **From:** Dominique Kingsbury
- **To:** Chris
- **Summary:** Dominique suggested that the Market Trader organisation contact East Herts directly with their proposal. The proposal would be considered in the context of current public car parking provision and wider benefits. Dominique mentioned that there would be a cost associated with the loss of parking revenue, which would need to be factored into any license agreement. Dominique also noted a lack of personal experience in setting up or managing a market in a public car park environment, emphasising the need for careful consideration.

### 3. Follow-Up by Chris

- **Date:** 12th November
- **From:** Chris
- **To:** Dominique Kingsbury
- **Summary:** Chris clarified that the members, not an organisation, were exploring the market setup. He emphasized that the cost would be the deciding factor for pursuing the project. Chris requested an estimate for compensating the use of the 28 spaces for a day to present to the members for discussion before budget setting and finalization.

### Conclusion

The correspondence highlights the initial steps taken to explore the feasibility of setting up a town market in the car park off Bell Street. Key considerations include the cost associated with the loss of parking revenue and the need for a detailed proposal to be submitted to East Herts Council. The next step involves obtaining an estimate for the use of the parking spaces to present to the members for further discussion.

# **Appendix G**



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# Sawbridgeworth Town Council

## Memorandum from the Town Clerk

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To: All Members  
From: Christopher Hunt  
Subject: **Clerk's report on winter road and pavement treatment**  
Date: 18<sup>th</sup> November 2024

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Below is an overview of the work and considerations undertaken before proposing a short-term solution for winter treatment of Bell Street and access to the doctor's surgery. Further work will be needed to find a permanent, sustainable solution utilising County resources.

**Highways Authorities' Duties:** Under Section 41(1A) of the Highways Act 1980, highway authorities are required to ensure, as far as is reasonably practicable, that safe passage along a highway is not endangered by snow or ice. This means that local councils are responsible for gritting and clearing snow from public roads and pavements to maintain safety.

**Occupier's Liability:** The Occupier's Liability Act 1957 obliges property owners or occupiers to ensure safe access for staff and visitors. This includes taking reasonable steps to clear snow and ice from private land, such as car parks and pathways.

**Gritting and Snow Clearance:** Local councils typically prioritize major roads and areas with high pedestrian traffic for gritting and snow clearance. They may also provide grit bins for public use in residential areas.

**Public Responsibility:** There is no law against individuals clearing snow and ice from pavements or public spaces. In fact, the government encourages public-spirited actions, and common sense should prevail when considering potential liability. A person would have to be deemed wholly incompetent or irresponsible for another to successfully sue them for injury resulting from their snow-clearing efforts.

### **Gritting advice from the Health and Safety Executive**

The most common method for de-icing floors is gritting, as it is cheap, quick, and easy to apply. Rock salt, used on public roads, is the most common grit. Salt prevents ice formation and melts existing ice or snow, working best when ground down. However, this process is slower on pedestrian areas than on roads.

Gritting should be done when frost, ice, or snow is forecast, or when walkways are damp or wet and temperatures are at or below freezing. The optimal times are early evening before frost settles and early morning before employees arrive. Salt needs time to dissolve into the moisture on the floor and does not work instantly.

Avoid gritting during heavy rain, as the salt will wash away, causing issues if the rain turns to snow. Compacted snow, which turns to ice, is hard to treat with grit. Be aware of 'dawn frost,' which occurs when early morning dew freezes on cold surfaces, making it unpredictable.

**Training**

In the UK, you don't necessarily need formal training to spread salt or grit during winter, but applying a risk assessment, using the correct equipment will make the rangers work easier and safer for all.

There are training videos online we have viewed, we are waiting for a heavy duty spreader to arrive but already have a smaller and more controlled one for footways.

**Applying the grit**

The rangers are flexible and will apply the grit either late on the previous day to get ahead of an icy spell or very early prior to pedestrians and parking for the shops start and attendance to the doctor's surgery. We do receive warnings prior to the highways gritters are deployed but I feel we can also monitor the weather forecasts to plan for the treatment.

We can only do our best while Highways work on a long-term solution. I hope the above information helps in understanding the research and planning I have applied to what some may see as a routine job, but as you highlight, it does come with its challenges.

# Appendix H

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# Sawbridgeworth Town Council

## Memorandum from the Town Clerk

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To: All Members  
From: Christopher Hunt  
Subject: **Clerk's Report, Sect 106 funding**  
Date: 18<sup>th</sup> November 2024

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Section 106 money, also known as planning obligations or developer contributions, refers to funds that developers are required to provide to mitigate the impact of their development projects on the local community. This is established under Section 106 of the Town and Country Planning Act 1990 in the UK.

These contributions are used to ensure that the necessary infrastructure and services are in place to support new developments. This can include funding for:

- **Affordable housing**
- **Road improvements**
- **Schools and educational facilities**
- **Healthcare services**
- **Parks and recreational areas**

The specific requirements and amounts are negotiated between the developer and the local planning authority and are legally binding.

The aim is to make the development acceptable in planning terms by addressing its direct impacts on the local area.

Following an enquiry to East Herts Sect 106 Manager and from a question at the planning committee meeting on the 11<sup>th</sup> of November 2024. It was proposed an agenda item was raised at the next full town council meeting to debate and resolve to collate a 'wish list' for any future Section 106 funding for the town.

The list will be monitored by the planning committee and updated when required.

Chris Hunt

# Appendix I

# Community Governance Review

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East Herts Council is undertaking a Community Governance Review across the whole of the East Hertfordshire

A Community Governance Review (CGR) provides an opportunity to put in place strong, clearly defined boundaries, which reflect local identities and facilitate effective and convenient local government. It can take place for the whole or individual parts of the district to consider one or more of the following:

- Creating, merging, altering or abolishing parishes and towns
- The naming of parishes and the style of new parishes/town councils
- Electoral arrangements for parishes/town councils including:
  - the ordinary year of election
  - the number of councillors to be elected; and
  - the warding (if any) of the parish/town councils
- Grouping parishes under a common parish council or de-grouping parishes.

We are required to ensure that community governance within the area under review will be:

- Reflective of the identities and interests of the community in that area; and
- Effective and convenient
- In doing so, the CGR is required to take account of:
  - The impact of community governance arrangements on community cohesion; and
  - The size, population and boundaries of a local community or parish and town council.

We're asking the public, parish councils and any interested parties whether they feel their communities are suitably represented and whether there should be any changes made to current governance arrangements.

The council is required to consult with local government electors in East Hertfordshire as well as other individuals and organisations who have an interest in the review. It is the responsibility of the council to undertake Community Governance Reviews under the provisions of the Local Government and Public Involvement in Health Act 2007.

## What the review covers

The community governance review will look at the whole of the district and can consider:

- boundary alterations between existing parishes and towns
- creating, merging, altering or abolishing parishes
- the name of parishes and towns
- electoral arrangements
- grouping parishes under a common parish council or de-grouping parishes
- the size of a council

### **Notice of a Community Governance Review**

## Terms of reference

The Terms of Reference for the Community Governance Review are available **here**.

The report was considered at the **Full Council meeting on 16 October 2024**.

Maps of the current town and parish boundaries can be found **here**.

## Have your say

We are carrying out a consultation to seek the views of the community about the Community Governance Review.

All responses will be presented to the Community Governance Review working group who will form draft recommendations and present them to Council for agreement in February 2025. These draft recommendations will then be put out for consultation in Spring 2025.

If you have any questions or would like more information please email **[electors@eastherts.gov.uk](mailto:electors@eastherts.gov.uk)**

## Timetable

The indicative timetable for the review is below. Depending on local circumstances some dates may change, although implementation ahead of May 2026 is anticipated.

<b>Timetable for Community Governance Review</b>	
<b>Stage of process</b>	<b>Proposed dates</b>
Publication of terms of reference	16 October 2024
<b>Initial submissions</b>	

<b>Timetable for Community Governance Review</b>	
<b>Stage of process</b>	<b>Proposed dates</b>
Initial submissions invited/publicity campaign	28 October to 6 January 2025
Deadline for initial submissions	6 January 2025
Consideration of submissions/preparation of draft recommendations	January/February 2025 (report to Council meeting 26 February 2025)
<b>Consultation of draft recommendations</b>	
Publication of draft recommendations	3 March 2025
Consulation on draft recommendations/publicity campaign	3 March to 12 May 2025
Deadline for consultation responses	12 May 2025
Consideration of responses/preparation of final recommendations	May/June 2025 (report to Council meeting July 2025)
<b>Decisions and Implementation</b>	
Publications of final recommendations	July 2025
Council meeting to make any Reorganisation Order	July 2025
Effective date for any revised electoral arrangements	6 May 2027 (next ordinary town/parish council elections)



# **Appendix J**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Staff</u>							
4001 Carter L						58.5%	
4003 Sargant J						55.6%	
4004 Parrish S						61.4%	
4005 Dale L						62.3%	
4008 Jones J						0.0%	
4011 V Derrick						61.1%	
4013 Crank D						61.4%	
4015 C Hunt						54.3%	
4035 NIC - Employers	13,355	22,100	8,745		8,745	60.4%	
4040 Pension Employers	17,496	29,745	12,249		12,249	58.8%	
Staff :- Indirect Expenditure	<u>161,161</u>	<u>275,700</u>	<u>114,539</u>	<u>0</u>	<u>114,539</u>	<u>58.5%</u>	<u>0</u>
Net Expenditure	<u>(161,161)</u>	<u>(275,700)</u>	<u>(114,539)</u>				
<u>200 General Administration</u>							
1076 Precept	452,775	452,775	0			100.0%	
1090 Interest Received	3,813	5,000	1,187			76.3%	
1999 Miscellaneous Income	1,025	0	(1,025)			0.0%	
General Administration :- Income	<u>457,613</u>	<u>457,775</u>	<u>162</u>			<u>100.0%</u>	<u>0</u>
4070 Subscriptions	1,751	2,500	749		749	70.0%	
4075 IT Support	6,481	15,000	8,519		8,519	43.2%	
4080 Training (Members)	0	500	500		500	0.0%	
4081 Travel Expenses	353	550	197		197	64.2%	
4082 Training (Staff)	945	1,000	55		55	94.5%	
4083 Clerks Expenses	17	0	(17)		(17)	0.0%	
4090 IT Development	0	1,600	1,600		1,600	0.0%	
4095 Photocopy Charges	654	1,500	846		846	43.6%	
4100 Telephone/Broadband	65	3,000	2,935		2,935	2.2%	
4105 Postage	372	900	528		528	41.4%	
4110 Stationery	408	1,000	592		592	40.8%	
4115 Insurance	15,156	10,000	(5,156)		(5,156)	151.6%	
4120 Bank Charges	114	500	386		386	22.8%	
4125 Repairs & Renewals	0	750	750		750	0.0%	
4130 Staff Care	1,020	1,500	481		481	68.0%	
4135 Office Care	897	3,000	2,103		2,103	29.9%	
4140 Office Equipment	198	1,500	1,302		1,302	13.2%	
4180 Accountancy Services	868	3,000	2,132		2,132	28.9%	
4185 Audit	0	3,565	3,565		3,565	0.0%	
4190 Professional Fees	780	6,000	5,220		5,220	13.0%	

Month No: 8

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4195 Tourism	468	1,000	532		532	46.8%	
4200 Web-site	600	1,500	900		900	40.0%	
4201 Web-site development	0	1,500	1,500		1,500	0.0%	
4215 Town Signs	949	500	(449)		(449)	189.8%	
4670 Event Costs	5	0	(5)		(5)	0.0%	
4990 Contingency	0	3,000	3,000		3,000	0.0%	
General Administration :- Indirect Expenditure	<u>32,101</u>	<u>64,865</u>	<u>32,764</u>	<u>0</u>	<u>32,764</u>	<u>49.5%</u>	<u>0</u>
Net Income over Expenditure	<u>425,512</u>	<u>392,910</u>	<u>(32,602)</u>				
<u>210 Democratic Services</u>							
1335 Civic Dinner Income	3,105	5,000	1,895			62.1%	
Democratic Services :- Income	<u>3,105</u>	<u>5,000</u>	<u>1,895</u>			<u>62.1%</u>	<u>0</u>
4310 Election Expenses	(6,000)	10,000	16,000		16,000	(60.0%)	
4315 Mayor's Allowance	951	1,500	549		549	63.4%	
4330 Civic Events	524	2,500	1,976		1,976	21.0%	
4335 Civic Dinner Expenditure	3,015	5,000	1,985		1,985	60.3%	
Democratic Services :- Indirect Expenditure	<u>(1,510)</u>	<u>19,000</u>	<u>20,510</u>	<u>0</u>	<u>20,510</u>	<u>(7.9%)</u>	<u>0</u>
Net Income over Expenditure	<u>4,615</u>	<u>(14,000)</u>	<u>(18,615)</u>				
<u>220 Grants</u>							
4350 Grants - SYPRC	0	1,000	1,000		1,000	0.0%	
4355 Grants - The Hailey Centre	0	1,000	1,000		1,000	0.0%	
4370 Grants - S137	0	75	75		75	0.0%	
4375 Freedom of the Town	1,224	1,000	(224)		(224)	122.4%	
4380 Grants - Other	2,300	3,500	1,200		1,200	65.7%	
Grants :- Indirect Expenditure	<u>3,524</u>	<u>6,575</u>	<u>3,051</u>	<u>0</u>	<u>3,051</u>	<u>53.6%</u>	<u>0</u>
Net Expenditure	<u>(3,524)</u>	<u>(6,575)</u>	<u>(3,051)</u>				
<u>300 Civic Centre</u>							
1400 Rental Income	895	800	(95)			111.9%	
Civic Centre :- Income	<u>895</u>	<u>800</u>	<u>(95)</u>			<u>111.9%</u>	<u>0</u>
4405 Rates	8,315	9,500	1,185		1,185	87.5%	
4410 Heat & Light	3,905	10,000	6,095		6,095	39.0%	
4415 Water	332	600	268		268	55.4%	
4420 Maintenance	2,179	5,000	2,821		2,821	43.6%	
4425 Fixtures & Fittings	51	0	(51)		(51)	0.0%	
4445 New Equipment	2,865	3,000	136		136	95.5%	
Civic Centre :- Indirect Expenditure	<u>17,647</u>	<u>28,100</u>	<u>10,453</u>	<u>0</u>	<u>10,453</u>	<u>62.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(16,752)</u>	<u>(27,300)</u>	<u>(10,548)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>320 Hailey Centre</u>							
4420 Maintenance	2,031	5,000	2,969		2,969	40.6%	
Hailey Centre :- Indirect Expenditure	<u>2,031</u>	<u>5,000</u>	<u>2,969</u>	<u>0</u>	<u>2,969</u>	<u>40.6%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(2,031)</u>	<u>(5,000)</u>	<u>(2,969)</u>				
<u>330 Other Rented Accommodation</u>							
4400 Rent	2,695	3,425	730		730	78.7%	
Other Rented Accommodation :- Indirect Expenditure	<u>2,695</u>	<u>3,425</u>	<u>730</u>	<u>0</u>	<u>730</u>	<u>78.7%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(2,695)</u>	<u>(3,425)</u>	<u>(730)</u>				
<u>400 Bullfield Allotments</u>							
1500 Allotment Rent Income	1,001	850	(151)			117.8%	
1510 Allotment Water Income	113	200	88			56.3%	
1515 Allotment Dep Retain	100	0	(100)			0.0%	
Bullfield Allotments :- Income	<u>1,214</u>	<u>1,050</u>	<u>(164)</u>			<u>115.6%</u>	<u>0</u>
4415 Water	661	600	(61)		(61)	110.2%	
4420 Maintenance	62	700	638		638	8.9%	
Bullfield Allotments :- Indirect Expenditure	<u>723</u>	<u>1,300</u>	<u>577</u>	<u>0</u>	<u>577</u>	<u>55.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>490</u>	<u>(250)</u>	<u>(740)</u>				
<u>410 Bellmead Allotments</u>							
1500 Allotment Rent Income	253	120	(133)			210.4%	
1510 Allotment Water Income	27	30	4			88.3%	
Bellmead Allotments :- Income	<u>279</u>	<u>150</u>	<u>(129)</u>			<u>186.0%</u>	<u>0</u>
4415 Water	63	100	37		37	62.7%	
4420 Maintenance	0	250	250		250	0.0%	
Bellmead Allotments :- Indirect Expenditure	<u>63</u>	<u>350</u>	<u>287</u>	<u>0</u>	<u>287</u>	<u>17.9%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>216</u>	<u>(200)</u>	<u>(416)</u>				
<u>420 Vantorts Allotments</u>							
1500 Allotment Rent Income	195	125	(70)			155.8%	
1510 Allotment Water Income	21	25	4			84.0%	
Vantorts Allotments :- Income	<u>216</u>	<u>150</u>	<u>(66)</u>			<u>143.8%</u>	<u>0</u>
4415 Water	114	100	(14)		(14)	114.2%	

Month No: 8

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4420 Maintenance	0	500	500		500	0.0%	
Vantorts Allotments :- Indirect Expenditure	114	600	486	0	486	19.0%	0
<b>Net Income over Expenditure</b>	<b>102</b>	<b>(450)</b>	<b>(552)</b>				
<u>430 Southbrook Allotments</u>							
1500 Allotment Rent Income	1,288	900	(388)			143.1%	
1510 Allotment Water Income	172	115	(57)			149.1%	
1515 Allotment Dep Retain	146	0	(146)			0.0%	
Southbrook Allotments :- Income	1,605	1,015	(590)			158.1%	0
4415 Water	377	500	123		123	75.4%	
4420 Maintenance	250	700	450		450	35.7%	
Southbrook Allotments :- Indirect Expenditure	627	1,200	573	0	573	52.3%	0
<b>Net Income over Expenditure</b>	<b>978</b>	<b>(185)</b>	<b>(1,163)</b>				
<u>440 Cemetery</u>							
1550 Burial Fees	26,425	40,000	13,575			66.1%	
1560 Memorial Fees	1,295	2,000	705			64.8%	
1570 Grave Digging Income	2,480	1,200	(1,280)			206.7%	
1580 Tree Sales	3,025	2,700	(325)			112.0%	
1581 Bench Sales	1,944	3,000	1,056			64.8%	
1582 Memorial Plaque Sales	770	500	(270)			154.0%	
Cemetery :- Income	35,939	49,400	13,461			72.8%	0
4045 Subcontracted Labour	580	1,000	420		420	58.0%	
4415 Water	79	150	71		71	52.7%	
4420 Maintenance	4,847	5,000	153		153	96.9%	
4440 New Area (Spinney)	1,300	5,000	3,700		3,700	26.0%	1,300
4520 Skip Hire	1,100	3,500	2,400		2,400	31.4%	
4530 Trees	500	360	(140)		(140)	139.0%	
4531 Benches	608	2,000	1,392		1,392	30.4%	
4532 Plaques	1,017	300	(717)		(717)	339.0%	
4675 Publicity	0	500	500		500	0.0%	
Cemetery :- Indirect Expenditure	10,031	17,810	7,779	0	7,779	56.3%	1,300
<b>Net Income over Expenditure</b>	<b>25,907</b>	<b>31,590</b>	<b>5,683</b>				
6000 plus Transfer from EMR	1,300						
<b>Movement to/(from) Gen Reserve</b>	<b>27,207</b>						

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>450 Playground</b>							
4420 Maintenance	1,535	2,000	465		465	76.7%	
4421 New Equipment -Playground	0	3,000	3,000		3,000	0.0%	
Playground :- Indirect Expenditure	1,535	5,000	3,465	0	3,465	30.7%	0
<b>Net Expenditure</b>	<b>(1,535)</b>	<b>(5,000)</b>	<b>(3,465)</b>				
<b>460 Rivers Heritage Site &amp; Orchard</b>							
4700 RHSOG	1,574	3,000	1,426		1,426	52.5%	
Rivers Heritage Site & Orchard :- Indirect Expenditure	1,574	3,000	1,426	0	1,426	52.5%	0
<b>Net Expenditure</b>	<b>(1,574)</b>	<b>(3,000)</b>	<b>(1,426)</b>				
<b>500 Groundsman</b>							
1600 SYPRC/STFC Grass Cut - Income	300	500	200			60.0%	
1603 Conveniences coin operation	412	800	388			51.5%	
1610 Sub Contract Watering	276	200	(76)			138.0%	
1615 CCTV Footage Retrieval	300	0	(300)			0.0%	
1670 Event Income	35	0	(35)			0.0%	
Groundsman :- Income	1,323	1,500	177			88.2%	0
4029 Salary Recharge	0	4,820	4,820		4,820	0.0%	
4600 Planters	0	1,000	1,000		1,000	0.0%	
4601 Bell St Conveniences Cleaning	394	800	406		406	49.2%	
4602 Bell St Convenience Repairs	157	5,000	4,843		4,843	3.1%	
4615 Ranger's Mower	1,464	2,000	536		536	73.2%	
4620 Ranger's Tools	970	1,500	530		530	64.7%	
4625 Mower Replacement	0	13,000	13,000		13,000	0.0%	
4630 CCTV Maintenance Agreement	2,453	2,200	(253)		(253)	111.5%	
4635 CCTV Extension	1,822	3,000	1,178		1,178	60.7%	
Groundsman :- Indirect Expenditure	7,259	33,320	26,061	0	26,061	21.8%	0
<b>Net Income over Expenditure</b>	<b>(5,935)</b>	<b>(31,820)</b>	<b>(25,885)</b>				
<b>600 Fun on the Field</b>							
1670 Event Income	870	900	30			96.7%	
Fun on the Field :- Income	870	900	30			96.7%	0
4045 Subcontracted Labour	650	800	150		150	81.3%	
4670 Event Costs	723	1,300	577		577	55.6%	
4675 Publicity	0	200	200		200	0.0%	
Fun on the Field :- Indirect Expenditure	1,373	2,300	927	0	927	59.7%	0
<b>Net Income over Expenditure</b>	<b>(503)</b>	<b>(1,400)</b>	<b>(897)</b>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>610 Events General</b>							
4670 Event Costs	640	1,000	360		360	64.0%	
Events General :- Indirect Expenditure	640	1,000	360	0	360	64.0%	0
<b>Net Expenditure</b>	<b>(640)</b>	<b>(1,000)</b>	<b>(360)</b>				
<b>620 Christmas Festival</b>							
1670 Event Income	785	500	(285)			157.0%	
Christmas Festival :- Income	785	500	(285)			157.0%	0
4045 Subcontracted Labour	0	1,200	1,200		1,200	0.0%	
4670 Event Costs	1,061	1,500	439		439	70.7%	
4675 Publicity	0	500	500		500	0.0%	
4685 Christmas Lights	3,500	15,000	11,500		11,500	23.3%	
4690 Competitions	32	600	568		568	5.4%	
Christmas Festival :- Indirect Expenditure	4,593	18,800	14,207	0	14,207	24.4%	0
<b>Net Income over Expenditure</b>	<b>(3,808)</b>	<b>(18,300)</b>	<b>(14,492)</b>				
<b>640 Projects</b>							
1671 HUB Funding	3,000	0	(3,000)			0.0%	
Projects :- Income	3,000	0	(3,000)				0
4710 Hanging Baskets	0	1,500	1,500		1,500	0.0%	
4715 Planters Project	0	500	500		500	0.0%	
4720 Jubilee Gardens	375	10,000	9,625		9,625	3.8%	
4725 Fair Green	300	1,200	900		900	25.0%	
4735 Remembrance Day	150	400	250		250	37.5%	
4740 War Memorial	260	1,000	740		740	26.0%	
4746 HUB Project	1,490	0	(1,490)		(1,490)	0.0%	
Projects :- Indirect Expenditure	2,575	14,600	12,025	0	12,025	17.6%	0
<b>Net Income over Expenditure</b>	<b>425</b>	<b>(14,600)</b>	<b>(15,025)</b>				
<b>660 Town Selfie Walk</b>							
4670 Event Costs	553	500	(53)		(53)	110.6%	
4675 Publicity	0	350	350		350	0.0%	
4681 Promotional Equipment	0	1,000	1,000		1,000	0.0%	
Town Selfie Walk :- Indirect Expenditure	553	1,850	1,297	0	1,297	29.9%	0
<b>Net Expenditure</b>	<b>(553)</b>	<b>(1,850)</b>	<b>(1,297)</b>				

Month No: 8



## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>670 River Day</u>							
1670 Event Income	40	300	260			13.3%	
River Day :- Income	<u>40</u>	<u>300</u>	<u>260</u>			<u>13.3%</u>	<u>0</u>
4670 Event Costs	120	200	80		80	60.0%	
River Day :- Indirect Expenditure	<u>120</u>	<u>200</u>	<u>80</u>	<u>0</u>	<u>80</u>	<u>60.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(80)</u>	<u>100</u>	<u>180</u>				
<u>700 Sawbobus</u>							
1150 Grants Received	2,000	6,000	4,000			33.3%	
1800 Fares	4,406	10,000	5,594			44.1%	
1820 Fuel Rebate	1,115	1,200	85			92.9%	
1830 Sponsorship	4,500	5,000	500			90.0%	
Sawbobus :- Income	<u>12,021</u>	<u>22,200</u>	<u>10,179</u>			<u>54.1%</u>	<u>0</u>
4029 Salary Recharge	17,777	26,145	8,368		8,368	68.0%	
4045 Subcontracted Labour	178	2,000	1,822		1,822	8.9%	
4800 Fuel	1,992	8,500	6,508		6,508	23.4%	
4805 Vehicle Maintenance	3,713	4,500	787		787	82.5%	
4810 Vehicle Tax & Insurance	1,113	1,500	387		387	74.2%	
4815 Vehice Hire	0	1,000	1,000		1,000	0.0%	
Sawbobus :- Indirect Expenditure	<u>24,774</u>	<u>43,645</u>	<u>18,871</u>	<u>0</u>	<u>18,871</u>	<u>56.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(12,753)</u>	<u>(21,445)</u>	<u>(8,692)</u>				
<u>800 Heffer GL61</u>							
1830 Sponsorship	1,000	0	(1,000)			0.0%	
1850 Vehicle Hire Income	380	500	120			75.9%	
Heffer GL61 :- Income	<u>1,380</u>	<u>500</u>	<u>(880)</u>			<u>275.9%</u>	<u>0</u>
4800 Fuel	2,204	500	(1,704)		(1,704)	440.8%	
4805 Vehicle Maintenance	818	1,200	382		382	68.2%	
4810 Vehicle Tax & Insurance	1,281	1,200	(81)		(81)	106.7%	
Heffer GL61 :- Indirect Expenditure	<u>4,302</u>	<u>2,900</u>	<u>(1,402)</u>	<u>0</u>	<u>(1,402)</u>	<u>148.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,923)</u>	<u>(2,400)</u>	<u>523</u>				
<u>810 Rangers Truck #1 WG64</u>							
4800 Fuel	834	2,000	1,166		1,166	41.7%	
4805 Vehicle Maintenance	270	1,500	1,230		1,230	18.0%	
4810 Vehicle Tax & Insurance	737	1,000	263		263	73.7%	
Rangers Truck #1 WG64 :- Indirect Expenditure	<u>1,841</u>	<u>4,500</u>	<u>2,659</u>	<u>0</u>	<u>2,659</u>	<u>40.9%</u>	<u>0</u>
Net Expenditure	<u>(1,841)</u>	<u>(4,500)</u>	<u>(2,659)</u>				



















































	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>820 Rangers Truck #2 SY65</b>							
4800 Fuel	644	1,200	556		556	53.6%	
4805 Vehicle Maintenance	335	1,500	1,165		1,165	22.4%	
4810 Vehicle Tax & Insurance	1,074	1,000	(74)		(74)	107.4%	
Rangers Truck #2 SY65 :- Indirect Expenditure	<u>2,053</u>	<u>3,700</u>	<u>1,647</u>	<u>0</u>	<u>1,647</u>	<u>55.5%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(2,053)</u>	<u>(3,700)</u>	<u>(1,647)</u>				
<b>910 Town Action Plan</b>							
4910 Town Action Plan Costs	0	500	500		500	0.0%	
Town Action Plan :- Indirect Expenditure	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(500)</u>	<u>(500)</u>				
<b>Grand Totals:- Income</b>	<b>520,284</b>	<b>541,240</b>	<b>20,956</b>			<b>96.1%</b>	
<b>Expenditure</b>	<b>282,398</b>	<b>559,240</b>	<b>276,842</b>	<b>0</b>	<b>276,842</b>	<b>50.5%</b>	
<b>Net Income over Expenditure</b>	<u><b>237,886</b></u>	<u><b>(18,000)</b></u>	<u><b>(255,886)</b></u>				
plus Transfer from EMR	<u>1,300</u>						
<b>Movement to/(from) Gen Reserve</b>	<u><b>239,186</b></u>						

## Bank Reconciliation up to 31/10/2024 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
30/09/2024	2341	182.09		182.09		R 	Petty Cash
01/10/2024	Direct		35.50	35.50		R 	Receipt(s) Banked
01/10/2024	35.50		35.50	35.50		R 	Receipt(s) Banked
01/10/2024	Direct		35.50	35.50		R 	Receipt(s) Banked
01/10/2024	DD	400.00		400.00		R 	Oakridge Nursery
01/10/2024	DD1	759.20		759.20		R 	Techwyse
01/10/2024	DD2	1,343.00		1,343.00		R 	East Herts District Council
02/10/2024	500411		230.00	230.00		R 	Receipt(s) Banked
02/10/2024	500413		257.50	257.50		R 	Receipt(s) Banked
02/10/2024	500413		441.00	441.00		R 	Receipt(s) Banked
02/10/2024	Direct		410.56	410.56		R 	Receipt(s) Banked
02/10/2024	500412		150.00	150.00		R 	Receipt(s) Banked
04/10/2024	Direct		29.00	29.00		R 	Receipt(s) Banked
04/10/2024	Direct		25.50	25.50		R 	Receipt(s) Banked
04/10/2024	Direct		440.00	440.00		R 	Receipt(s) Banked
07/10/2024	Direct		35.50	35.50		R 	Receipt(s) Banked
07/10/2024	Direct		35.50	35.50		R 	Receipt(s) Banked
07/10/2024	Direct		35.50	35.50		R 	Receipt(s) Banked
07/10/2024	Direct		100.00	100.00		R 	Receipt(s) Banked
07/10/2024	DD3	175.27		175.27		R 	The Fuelcard Company
07/10/2024	Direct		12.50	12.50		R 	Receipt(s) Banked
07/10/2024	Direct		21.00	21.00		R 	Receipt(s) Banked
07/10/2024	Direct		35.50	35.50		R 	Receipt(s) Banked
08/10/2024	Direct		58.00	58.00		R 	Receipt(s) Banked
10/10/2024	8276	672.75		672.75		R 	Hertfordshire County Council
10/10/2024	8292	160.00		160.00		R 	Best Badges Limited
10/10/2024	8277	91.78		91.78		R 	Lumley, Cyril
10/10/2024	8278	90.00		90.00		R 	Sargant, Joanne
10/10/2024	Direct		58.00	58.00		R 	Receipt(s) Banked
11/10/2024	8293	204.00		204.00		R 	Impamark
11/10/2024	DD4	212.89		212.89		R 	Everflow Water
11/10/2024	Direct		29.00	29.00		R 	Receipt(s) Banked
11/10/2024	Direct		29.00	29.00		R 	Receipt(s) Banked
11/10/2024	Direct		29.00	29.00		R 	Receipt(s) Banked
14/10/2024	DD5	449.73		449.73		R 	The Fuelcard Company
14/10/2024	45.00		45.00	45.00		R 	Receipt(s) Banked
14/10/2024	Direct		43.30	43.30		R 	Receipt(s) Banked
14/10/2024	Direct		135.50	135.50		R 	Receipt(s) Banked
14/10/2024	Direct		35.50	35.50		R 	Receipt(s) Banked
15/10/2024	8286					R 	Hunt, Christopher
15/10/2024	8287					R 	Robinson, Adrian
15/10/2024	8288					R 	Langley, Graham
15/10/2024	DD6	57.60		57.60		R 	Affinity One Security Solution
15/10/2024	8279					R 	Carter, Laura
15/10/2024	8280					R 	Sargant, Joanne
15/10/2024	8281					R 	Parrish, Stephen
15/10/2024	8282					R 	Dale, Lisa
15/10/2024	8283					R 	Jones, John

## Bank Reconciliation up to 31/10/2024 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
15/10/2024	8284					R 	Derrick, Viv
15/10/2024	8285					R 	Crank, Darren
16/10/2024	8256	6,062.62		6,062.62		R 	HMRC
16/10/2024	8257	3,149.37		3,149.37		R 	Herts County Council
16/10/2024	DD7	26.35		26.35		R 	Quartix Limited
17/10/2024	DD8	39.00		39.00		R 	Vatix
18/10/2024	8258	504.09		504.09		R 	Nest
18/10/2024	DD9	22.30		22.30		R 	Lloyds Bank plc
18/10/2024	Direct		240.00	240.00		R 	Receipt(s) Banked
18/10/2024	Direct		995.58	995.58		R 	Receipt(s) Banked
18/10/2024	Direct		10.50	10.50		R 	Receipt(s) Banked
21/10/2024	DD10	175.92		175.92		R 	The Fuelcard Company
21/10/2024	Direct		135.50	135.50		R 	Receipt(s) Banked
21/10/2024	Direct		21.00	21.00		R 	Receipt(s) Banked
22/10/2024	DD11	64.63		64.63		R 	Engie Gas
22/10/2024	DD12	459.46		459.46		R 	EDF Energy
24/10/2024	BCARD1	14.99		14.99		R 	Amazon.co.uk
24/10/2024	BCARD2	21.79		21.79		R 	Morrisons
24/10/2024	BCARD3	169.50		169.50		R 	TV Licensing
24/10/2024	BCARD4	8.98		8.98		R 	Amazon Business EU S.a.r.l
24/10/2024	BCARD5	82.80		82.80		R 	Respirator Shop
24/10/2024	BCARD6	27.56		27.56		R 	Tanner Trading Limited
24/10/2024	BCARD7	112.15		112.15		R 	Home Bargains
24/10/2024	BCARD8	99.00		99.00		R 	Amazon Business EU S.a.r.l
24/10/2024	BCARD9	32.26		32.26		R 	Amazon Business EU S.a.r.l
24/10/2024	BCARD10	47.99		47.99		R 	IPA Cleaning & Hygeine Limited
24/10/2024	BCARD11	24.99		24.99		R 	Amazon Business EU S.a.r.l
24/10/2024	BCARD12	45.98		45.98		R 	Amazon Business EU S.a.r.l
24/10/2024	BCARD13	69.82		69.82		R 	B2B UK Supplier Limited
24/10/2024	BCARD14	59.51		59.51		R 	The Range
24/10/2024	BCARD15	33.03		33.03		R 	The Co-operative Food
24/10/2024	BCARD16	169.37		169.37		R 	414 Timber and Fencing
24/10/2024	BCARD17	19.48		19.48		R 	The Range
24/10/2024	BCARD18	44.80		44.80		R 	Tesco Stores Ltd
24/10/2024	BCARD19	98.00		98.00		R 	Amazon Business EU S.a.r.l
24/10/2024	BCARD20	5.64		5.64		R 	Funky Pigeon
24/10/2024	BCARD21	100.00		100.00		R 	Sainsburys
24/10/2024	8295	30.00		30.00		R 	SDH Window Cleaning
24/10/2024	Direct		660.00	660.00		R 	Receipt(s) Banked
24/10/2024	Direct		35.50	35.50		R 	Receipt(s) Banked
25/10/2024	Direct		1,260.00	1,260.00		R 	Receipt(s) Banked
25/10/2024	Direct		35.00	35.00		R 	Receipt(s) Banked
25/10/2024	Direct		39.00	39.00		R 	Receipt(s) Banked
28/10/2024	DD1	201.70		201.70		R 	The Fuelcard Company
28/10/2024	2342	80.93		80.93		R 	Petty Cash
28/10/2024	DD13	215.96		215.96		R 	Citation Limited
28/10/2024	Direct		150.00	150.00		R 	Receipt(s) Banked
28/10/2024	Direct		840.00	840.00		R 	Receipt(s) Banked

Bank Reconciliation up to 31/10/2024 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
29/10/2024	8303	40.00		40.00		R <input type="checkbox"/>	Sawbridgeworth Mayors Charity
29/10/2024	8294	300.00		300.00		R <input type="checkbox"/>	Pear Technology Services Limit
29/10/2024	8296	330.00		330.00		R <input type="checkbox"/>	Froom & Co Limited
29/10/2024	8297	650.00		650.00		R <input type="checkbox"/>	Tree Surgery Landscaping Contr
29/10/2024	8298	156.00		156.00		R <input type="checkbox"/>	Affinity One Security Solution
29/10/2024	8299	50.00		50.00		R <input type="checkbox"/>	Dale, Lisa
29/10/2024	8300	16.25		16.25		R <input type="checkbox"/>	Ernest Doe & Sons Ltd
29/10/2024	8301	108.00		108.00		R <input type="checkbox"/>	Airdrome Cars Ltd
29/10/2024	8302	80.06		80.06		R <input type="checkbox"/>	Southern Electric
29/10/2024	Direct		45.00	45.00		R <input type="checkbox"/>	Receipt(s) Banked
29/10/2024	Direct		45.00	45.00		R <input type="checkbox"/>	Receipt(s) Banked
29/10/2024	Direct		803.60	803.60		R <input type="checkbox"/>	Receipt(s) Banked
31/10/2024	DD	759.20		759.20		R <input type="checkbox"/>	Techwyse
31/10/2024	500415		72.30	72.30		R <input type="checkbox"/>	Receipt(s) Banked
31/10/2024	500414		620.50	620.50		R <input type="checkbox"/>	Receipt(s) Banked
		35,868.56	8,836.34				

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....