

# Sawbridgeworth Town Council

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



MAYOR  
Cllr Greg Rattey

TOWN CLERK  
Christopher Hunt

e-mail: [info@sawbridgeworth-tc.gov.uk](mailto:info@sawbridgeworth-tc.gov.uk)  
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Cllrs Alder; E Buckmaster; R Buckmaster; Burmicz; Chester;  
Furnace; Parr; Parsad; Rattey; Rider; Wyatt

## 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 26<sup>th</sup> September 2022** commencing at 19:30 to transact the business set out in the agenda below.

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

Town Clerk  
20<sup>th</sup> September 2022

## AGENDA

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

### **22/63 APOLOGIES FOR ABSENCE**

To receive any apologies for absence

### **22/64 DECLARATIONS OF PECUNIARY INTEREST**

To receive any Declarations of Pecuniary Interest by Members

### **22/65 CO-OPTION TO FILL THE CURRENT VACANCY**

[📄] [👤]

To consider the co-option of a suitably qualified person to fill the vacancy on the council.

*[Applicants will each have 3 minutes to present to Council]*

To require the new Member, if one is appointed, to sign the Declaration of Acceptance of Office.

### **22/66 MINUTES**

[📄] [👤]

To approve as a correct record the minutes of the Meeting of the town council held on 25<sup>th</sup> July 2022 (M03) *[Attached]*

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

### **22/67 PLANNING COMMITTEE**

[📄]

To receive and note the minutes of the Planning Committee held on 25<sup>th</sup> July 2022 (P04) *[Attached]*

[📄]

To receive and note the draft minutes of the Planning Committee cancelled following the death of Queen Elizabeth II on 12<sup>th</sup> September 2022 (P05) *[Attached]*

## PUBLIC FORUM

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

## FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE

To receive and note the draft minutes of the Finance and Policy Committee cancelled following the death of Queen Elizabeth II on 12<sup>th</sup> September (F02) *[Attached]*

## ECO AUDIT WORKING PARTY

To Receive and note the Eco audit working party group notes held on 6th September 2022 - *Cllr Furnace*

## MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive mayor's appointments and communications

## REPRESENTATIVES REPORTS

To receive representatives reports from:

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

- Cllr R Buckmaster

- Cllr A Furnace Sustainable Sawbridgeworth

## TOWN CLERK REPORT

To receive and note clerk's report for the month of September 2022.

## TOWN PROJECT MANAGERS REPORT

To receive and note Town Project Managers report for the month of September 2021.

## POLICY MATTERS

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

- To approve the draft document 1.7.1 Corporate Structure
- To approve the draft risk management policy
- To approve the draft STC Financial Regulations

- To approve the draft risk management policy

- To approve the draft STC Financial Regulations

## CIVILITY AND RESPECT PROJECT

To resolve for Sawbridgeworth Town Council to sign up to the Civility and Respect Pledge.

Town Clerk

## AIR QUALITY PLAN

To resolve the adoption of Air Quality Action Plan for Sawbridgeworth.

*Clr Furnace*

## UKRAINE SITUATION REPORT

Report submitted by David Royle on the current

## ROYAL PROCLAMATION

To record for prosperity on Sawbridgeworth Agendas and Minutes the Proclamation to King Charles III

- 22/80 FINANCIAL REPORT**  
[2] To note the current Financial Report
- 22/81 ACCOUNTS FOR PAYMENT**  
To note and approve accounts for payment.
- 22/82 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.

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*“Whereas it has pleased almighty God to call to his mercy our late Sovereign lady Queen Elizabeth II of blessed and glorious memory, by whose decease the Crown of the United Kingdom of Great Britain and Northern Ireland is solely and rightfully come to the Prince Charles Philip Arthur George.*

*The lords spiritual and temporal of this realm, and members of the House of Commons, together with other members of Her late Majesty’s Privy Council, and representatives of the realms and territories, aldermen, and citizens of London and others, do now hereby, with one voice and consent of tongue and heart, publish and proclaim that the Prince Charles Philip Arthur George, is now, by the death of our late Sovereign of happy memory, become our only lawful and rightful liege lord, Charles III, by the grace of God, of the United Kingdom and Northern Ireland, and of his other realms and territories, King, head of the Commonwealth, defender of the faith, to whom we do acknowledge all faith and obedience with humble affection, beseeching God, by whom kings and queens do reign, to bless His Majesty with long and happy years to reign over us.”*

*“God Save The King”*

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# Sawbridgeworth Town Council

## Memorandum from the Town Clerk

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To: All Members  
From: Christopher Hunt  
Subject: Co-opting of councillors  
Date: 26<sup>th</sup> September 2022

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### Members

At the meeting of the Town Council next Monday, you are being invited to co-opt a suitable person to fill the casual vacancy that has arisen as a result of the resignation of David Royle.

At the deadline of Monday 19<sup>th</sup> September 2022, we had expressions of interest from four eligible candidates, in alphabetical order they are:

- Onur Gokdemir
- Adrien Sella
- Reece Smith
- Clive Vernon

Attached are the Candidate information submissions that they have made. Each candidate will be invited to address Members at the meeting for up to three minutes.

In order to allow for free and candid debate they will then be invited to withdraw from the chamber. You will then be invited to discuss the aspirants and vote for the candidate of your preference.

The voting procedure is laid down in law. (*LGA 1972 s12 para 39*). "A successful candidate must have received an absolute majority vote of those present and voting." As we have 11 Members, the absolute majority is 6 votes.

So, if on the first round no candidate has received an absolute majority, the lowest polling candidate(s) will be crossed off the poll and a second round will take place. The process will continue until an absolute majority is reached.

Members do of course have another option which is to resolve not to co-opt any of the candidates.

Normal procedure is to vote by a show of hands. It remains as an option for any member to propose a secret ballot. In that case I will conduct the vote and act as returning officer, Lisa Dale will act as teller. The mayor will announce the result.

# SAWBRIDGEWORTH TOWN COUNCIL

## MEETING OF THE TOWN COUNCIL

### Minutes

of the Meeting of Sawbridgeworth Town Council held at 7:30pm in the Council Chamber, Sayesbury Manor, Bell Street on **Monday 25<sup>th</sup> July 2022**.

#### Those present

Cllr Angela Alder  
Cllr Craig Chester  
Cllr Annelise Furnace  
Cllr Nathan Parsad

Cllr Greg Rattey  
Cllr John Rider  
Cllr David Royle  
Cllr Angus Wyatt

#### In attendance:

Christopher Hunt - Town Clerk

Chris Carter Bishop's Stortford Independent  
2 x members of the public

Welcome by the Town Mayor followed by thought for the day from Cllr Annelise Furnace. The Mayor wanted it noted his love and condolences to the family of Mike Conquest, a trader in the town who died last week.

#### 22/45 APOLOGIES FOR ABSENCE

Cllr E Buckmaster - Holiday  
Cllr R Buckmaster - Holiday  
Cllr F Parr - Holiday  
Cllr J Burmicz - Work commitment

##### **Resolved**

*[prop Cllr A Alder; secd Cllr N Parsad]*

#### 22/46 DECLARATIONS OF PECUNIARY INTEREST

Declarations of Pecuniary Interests.  
Cllr Royle - Grant proposals due to membership on SYPRC  
Cllr Furnace - Grant proposals due to membership on SYPRC  
Cllr Alder - Grant proposals due to membership on SYPRC  
Cllr Wyatt - Grant proposals due to membership on SYPRC  
Cllr Chester - Grant proposals due to membership on SYPRC  
Cllr Rider - Grant proposals due to membership on Allotment Society and History society

#### 22/47 PUBLIC FORUM

No questions were received by the Town Clerk.

#### 22/48 MINUTES

**Resolved:** To approve as a correct record the minutes of the Council Meeting held on 27<sup>th</sup> June 2022 (M02)  
*[prop Cllr A Alder; secd Cllr N Parsad]*

**Matters arising from these Minutes and not dealt with elsewhere on this Agenda.** The Clerk raised two actions from the previous meeting,

- J Sargent to ensure the Christmas event date was circulated, **completed**
- J Sargent to source medallions for Freedom of the Town award, **completed**

**22/49 PLANNING COMMITTEE**

**Received and noted:** the minutes of the planning committee held on 27th June 2022 (P02)

**Received and noted:** the draft minutes of the planning committee held on 11th July 2022 (P03)

**22/50 TOWN ACTION PLAN AND AMENITIES COMMITTEE**

To receive and note the draft minutes of the Town Action Plan and Amenities Committee held on 13th June 2022 (A01)

**22/51 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**

To receive new Mayor's appointments and communications:

- Wrote his piece for the Flyer magazine
- Continued to visit businesses in the town
- Visited the flower and wedding dress exhibition in the Great St Mary's Church
- Gave out certificates for the best sculpture awards
- Met with Hertfordshire Constabulary to advise on homophobic crime
- Attended the civic service and he thanked Father Simon and the Council staff for arranging a great event
- Open the repair shop at Bullfields store.
- Photograph circulated on Facebook of himself with the street cleaner Jim
- Sent in hate mail screen shots to the police
- Held an engagement at the House of Harlequin
- Attended the Herts County Council Queens Jubilee
- Presented Oscars to the last year pupils at Reedings School
- Spoke at the unveiling of the Blue Plaque for the late Sir Arthur Cutforth

**22/52 REPRESENTATIVES REPORTS**

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

- County Councillor E Buckmaster
- District Councillor Cllr R Buckmaster
- District Councillor Cllr A Alder – no further information to report.
- Hertfordshire Police Report (report read by the Clerk):

The following crimes were reported between Monday 27th June and Friday 22nd July:

- 1 - Criminal damage to motor vehicle, 2nd July
- 2 – Criminal damage to residence reported on 2nd July
- 3 – Theft reported on 28th June
- 4 - Theft from shop reported on 29th June
- 5 – Criminal damage to building 28th June
- 6 – Theft (Spellbrook) reported on 1st July
- 7 - Criminal damage to building reported on 5th June
- 8 - Criminal damage reported on 15th July

The priority continues to be reducing reports of ASB and crime at Great St Marys Church building and church yard – patrols have been stepped up in the area and any youths seen in the area are spoken to.

Myself and PCSO Adam gave a personal and summer holiday safety assembly to all Mandeville students on Tuesday 12th July.

Patrols have been upped at Burton Mill Lock after reports

of youths jumping in the water.

On Monday 18th July, a multi-agency event took place in Bell Street car park during national ASB week. Members of the public were spoken to and advised around reporting ASB and a survey was completed. The Community Safety Partnership will use the results of this survey to look at ways of increasing confidence in reporting ASB.

- Other Representatives –
  - **Cllr D Royle:**
    - Updated on the Yellow Book Project, funded by Cllr E Buckmaster budget and each of the five junior schools are taking part to submit artwork on mental health with a gallery of the work to be set up and several selected to go in to the Yellow Book to raise awareness of mental health. All pupils will have a book given to them and training on the use of the book given to the teachers.
    - The Yellow Book is a wellbeing book that had been produced previously and this will be a Sawbridgeworth specific one.
  - **Cllr R Buckmaster:**
    - Report was submitted and in the briefing pack to councillors.
  - **Cllr A Furnace:** gave a verbal update
    - The first Repair Café took place in July under the sustainable Sawbridgeworth banner and opened by the Mayor. 6 people were there to repair household items and jewellery free of charge. The event had a positive impact on environmental issues and received encouraging feedback
    - 12<sup>th</sup> July the Sawbridgeworth travel group met to plan for the travel challenge in September.
    - Tidy up Sawbridgeworth session from 11am until 1pm on Sunday the 7<sup>th</sup> August meeting at Bell Street.
  - Cllr Alder – added the Hailey Centre now had a bereavement group which is a great addition for the community, funded by Cllr E Buckmaster's locality budget.

## 22/53 TOWN CLERK REPORT

***Received and noted:*** Officers' reports for the month of July 2021:

Town Clerk – updated on

- a planned meeting on emergency protocols at the allotment sites between the Ranger, Laura Carter and Councillor Rider after two recent incidents.
- Training had started online for staff and the Rangers had completed several units on Health and Safety
- Health and Safety, a visit had been arranged for a full day's assessment by a specialist in August
- A funding application had been successful to EHDC for the SawboBus and £7500 had been awarded

22/54

## TOWN EVENTS MANAGER REPORT

read out by the Clerk

- A date for the market has been set for the 28<sup>th</sup> September
- RSS welcome back fund of £12841 had been awarded for recent purchases for the town.

22/55

## GRANT APPLICATIONS

To consider the following grant applications:

1. All Sorts Dementia Group  
Music Venue Hire and Tuition Costs £500  
**Granted** – *[prop Cllr Chester; secd Cllr Furnace]*
2. Sawbridgeworth Local History Society  
Nostalgia Day event funding £300  
**Granted** – *[prop Cllr Alder; secd Cllr Wyatt]*
3. Southbrook Allotments Association  
Lawn Mower £475  
**Granted** – *[prop Cllr Alder; secd Cllr Chester]*
4. SYPRC – Services for Young People  
Pitch hire for summer diversionary activities £80  
**Granted** – *[prop Cllr Alder; secd Cllr N Parsad]*

22/56

## UPDATE ON UKRAINE LOCAL SUPPORTING EVENTS

To receive any updates of local Sawbridgeworth events  
Cllr Royle –

- Reported that it was day 152 of the war
- Hertfordshire Strategic migration Steering Group was read highlighting 25% sponsors were not hosting beyond the first 6 months due to various issues either from the sponsor or the sponsored people.
- 17 adults and children currently in Sawbridgeworth
- HCC are catching up on welfare visits
- English courses are continuing throughout the summer.

Cllr Rider asked what the best place was to send any financial support for Ukraine.

Both Cllr Royle or Cllr Rattey are not collecting money, but advice was to look for a preferred and reliable charity.

22/57

## DEPOSIT & CONSULTATION DOCUMENTS

Cllr Parsad asked regarding the Gas unpaid debt was, the Clerk explained that the Gas company had been charging from one meter and not a second which created a debt. Once this was discovered the money owed had been paid.



22/58 FINANCIAL REPORT

*Noted:* The current Financial Report

22/59 ACCOUNTS FOR PAYMENT

*Noted and Approved:* Accounts for payment

Meeting ended at 8.20pm

# 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 25 July 2022** at 8.24pm.

#### Those present

Cllr Angela Alder  
Cllr Nathan Parsad  
Cllr Angus Wyatt

Cllr Craig Chester  
Cllr Greg Rattey

#### In attendance:

C Hunt – Town Clerk  
L Dale – Planning Officer

#### P 22/30 APOLOGIES FOR ABSENCE

To receive and approve any apologies for absence. Apologies received from Cllr Parr – annual leave [*prop Cllr Wyatt; secd Cllr Parsad*]

#### P 22/31 PUBLIC FORUM

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

#### P 22/32 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Interest by Members. There were none. Cllr Chester did not wish to comment on Agenda Item P22/35 – 3/22/1469/HH 7 Cambridge Road, CM21 9JP

#### P 22/33 MINUTES

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

- 11 July 2022 (P03) [*prop Cllr Wyatt; secd Cllr Chester*]

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

#### P 22/34 NEIGHBOURING DEVELOPMENTS

To report & receive updates on proposed neighbouring developments. The following was noted.

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**3/19/1045/OUT**      **Land North of the Stort Valley and the A414, Gilston**  
Outline planning with all matters reserved apart from external vehicular access for the redevelopment of the site through the demolition of existing buildings and erection of a residential led mixed use development comprising up to 8,500 residential homes including market and affordable homes; retirement homes and extra care facilities; provision for Gypsies and Travellers pitches/ Travelling Showpeople plots; a range of community uses including primary and secondary schools, health centres and nursery facilities; retail and related uses; leisure facilities; business and commercial uses; open space and public realm; sustainable urban drainage systems; utility and energy facilities and infrastructure; waste management facilities; vehicular bridge links; car parking; creation of new vehicular and pedestrian accesses into the site, and creation of a new vehicular, pedestrian and cycle network within the site; improvements to the existing highway and local road network; undergrounding and diversion of power lines; lighting; engineering works, infrastructure and associated facilities; together with temporary works or structures required by the development.

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**P 22/35**      **PLANNING APPLICATIONS RECEIVED FROM EHDC**

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

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**3/22/1263/FUL**      **11 Cambridge Road, CM21 9JP**

Addition of 4 roof windows on existing roof

**STC Comment:** No objection [*prop Cllr Chester; secd Cllr Alder*]

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**3/22/1391/HH**      **9 Cambridge Road, CM21 9JP**

Erection of single storey rear extension, new bay window to side elevation, new twin-wall insulated chimney system

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

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**P 22/36**      **LATE PLANNING APPLICATIONS**

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 22 July 2022.

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**3/22/1469/HH**      **7 Cambridge Road, CM21 9JP**

Erection of two storey rear extension

**STC Comment:** No objection [*prop Cllr Wyatt; secd Cllr Alder*]

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**P 22/37**      **PLANNING DECISIONS MADE BY EHDC**

To receive Planning Decisions from EHDC.

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**3/22/0180/HH**      **7 Brook Road, CM21 9HA**

Single storey front extension

**STC Comment:** No objection

**EHDC Decision:** Granted

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**3/22/0565/HH                      30 Sayesbury Avenue, CM21 0ED**

Demolition of existing rear extension and erection of single storey rear extension.  
Alterations to existing porch and window arrangements on front elevation and external alterations

**STC Comment:** No objection

**EHDC Decision:** Granted

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**P 22/38                      PLANNING APPEALS**

To receive notification from EHDC of Planning Appeals. The following was noted.

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**Land at Railway Meadow, London Road, Spellbrook**

**APP/J1915/W/22/3297661**

Erection of 7 dwellings, associated vehicular access, landscaping and infrastructure

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Meeting Closed at 8.33pm

# SAWBRIDGEWORTH TOWN COUNCIL

## PLANNING COMMITTEE

### Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 12 September 2022** at 7.30pm.

This meeting was cancelled following the death of Her Majesty Queen Elizabeth II.

# SAWBRIDGEWORTH TOWN COUNCIL

## FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE

### Minutes

of the meeting of the Finance, Policy and Economic Development Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 12 September 2022** at 8pm.

This meeting was cancelled following the death of Her Majesty Queen Elizabeth II.

## Green champion report for Full Council meeting 26 September 2022 (as at 16 September 2022)

Eco Audit Working Group meeting – 6 September 2022

At this meeting the group discussed:

- Ideas to include in the Sawbridgeworth Air Quality Action Plan covering awareness campaigns, integrating schools, promoting active travel routes and real-time air quality monitoring schemes.
- STC's Eco Audit visit, still due to take place by 3 Acorns.
- Citizens' Science group update, including the recent lichen-based Nitrous Oxide and river corridor surveys, River Day activities, and the new 'sound' nature walks that Bob Reed is working on.
- Plans to develop the Southbrook allotment eco plot further and an update on the community garden plot.

Tidy Up Sawbridgeworth – 7 August 2022

A successful summer Tidy Up Sawbridgeworth session took place with nearly 20 litter pickers of all ages setting out from Bell Street to collect rubbish from around the town – many thanks to young resident Salvatore Pagdades for organising the session.

Repair Café – 17 September – Bullfields Centre

Sawbridgeworth's second Repair Café takes place organised by Corinne Lewis and Dawn Turner under the Sustainable Sawbridgeworth banner. Volunteer repair experts are available to repairs electrical, general household items and jewelry free of charge. A super initiative – repairs can save money and resources, and can help minimise CO2 emissions.



Sawbo Travel Challenge & Town Walk – 26 September to 1 October 2022

This STC, HCC and schools initiative is back, encouraging sustainable journeys to school over one week culminating in the Town Walk on the Saturday when pupils bring their families to follow a trail around the town stopping at various points manned by local community groups.

*Cllr Annelise Furnace*



## **County report for Aug/Sept 2022**

**This month's report is overtaken by the momentous event of the death of Queen Elizabeth 11 and the accession to the throne of King Charles III. In common with the Proclamation held by the Town and District Councils I attended the County Proclamation. In attendance were the Lord High Sheriff, Lord Lieutenant, Bishop, MPs, Chief Constable, Executive Directors, members and aldermen. On 15<sup>th</sup> September an extraordinary meeting of the County Council was held where members and former members were invited to share their special memories and reflections of the queens long reign.**

### **Minerals and Waste Plan Regulation 18 Consultation**

Currently formally under consultation until end Sept. However the Council has agreed to stakeholders that responses may be made late owing the the time taken during the period of national mourning. The plan allocates 3 sites for minerals extraction, Briggens, Hatfield Aerodrome, the land adjoining coopers Lane. Coopers Lane has been through Dev Control but Decision notice is yet to be issued. 2.7 yrs and 3.5m tonnes. Hatfield Aerodrome has had a new planning application submitted but yet to be determined.

### **Heatwave**

In truly testing circumstances, crews responded to multiple, and at times, an unrelenting stream of large-scale incidents including road traffic collisions, fires close to the M25 and crop and field fires. Due to the quick response and actions of our teams, thankfully no-one was injured, and larger incidents did not escalate into disasters, despite some fires rapidly approaching residential properties. The incidents below are only a fraction of what was managed, but demonstrate the scale and pressure of what teams experienced and responded to across the county:

- Combine harvester fire in Buntingford: six appliances in attendance
- RTC on the M1: five appliances in attendance
- Field fire in Rushden: six appliances in attendance
- Field fire in Hemel Hempstead: six appliances in attendance
- Field fire in Codicote: 12 appliances in attendance



These were in addition to the multiple cross-border incidents we supported in London, Buckinghamshire and Cambridgeshire

**Sunset Studios decision is “superb” for Hertfordshire residents.** The prospect of Hertfordshire adding another world-class film, tv and digital production facility to its portfolio moved a step closer last week when Broxbourne Borough Council’s Planning and Regulatory Committee granted outline planning permission for Sunset Waltham Cross Studios.

The proposed development, which will be located on a 91-acre site close to junction 25 of the M25, would be the first expansion of the Sunset Studios platform outside of the US.

### **Free holiday fun keeps kids in Hertfordshire HAPpy this summer**

Hertfordshire County Council-funded free summer holiday camps are proving so popular that they are almost fully booked. More than 3,600 children who, on average, were booked to enjoy 10 days of free activities.

The HAF programme free holiday activity clubs, known locally as HAPpy Camps, started running across Hertfordshire at the start of the holidays. There were over 180 camps funded by Hertfordshire County Council, coordinated by Herts Sports Partnership and the Hertfordshire Community Foundation, and run by over 80 different providers.

HAPpy Camps, which are delivering healthy food and fun activities during the school holidays, are free for children who are eligible for benefits related free school meals. There were more than 42,000 sessions running across Hertfordshire between 25 July and 31 August.

### **Life-saving defibrillators installed at all Hertfordshire Recycling Centres**

Hertfordshire County Council has installed life-saving defibrillators in all 16 of its operational recycling centres. Defibrillators are medical devices that help and support a patient by giving a high energy electric shock to the heart of someone who is in cardiac arrest.

With an annual footfall of 1.6 million visitors, the centres are set up to save lives should they ever be needed. The equipment will benefit local communities and all residents and staff on sites right across the county.

No specialist training is required to use defibrillators as they give audible instructions to the operator step by step throughout the process. Staff also receive enhanced first aid training to assist with their understanding and use of the equipment as well as improving the health and safety provision on the centres. As a fail-safe, the devices detect a patient's condition once the pads are attached and will not administer a shock to anyone who doesn't require it.

All equipment has been provided by Public Health with the support of London Hearts, the UK's leading defibrillator charity.

**Eric Buckmaster, Executive Member for Environment, Hertfordshire County Council, said:** "The introduction of defibrillators to all centres is a wonderful initiative that will not only benefit our site users, but also the local communities who will have access to the emergency equipment in the event it is required during a centre's operational hours."

### **The Intalink Enhanced Partnership**

The Intalink Enhanced Partnership has launched its first Bus Passenger Charter! A bus passenger charter made with and for bus users. As part of the Department for Transport's guidelines for any authority publishing a Bus Service Improvement Plan's (BSIP) a Bus Passenger Charter was required to be created. The intention of the Charter is to communicate what passengers can hope to expect from bus operators delivering local bus services in their area.

The Intalink Bus Passenger Charter (IBPC) sets out the commitment made between Hertfordshire County Council / bus operators and the passengers they serve to try and ensure certain standards are met for each journey. It translates the key elements of the BSIP into standards that the passenger should expect to see when taking a bus journey.

In January a 6-week consultation was launched. The purpose of this consultation was to understand bus users' priorities and to gain insight into what a bus user wants The IEP to value. The consultation interacted with over 5000 constituents. The IBPC was drafted in collaboration with bus operators combined with the results of the consultation. The consultation helped the understanding of bus users' priorities and what they value and want to see improved.

Over £55,000 raised for Fire Fighters Charity through Recycling

## **Hertfordshire residents have helped raise over £55,000 for the Fire Fighters Charity just by donating unwanted clothes, shoes and other textiles.**

Items can be donated at any one of twenty textile banks located at Hertfordshire Fire Stations. The scheme is supported by Hertfordshire Waste Partnership, made up of county, district and borough councils working together to reduce, reuse and recycle Hertfordshire waste.

The Fire Fighters Charity provides confidential, personalised support to the whole of the fire services community including mental health, physical health and social wellbeing services. The charity supports all fire service personnel, whatever their role in the service, as well as serving, retired, spouses and qualified dependents.

Donations have begun to increase again following the pandemic. For the year ending March 2022, over 44,000 kgs of items were generated, with the textile bank at Redbourn topping the list followed by Ware.

**Eric Buckmaster, Executive Member for Environment, Hertfordshire County Council, said:** "I'm delighted that Hertfordshire Fire Station textile banks are able to help with the fantastic work undertaken by the Fire Fighters Charity.

"The council has a vision to create a cleaner, greener and healthier Hertfordshire. It's important that we support residents with what they throw away and increase recycling and re-use so we can minimise waste."

**Young people from Hertfordshire make lifelong memories on National Citizen Service summer programme** Over 200 young people aged 16-17 gained vital life skills and lifelong memories this summer by taking part in the National Citizen Service (NCS) programmes run by Hertfordshire County Council Services for Young People (SfYP).

NCS provides young people with the opportunity to learn valuable life skills, take part in challenging activities and work with other young people to make a difference in their communities during the school holidays.

The two-week SfYP summer programme included a four-night residential stay at the University of Bedfordshire to give the young people a taste of student life while taking part in workshops, including first aid, CPR and how to use a defibrillator.

This was followed by two days of teambuilding at Box End Park, Bedford, including activities such as archery, orienteering, paddleboarding and aqua park challenges. The activities were all

designed to develop communication and leadership skills, with the young people encouraging each other to push themselves out of their comfort zones.

The second week was based at one of SfYP's young people's centres, with each group of around 15 young people choosing a charity they feel passionate about and raising both money and awareness for their good causes in creative ways.

### **Introducing Tala – a new character to inspire the newest generation of visitors to Hertfordshire's libraries: Tala The Storyteller**



Designed by newly graduated local artists, Tala will replace Bookstart Bear

The new character will be used to inspire families with babies and young children to visit Hertfordshire's 46 libraries. Libraries are also launching 'My Firsts', a way of celebrating key milestones in the lives of little ones

From September, there will be a new addition to the Hertfordshire library family, as 'Tala the Storyteller' is unveiled. A bright, vibrant creature, Tala is set to capture the imagination of babies and young people making their first foray into the wonderful world of reading.

The new character was created by local, newly graduated artists Emma Phillips and Eva Povey using funds from an Arts Council National Lottery Project Grant. Through creative workshops with families they were able to find out what appeals to young children in Hertfordshire and used these ideas in their designs.

Tala will be the star of Hertfordshire libraries' new promotion 'My Firsts' to inspire families with babies and young children to visit the library regularly, to borrow books and to join in with the variety of early years family activities, such as Rhyme Time.

**Hertfordshire secondary school applications for September 2023 now open**



The new school year may just be about to start but it's already time for parents and carers in Hertfordshire to start planning for next year as the application process for transfer to secondary schools opens (Thursday 1 September).

If your child starts secondary, upper or university technical college next year, make sure you apply for a place in good time. The easiest way to apply for a school place for September 2023 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 over 99% of parents applied in this way and found the system quick, easy and secure.

### **Hertfordshire County Council – A Financial Update**

Like all organisations across the country, the ongoing impact of increasing inflation has added significantly to the pressures on Hertfordshire County Council's budget. The latest forecast of council finances estimates a shortfall of £23.5 million for 2022/23 and ongoing pressures for future years – despite having set a balanced budget for the next two years as recently as February.

It's costing a lot more to simply provide our services at current levels. For example, the bill to keep streetlights on has increased by 60%, that's an extra £2.3 million a year just to keep the lights on after dark.

The Council's Resources and Performance Cabinet Panel will be asked to discuss the financial report, which notes options to make 'in year' efficiency savings and use some of the council's contingency and reserves to bridge the gap this year.

The pressures being seen today have been caused by soaring inflation affecting the whole economy, resulting in greatly increased costs alongside high post covid demand for key services



such as supporting children with special educational needs. The war in Ukraine and Russia restricting gas supplies means that global uncertainty is having a huge impact close to home. For months now the financial health of the County Council has been closely monitored and this will continue.

**Richard Roberts, Leader of Hertfordshire County Council says;**

"Financially, the council is a very well managed organisation, making a great start to the financial year with a balanced budget. Last year we came out of the pandemic able to offer a significant covid recovery package supporting many residents and businesses across the county and investing in services our residents value.

However the last six months have seen global events outside our control unfold, with everyone in the country now dealing with increases in the cost-of-living. This was why we set out our 'Cost of Living' support in July. Our residents are struggling with rising bills and we, like every council in the country, are facing a similar picture.

We will also be doing everything we can to offer support to our most vulnerable residents and offer much needed advice and guidance for everyone. I will be writing to the new Prime Minister congratulating her and asking that she considers the pressures we face as she balances need across the country and also working with the Local Government Association (LGA) and County Councils Network (CCN) to make representations on behalf of the county.

At a time when our residents and businesses are facing unprecedented challenges I want our services to continue to be efficient, helpful and above all tied in closely with our partner district councils, voluntary and faith organisations. Only together can we get through this."

The Resources panel will take place on 14 Sept and can be viewed at [www.hertfordshire.gov.uk/watchmeetings](http://www.hertfordshire.gov.uk/watchmeetings) and any resident wanting support with cost of living can find advice, resources and links of what is already available via this web page [www.hertfordshire.gov.uk/costofliving](http://www.hertfordshire.gov.uk/costofliving)

## East Herts District Councillor Report for Town Council 26.9.22

It has been a very quiet summer with some meetings cancelled or moved till later in the year.

10.8.22 DMC the application was 3/22/0510/REM

This is the reserved matters application for the business park in Bishop Stortford South. The developers had made some changes to the height and layout of the units, but the uses are similar to what was proposed before. Due to the objections the outline application raised, Highways had included a condition that the sites vehicles had to use the A120 and go north to the M11. Several of us pointed out that this is unenforceable. I argued the point that the B1184 named in the condition went through Sawbridgeworth. Therefore, giving all traffic the right to use it as a direct route to the M11. Highways agreed to take that part out of the conditions. We were told that the objections to the use of the units or the traffic management were not grounds to refuse the application. As this was a reserve matter application there is little the DMC can determine. The application was passed, I abstained from the vote.

1.9.22. A training session was held for DMC members on sites for renewable energy.

7.9.22 DMC this meeting was cancelled.

8.9.22. Members briefing on the waste contract. The report from the working party will be put before Overview and Scrutiny to deliberate before it comes before full council.

## **Eco-Audit Working Group (EAWG) Meeting via Zoom, 6 September 2022 at 12.00**

**Zoom meeting attendees:** Cllrs Annelise Furnace (AF chair), Ruth (RB) and Eric Buckmaster (EB); Mr David Royle (DR), Mrs Hazel Mead (HM), Ms Sarah Brown (SB), Mr Bob Reed (BR), Mr Chris Hunt (CH), Town Clerk, Ms Joanne Sargant (JS), Town Projects Manager; notes taken by David Royle. Apologies from Cllr Nathan Parsad.

### **1. DEFRA Air Quality grant application - ideas/themes so far:**

- Awareness campaigns e.g., Clean Air Day
  - Integrating schools e.g., Sawbo Travel Challenge
  - Active travel routes e.g., map/app showing walking routes
  - Real-time air quality monitoring e.g., residents scheme
- AF reported that EHDC planned to use Sawbridgeworth as a case study and information source for grant application; so far we have worked on awareness raising e.g. for Clean Air Day in support of EHDC through a Sustainable Sawbridgeworth stall on Bell Street and idling monitoring; additional signage near schools has been suggested; we also have the annual schools travel challenge week with HCC.
- SB suggested we should promote active travel routes and promote/make more use of the SawboBus beyond the present focus on the older age group; an updated footpath map could perhaps be published with funding; CH and JS pointed out the issues with our existing licence and that passengers need to be signed up; DR mentioned that we also have history walks and the Trail Tale walk the Council had funded.
- EB will ask about funding and regulations re signs on street furniture of we can provide list of possible locations; SB wondered if roads round schools could be made one way to reduce bottlenecks and idling; EB felt this would be complicated and time consuming to implement but School Streets model should be considered.
- DR thought we should take a broader view, especially with the DEFRA grant application in mind and the forthcoming Local Walking and Cycling Improvement Plan and mentioned that Cambridge had proposed a sustainable travel zone, including cycling and walking routes;
- EB to update WG by email on HCC activities; he has meetings with the Clean Air Day officer (might be possible to invite EAWG members) and a Sustainable Herts Action Plan review.

### **2. Update on the Jubilee hedge on Springhall Meadow/tree planting grant**

- BR reported little progress because scheduled monument consent is need; CMS and EHDC are now managing this; planting needs to be done before Christmas
- CH agreed to provide updates through STC meetings

### **3. STC Eco-Audit update**

- Form pre follow-up visit still to be completed but we now have a year's data post Covid.

### **4. Citizen Science update**

- BR reported on the recent lichen-based Nitrous Oxide and river corridor surveys, the latter on River Day.
- He is also planning a sound profile of the parish and 10 nature walks (four in Pishiobury) starting and finishing at Fair Green; he will provide a sample. Walks should be seasonal and include a sound meter.



- It was agreed that these walks should be promoted and would add to our town resource and sustainable travel options as already discussed.
- SB asked if there could be a thermal imaging camera citizen science project to help residents make decisions about energy saving measures; AF mentioned that she, EB and DR were already talking about funding this and that Sustainable Sawbridgeworth had borrowed a camera from Sustainable St Albans.

#### **5. Sustainable Sawbridgeworth update**

- DR summarised current activities as per his paper for tonight's meeting of the Bishop's Stortford Climate Group, copy attached.
- EB mentioned the HCC Youth COP planned for 22 September; unsure if Sawbridgeworth students would be attending.

#### **6. EHDC community groups update**

- DR reported that the meetings between EHDC representatives of groups from Sawbridgeworth, Bishop's Stortford, Buntingford and Hertford had been suspended by mutual consent. The four groups still share information and DR is trying to set up a sustainability forum by Zoom with the groups above, plus Baldock, Letchworth, St Albans and Heart, to share best practice.

#### **7. AOB**

- HM mentioned the Southbrook allotment eco plot to be further developed with BR.
- DR mentioned the community allotment project started by Agnieszka Cebulak which provides fresh produce for the Evangelical Church pop-up shop and Hailey Centre. CH reported that this has been extended for a further year at no cost.
- SB asked if we could think about providing/funding water butts to residents to save water; Affinity Water had a project; she also mentioned the continuation of the Christmas lights project with Reedings and FandB linked to the GSM Festival of Light and single-use plastic reduction. She thanks JS for her support.
- EB mentioned HCC's 110k trees for residents and promised to look up the link for circulation.

**Next meeting: TBC before Amenities meeting on 13 February 2023; agenda items to AF**

**DR 060922**

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# Sawbridgeworth Town Council

## Memorandum from the Town Clerk

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To: All Members  
From: Christopher Hunt  
Subject: Briefing for 26th September 2022  
Date: 20th September 2022

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### **CiLCA**

The Clerk has been successful in completing his Certificate in Local Council Administration qualification allowing the Town Council to retain its General Power of Competency (GPC)

GPC (LA 2011 s1(1)) gives local authorities, including eligible local councils, "the power to do anything that individuals generally may do" as long as they don't break other laws. It is a 'power of first resort'; this means that when searching for a power to act, the first question you ask is whether you can use GPC. To find the answer, you ask whether an individual is normally permitted to act in the same way. For example:

- An individual can't put someone in prison – and neither can a local council (although, like an individual, the council can press for a prosecution).
- An individual can't impose taxes on other people – so a local council can't use GPC to raise taxes.

on the other hand, an individual

- could run a community shop or post office (provided they abide by relevant rules) – so a local council can do likewise;
- can set up a company to provide a service. GPC clearly permits a local council to engage in commercial activity as long as it sets up a company or co-operative society (s4) for this purpose

Sometimes a council can do things that an individual can't do – such as creating byelaws, raising a precept or issuing fixed penalty notices – but it must do so using the specific original legislation. GPC does not mean that the council can delegate decisions to individual councillors – this is a procedural matter that remains enshrined in law.

### **Bus Driver Vacancy**

Two applicants applied for the vacancy and one has been interviewed and another will be interviewed this week. I would like to thank Nick Shenton for his work as the driver over the past year.

### **Staff Update**

- All staff will receive appraisals this coming month
- the new ranger undertook first aid training meaning all staff are fully qualified.

Town Projects Manager Update Report  
September 2022

PROJECT TITLE	Committee / Group	DATE OF COMPLETION	STATUS
Town Market	F&P + EDC	Ongoing	Food Act / planning permission to hold a market verification ongoing
Town Vibrancy and Bussiness Liaison	TAPAC	Completed	Two stall holders found to date. Sourcing suppliers on going
Re-Imagining Project	Great St Mary's & The Community	Completed	RSS Welcome Back Fund - Project cost submitted and approval (EHDC) granted and £12,841.33 received in respect of project manager application.
Fun on the Field	Full Council	Completed	Completed
Travel Challenge Week	Eco Audit	19th - 24th September	A great success. Will continue in 2023 / Budget dependant
Remembrance Day	Full Council	Sunday 13th November	Well received by all schools and is taking place this week. Launch of the SawboSaurus has been welcomed and assemblies have taken place.
Christmas Event	Full Council	Sunday 4th December 1pm to 5.30pm	Preparation / Wreaths / Logistics
<b>ONGOING WORK</b>			
General Admin			Preparation & Logistics / Tender process complete for next 3 years installation, Part 1 HCC application process in progress.
Cemetery Manager Role			
Eco Audit attendance at group meetings.			Plan for next 5 years
War Memorial group			Re-visit 3Acorns and book visit
			Currently in the process of finalising the work to repair the indoor altar wood work - almost complete



# **Sawbridgeworth Town Council**

## **Document 1.7.1**

### **CORPORATE STRUCTURE**

**(Helping to improve services)**

**To be amended by F,P & EDC Committee 12th September 2022  
To be approved by Council 26th September 2022**

## **MISSION STATEMENT**

'To provide an accountable, valued and quality service to the community'

## **OBJECTIVES**

1. To promote working partnerships for the benefit of the community
2. To communicate, consult and engage
3. To provide services that are accountable, transparent and value for money
4. To be recognised as a quality employer
5. To preserve and promote the town's unique heritage and environment

## **FULL COUNCIL**

Full Council has responsibility for dealing with matters of strategic importance to the town and for dealing with matters which by law, it must do.

Membership: 12      Quorum: 4      Frequency of Meetings: monthly (*Not August or December*)

1. To elect a Town Mayor and Deputy Town Mayor
2. To approve the annual precept demand
3. To approve accounts for payment
4. To make appointments to committees
5. To make appointments and nominations to outside bodies
6. To approve the Review of Internal Audit procedures
7. To approve the Annual Accounts in accordance with the Accounts and Audit Regulations
8. To appoint internal and external auditors
9. To approve recommendations on the annual review of Council's Standing Orders and Financial Regulations
10. To deal with matters of a strategic nature
11. To respond to consultative documents from Government and other bodies other than those specifically allocated to Committees or Sub-Committees
12. To consider matters referred to it by Committees or Sub-Committees

## **COMMITTEE TERMS OF REFERENCE**

Committees may exercise delegated functions on behalf of the Town Council under the following terms of reference, subject to:-

- The Town Council's approved Budget and Financial Regulations;
- Any previous minuted decision of the Town Council.
- Any matters reserved to the Town Council by law.

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## **FINANCE POLICY and ECONOMIC DEVELOPMENT COMMITTEE**

The Finance Policy and Economic Development Committee is the main policy making Committee of the Council and provides the strategic direction of the Council including future provision of new services. It is responsible for ensuring the Council follows statutory proper practices in the management of the council's finances, achieves accountability, transparency, value for money and quality.

Membership: 6 + 2 ex-officio      Quorum: 3      Frequency of Meetings: bi-monthly

Membership eligibility:      By appointment by Full Council taking account of aptitude or experience

### **Terms of Reference**

1. To guide the Council in the formulation of its objectives.
2. To identify the need for new services and facilities.
3. To be responsible for allocating and controlling the financial resources of the Council including carrying out a quarterly financial review.
4. To advise the Council on the distribution of functions between Committees and Sub-Committees and any major policy changes in the Council's management or administrative procedures.
5. To consider the financial estimates of the Council and recommend the precept to be levied.
6. To make recommendations regarding the annual review of Council's Standing Orders and Financial Regulations
7. To carry out and make recommendations to Council following the annual Review of Internal Audit procedures including the Governance and Management Risk Register and



to recommend the appointment of the Internal Auditor to Council

8. To be responsible for the Council's Capital Management Plan and longer term financial and business plans including Corporate Structure.
9. To be responsible for the collection of all revenue, the raising and renewal of loans (for recommendation to Council) and insurance.
10. To be responsible for the banking, financial and accounting methods adopted by the Council.
11. To annually review tenancies, hire charges and burial fees.
12. To respond to consultative documents from Government and other bodies other than those specifically allocated to other Committees or Sub-Committees (where a Full Council meeting does not fall within the consultation period).
13. To implement new policies and annually review rules and regulations and policies (excluding those relating to Council as an employer).
14. To enter into legal proceedings on the Council's behalf including overseeing and review of agency agreements.
15. To consider the delegation of appropriate services to the Town Council from other authorities.
16. To develop a communication strategy including the use of social media, to oversee use of same and to oversee management and development of the Council's website and quarterly newsletter
17. To deal with matters not normally dealt with or specifically referred to other Committees or Sub-Committees.
18. To develop an economic development strategy for the town, in consultation with local businesses and residents.
19. Within the limits of the Council's powers and responsibilities and its approved budget to authorise actions to fulfil the above objectives

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## PLANNING COMMITTEE

The Planning Committee considers proposed development in the Parish and immediate surrounding area, responding to planning applications as a consultee, relevant consultations and supporting the development of a Neighbourhood Plan.

Membership: 6 + 2 ex-officio

Quorum: 3

Frequency of Meetings:

Twice each month

Membership eligibility:

By appointment by Full Council

## Terms of Reference

1. To consider all planning aspects of development within the Parish.
  2. To consider all matters affecting the Parish infrastructure.
  3. To consider and monitor Development Plans and associated documents.
  4. To provide or delegate representation at Planning Authority Committee meetings, Inquiries and Appeals.
  5. To make recommendations regarding street naming within the Parish.
  6. To respond as consultee to any planning application or any consultation document relating to planning in the Parish.
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## **TOWN ACTION PLAN and AMENITIES COMMITTEE**

This Committee monitors the operation of all Town Council properties and amenities, ensuring a high standard of provision. It considers their further development and the development of other facilities. The Committee is responsible for protecting the environment, promoting biodiversity, maintaining valued spaces, providing quality facilities and working in partnership with other organisations to achieve these objectives. The committee has authority for managing the budget allocation for its areas of responsibility.

Membership: 6 + 2 ex-officio      Quorum: 3

Frequency of Meetings: bi-monthly

Membership eligibility: By appointment by Full Council

## Terms of Reference

1. To work in partnership with other organisations for the benefit of provision or improvement of existing and future facilities and services.
2. To promote the development and good management of leisure facilities in the town.
3. To manage the use, maintenance and improvement of West Road Play area.
4. To manage and develop the Farmers market



5. To act as responsible landlords for sites owned by the Town Council and leased to other organisations for management including the Hailey Centre.
6. To support and investigate the provision of youth facilities and services in the town.
7. To manage the use, maintenance and improvement of the Council Offices
8. To manage the provision and upkeep of Three Mile Pond Cemetery
9. To develop and maintain floral schemes in the town on land owned and/or managed by the Town Council and to encourage and support other organisations in doing so elsewhere in the town.
10. To oversee the responsible management and maintenance of all trees in the Town Council's areas of responsibility.
11. To manage markets in the town including the Farmer's Market and to encourage and support other markets.
12. To maintain the War Memorial.
13. To support the Allotment Association in managing the provision and upkeep of allotments.
14. To review and update the Sawbridgeworth Town Action Plan (STAP) and facilitate greater participation by Sawbridgeworth residents in the updating process.
15. Areas of Responsibility
  - Initiating actions to meet the objectives of the STAP
  - Reviewing and updating the STAP in consultation with residents
  - Amending the STAP to take account of the impact of the East Herts District Plan
  - Reporting on the STAP at the Annual Town Meeting
  - Developing a strategy for the Economic Development of the town in consultation with local businesses and residents.

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#### **APPOINTMENTS AND APPRAISALS COMMITTEE**

The Appointments and Appraisals Committee is responsible for all aspects of management of human resources including setting of policies, training and development of councillors and staff, grading and conditions of service.

Membership: 3      Quorum: 2      Frequency of Meetings: as and when required

Membership requirements: specialist knowledge in human resources, policies, staff management, training and development

## Terms of Reference

- a. To consider and make recommendations regarding the Council's staffing structure.
- b. To determine the employment, welfare, pension, remuneration, recruitment, training, qualifications, health and safety aspects and other conditions of service of all employees.
- c. To determine those discretionary provisions contained in the scheme of Service of the National Joint Council for Local Authorities.
- d. To undertake the Town Council's responsibilities in relation to the Local Government Pension Scheme.
- e. To determine and approve the establishment and grading of employees for the administration of the Council.
- f. To develop an effective training policy for all staff and Councillors and to monitor same.
- g. To approve job descriptions for all Staff.
- h. To oversee the recruitment of Council staff as necessary.
- i. To create any new policies deemed necessary for the proper management and care of Council employees, whether obligatory or not.
- j. To ensure the Town Council is compliant and up to date with all relevant UK legislation and EU Directives.
- k. To monitor/review all aspects of paperwork pertaining to HR matters and suggest areas for improvement.
- l. To monitor and review staff appraisals, ensuring action plans are developed and monitored.
- m. To monitor and review staff performance against targets such as time or finance.
- n. To review and suggest any areas where succession management may be a possibility.

## **DELEGATION**

### **General**

Where powers or duties have been delegated to a Committee, that Committee may in turn assign functions or delegate powers and duties to the Town Clerk or a Sub-Committee, provided that any action taken under delegated powers by the Town Clerk or a Sub Committee shall be reported to the next meeting of the appropriate Committee or Sub-Committee for information.

A committee may set up a working group to investigate, consider and report back with recommendations on any issue.

Any power or duty which is delegated under this scheme is subject to Town Council policy and the approved budget and may also be exercised by the Town Council or any Committee which has delegated or further delegated that power or duty.

### **Town Mayor's powers**

The Town Clerk may, in consultation with the Town Mayor and Deputy Town Mayor, on the Council's behalf deal with, decide or take action on such matters as will not admit of delay, subject to a report indicating such action being submitted to the next meeting of Council.

### **Chairman's powers**

- The Town Clerk may, in consultation with the Chairman and Vice-Chairman of a Committee or Sub-Committee, on that Committee's or Sub-Committee's behalf deal with, decide or take action on such matters within the Committee's or Sub-Committee's terms of reference as will not admit of delay, subject to a report indicating such action being submitted to the next meeting of the appropriate Committee or Sub-Committee.
- That the above be taken to include the Mayor in the absence of either the Chairman or Vice-Chairman.



## **Delegation to the Town Clerk**

### **Specific Delegations**

The following list of delegations to the Town Clerk may, from time to time, be further delegated to the Council's officers at the discretion of the Town Clerk.

1. To be and carry out the functions of the Proper Officer under the Local Government Act 1972; to arrange and call meetings of the Town Council and its Committees and Sub-Committees; and to implement decisions thereof.
2. The general management of the Council's services in accordance with the policies determined from time to time by the Council and its Committees, including dealing with correspondence and handling complaints and requests for information.
3. The initiation of new arrangements and revision of existing arrangements for the improved management of Council establishment providing the estimated cost has been included in the current revenue budget.
4. The determination of the use of existing office accommodation, the purchase of equipment and the authorisation of repairs and maintenance to all buildings and equipment within the financial limit of the current revenue budget.
5. The appointment, management, development, appraisal and discipline of employees within the Council's approved establishment.
6. The delegation of staff to attend courses, seminars etc. Relevant to their position with the Council subject to a six-monthly report to the Appointments and Appraisals Committee.
7. The exercise of virements within a Committee's budget, according to need.
8. Any action necessary in an emergency to protect the Council's property or assets or minimise its liabilities, subject to consultation where practicable with the Mayor or Deputy Mayor and to report back to the next appropriate Council meeting.

### **Further Delegations**

The Council may from time-to-time further delegate action to the Town Clerk or to the Town Clerk in consultation with the appropriate Committee Chairman. Such delegation will be clearly minuted and revised accordingly.

## **Delegations to the Responsible Financial Officer**

- To carry out the functions of the Responsible Financial Officer under the Local Government Act 1972 s151, including the maintenance of the Council's accounts, arrangements for internal audit and the preparation of budget estimates for the forthcoming year;
- To make arrangements to pay the salaries and wages of employees of the Council.

DRAFT



# **Sawbridgeworth Town Council**

## **Policy 6.6**

### **Risk Management Policy**

**To be approved by F,P & EDC Committee 12th September 2022**  
**To be approved by Full Council 26<sup>th</sup> September 2022**

#### **INTRODUCTION**

- Risk is the threat that an event or action will adversely affect the Town Council's ability to achieve its stated aims and objectives and to successfully execute its services. Risk management is the process by which risks are identified, evaluated and controlled. It is a key element of the framework of governance together with community focus, structures and processes, standards of conduct and service delivery arrangements<sup>1</sup>.

- Sawbridgeworth Town Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets liabilities and community against potential losses, to minimise uncertainty in achieving its aims and objectives and to maximise the opportunities to achieve these aims.
- The Town Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk to ensure that risk management is an integral part of the Town Council's management processes.

## 1. Objectives

The objectives of the Town Council's risk management policy are to:-

- Integrate risk management into the culture of the Town Council
- Manage risk in accordance with best practice
- Anticipate and respond to changing social, environmental and legislative requirements
- Prevent loss, minimise disruption, damage and injury and reduce the cost of risk, thereby maximising resources
- Inform policy and operational decisions by identifying risks and their likely impact
- Raise awareness of the need for risk management.

These objectives will be achieved by:

- Establishing clear roles, responsibilities and reporting lines within the Town Council for risk management
- Providing opportunities for shared learning on risk management across the Town Council.
- Providing risk management training and awareness sessions
- Incorporating risk management considerations into the Town Council's management processes e.g. project management, Business Continuity Planning
- Effective communication with, and the active involvement of officers
- Monitoring arrangements on an on-going basis

1. Audit Commission - Worth the Risk: Improving Risk Management in Local Government (2001: 5)

### 1.2 Responsibility for Risk Management

1.2.1 The Town Council recognises that it is the responsibility of all Councillors and officers to have regard for risk in carrying out their duties. If uncontrolled, risk can result in a drain on resources that could better be directed to front line service provision, and to the meeting of the Town Council's objectives and community needs.

1.2.2 This policy has the full support of the Town Council which recognises that any reduction in injury, illness, loss or damage benefits the whole community. The co-operation and commitment of all employees is required to ensure that Town Council resources are not wasted as a result of uncontrolled risk.

## 2. RISK MANAGEMENT POLICY

2.1 This document forms Sawbridgeworth Town Council's Risk Management Policy. It sets out:

- What is risk management;
- Why the Town Council need a risk management policy;
- What is the Town Council's philosophy on risk management;
- What is the risk management process
- How will risk management feed into the Council's existing policies
- Implementation timetable;
- Roles and responsibilities;
- Future monitoring

2.2 The objectives of this strategy are to:

- Further develop risk management and raise its profile across the Town Council;
- Integrate risk management into the culture of the Town Council;
- Embed risk management through the ownership and management of risk as part of all decision making processes; and
- Manage risk in accordance with best practice.

## 3. WHAT IS RISK MANAGEMENT?

3.1 Risk management is an essential feature of good governance. An organisation that manages risk well is more likely to achieve its objectives. It is vital to recognise that risk management is not simply about health and safety and business continuity, but applies to all aspects of the Council's work.

3.2 Risks can be classified into various types but it is important to recognise that for all categories the direct financial losses may have less impact than the indirect costs such as disruption of normal working. The examples below are not exhaustive:

**Strategic Risk** - long-term adverse impacts from poor decision-making or poor implementation. Risks damage to the reputation of the Council, loss of public confidence, in a worst case scenario Government intervention.

**Compliance Risk** - failure to comply with legislation or laid down procedures or the lack of documentation to prove compliance. Risks exposure to prosecution, judicial review, employment tribunals, inability to enforce contracts.

**Financial Risk** - fraud and corruption, waste, excess demand for services, bad debts. Risk of additional audit investigation, objection to accounts, reduced service delivery, dramatically increased Council Tax levels/impact on Council reserves.

**Operating Risk** - failure to deliver services effectively, malfunctioning equipment, hazards to service users, the general public or staff, damage to property. Risk of insurance claims, higher insurance premiums, lengthy recovery processes.



3.3 Not all these risks are insurable and for some the premiums may not be cost effective. Even where insurance is available, a monetary consideration may not be an adequate recompense. The emphasis should always be on eliminating or reducing risk before costly steps to transfer risk to another party are considered.

3.4 Risk is not restricted to potential threats but can be connected with opportunities. Good risk management can facilitate proactive, rather than merely defensive responses. Measures to manage adverse risks are likely to help with managing positive ones.

#### **4. WHY DOES THE TOWN COUNCIL NEED A RISK MANAGEMENT POLICY?**

4.1 Risk management will strengthen the ability of the Town Council to achieve its objectives and enhance the value of services provided.

4.2 The Risk Management Policy will help to ensure that the whole Town Council has an understanding of risk and that the Town Council adopts a uniform approach to identifying and prioritising risks. This should in turn lead to conscious choices as to the most appropriate method of dealing with each risk, be it elimination, reduction, transfer or acceptance.

4.3 Strategic risk management is also an integral part of the Town Council's commitment to best practice and continual improvement and a requirement of Internal and External Financial Auditing.

4.4 There is a requirement under the Accounts and Audit Regulations 2011 to establish and maintain a systematic strategy, framework and process for managing risk. Risks and their control will be collated in a Risk Register. A statement regarding the system of internal control and the management of risk will be included as part of the Annual Statement of Accounts.

#### **What is the Council's philosophy on Risk Management?**

##### **4.5 Risk Management Policy Statement**

Sawbridgeworth Town Council recognises that it has a responsibility to manage risks effectively in order to protect its employees, assets, liabilities and community against potential losses, to minimise uncertainty in achieving its goals and objectives and to maximise the opportunities to achieve its vision.

The Town Council is aware that some risks can never be eliminated fully and it has in place a strategy that provides a structured, systematic and focussed approach to managing risk. Risk management is an integral part of the Town Council's management processes.

##### **4.6 What is the Risk Management Process?**

##### **4.7 Implementing the Strategy**

**Risk Identification** – Identifying and understanding the hazards and risks facing the Town Council is crucial if informed decisions are to be made about policies or service delivery methods. The risks associated with these decisions can then be effectively managed. All risks identified will be recorded in the Town Council's Risk Register.

**Risk Analysis** – Once risks have been identified they need to be systematically and accurately assessed using proven techniques. Analysis should make full use of any available data on the potential frequency of events and their consequences. If a risk is seen to be unacceptable, then steps need to be taken to control or respond to the risk.

**Risk Prioritisation** - An assessment should be undertaken of the impact and likelihood of risks occurring, with impact and likelihood being scored Low (1), Medium (2) and High (3). The scores for impact and likelihood are added together. Risks scoring 4 and above will be subject to detailed consideration and preparation of a contingency/action plan to appropriately control the risk

## **5. RISK CONTROL**

5.1 Risk control is the process of taking action to minimise the likelihood of the risk event occurring and/or reducing the severity of the consequences should it occur. Typically, risk control require the identification and implementation of revised operating procedures, but in exceptional cases more drastic action will be required to reduce the risk to an acceptable level.

Options for control include:

**Elimination** – the circumstances from which the risk arises are removed so that the risk no longer exists;

**Reduction** – loss control measures are implemented to reduce the impact/likelihood of the risk occurring;

**Transfer** – the financial impact is passed to others e.g. by revising contractual terms;

**Sharing** - the risk is shared with another party;

**Insuring** -insure against some or all of the risk to mitigate financial impact;  
And

**Acceptance** – documenting a conscious decision after assessment of areas where the Council accepts or tolerates risk.

## 5.2 Risk Monitoring

The risk management process does not finish with putting any risk control procedures in place. Their effectiveness in controlling risk must be monitored and reviewed. It is also important to assess whether the nature of any risk has changed over time.

The information generated from applying the risk management process will help to ensure that risks can be avoided or minimised in the future. It will also inform judgements on the nature and extent of insurance cover and the balance to be reached between self-insurance and external protection.

## **6. RISK MANAGEMENT AND EXISTING TOWN COUNCIL POLICIES**

6.1 The initial identification of risks will be achieved by managers and supervisors compiling a list of the risks in their service area(s) which will be integrated into a comprehensive Council Risk Register.

6.2 Best Value – although Best Value no longer applies to the Town and Parish Councils the principles remain sound and a good demonstration of best practice as they present a significant opportunity for the Town Council to reassess its objectives and the threats to achieving these objectives. The Town Council will build risk management procedures into the way that it operates as part of a commitment to quality and continuous service improvement. As part of any review process the strategic and operational risks associated with the service under review will be assessed. Recommendations for risk control will be reported to the relevant Committees for approval.

6.3 Projects and Service Changes – managers and supervisors developing projects or recommending changes to services will ensure that risks are identified and the measures to eliminate or control risks are documented in agenda reports to be considered by the relevant committee.

6.4 Partnership Working – the Town Council will continue to enter into a number of partnerships with organisations from the public, private, voluntary and community sectors where necessary. Some of these organisations may not have the same sensitivities to the risks that the Town Council sees as important. Part of the process of setting up future partnerships will be to ensure that all relevant risks are identified and that appropriate control mechanisms are built into the management arrangements for the partnership.

6.5 Business Continuity Planning – the Town Council will use information gleaned from the regular reviews of its key risks to inform and shape the business continuity plan which aims to ensure that the Town Council's vital functions are able to continue during a period of severe disruption such as loss of buildings, equipment or staffing.

## **7. ROLES AND RESPONSIBILITIES**

7.1 It is important that risk management becomes embedded into the everyday culture and performance management process of the Town Council. The roles and responsibilities set out below, are designed to ensure that risk is managed effectively right across the Town Council and its operations, and responsibility for risk is located in the right place. Those who best know the risks to a particular service are those responsible for it. The process must be driven from the top but must also involve staff throughout the organisation.

7.2 Elected Members – risk management is seen as a key part of the Elected Members' stewardship role and there is an expectation that Elected Members will lead and monitor the approach adopted, in a similar way to existing monitoring of issues such as financial risk management and event risk assessment. This will include:

## Risk Management Policy – 6.6

1. Approval of the Risk Management Policy;
2. Analysis of key risks in reports on major projects, ensuring that all future projects and services undertaken are adequately risk managed;
3. Consideration, and if appropriate, endorsement of the Annual Statement of Internal Control as required for External Audit; and
4. Assessment of risks whilst setting the budget, including any bids for resources to tackle specific issues.

7.3 Managers and Supervisors -will act as the risk assessors for each section, assisting with identifying all risks in their section and the compilation of the Risk Register. They will manage risk effectively in their particular service areas or projects and report how threats and risks have been managed to the Town Clerk. This includes identifying, analysing, prioritising, monitoring and reporting on service risks and any control actions taken.

Specific duties relating to individual officers are detailed in paras. 7.4, 7.5, 7.6 and 7.7 below

**7.4 Town Clerk** – will act as the Lead Officer on Risk Management and be responsible for overseeing the implementation of the detail of the Risk Management Policy. The Town Clerk will:

1. Provide advice as to the legality of policy and service delivery choices;
2. Provide advice on the implications for service areas of the Council's corporate aims and objectives;
3. Update the Council and sections on the implications of new or revised legislation;
4. Assist in handling any litigation claims;
5. Provide advice on any human resource issues relating to strategic policy options or the risks associated with operational decisions and assist in handling cases of work related illness or injury;
6. Advise on any Health and Safety at Work Act 1974 implications of the chosen or proposed arrangements for service delivery;
7. Report progress to Full Town Council via the Finance, Policy and Administration Committee; and
8. Ensure that Risk Management is an integral part of all annual reviews of the Constitution and setting of aims and objectives, including recommendations for risk control highlighted in reports presented to relevant Committees.

**7.5 Responsible Finance Officer** – as the Town Council's section 151 Officer the Finance and Administration Manager will:

1. Assess and implement the Council's insurance requirements;
2. Assess the financial implications of strategic policy options;
3. Provide assistance and advice on budgetary planning and control;
4. Ensure that the financial systems approved by the Town Council allow effective budgetary control; and
5. Effectively manage the Town Council's investment and loan (where applicable) portfolio in accordance with the Treasury Management Policy.

**7.6 Managers and Supervisors** – as 6.3 above

**7.7 Employees** – will undertake their job within risk management guidelines ensuring that their skills and knowledge are used effectively. All employees will maintain an awareness of the impact and costs of risks and how to feed data into the formal process. They will work to control risks or threats within their jobs, monitor progress and report on job related risks to their manager or supervisor.

**7.8 Role of Internal Audit** – Internal Audit provides an important scrutiny role by carrying out audits to provide independent assurance to the Finance, Policy and Administration Committee that the necessary risk management systems are in place and all significant business risks are being managed effectively. Internal Audit will work with External Audit to achieve the aim of assisting the Town Council in identifying both its financial and operational risks and seeks to assist the Town Council in developing and implementing proper arrangements to manage them, including adequate and effective systems of internal control to reduce or eliminate the likelihood of errors or fraud. Internal Audit reports, and any recommendations contained within, will help to shape the Annual Statement of Internal Control and assist the programme of External Audit.

**7.9 Finance, Policy and Economic Development Committee** – Review and oversee the implementation of the Risk Management Policy and compilation of the Risk Register.

**7.10 Training** – Risk Management training will be provided to Elected Members, and officers through a variety of mediums. The aim will be to ensure that both Elected Members and staff have the skills necessary to identify, evaluate and control the risks associated with the services they provide.

**7.11** In addition to the roles and responsibilities set out above, the Town Council is keen to promote an environment within which individuals/groups are encouraged to report adverse incidents promptly and openly. To assist with this aspect, the Town Council has developed a 'whistleblowing' policy.

## **8. FUTURE MONITORING**

**8.1 Review of Risk Management Policy** - This Policy will be reviewed on a 2 yearly basis as part of the Town Council's continuing review of its Constitution. Recommendations for change will be reported to the Finance, Policy and Administration Committee. The date of the next review will be in 2015.

**8.2** The Risk Register will be regularly reviewed and updated. This will be undertaken by the Town Clerk and reported to Finance, Policy and Administration Committee. New risks will emerge and need to be controlled. Feedback from Internal and External Audit can identify areas for improvement, as can the sharing of best practice via professional bodies, the National Association of Local Councils and relevant local council forums.

**8.3 Reporting on Progress** – The Town Clerk will present an annual report to the Finance, Policy and Administration Committee detailing progress on risk management over the year and providing a summary of the Risk Register.

## **9 CONCLUSION**

## Risk Management Policy – 6.6

9.1 The adoption of a sound risk management approach should achieve many benefits for the Town Council. It will assist in demonstrating that the Town Council is committed to continuous service improvement and effective corporate governance.

### 10. FREEDOM OF INFORMATION

10.1 In accordance with the Freedom of Information Act 2000, this document will be posted on the Town Council's Website as part of the Constitution and copies of this document, the Risk Management Policy and the Risk Register will be available for inspection at the Council Offices.



# **SAWBRIDGEWORTH TOWN COUNCIL**

## **FINANCIAL REGULATIONS**

**To be amended by F,P & EDC Committee 12th September 2022  
To be approved by Council 26th September 2022**

Annexes Attached as follows:

Annex A – Responsible Financial Officer Duties and Responsibilities  
Annex B – Treasury Management Policy  
Annex C – Financial Management Strategy



**Final Draft Review**  
**Sawbridgeworth Town Council**

**Financial Regulations**

**1. General**

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

**2. Annual Estimates**

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

**3. Budgetary Control**

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

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

## **5. Banking Arrangements and Cheques**

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

## **6. Payment of Accounts**

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

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

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

## **7. Payment of Salaries**

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

## **8. Loans and Investments**

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

## **9 Income**

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

- 9.5 Personal cheques shall not be cashed out of money held on behalf of the Council
- 9.6 The RFO shall ensure that any VAT Return that is required is promptly completed. Any repayment claims due in accordance with VAT Act 1994 section 33 shall be made quarterly.
- 9.7 Where any significant sums of cash are received by the Council, the RFO shall take such steps as are necessary to ensure that more than one person is present when the cash is counted in the first instance, and that appropriate care is taken in the security and safety of individuals banking such cash.

## **10. Orders for Work, Goods and Services**

- 10.1 A Purchase Order or letter shall be issued for all work, goods and services unless a formal contract is prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 A member may not issue a purchase order or make any contract on behalf of the Council.
- 10.3 All members and Officers are responsible for obtaining value for money at all times. An officer issuing an official order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to Standing Orders 33 and 38 and any de minimis provisions in Regulation 11 below.

## **11. Contracts**

- 11.1 Procedures as to contracts are laid down as follows:

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

1. For the supply of gas, electricity, water, sewerage and telephone services.
2. For specialist services such as provided by solicitors, accountants, surveyors and planning consultants.
3. For work to be executed, or goods/materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant.
4. For work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council.
5. For goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

11.1.2 Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>1</sup>

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

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

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

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

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

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

## **12. Payments Under Contracts for Building or Other Construction Works**

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



### **13 Stores and Equipment**

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

### **14. Properties and Estates**

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

### **15. Insurance**

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

### **16 Charities**

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

### **17. Revision of Financial Regulations**

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

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**Mayor of Sawbridgeworth**

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**Town Clerk and RFO**

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# Sawbridgeworth Town Council

## Memorandum from the Town Clerk

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To: All Members  
From: Christopher Hunt  
Subject: Civility and Respect Project  
Date: 26<sup>th</sup> September 2022

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### Members

At the meeting of the Town Council next Monday, you are being asked to sign up to the Civility and Respect Pledge.

### About the Pledge

Throughout the sector, there are growing concerns about the impact bullying, harassment, and intimidation are having on local (parish and town) councils, councillors, clerks and council staff and the resulting effectiveness of local councils.

The National Association of Local Councils (NALC), One Voice Wales, the Society of Local Council Clerks (SLCC) and county associations have responded to this by setting up a Civility and Respect Working Group to oversee the Civility and Respect Project.

### The Pledge

The pledge is easy for councils to sign up for and it will enable councils to demonstrate that they are committed to standing up to poor behaviour across our sector and to driving through positive changes which support civil and respectful conduct.

NALC, and the SLCC believe now is the time to put civility and respect at the top of the agenda and start a culture change for the local council sector.

To that end, the Civility and Respect Working Group will be working to deliver tangible resources, actions and interventions in four main areas: providing councils with the tools to support good governance; lobbying to strengthen the standards regime and encouraging more people to get involved; training; and processes to intervene to provide support to struggling councils.

Further information can be found on this link

<https://www.nalc.gov.uk/respect#enabling>

Christopher Hunt – Town Clerk

## Air Quality Action Plan for Sawbridgeworth – proposal for STC Full Council

Our mission as Sawbridgeworth Town Council (STC) is to help create a sustainable travel zone for Sawbridgeworth through the activities outlined in this Air Quality Action Plan.

This is with East Herts District Council's (EHDC) DEFRA grant application in mind as well as the forthcoming Local Walking and Cycling Improvement Plan (LCWIP) being worked on by EDHC and Hertfordshire County Council.

Proposals are grouped under five headings, and are the result of discussions at STC's Eco Audit Working Group (05/09/22) following input from members of residents' group Sustainable Sawbridgeworth.

### Awareness campaigns

1. Clean Air Day promoted each June via a street stall and leafleting hot spots organised by Sustainable Sawbridgeworth
2. Sawbo Travel Challenge engaging schools, STC and HCC annually to encourage mode shift away from cars, encouraging sustainable journeys to school – this will be promoted via Sawbridgeworth's own 'Sawbosaurus' mascot
3. Anti-idling signage placed in air pollution hotspots (e.g. near Leventhorpe school on London/Cambridge Road, swimming pool car park, Bullfields, railway station approach, near local schools [*ACTION to send Cllr Eric Buckmaster a list of these areas so he can out what restrictions and funding may apply to signage on street furniture*])
4. Promote/make more use of the SawboBus beyond the present focus on the older age group – this requires working within and resolving issues with the current licence.

### Integrating schools

1. Sawbo Travel Challenge (see above)
2. Explore School Streets model – this is a road outside a school with a temporary restriction on motorised traffic at school drop-off and pick-up times. The restriction applies to school traffic and through traffic. The result is a safer, healthier and pleasant environment for everyone.

### Active travel routes

1. Promote active travel routes – updated footpath map/app showing walking routes including twitchells and other cut-throughs to avoid areas of high air pollution
2. Promote existing walking literature – this includes the current walks leaflet, Daily Mile routes, local history walks and Trail Tale walk (STC funded), Bob Reed's new 10 nature and sound walks.

#### Real-time air quality monitoring

1. Inclusion of Sawbridgeworth's AQMA into HCC's proposal for a real-time air quality monitoring scheme – this would also provide the means to measure the effects of individual awareness campaigns
2. Residents/grass roots air quality monitoring initiative modelled on existing schemes.

#### Working with other tiers of local government

1. Potential working with the programme manager for air quality at HCC [*ACTION Eric to update Eco-Audit Working Group by email on HCC activities*]
2. Involvement in Sustainable Herts Action Plan review.

*Cllr Annelise Furnace, 10/09/2022*

## **SAWBRIDGEWORTH HOMES FOR UKRAINE SUPPORT GROUP**

### **UPDATE FOR SAWBRIDGEWORTH TOWN COUNCIL MEETING ON 26 SEPTEMBER 2022**

**We have gone past 200 days of the war.**

DLUHC data as of 5 September 2022 show 34900 UK arrivals via the Ukraine Family Scheme and 88000 arrivals via the Ukraine Sponsorship Scheme; 368 East Herts visa applications, 329 approvals, 268 arrivals as of 6 September.

In Sawbridgeworth we still have around 20 adults and 20 children; two families have returned to Ukraine, but two new ones have arrived. Mutual support continues via our Facebook and WhatsApp groups; English lessons take place at the Congregational Church every Monday. We celebrated Ukraine's Independence Day on 24 August at Church House with a bring and share gathering, plus sunflowers and Prosecco kindly provided by HardSoft. An emotional but rewarding occasion.

The HCC Strategic Migration Steering Group August Stakeholder bulletin reports 261 arrivals in East Herts (155 adults and 106 children); this compares to 9 Afghans. £51k has been paid out by end July in £200 arrival payments, and £242k in monthly £350 'thank-you' payments to 536 sponsors as of 22 July.

HCC has refused to continue sending me this bulletin now I am no longer a councillor, because of its 'sensitivity'. The Sawbridgeworth Homes for Ukraine support group has a legitimate interest in this data and HCC's response. The alleged 'alternative', the hosts' newsletter, has a quite different set of information and the latest edition has limited relevance to us in East Herts.

The HCC bulletin confirms that County is currently dealing with 17 placement breakdowns (as at 12 August). These breakdowns are due to (in order of frequency of occurrence):

- A change of host circumstances
- General issues and concerns escalating to such an extent that either or both parties no longer wish to continue
- Safeguarding concerns.

In August, 611 sponsors were contacted by HCC and asked if they would continue hosting beyond the initial 6 months. Of the 161 responses, 119 said they would continue and 41 (26% of those who responded) said they would not continue. Around a half of initial sponsorships are due to end in November. Based on this small sample, HCC anticipates that 25% of sponsorships could end at the six-month point. The main reasons stated by hosts for looking to end the 6-month sponsorship were:

- 6 months have come to an end.
- I require the space in my property back.
- My guest(s) wishes (wish) to move on.

A national ONS survey, reported by the BBC, suggested a similar result of 25% of sponsors not wishing to continue beyond six months, however financial pressures seemed to be a stronger driver there than in the HCC findings.

#### **Government Guidance for 4-6 Months**

Government has emailed hosts and guests asking them to talk to each other about what happens next beyond the six months' commitment. The guidance issued on Friday 5 August 2022, outlining the process at 4 to 6 months after guests have arrived. This guidance states that where a sponsorship come to an end:

1. the Ukrainian guest(s) should try to find a new host (!?)
2. guests can rent private accommodation (!?)
3. if guests can't take advantage of any of the options above and they are concerned about where they will live after sponsorship ends, they can contact their local council.

The HCC bulletin notes that: 'This guidance has shifted the emphasis away from councils being responsible as previously set out 'If your guests need further support, your local authority can support them in finding alternative accommodation', to encouraging Ukrainian guests themselves to seek new hosts or find private sector accommodation. The concept of Ukrainian guests finding a new host themselves, has just emerged and there are a range of implications to be worked through. In particular, the role of the voluntary and community sector in supporting guest to find new hosts.'

We had a meeting locally for hosts on 31 August to talk about these emails and their implications and highlighted a number of issues to HCC following these changes to the guidance on renting accommodation and what support hosts and guests can access (someone told us, for example, that EHDC would fund the first month's rent):

- continued access to the SMSG bulletin (denied; see above)
- the lack of clear signposting to support on the two council websites and of a dedicated helpline with interpreter support (this was highlighted due to a specific case of alone Ukrainian living with a difficult host, not in Sawbridgeworth, but I was asked for advice; in the end we found a helpful contact and identified specific support)
- whether HCC/EHDC are planning anything similar to Epping Forest Council's 'What Happens Next' event for Ukrainian families and sponsors held on 8 September at their Council offices, to meet each other and 'local professionals' providing services; plus Covid vaccinations?
- We asked for a face-to-face meeting (also denied).

HCC advises that: 'Hertfordshire County Council and local District Councils have been working with the voluntary, community and faith sectors to encourage and back localised support. '

<https://hertswithukraine.org.uk/>

'Hertfordshire has commissioned Hertfordshire Mind Network to provide a service to support both guests and sponsors. '

[hertsmindnetwork.org](https://hertsmindnetwork.org;); <https://www.hertsmindnetwork.org/services-for-adults/community-support/flourish/>

The charity Sanctuary Foundation <https://www.sanctuaryfoundation.org.uk/> has launched an open letter to government on behalf of those hosting Ukrainian refugees, asking it to help with the next phase of finding appropriate and affordable long-term independent accommodation. It also has a 'not too late to host' campaign.

**DAVID ROYLE 150922**