

Sawbridgeworth Town Council

Sayesbury Manor, Bell Street, Sawbridgeworth
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MAYOR
Cllr Ruth Buckmaster
TOWN CLERK
Richard Bowran BSc.(Hons) PSLCC

To: Cllrs Alder, Beeching, E Buckmaster, R Buckmaster, Furnace and Royle

FINANCE AND POLICY COMMITTEE

You are invited to a meeting of this committee of the Council which will take place on **Monday 16 April 2018** following the meeting of the Planning Committee, at around 8.00pm, at Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.



Town Clerk
10 April 2018

Agenda

- F 17/28 APOLOGIES FOR ABSENCE**
To receive any apologies for absence
- F 17/29 DECLARATIONS OF INTEREST**
To receive any Declarations of Interest by Members
- F 17/30 MINUTES**
To approve as a correct record the minutes of the Finance and Policy Committee held on 15 January 2018 (F03) *[Appendix A]*
To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.
- F 17/31 STAFF MATTERS**
To consider any matters relating to members of staff.
- 17/31.1 Town Clerk**
To note that the Town Clerk is currently on sick leave and is likely to return to work in a phased manner over the next three months. The Town Projects Manager is designated to act in his absence.
- F 17/32 FINANCE MATTERS**
To consider any matters relating to the finances of the Council
- 17/32.1 Management Accounts**
To consider and approve management accounts for the twelve month period to 31 March 2018 *[Appendix B]*

F 17/33

POLICY MATTERS

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

17/33.1 General Data Protection Regulations (GDPR)

To consider a draft policy for Policy, Responsibilities and Guidance in order for the council to comply with the provisions of General Data Protection Regulations which come into force on 25 May 2018.

[📄] [👉]

To recommend its acceptance by council. *[Appendix C]*

17/33.2 Footpath Quotations

[📄] [👉]

To consider quotations received for the re-instatement of the Right of Way from Elmwood to the river. *[Appendix D]*

[📄] [👉]

To consider quotations received for the repair and resurfacing of the footpath adjacent to the Parish Hall. *[Appendix E]*

17/33.3 Cemetery Roadway Quotation

[📄] [👉]

To consider a quotation received for the extension to the roadways at the Three Mile Pond Cemetery. *[Appendix F]*

F 17/34

ECONOMIC DEVELOPMENT

To consider a brief for the creation of a business plan encompassing the need to develop areas of the town to encourage an increase in vibrancy of the local economy.

F 17/35

COMMUNICATION MATTERS

To consider any matters, including a policy, relating to council communications.

F 17/36

ITEMS FOR FUTURE AGENDAS

To consider any items for inclusion on future agendas.

Members of the public and press are cordially invited to attend all meetings of the council and its committees.

SAWBRIDGECWORTH TOWN COUNCIL

FINANCE AND POLICY COMMITTEE

Minutes

of the meeting of the Finance and Policy Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 8.00 pm on **Monday 15 January 2018**.

Those present

Cllr Angela Alder
Cllr Roger Beeching

Cllr Eric Buckmaster
Cllr Ruth Buckmaster

In attendance:

Lisa Dale - Finance Officer

Joanne Sargent – Town Projects Manager

F 17/20 APOLOGIES FOR ABSENCE

Apologies received from
Cllr Beeching – holiday
Cllr Royle - unwell

F 17/21 DECLARATIONS OF INTEREST

To receive any Declarations of Interest by Members. There were no declarations needed.

F 17/22 MINUTES

Resolved: To approve as a correct record the minutes of the Finance and Policy Committee held on 11 September 2017 (F02) [prop Cllr Alder; secd Cllr R Buckmaster]

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

F 17/23 STAFF MATTERS

To consider any matters relating to members of staff.

Staff Contracts

Noted: That following a job evaluation exercise commenced in May 2017, revised contracts of employment have been signed by all members of staff and that the consequential revisions to the staff handbook have been made and issued. A grievance lodged by one member of staff over an alleged breach of contract has been resolved.

Town Clerk

Noted: That the Town Clerk is currently on sick leave and is unlikely to return to work before March 2018. The Town Projects Manager is designated to act in his absence. Members sent him their good wishes.

F 17/24 FINANCE MATTERS

To consider any matters relating to the finances of the Council

17/24.1 Annual Return

Noted: That the Annual Return has been signed and approved by BDO, the external auditor, with no adverse comments.

17/24.2 Internal Auditor

Resolved: That Mr Chris Clark be re-appointed as internal auditor to the town council. Mr Clark has expressed his willingness to accept such an appointment.

[prop Cllr Alder; secd Cllr Furnace]

17/24.3 Budget 2018/19

To review the draft budget for the year 2018/19; to respond to any written questions put to the Chair of F&P or The Clerk prior to the meeting; to receive any supplementary questions for clarification.

There had been no questions raised prior to the meeting. Cllr E Buckmaster presented a summary of the forward financial position for the council.

Key questions raised were:

- Cllr R Buckmaster. Will the one year contract for the Receptionist be extended? *Budget assumption is it will, agreed that any contract would be on a rolling basis.*
- Cllr R Buckmaster. Why was there a budget for Tourism? *This has been made to provide for a professional survey of needs in the town to encourage visitors.*
- Cllr Furnace. If contingency sums are not used will they roll over to the next year? *Any unused budget will contribute to a surplus at the end of the year which will be added to General Reserves.*
- Cllr R Buckmaster. Why had the budget for Champion of the year been increased? *Members had resolved to revamp the Citizen of the Year awards and this was to provide publicity, new trophies and the awards evening.*
- Cllr R Buckmaster. Why had income been increased for parish paths? *This relates to sub-contract planter watering that in past years has been for Gilston and Eastwick parish but for next year will also include High Wych parish.*

Recommended: That the Budget for the year 2018/19 be presented to council for adoption.

[prop Cllr Alder; secd Cllr R Buckmaster]

F 17/25 POLICY MATTERS

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

17/25.1 Festive Lights Contract.

Noted: That further to Item F17/17.2 a three year agreement at a cost of £8,850 per annum has been placed with Aylesford Electrical for the installation, testing, maintenance, de-installation and storage of the town council's festive lights.

17/25.2 Health & Safety Support.

Noted: That further to Item F17/17.3 a three year agreement at a cost of £2,700 per annum has been placed with ELAS for the provision of HR and Health & Safety advice and insurance against claims made upon the council

F 17/26 COMMUNICATION MATTERS

To consider any matters, including a policy, relating to council communications. There was no discussion on this item but Members wished it to remain as an on-going agenda item.

F 17/27 ITEMS FOR FUTURE AGENDAS

To consider any items for inclusion on future agendas.
There were none.

Meeting Closed at 21:51



31st March 2016

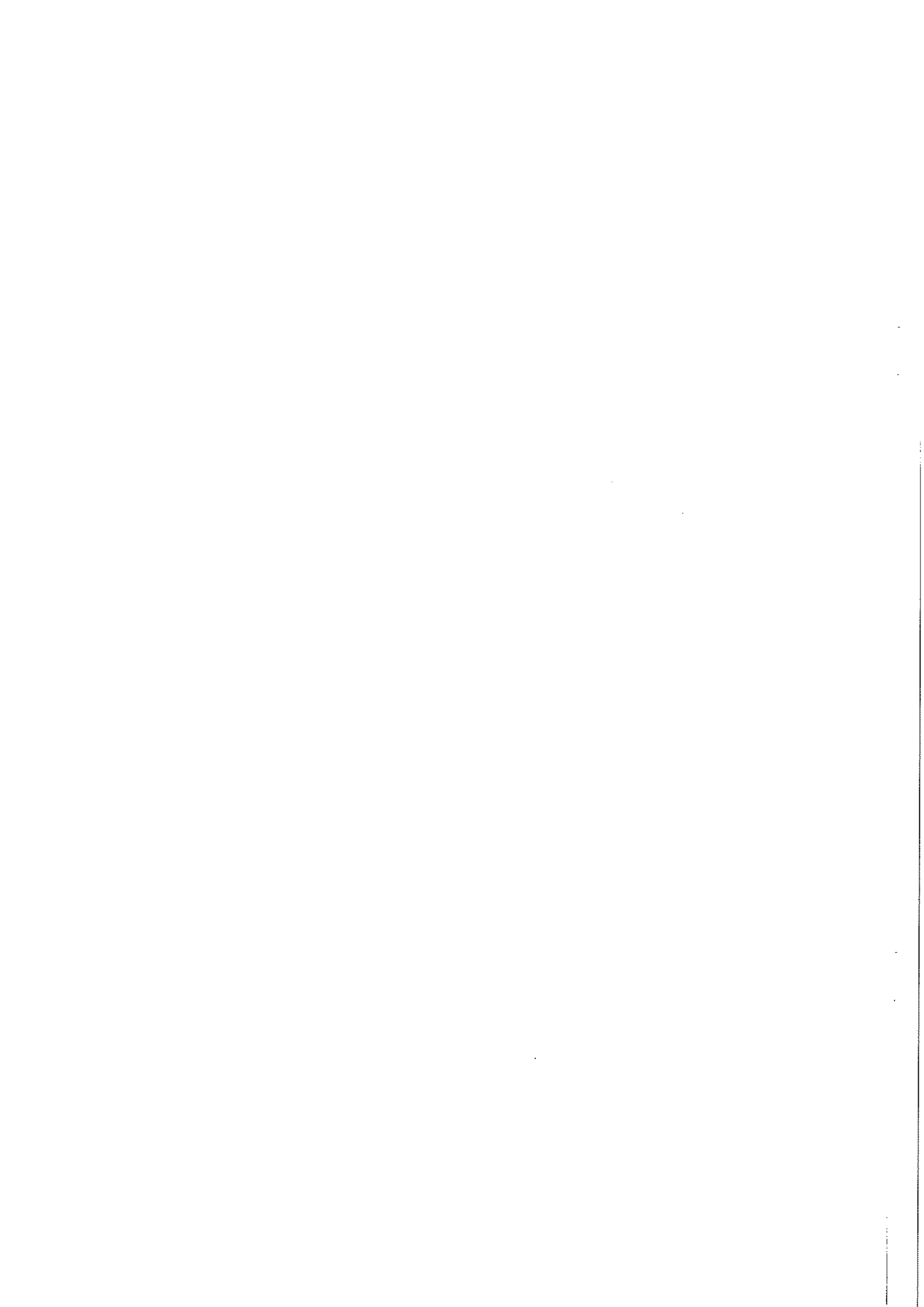
31st March 2018

	Current Assets		
1,723	Debtors	6,265	
3,674	VAT Control Account	11,406	
59,834	Current Account	33,335	
23	Santander Account	23	
500	Petty Cash	500	
0	CCLA Deposit Fund	50,066	
50,111	Fixed Term - Lloyds	50,298	
115,866		151,892	
	Total Assets		151,892
	Current Liabilities		
1,705	Creditors	-576	
0	Barclaycard Ledger	40	
3,233	Accruals	0	
4,938		-537	
	Total Assets Less Current Liabilities		152,429
	Represented By		
62,983	General Reserves	104,485	
38,944	EMR - Community Buses	38,944	
4,000	EMR - War Memorial	4,000	
5,000	EMR - Elections	5,000	
110,927		152,429	

The above statement represents fairly the financial position of the authority as at 31st March 2018 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial
Officer _____ Date : _____



Summary Income & Expenditure by Budget Heading 01/04/2017

Month No : 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<u>Finance & Policy</u>							
Expenditure	69,537	55,542	52,870	-2,672	0	-2,672	105.1 %
Income	315,771	323,445	320,001	3,444			101.1 %
Net Expenditure over Income	-246,233	-267,903	-267,131	772			
<u>Estates</u>							
Expenditure	27,403	27,100	27,500	400	0	400	98.5 %
Income	13,172	8,819	5,250	3,569			168.0 %
Net Expenditure over Income	14,231	18,281	22,250	3,969			
<u>Amenities</u>							
Expenditure	211,008	230,055	232,483	2,428	0	2,428	99.0 %
Income	38,594	42,340	44,260	-1,921			95.7 %
Net Expenditure over Income	172,414	187,715	188,223	508			
<u>Operations</u>							
Expenditure	8,976	19,140	11,600	-7,540	0	-7,540	165.0 %
Income	5,333	12,142	5,400	6,742			224.9 %
Net Expenditure over Income	3,643	6,997	6,200	-797			
<u>Events</u>							
Expenditure	24,782	25,493	31,600	6,107	0	6,107	80.7 %
Income	7,897	7,327	1,000	6,327			732.7 %
Net Expenditure over Income	16,886	18,166	30,600	12,434			
<u>Community Buses</u>							
Expenditure	60,560	31,182	50,867	19,685	0	19,685	61.3 %
Income	38,283	34,699	41,400	-6,701			83.8 %
Net Expenditure over Income	22,277	-3,516	9,467	12,983			
<u>Hire Buses</u>							
Expenditure	8,169	18,831	5,300	-13,531	0	-13,531	355.3 %
Income	4,894	12,074	4,500	7,574			268.3 %
Net Expenditure over Income	3,275	6,757	800	-5,957			

Summary Income & Expenditure by Budget Heading 01/04/2017

Month No : 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Of Budget
<u>Planning</u>							
Expenditure	97	8,000	500	-7,500	0	-7,500	1600.0 %
Income	0	16,000	0	16,000			0.0 %
Net Expenditure over Income	97	-8,000	500	8,500			
<u>INCOME - EXPENDITURE TOTALS</u>							
Expenditure	410,532	415,343	412,720	-2,623	0	-2,623	100.6 %
Income	423,943	456,845	421,811	35,034			108.3 %
Net Expenditure over Income	-13,411	-41,502	-9,091	32,411			



Sawbridgeworth Town Council

Document 6.8

GENERAL DATA PROTECTION REGULATIONS 2018

(Includes the Policy, Responsibilities and Guidance)

Introduction

- 1.1 The General Data Protection Regulations means Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation).

On 25 May 2018 this directive will replace European Data Protection Directive (Directive 95/46/EC) that was implemented by the Data Protection Act 1998.

- 1.2 Regulation (EU) 2016/59 places more stringent requirements on the Council regarding the collection, management, processing, retention and deletion of personal data.

2 Statement of Policy

- 2.1 In order to operate efficiently, Sawbridgeworth Town Council has to collect and use information about people with whom it works. These may include members of the public, current, past and prospective employees, clients and customers, and suppliers. In addition it may be required by law to collect and use information in order to comply with the requirements of central government.
- 2.2 This personal information must be handled and dealt with properly, however it is collected, recorded and used, and whether it is on paper, in computer records or recorded by any other means, and there are safeguards within the Act to ensure this.
- 2.3 Sawbridgeworth Town Council regards the lawful and correct treatment of personal information as very important to its successful operations and to maintaining confidence between the Council and those with whom it carries out business.
- 2.4 The Council will ensure that it treats personal information lawfully and correctly.

3 The Principles of Data Protection

- 3.1 The GDPR stipulates that the Council in processing personal data must comply with six principles.
- 3.2 The Principles require that personal information shall:
1. processed lawfully, fairly and in a transparent manner in relation to the data subject;
 2. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
 3. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
 4. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
 5. kept in a form which permits identification of data subjects for no longer than is necessary;
 6. processed so as to ensure appropriate security of the personal data, including against unauthorised or unlawful processing and against accidental loss, destruction or damage. There is some special provision, including for public interest archiving and historical research.

- 3.3 The GDPR provides conditions for the processing of any personal data. Personal data is defined as any information relating to an identified or identifiable living individual

4 Management of Personal Data

- 4.1 Sawbridgeworth Town Council will, through appropriate management and the use of guidance from the Information Commissioner:-

- ▷ Fully meet requirements regarding the collection and use of personal information
- ▷ Meet its legal obligations to specify the purpose for which information is used
- ▷ Collect and process appropriate information and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements
- ▷ Take appropriate technical and organisational security measures to safeguard personal information
- ▷ Ensure that personal information is not transferred abroad without suitable safeguards
- ▷ Ensure that the rights of people about whom the information is held can be fully exercised under the Act

These include:

- ▷ The right to be informed that processing is being undertaken
- ▷ The right of access to one's personal information within the statutory 40 days
- ▷ The right to prevent processing in certain circumstances
- ▷ The right to correct, rectify, block or erase information regarded as wrong information

- 4.2 In addition, Sawbridgeworth Town Council will ensure that:

- ▷ The Town Clerk has specific responsibility for data protection in the organisation
- ▷ Everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice
- ▷ Everyone managing and handling personal information is appropriately trained to do so
- ▷ Everyone managing and handling personal information is appropriately supervised
- ▷ Anyone wanting to make enquiries about handling personal information, whether a member of staff or a member of the public, knows what to do
- ▷ Queries about handling personal information are promptly and courteously dealt with
- ▷ Methods of handling personal information are periodically assessed and evaluated
- ▷ Data sharing is carried out under a written agreement, setting out the scope and limits of the sharing. Any disclosure of personal data will comply with approved procedures
- ▷ All elected members are to be made fully aware of this policy and of their duties and responsibilities under the Act
- ▷ All staff will take steps to ensure that personal data is kept secure at all times against unauthorised or unlawful loss or disclosure and in particular will ensure that
 - ▷ Paper files and other records or documents containing personal/sensitive data are kept in a secure environment
 - ▷ Personal data held on computers and computer systems is protected by the use of secure passwords, which where possible have forced changes periodically
 - ▷ Individual passwords should be such that they are not easily compromised
- ▷ All contractors, consultants, partners or other servants or agents of the Council must:
 - ▷ Ensure that they and all of their staff who have access to personal data held or processed for or on behalf of the council, are aware of this policy and are fully trained in and are aware of their duties and responsibilities under the GDPR. Any breach of any provision of the Act will be deemed as being a breach of any contract between the council and that individual, company, partner or firm
 - ▷ Allow data protection audits by the council of data held on its behalf (if

requested)

- ▷ Indemnify the council against any prosecutions, claims, proceedings, actions or payments of compensation or damages, without limitation
- ▷ All contractors who are users of personal information supplied by the council will be required to confirm that they will abide by the requirements of the Act with regard to information supplied by the council

5 Implementation

- 5.1 The Council has identified the Town Clerk as the officer responsible for ensuring that the Data Protection Policy is implemented. Implementation will be monitored by the Councillors via an annual report to the Council's Finance, Policy & Administration Committee.
- 5.2 The Town Clerk will also have overall responsibility for:
 - ▷ The provision of data protection training for Councillors and Council Staff.
 - ▷ For ensuring compliance checks are carried out to ensure adherence with the GDPR.

6. Notification to the Information Commissioner

- 6.1 The Information Commissioner maintains a public register of data controllers. Sawbridgeworth Town Council is registered as a data controller¹.
- 6.2 The GDPR requires the appointment of a Data Protection Officer.

¹ The Data Controller is a person who (either alone or jointly or in common with other persons – i.e. the Council) determines the purposes for which and the manner in which any personal data are, or are to be, processed.

HERTS & ESSEX DRAINAGE COMPANY

Land/Garden Drainage & Pond Conservation Specialists
Elizabethan House, Littlebury, Essex, CB11 4TD Tel 07860 725 041 / 01799 522103
hedrainage@mail.com / www.hertsandessexdrainage.co.uk

Sawbridgeworth Town council ,
Sayesbury Manor,
Bell St .
Sawbridgeworth ,
CM21 9AN.

29 3 2018.

Att R Bowran. Town Clark.

Quotations

~~Section of path from F/B infant school to Church.~~

~~Supply and lay to HCC spec 45 X 1.00 mts surfacing using top quality Type one
Crushed Concrete .
The material will be laid using a hopper set up with a preformed camber
Producing a uniformed camber and parallel sides .
Duration of works. One day .
Timing when dry .
Cost. 45 mts @. £ 17.00 per Mts (small job surcharge). = £ 765.00.~~

Section of path from Elmwood to River stort

Trim vegetation back to fence lines .
Supply and lay to HCC spec 120 X 1.00 Mts surfacing using top quality Type one
Crushed Concrete
The material to be laid as above .
Duration of work. Two Days .
Timing when dry.
Cost 120 mts. @. £ 12.00 per Mts = £ 1440.00.

Cost + VAT @ 20 %

R I Lowe

No responsibility can be accepted for damage to underground cables, water, gas or sewer mains, if not disclosed to us before work commences

D Honour & Son (Landscape) Ltd
The Old Brickyard
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6th April 2018

Ref: Q682-2018

QUOTATION

Elmwood to the River Path

Preparation

Pruning, only as necessary, any overhanging branches to a height of 2.3m. Face back overhanging bushes. Remove waste arising.

Formation

Scraping the mud from the top surface 114 linear m x 1.2m wide.
Re-grading as necessary with consideration to the existing trees and flora.

Drainage

Cutting grips and channels, as necessary, to allow free movement of water to run to lower land ditches.

Geotextile

Laying Terram Advantage membrane to the full length and width of the track, cutting and overlapping the material

Surface

Spreading crushed concrete sizes 50mm down to dust to a depth of 100mm.
Consolidate by rolling.

Finish

Complete and seal the surface with 25mm of crushed concrete fines.
Make good edges and leaving the work areas clean and tidy.

The sum of £2739.28 plus VAT @ 20%



Domestic: Brickwork Driveways Fencing Garden landscaping Pathways Patios Planting Ponds Seeding Structures Turf laying
Commercial: Car parks Earthworks Maintenance Path work Playground installation Paving and brickwork Tree and shrub planting
NRSWA Qualified

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CM21 9AN.

29 3 2018.

Att R Bowran. Town Clark.

Quotations

Section of path from F/B infant school to Church.

Supply and lay to HCC spec 45 X 1.00 mts surfacing using top quality Type one
Crushed Concrete .

The material will be laid using a hopper set up with a preformed camber
Producing a uniformed camber and parallel sides .

Duration of works. One day .

Timing when dry .

Cost. 45 mts @. £ 17.00 per Mts (small job surcharge). = £ 765.00.

Section of path from Elmwood to River stort

Trim vegetation back to fence lines .

Supply and lay to HCC spec 120 X 1.00 Mts surfacing using top quality Type one
Crushed Concrete

The material to be laid as above .

Duration of work. Two Days .

Timing when dry.

Cost 120 mts. @. £ 12.00 per Mts = £ 1440.00.

Cost + VAT @ 20 %

R I Lowe

No responsibility can be accepted for damage to underground cables, water, gas or sewer mains, if not disclosed to us before work commences

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6th April 2018

Ref: Q683-2018

QUOTATION

Parish Hall Path

For:

- 43m long x 1m wide.
- Scraping the path to remove dirt/soil and loose material.
- Dispose of any waste material.
- Supply tarmac plainings and spread to a 50mm layer
- Finish with a rolling.
- Leave clean and tidy

The sum of £967.62 plus VAT @ 20%



Domestic: Brickwork Driveways Fencing Garden landscaping Pathways Patios Planting Ponds Seeding Structures Turf laying
Commercial: Car parks Earthworks Maintenance Path work Playground installation Paving and brickwork Tree and shrub planting
NRSWA Qualified

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6th April 2018

Ref: Q684-2018

QUOTATION

Cemetery Road Ways

For:

- Marking out roadways as discussed to a total of approx. 89 Linear m x 3.2m wide with a 20m x 12.7m parking area, all corners to be radius.
- Agree set out before excavation, set height pegs and excavate to a depth of 200mm below the finished levels.
- Grade the soil to the low laying areas of the field, cultivate and incorporate grass seed.
- Install P.C.C edges 50 x 150 x 900mm. Bed on concrete with a concrete haunch to the rear and front edges.
- Lay a geotextile membrane and make up levels with a Type 1 crushed base material, grade and consolidate to form a camber.
- Surface with a 10mm pea shingle.
- Make good soil and levels to the back of the kerbs and sow grass seed
- Leave clean and tidy

The sum of £12675.65 plus VAT @ 20%



Domestic: Brickwork Driveways Fencing Garden landscaping Pathways Patios Planting Ponds Seeding Structures Turf laying
Commercial: Car parks Earthworks Maintenance Path work Playground installation Paving and brickwork Tree and shrub planting
NRSWA Qualified

