

Sawbridgeworth Town Council



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MAYOR
Cllr Reece Smith
TOWN CLERK
Christopher Hunt

To: Cllrs E Buckmaster, R Buckmaster, N Parsad-Wyatt, G Rattey, R Smith, S Smith

FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE

You are invited to a meeting of this committee of the Council which will take place on **Monday 16th September 2024 at the conclusion of the Planning Meeting scheduled at 7:00pm** at Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

Town Clerk
10th September 2024

Agenda

- F 24/15 APOLOGIES FOR ABSENCE**
[👏] To receive and approve any apologies for absence.
- F 24/16 DECLARATIONS OF INTEREST**
To receive any Declarations of Interest by Members
- F 24/17 MINUTES**
[👏][📄] To approve as a correct record the minutes of the Finance, Policy and Economic Development Committee held on 10th June 2024 (F01)
[Attached appendix A]
- To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.
- F 24/18 STAFF MATTERS**
To consider any matters relating to members of staff, Clerks report refers.
- F 24/19 FINANCE MATTERS**
To consider any matters relating to the finances and Annual Governance and Accountability Return (AGAR) of the Council.
[Attached appendix B]
- To update with on the external audit from PKF Littlejohn.
 - Clerk to report on any variances on expenditure to budgeted figures.
 - Detailed Income and Expenditure report
 - Insurance, Clerk to update on current quotes from brokers

- F 24/20 JUBILEE GARDENS**
[📎] To receive an update on the Jubilee Gardens
Pre planning advice report from EHDC Planning department.
Cllr R Buckmaster, Town Clerk
[Attached appendix C]
- F 24/21 COUNCILLOR ENGAGEMENT**
To discuss engagement opportunities for councillors
- F 24/22 ECONOMIC DEVELOPMENT**
To discuss proposals for promoting economic development in the town:
 - Local business working in partnership events.
Verbal update, Town Projects Manager / Cllr G Rattey
- F 24/23 POLICY MATTERS**
To consider any matters relating to policies for the future development of Town Council services to the community.
 - To review the draft document, Financial Regulations to be presented at the next full town council meeting.
- F 24/24 REDUCING THE COUNCILS CARBON FOOTPRINT**
[📎] Current update on plan to reduce councils carbon footprint and update on funding expenditure.
[Attached appendix D]
- F 24/25 FUNDING OPPORTUNITIES**
For all members of the committee to explore funding opportunities.
- F25/26 ITEMS FOR FUTURE AGENDAS**
To consider any items for inclusion on future agendas.

Appendix A

SAWBRIDGEWORTH TOWN COUNCIL

FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE

Minutes

of the meeting of the Finance and Policy Committee held at the Chamber, Sayesbury Manor, Bell Street, Sawbridgeworth at 8:00pm on **Monday 10th June 2024**.

Those present

Cllr Eric Buckmaster
Cllr Nathan Parsad-Wyatt

Cllr Greg Rattey
Cllr Reece Smith
Cllr Steve Smith

In attendance:

Christopher Hunt - Town Clerk
Lisa Dale – Finance Officer
Cllr A Furnace
1 x member of public

F 24/01 ELECTION OF CHAIR

To elect a Chair of the Committee for the year 2024/25.

Resolved: Cllr Eric Buckmaster

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

F 24/02 ELECTION OF VICE CHAIR

To elect a Vice Chair of the Committee for the year 2024/25.

Resolved: Cllr Nathan Parsad-Wyatt

[prop Cllr E Buckmaster sec'd Cllr R Smith]

F 24/03 APOLOGIES FOR ABSENCE

Cllr Ruth Buckmaster

F 24/04 DECLARATIONS OF INTEREST

Cllr E Buckmaster and S Smith regarding the Hailey Centre Lease due to being on the committee.

F 24/05 MINUTES

To approve as a correct record the minutes of the Finance and Policy Committee held on 15th April 2024 (FO4).

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

F 24/06 STAFF MATTERS

To consider any matters relating to members of staff.

The Clerk referred to his report and covered the welfare of staff and that the rangers had received a health screening check on the advice of the health and safety expert.

F 24/07 FINANCE MATTERS

To consider any matters relating to the finances and year end arrangements of the Council.

The Clerk reported that the internal auditor had not sent his report in time to cover this item and requested that it be deferred to the full town council meeting. The chair agreed to this suggestion.

The Clerk raised he had been working with three independent insurance brokers to insure the Councils road going vehicles and the results being;

- ERS – current insurer £3,834 all vehicles comprehensive with breakdown cover included at £390
- Coversure - £4,250 but lawn mower insurance is only third party and no breakdown cover
- Flint – can't find any cover due to the minibuses.

Members unanimously agreed to retain cover with ERS.

No motion due to the lateness of the policy results being sent after the agenda was written

F 24/08 JUBILEE GARDENS (TOWN GREEN) WORKING PARTY

Update on the current project status, the Clerk reported that the consultation had finished on 31st May 2024, required by the officer at EHDC regarding tree removal with links to the plan on the website (posted 24th April) and on Facebook (Posted 10th May). There were two responses not related to the tree removal but to the footpath and the maze.

F24/09 ECONOMIC DEVELOPMENT

To discuss proposals for promoting economic development in the town: Cllr G Rattey informed members that all shops had occupants and were vibrant. He continues to build the Sawbridgeworth Community Group which now has 6000 members and he will visit every shop as he did when Mayor from July 1st.

F24/10 COUNCILLOR ENGAGEMENT

The Clerk raised that the last cross border meeting was poorly attended and two parishes did not attend. It was agreed to set a date in September to call a meeting with Sheering, High Wych and Hatfield Heath to set a terms of reference.

F24/11 REDUCING THE COUNCILS CARBON FOOTPRINT

To discuss the following items to present a motion to the next full Town Council meeting. It was agreed that the following wording be presented.

- To aim to achieve net zero for the council's own generated emissions by 2030 and do all that we can to assist in achieving this by the same year for the wider town.
- In the interim, commit the council towards reducing its own carbon footprint to an absolute minimum by May 2027 [end of current council's term] whilst at the same time identifying a pathway to offset its residual carbon.

F24/12 BUILDING LEASE OF THE HAILEY CENTRE

To receive an update on the lease and to agree next steps. The Clerk presented the lease and made mention to the insurance which will be funded by the Hailey Centre Trust and all internal repairs will be their responsibility and all external repairs be that of the Council. The Lease had been worked on for several months utilising Tees Solicitors and the Hailey Centre Trustees.

It was agreed the lease was to be adopted and was signed by Councillor N Parsad-Wyatt and Cllr G Rattey. The Clerk then signed the lease and placed the official Sawbridgeworth seal on both documents.

[prop Cllr N Parsad-Wyatt sec'd Cllr G Rattey]

F24/13 FUNDING OPPORTUNITIES

Councillor E Buckmaster stated that the Eco Audit Working Party may be able to apply for funding from County for eco projects and assisting the Council in reducing its own carbon foot print.

F24/14 ITEMS FOR FUTURE AGENDAS

To add a regular agenda item to assess the progress for reducing the councils carbon footprint.

Meeting Closed at 8:00pm

Appendix B

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Finance, Policy and Economic Development Committee
 From: Christopher Hunt
 Subject: Income and expenditure report
 Date: 9th September 2024

Executive Summary

This report explains variances up to and including Month 5 in this financial year 2024/25. I will note any variance over 50% of accumulative payments.

Budget code	Budgeted	Expenditure	Variance	Explanation
200 General Administration				
4082 Training	£1,000	£945	+ £55	Training for cemetery legislation
220 Grants				
4375 Freedom of the Town	£1,000	£1,224	- £224	Small overspend to buy a number of medals for future award winners.
300 Civic Centre				
4445 New Equipment	£3,000	£2,681	+ £319	New IT equipment in chamber
400 Bullfields Allotments				
4415 Water	£600	£511	+ £89	Bill has been estimated and meter readings now supplied as figure appears excessive.
450 Playground				
4420 Maintenance	£2,000	£1,508	+ £492	Fence replaces to park boundary
500 Groundsman				
4615 Rangers Mower	£2,000	£1,411	+ £589	Repair to the mowers hydraulic tank
800 GL61 Bus				
4800 Fuel	£500	£1,977	- £1,477	Second bus used as Sawbobus out of service for extended period for repair. This bus has £8,500 budgeted for fuel and £783 used.



Sawbridgeworth Town Clerk

Detailed Income & Expenditure by Budget Heading 01/09/2024

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Staff</u>							
4001 Carter L						59.8%	
4003 Sargant J						55.6%	
4004 Parrish S						61.5%	
4005 Dale L						62.9%	
4011 V Derrick						61.3%	
4013 Crank D						61.7%	
4015 C Hunt						54.0%	
4035 NIC						81.6%	
4040 Pension						56.4%	
Staff :- Indirect Expenditure	<u>165,603</u>	<u>275,700</u>	<u>110,097</u>	<u>0</u>	<u>110,097</u>	<u>60.1%</u>	<u>0</u>
Net Expenditure	<u>(165,603)</u>	<u>(275,700)</u>	<u>(110,097)</u>				
<u>200 General Administration</u>							
1076 Precept	226,388	452,775	226,388			50.0%	
1090 Interest Received	2,199	5,000	2,801			44.0%	
1999 Miscellaneous Income	29	0	(29)			0.0%	
General Administration :- Income	<u>228,615</u>	<u>457,775</u>	<u>229,160</u>			<u>49.9%</u>	<u>0</u>
4070 Subscriptions	1,668	2,500	832		832	66.7%	
4075 IT Support	4,966	15,000	10,034		10,034	33.1%	
4080 Training (Members)	0	500	500		500	0.0%	
4081 Travel Expenses	155	550	395		395	28.1%	
4082 Training (Staff)	945	1,000	55		55	94.5%	
4090 IT Development	0	1,600	1,600		1,600	0.0%	
4095 Photocopy Charges	654	1,500	846		846	43.6%	
4100 Telephone/Broadband	(241)	3,000	3,241		3,241	(8.0%)	
4105 Postage	184	900	716		716	20.4%	
4110 Stationery	220	1,000	780		780	22.0%	
4115 Insurance	4,641	10,000	5,359		5,359	46.4%	
4120 Bank Charges	71	500	429		429	14.1%	
4125 Repairs & Renewals	0	750	750		750	0.0%	
4130 Staff Care	514	1,500	986		986	34.3%	
4135 Office Care	528	3,000	2,472		2,472	17.6%	
4140 Office Equipment	115	1,500	1,385		1,385	7.7%	
4180 Accountancy Services	868	3,000	2,132		2,132	28.9%	
4185 Audit	(1,365)	3,565	4,930		4,930	(38.3%)	
4190 Professional Fees	420	6,000	5,580		5,580	7.0%	
4195 Tourism	332	1,000	668		668	33.2%	
4200 Web-site	1,038	1,500	462		462	69.2%	

Detailed Income & Expenditure by Budget Heading 01/09/2024

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4201 Web-site development	0	1,500	1,500		1,500	0.0%	
4215 Town Signs	0	500	500		500	0.0%	
4990 Contingency	0	3,000	3,000		3,000	0.0%	
General Administration :- Indirect Expenditure	<u>15,712</u>	<u>64,865</u>	<u>49,153</u>	<u>0</u>	<u>49,153</u>	<u>24.2%</u>	<u>0</u>
Net Income over Expenditure	<u>212,903</u>	<u>392,910</u>	<u>180,007</u>				
<u>210 Democratic Services</u>							
1335 Civic Dinner Income	3,105	5,000	1,895			62.1%	
Democratic Services :- Income	<u>3,105</u>	<u>5,000</u>	<u>1,895</u>			<u>62.1%</u>	<u>0</u>
4310 Election Expenses	(6,000)	10,000	16,000		16,000	(60.0%)	
4315 Mayor's Allowance	951	1,500	549		549	63.4%	
4330 Civic Events	504	2,500	1,996		1,996	20.2%	
4335 Civic Dinner Expenditure	3,015	5,000	1,985		1,985	60.3%	
Democratic Services :- Indirect Expenditure	<u>(1,530)</u>	<u>19,000</u>	<u>20,530</u>	<u>0</u>	<u>20,530</u>	<u>(8.1%)</u>	<u>0</u>
Net Income over Expenditure	<u>4,635</u>	<u>(14,000)</u>	<u>(18,635)</u>				
<u>220 Grants</u>							
4350 Grants - SYPRC	0	1,000	1,000		1,000	0.0%	
4355 Grants - The Hailey Centre	0	1,000	1,000		1,000	0.0%	
4370 Grants - S137	0	75	75		75	0.0%	
4375 Freedom of the Town	1,224	1,000	(224)		(224)	122.4%	
4380 Grants - Other	0	3,500	3,500		3,500	0.0%	
Grants :- Indirect Expenditure	<u>1,224</u>	<u>6,575</u>	<u>5,351</u>	<u>0</u>	<u>5,351</u>	<u>18.6%</u>	<u>0</u>
Net Expenditure	<u>(1,224)</u>	<u>(6,575)</u>	<u>(5,351)</u>				
<u>300 Civic Centre</u>							
1400 Rental Income	440	800	360			55.0%	
Civic Centre :- Income	<u>440</u>	<u>800</u>	<u>360</u>			<u>55.0%</u>	<u>0</u>
4405 Rates	5,852	9,500	3,648		3,648	61.6%	
4410 Heat & Light	2,245	10,000	7,755		7,755	22.5%	
4415 Water	235	600	365		365	39.1%	
4420 Maintenance	1,246	5,000	3,754		3,754	24.9%	
4425 Fixtures & Fittings	51	0	(51)		(51)	0.0%	
4445 New Equipment	2,681	3,000	319		319	89.4%	
Civic Centre :- Indirect Expenditure	<u>12,311</u>	<u>28,100</u>	<u>15,789</u>	<u>0</u>	<u>15,789</u>	<u>43.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(11,871)</u>	<u>(27,300)</u>	<u>(15,429)</u>				

Detailed Income & Expenditure by Budget Heading 01/09/2024

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
320 Hailey Centre							
4420 Maintenance	2,005	5,000	2,995		2,995	40.1%	
Hailey Centre :- Indirect Expenditure	<u>2,005</u>	<u>5,000</u>	<u>2,995</u>	<u>0</u>	<u>2,995</u>	<u>40.1%</u>	<u>0</u>
Net Expenditure	<u>(2,005)</u>	<u>(5,000)</u>	<u>(2,995)</u>				
330 Other Rented Accommodation							
4400 Rent	1,495	3,425	1,930		1,930	43.6%	
Other Rented Accommodation :- Indirect Expenditure	<u>1,495</u>	<u>3,425</u>	<u>1,930</u>	<u>0</u>	<u>1,930</u>	<u>43.6%</u>	<u>0</u>
Net Expenditure	<u>(1,495)</u>	<u>(3,425)</u>	<u>(1,930)</u>				
400 Bullfield Allotments							
1500 Allotment Rent Income	109	850	741			12.9%	
1510 Allotment Water Income	18	200	183			8.8%	
Bullfield Allotments :- Income	<u>127</u>	<u>1,050</u>	<u>923</u>			<u>12.1%</u>	<u>0</u>
4415 Water	511	600	89		89	85.2%	
4420 Maintenance	62	700	638		638	8.9%	
Bullfield Allotments :- Indirect Expenditure	<u>573</u>	<u>1,300</u>	<u>727</u>	<u>0</u>	<u>727</u>	<u>44.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(446)</u>	<u>(250)</u>	<u>196</u>				
410 Bellmead Allotments							
1500 Allotment Rent Income	35	120	85			29.2%	
1510 Allotment Water Income	3	30	28			8.3%	
Bellmead Allotments :- Income	<u>38</u>	<u>150</u>	<u>113</u>			<u>25.0%</u>	<u>0</u>
4415 Water	39	100	61		61	38.9%	
4420 Maintenance	0	250	250		250	0.0%	
Bellmead Allotments :- Indirect Expenditure	<u>39</u>	<u>350</u>	<u>311</u>	<u>0</u>	<u>311</u>	<u>11.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(1)</u>	<u>(200)</u>	<u>(199)</u>				
420 Vantorts Allotments							
1500 Allotment Rent Income	0	125	125			0.0%	
1510 Allotment Water Income	0	25	25			0.0%	
Vantorts Allotments :- Income	<u>0</u>	<u>150</u>	<u>150</u>			<u>0.0%</u>	<u>0</u>
4415 Water	28	100	72		72	28.3%	
4420 Maintenance	0	500	500		500	0.0%	
Vantorts Allotments :- Indirect Expenditure	<u>28</u>	<u>600</u>	<u>572</u>	<u>0</u>	<u>572</u>	<u>4.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(28)</u>	<u>(450)</u>	<u>(422)</u>				

Detailed Income & Expenditure by Budget Heading 01/09/2024

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
430 Southbrook Allotments							
1500 Allotment Rent Income	39	900	861			4.3%	
1510 Allotment Water Income	5	115	110			4.3%	
Southbrook Allotments :- Income	<u>44</u>	<u>1,015</u>	<u>971</u>			<u>4.3%</u>	<u>0</u>
4415 Water	280	500	220		220	56.0%	
4420 Maintenance	250	700	450		450	35.7%	
Southbrook Allotments :- Indirect Expenditure	<u>530</u>	<u>1,200</u>	<u>670</u>	<u>0</u>	<u>670</u>	<u>44.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(486)</u>	<u>(185)</u>	<u>301</u>				
440 Cemetery							
1550 Burial Fees	20,455	40,000	19,545			51.1%	
1560 Memorial Fees	775	2,000	1,225			38.8%	
1570 Grave Digging Income	2,080	1,200	(880)			173.3%	
1580 Tree Sales	2,150	2,700	550			79.6%	
1581 Bench Sales	1,140	3,000	1,860			38.0%	
1582 Memorial Plaque Sales	770	500	(270)			154.0%	
Cemetery :- Income	<u>27,370</u>	<u>49,400</u>	<u>22,030</u>			<u>55.4%</u>	<u>0</u>
4045 Subcontracted Labour	580	1,000	420		420	58.0%	
4415 Water	51	150	99		99	33.7%	
4420 Maintenance	2,293	5,000	2,707		2,707	45.9%	
4440 New Area (Spinney)	1,300	5,000	3,700		3,700	26.0%	1,300
4520 Skip Hire	825	3,500	2,675		2,675	23.6%	
4530 Trees	500	360	(140)		(140)	139.0%	
4531 Benches	608	2,000	1,392		1,392	30.4%	
4532 Plaques	922	300	(622)		(622)	307.2%	
4675 Publicity	0	500	500		500	0.0%	
Cemetery :- Indirect Expenditure	<u>7,078</u>	<u>17,810</u>	<u>10,732</u>	<u>0</u>	<u>10,732</u>	<u>39.7%</u>	<u>1,300</u>
Net Income over Expenditure	<u>20,292</u>	<u>31,590</u>	<u>11,298</u>				
6000 plus Transfer from EMR	1,300						
Movement to/(from) Gen Reserve	<u>21,592</u>						
450 Playground							
4420 Maintenance	1,508	2,000	492		492	75.4%	
4421 New Equipment -Playground	0	3,000	3,000		3,000	0.0%	
Playground :- Indirect Expenditure	<u>1,508</u>	<u>5,000</u>	<u>3,492</u>	<u>0</u>	<u>3,492</u>	<u>30.2%</u>	<u>0</u>
Net Expenditure	<u>(1,508)</u>	<u>(5,000)</u>	<u>(3,492)</u>				

Detailed Income & Expenditure by Budget Heading 01/09/2024

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
460 Rivers Heritage Site & Orchard							
4700 RHSOG	0	3,000	3,000		3,000	0.0%	
Rivers Heritage Site & Orchard :- Indirect Expenditure	<u>0</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(3,000)</u>	<u>(3,000)</u>				
500 Groundsman							
1600 SYPRC/STFC Grass Cut - Income	300	500	200			60.0%	
1603 Conveniences coin operation	307	800	493			38.4%	
1610 Sub Contract Watering	0	200	200			0.0%	
Groundsman :- Income	<u>607</u>	<u>1,500</u>	<u>893</u>			<u>40.5%</u>	<u>0</u>
4029 Salary Recharge	0	4,820	4,820		4,820	0.0%	
4600 Planters	0	1,000	1,000		1,000	0.0%	
4601 Bell St Conveniences Cleaning	354	800	446		446	44.2%	
4602 Bell St Convenience Repairs	0	5,000	5,000		5,000	0.0%	
4615 Ranger's Mower	1,411	2,000	589		589	70.6%	
4620 Ranger's Tools	864	1,500	636		636	57.6%	
4625 Mower Replacement	0	13,000	13,000		13,000	0.0%	
4630 CCTV Maintenance Agreement	2,453	2,200	(253)		(253)	111.5%	
4635 CCTV Extension	1,822	3,000	1,178		1,178	60.7%	
Groundsman :- Indirect Expenditure	<u>6,904</u>	<u>33,320</u>	<u>26,416</u>	<u>0</u>	<u>26,416</u>	<u>20.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(6,297)</u>	<u>(31,820)</u>	<u>(25,523)</u>				
600 Fun on the Field							
1670 Event Income	450	900	450			50.0%	
Fun on the Field :- Income	<u>450</u>	<u>900</u>	<u>450</u>			<u>50.0%</u>	<u>0</u>
4045 Subcontracted Labour	0	800	800		800	0.0%	
4670 Event Costs	400	1,300	900		900	30.8%	
4675 Publicity	0	200	200		200	0.0%	
Fun on the Field :- Indirect Expenditure	<u>400</u>	<u>2,300</u>	<u>1,900</u>	<u>0</u>	<u>1,900</u>	<u>17.4%</u>	<u>0</u>
Net Income over Expenditure	<u>50</u>	<u>(1,400)</u>	<u>(1,450)</u>				
610 Events General							
4670 Event Costs	375	1,000	625		625	37.5%	
Events General :- Indirect Expenditure	<u>375</u>	<u>1,000</u>	<u>625</u>	<u>0</u>	<u>625</u>	<u>37.5%</u>	<u>0</u>
Net Expenditure	<u>(375)</u>	<u>(1,000)</u>	<u>(625)</u>				

Detailed Income & Expenditure by Budget Heading 01/09/2024

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
620 Christmas Festival							
1670 Event Income	0	500	500			0.0%	
Christmas Festival :- Income	<u>0</u>	<u>500</u>	<u>500</u>			<u>0.0%</u>	<u>0</u>
4045 Subcontracted Labour	0	1,200	1,200		1,200	0.0%	
4670 Event Costs	800	1,500	700		700	53.3%	
4675 Publicity	0	500	500		500	0.0%	
4685 Christmas Lights	2,200	15,000	12,800		12,800	14.7%	
4690 Competitions	0	600	600		600	0.0%	
Christmas Festival :- Indirect Expenditure	<u>3,000</u>	<u>18,800</u>	<u>15,800</u>	<u>0</u>	<u>15,800</u>	<u>16.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(3,000)</u>	<u>(18,300)</u>	<u>(15,300)</u>				
640 Projects							
1671 HUB Funding	3,000	0	(3,000)			0.0%	
Projects :- Income	<u>3,000</u>	<u>0</u>	<u>(3,000)</u>				<u>0</u>
4710 Hanging Baskets	0	1,500	1,500		1,500	0.0%	
4715 Planters Project	0	500	500		500	0.0%	
4720 Jubilee Gardens	375	10,000	9,625		9,625	3.8%	
4725 Fair Green	300	1,200	900		900	25.0%	
4735 Remembrance Day	150	400	250		250	37.5%	
4740 War Memorial	260	1,000	740		740	26.0%	
4746 HUB Project	200	0	(200)		(200)	0.0%	
Projects :- Indirect Expenditure	<u>1,285</u>	<u>14,600</u>	<u>13,315</u>	<u>0</u>	<u>13,315</u>	<u>8.8%</u>	<u>0</u>
Net Income over Expenditure	<u>1,715</u>	<u>(14,600)</u>	<u>(16,315)</u>				
660 Town Selfie Walk							
4670 Event Costs	250	500	250		250	50.0%	
4675 Publicity	0	350	350		350	0.0%	
4681 Promotional Equipment	0	1,000	1,000		1,000	0.0%	
Town Selfie Walk :- Indirect Expenditure	<u>250</u>	<u>1,850</u>	<u>1,600</u>	<u>0</u>	<u>1,600</u>	<u>13.5%</u>	<u>0</u>
Net Expenditure	<u>(250)</u>	<u>(1,850)</u>	<u>(1,600)</u>				
670 River Day							
1670 Event Income	40	300	260			13.3%	
River Day :- Income	<u>40</u>	<u>300</u>	<u>260</u>			<u>13.3%</u>	<u>0</u>
4670 Event Costs	120	200	80		80	60.0%	
River Day :- Indirect Expenditure	<u>120</u>	<u>200</u>	<u>80</u>	<u>0</u>	<u>80</u>	<u>60.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(80)</u>	<u>100</u>	<u>180</u>				

Detailed Income & Expenditure by Budget Heading 01/09/2024

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
700 Sawbobus							
1150 Grants Received	0	6,000	6,000			0.0%	
1800 Fares	2,611	10,000	7,389			26.1%	
1820 Fuel Rebate	1,115	1,200	85			92.9%	
1830 Sponsorship	4,500	5,000	500			90.0%	
Sawbobus :- Income	8,226	22,200	13,974			37.1%	0
4029 Salary Recharge	18,532	26,145	7,613		7,613	70.9%	
4045 Subcontracted Labour	86	2,000	1,914		1,914	4.3%	
4800 Fuel	783	8,500	7,717		7,717	9.2%	
4805 Vehicle Maintenance	3,483	4,500	1,017		1,017	77.4%	
4810 Vehicle Tax & Insurance	1,113	1,500	387		387	74.2%	
4815 Vehice Hire	0	1,000	1,000		1,000	0.0%	
Sawbobus :- Indirect Expenditure	23,998	43,645	19,647	0	19,647	55.0%	0
Net Income over Expenditure	(15,773)	(21,445)	(5,672)				
800 Heffer GL61							
1830 Sponsorship	1,000	0	(1,000)			0.0%	
1850 Vehicle Hire Income	168	500	333			33.5%	
Heffer GL61 :- Income	1,168	500	(668)			233.5%	0
4800 Fuel	1,977	500	(1,477)		(1,477)	395.5%	
4805 Vehicle Maintenance	375	1,200	825		825	31.3%	
4810 Vehicle Tax & Insurance	1,113	1,200	87		87	92.8%	
Heffer GL61 :- Indirect Expenditure	3,466	2,900	(566)	0	(566)	119.5%	0
Net Income over Expenditure	(2,298)	(2,400)	(102)				
810 Rangers Truck #1 WG64							
4800 Fuel	570	2,000	1,430		1,430	28.5%	
4805 Vehicle Maintenance	270	1,500	1,230		1,230	18.0%	
4810 Vehicle Tax & Insurance	737	1,000	263		263	73.7%	
Rangers Truck #1 WG64 :- Indirect Expenditure	1,577	4,500	2,923	0	2,923	35.1%	0
Net Expenditure	(1,577)	(4,500)	(2,923)				
820 Rangers Truck #2 SY65							
4800 Fuel	418	1,200	782		782	34.8%	
4805 Vehicle Maintenance	313	1,500	1,187		1,187	20.9%	
4810 Vehicle Tax & Insurance	1,074	1,000	(74)		(74)	107.4%	
Rangers Truck #2 SY65 :- Indirect Expenditure	1,806	3,700	1,894	0	1,894	48.8%	0
Net Expenditure	(1,806)	(3,700)	(1,894)				

Detailed Income & Expenditure by Budget Heading 01/09/2024

Month No: 5

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>910 Town Action Plan</u>							
4910 Town Action Plan Costs	0	500	500		500	0.0%	
Town Action Plan :- Indirect Expenditure	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(500)</u>	<u>(500)</u>				
Grand Totals:- Income	273,229	541,240	268,011			50.5%	
Expenditure	249,758	559,240	309,482	0	309,482	44.7%	
Net Income over Expenditure	<u>23,471</u>	<u>(18,000)</u>	<u>(41,471)</u>				
plus Transfer from EMR	1,300						
Movement to/(from) Gen Reserve	<u>24,771</u>						



SAWBRIDGEWORTH TOWN COUNCIL

NOTICE OF CONCLUSION OF AUDIT

ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN

FOR THE YEAR ENDED 31 MARCH 2023

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

1. The audit of accounts for SAWBRIDGEWORTH TOWN COUNCIL for the year ended 31st March 2024 has been completed and the accounts have been published.
2. The Annual Return is available for inspection by any local government elector for the area of SAWBRIDGEWORTH TOWN COUNCIL on application to:

Christopher Hunt (Town Clerk)
Sayesbury Manor
Bell Street
Sawbridgeworth
Hertfordshire
CM21 9AN

Inspection rights are Monday – Friday between 9am to 4pm
3. Copies will be provided to any local government elector on payment of £5.00 for each copy of the Annual Return.

This announcement is made by:

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

Christopher Hunt

Town Clerk

9th September 2024

Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

SAWBRIDGEWORTH TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

24/06/2024

and recorded as minute reference:

240624

24/34

Signed by the Chair and Clerk of the meeting where approval was given:

Chair



Clerk



www.sawbridgeworth-tc.gov.uk

Section 2 – Accounting Statements 2023/24 for

SAWBRIDGEWORTH TOWN COUNCIL

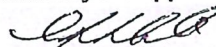
	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	251,681	269,955	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	384,325	429,324	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	119,169	123,031	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	267,467	295,549	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	217,753	212,533	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	269,955	314,228	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).

8. Total value of cash and short term investments	259,454	324,911	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	991,878	976,610	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)		✓		The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

24/06/2024

I confirm that these Accounting Statements were approved by this authority on this date:

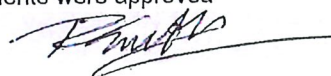
24/06/2024

as recorded in minute reference:

240624

24/34

Signed by Chair of the meeting where the Accounting Statements were approved



Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Sawbridgeworth Town Council – HT0093**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

05/09/2024

Appendix C

Planning Pre Application Advice

Case Reference Number | EHDC602643409

houseHolder:

minorComm: 2a- Small Commercial Scheme (Â£500)

MinorRes:

majorRes:

majorComm:

Sum of all proposed charges: 500.00

Please tick the relevant box below which applies to your scheme:25% off if a Town or Parish Council

Are you the applicant or the agent working on behalf of the applicant?:Agent working on behalf of applicant

Agent Name: Christopher Hunt

Company Name (if applicable): Clerk Sawbridgeworth Town Council

Address and postcode of agent: Sayesbury Manor

Contact Email Address for this application:chris.hunt@sawbridgeworth-tc.gov.uk

Please highlight the type of phone number you are providing as a contact number for this application: Home Phone

Home Phone Number: 01279724537

First Name: Christopher

Surname: Hunt

House / number: Sawbridgeworth Town Council

Street: Bell Street

Town: Sawbridgeworth

Postcode: CM21 9AN

Are you a registered charity or a Town/Parish Council?:Yes

Is the site address the same as the applicant's address?:No

How would you like to tell us about the site in quesiton?:By plotting the location on a map

Map without boundary: 6 Forelands Place, Sawbridgeworth, United Kingdom, CM21 9QD

This is the location you have pinned on the map: 6 Forelands Place, Sawbridgeworth, United Kingdom, CM21 9QD

What3words location: mash.hiding.rating

Please provide any further details on the site address, to enable us to deal with your

request: The area is a green space off Bell Street and the Bell Street Car Park. It is owned by East Herts District Council but earmarked for the town to develop the area for public use

Do your proposals affect a listed building or its setting?:No

Please provide a detailed description of your proposed development: Sawbridgeworth does not have a town centre focal point and the main thoroughfare, Bell Street, has very narrow pavements and no development opportunity.

On the 18th February 2014 a proposal to East Herts District Council was made by the Town Clerk, Richard Bowran, Cllrs E Buckmaster and A Alder to allow the development of land to use as a focal point for the town centre. The land is situated adjacent to Bell Street opposite the Central Surgery predominantly grassed with trees and two pathways and two benches.

The development of this land would create a useable space attractive to all the community and allow several layers of interaction from the users to create ownership and a place to be able to sit, relax and enjoy when visiting the town centre.

As the town has developed no land has been set aside to be used as a traditional town centre or marketplace. The requirement for a focal point for the town has grown in popularity and post Covid areas in the open air and available to relax, meet friends or use for community group activities has grown in popularity and demand. Recent community events in the town such as fun on the field, selfie walk, Christmas fayre and other community events have shown the need for an area to be available for these activities as well as an area to relax, reflect and enjoy.

The goal is to develop a multi-use area to attract to a majority of the community which is attractive for a number of activities. An area for the town like this is in demand and many people and community groups are in favour for the development of this area for this purpose.

The solution is to have the area surveyed and a community area designed and built using recent consultation results with the overview of a working party. A multiple use area will be essential, retaining some of the current features such as the established trees, millennium maze and the wall adjacent to Bell Street.

The result of the project will deliver a usable space for a majority of the community and visitors to the town and for different uses for example; area for peaceful reflection, an area to sit and eat lunch and meet people, grass area for sitting or exercising and electricity supply and area set aside for events.

The project is limited to the land owned by East Herts Council up to the boundary lines of the Wall adjacent to Bell Street (North), the access road to Bell Street Car Park (East), the car park (South) and the buildings and pathway leading to the doctors surgery (West).

There may be some disruption to the access to the Asquith Barley Barn Sawbridgeworth Day Nursery and the Central Surgery as pedestrians will be redirected when paths are being re-routed. The Town Council will need to continually update the landowners (East Herts Council) as the project progresses to ensure any changes are authorised.

The site has 31 trees and shrubs which have been subject of a tree survey, some of the trees will need removing due to tree health and the safety for the members of the community using the site

moving forwards. A separate tree removal application will be made and consultation with the current plans has been overseen and agreed in principle by Terrence Flynn, Arboriculture Officer, East Herts District Council. Ian Sharratt, Leisure & Parks Development Manager, East Herts District Council is aware of this project which has now been named through consultation with the community as the Jubilee Gardens Project, to celebrate the reign of Queen Elizabeth II.

A design is attached and initially an opening was planned to the wall to the North of the land adjacent to Bell Street was planned but due to cost has been removed from the design. Tree removal has been deemed necessary due to the Bell Street wall's condition and for the aesthetics of the area to become more useable. Replanting will exceed the current ecological footprint and increase the biodiversity currently in this predominantly grassed area with tall established trees.

Please tell us which supporting document(s) you are uploading: Location plan, Proposed site layout drawings/sketches, Proposed floor plans/sketches

Please use the following to upload any document(s): Landscape Layout - 30128_001_005_Final_Landscape_Proposal_March 2024.pdf.html, 30128_001_005_Tree_Removal_Plan.pdf, Bosworth EHDC suggestions 201022.docx, 23362 Structural Report.pdf

Please use the space below if you would like to provide any additional details regarding this application: the project is a public area for the public to use and will not have a commercial use attached to it

Appendix D

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE
From: Christopher Hunt
Subject: REDUCING THE COUNCILS CARBON FOOTPRINT
Date: 10th September 2024

REDUCING THE COUNCILS CARBON FOOTPRINT

The Council were successful in a £3000 funding bid to East Herts District Council and have been using this towards this project as well as the HUB project.

£1490 has been spent so far on the hire of the Raynet vehicle and mobile TV for events to publicise energy saving advice.

The Clerk has explored green energy suppliers but unfortunately the current energy providers are contracted until spring 2026.

A full report from the Three acorns company who have re assessed the councils' operations and energy use has still not been received but has been chased for this to be worked from.