

Sawbridgeworth Town Council



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

MAYOR
Cllr Greg Rattey
TOWN CLERK

e-mail: info@sawbridgeworth-tc.gov.uk

web: www.sawbridgeworth-tc.gov.uk

Christopher Hunt Dip CSMP®

To: Cllrs Alder, E Buckmaster, R Buckmaster, Rider, Parsad, [Cllr Rattey]

FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE

You are invited to a meeting of this committee of the Council which will take place on **Monday 17th April 2023 at 8pm or at the conclusion of the Planning Committee meeting** at Sayesbury Manor, Bell Street, Sawbridgeworth for the transaction of the following business.

Town Clerk
6th April 2023

Agenda

- F 22/35 APOLOGIES FOR ABSENCE**
[👏] To receive any apologies for absence
- F 22/36 DECLARATIONS OF INTEREST**
To receive any Declarations of Interest by Members
- F 22/37 MINUTES**
[📄] [👏] To approve as a correct record the minutes of the Finance and Policy Committee held on 16th January 2023 (FO3) [Attached]

To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.
- F 22/38 STAFF MATTERS**
To consider any matters relating to members of staff.
 - Current staffing update on numbers and profiles.
 - Mid-term reviews 2023
- F 22/39 FINANCE MATTERS**
[📄] [👏] [👏] [👏]
 - Clerks report on the 2022/23 financial year
 - To receive, consider and approve management accounts for the twelve-month period to 31st March 2023 [Attached]
- F 22/40 JUBILEE GARDENS (TOWN GREEN) WORKING PARTY**
To receive an update on the current position of the project,
Cllr R Buckmaster, the Clerk
- F 22/41 TOWN MARKET**
[📄] To receive updates on progress of the project.
Town Projects Manager

F 22/42 COUNCILLOR ENGAGEMENT

Any updates from the pre-election period and ideas moving into the new election period.

F 22/43 FUNDING OPPORTUNITIES

For all members of the committee to explore funding opportunities.

- SawboBus status to date re funding
- Jubilee Gardens funding

F 22/44 ITEMS FOR FUTURE AGENDAS

To consider any items for inclusion on future agendas.

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 16th January 2023.**

Those present

Cllr Eric Buckmaster
Cllr Ruth Buckmaster

Cllr Nathan Parsad
Cllr John Rider

In attendance:

Christopher Hunt - Town Clerk
Joanne Sargant – Projects Manager

F 22/24 APOLOGIES FOR ABSENCE

Cllr Angela Alder
Resolved to accept apologies
[prop Cllr Parsad secd Cllr R Buckmaster]

F 22/25 DECLARATIONS OF INTEREST

There were no declarations of interest by members

F 22/26 MINUTES

There were no minutes from the 12th September meeting as this was cancelled due to the death of Her Majesty Queen Elizabeth II.

F 22/27 STAFF MATTERS

To consider any matters relating to members of staff.

- New ranger has settled in and now managing the allotment sites as well as responding to the recent inclement weather with salt delivery and snow clearance.
- All appraisals are up to date.

F 22/28 FINANCE MATTERS

- Cllr E Buckmaster referred to the 2023/24 budget and asked if members agreed to the Clerk referring to the points in his report to cover the main areas of change, all agreed to this.
- The Clerk then proceeded to read from his report:

Summary

Income will be enhanced by:

- The cemetery and the adoption of West Road allotments.
- Obtaining grants wherever possible
- Sponsorship

Expenditure will be contained by

- Reducing subcontracted work
- Negotiating lower costs for toilet maintenance
- Fixing utility costs for the civic centre

Reserves will be managed close to the recommended levels by

- Setting a balanced budget
- Applying any proceeds from excess of income over expenditure

Proposed Budget

The proposed budget contained in the attached schedule suggests:
Precept for 2023-24 of £429,324 (2022-23 £383,325)

This is an increase of 5.2% on Band D equivalent housing

Resolved, for the budget to be accepted at this meeting and submitted at the full town council meeting on 30th January 2023
[prop Cllr Parsad; sec'd Cllr R Buckmaster]

F 22/29 POLICY MATTERS

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

Reviewed policy 3.3 Vexatious behaviour

Reviewed policy 3.4 Petitions

Reviewed policy 6.12 Fly Posting Procedure

These policies will be reviewed for legislation changes regularly

F22/30 JUBILEE GARDENS (TOWN GREEN) WORKING PARTY

The Clerk updated members on the progress of the Jubilee Gardens project and that five companies had tendered for the design phase. A business case and update report had been sent to East Herts Council Officers who manage the land for advice. The Clerk was waiting on a response from these officers, allowing the project can progress.

F22/31 TOWN MARKET

The Towns Project Manager updated members that all branding had been completed for the market and she was actively seeking stall holders now to launch the project later this year.

F22/32 COUNCILLOR ENGAGEMENT

The Clerk confirmed councillors were content in engaging with the public through police surgeries and at events. Any other engagement ideas will be explored if required.

F22/33 FUNDING OPPORTUNITIES

The Clerk updated members on the success in funding streams for the SawboBus and Jubilee Gardens.

F22/34 ITEMS FOR FUTURE AGENDAS

Nothing raised

Meeting Closed at 9:20pm

Sawbridgeworth Town Council

Memorandum from the Town Clerk

To: Finance, Policy and Economic Development Committee
From: Christopher Hunt
Subject: Finance Report Year to March 2023
Date: 6th April 2023

Attached are the provisional:

- Balance Sheet as at 31st March 2023 and
- Summary and Detailed Income & Expenditure Report by Budget Heading for the 12 month period up to 31st March 2023

Balance Sheet:

- Nothing of consequence to report.
- Reserves: No transfers to be made.

Income and Expenditure Report:

- Group 200. Adverse variances on IT support £2,889 due predominantly to the increased costs in back up and WIFI upgrade.
- Group 300. Adverse variances on heat and light for the civic centre £4,437 due to rapid price increase for services, now fixed for the forthcoming year.
- Group 430. Modest savings on flood defences £3,284 due to success of early intervention work.
- Group 440. Modest savings on maintenance in the cemetery, subcontracted labour £4,268 and maintenance £3,370. Due to No significant weather events and the additional ranger.
- Group 500. Modest saving on public convenience maintenance £2,593 due to utilising local cleaner.
- The Rangers truck was written off after being hit by another vehicle when parked, the insurance covered the replacement vehicle cost in its entirety.

Reserves:

- Remain healthy with earmarked reserves for projects and replacement bus and lawnmower.

	Actual Last Year	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							89.3%	
4003 Sargant J							75.8%	
4004 Parrish S							10.4%	
4005 Dale L							91.8%	
4008 Jones J							12.5%	
4011 V Derrick							94.3%	
4013 Crank D							9.4%	
4015 C Hunt							67.1%	
4016 A Robinson							10.5%	
4017 N Shenton							0.0%	
4018 Langley G							0.0%	
4029 Salary Recharge							0.0%	
4030 PAYE							0.0%	
4035 NIC							169.2%	
4040 Pension							140.2%	
4999 Miscellaneous Costs							0.0%	
Staff :- Indirect Expenditure	154,868	200,533	190,290	(10,243)	0	(10,243)	105.4%	0
Net Expenditure	(154,868)	(200,533)	(190,290)	10,243				
<u>200 General Administration</u>								
1076 Precept	361,628	384,325	383,325	(1,000)			100.3%	
1090 Interest Received	85	1,860	750	(1,110)			248.0%	
1999 Miscellaneous Income	161	16,616	0	(16,616)			0.0%	
General Administration :- Income	361,874	402,802	384,075	(18,727)			104.9%	0
4035 NIC	3,929	0	0	0		0	0.0%	
4040 Pension	2,436	2,729	0	(2,729)		(2,729)	0.0%	
4045 Subcontracted Labour	366	0	0	0		0	0.0%	
4070 Subscriptions	1,752	2,387	1,572	(815)		(815)	151.8%	
4075 IT Support	8,757	13,161	8,640	(4,521)		(4,521)	152.3%	
4080 Training (Members)	240	1,334	1,000	(334)		(334)	133.4%	
4081 Travel Expenses	264	636	240	(396)		(396)	264.8%	
4082 Training (Staff)	2,058	1,078	2,000	923		923	53.9%	
4083 Clerks Expenses	5	14	250	237		237	5.4%	
4090 IT Development	0	0	1,000	1,000		1,000	0.0%	
4095 Photocopy Charges	1,310	1,136	1,500	364		364	75.7%	
4100 Telephone/Broadband	2,202	2,375	2,500	125		125	95.0%	
4105 Postage	650	552	900	348		348	61.3%	
4110 Stationery	1,074	716	750	34		34	95.5%	

Detailed Income & Expenditure by Budget Heading 01/03/2023

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4115 Insurance	0	0	7,260	7,260		7,260	0.0%	
4120 Bank Charges	198	290	600	310		310	48.4%	
4125 Repairs & Renewals	0	0	750	750		750	0.0%	
4130 Staff Care	1,660	1,758	1,500	(258)		(258)	117.2%	
4135 Office Care	3,930	2,910	2,500	(410)		(410)	116.4%	
4140 Office Equipment	2,193	0	2,000	2,000		2,000	0.0%	
4180 Accountancy Services	1,588	2,498	1,500	(998)		(998)	166.5%	
4185 Audit	2,000	0	2,500	2,500		2,500	0.0%	
4190 Professional Fees	3,348	4,671	3,000	(1,671)		(1,671)	155.7%	
4195 Tourism	245	499	500	1		1	99.8%	
4200 Web-site	0	1,209	2,000	791		791	60.5%	
4201 Web-site development	0	83	1,000	917		917	8.3%	
4805 Vehicle Maintenance	16	0	0	0		0	0.0%	
4990 Contingency	5,897	1,916	2,500	584		584	76.7%	
4999 Miscellaneous Costs	7,920	9,450	0	(9,450)		(9,450)	0.0%	
General Administration :- Indirect Expenditure	54,039	51,400	47,962	(3,438)	0	(3,438)	107.2%	0
Net Income over Expenditure	307,835	351,402	336,113	(15,289)				
210 Democratic Services								
1335 Civic Dinner Income	2,065	3,335	5,000	1,665			66.7%	
Democratic Services :- Income	2,065	3,335	5,000	1,665			66.7%	0
4310 Election Expenses	5,870	0	0	0		0	0.0%	
4315 Mayor's Allowance	267	245	1,500	1,255		1,255	16.3%	
4330 Civic Events	714	1,477	2,500	1,023		1,023	59.1%	
4335 Civic Dinner Expenditure	3,615	5,032	5,000	(32)		(32)	100.6%	
Democratic Services :- Indirect Expenditure	10,466	6,754	9,000	2,246	0	2,246	75.0%	0
Net Income over Expenditure	(8,401)	(3,419)	(4,000)	(581)				
6000 plus Transfer from EMR	5,870	0						
Movement to/(from) Gen Reserve	(2,531)	(3,419)						
220 Grants								
4350 Grants - SYPRC	1,000	1,000	1,000	0		0	100.0%	
4355 Grants - The Hailey Centre	1,000	0	1,000	1,000		1,000	0.0%	
4370 Grants - S137	0	0	75	75		75	0.0%	
4375 Grants - Citizens' Awards	0	50	1,000	950		950	5.0%	
4380 Grants - Other	1,470	2,000	2,500	500		500	80.0%	
Grants :- Indirect Expenditure	3,470	3,050	5,575	2,525	0	2,525	54.7%	0
Net Expenditure	(3,470)	(3,050)	(5,575)	(2,525)				

Detailed Income & Expenditure by Budget Heading 01/03/2023

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 Civic Centre								
1400 Rental Income	200	250	500	250			50.0%	
Civic Centre :- Income	<u>200</u>	<u>250</u>	<u>500</u>	<u>250</u>			<u>50.0%</u>	<u>0</u>
4115 Insurance	5,169	14,862	0	(14,862)	(14,862)		0.0%	
4405 Rates	7,859	7,859	9,500	1,641	1,641		82.7%	
4410 Heat & Light	4,069	8,397	3,120	(5,277)	(5,277)		269.1%	
4415 Water	2	410	104	(306)	(306)		394.2%	
4420 Maintenance	6,253	4,176	2,080	(2,096)	(2,096)		200.8%	
4425 Fixtures & Fittings	0	0	1,040	1,040	1,040		0.0%	
4445 New Equipment	0	265	2,080	1,815	1,815		12.7%	
Civic Centre :- Indirect Expenditure	<u>23,353</u>	<u>35,969</u>	<u>17,924</u>	<u>(18,045)</u>	<u>0</u>	<u>(18,045)</u>	<u>200.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(23,153)</u>	<u>(35,719)</u>	<u>(17,424)</u>	<u>18,295</u>				
310 Police Suite								
1400 Rental Income	3,840	2,880	3,840	960			75.0%	
Police Suite :- Income	<u>3,840</u>	<u>2,880</u>	<u>3,840</u>	<u>960</u>			<u>75.0%</u>	<u>0</u>
4420 Maintenance	0	0	250	250	250		0.0%	
Police Suite :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>250</u>	<u>250</u>	<u>0</u>	<u>250</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>3,840</u>	<u>2,880</u>	<u>3,590</u>	<u>710</u>				
320 Hailey Centre								
4420 Maintenance	1,430	2,384	2,080	(304)	(304)		114.6%	
Hailey Centre :- Indirect Expenditure	<u>1,430</u>	<u>2,384</u>	<u>2,080</u>	<u>(304)</u>	<u>0</u>	<u>(304)</u>	<u>114.6%</u>	<u>0</u>
Net Expenditure	<u>(1,430)</u>	<u>(2,384)</u>	<u>(2,080)</u>	<u>304</u>				
330 Other Rented Accommodation								
4400 Rent	3,260	3,105	3,150	45	45		98.6%	
4410 Heat & Light	0	976	0	(976)	(976)		0.0%	
4420 Maintenance	48	0	0	0	0		0.0%	
Other Rented Accommodation :- Indirect Expenditure	<u>3,308</u>	<u>4,081</u>	<u>3,150</u>	<u>(931)</u>	<u>0</u>	<u>(931)</u>	<u>129.6%</u>	<u>0</u>
Net Expenditure	<u>(3,308)</u>	<u>(4,081)</u>	<u>(3,150)</u>	<u>931</u>				
400 Bullfield Allotments								
1500 Allotment Rent Income	1,203	1,670	750	(920)			222.7%	
1510 Allotment Water Income	120	171	200	29			85.6%	
Bullfield Allotments :- Income	<u>1,323</u>	<u>1,842</u>	<u>950</u>	<u>(892)</u>			<u>193.8%</u>	<u>0</u>

Detailed Income & Expenditure by Budget Heading 01/03/2023

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4415 Water	413	490	500	10		10	98.1%	
4420 Maintenance	716	1,059	1,500	441		441	70.6%	
Bullfield Allotments :- Indirect Expenditure	1,129	1,549	2,000	451	0	451	77.4%	0
Net Income over Expenditure	194	293	(1,050)	(1,343)				
410 Bellmead Allotments								
1500 Allotment Rent Income	255	273	120	(153)			227.1%	
1510 Allotment Water Income	25	23	30	8			75.0%	
Bellmead Allotments :- Income	280	295	150	(145)			196.7%	0
4415 Water	79	108	50	(58)		(58)	216.1%	
4420 Maintenance	600	0	250	250		250	0.0%	
Bellmead Allotments :- Indirect Expenditure	679	108	300	192	0	192	36.0%	0
Net Income over Expenditure	(399)	187	(150)	(337)				
420 Vantorts Allotments								
1500 Allotment Rent Income	263	253	125	(128)			202.2%	
1510 Allotment Water Income	28	23	25	3			90.0%	
Vantorts Allotments :- Income	291	275	150	(125)			183.5%	0
4415 Water	61	100	100	(0)		(0)	100.1%	
4420 Maintenance	839	250	750	500		500	33.3%	
Vantorts Allotments :- Indirect Expenditure	900	350	850	500	0	500	41.2%	0
Net Income over Expenditure	(609)	(75)	(700)	(625)				
430 Southbrook Allotments								
1500 Allotment Rent Income	1,220	1,297	1,000	(297)			129.7%	
1510 Allotment Water Income	163	155	175	20			88.6%	
Southbrook Allotments :- Income	1,382	1,452	1,175	(277)			123.6%	0
4415 Water	240	200	250	50		50	79.9%	
4420 Maintenance	452	2,816	5,500	2,684		2,684	51.2%	
Southbrook Allotments :- Indirect Expenditure	691	3,016	5,750	2,734	0	2,734	52.5%	0
Net Income over Expenditure	691	(1,564)	(4,575)	(3,011)				
440 Cemetery								
1150 Grants Received	0	140	0	(140)			0.0%	
1550 Burial Fees	26,865	29,275	33,594	4,319			87.1%	

Detailed Income & Expenditure by Budget Heading 01/03/2023

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1560 Memorial Fees	2,385	1,765	2,428	663			72.7%	
1570 Grave Digging Income	1,500	1,200	2,000	800			60.0%	
1580 Trees	3,425	1,325	6,694	5,369			19.8%	
1581 Benches	1,572	4,069	4,666	597			87.2%	
1582 Plaques	50	360	750	390			48.0%	
Cemetery :- Income	35,797	38,134	50,132	11,998			76.1%	0
4029 Salary Recharge	12,206	8,199	23,065	14,866		14,866	35.5%	
4045 Subcontracted Labour	0	732	5,000	4,268		4,268	14.6%	
4415 Water	199	106	150	44		44	70.7%	
4420 Maintenance	3,225	1,630	5,000	3,370		3,370	32.6%	
4440 New Area	0	0	10,000	10,000		10,000	0.0%	
4520 Skip Hire	2,930	4,650	3,120	(1,530)		(1,530)	149.0%	
4530 Trees	660	101	1,000	899		899	10.1%	
4531 Benches	623	3,195	2,500	(695)		(695)	127.8%	
4532 Plaques	1,095	680	500	(180)		(180)	136.1%	
4675 Publicity	0	0	500	500		500	0.0%	
Cemetery :- Indirect Expenditure	20,937	19,293	50,835	31,542	0	31,542	38.0%	0
Net Income over Expenditure	14,860	18,841	(703)	(19,544)				
<u>450 Playground</u>								
4420 Maintenance	11,828	1,478	5,000	3,522		3,522	29.6%	
4580 Playschemes	0	0	2,000	2,000		2,000	0.0%	
Playground :- Indirect Expenditure	11,828	1,478	7,000	5,522	0	5,522	21.1%	0
Net Expenditure	(11,828)	(1,478)	(7,000)	(5,522)				
<u>460 Rivers Heritage Site & Orchard</u>								
1700 RHSOG Income	50	0	0	0			0.0%	
Rivers Heritage Site & Orchard :- Income	50	0	0	0				0
4700 RHSOG	1,290	2,100	2,600	500		500	80.8%	
Rivers Heritage Site & Orchard :- Indirect Expenditure	1,290	2,100	2,600	500	0	500	80.8%	0
Net Income over Expenditure	(1,240)	(2,100)	(2,600)	(500)				
<u>500 Groundsman</u>								
1603 Public Toilet Income	845	1,193	1,250	57			95.4%	
1610 Contract - Other	0	0	500	500			0.0%	
Groundsman :- Income	845	1,193	1,750	557			68.2%	0

Detailed Income & Expenditure by Budget Heading 01/03/2023

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4029 Salary Recharge	9,306	22,644	23,065	422		422	98.2%	
4600 Planters	1,672	1,004	1,000	(4)		(4)	100.4%	
4601 Bell St Conveniences	13,123	7,807	10,400	2,593		2,593	75.1%	
4615 Ranger's Mower	556	1,588	1,500	(88)		(88)	105.9%	
4620 Ranger's Tools	2,239	2,428	1,000	(1,428)		(1,428)	242.8%	
4625 Mower Costs	0	0	4,000	4,000		4,000	0.0%	
4630 CCTV	2,241	3,101	2,500	(601)		(601)	124.0%	
4635 CCTV Extension	1,935	3,703	4,000	297		297	92.6%	
4670 Event Costs	0	8	0	(8)		(8)	0.0%	
4990 Contingency	0	(95)	0	95		95	0.0%	
Groundsman :- Indirect Expenditure	31,073	42,188	47,465	5,277	0	5,277	88.9%	0
Net Income over Expenditure	(30,228)	(40,995)	(45,715)	(4,720)				
<u>600 Fun on the Field</u>								
1670 Event Income	0	825	1,000	175			82.5%	
Fun on the Field :- Income	0	825	1,000	175			82.5%	0
4029 Salary Recharge	0	0	625	625		625	0.0%	
4045 Subcontracted Labour	0	0	500	500		500	0.0%	
4670 Event Costs	0	1,071	1,000	(71)		(71)	107.1%	
4675 Publicity	0	263	100	(163)		(163)	262.8%	
Fun on the Field :- Indirect Expenditure	0	1,334	2,225	891	0	891	59.9%	0
Net Income over Expenditure	0	(509)	(1,225)	(716)				
<u>610 Events General</u>								
4670 Event Costs	1,869	958	1,000	42		42	95.8%	
4675 Publicity	0	0	500	500		500	0.0%	
Events General :- Indirect Expenditure	1,869	958	1,500	542	0	542	63.9%	0
Net Expenditure	(1,869)	(958)	(1,500)	(542)				
<u>620 Christmas Festival</u>								
1670 Event Income	495	585	400	(185)			146.3%	
Christmas Festival :- Income	495	585	400	(185)			146.2%	0
4029 Salary Recharge	0	0	1,000	1,000		1,000	0.0%	
4045 Subcontracted Labour	0	0	350	350		350	0.0%	
4670 Event Costs	2,597	2,144	1,000	(1,144)		(1,144)	214.4%	
4675 Publicity	0	320	500	180		180	64.0%	
4685 Christmas Lights	9,600	13,309	15,000	1,691		1,691	88.7%	

Detailed Income & Expenditure by Budget Heading 01/03/2023

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4690 Competitions	256	562	600	38		38	93.6%	
Christmas Festival :- Indirect Expenditure	12,452	16,335	18,450	2,115	0	2,115	88.5%	0
Net Income over Expenditure	(11,957)	(15,750)	(18,050)	(2,300)				
630 Markets								
1670 Event Income	0	0	7,500	7,500			0.0%	
Markets :- Income	0	0	7,500	7,500			0.0%	0
4675 Publicity	0	488	1,000	513		513	48.8%	
Markets :- Indirect Expenditure	0	488	1,000	513	0	513	48.8%	0
Net Income over Expenditure	0	(488)	6,500	6,988				
640 Projects								
4710 Hanging Baskets	0	0	1,500	1,500		1,500	0.0%	
4715 Planters Project	0	0	500	500		500	0.0%	
4720 Town Green	634	2,250	10,000	7,750		7,750	22.5%	
4725 Fair Green	450	0	1,200	1,200		1,200	0.0%	
4735 Remembrance Day	37	204	250	46		46	81.6%	
4740 War Memorial	0	1,700	2,500	800		800	68.0%	1,700
Projects :- Indirect Expenditure	1,121	4,154	15,950	11,796	0	11,796	26.0%	1,700
Net Expenditure	(1,121)	(4,154)	(15,950)	(11,796)				
6000 plus Transfer from EMR	0	1,700						
Movement to/(from) Gen Reserve	(1,121)	(2,454)						
660 Town Selfie Walk								
4029 Salary Recharge	0	0	500	500		500	0.0%	
4670 Event Costs	0	234	0	(234)		(234)	0.0%	
4675 Publicity	0	285	500	215		215	57.0%	
4681 Promotional Equipment	0	0	1,000	1,000		1,000	0.0%	
Town Selfie Walk :- Indirect Expenditure	0	519	2,000	1,481	0	1,481	25.9%	0
Net Expenditure	0	(519)	(2,000)	(1,481)				
700 Sawbobus								
1150 Grants Received	18,805	9,500	1,000	(8,500)			950.0%	
1151 STC Subsidy	0	0	15,000	15,000			0.0%	
1800 Fares	260	6,560	20,000	13,440			32.8%	
1820 Fuel Rebate	698	1,754	1,200	(554)			146.2%	

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1830 Sponsorship	1,667	5,109	3,500	(1,609)			146.0%	
Sawbobus :- Income	<u>21,430</u>	<u>22,923</u>	<u>40,700</u>	<u>17,777</u>			<u>56.3%</u>	<u>0</u>
4029 Salary Recharge	12,130	17,223	19,234	2,011		2,011	89.5%	
4045 Subcontracted Labour	3,691	1,276	2,000	724		724	63.8%	
4800 Fuel	3,450	7,729	5,200	(2,529)		(2,529)	148.6%	
4805 Vehicle Maintenance	4,483	4,237	2,600	(1,637)		(1,637)	163.0%	
4810 Vehicle Tax & Insurance	631	2,648	1,500	(1,148)		(1,148)	176.6%	
4815 Vehicle Hire	0	0	1,000	1,000		1,000	0.0%	
4816 Community Bus Reserve	0	0	10,000	10,000		10,000	0.0%	
Sawbobus :- Indirect Expenditure	<u>24,385</u>	<u>33,113</u>	<u>41,534</u>	<u>8,421</u>	<u>0</u>	<u>8,421</u>	<u>79.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,955)</u>	<u>(10,189)</u>	<u>(834)</u>	<u>9,355</u>				
<u>800 Heffer GL61</u>								
1850 Vehicle Hire Income	586	911	1,000	90			91.0%	
Heffer GL61 :- Income	<u>586</u>	<u>911</u>	<u>1,000</u>	<u>90</u>			<u>91.0%</u>	<u>0</u>
4800 Fuel	907	898	625	(273)		(273)	143.7%	
4805 Vehicle Maintenance	1,884	1,073	1,500	427		427	71.5%	
4810 Vehicle Tax & Insurance	631	2,791	1,500	(1,291)		(1,291)	186.1%	
Heffer GL61 :- Indirect Expenditure	<u>3,422</u>	<u>4,762</u>	<u>3,625</u>	<u>(1,137)</u>	<u>0</u>	<u>(1,137)</u>	<u>131.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(2,836)</u>	<u>(3,851)</u>	<u>(2,625)</u>	<u>1,226</u>				
<u>810 Rangers Truck FT63</u>								
1850 Vehicle Hire Income	0	10,093	0	(10,093)			0.0%	
Rangers Truck FT63 :- Income	<u>0</u>	<u>10,093</u>	<u>0</u>	<u>(10,093)</u>				<u>0</u>
4800 Fuel	1,421	3,047	500	(2,547)		(2,547)	609.5%	
4805 Vehicle Maintenance	1,786	2,182	1,500	(682)		(682)	145.4%	
4810 Vehicle Tax & Insurance	(23)	3,438	1,500	(1,938)		(1,938)	229.2%	
4811 Purchase of WG64 KWK	0	10,000	0	(10,000)		(10,000)	0.0%	
Rangers Truck FT63 :- Indirect Expenditure	<u>3,184</u>	<u>18,667</u>	<u>3,500</u>	<u>(15,167)</u>	<u>0</u>	<u>(15,167)</u>	<u>533.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(3,184)</u>	<u>(8,574)</u>	<u>(3,500)</u>	<u>5,074</u>				
<u>820 Rangers Truck #2</u>								
4800 Fuel	0	872	500	(372)		(372)	174.4%	
4805 Vehicle Maintenance	0	1,666	1,500	(166)		(166)	111.1%	
4810 Vehicle Tax & Insurance	0	768	1,500	732		732	51.2%	
4815 Vehicle Hire	0	0	10,000	10,000		10,000	0.0%	

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4820 Purchase of Rangers Truck #2	0	10,020	0	(10,020)		(10,020)	0.0%	
Rangers Truck #2 :- Indirect Expenditure	0	13,326	13,500	174	0	174	98.7%	0
Net Expenditure	0	(13,326)	(13,500)	(174)				
<u>910 Town Action Plan</u>								
4910 Town Action Plan Costs	0	0	500	500		500	0.0%	
Town Action Plan :- Indirect Expenditure	0	0	500	500	0	500	0.0%	0
Net Expenditure	0	0	(500)	(500)				
<u>920 ATC Rent</u>								
1400 Rental Income	0	8,360	0	(8,360)			0.0%	
ATC Rent :- Income	0	8,360	0	(8,360)				0
Net Income	0	8,360	0	(8,360)				
Grand Totals:- Income	430,458	496,155	498,322	2,167			99.6%	
Expenditure	365,895	467,908	496,815	28,907	0	28,907	94.2%	
Net Income over Expenditure	64,563	28,247	1,507	(26,740)				
plus Transfer from EMR	5,870	1,700						
Movement to/(from) Gen Reserve	70,433	29,947						

Detailed Balance Sheet - Excluding Stock Movement

Month 12 Date 01/03/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<i>Current Assets</i>			
100	Debtors	17,916	
105	VAT Control Account	7,289	
200	Current Account	111,259	
230	Petty Cash	500	
240	CCLA Deposit Fund	100,000	
270	Fixed Term - Lloyds	51,389	
	Total Current Assets		288,353
<i>Current Liabilities</i>			
500	Creditors	7,318	
502	Allotments Deposits	1,106	
	Total Current Liabilities		8,424
	Net Current Assets		279,928
	Total Assets less Current Liabilities		279,928
<i>Represented by :-</i>			
300	Current Year Fund	28,247	
310	General Reserves	159,188	
320	EMR - Community Buses	59,279	
325	EMR - War Memorial	6,300	
330	EMR - Elections	2,914	
335	EMR - Cemetery Development	10,000	
340	EMR - Town Green	10,000	
345	EMR - New Mower	4,000	
	Total Equity		279,928

Sawbridgeworth Town Council

Memorandum from Town Projects Manager

To: All Members
From: Joanne Sargant
Subject: Market Update
Date: 11th April 2023

Following a meeting with my NABMA market mentor. Rob Nixon. I have ascertained that we do require planning permission to hold the market on the land at The Old Bell public house. So, an application will be made once to EHC once permission to proceed has been sought from the owner of The Old Bell

We will operate the market under legislation contained in the Food Act 1984. Part III of the Act regulates markets. It applies to markets of all kinds and not just those dealing with foodstuffs. The Act gives local authorities the power to establish markets in their area. The Food Act enables a local authority or other operator to control or license other markets held within 6 2/3 miles of the local authority market.

I explained that there had been difficulty sourcing market traders and Rob expressed to me that this was a nationwide problem with over 40,000 stall holders disappearing as a result of the pandemic. He did say that perseverance would be worthwhile to get the correct balance of stalls for the town.

Next steps to establishing a market are:

1. To pass an enabling resolution at the full council on 27th March 2023
2. To gain consent from the owner of the Old Bell, the site of the proposed market.
3. To make a planning application to the LPA.

Marketing / Promotional material complete

THE
MARKET
@ SAWBRIDGEWORTH

Fresh, local and friendly