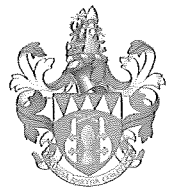


Sawbridgeworth Town Council

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



MAYOR
Cllr Reece Smith

TOWN CLERK
Christopher Hunt

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

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

MEETING OF THE TOWN COUNCIL

You are summoned to attend the meeting of the town council to be held at Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 27th January 2025** commencing at **7pm** to transact the business set out in the agenda below.

Town Clerk
20th January 2025

AGENDA

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

- 24/105** **APOLOGIES FOR ABSENCE**
[👏] To receive any apologies for absence
- 24/106** **DECLARATIONS OF PECUNIARY INTEREST**
To receive any Declarations of Pecuniary Interest by Members
- 24/107** **PUBLIC FORUM**
To receive representations from members of the public on matters within the remit of the Town Council.
- 24/108** **MINUTES**
[📄] [👏] To approve as a correct record the minutes of the Meeting of the town council held on 25th November 2024 (M06)
[Attached Appendix A]

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

Action	Owner	Update
To write to Morrisons regarding using smaller delivery vehicles and for them to reassess delivery times.	Clerk	3 emails sent, customer services have acknowledged the issue and are seeking a response from the area manager. Chaser email sent 17 th Jan 2025

To email two questions to Cllr Eric Buckmaster, from Cllr Annelise Furnace and Cllr Salvatore Pagdades.	Clerk	Emailed 26/11/24 Cllr Annelise Furnace asked how would residents be made aware of a flood resistance scheme which could involve grants, I wasn't sure how people would be consulted? Cllr Salvatore Pagdades asked if we could be kept up to date with the waste in removal plan.
To ask the local policing team if any further protection was going to be put in place to protect the new cash point at the Nationwide bank to stop it being stolen again?	Cllr Salvatore Pagdades	Email sent 26/11/24 Bank visited by PC Marshall and bank are satisfied with the security arrangements.
To circulate the URL for the air quality monitoring results on the East Herts website	Cllr Annelise Furnace	Completed – email sent 26/11/24
To send a further email to East Herts Council regarding the cost to use the car park for the town market.	Clerk	Email sent 26/11/24 Email received with costs being £148.40 per day
To inform business owners of their responsibility to clear snow and ice, and to explain the legal position that supports them in doing so.	Clerk	26/11/24 Letter compiled and email request to Cllr Greg Rattey and Joanne Sargent to assist in delivering information to local businesses.
To collate a 106-funding wish list and to send this on to the planning committee.	Clerk	Email sent 26/11/24 to all Cllr's to respond by 10 th December 2024. Cllr Annelise Furnace has responded.

24/109

PLANNING COMMITTEE



To receive and note the minutes of the Planning Committee held on 25th November 2024 (P11) [Attached Appendix B]



To receive and note the draft minutes of the Planning Committee held on 13th January 2025 (P012) [Attached Appendix B]

24/110

LEVENTHORPE SWIMMING POOL



To debate and resolve if the Town Council should write to East Herts District Council to enquire how parents and schools may be compensated for any extra costs that maybe met in sending children to alternative locations for lessons.
[Draft letter attached Appendix C]

- 24/111 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**
To receive mayor's appointments and communications
- 24/112 REPRESENTATIVES REPORTS**
To receive representatives reports from:
- [📄] • County Councillor
 - [📄] • District Councillors
 - Hertfordshire Police
 - Other Representatives
 - Cllr R Buckmaster SYPRC, RHSO
 - Cllr A Furnace Sustainable Sawbridgeworth
 - Cllr S Penney Sports Association
 - Cllr S Smith The Hailey Centre
- [📄] *[Attached Appendix D]*
- 24/113 FINANCE AND POLICY COMMITTEE**
[📄] To receive and note the minutes of the Finance and Policy Committee held on 17th January 2025 (F03) *[Attached] [Appendix E]*
- 24/114 POLICY MATTERS**
To consider any matters relating to policies for the future development of Town Council services to the community.
- [📄] [👉] • To approve and adopt the draft document, Financial Regulations 2025, following the recommendation from the members of the Finance, Policy and Economic Development Committee. *[Appendix F]*
 - [📄] [👉] • To approve the draft document, Risk Assessment 2025-2026, following the recommendation from the members of the Finance, Policy and Economic Development Committee. (Available at the council offices or at the meeting due to the size of the document)
- 24/115 TOWN CLERK REPORT**
[📄] To receive and note the Clerk's report for the month of January 2025. *[Attached Appendix G]*
- 24/116 BUDGET 2025-26 & DETERMINATION OF PRECEPT**
[📄] [👉] 1. To consider the Recommendation of the Finance & Policy Committee and adopt a Budget for 2025-26 *[Appendix H]*
- [📄] [👉] 2. To determine the Precept for 2025-26 and instruct the principal authority accordingly. *[Appendix H]*
- 24/117 TOWN PROJECT MANAGERS REPORT**
[📄] To receive and note the Town Project Managers report for the month of January 2025. *[Attached Appendix I]*
- 24/118 SAWBRIDGEWORTH TOWN MARKET**
To receive an update on the town market project.
- 24/119 WINTER ROAD TREATMENT**
To receive an update from the town Clerk on the winter road treatment in Bell Street and access to the Doctors Surgery.
- 24/120 DETERMINATION OF A MAYOR-ELECT**
[👉] To resolve to designate a mayor-elect for the civic year 2025-26. Election of a mayor to be determined by resolution at the Annual Meeting of the Town Council in May 2025.

24/121 GRANT APPLICATIONS

To consider grant requests made by the following:
[Appendix J]



1. Sawbridgeworth Cricket Club – Mower and roller replacement



2. Hertfordshire Police - warrant card holder, a police pocket notebook, pencil and certificate.

£1,200 remains available from this year's budget

24/122 FINANCIAL REPORT



To note the current Financial Report
[Attached Appendix K]

24/123 ACCOUNTS FOR PAYMENT

To note and approve accounts for payment.

24/124 ITEMS FOR FUTURE AGENDAS

To note any items for future agendas.

24/125 EXCLUSION OF PRESS AND PUBLIC



To resolve that pursuant to the Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting during the consideration of the following agenda item.

***** PART TWO *****

24/126 FREEDOM OF SAWBRIDGEWORTH



To receive and resolve the nomination for Freedom of the Town nominated by Mr David Royle.

Nomination form sent independently

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

Appendix A

SAWBRIDGEGWORTH TOWN COUNCIL

MEETING OF THE TOWN COUNCIL Minutes

of the Meeting of Sawbridgeworth Town Council held at 7:00pm in the Council Chamber, Sayesbury Manor, Bell Street on **Monday 25th November 2024.**

Those present

Cllr Annelise Furnace	Cllr Simon Penney
Cllr Dawn Newell	Cllr Greg Rattey
Cllr Salvatore Pagdades	Cllr John Rider
Cllr Angus Parsad-Wyatt	Cllr Reece Smith
Cllr Nathan Parsad-Wyatt	Cllr Steve Smith

In attendance:

Town Clerk	3 x Members of the public
	1 x Member of the press

Welcome by the Town Mayor.

Thought for the day was read by Cllr Angus Parsad-Wyatt.

24/88 APOLOGIES FOR ABSENCE

Cllr Eric Buckmaster, Cllr Ruth Buckmaster
[prop Cllr Angus Parsad-Wyatt; sec'd Cllr Nathan Parsad-Wyatt]

24/89 DECLARATIONS OF PECUNIARY INTEREST

No declarations of pecuniary interest were declared.

24/90 MINUTES

Resolved: To approve as a correct record the minutes of the meeting of the town council held on 28th October 2024 (M05)
[prop Cllr Nathan Parsad-Wyatt; sec'd Cllr Annelise Furnace]

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

Action	Owner	Update
<i>To respond to the two questions received prior to the meeting by email.</i>	<i>Cllrs Nathan Parsad-Wyatt and Cllr Ruth Buckmaster</i>	<i>Response by email sent On the 11th November 2024. Dear David, Thank you for your questions. We have provided some clarification on the topics you raised below. The Development Management Committee (DMC) is a cross-party committee comprising 12 councillors. Any development proposals involving more than 10 houses must go before the DMC, ensuring that all significant projects are carefully considered. Officer reports presented to the DMC are thorough and must adhere to the National Planning Policy Framework (NPPF), which sets out standards to</i>

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

section 106 contract negotiations.

to mitigate the proposed development – that is all identified contributions must be necessary, directly related and reasonable in scale to the development.

All East Herts contributions and obligations are sought and calculated in accordance with the current Local Plan and specific Supplementary Planning Documents (SPD's) requirements. These, along with the associated calculation spreadsheets, can be found on the Planning Policy Supplementary Planning Documents webpages. However, there are constraints on what these contributions can be allocated to, for example they are usually for capital projects and we cannot use the East Herts contributions as revenue or to fund educational establishments as these are funded from Hertfordshire County Council contributions.

For more information on East Herts contributions and project funding including how to let me know of any funding requirements, please refer your Members to the Section 106 funding information on the council's website - Section 106 Agreements and Funding for Projects | East Herts District Council

Regarding the SAWB4 development - it is my understanding the planning application was granted in 2020 and is awaiting the sign off of the agreed Legal Agreement so it is not possible to include further financial contribution obligations. Should this situation change or further major developments come forward, we would be happy to look again at the financial contributions required as per the requirements of the Local Plan and associated Supplementary Planning Documents (SPDs). But I must emphasise that all contributions are subject to agreement with the developer and must be in accordance with the planning legislation requirements now in place.

Future developments and potential S106 contributions in Sawbridgeworth - you may recall that I have previously requested ideas to add to my list of 'potential S106 projects' to help support this process and I am very happy to work with Sawbridgeworth Town Council and

		<p>local organisations to see if any of their proposed projects can be funded from any future developments in the local area.</p> <p>Please email me directly or ask your Members and local organisations to use the 'Expressions of Interest' form on the website to let me know of any funding requirements locally so I have a formal audit trail for S106 funding proposals.</p>
<p>To write to Waste and Recycling to ask for clearer messaging regarding local projects.</p>	<p>Clerk</p>	<p>Email sent 30th October 2024 awaiting a response.</p> <p>Cllr Eric Buckmaster has advanced this enquiry and is waiting a response on the observations from Cllrs on the planned removal of litter bins.</p>
<p>To explore why the four parking places for the nursery have been given in the Bell St car park and other approaches to rent spaces have been turned down by EHDC.</p>	<p>Cllr Angus Parsad-Wyatt</p>	<p>Response from EHDC officer</p> <p>The Elms Cherish Day Nursery was originally held on a long lease and granted 4 parking bays connected to the business which did not form part of the public car park. The property was sold on 16th June 2008.</p> <p>Under the TP1 it states that Rights granted to the transferor is for access and egress over the car park and to and from the Designated Parking Spaces - which remained at this stage adjacent to the public parking bays.</p> <p>To allow the development of the Central Surgery, circa 2018, the bays were moved into the car park. This was a decision of which the council was duty bound - to provide as an alternative, to make the development possible and fulfil the rights provided under the transfer of sale.</p>

24/91

PLANNING COMMITTEE

Received and noted: the minutes of the planning committee held on 28th October 2024 (P09)

Received and noted: the draft minutes of the planning committee held on 11th November 2024 (P010)

24/92

LEVENTHORPE SWIMMING POOL

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

This letter was sent on the 18th November due to the impending deadline of the pool closure in December.
[prop Cllr Angus Parsad-Wyatt; sec'd Cllr Greg Rattey]

24/93 PUBLIC FORUM

Q1 Do we know the cost on decommissioning the pool if it has to close?

Cllr Angus Parsad-Wyatt responded to remove the asbestos alone would be in excess of £250,000. There will be a substantial cost to decommission the pool.

Q2 The parking in Bell Street is getting very dangerous, last week a lorry had parked and another lorry passed it by mounting the kerb and was almost touching the buildings as it manoeuvred. Morrisons delivery vehicles sometimes arrived very early in the morning and wake up residents who live nearby, one vehicle last week was sitting with the engine running at 5:45 AM. Could restrictions be placed on the road?

The Clerk responded that he had seen the incident on CCTV and has written an email to councillor Eric Buckmaster including the photographs of the incident. Council Buckmaster will be liaising with his traffic management officer at county level to seek suggestions for a resolution.

Cllr Annelise Furnace highlighted the dangers outside Morrisons, noting that the delivery truck partially obstructs the area and the shop exit door is hidden from the road. She had previously suggested that a pinch point might help remedy the situation and requested that this be explored again.

Cllr Greg Rattey mentioned that the previous owners had agreed to use smaller trucks after he wrote to them

ACTION Clerk to write to Morrisons regarding using smaller delivery vehicles and for them to reassess delivery times.

Q3 Regarding the section 106 money expressions of interests, when the wish list is collated will the council ensure that local community groups are involved in consultations?

Cllr Nathan Parsad-Wyatt stated that he will be keeping a close eye on new developments and will ensure the community is consulted, not just in relation to 106 funding, but also to ensure that any large developments include some infrastructure.

Q4 If we get a market can we make sure we get a fruit and vegetable stall?

Cllr Reece Smith said he would pass this on to Joanne who is managing the project.

24/94 MAYOR'S CORRESPONDENCE/COMMUNICATIONS

To receive new Mayor's appointments and communications
Cllr Reece Smith advised he had been taken unwell whilst on the business trip and had to refrain from attending some of the Civic functions he had been invited to. He wanted to thank councillor Salvatore Pagdades for attending several functions including

Remembrance Sunday in his absence and the Council staff for their support.

He had managed to attend the air cadets flight simulator demonstration, the simulator was funded by the Stanstead community fund. The mayor encouraged to other people to apply for funding as there is money available.

24/95

REPRESENTATIVES REPORTS

Received and noted: Representatives reports from:

- o County Councillor E Buckmaster

Questions

Cllr Annelise Furnace asked how would residents be made aware of a flood resistance scheme which could involve grants, I wasn't sure how people would be consulted?

Cllr Salvatore Pagdades asked if we could be kept up to date with the waste in removal plan.

ACTION The Clerk to email these questions to Cllr Eric Buckmaster.

Cllr Angus Parsad-Wyatt

Explained that he had not attended any District Council meetings since the last full town council meeting. The next meeting is on the 11th of December, his focus this month has been on the closure of Leventhorpe swimming pool and the development in Knight Street.

Cllr Ruth Buckmaster

Circulated her District report via email for this meeting, no further questions what asked.

Cllr Salvatore Pagdades

Read the police report for the month highlighting operation advent which is a proactive police event in December. Also there will be a police drop in surgery at the town council on Thursday the 5th of December from 9:30 until 10:30 a.m.

Cllr John Rider asked if any further protection was going to be put in place to protect the new cash point at the Nationwide bank to stop it being stolen again?

ACTION - Cllr Salvatore Pagdades said he would mention this to the police.

Cllr Annelise Furnace

Real-time air quality data is now available and is recorded minute by minute from a monitor installed at the West Road roundabout. Sustainable Sawbridgeworth and the town council campaigned for this air quality monitor. She hopes the results will encourage residents to participate in healthy and sustainable travel and remind us to turn off engines when stationary.

The monitor can be used to assess projects such as the Sawbridgeworth Travel Challenge week to see if it has had any positive effects. These results can be found on the East Herts Council website by searching for 'air quality East Herts'.

Cllr Annelise Furnace also explained that she had attended the climate change and sustainability partnership meeting in Stevenage, where the

keynote speaker was from a company called Octopus. The company has a great portfolio of activities, and it may be well worth inviting them to speak to this Council.

Sustainable Sawbridgeworth held a repair café on Saturday, the 23rd of November. On the 30th of November, they will be presenting an energy hub stall at the Christmas lights event, councillors are invited to attend and assist if they are free.

ACTION – Cllr Annelise Furnace to circulate the URL for the air quality monitoring results on the East Herts website.

Cllr Simon Penney

Attended the Sawbridgeworth Sports Association meeting on the 11th of November. Key points from the meeting included that the Bowls and Tennis Club had been subject to attempted burglaries and had suffered from anti-social behaviour. This has led to a consultation regarding CCTV with the town clerk and the Town Council's CCTV provider.

Cllr Steve Smith

Reported on the Hailey Centre informing members that it had been running at a loss for a number of years and rely heavily on grants to maintain the running of the centre. The committee are looking to refurbish the building and add a new lunch menu to attract new customers and increase hall hire.

The refurbishment funding is £60,000 short and further support will be sought to allow this project to be progressed.

Cllr Salvatore Pagdades asked the Clerk if the leaking windows had been repaired to the Hailey Centre.

The Clerk responded that temporary repairs had been made and was finding it difficult to find a carpenter to complete the full repairs.

Cllr Angus Parsad-Wyatt thanked Cllr Steve Smith for the report, he highlighted the centre taking donations of mince pies and biscuits for their customers for December.

Cllr Nathan Parsad-Wyatt offered to help promote the centre through marketing to increase customers. Cllr Dawn Newell supported this, and Cllr Salvatore Pagdades suggested that it might be better to do this after the refurbishment has been completed.

24/96

TOWN CLERK REPORT

Received and noted: the clerk's report for the month of November 2024.

The Clerk reported on anti-social behaviour at the West Road park and mentioned a project the shops were completing with the Council.

Cllr Greg Rattey explained that it involves gift tags held by the shops, which are taken by customers recommending gift ideas. The gifts are then purchased and given back to the Council, where community groups and schools will be contacted to find members of the community who may benefit from these kind donations. Initially, 300 tags were printed and all were taken by customers. Subsequently, a further 140 tags were printed. The gifts have now started to arrive and will be wrapped, ready to give away for Christmas.

24/97 TOWN PROJECTS MANAGER REPORT

Received and noted: the Town Project Managers report for November 2024,

Resolved to continue planning a VE Day 80 event for the town, to budget for £5000 to be set aside to support a larger event.

[prop Cllr Angus Parsad-Wyatt; sec'd Cllr Nathan Parsad-Wyatt]

24/98 SAWBRIDGEWORTH TOWN MARKET

Noted; the current position of the town market project, a request has been made to use the Bell Street car park and EHDC are considering this request. A follow up email was requested to be sent to East Herts Council.

Cllr John Rider raised an email he received from the Probus group concerned at the loss of parking if the market took place on a Friday. This will be taken into consideration when planning takes place as a preferred day had not been agreed.

ACTION – The Clerk to send a further email to East Herts Council regarding the cost to use the car park for the town market.

24/99 WINTER ROAD TREATMENT

Received and noted: The report from the town Clerk on the preparation to assist in winter road treatment in Bell Street and access to the Doctors Surgery whilst County Officers resolve the current situation.

Cllr John Rider read the following

County Officers cannot find a solution to be able to grit Bell Street and the doctors surgery. It is their responsibility to do so. EHDC will not agree to grit the car park as they claim it unsafe to do so. I fail to see their reasons for abandoning our Town to the elements as Bell Street and car park are priority roads/areas. There are solutions available but they are not being taken up. Bell street is the only point of entry to the car park which allows access to the cricket and bowls club/Council Offices /Hailey Day Centre/Surgery/post office and local businesses. Our Town car parks cannot be compared to other Towns in the County because of its unique nature and why it is crucial to ensure access to essential services.

I support and appreciate the short term solution suggested by our Town Clerk and the part funding of a robust gritting cart which the Rangers can use. However this should include robust support by county Officers in ensuring adequate supplies of salt are always available/a recognition that County Officers bear responsibility for injury claims/ that this will be short term and possible reimbursement of costs incurred.

I have concerns that our Rangers will have a big task to continually grit over the coming winter months especially if we have long icy periods. I am worried that our Residents will sustain injuries (this happened last year) and not be able to get to the surgery. I have concerns that local business will be adversely affected if we have a long period of icy conditions. Fingers crossed. we have a warm winter.

Cllr Angus Parsad-Wyatt asked for shop keepers and business owners are aware of their responsibility is snow and ice. But also to let them know the legal standing when clearing snow and ice to offer confidence to help the town Rangers.

ACTION – Clerk to inform business owners of their responsibility to

clear snow and ice, and to explain the legal position that supports them in doing so.

- 24/100 EAST HERTS DISTRICT COUNCIL'S COMMUNITY GOVERNANCE REVIEW**
 Cllr Angus Parsad-Wyatt explained the aims of the review, noting that it was debated at full council in July 2023. The consensus among Councillors was that moving to different wards would be divisive rather than encouraging the incorporation of new community members and areas into the Town.

A debate was held to assess the recent press release suggesting that the government might move towards a two-tier local government system and whether this would delay the review. It was agreed that this was a separate issue and that the local review would continue.

Resolved to send an official response from Sawbridgeworth Town Council to remain without wards after councillors review the wording set out by Cllr Angus Parsad-Wyatt.
[prop Cllr Nathan Parsad-Wyatt; sec'd Cllr Salvadore Pagdades]

- 24/101 SECTION 106 FUNDING**
 It was agreed to keep this as an agenda item on the planning committee agenda to monitor a wish list collated by the Clerk.

ACTION - the Clerk to collate a 106 funding wish list and to send this on to the planning committee.

- 24/102 FINANCIAL REPORT**
Received and noted: The current Financial Report

- 24/103 ACCOUNTS FOR PAYMENT**
Noted and Approved: Accounts for payment.

- 24/104 ITEMS FOR FUTURE AGENDAS**

Meeting ended at 8:18 pm

<i>Action</i>	<i>Owner</i>	<i>Update</i>
<i>To write to Morrisons regarding using smaller delivery vehicles and for them to reassess delivery times.</i>	<i>Clerk</i>	<i>Dear Sir/Madam, I am writing to bring to your attention an issue concerning the delivery vehicles servicing the Morrisons store located in Bell Street. The vehicles being used for deliveries are excessively large for the narrow streets in our town. This has resulted in several problems that are affecting the local residents. Firstly, the size of these vehicles often forces drivers to drive onto the pavement, posing a significant safety risk to pedestrians. This is particularly concerning for families with young children and elderly residents who frequently use the pavements.</i>

		<p>Secondly, the deliveries are often scheduled during the early hours of the morning. The noise generated by these large vehicles is disruptive as often the engines are left running and has been waking up residents, causing considerable distress and inconvenience.</p> <p>I kindly request that Morrisons reviews the delivery logistics for this location. It would be greatly appreciated if smaller vehicles could be used and if delivery times could be adjusted to more sociable hours to minimise disruption.</p> <p>Thank you for your attention to this matter. I look forward to your prompt response and a resolution to these concerns.</p>
To email two questions to Cllr Eric Buckmaster from Cllr Annelise Furnace and Cllr Salvatore Pagdades.	Clerk	Emailed 26/11/24
To ask the local policing team if any further protection was going to be put in place to protect the new cash point at the Nationwide bank to stop it being stolen again?	Cllr Salvatore Pagdades	Email sent 26/11/24
To circulate the URL for the air quality monitoring results on the East Herts website	Cllr Annelise Furnace	Completed – email sent 26/11/24
To send a further email to East Herts Council regarding the cost to use the car park for the town market.	Clerk	Email sent 26/11/24
To inform business owners of their responsibility to clear snow and ice, and to explain the legal position that supports them in doing so.	Clerk	26/11/24 Letter compiled and email request to Cllr Greg Rattey and Joanne Sargant to assist in delivering information to local businesses.
To collate a 106 funding wish list and to send this on to the planning committee.	Clerk	Email sent 26/11/24 to all Cllr's to respond by 10 th December 2024

Appendix B

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 25 November 2024** at 8.25pm.

Those present

Cllr Angus Parsad-Wyatt
Cllr Simon Penney
Cllr Steve Smith

Cllr Nathan Parsad-Wyatt
Cllr John Rider

In attendance:
C Hunt – Town Clerk

- P 24/94 APOLOGIES FOR ABSENCE**
To receive and approve any apologies for absence. Apologies received from Cllr R Buckmaster and accepted [*prop Cllr A Parsad-Wyatt secd Cllr N Parsad-Wyatt*]
- P 24/95 PUBLIC FORUM**
To receive representations from members of the public on matters within the remit of the Planning Committee. There were none.
- P 24/96 DECLARATIONS OF PECUNIARY INTEREST**
To receive any Declarations of Interest by Members. There were none.
- P 24/97 MINUTES**
Resolved: To approve as a correct record the minutes of the Meeting held on:
• 11 November 2024 (P10) [*prop Cllr Rider; secd Cllr N Parsad-Wyatt*]

To attend to any matters arising from these Minutes and not dealt with elsewhere on the Agenda. There were none.
- P 24/98 S106 PRIORITIES**
To compile and review the suggested funding points from Section 106 funds, which are contributions from developers to support the costs of new community and social infrastructure in the town.

P 24/99 NEIGHBOURING DEVELOPMENTS

To report & receive updates on proposed neighbouring developments. Update on 28 Knight Street – EHDC Officers have recommended approval. District Councillors have “called in” this decision and it will now go before the Development Management Committee (DMC) for discussion and determination by Councillors. This allows residents and local stakeholders to make further representations. This meeting has been provisionally scheduled for 4 December, but is subject to change.

P 24/100 PLANNING APPLICATIONS RECEIVED FROM EHDC

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

3/24/1980/LBC 16 Station Road, CM21 9AZ

Removal of planters from front. Part removal of decking to west elevation and extension of gravel path. Replacement/repositioning of side gate. Repair and repainting of front door. Repainting of water pump. Repair and repainting of rear sash windows. Replacement of ground floor front elevation sash windows and installation of secondary glazing to first floor windows. Removal, repair and reinstatement of the exterior render. Removal of existing brickwork pointing to the front elevation.

STC Comment: Noted - LBC

3/24/2054/FUL 34 London Road, CM21 9JS

Retrospective application for front awning

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

3/24/2069/HH 4 Giffin Way, CM21 0DW

Erection of single storey rear extension

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

3/24/2107/HH 2 Elmwood, CM21 9NL

Demolition of existing conservatory with erection of single storey rear extension, double storey side extension and additional rooflights

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

P 24/101 LATE PLANNING APPLICATIONS

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 22 November 2024. There were none.

P 24/102 PLANNING DECISIONS MADE BY EHDC

To receive Planning Decisions from EHDC.

3/24/0761/HH The Lodge, Hyde Hall, Hallingbury Road, CM21 9HR

Demolition of outbuilding and erection of office outbuilding and car port

STC Comment: No objection

EHDC Decision: Granted

3/24/1499/HH & 3/24/1500/LBC **The Dell, 10 Brook Lane, CM21 0EL**
Demolition of conservatory and construction of single storey side extension
STC Comment: No objection
EHDC Decision: Granted

3/24/1664/HH **10 Falconers Park, CM21 0AU**
Erection of single storey attached garage
STC Comment: No objection however urge applicant to engage with neighbours regarding their concerns
EHDC Decision: Refused. "The proposed development by its location, design, and size fails to achieve a high standard of design that responds successfully to the verdant nature of the site and its local distinctiveness. The proposed development is therefore considered harmful to the character and appearance of the site and surrounding streetscene contrary to Policies DES4, HOU11 of the East Herts District Plan 2018 and the National Planning Policy Framework 2023."

3/24/1763/ADV **34 London Road, CM21 9JS**
Removal of internally illuminated fascia and box signs. Installation of externally illuminated fascia sign and non-illuminated box sign
STC Comment: Objection – design, appearance, materials, effects on street, in conservation area. Unclear as to what has been applied for. Possibly retrospective – enforcement complaint has been lodged
EHDC Decision: Granted

3/24/1775/HH **1 Wimborne Close, CM21 0EA**
Two storey front extension. Creation of pitched roof over garage. Single storey side extension. Two storey rear extension incorporating Julie balcony and external alterations. Alterations to fenestration
STC Comment: Objection – overdevelopment of site. Concerns regarding impact on neighbouring amenity
EHDC Decision: Granted

P 24/103 PLANNING APPEALS

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

Meeting Closed at 8.45pm

SAWBRIDGEWORTH TOWN COUNCIL

PLANNING COMMITTEE

Minutes

of the meeting of the Planning Committee held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth on **Monday 13 January 2025** at 7pm.

Those present

Cllr Ruth Buckmaster
Cllr Simon Penney

Cllr Nathan Parsad-Wyatt
Cllr Steve Smith

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

Cllrs E Buckmaster,
Furnace & R Smith

- P 24/104 APOLOGIES FOR ABSENCE**
To receive and approve any apologies for absence. Apologies received from Cllr A Parsad-Wyatt (unwell) and accepted [*prop Cllr R Buckmaster secd Cllr Penney*] Cllr Rider's letter of resignation from this committee (attached) was acknowledged with regret.
- P 24/105 PUBLIC FORUM**
To receive representations from members of the public on matters within the remit of the Planning Committee. There were none.
- P 24/106 DECLARATIONS OF PECUNIARY INTEREST**
To receive any Declarations of Interest by Members. There were none.
- P 24/107 MINUTES**
Resolved: To approve as a correct record the minutes of the Meeting held on:
• 25 November 2024 (P11) [*prop Cllr Penney; secd Cllr N Parsad-Wyatt*]
- To attend to any matters arising from these Minutes and not dealt with elsewhere on the Agenda. There were none.

P 24/108 S106 PRIORITIES

To compile and review the suggested funding points from Section 106 funds, which are contributions from developers to support the costs of new community and social infrastructure in the town - To be discussed at next full Town Council meeting. Cllr R Buckmaster enquired whether or not any S106 monies would be available from the proposed Gilston development – to be explored.

P 24/109 NEIGHBOURING DEVELOPMENTS

To report & receive updates on proposed neighbouring developments. Proposed Countryside development (Kecksys) – awaiting new application

P 24/110 DELEGATED POWERS

Report on comments made under delegated powers

3/23/2062/FUL 28 Knight Street, CM21 9AU

Partial change of use from Class E use into Sui Generis to allow for Live entertainment with the sale of alcohol and Hot Food. Installation of air source heat pump, erection of rear canopy, screen fence, external flue and external seating area

STC Comment: *Representations made to EHDC Planning Committee*

3/23/2185/LBC 28 Knight Street, CM21 9AU

Partial change of use from Class E use into Sui Generis to allow for Live entertainment with the sale of alcohol and Hot Food. Insertion of partition walls, flooring, kitchen/prep area, stage, bar, external flue and food storage area. Alterations to first floor WC/s to include removal of bath, relocation of sinks and insertion of toilets. Installation of 3 external signage, new screen fence, acoustic works including the installation of secondary glazing and noise absorption and erection of rear canopy

STC Comment: *Representations made to EHDC Planning Committee*

3/24/0031/FUL 38 Bell Street, CM21

Retention of previously approved canopy over rear courtyard

STC Comment: *No objection*

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

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

STC Comment: *No objection*

3/24/1988/HH Fairswell, 25 Vantorts Road, CM21

Erection of single storey side garage extension (retrospective)

STC Comment: *Dislike retrospective applications however no objection in principle*

3/24/2003/HH 4 Durham Close, CM21

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

STC Comment: *Encourage applicant to engage with neighbours to ensure neighbouring properties amenity is protected*

3/24/2145/VAR **Land Between 136 and 130 Sheering Mill Lane, CM21 9ND**
Variation of conditions 2 (Approved Plans) and 17 (Obscure glazed window) pursuant to planning permission 3/23/1534/FUL dated 28.03.2024 (for: Erection of dwelling and shed with creation of access, landscaping and associated works including alterations to land levels). The amendments include revised layout, adjustment to the eaves and allow for the first floor side (East and West) rooflight windows to be non-opening up to 1.7 metres above the floor level of the roof they are within.
STC Comment: *Concerned about the potential loss of a number of trees*

3/24/2156/CUAPN **East Barn, Redricks Farm, Redricks Lane, CM21 0RL**
Change of use of agricultural building to class E(g)(i) office
STC Comment: *No objection*

3/24/2160/HH **The Lodge, Hyde Hall, Hallingbury Road**
Demolition and replacement of outbuilding to be used as gym and fitness area
STC Comment: *No objection*

3/24/2214/HH &
3/24/2215/LBC **Joscelyns, 16 Knight St, CM21 9AT**
Proposed upgrading of insulation to existing dwelling
STC Comment: *No objection & LBC – No objection*

3/24/2219/HH **40 East Park, CM21 9EX**
Conversion of garage to habitable room. Single storey side extension. Erection of external wall insulation with render finish to garden room. Raising of garden room roof and alterations to fenestration to flank elevation
STC Comment: *No objection*

P 24/111 **PLANNING APPLICATIONS RECEIVED FROM EHDC**
To consider Planning Applications received from EHDC since the last meeting of the Planning Committee.

3/24/1697/VAR **Fairswell, 25 Vantorts Road**
Variation of conditions 2 (Approved Plans) and 3 (Materials) pursuant to planning permission 3/21/0080/HH – Alterations and raising roof. First floor extension and alterations to fenestration. To Retrospectively amend the proposed elevations to change the external materials and to amend the ground floor front and first floor side fenestration arrangements. Internal reconfigurations
STC Comment: *No objection [prop Cllr R Buckmaster; secd Cllr Penney]*

3/24/1710/VAR **Fairswell, 25 Vantorts Road**
Retrospective Variation of Condition 2 (approved plans) of 3/22/0211/FUL – Erection of 1, 4 bedroom dwelling. Creation of vehicle access and driveway and erection of cycle shed. To add 16 solar panels onto the south elevation roof, add five roof light windows, reconfigure the internal layout, add a new stair set, alter the fenestration appearance and remove the previously approved chimney
STC Comment: *No objection [prop Cllr R Buckmaster; secd Cllr Penney]*

3/24/1988/HH Fairswell, 25 Vantorts Road
Erection of single storey side garage extension (retrospective)
STC Comment: Dislike retrospective applications however no objection in principle [*prop Cllr N Parsad-Wyatt; secd Cllr R Buckmaster*]

3/24/1993/FUL 19 Bell Street, CM21 9AR
Removal of air conditioning unit and retrospective application for air conditioning ducts to rear elevation
STC Comment: No objection [*prop Cllr N Parsad-Wyatt; secd Cllr R Buckmaster*]

3/24/2214/HH & 3/24/2215/LBC Joscelyns, 16 Knight Street
Upgrading of insulation to the dwelling comprising external alterations to the materials. Reinstatement of ground level recess and awning. Addition of timber boarding and cast iron rainwater goods. Replacement of all window and door cills & Upgrading of insulation to the dwelling and alteration of plinth materials. Reinstatement of ground level recess, roof tiles and awning. Addition of lime render, timber boarding, cast iron rainwater goods, water butt and vent outlet. Replacement of all window and door cills. Painting of corner stops, rafter feet and fascia and bargeboard. Installation of smoke detectors
STC Comment: No objection & No comment (LBC) [*prop Cllr R Buckmaster; secd Cllr Penney*]

3/24/2263/FUL Dorringtons Limited, Station Road, CM21 9JY
Erection of packing building
STC Comment: No objection [*prop Cllr R Buckmaster; secd Cllr Penney*]

3/24/2286/HH 15 Brook Road, CM21 9HA
Demolition of conservatory, erection of single storey rear extension and alterations to fenestration
STC Comment: No objection in principle however urge applicant to address neighbouring property's concerns [*prop Cllr R Buckmaster; secd Cllr Penney*]

3/24/2290/HH 29 Wychford Drive, CM21 0HA
Removal of rear conservatory. Construction of two storey, part single storey and part first floor rear extension, new first floor side windows, pitched roof added to single storey front projection, garage conversion, replace garage door with front window and render, alterations to fenestration and addition of render
STC Comment: No objection provided neighbouring properties are not overlooked [*prop Cllr Penney; secd Cllr N Parsad-Wyatt*]

3/24/2341/HH 40 Gilders, CM21 0EF
Erection of two storey side extension and single storey rear extension with rooflight windows. New rear decking and external steps
STC Comment: No objection [*prop Cllr N Parsad-Wyatt; secd Cllr R Buckmaster*]

P 24/112 LATE PLANNING APPLICATIONS
To deal with Planning Applications received from EHDC following the

Publication of this Agenda and received before 10 January 2025. There were none.

P 24/113 PLANNING DECISIONS MADE BY EHDC
To receive Planning Decisions from EHDC.

3/23/2062/FUL 28 Knight Street, CM21 9AU
Partial change of use from Class E use into Sui Generis to allow for Live entertainment with the sale of alcohol and Hot Food. Installation of air source heat pump, erection of rear canopy, screen fence, external flue and external seating area.
STC Comment: [Objection](#) – Please follow link to view comments made
EHDC Decision: Granted

3/23/2185/LBC 28 Knight Street, CM21 9AU
Insertion of partition walls, flooring, kitchen/prep area, stage, bar, external flue and food storage area. Alterations to first floor WC/s to include removal of bath, relocation of sinks and insertion of toilets. Installation of 3 external signage, new screen fence, acoustic works including the installation of secondary glazing and noise absorption and erection of rear canopy.
STC Comment: LBC – No comment. Objections raised on full application
EHDC Decision: Granted

3/24/1569/FUL Sawbridgeworth Memorial Hall, CM21 9BD
Installation of two external air-conditioning units.
STC Comment: No objection to installation of air-conditioning units however residents concerns must be addressed. Siting of units to be reconsidered & full noise assessment carried out
EHDC Decision: Granted

3/24/1786/HH 7 Cedar Close, CM21 9NT
Proposed two storey and part single storey rear extension. New high level first floor side window. Infill ground floor side window and driveway extension.
STC Comment: No objection
EHDC Decision: Granted

3/24/1801/LBC 103 London Road, CM21 9JJ
Repair of slate roof with reclaimed Welsh slate
STC Comment: LBC - Noted
EHDC Decision: Granted

3/24/1862/HH 16 Falconers Park, CM21 0AU
Removal of chimney. Erection of single storey rear extension, new roof to side extension, incorporating 2 rooflight windows, and conversion of garage to habitable space. Construction of front canopy.
STC Comment: No objection
EHDC Decision: Granted

3/24/1863/HH 5 The Smithy, CM21 9JL
Retrospective application for the insertion of 2 roof lights
STC Comment: No objection

3/24/1878/HH **1 Forebury Crescent, CM21 9BE**
Demolition of existing single storey rear element, erection of two storey rear extension and replacement front porch
STC Comment: No objection
EHDC Decision: Granted

3/24/1882/HH **1 Forebury Crescent, CM21 9NB**
Installation of Airsource heat pump
STC Comment: No objection
EHDC Decision: Granted

3/24/1902/FUL **1 Rowney Wood, CM21 0HR**
Proposed 3 bed new dwelling with associated external amenities, to include cycle store, refuse store and an extension to existing drop kerb.
STC Comment: No objection
EHDC Decision: Granted

3/24/1912/HH **13 Heron Close, CM21 0BB**
Replacement of conservatory with single storey rear extension
STC Comment: No objection
EHDC Decision: Granted

3/24/1972/FUL **30 London Road, CM21 9JS**
Replacement of 1 side window and 3 front windows to first floor offices
STC Comment: No objection
EHDC Decision: Granted

3/24/1973/HH **The Paddocks, London Rd, Spellbrook, CM23 4AX**
Removal of front porch, chimney and side outbuilding. Construction of single storey side and rear extensions, two storey front extension and creation of additional storey to the property with front and rear first floor windows.
STC Comment: No objection
EHDC Decision: Granted

3/24/1975/HH **47 Vantorts Road, CM21 9NB**
Demolition of garage and conservatory; erection of first floor front and rear extensions; roof alterations; erection of single storey front extension and entrance canopy; alterations to render and installation of weatherboarding.
STC Comment: No objection
EHDC Decision: Granted

3/24/1980/LBC **16 Station Road, CM21 9AZ**
Removal of planters from front. Part removal of decking to west elevation and extension of gravel path. Replacement/repositioning of side gate. Replacement and change of colour to front door. Repainting of water pump. Repair and repainting of rear sash windows. Repair and repainting of front sash windows. Alteration to existing secondary glazing to front elevation windows. Removal, repair and reinstatement of the exterior render. Removal of existing brickwork pointing to the front, west and rear elevation.

STC Comment: LBC – No comment
EHDC Decision: Granted

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

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

STC Comment: Encourage applicant to engage with neighbours to ensure neighbouring properties amenity is protected

EHDC Decision: Granted

3/24/2054/FUL **34 London Road, CM21 9JS**

Retrospective application for front awning

STC Comment: Dislike retrospective applications - no objection in principle

EHDC Decision: Granted

3/24/2107/HH **2 Elmwood, CM21 9NL**

Demolition of existing conservatory with erection of single storey rear extension, double storey side extension, addition of rooflights and cladding and extension of fence

STC Comment: No objection

EHDC Decision: Granted

P 24/114 **PLANNING APPEALS**

To receive notification from EHDC of Planning Appeals. Noted.

Planning Appeal: **Barn to North of Redricks Lane, Opp Redricks Farm**
LPA Appeal Reference: **24/00106/REFUSE**

Planning Appeal: **The Dormers, Bonks Hill**
LPA Appeal Reference: **24/00109/REFUSE**

Meeting Closed at 7.17pm

Appendix C

Sawbridgeworth Town Council

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



MAYOR
Cllr Reece Smith

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

TOWN CLERK
Christopher Hunt Dip CSMP[®]

Sawbridgeworth Town Council Date: 16 January 2025

To: East Herts District Council: Assistance for Parents Following Pool Closure

Dear [Recipient's Name],

I hope this letter finds you well. I am writing on behalf of the Sawbridgeworth Town Council to address the concerns of our residents following the closure of the Leventhorpe swimming pool. The closure has significantly impacted our community, particularly parents and school children who now must travel out of town to access swimming facilities.

Background:

The closure of the Leventhorpe pool has led to increased travel times and costs for parents and schools. Information from the towns primary schools detailing the differences in circumstances and costs, including travel expenses has highlighted the increased financial burden placed on families and schools. The decision to remove pools at Ware and Sawbridgeworth not only deprives our towns of their facilities but depletes an even spread of resources and equal treatment to all in and around the district.

Key Concerns:

1. **Increased Travel Costs:** Parents and schools are incurring additional travel expenses to reach alternative swimming facilities, such as Grange Paddocks. These costs include fuel, public transportation fares, and additional time spent traveling.
2. **Financial Impact on Schools:** Schools are now paying Everyone Active for swimming sessions, which may differ from previous arrangements where payments were made directly to the school. This change has resulted in higher costs for schools, impacting their budgets and potentially limiting other activities as these swimming sessions are mandatory.
3. **Burden on Families:** The additional costs of travel and swimming sessions are placing a significant financial burden on families. Many parents have expressed concerns about the affordability of continuing to provide their children with swimming opportunities, which are essential for their physical health and safety.
4. **National Curriculum Requirement:** The increase in costs is further compounded by the National Curriculum requirement that all schools must provide swimming instruction either in Key Stage 1 or Key Stage 2. This mandatory requirement means that schools have no choice but to incur these additional expenses to ensure compliance.
- 5.

Request for Assistance:

We kindly request East Herts District Council consider the following measures to support our community:

1. **Subsidised Travel Costs:** Provide financial assistance to cover the additional travel expenses incurred by parents and schools.

2. **Financial Support for Schools:** Offer financial support to schools to cover the increased costs of swimming sessions with Everyone Active. This support will help ensure that all students have access to swimming lessons, regardless of their school's or parents financial situation.
3. **Community Grants:** Establish community grants or funding programs to assist families with the costs associated with swimming lessons and travel. This will help alleviate the financial burden on parents and ensure that all children can continue to benefit from swimming activities.

We believe that these measures will help mitigate the impact of the pool closure on our community and ensure that our children can continue to enjoy swimming without undue financial or logistical burdens.

We appreciate your attention to this matter and look forward to your positive response.

Yours sincerely

Christopher Hunt
Town Clerk
Sawbridgeworth Town Council

Appendix D

E Buckmaster County Councillor Report January 2025

Hertfordshire County Council unveils budget plans for 2025/26



Hertfordshire County Council has today published a draft budget for the next financial year. The Integrated Plan outlines how the council will spend more than £1.1 billion on public services that touch the lives of all residents at every milestone, while also working to protect people in Hertfordshire who need the most support.

The proposals for the coming budget year outlines increased investment of £128 million compared to 2024/25 to protect, maintain and improve services.

Highlights from the proposed 2025/26 budget include:

- Nearly half a billion pounds will be spent supporting 30,000 adults to live well for longer, including an additional £30 million investment to support those providing care, ensuring that caring staff receive a living wage and to offset the increased National Insurance costs. £26m of additional investment will be spent to ensure that the council can meet the expected increase in demand from those requiring care.
- Just over quarter of a billion pounds will be spent on children's services, including £28m of additional investment to ensure we can continue to support Children Looked After and children with disabilities.
- A further £2.8m of funding on top of the previous £7m investment will be made towards our SEND improvement programme 'Making SEND Everyone's Business'.
- £100m will be spent on highways maintenance works to keep Hertfordshire moving, an increase of £6m from the previous year
- Funding will be made available to improve flood protection and investigations.
- New Prevention and Health Inequalities Fund of £3.4m to support residents to stay healthy and well and address health inequalities in Hertfordshire over the next three years.
- Creating a new Carers Hub to allow carers to access greater levels of support
- Further investment in a Domestic Abuse One Stop Shop to enhance support for people at medium and standard risk

In common with councils across the country, the budget has been set in an extremely challenging financial context with increasing demand for services and costs likely to rise over the next twelve months if inflation continues its upward trend and the impact of the introduction of higher employer National Insurance contributions is felt.

To reduce the burden placed on taxpayers, the council will continue to drive down their own internal costs with plans to deliver £42 million savings by the end of the 2025/26 financial year, which is on top of £46 million savings agreed last year.

Despite this, the current proposal presents a headline budget that requires the use of £3m of reserves in addition to having to raise Council Tax by 4.99 per cent (including 2 per cent to support Adult Social Care) in April.

Councillor Richard Roberts, Leader of Hertfordshire County Council said:

“From keeping Hertfordshire moving to helping residents who need the most support, we will be spending over a billion pounds delivering services across Hertfordshire and focussing on what really matters to you.

“The current economic outlook for the country and changes recently made by the government, means that our own costs will rise in 2025, but rather than rest on our laurels, we are working hard to bring these under control so that as little of these additional costs are passed onto you.

“Years of prudent financial planning have put us in a good position, but once again we are going to have to access our reserves and make significant savings to balance the budget.”

The county council is now seeking the views of residents on the proposed budget and are invited to share their feedback by completing the survey by Wednesday 5 February at:

www.hertfordshire.gov.uk/budgetsurvey

About Hertfordshire County Council

We are Hertfordshire County Council. We are responsible for delivering hundreds of services to the 1.2million people who live in the county.

When our residents pay their council tax, they trust us to keep them safe at home and out in the community, to act with care and compassion, and to make Hertfordshire a great place to live and work, where everyone feels welcome.

We support Hertfordshire residents from the earliest moments right through to the late stages of life.

To find out more about all the services we provide and what we deliver for our residents visit: www.hertfordshire.gov.uk/weare

Hertfordshire's bus network to benefit from further Bus Service Improvement Plan investment

Hertfordshire's Bus Service Improvement Plan (BSIP) is to benefit from a further £11million following a recent announcement from the Department for Transport (DfT).

Over the last three years the county's BSIP has allowed the bus network, supported through the Intalink Enhanced Partnership, to grow and develop. The original £29.7million fund has resulted in significant improvements including new services, more frequent buses, changes to fares and ticketing, and updates to customer information points and bus shelters.

This has led to a 18% increase in Hertfordshire residents ditching the car and travelling by bus since 2022, according to figures provided by the DfT.

The funding has been used across a variety of projects. These have included new services and increased frequency to routes into and out of Hertford, Stevenage, St Albans, Hemel Hempstead and Watford as well as the surrounding areas. Rural communities in north and east Hertfordshire and Dacorum have also seen the launch of the uber-style on demand bus service HertsLynx.

A reduced travel offer for all ages has been introduced through the Hertfordshire SaverCard and Intalink Connect ticketing scheme, allowing users to benefit from discounted fares.

Customers are now able to stay in touch with real time service information through the Intalink mobile app as well as 150 new real time electronic departure screens that will be in place by March 2025.

A number of community shelters have been designed and delivered around the county working with local communities. Further shelters are being introduced early next year.

Smallford: £1.4m to look at feasibility of site for solar farm

council officials are to investigate a new site for a solar farm in Smallford

– after surveys suggested the original site considered for the project “must be protected at all costs”. Hertfordshire County Council had initially earmarked the former Smallford Pit as a possible site for a proposed 22MW solar farm. But on Monday (2 December) a meeting of the council's cabinet was told that ecological habitats “of extremely high value” have been found there. The

council is now looking to develop the solar farm on two smaller council-owned sites, which adjoin the original Smallford Pit site, instead. The proposed solar farm is part of the county council's commitment to become carbon neutral 'in its own operations' by 2030.

Hertfordshire County Council is pleased to announce a landmark achievement in housing development, marking the highest number of new homes built in any year since 2001.

In the period from 1 April 2023 to 31 March 2024, councils across Hertfordshire delivered 5,387 new homes. This remarkable milestone underscores the County Council's commitment to addressing the housing needs of residents. One of the highlights of this achievement is the focus on affordability. An impressive 30% of the gross new homes are affordable, catering to a range of needs:

864 affordable rent units

389 shared equity units

376 social rent units

16 intermediate units

Equally noteworthy is Hertfordshire's dedication to sustainable development, with 68% of these new homes constructed on brownfield land, showcasing the County's commitment to regenerating underused areas and minimising impact on green spaces.

Looking ahead, the future of housing in Hertfordshire continues to thrive. There are currently 27,448 homes with planning permission set to be built in the coming years, ensuring that the momentum in housing growth is maintained. Large scale projects include Harlow Gilston Garden Town, Hemel Garden Communities, Growing Baldock town expansion and Brookfield in Cheshunt, and it's these developments that will contribute to the county's target to build 100,000 homes over the next decade.

In addition, Hertfordshire Property Partnership (HPP) has secured over £2.6 million in Brownfield Land Release Fund support from the government's One Public Estate programme. These funds will be utilised across seven sites in the county, with two projects already completed and the remaining five expected to deliver approximately 662 homes. All of these projects are integral parts of the ongoing regeneration efforts in Hertfordshire.

Reducing Infant Deaths linked to unsafe sleeping practices

Over the past two years, Hertfordshire's Safeguarding Children's Partnership, NHS Trusts, ICS, midwifery, health visitors, children's services, and family centre services have collaborated to reduce unexpected infant deaths due to co-sleeping. Expectant and new parents can have at least 25 interactions with health, social care, and family support professionals during pregnancy and in the first 3 months of pregnancy. Each of these interactions is an opportunity to discuss safer sleeping and inform parents of key safety messages.

A Hertfordshire **Safer Sleeping Framework** has been developed, based on local research that involved nearly 200 professionals. This framework identifies key actions for organisations, services, managers, and frontline staff to ensure the timely and accurate sharing of safer sleeping advice. It highlights simple actions for parents to support safer sleeping practices at home and away.

Hertfordshire's key safe sleeping message is: "***The safest place for a baby to sleep is in their own clear, flat, separate sleep space, such as a cot or Moses basket. If bedsharing, consider all risks: ensure the baby is on their back, in a clear space, and DO NOT co-sleep if you or your partner smoke, drink alcohol, take drugs, or any medication that makes you drowsy.***" A reminder that Hertfordshire's Stop Smoking service has information and support available at [Stop Smoking Service | Hertfordshire County Council](#).

If you would like a copy of the Safer Sleeping Framework, please email dee.debruin1@hertfordshire.gov.uk.

Camera enforcement goes live at the junction of Adderley Road with The Causeway, Bishop's Stortford



Hertfordshire County Council are introducing automatic number plate recognition (ANPR) enforcement cameras at the yellow box junction of Adderley Road with The Causeway, Bishop's Stortford, from Tuesday 10 December at 10am.

Yellow box junctions are put in place at busy junctions to aid the flow of through traffic. New signage has been installed on the approaches to the junction warning road users of the cameras and advising to not enter the yellow box unless the exit is clear.

The changes that have been made to the junction in Bishop's Stortford aim to improve vehicle movement and the flow of traffic around the town. A particular focus is on the reliability of bus services which travel through the centre of Bishop's Stortford and onto, or from, destinations such as the hospital and train station.

Drivers will be issued with a warning letter for the first six months for a first contravention and for subsequent contraventions a penalty charge notice (PCN) will be issued of £70, £35 if paid within 14 days.

The Department for Transport announced in June 2021 that councils would be able to apply for the legal powers to enforce moving traffic contraventions. This is the third of four initial schemes in the un-attended camera enforcement programme, meaning that a PCN can be issued to drivers who make banned right turns, fail to observe no entry restrictions, drive in mandatory cycle lanes or occupy yellow box junctions

Hertfordshire roads are in good shape says Department for Transport

A report from the Department for Transport (DfT) published (17 December) into road conditions in England for the year ending March 2024, has shown that Hertfordshire's A, B and C roads are in better condition than the national average.

The DfT statistical release, which has been produced annually since 2007/8, shows that in 2024 the number of roads in England classified as needing maintenance was 4% of 'A' roads, 7% of 'B' and 'C' roads, and 17% of unclassified roads. This compares to figures for Hertfordshire of 3% of 'A' roads, 4% of 'B' and 'C' roads and 18% of unclassified roads needing maintenance. The DfT report acknowledges that data for unclassified roads is less robust than for classified roads and can show greater yearly fluctuations.

Between 2021/22 and 2024/25, an extra £36.9m of funding has been committed to Hertfordshire's Highways above the annual core budget. This funding has been used on projects covering surfacing and potholes, drainage and routine maintenance. In addition, the council's Invest To Improve (i2i) programme committed £29m to improve the unclassified road network.

The wet and cold weather that has been experienced over the last two years has made the task of maintaining the county's roads more challenging. The winter season of 2022/23 was a particularly cold one, with our gritters called out on 78 runs compared to an average of 56, while the twelve

months to the end of October 2024 saw 45% more rainfall across Hertfordshire than average, with the Environment Agency deeming this exceptionally high, its highest rating.

Highways performance to October 2024

- 14,809 potholes repaired
- £1.6m spent on drainage issues
- £25.3m spent on surfacing
- £2.2m spent on Enhanced maintenance, to include road marking, vegetation cut-back, litter picking on fast roads, pedestrian guard rails and sign cleaning.

This activity is up to October, and the service anticipates 100% of programmes being completed by the end of the financial year, subject to weather etc.

Hertfordshire Transport and Traffic data 2024

Highlights:

1. Traffic increase: Hertfordshire's roads saw a 2.4% increase in traffic in 2023 compared to the previous year.
2. Recovery from pandemic: Traffic levels in 2023 are just 2.6% below pre-pandemic 2019 levels, with major roads (motorways and A roads) nearly back to normal, showing only a 0.1% decrease.
3. Fewer vans and lorries: The number of vans and lorries on the roads in 2023 decreased by 0.8% and 12.4% respectively, compared to pre-pandemic 2019.
4. Cycling: 10.8% of Hertfordshire residents cycled at least once per week in 2023, higher than the England average of 10.1%.
5. Walking: 32.5% of Hertfordshire residents walked at least five times per week in 2023, surpassing the England average of 31.8%.
6. Traffic concerns: A 2023 survey revealed that 75% of people want to see less traffic in their area.
7. Bus usage up: Bus passenger journeys in Hertfordshire increased by 19% in 2022/23 compared to the previous year.
8. Rail travel rise: Rail passenger journeys in Hertfordshire rose by 33% in 2022/23 compared to the previous year.

9. Petrol car registrations: New petrol car registrations increased by 9% in 2023, reversing the previous downward trend.
10. Electric cars: In Hertfordshire, 2.3% of licensed cars are fully electric, below the UK average of 2.8%.

Hertfordshire Fire and Rescue Service welcomes its newest firefighters Hertfordshire Fire and Rescue Service welcomed its newest firefighters to the service on Friday 13 December 2024 during a special pass out parade held at Longfield Training and Development Centre.

Six firefighters graduated following an intensive 16 week training course at the parade which was attended by their friends and family, as well as senior leaders and dignitaries. Chief Fire Officer Alex Woodman and Councillor Morris Bright, Executive Member for Public Health & Community Safety at Hertfordshire County Council inspected the trainees on the drill yard, before watching their display drills and presenting certificates to them.

The 16 week training course* included:

- Firecraft (hose running, pump operating, ladder pitching/climbing, knot tying).
- Breathing Apparatus - the most demanding module on the training course (involving irrespirable atmosphere, no visibility, having to use new skills to safely search a room, casualty handling, making rescue from inside compartments).
- Fire Behaviour training (practical branch techniques, theoretical knowledge on fire behaviour – upper and lower limits of flammability, fire phenomena – backdraft, flashover and fire gas explosions, tactical ventilation).
- Road Traffic Collision – cutting/rescue techniques, safe systems of work, vehicle hazards.
- Immediate Emergency Care – trauma training, basic life support (CPR) haemorrhage control.
- Technical rescue – including safe working at height and water rescue.

Wednesday 22 January 2025 is Clean Air Night, when we will be helping to spark a conversation about the health harms of air pollution from wood burning in Hertfordshire.

Up to now, it's been easy to associate the glow of a fire or wood burner with cosiness, but recent evidence shows that air pollution from wood burning is bad for your health. Wood burning smoke contains fine particle air pollution (PM2.5), which enters your bloodstream when inhaled and causes heart and lung disease, diabetes, and dementia.

Clean Air Night is an opportunity to learn the facts about wood burning and share what you've learned with your friends, family and community to ensure everyone can make informed decisions about how to heat their homes.

We will be taking part in Clean Air Night by sharing messages on social media and starting conversations on wood burning and the health implications, and you can join us!

This Clean Air Night (22 January 2025), get involved by:

- Learning the facts about wood burning and how it harms your health and the planet by visiting the [Clean Air Hub](#) and exploring #CleanAirNight
- Sharing what you learn with your family, friends and community to spark conversations about the harms of wood burning and protect everyone's health

There is some great information on the Clean Air Hub that you may find useful in your role as a councillor when talking to residents. Please see the following website for the common myths that surround wood burning and please do get in touch with us directly on cleaner.air@hertfordshire.gov.uk if you have any questions.

[Clean Air Night FAQ's | Global Action Plan](#)

Hertfordshire County Council responds to Government's proposals for devolution and local government reform

Hertfordshire County Council responds to Government's proposals for devolution and local government reform: County Hall 2022 1200x657-4

Hertfordshire County Council has set out its initial response to the Government's White Paper on proposals for devolution and local government.

Richard Roberts, Leader of Hertfordshire County Council, said: "Our top priority will always be ensuring local government in Hertfordshire can provide the best possible services to our residents and support our businesses to grow.

"As an economic powerhouse in its own right, Hertfordshire now needs its own conversation with Government on these important issues.

"Any proposals on devolution and changing local government structures would need to be evidence based, carefully developed, and subject to consultation before being introduced.

“We have not been actively seeking changes to the structure of local government in Hertfordshire, but the Government is now clear it must be explored so it is the responsibility of all local leaders to carefully consider the options available and assess what has the best potential to benefit our residents and businesses.

“Devolution done well can maximise Hertfordshire’s many strengths, enabling our communities and businesses to reach their full potential.

“The devolution of powers and funding to local decision makers could enhance our ability to focus on priority areas such as increasing investment in our roads and public transport, providing better access to education and skills, tackling health inequalities and building new homes while protecting our green spaces. “With an economy worth £46bn and population of 1.2m residents, Hertfordshire is an economic powerhouse bigger than many cities and city regions. We have a track record of innovation and are delivering growth in globally important sectors including biosciences, advanced manufacturing, and film and TV production.

“Irrespective of our structures the essential services provided by local government across Hertfordshire still need to be delivered. It is vital that any changes do not negatively impact the capacity and resilience key service areas such as adults and children’s social care. We need to ensure our residents are kept safe and cared for.

“Any proposals must also ensure that communities retain their voice and continue to have a say on the issues most important to their local areas.

“This is an historic moment for our county. The views of residents, businesses, local government partners, and other stakeholders across the public and private sectors will be essential in shaping our approach and any proposals would be subject to consultation following discussions with Government.”

Devolution is the transfer of powers and funding from the Government in Westminster to local decision makers.

The county council and district and borough councils worked in partnership to develop a formal Expression of Interest in a devolution deal which was submitted to the Ministry for Housing, Communities and Local Government (MHCLG) on 18 September 2024.

Local Government Reorganisation is the change of local authority structures. Hertfordshire has a County Council and 10 District and Borough Councils.

The county council has not proposed or discussed any changes to local government structures with the Government.

Leventhorpe pool and gym in Sawbridgeworth to remain shut as Government rejects funding application from Hertfordshire County Council

As reported by [Bishops Stortford Independent](#), Sawbridgeworth's swimming pool is to remain shut after the Government refused an application from Hertfordshire County Council for special funding to enable it to reopen. The disappointing news was revealed late on Thursday (9 January) – two-and-a-half weeks after the pool and gym at Leventhorpe School in Cambridge Road closed its doors on the Sunday before Christmas. The facility – along with the pool and gym at Chauncy School in Ware – was earmarked for closure after Department for Education (DfE) funding was withdrawn, meaning the secondary school, which owns it, could no longer afford to keep it open.

A spokesperson for the county council said: "*We're disappointed that the government has rejected the application for continued funding for the swimming pools at Leventhorpe and Chauncy schools.*"

"The government's decision to withdraw this funding means that the schools cannot afford to keep these valuable community facilities open, and with no other obvious source of funding available the pools will have to remain closed."

Decision notice comes on the Outline Planning permission for Gilston Developments

3/19/2124/OUT Outline planning application for development including demolition of existing structures, refurbishment and change of use of existing Grade II Listed Brickhouse Farm Barn and structures and erection of a residential led mixed use development comprising: up to 1,500 residential market and affordable homes; a mixed use local village centre; retail, business, commercial and community uses; primary school, early years and nursery facilities; leisure and sports facilities including a football hub; provision for 8 no. pitches for Gypsies & Travellers; open spaces, ecological areas, woodlands and public realm; pedestrian, cycle and vehicular accesses and network within the site; associated drainage, utilities, energy and waste facilities and infrastructure; works to and realignment of the existing highway; other supporting works, facilities and infrastructure; together with associated temporary enabling works or structures. With all matters reserved apart from detailed works to the A414 Church Lane junction (phased development). Application accompanied by an Environmental Statement.

AT: Gilston Village 7 Land Off Church Lane A414 Hunsdon And Eastwick Hertfordshire

3/19/1045/OUT

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

AT: Land North Of The Stort Valley And The A414 Gilston Hertfordshire

Dmc report for TC 27/1/25

The DMC meeting in December was 3/23/2062/ FUL 28 Knight st.
As you all know this was a very contentious application. Even with the admirable representation by Cllrs Angus Parsad Wyatt and Nathan Parsad Wyatt unfortunately the application was approved. We know it is an unpopular planning decision but will now wait for the licence application.

The DMC for January is Wednesday 22nd.
We are revisiting 3/24/0294/FUL.
This was the application to build a medical centre and 22 houses in Buntingford. As reported in my November report the officers recommended to approve this application but the committee refused it.
It is being brought before us to consider again with new information about the medical centre.

Cllr Annelise Furnace, Eco representative report for 27 January 2025 (at 19 January 2025)

Energy Hub at Christmas Lights switch-on – 30 November

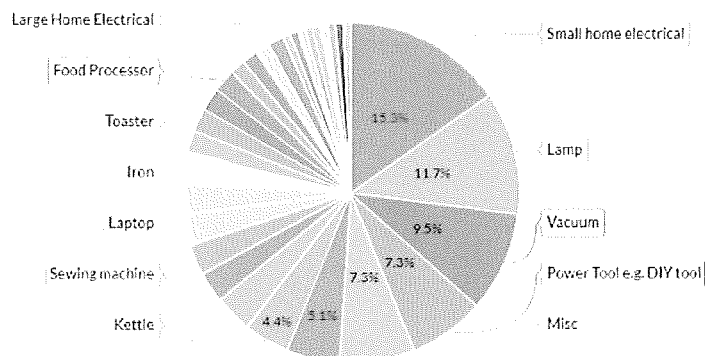
- Raised awareness of home energy efficiency and improvements combined with a sustainable Christmas message
- Involved minimal material – two key graphics repeated on leaflet, screen and posters – handed out 180 leaflets and engaged in discussion with around 50 individuals
- The shower challenge bike used with a large digital thermometer display was a big attraction as people tried to create enough energy by peddling a bike to heat the water for a typical shower
- Next Energy Hub will focus on local residents sharing their own experience of lower cost heating, a warmer home, reduced climate impact, grants for home improvements.



Repair Café at the Bullfields Centre – 2024 report

- Data shows 63% of items were fixed over the year and a further 20% were repairable (e.g. parts ordered for fix) while 15% were end of life (full report also available)
- Nearly 60% of items were electrical and 12% were textiles
- Reasons for end of life were predominantly being worn out (71%), while a fifth could not be opened and 6% had no spare parts available
- Congratulations to Corinne Lewis who has been nominated for the Bishop's Stortford Independent Green Award for her work on both the Repair Café and Tidy Up Sawbridgeworth.

Electrical Items



EHC Climate Forum – 28 November

Update from EHC officers on available grants for residents and community halls, training provision for volunteers via the Energy Saving Trust's e-learning platform, and discussion around how to encourage open homes initiatives to showcase retrofits to others.

Sustainable Sawbridgeworth update

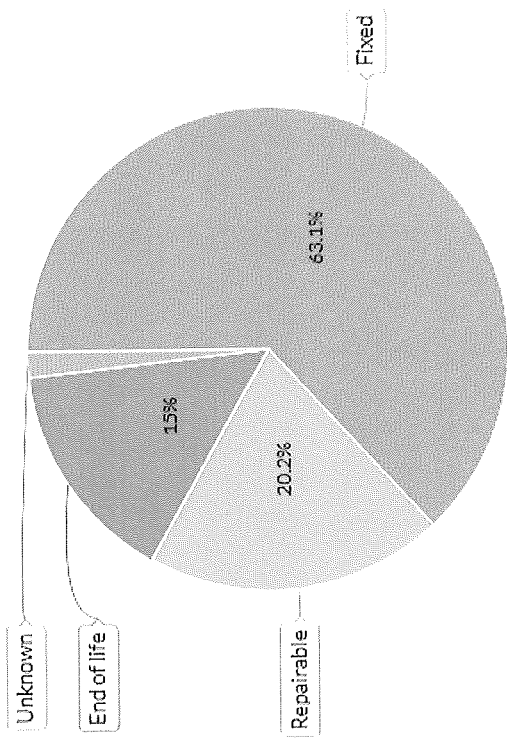
Last meeting covered marketing materials including website launch and increased social media presence, 2025 event planning, and volunteer training including through the EHC initiative for Energy Hub volunteers.

Up and coming (correct at time of writing)

- 24 January – Eco Audit Working Group meeting 12 to 1pm on Teams
- 25 January – Energy Hub in Bell Street carpark 9 to 1pm
- 25 January – Sawbridgeworth Repair Café at the Bullfields Centre 2 to 5pm
- Tbc – overview and use of real-time air quality dashboard and data

Repair Café Sawbridgeworth Data 2024

Item Fix Status



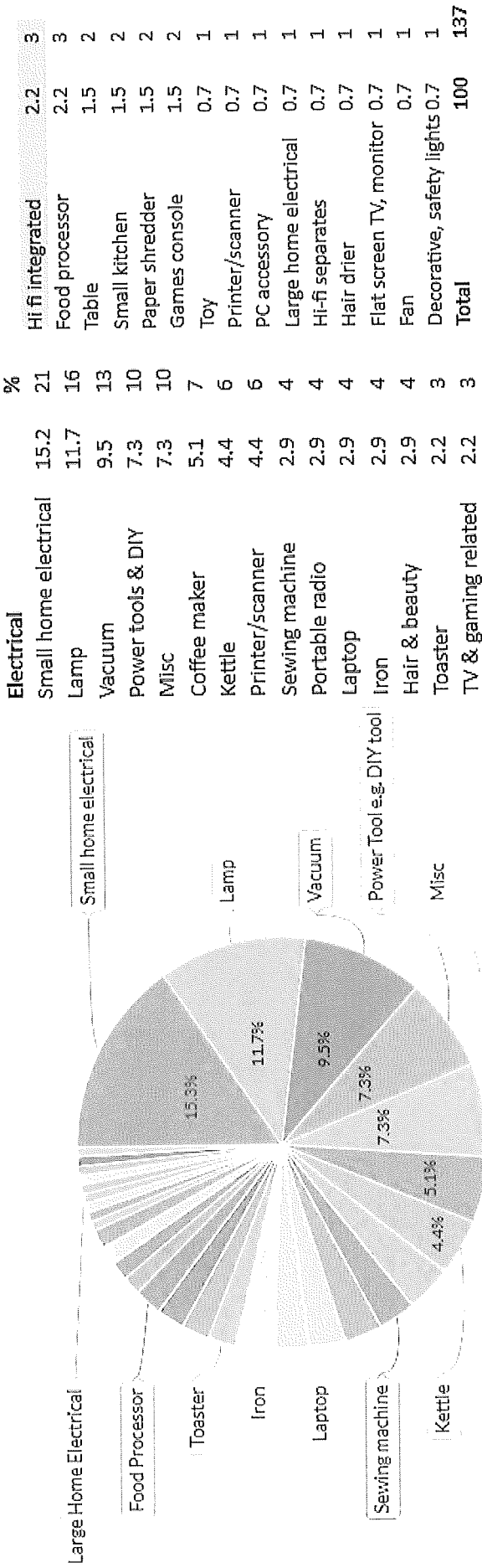
Item fix status	Count
Fixed	147
Repairable	47
End of life	35
Unknown	4

Item Popularity

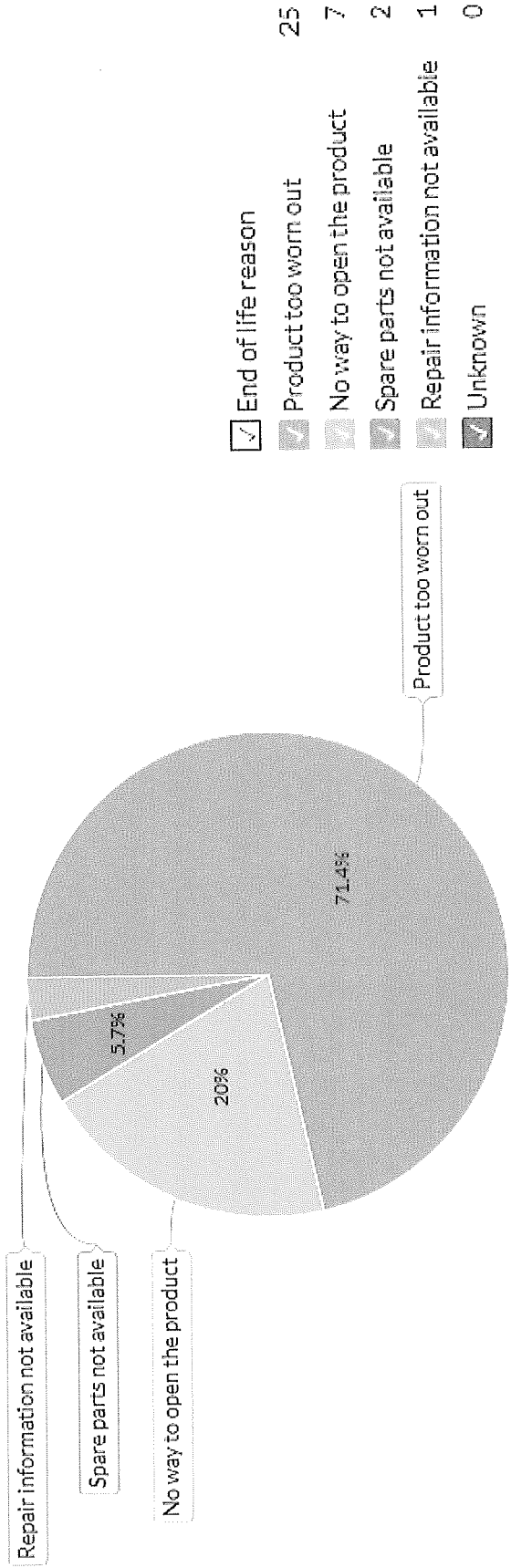


Item Category	Count
Apparel / Textiles	28
Bag / Luggage / Purse	2
Electrical Item	137
Home Decor	6
Jewellery / Accessory	13
Manual Tool	6
Misc	41

Electrical Items



End of Life Reason



Appendix E

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 7:20pm on **Monday 13th January 2025**.

Those present

Cllr Eric Buckmaster
Cllr Ruth Buckmaster
Cllr Nathan Parsad-Wyatt
Cllr Reece Smith
Cllr Steve Smith

In attendance:

Christopher Hunt - Town Clerk
Cllr Annelise Furnace
Lisa Nolan – Finance Officer

F 24/27 APOLOGIES FOR ABSENCE

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

F 24/28 DECLARATIONS OF INTEREST

None received.

F 24/29 MINUTES

To approve as a correct record the minutes of the Finance and Policy Committee held on 16th September 2024 (F02).
[prop Cllr N Parsad-Wyatt sec'd Cllr R Buckmaster]

Owner	Action	Update
Clerk	The Clerk to explore if the traders would open the What's App group to all councillors	Carried forward due to the absence of Cllr Rattey

F 24/30 STAFF MATTERS

To consider any matters relating to members of staff.
The Clerks report was referred to highlighting the local government pay increases and increment levels that have been thoroughly assessed and agreed upon. These adjustments have been carefully considered and incorporated into this year's budget. This ensures that the financial planning accurately reflects the latest pay scales and increment levels, providing a fair and competitive compensation structure for all employees.

F 24/31 FINANCE MATTERS

Budget 2025/26

The draft budget and Clerk's report for the year 2025/26 were discussed, and various areas of the budget were explored to assess accuracy, with the following three points leading this scrutiny:

- Do you want to continue with the current level of services?
- Will the budget stand up to scrutiny?
- Are you happy to justify the budget to precept payers?

Following the debate, it was agreed by all members to recommend that the full council adopts the proposed budget for 2025/26 with a precept of £479,835 (2024/25: £452,775). This represents an increase of 4.95%

(£5.46 per annum) on Band D equivalent housing, equating to £2.23 per week or £0.32 per day.
[prop Cllr N Parsad-Wyatt sec'd Cllr R Buckmaster]

F 24/32 JUBILEE GARDENS

Update on the current project status, The Clerk reported that he had sought three quotes for the tree felling which varied from £14,400, £10,500 to £6,650. Members agreed the cheaper quote should be pursued if the company met insurance and qualification criteria and were reputable.
It agreed to get the trees removed as per the plan so the funding can start to be spent after the delays faced applying for the tree removal and pre planning advice.

F24/33 COUNCILLOR ENGAGEMENT

The Clerk explained that the cross border council meetings with Sheering, Hatfield Heath and High Wych have produced healthy debate and it was agreed that another meeting should be arranged for late February.

F24/34 ECONOMIC DEVELOPMENT

To discuss proposals for promoting economic development in the town:
The Clerk explained that due to Cllr Greg Rattey being the lead on this matter a full update will need to be made on his return at the next meeting. He also updated the members on the huge success of the Christmas project 'Gifts of Love' This was echoed by Cllr Reece Smith who had received positive feedback from a resident who had been the recipient of Christmas gifts from the project.

F24/35 POLICY MATTERS

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

- Financial Regulations - The Clerk explained some of the areas that were legally required to be in the financial regulations and some areas where discretion on limits could be made.

Approved, the draft document, Financial Regulations 2025, to make a recommendation for adoption of the Regulations by Council.

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

- Risk Assessment 2025-2026, the risk assessment was explained by the Clerk being a legal requirement and had a copy of the proposed risk assessment available hard copy at the meeting for scrutiny.

Approved, the draft document, Risk Assessment 2025-2026.

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

F24/36 INCOME and EXPENDITURE REPORT

Noted, The Clerks variance report for month nine of the 2023/24 financial year

F24/37 FUNDING OPPORTUNITIES

All opportunities for funding will be explored, the Clerk had been contacted by Essex County Council and was exploring funding to cover the Sawbobus reaching Lower Sheering and possibly linking into Essex bus services.

F24/38 REDUCING THE COUNCILS CARBON FOOTPRINT

To discuss the progress of the reduction of the councils carbon footprint. The Clerk explained that the budget aligned with the Action Plan and towards the council reducing its carbon footprint. Cllr Angus Parsad-Wyatt was exploring a commuter bus service to the train station reducing the number of vehicles travelling to the station. Energy suppliers were to change at the end of their current contracts to find greener suppliers.

F24/39 ITEMS FOR FUTURE AGENDAS

None raised for this meeting.
Nothing raised

Meeting Closed at 8:08pm

ACTIONS

Owner	Action	Update
Cllr Rattey	The Clerk to explore if the traders would open the What's App group to all councillors via Cllr Rattey.	To be carried forward

Appendix F

Please refer to separate document

Financial regulations



SAWBRIDGEWORTH TOWN COUNCIL

FINANCIAL REGULATIONS

Approved by Full Town Council

To be amended by Finance, Policy & Economic Development Committee

Sawbridgeworth Town Council

FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the council at its meeting held on 27th January 2025

1. General

- 1.1. These Financial Regulations govern the financial management of the council and may only be amended or varied by resolution of the council. They are one of the council's governing documents and shall be observed in conjunction with the council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
 - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
 - "Approve" refers to an online action, allowing an electronic transaction to take place.
 - "Authorise" refers to a decision by the council, or a committee or an officer, to allow something to happen.
 - 'Proper practices' means those set out in *The Practitioners' Guide*
 - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC.
 - 'Must' and **bold text** refer to a statutory obligation the council cannot change.
 - 'Shall' refers to a non-statutory instruction by the council to its members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the council. The Clerk has been appointed as RFO and these regulations apply accordingly. The RFO;
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and control systems;
 - ensures the accounting control systems are observed;
 - ensures the accounting records are kept up to date;
 - seeks economy, efficiency and effectiveness in the use of council resources; and
 - produces financial management information as required by the council.
- 1.6. **The council must not delegate any decision regarding:**
 - **setting the final budget or the precept (council tax requirement);**
 - **the outcome of a review of the effectiveness of its internal controls**

- **approving accounting statements;**
- **approving an annual governance statement;**
- **borrowing;**
- **declaring eligibility for the General Power of Competence; and**
- **addressing recommendations from the internal or external auditors**

1.7. In addition, the council shall:

- determine and regularly review the bank mandate for all council bank accounts;
- authorise any grant or
- authorise any single commitment in excess of £20,000; and

2. Risk management and internal control

2.1. **The council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**

2.2. The Clerk/RFO shall prepare, for review by the Finance, Policy & Economic Development Committee and approval by the council, a risk management policy covering all activities of the council. This policy and consequential risk management arrangements shall be reviewed by the council at least annually.

2.3. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration by the council.

2.4. **At least once a year, the council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**

2.5. **The accounting control systems determined by the Clerk/RFO must include measures to:**

- **ensure that risk is appropriately managed;**
- **ensure the prompt, accurate recording of financial transactions;**
- **prevent and detect inaccuracy or fraud; and**
- **allow the reconstitution of any lost records;**
- **identify the duties of officers dealing with transactions and**
- **ensure division of responsibilities.**

2.6. At least once in each quarter, and at each financial year end, a member (usually the Chair of the Finance, Policy & Economic Development Committee) shall be appointed to verify bank reconciliations (for all accounts) produced by the Clerk/RFO. The member shall sign and date the reconciliations and the original bank statements (or similar document) as evidence of this. This activity, including any exceptions, shall be reported to and noted by the Finance, Policy & Economic Development Committee.

- 2.7. Regular back-up copies shall be made of the records on any council computer and stored either online or in a separate location from the computer. The council shall put measures in place to ensure that the ability to access any council computer is not lost if an employee leaves or is incapacitated for any reason.

3. Accounts and audit

- 3.1. All accounting procedures and financial records of the council shall be determined by the Clerk/RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the council's transactions and to disclose its financial position with reasonable accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the council and the matters to which they relate;**
 - **a record of the assets and liabilities of the council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return (AGAR).
- 3.4. The Clerk/RFO shall complete and certify the annual Accounting Statements of the council contained in the AGAR in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the Clerk/RFO shall submit them (with any related documents) to the council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or member of the council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the council, supply the Clerk/RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary.
- 3.7. The internal auditor shall be appointed by Finance, Policy & Economic Development Committee and shall carry out their work to evaluate the effectiveness of the council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the council;
 - reports to council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;
 - can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- has no involvement in the management or control of the council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions;
 - provide financial, legal or other advice including in relation to any future transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The Clerk/RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The Clerk/RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

4. Budget and precept

- 4.1. **Before setting a precept, the council must calculate its council tax/budget requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the council at least annually usually in October/November for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council or relevant committee. The Clerk/RFO will inform committees of any salary implications before they consider their draft their budgets.
- 4.3. No later than December each year, the Clerk/RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year along with a forecast for the following three financial years, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward by placing them in an earmarked reserve with the formal approval of the Finance, Policy & Economic Development Committee
- 4.5. Each committee shall review its draft budget and submit any proposed amendments to the Finance, Policy & Economic Development Committee not later than the end of November each year.

- 4.6. The draft budget with any committee proposals and three-year forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Finance, Policy & Economic Development Committee and a recommendation made to full council no later than the end of January for the ensuing financial year.
- 4.7. Having considered the proposed budget and three-year forecast, the council shall determine its council tax requirement by setting a budget. The council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any member with council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The Clerk/RFO shall **issue the precept to the billing authority no later than the end of February** and supply each member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by Finance, Policy & Economic Development Committee.

5. Procurement

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The Clerk/RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. **For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**
- 5.5. Where the estimated value is below the Government threshold, the council shall (with the exception of items listed in paragraph 5.12) obtain prices as follows:
- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council and advertise an

open invitation for tenders in compliance with any relevant provisions of the Legislation if required. Tenders shall be invited in accordance with Appendix 1.

- 5.7. **For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation¹ regarding the advertising of contract opportunities and the publication of notices about the award of contracts.**
- 5.8. For contracts greater than £3,000 excluding VAT the Clerk/RFO shall seek at least 3 fixed-price quotes.
- 5.9. where the value is between £1,000 and £3,000 excluding VAT, the Clerk/RFO shall try to obtain 3 estimates (which might include evidence of online prices, or recent prices from regular suppliers.)
- 5.10. For smaller purchases, the Clerk/RFO shall seek to achieve value for money.
- 5.11. **Contracts must not be split into smaller lots to avoid compliance with these rules.**
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
 - ii. repairs to, or parts for, existing machinery or equipment;
 - iii. works, goods or services that constitute an extension of an existing contract;
 - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.
- 5.14. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items £10,000 and below excluding VAT.
 - the Clerk, in consultation with the Chair of the appropriate committee, for any items above £10,000 excluding VAT.
 - a duly delegated committee of the council for all items of expenditure within their delegated budgets for items above £15,000 excluding VAT
 - all grants will be approved by Council.
 - the council for all items over £20,000;

¹ The Regulations require councils to use the Contracts Finder website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

Such authorisation must be supported by a minute (in the case of council or committee decisions) or other auditable evidence trail.

- 5.16. No individual member, or informal group of members may issue an official order, unless instructed to do so in advance by a resolution of the council or make any contract on behalf of the council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the council or a duly delegated committee acting within its Terms of Reference except in an emergency.
- 5.18. In cases of serious risk to the delivery of council services or to public safety on council premises, the clerk may authorise expenditure of up to £5,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official Purchase Order shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the Clerk/RFO.

6. Banking and payments

- 6.1. The council's banking arrangements, including the bank mandate, shall be made by the Clerk/RFO and authorised by the council; banking arrangements shall not be delegated to a committee. The council has resolved to bank with Lloyds Bank. The arrangements shall be reviewed at least annually for security and efficiency.
- 6.2. The council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised and only authorised payments shall be approved or signed to allow the funds to leave the council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy and analysed to the appropriate expenditure heading by the Finance Officer, and then verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the council before being certified by the Clerk/RFO.

- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking or cheque, in accordance with a resolution of the council.
- 6.6. For each financial year the Clerk/RFO will draw up a schedule of regular payments due in relation to a continuing contract or obligation which the council may authorise in advance for the year.
- 6.7. A copy of this schedule of regular payments shall be signed by two members on each and every occasion when payment is made - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the council for information only.
- 6.9. The Clerk/RFO shall have delegated authority to authorise payments in the following circumstances:
 - i. any payments of up to £10,000 excluding VAT, within an agreed budget.
 - ii. payments of up to £5,000 excluding VAT in cases of serious risk to the delivery of council services or to public safety on council premises.
 - iii. any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 {or to comply with contractual terms}, where the due date for payment is before the next scheduled meeting of [the council], where the [Clerk and RFO] certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council {or finance committee}.
 - iv. Fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting Finance, Policy & Economic Development Committee.
- 6.10. The Clerk/RFO shall present a schedule of payments requiring authorisation, forming part of the agenda for the meeting, to the Council or Finance, Policy & Economic Development Committee. The council or committee shall review the schedule for compliance. The authorised schedule shall be initialled immediately below the last item by the person chairing the meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting, excluding detailed payments of individual staff members' salaries.

7. Electronic payments

- 7.1. Where internet banking arrangements are made with any bank, the Clerk/RFO shall be appointed as the Service Administrator. The bank mandate agreed by the council shall identify two councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process. The Clerk may be an authorised signatory, but no signatory should be involved in approving any payment to themselves.

- 7.2. All authorised signatories shall have access to view the council's bank accounts online.
- 7.3. No employee or councillor shall disclose any PIN or password, relevant to the council or its banking, to anyone not authorised in writing by the council or a duly delegated committee.
- 7.4. The Service Administrator shall set up all items due for payment online. A list of payments for approval, together with copies of the relevant invoices, shall be sent by email to two authorised signatories.
- 7.5. In the prolonged absence of the Service Administrator an authorised signatory shall set up any payments due before the return of the Service Administrator.
- 7.6. Two councillors who are authorised signatories shall check the payment details against the invoices before approving each payment.
- 7.7. Evidence shall be retained showing which members approved the payment online and a printout of the transaction confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next council meeting.
- 7.9. With the approval of the council in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved by two authorised members. The approval of the use of each variable direct debit shall be reviewed by the council at least every two years.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the finance committee provided that each payment is approved by two authorised bank signatories, evidence is retained and any payments are reported to the council at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 7.11. If thought appropriate by the council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed by two members, evidence of this is retained and any payments are reported to council when made. The approval of the use of a banker's standing order shall be reviewed by the council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk and Chair of Finance Committee. This is a potential area for fraud and the individuals involved should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.

7.14. Remembered password facilities (other than secure password stores requiring separate identity verification) should not be used on any computer used for council banking.

8. Cheque payments

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two members and countersigned by the Clerk
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.
- 8.4. Cheques or orders for payment shall not normally be presented for signature other than at, or immediately before or after a council or Finance, Policy & Economic Development Committee meeting. Any signatures obtained away from council meetings shall be reported to the council or Finance, Policy & Economic Development Committee at the next convenient meeting.

9. Payment cards

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk/RFO and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 9.2. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and Finance Officer and any balance shall be paid in full each month.
- 9.3. Personal credit or debit cards of members or staff shall not be used except for expenses of up to [£250] including VAT, incurred in accordance with council policy.

10. Petty Cash

- 10.1. The Clerk/RFO shall maintain a petty cash float not exceeding £500 and may provide petty cash to officers for the purpose of defraying operational and other expenses.
 - a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment.
 - b) Cash income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

11. Payment of salaries and allowances

- 11.1. **As an employer, the council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.** No Councillor allowances are currently made.

- 11.3. Salary rates shall be agreed by the council, or the Finance, Policy & Economic Development Committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the council or relevant committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. Payroll reports will be reviewed by [the finance committee] to ensure that the correct payments have been made.
- 11.7. Any termination payments shall be supported by a report to the council, setting out a clear business case. Termination payments shall only be authorised by the full council.
- 11.8. Before employing interim staff, the council must consider a full business case.

12. Loans and investments

- 12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full council and recorded in the minutes. All borrowing shall be in the name of the council and in accordance with the Council's Investment and Financial Management Strategy, which is attached hereto at Appendix B
- 12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full council, following a written report on the value for money of the proposed transaction.
- 12.3. The council's Investment Policy shall be in accordance with Statutory Guidance on Local Government Investments, and written be in accordance with relevant regulations, proper practices and guidance. The Investment Policy shall be reviewed by the council at least annually.
- 12.4. All investment of money under the control of the council shall be in the name of the council.
- 12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk/RFO.
- 12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

13. Income

- 13.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the Clerk/RFO.
- 13.2. The council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk or other relevant officer. The Clerk/RFO shall be responsible for the collection of all amounts due to the council.
- 13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the council by the Clerk/RFO and shall be written off in the year. The council's approval shall be shown in the accounting records.
- 13.4. All sums received on behalf of the council shall be deposited intact with the council's bankers, with such frequency as the Clerk/RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the council.
- 13.6. The Clerk/RFO shall ensure that VAT is correctly recorded in the council's accounting software and that any VAT Return required is submitted from the software by the due date.
- 13.7. Where significant sums of cash are regularly received by the council, the Clerk/RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

14. Payments under contracts for building or other construction works

- 14.1. Where contracts provide for payment by instalments the Clerk/RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the council being informed where the final cost is likely to exceed the contract sum by 5% or more, or likely to exceed the budget available.

15. Stores and equipment

- 15.1. The Clerk/RFO shall be responsible for the care and custody of stores and equipment.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

16. Assets, properties and estates

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the council.

- 16.2. The Clerk/RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a written report shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, except where the estimated value of any one item does not exceed £500. In each case a written report shall be provided to council with a full business case.

17. Insurance

- 17.1. The Clerk/RFO shall keep a record of all insurances effected by the council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the council's review of risk management.
- 17.2. The Clerk/RFO will give prompt notification to the insurers of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The Clerk/RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the council at the next available meeting. The Clerk/RFO shall negotiate all claims on the council's insurers.
- 17.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or the Finance, Policy & Economic Development Committee.

18. Suspension and revision of Financial Regulations

- 18.1. The council shall review these Financial Regulations annually and following any change of Clerk or RFO. The Clerk shall monitor changes in legislation or proper practices and advise the council of any need to amend these Financial Regulations.
- 18.2. The council may, by resolution duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all members. Suspension does not disapply any legislation or permit the council to act unlawfully.

18.3. The council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.

Appendix 1 - Tender process

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order Point 18 FINANCIAL CONTROLS AND PROCUREMENT and shall refer to the terms of the Bribery Act 2010.
- 6) Where the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
- 7) All tenders over 50,000 should be agreed by Full council

Appendix G

SAWBRIDGEWORTH TOWN COUNCIL

PAPER FROM THE TOWN CLERK

TO: FULL TOWN COUNCIL
FROM: CHRISTOPHER HUNT
SUBJECT: BUDGET 2025-26
DATE: 13TH JANUARY 2025

Purpose of the Budget

The Council must set a budget for the forthcoming year, from which the Council's precept demand is derived. This precept is collected on our behalf by East Herts District Council (EHDC). Therefore, the budget must realistically reflect the Council's plans and ambitions for the next year.

Objective

This budget has been compiled to maintain community services such as community transport, allotments and the cemetery, as well as to complete projects like the Jubilee Gardens. These services will add value to the town, aiming to maintain and improve community and business cohesion.

Overview

'Referendum principles' refer to the government's power to require a local referendum if an authority sets council tax or a precept deemed 'excessive'. These principles have been set annually for principal and major precepting authorities but not for town and parish councils, with the expectation that these councils continue to show restraint when setting their precept figures.

Consideration must be given to the demands placed on the Town Council to provide both statutory services and community-based projects and events, including expanding community events such as VE Day 80. The expansion of managed land and associated assets, such as the Great St Mary's Church grounds maintenance, allotments from the West Road developments, the Jubilee Gardens Project and the Market, must be factored into the budget.

Support previously received from EHDC for community transport is no longer available and this has created a void that will need budgeting to maintain this service. Any change in our precept demand must be seen in the context of the reduction of services from the district council, which directly affects the town. Previously the Sawbobus received funding of £29,000 and now it relies on passenger fares, sponsorship and funding from the precept

Principles:

- All anticipated expenditure is included.
- Only realistic income is included.

Assumptions

Several specific assumptions are annotated on the attached schedule, but some overriding assumptions have been adopted in preparing this proposed budget:

Paper from the Clerk

STC will budget to continue its range of activities and, wherever possible, enhance them for the community's benefit. These are generally in line with the objectives identified in the Town Action Plan.

Policy Decisions

Several policy decisions must be made to validate the proposed budget, falling under several headings:

Establishment

- Remuneration will be limited to the nationally negotiated increase. The budget for 2025/2026 has been drafted using the same principles as the 2023/2024 award (£1,290 per annum on full time salaries, or 2.5% on all salaries SCP43 and above). There are no current plans to alter the establishment staff numbers.

Finance and Policy

- The training budget has been maintained at the reduced cost from the last budget as the Clerks and staff training is up to date.
- A rolling programme of updating office IT will continue, with desktops phased out and replaced with laptops to allow for agile working and reduce the number of computers to be maintained.
- Website development has been maintained at the same price to allow for further updates.
- The precept recommended equates to a 4.95% increase for a band D equivalent home and is in line with current demands and cost of living increases. This is 2.57% less than last year's precept increase of 7.52%.
- There will be no New Homes Bonus, Section 106 income, or income from asset sales.
- IT Support costs have been reduced by £2,000 (13.3%).
- Telephone and broadband costs have decreased by £500 (16.7%) due to a new supplier and contract change.
- Election expenses have been halved from £10,000 to £3,000 (70%) due to the midterm period between elections. £3,000 has been budgeted over 4 years to go to Earmarked Reserves to fund the next election in 2027.
- Freedom of the Town has increased to £1,500 from £1,000 (50%)
- General grants have been combined with Playschemes, to make one single pot (£3,500)

Estates

- The Hailey Centre: The town council is responsible for external decoration and maintenance. Due to the building's age and increasing maintenance requirements, any unspent budget on this will be earmarked.
- External Storage: This is being reviewed, and alternative storage at West Road allotments is being sought to reduce current costs once the site is handed over to the Town Council.

Amenities

- Allotments: Managed at a loss but legally required to be available to the community. Water charges are charged at actual cost to each site and were

Paper from the Clerk

increased where demand and costs are increasing. There are no plans to increase rent charges as we are in line with neighbouring towns.

- The Cemetery remains a source of net income over expenditure predicted at £40,950, with plaques and tree purchasing becoming more popular to commemorate loved ones.
- West Road play area: No new items or repairs from criminal damage have been required, but the current wood equipment is aging. Unspent budgeted money will be earmarked for future liabilities.
- Orchard Management: The town council's responsibility is limited to meeting the conditions of our licence, including an annual cut of the orchard and adjacent meadow. We need to budget for two maintaining cuts per annum to keep it manageable.

Operations

- Bell Street Conveniences: These generate income through payment on use. The rangers complete daily cleaning, and budgeting for repairs is placed in reserves. No recent damage has occurred over the winter school holidays.
- Lawnmower: The current larger lawnmower is old and a replacement is being budgeted for to be funded from Earmarked reserves when needed.
- CCTV: The costs of managing the CCTV system include an annual maintenance and replacement contract. Plans are in place to expand the system along Bell Street, with all old cameras and the new repeater post fitted to allow this expansion.

Events

- Fun on the Field: Very popular with high attendance. Improvements and an increase in the number of stalls may raise income, balanced against first aid requirements, commercial refuse bin, field hire, etc., seeing a slight reduction in cost from £2,300 to £2,000 (-3.1%).
- Christmas Lights Festival: This event has gained a strong local following. The 2024 event was very successful, and returning the event to a Saturday increased footfall. Costs have increased to cover subcontracted labour for setup and breakdown, balanced with an increase in income, showing only a £100 increase from last year. Total cost: £18,400, including £15,000 for Christmas lights.
- River Day: Increased popularity has led to its inclusion in the budget to cover initial expenditure for toilet hire, advertising, and refreshments, with an overall cost of £100 due to increased income.
- RHSO 300 a one off event for 2025 has £500 budgeted to support this.

Projects

- Jubilee Gardens: This project continues to develop, with the fifth year of budgeting at £10k per annum. Match funding has been ringfenced, and authorisation of initial plans is being sought from EHDC for final consultation and planning application.
- Action Plan – The Clerk and Cllr Angus Parsad-Wyatt have met to discuss how the budget and plan are linked. Below are quotes from residents concerns and how the budget overlaps with these.
 - Access to Green Open Spaces – Jubilee Gardens project funding
 - Community Events – investment has been put towards annual events
 - Maintenance of the Cemetery – the cemetery receives a heavy investment but also produces income to ensure the high standards are maintained.
 - Personal feeling of safety – CCTV has earmarked investment for expansion

Paper from the Clerk

- Cleanliness of our streets – close working with EHDC staff and Rangers to make quick interventions when required, rangers tools and salary work towards this
- Maintenance of footpaths, parks and play areas – Play equipment repairs and replacements are funded. Rangers are equipped with lawn mowers and strimmer's etc to complete maintenance.
- Allotments – new allotment site and the current four are all considered for this budget.
- Town Councillor communication – events, energy hub and investment in the town council website link in with this point.
- Air Quality – the **Three acorns report** detailing the Council's own carbon footprint and objectives has been invested in. The reserves show funding for an electric bus, improved planting and open space in the Jubilee Gardens. Moving to less waste, recycled paper, alternative greener energy suppliers and closer management of utilities. Ranger's tools with petrol engines will be replaced with battery powered equipment and banking will be switched to a greener company. Wildflower meadows and increasing tree planting is all linked into the year's budget.

Civic Events

- Remembrance Day: Production of service sheets and managing logistics.
- Mayor's Civic Service: Liaison with churches and production of the programme of events.
- Mayor's Civic Dinner: The mayor's formal dinner, reciprocating civic dinners arranged by neighbouring towns and district and county councils.

Community Buses

- Sawbobus: Completed another year with minimal funding but increased sponsorship and passenger donations of £1 per day. The second bus serves as a replacement for Sawbobus during maintenance and repairs and is available for hire by local groups to generate further income.

There is currently £87,944 in earmarked reserve EMR320 for a replacement bus, deemed sufficient for a new bus. Therefore, no amount has been budgeted for this in 2025/26.

Reserves Reserves are predominantly earmarked for several projects, including Jubilee Gardens, a new bus, replacement lawn mower, cemetery development, elections, and war memorial repairs. This currently sits at £206,784, including the £50,000 EHDC grant for Jubilee Gardens. The general reserve is predicted to be £125,000 at the financial year-end, with total reserves of £347,584.

Summary Income will be enhanced by:

- The cemetery.
- Obtaining grants wherever possible.
- Sponsorship.

Expenditure will be contained by:

- Reducing subcontracted work.
- Exploring new storage options.

Paper from the Clerk

- Reducing budgeted funds for office improvements as most are completed.
- Fixing utility costs for the civic centre.

Reserves will be managed close to recommended levels by:

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

Proposed Budget The proposed budget recommends a precept for 2025/26 of £479,835 (2024/25: £452,775). This is an increase of 4.95% (£5.46pa) on Band D equivalent housing and equates to £2.23 per week or £0.32 per day.

Actions for Members The budget can be fine-tuned, but members should consider the following in the budget debate:

- Do you want to continue with the current level of services?
- Will the budget stand up to scrutiny?
- Are you happy to justify the budget to precept payers?

Appendix H

Please refer to separate document

Budget

Account	Title	2024-25 Approved Budget £	2025-26 Proposed Budget £	2026-27 Projected Budget £	2027-28 Projected Budget £	Incr/Decr %
Staff						
100	Staff					
	Salaries	223,855	243,480	253,219	263,348	
4035	NIC - Employers	22,100	31,270	32,521	33,822	41.5%
4040	Pension - Employers	29,745	32,070	33,353	34,687	7.8%
	Expenditure	275,700	306,820	319,093	331,857	11.3%
Finance & Policy						
200	General Administration					
1076	Precept					
1090	Interest Received	5,000	6,000	5,000	5,000	20.0%
	Income	5,000	6,000	5,000	5,000	20.0%
4070	Subscriptions	2,500	2,860	2,917	2,976	14.4%
4075	IT Support	15,000	13,000	13,260	13,525	-13.3%
4080	Training (Members)	500	500	510	520	0.0%
4081	All Travel Exes	550	550	561	572	0.0%
4082	Training (Staff)	1,000	1,000	1,020	1,040	0.0%
4083	Clerks Exes	0	100	102		
4090	IT Development	1,600	1,500	1,530	1,561	-6.3%
4095	Photocopy Charges	1,500	1,500	1,530	1,561	0.0%
4100	Telephone/Broadband	3,000	2,500	2,550	2,601	-16.7%
4105	Postage	900	800	816	832	-11.1%
4110	Stationery	1,000	1,000	1,020	1,040	0.0%
4115	Insurance	10,000	11,000	11,220	11,444	10.0%
4120	Bank Charges	500	500	510	520	0.0%
4125	Repairs and Renewals	750	750	765	780	0.0%
4130	Staff Care	1,500	1,600	1,632	1,665	6.7%
4135	Office Care	3,000	3,000	3,060	3,121	0.0%
4140	Office Equipment	1,500	1,500	1,530	1,561	0.0%
4180	Accountancy Services	3,000	3,000	3,060	3,121	0.0%
4185	Audit	3,565	3,565	3,600	3,672	0.0%
4190	Professional Fees	6,000	6,000	5,000	5,100	0.0%
4195	Tourism	1,000	1,000	1,020	1,040	0.0%
4200	Web-site	1,500	1,500	1,530	1,561	0.0%
4201	Web-site development	1,500	1,500	1,530	1,561	0.0%
4215	Town Signs	500	500	600	612	0.0%
4990	Contingency	3,000	2,000	3,000	3,060	-33.3%
	Expenditure	64,865	62,725	63,873	65,047	-3.3%
	Net Expenditure over Income	59,865	56,725	58,873	60,047	-5.2%

Account	Title	2024-25 Approved Budget £	2025-26 Proposed Budget £	2026-27 Projected Budget £	2027-28 Projected Budget £	Incr/Decr %
210	Democratic Services					
1335	Civic Dinner Income	5,000	5,000	5,000	5,000	0.0%
	Income	5,000	5,000	5,000	5,000	0.0%
4310	Election Expenses	10,000	3,000	3,000	3,000	-70.0%
4315	Mayors Allowance	1,500	1,500	1,500	5,000	0.0%
4330	Civic Events	2,500	3,000	3,000	5,000	20.0%
4335	Civic Dinner	5,000	5,000	5,000	5,000	0.0%
	Expenditure	19,000	12,500	12,500	18,000	-34.2%
	Net Expenditure over Income	14,000	7,500	7,500	13,000	-46.4%
220	Grants					
4350	SYPRC - Utilities	1,000	1,000	1,000	1,000	0.0%
4355	Hailey Centre - Utilities	1,000	1,000	1,000	1,000	0.0%
4370	s137	75	75	75	75	0.0%
4375	Freedom of the Town	1,000	1,500	1,500	1,500	50.0%
4380	General Grants	2,500	3,500	3,500	3,500	40.0%
4580	Playschemes	1,000	0	0	0	-100.0%
	Expenditure	6,575	7,075	7,075	7,075	7.6%
	Net Expenditure over Income	6,575	7,075	7,075	7,075	7.6%
	Finance & Policy - Income	10,000	11,000	10,000	10,000	10.0%
	Finance & Policy - Expenditure	366,140	389,120	402,541	421,978	6.3%
	1&2. Finance & Policy Outcome	356,140	378,120	392,541	411,978	6.2%
Estates						
300	Civic Centre					
1400	Rental Income	800	800	800	800	0.0%
	Income	800	800	800	800	0.0%
4405	Rates	9,500	14,000	14,420	14,853	47.4%
4410	Heat & Light	10,000	10,000	10,300	10,609	0.0%
4415	Water	600	650	670	690	8.3%
4420	Maintenance	5,000	5,000	5,000	5,000	0.0%
4425	Fixtures & Fittings	0	0	0	0	
4445	New Equipment	3,000	5,000	5,000	5,000	66.7%
	Expenditure	28,100	34,650	35,390	36,151	23.3%
	Net Expenditure over Income	27,300	33,850	34,590	35,351	24.0%
320	Hailey Centre					
1840	Recharged income	0	0	0	0	
1400	Rental Income	0	0	0	0	
	Income	0	0	0	0	
4420	Maintenance	5,000	5,000	5,000	6,000	0.0%
	Expenditure	5,000	5,000	5,000	6,000	0.0%
	Net Expenditure over Income	5,000	5,000	5,000	6,000	0.0%

Account	Title	2024-25 Approved Budget £	2025-26 Proposed Budget £	2026-27 Projected Budget £	2027-28 Projected Budget £	Incr/Decr %
330	Other Rented Accommodation					
1400	Rental Income	0	0	0		
	Income	0	0	0	0	
4400	Rent	3,425	4,800	4,992	5,192	40.1%
	Expenditure	3,425	4,800	4,992	5,192	40.1%
	Net Expenditure over Income	3,425	4,800	4,992	5,192	40.1%
	Estates - Income	800	800	800	800	0.0%
	Estates - Expenditure	36,525	44,450	45,382	47,343	21.7%
	3. Estates Outcome	35,725	43,650	44,582	46,543	22.2%

Account	Title	2024-25 Approved Budget £	2025-26 Proposed Budget £	2026-27 Projected Budget £	2027-28 Projected Budget £	Incr/Decr %
Amenities						
400	Bullfields Allotment					
1500	Rent Income	850	910	928	947	7.1%
1510	Water Income	200	200	204	208	0.0%
	Income	1,050	1,110	1,132	1,155	5.7%
4415	Water	600	600	612	624	0.0%
4420	Maintenance	700	700	714	728	0.0%
	Expenditure	1,300	1,300	1,326	1,353	0.0%
	Net Expenditure over Income	250	190	194	198	-24.0%
410	Bellmead Allotment					
1500	Rent Income	120	250	255	260	108.3%
1510	Water Income	30	30	31	31	0.0%
	Income	150	280	286	291	86.7%
4415	Water	100	100	102	104	0.0%
4420	Maintenance	250	250	255	260	0.0%
	Expenditure	350	350	357	364	0.0%
	Net Expenditure over Income	200	70	71	73	-65.0%
420	Vantorts Allotment					
1500	Rent Income	125	175	130	133	40.0%
1510	Water Income	25	25	25	26	0.0%
	Income	150	200	155	158	33.3%
4415	Water	100	120	105	106	20.0%
4420	Maintenance	500	250	255	260	-50.0%
	Expenditure	600	370	360	366	-38.3%
	Net Expenditure over Income	450	170	205	208	-62.2%
430	Southbrook Allotment					
1400	Rent Income	900	1,290	1,316	936	43.3%
1410	Water Income	115	170	173	177	47.8%
	Income	1,015	1,460	1,489	1,113	43.8%
4315	Water	500	500	510	520	0.0%
4320	Maintenance	700	700	730	745	0.0%
	Expenditure	1,200	1,200	1,240	1,265	0.0%
	Net Expenditure over Income	185	-260	-249	152	-240.5%

Account	Title	2024-25 Approved Budget £	2025-26 Proposed Budget £	2026-27 Projected Budget £	2027-28 Projected Budget £	Incr/Decr %
435	West Road Allotment					
1400	Rent Income		640	653	666	
1410	Water Income		200	204	208	
	Income	0	840	857	874	
4315	Water		600	612	624	
4320	Maintenance		0	700	714	
	Set Up costs		3,500	0	0	
	Expenditure	0	4,100	1,312	1,338	
	Net Expenditure over Income	0	4,100	1,312	1,338	
	Allotments - Income	2,365	3,890	3,919	3,591	64.5%
	Allotments - Expenditure	3,450	7,320	4,595	4,686	112.2%
	Allotments Expenditure over Income	1,085	3,430	676	1,095	216.1%
440	Cemetery					
1550	Burial Fees	40,000	45,000	45,900	46,818	12.5%
1560	Memorial Fees	2,000	2,100	2,142	2,185	5.0%
1570	Grave Digging Income	1,200	2,500	2,550	2,601	108.3%
1580	Tree sales	2,700	2,700	2,754	2,809	0.0%
1581	Bench sales	3,000	3,000	3,060	3,121	0.0%
1582	Memorial Plaque Sales	500	900	918	936	80.0%
	Income	49,400	56,200	57,324	58,470	13.8%
4029	Salary Recharge					
4045	Subcontract Labour	1,000	1,000	1,020	1,040	0.0%
4415	Water	150	150	153	156	0.0%
4420	Maintenance	5,000	5,000	5,100	5,202	0.0%
4440	New Area- Spinney	5,000	3,000	3,060	3,121	-40.0%
4520	Skip Hire	3,500	2,500	2,625	2,756	-28.6%
4530	Trees	360	550	561	572	52.8%
4531	Benches	2,000	2,000	2,040	2,081	0.0%
4532	Memorial plaques	300	550	561	572	83.3%
4675	Publicity/Marketing	500	500	510	520	0.0%
	Expenditure	17,810	15,250	15,630	16,021	-14.4%
	Net Expenditure over Income	(31,590)	(40,950)	(41,694)	(42,449)	29.6%
450	Playground					
4420	Maintenance	2,000	2,000	2,100	2,205	0.0%
4435	New Equipment	3,000	4,000	6,000	6,000	33.3%
	Expenditure	5,000	6,000	8,100	8,205	20.0%
	Net Expenditure over Income	5,000	6,000	8,100	8,205	20.0%

Account	Title	2024-25 Approved Budget £	2025-26 Proposed Budget £	2026-27 Projected Budget £	2027-28 Projected Budget £	Incr/Decr %
460	RHSOG Management					
4700	Maintenance Expenditure	3,000 3,000	3,000 3,000	3,150 3,150	3,308 3,308	0.0% 0.0%
	Net Expenditure over Income	3,000	3,000	3,150	3,308	0.0%
	Amenities - Income	51,765	60,090	61,243	62,062	16.1%
	Amenities - Expenditure	29,260	31,570	31,475	32,220	7.9%
	4. Amenities Outcome	(22,505)	(28,520)	(29,768)	(29,842)	26.7%
Operations						
500	Groundsman					
1600	SYPRC Income	500	0	0	0	-100.0%
1603	Conveniences coin operation	800	800	800	800	0.0%
1610	Sub Contract watering	200	275	275	275	37.5%
	Income	1,500	1,075	1,075	1,075	-28.3%
4029	Salary Recharge- Bell St Toilet Clean	4,820	0	0	0	-100.0%
4600	Planters	1,000	1,000	1,030	1,061	0.0%
4601	Bell Street Toilets Cleaning	800	800	824	849	0.0%
4602	Bell Street Toilet Repairs	5,000	5,000	5,150	5,305	0.0%
4615	Rangers Mower	2,000	2,000	2,060	2,122	0.0%
4620	Rangers Tools	1,500	3,000	3,090	3,183	100.0%
4625	Mower replacement	13,000	12,000	0	0	
4630	CCTV Maintenance Agreement	2,200	3,000	3,090	3,183	36.4%
4635	CCTV Extension	3,000	3,000	3,090	3,183	0.0%
	Expenditure	33,320	29,800	18,334	18,884	-10.6%
	Operations - Income	1,500	1,075	1,075	1,075	-28.3%
	Operations - Expenditure	33,320	29,800	18,334	18,884	-10.6%
	5. Operations Outcome	31,820	28,725	17,259	17,809	-9.7%

Account	Title	2024-25 Approved Budget £	2025-26 Proposed Budget £	2026-27 Projected Budget £	2027-28 Projected Budget £	Incr/Decr %
Events						
600	Fun on the Field					
1670	Event Income	900	900	900	900	0.0%
	Income	900	900	900	900	0.0%
4029	Staff Costs					
4045	Sub-contract Labour	800	800	840	882	0.0%
4670	Event Costs	1,300	1,000	1,050	1,103	-23.1%
4675	Publicity	200	200	210	221	0.0%
	Expenditure	2,300	2,000	2,100	2,205	-13.0%
	Net Expenditure over Income	1,400	1,100	1,200	1,305	-21.4%
610	Events General					
4670	Event Costs	1,000	1,000	1,050	1,103	0.0%
	RHSO 300 Event		500	-	-	
	VE Day Events			-	-	
4675	Publicity	-	-	-	-	
	Expenditure	1,000	1,500	1,050	1,103	50.0%
	Net Expenditure over Income	1,000	1,500	1,050	1,103	50.0%
620	Christmas Festival					
1670	Event Income	500	800	800	500	60.0%
	Income	500	800	800	500	60.0%
4029	Staff Costs	-	-	-	-	
4045	Sub-contract Labour	1,200	1,700	1,785	1,874	41.7%
4670	Event Costs	1,500	1,000	1,050	1,103	-33.3%
4675	Publicity	500	500	525	551	0.0%
4685	Christmas Lights	15,000	15,000	15,750	16,538	0.0%
4690	Competitions	600	1,000	1,000	1,000	66.7%
	Expenditure	18,800	19,200	20,110	21,066	2.1%
	Net Expenditure over Income	18,300	18,400	19,310	20,566	0.5%

Account	Title	2024-25 Approved Budget £	2025-26 Proposed Budget £	2026-27 Projected Budget £	2027-28 Projected Budget £	Incr/Decr %
630	Markets					
1670	Event Income	-	8,000	8,160	8,323	
	Income	-	8,000	8,160	8,323	
4029	Staff Costs					
	Car park Hire	-	9,000	9,180	9,364	
4675	Publicity	-	4,000	4,080	4,162	
	Expenditure	-	13,000	13,260	13,525	
	Net Expenditure over Income	-	5,000	5,100	5,202	
640	Projects					
4710	Hanging Baskets	1,500	1,500	1,530	1,561	0.0%
4715	Planters Project	500	500	510	520	0.0%
4720	Jubilee Gardens	10,000	100,000	30,000	2,000	900.0%
4725	Fair Green	1,200	2,000	2,040	2,081	66.7%
4735	Remembrance Day	400	400	408	416	0.0%
4740	War Memorial	1,000	1,000	1,020	1,040	0.0%
	Expenditure	14,600	105,400	35,508	7,618	621.9%
	Net Expenditure over Income	14,600	105,400	35,508	7,618	621.9%
660	Town Selfie Walk / Travel challenge					
1680	Income (Other)	0	0	0	0	
	Income	0	0	0	0	
4029	Salary recharge	0	0	0	0	
4670	Event costs	500	575	587	598	15.0%
4675	Travel Challenge Publicity	350	200	204	208	-42.9%
4680	Promotional Equipment	1,000	1,000	1,020	1,040	0.0%
	Expenditure	1,850	1,775	1,811	1,847	-4.1%
	Net Expenditure over Income	1,850	1,775	1,811	1,847	-4.1%
670	River Day					
1680	Income (Other)	300	50	50	50	-83.3%
	Income	300	50	50	50	-83.3%
4670	Event costs	200	150	150	150	-25.0%
	Expenditure	200	150	150	150	-25.0%
	Events - Income	1,700	9,750	9,910	9,773	473.5%
	Events - Expenditure	38,750	143,025	73,989	47,513	269.1%
	6. Events Outcome	37,050	133,275	64,079	37,740	259.7%

Account	Title	2024-25 Approved Budget £	2025-26 Proposed Budget £	2026-27 Projected Budget £	2027-28 Projected Budget £	Incr/Decr %
700	Sawbobus - YN66 YEE					
1150	Grants Received	6,000	6,000	6,000	6,000	0.0%
1151	STC Subsidy	-	-	-	-	
1800	Fares	10,000	10,000	10,000	10,000	0.0%
1820	Fuel Rebate	1,200	1,300	1,300	1,300	8.3%
1830	Sponsorship	5,000	6,000	6,000	6,000	20.0%
	Income	22,200	23,300	23,300	23,300	5.0%
4029	Salary	26,145	31,345	32,599	33,903	19.9%
4045	Sub contract labour	2,000	1,000	1,030	1,061	-50.0%
4800	Fuel	8,500	8,500	8,755	9,018	0.0%
4805	Maintenance	4,500	6,000	6,180	6,365	33.3%
4810	Tax & Insurance	1,500	1,550	1,597	1,644	3.3%
4815	Vehicle Hire	1,000	-	-	-	-100.0%
4816	Community Bus Reserve	-	-	15,000	15,000	
	Expenditure	43,645	48,395	65,160	66,991	10.9%
	7. Community Buses Outcome	21,445	25,095	41,860	43,691	17.0%
Other Vehicles						
800	Hire Bus - GL61 HFP					
1850	Vehicle Hire Income	500	500	500	500	0.0%
	Income	500	500	500	500	0.0%
4800	Fuel	500	550	567	583	10.0%
4805	Maintenance	1,200	1,250	1,288	1,326	4.2%
4810	Tax & Insurance	1,200	1,290	1,329	1,369	7.5%
	Expenditure	2,900	3,090	3,183	3,278	6.6%
	Net Expenditure over Income	2,400	2,590	2,683	2,778	7.9%
810	Ranger #1 Nissan - FT63 FWS					
4800	Fuel	2,000	2,000	2,060	2,122	0.0%
4805	Maintenance	1,500	1,500	1,545	1,591	0.0%
4810	Tax & Insurance	1,000	1,070	1,102	1,135	7.0%
	New Vehicle	0		5,000	5,000	
	Expenditure	4,500	4,570	9,707	9,848	1.6%
820	Ranger #2 Vauxhall SY65 ZFJ					
4800	Fuel	1,200	1,250	1,288	1,326	4.2%
4805	Maintenance	1,500	1,500	1,545	1,591	0.0%
4810	Tax & Insurance	1,000	1,080	1,112	1,146	8.0%
	Expenditure	3,700	3,830	3,945	4,063	3.5%
820	Net Expenditure over Income	3,700	3,830	3,945	4,063	3.5%
	Other Vehicles - Income	500	500	500	500	0.0%
	Other Vehicles - Expenditure	11,100	11,490	16,835	17,190	3.5%
	8. Other Vehicles Outcome	10,600	10,990	16,335	16,690	3.7%

Account	Title	2024-25 Approved Budget £	2025-26 Proposed Budget £	2026-27 Projected Budget £	2027-28 Projected Budget £	Incr/Decr %
Planning						
910	Town Action Plan					
4910	TAP Costs	500	500	500	500	0.0%
	Expenditure	500	500	500	500	0.0%
	Planning - Expenditure	500	500	500	500	0.0%
	9. Planning Outcome	500	500	500	500	0.0%
Summary						
	Total Expenditure	559,240	698,350	654,215	652,619	24.9%
	Total Income	88,465	106,515	106,828	107,510	20.4%
	Council Outcome	470,775	591,835	547,387	545,109	25.7%
	To/From Reserves	(18,000)	(112,000)			
	NET COUNCIL OUTCOME	452,775	479,835	547,387	545,109	

Appendix I

Sawbridgeworth Town Council

Memorandum from Town Projects Manager

To: All Members
From: Joanne Sargant
Subject: Events 2025
Date: 14th January 2025

Forward Planning Dates for Dairy - 2025

- **Civic Service** – Great St Mary's Church - DATE TBC in 2025 - 3pm a light buffet / refreshments will be served following the service at the council chamber.
- **Civic Dinner** – Saturday 5th April – 6.45pm arrival for 7.15pm Dinner, Memorial Hall
- **V E Day Civic Ceremonial** – Thursday 8th May 2025 – wreath laying at Airfield and beacon lighting at Town Council will take place and national civic ceremonial duties will be carried out.
- **V E Day Town Event** – Saturday 10th May 2025 – Initial thoughts about what should be included in this event and how it will work are still in progress and some good ideas have already been expressed. The next meeting is 16th January at 6pm in the council chamber.
- **River Day** – Saturday 31st May – 12 to 4pm at Sheering Lock
- **Fun on the Field** – Bullfields - Saturday 30th August - 12 to 5pm
- **Town Walk** – Saturday 27th September 11am to 2pm
- **Remembrance Day** – Sunday 9th November 2025 at 3pm, Great St Mary's Church. Please arrive by 2.50pm at the church yard, the parade sets off from Bell Street car park around that time. If you are laying a wreath, Joanne will be there to coordinate.
- **Christmas Lights Switch On** – Town Centre - Saturday 29th November 2025 from 3pm – Lights switched on 6pm.

Appendix J



SAWBRIDGEWORTH TOWN COUNCIL

Sayesbury Manor, Bell Street, Sawbridgeworth, Herts. CM21 9AN

Application for Grant – 2024/2025

Please give on this form any details that will enable the Council to decide if your project can be supported. You may attach any supporting documents, if you wish.

You should include an up-to-date statement of your current financial position (Balance Sheet / latest Audited Accounts) together with plans for the next three years which must be received together with completed application form no later than 10 January 2025 for consideration on 27 January 2025.

Name of Organisation:	Sawbridgeworth Cricket Club
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Name and position of person making this application	Charlie Mann
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Address for correspondence:	15 Kingsmead, Sawbridgeworth Herts CM21 9EY
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Phone number:	07912350161
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Name of Project:	New & Repaired Equipment
Description of Project, how and when grant will be spent.	<p>To run the cricket club effectively, we are reliant on the upkeep of the ground which in turn is reliant on our equipment.</p> <p>Our roller is in need of urgent repair work and our mower just about made it through last summer despite several breakdowns and the borrowing of machines from other clubs to tide us over, but really needs to be replaced ahead of the 2025 season.</p>

If not replaced, this will put us under significant pressure to the prepare the ground adequately for the coming season with preparation works starting in February.


Total cost of project (excluding VAT)	£18,000
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Amount of Grant requested:	£1,500
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Other sources of funding applied for:	East Herts Council currently have a grants pot open which we have applied to for £3,000
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If so, with what result:	Awaiting outcome
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Self help; details of other activities to meet this need.	The club has circa £5,000 to put towards this with the first priority being a new mower to reduce our reliance on borrowing machinery from elsewhere. This will then be swiftly followed by the maintenance to the roller.
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Signature of Applicant 	Date: 17/12/2024
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Grant Applications will be considered twice a year at the Council Meeting held on the last Monday in January and July each year.



SAWBRIDGEWORTH TOWN COUNCIL

Sayesbury Manor, Bell Street, Sawbridgeworth, Herts. CM21 9AN

Application for Grant – 2024/2025

Please give on this form any details that will enable the Council to decide if your project can be supported. You may attach any supporting documents, if you wish.

You should include an up-to-date statement of your current financial position (Balance Sheet / latest Audited Accounts) together with plans for the next three years which must be received together with completed application form no later than 10 January 2025 for consideration on 27 January 2025.

Name of Organisation:	Hertfordshire Constabulary
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Name and position of person making this application	PC Marshall PCSO Collins
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Address for correspondence:	Bishops Stortford Police Station Basbow Lane Bishops Stortford Herts CM23 2NA
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Phone number:	01992 533127
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Name of Project: Mini Police Programme
Description of Project, how and when grant will be spent.

The Mini Police Programme is an innovative police engagement programme aimed at 8–11-year-olds, the mini police scheme is a growing part of the volunteer police cadets family within this younger age range and is operated as a partnership between local police and primary schools. Mini police is a fun and interactive opportunity lead by local officers within the community, children will learn about their safety both on and offline, their role within the community, the work the police do to keep them safe and how to be a good citizen.

The wider aims include building trust in communities, promoting responsible citizenship and a sense of social responsibility, improving relationships between the police and young people. We operate a corporate and structured delivery platform which involves early intervention, the delivery of safety messages, preventative education and long-term problem solving. The mini police officers not only to assist the police service but they also carry that ownership and pride back into the community they live in.

We encourage all of our students to have positive conversations at home regarding the subjects we cover including road safety, internet safety and anti-social behaviour. As part of the introduction, we would like to be able to offer each of the students a small plastic warrant card holder, a police pocket notebook and pencil and at the conclusion of the programme we would like to be able to continue giving each student a graduation certificate as recognition of their successful completion of the programme.

We anticipate that this grant will cover the cost of officers providing this to all four primary schools with Spellbrook, Sawbridgeworth and High Wych, which in total is 150 children.

Total cost of project (excluding VAT)	£ 500.00
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Amount of Grant requested:	£500.00
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Other sources of funding applied for:	Investment of Officer time from Herts Police.
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If so, with what result:	
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Self help; details of other activities to meet this need.	
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Signature of Applicant	Date: 6/12/24
<i>LJ Allen 6010</i>	<i>2277</i>

Grant Applications will be considered twice a year at the Council Meeting held on the last Monday in January and July each year.

Appendix K

Detailed Income & Expenditure by Budget Heading 01/01/2025

Month No: 10

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						73.7%	
4003 Sargant J						69.6%	
4004 Parrish S						73.0%	
4005 Dale L						79.2%	
4008 Jones J						0.0%	
4011 V Derrick						78.6%	
4013 Crank D						72.8%	
4015 C Hunt						66.7%	
4035 NIC - Employers	13,355	22,630	9,275		9,275	59.0%	
4040 Pension Employers	17,496	30,215	12,719		12,719	57.9%	
Staff :- Indirect Expenditure	<u>194,447</u>	<u>280,520</u>	<u>86,073</u>	<u>0</u>	<u>86,073</u>	<u>69.3%</u>	<u>0</u>
Net Expenditure	<u>(194,447)</u>	<u>(280,520)</u>	<u>(86,073)</u>				
<u>200 General Administration</u>							
1076 Precept	452,775	452,775	0			100.0%	
1090 Interest Received	4,843	5,000	157			96.9%	
1999 Miscellaneous Income	1,120	0	(1,120)			0.0%	
General Administration :- Income	<u>458,738</u>	<u>457,775</u>	<u>(963)</u>			<u>100.2%</u>	<u>0</u>
4070 Subscriptions	1,751	2,500	749		749	70.0%	
4075 IT Support	7,956	15,000	7,044		7,044	53.0%	
4080 Training (Members)	95	500	405		405	19.0%	
4081 Travel Expenses	501	550	49		49	91.1%	
4082 Training (Staff)	981	1,000	19		19	98.1%	
4083 Clerks Expenses	17	0	(17)		(17)	0.0%	
4090 IT Development	0	1,600	1,600		1,600	0.0%	
4095 Photocopy Charges	955	1,500	545		545	63.7%	
4100 Telephone/Broadband	391	3,000	2,609		2,609	13.0%	
4105 Postage	454	900	447		447	50.4%	
4110 Stationery	525	1,000	475		475	52.5%	
4115 Insurance	15,156	10,000	(5,156)		(5,156)	151.6%	
4120 Bank Charges	187	500	313		313	37.4%	
4125 Repairs & Renewals	0	750	750		750	0.0%	
4130 Staff Care	2,084	1,500	(584)		(584)	139.0%	
4135 Office Care	993	3,000	2,007		2,007	33.1%	
4140 Office Equipment	272	1,500	1,228		1,228	18.1%	
4180 Accountancy Services	868	3,000	2,132		2,132	28.9%	
4185 Audit	0	3,565	3,565		3,565	0.0%	
4190 Professional Fees	2,205	6,000	3,795		3,795	36.8%	

Detailed Income & Expenditure by Budget Heading 01/01/2025

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4195 Tourism	603	1,000	397		397	60.3%	
4200 Web-site	600	1,500	900		900	40.0%	
4201 Web-site development	0	1,500	1,500		1,500	0.0%	
4215 Town Signs	949	500	(449)		(449)	189.8%	
4670 Event Costs	5	0	(5)		(5)	0.0%	
4990 Contingency	0	3,000	3,000		3,000	0.0%	
General Administration :- Indirect Expenditure	<u>37,550</u>	<u>64,865</u>	<u>27,315</u>	<u>0</u>	<u>27,315</u>	<u>57.9%</u>	<u>0</u>
Net Income over Expenditure	<u>421,188</u>	<u>392,910</u>	<u>(28,278)</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	4,105	10,000	5,895		5,895	41.1%	
4315 Mayor's Allowance	1,375	1,500	125		125	91.7%	
4330 Civic Events	605	2,500	1,895		1,895	24.2%	
4335 Civic Dinner Expenditure	3,015	5,000	1,985		1,985	60.3%	
Democratic Services :- Indirect Expenditure	<u>9,101</u>	<u>19,000</u>	<u>9,899</u>	<u>0</u>	<u>9,899</u>	<u>47.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(5,996)</u>	<u>(14,000)</u>	<u>(8,004)</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	54	75	21		21	72.0%	
4375 Freedom of the Town	1,224	1,000	(224)		(224)	122.4%	
4380 Grants - Other	2,300	3,500	1,200		1,200	65.7%	
Grants :- Indirect Expenditure	<u>3,578</u>	<u>6,575</u>	<u>2,997</u>	<u>0</u>	<u>2,997</u>	<u>54.4%</u>	<u>0</u>
Net Expenditure	<u>(3,578)</u>	<u>(6,575)</u>	<u>(2,997)</u>				
<u>300 Civic Centre</u>							
1400 Rental Income	1,065	800	(265)			133.1%	
Civic Centre :- Income	<u>1,065</u>	<u>800</u>	<u>(265)</u>			<u>133.1%</u>	<u>0</u>
4405 Rates	11,001	9,500	(1,501)		(1,501)	115.8%	
4410 Heat & Light	4,733	10,000	5,267		5,267	47.3%	
4415 Water	430	600	170		170	71.7%	
4420 Maintenance	2,797	5,000	2,203		2,203	55.9%	
4425 Fixtures & Fittings	51	0	(51)		(51)	0.0%	
4445 New Equipment	2,865	3,000	136		136	95.5%	
Civic Centre :- Indirect Expenditure	<u>21,876</u>	<u>28,100</u>	<u>6,224</u>	<u>0</u>	<u>6,224</u>	<u>77.9%</u>	<u>0</u>
Net Income over Expenditure	<u>(20,811)</u>	<u>(27,300)</u>	<u>(6,489)</u>				

12:17 Detailed Income & Expenditure by Budget Heading 01/01/2025

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>320 Hailey Centre</u>							
4420 Maintenance	2,031	5,000	2,969		2,969	40.6%	
Hailey Centre :- Indirect Expenditure	<u>2,031</u>	<u>5,000</u>	<u>2,969</u>	<u>0</u>	<u>2,969</u>	<u>40.6%</u>	<u>0</u>
Net Expenditure	<u>(2,031)</u>	<u>(5,000)</u>	<u>(2,969)</u>				
<u>330 Other Rented Accommodation</u>							
4400 Rent	3,495	3,425	(70)		(70)	102.0%	
Other Rented Accommodation :- Indirect Expenditure	<u>3,495</u>	<u>3,425</u>	<u>(70)</u>	<u>0</u>	<u>(70)</u>	<u>102.0%</u>	<u>0</u>
Net Expenditure	<u>(3,495)</u>	<u>(3,425)</u>	<u>70</u>				
<u>400 Bullfield Allotments</u>							
1500 Allotment Rent Income	1,291	850	(441)			151.9%	
1510 Allotment Water Income	140	200	61			69.8%	
1515 Allotment Dep Retain	100	0	(100)			0.0%	
Bullfield Allotments :- Income	<u>1,530</u>	<u>1,050</u>	<u>(480)</u>			<u>145.7%</u>	<u>0</u>
4415 Water	814	600	(214)		(214)	135.7%	
4420 Maintenance	62	700	638		638	8.9%	
Bullfield Allotments :- Indirect Expenditure	<u>876</u>	<u>1,300</u>	<u>424</u>	<u>0</u>	<u>424</u>	<u>67.4%</u>	<u>0</u>
Net Income over Expenditure	<u>654</u>	<u>(250)</u>	<u>(904)</u>				
<u>410 Bellmead Allotments</u>							
1500 Allotment Rent Income	285	120	(165)			237.5%	
1510 Allotment Water Income	30	30	1			98.3%	
Bellmead Allotments :- Income	<u>315</u>	<u>150</u>	<u>(165)</u>			<u>209.7%</u>	<u>0</u>
4415 Water	86	100	14		14	85.6%	
4420 Maintenance	0	250	250		250	0.0%	
Bellmead Allotments :- Indirect Expenditure	<u>86</u>	<u>350</u>	<u>264</u>	<u>0</u>	<u>264</u>	<u>24.5%</u>	<u>0</u>
Net Income over Expenditure	<u>229</u>	<u>(200)</u>	<u>(429)</u>				
<u>420 Vantorts Allotments</u>							
1500 Allotment Rent Income	249	125	(124)			199.4%	
1510 Allotment Water Income	27	25	(2)			106.0%	
Vantorts Allotments :- Income	<u>276</u>	<u>150</u>	<u>(126)</u>			<u>183.8%</u>	<u>0</u>
4415 Water	148	100	(48)		(48)	147.7%	

Detailed Income & Expenditure by Budget Heading 01/01/2025

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4420 Maintenance	0	500	500		500	0.0%	
Vantorts Allotments :- Indirect Expenditure	<u>148</u>	<u>600</u>	<u>452</u>	<u>0</u>	<u>452</u>	<u>24.6%</u>	<u>0</u>
Net Income over Expenditure	<u>128</u>	<u>(450)</u>	<u>(578)</u>				
430 Southbrook Allotments							
1500 Allotment Rent Income	1,314	900	(414)			145.9%	
1510 Allotment Water Income	175	115	(60)			151.7%	
1515 Allotment Dep Retain	146	0	(146)			0.0%	
Southbrook Allotments :- Income	<u>1,634</u>	<u>1,015</u>	<u>(619)</u>			<u>161.0%</u>	<u>0</u>
4415 Water	475	500	25		25	95.1%	
4420 Maintenance	250	700	450		450	35.7%	
Southbrook Allotments :- Indirect Expenditure	<u>725</u>	<u>1,200</u>	<u>475</u>	<u>0</u>	<u>475</u>	<u>60.5%</u>	<u>0</u>
Net Income over Expenditure	<u>909</u>	<u>(185)</u>	<u>(1,094)</u>				
440 Cemetery							
1550 Burial Fees	31,855	40,000	8,145			79.6%	
1560 Memorial Fees	1,710	2,000	290			85.5%	
1570 Grave Digging Income	2,780	1,200	(1,580)			231.7%	
1580 Tree Sales	3,450	2,700	(750)			127.8%	
1581 Bench Sales	1,944	3,000	1,056			64.8%	
1582 Memorial Plaque Sales	770	500	(270)			154.0%	
Cemetery :- Income	<u>42,509</u>	<u>49,400</u>	<u>6,891</u>			<u>86.0%</u>	<u>0</u>
4045 Subcontracted Labour	580	1,000	420		420	58.0%	
4415 Water	108	150	42		42	71.9%	
4420 Maintenance	6,235	5,000	(1,235)		(1,235)	124.7%	
4440 New Area (Spinney)	1,300	5,000	3,700		3,700	26.0%	1,300
4520 Skip Hire	1,375	3,500	2,125		2,125	39.3%	
4530 Trees	500	360	(140)		(140)	139.0%	
4531 Benches	1,236	2,000	764		764	61.8%	
4532 Plaques	1,112	300	(812)		(812)	370.7%	
4675 Publicity	0	500	500		500	0.0%	
Cemetery :- Indirect Expenditure	<u>12,446</u>	<u>17,810</u>	<u>5,364</u>	<u>0</u>	<u>5,364</u>	<u>69.9%</u>	<u>1,300</u>
Net Income over Expenditure	<u>30,062</u>	<u>31,590</u>	<u>1,528</u>				
6000 plus Transfer from EMR	1,300						
Movement to/(from) Gen Reserve	<u>31,362</u>						

Detailed Income & Expenditure by Budget Heading 01/01/2025

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>450 Playground</u>							
4420 Maintenance	1,535	2,000	465		465	76.7%	
4421 New Equipment -Playground	0	3,000	3,000		3,000	0.0%	
Playground :- Indirect Expenditure	<u>1,535</u>	<u>5,000</u>	<u>3,465</u>	<u>0</u>	<u>3,465</u>	<u>30.7%</u>	<u>0</u>
Net Expenditure	<u>(1,535)</u>	<u>(5,000)</u>	<u>(3,465)</u>				
<u>460 Rivers Heritage Site & Orchard</u>							
4700 RHSOG	1,710	3,000	1,290		1,290	57.0%	
Rivers Heritage Site & Orchard :- Indirect Expenditure	<u>1,710</u>	<u>3,000</u>	<u>1,290</u>	<u>0</u>	<u>1,290</u>	<u>57.0%</u>	<u>0</u>
Net Expenditure	<u>(1,710)</u>	<u>(3,000)</u>	<u>(1,290)</u>				
<u>500 Groundsman</u>							
1600 SYPRC/STFC Grass Cut - Income	300	500	200			60.0%	
1603 Conveniences coin operation	412	800	388			51.5%	
1610 Sub Contract Watering	776	200	(576)			388.0%	
1615 CCTV Footage Retrieval	300	0	(300)			0.0%	
1670 Event Income	35	0	(35)			0.0%	
Groundsman :- Income	<u>1,823</u>	<u>1,500</u>	<u>(323)</u>			<u>121.6%</u>	<u>0</u>
4600 Planters	0	1,000	1,000		1,000	0.0%	
4601 Bell St Conveniences Cleaning	481	800	319		319	60.2%	
4602 Bell St Convenience Repairs	157	5,000	4,843		4,843	3.1%	
4615 Ranger's Mower	1,504	2,000	496		496	75.2%	
4620 Ranger's Tools	2,191	1,500	(691)		(691)	146.1%	
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>8,607</u>	<u>28,500</u>	<u>19,893</u>	<u>0</u>	<u>19,893</u>	<u>30.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(6,784)</u>	<u>(27,000)</u>	<u>(20,216)</u>				
<u>600 Fun on the Field</u>							
1670 Event Income	870	900	30			96.7%	
Fun on the Field :- Income	<u>870</u>	<u>900</u>	<u>30</u>			<u>96.7%</u>	<u>0</u>
4045 Subcontracted Labour	650	800	150		150	81.3%	
4670 Event Costs	723	1,300	577		577	55.6%	
4675 Publicity	0	200	200		200	0.0%	
Fun on the Field :- Indirect Expenditure	<u>1,373</u>	<u>2,300</u>	<u>927</u>	<u>0</u>	<u>927</u>	<u>59.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(503)</u>	<u>(1,400)</u>	<u>(897)</u>				

Detailed Income & Expenditure by Budget Heading 01/01/2025

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>610 Events General</u>							
4670 Event Costs	875	1,000	125		125	87.5%	
Events General :- Indirect Expenditure	<u>875</u>	<u>1,000</u>	<u>125</u>	<u>0</u>	<u>125</u>	<u>87.5%</u>	<u>0</u>
Net Expenditure	<u>(875)</u>	<u>(1,000)</u>	<u>(125)</u>				
<u>620 Christmas Festival</u>							
1670 Event Income	1,095	500	(595)			219.0%	
Christmas Festival :- Income	<u>1,095</u>	<u>500</u>	<u>(595)</u>			<u>219.0%</u>	<u>0</u>
4045 Subcontracted Labour	1,446	1,200	(246)		(246)	120.5%	
4670 Event Costs	1,439	1,500	61		61	95.9%	
4675 Publicity	390	500	110		110	78.0%	
4685 Christmas Lights	4,372	15,000	10,628		10,628	29.1%	
4690 Competitions	435	600	165		165	72.4%	
Christmas Festival :- Indirect Expenditure	<u>8,082</u>	<u>18,800</u>	<u>10,718</u>	<u>0</u>	<u>10,718</u>	<u>43.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(6,987)</u>	<u>(18,300)</u>	<u>(11,313)</u>				
<u>640 Projects</u>							
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	1,027	10,000	8,974		8,974	10.3%	
4725 Fair Green	300	1,200	900		900	25.0%	
4735 Remembrance Day	150	400	250		250	37.5%	
4740 War Memorial	260	1,000	740		740	26.0%	
4746 HUB Project	1,526	0	(1,526)		(1,526)	0.0%	
Projects :- Indirect Expenditure	<u>3,263</u>	<u>14,600</u>	<u>11,337</u>	<u>0</u>	<u>11,337</u>	<u>22.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(263)</u>	<u>(14,600)</u>	<u>(14,337)</u>				
<u>660 Town Selfie Walk</u>							
4670 Event Costs	250	500	250		250	50.0%	
4675 Publicity	0	350	350		350	0.0%	
4681 Promotional Equipment	303	1,000	697		697	30.3%	
Town Selfie Walk :- Indirect Expenditure	<u>553</u>	<u>1,850</u>	<u>1,297</u>	<u>0</u>	<u>1,297</u>	<u>29.9%</u>	<u>0</u>
Net Expenditure	<u>(553)</u>	<u>(1,850)</u>	<u>(1,297)</u>				

Detailed Income & Expenditure by Budget Heading 01/01/2025

Month No: 10

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
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>				
700 Sawbobus							
1150 Grants Received	2,000	6,000	4,000			33.3%	
1800 Fares	4,950	10,000	5,050			49.5%	
1820 Fuel Rebate	2,072	1,200	(872)			172.7%	
1830 Sponsorship	4,500	5,000	500			90.0%	
Sawbobus :- Income	<u>13,523</u>	<u>22,200</u>	<u>8,677</u>			<u>60.9%</u>	<u>0</u>
4029 Salary Recharge	23,238	26,145	2,907		2,907	88.9%	
4045 Subcontracted Labour	178	2,000	1,822		1,822	8.9%	
4800 Fuel	2,883	8,500	5,617		5,617	33.9%	
4805 Vehicle Maintenance	4,029	4,500	471		471	89.5%	
4810 Vehicle Tax & Insurance	1,113	1,500	387		387	74.2%	
4815 Vehicle Hire	0	1,000	1,000		1,000	0.0%	
Sawbobus :- Indirect Expenditure	<u>31,442</u>	<u>43,645</u>	<u>12,203</u>	<u>0</u>	<u>12,203</u>	<u>72.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(17,919)</u>	<u>(21,445)</u>	<u>(3,526)</u>				
800 Heffer GL61							
1830 Sponsorship	1,000	0	(1,000)			0.0%	
1850 Vehicle Hire Income	375	500	125			74.9%	
Heffer GL61 :- Income	<u>1,375</u>	<u>500</u>	<u>(875)</u>			<u>274.9%</u>	<u>0</u>
4800 Fuel	2,715	500	(2,215)		(2,215)	542.9%	
4805 Vehicle Maintenance	898	1,200	302		302	74.9%	
4810 Vehicle Tax & Insurance	1,281	1,200	(81)		(81)	106.7%	
Heffer GL61 :- Indirect Expenditure	<u>4,894</u>	<u>2,900</u>	<u>(1,994)</u>	<u>0</u>	<u>(1,994)</u>	<u>168.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(3,519)</u>	<u>(2,400)</u>	<u>1,119</u>				
810 Rangers Truck #1 WG64							
4800 Fuel	1,156	2,000	844		844	57.8%	
4805 Vehicle Maintenance	305	1,500	1,195		1,195	20.3%	
4810 Vehicle Tax & Insurance	737	1,000	263		263	73.7%	
Rangers Truck #1 WG64 :- Indirect Expenditure	<u>2,198</u>	<u>4,500</u>	<u>2,302</u>	<u>0</u>	<u>2,302</u>	<u>48.8%</u>	<u>0</u>
Net Expenditure	<u>(2,198)</u>	<u>(4,500)</u>	<u>(2,302)</u>				

12:17 Detailed Income & Expenditure by Budget Heading 01/01/2025

Month No: 10 Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>820 Rangers Truck #2 SY65</u>							
4800 Fuel	772	1,200	428		428	64.3%	
4805 Vehicle Maintenance	452	1,500	1,048		1,048	30.1%	
4810 Vehicle Tax & Insurance	1,074	1,000	(74)		(74)	107.4%	
Rangers Truck #2 SY65 :- Indirect Expenditure	<u>2,298</u>	<u>3,700</u>	<u>1,402</u>	<u>0</u>	<u>1,402</u>	<u>62.1%</u>	<u>0</u>
Net Expenditure	<u>(2,298)</u>	<u>(3,700)</u>	<u>(1,402)</u>				
<u>910 Town Action Plan</u>							
4910 Town Action Plan Costs	176	500	324		324	35.2%	
Town Action Plan :- Indirect Expenditure	<u>176</u>	<u>500</u>	<u>324</u>	<u>0</u>	<u>324</u>	<u>35.2%</u>	<u>0</u>
Net Expenditure	<u>(176)</u>	<u>(500)</u>	<u>(324)</u>				
Grand Totals:- Income	530,896	541,240	10,344			98.1%	
Expenditure	353,483	559,240	205,757	0	205,757	63.2%	
Net Income over Expenditure	<u>177,413</u>	<u>(18,000)</u>	<u>(195,413)</u>				
plus Transfer from EMR	1,300						
Movement to/(from) Gen Reserve	<u>178,713</u>						

Bank Reconciliation up to 31/12/2024 for Cashbook No 1 - Current Account

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
28/11/2024	2345	196.81			196.81	<input type="checkbox"/>	Petty Cash
02/12/2024	8336	38.70		38.70		R <input checked="" type="checkbox"/>	Hunt, Christopher
02/12/2024	8337	150.00		150.00		R <input checked="" type="checkbox"/>	Jim Meade
02/12/2024	DD1	400.00		400.00		R <input checked="" type="checkbox"/>	Oakridge Nursery
02/12/2024	DD2	155.92		155.92		R <input checked="" type="checkbox"/>	The Fuelcard Company
02/12/2024	DD3	759.20		759.20		R <input checked="" type="checkbox"/>	Techwyse
02/12/2024	DD4	1,343.00		1,343.00		R <input checked="" type="checkbox"/>	East Herts District Council
02/12/2024	Direct		35.00	35.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/12/2024	Direct		394.90	394.90		R <input checked="" type="checkbox"/>	Receipt(s) Banked
03/12/2024	Direct		10.50	10.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
04/12/2024	8291	487.37		487.37		R <input checked="" type="checkbox"/>	NEST
04/12/2024	Direct		1,515.00	1,515.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/12/2024	8338	198.00		198.00		R <input checked="" type="checkbox"/>	J Matthews Plant Hire Limited
05/12/2024	500418		125.00	125.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/12/2024	500416		544.00	544.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/12/2024	500417		35.00	35.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
09/12/2024	DD5	278.20		278.20		R <input checked="" type="checkbox"/>	The Fuelcard Company
11/12/2024	DD6	218.45		218.45		R <input checked="" type="checkbox"/>	Everflow Water
13/12/2024	8339					R <input checked="" type="checkbox"/>	Carter, Laura
13/12/2024	8340					R <input checked="" type="checkbox"/>	Sargant, Joanne
13/12/2024	8341					R <input checked="" type="checkbox"/>	Parrish, Stephen
13/12/2024	8342					R <input checked="" type="checkbox"/>	Dale, Lisa
13/12/2024	8343					R <input checked="" type="checkbox"/>	Jones, John
13/12/2024	8344					R <input checked="" type="checkbox"/>	Derrick, Viv
13/12/2024	8345					R <input checked="" type="checkbox"/>	Crank, Darren
13/12/2024	8346					R <input checked="" type="checkbox"/>	Hunt, Christopher
13/12/2024	8347					R <input checked="" type="checkbox"/>	Robinson, Adrian
13/12/2024	8348					R <input checked="" type="checkbox"/>	Langley, Graham
16/12/2024	DD7	57.60		57.60		R <input checked="" type="checkbox"/>	Affinity One Security Solution
16/12/2024	DD8	52.70		52.70		R <input checked="" type="checkbox"/>	Quartix Limited
16/12/2024	dd9	93.60		93.60		R <input checked="" type="checkbox"/>	Francotyp-Postalia Limited
16/12/2024	dd10	107.04		107.04		R <input checked="" type="checkbox"/>	Workplace Drink Solutions Limi
16/12/2024	bcard12	165.34		165.34		R <input checked="" type="checkbox"/>	The Fuelcard Company
16/12/2024	8316	8,198.23		8,198.23		R <input checked="" type="checkbox"/>	HMRC
16/12/2024	8317	3,826.50		3,826.50		R <input checked="" type="checkbox"/>	Herts County Council
17/12/2024	DD	22.80		22.80		R <input checked="" type="checkbox"/>	Lloyds Bank plc
17/12/2024	8318	610.04		610.04		R <input checked="" type="checkbox"/>	NEST
18/12/2024	8357	120.00		120.00		R <input checked="" type="checkbox"/>	BSTC Mayors Charity Appeal
18/12/2024	8352	1,200.00		1,200.00		R <input checked="" type="checkbox"/>	Walton Lane Audio Services
18/12/2024	dd11	30.00		30.00		R <input checked="" type="checkbox"/>	SDH Window Cleaning
18/12/2024	8354	96.00		96.00		R <input checked="" type="checkbox"/>	Oakridge Nursery
18/12/2024	8355	168.00		168.00		R <input checked="" type="checkbox"/>	WP Recovery
18/12/2024	8356	250.00		250.00		R <input checked="" type="checkbox"/>	Orbit Flow
19/12/2024	DD12	39.00		39.00		R <input checked="" type="checkbox"/>	Vatix
19/12/2024	Direct		106.50	106.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
23/12/2024	DD14	199.77		199.77		R <input checked="" type="checkbox"/>	Engie Gas
23/12/2024	DD15	289.48		289.48		R <input checked="" type="checkbox"/>	The Fuelcard Company
24/12/2024	BCARD1	20.97		20.97		R <input checked="" type="checkbox"/>	The Range

Bank Reconciliation up to 31/12/2024 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
24/12/2024	BCARD2	9.99		9.99		R <input type="checkbox"/>	Tetrosyl Express Ltd
24/12/2024	BCARD3	42.99		42.99		R <input type="checkbox"/>	Screwfix
24/12/2024	BCARD4	34.16		34.16		R <input type="checkbox"/>	Super Handsome Limited
24/12/2024	BCARD15	14.97		14.97		R <input type="checkbox"/>	Amazon Business EU S.a.r.l
24/12/2024	BCARD6	55.86		55.86		R <input type="checkbox"/>	Amazon.co.uk
24/12/2024	BCARD7	30.44		30.44		R <input type="checkbox"/>	The Range
24/12/2024	BCARD	39.56		39.56		R <input type="checkbox"/>	414 Timber and Fencing
24/12/2024	BCARD9	1,050.00		1,050.00		R <input type="checkbox"/>	Glasdon UK Limited
24/12/2024	BCARD10	18.00		18.00		R <input type="checkbox"/>	GOV.UK
24/12/2024	BCARD11	18.00		18.00		R <input type="checkbox"/>	GOV.UK
24/12/2024	BCARD12	14.97		14.97		R <input type="checkbox"/>	The Range
24/12/2024	BCARD13	101.42		101.42		R <input type="checkbox"/>	Bookers Limited
24/12/2024	BCARD14	259.77		259.77		R <input type="checkbox"/>	Bookers Limited
24/12/2024	BCARD15A	14.04		14.04		R <input type="checkbox"/>	Sam's Kitchens & Bathrooms
24/12/2024	BCARD16	23.33		23.33		R <input type="checkbox"/>	Amazon Business EU S.a.r.l
24/12/2024	BCARD17	13.99		13.99		R <input type="checkbox"/>	Janoon Limited
24/12/2024	BCARD18	49.99		49.99		R <input type="checkbox"/>	Amazon Business EU S.a.r.l
24/12/2024	BCARD19	15.98		15.98		R <input type="checkbox"/>	Amazon Business EU S.a.r.l
24/12/2024	BCARD20	5.15		5.15		R <input type="checkbox"/>	Amazon Business EU S.a.r.l
24/12/2024	BCARD21	5.50		5.50		R <input type="checkbox"/>	Amazon Business EU S.a.r.l
24/12/2024	BCARD22	5.99		5.99		R <input type="checkbox"/>	Amazon Business EU S.a.r.l
24/12/2024	BCARD23	95.96		95.96		R <input type="checkbox"/>	Amazon Business EU S.a.r.l
24/12/2024	BCARD24	33.35		33.35		R <input type="checkbox"/>	The Range
24/12/2024	BCARD25	74.25		74.25		R <input type="checkbox"/>	Sainsburys
24/12/2024	BCARD26	59.99		59.99		R <input type="checkbox"/>	Argos Limited
24/12/2024	BCARD27	13.99		13.99		R <input type="checkbox"/>	B&Q
24/12/2024	BCARD28	88.99		88.99		R <input type="checkbox"/>	Electromarket
24/12/2024	BCARD29	12.95		12.95		R <input type="checkbox"/>	B&M Store
24/12/2024	BCARD30	54.05		54.05		R <input type="checkbox"/>	Dorringtons
24/12/2024	bcard31	4.29		4.29		R <input type="checkbox"/>	Amazon.co.uk
24/12/2024	bcard32	7.99		7.99		R <input type="checkbox"/>	Amazon.co.uk
24/12/2024	bcard33	100.00		100.00		R <input type="checkbox"/>	The Hand & Crown
24/12/2024	bcard34	11.00		11.00		R <input type="checkbox"/>	DVSA
24/12/2024	bcard35	700.00		700.00		R <input type="checkbox"/>	The Hand & Crown
24/12/2024	8358	1,268.00		1,268.00		R <input type="checkbox"/>	L&J Hall Digging Services Limi
24/12/2024	DD	574.67		574.67		R <input type="checkbox"/>	EDF Energy
27/12/2024	Direct		10.00	10.00		R <input type="checkbox"/>	Receipt(s) Banked
30/12/2024	DD16	215.96		215.96		R <input type="checkbox"/>	Citation Limited
30/12/2024	DD17	311.35		311.35		R <input type="checkbox"/>	The Fuelcard Company
31/12/2024	DD18	195.52		195.52		R <input type="checkbox"/>	Onecom Limited
31/12/2024	DD19	759.20		759.20		R <input type="checkbox"/>	Techwyse
		44,477.56	2,775.90				

Signatory 1:

Name Signed Date