

# Sawbridgeworth Town Council

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



MAYOR  
Cllr Reece Smith

TOWN CLERK  
Christopher Hunt

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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 30<sup>th</sup> September 2024** commencing at 7pm to transact the business set out in the agenda below.

Town Clerk  
20<sup>th</sup> September 2024

## AGENDA

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

**24/60 APOLOGIES FOR ABSENCE**

To receive any apologies for absence

**24/61 DECLARATIONS OF PECUNIARY INTEREST**

To receive any Declarations of Pecuniary Interest by Members

**24/62 MINUTES**

[📄] [👉]

To approve as a correct record the minutes of the Meeting of the town council held on 22nd July 2024 (M03) [Attached Appendix A]

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

Action	Owner	Update
Mayor and Cllr Salvatore Pagdades to jointly write to the police asking for reassurance and proactive patrols are completed in relation to recent crime spikes and anti-social behaviour	Cllr Reece Smith and Cllr Salvatore Pagdades	Cllr Reece Smith and Salvatore wrote to Chief Inspector Cooke on the 12 <sup>th</sup> August 2024 and Cllr Reece Smith met with the local policing team 5 <sup>th</sup> September 2024
Update from Solicitor in regard to the the	Clerk	Consultation with Tees completed and advised not to

<p><i>application being appealed to HHC to modify the definitive map in connection with the footpath at Elmwood</i></p>		<p><i>appeal the matter. Email sent to all interested parties 8/8/24</i></p>
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24/63

**PLANNING COMMITTEE**



To receive and note the minutes of the Planning Committee held on 22<sup>nd</sup> July 2024 (P05) *[Attached Appendix B]*



To receive and note the draft minutes of the Planning Committee held on 16<sup>th</sup> September 2024 (P06) *[Attached Appendix B]*

24/64

**PUBLIC FORUM**

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

24/65

**FINANCE, POLICY and ECONOMIC DEVELOPMENT COMMITTEE**



To receive and note the draft minutes of the Finance and Policy Committee held on 16<sup>th</sup> September 2024 (F02) *[Attached Appendix C]*

24/66

**MAYOR'S CORRESPONDENCE/COMMUNICATIONS**

To receive mayor's appointments and communications

24/67

**REPRESENTATIVES REPORTS**



To receive representatives reports from:

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



*[Attached Appendix D]*

24/68

**TOWN CLERK REPORT**



To receive and note clerk's report for the month of September 2024. *[Attached Appendix E]*

24/69

**TOWN PROJECT MANAGERS REPORT**

To receive a update from the Town Project Managers report for the month of September 2024. Paper to be presented at the meeting as work still being completed for full report to be available.

24/70

**POLICY MATTERS**

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



- To debate and approve the proposal for a Mayors Cadet to attend civic functions with the Mayor.



- To approve Standing Orders with the addition on Page 9 under point Y, reporting absence at council meetings protocol.

*[Attached Appendix F]*

24/71

**FINANCIAL REPORT**



To note the current Financial Report *[Attached Appendix G]*

**24/72      ACCOUNTS FOR PAYMENT**  
To note and approve accounts for payment.

**24/73      ITEMS FOR FUTURE AGENDAS**  
To note any items for future agendas.

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

# 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 22<sup>nd</sup> July 2024.**

### Those present

Cllr Eric Buckmaster	Cllr Simon Penney
Cllr Ruth Buckmaster	Cllr Greg Rattey
Cllr Annelise Furnace	Cllr John Rider
Cllr Dawn Newell	Cllr Reece Smith
Cllr Nathan Parsad - Wyatt	Cllr Steve Smith

In attendance: 22 x members of the public  
Lisa Dale –

Welcome by the Town Mayor followed by a minutes silence to mark the passing of previous serving councillors Pat Coysten and Heather Riches. Thought for the day was read by Cllr Annelise Furnace.

### 24/43 APOLOGIES FOR ABSENCE

There were no apologies, all members were present.

### 24/44 DECLARATIONS OF PECUNIARY INTEREST

Three councillors declared interests due to the grant application process where members are volunteers for two of the applicant groups, Cllr John Rider, allotment association, Cllr Ruth Buckmaster, Cllr Eric Buckmaster RHSO.

### 24/45 PUBLIC FORUM

#### Questions

1. DISTRICT PLAN REVIEW I have seen the call for sites and that the consultation runs until Monday 30 September 2024. What is this Council's view on future developments in Sawbridgeworth? I note that sites sought include for community facilities. Following the removal of SAWB5 from the 2018 Plan, the Sports Association will be seeking to restore the provision of additional sporting facilities to meet a growth in demand.

Cllr Nathan Parsad-Wyatt, landowners can propose land for development, this can be for housing or employment use. The Town Council haven't been approached on specific sites and it is thought East Herts Council will consult when sites are identified with the wider public. This is when the district councillors and the planning committee can assess these proposals. Consultation will take place with members of the community and proposals responded to robustly.

2. OUR LIBRARY. I note HCC's *Inspiring Libraries: My Place, Hertfordshire Libraries Strategy 2022-32* and the ambition to 'provide a network of vibrant modern libraries that are destination venues welcoming the whole community'. Sawbridgeworth volunteers are featured in the strategy summary on HCC's website. How does our community library fit in with this strategy? Are

alternative sites still being seriously explored or has this been abandoned? Are there any plans to invest in the refurbishment of the building?

Cllr Eric Buckmaster, stated that there are forty six libraries across Hertfordshire and these are to be used as community hubs as well as for traditionally borrowing books and all the volunteers in the library do a great job. The memorial Hall was identified as a new location but this was not affordable but any new locations will be explored moving forwards.

3. Has there been any local engagement with the police around the use of illegal exhaust on cars? Modifications to cars have been popular to increase the noise from exhaust systems and these are used regularly around the town.

Cllr Salvatore Pagdades, will speak with the police to raise the issue.

**24/46 MINUTES**

**Resolved:** To approve as a correct record the minutes of the Annual Meeting of the town council held on 24th June 2024 (M02)  
*[prop Cllr Greg Rattey; sec'd Cllr Ruth Buckmaster]*

To attend to any matters arising from these Minutes and not dealt with elsewhere on this Agenda.  
Nothing was raised.

**24/47 PLANNING COMMITTEE**

**Received and noted:** the minutes of the planning committee held on 24<sup>th</sup> June 2024 (P03)

**Received and noted:** the draft minutes of the planning committee held on 15th July 2024 (P04)

**24/48 TOWN ACTION PLAN AND AMENITIES COMMITTEE**

**Received and noted:** the draft minutes of the Town Action Plan and Amenities Committee held on 15th July 2024 (T01)

Cllr Eric Buckmaster wanted to commend the committee for the amount of good work they are covering.

**24/49 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**

To receive new Mayor's appointments and communications  
Cllr Reece Smith advised.

- Attended the Buntingford Civic reception hosted by Mayor Duncan Wallace.
- Opened the new disability platform at the local angling society.
- Attended Mandeville School summer fayre
- Held our annual civic service attended by community leaders and neighbouring mayors. £200 was raised for the Mayors charities.
- Attended a town twinning event.
- Attended a Guides and Brownies event and handed out badges and prizes.

**24/50 REPRESENTATIVES REPORTS**

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

- County Councillor E Buckmaster additionally added;
  - The A1184 has had the surface dressing added a few weeks

ago, prior to this substantial repairs took place. This also has happened at Spellbrook and Essex will complete the work at the County border. Then re lining will occur.

- Part of West Road has been repaired under his budget, more will be completed next year due to budget constraints.
- West Road double yellow lines outside the Taylor Wimpey site will be reduced by 20 meters.
- Flooding checks took place after the recent heavy rain and the usual spots were not affected.
- LCWIP consultation is open currently and he explained how to make comments on the website. There will be an event in Sawbridgeworth to raise awareness of the consultation.
- Local Nature Recovery Partnership stakeholder consultation is live, this is to explore where land can be improved for nature with different awareness events.
- East Herts Council have a motion on the next agenda on nature recovery and will declare an ecological and bio diversity crisis. Cllr Eric Buckmaster has added delivery mechanisms to this item so when issues are raised work can be completed to address these.
- He has written to the secretary of state for the environment inviting them to see some of the great work being completed locally.
- He has raised with District Council Executive members that the planning approvals for air source heat pumps are too rigid as several have been refused.

#### Question.

Cllr Furnace asked, with the local nature recovery strategy all the events are some distance from Sawbridgeworth, can this be assessed?

Regarding air purifiers in schools, are there any plans for Sawbridgeworth Schools having these fitted as the schools are actively taking part in recording data.

Cllr Eric Buckmaster explained the air purifiers are being fitted in schools with poor air quality. The most obvious school would be Spellbrook, if we get the data from this location it would prove useful in an application.

The locations for the strategy consultations have been set due to the short deadline and this has necessitated the hiring of an independent company to complete these. Views can be submitted on line for those not attending the events.

- Cllr Ruth Buckmaster, updated that the recent planning meeting had been cancelled so she had nothing to report.
- Cllr Angus Parsad-Wyatt, a standards meeting had taken place following the agenda pack being sent out. Nothing to report.
- Herts police – No report received.

Cllr Ruth Buckmaster updated on SYPRC who had held an AGM recently and the officers remain the same but the town council representative will now be Cllr Salvatore Pagdades.

Cllr Annelise Furnace updated the repair café held another event with a repair rate of around 70% and passed her thanks to Corrine Lewis and her team for the

great work involved in this project.  
She attended the East Herts District Council sustainability forum and presented with the Clerk on the recent successful Energy Hub held in the town.

**24/51 TOWN CLERK REPORT**

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

Cllr Angus Parsad-Wyatt encouraged Cllr Salvatore Pagdades engagement with the police due to the recent crimes reported in the town

Cllr Annelise Furnace asked if there had been any update from Tees regarding the Southbrook footpath.  
An appointment has been made.

**24/52 TOWN PROJECTS MANAGER REPORT**

**Received and noted:** the Town Project Managers report for June 2024

**24/53 GRANT APPLICATIONS**

To consider and **resolve** the following grant applications:  
The Mayor explained the process and invited councillors to indicate if they were for or against the applications.

1. Hertfordshire Boat Rescue  
Water Safety Patrols **£500**  
**Not Granted**, due to lack of detail of how the support would benefit people in Sawbridgeworth. Encouraged to reapply with more detail at the next round of grants.  
*[prop Cllr Angus Parsad-Wyatt; sec'd Cllr Eric Buckmaster]*
2. Citizens Advice East Herts  
Staffing Costs **£500**  
**Granted**  
*[prop Cllr Nathan Parsad-Wyatt; sec'd Cllr Ruth Buckmaster]*
3. East Herts District Council  
Diversionary Activities **£500**  
**Granted**  
*[prop Cllr Ruth Buckmaster; sec'd Cllr Dawn Newell]*
4. Friends of Sawbridgeworth Neuro Centres  
Music therapy sessions **£500**  
**Granted**  
*[prop Cllr Salvatore Pagdades; sec'd Cllr John Rider]*
5. Rivers Heritage Site and Orchard (RHSO)  
300<sup>th</sup> Anniversary celebrations **£500**  
**Granted**  
*[prop Cllr Angus Parsad-Wyatt; sec'd Cllr Nathan Parsad-Wyatt]*
6. Southbrook Allotment Association  
Insurance to loan out machinery **£300**  
**Granted**  
*[prop Cllr Nathan Parsad-Wyatt; sec'd Cllr Greg Rattey]*
7. Sawbridgeworth Sports Association  
Replacement street signage **£1104**



**Not Granted** Cllr Eric Buckmaster felt this funding should be considered through next years budget from the Town Council after debate and resolution. Cllr Angus Parsad-Wyatt didn't feel signage wasn't to the benefit of the community. Councillors wanted to support the sports association and thought the Council may support this in next years budget or reapply in January with more detail how this will improve more involvement of local people in local sport.  
*[prop Cllr Angus Parsad-Wyatt; sec'd Cllr John Rider]*

**24/54 LOCAL CYCLING AND WALKING INFRASTRUCTURE PLAN AND HERTFORDSHIRE LOCAL NATURE RECOVERY PLAN**

**Resolved:-** Sawbridgeworth Town Council as a whole will provide feedback and input into the following two consultations, in addition to any responses submitted by individual councillors:

- Local Cycling and Walking Infrastructure Plan  
[www.hertfordshire.gov.uk/EasthertsLCWIP](http://www.hertfordshire.gov.uk/EasthertsLCWIP)
- Hertfordshire Local Nature Recovery Plan  
<https://www.hertfordshire.gov.uk/about-the-council/how-the-council-works/partnerships/herts-nature-recovery-partnership/hertfordshire-nature-recovery-partnership.aspx>

Presented by Cllrs Annelise Furnace and Cllr Angus Parsad-Wyatt  
*[prop Cllr Annelise Furnace; sec'd Cllr Steve Smith]*

**24/55 SAWBRIDGEWORTH TOWN MARKET**

**Resolved:-** To explore locations to re-introduce a market to the town as per the requests made via the consultation for the Town Action Plan 2023-2027.  
*[prop Cllr Ruth Buckmaster; sec'd Cllr Nathan Parsad-Wyatt]*

**24/56 DEPOSIT & CONSULTATION DOCUMENTS**

**Noted:** deposit and consultation documents

**24/57 FINANCIAL REPORT**

**Noted:** The current Financial Report

**24/58 ACCOUNTS FOR PAYMENT**

**Noted and Approved:** Accounts for payment.

**24/59 ITEMS FOR FUTURE AGENDAS**

Nothing was raised.

*Meeting ended at 8:24pm*

Action	Owner	Update
Mayor and Cllr Salvatore Pagdades to jointly write to the police asking for reassurance and	Cllr Reece Smith and Cllr Salvatore Pagdades	

<i>proactive patrols are completed in relation to recent crime spikes and anti social behaviour</i>		
<i>Update from Solicitor in regard to the the application being appealed to HHC to modify the definitive map in connection with the footpath at Elmwood</i>	<i>Clerk</i>	<i>Consultation with Tees completed and advised not to appeal the matter. Email sent to all interested parties 8/8/24</i>

Signed.....

Date.....

# **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 22 July 2024** at 8.27pm.

#### Those present

Cllr Ruth Buckmaster  
Cllr Nathan Parsad-Wyatt  
Cllr John Rider  
(*Cllrs Reece Smith & Pagdades Ex-officio*)

Cllr Angus Parsad-Wyatt  
Cllr Simon Penney  
Cllr Steve Smith

In attendance:

C Hunt – Town Clerk  
L Dale – Planning Officer

22 Members of Public  
Cllrs E Buckmaster & Furnace

#### **P 24/39 APOLOGIES FOR ABSENCE**

To receive and approve any apologies for absence. There were none

#### **P 24/40 PUBLIC FORUM**

To receive representations from members of the public on matters within the remit of the Planning Committee. Chair invited members of the public to make their comments as applications were discussed. Neighbour of 2 East Drive (3/24/1213/HH – discussed at last meeting (P04)) raised various concerns regarding the proposed development. The committee agreed to resubmit the following to EHDC: We urge East Herts District Council to thoroughly review application 3/24/1213/HH in light of the concerns raised by residents, particularly relating to inaccuracies and potential misleading information, cumulative impact, overdevelopment, privacy concerns, environmental and safety issues and traffic concerns. It is essential to consider the cumulative effect of all proposed works on the property and their impact on the wider neighbours taking into consideration specific comments from neighbouring residents.

#### **P 24/41 DECLARATIONS OF PECUNIARY INTEREST**

To receive any Declarations of Interest by Members. There were none.

**P 24/42 MINUTES**

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

- 15 July 2024 (P04) [*prop Cllr A Parsad-Wyatt; secd Cllr Rider*]

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

**P 24/43 NEIGHBOURING DEVELOPMENTS**

To report & receive updates on proposed neighbouring developments. Cllr Nathan Parsad-Wyatt mentioned that the Bishop's Stortford Independent had reported that Delta Group had taken on 60% of the business park at the St James development. Due to the nature of their business this would significantly reduce the amount of HGV activity.

**P 24/44 PLANNING APPLICATIONS RECEIVED FROM EHDC**

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

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**3/23/1152/FUL 35-37 Bell Street, CM21**

Change of use from Class E to Class C3 to form 3 residential units, with partial retention of existing ground floor commercial space. First floor rear extension, incorporating roof terrace with associated screening and balustrade. Installation of roof lantern, creation of green roof, installation of gates/fencing, installation of air conditioning units, erection of timber stores and alterations to fenestration

**STC Comment:** The Committee has no objection to the installation of air conditioning units, heating units, or gates. However, we maintain an objection to the proposed roof terraces due to their potential harmful impact on the residential amenity of neighbouring properties. Specifically, overlooking, privacy along with noise disturbance and visual impact. [*prop Cllr S Smith; secd Cllr A Parsad-Wyatt*]

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**3/23/2062/FUL 28 Knight Street, CM21**

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:** The Sawbridgeworth Town Council Planning Committee has reviewed the amended noise impact assessment and the additional comments from residents regarding the planning application at 28 Knight Street. While we maintain that we want to see the building come back into viable use, we would like to reiterate our previous concerns and express our support for the objections made by residents.

**Re-iterating Previous Concerns:**

1. **Parking Assessment:** The application continues to lack a comprehensive parking assessment. The potential increase in traffic and the existing parking issues in the area have not been adequately addressed.
2. **Noise Pollution:** Despite the new noise impact assessment, significant concerns remain regarding noise pollution. The assessment does not consider all potential noise sources and receptors adequately. Notably, it omits low-frequency noise impacts and weekday baseline measurements.
3. **Anti-Social Behaviour:** The absence of a detailed operational management plan does not provide sufficient assurance that anti-social behaviour will be effectively mitigated.
4. **Road Safety:** The proposal still does not adequately address road safety considerations, especially given the proximity to a zebra crossing and a local school.

5. **Access/Servicing:** There is still no clarity on how deliveries and servicing will be managed, potentially leading to logistical issues.
6. **Operational Hours & Capacity:** The application lacks clear information on proposed operational hours and capacity limits, making it difficult to gauge the overall impact on the local community. A late licence of this nature would be at odds with all other venues in Sawbridgeworth.
7. **Waste Management Plan:** The absence of a detailed waste management plan raises concerns about environmental management and sustainability.
8. **Community Consultation:** There has been a lack of pre-application consultation with residents, which has led to significant concerns among the local community.

### **Supporting Resident Objections:**

We have received numerous objections from residents, highlighting several critical issues that align with our concerns. We urge East Herts to consider the following District Plan policies when considering the application:

- **Policy RTC1 (Retail Development):** The application fails to provide an impact assessment indicating the potential effects on existing and planned public and private investments in the town centre, contrary to Policy RTC1 of the East Herts District Plan.
- **Policy RTC4 (Secondary Shopping Frontages):** The proposal does not support the vitality and viability of the frontage or town centre and is therefore contrary to Policy RTC4.
- **Policy DES4 (Design of Development):** The proposal does not avoid significant detrimental impacts on the amenity of occupiers of neighbouring properties and land, contrary to Policy DES4.
- **Policy EQ2 (Noise Pollution):** The development does not adequately minimise the direct and cumulative impact of noise on the surrounding environment, particularly on noise-sensitive neighbouring residential uses, contrary to Policy EQ2.
- **Waste & Access:** The application does not satisfy Hertfordshire's waste policy or its policy for safe and suitable highway access arrangements, including the challenges posed by the unadopted, private, single-lane cul-de-sac of Rowan Walk.
- **Policy TRA3 (Vehicle Parking Provision):** The proposed parking provision is significantly below the required standard, contravening Policy TRA3 of the District Plan.

### **Noise Impact Assessment:**

The new noise impact assessment dated 12<sup>th</sup> June 2024 still falls short in several areas:

- It does not consider the full range of noise impacts, including outdoor seating, patrons arriving and leaving, air source heat pumps, kitchen noise, toilet facilities, and servicing activities.
- The assessment does not account for all close receptors, such as 6 Rowan Walk and Knights Court.
- It underestimates the impact of low-frequency noise, failing to fully adhere to NANR 92 guidelines.
- The baseline noise level for weekdays is missing, making the assessment potentially misrepresentative.
- The practicality and effectiveness of the proposed mitigations for a live music venue are questionable, especially for a listed building.

Considering these concerns and the substantial objections from residents, we strongly urge East Herts to refuse this application. The proposed development would likely result in unacceptable noise, parking issues, and overall detriment to the local community, impacting the quality of life and contravening several planning policies.

We note the applicant has not taken our previous advice to discuss the application with the local community or the Town Council. We recommend that the applicant engage in meaningful consultation with the local community to address these legitimate concerns and develop a proposal that aligns with the residential nature of the area and the needs of the local community. [*prop Cllr A Parsad-Wyatt; secd Cllr Penney*]

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**3/23/2185/LBC      28 Knight Street, CM21**

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:** No comment – LBC

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**P 24/45      LATE PLANNING APPLICATIONS**

To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 19 July 2024.

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**3/24/1337/HH      32 Parkway, CM21 9NR**

Proposed two storey side extension and single storey front extension, raising of roof height and addition of one ground floor and one first floor side window

**STC Comment:** No comment provided EHDC consider it appropriate and neighbours amenity is protected [*prop Cllr S Penney; secd Cllr Rider*]

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**3/24/1341/HH      16 Falconers Park, CM21 0AU**

Raising of roof ridge to side incorporating Juliet balcony at first floor, conversion of garage to habitable room, single storey rear extension incorporating roof lantern. Alterations to fenestration and erection of cladding at first floor

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

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**P 24/46      PLANNING DECISIONS MADE BY EHDC**

To receive Planning Decisions from EHDC.

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**3/24/0468/LBC      33 Knight Street, CM21 9AX**

External repairs to chimney stacks, pitched and flat roof coverings and leadwork detailing, soffits, fascia and bargeboards, weatherboarding, brickwork, render, stone sills, windows, doors, rainwater goods, metalwork and pavement lights; redecorations to all previously painted surfaces and renewing of silicone sealant to window and door frame joints; replacement of rear external flat door

**STC Comment:** LBC – No comment

**EHDC Decision:** Granted

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**3/24/0473/LBC            37 Knight Street, CM21 9AX**

External repairs to pitched roof coverings and leadwork detailing, soffits, fascia and bargeboards, rear coping stone joints, brickwork, render, stone sills, windows, doors, rainwater goods and metalwork; redecorations to all previously painted surfaces and renewing of silicone sealant to window and door frame joints; replacement of front guttering

**STC Comment:** LBC – No comment

**EHDC Decision:** Granted

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**3/24/0576/FUL &  
3/24/0577/LBC            Sawbridgeworth Congregational Church, London Rd**

Demolition of side extension and removal of external steps. Erection of a part two storey part single storey side extension with glass link infill incorporating rooflights and solar panels. Refurbishment works to church buildings and external works alterations to include parking area to include widening of access, creation of external play area and landscaping

**STC Comment:** We welcome the investment into the church and the valuable contribution made to the Sawbridgeworth community. However, we are concerned by a number of comments raised by nearby residents relating to: Parking, Accessibility, Construction, Safety, Clarity of uses, nearby residential privacy and consistency in some of the document submitted as part of the application. We would urge the applicant to discuss these concerns with nearby residents on Maylins Drive ahead of any works. We have also received a number of individual representations directly to the Town Council from local residents which we will be sending on for detailed consideration by you as the local planning authority & No comment.

**EHDC Decision:** Granted

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**3/24/0859/HH            19 Rowney Gardens, CM21 0AT**

Erection of air source heat pump

**STC Comment:** We support the installation of heat pumps as a more sustainable form of energy provision, provided it is not disruptive to neighbouring properties. However, we do not have enough technical knowledge to make an informed decision on noise impacts

**EHDC Decision:** Refused. "The proposed Air Source Heat Pump is predicted to exceed East Herts District Council's noise criteria (26dBA) for residential areas in this part of Sawbridgeworth, which would be detrimental to the amenity of the occupiers of No. 18 Rowney Gardens. It is therefore considered that the proposal would have an unacceptable impact upon neighbouring amenity and fail to comply with Policies EQ2 and DES4 of the East Herts District Plan 2018 and the aims and objectives of the National Planning Policy Framework 2023"

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**P 24/47            PLANNING APPEALS**

To receive notification from EHDC of Planning Appeals.

Meeting Closed at 9.07pm



# 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 16 September 2024** at 7.00pm.

#### Those present

Cllr Ruth Buckmaster  
Cllr Nathan Parsad-Wyatt  
Cllr John Rider  
(*Cllrs Reece Smith Ex-officio*)

Cllr Angus Parsad-Wyatt  
Cllr Simon Penney  
Cllr Steve Smith

In attendance:  
C Hunt – Town Clerk  
L Dale – Planning Officer  
Cllr E Buckmaster

- P 24/48      APOLOGIES FOR ABSENCE**  
To receive and approve any apologies for absence. None received – all present
- P 24/49      PUBLIC FORUM**  
To receive representations from members of the public on matters within the remit of the Planning Committee. There were none.
- P 24/50      DECLARATIONS OF PECUNIARY INTEREST**  
To receive any Declarations of Interest by Members. There were none.
- P 24/51      MINUTES**  
**Resolved:** To approve as a correct record the minutes of the Meeting held on:  
• 22 July 2024 (P05) [*prop Cllr R Buckmaster; secd Cllr A Parsad-Wyatt*]
- To attend to any matters arising from these Minutes and not dealt with elsewhere on the Agenda. There were none.
- P 24/52      NEIGHBOURING DEVELOPMENTS**  
To report & receive updates on proposed neighbouring developments.  
Cllr Angus Parsad-Wyatt updated members on the proposed development of 28 Knight Street.

**3/24/1446/HH**                    **39 Cambridge Road, CM21 9JP**  
Erection of side window dormer to match existing. Insertion of roof light window and change of roof material  
**STC Comment:** *No objection*

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**3/24/1148/HH**                    **Inglis, Spellbrook Lane West**  
Demolition of conservatory, rear bay window, bedroom 4 and adjoining bathroom; erection of single storey side extension incorporating an annexe; front infill extension; alterations to garage roof, fenestration and openings; alterations to roof tiles; and installation of sun tunnels to roof (part retrospective)  
**STC Comment:** *No objection*

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**3/24/1178/HH**                    **The Dormers, Bonks Hill, CM21 9HU**  
Removal of 1 front facing former. Construction of two storey side extension with a partial two storey front extension. Demolition and rebuilding of front porch. New first floor rear facing Juliet balcony. Changes to the external materials of the house  
**STC Comment:** *No objection*

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**3/24/1247/LBC**                    **Former Barclays Bank, 28 Knight Street, CM21 9AU**  
Reinstatement and services upgrade to existing first floor offices and toilets  
**STC Comment:** *Application withdrawn*

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**3/24/1254/FUL**                    **31 Vantorts Road, CM21 9NB**  
Removal of dwelling and outbuilding. Construction of sustainable new build dwelling  
**STC Comment:** *Concerned about design and construction impact on neighbouring properties. Officers should be reassured that impacts can be mitigated – Cllr Rider requested an additional comment be made to EHDC;- Officers to explore the possibility of existing building being retained & developed to mitigate impact on neighbouring properties. Trees to be protected.*

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**3/24/1297/VAR**                    **59 West Road, CM21 0BN**  
Variation of Condition 2 (approved plans) pursuant to planning permission 3/23/1133/FUL dated 10.08.2023 (for: Demolition of semi-detached garage. Erection of single storey detached bungalow with associated parking). The amendments include an air source heat pump instead of gas boiler  
**STC Comment:** *No objection*

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**3/24/1340/HH**                    **2 Rowney Gardens, CM21 0AT**  
Demolition of garage/side extension; erection of two storey side and rear extensions incorporating Juliet balcony to first floor rear elevation; single storey rear extension incorporating roof lantern, front porch extension and alterations to fenestration  
**STC Comment:** *No objection*

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**3/24/1383/HH**            **Five Farthings, Redricks Lane, CM21 0RL**  
Removal of chimney. Erection of part single, part two storey rear extension. Alterations to roof form to facilitate loft conversion to habitable space, insertion of 3 roof light windows and two dormer windows. Infill of front and relocation of front door. Alterations to fenestration

**STC Comment:** *No objection*

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**3/24/1460/HH**            **Firleighs, 72 Pishiobury Drive, CM21 0AF**  
Single storey front extension, conversion of garage to habitable room and removal of garage door for window. Insertion of door to flank elevation and alterations to fenestration and erection of garage to front

**STC Comment:** *No objection*

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**3/24/1467/HH &**  
**3/24/1466/LBC**            **Green Man House, 123 Sheering Mill Lane, CM21 9ND**  
Retrospective application for the insertion of french doors & Regularisation for the insertion of french doors. Internal alterations to include blocking up of doorway at first floor, removal of doors and walls to ground floor and creation of utility/shower room. Removal of internal partition wall and alteration of ground floor pantry to form enlarged utility room

**STC Comment:** *No objection*

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**3/24/1499/HH &**  
**3/24/1500/LBC**            **The Dell, 10 Brook Lane, CM21 0EL**  
Demolition of existing conservatory and construction and single storey side extension

**STC Comment:** *No objection*

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**3/24/1502/LBC**            **The Hailey Centre, Sayesbury Manor, CM21 9AN**  
Single storey rear extension. New windows, new rooflight windows and alterations to fenestration. Replacement of timber fencing with new black iron railing. Replacement path with new bound resin. New air conditioning unit on the roof

**STC Comment:** *No objection*

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**3/24/1548/PNHH**        **The Paddocks, London Road, Spellbrook**  
Single storey rear extension; Depth 8.00 metres, Maximum height 4.00 metres, eaves height 2.50 metres

**STC Comment:** *No objection*

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**P 24/54**            **PLANNING APPLICATIONS RECEIVED FROM EHDC**

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

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**3/24/1524/HH**            **31 Pishiobury Drive, CM21 0AD**  
Raising of roof ridge to create second floor incorporating dormer windows to front and rear. Creation of open porch. Conversion of garage to habitable room. Creation of pitched roof to single storey side extension and creation of roof terrace to rear. Two storey side and rear extensions and external alterations

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

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**3/24/1549/HH**            **7 Southbrook, CM21 9NS**  
[Erection of single storey front extension with roof light windows, upgrade of front cladding and fenestration, garage conversion](#)  
**STC Comment:** No objection [*prop Cllr N Parsad-Wyatt; secd Cllr R Buckmaster*]

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**3/24/1552/HH**            **7 Southbrook, CM21 9NS**  
[Demolition of conservatory. Erection of single storey rear/side extension with roof light windows and flue, changes to front cladding, alterations to fenestration, partial garage conversion](#)  
**STC Comment:** No objection [*prop Cllr N Parsad-Wyatt; secd Cllr R Buckmaster*]

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**3/24/1569/FUL**            **Sawbridgeworth Memorial Hall, The Forebury, 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 [*prop Cllr Rider; secd Cllr S Smith – Cllr R Buckmaster abstained*]

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**3/24/1587/HH**            **4 Durham Close, CM21 0HD**  
[Erection of single storey front and two storey side extensions. Alterations to rear and side fenestrations](#)  
**STC Comment:** No objection provided neighbouring properties privacy is protected [*prop Cllr A Parsad-Wyatt; secd Cllr R Buckmaster*]

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**3/24/1628/ASDPN**        **The Paddocks, London Road, Spellbrook**  
[Construction of additional storey to existing property to increase the height from 5.9 metres to 8.7 metres](#)  
**STC Comment:** No objection [*prop Cllr N Parsad-Wyatt; secd Cllr R Buckmaster*]

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**3/24/1669/HH &**  
**3/24/1670/LBC**            **2 Fair Green, CM21 9AG**  
[Erection of single storey side infill extension; replacement roof to existing link building and partial garage conversion](#)  
**STC Comment:** No objection & No comment [*prop Cllr Rider; secd Cllr A Parsad-Wyatt*]

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**P 24/55**                    **LATE PLANNING APPLICATIONS**  
To deal with Planning Applications received from EHDC following the Publication of this Agenda and received before 13 September 2024

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**3/24/1478/HH**            **13 Heron Close, CM21 0BB**  
Replacement of conservatory with single storey rear extension  
**STC Comment:** No objection [*prop Cllr N Parsad-Wyatt; secd Cllr R Buckmaster*]

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**3/24/1690/HH**            **27 Vantorts Road, CM21 9NA**  
Erection of two-storey side and rear extension. Insertion of rear rooflight windows  
**STC Comment:** No objection provided neighbouring properties privacy is protected [*prop Cllr N Parsad-Wyatt; secd Cllr R Buckmaster*]

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**3/23/1173/HH            6 Chalks Avenue, CM21 0BX**

Demolition of garage and erection of single storey front extension with air source heat pump. Levelling of land to provide driveway and front steps

**STC Comment:** No objection

**EHDC Decision:** Granted

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**3/24/0572/HH            Tollgate House, Tednambury, Spellbrook, CM23 4BD**

Proposed single storey rear extension

**STC Comment:** No objection

**EHDC Decision:** Refused. "The proposed development alongside the existing extensions would disproportionately alter the size of the original building and would detrimentally impact the openness of the Green Belt. The proposal thereby constitutes inappropriate development in the Green Belt and no very special circumstances have been demonstrated to outweigh this harm. The proposal is therefore contrary to Policy GBR1 of the East Herts District Plan 2018 and Section 13 of the National Planning Policy Framework 2023.

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**3/24/0868/ADV &****3/24/0869/LBC            Nationwide Building Society, 53 Knight Street, CM21 9AX**

2 timber fascias decorated, erection of 2 non-illuminated Logo. Replacement of ATM surround tablet and decals and internally non-illuminated hung statutory signage and repairs to shop front

**STC Comment:** No objection

**EHDC Decision:** Granted

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**3/24/0946/HH            23 Falconers Park, CM21 0AU**

Removal of chimneys. Erection single storey front extension with rooflight window, a two storey and part first floor extension (to match the existing gable). Alteration to first floor front window and alterations to ground floor fenestration.

**STC Comment:** No objection

**EHDC Decision:** Granted

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**3/24/0957/VAR            Land at Railway Meadow, London Road, Spellbrook**

Variation of appeal conditions 2 (approved plans), 8 (contamination), 16 (northern window openings), 17 (southern window openings), 18 (access arrangements), 20 (highways works) and 21 (car parking) and removal of appeal condition 5 (northern and southern access) relating to appeal reference number: APP/J1915/W/22/3297661 (Local Planning Authority Reference Number: 3/21/1178/FUL) (For: Erection of 7 dwellings, associated vehicular access, landscaping and infrastructure.) Amendments to reflect: new site levels, altered siting of dwellings, revision to house type with frontage parking incorporated, removal of references to glass screens/roof terraces, changes to access arrangements, changes to access road layout, changes to parking arrangements, revised proposals for widening of public footpath and revised positioning of crossings.

**STC Comment:** No objection in principle provided neighbours views/concerns are considered by EHDC

**EHDC Decision:** Granted

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**3/24/1009/HH            The Paddocks, London Road, Spellbrook, CM23 4AX**

Removal of front porch and chimney. Proposed loft extension and conversion with side facing roof light windows. Two storey rear extension, single storey rear extension with first floor terrace above, single storey front extension, new front gable entrance and alterations to ground floor fenestration

**STC Comment:** No objection

**EHDC Decision:** Refused. "The proposed extensions and alterations, by reasons of their design, size and positioning would add a dominating and incongruous addition to the existing dwellinghouse to the detriment of the character and appearance of the site and surrounding area. The proposals would not to be subservient to the existing dwellinghouse and fail to achieve a high standard of design that reflects the rural character and appearance of the village contrary to Policies VILL2, DES4 and HOU11 of the East Herts District Plan 2018 and the National Planning Policy Framework" and "The proposed development is considered to be inappropriate development in the Green Belt, failing to comply with the exceptions outlined under paragraph 154 of the NPPF. The proposed additional volume and floorspace would result in a structure 'materially larger' than both the existing and original dwellinghouse and has a detrimental impact on the spatial openness of the Green Belt, resulting in 'any other harm'. No very special circumstances have been presented to clearly outweigh the identified harm contrary to policy GBR1 of the East Herts District Plan and NPPF."

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**3/24/1032/VAR            51 Sayesbury Road, CM21 0EB**

Variation of Condition 2 (approved plans) pursuant to planning permission 3/23/0137/HH dated 23.03.2023 (for: Demolition of existing garage, porch and side lean-to. Erection of porch, part single storey and part two storey side extension, 1st floor rear extension, two storey rear extension. Insertion rooflights and Velux rooflights to main roof. Juliet balcony to rear). The amendments include changes to eaves height to match existing elevations, to retain head height to rear facing windows, amendment to fenestration, juliet balconies to rear omitted and replaced with windows.

**STC Comment:** No objection

**EHDC Decision:** Granted

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**3/24/1094/FUL            Bell Street Car Park**

Sitting of Parcel Locker

**STC Comment:** No objection

**EHDC Decision:** Granted

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**3/24/1111/FUL            Land Rear of 32 West Road, CM21 0BL**

Demolition of detached garage and the erection of a single storey dwelling and cart lodge. New dropped kerb and parking arrangements. Installation of air source heat pump

**STC Comment:** No objection

**EHDC Decision:** Granted

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**3/24/1133/HH            33 Sayesbury Road, CM21 0EB**

Erection of single storey front extension and front porch. Change the side door into a ground floor window

**STC Comment:** No objection

**EHDC Decision:** Granted

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**3/24/1213/HH            2 East Park, CM21 9EX**

Erection of single storey rear extension with rooflight windows and an external flue, alterations to fenestration, change side window into a door and insertion of rooflight windows, addition of timber cladding

**STC Comment:** The committee agreed to resubmit the following to EHDC: We urge East Herts District Council to thoroughly review application 3/24/1213/HH in light of the concerns raised by residents, particularly relating to inaccuracies and potential misleading information, cumulative impact, overdevelopment, privacy concerns, environmental and safety issues and traffic concerns. It is essential to consider the cumulative effect of all proposed works on the property and their impact on the wider neighbours taking into consideration specific comments from neighbouring residents

**EHDC Decision:** Granted

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**3/24/1290/HH            1 Forebury Crescent, CM21 9BE**

Demolition of single storey rear extension, erection of two-storey rear extension and replacement front porch

**STC Comment:** No objection provided neighbouring amenity is not affected

**EHDC Decision:** Refused. " The proposal, through the size, bulk and appearance of the proposed rear extension, would create a dominating and incongruous addition to the host property to the detriment of the character and appearance of the host property and that of the surrounding streetscene. This would fall contrary to policies HOU11 and DES4 of the East Herts District Plan 2018 and the aims and objectives of the National Planning Policy Framework."

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**3/24/1337/HH            32 Parkway, CM21 9NR**

Proposed two storey side extension and single storey front extension, raising of roof height and addition of one ground floor and one first floor side window

**STC Comment:** No comment provided EHDC consider in appropriate and neighbours amenity is protected

**EHDC Decision:** Granted

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**P 24/57            PLANNING APPEALS**

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

Meeting Closed at 7.23pm

# Appendix C



# 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 78:00pm on **Monday 16<sup>th</sup> September 2024**.

#### Those present

Cllr Eric Buckmaster  
Cllr Ruth Buckmaster  
Cllr Nathan Parsad-Wyatt

Cllr Reece Smith  
Cllr Steve Smith

#### In attendance:

Christopher Hunt - Town Clerk

#### F 24/15 APOLOGIES FOR ABSENCE

Cllr Greg Rattey

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

#### F 24/16 DECLARATIONS OF INTEREST

None received.

#### F 24/17 MINUTES

To approve as a correct record the minutes of the Finance and Policy Committee held on 10<sup>th</sup> June 2024 (FO1).

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

#### F 24/18 STAFF MATTERS

To consider any matters relating to members of staff.

The Clerk explained that all interim one to one's were complete and all staff were happy in their roles and no issues were raised. All staff had or have booked leave and long term absences had been recorded.

#### F 24/19 FINANCE MATTERS

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

- To update with on the external audit from PKF Littlejohn. The Clerk reported that the report had been assessed by external auditors and had been returned as all correct and no comments were recorded highlighting any inconsistencies.

- Clerk reported on two variances on expenditure to budgeted figures. One related to fuel used by the spare bus as the Sawbobus was off the road due to repair for an extended period of time. The fuel budgeted for each bus was out of balance but only in the respective records and no extra overall fuel costs had occurred.

- **Noted;** The detailed Income and Expenditure report was attached to the agenda pack and no comment was made on this.

- **Resolved;** The Clerk update on current quotes from brokers, two had been received and one more was expected this week but others had not responded. It was debated and resolved to delegate the selection of the insurance provider to be decided between the Clerk and Cllr Eric Buckmaster as this will be needed prior to the next finance and full town council meeting.

*[prop Cllr R Smith sec'd Cllr S Smith]*

- F 24/20 JUBILEE GARDENS (TOWN GREEN) WORKING PARTY**  
 Update on the current project status, The Clerk reported that pre-planning advice had been sought, and the planning department of EHDC deemed a planning application necessary. It was agreed that this application should be submitted once the revised design is received. Additionally, it was decided to explore whether the project could commence in areas not requiring planning authority approval, such as tree removal, path construction, and planting.
- F24/21 COUNCILLOR ENGAGEMENT**  
 The Clerk explained that the police were working on further engagement initiatives, which presented a valuable opportunity for councillors. Councillor Reece Smith suggested that having officers patrol Bell Street would be more effective in increasing engagement than holding surgeries within the council offices. The Clerk will discuss this proposal with the local officers.
- F24/22 ECONOMIC DEVELOPMENT**  
 To discuss proposals for promoting economic development in the town: The Clerk explained that the local business What's App group had been set up by Joanne and Cllr Rattey and he had sent out the first messages last week and the system was working well.  
**ACTION:** The Clerk to explore if the traders would open the What's App group to all councillors
- F24/23 POLICY MATTERS**  
 To consider any matters relating to policies for the future development of Town Council services to the community.  
 The Clerk explained that he is collaborating with his peers on the new financial regulations. Once a draft has been developed, he will present it at the next meeting. The current regulations remain valid until next year.
- F24/24 REDUCING THE COUNCILS CARBON FOOTPRINT**  
 To discuss the progress of the the reduction of the councils carbon footprint.  
 The Clerk explained that the funding for the Hub project had been utilised to purchase an outdoor television and other equipment. These items were used at the "Fun on the Field" event to provide advice on reducing bills and lowering carbon emissions. The company advising the council on key focus areas, Three Acorns, has been contacted for a follow-up, as their report is still pending.  
**ACTION:** The Clerk to contact Ware Clerk to assess any availability the sustainability officer has they have recently employed.
- F24/25 FUNDING OPPORTUNITIES**  
 All opportunities for funding will be explored, nothing was raised at the meeting.
- F24/26 ITEMS FOR FUTURE AGENDAS**  
 None raised for this meeting. However, the members wanted an update on the progress for the market being reintroduced to the Town at the full town council meeting at the end of the month.

Meeting Closed at 7:51pm

**ACTIONS**

Owner	Action	Update
Clerk	The Clerk to explore if the traders would open the What's App group to all councillors	Email sent to Cllr Rattey enquiring if the traders would be happy with this or not.
Clerk	The Clerk to contact Ware Clerk to assess any availability the sustainability officer has they have recently employed.	Email sent 18/9/24 awaiting update.

# Appendix D

## **E Buckmaster County Councillor Report August/Sept 2024**

### **Local Nature Recovery Strategy update**

This month the Hertfordshire Nature Recovery Partnership has been running engagement events to hear from residents about how and where they think nature recovery action is needed. The team spoke to lots of people and noted much enthusiasm for helping nature to recover in Hertfordshire. Over 200 surveys have been completed so far and more are coming in every day. [Visit the Hertfordshire Nature Recovery Partnership website for the latest updates on delivering the Local Nature Recovery Strategy.](#)

### **Hertfordshire Tree Fund launched**

We recently launched the Hertfordshire Tree Fund, an opportunity for residents and businesses to make donations that will enable tree planting projects that will directly benefit Hertfordshire's communities and climate. So far, we have had £130 in donations, which will go towards planting an additional 130 trees in Hertfordshire this winter. [Find out more about the fund and share it with your residents.](#)

### **Celebrating our Countryside Management Volunteers**

Our Countryside Management Service (CMS) just wouldn't work without our 300 volunteers and the effort they put in to delivering projects for us all around the county. Last year they contributed 19,000 volunteer hours on our sites (that's equivalent to seven years), plus a further 8,500 hours on Hertfordshire's Rights of Way (three years). To celebrate we put on our annual 'Volly Jolly' at Oughtonhead Common in Hitchin for refreshments, a walk and talk of the site, and a hog roast to thank them for all their hard work. [Find out more about this event and the kind of work our volunteers undertake.](#)

### **Air Quality Strategy refresh and public engagement**

The council's [existing Air Quality Strategy](#) is under review, and we will soon be seeking resident's views in a public engagement exercise. The engagement process will start on Monday 9 September, and will last six weeks. If you are aware of any local events during this period where the Cleaner Air team can speak to residents about air quality, please let the team know via email at [cleaner.air@hertfordshire.gov.uk](mailto:cleaner.air@hertfordshire.gov.uk).

## **Hertfordshire Climate Change and Sustainability Partnership produces building retrofit guide**

The Hertfordshire Climate Change and Sustainability Partnership (HCCSP) has unveiled the “Retrofitting your house: For a cosier, greener home” guide, detailing cost, energy and carbon savings for seven typical categories of home in the county. The guide covers both low-cost measures like smart meters and thermal curtains, and more significant upgrades such as insulation, heat pumps, and renewable energy solutions. [Share the guide with your residents who are looking to make sustainable upgrades to their homes.](#)

**Climate award for England’s first net zero school in Buntingford** Buntingford First School has been awarded the Climate Action award from Constructing Excellence for its sustainability credentials meaning it’s England’s first net zero carbon school in both operation and construction.

The Hertfordshire primary school and nursery is designed to Passivhaus standards and opened its doors in September 2023. The school was developed by Hertfordshire County Council as a pilot to achieve the first fully net zero carbon school in the county and, once certified, will be Hertfordshire’s first Passivhaus school.

The 300-pupil school hosts ten classrooms and includes a nursery with a rooftop outdoor classroom and several playgrounds. Social areas, like its dining halls and common rooms, are south facing, with teaching spaces designed to face north, minimising over-heating. Over 300 solar panels, triple-glazing windows, and air-source heat pumps power the school and keep it insulated.

Three award-winning facts include:

- Net zero carbon in both construction and operation – the first wholly NZC in England
- Beats the embodied carbon target of 600kg of CO<sub>2</sub> per square metre – set by the Low Energy Transformation Initiative (LETI) – by 50%.
- Surpassing an airtightness target of 0.6 ach (0.25 ach)

The project brief emphasised reducing the embodied carbon of construction materials. The design incorporates a cross-laminated timber (CLT) frame, while Ground Granulated Blast-furnace Slag (GGBS) has been utilised for concrete piles and foundations. Innovative trackers enable the site team to collect as-built embodied carbon data, which is then compared with the initial project targets. The project aims for an embodied carbon target of 292 kg/CO<sub>2</sub>/m<sup>2</sup>, aligning with LETI's 2030 goal.

Early-stage consultation with main contractor Morgan Sindall and architects Holmes Miller enabled the project team to plan effectively. The resulting solutions now serve as a blueprint for other schools aiming to meet ambitious emissions-saving targets.

Green award adds to hat-trick of wins for Hertfordshire SEND school

**Sustainability is at the heart of all new builds in Hertfordshire, like at The Valley School in Stevenage, and the County Council can now add a fourth award to its hat-trick of wins.**

The Valley School in Stevenage has been awarded 'Best Project Delivering Sustainable Outcomes' by Pagabo thanks to its green credentials and is Hertfordshire County Council's first net zero carbon in operation (NZCiO) new build school project.

The County Council appointed Ashe Construction to oversee the build of the school and its other awards include:

- Constructing Excellence Awards 2024 (Herts & Beds) – 'Building Project of the Year'
- Hertfordshire Building Control Awards 2024 for 'Best Non-Residential New Build'
- Education Business Awards for 'School Building Award'

But it's the leading sustainability credentials that clinched this win for the special educational needs and disabilities (SEND) school. This includes energy and heating demand well below Department for Education targets, biodiverse green roofs that help the site achieve the council's ambition of 20% biodiversity net gain for new projects and the generation of 57% of its own electricity from onsite solar panels.

Timber offcuts from the build have also been used by the Design Technology department for the young people to build bird boxes and bug hotels which have been installed onsite to help enhance biodiversity at the site.

The new development is part of Hertfordshire County Council's £91m capital investment in the county's special school provision, which is delivering 1000 additional special school places in Hertfordshire by 2026.

**Nearly 7,000 more Hertfordshire residents to benefit from broadband rollout.**

Thousands more residents and businesses in Hertfordshire are set to receive major internet speed upgrades as part of the [UK Government's initiative](#) to modernise broadband infrastructure in rural areas. This effort aims to bridge the digital divide and enhance connectivity across the region.

With up to £800 million in government investment, the project will provide lightning-fast gigabit-capable broadband to around 312,000 homes and businesses across Great Britain. In Hertfordshire alone, nearly 7,000 premises will benefit from this upgrade, enabling residents to enjoy seamless online experiences such as streaming films, video calling, and downloading large files without the frustration of buffering.

The landmark deal with telecoms provider Openreach is a significant milestone in the rollout of Project Gigabit. This initiative targets areas that are too expensive for providers to reach in their commercial builds, ensuring that no community is left behind with poor digital infrastructure. By delivering reliable connectivity, the project will stimulate local economies, reduce regional disparities, and attract new businesses to Hertfordshire.

**Virtual school supports children in care to exam success** In August young people up and down the country received their GCSE results, having faced challenges along the way, including the disruption to their learning that the pandemic caused.

We know that children and young people who are in the care of local authorities often face additional disruption to their learning, which is why our Hertfordshire Virtual School champions the needs of the 1,100 children and young people in our care.

The Hertfordshire Virtual School employs a range of advisers, support workers and professional partners who work with children and young people, schools and other education settings, Social Care teams, carers and adopters, ensuring that young people get the best possible education and a chance to realise their potential.

Over the last seven years, the Hertfordshire Virtual School has seen improvements in outcomes in English and Maths GCSE's through offering dedicated education support to individuals and to schools via education advisers. For children and young people, this support includes:

- Support with studies
- Educational resources including IT equipment
- Access to Education Support Workers to help overcome barriers to learning
- Out of school hours activities
- Study skills and booster classes
- Recognition of achievement – HERTS Awards
- Advice and guidance on future pathways



- Work experience opportunities

## **Update For Information: District Plan Evidence Base - Open Space, Sport and Recreation Study**

The Council is updating its evidence on open space, sport and recreation provision in the district and has commissioned specialist consultancy Knight Kavanagh & Page (KKP) to deliver the project. The project will be part of the evidence base that informs the review of East Herts District Plan. The study will assess the quantity and quality of open space and sports provision in East Herts and identify future needs and priorities in accordance with Sport England guidelines. All facilities, whether managed within the public, private or voluntary sector will be involved.

Representatives from KKP will be undertaking site visits over the next few months and engaging with key local stakeholders, including national governing bodies, community groups, sports clubs and town and parish councils. Consultation with local clubs is underway and KKP will be sending a survey to parish and town councils to understand local issues and priorities.

The study will be finalised in August 2025 and shared with Councillors before it is published as a District Plan evidence base document.

### **Arts in East Herts**

The programme for Arts in East Herts, the exciting arts showcase which we are running across the district through September and October, is now live on our website: <https://www.eastherts.gov.uk/arts-and-culture-east-herts/arts-east-herts> There will be opportunities in every corner of East Herts for residents to try something new and most activities will be free of charge.

A social media campaign to promote this fantastic new initiative is now underway.

### **Local Cycling and Walking Infrastructure Plan (LCWIP) - Public Engagement**

#### **\*ENGAGEMENT PERIOD EXTENDED TO 20 SEPTEMBER\***

Due to the huge level of interest in the East Herts LCWIP, the engagement period has been extended until Friday 20 September to allow further comments to be made.

The LCWIP public engagement hub can be accessed here:

[www.hertfordshire.gov.uk/EasthertsLCWIP](http://www.hertfordshire.gov.uk/EasthertsLCWIP)

## **Arts Council funding secured to celebrate 100 years of libraries in Hertfordshire**

Hertfordshire County Council are delighted to announce that their bid for an arts council grant has been accepted. The grant, which amounts to nearly £100,000 will go towards a year-long celebration of Hertfordshire Libraries, which turns 100 on 28<sup>th</sup> February 2025.

The celebration will begin with the launch of an exhibition of the library service showcasing how it has developed over the last 100 years and how our libraries continue to be a free resource for Hertfordshire residents at every stage of life offering a welcoming, accessible, and safe space to local communities.

Beginning in March there are plans for a 'festival of creativity and reading' to kick off across the county's libraries, with authors, illustrators, digital experts, artists, and poets expected to attend a series of free and low cost workshops and events.

There are many more plans to reach out to all residents who use our libraries but also those that don't currently know the range of activities and resources on offer there. Before the celebrations begin, an important project will start to understand what kind of programme of events and activities residents would like to see taking place in Hertfordshire.

Regular library users and others across the county who don't know what the library service offers are encouraged to fill in this survey to give their views: [www.hertfordshire.gov.uk/LibrariesCentenary](http://www.hertfordshire.gov.uk/LibrariesCentenary)

## **Coffee pod recycling is introduced at Hertfordshire Recycling Centres**

Coffee lovers in Harpenden, Rickmansworth and Ware will be able to recycle their coffee pods at their local recycling centres from Monday 2 September. Hertfordshire County Council's trial scheme will help reduce the amount they throw in their residual waste, ensuring they can enjoy their favourite hot drinks in a way that is better for the planet.

Used coffee, tea and hot chocolate pods can be collected and stored at home until residents are ready to take them to their local Recycling Centre, where they should be emptied loose into the appropriate aluminium or plastic Podback container. The Podback containers will be clearly signed. Bags and other packaging must not be included.

Plastic and aluminium pods need to be collected separately, as they are recycled at different facilities. All the pods collected by Podback are recycled in the UK<sup>[1]</sup>. They are shredded to remove the coffee, then the plastic and aluminium are used to create new products, including packaging, car components and building products. The coffee grounds will be treated by anaerobic digestion to create renewable energy (biogas) and soil improver.<sup>[2]</sup>

The scheme will initially roll out at the Harpenden, Rickmansworth and Ware Recycling Centres as part of a trial, with a view to rolling the service out across the rest of the Hertfordshire Recycling Centre network in the near future. (Podback is a not-for-profit recycling service, created and funded by the UK's leading coffee pod systems - NESCAFE Dolce Gusto, Tassimo and Nespresso, and over 25 coffee pod brands and national retailers.)

## **Nearly 20% more people travelling by bus in Hertfordshire thanks to Bus Service Improvement Plan**

Hertfordshire's Bus Service Improvement Plan [BSIP] has resulted in an 18% increase year on year of residents ditching the car and travelling by bus since 2022.

The £29.7million Department for Transport fund has led to significant improvements across Hertfordshire's local bus network including new services, more frequent buses as well as the launch of new schemes such as our uber-style on demand bus service HertsLynx, which currently operates in north and east Hertfordshire and Dacorum.

The latest offer in this package of measures, is the launch of a new bus ticket type, 'Intalink Connect'. This scheme can reduce the cost of travelling by bus around our county compared to buying individual tickets for each part of a passenger's journey.

Intalink Connect tickets can be bought from as little as £2.50 a day and £9.50 a week if bought in conjunction with a Hertfordshire SaverCard, or from £5 a day and £19 a week without.

In addition, the Adult SaverCard has now had a discount offer increase from 15% to 50% and this is available to anyone between the ages of 26 and 59. This now matches the discount available with a Young Person's SaverCard (ages 11 to 25) and Senior SaverCard (age 60+).

Full terms and conditions and details of the bus tickets can be found on the Intalink website:

- Adult SaverCard - [Increase to discount for Adult SaverCard - Intalink](#)

- Intalink Connect - [New and improved ticket scheme to replace Explorer and BUSnet - Intalink](#)
- **Hertfordshire secondary school applications for September 2025 now open**



- The new school year may just be about to start but it's already time for parents and carers in Hertfordshire to start planning for next year as the application process for transfer to secondary schools opens today (Monday 2 September).
- If your child starts secondary or upper school next year, or wants to apply for a place at a university technical college, make sure you apply for a place in good time.
- The easiest way to apply for a school place for September 2025 is to visit [www.hertfordshire.gov.uk/admissions](http://www.hertfordshire.gov.uk/admissions) and complete the online application form.
- If you apply online you can access your school offer before allocation letters are received and accept your school allocation online.
- Last year over 99% of parents applied in this way and found the system quick, easy and secure.

**Winter Self Help scheme for this year is now open and will run until the 31<sup>st</sup> of October 2024.**

Please forward any request you might receive, from Residents and community groups, to the [winterselfhelp@hertfordshire.gov.uk](mailto:winterselfhelp@hertfordshire.gov.uk)

"Resident associations, resident groups (with a constitution or agreed terms of reference) and community groups can request between 1 – 34 x 20kg bags of salt per group to grit the public highway in their area".

[Winter self-help \(gritting your own road\) | Hertfordshire County Council](#)

**Hertfordshire County Council will shortly be carrying out improvements to Berkhamsted Recycling Centre, which will result in a significant increase to its capacity.**

Once complete, the number of recycling containers on site will increase from nineteen to twenty-eight, while parking spaces will go up from just the 9 that are currently available to twenty-two.

This will all be achieved within the current location of the Centre, with a new layout leading to more efficient usage of the site.

The works will require the Centre to be closed from Wednesday 25 September for approximately 8 weeks. Full site closure provided the most effective way to deliver the changes required. During its closure the nearest Recycling Centres to use are:

- Hemel Hempstead, Eastman Way, Hemel Hempstead, HP2 7DU
- Rickmansworth, Riverside Drive, Rickmansworth, WD3 1FS
- Waterdale (Garston), St Albans Road, near Garston, WD25 0PR

### **Rights of Way PTROs Consultation**

We have initiated a Public Consultation regarding the review of Rights of Way Permanent Traffic Regulation Orders (PTROs). PTROs are legal instruments that impose restrictions on certain types of traffic or users along designated routes. Regular reviews of PTROs are advised to ensure they remain relevant and effective.

Hertfordshire County Council is currently assessing the various options for each route affected by these orders.

- A list of current PTROs is here; [Rights of way - Permanent traffic regulation orders | Hertfordshire County Council](#),
- A map of the affected routes and their current restriction(s) can be found here, including the response form ; [Rights of way - Permanent traffic regulation orders consultation | Hertfordshire County Council](#),
- Attached is a copy of the Public Consultation on the review of Rights of Way PTROs

We are informing you of this consultation so that you may be prepared for any inquiries from your constituents and/or if you would like to comment yourself.

The public will be notified through our social media channels and other communication platforms such as "update me."

## Clr Annelise Furnace, Eco representative report for 30 September 2024 (as of 18 September 2024)

### STC Energy Hub at Fun on the Field – 31 August

- Second Energy Hub held with support from Sustainable Sawbridgeworth volunteers and town councillors
- AOS Energy offered air source heat pump advice
- More resources have been provided by EHC including a dedicated gazebo, exhibition stands and some demo equipment including draught excluder and double glazing
- STC presented its Hub approach at July's EHC Environmental Sustainability & Climate Forum.



### Eco Audit Working Group – 17 September

- Citizen Science Group has joined [Earthwatch](#) and will be reporting Stort River testing for public maps and provides access to Environmental Agency data
- Allotment eco plot developments including fruit and other tree planting activities
- Full minutes available in TAPAC agenda.

### Sustainable Sawbridgeworth activities

- Sawbridgeworth Repair Café – 20 July – two years old!
- Tidy Up Sawbridgeworth – 10 August
- High Wych Scarecrow Festival stall – 7 & 8 September – visit by Josh Dean MP.



### Consultations

STC has made submissions to the Local Cycling & Walking Infrastructure Plan and Local Nature Recovery Strategy consultations.

### Air quality

A beta version of the real time air quality data being collected on the A1184 for Sawbridgeworth is being made available for testing by STC officers and Sustainable Sawbridgeworth.

### COMING UP (correct at time of writing)

- **21 September** – Sustainable Sawbridgeworth's Veggie Feast at the Memorial Hall
- **23 to 28 September** – Sawbo Travel Challenge Week & Town Walk on the Saturday
- **28 September** – Energy Hub at Town Walk
- **28 September** – Repair Café at Bullfields Centre



# Appendix E

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# Sawbridgeworth Town Council

## Memorandum from the Town Clerk

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To: FULL TOWN COUNCIL COMMITTEE  
From: Christopher Hunt  
Subject: CLERKS REPORT FOR AUGUST 2024  
Date: 30<sup>th</sup> September 2024

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Whilst on the summer break from Council meetings during August the team has continued to meet the day to day demands with an increase in enquiries during this busy time. Some of the matters I have been involved in I have listed below as well as covering staff roles whilst on leave.

- Collaborated on the Energy Hub project, engaging with community members for consultation on energy use and reducing bills over the winter period.
- Managed the lease agreements for Bullfields, the Air Cadets, and a new allotment site.
- Coordinated with the police to address anti-social behaviour and motorcycle use during the summer holidays, including joint press releases with quotes from the Mayor and Councillor Salvatore.
- Completed planning for the orchard at Southbrook Allotment, utilising floodplain land and clearing weeds and old plot boundaries.
- Continued writing the “Clerk’s Corner” column in the Flyer magazine.
- Successfully applied for road closures for Remembrance Day and Christmas lights events.
- Met with the new MP, Josh Dean, and introduced him to local business managers.
- Conducted extensive research on riparian rights for residents concerned about tree maintenance on land adjoining brooks and rivers.
- Worked closely with a vulnerable resident, liaising with the housing department and police to resolve ongoing harassment issues.
- Purchased and installed new IT equipment in the chamber.
- Secured the insurance policy for all property and business functions for the town council for the next year.
- Submitted a report to the planning department regarding signage at a new fast food outlet.
- Co-authored a report with Councillor Furnace on the council’s response to LCWIP & LNRS.
- Completed an application for brown tourist signs for the War Memorial.
- Assisted with the preparation and execution of the “Fun on the Field” event.
- Implemented security measures to prevent illegal encampments on council land and advised neighbouring parish councils to do the same.
- Initiated budget preparations for the 2025/26 fiscal year.



- Represented Sawbridgeworth Town Council at East Herts District Council senior management meetings.
- Recently appointed as the Chair of the Community Strategic Partnership Board, comprising emergency services and other critical partners to address the needs of the five towns in East Hertfordshire.
- Planning enquiries for local applications.
- Ensured all staff had the opportunity to take leave while meeting day-to-day demands through flexible scheduling.

# Appendix F

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# Sawbridgeworth Town Council

## Memorandum from the Town Clerk

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To: FULL TOWN COUNCIL COMMITTEE  
From: Christopher Hunt  
Subject: CLERKS REPORT, MAYORS CADET  
Date: 30<sup>th</sup> September 2024

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At a recent meeting between the Mayor, Councillor Reece Smith, and Flying Officer Jaden Barber RAFAC, it was proposed that an air cadet be appointed to serve as the Mayor's Cadet.

The selected cadet will be over the age of sixteen and will be appointed by Flying Officer Barber, who has demonstrated the capability to handle this additional responsibility and status.

The role of the Mayor's Cadet will involve accompanying the Mayor at civic functions, wearing a bespoke brassard that identifies the holder of this prestigious post.

The establishment of this position is contingent upon the agreement of the Councillors, who will need to debate and resolve this matter at the next full town council meeting on 30th September 2024.

Chris Hunt



# **SAWBRIDGEWORTH TOWN COUNCIL**

# **STANDING ORDERS**

**To be reviewed September 2026**

Reviewed 30<sup>th</sup> September 2024  
Agenda Item 24/70

Introduction .....	3
Rules of debate at meetings.....	4
Disorderly conduct at meetings .....	6
Meetings generally .....	6
Committees and sub-committees .....	9
Ordinary council meetings.....	10
Extraordinary meetings of the council, committees and sub-committees.....	12
Previous resolutions.....	12
Voting on appointments .....	13
Motions for a meeting that require written notice to be given to the proper officer .....	13
Motions at a meeting that do not require written notice .....	14
Management of information.....	14
Draft minutes.....	15
Code of conduct and dispensations .....	16
Code of conduct complaints .....	17
Proper officer .....	18
Responsible financial officer.....	19
Accounts and accounting statements.....	19
Financial controls and procurement .....	20
Handling staff matters .....	22
Responsibilities to provide information .....	22
Responsibilities under data protection legislation .....	23
Relations with the press/media .....	23
Execution and sealing of legal deeds .....	23
Restrictions on councillor activities.....	24
Standing orders generally .....	24

## **INTRODUCTION**

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

## **HOW TO USE MODEL STANDING ORDERS**

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

## 1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting.



## 2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. MEETINGS GENERALLY

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●
  
- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in

accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting**

- **rights present and voting.**
- **r The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*

- **s Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

**t** The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- **u A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- **v No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2.5 hours unless fifteen minutes prior to the 2.5 hours it is agreed via majority vote to proceed beyond this time limitation.
- y To receive members' apologies for absence this should be directly to the Clerk in advance of the meeting start time by the member concerned unless due exceptional circumstances. The minutes should clearly reflect whether the absence has been formally approved/accepted by the majority of Councilors present and voting or not.

#### 4. COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 1 day before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee,

- appoint the chair of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## **5. ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been**

re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.

- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
  - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;

- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

## **6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 4 days of having been requested to do so by 3 members of the committee [or the sub-committee], any 3 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

## **7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special

motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **8. VOTING ON APPOINTMENTS**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

## **9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 3 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 1 clear day before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.



- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

## **10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close the meeting.

## **11. MANAGEMENT OF INFORMATION**

*See also standing order 20.*

- a **The Council shall have in place and keep under review, technical and**

**organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

## **12. DRAFT MINUTES**

Full Council meetings ●  
Committee meetings ●  
Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chair of this meeting does not believe that the minutes of the meeting of the ( name of committee ) held on [date] in respect of ( matter raised ) were a correct record but their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- 
- 
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### 13. CODE OF CONDUCT AND DISPENSATIONS

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. they may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be

considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].

- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. it is otherwise appropriate to grant a dispensation.**

#### **14. CODE OF CONDUCT COMPLAINTS**

- a** Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council Monitoring Officer.
- b** Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c** The Council may:
  - i.** provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii.** seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d** **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

## 15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*
  - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least ( ) days before the meeting confirming their withdrawal of it;
  - iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
  - iv. **facilitate inspection of the minute book by local government electors;**
  - v. **receive and retain copies of byelaws made by other local authorities;**
  - vi. hold acceptance of office forms from councillors;
  - vii. hold a copy of every councillor's register of interests;
  - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
  - ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
  - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the [Chair or in their absence the Vice-Chair (if there is one) of the Council] OR [Chair or in their absence Vice-Chair (if there is one) of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR the planning committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(see also standing order 23).

## **16. RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## **17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## **18. FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
  - i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement

exercise.

- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**



## 19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of [Council] OR the Appointments and Appraisals committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Appointments and Appraisals committee or, if they are not available, the vice-chairman (if there is one) of the Appointments and Appraisals committee of absence occasioned by illness or other reason and that person shall report such absence to the Appointments and Appraisals committee at its next meeting.
- c The chair of the Appointments and Appraisals committee or in his absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chair of the Appointments and Appraisals committee or in their absence, the vice-chair of the Appointments and Appraisals committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Appointments and Appraisals committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chair or vice-chair of [the ( ) committee] OR [the ( ) sub-committee], this shall be communicated to another member of [the ( ) committee] OR [the ( ) sub-committee], which shall be reported back and progressed by resolution of [the ( ) committee] OR [the ( ) sub-committee].
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## 20. RESPONSIBILITIES TO PROVIDE INFORMATION

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b *[If gross annual income or expenditure (whichever is higher) does not exceed*

**£25,000] The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

**[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## **21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 11.*

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

## **22. RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## **23. EXECUTION AND SEALING OF LEGAL DEEDS**

*See also standing orders 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised

by a resolution.

- b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

*The above is applicable to a Council with a common seal.*

OR

**[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]**

*The above is applicable to a Council without a common seal.*

## **24. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## **25. STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

# Appendix G

## Detailed Income &amp; Expenditure by Budget Heading 01/09/2024

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Staff</u>							
4001 Carter L						59.8%	
4003 Sargant J						55.6%	
4004 Parrish S						61.5%	
4005 Dale L						62.9%	
4011 V Derrick						61.3%	
4013 Crank D						61.7%	
4015 C Hunt						54.0%	
4035 NIC	23,924	22,100	(1,824)		(1,824)	108.3%	
4040 Pension	20,307	29,745	9,438		9,438	68.3%	
Staff :- Indirect Expenditure	<u>175,035</u>	<u>275,700</u>	<u>100,665</u>	<u>0</u>	<u>100,665</u>	<u>63.5%</u>	<u>0</u>
Net Expenditure	<u>(175,035)</u>	<u>(275,700)</u>	<u>(100,665)</u>				
<u>200 General Administration</u>							
1076 Precept	226,388	452,775	226,388			50.0%	
1090 Interest Received	2,639	5,000	2,361			52.8%	
1999 Miscellaneous Income	29	0	(29)			0.0%	
General Administration :- Income	<u>229,055</u>	<u>457,775</u>	<u>228,720</u>			<u>50.0%</u>	<u>0</u>
4070 Subscriptions	1,668	2,500	832		832	66.7%	
4075 IT Support	4,966	15,000	10,034		10,034	33.1%	
4080 Training (Members)	0	500	500		500	0.0%	
4081 Travel Expenses	155	550	395		395	28.1%	
4082 Training (Staff)	945	1,000	55		55	94.5%	
4090 IT Development	0	1,600	1,600		1,600	0.0%	
4095 Photocopy Charges	654	1,500	846		846	43.6%	
4100 Telephone/Broadband	(241)	3,000	3,241		3,241	(8.0%)	
4105 Postage	234	900	666		666	26.0%	
4110 Stationery	220	1,000	780		780	22.0%	
4115 Insurance	6,755	10,000	3,245		3,245	67.6%	
4120 Bank Charges	91	500	409		409	18.3%	
4125 Repairs & Renewals	0	750	750		750	0.0%	
4130 Staff Care	547	1,500	953		953	36.5%	
4135 Office Care	528	3,000	2,472		2,472	17.6%	
4140 Office Equipment	115	1,500	1,385		1,385	7.7%	
4180 Accountancy Services	868	3,000	2,132		2,132	28.9%	
4185 Audit	0	3,565	3,565		3,565	0.0%	
4190 Professional Fees	420	6,000	5,580		5,580	7.0%	
4195 Tourism	332	1,000	668		668	33.2%	
4200 Web-site	1,038	1,500	462		462	69.2%	

## Detailed Income &amp; Expenditure by Budget Heading 01/09/2024

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4201 Web-site development	0	1,500	1,500		1,500	0.0%	
4215 Town Signs	0	500	500		500	0.0%	
4990 Contingency	0	3,000	3,000		3,000	0.0%	
General Administration :- Indirect Expenditure	<u>19,295</u>	<u>64,865</u>	<u>45,570</u>	<u>0</u>	<u>45,570</u>	<u>29.7%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>209,760</u>	<u>392,910</u>	<u>183,150</u>				
<b>210 Democratic Services</b>							
1335 Civic Dinner Income	3,105	5,000	1,895			62.1%	
Democratic Services :- Income	<u>3,105</u>	<u>5,000</u>	<u>1,895</u>			<u>62.1%</u>	<u>0</u>
4310 Election Expenses	(6,000)	10,000	16,000		16,000	(60.0%)	
4315 Mayor's Allowance	951	1,500	549		549	63.4%	
4330 Civic Events	504	2,500	1,996		1,996	20.2%	
4335 Civic Dinner Expenditure	3,015	5,000	1,985		1,985	60.3%	
Democratic Services :- Indirect Expenditure	<u>(1,530)</u>	<u>19,000</u>	<u>20,530</u>	<u>0</u>	<u>20,530</u>	<u>(8.1%)</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>4,635</u>	<u>(14,000)</u>	<u>(18,635)</u>				
<b>220 Grants</b>							
4350 Grants - SYPRC	0	1,000	1,000		1,000	0.0%	
4355 Grants - The Hailey Centre	0	1,000	1,000		1,000	0.0%	
4370 Grants - S137	0	75	75		75	0.0%	
4375 Freedom of the Town	1,224	1,000	(224)		(224)	122.4%	
4380 Grants - Other	1,800	3,500	1,700		1,700	51.4%	
Grants :- Indirect Expenditure	<u>3,024</u>	<u>6,575</u>	<u>3,551</u>	<u>0</u>	<u>3,551</u>	<u>46.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(3,024)</u>	<u>(6,575)</u>	<u>(3,551)</u>				
<b>300 Civic Centre</b>							
1400 Rental Income	535	800	265			66.9%	
Civic Centre :- Income	<u>535</u>	<u>800</u>	<u>265</u>			<u>66.9%</u>	<u>0</u>
4405 Rates	5,852	9,500	3,648		3,648	61.6%	
4410 Heat & Light	3,412	10,000	6,588		6,588	34.1%	
4415 Water	284	600	316		316	47.3%	
4420 Maintenance	1,246	5,000	3,754		3,754	24.9%	
4425 Fixtures & Fittings	51	0	(51)		(51)	0.0%	
4445 New Equipment	2,681	3,000	319		319	89.4%	
Civic Centre :- Indirect Expenditure	<u>13,527</u>	<u>28,100</u>	<u>14,573</u>	<u>0</u>	<u>14,573</u>	<u>48.1%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(12,992)</u>	<u>(27,300)</u>	<u>(14,308)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 01/09/2024

Month No: 6

## 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	2,005	5,000	2,995		2,995	40.1%	
Hailey Centre :- Indirect Expenditure	<u>2,005</u>	<u>5,000</u>	<u>2,995</u>	<u>0</u>	<u>2,995</u>	<u>40.1%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(2,005)</u>	<u>(5,000)</u>	<u>(2,995)</u>				
<u>330 Other Rented Accommodation</u>							
4400 Rent	1,895	3,425	1,530		1,530	55.3%	
Other Rented Accommodation :- Indirect Expenditure	<u>1,895</u>	<u>3,425</u>	<u>1,530</u>	<u>0</u>	<u>1,530</u>	<u>55.3%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(1,895)</u>	<u>(3,425)</u>	<u>(1,530)</u>				
<u>400 Bullfield Allotments</u>							
1500 Allotment Rent Income	109	850	741			12.9%	
1510 Allotment Water Income	18	200	183			8.8%	
Bullfield Allotments :- Income	<u>127</u>	<u>1,050</u>	<u>923</u>			<u>12.1%</u>	<u>0</u>
4415 Water	588	600	12		12	98.0%	
4420 Maintenance	62	700	638		638	8.9%	
Bullfield Allotments :- Indirect Expenditure	<u>650</u>	<u>1,300</u>	<u>650</u>	<u>0</u>	<u>650</u>	<u>50.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(523)</u>	<u>(250)</u>	<u>273</u>				
<u>410 Bellmead Allotments</u>							
1500 Allotment Rent Income	35	120	85			29.2%	
1510 Allotment Water Income	3	30	28			8.3%	
Bellmead Allotments :- Income	<u>38</u>	<u>150</u>	<u>113</u>			<u>25.0%</u>	<u>0</u>
4415 Water	50	100	50		50	50.3%	
4420 Maintenance	0	250	250		250	0.0%	
Bellmead Allotments :- Indirect Expenditure	<u>50</u>	<u>350</u>	<u>300</u>	<u>0</u>	<u>300</u>	<u>14.4%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(13)</u>	<u>(200)</u>	<u>(187)</u>				
<u>420 Vantorts Allotments</u>							
1500 Allotment Rent Income	0	125	125			0.0%	
1510 Allotment Water Income	0	25	25			0.0%	
Vantorts Allotments :- Income	<u>0</u>	<u>150</u>	<u>150</u>			<u>0.0%</u>	<u>0</u>
4415 Water	98	100	2		2	98.4%	
4420 Maintenance	0	500	500		500	0.0%	
Vantorts Allotments :- Indirect Expenditure	<u>98</u>	<u>600</u>	<u>502</u>	<u>0</u>	<u>502</u>	<u>16.4%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(98)</u>	<u>(450)</u>	<u>(352)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 01/09/2024

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>430 Southbrook Allotments</u>							
1500 Allotment Rent Income	39	900	861			4.3%	
1510 Allotment Water Income	5	115	110			4.3%	
Southbrook Allotments :- Income	<u>44</u>	<u>1,015</u>	<u>971</u>			<u>4.3%</u>	<u>0</u>
4415 Water	329	500	171		171	65.8%	
4420 Maintenance	250	700	450		450	35.7%	
Southbrook Allotments :- Indirect Expenditure	<u>579</u>	<u>1,200</u>	<u>621</u>	<u>0</u>	<u>621</u>	<u>48.2%</u>	<u>0</u>
Net Income over Expenditure	<u>(535)</u>	<u>(185)</u>	<u>350</u>				
<u>440 Cemetery</u>							
1550 Burial Fees	23,295	40,000	16,705			58.2%	
1560 Memorial Fees	775	2,000	1,225			38.8%	
1570 Grave Digging Income	2,180	1,200	(980)			181.7%	
1580 Tree Sales	2,575	2,700	125			95.4%	
1581 Bench Sales	1,140	3,000	1,860			38.0%	
1582 Memorial Plaque Sales	770	500	(270)			154.0%	
Cemetery :- Income	<u>30,735</u>	<u>49,400</u>	<u>18,665</u>			<u>62.2%</u>	<u>0</u>
4045 Subcontracted Labour	580	1,000	420		420	58.0%	
4415 Water	64	150	86		86	42.9%	
4420 Maintenance	4,197	5,000	803		803	83.9%	
4440 New Area (Spinney)	1,300	5,000	3,700		3,700	26.0%	1,300
4520 Skip Hire	825	3,500	2,675		2,675	23.6%	
4530 Trees	500	360	(140)		(140)	139.0%	
4531 Benches	608	2,000	1,392		1,392	30.4%	
4532 Plaques	922	300	(622)		(622)	307.2%	
4675 Publicity	0	500	500		500	0.0%	
Cemetery :- Indirect Expenditure	<u>8,996</u>	<u>17,810</u>	<u>8,814</u>	<u>0</u>	<u>8,814</u>	<u>50.5%</u>	<u>1,300</u>
Net Income over Expenditure	<u>21,739</u>	<u>31,590</u>	<u>9,851</u>				
6000 plus Transfer from EMR	1,300						
Movement to/(from) Gen Reserve	<u>23,039</u>						
<u>450 Playground</u>							
4420 Maintenance	1,508	2,000	492		492	75.4%	
4421 New Equipment -Playground	0	3,000	3,000		3,000	0.0%	
Playground :- Indirect Expenditure	<u>1,508</u>	<u>5,000</u>	<u>3,492</u>	<u>0</u>	<u>3,492</u>	<u>30.2%</u>	<u>0</u>
Net Expenditure	<u>(1,508)</u>	<u>(5,000)</u>	<u>(3,492)</u>				



## Detailed Income &amp; Expenditure by Budget Heading 01/09/2024

Month No: 6

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>460 Rivers Heritage Site &amp; Orchard</u>							
4700 RHSOG	0	3,000	3,000		3,000	0.0%	
Rivers Heritage Site & Orchard :- Indirect Expenditure	<u>0</u>	<u>3,000</u>	<u>3,000</u>	<u>0</u>	<u>3,000</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(3,000)</u>	<u>(3,000)</u>				
<u>500 Groundsman</u>							
1600 SYPRC/STFC Grass Cut - Income	300	500	200			60.0%	
1603 Conveniences coin operation	307	800	493			38.4%	
1610 Sub Contract Watering	0	200	200			0.0%	
Groundsman :- Income	<u>607</u>	<u>1,500</u>	<u>893</u>			<u>40.5%</u>	<u>0</u>
4029 Salary Recharge	0	4,820	4,820		4,820	0.0%	
4600 Planters	0	1,000	1,000		1,000	0.0%	
4601 Bell St Conveniences Cleaning	354	800	446		446	44.2%	
4602 Bell St Convenience Repairs	0	5,000	5,000		5,000	0.0%	
4615 Ranger's Mower	1,411	2,000	589		589	70.6%	
4620 Ranger's Tools	864	1,500	636		636	57.6%	
4625 Mower Replacement	0	13,000	13,000		13,000	0.0%	
4630 CCTV Maintenance Agreement	2,453	2,200	(253)		(253)	111.5%	
4635 CCTV Extension	1,822	3,000	1,178		1,178	60.7%	
Groundsman :- Indirect Expenditure	<u>6,904</u>	<u>33,320</u>	<u>26,416</u>	<u>0</u>	<u>26,416</u>	<u>20.7%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(6,297)</u>	<u>(31,820)</u>	<u>(25,523)</u>				
<u>600 Fun on the Field</u>							
1670 Event Income	450	900	450			50.0%	
Fun on the Field :- Income	<u>450</u>	<u>900</u>	<u>450</u>			<u>50.0%</u>	<u>0</u>
4045 Subcontracted Labour	0	800	800		800	0.0%	
4670 Event Costs	1,200	1,300	100		100	92.3%	
4675 Publicity	0	200	200		200	0.0%	
Fun on the Field :- Indirect Expenditure	<u>1,200</u>	<u>2,300</u>	<u>1,100</u>	<u>0</u>	<u>1,100</u>	<u>52.2%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(750)</u>	<u>(1,400)</u>	<u>(650)</u>				
<u>610 Events General</u>							
4670 Event Costs	375	1,000	625		625	37.5%	
Events General :- Indirect Expenditure	<u>375</u>	<u>1,000</u>	<u>625</u>	<u>0</u>	<u>625</u>	<u>37.5%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(375)</u>	<u>(1,000)</u>	<u>(625)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 01/09/2024

Month No: 6

## Cost Centre Report

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

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>700 Sawbobus</b>							
1150 Grants Received	2,000	6,000	4,000			33.3%	
1800 Fares	3,188	10,000	6,812			31.9%	
1820 Fuel Rebate	1,115	1,200	85			92.9%	
1830 Sponsorship	4,500	5,000	500			90.0%	
Sawbobus :- Income	<u>10,803</u>	<u>22,200</u>	<u>11,397</u>			<u>48.7%</u>	<u>0</u>
4029 Salary Recharge	18,532	26,145	7,613		7,613	70.9%	
4045 Subcontracted Labour	86	2,000	1,914		1,914	4.3%	
4800 Fuel	838	8,500	7,662		7,662	9.9%	
4805 Vehicle Maintenance	3,623	4,500	877		877	80.5%	
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>24,193</u>	<u>43,645</u>	<u>19,452</u>	<u>0</u>	<u>19,452</u>	<u>55.4%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(13,390)</u>	<u>(21,445)</u>	<u>(8,055)</u>				
<b>800 Heffer GL61</b>							
1830 Sponsorship	1,000	0	(1,000)			0.0%	
1850 Vehicle Hire Income	168	500	333			33.5%	
Heffer GL61 :- Income	<u>1,168</u>	<u>500</u>	<u>(668)</u>			<u>233.5%</u>	<u>0</u>
4800 Fuel	1,977	500	(1,477)		(1,477)	395.5%	
4805 Vehicle Maintenance	801	1,200	399		399	66.8%	
4810 Vehicle Tax & Insurance	1,113	1,200	87		87	92.8%	
Heffer GL61 :- Indirect Expenditure	<u>3,892</u>	<u>2,900</u>	<u>(992)</u>	<u>0</u>	<u>(992)</u>	<u>134.2%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(2,725)</u>	<u>(2,400)</u>	<u>325</u>				
<b>810 Rangers Truck #1 WG64</b>							
4800 Fuel	570	2,000	1,430		1,430	28.5%	
4805 Vehicle Maintenance	270	1,500	1,230		1,230	18.0%	
4810 Vehicle Tax & Insurance	737	1,000	263		263	73.7%	
Rangers Truck #1 WG64 :- Indirect Expenditure	<u>1,577</u>	<u>4,500</u>	<u>2,923</u>	<u>0</u>	<u>2,923</u>	<u>35.1%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(1,577)</u>	<u>(4,500)</u>	<u>(2,923)</u>				
<b>820 Rangers Truck #2 SY65</b>							
4800 Fuel	418	1,200	782		782	34.8%	
4805 Vehicle Maintenance	313	1,500	1,187		1,187	20.9%	
4810 Vehicle Tax & Insurance	1,074	1,000	(74)		(74)	107.4%	
Rangers Truck #2 SY65 :- Indirect Expenditure	<u>1,806</u>	<u>3,700</u>	<u>1,894</u>	<u>0</u>	<u>1,894</u>	<u>48.8%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(1,806)</u>	<u>(3,700)</u>	<u>(1,894)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>910</u> <u>Town Action Plan</u>							
4910 Town Action Plan Costs	0	500	500		500	0.0%	
Town Action Plan :- Indirect Expenditure	<u>0</u>	<u>500</u>	<u>500</u>	<u>0</u>	<u>500</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(500)</u>	<u>(500)</u>				
Grand Totals:- Income	279,706	541,240	261,534			51.7%	
Expenditure	269,734	559,240	289,506	0	289,506	48.2%	
<b>Net Income over Expenditure</b>	<u>9,971</u>	<u>(18,000)</u>	<u>(27,971)</u>				
plus Transfer from EMR	1,300						
<b>Movement to/(from) Gen Reserve</b>	<u>11,271</u>						

## Bank Reconciliation up to 31/08/2024 for Cashbook No 1 - Current Account

Date	Cheque/Ref	Amnt Paid	Amnt Banked	Stat Amnt	Difference	Cleared	Payee Name or Description
24/06/2024	2278	113.05		113.05		R <input checked="" type="checkbox"/>	Petty Cash
15/07/2024	8184CORR					<input type="checkbox"/>	Jones, John
15/07/2024	8189CORR					<input type="checkbox"/>	Langley, Graham
15/07/2024	8188CORR					<input type="checkbox"/>	Robinson, Adrian
15/07/2024	8184/2					<input type="checkbox"/>	Jones, John
15/07/2024	8188/2					<input type="checkbox"/>	Robinson, Adrian
15/07/2024	8189/2					<input type="checkbox"/>	Langley, Graham
22/07/2024	2280	79.82		79.82		R <input checked="" type="checkbox"/>	Petty Cash
23/07/2024	8202	66.00		66.00		R <input checked="" type="checkbox"/>	National Allotment Society
23/07/2024	8206	1,750.00		1,750.00		R <input checked="" type="checkbox"/>	Ael Training Services
23/07/2024	8206COR	-1,750.00		-1,750.00		R <input checked="" type="checkbox"/>	Ael Training Services
01/08/2024	BCARD1	28.48		28.48		R <input checked="" type="checkbox"/>	Amazon Business EU S.a.r.l
01/08/2024	DD	400.00		400.00		R <input checked="" type="checkbox"/>	Oakridge Nursery
01/08/2024	DD	1,343.00		1,343.00		R <input checked="" type="checkbox"/>	East Herts District Council
01/08/2024	Direct		439.89	439.89		R <input checked="" type="checkbox"/>	Receipt(s) Banked
05/08/2024	DD	160.32		160.32		R <input checked="" type="checkbox"/>	The Fuelcard Company
12/08/2024	DD1	138.61		138.61		R <input checked="" type="checkbox"/>	The Fuelcard Company
12/08/2024	Direct		30.00	30.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
12/08/2024	Direct		30.00	30.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
13/08/2024	Direct		30.00	30.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
14/08/2024	DD2	125.43		125.43		R <input checked="" type="checkbox"/>	Everflow Water
14/08/2024	8210	2,600.00		2,600.00		R <input checked="" type="checkbox"/>	Jonathan Smith
15/08/2024	8230					R <input checked="" type="checkbox"/>	Carter, Laura
15/08/2024	8231					R <input checked="" type="checkbox"/>	Sargant, Joanne
15/08/2024	8232					R <input checked="" type="checkbox"/>	Parrish, Stephen
15/08/2024	8233					R <input checked="" type="checkbox"/>	Dale, Lisa
15/08/2024	8234					R <input checked="" type="checkbox"/>	Jones, John
15/08/2024	8235					R <input checked="" type="checkbox"/>	Derrick, Viv
15/08/2024	8236					R <input checked="" type="checkbox"/>	Crank, Darren
15/08/2024	8237					R <input checked="" type="checkbox"/>	Hunt, Christopher
15/08/2024	8234CORR					R <input checked="" type="checkbox"/>	Jones, John
15/08/2024	8234/2					R <input checked="" type="checkbox"/>	Jones, John
15/08/2024	8238/2					R <input checked="" type="checkbox"/>	Robinson, Adrian
15/08/2024	8239					R <input checked="" type="checkbox"/>	Langley, Graham
15/08/2024	DD3	57.60		57.60		R <input checked="" type="checkbox"/>	Affinity One Security Solution
16/08/2024	8190	5,886.14		5,886.14		R <input checked="" type="checkbox"/>	HMRC
16/08/2024	8191	3,064.92		3,064.92		R <input checked="" type="checkbox"/>	Herts County Council
16/08/2024	Direct		20.00	20.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
19/08/2024	DD4	462.16		462.16		R <input checked="" type="checkbox"/>	The Fuelcard Company
19/08/2024	8209	174.00		174.00		R <input checked="" type="checkbox"/>	Inst. of Cem. and Crem. Manage
19/08/2024	DD5	7.00		7.00		R <input checked="" type="checkbox"/>	Lloyds Bank plc
19/08/2024	8192	480.43		480.43		R <input checked="" type="checkbox"/>	NEST
19/08/2024	DD	39.00		39.00		R <input checked="" type="checkbox"/>	Vatix
20/08/2024	8211	30.00		30.00		R <input checked="" type="checkbox"/>	SDH Window Cleaning
20/08/2024	8212	629.00		629.00		R <input checked="" type="checkbox"/>	Henchman Limited
21/08/2024	500406		30.00	30.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/08/2024	Direct		30.00	30.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
21/08/2024	Direct		600.00	600.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked

UNPAID -  
JOURNAL  
CORRECTIONS  
TO BE ZEROED  
OUT - SEPT

## Bank Reconciliation up to 31/08/2024 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>
21/08/2024	Direct		390.00	390.00		R <input type="checkbox"/>	Receipt(s) Banked
21/08/2024	500407		2,000.00	2,000.00		R <input type="checkbox"/>	Receipt(s) Banked
21/08/2024	500407		577.00	577.00		R <input type="checkbox"/>	Receipt(s) Banked
21/08/2024	500406		740.00	740.00		R <input type="checkbox"/>	Receipt(s) Banked
21/08/2024	500408		51.60	51.60		R <input type="checkbox"/>	Receipt(s) Banked
22/08/2024	DD6	52.91		52.91		R <input type="checkbox"/>	Engie Gas
22/08/2024	Direct		30.00	30.00		R <input type="checkbox"/>	Receipt(s) Banked
22/08/2024	Direct		5,916.74	5,916.74		R <input type="checkbox"/>	Receipt(s) Banked
22/08/2024	Direct		25.00	25.00		R <input type="checkbox"/>	Receipt(s) Banked
23/08/2024	Direct		30.00	30.00		R <input type="checkbox"/>	Receipt(s) Banked
23/08/2024	Direct		30.00	30.00		R <input type="checkbox"/>	Receipt(s) Banked
27/08/2024	BCARD2	7.49		7.49		R <input type="checkbox"/>	Amazon Business EU S.a.r.l
27/08/2024	BCARD3	24.99		24.99		R <input type="checkbox"/>	Amazon Business EU S.a.r.l
27/08/2024	BCARD4	22.49		22.49		R <input type="checkbox"/>	Emergency Aid Supplies Limited
27/08/2024	BCARD5	22.91		22.91		R <input type="checkbox"/>	Amazon Services Europe
27/08/2024	BCARD6	711.19		711.19		R <input type="checkbox"/>	414 Timber and Fencing
27/08/2024	BCARD7	5.98		5.98		R <input type="checkbox"/>	Amazon Business EU S.a.r.l
27/08/2024	BCARD8	23.98		23.98		R <input type="checkbox"/>	Bargain Hunt Limited
27/08/2024	BCARD9	15.04		15.04		R <input type="checkbox"/>	Amazon Business EU S.a.r.l
27/08/2024	BCARD10	15.98		15.98		R <input type="checkbox"/>	Amazon Business EU S.a.r.l
27/08/2024	BCARD11	23.39		23.39		R <input type="checkbox"/>	Amazon Business EU S.a.r.l
27/08/2024	BCARD12	38.19		38.19		R <input type="checkbox"/>	Amazon Business EU S.a.r.l
27/08/2024	BCARD13	38.19		38.19		R <input type="checkbox"/>	Amazon Business EU S.a.r.l
27/08/2024	BCARD14	26.35		26.35		R <input type="checkbox"/>	Safeguard Europe Limited
27/08/2024	BCARD15	6.00		6.00		R <input type="checkbox"/>	Land Registry
27/08/2024	BCARD16	222.00		222.00		R <input type="checkbox"/>	PPL PRS Limited
27/08/2024	BCARD17	0.29		0.29		R <input type="checkbox"/>	Amazon Business EU S.a.r.l
27/08/2024	BCARD18	109.00		109.00		R <input type="checkbox"/>	EE
27/08/2024	BCARD19	10.00		10.00		R <input type="checkbox"/>	EE
27/08/2024	BCARD11	302.10		302.10		R <input type="checkbox"/>	Langthornes Plantery
27/08/2024	BCARD21	12.97		12.97		R <input type="checkbox"/>	Amazon.co.uk
27/08/2024	DD7	216.24		216.24		R <input type="checkbox"/>	The Fuelcard Company
27/08/2024	8213	500.00		500.00		R <input type="checkbox"/>	Friends of Sawb Neuro Centres
27/08/2024	DD	945.31		945.31		R <input type="checkbox"/>	EDF Energy
27/08/2024	Direct		30.00	30.00		R <input type="checkbox"/>	Receipt(s) Banked
27/08/2024	Direct		30.00	30.00		R <input type="checkbox"/>	Receipt(s) Banked
27/08/2024	Direct		30.00	30.00		R <input type="checkbox"/>	Receipt(s) Banked
28/08/2024	DD8	215.96		215.96		R <input type="checkbox"/>	Citation Limited
28/08/2024	8214	300.00		300.00		R <input type="checkbox"/>	Sawb Allotment Association
30/08/2024	8217	150.00		150.00		R <input type="checkbox"/>	SYPRC
30/08/2024	8216	500.00		500.00		R <input type="checkbox"/>	EHDC
30/08/2024	8215	500.00		500.00		R <input type="checkbox"/>	East Herts Citizens Advice
		<u>37,140.21</u>	<u>11,090.23</u>				

Signatory 1:

Name .....Signed .....Date .....