

# SAWBRIDGEWORTH TOWN COUNCIL

## MEETING OF THE TOWN COUNCIL

### Minutes

of the Meeting of Sawbridgeworth Town Council held at the Council Offices, Sayesbury Manor, Bell Street, Sawbridgeworth at 7.30 pm on **Monday 28 January 2019.**

#### Those present

Cllr Sotirios Adamopoulos	Cllr Pat Coysten
Cllr Angela Alder	Cllr Don Hall
Cllr Roger Beeching	Cllr Annelise Furnace
Cllr Eric Buckmaster	Cllr Heather Riches
Cllr Ruth Buckmaster	Cllr David Royle
Cllr John Burmicz	Cllr Mike Shaw

#### In attendance:

3 members of the public	PS Mark Collins – Herts Police
PC Shelly Marshall – Herts Police	PCSO Paul Weston - Herts Police
R Bowran - Town Clerk	Joanne Sargent – Town Projects Manager

Welcome by the Town Mayor

Prayers were said by PCSO Paul Weston

Members stood for in silence for a minute  
to mark the recent passing of former Chief Inspector Gerry McDonald.

#### 18/116 APOLOGIES FOR ABSENCE

To receive any apologies for absence.  
Cllr Adamopoulos was absent

#### 18/117 DECLARATIONS OF PECUNIARY INTEREST

To receive any Declarations of Pecuniary Interest by Members.

**Noted:** That there is a blanket dispensation for all Members during a budget discussion. In addition four Members had declared interests with local clubs and societies, there were no further declarations

#### 18/118 PERSONAL STATEMENT

**Noted:** That Cllr Ruth Buckmaster has declared that she is now a member of the Conservative party and wishes to be recognised as such.

#### 18/119 PUBLIC FORUM

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

**Mr Greg Leary** asked if any progress had been made on converting the Elmwood permissive footpath to a Right of Way.

*Clerk responded that there was a waiting list of about two and a half years by Herts CC to consider a Modification Order. Since STC have established ownership of the land a quicker way is to enter into a legal agreement with HCC under s25 of the Highways Act 1980.*

**Mrs Hazel Mead** asked if any progress had been made to put FP27 into good order.

*Cllr E Buckmaster responded that he had been quoted a*

figure of £20,000 from Herts Highways for the rectification works needed.

Mrs Hazel Mead asked was progress had been made with the Sawbridgeworth Town Action Plan.

Clerk responded that the STAP&ED committee were now meeting and had targeted three areas. A SurveyMonkey poll had been sent out to establish public preferences. A full report will be made at the Annual Town Meeting.

**18/120 MINUTES**

**Resolved:** To approve as a correct record the minutes of the Meeting of the Town Council held on 26 November 2018 (M06)  
[prop Cllr E Buckmaster; sec'd Cllr Riches]

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

**18/121 STAP & ECONOMIC DEVELOPMENT COMMITTEE**

**Received and Noted:** The draft minutes of the STAP & Economic Development Committee meeting held on:

- 14 January 2019 (S03)

**18/122 PLANNING COMMITTEE**

**Received and Noted:** The draft minutes of the Planning Committee meeting held on:

- 14 January 2019 (P10)

**18/123 FINANCE & POLICY COMMITTEE**

**Received and Noted:** The draft minutes of the Finance & Policy Committee meeting held on:

- 14 January 2019 (F03)

**18/124 MAYOR'S CORRESPONDENCE/COMMUNICATIONS**

To receive Mayor's appointments and communications.

It is my great pleasure to announce that Joanne Sargent, our Town Projects Manager, has just been awarded her Certificate in Local Council Administration, known as CILCA.

The qualification has involved studying and learning about all aspects of local council administration. It includes aspects of law, finance, planning, community engagement, council procedures and requires being able to cite examples of the work of this council. It is the culmination of two year's study and learning, the submission of her work has been examined in 29 modules by external examiners.

This is a qualification accredited by the Society of Local Council Clerks and is the basic qualification for all parish and town clerks.

I am sure Members will wish to join with me in congratulating Joanne on her achievement.

- o Letter from Sawbridgeworth Rotary thanking STC for help with Christmas tree.
- o Letter from Deville Estates with donation in consideration of maintenance work carried out at the Orchard Meadow.
- o 3/12/18 - Attended the Cub/Scout Carol Service in Bishop's

ATA

#### Stortford

- o 7/12/18 - Enjoyed watching Spellbrook Primary School decorate 2 white cars with felt tip pens at Hilton Suzuki I also had a go.
- o 13/12/18 – On a very cold and frosty morning attended at Reedings School to plant an oak tree the 200th tree of their campaign towards improving the environment. Same day I visited High Wych Pre School at Bullfields to watch their Nativity play – always a tear jerker – this was followed by the presentation of prizes to the winners of the children's competition and also presenting cheques to the two retailers who won the Christmas window displays and a special gift to Father Christmas who had dropped in to see the fun. (I then had to drive off to Hertford for an East Herts meeting)
- o 18/12/18 - Visited High Wych Primary to watch their Nativity play. In the evening it was my turn to host the pre-Christmas drinks for Cllrs and staff at the Hailey Centre.
- o 19/12/18 – Attended Spellbrook School Assembly when they lit the last candle of the Advent Ring.
- o 9/1/19 – Attended at Fawbert and Barnard to meet year 1 children and to have a nice little tea party with them. They had been told that Her Majesty, the Queen had asked me to attend on her behalf because she was too busy and the children were curious to know if I knew how many rooms were in Buckingham Palace and I am afraid I could not tell them.
- o 12/1/19 – Attended the ATC 35th Anniversary dinner which was excellent
- o 24/1/19 – Attended the Travel Challenge meeting here in the council chamber.
- o 25/1/19 – Fawbert and Barnard School year came to the council chamber to tell me about their ideas for the future development of the town – it was very interesting to hear what they had to say. They will be making a model

#### Also announced were:

- Two flower arranging evenings on 10 and 11 April in aid of the Mayor's charity. Also...
- Charity football match to be arranged for the end of April.

#### 18/125 REPRESENTATIVES AND CHAMPIONS REPORTS

##### **Received and Noted:** Reports from:

- o County Cllr Eric Buckmaster had presented a detailed written report, highlights were:
  - o A414 consultation open until 25 February 2019.
  - o Minerals Local Plan Review
  - o Plans for the future of the Fire Service published
  - o NHS 10 year plan published
  - o Gully emptying and cleaning frequencies published
  - o Report from The Living Room Hertfordshire about breaking the cycle of addiction
  - o Foster a child in 2019 – appeal for foster carers to come forward.
- o District Cllr Angela Alder
  - o 30/11/18 – Attended the Town and Parish network Conference
  - o 5/12/18 – Attended the Peer Review meeting in Hertford.
  - o 6/12/18 – Attended the Financial Sustainability Task group where we are charged with looking at ways to increase income for the district and reduce areas of expenditure to the benefit of council tax payers.
  - o 11/12/18 – Attended the Executive meeting
  - o 12/12/18 – Attended the Local Joint Panel meeting regarding staff issues

AAA

- o 13/12/18 – Attended a presentation by the Police on the County Lines issues and the impact it is having in East Herts in particular.
- o 19/12/18 – East Herts Council meeting.
- o 8/1/19 – Attended a briefing meeting on Hertfordshire County Council's 414 Corridor Strategy – on the Agenda this evening.
- o 14/1/19 – Attended the fourth meeting of the newly formed East Herts Dementia Group
- o 16/1/19 – Attended a presentation on Universal Credit given by an officer from the Department of Work and Pensions. Same day then drove to Foclare Centre in Welwyn for the inaugural meeting of a group addressing the needs of older people.
- o 22/1/19 – Attended the Performance, Audit and Governance Scrutiny Committee where we received the annual audit letter Unqualified – the financial statements give a true and fair view of the financial position of the Council as at 31st March 2018 and of its expenditure and income for the year then ended. The Auditors concluded that E.H. has put in place proper arrangements to secure value for money in its use of resources. We also looked at progress on the Anti-Fraud Plan; Cyber Security and IT Disaster Recovery; Shared Internal Audit Services; Treasury Management and capital strategies going forward.
- o District Cllr Eric Buckmaster
  - o East Herts Lottery launch to support local good causes
  - o Interviews for a new CEO for EHDC will be held during February following the announcement of the departure of Liz Watts.
- o Hertfordshire Police PC Shelly Marshall reported
  - o Thefts from motor vehicles
  - o Operation SCORPION
  - o Crime prevention surgeries
  - o Drugs awareness sessions
  - o Operation ATHENA - 13 offences
  - o Mini police are a big hit
    - Request made to invite PCC David Lloyd to address council
    - Asked about a specific drugs team response from Operation MANTIS includes 1 x Inspector, 2 x Sergeants and several PCs.
- o Other Representatives & Champions
  - o Cllr Royle – Schools, Footpaths & Open Spaces, Sports Association, Town Twinning reported:
  - o SCHOOLS I have now invited all schools to confirm a date for a town council briefing meeting in the Chamber and to meet the Mayor, as well as two school town council meetings. I am continuing to pursue closer community links with Leventhorpe.
  - o The Mayor and I attended a Year 1 Tea party (cucumber sandwiches and fruit kebabs) at the invitation of the Fawbert and Barnard Year 1 teacher as part of their 'Bright Lights Big City' topic. We also read a story to each class and answered questions. We were representing the Queen! I also joined the Fawbert and Barnard 'Street Detectives' Year 2 walk on 9 January at their invitation, with my local history hat on.
  - o Following a conversation with one of our primary school heads about limited recycling opportunities, I sent in a Freedom of Information Request to East Herts Council to establish what was on offer. The reply did not match the reality, according to the school. I have raised this with the portfolio holder, Cllr McAndrew.
  - o FOOTPATHS AND OPEN SPACES No update on Footpath 27 from the Church to Lower Sheering Road, which has long-standing drainage issues. I note Tim Pribul's email re the footpath from Spellbrook Lane East to the main road, already raised with the Council. The issue at Brook Lane (cut vegetation

- blocking the brook) reported by a resident has been cleared by the Environment Agency with the help of Cllr Eric Buckmaster, EHDC Operations and the Environment Agency.
- Dog fouling remains an issue, especially near schools. Will follow up with Claire Sterne and her team of sprayers and EHDC.
- I note that CMS is applying for a Heritage Lottery Fund grant for Pishiobury Park to fund a consultant-led archaeological research project which will include a geo-physic survey, as well as a small number of targeted digs. The findings from this research will be used to improve the onsite interpretation and to develop a heritage trail. The Sawbridgeworth Local History Society has provided a letter of support and will work with Bod Reed and the Friends of Pishiobury as required.
- SAWBRIDGEWORTH SPORTS ASSOCIATION Meets on 29 January. Provision of adequate recreational facilities for the new housing developments will be discussed. I have also drawn their attention to the East Herts draft Physical Activity Strategy 2019-23 and note that one of its key strategic themes is to 'enable local sports clubs and voluntary organisations to promote their health and wellbeing offer to the community'. I'm sure the SSA will want to play its part.
- TOWN TWINNING The AGM will be held on 7 February to formalise the amalgamation of the two committees into one. A group from Moosburg will visit from 5-7 April (postponed from October last year and Brexit willing); a group from Bry will come to Sawbridgeworth from 13-15 September and we will visit Moosburg from 25-27 October.
- Cllr R Buckmaster SYPRC reported that the hall will shortly be refurbished, the floor will be replaced and the hall be repainted. £8,800 has been raised in grants from EHDC and the City Cllr locality budget.
- Cllr E Buckmaster RHSO reported a successful Wassail event with over 100 attendees. Members had been on a second stage restorative pruning course.

## 18/126 OFFICERS REPORTS

*Received and Noted:* The reports from:

- Town Clerk. In addition:
  - A grant has been applied for from Pocket Parks Plus with support in principle from East Herts District Council.
  - A survey Monkey Poll has been conducted to support the Town Action Plan specifically on Town Green, Bell Street conveniences and Car Parking.
- Town Projects Manager. Comments made:
  - Town centres are changing, we must embrace new ways.
  - Were there any other fora apart from the Vibrant Townes that has been reported?

## 18/127 EAST HERTS DISTRICT PLAN

To report on any developments following the adoption of the East Herts District Plan 2018.

- SAWB2 – STC's further response to the revised application has been made. The application to be considered by EHDC Development Management Committee – advised by the planning officer that this could be possibly in February, this is now considered doubtful.

*ATA*

- SAWB3 – The application is to be considered by EHDC Development Management Committee – advised by the planning officer that this could be possibly in February, this is now considered doubtful.
- SAWB4 – Advised that the application for phase one (of three) has been received by EHDC and awaiting validation. There is no further news of time scales.

**18/128 CCTV**

To consider the County Councillor's request to install additional CCTV cameras to cover the traffic conflict areas in Vantorts Road.  
*Clerk responded that the cost would be £7,500 plus the cost of setting up of new relay stations. Police were not supportive as they did not have resource to deal with incidents.*

To consider budgeting for the addition of additional CCTV cameras to cover the vulnerable locations to the south of and including the junction of the A1184 with the West Road/Station Road interface.

*Cllr Shaw explained the need for additional CCTV coverage in the town and further said he would present a paper to council concerning the provision of additional ANPR cameras in the town.*

*Clerk responded that a quote for £1,750 had been received but that the system was almost at capacity and would need a revision of platform to go any further.*

*County Councillor said there could be a prospect of funding from his locality budget.*

**18/129 BUDGET 2019-20**

After discussion; Grants budget in which the hypothecated grant to the shortly to be consolidated Town Twinning Association was reduced by £500. The provision of £1,500 for a defibrillator was removed, as this could be funded by other means. With those changes:

**Resolved:** To accept the recommendation of the Finance & Policy committee in Minute F18/24.3 dated 14 January 2019 and to adopt a Budget for 2019-20.

*[prop Cllr E Buckmaster; secd Cllr R Buckmaster] [all in favour]*

**Resolved:** To set a Precept in the sum of £318,277 and advise East Herts District Council accordingly.

*[prop Cllr E Buckmaster; secd Cllr Alder] [all in favour]*

**18/130 GRANT APPLICATIONS**

To consider grant requests made by the following:

1. Keech Hospice Care : £500


**Resolved:** To make a grant of £500

*[prop Cllr E Buckmaster; secd Cllr Riches] [all in favour]*

2. East Herts Citizens Advice Service : £500

**Resolved:** To make a grant of £500

*[prop Cllr E Buckmaster; secd Cllr Riches] [all in favour]*

*Cllr. A. Furnace*  


*AK*

**18/131 STANDING ORDERS**

After discussion about the lack of flexibility of SO9 in respect of being able to pursue the true democratic conduct of the Council, it was

**Resolved:** To adopt new Standing Orders as recommended by the Finance and Policy Committee, Minute F18/25.1.

*[prop Cllr E Buckmaster; secd Cllr Riches] [pro 6; con 3; abs 2]*

**18/132 POLICY ON EQUALITY**

After discussion on the worth of such a policy which did not appear to have any real substance it was

**Resolved:** Not to adopt a proposed Policy on Equality as recommended by the Finance & Policy Committee, Minute F18/25.2.

*[prop Cllr Shaw; secd Cllr Burnicz] [pro 6; con 1; abs 4]*

**18/133 LOCAL COUNCIL AWARD SCHEME**

**Resolved:** That the Clerk should proceed with an application for a Quality Award under the Local Council Award Scheme promoted by NALC. As recommended by the Finance and Policy Committee, Minute F18/25.3.

*[prop Cllr E Buckmaster; secd Cllr R Buckmaster] [all in favour]*

**Resolved:** That in order to satisfy the requirements for a Quality Award, the following items be published on the town council website.

*[prop Cllr E Buckmaster; secd Cllr Riches] [all in favour]*

- 1 Its standing orders and financial regulations
- 2 Its Code of Conduct and a link to councillors' registers of interests
- 3 Its publication scheme
- 4 Its last annual return
- 5 Transparent information about council payments
- 6 A calendar of all meetings including the annual meeting of electors
- 7 Minutes for at least one year of full council meetings and all committee and sub-committee meetings
- 8 Current agendas
- 9 The budget and precept information for the next financial year
- 10 Its complaints procedure
- 11 Council contact details and councillor information in line with the Transparency Code
- 12 Its action plan for the current year
- 13 Evidence of consulting the community
- 14 Publicity advertising council activities
- 15 Evidence of participating in town and country planning

**Resolved:** That the council confirms that it has produced the following items:

*[prop Cllr R Buckmaster; secd Cllr Royal] [all in favour]*

- 16 A risk management scheme
- 17 A register of assets
- 18 Contracts for all members of staff
- 19 Disciplinary and grievance procedures
- 20 A policy for training new staff and councillors
- 21 A training record for staff and councillors in the last year
- 22 A clerk who has achieved 12 CPD points in the last year

*AA*

**18/134 MAY FAYRE**

After clarification that it was Members and in particular the Clerk who had the responsibility for monitoring the activities relating to Fair Green, it was

**Resolved:** To endorse the operation of the SMHT May Fayre for 2019 and to provide the organisers with the council road signs for use at the event.

*[prop Cllr Burnicz; secd Cllr R Buckmaster] [all in favour]*

**18/135 SAWBRIDGEWORTH YOUNG PEOPLES RECREATION CENTRE**

After debate about the wording of the amended Rules of Management, (which had been debated *ad nauseam* by the management committee) and an appreciation of the vague meaning of one particular phrase, it was

**Resolved:** To confirm new Rules of Management proposed by the SYPRC committee and as amended by the Chair and Secretary.

*[prop Cllr R Buckmaster; secd Cllr Furnace] [pro 9; con 2; abs 0]*

**18/136 DEPOSIT & CONSULTATION DOCUMENTS**

**Noted:** Documents for Noting and Consultation.

- East Herts Affordable Housing Supplementary Planning Document. Consultation from 02 January to 13 February.  
*[available in the council offices]*
- Harlow Local Development Plan Submission. Available to view on [www.harlow.gov.uk](http://www.harlow.gov.uk).
- A414 Strategy Consultation. Open until 23 February 2019. Available to view on [www.hertfordshire.gov.uk/about-the-council/consultations/transport-and-highways/a414-corridor-summary-of-consultation](http://www.hertfordshire.gov.uk/about-the-council/consultations/transport-and-highways/a414-corridor-summary-of-consultation).

*Clerk to write a draft response and circulate to Members for comment.*

**18/137 FINANCIAL REPORT**

**Noted:** The current Financial Report.

**18/138 ACCOUNTS FOR PAYMENT**

**Noted and approved:** The accounts for payment.

**18/139 ITEMS FOR FUTURE AGENDAS**

To consider any items for inclusion on future agendas.

- o Invitation to Cllr Graham McAndrew to address council on the proposals to create a foot and cycle way from Stansted Airport to Welwyn Garden City.

Meeting closed at 22:00

*Margie Alder  
25th February 2019  
MAA*



## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 10  
by user LD

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>HAPTC001</b> Hert Assoc of Parish & Town Councils							
L Carter - Allotment course	24/09/2018	1819/226B	1	50.00	0.00	50.00	0.00
					0.00	50.00	
Above paid on 28/01/2019 by Cheque 1908							
<b>RICOH001</b> Ricoh UK Limited							
Quarterly photocopy charges	08/01/2019	101270610	1	499.83	0.00	499.83	0.00
					0.00	499.83	
Above paid on 28/01/2019 by Cheque 1909							
<b>L001</b> Aylesford Electrical Contractors Ltd							
2nd yr Xmas light scheme	07/01/2019	57768	1	10,620.00	0.00	10,620.00	0.00
					0.00	10,620.00	
Above paid on 28/01/2019 by Cheque 1910							
<b>SHAD001</b> Shadowfax Technology Limited							
SSL Certificate	10/01/2019	21368	1	24.00	0.00	24.00	0.00
					0.00	24.00	
Above paid on 28/01/2019 by Cheque 1911							
<b>SUN001</b> Sunstone IP Systems Limited							
Annual Maint. agreement	05/12/2018	INV-0062	1	2,984.44	0.00	2,984.44	0.00
					0.00	2,984.44	
Above paid on 28/01/2019 by Cheque 1912							
<b>JONSMITH01</b> Jonathan Smith							
leiclo Lights	05/12/2018	JS004STC	1	45.00	0.00	45.00	0.00
					0.00	45.00	
Above paid on 28/01/2019 by Cheque 1913							
<b>BRAN001</b> Branson Leisure Ltd							
Bench ROBINSON & LUCKIE	03/12/2018	3110	1	720.12	0.00	720.12	0.00
					0.00	720.12	
Above paid on 28/01/2019 by Cheque 1914							

Continued over page

## Linked to Cashbook 1

Entered Month 10  
by user LD

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BRZ001</b> Breeze Office Solutions							
Visitors Book (GDPR compliant)	11/12/2018	105087	1	24.43	0.00	24.43	0.00
					0.00	24.43	
Above paid on 28/01/2019 by Cheque 1915							
<b>DOE001</b> Ernest Doe & Sons Ltd							
Fuel line & Carb clean	12/12/2018	389269	1	34.00	0.00	34.00	0.00
					0.00	34.00	
Above paid on 28/01/2019 by Cheque 1916							
<b>IPC001</b> East Herts District Council							
Bin collection	18/12/2018	INV0006348	1	215.02	0.00	215.02	0.00
					0.00	215.02	
Above paid on 28/01/2019 by Cheque 1917							
<b>ICQ001</b> Information Commissioner's Office							
Data protection fee	21/01/2019	0274EBE20554	1	40.00	0.00	40.00	0.00
					0.00	40.00	
Above paid on 28/01/2019 by Cheque 1918							
<b>CASTLE001</b> Castle Water Limited							
Water charges	26/09/2018	1414453	1	30.11	0.00	30.11	0.00
Final bill - Waste water	11/01/2019	G1607844	1	18.28	0.00	18.28	0.00
					0.00	48.39	
Above paid on 28/01/2019 by Cheque 1919							
<b>RIDG001</b> Ridgeons Ltd							
Topsoil	03/12/2018	039/72667792	1	57.36	0.00	57.36	0.00
Mortar, pavedrive & coach screws	04/12/2018	039/72672344	1	10.27	0.00	10.27	0.00
Large bag - topsoil	09/01/2019	039/72752894	1	57.36	0.00	57.36	0.00
Padlock, concrete, paint	09/01/2019	039/72752896	1	44.39	0.00	44.39	0.00
					0.00	169.38	
Above paid on 28/01/2019 by Cheque 1920							

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10  
by user LD

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>DMOVES001</b> Moore & Son Ltd Was Direct Moves							
Tunnel Storage	03/12/2018	12754	1	105.60	0.00	105.60	0.00
Final bill for tunnel storage	08/01/2019	12818	1	79.20	0.00	79.20	0.00
					0.00	184.80	
Above paid on 28/01/2019 by Cheque 1921							
<b>SSE001</b> Southern Electric							
Unmetered supply to phone box	04/12/2018	0117	1	1.89	0.00	1.89	0.00
Electricity supply - Tel box	03/01/2019	0118	1	1.76	0.00	1.76	0.00
					0.00	3.65	
Above paid on 28/01/2019 by Cheque 1922							
<b>HOME001</b> Home & Office Fire Extinguishers Ltd							
Annual Fire Extingishr Service	28/11/2018	121670	1	384.90	0.00	384.90	0.00
Bi Annual Fire Alarm service	28/11/2018	121671	1	144.00	0.00	144.00	0.00
					0.00	528.90	
Above paid on 28/01/2019 by Cheque 1923							
<b>OAK001</b> Oakridge Nursery							
Plants for Town troughs	21/01/2019	0423	1	229.00	0.00	229.00	0.00
					0.00	229.00	
Above paid on 28/01/2019 by Cheque 1924							
<b>CATERCARE1</b> CaterCare Catering Equipment Ltd							
Invoice of water htr & new tap	21/01/2019	44152	1	143.46	0.00	143.46	0.00
					0.00	143.46	
Above paid on 28/01/2019 by Cheque 1925							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>16,564.42</b>	


Linked to Cashbook 1

Entered Month 10  
by user LD

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BRZ001</b> Breeze Office Solutions							
Various Stationery	30/11/2018	104957	1	114.24	0.00	114.24	0.00
					0.00	114.24	
Above paid on 28/01/2019 by Cheque 1926							
<b>FROOM001</b> Froom & Co Limited							
Skip Hire	30/11/2018	35901	1	252.00	0.00	252.00	0.00
					0.00	252.00	
Above paid on 28/01/2019 by Cheque 1927							
<b>HT001</b> Sawbridgeworth Memorial Hall Trust							
Civic Dinner - Hall hire	15/01/2019	0246-000130	1	225.00	0.00	225.00	0.00
					0.00	225.00	
Above paid on 28/01/2019 by Cheque 1928							
<b>DALE001</b> Dale, Lisa							
Cleaning Dec & Jan	26/01/2019	26012019	1	375.00	0.00	375.00	0.00
					0.00	375.00	
Above paid on 28/01/2019 by Cheque 1930							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>966.24</b>	

CHK 1929 → PTO  


linked to Cashbook 1

Entered Month 10  
by user LD

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
MILES001 John Miles & Son Tyre & Exhaust Cntr Ltd							
Repair leaky valve - Halfon	28/01/2019	JM003438	1	15.00	0.00	15.00	0.00
					0.00	15.00	
				Above paid on 28/01/2019 by Cheque 1929			
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>15.00</b>	

# Non-Purchase Ledger Cheques - December 2018 & January 2019

Cheque No:	Payable to:	Amount:	Reason:	A/C Code:
1899	Edie's Butterfly Appeal	100	2nd Place Christmas Window Donation	4690/620
1900	The Wellbeloved Club	200	1st Place Christmas Window Donation	4690/620
1901	Jim Maynard	200	Driving - Herts at War	4045/810
1902	Angela Alder	200	4x Gift Voucher for Staff	4130/200
1903	Sawbridgeworth Mayors Charity	268.87	Civic Service collection paid to STC in error	4335/210
1904	Frank Gowen	209.79	Relief driver, Holiday cover & Saturday service	4045/700
1905	Adrian (Rob) Robinson	214.78	Relief driver, Holiday cover & Saturday service	4045/700
1906	Hertford Town Council	80	Hertfords Town Councils Civic Dinner Tickets x2	4315/210
1907	CASH	240.53	Top up of Petty Cash	Various
1931	Hailey Centre	1000	Utilities Grant	4355/220

Total: 2713.97

*[Handwritten signatures and initials]*