Bishop's Stortford
Town Council
The Old Monastery, Windhill
Bishop's Stortford, Herts, CM23 2ND

FINANCE AND POLICY COMMITTEE

NOTICE IS HEREBY GIVEN that a Finance and Policy Committee Meeting of the Town Council will be held at The Council Chambers, Windhill, Bishop's Stortford, Herts, CM23 2ND on:

MONDAY 27th JULY 2026 at 7.30pm

For the purpose of transacting the business set out in the Agenda below and you are hereby summoned to attend.

Huw Jones
Chief Executive Officer
21st July 2026

This meeting is open to the Press and Public (Items 1 to 10).

MEMBERS

Cllr Miriam Swainston (Chair)
Cllr Calvin Horner (Vice Chair)
Cllr Sarah Copley
Cllr Martin Adams
Cllr John Wyllie
Cllr David Jacobs
Cllr Alex Chapman

Equality act 2010

The public sector equality duty places an obligation
On a wide range of public bodies (including Town and Parish Councils)
In the exercise of their functions to have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act
- Advance equality of opportunity between people who share a protected characteristic and those who do not
- Foster good relations between people who share a protected characteristic and those who do not

The protected characteristics are:

- Age
- Religion or Belief
- Sex
- Marriage and Civil Partnership
- Pregnancy and Maternity
- Race
- Disability
- Gender reassignment
- Sexual orientation

Recording of Council Meetings

The Local Audit and Accountability Act 2014 allows both the public
And press to take photographs, film and audio record the proceedings
And report on all public meetings (including on social media).

This permission does not extend to private meetings or parts of
Meetings which are not open to the public.

A G E N D A

1. APOLOGIES FOR ABSENCE

At the time of Agenda despatch, there were none.

2. DECLARATIONS OF INTEREST

To receive Members' Declarations of *disclosable pecuniary interests* (as defined by the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012) where these disclosable pecuniary interests:

a. have not already been entered into the register and
b. relate to a matter to be considered

To NOTE that interests so declared must be formally notified to The Chief Executive Officer of Bishop's Stortford Town Council and the monitoring officer at East Hertfordshire District Council within 28 days.

To receive Members' Declarations of *other registrable interests* (as defined by the Members' Code of Conduct adopted on 11th May 2026 where these relate to a matter to be considered.

3. PUBLIC PARTICIPATION

To receive representation from members of the public concerning items included on the Agenda.

4. MINUTES OF THE MEETING HELD ON TUESDAY 5th MAY 2026 - *APPENDIX 1 (Pages 7-12)*

To receive the Minutes of the Meeting held on Tuesday 5th May 2026.

5. FINANCIAL ACCOUNTS 2026/27 – *APPENDIX 2 (Pages 13-38)*

To:

(i) review the Financial Accounts to end of Quarter 1 2026/27; and

(ii) note that appointment of Internal Auditor for the Town Council previously agreed from 2025/26 (three year term) having regard to the factors of "*independence and competence.*"

6. GRANT TO BISHOP'S STORTFORD COMMUNITY TRANSPORT CIO – *APPENDIX 3 (Pages 39-54)*

To consider a recommendation to Full Council in view of correspondence from James Parker (Chair of Bishop's Stortford Community Transport CIO (BSCT CIO) of 31st May 2026 seeking an annual Town Council grant of £8,000 to supplement the running costs of the service (For ease of reference, supporting statements are attached to the Appendix). It is suggested that the grant, if agreed, commences in the current Council year 2026/27, due to need.

7. CORPORATE IDENTITY - *APPENDIX 4 (Pages 55-60)*

To:

(i) consider draft Corporate Identity Policy (Headed Paper, Logo and Branding) for Bishop's Stortford Town Council and to recommend for approval by Full Council at its meeting on 5th October 2026; and

(ii) receive update report on Town Council logo competition concluding on 30th September 2026 (www.bishopsstortfordtc.gov.uk/news/bishops-stortford-town-council-launches-community-logo-tagline-design-competition)

8. EQUALITY AND DIVERSITY SUB-COMMITTEE

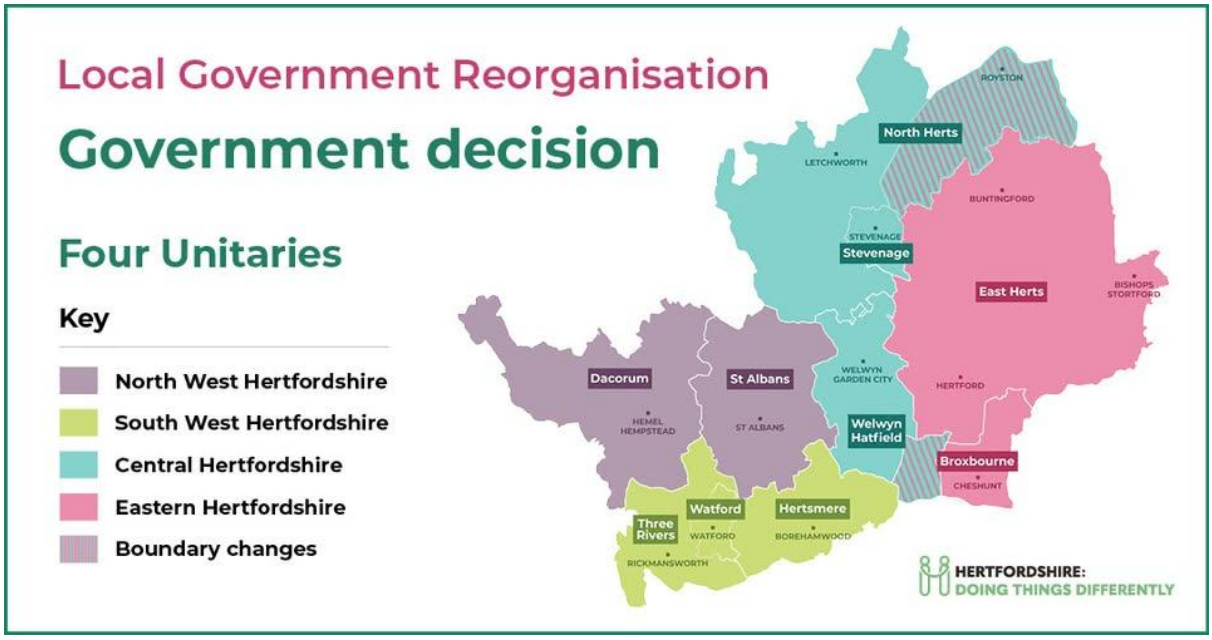
To receive report from Sub-Committee chair (Cllr Sarah Copley) on activities since the last meeting (a meeting will be scheduled for October 2026):

- Youth Council (investigation)
- Age Friendly Town Audit
- Co-Opted Representation (1 Vacancy)

9. LOCAL GOVERNMENT REORGANISATION (LGR) - *APPENDIX 5 (Pages 61-62)*

To receive update report on Four Authority model to be adopted in Hertfordshire and to consider any actions/representations, if required. County Councillors at the meeting will update on recent discissions. Further details can be obtained at:

https://www.hertfordshire-lgr.co.uk/proposed-options



10. EXCLUSION OF PRESS AND PUBLIC

To RESOLVE that, under Section 1 of the Public Bodies (Admissions to Meetings) Act 1960, the Press and Public be excluded for the next part of the meeting and that reporting on the next part of the meeting likewise be prohibited in view of the confidential nature of the business about to be transacted relating to precontractual negotiations relating to Asset Acquisition.

11. ASSET ACQUISITION

To receive a verbal update report from the CEO on Asset Acquisitions (pre-contractual negotiations).

12. ITEMS FOR FUTURE AGENDA

To note and receive items for future agenda:

- Financial Regulations Review against National Models
- Update on Sale and Leaseback of SMA
- Local Government Pension Scheme (September 2026)
- IT improvements and Security Arrangements at Meetings
- Fire Evacuation Drill (Evening Meetings)

13. CLOSURE OF MEETING

To close meeting and note date of next meeting is Monday 21st September 2026.

MINUTES OF THE MEETING OF THE

FINANCE AND POLICY COMMITTEE HELD ON

TUESDAY 5th MAY 2026 AT 7.30PM

*	Cllr Martin Adams (Chair)	*	Cllr David Jacobs
	Cllr Alex Chapman	*	Cllr Miriam Swainston
*	Cllr Sarah Copley	*	Cllr John Wyllie
*	Cllr Calvin Horner (Vice Chair)		

* denotes present

In attendance:
Mark Westwood (Chief Finance Officer)
Jim Nicholson (Acting Chief Executive Officer)

FP66. RECORDING OF MEETING

No Council Members or Members of the Public indicated an intention to record the meeting. The Acting Chief Executive Officer recorded the meeting.

FP67. APOLOGIES FOR ABSENCE

Apologies were received form Cllr Alex Chapman (Work).

FP68. DECLARATIONS OF INTEREST

There were none.

FP69. PUBLIC PARTICIPATION

There were none.

Minutes Approved
Chairman:
Date:

FP70. MINUTES OF THE MEETING HELD ON MONDAY 26th JANUARY 2026

It was noted that there was a typo to be amended in FP62.

It was RESOLVED that:

the Minutes of the Meeting held on Monday 26th January 2026 be approved and duly signed by the Chair with the amendment.

FP71. FINANCIAL ACCOUNTS TO END Q4 – *APPENDIX 2*

The report indicated a favourable financial position with a net underspend, due in part to higher than anticipated income for both the Cemetery and bank interest.

It was noted that the year finished with an underspend and that, as per previous Council resolution, this would be carried forward to support the precept in 2027/28.

An update on the status of work to be carried out on The Old Monastery roof was requested for the next meeting.

The purchase of a new vehicle and Suite 3, The Old Monastery were noted as capital purchases/additions to the asset register.

It was RESOLVED that:

(i) the unaudited year end results (Q4 2025/26) be received and noted; and

(ii) the Town Council's Asset Register 2025/26 (items with value greater than £3,000) showing the additions and disposals during the year be received.

FP72. INSURANCE AND RISK REVIEW – *APPENDIX 3*

The mitigation for the risk *'Inappropriate expenditure made'* was discussed and it was agreed that it be modified.

Minutes Approved
Chairman:
Date:

The delay in the sale and leaseback of South Mill Arts, and any potential risk, was discussed. Members requested a progress update for the next meeting.

It was noted that *'Subsidence of buildings'* was the only risk with a severity of *'medium'* and should be monitored whereas all other risks were stated as *'low'*.

It was RESOLVED that:

(i) the Annual Review of the Town Council Insurance Policy be recommended for adoption by Full Council at its meeting on 22nd June 2026 (noting long term agreement with Zurich until 31st March 2028); and

(ii) the Town Council's Financial Risks Register 2026/27 be recommended for adoption by Full Council at its meeting on 22nd June 2026 (noting that in order to comply with Regulation 4(2) of the Accounts and Audit (England) Regulations 2011, the Council must minute an appropriate risk assessment having been carried out during the year) with the following amendments:

Risk	Mitigation	Severity	Note
Inappropriate expenditure made	**Expenditure reported quarterly to Council for review. All BACS/cheque payments authorised by the CEO and two Councillors. Charge cards, held by specified employees, have credit limits and unauthorised expenditure can be reclaimed from card holder**	**Low**	

FP73. REVIEW OF DIRECT DEBITS - *APPENDIX 4*

The list of suppliers paid by direct debit was reviewed. It was noted that utilities supplies have fixed term contracts to provide financial certainty and further possible cost reductions could be investigated.

It was RESOLVED that:

the list of suppliers paid by direct debit by the Town Council be received and noted.

FP74. INTERNAL AUDIT (PRE-YEAR END) – *APPENDIX 5*

A report of the observations and recommendations from the Pre-Year End Internal Audit visit was discussed.

It was RESOLVED that:

(i) the Pre-Year End Internal Audit for 2025-26 conducted on 11th March 2026 be received; and

(ii) the report of observations/recommendations at (i) above be received.

FP75. MAJOR CAPITAL GRANTS - *APPENDIX 6*

Members were asked to consider correspondence from Bishop's Stortford Sports Trust outlining reasons for inability to deploy the grant previously awarded in 2024 (Tranche 3) and to consider further proposals by the club for reallocation.

It was RESOLVED that:

the reallocation of the previously awarded £30,000 grant be recommended for approval by Full Council.

Minutes Approved
Chairman:
Date:

FP76. EQUALITY AND DIVERSITY SUB-COMMITTEE – *APPENDIX 7*

Members received an update from the Sub-Committee Chair (Cllr Sarah Copley) and Notes from the Meeting of 24th February 2026.

It was noted that the Town Council is still investigating re-establishment of a Youth Council. Sarah Copley and Sim Richardson had visited Harlow Town Youth Council to see how it worked. They met with a speaker from the Amy Winehouse Foundation – an organisation aimed at helping youngsters avoid various substances and addictions.

Work was also underway regarding Bishop's Stortford potentially becoming a Dementia Friendly Town and that the local Alzheimer's Society has been contacted.

It was noted that Stort Pride, a non-profit LGBTQIA2S+ organisation in East Herts founded in 2021, has cancelled its 2026 event and closing down. Stort Pride had received a Brazier Trust grant so it was noted that this should be investigated with a view to recouping the amount awarded, if possible.

As Stort Pride had closed it was suggested that other local LGBTQIA2S+ organisations be contacted.

FP77. ITEMS FOR FUTURE AGENDA

It was noted that items for future agendas included:

- South Mill Arts Update (risks)
- Acquisitions
- Asset Review - Asset Transfers

FP78. CLOSURE OF MEETING

The meeting closed at 8.30pm. It was noted that the next meeting was scheduled to take place on Monday 27th July 2026.

Minutes Approved
Chairman:
Date:

Blank Page

Summary of Financial Position — End June 2026

At the end of Q1 this report shows that we are favourable relative to budget with a net expenditure of 10% versus an expected total of 25%. The favourable position is a result of lower than expected Revenue Expenditure at 24% (25% expected) and higher than expected Revenue Income at 39% (26% expected).

Status of Capital Projects

The nature of Capital Projects is such that it is not clear from a single years' accounts whether they have under or over-spent because spend is often spread over several years. The following summarises the spend on major Capital Projects which have either been undertaken or budgeted in the year:

	Budget to End June 2026	Spend to End June 2026	Notes
Allotment Improvements	66K	47.3K	Ongoing resurfacing, fencing and new furniture
CCTV	40K	35.6K	Main installation complete, reserve held for repairs and replacements
Environmental Improvements	115K	33.6K	Planning permission granted for Old Monastery improvements, other improvements to be completed (St Michael's Mead heating)
Multi-Use Wheeled Sports Track	413K	25.4K	Project completion expected in Summer 2027
Old Monastery Roof	105K	0K	Working with surveyor on plan for works
Play Equipment	70K	0K	Project ongoing
Purple Flag	100K	0K	Purple Flag awarded, reserve held for further infrastructure improvements
Sworders Field Grasscrete	70K	29.6K	Main installation complete, reserve held for further areas identified
Waterside Stortford	85.5K	70K	Project ongoing

Budget and Spend to Date by Cost Centre — End June 2026

Cost Centre Name	Type	Actual	Budget	Variance
Central Administration				
	Revenue Income	-97,165	-292,113	194,948
	Revenue Expenditure	179,548	782,408	-602,860
	Capital Expenditure	3,018	145,000	-141,982
	Reserve Movements	-86,230	-334,919	248,689
Central Administration Total		**-828**	**300,376**	**-301,204**
Cemetery				
	Revenue Income	-27,529	-92,970	65,441
	Revenue Expenditure	55,611	297,320	-241,709
Cemetery Total		**28,082**	**204,350**	**-176,268**
Tourist Information Centre				
	Revenue Income	-7,146	-17,100	9,954
	Revenue Expenditure	23,271	76,043	-52,772
	Capital Expenditure	7,260	14,520	-7,260
Tourist Information Centre Total		**23,385**	**73,463**	**-50,078**
Allotments				
	Revenue Income	-14,745	-17,000	2,255
	Revenue Expenditure	7,477	31,669	-24,192
	Capital Expenditure	6,825	8,000	-1,175
	Reserve Movements	-2,975	0	-2,975
Allotments Total		**-3,417**	**22,669**	**-26,086**
Brazier Trust				
	Revenue Income	-6,174	-25,381	19,208
	Revenue Expenditure	6,174	25,381	-19,208
Brazier Trust Total		**0**	**0**	**0**
BSMaA CIO				
	Revenue Income	-5,109	-20,436	15,327
	Revenue Expenditure	68,733	274,930	-206,198
BSMaA CIO Total		**63,624**	**254,494**	**-190,871**
Events				
	Revenue Income	-8,685	-18,500	9,815
	Revenue Expenditure	27,347	125,302	-97,955
Events Total		**18,662**	**106,802**	**-88,140**
Market				
	Revenue Income	-18,992	-52,000	33,008
	Revenue Expenditure	11,482	48,094	-36,612
Market Total		**-7,509**	**-3,906**	**-3,603**
Markwell Studio				
	Revenue Income	-5,366	-19,000	13,634
	Revenue Expenditure	5,187	26,106	-20,919
Markwell Studio Total		**-179**	**7,106**	**-7,285**
Market Square Toilets				
	Revenue Income	-2,001	-2,017	16
	Revenue Expenditure	6,037	22,244	-16,207
Market Square Toilets Total		**4,035**	**20,227**	**-16,192**

Cost Centre Name	Type	Actual	Budget	Variance
Parks, Pleasure Grounds & Other Outdoor				
	Revenue Income	-40,611	-48,000	7,389
	Revenue Expenditure	40,071	115,205	-75,134
	Capital Expenditure	32,270	170,000	-137,731
	Reserve Movements	-29,600	0	-29,600
Parks, Pleasure Grounds & Other Outdoor Total		**2,129**	**237,205**	**-235,076**
SMCC Car Park				
	Revenue Income		-1,000	1,000
	Reserve Movements	0	1,000	-1,000
SMCC Car Park Total		**0**	**0**	**0**
Grand Total		**127,983**	**1,222,786**	**-1,094,803**

Budget and Spend to Date by Type of Expense — End June 2026

Type	Roll-Up	Type of Expense	Actual	Budget	Variance	% Budget	Expected	Note
Revenue Expenditure								
	Wages and Costs of Employment							
		Wages	173,803	688,740	-514,937			
		Employers National Insurance	20,046	86,535	-66,489			
		Employers Pension	9,825	39,794	-29,969			
		Casual/Temporary Staff		1,730	-1,730			
		Other Staff Related Costs	808	5,900	-5,092			
		Staff Expenses	17	500	-483			
		Staff Training	495	11,500	-11,005			
		Staff Welfare/Hospitality		5,000	-5,000			
		Workwear	534	3,300	-2,766			
		Allocated Staff Costs	0	0	0			
	Wages and Costs of Employment Total		**205,527**	**842,999**	**-637,472**	**24%**	**24%**	
	Premises and Related Expenditure							
		Building Maintenance	13,547	76,250	-62,703			
		Cleaning Costs	5,168	23,850	-18,682			
		Cleaning Materials	768	5,650	-4,882			
		Electricity	5,674	33,250	-27,576			
		Equipment	851	30,000	-29,149			
		Equipment Maintenance	7,086	16,200	-9,114			
		Gas	551	7,000	-6,449			
		Insurance	19,642	20,000	-358			
		Other Premises Expenditure	365	5,500	-5,135			
		Outsourced Grounds Maintenance	7,852	20,500	-12,649			
		Play Area Maintenance	6,450	10,000	-3,550			
		Rates	15,671	49,897	-34,226			
		Rent	6,000	0	6,000			1
		Tree Works	1,570	31,000	-29,430			
		Water and Sewerage	2,118	10,600	-8,482			
		Window Cleaning	740	3,150	-2,410			
	Premises and Related Expenditure Total		**94,053**	**342,847**	**-248,794**	**27%**	**33%**	
	Supplies, Services and Support Services							
		Bank Charges	305	2,500	-2,195			
		Catering Costs	136	1,350	-1,214			
		Christmas Lights	-700	31,000	-31,700			
		Civic Expenses		500	-500			
		Community Projects		78,000	-78,000			
		Computing Costs	6,627	17,000	-10,373			
		Cost of Events	19,337	59,900	-40,563			
		External Audit		3,360	-3,360			
		General Advertising	1,351	7,000	-5,649			
		General Grants	20,507	42,839	-22,332			
		Internal Audit	100	1,000	-900			
		Licences		350	-350			
		Mayors Allowance	1,843	7,482	-5,639			
		Members Training		250	-250			
		Other Supplies and Services		250	-250			
		Postage	245	1,500	-1,255			
		Printing and Stationery	1,151	7,750	-6,599			
		Professional Fees	3,784	35,000	-31,216			
		Stock Purchases	808	3,000	-2,192			
		Stortford in Bloom	3,373	10,000	-6,627			
		Subscriptions	5,280	6,075	-795			
		Telephone and Broadband	601	6,050	-5,449			
		Website	498	18,000	-17,502			
	Supplies, Services and Support Services Total		**65,246**	**340,156**	**-274,910**	**19%**	**26%**	
	Transport and Related Expenditure							
		Fuel and Oil	1,290	5,500	-4,210			
		Road Fund Licence	568	2,200	-1,633			
		Vehicle Maintenance Costs	504	6,000	-5,496			
	Transport and Related Expenditure Total		**2,362**	**13,700**	**-11,338**	**17%**	**20%**	
	BSMaA CIO							
		BSMaA CIO Revenue Grant	63,750	255,000	-191,250			
	BSMaA CIO Total		**63,750**	**255,000**	**-191,250**	**25%**	**25%**	
	Contingency							
		Contingency		30,000	-30,000			
	Contingency Total			**30,000**	**-30,000**	**0%**		
Revenue Expenditure Total			**430,938**	**1,824,702**	**-1,393,764**	**24%**	**25%**	

Type	Roll-Up	Type of Expense	Actual	Budget	Variance	% Budget	Expected	Note
Revenue Income								
	Cemetery Income							
		Grave Purchases	-11,710	-26,000	14,290			
		Interment Fees	-6,630	-32,000	25,370			
		Memorial Fees	-2,295	-9,000	6,705			
		Other Cemetery Income	-1,154	-5,000	3,846			
	Cemetery Income Total		**-21,789**	**-72,000**	**50,211**	**30%**	**23%**	
	Events Income							
		Events Income	-8,685	-18,500	9,815			
	Events Income Total		**-8,685**	**-18,500**	**9,815**	**47%**	**81%**	
	Lettings Income							
		Allotment Lettings	-14,745	-17,000	2,255			
		Commercial Lettings and Service Charge	-63,628	-143,575	79,947			
		Hall and Room Lettings	-5,366	-19,000	13,634			
		Open Space/Sports Lettings	-31,611	-30,000	-1,611			
	Lettings Income Total		**-115,350**	**-209,575**	**94,225**	**55%**	**42%**	
	Other Income							
		Interest Received	-51,723	-150,000	98,277			
		Management Charges	-22,062	-97,692	75,630			
		Miscellaneous Income	-103	-350	247			
		Reimbursed Expenses	-728	-8,400	7,672			
	Other Income Total		**-74,616**	**-256,442**	**181,826**	**29%**	**23%**	
	Trading Income							
		Sale of Goods	-910	-4,000	3,090			
		Pitch Fees	-12,172	-45,000	32,828			
	Trading Income Total		**-13,082**	**-49,000**	**35,918**	**27%**	**33%**	
Revenue Income Total			**-233,522**	**-605,517**	**371,995**	**39%**	**26%**	
Capital Expenditure								
	Capital and Associated Costs							
		Capital Projects	42,112	323,000	-280,888			
		Loan Capital Repayment	6,338	12,743	-6,405			
		Loan Interest Charges	922	1,777	-855			
		Sports/Capital Grants		0	0			
	Capital and Associated Costs Total		**49,372**	**337,520**	**-288,148**	**15%**		
Capital Expenditure Total			**49,372**	**337,520**	**-288,148**	**15%**		
Reserve Movements								
	Reserve Movements							
		Transfer to Earmarked Reserves	1,250	16,000	-14,750			
		Transfer from Earmarked Reserves	-32,575	0	-32,575			
		Transfer from General Reserves	-87,480	-349,919	262,439			
	Reserve Movements Total		**-118,805**	**-333,919**	**215,114**	**36%**		
Reserve Movements Total			**-118,805**	**-333,919**	**215,114**	**36%**		
Grand Total			**127,983**	**1,222,786**	**-1,094,803**	**10%**	**25%**	

Notes for Budget and Spend to Date by Type of Expense

1 Rent of £2,000 per annum is due for the café at Sworders Field, as per the lease, and an invoice from East Herts Council for the period August 2023 (when the rebuild was complete) to August 2026 has now been received.

Bishop's Stortford Town Council

Cash Statement

Institution	Account Type	31/03/2025	31/03/2026	30/04/2026	31/05/2026	30/06/2026	Notes
Lloyds Bank	Current Account 1.25%	£128.00	£0.00	£0.00	£0.00	£0.00	
Lloyds Bank	Call Account 1.25%	£52,367.83	£58,770.97	£48,887.63	£50,363.39	£54,360.76	
Lloyds Bank	Treasury Call Account 3.51%	£7,311,391.52	£6,768,872.91	£6,543,320.90	£7,143,055.45	£7,060,016.81	
Lloyds Bank	Wages Current Account 1.25%	£0.00	£0.00	£0.00	£0.00	£0.00	
Lloyds 12 Month	Fixed Term Deposit 6.02%						
United Trust Bank	180 Day Notice Account 3.75%	£582,019.73	£607,572.79	£607,572.79	£607,572.79	£607,572.79	
Lloyds Bank	Mayor's Appeal Account 1.25%	£4,639.50	£2,188.29	£1,114.74	£984.62	£460.88	
Cash	Petty Cash/Float	£210.00	£210.00	£210.00	£210.00	£210.00	
BSTC Total		**£7,950,756.58**	**£7,437,614.96**	**£7,201,106.06**	**£7,802,186.25**	**£7,722,621.24**	

Represented by:					
Earmarked Reserves	Allotment Improvements	£13,362	£14,459	£14,459	
	Capital Receipt	£5,514,229	£4,791,210	£4,791,210	
	Capital Receipt Interest	£280,500	£280,500	£280,500	
	CCTV Improvements	£4,405	£4,405	£4,405	
	Cycling Infrastructure	£47,250	£47,250	£47,250	
	Cycling/Walking Strategy	£150,000	£150,000	£150,000	1
	Election Expenses	£12,139	£24,139	£25,389	
	Electric/Hybrid Vehicle	£51,835	£12,990	£12,990	
	Environmental Improvements	£81,371	£81,371	£81,371	
	Improvements Benefitting Those with Disabilities	£11,222	£11,222	£8,247	1
	Investment in the Market	£13,216	£13,216	£13,216	
	Multi-Use Wheeled Sports Track	£165,979	£290,278	£290,278	
	Pensions Reserve	£50,000	£54,547	£54,547	
	Splash Park Upgrades		£11,466	£11,466	
	Sports Grants	£207,295	£168,763	£168,763	1
	St Michaels Mead Car Park	£8,477	£9,477	£9,477	
	Sworders Field Grasscrete		£70,000	£40,400	
	The Old Monastery Roof Repairs		£70,000	£70,000	
	Town Centre Improvements	£100,000	£100,000	£100,000	1
	Unallocated NHB	£505	£505	£505	1
	Waterside Stortford Grant Reserve	£6,221	£8,525	£8,525	
	Precept Support 2025/26	£145,116			
	Precept Support 2026/27	£349,919	£349,919	£262,439	
	Precept Support 2027/28		£349,393	£349,393	
	Utilised Reserves Not Shown	£75,767			
Total Earmarked Reserves		**£7,288,808**	**£6,913,634**	**£6,794,829**	
Current Year Fund		**£0**	**£0**	**£483,410**	2
Creditors less Debtors		**£246,655**	**£108,687**	**£29,090**	
Estimated General Reserve		**£415,294**	**£415,294**	**£415,292**	

Notes
1 - Allocations from New Homes Bonus as per Council resolution
2 - Current year fund is unspent precept received in advance

Investment Register

The following instant access accounts are currently held:

Lloyds Bank — Current, Call, Treasury Call and Wages Account (1.25%, 1.25%, 3.51% and 1.25% respectively)

The following notice accounts are currently held:

United Trust Bank — £607,572.79 in a 180 day notice account that tracks the Bank of England Base Rate (3.75%)

The following fixed term deposits are currently held:

None

Outstanding Balances by Month as at 22/07/2026

A/C Code	Customer Name	Balance	Jul 2026	Jun 2026	May 2026	Prior Months	On A/c Pymnts
Ledger No 1: General Ledger							
A003	ANDERSON, DAVE	955.00	0.00	370.00	370.00	215.00	0.00
A006	ADAM STEVENS FRUIT A	177.60	177.60	0.00	0.00	0.00	0.00
A009	ASLEF BS BRANCH	-237.50	0.00	0.00	0.00	0.00	-237.50
B001	BLOOMORA	177.60	59.20	118.40	0.00	0.00	0.00
B024	BELLES PLACE	-29.60	0.00	0.00	0.00	-29.60	0.00
B026	BODY N SOUL YOGA MED	31.25	0.00	0.00	0.00	31.25	0.00
B027	BS WING CHUN KUNG FU	351.00	0.00	351.00	0.00	0.00	0.00
B036	BLISS PLANTS UK	118.40	59.20	0.00	0.00	59.20	0.00
B111	FLYER GROUP MEDIA LT	38.00	0.00	19.00	19.00	0.00	0.00
B112	BS BEEKEEPING	-27.00	0.00	0.00	0.00	0.00	-27.00
C003	CAROLINES CARDS	59.20	59.20	0.00	0.00	0.00	0.00
C006	THE CHEESE AND PIE M	261.30	264.80	0.00	0.00	-3.50	0.00
C012	CYCLE POSITIVE	118.40	118.40	0.00	0.00	0.00	0.00
C021	CHILDRENS WORLD	130.00	0.00	130.00	0.00	0.00	0.00
C301	CEM OTHER	-2,210.00	0.00	65.00	0.00	0.00	-2,275.00
E001	EYECED	29.60	29.60	0.00	0.00	0.00	0.00
E006	EMILYS CAKE KITCHEN	58.60	0.00	0.00	0.00	58.60	0.00
F014	FAMOUS BAGELS	402.60	146.40	109.80	0.00	146.40	0.00
F015	FLYING PIG CO	263.40	59.20	73.20	59.20	71.80	0.00
G007	GRATTAN, JACQUELINE	304.00	0.00	304.00	0.00	0.00	0.00
G012	GOLDEN GOAT SOAPS	-27.00	0.00	0.00	0.00	0.00	-27.00
G104	THE GIGGLY PIG	59.20	0.00	59.20	0.00	0.00	0.00
H001	HERTS COUNTY COUNCIL	17.50	17.50	0.00	0.00	0.00	0.00
H019	HANINE BUNSIK	-36.60	0.00	0.00	0.00	-36.60	0.00
H102	FINDING YOU	39.00	0.00	0.00	0.00	39.00	0.00
I006	IPE PRODUCE	-2.60	0.00	0.00	0.00	0.00	-2.60
I008	ILLUMINATE FITNESS	565.50	-19.50	162.50	78.00	344.50	0.00
I902	ISABEL HOSPICE	7.01	0.00	26.00	0.00	0.00	-18.99
J003	JURY, LISA	596.00	0.00	298.00	298.00	0.00	0.00
J007	JM CLOTHING	-29.60	0.00	0.00	0.00	0.00	-29.60
J012	JULES ACCESSORIES	59.20	59.20	0.00	0.00	0.00	0.00
K004	KHARYI OLIVES	-0.80	0.00	0.00	0.00	0.00	-0.80
K007	KHAYA KITCHEN	174.40	87.20	87.20	0.00	0.00	0.00
L108	LITTLE BAGEL BOX	118.40	0.00	0.00	0.00	118.40	0.00
L109	LUNABELLE	59.20	59.20	0.00	0.00	0.00	0.00
M005	MM CATERING	3.20	0.00	0.00	0.00	3.20	0.00
M011	MALDON COFFEE COMPAN	-43.60	0.00	0.00	0.00	0.00	-43.60
P003	PULLER, CRAIG	120.00	0.00	30.00	30.00	60.00	0.00
R001	REVIVAL CHURCH EUROP	216.60	0.00	216.60	0.00	0.00	0.00
R009	RASA SAYANG	174.40	174.40	0.00	0.00	0.00	0.00
R015	THE ROLLING DELI	-0.50	0.00	0.00	0.00	0.00	-0.50
R016	REFILLIT	88.80	88.80	0.00	0.00	0.00	0.00
S102	SPREAD EM SANDWICHES	65.40	0.00	65.40	0.00	0.00	0.00
S104	ST ELISABETH	17.50	17.50	0.00	0.00	0.00	0.00
S115	STORTFORD MUSIC FEST	860.00	860.00	0.00	0.00	0.00	0.00
S140	SAHAJANAND CATERING	261.60	87.20	87.20	87.20	0.00	0.00
T001	TYE GREEN NURSERY	236.60	118.40	118.40	0.00	-0.20	0.00
	Sub Total C/Fwd	**4,570.66**	**2,523.50**	**2,690.90**	**941.40**	**1,077.45**	**-2,662.59**

Outstanding Balances by Month as at 22/07/2026

A/C Code	Customer Name	Balance	Jul 2026	Jun 2026	May 2026	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	**4,570.66**	**2,523.50**	**2,690.90**	**941.40**	**1,077.45**	**-2,662.59**
Ledger No 1: General Ledger (Continued)							
T002	TE-ASHI-DO KARATE ST	404.00	0.00	117.00	0.00	287.00	0.00
T020	TASTE DI VYBZ	57.60	57.60	0.00	0.00	0.00	0.00
U003	UNIVERSAL PRODUCTION	90.00	0.00	0.00	0.00	90.00	0.00
U013	UNIQUE BAKERY	118.40	118.40	0.00	0.00	0.00	0.00
V001	THE VINTAGE AFTERNOO	-53.60	0.00	0.00	0.00	0.00	-53.60
W004	WILD WELLBEING	-8.27	0.00	0.00	0.00	0.00	-8.27
Y104	YOGA BY YVETTE YARNO	4.00	0.00	0.00	0.00	4.00	0.00
	Total Sales Ledger No 1	**5,182.79**	**2,699.50**	**2,807.90**	**941.40**	**1,458.45**	**-2,724.46**
	TOTAL SALES LEDGER BALANCES	**5,182.79**	**2,699.50**	**2,807.90**	**941.40**	**1,458.45**	**-2,724.46**

- Statements and/or copies of outstanding invoices have been sent to all debtors with June 2026 or earlier outstanding balances.
- Anderson, Dave has promised payment of the account balance (and advance payment towards future rent).
- Body n Soul Yoga owe an old balance though the deposit held is in excess of the outstanding balance.
- Bliss Plants UK have paid subsequent invoices and a reminder has been sent.
- Emily's Cake Kitchen still trade at the market on an ad-hoc basis and will not be allowed to return until their debt is paid.
- Famous Bagels have promised payment of the overdue balance within a day.
- Flying Pig Company have been pursued by the market team and their licence will be suspended with immediate effect if no payment is forthcoming.
- Finding You did not immediately update their standing order when The Old Monastery was opted to tax, a reminder of the small balance owed has been sent.
- Illuminate Fitness have previously been sent copy invoices, a formal letter will now be sent via the post.
- Little Bagel Box have stated they will not pay for the month of their notice period for the market (in their words 'due to the lack of organisation and parking for the pitch'), notice before legal action will now be issued.
- Puller, Craig did not immediately update their standing order when The Old Monastery was opted to tax, a reminder of the small balance owed has been sent.
- Te-Ashi-Do Karate prior months balance is under query.
- Universal Production owe a small balance for hire of Sworders Field and will not be allowed to return until this is settled.
- Yoga by Yvette have returned their key but still owe a small balance after the deposit was retained. No response has been received to emails. It is proposed that this is written off.

Mayor's Charity Fund - Mayoral Year 2026/27 End June 2026

Income

Bank Interest	1.70
Total	**1.70**

Expenditure

Bank Charges	0.59
Funds yet to be donated	1.11
Total	**1.70**

Note that the total is only the funds held in the Mayor's Appeal bank account and does not include any donations made directly to charity.

General Ledger for Month No 1 **Order by Supplier A/c**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
06/03/2026	1001		ROYAL BRITISH LEGION	R110	2,310.24	0.00	2,310.24	4600	508	2,310.24	Armed Forces Day
				TOTAL INVOICES	2,310.24	0.00	2,310.24			2,310.24	
			VAT ANALYSIS CODE	OTS @ 0.00%	2,310.24	0.00	2,310.24				
				TOTALS	2,310.24	0.00	2,310.24				

General Ledger for Month No 1 **Order by Supplier A/c**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
02/04/2026	947		ATELIER82 LTD	A132	36.15	7.23	43.38	4400	101	36.15	Business Cards
16/04/2026	BKI26002		BS BEE KEEPERS	B118	450.00	0.00	450.00	4700	405	450.00	TIC Goods for Resale
01/04/2026	BR147		BRAZIER TRUST	B146	13,274.00	0.00	13,274.00	4800	101	13,274.00	Unallocated Grants
15/04/2026	1664		B B AND FENCING LTD	B153	3,850.00	770.00	4,620.00	4940	601	3,850.00	BDR Gate/Fencing
15/04/2026	22473465		BOOKSOURCE	B165	53.82	0.00	53.82	4700	405	53.82	TIC Goods for Resale
05/04/2026	3125		BROADMEAD LEISURE	B250	1,440.00	288.00	1,728.00	4230	306	1,440.00	Play Equipment Repairs
01/04/2026	CGSI009939		CENTRAL TYRE	C105	125.42	25.08	150.50	580	0	125.42	CT RE72 DZP Tyre
07/04/2026	1003		CLOUD 9 DISCO HIRE	C129	500.00	0.00	500.00	4600	508	500.00	Carnival PA System
07/04/2026	4543		DANE END CHRISTMAS T	D117	240.00	48.00	288.00	4640	508	240.00	Christmas Tree
11/04/2026	13629428		ERLEIGH CO LTD	E126	110.53	22.11	132.64	4155	306	110.53	Cleaning Materials
30/04/2026	INV0475716		EHDC	E505	50.00	0.00	50.00	4115	306	50.00	Castle Gardens Water 26/27
01/04/2026	18304PCCR		GALA LIGHTS	G111	-700.00	-140.00	-840.00	4640	508	-700.00	Write Off Outstanding Balance
13/04/2026	142		GLEAMTECHUK	G121	90.00	0.00	90.00	4160	405	90.00	Window Cleaning
10/04/2026	234819		HANCOCKS DRAINAGE BU	H147	20.54	4.11	24.65	4170	306	20.54	Slabs
01/04/2026	2627/15		HAPTC	H802	4,196.63	0.00	4,196.63	4460	101	4,196.63	HAPTC Subscription/NALC Affili
05/04/2026	152863		ILIFFE MEDIA LTD	I101	986.96	197.39	1,184.35	4425	101	986.96	Cemetery Act Advertisements
01/04/2026	5197/2026/27		INSTITUTE OF CEMETER	I102	110.00	0.00	110.00	4460	600	110.00	ICCM Membership
07/04/2026	INV-2110		IAC AUDIT	I108	399.00	79.80	478.80	4570	101	399.00	Internal Audit 2025/26
14/04/2026	11000		IDEAS OUTCOMES	I112	447.50	89.50	537.00	4490	101	447.50	Website Update
08/04/2026	1383/1		IBBCO CIVIL ENGINEER	I114	29,600.00	5,920.00	35,520.00	4940	306	29,600.00	Sworders Field Grasscrete
16/04/2026	BS19910		MULLUCKS WELLS	M1368	1,750.00	350.00	2,100.00	4585	101	1,750.00	Suite 3 Letting
10/04/2026	155550		NOCKOLDS	N102	2,014.00	400.00	2,414.00	4585	101	2,014.00	Suite 3 Lease
16/04/2026	155626		NOCKOLDS	N102	30.00	6.00	36.00	4585	101	30.00	Suite 3 Lease
01/04/2026	M322		NABMA	N104	509.00	0.00	509.00	4460	507	509.00	NABMA Membership
15/04/2026	CN-27349		OUTSPOKEN CYCLES	O117	-287.50	-57.50	-345.00	4600	508	-287.50	Credit Eco Fair Entertainment
10/04/2026	INV-27314		OUTSPOKEN CYCLES	O117	287.50	57.50	345.00	4600	508	287.50	Eco Fair Entertainment
15/04/2026	INV-27316		OUTSPOKEN CYCLES	O117	575.00	115.00	690.00	4600	508	575.00	Eco Fair Entertainment
13/04/2026	29337		THE POOL & SPA SPECI	P121	63.30	12.66	75.96	4175	306	63.30	Polyaluminium Chloride

General Ledger for Month No 1 **Order by Supplier A/c**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
01/04/2026	SM33307		RBS	R1298	2,140.00	428.00	2,568.00	4480	101	2,140.00	Rialtas Support/Maintenance
01/04/2026	2011933239		SCREWFIX	S1956	262.61	52.54	315.15	4185	600	149.92	Sanders, Rollers, Paint Brushe
								4170	306	112.69	Wood Stain, Sanding Rolls
15/04/2026	2012213862		SCREWFIX	S1956	7.07	1.42	8.49	4175	600	7.07	Batteries
				TOTAL INVOICES	62,631.53	8,676.84	71,308.37			62,631.53	
			VAT ANALYSIS CODE	E @ 0.00%	619.00	0.00	619.00				
			VAT ANALYSIS CODE	OTS @ 0.00%	18,524.63	0.00	18,524.63				
			VAT ANALYSIS CODE	S @ 20.00%	43,384.08	8,676.84	52,060.92				
			VAT ANALYSIS CODE	Z @ 0.00%	103.82	0.00	103.82				
				TOTALS	62,631.53	8,676.84	71,308.37				

General Ledger for Month No 1 **Order by Supplier A/c**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
28/04/2026	GB611L2RABEY		AMAZON BUSINESS	A114	32.92	6.58	39.50	4185	101	32.92	Noticeboard
24/04/2026	0115/11507422		AVS FENCING SUPPLIES	A116	109.41	21.88	131.29	4940	101	109.41	Waterside Stortford Fencing
21/04/2026	I015409		ABSOLUTE VEHICLE SER	A117	25.00	5.00	30.00	4300	600	25.00	BJ66 WPN Repairs
24/04/2026	3141		BROADMEAD LEISURE	B250	840.00	168.00	1,008.00	4230	306	75.00	Play Equipment Inspection
								4230	306	765.00	Play Equipment Repairs
22/04/2026	INV-4295		CRIMP HYDRAULIC SERV	C156	70.00	14.00	84.00	4175	600	70.00	O-Clips
30/04/2026	7221		DAVID BROWN SKIP HIR	D121	1,061.00	212.20	1,273.20	4200	306	252.00	Skips
								4200	308	285.00	Skips
								4200	600	524.00	Skips
21/04/2026	B79303		ERNEST DOE	E104	14.50	2.90	17.40	4175	600	14.50	Lawn Mower Maintenance
23/04/2026	B79444		ERNEST DOE	E104	566.40	113.28	679.68	4175	600	566.40	Lawn Mower Maintenance
29/04/2026	B1395196		ESSEX MOTOR FACTORS	E106	5.75	1.15	6.90	4300	600	5.75	EN75 TKZ Number Plate
29/04/2026	S294388		ESSEX MOTOR FACTORS	E106	5.91	1.18	7.09	4175	600	5.91	Trailer Plug, Bulbs
29/04/2026	S294389		ESSEX MOTOR FACTORS	E106	0.41	0.08	0.49	4175	600	0.41	Bulb
30/04/2026	110639		FYFE WILSON AND CO	F104	879.86	175.97	1,055.83	4175	306	879.86	Pump Maintenance
24/04/2026	DP202205		FIRST FENCE LTD	F125	624.30	124.86	749.16	4600	508	624.30	Carnival Barriers
20/04/2026	FRAN13501		FLYER	F3987	395.00	79.00	474.00	4600	508	395.00	Carnival Advertisement/Program
16/04/2026	235269		HANCOCKS DRAINAGE BU	H147	20.54	4.11	24.65	4170	306	20.54	Slabs
30/04/2026	H042605241		HCC	H801	59.40	11.88	71.28	580	0	59.40	CT Adblue
30/04/2026	H042605493		HCC	H801	763.70	152.74	916.44	4155	600	763.70	Cleaning Materials
30/04/2026	H042605494		HCC	H801	60.34	12.07	72.41	4185	405	31.64	Trimmer
								4400	405	10.15	Stationery
								4150	405	18.55	Cleaning Materials
26/04/2026	155519		ILIFFE MEDIA LTD	I101	375.00	75.00	450.00	4600	508	375.00	Carnival Advertisement
24/04/2026	72964		LEXICON FIRE SYSTEMS	L103	110.93	22.19	133.12	4170	101	110.93	Fire Alarm Maintenance
24/04/2026	72966		LEXICON FIRE SYSTEMS	L103	85.14	17.03	102.17	4170	201	85.14	Fire Alarm Maintenance
24/04/2026	72967		LEXICON FIRE SYSTEMS	L103	17.64	3.53	21.17	4175	201	17.64	Fire Extinguisher Maintenance
01/04/2026	260400454504		MICROSHADE BUSINESS	M104	44.95	8.99	53.94	4480	101	44.95	PT Mapper Licence

General Ledger for Month No 1 **Order by Supplier A/c**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
29/04/2026	22501		OBSERVE SOLUTIONS LT	O102	280.00	56.00	336.00	4150	306	280.00	Septic Tank Emptying
29/04/2026	22502		OBSERVE SOLUTIONS LT	O102	475.00	95.00	570.00	4170	505	475.00	Drain Unblocking
24/04/2026	29400		THE POOL & SPA SPECI	P121	380.00	76.00	456.00	4175	306	380.00	Hydrochloric Acid
30/04/2026	52292		PETER SYKES SONS LAN	P131	2,975.00	595.00	3,570.00	4940	601	2,975.00	THS Raised Plots
27/04/2026	34096		SMITHS PLUMBING HEAT	S163	100.00	20.00	120.00	4170	101	100.00	Heating Maintenance
27/04/2026	34108		SMITHS PLUMBING HEAT	S163	110.00	22.00	132.00	4170	101	110.00	Boiler Maintenance
20/04/2026	2012334721		SCREWFIX	S1956	65.81	13.17	78.98	4175	600	65.81	Strimmer Lines
21/04/2026	2012355715		SCREWFIX	S1956	80.48	16.11	96.59	4299	601	60.86	Floats, Valves
								4185	600	19.62	Tape Measures, Knives
29/04/2026	2012567889		SCREWFIX	S1956	97.04	19.41	116.45	4175	600	54.58	Line Marking Paint, Oil
								4185	600	42.46	Bait Boxes, Bait
30/04/2026	2012620874		SCREWFIX	S1956	-9.16	-1.83	-10.99	4185	600	-9.16	Credit Bait
30/04/2026	4408		TOTAL UNIQUE HOME SO	T130	1,490.00	0.00	1,490.00	4150	101	860.00	Cleaning
								4150	201	560.00	Cleaning
								4150	405	10.00	Hygiene Bin
								4150	505	50.00	Hygiene Bins
								4150	600	10.00	Hygiene Bin
29/04/2026	0000008491		USTIGATE LTD	U101	406.00	81.20	487.20	4175	306	406.00	Paddling Pool Cloud Connection
29/04/2026	0000008497		USTIGATE LTD	U101	953.00	190.60	1,143.60	4175	306	953.00	Paddling Pool Maintenance
				TOTAL INVOICES	13,571.27	2,416.28	15,987.55			13,571.27	
			VAT ANALYSIS CODE	OTS @ 0.00%	1,490.00	0.00	1,490.00				
			VAT ANALYSIS CODE	S @ 20.00%	12,081.27	2,416.28	14,497.55				
				TOTALS	13,571.27	2,416.28	15,987.55				

General Ledger for Month No 2 **Order by Supplier A/c**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
05/05/2026	CM23-200626A		LUXURY TOILET HIRE L	L105	402.50	80.50	483.00	4600	508	402.50	Carnival Toilet Hire
08/07/2022	112		PARK DOUBLE GLAZING	P130	873.00	0.00	873.00	4170	101	873.00	Window Maintenance
				TOTAL INVOICES	1,275.50	80.50	1,356.00			1,275.50	
			VAT ANALYSIS CODE	OTS @ 0.00%	873.00	0.00	873.00				
			VAT ANALYSIS CODE	S @ 20.00%	402.50	80.50	483.00				
				TOTALS	1,275.50	80.50	1,356.00				

General Ledger for Month No 2 **Order by Supplier A/c**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
05/05/2026	INV-0526-3171		ASPEN ELECTRICAL SER	A112	130.00	0.00	130.00	4170	505	130.00	Extractor Fan
13/05/2026	INV-0526-3180		ASPEN ELECTRICAL SER	A112	70.00	0.00	70.00	4175	507	70.00	Bollard Maintenance
12/05/2026	I015514		ABSOLUTE VEHICLE SER	A117	374.50	74.90	449.40	4300	600	374.50	BJ66 WPN Tyres
21/05/2026	212		BS HISTORY SOCIETY	B216	75.00	0.00	75.00	4700	405	75.00	TIC Goods for Resale
01/05/2026	CGSI010481		CENTRAL TYRE	C105	162.93	32.59	195.52	580	0	162.93	CT RE72 DZP Tyre
08/05/2026	BIS/344261		CITY ELECTRICAL FACT	C116	17.19	3.44	20.63	4480	101	17.19	RJ45 Plugs/Couplers, Clips
13/05/2026	4698654		EHDC	E505	264.00	0.00	264.00	4110	405	264.00	BID Levy
13/05/2026	4698926		EHDC	E505	196.00	0.00	196.00	4110	507	196.00	BID Levy
13/05/2026	INV0487353		EHDC	E505	247.92	0.00	247.92	4600	508	247.92	Christmas Fayre Bins/Street Cl
18/05/2026	INV0487470		EHDC	E505	6,000.00	0.00	6,000.00	4100	306	6,000.00	Cafe Rent
19/05/2026	INV0487524		EHDC	E505	1,528.50	305.70	1,834.20	4200	306	764.25	Dog Waste Bin Emptying
								4200	308	764.25	Dog Waste Bin Emptying
06/05/2026	16064		FOREFRONT SIGNS	F731	140.00	28.00	168.00	4940	101	140.00	Waterside Stortford Sign
19/05/2026	151		GLEAMTECHUK	G121	650.00	0.00	650.00	4160	101	650.00	Window Cleaning
12/05/2026	1051809		GRUNDON WASTE MANAGE	G123	1,522.00	304.40	1,826.40	4600	508	1,522.00	Carnival Bins
12/05/2026	237012		HANCOCKS DRAINAGE BU	H147	117.00	23.40	140.40	4170	600	117.00	Paint
19/05/2026	CM23-200626B		LUXURY TOILET HIRE L	L105	1,207.50	241.50	1,449.00	4600	508	1,207.50	Carnival Toilet Hire
12/05/2026	110526SB		LOCUS SERVICES LTD	L127	895.00	179.00	1,074.00	4200	101	895.00	War Memorial Cleaning
01/05/2026	260500464142		MICROSHADE BUSINESS	M104	44.95	8.99	53.94	4480	101	44.95	PT Mapper Licence
06/05/2026	0304		PARK DOUBLE GLAZING	P130	675.00	0.00	675.00	4170	101	675.00	Window Maintenance
18/05/2026	34109		SMITHS PLUMBING HEAT	S163	278.39	55.68	334.07	4170	101	278.39	Boiler Maintenance
01/05/2026	2012630834		SCREWFIX	S1956	33.32	6.66	39.98	4185	600	33.32	Grease Guns
11/05/2026	2012822582		SCREWFIX	S1956	5.32	1.07	6.39	4170	600	5.32	Coupling Kit
13/05/2026	2012902604		SCREWFIX	S1956	61.26	12.27	73.53	4185	600	61.26	Rollers, Paint Brushes, Sandin
13/05/2026	2012902606		SCREWFIX	S1956	42.45	8.49	50.94	4170	101	42.45	Paint, Filler
14/05/2026	2012938251		SCREWFIX	S1956	34.16	6.83	40.99	4170	306	34.16	Lock
15/05/2026	2012964096		SCREWFIX	S1956	73.32	14.66	87.98	4170	101	73.32	Paint
19/05/2026	2013030447		SCREWFIX	S1956	306.58	61.32	367.90	4170	101	126.63	Paint

General Ledger for Month No 2 **Order by Supplier A/c**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
								4175	600	179.95	Strimmer Lines/Heads
20/05/2026	2013057534		SCREWFIX	S1956	-16.66	-3.33	-19.99	4185	600	-16.66	Credit Grease Gun
20/05/2026	2013057797		SCREWFIX	S1956	-59.98	-12.00	-71.98	4175	600	-59.98	Credit Strimmer Lines
20/05/2026	2013083670		SCREWFIX	S1956	88.27	17.67	105.94	4175	306	26.37	Bolts, Nuts, Washers
								4600	508	61.90	Carnival Line Marking Paint
20/05/2026	2013084662		SCREWFIX	S1956	16.66	3.33	19.99	4185	600	16.66	Grease Gun
20/05/2026	2013084672		SCREWFIX	S1956	22.37	4.48	26.85	4175	306	13.30	Bolts, Nuts
								4170	306	9.07	Lock
20/05/2026	2013087903		SCREWFIX	S1956	29.15	5.83	34.98	4175	600	29.15	Drill Bits
08/05/2026	1043259283		TRAVIS PERKINS	T108	26.94	5.39	32.33	4170	306	26.94	Handles
08/05/2026	108807896		WOLSELEY UK LTD	W102	23.99	4.80	28.79	4170	101	19.43	Syphon
								4155	600	4.56	Cleaning Materials
15/05/2026	108928503		WOLSELEY UK LTD	W102	258.34	51.66	310.00	4299	601	258.34	Stopcocks, Liners
19/05/2026	108980908		WOLSELEY UK LTD	W102	32.38	6.47	38.85	4299	601	32.38	Tap, Elbow
				TOTAL INVOICES	15,573.75	1,453.20	17,026.95			15,573.75	
			VAT ANALYSIS CODE	E @ 0.00%	6,247.92	0.00	6,247.92				
			VAT ANALYSIS CODE	OTS @ 0.00%	2,060.00	0.00	2,060.00				
			VAT ANALYSIS CODE	S @ 20.00%	7,265.83	1,453.20	8,719.03				
				TOTALS	15,573.75	1,453.20	17,026.95				

General Ledger for Month No 2 **Order by Supplier A/c**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
08/05/2026	19884		AVM WORKWEAR AND EMB	A126	33.15	6.63	39.78	4070	405	33.15	Caps
12/05/2026	19912		AVM WORKWEAR AND EMB	A126	105.12	21.03	126.15	4070	405	105.12	Sweatshirts, Jacket, Fleece, C
22/05/2026	1019		ATELIER82 LTD	A132	86.00	0.00	86.00	4600	508	86.00	Carnival Leaflets
24/05/2026	3153		BROADMEAD LEISURE	B250	4,020.00	804.00	4,824.00	4230	306	4,020.00	Play Equipment Repairs
25/05/2026	3156		BROADMEAD LEISURE	B250	75.00	15.00	90.00	4230	306	75.00	Play Equipment Inspection
21/05/2026	1017		CLOUD 9 DISCO HIRE	C129	850.00	0.00	850.00	4600	508	200.00	Live at the Bandstand PA Syste
								4600	508	300.00	Remembrance PA System
								4600	508	50.00	Remembrance PA System
								4600	508	300.00	Christmas Fayre PA System
23/05/2026	INV-4568		CRIMP HYDRAULIC SERV	C156	13.00	2.60	15.60	4299	601	13.00	Joiner, Nut
31/05/2026	1001		COESKIP LTD	C157	635.00	127.00	762.00	4200	306	126.00	Skip
								4200	308	126.00	Skip
								4200	600	383.00	Skips
22/05/2026	1405925996		DELL CORPORATION LTD	D116	814.00	162.80	976.80	4480	101	814.00	Laptop
22/05/2026	1405925997		DELL CORPORATION LTD	D116	40.25	8.05	48.30	4480	101	40.25	Laptop Case/Power Adapter
25/05/2026	1405927478		DELL CORPORATION LTD	D116	775.00	155.00	930.00	4480	101	775.00	Computer
19/05/2026	7253		DAVID BROWN SKIP HIR	D121	667.00	133.40	800.40	4200	306	126.00	Skip
								4200	308	126.00	Skip
								4200	600	415.00	Skips
21/05/2026	FRAN13523		FLYER	F3987	395.00	79.00	474.00	4600	508	395.00	Breaking the Boundaries Advert
31/05/2026	H052606404		HCC	H801	69.10	13.82	82.92	4175	101	7.25	Batteries
								4400	101	61.85	Stationery
27/05/2026	1208093044		KONICA MINOLTA	K103	353.05	70.61	423.66	4400	101	304.08	Photocopier Meter Charges
								4400	405	48.97	Photocopier Meter Charges
15/05/2026	33898		RBS	R1298	938.00	187.60	1,125.60	4585	101	938.00	Annual Return/Close 2025/26
28/05/2026	INV-9821		SFB CONSULTING LTD	S133	125.00	25.00	150.00	4585	101	125.00	HR Consultancy
21/05/2026	2013091562		SCREWFIX	S1956	-29.15	-5.83	-34.98	4175	600	-29.15	Credit Drill Bits
20/05/2026	2013091732		SCREWFIX	S1956	-13.49	-2.70	-16.19	4175	306	-13.49	Credit Bolts

General Ledger for Month No 2 **Order by Supplier A/c**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
21/05/2026	2013099374		SCREWFIX	S1956	8.57	1.71	10.28	4170	306	8.57	Finger Plates
21/05/2026	2013102920		SCREWFIX	S1956	25.14	5.03	30.17	4175	600	25.14	Drill Bits
22/05/2026	2013145260		SCREWFIX	S1956	28.32	5.66	33.98	4185	600	28.32	Hose Tap Connectors
28/05/2026	2013243051		SCREWFIX	S1956	336.22	55.63	391.85	4170	306	58.32	Locks
								4070	600	277.90	Trousers, Safety Boots, Covera
28/05/2026	2013243861		SCREWFIX	S1956	3.29	0.66	3.95	4185	101	3.29	Door Stops
28/05/2026	YWW415317073		TOOLSTATION LTD	T117	37.19	7.44	44.63	4300	600	37.19	Amber Beacons
31/05/2026	4415		TOTAL UNIQUE HOME SO	T130	1,491.00	0.00	1,491.00	4150	101	860.00	Cleaning
								4150	201	552.50	Cleaning
								4150	405	12.50	Hygiene Bin
								4150	505	56.00	Hygiene Bins
								4150	600	10.00	Hygiene Bin
27/05/2026	4123		WE CREATE BETTER LTD	W122	135.00	27.00	162.00	4600	508	135.00	Breaking the Boundaries Artwor
27/05/2026	4124		WE CREATE BETTER LTD	W122	100.00	0.00	100.00	4600	508	100.00	Breaking the Boundaries Leafle
				TOTAL INVOICES	12,115.76	1,906.14	14,021.90			12,115.76	
			VAT ANALYSIS CODE	OTS @ 0.00%	2,341.00	0.00	2,341.00				
			VAT ANALYSIS CODE	S @ 20.00%	9,530.77	1,906.14	11,436.91				
			VAT ANALYSIS CODE	Z @ 0.00%	243.99	0.00	243.99				
				TOTALS	12,115.76	1,906.14	14,021.90				

General Ledger for Month No 3 **Order by Supplier A/c**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
03/06/2026	INV-12376		BISON SECURITY POSTS	B157	145.00	29.00	174.00	4170	306	145.00	Bollard Maintenance
01/06/2026	2013302444		SCREWFIX	S1956	-116.31	-11.66	-127.97	4170	306	-58.32	Credit Locks
								4070	600	-57.99	Credit Safety Boots
01/06/2026	2013328394		SCREWFIX	S1956	34.16	6.83	40.99	4170	306	34.16	Lock
02/06/2026	2013362217		SCREWFIX	S1956	2.47	0.50	2.97	4185	306	2.47	Carabiner Clips
				TOTAL INVOICES	65.32	24.67	89.99			65.32	
			VAT ANALYSIS CODE	S @ 20.00%	123.31	24.67	147.98				
			VAT ANALYSIS CODE	Z @ 0.00%	-57.99	0.00	-57.99				
				TOTALS	65.32	24.67	89.99				

General Ledger for Month No 3 **Order by Supplier A/c**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
19/06/2026	GB600317C60THI		AMAZON BUSINESS	A114	28.22	5.65	33.87	4480	101	28.22	Keyboard, Mouse
08/06/2026	1031		ATELIER82 LTD	A132	490.00	98.00	588.00	4600	508	490.00	Carnival Signs
18/06/2026	198639145		AA	A200	2,827.00	565.40	3,392.40	4600	508	2,827.00	Carnival Traffic Signs/Road Cl
19/06/2026	INV-12468		BISON SECURITY POSTS	B157	224.62	44.92	269.54	4170	306	224.62	Bollard Maintenance
02/06/2026	02062026		BURCHES, J R	B166	415.00	0.00	415.00	4170	600	415.00	Door Maintenance
21/06/2026	3174		BROADMEAD LEISURE	B250	75.00	15.00	90.00	4230	306	75.00	Play Equipment Inspection
03/06/2026	1019		CLOUD 9 DISCO HIRE	C129	1,723.75	0.00	1,723.75	4600	508	1,723.75	Carnival PA System
19/06/2026	1405960546		DELL CORPORATION LTD	D116	210.00	42.00	252.00	4480	101	210.00	Keyboards, Mice
10/06/2026	161815		ILIFFE MEDIA LTD	I101	375.00	75.00	450.00	4600	508	375.00	Carnival Advertisements
06/06/2026	INV-2161		IAC AUDIT	I108	399.00	79.80	478.80	4570	101	399.00	Internal Audit 2025/26
04/06/2026	1208189497		KONICA MINOLTA	K103	504.84	100.97	605.81	4400	101	407.46	Photocopier Rental
								4400	405	97.38	Photocopier Rental
08/06/2026	70816		KG LOACH	K105	643.70	128.74	772.44	4620	306	643.70	Compost
05/06/2026	73150		LEXICON FIRE SYSTEMS	L103	210.00	42.00	252.00	4170	101	210.00	Fire Alarm Maintenance
05/06/2026	73151		LEXICON FIRE SYSTEMS	L103	210.00	42.00	252.00	4170	101	210.00	Fire Alarm Maintenance
01/06/2026	260600476311		MICROSHADE BUSINESS	M104	44.95	8.99	53.94	4480	101	44.95	PT Mapper Licence
11/06/2026	1479		MASKALLS TREE SURGER	M127	3,400.00	680.00	4,080.00	580	0	1,830.00	Monastery Tree Works
								4250	306	1,140.00	Tree Works
								4250	600	430.00	Tree Works
16/06/2026	0821B		MURWALLS LIMITED	M129	2,768.50	553.70	3,322.20	4940	101	2,768.50	Waterside Stortford Mural Desi
08/06/2026	98		OPTIC SECURITY SERVI	O116	36.00	0.00	36.00	4600	508	36.00	Carnival Stewards
15/06/2026	SIN3379396		PPL PRS LTD	P114	234.93	46.99	281.92	4600	508	234.93	Carnival Music Licence
19/06/2026	CD10006520		SWAN ANALYTICAL	S106	108.30	21.66	129.96	4175	306	108.30	Chlorine/PH Test Kits
09/06/2026	2600068552		ST JOHN AMBULANCE	S119	385.00	77.00	462.00	4030	101	385.00	Mental Health First Aid Traini
15/06/2026	419737		STANLEY TEE	S125	135.00	0.00	135.00	4585	101	135.00	Community Centre Leases
08/06/2026	34235		SMITHS PLUMBING HEAT	S163	267.87	53.57	321.44	4170	101	267.87	Boiler Maintenance
09/06/2026	34236		SMITHS PLUMBING HEAT	S163	203.00	40.60	243.60	4170	101	203.00	Plumbing Maintenance
05/06/2026	2013439168		SCREWFIX	S1956	-44.98	-9.00	-53.98	4070	600	-44.98	Credit Coveralls

General Ledger for Month No 3 **Order by Supplier A/c**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
05/06/2026	2013457671		SCREWFIX	S1956	41.65	8.33	49.98	4070	600	41.65	Coveralls
05/06/2026	2013457674		SCREWFIX	S1956	34.98	7.00	41.98	4185	600	34.98	Staple Gun
06/06/2026	2013468524		SCREWFIX	S1956	13.32	2.67	15.99	4185	101	13.32	Security Camera
09/06/2026	2013531727		SCREWFIX	S1956	184.91	32.39	217.30	4170	600	128.29	Paint
								4185	600	33.63	Paint Brushes
								4070	600	22.99	Safety Wellies
10/06/2026	2013560628		SCREWFIX	S1956	162.38	20.48	182.86	4175	600	88.27	Oil, Grinding Discs
								4070	600	59.99	Safety Boots
								4185	600	14.12	Measuring Jug
11/06/2026	2013579793		SCREWFIX	S1956	-59.99	0.00	-59.99	4070	600	-59.99	Credit Safety Boots
11/06/2026	2013605656		SCREWFIX	S1956	56.99	0.00	56.99	4070	600	56.99	Safety Boots
18/06/2026	2013780110		SCREWFIX	S1956	177.69	35.55	213.24	4070	600	49.46	Safety Glasses
								4175	600	40.03	Cable Ties
								4600	508	88.20	Carnival Cable Ties, Combinati
10/06/2026	2013547116		TRADE POINT	T114	150.83	30.17	181.00	4170	101	150.83	Kitchen Cabinets
10/06/2026	YWW428565382		TOOLSTATION LTD	T117	11.08	2.22	13.30	4185	101	11.08	Extension Lead
29/04/2026	0000008496		USTIGATE LTD	U101	2,636.00	527.20	3,163.20	4175	306	2,636.00	Paddling Pool Maintenance
17/06/2026	4171		WE CREATE BETTER LTD	W122	260.00	52.00	312.00	4585	101	260.00	Logo Design
17/06/2026	WH128		WINDHILL HOUSE LTD	W2305	9,854.65	1,970.93	11,825.58	4170	101	9,854.65	Windhill House Contribution
				TOTAL INVOICES	29,399.19	5,401.93	34,801.12			29,399.19	
			VAT ANALYSIS CODE	OTS @ 0.00%	2,309.75	0.00	2,309.75				
			VAT ANALYSIS CODE	S @ 20.00%	27,009.46	5,401.93	32,411.39				
			VAT ANALYSIS CODE	Z @ 0.00%	79.98	0.00	79.98				
				TOTALS	29,399.19	5,401.93	34,801.12				

General Ledger for Month No 3 **Order by Supplier A/c**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
25/06/2026	20326		AVM WORKWEAR AND EMB	A126	11.18	2.24	13.42	4070	101	11.18	Polo Shirt
23/06/2026	123262		BRENTWOOD COMMUNICAT	B113	321.00	64.20	385.20	4600	508	321.00	Carnival Radios
30/06/2026	1024		COESKIP LTD	C157	1,270.00	254.00	1,524.00	4200	306	527.00	Skips
								4200	308	527.00	Skips
								4200	600	216.00	Skips
18/05/2026	414675		DTP SOUTHFIELD	D118	149.00	29.80	178.80	4700	405	149.00	TIC Goods for Resale
08/06/2026	B81554		ERNEST DOE	E104	148.05	29.61	177.66	4175	600	148.05	Strimmer Lines
30/06/2026	B82546		ERNEST DOE	E104	25.00	5.00	30.00	4175	600	25.00	Lawn Mower Maintenance
25/06/2026	ECFAEV697		ESSEX COMM FIRST AID	E117	450.00	0.00	450.00	4600	508	450.00	Carnival First Aiders
20/06/2026	20062026		HERTS 4X4 RESPONSE	H115	700.00	0.00	700.00	4600	508	700.00	Carnival Stewards
30/06/2026	H062610285		HCC	H801	38.47	7.69	46.16	4400	101	31.04	Stationery
								580	0	7.43	CT Screenwash
30/06/2026	H062610286		HCC	H801	21.99	4.40	26.39	4150	101	21.99	Cleaning Materials
30/06/2026	H062610287		HCC	H801	35.46	6.11	41.57	4400	101	16.37	Stationery
								4750	101	4.91	Milk Jiggers
								580	0	14.18	BPC Toilet Roll Dispenser
30/06/2026	H062610288		HCC	H801	23.78	4.76	28.54	4400	101	23.78	Stationery
30/06/2026	H062610289		HCC	H801	8.39	1.68	10.07	4480	101	8.39	SD Card
30/06/2026	H062610290		HCC	H801	63.18	12.64	75.82	4400	101	63.18	Stationery
30/06/2026	H062610291		HCC	H801	-22.88	-4.58	-27.46	4400	101	-22.88	Credit Stationery
30/06/2026	H062610595		HCC	H801	99.56	19.91	119.47	4400	405	73.39	Stationery
								4750	405	26.17	Tea
30/06/2026	73268		LEXICON FIRE SYSTEMS	L103	210.00	42.00	252.00	4170	101	210.00	Fire Alarm Maintenance
30/06/2026	73274		LEXICON FIRE SYSTEMS	L103	398.25	79.65	477.90	4170	201	398.25	Fire Risk Assessment
24/06/2026	2603003SB		LOCUS SERVICES LTD	L127	1,795.00	359.00	2,154.00	4200	101	1,795.00	War Memorial Cleaning
25/06/2026	26921		MATTHEW'S PLANTS	M105	2,729.00	545.80	3,274.80	4620	306	2,729.00	Plants
29/06/2026	263		THE ROCK GALLERY	R134	24.00	0.00	24.00	4700	405	24.00	TIC Goods for Resale
26/03/2026	SD2938-1		SLCC	S105	364.00	72.80	436.80	4425	101	364.00	Situations Vacant Advertisemen

General Ledger for Month No 3 **Order by Supplier A/c**

								Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
30/06/2026	INV-9896		SFB CONSULTING LTD	S133	625.00	125.00	750.00	4585	101	625.00	HR Consultancy
29/06/2026	INV-2496		SB CIVIL ENGINEERING	S136	2,669.50	533.90	3,203.40	4940	306	2,669.50	BMX Track Trial Holes
22/06/2026	2013835740		SCREWFIX	S1956	56.69	11.34	68.03	4175	600	18.37	Washers, Screws, Nuts
								4070	600	38.32	Trousers
23/06/2026	2013870199		SCREWFIX	S1956	27.39	5.47	32.86	4170	306	18.32	Syphon
								4170	101	9.07	Syphon
24/06/2026	2013902651		SCREWFIX	S1956	50.92	10.18	61.10	4175	600	50.92	Batteries, Bolts, Washers, Nut
25/06/2026	2013926538		SCREWFIX	S1956	106.60	21.32	127.92	4175	600	106.60	Chainsaw Chains
26/06/2026	2013964652		SCREWFIX	S1956	10.82	2.17	12.99	4150	101	10.82	Cleaning Materials
26/06/2026	2013967780		SCREWFIX	S1956	74.96	14.99	89.95	4175	600	74.96	Chainsaw Chains
29/06/2026	2013985317		SCREWFIX	S1956	-106.60	-21.32	-127.92	4175	600	-106.60	Credit Chainsaw Chains
25/06/2026	2114/2506260917		TIMPSON SHOECARE LTD	T001	30.00	6.00	36.00	4175	101	30.00	Keys
22/06/2026	331571		TREASURE TRAILS	T106	49.60	9.92	59.52	4700	405	49.60	TIC Goods for Resale
30/06/2026	4422		TOTAL UNIQUE HOME SO	T130	1,856.00	0.00	1,856.00	4150	101	1,075.00	Cleaning
								4150	201	700.00	Cleaning
								4150	405	12.50	Hygiene Bin
								4150	505	56.00	Hygiene Bins
								4150	600	12.50	Hygiene Bin
25/06/2026	109586465		WOLSELEY UK LTD	W102	12.96	2.59	15.55	4170	505	12.96	Tap Connectors
26/06/2026	109613397		WOLSELEY UK LTD	W102	14.48	2.90	17.38	4170	306	14.48	Float Valve
				TOTAL INVOICES	14,340.75	2,261.17	16,601.92			14,340.75	
			VAT ANALYSIS CODE	OTS @ 0.00%	3,030.00	0.00	3,030.00				
			VAT ANALYSIS CODE	S @ 20.00%	11,305.84	2,261.17	13,567.01				
			VAT ANALYSIS CODE	Z @ 0.00%	4.91	0.00	4.91				
				TOTALS	14,340.75	2,261.17	16,601.92				

Capital receipt - current status of plans against priorities RESOLVED by Council

Project	Reasonable: Min £K	Max £K	Year	Prob.	Comment
Capital grants (tranche 2 of major grants)	308	308	2023	100%	Awards decided by Council, funds not yet fully disbursed
Top up funding of Castle Park - committed	25	25	2023	100%	Paid
Purchase of Bishops Park Community Centre	166	166	2023	100%	Paid, includes SDLT and professional fees
Purchase of Havers Community Centre	104	104	2023	100%	Paid, includes SDLT and professional fees
Purchase of St Michael's Mead Community Centre	147	147	2023	100%	Paid, includes SDLT and professional fees
Purchase of land for Allotments	68	68	2023	100%	Net cost after S106 contribution, £143K paid, timing of S106 receipt conditional on planning criteria being met
Top up funding of Castle Park - additional	125	125	2024	100%	Triggered by purchase of St Michael's Mead Community Centre
Capital grants (tranche 3 of major grants)	223	223	2024/25	100%	Awards decided by Council, funds not yet fully disbursed
The Old Monastery Suite 3	280	280	2025	100%	Paid, includes SDLT and professional fees
Purchase of site of South Mill Arts	2,970	2,970	2026/27	100%	Awaiting Charity Commission approval
SDLT on above	118	118	2026/27	100%	Stamp Duty
Professional fees associated with above	10	20	2026/27	100%	Estimate
Purchase of amenity land	100	150	2026/27	75%	Includes Dane O'Coys and other amenity land
Purchase of additional assets	750	825	2026/27	75%	Other devolved Council assets
Walking/Cycle Route North	415	415	2026/27	75%	Part funding for project, remainder from existing Earmarked Reserve and S106
Infrastructure improvements	200	400	2026/27	75%	To cover Old Monastery, Cemetery and any other asset improvements (buildings)
BMX / Multi-Wheel Track	100	100	2026/27	90%	Top-up to existing reserve of £200,000 (£400,000 total project budget)
Community Sports Hub	250	250	2026/27	50%	Discussions with Communty Football ongoing (not committed)
Total	**6,359**	**6,694**			
Capital Receipt	**6,415**	**6,415**			Amount received to date, a further receipt may be forthcoming
Interest earned in 2023/24	281	281			Added to reserve as per 2023/24 budget, not subject to same restrictions as the Capital Receipt so could be released and utilised elsewhere
Total assigned	**6,696**	**6,696**			
Surplus/(Deficit)	**337**	**2**			

Blank Page

To:

The Mayor, Bishop's Stortford Town Council

The Leader, Bishop's Stortford Town Councillor

Chief Executive Officer, Bishop's Stortford Town Council

31st May 2026

Dear Councillors and Huw re: Stortford Shuttle

It is with some regret that I write regarding the future of the Stortford Shuttle service operated by local charity Bishop's Stortford Community Transport CIO (BSCT CIO). Doubtless many members are already familiar with the service but for those that are less familiar I attach details.

The Trustees are extremely grateful for the longstanding support provided by the Town Council, without which the Stortford Shuttle could not have continued to operate in recent years. The service is relied upon by many elderly and less mobile residents and has become an important part of community life within Bishop's Stortford, carrying 80-120 passenger journeys Monday-Friday and around 45-60 on Saturday.

In brief, despite the generous grant from the Town Council and the many other measures taken by the Trustees to reduce costs and increase income (which I set out below), the Stortford Shuttle service is now running at an operating deficit of approximately £8000 per annum. This excludes any element of depreciation to allow for vehicle replacement as, until now, we have relied on occasional capital grants from HCC, the Brazier Trust and HMG for this purpose. If we were to include an amount for vehicle replacement the deficit is closer to £24,000 per annum. Although there is no immediate need to replace a vehicle and we may benefit from capital grants in the future, it would be irresponsible for the Trustees to ignore this additional risk entirely.

To put the deficit in context, the shortfall *inclusive of the allowance for vehicle replacement*, represents just over £1 per passenger journey, the £8000 operating deficit represents is approximately 35p per passenger journey. Although the CIO has sufficient reserves for at least another 12 months, it is clear to the trustees that the current situation is unsustainable in the longer term.

I attach the (unaudited) accounts for 2025-2026 showing a deficit, after adjustment for one-off items, of £7617 and and the current projection for 2026/2027 which shows a similar figure. These figures are prepared by the BSTC accounts team.

Several factors have contributed to this situation to occur namely:

1. Steadily increased insurance costs, the most recent increase being 16.7%

2. Reduced income from Herts County Council. This is paid as part of the 'bus pass' scheme and has fallen from £43,791 in 2024-2025 to £38,096 in 2025-26, despite the fact that the number of passenger journeys has remained constant. The formula applied by HCC is fairly opaque, but in essence it appears to involve distributing a 'pot' amongst the various operators and we understand that the size of the 'pot' has not increased, or may have decreased, presumably due to general spending restrictions.

3. The cost of a replacement minibus (of the specification needed to run the shuttle service) has risen dramatically and now stands at in excess of £125,000. The current fleet consists of one vehicle which is 3 years old and one which is 10 years old. Whilst there is therefore no immediate requirement for replacement, prudent long-term planning requires provision for future vehicle renewal and maintenance of a suitable backup vehicle to ensure continuity of service. This accounts for the capital element of the deficit.

4. The decision by our only major customer for the 'Self drive hire business' to lease their own vehicle has caused a further deterioration. Whilst variable costs and fleet size have been reduced to reflect this change of circumstance, the fixed costs which now must all be borne by the Shuttle service. Because of the need to maintain the Stortford Shuttle service the opportunity to 'hire out' (and thus recoup the costs of) the 'backup' vehicle is extremely limited.

It is worth observing that the charity was originally established over 40 years ago around the self-drive hire operation; the Stortford Shuttle is a relatively recent innovation established around 14 years ago. The self-drive business has been in steady decline as a result of the increased tendency for target organisations to lease their own minibuses and, with the exception of Age Concern, custom had already reduced substantially.

Currently there is the certainty that fuel costs will increase as a result of the war in the Middle East; this represents an additional burden which is not accounted for in the figures.

The Trustees, and the Council staff, have worked very hard to mitigate the situation. In particular:

- They have sought and secured sponsorship in return for advertising, amounting to approximately £7,000 annually
- The service participates in the East Herts Lottery scheme
- Fundraising events/charity runs are organised by staff and volunteers
- The CIO actively seeks grants from organisations other than the Town Council.
- Onboard donations from passengers raised £4,109 in 2025-2026. This is surely an illustration of the value users put on the service
- Fares are charged to those who are not travelling under HCC Concessionary arrangements.
- The CIO has also received support from organisations including Waitrose, Tesco Stronger Starts (£1,500), and most recently a £500 grant from the Hertfordshire Community Foundation through the HCC Community Transport Programme.

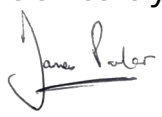
The trustees constantly reassess the opportunities for further income/reduced expenditure. However, at the present time we are unable to identify a realistic means by which the remaining funding gap can be closed without additional ongoing support.

Taking all of this together the CIO now faces the situation where, without substantial ongoing support, there is a strong possibility that it will be obliged to cease the Shuttle service and most likely wind up. Realistically the Town Council (or the Brazier Trust) are the only bodies that it can appeal to with any prospect of securing the level of support required to keep the service running. The Trustees view is that plugging the operating deficit of £8000 per annum is the first priority in order to give confidence in the future, the capital position can be considered over a more extended time frame.

The Trustees remain fully committed to preserving the service (or a variant) if at all possible and would very much welcome the opportunity to discuss with members their views and priorities as well as whether any form of enhanced ongoing support or partnership arrangement may be achievable.

The Trust is of course happy to provide any further information that the members require and we look forward to hearing their thoughts.

Yours sincerely



James Parker

Chairman

Bishop’s Stortford Community Transport (CIO)

Bishop's Stortford Community Transport CIO

Registered Charity No: 1172934

INFORMATION ABOUT

What is Stortford Shuttle?

The Stortford Shuttle is a well-established community bus service. It has been operating since 2012. It is for everyone in the Bishop's Stortford Community and is loved by all who use it.

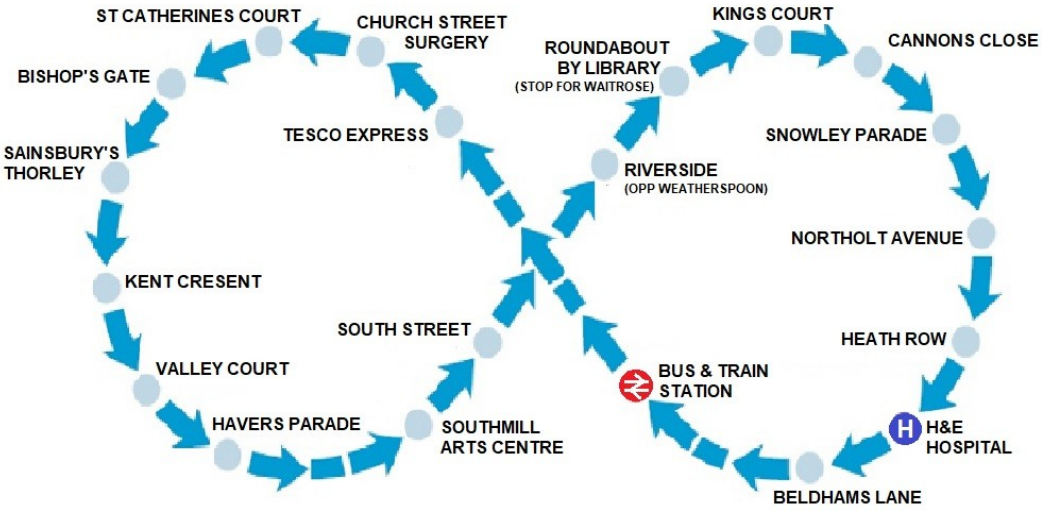
Where does it operate?

The Stortford Shuttle loops through the town centre 12 times each weekday from 07:50-15:00hrs and 8 times on Saturdays from 09:00-13:00hrs . It has a circular route means it travels all around Bishop's Stortford on its registered route, calling at Herts and Essex Hospital, Thorley, Havers and Parsonage. Including some areas not covered by commercial bus companies and areas of deprivation.

How does it serve the community?

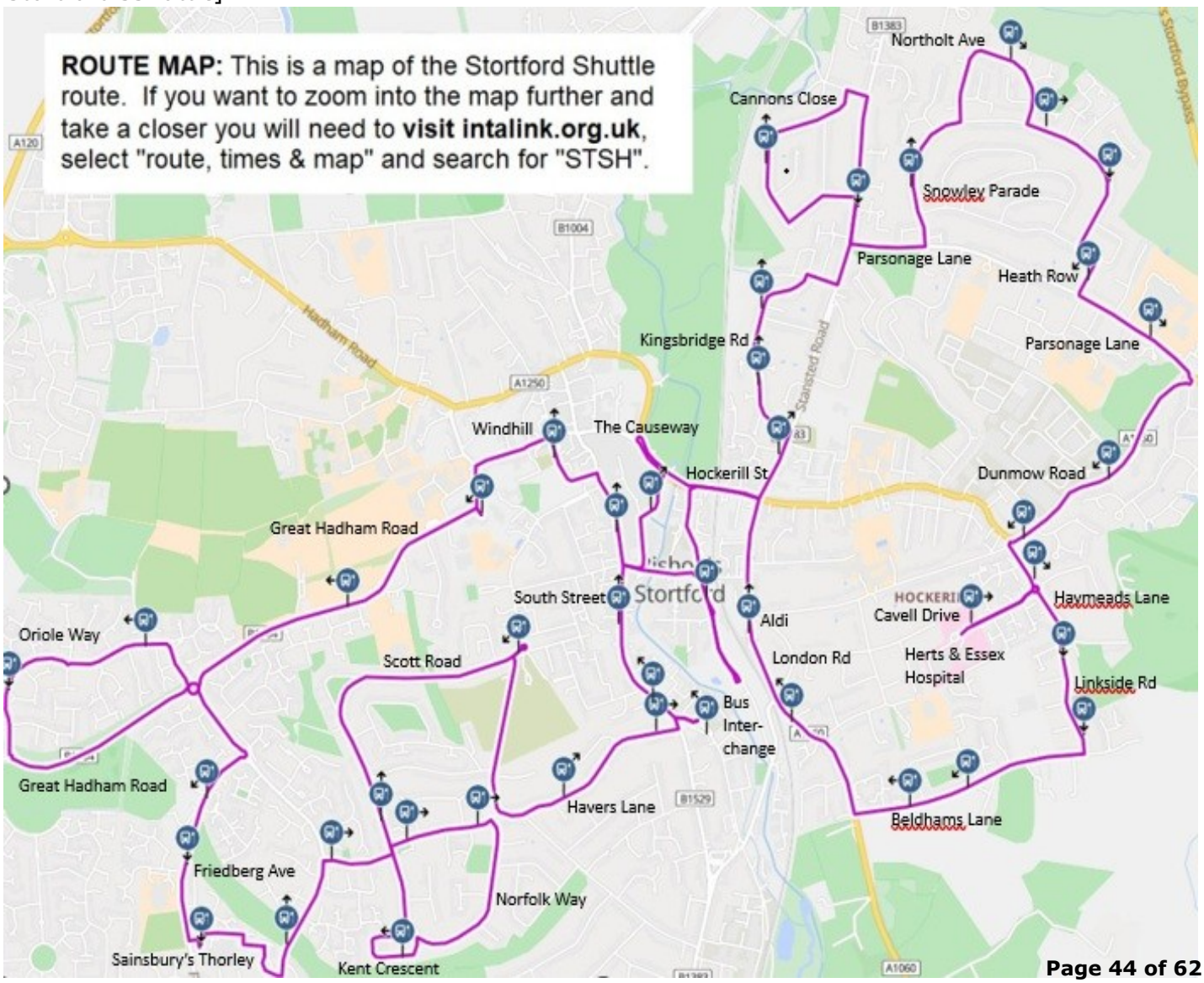
The Stortford Shuttle operates on a not-for-profit basis. It is funded by revenue, grants, sponsorship and fundraising. It is operated by Bishop's Stortford Community Transport CIO, a registered charity.

ROUTE:



FULL ROUTE is available to view at https://www.intalink.org.uk/services

[Note you can zoom in for a closer look at the entire route by visiting the above link, select “route, timetables and maps”, then search for STSH or Stortford SShuttle]



STATS AND FACTS:

- ✓ Stortford Shuttle (STSH) made over 19,000 passengers journeys last year.
- ✓ There are more than 370 passengers per week
- ✓ Uses a low floor minibus that is easier for elderly passengers to board and disembark.
- ✓ Serves areas not covered by commercial buses and operates in areas of deprivation
- ✓ Offers a hail and ride option as well as stopping at bus stops along the route – this is very popular with elderly less mobile residents who are not able to walk to their nearest bus stop.
- ✓ It reduces town centre congestion while helping the environment.
- ✓ Reduces the loneliness and isolation of elderly Residents.
- ✓ Older person's bus passes and saver cards are accepted

Friedberg Ave

Norfolk Way

PASSENGER COMMENTS:

Sainsbury's Thorley

Kent Crescent

"I just want to say we really appreciate the Stortford Shuttle bus, I use it to go to the hospital for regular blood tests, no other bus goes up there unless I walk into town and then get a bus up, I walk with a frame so that's too far for me. I know all the drivers, they are always friendly, and helpful. They are very kind and always wait for me to sit down before driving off. Thank you Stortford Shuttle" Rose Mulvihill, Elliot Court/Waggoners

"The Stortford Shuttle is a vital concept to many, many people so they can get to the shops, doctors, hospital or just to get out and about, in a clean, efficient, and safe environment. Your drivers are great. Thank You"

Linda Marshall, Susan Wren, Brenda Thompson

"The Stortford Shuttle is so important to me, it picks me up from outside my house and regularly drops me to Herts & Essex Hospital or the Bishop's Stortford Library where I meet my friends. It's too much of a trek for me to use the other buses and I would have to cross 2 busy roads. Thank you Stortford Shuttle"

Una Campbell, Aged 94, Thorley Hill

I used the shuttle on this day and I would highly recommend this service. Very friendly community feel on the bus. I will definitely use again. Thank you

Sue Weymouth

About us

- The Stortford Shuttle is for everyone to use.
- Hop on/off anywhere en-route.
- Simply hold out your hand to alert the driver who will stop at the closest safe place.
- Leave your car at home - help stop congestion in the Town Centre.
- To view the route visit www.intalink.org.uk click on routes/timetables & maps and search for STSH.

We recommend that our customers who are wheelchair users contact us in advance of travel on the following telephone number: 01279 712146/ 01279 715004. Lines are open Mon-Fri between 09:00-15:30hrs.

Fares

OLDER PERSONS BUS PASS	FREE
DISABLED PERSON BUS PASS	FREE
ADULT SINGLE (FARE CAPPED UNTIL 31.12.25)	£3.00
ADULT DAY PASS	£5.00
HERTS SAVERCARD SINGLE	£1.50
HERTS SAVERCARD DAY PASS	£2.00
HERTS SAVERCARD ADULT (26-59) SINGLE	£3.00
HERTS SAVERCARD ADULT (26-59) DAY PASS	£3.80
HERTS SAVERCARD SENIOR (60+) SINGLE	£1.75
HERTS SAVERCARD SENIOR (60+) DAY PASS	£2.25
CHILD SINGLE (4-16 YEARS)	£1.50
CHILD DAYPASS (4-16 YEARS)	£2.00
UNDER 4s	FREE

CASH ONLY - credit card payments NOT accepted

For information contact: Anne Shirley or Tracey Gaynor,
Bishop's Stortford Town Council
Email: anne.shirley@bishopsstortfordtc.gov.uk
Tel: 01279 712146/01279 715004

www.bishopsstortfordtc.gov.uk/
stortford-shuttle

Sponsors

With thanks to our sponsors:

ITVET Technology Solutions

the limes Bishops Stortford Orthodontics

DISCOVER STORTFORD
Brought to you by Bishop's Stortford BID

Stortford Shuttle is a community bus service operated by
Bishop's Stortford Community Transport CIO
Registered Charity Number 1172934

www.facebook.com/StortfordShuttle/

x.com/StortfShuttle

www.bishopsstortfordtc.gov.uk/
stortford-shuttle

THE TOWN BUS FOR EVERYONE!

MONDAY - SATURDAY

Hospital - Station -
Bus Interchange -
Town Centre - Bishop's Gate -
Thorley - Havers Lane - Town
Centre - Parsonage Lane -
Hospital

Older & disabled persons bus passes accepted

STSH (STORTFORD SHUTTLE) TIMETABLE
EVERY MONDAY-SATURDAY (**EXCEPT BANK HOLIDAYS**)

MONDAY TO FRIDAYS							
Herts & Essex Hospital	07:50	09:00	10:00	11:00	-	13:00	14:00
Beldhams Lane (Cricket Ground)	07:53	09:03	10:03	11:03	-	13:03	14:03
Aldi (London Rd)	07:55	09:07	10:07	11:07	-	13:07	14:07
Bus Station Interchange, Stop E ⇄	08:09	09:09	10:09	11:09	-	13:09	14:09
Tesco Express; Potter St, Stop H	08:11	09:11	10:11	11:11	-	13:11	14:11
Church Street Doctors Surgery	08:12	09:12	10:12	11:12	-	13:12	14:12
St Catherine's Court	08:13	09:13	10:13	11:13	-	13:13	14:13
Oriole Way, Kestral Gardens	08:15	09:15	10:15	11:15	-	13:15	14:15
Oriole Way, opp Clover Ave	08:16	09:16	10:16	11:16	-	13:16	14:16
Friedburg Avenue (The Barons)	08:19	09:19	10:19	11:19	-	13:19	14:19
Thorley Park, Friedburg Ave, Sainsbury's	08:22	09:22	10:22	11:22	-	13:22	14:22
Thorley Bus Link	08:24	09:24	10:24	11:24	-	13:24	14:24
Elizabeth Rd/Queens Crescrent	08:25	09:25	10:15	11:25	-	13:25	14:25
Elizabeth Rd, opp Cox's Gdns	08:26	09:26	10:26	11:26	-	13:26	14:26
Kent Crescent	08:28	09:28	10;28	11:28	-	13:28	14:28
Valley Court	08:30	09:30	10:30	11:30	-	13:30	14:30
Cemetery Gate (Oakway Lodge)	08:31	09:31	10:31	11:31	-	13:31	14:31
Havers Parade	08:32	09:32	10:32	11:32	-	13:32	14:32
Havers Parade/Southmill Arts Centre	08:33	09:33	10:33	11:33	-	13:33	14:33
South St Doctors Surgery (Nicholls Lodge)	08:34	09:34	10:34	11:34	-	13:34	14:34
Riverside Stop R (Opp. Wetherspoon)	08:36	09:36	10:36	11:36	-	13:36	14:36
Roundabout by Library (stop for Waitrose)	08:38	09:38	10:38	11:38	-	13:38	14:38
Castle View	08:40	09:40	10:40	11:40	-	13:40	14:40
Fuller Court, Stansted Rd, opp Church	08:41	09:41	10:41	11:41	-	13:41	14:41
Kings Court	08:42	09;42	10:42	11:42	-	13:42	14:42
Waggoners Court/Elliot Court	08:44	09:44	10:44	11;44	-	13:44	14:44
Cannons Close	08:46	09;46	10:46	11;46	-	13:46	14:46
Parsonage Est, opp Snowley Parade	08:48	09:48	10:48	11:48	-	13:48	14:48
Northolt Avenue	08:49	09:49	10:49	11:49	-	13:49	14:49
Plaw Hatch Close (wait on corner of Heath Row)	08:52	09:52	10:52	11:52	-	13:52	15:52
Dunmow Rd, Nags Head PH	08:54	09:54	10:54	11:54	-	13:54	14:54
Herts & Essex Hospital	08:56	09:56	10:56	11:56	-	13:56	14:56

STSH (STORTFORD SHUTTLE) TIMETABLE EVERY MONDAY-SATURDAY (**EXCEPT BANK HOLIDAYS**)							
SATURDAYS							
Herts & Essex Hospital	-	09:00	10:00	11:00	12:00	-	-
Beldhams Lane (Cricket Ground)	-	09:03	10:03	11:03	12:03	-	-
Aldi (London Rd)	-	09:07	10:07	11:07	12:07	-	-
Bus Station Interchange, Stop E ⇄	-	09:09	10:09	11:09	12:09	-	-
Tesco Express; Potter St, Stop H	-	09:11	10:11	11:11	12:11	-	-
Church Street Doctors Surgery	-	09:12	10:12	11:12	12:12	-	-
St Catherine's Court	-	09:13	10:13	11:13	12:13	-	-
Oriole Way, Kestral Gardens	-	09:15	10:15	11:15	12:15	-	-
Oriole Way, opp Clover Ave	-	09:16	10:16	11:16	12:16	-	-
Friedburg Avenue (The Barons)	-	09:19	10:19	11:19	12:19	-	-
Thorley Park, Friedburg Ave, Sainsbury's	-	09:22	10:22	11:22	12:22	-	-
Thorley Bus Link	-	09:24	10:24	11:24	12:24	-	-
Elizabeth Rd/Queens Crescrent	-	09:25	10:15	11:25	12:25	-	-
Elizabeth Rd, opp Cox's Gdns	-	09:26	10:26	11:26	12:26	-	-
Kent Crescent	-	09:28	10:28	11:28	12:28	-	-
Valley Court	-	09:30	10:30	11:30	11:30	-	-
Cemetery Gate (Oakway Lodge)	-	09:31	10:31	11:31	12:31	-	-
Havers Parade	-	09:32	10:32	11:32	12:32	-	-
Havers Parade/Southmill Arts Centre	-	09:33	10:33	11:33	12:33	-	-
South St Doctors Surgery (Nicholls Lodge)	-	09:34	10:34	11:34	12:34	-	-
Riverside Stop R (Opp. Wetherspoon)	-	09:36	10:36	11:36	12:36	-	-
Roundabout by Library (stop for Waitrose)	-	09:38	10:38	11:38	12:38	-	-
Castleview	-	09:40	10:40	11:40	12:40		
Fuller Court, Stansted Rd, opp Church	-	09:41	10:41	11:41	12:41	-	-
Kings Court	-	09:42	10:42	11:42	12:42	-	-
Waggoners Court/Elliot Court	-	09:44	10:44	11:44	12:44	-	-
Cannons Close	-	09:46	10:46	11:46	12:46	-	-
Parsonage Est, opp Snowley Parade	-	09:48	10:48	11:48	12:48	-	-
Northolt Avenue	-	09:49	10:49	11:49	12:49	-	-
Plaw Hatch Close (wait on corner of Heath Row)	-	09:52	10:52	11:52	12:52	-	-
Dunmow Rd, Nags Head PH	-	09:54	10:54	11:54	12:54	-	-
Herts & Essex Hospital	-	09:56	10:56	11:56	12:56	-	-

Budget and Spend to Date by Type of Expense End Mar 2026

Cost Centre Type / Type of Expense	Actual	Budget	Variance	Adjusted
Core Services				
Expenditure				
Insurance	33	29	4	33
Equipment	27	50	-23	27
Vehicle Maintenance Costs	2,088	1,547	541	1,913
Fuel and Oil	548	137	411	496
Road Fund Licence	39	60	-21	136
Vehicle Insurance	-563	1,480	-2,043	2,077
Printing and Stationery	34		34	34
Marketing			0	0
Subscriptions	20	30	-10	20
Bank Charges	12	12	0	12
Accounting Support	1,066	1,066	0	1,066
Professional Fees	9	6	3	9
Expenditure Total	**3,313**	**4,417**	**-1,104**	**5,822**
Income				
Minibus Lettings	-2,673	-2,232	-441	-1,462
Revenue Grants Received	-718	-650	-68	-718
Miscellaneous Income	-3,993		-3,993	-493
Re-imbursed Expenses	-271		-271	0
Interest Received	-65	-91	26	-65
Appeals & Donations	-21	-36	15	-21
Income Total	**-7,741**	**-3,009**	**-4,732**	**-2,758**
Core Services Total	**-4,428**	**1,408**	**-5,836**	**3,064**
Stortford Shuttle				
Expenditure				
Wages	32,356	32,453	-97	32,356
Employers Pension	122	121	1	122
Staff Catering/Hospitality	172	200	-28	172
Insurance	509	456	53	509
Equipment	311	500	-189	311
Vehicle Maintenance Costs	9,439	5,711	3,728	9,439
Fuel and Oil	6,238	6,629	-391	6,238
Road Fund Licence	205	275	-70	205
Vehicle Insurance	8,049	9,629	-1,580	8,049
Printing and Stationery	303	450	-147	303
Marketing			0	0
Subscriptions	155	139	16	155
Bank Charges	188	189	-1	188
Accounting Support	16,708	16,708	0	16,708
Professional Fees	141	94	47	141
Other Supplies and Services	205	205	0	205
Expenditure Total	**75,101**	**73,759**	**1,342**	**75,101**
Income				
Fares	-41,389	-48,500	7,111	-41,389
Revenue Grants Received	-10,493	-10,186	-307	-10,493
Miscellaneous Income	-704		-704	-704
Re-imbursed Expenses	-4,565	-4,909	344	-4,565
Interest Received	-1,014	-1,426	412	-1,014
Appeals & Donations	-12,384	-7,907	-4,477	-12,384
Income Total	**-70,548**	**-72,928**	**2,380**	**-70,548**
Stortford Shuttle Total	**4,553**	**831**	**3,722**	**4,553**
Grand Total	**125**	**2,239**	**-2,114**	**7,617**

Notes:

Adjusted removes: Sale of E Reg (Miscellaneous Income)
All refunds (Vehicle Insurance, Road Fund Licence) for E Reg
All expenditure (Vehicle Maintenance, Fuel and Oil) for E Reg
All Age Concern income other than December (Minibus Lettings/Re-imbursed Expenses)

Important Note

The adjusted figures, excluding one-off income from the minibus disposal and regular hire income from Age Concern, indicate an annual deficit of £7,617.

Based on cash reserves of £26,166 at 31/03/2026, continuation of an annual deficit of this level would result in the exhaustion of available funds within four years.

Accordingly, the charity is not operating on a financially sustainable basis. This gives rise to a material uncertainty regarding the charity's ability to continue as a going concern if unaddressed.

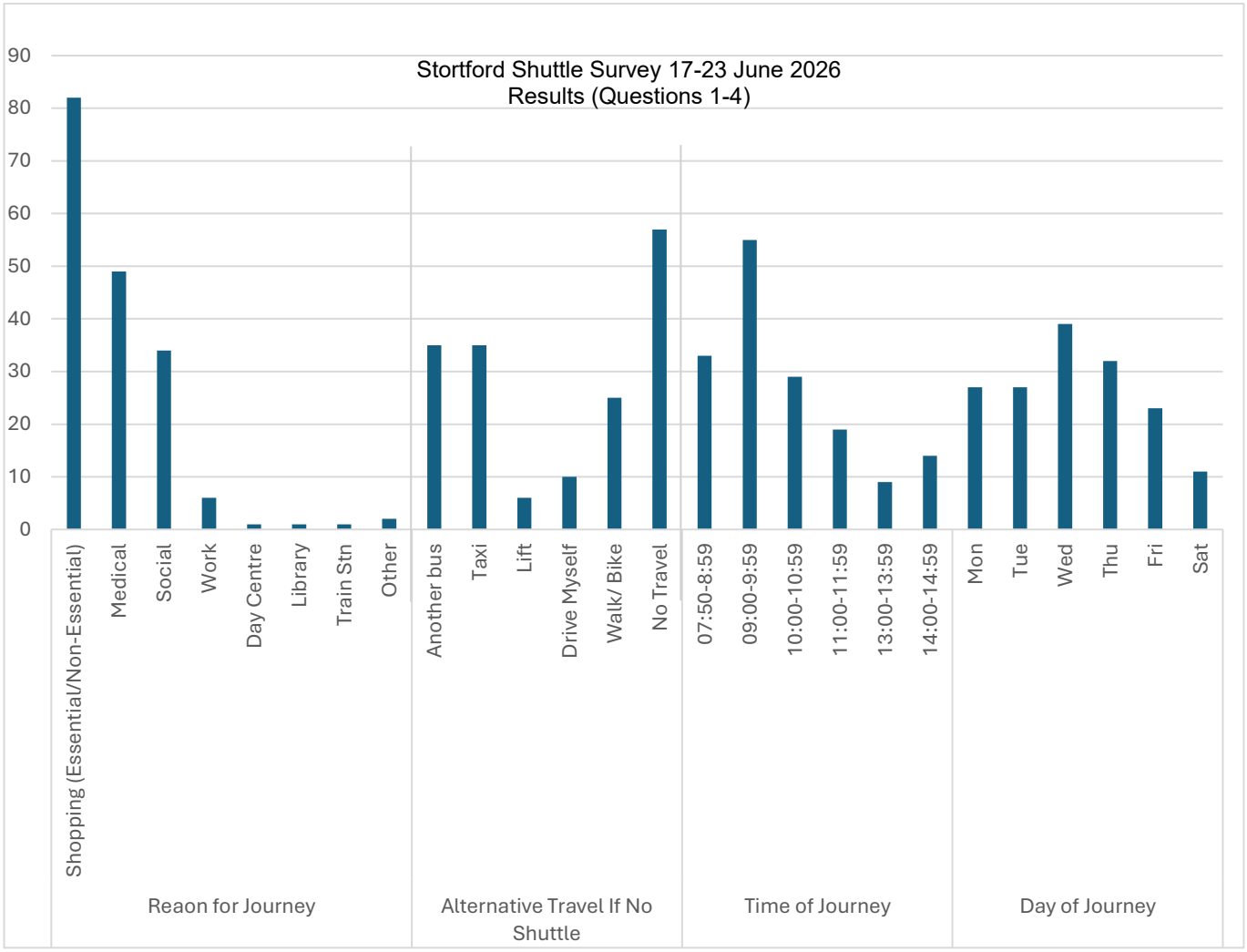
BSCT CIO Projection 2026/27 Detail By Cost Centre and Type of Expense

Cost Centre	Category	Type of Expense	Indicative Detail/Comment	Budget 2026_2027	Actual Q4 2025_2026	Actual 2024_2025	Actual 2023_2024
Core Services							
	Expenditure						
		Insurance		25	33	84	100
		Equipment		25	27	54	177
		Vehicle Maintenance Costs		1,411	2,088	4,863	4,752
		Vehicle Replacement					37,000
		Fuel and Oil		491	548	1,628	1,614
		Road Fund Licence		57	39	93	153
		Vehicle Insurance		1,913	-563	2,541	5,129
		Printing and Stationery			34		70
		Marketing					
		Subscriptions	CTA, AA, S19 Permits	48	20	75	86
		Bank Charges		8	12	35	44
		Accounting Support/Administration		740	1066.44	3,118	3,032
		Professional Fees	Examination of Accounts	6	9	13	15
	Expenditure Total			**4,723**	**3,313**	**12,503**	**52,172**
	Income						
		Minibus Lettings		-1,517	-2,673	-7,924	-6,056
		Revenue Grants Received	BSTC Revenue Grant	-469	-650.16	-1,890	-2,145
			Tesco Stronger Starts Grant		-67.5	-203	
		Miscellaneous Income			-3,993	-3,851	-11,925
		Re-imbursed Expenses	Age Concern Fuel		-271	-1,504	-516
			Minibus Damage				
		Interest Received		-22	-65	-230	-468
		Appeals & Donations	Donations, East Herts Lottery	-14	-21	-92	-274
			Brazier New Bus Grant			-10,000	
			HCC New Bus Grant				-20,000
	Income Total			**-2,022**	**-7,741**	**-25,693**	**-41,385**
Core Services Total				**2,702**	**-4,428**	**-13,189**	**10,787**
Hadham Hopper							**347**

BSCT CIO Projection 2026/27 Detail By Cost Centre and Type of Expense

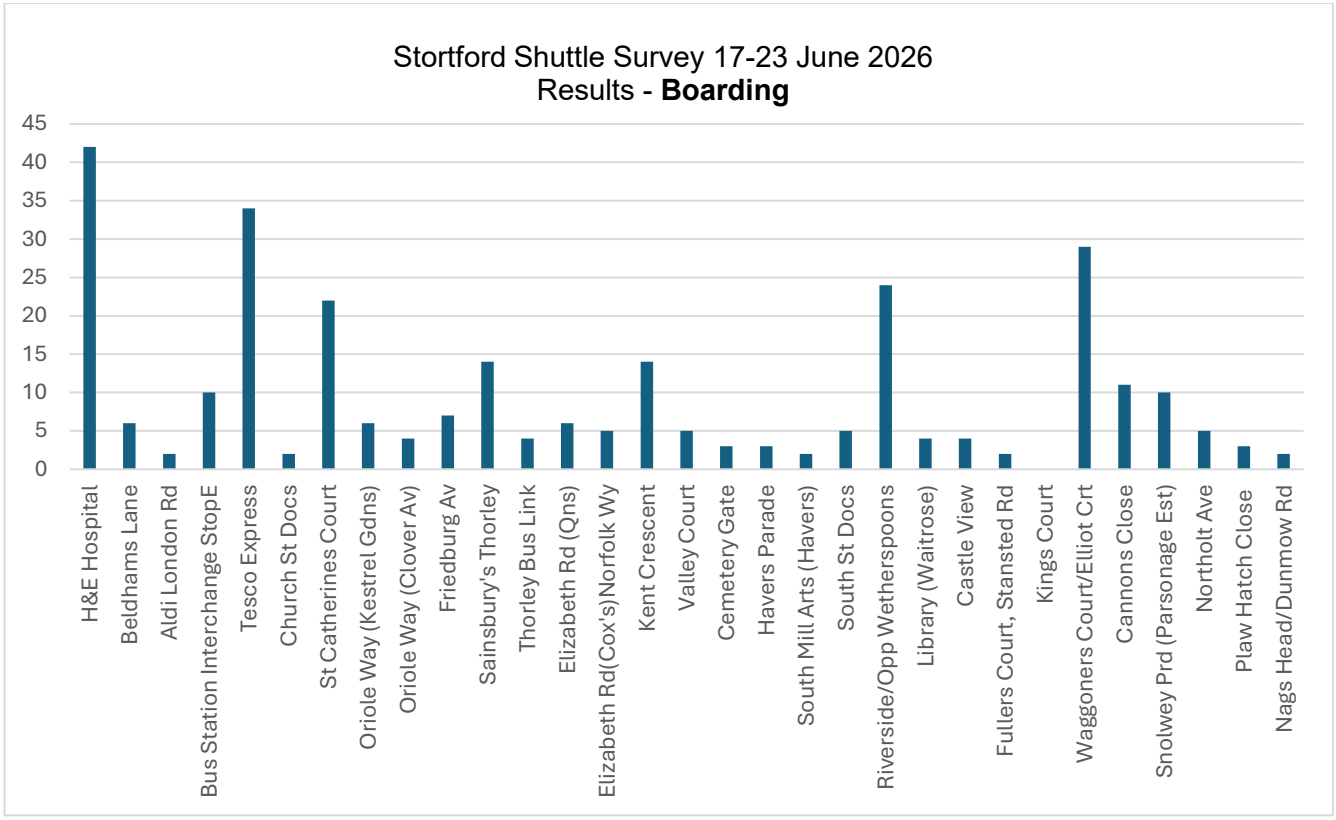
Cost Centre	Category	Type of Expense	Indicative Detail/Comment	Budget 2026_2027	Actual Q4 2025_2026	Actual 2024_2025	Actual 2023_2024
Stortford Shuttle							
	Expenditure						
		Wages		33,812	32,356	30,773	31,058
		Employers Pension		127	121.92	110	283
		Staff Training				43	
		Staff Expenses					
		Staff Catering/Hospitality		200	172	164	96
		Insurance		598	509	385	339
		Equipment		300	311	1,271	535
		Vehicle Maintenance Costs		5,888	9,439	7,852	3,105
		Vehicle Replacement					
		Fuel and Oil		6,184	6,238	6,560	6,104
		Road Fund Licence		290	205	300	226
		Vehicle Insurance		9,679	8,049	9,235	6,379
		Printing and Stationery		200	303	553	259
		Marketing					
		Subscriptions	CTA, AA, S22 Permits	97	155	140	284
		Bank Charges		192	188	158	147
		Accounting Support/Administration		17,763	16707.56	14,206	10,268
		Professional Fees	Examination of Accounts	144	141	57	50
		Other Supplies and Services	BSOG Fuel Grant Audit	215	205	195	175
			Service Variation Fee				60
		Other Staff Related costs	DBS Checks			226	
	Expenditure Total			**75,689**	**75,101**	**72,228**	**59,369**
	Income						
		Fares		-41,389	-41,389	-46,786	-45,467
		Revenue Grants Received	BSTC Revenue Grant	-11,256	-10,186		-7,265
			EHDC Grant			-8,610	
			Tesco Stronger Starts Grant		-307.5	-923	
		Miscellaneous Income			-704		
		Re-imbursed Expenses	BSOG Fuel Grant	-3,244	-3,276	-3,402	-3,046
			Fare Cap Payments	-996	-1289.28	-1,520	-166
			Minibus Damage			-293	
		Interest Received		-517	-1,014	-1,046	-1,585
		Appeals & Donations	Sponsorship	-8,125	-7,943	-3,336	
			Brazier New Vehicle Donation				
			Donations, East Herts Lottery	-4,448	-4440.41	-4,570	-4,789
	Income Total			**-69,975**	**-70,548**	**-70,486**	**-62,318**
	Reserve Movements						
		Transfer from Earmarked Reserves					
		Transfer to Earmarked Reserves					
	Reserve Movements Total						
Stortford Shuttle Total				**5,713**	**4,553**	**1,742**	**-2,949**
Grand Total				**8,415**	**125**	**-11,448**	**8,185**

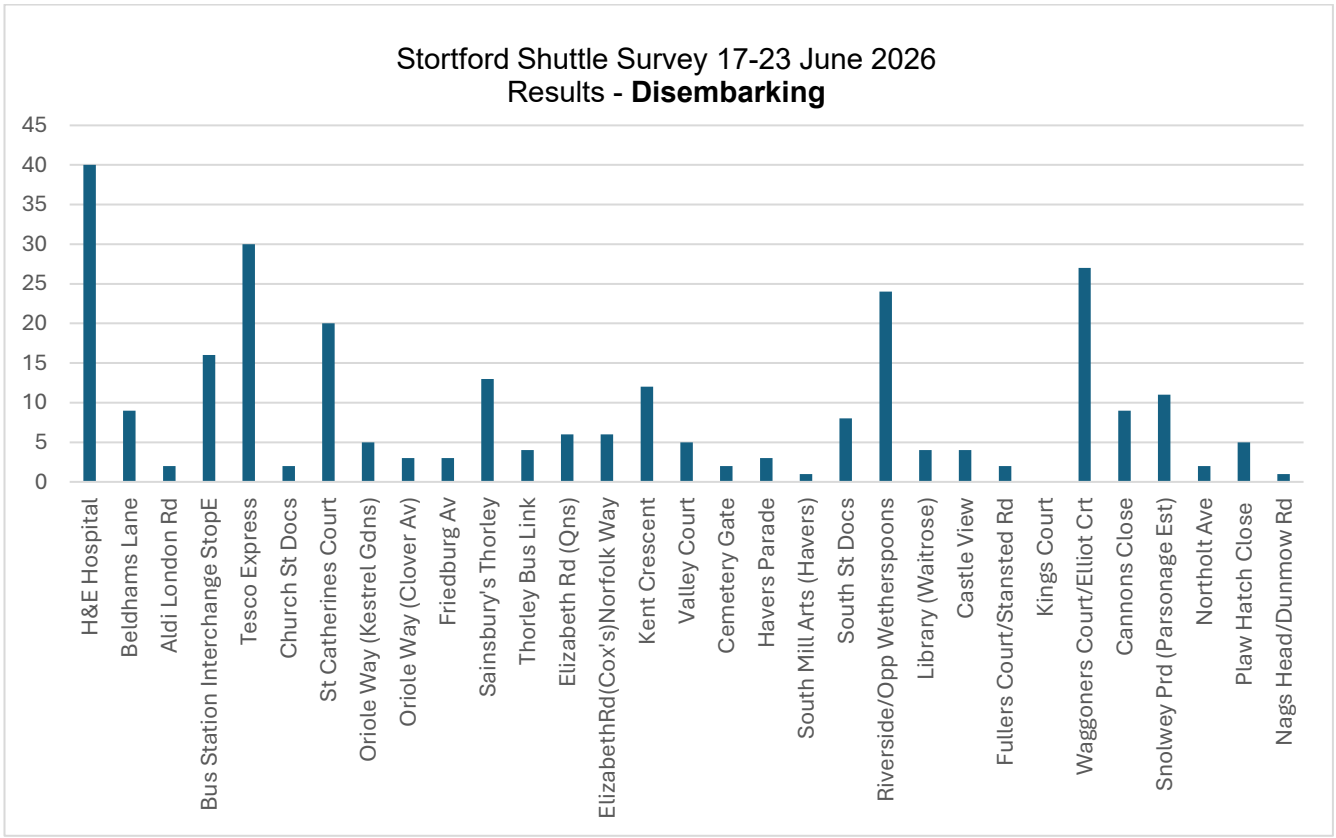
Stortford Shuttle Passenger Survey
June 2026



Additional Feedback from passengers:

"Can't do without this service"
"We rely on the Stortford Shuttle for shopping and for hospital and doctor appointments. Our poor eyesight and lack of confidence make it difficult to use other transport. The service is a lifeline, and we really appreciate the friendly and helpful drivers who take a real interest in our health and wellbeing." Residents of St Catherine's Court
"Stortford Shuttle drivers go over and above to help passengers with their journey, and we would really struggle without this bus service".
"Drivers are brilliant and are so helpful".


Stortford Shuttle Survey 17-23 June 2026
Results - **Boarding**
45
40
35
30
25
20
15
10
5
0
H&E Hospital
Beldhams Lane
Aldi London Rd
Bus Station Interchange StopE
Tesco Express
Church St Docs
St Catherines Court
Oriole Way (Kestrel Gdns)
Oriole Way (Clover Av)
Friedburg Av
Sainsbury's Thorley
Thorley Bus Link
Elizabeth Rd (Qns)
Elizabeth Rd(Cox's)Norfolk Wy
Kent Crescent
Valley Court
Cemetery Gate
Havers Parade
South Mill Arts (Havers)
South St Docs
Riverside/Opp Wetherspoons
Library (Waitrose)
Castle View
Fullers Court, Stansted Rd
Kings Court
Waggoners Court/Elliot Crt
Cannons Close
Snolwey Prd (Parsonage Est)
Northolt Ave
Plaw Hatch Close
Nags Head/Dunmow Rd


Stortford Shuttle Survey 17-23 June 2026
Results - **Disembarking**
45
40
35
30
25
20
15
10
5
0
H&E Hospital
Beldhams Lane
Aldi London Rd
Bus Station Interchange StopE
Tesco Express
Church St Docs
St Catherines Court
Oriole Way (Kestrel Gdns)
Oriole Way (Clover Av)
Friedburg Av
Sainsbury's Thorley
Thorley Bus Link
Elizabeth Rd (Qns)
ElizabethRd(Cox's)Norfolk Way
Kent Crescent
Valley Court
Cemetery Gate
Havers Parade
South Mill Arts (Havers)
South St Docs
Riverside/Opp Wetherspoons
Library (Waitrose)
Castle View
Fullers Court/Stansted Rd
Kings Court
Waggoners Court/Elliot Crt
Cannons Close
Snolwey Prd (Parsonage Est)
Northolt Ave
Plaw Hatch Close
Nags Head/Dunmow Rd

EMAIL RECEIVED FROM AGUSTIN TRISTAN – 18th JULY 2026

Dear Mrs. Swainston and Mr. Skinner,

I am writing as a resident of Bishop's Stortford and a regular user of the local public transport network to share my observations on the role of the Bishop's Stortford Shuttle within our community.

I am sending you a report following discussions with other local residents about the future of the Shuttle. Although I am not aware of any formal proposal concerning the service, I believe this is an appropriate opportunity to consider its contribution within the wider context of transport planning and the strategic priorities of both Bishop's Stortford Town Council and Hertfordshire County Council.

My intention is not to advocate uncritically for any particular service, nor to compare operators on commercial grounds. Instead, I have sought to present an evidence-based assessment of the Shuttle's community role, drawing on national policy, published research, direct observation of the local transport network, and my own experience as a regular passenger.

In my view, public transport provides much more than mobility. For many residents, particularly older people and those without access to a private car, it enables access to healthcare, shopping, public services and opportunities for social participation. These wider benefits contribute directly to health, wellbeing and community resilience.

Through this report, I hope to make a constructive contribution to the Council's discussions on community mobility. My aim is to support informed decision-making by encouraging the Shuttle to be evaluated not only through operational performance but also through its wider contribution to community life.

Please feel free to send me your comments.

Agustin Tristan

Bishop’s Stortford Town Council

Corporate Identity (Headed Paper, Logo and Branding) Policy

Bishop's Stortford Town Council

1. Purpose

The Council's headed paper, logo and corporate branding are important corporate assets that represent the authority, reputation and integrity of Bishop's Stortford Town Council.

The purpose of this Policy is to ensure that these assets are used consistently, professionally and only for legitimate Council business. The Policy also safeguards the Council's impartiality by preventing the inappropriate, personal or political use of its corporate identity.

2. Legislative and Governance Framework

This Policy should be read alongside:

- Local Government Act 1972;
- Localism Act 2011;
- Data Protection Act 2018 and UK GDPR;
- Equality Act 2010;
- Council’s Standing Orders;
- Members' Code of Conduct; and
- Staff Code of Conduct;

3. Scope

This Policy applies to:

• all Councillors, Officers and volunteers acting on behalf of the Council;
• printed and electronic headed paper;
• email signatures and templates;
• the Council logo and all other branding;
• digital publications and official documents; and
• any communication issued in the name of Bishop's Stortford Town Council.

4. Principles

The Council's corporate identity shall only be used:

• for official Council business;
• in connection with Council functions;
• by authorised Officers; and
• in accordance with decisions of the Council, its Committees or delegated authority.

The Council's corporate identity shall not be used:

• for personal matters;
• for party political purposes;
• to express personal opinions;
• to support or oppose external organisations unless authorised by the Council; or
• in any manner that could bring the Council into disrepute.

5. Issue of Official Correspondence

Official correspondence issued on Council headed paper, or using the Council's corporate branding, shall normally be prepared and issued by Council Officers.

This ensures consistency of presentation, compliance with Council decisions, appropriate record keeping, legal and data protection compliance, and proper administrative control.

Councillors may ask Officers to prepare and issue correspondence where it relates to official Council business.

Category	Arrangement
Mayor, Deputy Mayor and Past Mayors	Civic correspondence may be prepared and issued by Officers on their behalf.
Committee Chairs	Officers may prepare and issue correspondence relating to Committee business following Committee resolutions or under delegated authority. Committee Chairs shall not issue correspondence directly on Council headed paper.
References and confirmations	Officers may issue factual confirmations or references where authorised by the Chief Executive Officer.
External enquiries	Correspondence should normally be issued through the Chief Executive Officer to ensure consistency and an appropriate corporate record.

A resolution of the Council or one of its Committees authorising correspondence does not authorise an individual Councillor to issue correspondence using the Council's corporate identity unless the Council has expressly resolved otherwise.

Official correspondence shall be issued by an authorised Officer on behalf of the Council or relevant Committee.

Any exception to this arrangement must be expressly authorised by the Council and implemented through the Chief Executive Officer.

Nothing within this Policy prevents a Councillor from corresponding in a personal capacity, provided they do not use the Council's corporate identity or imply that they are speaking on behalf of the Council unless authorised to do so.

6. Officer Responsibilities

The Chief Executive Officer shall control access to corporate templates and headed paper, authorise the use of the Council's logo and branding, ensure appropriate records are maintained and monitor compliance with this Policy. Officers may use the Council's corporate identity only in connection with their official duties.

7. Electronic Communications

This Policy applies equally to email correspondence, electronic letterheads, PDF documents, newsletters, websites, presentations and other digital communications. The Council's logo or branding must not be copied, altered or used on personal publications, websites or social media without the prior approval of the Chief Executive Officer.

8. Data Protection

All correspondence shall comply with the Council's Data Protection Policy, Records Management Policy and relevant legislation.

9. Breaches of this Policy

Misuse of the Council's corporate identity may result in referral to the Monitoring Officer where a Councillor is concerned, disciplinary action where an employee is concerned, withdrawal of authority to request or issue correspondence, and any other action considered appropriate by the Council.

10. Review

Responsibility for the implementation and review of this Policy rests with the Chief Executive Officer. The Policy shall be reviewed every three years, or earlier if required by changes in legislation or best practice.

Approved by: General Management Committee
Date Approved: July 2026
Review Period: Three years
Next Review: July 2029

Blank Page

Appendix 5

Dear Partner,

Thank you for your support and engagement during the preparation of Hertfordshire's Local Government Reorganisation proposals. The participation, insights and constructive feedback of local stakeholders played an important role in shaping the proposal documents.

I am writing to inform you that the Government has now set out its decision regarding the future structure of local government in Hertfordshire. The Government's preferred model is for 4 unitary councils to be established across the county. This means that the services currently delivered by East Herts Council along with those of Hertfordshire County Council, will transfer to Eastern Hertfordshire Council on 1 April 2028.

This marks a significant step forward in the reorganisation process and provides a clear framework on which the next phase of planning can proceed.

I understand that change of this scale may raise questions, particularly around continuity and service delivery. I want to reassure you that maintaining high-quality services for residents, businesses, and communities remains the council's priority. Robust transition plans are already in development across the county to ensure that services continue without disruption throughout this period.

Equally important is ensuring that the future arrangements reflect the needs and aspirations of our communities and partners. Your continued involvement will be vital in ensuring that the new structures deliver effective, responsive and locally accountable services.

Over the coming months, there will be further updates and opportunities to engage as more detailed proposals are developed. I encourage you to continue sharing your views and expertise as we move into this next stage.

Thank you once again for your constructive engagement to date and for your ongoing commitment to Hertfordshire's future.

Yours Sincerely,

Helen Standen
Chief Executive, East Herts Council

Blank Page