Sandon Parish Council

Parish Clerk Caroline Scott
Lye End Farm, Sandon, SG9 0RS
Clerk@sandonherts.co.uk
www.sandonherts.co.uk

Date: 5th November 2026

To: Cllrs John Davies (Chair), James De Uphaugh, Nikki Hawxby, Lisa Megraw, David Stokes

Councillors are respectively summoned to attend this meeting for the transaction of business in the agenda below. The meeting is open to members of the public and press.
Please note that all relevant information is available on our website

Sandon Parish Council Meeting

to be held on

Wednesday 11th November 2026

Sandon Village Hall at 7.30pm

C Scott

Mrs C Scott,
Clerk to Sandon Parish Council
To assist in the speedy and efficient despatch of business, members requiring further information or clarification on items included on the agenda are requested to enquire prior to the meeting.

AGENDA

26/066 **Apologies**
To receive apologies for absence.

26/067 **Interests**
a) To receive declarations of interest from councillors on items on the agenda
b) To receive written requests for dispensations for declarable interests; and
c) To grant any requests for dispensation as appropriate

26/068 **Co-option**
To review applications for the vacancy of Sandon Parish Councillor

26/069 **Minutes**
To confirm the minutes of Sandon Parish Council Meeting held on the 9th September 2026 as an accurate record of proceedings.

26/070 **Public Issues**
To invite members of the public to address the meeting.

26/071 **Reports to the Council**
To receive reports from representatives on outside bodies, local authorities and agencies.

26/072 **Planning**

To receive a planning report on applications and decisions

a) **26/02662/FP -** Gannock Green Barns, Conversion and extension of existing stables buildings
b) **26/02600/PNQ -** Sandon Saddlery Co, Change of use two of agricultural barns to form 2 no. dwellings
c) **26/02653/FP** - Killogs Roe Green, Installation of ground solar panels.
d) **26/02802/TCA -** 1 Roe Green Cottages, T1,T2: Birch - Fell and treat stump with eco plugs (broadleaved)
e) **26/01473/FPH & 26/01474/LBC –** Roe Green Barn **Permission granted**
f) **26/01820/FP** - Poplars Farm Roe Green **Permission granted**

26/073 **Finance - Report**

a) To note receipt of income
b) To receive summary report of receipts and payments against budget
c) To receive bank reconciliation
d) To consider price quotations, charges and grant applications from local groups
    1. Terry Hill Clock annual service
    2. Roe Green Playground
    3. Redhill Noticeboard
e) To authorise payments made in accordance with the budget
f) To consider the HIAS Terms of Reference
g) To consider the draft budget for 2026/27 and consider the precept for 2026/27
h) To note pension re-declaration

26/074 **Reports from Working Parties and Committees**

a) HR committee
b) Highways
c) Church
d) Sports Club and Roe Green
e) Village Hall
f) School
g) Christmas tree lights event – Friday 4th December 6-8pm, plans for food and drink, organisation group

26/075 **Date of next Sandon Parish Council Meeting and items for the agenda**

To note that the next Parish Council Meeting will be held on Wednesday 14th January 2026

Sandon Parish Council

Parish Clerk Caroline Scott
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Sandon Parish Council Meeting
Wednesday 9th September 2026
Sandon Village Hall at 7.30pm

Present: Cllrs John Davies (Chair), Nikki Hawxby, Lisa Megraw, David Stokes

Attending: C Scott (Clerk), 14 parishioners, DCllr S Jarvis (arrived 20:21)

Minutes

Meeting opened 19:30

26/056 **Apologies**

To receive and approve apologies for absence.
Cllr J De Uphaugh

26/057 **Co-option**

To review applications for the vacancy of Sandon Parish Councillor **none**

26/058 **Interests**

a) To receive declarations of interest from councillors on items on the agenda
b) To receive written requests for dispensations for declarable interests; and
c) To grant any requests for dispensation as appropriate

none

26/059 **Minutes**

To confirm the minutes of Sandon Parish Council Extraordinary Meeting held on the 10th June 2026 and Sandon Parish Council Meeting held on the 8th July 2026 as an accurate record of proceedings.
Resolved proposed Cllr N Hawxby, seconded Cllr D Stokes that these Minutes be agreed as a true and accurate record of the proceedings and be duly signed by the Chair.
Unanimously agreed.

26/060 **Public Issues**

To invite members of the public to address the meeting.
Question was put forward asking about the Sandon Saddlery, an auction was held but it was not sold at the time.
Ash tree at the pond looks badly diseased and the PC was asked to find who is responsible for it. Clerk to look into ownership, JD to look at it.
Parishioner asked about the A505 plans – Cllr L Megraw responded with information reported in item 26/063.a
As the new Unitary areas are now on hold should we be sending in a letter to the MP about the changes considering the importance of the A505 and has further impact to the area for services. Clerk to action
Clerk to write to the Planning Officer regarding the planning conditions that have not completed on the application in Green End (year over completion date). Parishioner added the empty houses within the village and making the District Council aware.

26/061 **Reports to the Council**

To receive reports from representatives on outside bodies, local authorities and agencies.
Cllr S Jarvis spoke about the hold on the changes to the Unitary areas. All that is known

is the plans due to be put into action have been put on hold. Chair asked DCllr S Jarvis about the future of the school in relation of the reorganisation of the areas, it is still paramount that the school attracts pupils to come to Sandon.
He will follow up with the Green End planning commented about within minute 26/060 above. He also responded to a comment about the empty homes on Dark Lane that have been vacant for over 5 years.

26/062 **Planning**

To receive a planning report on applications and decisions

a) 26/01820/FP - Poplars Farm Roe Green Sandon Buntingford Hertfordshire SG9 0QG – parishioners spoke to the council, Councillors Davies and Stokes made the meeting attendees aware that they had attended the venue discussed.
Resolved Council voted on no objection with the application with the current and reasonable conditions, proposed Cllr D Stokes, seconded Cllr L Megraw, unanimously agreed
b) Lye Green Common – decision – refused declassification

26/063 **Reports from Working Parties and Committees**

a) Highways – report from A505 public consultation attended by Cllr L Megraw. Cllr J Davies stressed the importance of reporting any difficulties found on footpaths, such as damaged bridges, overgrowth.
b) Church – no report
c) Sports Club and Roe Green – Weekend of Test Match cricket of the weekend of 12th 13th September. Playground proposals to be discussed at November meeting
d) Village Hall – no report
e) School - no report
f) HR committee – to organise staff review in the new year
g) Christmas Tree Lights event – 4th December 2026 6pm

26/064 **Finance – RFO Report**

a) To note receipt of income
b) To receive summary report of receipts and payments against budget
c) To receive bank reconciliation
d) To consider price quotations, charges and grant requests
    1. Sandon Gardening Club £150 **resolved** proposed Cllr D Stokes, Seconded Cllr N Stokes to give the grant of £150 to the gardening club
e) Date of January 2027 meeting – to stay as 13th January 2026 with someone to designated to take minutes.
f) Resolution to exclude the public for item 346.12 as per Public Bodies (Admission to Meetings) Act 1960 and Local Government Act 1972, Schedule 12A, Part 2 LOCAL GOVERNMENT SERVICES PAY AGREEMENT 26-27 To confirm the new hourly rate for the clerk and backdate to start date of 1 May 2026 – **Resolved** Proposed Cllr N Hawxby, seconded Cllr J Davies to agree to the new NALC pay scale for SCP 16
g) To authorise payments made in accordance with the budget - **Resolved** Proposed Cllr J Davies, seconded Cllr N Hawxby, to pay the items stated in report

26/065 **Date of next Sandon Parish Council Meeting and items for the agenda**

To note that the next Parish Council Meeting will be held on Wednesday 11th November 2026.

Meeting closed 21:00

Signed …….. Date ……

SANDON PARISH COUNCIL 2025-26 BUDGET & MANAGEMENT ACCOUNTS

Month 1 - to 31 March 2027

	2025-2026 Actual		2026-2027 Budget		£ Actual YTD paid (excl'g VAT)	£ Actual YTD VAT paid	Forecast to 31 March 2027
Balance in Santander Bank a/c at prior year end	18723.06		17515.18		17515.18		
Cash and cheques in hand							
Less value of uncleared cheques as at prior year end			-2940.00		all paid		
Less Creditors (money owed by SPC) - at prior year end							
Plus Debtors (money owed to SPC) - at prior year end							
Net balance at start of current year	**18723.06**		**14575.18**		**17515.18**		
Receipts							
Precept	8798.74		8,500.00		8500.00		0.00
Grants	186.00		293.65		293.65		0.00
VAT	79.80				291.69		
Other receipts (uncleared and returned cheque)							
TOTAL	**9,064.54**		**8,793.65**		**9,085.34**	**0.00**	**0.00**
Expenditure							
Operating expenses							
Employment costs (including PAYE)	3301.17		5,406.00		2696.10		2,709.90
Insurance	464.00		500.00		464.00		36.00
Playground Management (annual ROSPA inspection)	96.00		95.00		83.00	16.60	12.00
Audit Commission (Audit fee)	200.36		200.36		200.36		0.00
Village Hall rent	150.00		150.00		220.00		-70.00
Clerk's expenses			37.50				37.50
Financial Officer's expenses							0.00
Other operating expenses (incl IT, Focus broadband)	86.00		530.00		377.13	20.60	152.87
Parish Council Election expenses (in allocated PC reserves)							0.00
Councillor & Officer Training (HAPTC)	69.00		300.00		69.00		231.00
Subscriptions - (HAPTC, SLCC, ICO,)	804.41		423.00		392.83	63.98	30.17
Professional services (VAT on legal fees)							0.00
Other admin and general expenses (incl bank charges)	24.95				34.93		-34.93
Total operating expenses	**5,195.89**		**7,641.86**		**4,537.35**	**101.18**	**3,104.51**
Section 137 Grants awarded by Sandon PC			1,500.00				1,500.00
Sandon PCC							0.00
Friends of Sandon School	500.00						0.00
Sandon School					1,440.00		-1,440.00
Sandon Gardeners Club					150.00		-150.00
Sandon Sports Club					1,500.00		-1,500.00
Sandon Strollers Cricket Club							0.00
Herts Air Ambulance							0.00
D-Day celebration	313.23						0.00
Total grants awarded	**813.23**		**1,500.00**		**3,090.00**	**0.00**	**-1,590.00**
Village projects							0.00
New General Equipment							0.00
Village Hall Improvements & Equipment							0.00
Other Village projects			300.00				300.00
Total village projects	**0.00**		**300.00**		**0.00**	**0.00**	300.00
Maintenance of assets & miscellaneous							0.00
Repairs & maintenance (regular payment to Broadmead Leisure)	3,950.00		936.00		528.00	91.60	408.00
Capital replacements			8,000.00				8,000.00
Other costs			150.00				150.00
Total maintenance & miscelaneous expenditure	**3,950.00**		**9,086.00**		**528.00**	**91.60**	**8,558.00**
Earmarked reserves							0.00
Parish Council Election expenses							0.00
Capital Replacements							0.00
Repairs and Maintenance							0.00
New equipment							0.00
Village Hall improvements							0.00
							0.00
TOTAL EXPENDITURE	**9,959.12**		**18,527.86**		**8,155.35**	**192.78**	**10,372.51**
TOTAL INCOME	**9,064.54**		**8,793.65**		**9,085.34**		**0.00**
Spending from Reserves (- denotes use of reserve)	**-894.58**		**-9,734.21**		**929.99**		**-10,372.51**
					Total year to date receipts less total year to date payments (incl. VAT)		**737.21**
					Net actual balance (excluding creditors & debtors		**18,252.39**
					memo: Total payments incl. VAT		**8,348.13**

Application of funds at 4th November 2026				
Balance in Santander bank a/c	*18,252.39*	**Reconciled:**		**yes**
Less unpresented cheques	*0.00*			
Less committed funds	*0.00*	Councillor Signature confirming Balance reconcilliation to Bank Statement.		
Plus cash / cheques to pay-in	*0.00*			
Plus Debtors (HMRC is not included as debtor for unclaimed VAT)	*0.00*			
Net funds available to Sandon Parish Council at 4th November 2026	*18252.39*			
Free Reserves (funds available less unspent budget)	*7879.88*	Date:		
Memo: Reclaimed VAT (paid by SPC but not yet repaid by HMRC)	*192.78*	Prepared by CFGS 4/11/2026		

Financial Report for Sandon Parish Council Meeting
11th November 2026

a) To note receipt of income (4th November 2026):
   - Total receipts: precept payment £8793.65
   - Memo: VAT reclaim for £291.69 received

Available balance (Bank a/c less uncleared chq & committed funds) **£18,252.39**

b) To receive summary report of receipts and payments against budget

Budget and management account

c) To receive bank reconciliation

d) To consider price quotations, charges and grant applications from local groups
   1. Church Clock annual service agreement
   2. Roe Green Playground
   3. Redhill Noticeboard

e) To authorise payments made in accordance with the budget November 2026 spend approvals / cheque release authorisations required:

- Broadmead Leisure inv 3263 (November, Dec & Jan inspections) £ 234.00
- Focus Broadband (to note inv 11267013 & 11298263 already paid) £ 109.66
- ICO invoice 2026 £ 52.00
- Terry Hill Clocks £ 168.00

Total new (Nov 2026) expenditure to be approved by PC **£ 563.66**
Projected Balance following above Nov 2026 expenditure: **£17,688.73**

f) To consider the HIAS Terms of Reference
Hertfordshire internal audit service terms of reference for 2026/27 are due to be reviewed, Sandon PC has signed up for 3 years ending 28/29 however the TORs need to be reviewed annually

g) To consider the draft budget for 2027/28 and consider the precept for 2027/28

The RFO has reviewed the current requirements for 2026/27 expenditure and prepared a draft budget for 2027/28 for review by the council. This incorporates known costs where these are available and anticipated expenditure based on prior knowledge and trends.
The agreed budget will form the basis of the Precept request that the RFO must submit to NHDC in January 2027.

h) Pension re-declaration

A letter was sent to staff and re-declaration was completed on 22nd September 2026

Hills Tower Clocks Term Service Agreement

This agreement is for one annual visit by a clock engineer to service the client's Striking Clock.

The parties to the agreement are:

Supplier:
Hills Tower Clocks, 27 Embleton Road, Methley, Leeds, LS26 9BZ.

Client: **ALL SAINT'S CHURCH CLOCK - SANDON**

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This agreement period is for ...one... calendar years starting ...02/10/2026.....

The actual date of the visit may be brought forward to a prior month, or delayed to the following month by agreement of both parties. This is particularly relevant where access is not possible to a client's site.

The price of the service will be .... £168. 00.....per annum

Breakdown Visits
For customers with an annual service contract, we will attend as soon as possible after notification to restore the clock to normal working **free of charge**.
However, should the fault be caused by normal wear and tear, by improper use, or Vandal damage etc, we may charge for the visit.
If the breakdown is of a more serious nature, we will provide a free quotation without obligation for the work required to restore the clock to working order

Annual Contract Renewal Terms
The contract is automatically renewed unless written notice is provided to the contrary by either party. If the agreement is renewed for further years, any increase in price will require acceptance by the client before renewal is valid.
Acceptance by the client will include the acceptance of a visit to the client's site after the revised price has been indicated to the client. Renewal of the contract for a subsequent period will be indicated by the client accepting arrangements for the supplier to visit the client's site in the subsequent period in order to undertake an annual service.

The client has the responsibility to arrange access to enable the service to be undertaken, and to provide a safe working environment. If special access equipment is required for the service to be undertaken, this is the responsibility of the client, unless specifically stated above as an addition to the description of the service.

Payment
Payment for the service is required within 14 days after the date of invoice.

This agreement is subject to the terms and conditions of Hills Tower Clocks. The terms and conditions are available on request. In the event of any discrepancy with this document the terms and conditions will take preference.

Signed

T. Hill.

....

Client

Supplier
Hills Tower Clocks

HILLS TOWER CLOCKS

TERMS AND CONDITIONS FOR THE SUPPLY OF SERVICES

The Customer's attention is particularly drawn to the provisions of clause 8.

1. INTERPRETATION

1.1 Definitions. In these Conditions, the following definitions apply:

Business Day: a day (other than a Saturday, Sunday or public holiday) when banks in London are open for business.
Charges: the charges payable by the Customer for the supply of the Services in accordance with clause 5.
Commencement Date: has the meaning set out in clause 2.2.
Conditions: these terms and conditions as amended from time to time in accordance with clause 11.8.
Contract: the contract between the Supplier and the Customer for the supply of Services in accordance with these Conditions.
Customer: the person or firm who purchases Services from the Supplier.
Intellectual Property Rights: all patents, rights to inventions, utility models, copyright and related rights, trade marks, service marks, trade, business and domain names, rights in trade dress or get-up, rights in goodwill or to sue for passing off, unfair competition rights, rights in designs, rights in computer software, database right, topography rights, moral rights, rights in confidential information (including know-how and trade secrets) and any other intellectual property rights, in each case whether registered or unregistered and including all applications for and renewals or extensions of such rights, and all similar or equivalent rights or forms of protection in any part of the world.
Order: the Customer's order for Services as set out in the Customer's purchase order form, or the Customer's written acceptance of a quotation by the Supplier, or overleaf, as the case may be.
Services: the services supplied by the Supplier to the Customer as set out in the Specification.
Specification: the description of the Services as set out in the Order.
Supplier: Hills Tower Clocks.
Supplier Materials: has the meaning set out in clause 4.1(g).

1.2 Construction. In these Conditions, the following rules apply:

a) a **person** includes a natural person, corporate or unincorporated body (whether or not having separate legal personality);
b) a reference to a party includes its personal representatives, successors or permitted assigns;
c) a reference to a statute or statutory provision is a reference to such statute or statutory provision as amended or re-enacted. A reference to a statute or statutory provision includes any subordinate legislation made under that statute or statutory provision, as amended or re-enacted;
d) any phrase introduced by the terms **including**, **include**, **in particular** or any similar expression, shall be construed as illustrative and shall not limit the sense of the words preceding those terms; and
e) a reference to **writing** or **written** includes faxes and e-mails.

2. BASIS OF CONTRACT

2.1 The Order constitutes an offer by the Customer to purchase Services from the Supplier in accordance with these Conditions.

2.2 The Order shall only be deemed to be accepted when the Supplier issues written acceptance of the Order at which point and on which date the Contract shall come into existence (**Commencement Date**).

2.3 The Contract constitutes the entire agreement between the parties. The Customer acknowledges that it has not relied on any statement, promise or representation made or given by or on behalf of the Supplier which is not set out in the Contract. Any samples, drawings, descriptive matter or advertising issued by the Supplier, and any descriptions or illustrations contained in the Supplier's catalogues or brochures, are issued or published for the sole purpose of giving an approximate idea of the Services described in them. They shall not form part of the Contract or any other contract between the Supplier and the Customer for the supply of the Services.

2.4 These Conditions apply to the Contract to the exclusion of any other terms that the Customer seeks to impose or incorporate, or which are implied by trade, custom, practice or course of dealing.

2.5 Any quotation given by the Supplier shall not constitute an offer, and is only valid for a period of 20 Business Days from its date of issue.

3. SUPPLY OF SERVICES

3.1 The Supplier shall supply the Services to the Customer in accordance with the Specification in all material respects.

3.2 The Supplier shall use all reasonable endeavours to meet any performance dates specified in the Specification, but any such dates shall be estimates only and time shall not be of the essence for performance of the Services.

3.3 The Supplier shall have the right to make any changes to the Services which are necessary to comply with any applicable law or safety requirement, or which do not materially affect the nature or quality of the Services, and the Supplier shall notify the Customer in any such event.

3.4 The Supplier warrants to the Customer that the Services will be provided using reasonable care and skill.

4. CUSTOMER'S OBLIGATIONS

4.1 The Customer shall:

(a) ensure that the terms of the Order and any information it provides in the Specification are complete and accurate;
(b) co-operate with the Supplier in all matters relating to the Services;
(c) provide the Supplier, its employees, agents, consultants and subcontractors, with access to the Customer's premises, office accommodation and other facilities as reasonably required by the Supplier;
(d) provide the Supplier with such information and materials as the Supplier may reasonably require in order to supply the Services, and ensure that such information is accurate in all material respects;
(e) prepare or procure the preparation of the Customer's premises for the supply of the Services;
(f) obtain and maintain all necessary licences, permissions and consents which may be required before the date on which the Services are to start; and
(g) keep and maintain all materials, equipment, documents and other property of the Supplier (**Supplier Materials**) at the Customer's premises in safe custody at its own risk, maintain the Supplier Materials in good condition until returned to the Supplier, and not dispose of or use the Supplier Materials other than in accordance with the Supplier's written instructions or authorisation.

4.2 If the Supplier's performance of any of its obligations under the Contract is prevented or delayed by any act or omission by the Customer or failure by the Customer to perform any relevant obligation (**Customer Default**):

(a) the Supplier shall without limiting its other rights or remedies have the right to suspend performance of the Services until the Customer remedies the Customer Default, and to rely on the Customer Default to relieve it from the performance of any of its obligations to the extent the Customer Default prevents or delays the Supplier's performance of any of its obligations;
(b) the Supplier shall not be liable for any costs or losses sustained or incurred by the Customer arising directly or indirectly from the Supplier's failure or delay to perform any of its obligations as set out in this clause 4.2; and
(c) the Customer shall reimburse the Supplier on written demand for any costs or losses sustained or incurred by the Supplier arising directly or indirectly from the Customer Default.

5. CHARGES AND PAYMENT

5.1 The Charges for the Services shall be as set out in the Order.

5.2 The Supplier shall invoice the Customer on completion of the Services.

5.3 The Customer shall pay each invoice submitted by the Supplier:

(a) within 30 days of the date of the invoice; and
(b) in full and in cleared funds to a bank account nominated in writing by the Supplier, and

time for payment shall be of the essence of the Contract.

5.4 All amounts payable by the Customer under the Contract are exclusive of amounts in respect of value added tax chargeable for the time being (**VAT**). Where any taxable supply for VAT purposes is made under the Contract by the Supplier to the Customer, the Customer shall, on receipt of a valid VAT invoice from the Supplier, pay to the Supplier such additional amounts in respect of VAT as are chargeable on the supply of the Services at the same time as payment is due for the supply of the Services.

5.5 Without limiting any other right or remedy of the Supplier, if the Customer fails to make any payment due to the Supplier under the Contract by the due date for payment (**Due Date**), the Supplier shall have the right to charge interest on the overdue amount at the rate of 8 per cent per annum above the then current Bank of England's base lending rate accruing on a daily basis from the Due Date until the date of actual payment of the overdue amount, whether before or after judgment, and compounding quarterly.

5.6 The Customer shall pay all amounts due under the Contract in full without any deduction or withholding except as required by law and the Customer shall not be entitled to assert any credit, set-off or counterclaim against the Supplier in order to justify withholding payment of any such amount in whole or in part. The Supplier may, without limiting its other rights or remedies, set off any amount owing to it by the Customer against any amount payable by the Supplier to the Customer.

6. INTELLECTUAL PROPERTY RIGHTS

6.1 All Intellectual Property Rights in or arising out of or in connection with the Services shall be owned by the Supplier.

6.2 The Customer acknowledges that, in respect of any third party Intellectual Property Rights, the Customer's use of any such Intellectual Property Rights is conditional on the Supplier obtaining a written licence from the relevant licensor on such terms as will entitle the Supplier to license such rights to the Customer.

6.3 All Supplier Materials are the exclusive property of the Supplier.

7. CONFIDENTIALITY

A party (**Receiving Party**) shall keep in strict confidence all technical or commercial know-how, specifications, inventions, processes or initiatives which are of a confidential nature and have been disclosed to the Receiving Party by the other party (**Disclosing Party**), its employees, agents or subcontractors, and any other confidential information concerning the Disclosing Party's business or its products or its services which the Receiving Party may obtain. The Receiving Party shall restrict disclosure of such confidential information to such of its employees, agents or subcontractors as need to know it for the purpose of discharging the Receiving Party's obligations under the Contract, and shall ensure that such employees, agents or subcontractors are subject to obligations of confidentiality corresponding to those which bind the Receiving Party. This clause 7 shall survive termination of the Contract.

8. LIMITATION OF LIABILITY: THE CUSTOMER'S ATTENTION IS PARTICULARLY DRAWN TO THIS CLAUSE

8.1 Nothing in these Conditions shall limit or exclude the Supplier's liability for:

(a) death or personal injury caused by its negligence, or the negligence of its employees, agents or subcontractors;

(b) fraud or fraudulent misrepresentation; or

(c) breach of the terms implied by section 2 of the Supply of Goods and Services Act 1982 (title and quiet possession).

8.2 Subject to clause 8.1:

(a) the Supplier shall not be liable to the Customer, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, for any loss of profit, or for any indirect or consequential loss arising under or in connection with the Contract including any losses that may result from a deliberate breach of the Contract by the Supplier, its employees, agents or subcontractors; and

(b) the Supplier's total liability to the Customer in respect of all other losses arising under or in connection with the Contract, whether in contract, tort (including negligence), breach of statutory duty, or otherwise, including losses caused by a deliberate breach of the Contract by the Supplier, its employees, agents or subcontractors shall not exceed the Charges.

8.3 Except as set out in these Conditions, all warranties, conditions and other terms implied by statute or common law are, to the fullest extent permitted by law, excluded from the Contract.

8.4 This clause 8 shall survive termination of the Contract.

9. TERMINATION

9.1 Without limiting its other rights or remedies, each party may terminate the Contract with immediate effect by giving written notice to the other party if:

(a) the other party commits a material breach of the Contract and (if such a breach is remediable) fails to remedy that breach within 28 days of that party being notified in writing of the breach;

(b) the other party suspends, or threatens to suspend, payment of its debts or is unable to pay its debts as they fall due or admits inability to pay its debts or (being a company) is deemed unable to pay its debts within the meaning of section 123 of the Insolvency Act 1986 or (being an individual) is deemed either unable to pay its debts or as having no reasonable prospect of so doing, in either case, within the meaning of section 268 of the Insolvency Act 1986 or (being a partnership) has any partner to whom any of the foregoing apply;

(c) the other party commences negotiations with all or any class of its creditors with a view to rescheduling any of its debts, or makes a proposal for or enters into any compromise or arrangement with its creditors other than (where a company) for the sole purpose of a scheme for a solvent amalgamation of that other party with one or more other companies or the solvent reconstruction of that other party;

(d) a petition is filed, a notice is given, a resolution is passed, or an order is made, for or in connection with the winding up of that other party (being a company) other than for the sole purpose of a scheme for a solvent amalgamation of that other party with one or more other companies or the solvent reconstruction of that other party;

(e) the other party (being an individual) is the subject of a bankruptcy petition or order;

(f) a creditor or encumbrancer of the other party attaches or takes possession of, or a distress, execution, sequestration or other such process is levied or enforced on or sued against, the whole or any part of its assets and such attachment or process is not discharged within 14 days;

(g) an application is made to court, or an order is made, for the appointment of an administrator or if a notice of intention to appoint an administrator is given or if an administrator is appointed over the other party (being a company);

(h) a floating charge holder over the assets of that other party (being a company) has become entitled to appoint or has appointed an administrative receiver;

(i) a person becomes entitled to appoint a receiver over the assets of the other party or a receiver is appointed over the assets of the other party;

(j) any event occurs or proceeding is taken with respect to the other party in any jurisdiction to which it is subject that has an effect equivalent or similar to any of the events mentioned in clause 9.1(b) to clause 9.1(i) (inclusive);

(k) the other party suspends or ceases, or threatens to suspend or cease, to carry on all or a substantial part of its business; or

(l) the other party (being an individual) dies or, by reason of illness or incapacity (whether mental or physical), is incapable of managing his own affairs or becomes a patient under any mental health legislation.

9.2 Without limiting its other rights or remedies, the Supplier may terminate the Contract with immediate effect by giving written notice to the Customer if the Customer fails to pay any amount due under this Contract on the due date for payment.

9.3 Without limiting its other rights or remedies, each party shall have the right to terminate the Contract by giving the other party 3 months' written notice.

9.4 Without limiting its other rights or remedies, the Supplier shall have the right to suspend provision of the Services under the Contract or any other contract between the Customer and the Supplier if the Customer becomes subject to any of the events listed in clause 9.1(b)) to clause 9.1(l), or the Supplier reasonably believes that the Customer is about to become subject to any of them, or if the Customer fails to pay any amount due under this Contract on the due date for payment.

10. CONSEQUENCES OF TERMINATION

On termination of the Contract for any reason:

(a) the Customer shall immediately pay to the Supplier all of the Supplier's outstanding unpaid invoices and interest and, in respect of Services supplied but for which no invoice has been submitted, the Supplier shall submit an invoice, which shall be payable by the Customer immediately on receipt;

(b) the Customer shall return all of the Supplier Materials and any Deliverables which have not been fully paid for. If the Customer fails to do so, then the Supplier may enter the Customer's premises and take possession of them. Until they have been returned, the Customer shall be solely responsible for their safe keeping and will not use them for any purpose not connected with this Contract;

(c) the accrued rights, remedies, obligations and liabilities of the parties as at expiry or termination shall not be affected, including the right to claim damages in respect of any breach of the Contract which existed at or before the date of termination or expiry; and

(d) clauses which expressly or by implication have effect after termination shall continue in full force and effect.

11. GENERAL

11.1 Force majeure:

(a) For the purposes of this Contract, **Force Majeure Event** means an event beyond the reasonable control of the Supplier including but not limited to strikes, lock-outs or other industrial disputes (whether involving the workforce of the Supplier or any other party), failure of a utility service or transport network, act of God, war, riot, civil commotion, malicious damage, compliance with any law or governmental order, rule, regulation or direction, accident, breakdown of plant or machinery, fire, flood, storm or default of suppliers or subcontractors.

(b) The Supplier shall not be liable to the Customer as a result of any delay or failure to perform its obligations under this Contract as a result of a Force Majeure Event.

(c) If the Force Majeure Event prevents the Supplier from providing any of the Services for more than 2 weeks, the Supplier shall, without limiting its other rights or remedies, have the right to terminate this Contract immediately by giving written notice to the Customer.

11.2 Assignment and subcontracting:

(a) The Supplier may at any time assign, transfer, charge, subcontract or deal in any other manner with all or any of its rights under the Contract and may subcontract or delegate in any manner any or all of its obligations under the Contract to any third party or agent.

(b) The Customer shall not, without the prior written consent of the Supplier, assign, transfer, charge, subcontract or deal in any other manner with all or any of its rights or obligations under the Contract.

11.3 Notices:

(a) Any notice or other communication required to be given to a party under or in connection with this Contract shall be in writing and shall be delivered to the other party personally or sent by prepaid first-class post, recorded delivery or by commercial courier, at its registered office (if a company) or (in any other case) its principal place of business, or sent by fax to the other party's main fax number.

(b) Any notice or other communication shall be deemed to have been duly received if delivered personally, when left at the address referred to above or, if sent by pre-paid first-class post or recorded delivery, at 9.00 am on the second Business Day after posting, or if delivered by commercial courier, on the date and at the time that the courier's delivery receipt is signed, or if sent by fax, on the next Business Day after transmission.

(c) This clause 11.3 shall not apply to the service of any proceedings or other documents in any legal action. For the purposes of this clause, "writing" shall not include e-mails and for the avoidance of doubt notice given under this Contract shall not be validly served if sent by e-mail.

11.4 Waiver:

(a) A waiver of any right under the Contract is only effective if it is in writing and shall not be deemed to be a waiver of any subsequent breach or default. No failure or delay by a party in exercising any right or remedy under the Contract or by law shall constitute a waiver of that or any other right or remedy, nor preclude or restrict its further exercise. No single or partial exercise of such right or remedy shall preclude or restrict the further exercise of that or any other right or remedy.

(b) Unless specifically provided otherwise, rights arising under the Contract are cumulative and do not exclude rights provided by law.

11.5 Severance:

(a) If a court or any other competent authority finds that any provision of the Contract (or part of any provision) is invalid, illegal or unenforceable, that provision or part-provision shall, to the extent required, be deemed deleted, and the validity and enforceability of the other provisions of the Contract shall not be affected.

(b) If any invalid, unenforceable or illegal provision of the Contract would be valid, enforceable and legal if some part of it were deleted, the provision shall apply with the minimum modification necessary to make it legal, valid and enforceable.

11.6 No partnership: Nothing in the Contract is intended to, or shall be deemed to, constitute a partnership or joint venture of any kind between any of the parties, nor constitute any party the agent of another party for any purpose. No party shall have authority to act as agent for, or to bind, the other party in any way.

11.7 Third parties: A person who is not a party to the Contract shall not have any rights under or in connection with it.

11.8 Variation: Any variation, including the introduction of any additional terms and conditions, to the Contract, shall only be binding when agreed in writing and signed by the Supplier.

11.9 Governing law and jurisdiction: This Contract, and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims), shall be governed by, and construed in accordance with, English law, and the parties irrevocably submit to the exclusive jurisdiction of the courts of England and Wales.

Internal Audit Service Fees & Charges

	Expenditure		
Band	From	To	Council Fee 31 March 2027
1	£0	£15,000	**£214.38**
2	£15,001	£25,000	**£269.51**
3	£25,001	£50,000	**£330.76**
4	£50,001	£100,000	**£385.89**
5	£100,001	£200,000	**£477.77**
6	£200,001	£300,000	**£569.64**
7	£300,001	£400,000	**£637.02**
8	£400,001	£500,000	**£704.40**

Internal Audit Service - Terms of Reference

Internal Audit Objectives and Responsibilities

The primary objective of Internal Audit is to review, appraise and report upon the adequacy of internal control systems operating throughout the council using a systems-based approach.

The council's internal control system comprises the whole network of systems established within the council to provide reasonable assurance that the council's objectives will be achieved, with particular reference to:

- The effectiveness of operations
- The economic and efficient use of resources
- Compliance with applicable policies, procedures, laws, and regulations
- The safeguarding of assets and interests from losses of all kinds, including those arising from fraud, irregularity, and corruption
- The integrity and reliability of information, accounts, and data

Accordingly, in the conduct of planned audits Internal Audit may:

- Carry out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year to be able to complete Section 4 (Annual Internal Audit Report) of the Annual Governance and Accountability Return (AGAR)
- Review the reliability and integrity of financial information and the means used to identify, measure, classify and report such information
- Review the means of safeguarding assets and, as appropriate, verify the existence of such assets
- Appraise the economy and efficiency with which resources are employed, identify opportunities to improve performance and recommend solutions to problems
- Review the established systems to ensure compliance with those policies, procedures, laws, and regulations which could have a significant impact on operations, and determine whether the council is in compliance
- Review operations and activities to ascertain whether results are consistent with objectives and whether they are being carried out as planned

The Scope of Internal Audit Activity

- There are no limitations on Internal Audit's scope of activities. The scope of Internal Audit allows for unrestricted coverage of the council's activities, including both financial and non-financial systems of internal control.

Independence

The main determinant of the effectiveness of Internal Audit is that it is seen to be independent in its planning and operation. To ensure this, Internal Audit will operate within a framework that allows:

- Unrestricted access to the officers of the council
- Reporting in its own name

- Segregation from the day-to-day operations of the council

Every effort will be made to preserve objectivity by ensuring that all Internal Auditors are free from any conflicts of interest and do not undertake any non-audit duties on behalf of the council.

Rights of Access

Audit visits should take place at a mutually agreed location. There are no limitations on Internal Audit's access to records. Internal Auditors shall have the authority to:

- Access council premises at reasonable times agreed in advance
- Access all assets, records, documents, correspondence, and control systems
- Receive any information and explanation considered necessary concerning any matter under consideration
- Require any employee of the council to account for cash, stores, or any other council asset under his/her control
- Access records belonging to third parties, such as contractors, when required

The Council's Responsibilities

The Responsible Financial Officer and Proper Officer have clearly defined responsibilities for Risk Management, Internal Control, Internal Audit and preventing Fraud and Corruption.

The existence of Internal Audit does not diminish the responsibility of the council to establish systems of internal control to ensure that activities are conducted in a secure and well-ordered manner.

Bullying & Respect

The Internal Auditor must respect the officers and members of the council, who in turn must respect the Internal Auditor. Members and officers must not bully, intimidate, or coerce the Internal Auditor. Bullying of the Internal Auditor will not be tolerated, and such behaviour may lead to the service being halted and suspended temporarily or withdrawn permanently.

Reporting

The Internal Auditor will formally report the results of audits and the recommendations made to council and will follow up at subsequent Internal Audits to make sure that corrective actions are taken.

This constitutes the formal binding contract between the Council and the Hertfordshire Internal Audit Service.

Approved by:

_____Parish/Town/Community Council

On (date): _____ Minute reference: _____

For (Delete as applicable): 1 year/3 years
If signing-up for 3 years, please note the fees will be reviewed and confirmed annually

Signed: _____ Position (Clerk/RFO):_____

Sandon Parish Council 2027/28 DRAFT Budget

	2025-26 Actual	2026/27 Budget	Actual 4 Nov 2026	Forecast to 31 March 2027	Difference	DRAFT Budget 2027/28
Receipts						
Precept	8798.74	8,500.00	8500.00	8500.00	0.00	
Grants	186.00	293.65	293.65	293.65	0.00	
VAT	79.80		291.69	291.69	291.69	291.69
Other receipts					0.00	
TOTAL	**9,064.54**	**8,793.65**	**9,085.34**	**9,085.34**	**291.69**	**291.69**
Expenditure						
Operating expenses						
Employment costs (including PAYE)	3301.17	5,406.00	2696.10	5,406.00	0.00	5,406.00
Insurance	464.00	500.00	464.00	500.00	0.00	500.00
Playground Management (annual ROSPA inspection)	96.00	95.00	83.00	95.00	0.00	95.00
Audit Commission (Audit fee)	200.36	200.36	200.36	200.36	0.00	200.36
Village Hall rent	150.00	150.00	220.00	150.00	0.00	150.00
Clerk's expenses		37.50		37.50	0.00	37.50
Financial Officer's expenses						
Other operating expenses (incl IT, Focus broadband)	86.00	530.00	102.99	530.00	0.00	1,078.00
Parish Council Election expenses (in allocated PC reserves)						
Councillor & Officer Training (HAPTC)	69.00	300.00	69.00	300.00	0.00	0.00
Subscriptions - (HAPTC, SLCC, ICO)	804.41	423.00	666.97	423.00	0.00	423.00
Professional services (VAT on legal fees)					0.00	0.00
Other admin and general expenses (incl bank charges)	24.95		34.93	60.00	-60.00	60.00
Section 137 Grants awarded by Sandon PC		1,500.00				1,500.00
Sandon PCC						
Sandon School			1,440.00	1,440.00	-1,440.00	
Sandon Gardeners Club			150.00	150.00	-150.00	
Sandon Sports Club			1,500.00	1,500.00	-1,500.00	
Sandon Strollers Cricket Club						
Herts Air Ambulance						
Village celebration						
Village projects						
New General Equipment						
Village Hall Improvements & Equipment						
Other Village projects	313.23	300.00		200.00	100.00	200.00
Maintenance of assets & miscellaneous						
Repairs & maintenance	3,950.00	936.00	528.00		936.00	948.00
Capital replacements		8,000.00			8,000.00	0.00
Other costs		150.00			150.00	0.00
Earmarked reserves						
Parish Council Election expenses		1,744.13				
Capital Replacements		1,000.00				
Repairs and Maintenance		600.00				
New equipment		500.00				
Village Hall improvements		500.00				
TOTAL EXPENDITURE	9,459.12	18,527.86	8,155.35	10,991.86	6,036.00	10,597.86
TOTAL INCOME	9,064.54	8,793.65	9,085.34	9,085.34	291.69	291.69
Spending from Reserves (- denotes use of reserve)			929.99	-1,906.52		-10,306.17