



WALTHAM ABBEY TOWN COUNCIL

TOWN HALL, HIGHBRIDGE STREET, WALTHAM ABBEY, ESSEX EN9 1DE

N Page
Town Clerk

E-MAIL: townclerk@walthamabbey-tc.gov.uk
TEL: 01992 714949

YOUR REF:

OUR REF: NP/MG

Dear Member,

A meeting of the **Policy & Resources Committee** will be held on **Wednesday 8th July 2026 at 7.00pm.** at the Town Hall.

Yours sincerely,
Town Clerk

Miss Natalie Page

.....

AGENDA

1. **Recording of Meetings:** To note that this meeting may be recorded or filmed and will be capable of repeated viewing or another use by such third parties. It is possible that any such recording may capture images, and this may result in the possibility that images will become part of the broadcast. This may infringe human and data protection rights. To avoid this please move to the rear of the room. Anyone present intending to record the meeting, or any part thereof, must declare their intention to the Chairman and Officers before the meeting commences.
2. **Apologies for Absence:** To receive apologies.
3. **Disclosure of Interest:** Under the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012, made under s.30 (3) of the Localism Act, Members must declare any Disclosable Pecuniary Interests which they may have in any of the items under consideration at this meeting.
4. **Public Questions:** Members of the Public are invited to submit questions to the Town Clerk for consideration at meetings, these must be received no later than 3pm on the day prior to the meeting. Please send your questions to townclerk@walthamabbey-tc.gov.uk
5. **ECC Update:** Town Clerk to provide a verbal update.



6. **Accounts Paid:** Lists herewith of accounts paid and reimbursements made on the authority of two Members and dated 20/05/26 and 03/06/26 (Enc 1).
7. **Status List:** To note the Status list (To be tabled).
8. **Budget Monitoring Report:** To receive the RFO's report (Enc 2).
9. **Direct Debits, Standing Orders and Transfers dated 01/05/26 – 31/05/26** (Enc 3).
10. **Imprest Account Payments dated 01/05/26 – 31/05/26** (Enc 4).
11. **Current Bank Reconciliation Statements dated 31/05/26** (Enc 5).
12. **CCLA Report:** To receive the RFO's report (Enc 6).
13. **Fixed Asset Register:** To review the report (To be tabled).
14. **Civic Protocol:** To review the Civic Protocol (Enc 7).
15. **Banqueting Suite Tenant-Proposal for External Storage Container:** To review the report (To be tabled).
16. **Items to be added to the next agenda for discussion:** Items to be submitted for next meeting on 9th September 2026.
17. **Exclusion of Press and Public:** To consider that in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded and they are instructed to withdraw.
18. **Budget Monitoring Detail Accounts:** Detailed Accounts break down (Enc 8).
19. **Sundry Debtor Report:** To receive the RFO's report (To be tabled).
20. **Grant Application:** To receive the RFO's report (Enc 9).
21. **TIC Report:** To review the report (To be tabled).



TO: Cllr A Watts - Chairman
Cllr S Kane – Deputy Chairman
Cllr J Lea
Cllr J Parsons
Cllr S Yerrell
Cllr H Kane
Cllr M Markham
Cllr A Crowley
Cllr S J Heather
Cllr N Zaman
Cllr B Tomlinson

Date: 1st July 2026

20/05/2026

WALTHAM ABBEY TOWN COUNCIL

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Invoices Due for Payment by 19 June 2026

For Bought Ledger 1

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due
Abbey Filling Station [ABFILL] *								
30/04/2026	382	1106	1106 - Fuel Charges		28/05/2026	441.41		441.41
Total of Invoices Due (ABFILL)						441.41	0.00	441.41 ✓
BZ Commercial Finance DAC re Banner Grp [BANNER]								
06/05/2026	LU95026	1107	1107 - Stationary		03/06/2026	34.76		34.76
Total of Invoices Due (BANNER)						34.76	0.00	34.76 ✓
Telephone : 08435 383311 Contact : Accounts Receivable								
BEMOR BUILDING CONTRACTORS LTD [BEMORB]								
01/04/2026	17533	1108	1108 - Building Supplies		01/05/2026	238.00		238.00
Total of Invoices Due (BEMORB)						238.00	0.00	238.00 ✓
Telephone : Contact : Philip Porter								
Chapple & Jenkins [CHAPPLE]								
07/05/2026	30505866	1113	1113 - Drinks Order		04/06/2026	518.02		518.02
13/05/2026	30509261	1114	1114 - Drinks Order		10/06/2026	663.05		663.05
Total of Invoices Due (CHAPPLE)						1,181.07	0.00	1,181.07 ✓
Telephone : 01179 721100								
Castle Water A/c TW1776041494 [CW-PC106]								
19/01/2026	10008874607	793	793/Water2200664 1-31Dec25		16/02/2026	-58.21		0.00
06/02/2026	10009111919	920	920/Water2200664 1-31Jan26		06/03/2026	17.56		0.00
06/03/2026	10009444774	921	921/Water2200664 1-28Feb26		03/04/2026	15.87		0.00
07/04/2026	10009727785	1024	1024/Water and Wastewater Mar		08/05/2026	21.77		0.00
11/05/2026	10010011437	1110	1110 - Wate PC FHR		08/06/2026	671.93		668.92
Total of Invoices Due (CW-PC106)						668.92	0.00	668.92 ✓
FLEET (LINE MARKERS) LTD [FLEET]								
29/04/2026	SI265337	1115	1115 - Wheeled Knib		27/05/2026	359.86		359.86
Total of Invoices Due (FLEET)						359.86	0.00	359.86 ✓
Telephone : 01684 573535								
Froom & Co Limited [FROOM]								
07/05/2026	44753	1116	1116 - 12 Yard Skip		04/06/2026	492.00		492.00
18/05/2026	44823	1139	1139 - 12 Yard Skip		15/06/2026	492.00		492.00
Total of Invoices Due (FROOM)						984.00	0.00	984.00 ✓
Telephone : 01992 444274								
TBS Hygiene LTD [HYGIENE]								
08/05/2026	8592	1132	1132 - Dog Waste Collection		05/06/2026	310.80		310.80

Enclosure Number 1

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Total of Invoices Due (HYGIENE)						310.80	0.00	310.80 ✓
Jiggins & Sons [JIGGINS]								
08/05/2026	3008	1117	1117 - Pigeon Mess Removal		05/06/2026	2,639.52		2,639.52
08/05/2026	3009	1118	1118 - Gas Bottle Cage		22/05/2026	874.80		874.80 ✓
08/05/2026	3010	1119	1119 - Flower Box Redecoration		22/05/2026	1,094.40		1,094.40
Telephone : 01992 621975						Total of Invoices Due (JIGGINS)		
Contact : Luke Jiggins						4,608.72	0.00	4,608.72 ✓
R Baker [LEERIK] ↓								
19/05/2026	10176	1120	1120 - Vauxhall Van MOT etc		02/06/2026	465.00		465.00 ✓
Telephone : 07968 728821.						Total of Invoices Due (LEERIK)		
Contact : Ron Baker						465.00	0.00	465.00 ✓
MARK L'ARGENT [MARKLA] ↓								
05/05/2026	050523	1121	1121 - 3 x Honorary Freedom		02/06/2026	792.00		792.00 ✓
Telephone : 01992 629307						Total of Invoices Due (MARKLA)		
						792.00	0.00	792.00 ✓
Phoenix Environmental Management Ltd [PHOENIXEM]								
12/05/2026	INV-33479	1122	1122 - Hazardous Sub Removal		12/05/2026	3,982.58		3,982.58 ✓
						Total of Invoices Due (PHOENIXEM)		
						3,982.58	0.00	3,982.58 ✓
Professional Protection Security Limited [PPS]								
08/05/2026	20	1123	1123 - Security Services		05/06/2026	672.00		672.00 ✓
Telephone : 01442 894972						Total of Invoices Due (PPS)		
						672.00	0.00	672.00 ✓
R E Gore Building Services Ltd [REGORE]								
07/05/2026	SS305840	1124	1124 - EPC Rochford		04/06/2026	280.80		280.80 ✓
Telephone : 03333 201010						Total of Invoices Due (REGORE)		
Contact : Allyson Page						280.80	0.00	280.80 ✓
Sharrons Event Catering Co Ltd [SHARRONS] ↓								
08/05/2026	07233	1125	1125 - Inauguration Buffet		05/06/2026	729.00		729.00 ✓
Telephone : 01992 814632						Total of Invoices Due (SHARRONS)		
						729.00	0.00	729.00 ✓
THOMAS FATTORINI LTD [TOMFAT]								
19/05/2026	I308216	1138	1138 - Past Mayors Badge		16/06/2026	739.83		739.83 ✓
Telephone : 0121 236 1307						Total of Invoices Due (TOMFAT)		
						739.83	0.00	739.83 ✓

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Invoices Due for Payment by 19 June 2026

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Tritec Environmental Services Ltd [TRITEC]								
30/04/2026	S35059/04/2026	1133	1133 - TVC Resampling		28/05/2026	288.00	✓	288.00
Telephone : 01923 202085						Total of Invoices Due (TRITEC)		
Contact : Martin Ridley						288.00	0.00	288.00 ✓
Upson Mowers Ltd [UPSONS]								
12/05/2026	106555	1134	1134 - Ransome Sundries		09/06/2026	1,314.00	✓	1,314.00
12/05/2026	106556	1135	1135 - Ransome Sundries		09/06/2026	60.00		60.00
Telephone : 01621 892907						Total of Invoices Due (UPSONS)		
Contact : Duncan Ninnis						1,374.00	0.00	1,374.00 ✓
Welwyn Garden Alarms Ltd [WGA]								
11/05/2026	INV-14340	1136	1136 - Annual Maintenance Cont		08/06/2026	378.84	✓	378.84
Telephone : 01707 266306						Total of Invoices Due (WGA)		
Contact : Emma Carrick						378.84	0.00	378.84 ✓
Total of Invoices Due (Bought Ledger 1)						18,529.59	0.00	18,529.59
TOTAL OF INVOICES DUE (ALL LEDGERS)						18,529.59	0.00	18,529.59

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TOTAL 618,779.59

Invoices Due for Payment by 3 July 2026

For Bought Ledger 1

Pay by Electronic Payment

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Abbey Filling Station [ABFILL] ✓									
30/04/2026	382	1106	1106 - Fuel Charges		28/05/2026	441.41		441.41	
						Total of Invoices Due (ABFILL)	441.41	0.00	441.41
Alliance Automotive UK CV Ltd [ALLIANCE] ✓									
22/05/2026	IWCV212942	1168	1168 - Centre Feed		19/06/2026	19.44		19.44	
Telephone :01992 762519						Total of Invoices Due (ALLIANCE)	19.44	0.00	19.44
APS Ltd [APS]									
19/05/2026	401161	1150	1150 - Stihl Brushcutter		18/06/2026	533.99		533.99	
Telephone :02085 203929						Total of Invoices Due (APS)	533.99	0.00	533.99
Aquacool Limited [AQUACOOL]									
31/05/2026	481770	1176	1176 - Bottled Water		28/06/2026	50.34		50.34	
Telephone :08006 345678						Total of Invoices Due (AQUACOOL)	50.34	0.00	50.34
Aubergine 262 Ltd [AUBERGINE]									
02/06/2026	AUB16367	1152	1152 - New Website		02/06/2026	2,457.60		2,457.60	
Telephone :01525 373020 Contact :Mr Mark Tomkins						Total of Invoices Due (AUBERGINE)	2,457.60	0.00	2,457.60
BZ Commercial Finance DAC re Banner Grp [BANNER]									
26/05/2026	LV62098	1153	1153 - Staplers		23/06/2026	4.54		4.54	
28/05/2026	LV71019	1154	1154 - Stationary		25/06/2026	21.92		21.92	
Telephone :08435 383311 Contact :Accounts Receivable						Total of Invoices Due (BANNER)	26.46	0.00	26.46
A R Cook [COOKAR]									
22/05/2026	11	1151	1151 - Pest Control		19/06/2026	560.00		560.00	
						Total of Invoices Due (COOKAR)	560.00	0.00	560.00
Dunmow Training Ltd T/A CouncilWise [CWISE] ✓									
01/06/2026	SI-324	1155	1155 - PD Training		01/06/2026	86.40		86.40	
Telephone :01371 829148						Total of Invoices Due (CWISE)	86.40	0.00	86.40
DCK Accounting Solutions Ltd [DCKBEA]									
29/05/2026	TPC12357	1157	1157 - Accounting Services		29/05/2026	1,554.36		1,554.36	
29/05/2026	TPC12336	1175	1175 - Accounting Services May		26/06/2026	1,391.06		1,391.06	

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Invoices Due for Payment by 3 July 2026

For Bought Ledger 1

Pay by Electronic Payment

Invoice Date	Invoice No.	Ref No.	Invoice Detail	Authorise Ref	Date Due	Amount Due	Discount To Claim	Net Amount due	
20/05/2026	SS305863	1169	1169 - Dead Leg Survey		17/06/2026	1,093.63		1,093.63	
20/05/2026	SS305867	1170	1170 - Condition Survey RP		17/06/2026	354.00		354.00	
27/05/2026	SS305876	1171	1171 - James Suite E Lights		24/06/2026	374.08		374.08	
Telephone :03333 201010 Contact :Allyson Page						Total of Invoices Due (REGORE)	1,821.71	0.00	1,821.71
<hr/>									
Site-Equip Ltd [SITEEQUIP]									
20/05/2026	SC375631	1172	1172 - Flushing Toilet		17/06/2026	163.94		163.94	
Telephone :01256 384134						Total of Invoices Due (SITEEQUIP)	163.94	0.00	163.94
<hr/>									
Sports Labs Ltd [SPORTSLABS]									
20/05/2026	INV-27763	1173	1173 - FA Testing		17/06/2026	1,794.00		1,794.00	
Telephone :01506 444755						Total of Invoices Due (SPORTSLABS)	1,794.00	0.00	1,794.00
						Total of Invoices Due (Bought Ledger 1)	20,123.19	0.00	20,123.19
						TOTAL OF INVOICES DUE (ALL LEDGERS)	20,123.19	0.00	20,123.19

[Handwritten Signature]
BD Tolman

DDR £250
TOTAL £20,373.19



WALTHAM ABBEY TOWN COUNCIL

COMMITTEE NAME	Policy and Resources
DATE OF MEETING	8 th July 2026
REPORT AUTHOR	Jodie Law
CONTACT DETAILS	jodie.law@walthamabbey-tc.gov.uk
SUBJECT	Budget Monitoring Report
RECOMMENDATION	That the report be noted.
BACKGROUND	To inform the Committee on how the actual spend/income compares with the phased budget to date.
INFORMATION	This report refers to income and expenditure to 31 st May 2026 (16.66% to month 2)
SUMMARY OF REVENUE COST CENTRES	
101 Cemetery	Income is overperforming at 19.1%
102 Markets	Nothing significant to report.
104 Allotments & Footpaths	Nothing significant to report.
105 Other Open Spaces	Nothing significant to report.
106 Public Conveniences	Nothing significant to report.
107 Gilwell Community Centre	Nothing significant to report.
302 Ninefields Recreation	Nothing significant to report.
303 Larsens Recreation	Nothing significant to report.
305 Town Mead Recreation	Income is overperforming at 22.8%.
306 3g Pitch	Income is underperforming 14%.
307 Town Mead Club	Nothing significant to report.
308 Town Show	Income is performing well at 108.7%.
502 Tourist Information Centre	Income is performing well at 22.1%, however expenditure is at 29.1%.
504 Town Hall Lettings	Nothing significant to report.
505 Town Hall Bar	Income is underperforming at 15.2%.
507 Discretionary Spend	Nothing significant to report.
512 Democratic Representation	Nothing significant to report.

Enclosure Number 2

601 Depot, Plant and Equipment	Fleet Insurance costs higher than expected.
602 Establishment	Nothing significant to report.
FINANCIAL IMPLICATIONS	The surplus is currently £10,045. To be expected at this point in the year.
ENCLOSURES	Revenue Budget Monitoring Report 31 st May 2026 Cost Centre Report 31 st May 2026 (Not public document)
DATA PROTECTION	None
COMMUNITY IMPACT	The Town Council has a responsibility to ensure that quality services are maintained and/or improved and that the Council is providing a cost-effective service that is fit for purpose. It is important for residents to feel confident that the Council will continue to challenge its own performance to ensure that the Council provides excellent value for money.
CARBON NEUTRAL	None
HEALTH & SAFETY	None
CRIME & DISORDER ACT 1997	None

REVENUE BUDGET MONITORING REPORT TO 31st May 2026

REVENUE BUDGET MONITORING REPORT TO 31st May 2026

COST CENTRE INFORMATION MAIN DIFFERENCES

COST CENTRE INFORMATION

DESCRIPTION	CODE	ACTUAL INCOME TO DATE	ACTUAL EXP TO DATE	ACTUAL NET TO DATE	BUDGET INCOME TO DATE	BUDGET EXP TO DATE	BUDGET NET TO DATE	CURRENT VARIANCE
<u>Environment</u>								
Cemetery	101	16,700	24,407	-7,707	14,102	27,706	-13,604	5,897
Markets	102	1,100	6,853	-5,753	1,200	6,130	-4,930	-823
Aliments & footpaths	104	11	390	-379	0	1,636	-1,636	1,257
Other open spaces	105	0	6,743	-6,743	0	8,392	-8,392	1,649
Public conveniences	106	0	2,782	-2,782	0	2,094	-2,094	-888
Gillwell Comm Cntr	107	5,696	1,500	4,196	3,416	460	2,956	1,240
Environment Totals				-19,168			-27,700	8,532
<u>Recreation</u>								
Ninefields Rec	302	149	842	-693	84	546	-462	-231
Larsens Rec	303	2,548	7,747	-5,199	2,218	7,982	-5,764	565
Town Mead Rec	305	11,921	14,484	-2,563	11,216	18,120	-6,904	4,341
3g Pitch	306	5,171	10,307	-5,136	6,168	5,588	560	-5,716
Town Mead Club	307	15,000	0	15,000	15,000	334	14,666	334
Town Show	308	3,260	498	2,762	2,000	0	2,000	762
Recreation Totals				4,171			4,116	55
<u>Policy & Resources</u>								
Tourist Information Ce	502	243	8,111	-7,868	182	4,728	-4,546	-3,322
Town Hall Lettings	504	7,353	4,048	3,305	6,398	7,814	-1,416	4,721
Town Hall Bar	505	4,159	15,700	-11,541	4,550	15,362	-10,812	-729
Discretionary Spend	507	0	1,284	-1,284	0	2,016	-2,016	732
Democratic Represent	512	0	1,664	-1,664	0	1,218	-1,218	-446
Depot, Plant & Equipm	601	0	16,725	-16,725	0	14,036	-14,036	-2,689
Establishment	602	618,145	118,146	500,000	619,306	122,497	496,809	3,191
Policy & Resources Totals				464,223			462,765	1,458
Revenue Budget Totals				449,226			439,181	10,045

COST CENTRE INFORMATION MAIN DIFFERENCES

COST CENTRE INFORMATION

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Recreation Totals				4,171			4,116	55
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Revenue Budget Totals				449,226			439,181	10,045

COST CENTRE INFORMATION MAIN DIFFERENCES

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Depot, Plant & Equipmen	601	0	16,725	-16,725	0	14,036	-14,036	-2,689
Establishment	602	618,145	118,146	500,000	619,306	122,497	496,809	3,191
Policy & Resources Totals				464,223			462,765	1,458
Revenue Budget Totals				449,226			439,181	10,045

COST CENTRE INFORMATION MAIN DIFFERENCES

COST CENTRE INFORMATION

DESCRIPTION	CODE	ACTUAL INCOME TO DATE	ACTUAL EXP TO DATE	ACTUAL NET TO DATE	BUDGET INCOME TO DATE	BUDGET EXP TO DATE	BUDGET NET TO DATE	CURRENT VARIANCE
<u>Environment</u>								
Cemetery	101	16,700	24,407	-7,707	14,102	27,706	-13,604	5,897
Markets	102	1,100	6,853	-5,753	1,200	6,130	-4,930	-823
Aliments & footpaths	104	11	390	-379	0	1,636	-1,636	1,257
Other open spaces	105	0	6,743	-6,743	0	8,392	-8,392	1,649
Public conveniences	106	0	2,782	-2,782	0	2,094	-2,094	-888
Gillwell Comm Cntr	107	5,696	1,500	4,196	3,416	460	2,956	1,240
Environment Totals				-19,168			-27,700	8,532
<u>Recreation</u>								
Ninefields Rec	302	149	842	-693	84	546	-462	-231
Larsens Rec	303	2,548	7,747	-5,199	2,218	7,982	-5,764	565
Town Mead Rec	305	11,921	14,484	-2,563	11,216	18,120	-6,904	4,341
3g Pitch	306	5,171	10,307	-5,136	6,168	5,588	560	-5,716
Town Mead Club	307	15,000	0	15,000	15,000	334	14,666	334
Town Show	308	3,260	498	2,762	2,000	0	2,000	762
Recreation Totals				4,171			4,116	55
<u>Policy & Resources</u>								
Tourist Information Centr	502	243	8,111	-7,868	182	4,728	-4,546	-3,322
Town Hall Lettings	504	7,353	4,048	3,305	6,398	7,814	-1,416	4,721
Town Hall Bar	505	4,159	15,700	-11,541	4,550	15,362	-10,812	-729
Discretionary Spend	507	0	1,284	-1,284	0	2,016	-2,016	732
Democratic Representat	512	0	1,664	-1,664	0	1,218	-1,218	-446
Depot, Plant & Equipmen	601	0	16,725	-16,725	0	14,036	-14,036	-2,689
Establishment	602	618,145	118,146	500,000	619,306	122,497	496,809	3,191
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Depot, Plant & Equipmen	601	0	16,725	-16,725	0	14,036	-14,036	-2,689
Establishment	602	6						

WALTHAM ABBEY TOWN COUNCIL
CURRENT BANK A/C
List of Payments made between 01/05/2026 and 31/05/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
5/1/2026	IMPREST A/C	Transfer	£1,278.00	HSBC Current Account
5/1/2026	ITDS Managed Services Limited	DD1	£1,018.42	1089 - IT Support Services
5/1/2026	Pitney Bowes Ltd	DD2	£257.20	1049/Rental Franking Machine
5/3/2026	Xerox Finance	Std Ord	£1,646.40	Xerox Printer
5/5/2026	British Gas A/c BGB490643	DD3	£7.47	1073/BGB490643 19Jan-20Apr
5/5/2026	British Gas A/c BGB490649	DD4	£749.96	1072/BGB490649 19Mar-20Apr
5/6/2026	SSE Energy Solutions A/c 87003	DD5	£3,862.04	1099 - 3g Floodlight Elec
5/7/2026	Pitney Bowes Ltd	DD6	£110.50	1096 - Franking Machine Postag
5/10/2026	Epping Forest DC	Std Ord	£1,648.00	EFDC Rates-700021923
5/10/2026	Epping Forest DC	Std Ord	£90.00	EFDC Rates - 700022948
5/11/2026	HSBC Total Charges Mar2026	DR	£58.48	HSBC Total Charges Mar2026
5/15/2026	HSBC COMMERCIAL CARD	DD	£455.69	HSBC Commercial Card
5/15/2026	Salaries May 2026	DD	£41,414.28	Salaries May 2026
5/15/2026	Salaries May 2026	DD	£41,414.28	Salaries May 2026
5/15/2026	G4S Cash Solutions (UK) Ltd	DD7	£89.18	1018/March Usage Charges
5/18/2026	CCLA PSDF	DD	£50,000.00	CCLA PSDF
5/19/2026	CCLA PSDF	DD	£50,000.00	CCLA PSDF
5/20/2026	Epping Forest DC	Std Ord	£442.00	EFDC Rates - 700023471
5/20/2026	Epping Forest DC	Std Ord	£20.00	EFDC Rates - 700069118
5/20/2026	CCLA PSDF	DD	£50,000.00	CCLA PSDF
5/20/2026	Epos Now Ltd	DD9	£22.80	1158 - Payments Pro
5/20/2026	Castle Water A/c TW1055148038	DD10	£217.02	1183/Water2231353 1-30Apr26
5/20/2026	Castle Water A/c TW4498987441	DD11	£49.64	1184/Water2271854 1-30Apr26
5/20/2026	Castle Water A/c TW9227632090	DD12	£65.47	1182/Water2252491 1-30Apr26
5/20/2026	SSE Energy Solutions A/c 87003	DD13	£286.86	1127 - Elec Larsens
5/20/2026	SSE Energy Solutions A/c 87003	DD14	£337.26	1126 - Elec Cem Lod
5/20/2026	Heineken UK	DD15	£354.00	Purchase Ledger Payment
5/21/2026	CCLA PSDF	DD	£50,000.00	CCLA PSDF
5/22/2026	CCLA PSDF	DD	£50,000.00	CCLA PSDF
5/22/2026	Castle Water A/c TW3995732130	DD16	£74.08	1109 - Water Larsens
5/22/2026	Castle Water A/c TW4279845344	DD17	£61.07	1185/Water2310901 1-30Apr26
5/22/2026	Pitney Bowes Ltd	DD18	£110.50	Purchase Ledger Payment
5/26/2026	CCLA PSDF	DD	£50,000.00	CCLA PSDF
5/26/2026	HSBC Total Charges to 4May26	DR	£5.93	HSBC Total Charges to 4May26
5/26/2026	Biffa Waste Services Ltd	DD19	£429.72	1148/Waste disposal Apr2026
5/26/2026	SSE Energy Solutions A/c 87003	DD20	£71.34	1131 - Elec Larsens
5/26/2026	SSE Energy Solutions A/c 87003	DD21	£1,602.96	1144/Ac8700325398 1Feb-30Apr
5/26/2026	SSE Energy Solutions A/c 87003	DD22	£35.89	1130 - Elec PC FHR
5/26/2026	SSE Energy Solutions A/c 87003	DD23	£1,153.50	1145/Ac8700334262 1-30Apr
5/26/2026	SSE Energy Solutions A/c 87003	DD24	£35.13	1128 - Elec Church Street
5/27/2026	CCLA PSDF	DD	£50,000.00	CCLA PSDF
5/27/2026	British Gas Lite A/c BGB490637	DD25	£14.50	1142/BGB490637 10Aug-13May
5/28/2026	CCLA PSDF	DD	£50,000.00	CCLA PSDF
5/29/2026	CCLA PSDF	DD	£50,000.00	CCLA PSDF

Total Payments **£549,489.57**

Enclosure Number 3

WALTHAM ABBEY TOWN COUNCIL
IMPREST A/C

List of Payments made between 01/05/2026 and 31/05/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
5/1/2026	Advanced Vision Surveillance	Std Ord	£1,278.00	AVS-CCTV Mntnce Agreement
		Total Payments	<u>£1,278.00</u>	

Enclosure Number 4

Date: 03/06/2026
Time: 14:40

WALTHAM ABBEY TOWN COUNCIL

Bank Reconciliation Statement as at 31/05/2026
for Cashbook 1 - CURRENT BANK A/C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
CURRENT A/C	31/05/2026	19	2,500.00
MONEY MANAGER A/C	31/05/2026	905	220,492.41
			<u>222,992.41</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			222,992.41
<u>Unpresented Receipts (Plus)</u>			
27/05/2026 2174		4.82	
			<u>4.82</u>
			222,997.23
			<u>222,997.23</u>
			Balance per Cash Book is :-
			222,997.23
			Difference is :-
			0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Enclosure Number 5

Bank Reconciliation Statement as at 31/05/2026
for Cashbook 4 - IMPREST A/C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
IMPREST A/C	31/05/2026	597	1,000.72
			<u>1,000.72</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,000.72
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,000.72
		Balance per Cash Book is :-	1,000.72
		Difference is :-	0.00

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

Date: 17/06/2026

WALTHAM ABBEY TOWN COUNCIL

Time: 13:21

Bank Reconciliation Statement as at 31/05/2026
for Cashbook 8 - HSBC COMMERCIAL CARD

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
HSBC Commercial Card	31/05/2026		0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>			
		<u>Amount</u>	
15/05/2026 25/27	Nespresso UK Ltd	62.10	
18/05/2026 26/27	DVLA	362.50	
27/05/2026 27/27	Tesco Stores	33.45	
28/05/2026 28/27	The Workplace Depot	77.99	
			<u>536.04</u>
			-536.04
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-536.04
			<u>-536.04</u>
			Balance per Cash Book is :-
			-536.04
			Difference is :-
			0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Statement of Account

Miss Jodie M Law
Waltham Abbey Town Council
Highbridge Street
WALTHAM ABBEY
Essex
EN9 1DG

5 June 2026

Account name: **WALTHAM ABBEY TOWN COUNCIL**
Account number: **PS3078578-001**
Statement period: **30/04/2026 to 31/05/2026**

Account summary

Total valuation as at 31 May 2026 **£574,100.30**
Total valuation as at last statement at 30 April 2026 **£123,707.85**

Holdings as at 31 May 2026

Fund name	Unit/share holdings	Price per unit/share	Value
Public Sector Deposit Fund SC4 - Public Sector GB00B3LDFH01	574,100.3000	£1.00	£574,100.30
Total value			£574,100.30

Transactions for the period from 30 April 2026 to 31 May 2026

Public Sector Deposit Fund SC4 - Public Sector

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
05/05/2026	Income Reinvestment	392.4500	£1.0000	£392.45
18/05/2026	Deposit	50,000.0000	£1.0000	£50,000.00
19/05/2026	Deposit	50,000.0000	£1.0000	£50,000.00
20/05/2026	Deposit	50,000.0000	£1.0000	£50,000.00

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

clientservices@ccla.co.uk Freephone 0800 022 3505 www.ccla.co.uk

Fund documentation is available at www.ccla.co.uk/investments, or may be requested from our Client Services team. Telephone calls are recorded.
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.
Registered address: One Angel Lane, London EC4R 3AB.

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
21/05/2026	Deposit	50,000.0000	£1.0000	£50,000.00
22/05/2026	Deposit	50,000.0000	£1.0000	£50,000.00
26/05/2026	Deposit	50,000.0000	£1.0000	£50,000.00
27/05/2026	Deposit	50,000.0000	£1.0000	£50,000.00
28/05/2026	Deposit	50,000.0000	£1.0000	£50,000.00
29/05/2026	Deposit	50,000.0000	£1.0000	£50,000.00

The average Fund yield for this period was 3.79% p.a.

Income for the period is as follows:

Month	Date paid	Fund name	Method	Amount (£)	Destination
May 2026	02/06/2026	Public Sector Deposit Fund SC4 - Public Sector	Reinvestment	£808.42	PS3078578-001

All CCLA forms are available on our website: www.ccla.co.uk/resources/client-documentation. Please ensure that you download and use the latest available form to make any transaction or amendment. Using an old form will result in the instruction being rejected.

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, www.ccla.co.uk. Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at clientservices@ccla.co.uk.

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

A glossary of terms used in this communication is available on www.ccla.co.uk/glossary. If you would like the information in an alternative format or have any queries, please call us on **0800 022 3505** or email us at clientservices@ccla.co.uk.

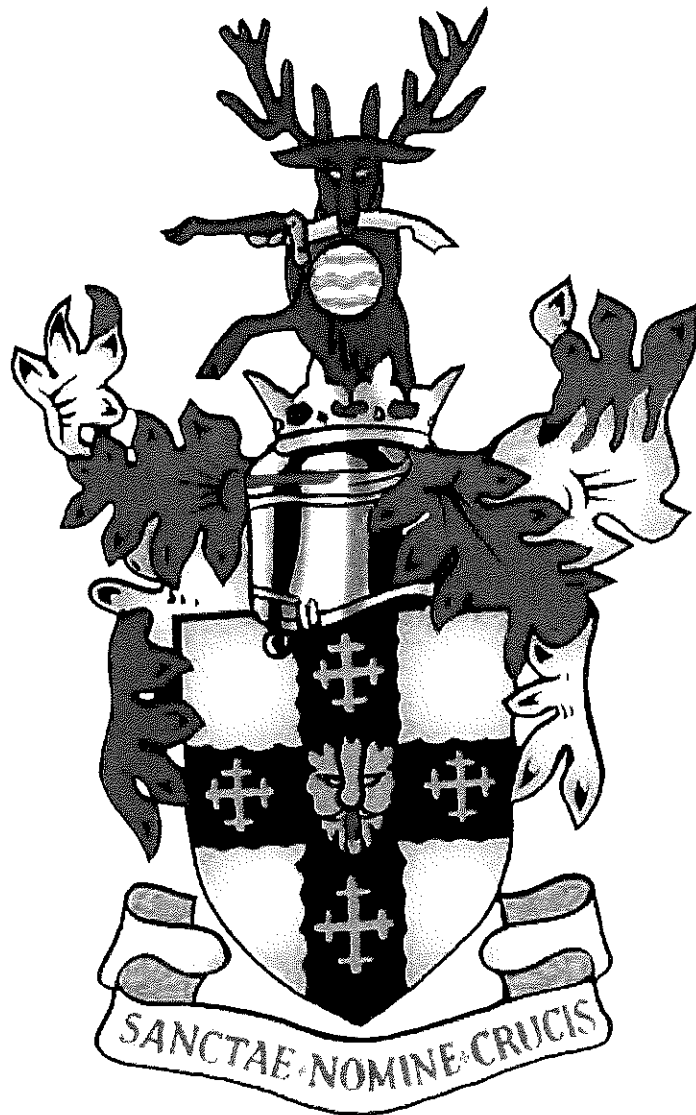


WALTHAM ABBEY TOWN COUNCIL

COMMITTEE NAME	Policy & Resources
DATE OF MEETING	8 July 2026
REPORT AUTHOR	Natalie Page
CONTACT DETAILS	townclerk@walthamabbey-tc.gov.uk
SUBJECT	To consider and re-adopt the Council's Civic Protocol
RECOMMENDATION	A decision is made to adopt the Civil Protocol
BACKGROUND	Purpose of the Report: To consider the re-adoption of the Council's Civic Protocol for the Mayor and Deputy Mayor, ensuring it remains the agreed framework for the conduct of civic and ceremonial duties.
INFORMATION	Key Considerations The Civic Protocol provides clear, consistent guidance for civic events and ceremonial duties, reflects local traditions and community values, and promotes dignity, inclusivity, and professionalism in all civic activities.
FINANCIAL IMPLICATIONS	There are no direct financial implications arising from the re-adoption of the Civic Protocol.
ENCLOSURES	The Civic Protocol
DATA PROTECTION	There are no direct data protection implications arising from the adoption of the Civic Protocol. Any personal data processed in connection with its implementation will be handled in accordance with UK GDPR and the Data Protection Act 2018.
COMMUNITY IMPACT	The Civic Protocol supports positive working relationships between the Council, civic partners and the wider community. It promotes mutual respect, transparency and effective civic engagement, helping to strengthen public confidence in the Council's civic functions.
CARBON NEUTRAL	None
HEALTH & SAFETY	None
CRIME & DISORDER ACT 1997	None
POWER(S) TO ACT	General Power of Competence

Enclosure Number 7

WALTHAM ABBEY TOWN COUNCIL



CIVIC PROTOCOL

CONTENTS

Paragraph.	Page.
1. Introduction.	3
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3. Role of Mayor.	4
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5. Mayor's Charity.	5
6. Mayor's Allowance.	6
7. Support from the Deputy Mayor.	6
8. Civic Insignia.	7
9. Precedence and Protocol.	7
10. Receipt of Gifts.	7
11. The Civic Year – Events.	7
12. Mayor's End of Year.	9
Appendix 'A' Civic Protocol.	10

1. INTRODUCTION.

This Civic Protocol booklet has been produced to assist the Town Mayor and Deputy Town Mayor to understand their roles and responsibilities and provide some useful information, which may be of assistance when undertaking the civic role.

The object of the information is to try and ensure that the civic year runs as smoothly as possible. Not every eventuality is covered in this booklet but assistance is always available from the Town Council Office or the Town Clerk.

2. BACKGROUND.

Town Mayor.

Section 245 (6) of the Local Government Act 1972 gave Town/Parish Councils the power by resolution to give themselves the title of Town/Parish Council and the Chairman of a Town/Parish Council is entitled to the style of 'Town Mayor'.

The position of Mayor is one which gives the opportunity to promote and uphold the special character of Waltham Abbey.

Becoming Mayor.

The Mayor, by virtue of the office, can use his/her position to stimulate community pride, encourage business, promote the voluntary sector, mould social cohesion etc. A Mayor may also have many meetings with dignitaries, engagements, late nights, early mornings and is in the public eye for virtually the whole year.

The Mayor is elected by the full Council at the Annual meeting in May. A new Deputy Mayor is also elected at this meeting, although this is not a statutory appointment. The new Mayor makes the following declaration when accepting the Term of Office at the Annual General Meeting:

"I.....having been elected to the Office of Mayor for the Town of Waltham Abbey , hereby declare that I take the said Office upon myself, and will duly and faithfully fulfil the duties thereof according to the best of my knowledge and ability. "

The Mayor's term in office is for one year and during this time the Mayor continues to be a Member of the Council and will be Chairman of the meetings of the full Council.

Leader of the Council.

The Leader of the Council is appointed from within the majority political group on the Council. This is a distinct and separate role from that of the Mayor. The Leader is a political appointment and is to be distinguished from that of the Mayor which is **non-political**.

The role of the Leader of the Council is to meet with the Town Clerk on a weekly basis to discuss Council business, issues outstanding, items for the agenda of meetings and any problems arising from the day to day work of the Council.

The civic role of Mayor is above party politics and should be seen as representing the whole council not just one party (at least for the year of office). Consequently the office of Mayor and Deputy Mayor are open to all parties and has the respect of all political parties.

3. ROLE OF THE MAYOR.

During the civic year, the Mayor supports a wide variety of events throughout the Town. If the Mayor cannot attend a function, the Deputy Mayor may be asked to attend on his/her behalf.

Duties which the Mayor may carry out include:

- Organising events to raise funds for the Mayor's chosen charity;
- Acting as host on behalf of the Council at functions organised by the Council;
- Attending functions within the town, or on occasions outside the town as a ceremonial representative of the Council;
- Undertaking official openings or presentations within the town on behalf of the Town Council;
- Representing the Council during royal visits to the town.

The Mayor will choose his/her own consort who can be either a partner or fellow Councillor, or a family member or friend. If the consort is female, she is often referred to as the Mayoress.

When representing the Town Council, the Mayor and consort will normally wear the official Chains of Office. The Chains of Office will normally be worn at all official functions within the Town. They are also usually worn at functions outside of the town when invited in an official capacity, although there are some exceptions to this which are usually specified in the official invitation.

The Mayor also has a number of statutory functions:

- If present at the Town Council meeting, the Mayor must chair the meeting;
- The Mayor has a casting vote in the event of a tie;
- The Mayor should ensure, together with the Town Clerk, that the Council makes legal decisions;
- The Mayor has a duty to ensure the agenda is followed correctly and to maintain an orderly meeting.

4. SUPPORT FOR THE MAYOR.

Day to day support for the Mayor is provided by the Town Council office, under the general direction of the Town Clerk.

The office receives invitations for the Mayor and liaises with him/her before accepting/declining invitations. A diary is kept in the Town Council Office of all events the Mayor is attending and he/she will always receive a copy of the invitation for information.

If the Mayor is unsure of anything or requires some guidance, then this should first be raised with the office, which will provide the necessary information. Occasionally this may also require the assistance of the Town Clerk.

5. MAYOR'S CHARITY.

The Mayor's Charity traditionally raises funds for a local charity. It is advisable to choose the charity to be supported at an early stage. It is common to announce the chosen charity at the Annual Meeting of the Council when the Mayor is elected.

Support will be given by the Town Clerk and town council office.

The chosen charity will then be notified and all funds raised at the events to be held by the Mayor will be donated to it, usually at a presentation to be held at the end of the Mayor's year in Office.

Funds raised for the Mayor's charity cannot be used for any other purpose other than as a donation to the charity identified when the funds were raised, save for to cover all reasonable costs to raise the funds.

Charity events vary with individual Mayors but may consist of:

- Charity functions;
- Supermarket collection/street collection;
- Raffle/tombola.

Other events may be organised by local organisations, clubs or institutions, with proceeds given to the Mayor's Charity. If the Mayor wishes to hold his/her own charity night, then he/she must discuss the proposal with the Town Clerk. The Mayor may announce the total amount raised for his/her charity at the Annual General Meeting and present the cheque to the charity nominated to receive the funds raised throughout the year.

6. MAYOR'S ALLOWANCE.

The Mayor may be paid an allowance to meet the expenses of his/her office (LGA 1972, ss 15(5) and 34(5)). It is commonly described as recompense for the expenses of maintaining the dignity of the office. Such items may include:

- Clothing;
- Travel expenses to and from official events;
- Collections;
- Personal hospitality (including lunches and dinners);
- One-off events held by the Mayor.

It is important for the Mayor to plan the use of the allowance over the year. Once the budget level has been reached, no payments can be made or further orders placed by Council staff.

7. SUPPORT BY THE DEPUTY MAYOR.

The Member elected as Deputy Mayor will support the Mayor throughout the year by representing the Council when the Mayor is unable to.

If the Mayor is not present at a Council meeting, the Deputy Mayor will preside.

The Deputy Mayor has **no** standing as Deputy Mayor when the Mayor is present but assumes the precedence and standing of the Mayor when he/she is deputising for the Mayor rather than acting as Deputy.

The Deputy Mayor should not wear the Deputy's Chain of Office in the presence of the Town Mayor of Waltham Abbey. (See civic protocol - Appendix 'A').

Invitations to the Deputy Mayor should be dealt with as follows:

- Invitations to functions should not be sent to (or solicited by) a Deputy Mayor. The Deputy Mayor should not normally attend functions in his/her own right, **except** when deputising for the Mayor;
- All invitations should be sent for consideration by the Mayor as First Citizen and, if the Mayor cannot attend, it may be appropriate to 'pass down' an invitation. However, this should be by no means automatic or desirable;

- On the rare occasion when the Deputy Mayor is invited to a function in his/her own right, there should be a clear procedure whereby the invitation is approved by the Mayor, in order that there is no misunderstanding.

8. CIVIC INSIGNIA.

The Mayor's chain of office is the outward sign of the civic office held, i.e. its insignia. The Mayor wears the chain of office at ceremonial occasions, such as the Civic Service, Remembrance Sunday and Royal Visits.

The Mayor should not wear the civic insignia outside of the parish without express permission from the Chairman of the Council for that area.

The Mayor's/Deputy Mayor's chain shall be returned to the Town Hall whenever it is not in use.

9. PRECEDENCE AND PROTOCOL.

The style of address of the Mayor should be 'Mr/Madam Town Mayor'. [NB - a female Mayor is not a Mayoress].

Precedence and protocol for visits and events is often set by custom and practice, with the exception of Royal visits.

The Town Clerk will be able to offer further advice and assistance on these matters.

10. RECEIPT OF GIFTS.

In the course of the duty of being Mayor, often gifts will be offered to the Mayor. It is suggested that all Members should treat with extreme caution any offer of a gift, favour or hospitality that is made to them personally.

The Code of Conduct requires Members, including Mayors, to register any gifts or hospitality worth £25 or over that are received in connection with their official duties as a Member, and the source of the gift or hospitality.

The gift or hospitality must be registered and its source recorded within 28 days of receiving it. This will now be a personal interest. If in doubt, please consult the Town Clerk.

11. THE CIVIC YEAR – EVENTS.

Below is a list of typical events which are organised during the Mayor's Year in Office. These dates are discussed and arranged during a meeting with the Mayor and the Town Clerk at the beginning of each new year to suit the Mayor's diary.

➤ **Civic Service.**

The Civic Service is held in The Abbey Church. Consultation for the date of the service is carried out by a meeting with the Town Clerk and the Vicar of the church.

The Civic Service can be held at any time during the Mayoral year. But care should be taken to avoid clashing with other events.

Civic Dignitaries from the designated list together with colleagues, friends and family are invited. Refreshments are provided in the Town Hall at the conclusion of the service.

➤ **Annual Town Meeting.**

This is **not** the Annual Meeting of the Town Council. It is a legal requirement that all Towns/Parishes in England hold an 'Annual Town/Parish Meeting' to which all local electors are entitled to attend. The meeting is organised and chaired by the Town Mayor. It must be held between 1st March and 1st June each year.

➤ **Remembrance Sunday.**

Remembrance Sunday is held on the Sunday nearest to the anniversary of Armistice Day which is on November 11th at 11am. The Service of Remembrance is led by the vicar, following which the Town Mayor will lay a wreath in memory of those Waltham Abbey men and women who gave their lives for their country.

➤ **Town Twinning events.**

Waltham Abbey is twinned with the German town of Hoerstel.

➤ **Miscellaneous Events within the Town .**

Various miscellaneous events are attended by the Mayor, examples of which are listed below:

- Opening of Fayres / Garden Parties / Coffee Mornings;
- Presenting Awards and Prizes to individuals and organisations;
- Entertaining guests and visitors at the Town Council Offices;
- Art Exhibitions and presentations at local schools;
- Visits to schools, residential homes, scouts and guides groups etc;
- Attending and meeting Royal Visitors to the Town.

Miscellaneous Events outside of the Town

The Mayor is invited to a number of events organised by Civic Dignitaries from the surrounding areas which may include:

- Civic Services;
- Civic Carol Services;
- Civic Dinners;
- Charity Evenings.

12. MAYOR'S END OF YEAR.

The outgoing Mayor may wish to consider a number of matters:

- Thanks to the Mayor's personal supporters - partner, family, friends, etc
- Thanks to the Deputy Mayor for support and assistance;
- Thanks to the Mayor's Charity supporters, those Councillors who have helped - and anyone else;
- Thanks to support staff is always appreciated;
- Talking to the successor, when announced, giving advice and information.

APPENDIX 'A'

PROTOCOL FOR THE MAYOR AND DEPUTY MAYOR.

1. General

- The Mayor and Deputy Mayor are elected Members of the Council and legally are Town Councillors bound by any national legislation enacted from time to time and any related local code. The Mayor and Deputy Mayor have no additional powers other than those attributed to being a Town Councillor.
- The Mayor, once elected by procedures set out in the Town Council's Standing Orders, shall normally hold Office from the Annual Meeting of the Council of one year, generally held in May, until the Annual Meeting of the Council of the following year.
- The Mayor may choose to support a named charity throughout his/her year of office.
- The Mayor will be known as Mr Town Mayor/Madam Town Mayor and have their name preceded by the word "Councillor".
- The Mayor shall be known as the Mayor of Waltham Abbey and regarded as the first citizen of the Town.

Engagements.

- All invitations should be sent to the Mayor at the Town Council Offices. The Mayor receives invitations to engagements throughout the year and attends these wearing the Chain of Office, if required by those inviting.
- All engagements should be directed through the Town Council Office. The office is not responsible for, nor should respond to any, correspondence of a personal nature but only mail regarding official Mayoral engagements.
- The Mayor should not receive any official mail at his/her own home. If this should happen any mail received should be brought into the Office.
- The office will keep the Mayor's Diary of Official engagements and keep the Mayor updated with new events. If the Mayor cannot attend then he/she will decide whether the Deputy Mayor should be asked to deputise.
- For events out of the parish, the Mayor and Deputy Mayor should not attend different functions on behalf of the Council. If the Mayor has accepted an invitation to a particular event on a particular day, then all other invitations out of the parish on that day should be declined.

- For events in the parish, it is envisaged that there may be occasions when the Mayor is attending one function and the Deputy Mayor could attend another. The Mayor will be consulted on all such matters and will decide whether the Deputy Mayor should attend a function in the town in such circumstances.
- The Mayor or Deputy Mayor should not normally accept engagements outside of the parish unless they are of a civic nature. The Town Clerk should be consulted in cases of doubt.

Civic Regalia.

- If the Mayor and Deputy Mayor are present at an engagement the Mayor takes precedence and should wear his/her Chain of Office. Unless the Civic occasion is arranged by Waltham Abbey Town Council, then the Mayor and Deputy Mayor should not both be present in Civic regalia.
- The Mayor may not wear his/her Chain of Office at an engagement outside of Waltham Abbey without the permission of the Chairman of that Parish, Town or District.
- If an invitation to any function, in or out of the town is sent directly to the Deputy Mayor then he/she should inform the office who will inform the Mayor and seek his/her views.
- The Mayor should only wear his/her Chain of Office when undertaking official duties as Mayor.
- The Deputy Mayor may only wear his/her Chain of Office in the absence of the Mayor when deputising for him/her at an official engagement.
- The Lord Lieutenant of Essex, The High Sheriff of Essex, Chairman of Essex County Council or Chairman of Epping Forest District Council, when attending a function or event in an official capacity takes precedence over the Mayor, except when the Mayor is hosting the event.
- The Mayor's/Deputy Mayor's Chain shall be returned to the Town Hall whenever it is not in use.

Allowance.

- The Mayor shall receive an annual mayoral allowance as specified in the budget for the year, which will be paid on receipt of a written claim for that sum.
- The Mayor on taking office shall receive the Protocol and other relevant documents.

- Travel costs in respect of civic duties will be met from the Mayor's allowance budget not by the Town Council.

Specific Events.

As a general rule, the Deputy Mayor will not attend as Deputy at functions at which the Mayor is present, save for those occasions when the Deputy Mayor has a civic role to play. This is set out below:

- **Council Meetings.**

For all meetings of Town Council, save for the Annual Meeting of the Council, the Deputy Mayor shall not wear the Deputy Mayor's chain.

In the event that the Deputy Mayor deputises for the Mayor in chairing a meeting of the Council, the Deputy Mayor shall wear the Deputy Mayor's chain.

At the Annual General Meeting of the Council, the Deputy Mayor shall wear the Deputy Mayor's chain.

- **Remembrance Sunday.**

The Deputy Mayor will attend as a Councillor.

- **Civic Service.**

The Deputy Mayor will attend as a Councillor.

- **Ad Hoc Events.**

The Deputy Mayor would not attend as the Deputy Mayor. Whether the Deputy Mayor is invited as an ordinary Councillor would depend on the circumstances.

- **Royal Visits.**

The invitation will only go to the Mayor. If the Mayor is unable to attend then the Town Clerk will check with the Lord Lieutenant's office whether the Deputy Mayor can deputise. If the Deputy Mayor is able to deputise, then he/she will wear the Deputy Mayor's chain.