

# SANDBACH TOWN COUNCIL

## **ASSETS AND SERVICES COMMITTEE**

Minutes for the meeting held on Thursday, 10<sup>th</sup> August 2017 at 7.00pm in the Sandbach Literary Institution.

In attendance: Cllr P Eaton (Vice Chairman)  
Cllr C Lowe  
Cllr G Merry  
Cllr J Cartlidge  
Cllr S Kirkham  
Cllr M Forster

Also in attendance was the Operations Manager, Conference & Events Manager, seven members of the public, and Cllr K Haines observing.

### **1. ASSETS & SERVICES CHAIRMAN**

Cllr Lowe nominated by Cllr Merry, seconded by Cllr Kirkham

Cllr Forster nominated himself, seconded by Cllr Cartlidge

No Chairman appointment due to split vote.

**UNRESOLVED:** Agenda item for next A&S Committee Meeting on 9<sup>th</sup> November 2017.

### **2. ASSETS & SERVICES VICE CHAIRMAN**

Cllr Eaton nominated by Cllr Merry, seconded by Cllr Cartlidge.

**RESOLVED:** That Cllr Paula Eaton is appointed as Vice Chair.

### **3. APOLOGIES FOR ABSENCE**

Cllr K Southwell

Cllr M Muldoon

Absent without apologies,

Cllr Hoffman

### **4. DECLARATIONS OF INTEREST**

There were no declarations of interest.

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## **PUBLIC QUESTIONS**

The Chairman of the meeting adjourned the meeting to allow questions from members of the public.

Mrs. Bruderer queried why Cllr Lowe was not barred from being nominated as Chairman. Cllr Kirkham stated that in standing orders this is not normally the case but there is a precedent as Cllr Corcoran stood for Chair and Vice Chair for Finance & Governance.

Mr. Day and Mr. Downs both addressed the Committee regarding their concerns on the closure of Arclid Tip. There was unease regarding the report and consultation carried out by CEC, and concerns regarding the environmental impact relating to CO2 emissions and fly tipping. Both gentlemen were happy to support if needed with keeping Arclid open.

Mr. Beddows asked if there was a timescale to review the storage situation in the Market Hall regarding the equipment store. The Operations Manager confirmed no timescale is in place but this can be revisited.

Mr Beddows made the Committee aware traders have been proactive in recruitment of new traders and bringing events to the Market Hall, and that is not noted in the Market Report. Mr. Beddows also felt more could be done to retain traders by contacting those when they leave to find out why they had left. The Operations Manager agreed with Mr. Beddows and confirmed this culture change is currently being addressed.

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## **5. MINUTES OF THE MEETING HELD 16<sup>TH</sup> FEBRUARY 2017**

**RESOLVED:** that the minutes be approved as an accurate record.

## **6. MARKETS & PUBLIC REALM OPERATIONAL UPDATE**

Lead: Operations Manager

The Operations Manager gave a brief overview of the Market and Public Realm Report. The Operations Manager highlighted the Market Hall now has a Café and all units are let. The Youth Market had proved challenging and not as successful as hoped, but those who traded enjoyed the experience with three traders showing interest in attending Sandbach on a Saturday. Monday opening had been offered for the Market Hall but uptake was minimal, however this can continually be reviewed.

During May the Operations Manager had attended Leek & Mold markets. Leek was challenging to recruit new traders, where Mold was more positive and leads continue to be followed.

On 1<sup>st</sup> September 2017 the Market Hall will be hosting a Moonlight Market, with late night opening and Street Food available outside. Cllr Lowe asked about promotion for the event. The Operations Manager confirmed banners, town leaflets and social media.

Cllr Forster suggested moving forward it would be useful to have the market income & expenditure split for indoor and outdoor market.

**RESOLVED:** that the report be received.

## **7. TOWN HALL OPERATIONAL UPDATE**

Lead: Conference & Events Manager

The Conference & Events Manager drew out the highlights of his report. Wi-Fi is now installed and starting to attract new business. It was reported the recent Comedy night was a success and from this six additional bookings have been made. The Conference & Events Manager also made members aware of all the additional new business. The Town Hall had recently received some artwork from the boys school which is to be displayed in the Charter Room.

Unfortunately the Town Hall lost the Knitting Club, due to the noise from the choir hiring the Ballroom. Cllr Lowe stated the Charter Room should be sound proof and the Operations Manager will pick this up with the contractor responsible for the works.

Cllr Lowe congratulated the Conference & Events Manager on increasing occupancy.

Cllr Merry recommended adding a 'Looking Forward' section to the Market Report.

**RESOLVED:** that the report be received.

## **8. ARCLID TIP**

Lead: Cllr Carolyn Lowe

Cllr Lowe referred to the work carried out by the Arclid HWRC Working Group, and that CEC had rebuffed all their suggestions for income generation or cost savings. As a result CEC cabinet voted to close the site and the site will close on 30<sup>th</sup> September. The issues and knock on effects were highlighted. Residents had contacted the Council and suggested they should think outside the box and fight to keep the site open by offering a reduced service, working with other councils or other solutions, as suggested by residents.

It was noted Holmes Chapel are equally against the closure. Moving forward it is suggested to set up a working group with Holmes Chapel who are also considering this approach at their next council meeting. It is important to work quickly as it would be more difficult to re- open the waste site once it has closed.

It was suggested asking other Parish Councils to be part of a Working Group which was welcomed, however it is unlikely that smaller parishes would be able to offer any financial input. Cllrs Merry and Forster agreed to join the working group. All other councillors will be invited to join the group.

Cathy Bruderer asked if members of the public would be welcome on the group. Cllr Merry stated the Working Group itself would make this decision.

**RESOLVED:** 1) To form a working group with Holmes Chapel Town Council (depending on the outcome of their meeting next week) to consider ways of working to keep Arclid open.

## **9. TOWN HALL OPERATING PROCEDURE – HIRING OF THE BALLROOM, BOARDROOM AND CHARTER ROOM**

Lead: Operations Manager

The Operations Manager referred to the Town Hall Operating Procedure which was created back in 2014. It was noted this is a wordy document and needed revision. The procedure had been reviewed, streamlined and made easier to understand. Cllr Lowe confirmed the new procedure was clear and precise.

**RESOLVED:** 1) Updated procedure was received and approved.

## **10. MARKET PROMOTIONS STRATEGY**

Lead: Operations Manager

The Operations Manager wanted to demonstrate to the group that progress was occurring in relation with the promotion of the market. This has been driven from the Market Hall Working Group and it was highlighted that methods such as social media, website, banners, coaches and Moonlight Market tie in with the approved Markets Business Plan.

The Conference & Events Manager navigated the committee through the new market website. It was noted that key stakeholders (Traders, Officers and Members of STC and public) had been consulted and considered when creating the website. Suggestions to use lower and upper case text for the contents was made, and a press release should be sent to the Chronicle regarding the launch of the website. It was agreed that the Makers Market should be included in the Events section. The Conference & Events Manager was thanked for all their hard work.

**RESOLVED:** 1) That the report be received.

## **11. CONDITIONS SURVEY**

Lead: Operations Manager

The Operations Manager stated the Conditions Survey has been carried out with a 10 year maintenance plan supporting the up keep of the Town Councils Assets. Moving forward it would be beneficial to create a working group to focus

on the report in detail, prioritising recommendations, identify opportunities for cost saving, and to agree budget requirement moving forward.

Cllr Merry suggested a 10 year plan is to be implemented to set aside funds each year. Cllr Forster proposed a subcommittee of A&S should be formed instead of a working group. Cllr Lowe & Cllr Merry both expressed their interest of being part of this group which would include two officers from Operations.

- RESOLVED:**
- 1) That the report be received.
  - 2) Create a subcommittee group to assess the report, forecasting budget requirements.

## 12. BRADWALL STORAGE

Lead: Operations Manager

The Operations Manager made members aware of goods currently stored at Bradwall as a nature of goodwill, which are not suitably protected and suggested these could possibly be utilised by community groups. Members felt it is beneficial to keep the majority of the equipment as it can be reused when required for heritage related repairs and maintenance. It was suggested that the Operations Team should visit the store with the aim of ensuring the items are kept protected from the elements. If and when the equipment needs to be moved, it should be dealt with at that moment in time.

- RESOLVED:**
- 1) That the report be received.
  - 2) Operations team to clear overgrowth and adequately store and protect the equipment.

## 13. MARKET STORE

Lead: Cllr Carolyn Lowe

Cllr Lowe highlighted an opportunity to promote Sandbach and the Market by utilising the roller shutter of the market store, which is currently an eye sore. The Operations Manager made members aware of some of the methods this could be achieved and the associated challenges. Cllr Merry mentioned planning permission will be required. Cllr Forster suggested a mural possibly working with schools. Reference was made to the recent artwork at the scrap site in Eitley Heath.

- RESOLVED:**
- 1) That the discussion document received.
  - 2) Committee to investigate the proposal further prior to the next A&S Committee Meeting on 9<sup>th</sup> November 2017.

## 14. PHOTOCOPIER

Lead: Operations Manager

The Operations Manager provided an overview of the current condition of the photocopier and the reasoning and benefits of purchasing a new one.

- RESOLVED:** 1) That the report be received.  
2) Expenditure up to £2349 to purchasing a new copier was approved.

## **15. TOWN HALL CHARTER ROOM AIRCONDITIONING**

Lead: Operations Manager

The Operations Manager informed the group that the air conditioning had broken in the bar area and highlighted the challenges to maintaining a comfortable environment for staff and clients with no working air con unit. Three quotes had been requested and only two had been received. All suppliers confirmed the same fault, recommending a full unit replacement. One supplier offers a full 7 year parts and labour warranty if a new unit is purchased from them and the annual maintenance (£160 per year).

The Operations Manager also informed members he is in contact with the contractor who carried out the refurbishment work, since there are concerns about the failure of the unit when it is only 3 years old.

- RESOLVED:** 1) That the report be received.  
2) Request sum of up to £3427.00 at full council from committed reserves to purchase a new unit, dependant on outcome with the contractor who carried out the refurbishment.

## **16. PROCUREMENT**

Lead: Operations Manager

The Operations Manager requested approval to spend money budgeted for asbestos management survey and Warm Walls repairs.

- RESOLVED:** 1) That the report be received.  
2) Approval to spend up to £2700.00 to proceed with the asbestos management report.  
3) Approval to spend up to £1834.00 on Warm Walls repair.

## **17. PRELIMINARY BUDGET REQUIREMENTS 2018/19**

Lead: Operations Manager

The Operations Manager suggested two items to be considered for budgeting next financial year (additional hanging basket and installation for the Town Hall and sky light cleaning for the Town Hall). Cllr Merry suggested members should bring items to be considered for the 2018/19 financial year to the next A&S meeting for discussion.

- RESOLVED:** 1) That the report be received.  
2) Members to consider budget items for 2018/19 for A&S Committee Meeting on 9<sup>th</sup> November 2017.

## **18. CORRESPONDENCE**

### **18.1 St Luke's Hospice**

Lead: Operations Manager

An email had been received from St Lukes Charity Shop requesting hanging baskets for their property. The Operations Manager highlighted a similar request last year for a local business where it was agreed the Council would provide the hanging basket if the business paid for the bracket installation. It was agreed this approach should be followed, and St Lukes should confirm in writing they will pay for the additional brackets.

**RESOLVED:**

- 1) That the correspondence be received.
- 2) STC to fund the planting of the hanging baskets annually.
- 3) Written confirmation required from St Luke's that they will pay for the installation and basket purchase.

## **19. DATE, TIME AND PLACE OF NEXT MEETING**

The date of the next meeting of the Assets and Services Committee is Thursday 9<sup>th</sup> November 2017 at 7pm

Meeting closed at 8.55pm.

Cllr P Eaton, Vice Chairman

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