

# SANDBACH TOWN COUNCIL

## **ASSETS AND SERVICES COMMITTEE**

Minutes for the meeting held on Thursday, 7<sup>th</sup> December 2017 at 7.00pm in the Sandbach Literary Institution.

In attendance: Cllr C Lowe (Chairman)  
Cllr P Eaton (Vice Chairman)  
Cllr G Merry  
Cllr J Cartlidge  
Cllr S Kirkham  
Cllr M Forster  
Cllr Kate Southwell  
Cllr Mike Muldoon  
Cllr Richard Hoffman

Also in attendance was the Operations Manager, Conference & Events Manager, 20 members of the public, 1 press and Cllr R Hovey, Town Clerk & Admin Assistant observing.

Cllr Lowe stated a public thank you for the Christmas Market to all staff and helpers (Rotary Club & Cheshire Marshalls), schools and traders.

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

Cllr Muldoon nominated by Cllr Kirkham, seconded by Cllr Southwell

Cllr Forster nominated Paula Eaton, seconded by Cllr Hoffman

Cllr Muldoon 5 for, 2 against.

Cllr Forster 4 for, 5 against.

**RESOLVED:** Cllr Muldoon appointed Chairman of Asset & Services.

### **2. APOLOGIES FOR ABSENCE**

No apologies – all Committee Members in attendance.

### **3. 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.

John Beddows wanted to know why if one person stood last time, why that person had not become chair. The Clerk explained it was not resolved and it has come back to tonight as there was no majority decision. John Beddows had listened to the recording, the proposal was put forward for Cllr Forster, there was no challenge so the decision was made and it should have stood as it was. It is a shame the rules are changing. Cllr Lowe read the Standing Orders 4D. The Chair cannot stand for more than 2 years unless no one else is nominated. A Chair for another Committee should not stand for another, which is standard practice. At the last meeting there was no final vote and the meeting became inquorate. Now this is a new meeting with a new member standing.

Cathy Bruderer stated she is disgusted with the situation which has been the same since the beginning of the mayoral year. The two year rule for chair is not understood, and this is the first meeting all councillors have attended since last year. Cathy Bruderer felt this is a stitch up and in reality at the last two meetings there had only been one candidate which was Cllr Forster, and stated mal administration is taking place.

Lynn Manley asked what had happened regarding the voting. The Clerk recapped what had previously happened.

Richard Green stated the Christmas Market was a success and asked if stalls could be extended to Wells Street. The Chair asked the Operations Manager to note the request and to feedback.

Richard Green also commented he is disappointed in item 6 Town Hall Operations Strategy there is a suggestion to ignore the loan repayments and include the shop units. Clear Town Hall costs and loan costs should stay with the Town Hall. The Chair stated we will take this away and come back.

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#### **4. ITEMS TO BE CONSIDERED WITH THE EXCLUSION OF PUBLIC AND PRESS**

No items to be considered.

#### **5. MINUTES OF THE MEETING HELD 10<sup>TH</sup> AUGUST & 9<sup>TH</sup> NOVEMBER 2017.**

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

#### **6. TOWN HALL OPERATIONS STRATEGY**

Lead: Operations Manager

The Operations Manager gave a brief overview of the Town Hall Operations Strategy. Cllr Merry explained when STC took over the complex it was looked as total costs. It is difficult to ascertain what belongs to what? Irrecoverable VAT for example is difficult to report & would like to see a total complex figure. Cllr Forster agreed, and stated it would be good to see how each aspect is performing, and to continue using the current table of figures provided in the report, as need to be wary of being accused of manipulating figures. Cllr Lowe agreed. Important to see the running costs, and the loan was not considered as an operating cost, but a necessity to get the Town Hall to standard. Cllr Lowe supported option 1 or 4 (preferring 1) for financial reporting and the Hybrid Business Model, while also stating it would be good for staff to have clear targets.

- RESOLVED:**
- 1) That the report be received.
  - 2) Hybrid Business Model approved.
  - 3) Recommended targets in the report for income, occupancy & customer satisfaction survey approved.
  - 4) Option 1 for Town Hall financial approved.
    - Town Hall running costs clearly identified with profit/loss account
    - Shop units income as a separate operating line
    - Loan as a separate operating line
    - Total Town Hall complex figure identified

## **7. TOWN HALL HIRE FEES**

Lead: Operations Manager

Operations Manager requested that the Town Hall hire fees to be deferred to the next A&S Meeting on 8<sup>th</sup> February 2018.

**RESOLVED:** Item deferred to next A&S Meeting on 8<sup>th</sup> February 2018.

## **8. CONDITIONS SURVEY & LONG TERM MAINTENANCE PLAN**

Lead: Cllr Carolyn Lowe

Cllr Lowe asked the Committee to approve the Terms of Reference for the Sub Committee & to receive the report.

Cllr Lowe explained that the Sub Committee had reviewed the Conditions Reports identifying works that could be carried out in house, by external contractors, and what timescales are required. Budget requirements were identified for the next three years for all the assets.

The Town Hall next year requires £34k of investment. The Town Council has been proactive and has put £10k a year a side for Asset Maintenance ensuring £30k is available. The Small Common has also has money set aside year on year as it would require resurfacing and improvements, especially as it is in a conservation area.

Cllr Forster asked if budget requirements excluded VAT and highlighted no maintenance budget for Shop Units. Operations Manager to add VAT and identify budget requirements for Shop Units.

- RESOLVED:**
- 1) Terms of Reference for Conditions Survey Sub Committee approved.
  - 2) That the report be received.
  - 3) Budget requirements approved for 2018/19.
    - Town Hall £12,500
    - Public Convenience £2364
    - Market Store £3260
    - Small Common Carp Park £20,000
  - 4) Budget requirements approved for next 3 years.
    - 2018/19 as above
    - 2019/20
      - Town Hall £14,000
      - Small Common Car Park £20,000
    - 2020/21
      - Town Hall £14,000
      - Public Convenience £75
      - Small Common Car Park £10,000

## 9. MARKET STORE SHUTTER

Lead: Operations Manager

The Operations Manager informed the group a local artist had been identified who can carry out the artwork at a cost of £500.00. Cllr Kirkham highlighted the preparation needs to be considered. Cllr Merry asked about planning permission and the Operations Manager confirmed an appointment with Cheshire East can be made, but STC must have a design to present and no guidance on the associated cost can be provided prior to this. Cllr Eaton suggested including schools for designing the artwork. Cllr Lowe recommended preparing a brief for February's meeting and to put money in the budget to include preparations and planning costs.

- RESOLVED:**
- 1) That the report be received.
  - 2) Budget £1000 for works (£750 budget, with £250 contingency)

## 10. PRELIMINARY BUDGET REQUIREMENTS 2018/19

Lead: Operations Manager

The Operations Manager went through the budget requirements and included the addition of Town Hall light repairs at £600 and confirmed block paving repairs at back of Market Hall of £2040 (both including VAT).

The group discussed the Market Hall skylight and agreed to defer this item. Cllr Merry highlighted health & safety concerns regarding the block paving, and suggested getting the work done this financial year, and would liaise with the Operations Manager to identify where this could be funded from.

- RESOLVED:**
- 1) That the report be received.
  - 2) Town Hall budget requirements approved
    - Hanging Basket £56
    - Table Cloths £600
    - Glass Wash £700
    - Additional Power Sockets to Office £400
    - Light Repairs £600

Market Hall Skylight deferred.

Market Store artwork £1000 (approved agenda item 9)

Public Realm approved £2040 – to be done this financial year.

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

The date of the next meeting of the Assets and Services Committee is Thursday 8<sup>th</sup> February 2018 at 7pm

Meeting closed at 6:45 pm.

Cllr M Muldoon, Chairman

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