

SANDBACH TOWN COUNCIL

ASSETS AND SERVICES COMMITTEE

Minutes for the meeting held on Thursday, 8th February 2018 at 7.00pm in the Sandbach Literary Institution.

In attendance: Cllr M Muldoon (Chairman)
Cllr P Eaton (Vice Chairman)
Cllr C Lowe
Cllr G Merry
Cllr S Kirkham
Cllr M Forster
Cllr K Southwell
Cllr R Hoffman

Also in attendance was the Operations Manager, Conference & Events Manager, Market Officer and five members of the public.

1. APOLOGIES FOR ABSENCE

No apologies for absence received.

Absent without apologies,
Cllr J Cartlidge

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

PUBLIC QUESTIONS

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

Richard Green thanked Cllr Muldoon and The Operations Manager for visiting the Market on a Saturday morning, which was appreciated by the traders.

3. ITEMS TO BE CONSIDERED WITH THE EXCLUSION OF PUBLIC AND PRESS – AGENDA ITEM 8 – TOWN HALL HIRE FEES

RESOLVED: Agreed to be discussed with the exclusion of the public and press, under the Public Bodies (Admission to Meeting) Act 1960

4. **MINUTES OF THE MEETING HELD 7TH DECEMBER 2018**

RESOLVED: that the minutes be approved as an accurate record with an amendment required Assets & Services Chairman in Section to state, Cllr Eaton nominated Cllr Forster.

5. **MARKETS & PUBLIC REALM OPERATIONAL UPDATE**

Lead: Operations Manager

The Operations Manager provided a brief overview of the report. Members were updated on the two Moonlight Markets that took place in 2017, with Septembers event being a success, and Novembers falling victim to the weather. The Market has since launched a new website (www.sandbachmarkets.com), is now advertised in the Market Traders Handbook and new leaflets have been produced and distributed.

The market is struggling to replace traders that have left mainly due to retirement and ill health. In recent months gazebos have not been provided due to high winds which does reflect negatively on the market Cllr Lowe proposed an analysis is carried out on possible equipment and solutions to ensure the market gazebos can be provided in high winds.

RESOLVED: 1) That the report be received.
2) Operations Manager to carry out an analysis for solutions to provide market gazebos in high winds.

6. **TOWN HALL OPERATIONAL UPDATE**

Lead: Events & Business Promotion Manager

The Events & Business Promotion Manager provided a brief overview of the report. Comedy nights are going well, SASE event was a success and CEC were pleased with the Holocaust event that took place in January and the team were thanked for their effort.

Business development is progressing, and the committee were informed on the new cliental the Town Hall has attracted.

Unfortunately, an event was cancelled at short notice due to a CEC meeting overrunning contributing to one of the reasons for this decision. Moving forward no bookings will be taken following CEC Full Council Meetings, and the E&BP Manager to engage with CEC regarding loss of business in the future.

Cllr Lowe provided positive feedback regarding the new clients and increase in occupancy. The E&BP Manager took the opportunity to thank his colleague Laura Surgenor (Events & Business Promotions Officer) for all her support.

RESOLVED: that the report be received.

7. MARKET LAYOUT

Lead: Markets Officer

The Market Officer provided a brief over of the report, explaining how the review came about, how stakeholders were consulted and the options explored. The feedback received was that something had to be done with the layout and the most practical option was to remove traders from the Scotch Common and to consolidate on the Small Common, High Street disabled bays, and front of the Town Hall. In addition, traders would no longer be allowed their vans by their stalls. This would create a more vibrant market by consolidating around the Market Hall creating this as the hub.

Members were made aware the relocation and removal of vans could mean that the Market may lose some traders, which would be unfortunate, but the market needs to be consolidated to ensure the longevity. It was also stated that since this piece of work began, most traders have organically moved from the Scotch Common due to opportunities becoming available elsewhere on the market from other traders leaving.

Members provided positive feedback for the work that had been done and were in agreement action was required. Cllr Lowe recommended it would be beneficial to prepare for leavers and to find a replacement. Also to ensure help & guidance is provided with car parking to create the most practical solution.

RESOLVED:

- 1) That the report be received.
- 2) Relocate stalls from the Scotch Common to the Small Common, High Street disabled bays and around the Town Hall.
- 3) Car parking is managed effectively on Scotch Common.
- 4) Ensure trading times are adhered to.

8. TOWN HALL HIRE FEES

Lead: Events & Business Promotions Manager

This was agreed to be discussed with the exclusion of the public and press, under the Public Bodies (Admission to Meeting) Act 1960.

RESOLVED:

- 1) That the report be received.
- 2) New scales are approved as detailed in option 2 and become effective from 1st April 2018. (See attached)
- 3a) All confirmed bookings already made are honoured with current prices.

- 3b) All bookings made pre-April 2018 to be provided at current prices.
- 4) Community rates apply to local not for profit and charity organisations.
- 5) Operations Manager and Events & Business Promotions Manager have delegated discretion to secure bookings.

9. MARKET SQUARE VANDALISED BENCH

Lead: Operations Manager

The Operations Manager provided a brief overview of the historical damage to the bench outside Café on the Square, and the options to fund a replacement, investigate making a claim on the insurance, or not to replace.

Cllr Merry suggested the council would have to be careful on any decision if the bench was dedicated. Members were concerned that CCTV had not picked up the vandalism. Cllr Kirkham suggested if a replacement bench could be made out of a stronger metal.

- RESOLVED:**
- 1) That the report be received.
 - 2) Operations Manager to investigate a replacement via the insurance
 - 3) Operations to investigate if a potential replacement bench could be made from another type of metal.
 - 4) Operations Manager to check if the bench is dedicated.

10. BRADWALL STORE REPORT

Lead: Operations Manager

The Operations Manager provided an update on the outdoor storage at Bradwall. Moving forward the proposed plan, with approval from the landlord is to use weed killer to kill off the vegetation growing on the stored items. Once this has taken effect, then remove the dead vegetation and look at storing the items more effectively. Members were made aware the challenges of carrying out this task due to having enough continuous dry days to ensure the weed killer applied works effectively and finding days when operational staff are available. Cllr Lowe suggested asking if any Councillors would be willing to volunteer to assist as many hands make light work.

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

11. AIRCON REPORT

Lead: Operations Manager

Members were provided a brief overview of the report by the Operations Manager. The work has been budgeted for in the next financial year, and it is a priority to get the air conditioning operational prior to the summer to ensure a

comfortable environment for Town Hall staff and clients. There are no guarantees the parts will be covered under warranty, but the contractor can see no reason this would be an issue.

- RESOLVED:**
- 1) That the report be received.
 - 2) Proceed with getting the repair done under warranty, with the understanding if for any reason this is not covered, the job could cost £3459.92 + VAT
 - 3) Approval for the Operations Manager to spend up to £3459.92 + VAT on repairing the air conditioning.

12. SMALL COMMON CAR PARK

Lead: Operations Manager

The Operations Manager explained to members that himself and the Operations Team had concerns about the state of repair of the Small Common Car Park. ANSA and our Health & Safety Consultant have both inspected the car park to offer professional advice. The feedback received was positive. In their opinions the car park was in a good state of repair, and current maintenance procedures are adequate until proposed future works take place.

- RESOLVED:**
- 1) That the report be received.
 - 2) If/when the lines are no longer visible, and repairs cannot be carried out in house, the Operations Manager will return to the Committee for approval to spend money.

13. PIANO

Lead: Operations Manager

Members were asked to consider removing a piano kept in the Market Store from the Asset Register and for the Operations Manager to find this a new home. The piano has not been used in at least 4 years, and has been subject to recent water damage, as well as being kept in a damp store. The Markets Officer suggested the piano maybe too far gone and would have to be disposed.

- RESOLVED:**
- 1) That the report be received.
 - 2) Remove the piano from the Asset register and the Operations Manager and source a new home for the piano or dispose.

14. DATE, TIME AND PLACE OF NEXT MEETING

The date of the next meeting of the Assets and Services Committee is Thursday 17th May 2018 at 7pm

Meeting closed at 8.56pm.
Cllr M Muldoon, Chairman
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