

SANDBACH TOWN COUNCIL

ASSETS AND SERVICES COMMITTEE

Minutes for the meeting held on Tuesday, 19th June 2018 at 7.00pm in the Sandbach Literary Institution.

In attendance: Cllr P Eaton (Vice Chairman)
Cllr G Merry
Cllr J Cartlidge
Cllr S Kirkham
Cllr M Forster
Cllr Kate Southwell
Cllr Richard Hovey
Cllr Richard Hoffman
Cllr Geraint Price-Jones
Cllr Sam Corcoran

Also in attendance was the Operations Manager and 10 members of the public.

1. **ASSETS & SERVICES CHAIR**

Cllr Muldoon nominated by Cllr Kirkham, seconded by Cllr Southwell

Cllr Hoffman nominated Cllr Cartlidge, seconded by Cllr Hoffman

Cllr Muldoon 4 votes

Cllr Forster 5 votes

RESOLVED: Cllr Forster appointed Chair of Asset & Services.

Cllr Forster took the opportunity to thank the former Chair of A&S Cllr Muldoon.

2. **ASSETS & SERVICES CHAIR**

Cllr Eaton nominated by Cllr Corcoran, seconded by Cllr Merry

Cllr Eaton 9 votes

RESOLVED: Cllr Eaton appointed Chair of Asset & Services.

3. APOLOGIES FOR ABSENCE

Apologies received from Cllr Muldoon & Cllr Lowe.

4. 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.

John Beddows congratulated Cllr Forster on being appointed Chair of A&S.

Cathy Bruderer asked if STC received rent from traders when they ran the Farmers Market and for confirmation regarding the Partnerships authorisation to host events on the Market Square. Operations Manager to gather the information and inform Mrs. Bruderer. Mrs Bruderer queried who holds the licencing for the Cobbles and if the Makers Market paid a fee. The Operations Manager stated the land belongs to Cheshire East Highways and any payment would be between the Makers Market and CEC.

Lindsay McDade asked questions regarding a catering outlet not being allowed to sell coffee on a Saturday. Operations Manager explained the T&C's avoid similar products being sold within four stalls or line of sight. Veronika Eitenair who owns the catering outlet feels STC could do more to support especially for her to trade elsewhere in the Town on Saturday. The Operations Manager explained STC had no authorisation to license traders in the town on a Saturday as it is a Highway and Cheshire East Licencing need to be contacted. Cllr Forster offered to have a meeting with Veronika Eitenair and the Operations Manager to discuss further, and Cllr Corcoran stated this is more a CEC concern and is happy to pick this up with the Operations Manager and stall holders.

Richard Green made members aware of an incident where a gentleman collapsed in the Town Hall shops foyer and had to wait 45minutes for a ambulance. Mr. Green asked if a defibrillator in the complex could be considered. It was discussed that defibrillators are located around town and list of this locations is placed in the Town Hall which will be reviewed and displayed more frequently around the complex. Operations Manager stated this had been considered in the past, but as the Town Hall is not open fixed hours each week, it could cause confusion and waste valuable time if a defibrillator was needed and the complex was closed. Cllr Forster noted that this will be picked up.

5. MINUTES OF THE MEETING HELD 8TH FEBRUARY 2018

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

6. MARKETS & PUBLIC REALM OPERATIONAL MEETING

Lead: Operations Manager

The Operations Manager gave a brief overview of the report providing an update on the Market Hall project, the new NMTF Groups and the market relocation including the challenge regarding the vans. Members were provided a detailed list of events scheduled as part of the Market Hall official opening commencing 26th July to 30th August which are designed to promote the market as a whole.

Members were made aware of events scheduled in the Market Hall and Cllr Forster informed the Committee realistic targets are in place to host bookings to the Market Hall.

The Operations Manager was congratulated on regarding the recent training that he had completed.

7. TOWN HALL OPERATIONAL UPDATE

Lead: Operations Manager

The Operations Manager gave a brief overview of the report highlighting that this year income and occupancy has increased. Good work has been done by the Business & Promotions Team to ensure regular bookings are now in the Town Hall at weekends. New clients continue to be attracted.

Members we informed the air conditioning is now fixed and was done under warranty with the only outlay being labour and gas. Funds have now been made available to progress with the Condition Survey works which will involve consulting with Conservation.

8. FRIDAY EVENING STREET TRADING STRATEGY

Lead: Operations Manager

The Operations Manager provided a brief history of this came about and that STC now has a regular Street Food Trader every Friday evening at the rear of the Market Hall. This has led to interest from other businesses showing a potential to expand.

Members agreed that the venture should be looked into but need to be aware how this could impact other businesses who should be consulted to provide feedback.

RESOLVED: Operations to engage with local food businesses to gain feedback to see if there is interest/support and to report back to Committee.

9. MARKET HALL STALL STORAGE

Lead: Operations Manager

The Operations Manager informed members that significant investment as part of the Market Hall Project was being made on repairing the damage storage cupboards, which in the past had become a free for all. In addition, STC is now responsible for this business rates on each stall as no trader has sole occupancy. With the repairs taking place, now was the time to ensure Operations can manage this service and a charge of £2.50p/w per cupboard was recommended and had support from the NMTF Group.

RESOLVED:

- 1) £2.50 weekly charge to be implemented for each cupboard.
- 2) Cupboards to be allocated firstly for traders who attending Thursdays & Saturdays, secondly by length of service.
- 3) Any damage become the responsibility of the trader hiring the cupboard to pay for repairs.

10. VAT ON GAZEBO REPORT

Lead: Operations Manager

The Operations Manager informed members that gazebo hire is a service for which STC now must pay VAT for and will be responsible for back dated charges for the last 4 years. Moving forward the cost could be absorbed by STC, passed on to traders or a pitch and gazebo packaged deal could be considered, but would penalise traders who bring their own or don't require a gazebo.

Cllr Corcoran did highlight that is STC is required to pay VAT and any gazebo purchases over this time, the VAT should be able to be claimed back. The Operations Manager also stated any traders who are VAT registered would also be able to claim VAT, meaning any increase would not impact those VAT registered.

RESOLVED: STC not to increase gazebo hire and absorb the VAT until the Market price review has taken place.

11. VAT ON TICKET SALES REPORT

The Committee were informed by the Operations Manager that ticketed events are subject to VAT. The only exception is those which are classed as cultural, which include Foden's Party in Park. Unfortunately, HMRC had confirmed the Community Cinema could not be classed as cultural.

Members were made aware of Cllr Lowe's request to defer making a decision regarding cinema tickets until the Community Cinema had an opportunity to discuss and provide a response, which members agreed was a courteous approach.

Cllr Forster would like a steer from the Clerk regarding what STC is liable for the VAT payable for ticketed events (excluding cinema). Cllr Forster will liaise with the Clerk regarding what is required to be brought back at the next meeting.

- RESOLVED:**
- 1) Defer adding VAT to cinema tickets to next A&S.
 - 2) Add VAT to the cost of non-cultural events.
 - 3) Agree that Foden's Party in the Park as a cultural event.

12. APPROVAL FOR BUDGET SPEND

The Operations Manager had provided a report detailing items which had budgeted for in 2018/19 and that required approval from committee to spend.

Cllr Forster asked if in future for clarity if VAT can be included in all costings, the Operations Manager confirmed prices excluded VAT as the figures were taken from the 2018/19 budget.

Cllr Forster queried why Christmas Market was requesting £1000 of advertising budget, how they group operates and who they report to? The Operations Manager confirmed it was an operational group which has been running for a number of years ensuring it has become the success it has. Cllr Corcoran raised the same concerns. It was requested that the Operations Manager reports back to A&S at the next meeting regarding how the Christmas Market is delivered.

- RESOLVED:**
- 1) Budget items for 2018/19 approved.
 - I. Town Hall Condition Survey Works - £12500
(£7500 budget, £5000 Asset Management Reserves)
 - II. Public Conveniences Condition Survey Works - £4100
 - III. Market Store Conditions Survey Works - £3912
 - IV. Shop Units Conditions Survey Works - £2736
 - V. Block Paving Repairs - £2040
 - VI. Hard Wire Test Repairs (all premises) - £3898
 - 2) £1000 of Markets Promotion/Advertising budget allocated for Christmas Market.

13. WINDPROOFING MARKET REPORT

The Operations Manager thanked Mike Wellings for writing the report and presented an overview. Two options were available for securing market gazebos which was anchor points and the current practice of jigsaw weights

with the latter being the preferred option. Anchor points or an increase in weights do not allow gazebos to stand in winds in excess of 20mph, however it doesn't prevent the gazebo from buckling and becoming damaged, which has occurred this year and each gazebo costs approx. £1000.

Cllr Corcoran raised concerns that users of the disabled bays were being ticketed on a Thursday if the bays were vacant and traders were not occupying the space, querying the legal situation. Cllr Corcoran suggested this is taken further with Cheshire East.

- RESOLVED:**
- 1) Continue with the current way of working regarding managing gazebos in strong winds.
 - 2) Clerk to take up matter of making disabled bays available if not in use on Market days, allowing STC to decide if in use or not.

14. DATE, TIME AND PLACE OF NEXT MEETING

The date of the next meeting of the Assets and Services Committee is Tuesday 7th August 2018 at 7pm

Meeting closed at 8:22pm

Cllr M Forster, Chairman

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