

SANDBACH TOWN COUNCIL

ASSETS AND SERVICES COMMITTEE

Minutes for the meeting held on Tuesday, 7th August 2018 at 7.00pm in the Sandbach Literary Institution.

In attendance: Cllr M Forster (Chairman)
Cllr J Cartlidge
Cllr C Lowe
Cllr G Merry
Cllr S Kirkham
Cllr M Forster
Cllr K Southwell
Cllr R Hoffmann

Also in attendance was the Operations Manager, Press and four members of the public.

1. APOLOGIES FOR ABSENCE

Cllr G Merry
Cllr S Corcoran
Cllr Price-Jones
Absent without apologies,
Cllr P Eaton (Vice Chairman)

2. DECLARATIONS OF INTEREST

Cllr Lowe informed the Committee she is a member of the Community Cinema.

PUBLIC QUESTIONS

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

A member of the public raised questions relating to outstanding amount on the Town Hall Loan, Market Hall refurbishment costs, linking the Makers Market to the Market Hall, how much has been spent on advertising the Moonlight Market, Christmas Market advertising budget, staff being allowed to run operations, coach tours and Saturday gazebos. The Operations Manager and Committee were able to answer some of their questions, and the Operations Manager will respond in due course regarding those which an answer could not be provided during the meeting.

A second member of the public asked to ensure the Councillor Surgery had leaflets to promote the market and if the A board could be reinstated to promote the Market

Hall when the Makers Market is on. THE OPERATIONS MANAGER IS TO ACTION THIS aASAP.

The Christmas Market Group was questioned by a member of the public regarding the reporting and decision making. The Chair stated this is item agenda 7 to be discussed later in the meeting.

3. MINUTES OF THE MEETING HELD 19TH JUNE 2018

RESOLVED: that the minutes be approved as an accurate record with amendments required for item 1 – Cllr Hoffmann nominated Cllr Forster. Item 2 – Cllr Eaton appointed Vice Chair of Assets & Services. Cllr Hoffmann surname to be spelt correctly.

4. MARKETS & TOWN HALL OPERATIONAL UPDATE

Lead: Operations Manager

The Operations Manager provided explanation on the new reporting format and an overview of operational matters regarding the Market & Town Hall.

Town Hall has taken on 6 new clients. In September those clients that have a summer break are returning. The Outdoor Market has recently welcomed new traders which has helped fill the High Street which is a positive. Market Hall is complete with exception of external signage and snagging. Local food businesses have been written to regarding expanding the Friday evening food trading, but no responses received, so they will be written to again.

The Operations Manager presented calculations re. the VAT aspect of gazebo hire and asked members to note that figures have been calculated over the last 4 years and the VAT is £4774.75 to be paid at the next VAT return and off set against what we are owed. Best case is STC pays HMRC £2374, worst £2974 depending on the difference of the rebate which can be between £1800 - £2400. The VAT owed will go against outdoor market income.

The Chair thanked everyone who worked on the Market Hall. Two bills have been paid and looks as if there will be a possible £6k underspend.

RESOLVED: 1) That the report be received.

5. VAT ON CINEMA TICKET SALES

Lead: Operations Manager

Members were informed the Community Cinema had held their AGM and supported an increase in tickets to £6. The film provider takes a percentage of the ticket sales and it needs to be investigated how this may impact recouping the VAT.

RESOLVED: 1) That the report be received.
2) Increase cost of a Cinema Ticket from £5 to £6 to cover VAT costs.
3) Business & Promotions Officer and Operations Manager to look at the most effective way of recouping the VAT.

6. MARKET TERMS & CONDITIONS

Lead: Operations Manager

The Operations Manager informed members on the work that had been done and the reasoning behind implementing a new licence and regulations. A member made suggestions in regard to possible changes to items 6.2, 10.3, 12.4, 14.8 & 16.

RESOLVED: 1) Make the recommended changes.
2) Proceed with implementation of the new licence and regulations after legal & NMTF consultation.

7. CHRISTMAS MARKET

Lead: Operations Manager

A report had been presented to members by the Operations Manager providing the history of the Christmas Market with recommendations on how the market should be managed in the future.

A Councillor agreed with the recommendation in the report that it should be operational and provided a detailed overview of what is involved. Another member of the committee has no dispute with the work involved but has concerns when councillors are involved in operational matters. The group has no status and needs to be open and transparent and could operate as a working group with an opportunity to get other councillors involved. It was stated this is not an event, but a profit making operation and the reason two councillors are still involved is because they have been there since the beginning with a greater knowledge.

RESOLVED: 1) The Christmas Market remains an operational function which is supported by members with all decisions made by the officers responsible for organising the Market. The Operations Manager will update the A&S Committee during the year as part of the Market Report.

8. MARKETING PLAN UPDATE

Lead: Operations Manager

An update was provided by the Operations Manager. Use of social media, banners, leaflets have been used to promote the Moonlight Market, Official Opening and Summer Activates. Sourcing potential clients for the Market Hall is ongoing, can prove challenging due to size and fixed stalls. Negotiations are taking place with two antique fairs and the avenue of arts & crafts is being explored.

RESOLVED: 1) That the report be received.

9. MOONLIGHT MARKET

Lead: Operations Manager

The Operations Manager provided an update on the recent Moonlight Market. Outside food traders were happy. More challenging for the indoor traders but a lot of new faces visited the Market Hall which was a positive. Next year to keep the interest, changing themes could be considered to ensure each market is different and to keep the public interest, and to look at more food offerings inside to sit along our regular traders. A member of the public mentioned it would be worth reviewing comments on Social Media and Cllr Forster suggested more

family activities E.G CANDY FLOSS, MAGICIAN The Committee thanked the staff for their hard work.

RESOLVED: 1) That the report be received.

10. TOWN HALL DEFIBRILLATOR

Lead: Chair of A&S

The Chair suggested asking the Business & Promotions Manager to investigate the costs in regard to having a defibrillator in the Town Hall. Members were supportive of this recommendation and suggested existing provision is clearly identified close to the Town Hall.

RESOLVED: 1) Business & Promotions Manager to investigate costing for a defibrillator and report back to the Committee, AND TO PROVIDE DETAILS OF THE LOCATION OF DEFIBRILLATORS IN TOWN.

11. DATE, TIME AND PLACE OF NEXT MEETING

The date of the next meeting of the Assets and Services Committee is Tuesday 6th November 2018 at 7pm

Meeting closed at 8.22pm.

Cllr M Forster, Chairman

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