

SANDBACH TOWN COUNCIL

Minutes of the Meeting of the Community and Environment Committee held at 7.00pm on Thursday, 1 March 2018 at the Sandbach Literary Institution, Hightown.

PRESENT Councillors: M Benson
M Forster (Town Mayor)
B Moran
K Southwell
A Smith (arrived 7.02pm)
C Lowe
G Merry

Also present was one member of the public.

1. APOLOGIES FOR ABSENCE

Councillors: K Flavell (co-opted at item 3)
M Muldoon
M Lea O'Mahoney
R Wait

Absent without Apologies:
Councillors: R Hoffmann
P Eaton

2. DECLARATIONS OF INTEREST

To provide an opportunity for Members and Officers to declare any disclosable pecuniary and non-pecuniary interests in any item on the agenda.

PUBLIC QUESTIONS

The Chairman adjourned the meeting to allow questions from members of the public. There being no questions the meeting was immediately reconvened.

3. COMMITTEE CO-OPTION

RESOLVED: that Cllr Kathryn Flavell is co-opted to the Community and Environment Committee.

It was noted that was the last meeting of the Committee for the current Civic Year.

4. MINUTES

RESOLVED: that minutes of the meeting held on 11 January 2018 are approved as an accurate record.

5. CCTV

Due to severe weather conditions and the need to be on duty in the CCTV control room, Mr Hobson was unable to be in attendance.

RESOLVED: that the presentation by Mr Hobson be deferred to a future date.

6. EVENTS 2018

Lead: Town Clerk

Three events are proposed for 2018, two of which are well established and successful annual events. A third event is presently being worked on, through which it is expected a revised format of the Day of Dance will be delivered. Provisional bookings have been made with the service providers for the Fun Day and the Foden's Party in the Park, the Clerk provided a schedule of costs and asked that approval be given to confirming the booking arrangements.

At a meeting of the Finance, Policy and Governance Committee which took place on 1 February, members considered the future operation of Working Groups and it was agreed that the Events Working Group should become a Sub-Committee of the Community and Environment Committee. Terms of Reference for the new Events Sub-Committee were shared and discussed, with several changes being made before they were agreed (amended version attached).

The Committee undertook a review of all of its Working Groups and established that the Tidy Town Group had been over-looked. Members considered this group and agreed that this should be dealt with under Option 2, which is to continue as a Working Group with an Officer being delegated to make decisions.

There was comment, that the Skateboard/BMX Working Group had not yet provided a report to C&E, despite reporting to Council. The Clerk was asked to request a progress report from the Group.

Previous resolutions by Council and the Committee were discussed, where reference had been made to delivery of actions being undertaken by the Working Group, it was suggested that these be changes to the Sub-Committee. The Clerk stated that the resolution below, would be sufficient to avoid any future confusion, transferring all previously agreed actions to the Sub-Committee.

Sufficient interest was generated from the Committee to enable the first Sub Committee to go ahead on 6 March as planned, the Clerk is to extend an invitation, supported by agreed ToR, to all other members of the Council for them to join the group.

RESOLVED: that:

- i. The attached list of contractor's and quotations/estimates are approved and the Clerk is authorised to confirm bookings.

- ii. The decision of F,P&G taken on 1.2.18 in relation to Working Groups reporting to the Committee is noted, with the inclusion of Tidy Town being agreed as a Working Group with Officer delegated decision making.
- iii. The Events Working Group becomes the Events Sub-Committee, reporting to the Community and Environment Committee.
- iv. It be noted that all previous decisions of Council and the Community and Environment Committee regarding the delivery of events are transferred to the Event Sub-Committee.
- v. The attached Events Sub-Committee Terms of Reference are approved.
- vi. The opportunity to join the Events Sub-Committee is extended to all members of the Council, with Cllrs Benson, Merry, Moran, Forster and Lowe being agreed through this meeting.

6. CONSERVATION WORKING GROUP

Lead: Cllr G Merry

Difficulties have been experienced in organising a meeting of the Group due to member availability. At the last meeting, the Conservation Officer had suggested an event to engage the people of Sandbach and to outline the extent of the conservation area; there was a suggestion that this be incorporated into the Transport Festival, however following further consideration it is felt that this may not be the appropriate event.

The future of the group is to be decided, with the main issue being limited funds; the works required to make a difference to the conservation area are costly.

A provisional date is in the diary for the next Working Group meeting: 9am on Tuesday 20 March in the Charter Room.

RESOLVED: that the report be received.

8. TIDY TOWN

Lead: Cllr M Benson

A report was tabled and spoken to, with four key areas:

Financial Spend It was requested that a sum of money be made available for painting and planting items, to be administered by the Town Clerk.

Black Bear Alleyway Approval was sought to utilise materials held in the Town Council store for the purpose of improving this unadopted walkway.

Banners Guidance Leaflet A revision has been undertaken, with 2000 copies available through the Town Clerk's office. Approval was sought to use operations staff to distribute.

Status of Working Group The Tidy Town Working Group had not been considered by the Finance, Policy and Governance Committee under the recent Working Group Review. The Committee was asked to approve the future of the group as Option 2, which is a Working Group supported by an Officer with delegated decision-making power.

RESOLVED: that:

- i. The report be received.

- ii. The following amounts are approved for spend, to be overseen by the Town Clerk:
 - £150 – Paint Materials
 - £120 – Planting
- iii. Use of Town Council materials to improve the Black Bear walkway is approved.
- iv. Operations staff to distribute Banners leaflet.
- v. The Tidy Town Group to become a Working Group, with officer delegated to make decisions.

9. DATE/TIME AND PLACE OF NEXT MEETING

To be confirmed.

Please note, this meeting will be recorded and the audio recording made available to the public within 5 working days of the meeting.

Cllr M Benson, Chair

Meeting closed 8.01pm

AB

PARTY IN THE PARK

Supplier	Item	Cost	TOTAL EXPECTED COST
Hipswing	Staging and PA	3765 + VAT	4518.00
Blitz	Fireworks	1710.00 + VAT (e)	2052.00
County Loos	Toilets	450.00 + VAT (e)	540.00
Alpha Omega	Security	644.99 + vat (e)	773.99
CEC	Park Booking	41.50	49.80
Impressions and Leaflet Team	Advertising	300.00 + VAT (e)	360.000
E-Signs	Banners – minor changes	30.00 + VAT (e)	36.00
Impressions	Tickets	100.00 + VAT (e)	120.00
Impressions	Programmes	148 + VAT (e)	177.60

8627.39

FUN DAY

Supplier	Item	Cost	TOTAL EXPECTED COST
Abzorbed	Children's Entertainment	1677.50 + VAT (e)	2013.00
CEC	Park Booking	41.50	49.80
Impressions and Leaflet Team	Advertising	300.00 + VAT (e)	360.00
E-Signs	Banners – minor changes	30.00 + VAT (e)	36.00

2458.80

COMMUNITY AND ENVIRONMENT COMMITTEE EVENTS SUB COMMITTEE - TERMS OF REFERENCE

SUB COMMITTEE FORMED ON 1ST MARCH 2018

REPORTS TO COMMUNITY AND ENVIRONMENT COMMITTEE

1. Purpose

To plan, organise and deliver events and activities authorised by the Community and Environment Committee in accordance with these terms of reference.

2. Scope and authority

- 2.1 Those members of the Sub-Committee with voting rights and Officers of the Council are authorised to make such decisions and manage or direct activities to ensure that events are delivered effectively.
- 2.2 The Sub-Committee Chair or Vice-Chair, in consultation with an Officer of the Council is authorised to make urgent decisions about the delivery of events. (e.g. on the day)
- 2.3 All income and expenditure will be managed in accordance with the Council's adopted Financial Regulations. Income will include any surplus carried forward from earlier budgetary provision for events, ticket sales, sponsorship and donations
- 2.4 That the Sub-Committee engages with the appropriate departments of Cheshire East, Police and any other statutory bodies to secure any required consents, approvals and health and safety assessments
- 2.5 That appropriate insurance and risk management is in place for all events and activities organised by the Sub-Committee.
- 2.6. That engagement with local community groups is in place to ensure local support.
- 2.7 That an appropriate action plan is in place to ensure that each event is managed and marketed effectively.
- 2.8 Reports on activities and events to be prepared for submission to the Community and Environment Committee on a regular basis, and posted on the Town Council website.
- 2.9 The Sub-Committee is authorised to spend the budget allocated to it.

3. Membership

- 3.1 The Sub-Committee Chair and Vice Chair will be appointed annually. Normally this will be at the first meeting of the Sub Committee in the new civic year.
- 3.2 The group comprises of no less than 4 Councillors, plus other members of the public with expertise and interest.
- 3.3. Members of the Sub-Committee who are not members of the Town Council do not have the right to a vote (n.b. this includes officers of the Council).

3.4 Officers are an integral part of the work of the Sub Committee for operational matters as designated by the Town Clerk

3.5 The quorum is 4 or a third of the members if greater. This applies only to those members who are eligible to vote.

3.6 The Mayor is an ex-officio member with full debating and voting rights.

4. Meeting Arrangements

The first meeting of the Sub Committee will be at 10am on 6 March 2018 at the SLI, then as required.

5. Resources and scheme of delegation

The work of the Sub Committee, including the facilitating of meetings, will be actioned by the Town Clerk and/or staff working with members of the Sub Committee. The budget to support events will be as agreed annually through the Budget-setting process. Expenditure to be incurred in accordance with agreed policy and budget, and subject to the Council's expenditure threshold as identified within the adopted Financial Regulations. [Rules on Committees apply].

6. Deliverables

To successfully deliver community events within the Town.

Target Date

Ongoing.

Community and Environment Committee
1 March 2018