

SANDBACH TOWN COUNCIL

Lessons Learned Review (LLR) Tuesday 30 August 2016

Present:

Community Representatives

Helen O'Neill Nash, Lindsey McDade

Business Community Representatives

Daniel Williams

Market Representatives

Helen Ireland

Councillor Representatives:

Bleddyn Davies (Chairman), Richard Hovey, Alan Smith
Katy Pepper (In the absence of the Town Clerk)

1. **Apologies**

Richard Green
Alan Smith (Market Trader)
Ann Banks
Sam Corcoran
Geraint Price Jones

2. **Minutes 24.8.16**

The group discussed the draft minutes circulated by email.

To remove any level of perceived bias, several changes were agreed by all Members to ensure the full essence of the meeting was captured:

Apologies Not Received

- Correction of name to G Price Jones

Minutes of 16.8.16

Addition of group agreement that future meetings be recorded.

Timetable

- Further clarification/expanding of group Chairman's statement in response to Cllr Lowe's A&S Committee Comments (failure of group) were inserted.

- Addition of text to detail the discussion surrounding investment in Market Hall during LLR review, querying why minor investment could not take place and why traders are being turned away.
- Inclusion of reference to A&S Comment as being an example of poor public relations to use in report.
- Amendment of Helen O'NN 'felt' to 'stated that'
- Correction to last paragraph to show that all members were concerned by deadline and that, if needed on 6 October, a time extension will be requested.
- Removal of reference to Bleddyn being supported by the group in producing the report as this is a group report.

Review of STC Files

- Inclusion of list of questions emailed to Ann and subsequently mentioned at the last meeting (*HO'NN to send to Kate for inclusion*).
- Removal of sentence from '*Ann explained that.....sickness leave*'
- Add summary of question raised regarding use of Cllrs personal email addresses and action to investigate
- Revision of highlighted sentence relating to report conclusion to stress the importance of document availability and storage, to read Information is not readily available or easily accessed which is wholly inappropriate for a public service. There must be a systematic way of recording and archiving information in the future.
(Additional text in italic)

Draft Report V1

- Text addition within second paragraph. To read as 'Bleddyn will continue sharing the draft report as it evolves *as informed by the group* and asked that members of the group continue to share their information to all.
(Additional text shown in italic)

It was agreed that the approval of minutes 24.8.16 be deferred to the next meeting, to allow for above changes to be made and circulated to the group.

3. Draft Report v2

The group discussed the draft report circulated. Bleddyn noted comments/alterations agreed within the meeting and confirmed he would review any emailed notes received from group members and present update.

Further Actions raised for Kate to query with Ann:-

- Did STC representatives attended ChALC Community Asset Transfer Workshop held Feb 2011?
- Who was the architect of TH project and what process was followed to engage the architect (i.e bid/tender)?
- LSD Working Group ToR?

4. Openness and Transparency

Relevance of various documents available as reference sources were discussed, including Open and Accountable Local Government Guide, Town & Country Legislation Notes and NALC's Local Council Award Scheme Criteria.

Stages of Internal and External audit for Sandbach Town Council were clarified. Significant concerns were raised by several group members regarding unclear LSD delegated authorities, justification and timings for suspension of Standing Orders in relation to LSD and the date order in which LSD actions took place. Further queries and concerns were surrounding the name of the Architect firm(s) employed for the TH and MH Projects and the specific role, salary and management/accountability of David Dingle. Research is still to be done, and detail sought to clarify all these items. Bleddyn confirmed his main focus in the next week will be the confidentiality section of the report and queries above.

Before closing the agenda item, Kate confirmed that David Dingle had been in contact with the office to advise that he had been on leave. He has picked up a request for information from Ann (as per last minutes) and will deliver to the STC office during the latter part of this week.

5. Future Discussion Headings:

- a. Communication, Consultation and Stakeholder Engagement.
- b. Going Forward.

6. Next Meeting:

Wednesday, 7 September at 6.30 in the SLI.

Meeting closed 8.31pm

KP