

## SANDBACH TOWN COUNCIL

Minutes of the Meeting of the Finance Committee held at 7.30 pm on 15 July 2010 at the Sandbach Literary Institution, Hightown.

**PRESENT** Councillors: Mrs C Lowe, Chairman  
B E Moran, Vice-Chairman  
Mrs G M Merry, Mayor  
M R Sherman  
K E Haines  
S A M Corcoran  
L Morris  
S B Holland  
D E Alcock

Also present were two members of the public.

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### 1. APOLOGIES FOR ABSENCE

Councillor: P J Darnes  
W W Scragg  
L Morris

### 2. DECLARATIONS OF INTEREST

Declarations were made as follows:

Cllr B E Moran

Personal and prejudicial interest in item 10 as a member of Sandbach Re-Imagined.

Cllr K E Haines

Personal interest in 10 as a member of the Sandbach Partnership executive, item 11.1 as a member of The Sandbach Clean Team and 17.2 as a member of Sandbach Re-Imagined.

Cllr Mrs D E Alcock

Personal interest in item 11.2 as an advisor to the applicant, 11.5 as Chairman of the Sandbach Transport Festival and 11.6 as a member of Sandbach in Bloom.

Cllr M R Sherman

Personal interest in item 11.3 as a member of the Marriott House Veteran's Association.

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

There being no questions from the public the meeting was immediately reconvened.

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### **3. PRESENTATION**

A presentation was given by Lauren Scott of the Sandbach Concert Series in support of their grant application considered at item 11.3.

A total of almost £20,000 is required to fund the series over a three year period, following which the concert series should be self-funding. An application for £9,500 is made to Sandbach Town Council, this will be supported by applications to CEC and the Arts council; there are also 'in kind' donations which equate to approximately £7043.. The purpose of the series is to promote music and the arts within Sandbach.

**RESOLVED:** that the presentation be received and considered with the application.

### **2009/10 ACCOUNTS**

#### **4. 2009/10 Annual Audit**

Lead: Chairman of Finance

The external auditors certificate was presented.

**RESOLVED:** that the Auditor's certificate be noted and presented to Sandbach Town Council.

### **2010/11 FIRST QUARTER FINANCIAL APPROVALS**

#### **5. FINANCIAL STATEMENT – 2010/11 FIRST QUARTER**

Lead: Chairman of Finance/Clerk

Due to queries which could not be answered at the meeting the Financial Statement was not approved.

**RESOLVED:** that the figures be reviewed and circulated by email.

#### **6. PROJECTED YEAR END SPEND**

Lead: Chairman of Finance/Clerk

Due to queries which could not be answered at the meeting the Projected Year End Spend was not approved.

**RESOLVED:** that the figures be reviewed and circulated by email.

#### **7. PAYMENTS MADE**

[Attached: Schedule of Payments]

Lead: Chairman of Finance/Clerk

**RESOLVED:** that the schedule of payments be approved.

### **PAYMENTS FOR APPROVAL**

#### **8. Lead: Chairman of Finance/Clerk**

##### **8.1 Open Spaces Society**

**RESOLVED:** that the Open Spaces subscription be renewed at £40 pa

## **8.2 County Playing Field Association (CPFA)**

**RESOLVED:** that the CPFA subscription be renewed at £20 pa

## **FUNDING**

### **9. TRANSPORT FESTIVAL – APPLICATION PROCESS**

In order to simplify the process and reduce the length of debate it was proposed that 'Sandbach Transport Festival Committee should be asked to complete the standard grant application form and submit annual accounts and no more'.

Lengthy debate followed about the value and benefits of the proposal which had not been agreed with the Transport Festival Committee.

**RESOLVED:** that to avoid confusion with the grant application to be considered at 11.5, the item was withdrawn.

### **10. TOWN PLAN – INTERIM PROJECT FUNDING**

Cllr B E Moran withdrew from the meeting whilst this item was considered.

Lead: Chairman of Finance/Clerk

At the direction of the Projects Committee, approval was sought to fund Sandbach Partnership work on the Town Plan on a 'time and materials basis'.

**RESOLVED:** that funding be provided for time and materials up to 20 July 2010, following which funding would be covered by the approved £10,000 Core Funding.

### **11. APPLICATIONS FOR DONATIONS**

#### **11.1 Sandbach Clean Team**

A donation of £561 was requested to support projects that are very important to the efficient and effective operation of Sandbach Clean Team.

**RESOLVED:** that £561 be awarded.

#### **11.2 Sandbach Concert Series**

A donation of £9,500 over three years was requested to enable them to set up a Concert Series. The series will need funding for the first three years and after that will be self-funding.

**RESOLVED:** that Sandbach Town Council be recommended to grant £9,500 over three years, subject to the Concert Series obtaining an arts Council grant for £9,566.

#### **11.3 Marriott House Veterans Association**

A donation of £1,000 was requested to help replace the existing central heating boiler on recommendations of British Gas to be able to continue to run the building on an affordable basis.

Members were unable to consider the application without sight of the last three years accounts.

**RESOLVED:** that the item be deferred until full information is available.

#### **11.4 Samaritan's (South Cheshire)**

A donation of £600 was requested for improved technology for delivery of training to volunteers.

The last year accounts were not supplied with the application form.

**RESOLVED:** that the application be refused, based on the year end bank balance exceeding the running cost for a year.

### **11.5 Sandbach Transport Festival**

Cllr Mrs D E Alcock withdrew from the meeting whilst this item was considered.

A donation of £10,000 was requested towards the organisation and marketing of the Transport Festival 2011.

The Chairman of Finance reported that the £18,000 detailed at item 3 includes a £5,000 contingency fund. She also confirmed that there is no provision for the Town Crier's competition contained within the request.

Concern was expressed about the level of contingency; it was felt that this is excessive against an £18,000 project.

**RESOLVED:** that Sandbach Town Council be recommended to award £8,000 to support the 2011 Transport Festival.

### **11.6 Sandbach Christmas Lights**

Cllr Mrs D E Alcock withdrew from the meeting whilst this item was considered.

A donation of £3,000 was requested for the provision of Christmas Lights throughout the Town Centre, increasing the area of displays and replacing cable where needed.

**RESOLVED:** that Sandbach Town Council be recommended to award £3,000 to support the Sandbach Christmas Lights.

## **POLICY AND PROCEDURE**

### **12. RISK ASSESSMENT WORKING GROUP**

**RESOLVED:** that the membership of the Risk Assessment Group be noted as follows: Cllrs. Scragg, Bell, Corcoran, Sherman and the Clerk and that Cllr Sherman be appointed Lead Councillor with responsibility for coordinating and managing meetings.

### **13. ALLOWANCES**

Lead: Chairman of Finance

Following discussion with the Internal Auditor two draft Financial Regulations were presented which outlined the procedure to be followed relating to the payment of the Mayor's and Town Crier's allowances.

It was suggested through one option that allowances could be reclaimed periodically on the production of receipts; however it was felt that this option was not workable as the Mayor would be out of pocket for some of the time and the purpose for making the award was to remove financial constraints thus allowing any individual to assume the role. It was also felt that payments should be made through the Council's PAYE system, to ensure that tax is declared and deducted at source.

**RESOLVED:** that Option 2 as produced by the Clerk be adopted.

**14. EAR-MARKED RESERVES POLICY - AMENDMENT**

Lead: Chairman of Finance

An amended Ear-Marked Reserves (Committed Funds) Policy was presented.

**RESOLVED:** that the policy be adopted.

**15. MANAGEMENT OF VAT CLAIMS**

Lead: Chairman of Finance

An email has been received from Cllr P Darnes in which he seeks to ensure that VAT is reclaimed wherever possible. The Clerk presented a brief statement on how VAT is currently managed. The Chairman of Finance suggested a slight change to the way in which 'Payments Made' are shown, this would enable Councillors to see at a glance whether VAT is to be reclaimed.

**RESOLVED:** that the statement be accepted un-amended. Members were satisfied that VAT is being reclaimed where possible.

**CORRESPONDENCE**

**16. LETTERS OF THANKS**

**16.1 Sandbach Baptist Church**

**16.2 Vitalise**

**16.3 St John's Church, Churchyard Maintenance**

**RESOLVED:** that all letters of thanks be received.

**17. GENERAL CORRESPONDENCE**

**17.1 Christ Church Community Meeting Room, Wheelock**

Email dated 21 June stating that work will commence on 24 June 2010.

**RESOLVED:** that contact be made to establish whether work has commenced and when the grant payment will be drawn down.

**17.2 Sandbach Re-Imagined**

Letter dated 23 May regarding declined grant application.

**RESOLVED:** that this letter be placed before Sandbach Town Council on 19 August 2010.

**18. DATE, TIME AND PLACE OF NEXT MEETING**

The date of the next meeting of the Finance Committee is 21 October 2010 at 7.30pm at the Sandbach Literary Institution

The meeting closed at 9.24 pm.

Cllr Mrs C D Lowe  
Chairman

## PAYMENTS MADE BETWEEN 1.3.10 – 30.6.10

6.4.10	ChALC, Training	2752	60.00
6.4.10	CK Leafleting, Newsletter Delivery	2753	352.50
7.4.10	BC Electrical, PAT Testing	2754	112.50
9.4.10	Speedy Stamps, Invoice Stamp	2755	58.28
15.4.10	Miss A L Banks, April pay	2756	1,890.36
15.4.10	Mrs K Pepper, April pay	2757	642.50
15.4.10	Cheshire West and Chester, pension	2758	826.99
15.4.10	HMRC, PAYE	2759	1,044.69
16.4.10	Foden's Band, Sponsorship	2760	7,500.00
10.5.10	Mr K Haines, Mileage Expense	2761	36.80
10.5.10	CVS, Payroll Services Apr-Sep 10	2763	72.00
10.5.10	JDH, Interim and Internal Audits	2764	640.63
10.5.10	Melissa Wood, Fairtrade web design	2765	104.00
10.5.10	ChALC, Training	2766	30.00
15.5.10	Miss A L Banks, May pay	2767	1,890.36
15.5.10	Mrs K Pepper, May pay	2768	660.64
15.5.10	Cheshire West and Chester, pension	2,769	826.99
15.5.10	HMRC, PAYE	2,770	1,056.63
11.5.10	Mrs Moran, Food Expenses AGM	2771	80.98
11.5.10	ChALC, Membership	2772	1,224.89
11.5.10	ChALC, LCR	2773	13.50
11.5.10	Cheshire East Autistic Society, Grant	2774	500.00
11.5.10	Vitalise, Grant	2775	124.50
11.5.10	Sandbach Baptist Church, Grant	2776	1,000.00
18.5.10	Marriott House Bowling Club VJ Cup, Grant	2777	100.00
18.5.10	Mrs G Merry, Town Mayor Allowance	2778	1,810.00
18.5.10	Mr D Robinson, Town Crier Honorarium	2779	680.00
18.5.10	ChALC, Training	2780	30.00
18.5.10	SLCC, publication	2781	17.20
18.5.10	Bomfords, Stationery	2782	73.07
18.5.10	St Mary's Church, Grant	2783	400.00
18.5.10	St John's Church, Grant	2784	200.00
18.5.10	St Peter's Church, Grant	2785	200.00
18.5.10	Christchurch, Wheelock, Grant	2786	250.00
18.5.10	Ettiley Heath Church, Grant	2787	200.00
18.5.10	Sandbach Today, Fairtrade Stall	2788	10.00
20.5.10	The Leaflet Team, Farmer's Mkt Publicity	2789	450.00
4.6.10	Sheena Ashworth, Flowers, Civic Service	2790	30.00

4.6.10	Derek Forster, May pay	2791	329.00
4.6.10	Court House Farm, Unit Rental	2792	2,115.00
4.6.10	Sandbach Literary Institution, Grant	2793	5,000.00
4.6.10	Weaver Business Machines, Copier Charges	2794	385.99
4.6.10	Effective Directories, Surgery ad June - Nov	2795	329.00
4.6.10	Miss A L Banks, postage	2796	100.00
7.6.10	Mrs G M Merry, Expenses Civic Service	2797	98.46
7.6.10	Sandbach Voices, Donation, Civic Service	2798	20.00
7.6.10	Police Drum Corps, Donation, Civic Service	2799	150.00
8.6.10	Cheshire Police, PCSO Costs Apr- Sep	2800	11,800.00
15.6.10	Miss A L Banks, June salary	2801	1,890.36
15.6.10	Mrs K Pepper, June salary	2802	688.95
15.6.10	HMRC, PAYE	2803	1,074.35
15.6.10	Cheshire West and Chester, pension	2804	826.99
11.6.10	Sandbach Literary Institution, Rent, March - May	2805	2,091.51
11.6.10	Sandwich Store, Catering - Civic Service and Training	2806	357.50
11.6.10	Bomfords, Stationery	2807	97.27
11.6.10	The Leaflet Team, June Newsletter Delivery	2809	240.00