

# SANDBACH TOWN COUNCIL

Minutes of the Meeting of Sandbach Town Council's Market Steering Group Sub-Committee held on 15 May 2018 at 5.30pm in the Sandbach Literary Institution, Hightown.

**PRESENT** Richard Hovey  
Martin Forster  
Cathy Bruderer  
Graham Bradford  
Ann Banks in attendance

## 1. APOLOGIES FOR ABSENCE

Helen Ireland

## 2. DECLARATIONS OF INTEREST

There were no declarations of interest.

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## PUBLIC QUESTIONS

There were no public questions.

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## 3. VAT – DECISION OF SANDBACH TOWN COUNCIL – 26 APRIL 2018

Sandbach Town Council has considered whether to opt to tax and resolved that it is not financially viable; therefore VAT will not be applied to services and charges at the present time. It was noted that the VAT element of the improvement works to the Market Hall will not be reclaimed.

## 4. CONTRACT SIGNED

A JCT Public Works Contract was drawn up by the Council's Project Manager, subject to some initial queries being answered, the contract was signed by the Town Clerk and Kaberry Construction during w/c 23 April 2018.

## 5. INSURANCE

A joint works, all risks insurance policy has been provided by the Council's Insurers Zurich Municipal, at a premium of £375.00.

## 6. WORKS TIMETABLE

## 7. MARKET HALL CLOSURES

The Kaberry Construction Works Programme was reviewed, which shows work commencing on 30 April and concluding 6 July 2018. There will be a period of market close down, which is planned for 17 – 26 June, meaning that there will be one week where indoor trading will not take place. Outdoor stalls will be

made available to those who wish to trade on the days of closure, weather dependent.

Traders have been advised that they will need to remove any stock from the central storage areas; a final advisory letter will be given to traders w/c 14 May, following which arrangements will be made to clear.

Power will need to be turned off 17 and 18 June; plans are being made to ensure that refrigeration within the shop units will be maintained.

It is noted that some of the indoor market hall shutters will need repair before the images are affixed.

It is noted that any slippage to the programme should be reported to the Steering Group as it is known.

## **8. COMMUNICATION WITH KEY STAKEHOLDERS**

The Operations Manager is responsible for communication, he has weekly briefings with market traders, regular one to one discussions with traders and has erected the works programme in the Market Hall. It was reported that not much has been issued to the public, as confirmation of closure dates are awaited, however the meeting felt that there should be some public report soon.

It is noted that there is no formal communication plan for the market refurbishment project; this will be considered by the Project Team Sub-Committee.

Traders are happy with the level of communication from the Operations Manager; his efforts in this respected were acknowledged.

## **9. ITEMS FOR NEXT MEETING**

There may be a requirement for two further meetings of the Sub-Committee, the first as the completion date is known, to review activities and the last as a final review and close down which will follow the launch event.

## **10. NEXT MEETING DATE**

To be announced.

The meeting closed at 6.06pm  
R Hovey, Chairman  
A L Banks

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