

# SANDBACH TOWN COUNCIL

## Quality and Projects Committee

Minutes of the Meeting of the Quality and Projects Committee held at 7.15 pm on Thursday, 21 September 2006 in the Sandbach Literary Institution, Hightown.

**PRESENT** Councillors: P J Darnes, Chairman  
W W Scragg, Vice- Chairman  
Mrs D E Alcock  
J J Moore  
M R Sherman  
R W Sutton  
B E Moran, Chairman of the Council

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### 1. APOLOGIES FOR ABSENCE

D K Atkin  
D Robinson

### 2. PREMISES SUB-COMMITTEE

#### 2.1 Vacancy

**RESOLVED:** that Cllr Sherman fill the vacancy on the Premises sub-committee.

#### 2.2 To approve the minutes of the meeting held on 9 August 2006.

Members did not agree with the Clerk's minute for item 1.3.

**RESOLVED:** that the minute read: -

- 1.3 The office will normally be manned 4 hours per day Monday to Friday. It will normally be possible to contact the Clerk between 11 am and 12 noon.

The Chairman said that he would make a statement at the next Town Council meeting to clarify the situation.

**RESOLVED:** that the following priorities are given to the proposed activities.

1. Office requirements
  - 1.1. Letterbox. Essential and urgent.
  - 1.2. Install an answer telephone. Complete.
  - 1.3. Office hours. Sub-committee to debate further.
  - 1.4. Headed notepaper. Essential.
  - 1.5. Send note to members with telephone details. Complete.
2. The Westfields honours boards. Clerk to email Peter Sutton.

3. Coat of Arms. Desirable.
4. Brass Plates. Essential and urgent.
5. Outside door closing. Should be damped for safety. Essential.
6. Notice Board. Essential.
7. Rear emergency exit. Essential and top priority.
8. Door painting. Desirable.
9. Door locks. Chamber lock is essential and urgent. Keys to be restricted to Clerk, Assistant Town Clerk and Chairman.
10. Learn Direct room. Request first refusal from Trustees.
11. Windows. Desirable.
12. Land tax implications arising from the lease. Essential.
13. Faulty drainpipes. Write to Trustees. Essential.
14. The Faulty fire alarm system (and new fault on security system). Essential and urgent.
15. Chamber chairs. Write to Peter Sutton expressing interest in Mayor's Room chairs, Chamber members' chairs and chamber podium.
16. Sound proofed floor. Desirable.
17. The Boiler Room. Desirable.

**2.3 To note any additional items for the sub-committee's attention.**

1. CCTV for entrance area.
2. Prepare delivery cost for next Finance Meeting.

**2.4 Policy for hiring out the Council Chamber**

Members were concerned about various legal issues and wished to limit access to the Chamber.

**RESOLVED:** that it is recommended that the Council's policy be that the Council's rooms may not be used by other than the Council until further notice, with the policy to be reviewed in 2007 once the Assistant Town Clerk is employed.

**3. NEWSLETTER SUB-COMMITTEE**

**3.1 Vacancies**

It was apparent that no-one was available. It was agreed that the Newsletter Sub-committee should become a Working Group. It was also agreed that there was currently no capacity to take the proposed Newsletter forward. A meeting will be convened when the Assistant Town Clerk is in position

**4. POLICE COMMUNITY SUPPORT OFFICERS**

The Police had not yet drafted a service level agreement. The Police had an internal meeting on 3 October when the agreement might be decided. Concerns had been expressed that urban areas will get preferential treatment. Progress is a lot slower than Inspector Chris Jones had promised. Finance

scheduling arrangements from the police were essential if the budget setting procedure could be completed at the next Finance Meeting.

**RESOLVED:** that the report is received and a letter is sent to Inspector Christine Morrall expressing our concern.

## 5. COUNCIL PROJECTS AND RESPONSIBILITIES

### 5.1 Compact Workshop

The training session organised by Mrs Fiona Cooper was attended by Councillors Moran, Darnes, Scragg and Sherman who found it useful. Although it was apparent that Mrs Cooper misunderstood the open status of the Council's minutes, there were areas where the Council could improve its procedures. Mrs Cooper recommended that a Compact Champion be selected.

**RESOLVED:** that Councillor Darnes be that Champion and inform Mrs Cooper.

**RESOLVED:** that the recommendations arising from the workshop be considered in due course.

### 5.2 Members' Workshop

Several members would be unable to attend the proposed members' workshop because of a Sandbach in Bloom event on the chosen date.

**RESOLVED:** that the workshop take place on Saturday 11 November from 2 pm until 4 pm.

**RESOLVED:** that the workshop be limited to the preparation of a vision statement for Sandbach and that the Quality Council part of the workshop be postponed until the Assistant Town Clerk is in position.

**RESOLVED:** that all members are told of the change of plan.

## 6. TRAINING – UPDATE

The Chairman and the Chairman of Finance attended the Module 2 Chairman's session on 13 September and found it successful.

The following courses are available from ChALC: -

Basic Induction	21 Oct
Law & Procedures	3 Oct
Finance	6 Dec
Partnership Working	14 Nov

**RESOLVED:** that the information be received.

## 7. CORRESPONDENCE

There has been none that has not been covered under the above agenda.

## 8. DATE, TIME AND PLACE OF NEXT MEETING

The next Quality and Projects Council Committee Meeting is to be held on Thursday, 16 November 2006 at the Sandbach Literary Institution, Hightown.

The meeting closed at 9.20 pm.

P J Darnes  
Chairman

Ref: QCM210906