

SANDBACH TOWN COUNCIL

Minutes of the Meeting of Sandbach Town Council held on 16 August 2018 at 7.00pm at Sandbach Literary Institution.

PRESENT

Councillors: R Hovey (Mayor)
M Muldoon (Deputy Mayor)
R Hoffmann
J Cartlidge
P Eaton
G Merry
G Price Jones
A Smith
K Flavell
S Ashcombe-Hurt
M Benson
B Moran
K Haines
M Lea O'Mahoney
S Kirkham
M Forster
R Wait

Also present were eleven members of the public and press.

The opening prayer was read by Cllr G Merry.

1. APOLOGIES FOR ABSENCE

Cllrs C Lowe
S Corcoran
K Southwell

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. MAYORS COMMENTS

This is the Mayor's second full meeting since his appointment. It has been a busy period since the last meeting; a list of the events and functions that he has attended was tabled. He particularly mentioned three very different events: the Foden's memorial to Edwin Firth, the Town Park events and an Anti-bullying Conference hosted at Sandbach School.

PUBLIC QUESTIONS

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

The Council was asked how many individual Councillors have attended training since the last election on the role of members and officers, there was a show of eight hands.

The question was followed by reference to correspondence with the Town Clerk in which she stated that Councillors are not permitted to interfere with the work of paid officers, and in a separate email stated that Cllrs Lowe and Merry are familiar with many traders, their product and where they like to trade – it was felt that this is an operational matter and should be left to staff, involvement of Councillors may be perceived by the public as favouritism. Cllr Merry clarified her position, stating that she has no dealing with the placing of traders on any market run by the Town Council; she simply works on the Christmas Market directing traders to their allocated place. The Mayor responded stating that Councillors are seen as 'additional resources' and that the offering of advice to events like the Christmas Market is a valuable contribution.

Congratulations were extended to Mollie Burns (previously Youth Representative on STC) who has achieved the desired grades at A level and will be going to Liverpool University – this was echoed by the Mayor on behalf of the Council.

Following the questions, the meeting was reconvened.

5. ITEMS TO BE CONSIDERED WITH THE EXCLUSION OF PUBLIC AND PRESS

RESOLVED: that Item 9 relating to the meeting of the Personnel Committee held on 13 June 2018 should be considered with the exclusion of the public and press, under the Public Bodies (Admission to Meetings) Act 1960.

It is to be noted that, minutes of the Personnel Committee are now being written in such a way, they can be placed in the public domain.

6. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 31 MAY AND 25 JUNE 2018.

RESOLVED: that the minutes be approved as an accurate record.

7. TO NOTE THE MINUTES OF MEETINGS OF THE MARKET HALL STEERING GROUP SUB-COMMITTEE – NO MEETINGS HELD.

8. **TO NOTE THE MINUTES OF MEETINGS OF MARKET HALL PROJECT SUB-COMMITTEE HELD ON 5 JUNE, 26 JUNE AND 24 JULY 2018 (DRAFT).**

RESOLVED: that the minutes be noted.

9. **TO NOTE THE MINUTES OF THE PLANNING & CONSULTATION COMMITTEE MEETINGS HELD ON 4 JUNE, 25 JUNE AND 16 JULY 2018.**

RESOLVED: that the minutes be noted.

10. **TO NOTE THE MINUTES OF MEETINGS OF THE PERSONNEL COMMITTEE HELD ON 13 JUNE AND 19 JULY 2018 (DRAFT).**

RESOLVED: subject to an amendment on 13 June, the minutes be noted.

11. **TO NOTE THE MINUTES OF THE FINANCE, POLICY AND GOVERNANCE COMMITTEE – NO MEETINGS HELD.**

12. **TO NOTE THE MINUTES OF MEETINGS OF THE COMMUNITY AND ENVIRONMENT COMMITTEE HELD ON 28 JUNE 2018 (DRAFT).**

RESOLVED: that the minutes be noted.

13. **TO NOTE THE MINUTES OF MEETINGS OF THE EVENTS SUB-COMMITTEE HELD ON 18 JULY 2018 (DRAFT).**

RESOLVED: that the minutes be noted.

14. **TO NOTE THE MINUTES OF MEETINGS OF THE ASSETS AND SERVICES COMMITTEE HELD ON 19 JUNE 2018.**

RESOLVED: that the minutes be noted.

15. **MATTERS ARISING**

14.1 Finance, Policy and Governance

Working Groups – Roles and Responsibilities

The Chair of the Finance, Policy and Governance Committee presented an amended 'Working Group – Roles and Responsibilities' paper, she drew attention to the key changes and recommended adoption on behalf of the FPG Committee.

RESOLVED: that the amended document be approved and adopted with immediate effect.

14.2 Finance, Policy and Governance

Aged Debt Report, with Policy and Procedure

The Chair of the Finance, Policy and Governance Committee presented a new Policy and Procedure to address Aged Debt and recommended adoption and immediate implementation.

RESOLVED: that the Policy and Procedure be adopted with immediate effect and that it is noted that some debts may be quickly escalated to stages 2 or 3 to aid swift recovery of outstanding monies.

14.3 Finance, Policy and Governance

Annual Direct Debit Review

The Chair of the Finance, Policy and Governance Committee presented the annual list of companies that are paid by Direct Debit and CHAPS, she asked for the list to be approved.

RESOLVED: that the **list as attached** to these minutes is approved.

14.4 Personnel

Staff Survey - Comments

The Vice-Chair of Personnel presented a summary of staff comments that have been extracted from two staff surveys undertaken over the past 12 months. He also informed Council that an action plan has been drawn up by the Personnel Committee to address the identified issues. He asked members to note the comments.

RESOLVED: that the summarised staff comments are noted.

14.5 Events

Commemoration Concert – End of WW1

The Events Sub-Committee has been considering delivering a concert to commemorate the end of World War 1. Initial enquiries have been made to establish feasibility and Council is asked to support the idea in principle and delegate responsibility to the Events Sub-Committee to plan and deliver.

The plan involves using Sandbach Town Hall as a venue, due to availability of the Hall, the event may take place on Saturday 17 November, a few days after Armistice Day. It will be a mix of song, band, poetry and readings and will include local school children. It is hoped that there will be a memory board, with contributions from local people and guests of honour.

It is hoped that the event will be free entry, with very limited expenditure being for promotion and refreshments.

RESOLVED: that

- i. the delivery of a Commemoration Concert is agreed in principle.
- ii. planning and delivery is delegated to the Events Sub-Committee.
- iii. The Events Sub-Committee is to agree budgetary requirements, which will be funded from the 2018 event surpluses.

15. CODE OF CONDUCT

The Town Clerk presented the item.

CEC adopted a new Code in January 2018. Historically, STC has adopted the CEC code as its own, therefore a draft version has been reviewed and is recommended to Council by the FPG Committee.

Since the matter was considered by the FPG Committee, enquiries have been ongoing regarding the provision of support, legal guidance to members and training, with both ChALC and CEC being contacted. Recently ChALC confirmed that it will be offering training, however this will not be until 2019. As there are several key changes, the Clerk recommends that training is an essential requirement. Therefore, it is recommended that Council adopts the new Code of Conduct, but does not implement until May 2019, when training is available.

On request the Clerk clarified:

1. The current code remains in place until May 2019, therefore there is no requirement to complete a new Register of Interest at this time.
2. Training will be available for all members following the election in 2019, with time being allowed for the completion of the Register of Interest (28 days following election).

RESOLVED: that

- i. STC notes all key changes and adopts the new Code as recommended by the FPG Committee, with implementation being delayed until May 2019 (following election), when training is available.
- ii. STC adopts the associated paperwork and commits individual members to completing a new Register of Interest within the 28-day statutory period following implementation in May 2019.
- iii. That members attend 'mandatory' training when it becomes available.

16. **GENERAL DATA PROTECTION (GDPR)**

Members were reminded that GDPR became law on 25 May 2018 and that JDH Business Services had subsequently being appointed Data Protection Officer (DPO) for one year, to work with the Clerk in achieving full compliance.

JDH has undertaken the first data audit and produced a detailed report outlining the actions required, the first phase of which is to ensure that all appropriate documentation has been adopted.

A suite of adopted policies, policies to be adopted and documents for noting were made available to members for consideration

RESOLVED: that

- i. The data report is received and actions required to be compliant are noted.
- ii. The following policies are adopted:
 - i) Website Privacy Policy
 - ii) Internet, Email and Social Media Policy
 - iii) Use of Personally Owned IT Equipment for Council Business
 - iv) Subject Access Policy (SAR)
 - v) Information Security Policy
 - vi) General Privacy Notice
 - vii) Data Processing Agreement

- iii. The following documents are noted:
 - i) Consent Form
 - ii) GDPR application to photographs
 - iii) Consent Form – Photographing Minors
 - iv) Consent Form – Photographing Adults

17. SANDBACH MARKET HALL REFURBISHMENT

The Market Project Chair gave a report on the Market Hall Refurbishment Project, he started by thanking those involved:

Karl Brown, Operations Manager, who has done a lot of work over a long period of time, in particular for his liaison with traders, the contractor and the architect; the smooth-running of the project is a testament to this.

The Working Group/Sub-Committee and all those who have been members and contributors since December 2016; this includes the staff of STC and the Clerk was asked to convey thanks.

Steve Minshull and his extended family for providing images for the shutter graphics, in particular to Steve for the incredible amount of work in preparing the images.

There remains a small amount of work to be done and it hopes that these outstanding items will be completed by September 2019. Feedback from members of the public is that they are pleased with the final results, especially the artwork on the shutters.

The final costs are not yet available; however a projection shows an underspend of c.£6,000. Council is asked to commit any underspend to delivering some small works that were not included in the original scheme and delegate the spend and delivery of these items to the Assets and Services Committee.

RESOLVED: that

- i. The report is received.
- ii. That any underspend against budget is delegated to the Assets and Services Committee for spend against small items not included in the original scheme.

Cllr Smith paid tribute to Cllr Forster for his time leading the project and bringing together traders and the public.

18. MEMBERS' ITEMS

18.1 Cllr Corcoran

Buses Waiting

This item was presented by Cllr Haines in Cllr Corcoran's absence.

This matter was raised by a member of the public visiting the Councillor surgery on 14 July. He expressed his concern that stationary buses were leaving their engines running for 10-15 minutes at a time, while they waited in the bus area near to the Scotch Common.

Cllr Haines shared information about the content and hazard of diesel fumes and concluded by stating that in 2012, the World Health Authority had reclassified diesel emissions to 'Group 1', meaning that it causes cancer in humans.

It was proposed that the Council contacts bus operating companies with a request that when parking for five minutes or more, that they turn off their engines. It was further added that leaving an engine idling is an offence under the Road Traffic Act.

RESOLVED: that Sandbach Town Council writes to all bus companies operating in Sandbach town centre asking them to turn off their engines when waiting for more than five minutes at bus stops in Sandbach.

19. CORRESPONDENCE

19.1 Cheshire East Council – 4 June 2018

A letter regarding the disposal of open space at Davenport Lane, Arclid was considered. The letter was not clear stating that the land was to be disposed of and further stating that due diligence was to be undertaken before a final decision could be made.

RESOLVED: that the Clerk enquire of CEC what further due diligence will entail and to establish whether STC will be further consulted about plans to dispose of the land.

19.2 Ministry of Justice – 2 July 2018

A regarding Linden Bank Approved Premises was considered.

Council maintains that information from the Ministry of Justice stating no nurseries were adjacent to the premises in 2006 is incorrect, with members feeling 'fobbed off'.

It was noted that a similar facility in Warrington was successful in excluding sex offenders.

Members wish to continue opposing the inclusion of sex offenders at Linden Bank and request that further evidence is gathered to prove that children's facilities existed before 2006.

RESOLVED: that the Clerk contact representatives of the nursery with a request for hard evidence that the nursery was operating before 2006.

19.3 I Victor – 10 July 2018

An email requesting consideration be given to installing a bandstand in Sandbach Park. Cllr Benson was asked to comment in his capacity as representative on the Sandbach Park Steering Group as well as an active member of Friends of Sandbach Park.

He reminded Council that although Sandbach Town Council has funded a series of improvements as identified in the Ryder Report, the Council does not own Sandbach Park, therefore there can be no development without the approval of the Park owner: Cheshire East Council.

He suggested that the correspondence is forwarded to the Sandbach Park Steering Group, who can then consider the proposal and take up with CEC as appropriate.

RESOLVED: that the request be forwarded to the Sandbach park Steering Group.

20. UNDISCHARGED RESOLUTIONS

Lead: Town Mayor

There are none.

21. DATE, TIME AND PLACE OF NEXT MEETING

The next Town Council Meeting will be on Thursday 11 October 2018 at 7.00pm at the Sandbach Literary Institution.

Meeting closed: 8.05pm

Cllr R Hovey, Town Mayor

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