



SANDBACH  
TOWN COUNCIL

## SANDBACH TOWN COUNCIL MEETING AGENDA

Agenda for the meeting to be held on Wednesday, 14<sup>th</sup> June 2023 at 7.00pm in Sandbach Town Hall. The meeting will be Clerked by the Chief Officer.

Apologies should be made to the Chief Officer prior to 5pm on the day of the meeting.

### **PART 1 : ITEMS TO BE CONSIDERED IN THE PRESENCE OF THE PRESS AND PUBLIC**

#### *Opening Reflections*

#### **1. APOLOGIES FOR ABSENCE**

#### **2. DECLARATIONS OF INTEREST**

To provide an opportunity for members and Officers to declare any disclosable pecuniary and non-pecuniary interests in relation to any item on the agenda.

#### **3. MAYORS COMMENTS**

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#### **PUBLIC QUESTIONS**

The Town Mayor will adjourn the meeting to allow questions from members of the public relating to items on this agenda. After the questions the Town Mayor will reconvene the Town Council Meeting.

*If a member of the public wishes to speak to an item which is NOT on the agenda, we request that written confirmation of the question to be raised is received by the Chief Officer three working days prior to the meeting, via [chiefofficer@sandbach.gov.uk](mailto:chiefofficer@sandbach.gov.uk)*

Prior requests to speak  
Sandbach Partnership.

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#### **4. TERMS OF REFERENCE (ToR)**

[Attached: Draft Council ToR]

Action: *To review and approve the revised Council Terms of Reference in line with the Council's Standing Orders approved 30 November 2022.*

**5. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 24 MAY 2023 [ATTACHED].**

*All Minutes for Agenda item 6/7 can be viewed via Sandbach Town Council website:  
<https://sandbach.gov.uk/council/meetings/>*

**6. TO NOTE THE MINUTES OF THE MEETING OF THE PLANNING & CONSULTATION COMMITTEE HELD ON 5 JUNE 2023 (DRAFT).**

**7. TO NOTE THE MINUTES OF THE MEETING OF THE SMALL COMMON REDEVELOPMENT SUB COMMITTEE HELD ON 23 APRIL 2023 (DRAFT).**

**8. MATTERS ARISING FROM COMMITTEE MEETINGS**

**8.1 Planning, Consultation and Environment Committee**

**Terms of Reference**

[Attached: Committee Terms of Reference]

Lead: Planning, Consultation and Environment Committee  
Chair

Action: *Following recommendation from the Committee at its meeting 5 June 2023, to approve adoption of the revised Terms of Reference.*

**9. CORPORATE STRATEGY REVIEW – OBJECTIVES**

[Document previously circulated via email and available at

<https://sandbach.gov.uk/wp-content/uploads/2023/06/Corporate-Strategy-Review-Council-14-June-2023.xlsx>]

Lead: Mayor

Action: *To note the updated and referenced version of the Council's Corporate Strategy and approve the approach that each Committee will review and prioritise actions to meet the objective within their remit under the Council's scheme of delegation.*

**10. COMMUNITY RESILIENCE RESPONSE**

To create a Task & Finish Group including at least one member of each Committee to prepare the Council's response to community emergencies in partnership with other local organisations and volunteer groups

Lead: Mayor

Action: *To approve the membership of a Task & Finish Group to make proposals for a Community Resilience Response to Full Council in September 2023.*

**11. SO27 URGENCY DECISIONS**

Two urgent decisions made, in line with requirements of Standing Order 27, which are:

- Sale of Fork Lift Truck, in order to progress new operating model of the Market.  
Totalling income of £5,200 (inc vat)



Date of requested approval: 26.4.23

- Payment of Hipswing invoice for the Coronation Event concert equipment provision (inc staging) at £5277.13 (inc vat)

Payment due by 28.4.2023 and Concert held 6/7 May.

Lead: Chief Officer

Action: *To note urgent decisions under SO27.*

## **12. PUBLIC CONVENIENCE CLEANING CONTRACT**

Following short-notice cancellation of public toilet cleaning provision, it has been necessary to source a replacement service provider. No less than thirteen companies were approached – with request to meet all expected requirements and 7 day/week attendance for facility cleaning - and, of those responses received, Luella Rose (Reach for the Broom) were preferred. Previous cleaning cost was £252.50 per week and new supplier £262.50 per week (both + VAT).

Lead: Chief Officer

Action: *To:-*

- note new rolling contract with Luella Rose (Reach for the Broom)*
- approve weekly payment of £262.50 + VAT (invoiced monthly) which is to be delegated to the Finance Officer to pay, in line with Council's Financial Regulations.*

## **13. GRANT APPLICATIONS OVER £5,000**

None.

## **14. FINANCE MATTERS**

*All additional documents relating to item 14 can be viewed at:*

<https://sandbach.gov.uk/tc-14-06-2023-items-14-1-14-4-additional-attachments/>

Lead: Chief Officer

### **14.1 Annual Audit 2023-24**

#### **Internal Audit & Management Response**

[Attached: Internal Audit]

Action: *To receive the Internal Audit, Management Response and note comments*

### **14.2 External Audit – Annual Governance and Accounting Return (AGAR)**

[Attached: AGAR]

Actions: *to:-*

- Complete Section 1 of the Annual Governance statement and approve the return.*
- Approve Section 2 of the Annual Governance Return based on the supporting documents and final accounts.*

#### **14.3 Q4 Payments List**

[Attached: Payment lists]

Action: *To approve payments made 1.1.23 – 31.3.23.*

#### **14.4 Aged Debt Report**

[Attached: Aged Debt and Write off reports]

Action: *To note aged debt and approve write off of £1498.62.*

### **15. INSURANCE RENEWAL**

[Attached: Renewal Quotation]

As the current three year term of insurance is due to cease at end July 2023, we have approached three companies for Town/Parish Council insurance. One quote has been received from our current insurance provider which offers options of a single year or further long term agreement (three year).

Lead: Chief Officer

Actions: *That Council:*

- i) Consider the quotation and agree one or three year renewal.*
- ii) Approve regular payment by direct debit of agreed sum (based on i above) to be delegated to the Finance Officer, from budget code 101 4120 (Insurance).*
- iii) If a longer term option is approved (i) above, to note the future premium for budget setting 2024-2025.*

### **16. INVOICES**

**16.1** [Attached: Invoice from AGI Catering]

Lead: Mayor

Action: *To approve payment of invoice amount £1,875 for Catering of Town Hall, in house, December event from budget code 180 4831 (Town Hall Events).  
The event will be income generating.*

**16.2** [Attached: Invoice from Hipswing]

Lead: Mayor

Action: *To approve payment of balance invoice INV-15234, totalling £4,825.76 for Staging, Sound and Lighting at the Party in the Park, to be allocated to Cost centre code 140 4820 (Community Events).*

**16.3** [Attached: Invoice from John Greenall & Co]

Lead: Mayor

Action: *To approve payment of invoice number 215, totalling £2760, for the provision of payroll services 6 April 2022 – 5 April 2023 to be paid from budget line 101 4114 (Accountancy Support)*

**16.4** [Attached: Invoice from Prism IT]

Lead: Mayor

Action: *To approve payment of invoice 178414 totalling £2129.80 for IT installation at the Enterprise Centre. To be coded*



*to IT (101 4109) from Office Accommodation EMR 347 allocation approved by Council 14 December 2022).*

- 16.5** [Attached: Invoice from Blitz]  
Lead: Mayor  
Action: *To approve payment of invoice SI-1061 totalling £2976 for Party in the Park firework display and allocated to Cost centre code 140 4820 (Community Events).*

**17. MEMBERS ITEMS**

None received.

**18. CORRESPONDENCE**

- 18.1** Sandbach Partnership  
Email received on 6 June 2023 providing information relating to the Partnership.

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

The next Town Council Meeting is the taking place on Wednesday 13<sup>th</sup> September 2023 at 7pm in Sandbach Town Hall

**20. EXCLUSION OF PUBLIC AND PRESS**

Action: To consider that items under the Public Bodies (admission to Meetings) Act 1960, the public and accredited representatives of newspaper be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

**PART 2 : ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PRESS AND PUBLIC**

**21. COMPLAINTS REPORT**

- Lead: Chair of Personnel  
Action: *To receive verbal update, as required by the Council's Customer Care, Contact and Complaints Policy.*

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# SANDBACH TOWN COUNCIL

## TERMS OF REFERENCE – COUNCIL

Adopted by Council: 14<sup>th</sup> June 2023

Latest Review Date: May 2023

This supersedes any previous version (last approved 9.2.22)

21 Members of the Council

Quorum = 7

**Meetings:** Minimum of 5 Meetings held every year, with at least one every quarter. The Annual Statutory meeting (AGM) is held in May. The Annual Town meeting is held in March.

The Town Council has full authority exercised through an approved scheme of delegation for all functions, duties and responsibility, as set out in this document, but may delegate certain decisions to a committee, sub-committee or to an officer, any of which can be in consultation with a specified source. It cannot legally delegate decisions to a councillor under any circumstances.

Certain decisions are reserved to Council either by legislation or the choice of the Council.

	Function of the Council Column 1	Delegation of Function Column 2
	<b>General Governance</b>	
1.	Adoption and amendment of any strategies and policies.	None, but to receive advice from committees as appropriate. <ul style="list-style-type: none"> <li>Personnel policies &amp; Pensions Discretions Policy delegated to Personnel Committee</li> </ul>
2.	Comments on Cheshire East Council's Strategic plans, community plans or strategies	None, but to receive advice from relevant committee.
3.	Comments of strategic plans and strategies of other public sector bodies, at national, regional or sub-regional level.	Reserved for Council unless within terms of reference of a specific committee. <ul style="list-style-type: none"> <li>Planning, Consultation &amp; Environment Committee as set out in its TOR.</li> </ul>
4.	Endorsement of plans or strategic documents produced by the community or partner organisations, including principal council..	None, reserved for Council
5.	Liaising with the Police and other outside bodies on matters pertaining to the Town	<ul style="list-style-type: none"> <li>To individual committees within their terms of reference.</li> </ul>
6.	Approval or amendment of Neighbourhood Plan	None <ul style="list-style-type: none"> <li>Production of Neighbourhood Plan delegated to a Community Partnership</li> </ul>
7.	Adopting and changing the Constitution, Standing Orders, any Standing Orders for Contracts, Financial Regulations or Delivery Plan	None
8.	Approval of annual budget, Precept, and Medium-Term Financial Plan	None, but to receive advice from Finance, Policy & Governance Committee
9.	Any delegated decision which may mean a breach of Council Policy or Budget outside virement rules	None, but to receive advice from Finance Policy & Governance Committee re budget.
10.	Election of the Mayor, appointment of Deputy Mayor, and appointment of Chairmen of committees, sub-committees and Working groups established by Council.	None
11.	Agreeing and/or amending the Terms of Reference for	None



	committees, deciding on their delegation limits, composition and making appointments to them.	
12.	Appointment of Members or Officers to outside bodies. Members reporting back from outside bodies	None <ul style="list-style-type: none"> <li>• Relevant committee</li> </ul>
13.	Adopting an allowance scheme for Mayor or other members.	None
14.	Changing the name of the Town Council.	None
15.	Deciding on honorary titles or awards such as outstanding service.	None
16.	Making, amending, revoking, re-enacting or adopting Bylaws.	None
17.	To represent the view of the local community on matters of significance.	None
18.	Power to make payments or provide other benefits in cases of fault or maladministration.	<ul style="list-style-type: none"> <li>• Finance, Policy &amp; Governance Committee.</li> <li>• Appeals Committee up to £500</li> <li>• Town Clerk up to £200</li> </ul>
19.	Appeals against any decision made on behalf of the Authority	<ul style="list-style-type: none"> <li>• As set out in Personnel Policies, the Complaints Procedure and Appeals Committee terms of reference</li> </ul>
20.	Decisions on issues relating to Data Protection, Access to Information, Freedom of Information & Human Rights.	<ul style="list-style-type: none"> <li>• Town Clerk to renew Data Protection Registration and make amendments if necessary</li> <li>• Town Clerk to respond to requests from the public and matters raised by the Information Commissioner, taking advice from Data Protection Officer as necessary.</li> <li>• Council or Finance, Policy or Governance Committee- refusal of information for vexatious reasons</li> </ul>
21.	To monitor and control the Council's Ethical Framework	<ul style="list-style-type: none"> <li>• Town Clerk to obtain declarations, give up-date reminder annually and to act as necessary for Monitoring Officer.</li> <li>• Mayor may obtain declarations in the absence of the Town Clerk or Deputy.</li> <li>• Granting of a Dispensation is reserved to Council and only delegated to the Town Clerk where a decision is required in advance of a committee meeting when no Council meeting is to take place.</li> <li>• Management overview &amp; monitoring to Committee</li> </ul>
22.	To institute or defend legal proceedings including proceedings for an injunction, to authorise the carrying out of works in default of a notice, and to lodge an appeal against any Court decision.	None generally <ul style="list-style-type: none"> <li>• In cases of urgency, the Town Clerk in consultation with two of: the Mayor, Deputy Mayor, or another committee chairman.</li> </ul>
23.	All powers of the Council in the case of a civil emergency	<ul style="list-style-type: none"> <li>• The Town Clerk in consultation with two of: the Mayor, Deputy Mayor, or another committee chairman.</li> </ul>
24.	All powers of the Council in the case of urgency	<ul style="list-style-type: none"> <li>• The Town Clerk in consultation with two of: the Mayor, Deputy Mayor, or another committee chairman, subject to reporting justification to next Council meeting.</li> </ul>
25.	Election issues and filling of vacancies, including co-option of councillors	None
26.	Power to direct as to the custody of town documents	None
27.	All duties of the Proper Officer under legislation, Standing Orders, Financial Regulations or any Standing Orders for Contracts including issue of notifications and signing documents	<ul style="list-style-type: none"> <li>• Town Clerk or in his/her absence the nominated deputy to have authority after seeking relevant advice if necessary, if the matter cannot wait for the Town Clerk's return.</li> </ul>
28.	All duties of the Responsible Financial Officer under legislation,	<ul style="list-style-type: none"> <li>• Town Clerk (or nominated other officer) and Deputy</li> </ul>

<p>29.</p> <p>30.</p> <p>31.</p>	<p>Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents.</p> <p>Attendance at conference</p> <p>To do anything calculated to facilitate or conducive or incidental to the discharge of any function.</p> <p>Adoption of General power of competence</p>	<p>Town Clerk to deputise. If another officer is nominated, the Town Council to deputise.</p> <p>None</p> <ul style="list-style-type: none"> <li>Town Clerk for Member training in accordance with policy.</li> </ul> <p>Council unless specifically delegated to a committee.</p> <p>None</p>
<p>32.</p> <p>33.</p> <p>34.</p> <p>35.</p> <p>36.</p>	<p><b>Personnel Issues</b></p> <p>To direct which post holders will be designated Proper Officer and Responsible Financial Officer to the Council.</p> <p>To determine the overall staffing structure and approval of additional posts</p> <p>Confirming the appointment of the Town Clerk</p> <p>Other Personnel matters</p> <p>Health &amp; Safety Policy- General Statement</p>	<p>None - but on recommendation of Personnel Committee.</p> <p>Committee for approval of changes to structure, including additional posts, under Grade 27 within approved overall staffing budget</p> <ul style="list-style-type: none"> <li>Interviewing for, subject to confirmation by Council is delegated to a Personnel Committee (or Panel of) and the Mayor.</li> <li>As set out in Terms of Reference for Personnel Committee</li> </ul> <p>None</p> <ul style="list-style-type: none"> <li>Organisation and Arrangements to Personnel Committee</li> </ul>
<p>37.</p> <p>38.</p> <p>39.</p>	<p><b>Quality &amp; Integrated Management</b></p> <p>Matters relating to Quality and Integrated Management and the Local Council Awards Scheme.</p> <p>Administration of the Complaints Procedure</p> <p>Customer care and equality in services delivery and access</p>	<ul style="list-style-type: none"> <li>Finance, Policy &amp; Governance Committee oversee the processes.</li> <li>Resolutions regarding Local Council Awards reserved to Council.</li> <li>Town Clerk to manage</li> <li>As set out in Complaints Procedure and Terms of Reference for Appeals Committee</li> <li>None, but on advice of relevant committees</li> </ul>
<p>40.</p> <p>41.</p>	<p><b>Delegated Services</b></p> <p>To take on services from other local authorities or public bodies (LGA 1972, Sec 101, 111 &amp; 112 or Localism Act 2011)</p> <p>To undertake services for another local authority or public body</p>	<p>None</p> <ul style="list-style-type: none"> <li>Management overview to specific committees</li> <li>Town Clerk to manage operations</li> </ul> <p>None</p>
<p>42.</p> <p>43.</p> <p>44.</p> <p>45.</p> <p>46.</p>	<p><b>Powers of all Committees</b></p> <p>To undertake all functions within their Terms of Reference. They may choose because of uncertainty as to whether a function is delegated, or because of sensitivity, controversy or seriousness of a matter, not to use the delegated power.</p> <p>To arrange extra meetings</p> <p>To make spending or income recommendations to Council during the budget process.</p> <p>To monitor actions on minutes of the Committee or relevant Delivery Plan actions.</p> <p>To manage services for which they are responsible within an approved budget &amp; policy.</p>	<ul style="list-style-type: none"> <li>Committee</li> <li>Committee</li> <li>Town Clerk (or nominated deputy) in consultation with Chairman or Vice Chairman</li> <li>Committee</li> <li>Committee</li> <li>Committee for management overview</li> <li>Town Clerk for operational management</li> </ul>



47.	To authorise spending/ issue works orders within budgets delegated to a committee	<div>4</div> <ul style="list-style-type: none"> <li>Committee or Town Clerk in accordance with Financial Regulations, Standing Orders or any Standing Orders for Contracts.</li> </ul>
48.	To contribute to the Annual Report and other publicity materials relating to the responsibilities of the committee	<ul style="list-style-type: none"> <li>Committee</li> </ul>
49.	To appoint sub-committees including Chairman & Vice Chairman NB. See Sub-Committees also-79 Onwards	<ul style="list-style-type: none"> <li>Committee</li> </ul>
	<b>Land</b>	
50.	Power to acquire by agreement, to appropriate, to dispose of, Local Government Act 1972, S124, 126,127	None
51.	Power to accept gifts of land, Local Government Act 1972, S139	None
52.	Power to acquire land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10	None for acquisition Relevant committee for management & maintenance in accordance with respective terms of reference
	<b>Finance &amp; Audit</b>	
53.	Authorisation of Payment of accounts	<ul style="list-style-type: none"> <li>Council/ Finance, Policy &amp; Governance Committee/ other Committees/Town Clerk/ RFO in accordance with Financial Regulations</li> </ul>
54.	Approval of Annual Return & Statement of Accounts	None
55.	Power to approve capital projects on recommendation from standing committees within or without budget	Council only if not approved in principle. <ul style="list-style-type: none"> <li>Relevant committee if within policy and budget, and to implement</li> </ul>
56.	Approval of Banking Arrangements & selecting insurers	None
57.	Approval of Orders for work, goods or services	<ul style="list-style-type: none"> <li>Council/ committees/ Town Clerk/ RFO in accordance with Financial Regulations</li> </ul>
58.	Audit arrangements	<ul style="list-style-type: none"> <li>Town Clerk/ RFO to manage in accordance with Financial Regulations</li> <li>Council to approve annual external audit report, internal audit reports and agree responses.</li> <li>Finance, Policy &amp; Governance Committee to consider and action interim internal audit report <b>recommendations</b> and to make known any internal audit matters which require consideration.</li> <li>Council to approve body to appoint external auditor</li> <li>Council to appoint Internal auditor</li> </ul>
59.	Power to accept gifts, Local Government Act 1972, S139	None
60.	Power to participate in schemes of collective investment, Trustees Investments Act 1962, S11	None
61.	Power to borrow, Local Government Act 1972 S111 & Sch. 13	None
62.	Writing off bad debts	Council or Finance, Policy & Governance Committee in accordance with Standing Orders or Financial Regulations
63.	Proceedings or other steps to recover debt owing to the Council	<ul style="list-style-type: none"> <li>Town Clerk or RFO</li> </ul>
	<b>Planning and Development Control</b>	
64.	To make observations on major or controversial planning applications referred to it by another committee.	None.
65.	To make observations on Planning consultation documents from	None for Local Plan, but to receive recommendations



66.	the Cheshire East Council and other bodies.  All other Planning and Building Control matters.	from other committees where appropriate. <ul style="list-style-type: none"> <li>• Planning, Consultation &amp; Environment Committee in other cases.</li> <li>• Planning, Consultation &amp; Environment Committee</li> </ul>
67.	<b>Housing</b> Policy.	None
68.	All other housing matters.	<ul style="list-style-type: none"> <li>• Community &amp; Environment Committee</li> </ul>
69.	<b>Emergency Planning</b>  To prepare an Emergency Plan for the Town which supports that of Cheshire East Council & the Cheshire Resilience Forum	Approval by Council <ul style="list-style-type: none"> <li>• Assets &amp; Services Committee for Management Overview</li> <li>• Operational management by Town Clerk [See also Emergency powers, 23. above.]</li> </ul>
70.	<b>Young People</b>  Support public & community services and facilities for the young and support young people in their communities.	<ul style="list-style-type: none"> <li>• Community &amp; Environment Committee for management overview.</li> <li>• Town Clerk for Operational management</li> </ul>
71.	Co-ordinate the involvement of young people in decision making and governance	None
72.	<b>Community Engagement</b>  To promote the social wellbeing of the Town	<ul style="list-style-type: none"> <li>• Community &amp; Events Committee for management overview.</li> <li>• Town Clerk for Operational management</li> </ul>
73.	To facilitate and support local community and voluntary organisations.	<ul style="list-style-type: none"> <li>• Community &amp; Events Committee for management overview.</li> <li>• Town Clerk for Operational management</li> <li>• Finance, Policy &amp; Governance Committee for grants</li> </ul>
74.	To support CAB for the Town, Local Government Act 1972, s 142	<ul style="list-style-type: none"> <li>• Community &amp; Events Committee</li> </ul>
75.	To promote social inclusion within communities.	<ul style="list-style-type: none"> <li>• Community &amp; Events Committee for management overview.</li> <li>• Town Clerk for Operational management</li> </ul>
76.	To promote Fair Trade in the Town.	<ul style="list-style-type: none"> <li>• Community &amp; Events Committee for management overview.</li> <li>• Town Clerk for Operational management</li> </ul>

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated Deputy, after seeking advice if appropriate, if the matter cannot wait until the Town Clerk's return. Town Clerk / Chief Officer are synonymous terms in this document.

Definition of "Management Overview": To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to.

Definition of "Operational Management" That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget

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## SANDBACH TOWN COUNCIL

**Minutes of the forty-ninth Annual Meeting of Sandbach Town Council held on  
Wednesday, 24<sup>th</sup> May 2023 at 7pm in the Sandbach Town Hall**

### **PRESENT**

Councillors: K Flavell, L Crane, J Arnold, J Beddows, M Muldoon, A Nevitt,  
S Corcoran, G Lindop, D Poole, G Price Jones, T Wheatcroft,  
M Deakin, M Hough, L MacGregor, S Richards, S Broad, N Cook,  
R Gray, D Hegarty and M Mitchell.

Also present were 50 members of the public, press and neighbouring Town/Parish Council Dignitaries.

The Opening Reflections were read by Cllr K Flavell

### **1. APOLOGIES FOR ABSENCE**

Cllr K England, due to personal reasons

### **2. THE RETIRING TOWN MAYOR'S REMARKS**

Cllr Flavell commented that she had had an amazing year in office, with 69 events attended; it had been a privilege to attend the varied and interesting community activities, which included the inaugural Sandbach Pride event. Additionally, the Coronation Concert, despite the rain, was a great event and a highlight of the year but, most of all, following the ancient tradition, making the proclamation of the King on the Cobbles was a real honour.

Funds were raised for Cheshire Arts for Health and Sandbach Animal Rescue, which Cllr Flavell will continue to support in various ways.

Thanks were expressed to past Councillors, Council and staff for input and hard work during Cllr Flavell's year as Mayor.

Cllr Flavell closed her remarks with a quotation from Harry S Truman:

*"It is remarkable what you can accomplish if you do not care who gets the credit".*

### **3. ELECTION OF THE TOWN MAYOR FOR THE YEAR 2023/24**

Cllr A Nevitt Proposed Cllr L Crane. Seconded Cllr S Broad.

**Resolved:** that Cllr Laura Crane be elected Mayor for the year 2023/24.

### **4. DECLARATION OF ACCEPTANCE OF OFFICE – TOWN MAYOR**

The new Mayor read and signed her Declaration of Acceptance of Office which was countersigned by the Deputy Chief Officer.



**5. ELECTION OF THE DEPUTY TOWN MAYOR FOR THE YEAR 2023/24**

Cllr L Crane Proposed Cllr A Nevitt. Seconded Cllr G Lindop.

**Resolved:** that Cllr Ann Nevitt be elected Deputy Mayor for the year 2023/24.

**6. DECLARATION OF ACCEPTANCE OF OFFICE – DEPUTY MAYOR**

The new Deputy Mayor read and signed her Declaration of Acceptance of Office which was countersigned by the Deputy Chief Officer.

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The Mayoral Party withdrew from the Ballroom whilst they were invested with their Civic chains.

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**7. TRIBUTE BY THE NEW TOWN MAYOR TO THE RETIRING TOWN MAYOR.**

The Mayor paid tribute to the outgoing Mayor and commented on the term of office having been significantly busy and memorable. Most Mayor's have a busy time with the varied and wonderful community events, but Kathryn took on the role when Covid was still impacting the Town, a year which saw the Platinum Jubilee, the passing of Her Majesty the Queen, a historical proclamation of the King and Coronation of King Charles III, with recent celebration concert and a solo performance by the outgoing Mayor.

Thanks to Kathryn for leading during those difficult times and for being a fair Mayor, working in uniting the Council through the last twelve months.

**8. APPOINTMENT BY THE NEW TOWN MAYOR OF HONORARY CHAPLAINS, THE ANNOUNCEMENT OF THE DATES OF CIVIC EVENTS, THE CHARITIES TO BE SUPPORTED AND PLANS FOR YEAR OF OFFICE**

The new Mayor confirmed that she will be supporting two charities during her year of office. The first is the Ettiley Heath Playing field association, who have been chosen in order for the group to secure additional funds to support the playing field facility, open to all. The second is Ruby's Fund, which is a Charity close to the Mayor's heart and which is supporting numerous parents and siblings of children with additional needs in the area.

Mayoral events and activities are to be confirmed and will be advertised.

**9. COMMITTEE MEMBERSHIP PLACES**

**Resolved:** that:

- i. the membership numbers of the adopted Committee structure is agreed as:
  - Planning, Consultation and Environment (Max 10)
  - Assets and Services (Max 10)
  - Finance, Policy and Governance (Max 10)
  - Personnel (Max 9) (with its Appeals Committee consisting of 5 available Personnel Members)
  - Community and Events (Max 10)

- Small Common Refurbishment Sub Committee (Max 7)
  - Any future sub-committee (Max 7)
- ii. The above maximum membership numbers be listed within the Terms of Reference presented at the at the first meeting of each Committee, and within Council's Standing Orders.

## 10. COMMITTEE APPOINTMENTS

- i. Members reviewed all committee appointments.

**Assets and Services:** Cllrs Flavell, Hegarty, Mitchell, Beddows, England, Nevitt, Gray, Arnold, Poole and MacGregor.

**Resolved:** *That the above Committee membership be approved.*

**Community and Events:** Cllrs Beddows, Nevitt, Cook, Hegarty, Price Jones, Arnold, MacGregor, Hough and Broad.

**Resolved:** *That the above Committee membership be approved.*

**Finance, Policy and Governance:** Cllrs Lindop, Corcoran, Mitchell, Wheatcroft, England, Nevitt, Deakin, Cook, Hegarty and Arnold.

**Resolved:** *That the above Committee membership be approved.*

**Planning, Consultation and Environment:** Cllrs Price Jones, Muldoon, Mitchell, Wheatcroft, England, Richards, Gray, Arnold, Poole and Broad.

**Resolved:** *That the above Committee membership be approved.*

**Personnel:** Cllrs Flavell, Nevitt, Mitchell, Deakin, Price Jones, Arnold, MacGregor, Hough and Broad.

**Resolved:** *That the above Committee membership be approved.*

**Small Common Sub-Committee:** Cllrs Hegarty, England Beddows and Flavell.

**Resolved:** *That the above sub-Committee membership be approved.*

- ii. Members discussed the Chair and Vice Chair roles.

**Assets and Services:** Cllr Flavell (Chair) and Hegarty (Vice Chair).

**Resolved:** *That the above Committee Chair and Vice Chair be approved.*

**Community and Events:** Cllr Beddows (Chair) and Nevitt (Vice Chair).

**Resolved:** *That the above Committee Chair and Vice Chair be approved.*



**Finance, Policy and Governance:** Cllr Lindop (Chair) and Corcoran (Vice Chair)

**Resolved:** *That the above Committee Chair and Vice Chair be approved.*

**Planning, Consultation and Environment:** Cllr Price Jones (Chair) and Muldoon (Vice Chair).

**Resolved:** *That the above Committee Chair and Vice Chair be approved.*

**Personnel:** Cllr Flavell (Chair) and Nevitt (Vice Chair)

**Resolved:** *That the above Committee Chair and Vice Chair be approved.*

**Small Common Sub-Committee:** Cllr Hegarty (Chair) and England (Vice Chair).

**Resolved:** *That the above sub-Committee Chair and Vice Chair be approved.*

## 11. APPOINTMENTS TO OUTSIDE BODIES

**Resolved:** The representation to outside bodies and Lead Councillors is approved as:

Diversity Champion:	Cllr M Hough
Sandbach Partnership Mgmt Team:	Cllr D Hegarty
Sandbach Almshouse Trust:	Cllrs Wheatcroft, Nevitt, Price Jones and Broad
Linden Bank Liaison Group:	Cllrs Flavell and Gray
ChALC Area Committee:	Mayor and Clerk
ChALC AGM:	Mayor, Deputy Mayor and Clerk
ChALC Clerk Forum:	Clerk
St Mary's Church:	Cllr Corcoran
CEC Town/Parish Conferences:	Mayor and Clerk
Churches Together Fairtrade:	Cllr MacGregor
Foden's Supervisory Board:	Cllr Crane
Connected Communities:	Mayor + Cllrs Nevitt, Arnold, MacGregor and Hough
Sandbach Transport Festival:	Cllrs Broad, Price Jones and Nevitt
(Police) ASB Group:	1 Member from each Ward: Cllrs Flavell, Wheatcroft, England and MacGregor.

### Lead Members

Climate:	Cllr Wheatcroft
Dementia Friends:	Cllr Hegarty
Police:	Cllr England
Rail:	Cllr Flavell
Schools:	Cllr Richards

## 12. CALENDAR OF MEETINGS AND ACTIVITIES

**Resolved:** the 2023-24 Calendar of Meetings and Council activities is approved.



**13. INTERNAL AUDITOR**

**Resolved:** That JDH Business Services is approved as internal auditor 2023/24.

**14. OUTSIDE SUPPORT 2023/24**

**Resolved:** that:-

- i. Worknest is approved for Health, Safety and Employment support.
- ii. John Greenall & Co Ltd is approved for payroll and pension services.
- iii. Dixon Rigby Keogh, Sandbach, is approved for Legal Support.
- iv. John Greenall & Co is approved for Financial guidance and VAT return.
- v. Prism Computers is approved for IT Support.

**15. CONSTITUTION DOCUMENT REVIEW**

**Resolved:** That: --

- i. The Council's financial regulations are approved.
- ii. The Council's Standing Orders are approved, subject to inclusion of revised Committee Membership above (item 9).

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

The next meeting of the Town Council is a business meeting scheduled for Wednesday 14<sup>th</sup> June 2023 at 7.00pm in the Ballroom, Sandbach Town Hall.

Meeting closed at 8:05pm

Cllr L Crane, Mayor

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# 8.1

## SANDBACH TOWN COUNCIL

### PLANNING, CONSULTATION & ENVIRONMENT COMMITTEE:

#### TERMS OF REFERENCE



**Approved by Council: 14<sup>th</sup> June 2023**

**To be reviewed annually at the first Committee meeting each Council year**

This document supersedes the Terms of Reference/Delegation dated 7<sup>th</sup> December 2017.

10 Members of the Authority

Quorum = 4

Provides a strategic overview of environmental and regeneration issues within the town and in the context of the wider locality. Considers and provides a formal observation on planning applications in Sandbach, and other aspects of planning control. Comments on specific environmental consultations within designated response time including highway issues, licensing, gaming, tree preservations, signage and environmental matters. Formally responds to consultations from Cheshire East Council and other statutory bodies but it has no executive power beyond this role.

**Meetings:** Approximately every 4 weeks.

All non-committee members may attend meetings of the Committee except for confidential items and speak on ward issues at the Chairman's discretion, but are unable to vote.

Function of the Council Column 1		Delegation of Function Column 2
<b>Strategic Planning</b>		
1.	Making observations on Local Plan, or Waste and Mineral Plans	<ul style="list-style-type: none"> <li>• Council on the advice of Committee for Local Plan.</li> <li>• Committee for Waste &amp; Mineral Plans.</li> </ul>
2.	Making observations on supplementary planning documents or non-statutory plans.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
3.	To oversee the Council's role in preparing, reviewing and monitoring the Neighbourhood Plan and to approve spend in relation to the Neighbourhood Plan, in accordance with the Council's financial regulations.	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Approval of Plan reserved to Council.</li> </ul>
4.	Planning Guidance and Policy by the Town Council	<ul style="list-style-type: none"> <li>• Committee to oversee and recommend</li> <li>Approval reserved to Council</li> </ul>
5.	<b>Planning and Development Control</b> To make observations on all Cheshire East Borough Council Planning applications; Listed Building applications; Conservation Area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk after consultation with the Chair &amp; Vice Chair, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</li> <li>• Town Clerk to submit approved observations</li> <li>• Committee may decide that with a major or particularly controversial application, to make recommendations for determination by Council.</li> </ul>
6.	Referring any Planning enforcement issue to the principal Council	<ul style="list-style-type: none"> <li>• Town Clerk</li> </ul>
7.	To make observations on all planning aspects and licensing aspects of waste applications or mineral applications.	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk after consultation with Chair &amp; Vice Chair, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</li> </ul>



8.	To comment on Tree Preservation applications or the making of Orders.	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</li> </ul>
9.	To respond to consultations from adjoining authorities outside of Cheshire East Borough.	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</li> </ul>
10.	To make observations on Planning policy consultation documents from Cheshire East Council or other bodies.	<ul style="list-style-type: none"> <li>• Committee, except Local Plan which is reserved for Council.</li> </ul>
11.	To make observations at the time of planning appeals and to authorise witnesses (officers, councillors or consultants) on behalf of the Council.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
12.	To make observations on Hazardous Substance applications.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
13.	To make observations on applications for amendments to planning and other related consents previously granted by any authority.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
14.	To make observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued by Cheshire East Council.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
15.	Making observations on applications and other actions in relation to hedge rows.	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</li> </ul>
16.	Making observations and recommendations on Street naming or numbering.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
17.	To liaise with the district council on any matter relating to building control.	<ul style="list-style-type: none"> <li>• Town Clerk</li> </ul>
18.	To monitor proposals from developers under Section 106 Agreements or Community Infrastructure Levy.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
19.	To request a Cheshire East councillor to "call in" applications to be determined their Planning Committee.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
20.	To undertake the Council's role in the making, review or management of conservation areas <b>Licensing</b>	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
21.	Making observations on any matter relating to gaming or gambling	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
22.	Making observations on applications and other matters under the Licensing legislation.	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.</li> </ul>

<b>Strategic Highways &amp; Transportation</b>	
23.	To take policy lead on the Local Transport Plan and general transportation issues.
24.	To respond to consultation on any temporary or permanent highways changes.
25.	Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land.
26.	Consent for ending maintenance at public expense or stopping up or diversion of highway
27.	<p><b>To Consider all Incoming Consultation Documents and determine a response on behalf of Sandbach residents</b></p> <p>To undertake an initial review of all incoming consultation documents and determine:</p> <ol style="list-style-type: none"> <li>1) If Council should make a response</li> <li>2) The form of the response</li> <li>3) To allocate to another committee if appropriate</li> <li>4) To provide the response and communicate the outcome as appropriate</li> </ol>

- Committee for Management overview & to advise Council.
- Town Clerk for operational management
- Committee
- Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
- Committee
- Town Clerk after consultation with Members, if consensus view
- Committee
- Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
- Committee
- Town Clerk to co-ordinate response correspondence and inform Committee / Council as appropriate

<b>Environment &amp; Sustainability</b>	
28.	To promote the environmental wellbeing of the Town.
29.	Conservation of the built & natural environment
30.	To lead on the sustainability of the Council as an organisation and to approve and action environmental audits.
31.	To monitor the steps which the Council needs to control its carbon footprint and help reduce climate change.
32.	To promote environmental awareness.
33.	To lead the Town and partner the community in addressing climate change, sustainability and transition.

- Committee for management overview
- Town Clerk for operational management
- Committee for management overview
- Town Clerk for operational management
- Committee for management overview and to recommend Policy
- Town Clerk for operational management
- Committee for management overview
- Town Clerk for operational management
- Committee for management overview
- Town Clerk for operational management
- Committee for management overview and to recommend Policy
- Town Clerk for operational management



	<b>Environmental Public Health</b>	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Town Clerk for operational management</li> <li>• Petitions to Committee</li> <li>• Town Clerk in other cases</li> </ul>
<p>34. Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, S125 and power to deal with ponds &amp; ditches, Public Health 1936, S260.</p> <p>35. To liaise with the relevant authorities in cases of public health/ environmental nuisance, drainage matters, pollution, or animal welfare issues.</p> <p>36. To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act).</p>	<b>Housing</b>	<ul style="list-style-type: none"> <li>• None, but on advice from Committee.</li> <li>• Committee for management overview within Policy and Budget and to recommend policy to Council</li> <li>• Town Clerk for operational management</li> <li>• Planning and Consultation Committee through the Planning system.</li> <li>• Committee for management overview within Policy and Budget</li> <li>• Town Clerk for operational management</li> </ul>
<p>37. Town Council Policy or response to consultation on Cheshire East Policy.</p> <p>38. To lobby for a suitable mix of housing and adequate affordable homes.</p> <p>39. To work with partners to tackle other housing matters which may affect Sandbach, including landlord supervision, design guidance, homelessness and rough sleeping.</p>	<b>Economic Wellbeing &amp; Regeneration</b>	<ul style="list-style-type: none"> <li>• Committee for management overview within Policy and Budget.</li> <li>• Town Clerk for operational management</li> <li>• Committee for management overview within Policy and Budget.</li> <li>• Town Clerk for operational management</li> <li>• Committee for management overview within Policy and Budget.</li> <li>• Town Clerk for operational management</li> <li>• Committee for management overview within Policy and Budget.</li> <li>• Town Clerk for operational management.</li> </ul>



44.	To support skills & training for local businesses and to improve the skills of the unemployed.	<ul style="list-style-type: none"> <li>• Committee for management overview within Policy and Budget.</li> <li>• Town Clerk for operational management.</li> </ul>
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NOTES to Terms of Reference Document:

Definition of "Management Overview": To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to.

Definition of "Operational Management" That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget

References to Town Clerk translate to Chief Officer and / or Chief Officer's office as determined by the Chief Officer

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## Sandbach Town Council

Internal Audit 2022/23

JDH BUSINESS SERVICES LTD

*Registered to carry on audit work by the Institute of Chartered Accountants in England and Wales*



The internal audit of Sandbach Town Council is carried out by undertaking the following tests as specified in the AGAR Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year end testing on the accuracy and completeness of the financial statements
- Checking that during the previous year, the council correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations

The interim internal audits provide evidence to support the annual internal audit conclusion in the AGAR Annual Return for larger councils.

## Conclusion

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, except for the issues and recommendations reported in the action plan overleaf.

**J D H Business Services Ltd**

	ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response
	<b>2022/23 Year End Internal Audit</b>			
	No further issues arising – a robust set of year end records have been maintained with a comprehensive audit trail to supporting information.			
	<b>2022/23 Second Interim Internal Audit</b>			
1	The Informal Group Log than lists the various working groups of the council indicates that one group, the Small Common Refurbishment Project Group, has delegated powers. However, a working group that is not a committee or sub-committee of the council cannot have delegated decision making powers.	<i>The council should review the terms of reference of the Small Common Refurbishment Project Group to ensure it is advisory only with no decision making powers.</i>		The informal group log is in draft form – this is an error and will be removed. All decision making has been delegated by Council 21 September 2022 to the Small Common Sub Committee.
2	Aged debtor reports are not provided annually to council to provide management information about the age profile of debtor balances.	<i>Management information provided to council could be improved by providing the Rialtas aged debtor report at least annually so council can review income risks in terms of whether the levels of older debtors is significant.</i>		This will be presented to Council annually as part of the final accounts. Client confidentiality would need to be addressed.
3	Pay rises are notified to the payroll agent via an email from officers.	<i>The Chair should either email the annual officer pay rise information to the payroll agent or a scanned letter from the Chair should be sent to the agent conforming the annual officer pay rises.</i>		This will be implemented with immediate effect. We assume this means the Chair of Finance,



	ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response
				Policy and Governance Committee. We assume this is in relation to NJC increment pay rises which the Council have authorised.
4	Although there is some coverage of investments in the Financial Regulations, there is no current adopted Investment Strategy and Treasury Management strategy.	<i>An Investment Strategy and Treasury Management strategy should be established with reference to the requirements of the Local Government Act 2003.</i>		This will be implemented and presented to the next FPG Committee.
5	The council is not currently provided with the Fixed Asset Register for review and approval annually.	<i>As part of year end procedures, the council should be provided with the Fixed Asset Register for review and approval annually.</i>		The Council reviews the fixed asset register annually but does not present this to Council as it is not required by Financial Regulations. We will present annually as part of the AGAR.
<b>2022/23 First Interim Internal Audit</b>				
1	Sample testing of bar income identified the reconciliation of income to z reads was not always being carried out. Where the reconciliation is completed, we identified examples where the information was not	<i>The reconciliation of bar income must be carried out comprehensively for every event. Where there are significant differences above a specified threshold between the z reads and card/cash income recorded, then these</i>	Implemented - The council has implemented a bar income spreadsheet which	Closed.



ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response
<p>comprehensive enough to evidence that income has been completely and accurately recorded as follows:</p> <ul style="list-style-type: none"> <li>- Where the reconciliation records differences between card/cash and z reads, these are simply recorded with no explanation even where the differences are significant. No threshold has been set for explanations to be required for card and cash reconciliation differences.</li> <li>- The bar takings sheets containing the reconciliation template also has a checklist to be completed, This includes confirmation that an ' issues sheet' has been completed. We noted this is ticked even when no issues sheet has been completed so there is a need for staff training in the completion of the bar takings reconciliations.</li> <li>- Due to the lack of effective reconciliation process in the bar takings sheets, the purchases made out of bar cash at events are not being quantified in the reconciliation and then posted to expenditure in the</li> </ul>	<p><i>differences must be investigated. The 'issues sheet' must be completed with the reasons for all significant differences.</i></p> <p><i>Income and expenditure must be posted gross to the Rialtas ledger. The bar takings sheet should include a section containing the required posting to the ledger for income and expenditure for each event. VAT should be reclaimed on all standard rated purchases paid out of bar cash receipts.</i></p> <p><i>Staff involved in the bar events should receive training in the completion of the bar takings sheets, reconciliation with z reads and following up significant differences identified.</i></p> <p><i>Finance staff should review all bar takings reconciliation and 'issues sheets' to ensure differences are adequately investigated and explained.</i></p>	<p>evidences regular reconciliations with explanations required. when a defined threshold is exceeded. Staff responsible for managing bar takings have been trained in required procedures.</p>	

ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response
	<p>Rialtas ledger. Therefore, net income is being posted for bar income to the ledger. The purchase invoices are attached to each reconciliation so the information is available to calculate the postings required.</p>		
2	<p>Sample testing of markets income identified that the markets spreadsheet developed to predict income for market days and used for reconciliation to actual market takings has been discontinued.</p> <p>Market takings sheets do not always evidence that any reconciliation of markets income took place, for instance the market takings sheet dated 05/08 /2022 not signed as 'checked by'. The review of the market sheets is also important as it helps ensure that market takings are allocated to the correct category for posting to the Rialtas ledger and that the correct rate of VAT is applied eg Gazebos.</p> <p>We were informed that markets are being moved to a card payment system only which will reduce the administration of cash reconciliations.</p>	<p>Implemented - The council has reinstated the market income spreadsheet and regular reconciliations.</p>	Closed

	ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response
	<b>2021/22 Year End Internal Audit</b>			
1	<p>The balance for deposits held in the year-end Balance Sheet is £13,326.10, however, the analysis of deposits actually held for events dated post 31/03/2022 is £9815.60.</p> <p>We were informed the £3510.50 difference related to items such as deposits not converted into payments for invoices and deposits for events cancelled by the customer who has then forfeited the non-refundable deposit.</p>	<p><i>The difference between deposits held per the year-end Balance Sheet, and actual deposits relating to 2022/23 onwards should be fully reconciled and a report produced for council including the amount that is proposed for write off.</i></p> <p><i>The report to council should also identify the improvements to internal controls over deposits for implementation including:</i></p> <ul style="list-style-type: none"> <li><i>a regular reconciliation of the balance of deposits in the ledger with the underlying analysis of deposits held for future events</i></li> <li><i>ensuring officers convert all relevant deposits into invoice payments for events held</i></li> <li><i>ensuring non-refundable deposits that are forfeited are cancelled from the deposits account in the ledger on a timely basis.</i></li> </ul>	Implemented	Closed.



	ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response
2	The gross value of debts over 60 days old as at the year end was £4074. This balance represents 39% of the year end trade debtors.	<p><i>Customer debt must be followed up promptly in accordance with the council incomes policy.</i></p> <p><i>Annually the council should carry out a review of the debtors ledger, in advance of the year end, to clear errors/cancelled bookings and identify potential and actual bad debts. A report should be provided to council for identified bad debts for approval for write off. For the total of doubtful debts identified during the review, a provision should be included in the year end accounts.</i></p>	A review of debtors formed part of year end procedures for 2022/23 including debt provision.	
<b>2021/22 Second Interim Internal Audit</b>				
1	We could not identify any approval in the council minutes for the sample of credit card or petty cash payments we tested.	<i>All credit card and petty cash payments should be presented to council for approval.</i>	Implemented	Closed.
2	A number of recommendations from previous financial years remain to be implemented.	<i>The council should implement internal audit recommendations on a timely basis.</i>	See follow up of issues below	See below.
<b>2021/22 First Interim Internal Audit</b>				
				STC Management Response

	ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response
1	<p>Insufficient staff resources due to gaps in the organisational structure has meant significant delays in delivering key financial requirements for the year to date:</p> <ul style="list-style-type: none"> <li>- Posting of transactions to the Rialtas ledger has not been completed on a timely basis and as at the date of the internal audit visit on January 20<sup>th</sup> 2022 the ledger and bank reconciliations had not been completed from November onwards as a process of catch up had to be undertaken in terms of posting entries to the ledger for earlier months.</li> <li>- As a result of the above, it was not possible to present the first half yearly budget report to the Finance and Governance Committee until December 8th 2021. The lack of staff resources also meant the council had to outsource the development of the 2023 annual budget to an accountancy firm.</li> </ul>	<p><i>The council should ensure there are sufficient financial staff resources in place to carry out all financial requirements on a timely basis including regular input of transactions into the Rialtas ledger, monthly bank reconciliations, budgetary control reporting, completing the annual budget for council consideration, and ongoing compliance with all the requirements of the Financial Regulations.</i></p>	Implemented	Closed.
2	<p>An input error resulted in a supplier payment of £838.80 being made to an incorrect sort code and therefore bank account. The</p>	<p><i>When a bank payment is flagged as 'not possible to verify bank details' the payment should not be made to the supplier at that time</i></p>	This was an isolated error – the clerk noted	Council approved write off 30 November 2022

	ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response
	<p>Natwest Payments status report states 'Not possible to verify account details' for this payment and this should have acted as a prompt to check the supplier bank details but the payment was still made. Natwest have implemented the 'Confirmation of payee' control to prevent fraud, and errors of this nature occurring. The amount paid has not been refunded to date.</p>	<p><i>– the bank details should be checked to the supplier invoice and the supplier should be contacted to verify the bank details.</i></p>	<p>that the Council approved the write off of the whole amount on 30 November 2022.</p>	
3	<p>The aged debt listing as at the January 20<sup>th</sup> 2022 comprised £3991.93 of debtors in excess of 60 days old. Discussion with staff indicated there had not been sufficient staff resources to follow up outstanding debtors or issue regular customer statements.</p>	<p><i>Outstanding debtors should be followed up regularly and customers issued with debtor statements as part of standard credit control procedures.</i></p>	<p>See year end internal audit issue 2.)</p>	<p>As above.</p>
4	<p>We were unable to review reconciliations of bar takings cash-sheets to till z-reads as no z-reads were available due to ongoing issues with the bar till. The lack of reconciliations between bar cash-sheets and till z-reads means this important internal control of over the completeness and accuracy of bar income had not been in place for a significant portion of the financial year.</p> <p>We understand finance staff have since contacted the supplier and the bar till has been updated with new software that enables</p>	<p><i>The council should act promptly to resolve key issues that are impacting on the ability to apply internal controls effectively. In this instance the supplier could have been contacted much earlier in the financial year to provide the required software update for the tills.</i></p> <p><i>Staff resources should be identified to complete reconciliations of bar takings for events with the z-reads.</i></p>	<p>Implemented – Z reads are now produced and attached to bar takings reconciliation sheets</p>	<p>Closed.</p>



	ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response
	Z-reads to be printed after every event and that these are now available from August 2021 to date.			
5	Review of market takings sheets identified examples of sheets not being checked and signed as 'checked by'. This again was due to lack of staff resources to undertake checks on actual vs expected income and the allocation of income types. The review of the market sheets is also important as it helps ensure that market takings are allocated to the correct category for posting to the Rialtas ledger and that the correct rate of VAT is applied eg Gazebo's.	<i>Staff resources should be identified to complete checks over the completeness and accuracy of market income in the market takings sheets. These checks should be evidenced by a dated signature.</i>	2022/23 second interim follow up - The council has reinstated the market income spreadsheet and regular reconciliations.	Closed
6	The Finance & Governance Committee is scheduled to approve payments quarterly. From June 2021 onwards, the schedule of payments produced from Rialtas also includes BACs batch totals of payments rather than the underlying payments.	<i>All individual payments should be reported to the Finance &amp; Governance Committee for approval.</i>	Implemented	Closed
7	The system of authorising payments changed during the financial year so that the previous locum clerk authorised online payments rather than two councillors from August 2021 until the date the interim support ceased. Financial Regulations	<i>The council should authorise payments as prescribed in the current Financial Regulations.</i>	Implemented	Closed

	ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response
	require two councillors to authorise online payments prior to the payments being made.			
8	We could not identify any approval in the council minutes for credit card or petty cash payments made during 2021/22 to the date of the interim internal audit.	<i>All credit card and petty cash payments should be presented to council for approval. The card and petty cash payments made to date should be put to the next relevant meeting for approval.</i>	Implemented	Closed
9	The budgetary control information presented to council did not contain any explanations of material variances as required by the Financial Regulations:  <i>4.8. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of the greater of £500 and 10% of the budget line.</i>	<i>The budgetary control information presented to council should comply with the requirements of the Financial Regulations.</i>	Implemented	Closed. This recommendation is now implemented. Variance report presented to Finance, Policy, and Governance Committee 1 February 2023 Item 6h.
10	An invoice or voucher could not be located for the card payment on 07/4/21 to Dropbox for £60.48.	<i>Supporting documentation must be retained for all transactions.</i>	Implemented – supporting documentation has now been provided.	Closed.
<b>2020/21 Year End Internal Audit</b>				<b>STC Management Response</b>

	ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response
1	There is an earmarked reserve in the year end accounts for personnel adverts of £1,300, however, this is an annual revenue spend item rather than a medium term scheme/project or a sinking fund.	<i>Earmarked reserves should not be established for annual revenue spend items.</i>	Implemented	Closed.
<b>2020/21 Second Interim Internal Audit</b>				
1	The council is party to a number of contracts with varying lengths and conditions. Current information in the 'Contract List 2021' is not sufficient to show key contract information such as when contracts end, payment terms and whether extensions are permitted. For instance, the information regarding the West Mercia contract with annual value of circa £27,500.00 indicates uncertainty as to whether the council is still within a fixed term contract.	<i>The council should establish a contracts register which should be regularly reviewed to identify those contracts where the upcoming end date signifies that a tender or quotation process is required, or whether a decision is needed regarding an extension which is provided for in the contract terms.</i>	Implemented	Closed.
2	The risk assessment does not address the risks of supplier (procurement) fraud.	<i>The risk assessment should be updated to include supplier (procurement) fraud including the adequacy of supplier onboarding controls.</i>	Recommendation Outstanding – the clerk has noted that the updated risk assessment to be adopted March 3 <sup>rd</sup> , 2023 will	Now implemented and presented to Council 8.3.23



	ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response
			address supplier fraud risks.	
	<b>2020/21 First Interim Internal Audit</b>			
1	<p>A cash deficit on market income bankings was identified on April 20<sup>th</sup> 2020 relating to March 19<sup>th</sup>, 2020. The total collected in rent according to takings records was £487, however, on reconciling the receipt books, the actual income was identified as £463.</p> <p>The market takings had been reconciled and the paying in slip completed. However, the paying in book is also missing and the bank has no record of an excess of cash bankings recorded that day. The red ledger book used to record bankings had been completed with the takings total and bank giro reference indicating the cash was ready to be banked, however, the money was never banked.</p> <p>It is not known whether the money had been stored in the safe prior to banking according to cash handling protocols. An internal investigation has been carried out and a thorough research of the premises but the cash has not been identified, neither has the paying in book been located. In addition,</p>	<p><i>The Cash Handling Procedures document has been updated for approval by the Finance Committee. However, we would expect further controls over access to the safe to be further developed in the updated policy.</i></p> <p><i>All staff involved in cash handling should receive instruction in applying the updated Cash Handling Procedures and these must be complied with for all cash takings and bankings.</i></p> <p><i>Deficits between bankings and records of cash collected should be investigated promptly and reasons for differences recorded on the cash sheets.</i></p>	A revised cash handling policy is in place including additional restrictions for access to the safe.	Closed.

	ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response
	<p>there is still no explanation for the £99 difference between market rent collected and the amount of bankings recorded.</p> <p>The internal investigation conclusion reported to the Finance Committee in August 2020 was that the market cash collected and paying in book were missing and the Cash Handling procedures policy had not been followed on March 19<sup>th</sup>, 2020.</p> <p>Staff have assessed whether all market rents could be paid by card but it was concluded that a proportion of traders would still wish to cash in cash. Full council will be requested to approve the write off of the cash deficit.</p>			
2	<p>The format of the Market Takings sheet does not account for takings paid by card. Therefore, this information has to be included manually, resulting in a presentation of information that can be difficult to follow.</p>	<p><i>The format of the market takings sheet should be revised to ensure all required information and analysis is easily completed and presented.</i></p>	Implemented	Closed
3	<p>A cybersecurity checklist has been provided for completion that contains key cybersecurity measures that should be in place.</p>	<p><i>The council should ensure the key cybersecurity measures are all in place.</i></p>	The council has completed the cybersecurity checklist and there are a number	This will be implemented with immediate effect.

ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response
		of issues that need to be implemented.	
<b>2019/20 year end internal audit</b>			
1	<p>There is a new internal control objective (Objective L) in the AGAR internal audit certificate that requires internal audit to conclude on whether the Public Rights Notice during the previous Summer (2018/19 financial year) was compliant with the Regulations.</p> <p>The council did not comply with Regulation 15 of the Account and Audit Regulations 2015 as it failed to make proper provision for the exercise of public rights in Summer 2019 for the 2018/19 accounts. The public notice was displayed on the first day of the public notice period. However, the notice must be displayed to the public at least one day earlier than the commencement date of the notice period.</p>	<p>The 14 council must ensure that it makes proper provision for the exercise of public rights for every financial year. The council need to ensure our finding are taken into account when answering assertion 4 of the Annual Governance Statement for 2019/20.</p>	<p>Implemented</p> <p>Closed.</p>
2	<p>By the end May 2020 a total of £1523.50 had been collected in respect of the £6,678.65 debts that were over 2 months old as at March 31<sup>st</sup>. Therefore, £5155 of balances are now over 4 months old. We</p>	<p>Annually the council should carry out a review of the debtors ledger, in advance of the year end, to clear errors/cancelled bookings and identify potential and actual bad debts. A report should be provided to council for</p>	<p>As Above</p>



ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response
understand the outstanding balances comprise a mixture of old balances that need to be cleared as they relate to cancelled bookings or errors, uncollectible debts and collectible debts. There is no provision for doubtful debts in the year end accounts.	<i>identified bad debts for approval for write off. For the total of doubtful debts identified during the review a provision should be included in the year end accounts.</i>		
2019/20 second interim internal audit			
1	There was no completeness check carried out on Party in the Park tick income. Tickets were issued and all people entering had an armband with a unique sequential number. Therefore, the information was available to reconcile income received with underlying activity information.	<i>The completeness and accuracy of income from the Party in the Park event should be checked by reconciling income received to underlying activity information such as sequential tickets/armbands issued.</i>	The pandemic has resulted in cancellation of events and we are informed the system will be updated in time for the recommencement of events  Closed. New system implemented.
2	Room hire income sample testing identified that VAT is not charged on screen and projector hire as it is classified as the same type of supply as room hire.	<i>The supply of the screen and projector is not the same as the supply of a room for hire. The council should ensure VAT is charged appropriately on all equipment hire.</i>	Guidance currently being reviewed by council to clarify the VAT status of equipment charged separately.  Closed.

	ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response
3	The annual IT contract is above the levels required for competitive quotations in the Financial Regulations. The contract is rolled over annually by the council.	<i>The council minutes should refer to the Contract Financial Regulations relied upon when rolling over the annual IT contract.</i>	The clerk has confirmed that Financial Regulation 11.1.c will be referred to in future where relevant.	Closed.
<b>2019/20 first interim internal audit</b>				
1	Pay rises are notified to the payroll agent by a document that is sent by staff via the secure IRIS portal, however, this document is not signed by councillor to confirm the pay awards were authorised by council.	<i>The document confirming annual pay rises to the payroll agent should be signed as authorised by the Chair.</i>	The RFO has confirmed that all pay rises and increments for 2020/21 were approved prior to payroll being submitted, by Chair of Personnel and The Mayor.	Closed.
2	A van was purchased on 28/08/2019 for £5500. This expenditure is in excess of the threshold in the Financial Regulations for three quotations. We were informed that a review of prices from suppliers was carried out but the evidence was not retained.	<i>The evidence for quotations for material supplies should always be retained, for instance, by attaching them to the Purchase Order.</i>	Recommendation implemented – no similar issues arising from testing in 2020/21	Closed.

	ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response
3	The annual expenditure with Hops and Barley is material but there was no evidence of three quotations as per the Financial regulations requirements. The contract is ongoing with no time limit set.	<i>Supplies in excess of the threshold for securing three quotations should be procured in accordance with the Financial Regulations requirements. Where a material contract spans more than one financial year a time limit should be included in the contract.</i>	The clerk has confirmed that a review of regular suppliers is being undertaken. See 2020/21 issue re. establishing a contracts register.	Closed.
4	Financial Regulations require the clerk, in conjunction with the Chair of the appropriate Committee, to provide authority to spend for item/s not exceeding £1,500.  Purchase Order 1461 was not signed as authorised by the clerk and Chair and the majority of Purchase Orders for expenditure below £1500 are only signed by the clerk.	<i>The council should comply with the 'authority to spend' requirements in the current Financial Regulations for items of expenditure below £1500.</i>	Not relevant to 2020/21 onwards as the Financial Regulations were amended and approved by Council ref 27.02.20.14.2.	Closed.
5	Income to be allocated to other income codes apart from markets is being recorded in the expenditure section of the Market Income Takings form. This could lead to mis-postings of income when the data is entered into the RBS ledger.	<i>Income to be allocated to non-markets income codes should be recorded in the Other Information section of the markets takings sheet.</i>	See market takings issues 2020/21.	As above.
6	The gross value of debts over 60 days old as at December 2 <sup>nd</sup> was £3558. This balance represents 26.6% of the £13365 debtor balances at that date.	<i>The debts in excess of 60 days should be followed up in accordance with the council incomes policy.</i>	See 2020/21 and 2021/22 debtors aged ledger issues.	As above.



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## Annual Governance and Accountability Return 2022/23 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

### Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
  - The Annual Internal Audit Report **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage before 1 July 2023.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2023**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2023
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

### Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities **must** publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2022/23**, approved and signed, page 4
- **Section 2 - Accounting Statements 2022/23**, approved and signed, page 5

Not later than 30 September 2023 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.



## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (Section 2, page 5). An explanation must be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on page 5. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?		
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2023 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



## Annual Internal Audit Report 2022/23

Sandbach Town Council

sandbach.gov.uk

During the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2021/22 AGAR tick "not covered")	N/A		✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		

subject to income issues in internal audit report.

O. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).


Date(s) internal audit undertaken

Name of person who carried out the internal audit

29/09/2022 and 21/02/2023 and 28/04/2023

JDH BUSINESS SERVICES LTD

Signature of person who carried out the internal audit



Date

28/04/2023

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

## Sandbach Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We look all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and look appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

Signed by the Chairman and Clerk of the meeting where approval was given:

and recorded as minute reference:

Chairman

Clerk

sandbach.gov.uk

## Section 2 – Accounting Statements 2022/23 for

## Sandbach Town Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	825,447	959,803	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	689,544	695,310	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	163,234	215,210	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	357,587	375,549	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	29,605	29,605	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	331,230	395,217	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	959,803	1,069,952	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,019,633	1,088,179	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	563,190	568,756	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	357,428	342,646	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)				The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

Date

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved



## Section 3 – External Auditor's Report and Certificate 2022/23

In respect of

Sandbach Town Council

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a limited assurance review is set out by the National Audit Office (NAO). A limited assurance review is not a full statutory audit, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website –

<https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor's limited assurance opinion 2022/23

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with *Proper Practices* and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2022/23

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

\*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

**ANNUAL RETURN**  
**FOR THE YEAR ENDED 31 MARCH 2023**  
**Sandbach Town Council**

**SECTION 2 - THE STATEMENT OF ACCOUNTS**

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	825,447	959,803	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.
2	(+) Precept or Rates and Levies	689,544	695,310	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	(+) Total other receipts	163,234	215,210	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4	(-) Staff costs	357,587	375,549	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5	(-) Loan interest/capital repayments	29,605	29,605	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6	(-) All other payments	331,230	395,217	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7	(=) Balances carried forward	959,803	1,069,952	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total value of cash and short term investments	1,019,633	1,088,179	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9	Total fixed assets plus long term investments and assets	563,190	568,756	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10	Total borrowings	357,428	342,646	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

The following documents should accompany the accounts when submitted to the auditor:

- \* A brief explanation of significant variations from last year to this year in Section 2;
- \* Bank Reconciliation as at 31 March



## Sandbach Town Council

### Working details for ANNUAL RETURN - Year ended 31 March 2023

		<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
1		187,244	266,415	310		General Reserves
1		319	319	321		Committed - Gratuity Reserve
1		2,751	2,751	324		Committed reserve - Town Guide
1		281	281	331		Committed res - Website Dev
1		203,716	203,716	332		Comm Res - Car Park
1		11,358	11,358	335		Comm Res - Neighbourhood Plan
1		10,000	10,000	337		Comm Res - Conservation
1		35,580	45,580	340		Comm Res - Assets Management
1		3,000	3,000	342		Comm Res - Legal Fees
1		0	15,800	345		Comm Res - Grants
1		2,171	2,171	346		Comm Res - Ind Mkt Project
1		73,900	99,500	347		Comm Res - Office Accom Proj
1		1,300	1,300	348		Comm Res - Personnel Adverts
1		800	800	349		Comm Res - IT Equipment
1		1,434	1,434	352		Comm res - Roof repairs
1		1,611	1,611	354		Comm res -New Van
1		50,000	50,000	355		Comm Res - Skate Park
1		5,200	5,200	356		Comm Res - Town Hall Equipment
1		4,134	4,134	357		Comm Res - Town Hall Kitchen
1		25,000	25,000	358		Comm Res - Town Hall Works
1		30,001	30,001	359		Comm Res - Short Term Projects
1		50,000	50,000	361		Comm Res - Public T refurb
1		2,077	5,863	364		Comm Res - Community Levy
1		60,490	60,490	365		Comm Res - Condition Survey
1		63,080	63,080	368		Comm Res - Loan repayment
1	Balances brought forward	<b>825,447</b>	<b>959,803</b>	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of the previous year.		
2		689,544	695,310	1176	100	Precept
2	(+) Precept or Rates and Levies	<b>689,544</b>	<b>695,310</b>	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.		
3		114	6,564	1190	100	Interest Received
3		3,786	0	1192	400	Community Inf. Levy
3		1,119	0	1801	180	Town Hall Hirings USE 6000
3		33,114	43,049	1901	191	Indoor Market Income
3		19,378	20,880	1905	190	Outdoor Market Income
3		3,355	2,655	1906	190	Christmas Markets
3		0	1,040	1906	191	Christmas Markets
3		1,200	250	1907	190	Other Market Income
3		0	200	1907	191	Other Market Income
3		541	1,084	1910	140	Community Events Income
3		3,062	4,368	1911	190	Gazebo Income
3		0	1,200	1912	140	Other income
3		0	2	1912	180	Other income
3		0	1,739	1914	184	Electricity Recharge

Continued over page



**Sandbach Town Council**  
**Working details for ANNUAL RETURN - Year ended 31 March 2023**

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
3	0	860	1914	191	Electricity Recharge
3	0	3,360	4801	140	Ticket Income
3	0	2,802	4801	180	Ticket Income
3	605	919	4806	180	Refreshment sales
3	1,782	4,854	4807	180	Cinema Income
3	0	34	4808	180	Catering Income
3	0	45	4809	180	Town Hall other income
3	43,582	56,611	6000	180	Town Hall HireFees
3	35,459	45,812	6002	180	Town Hall Bar Income
3	499	650	6004	180	Town Hall Bar Income Pre paid
3	15,637	16,232	6005	184	Town Hall Shop Units
3	(+) Total other receipts	<b>163,234</b>	<b>215,210</b>	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4	169,839	158,897	4000	102	Salaries
4	16,125	16,086	4001	102	Employer's NI
4	25,131	20,093	4002	102	Employer's Superannuation
4	60,802	66,118	6020	180	Town Hall Salaries
4	4,109	3,495	6021	180	Employers NIC
4	1,905	3,047	6021	190	Employers NIC
4	1,212	2,876	6021	191	Employers NIC
4	9,851	8,906	6022	180	Superannuation
4	5,541	5,953	6022	190	Superannuation
4	2,998	7,703	6022	191	Superannuation
4	43,067	48,247	6023	190	Market wages
4	17,007	33,166	6023	191	Market wages
4	0	888	6024	195	Ranger Salary
4	0	74	6025	195	Ranger NIC
4	(-) Staff costs	<b>357,587</b>	<b>375,549</b>	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5	29,605	29,605	7000	180	Public Works Loan Board
5	(-) Loan interest/capital repayments	<b>29,605</b>	<b>29,605</b>	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6	2,015	2,000	4100	101	Mayor's Allowance
6	115	1,379	4101	101	Civic & Ceremonial
6	2,814	0	4103	101	Locum Clerk Costs
6	6,505	8,286	4110	101	ICT Support/Packages
6	4,031	3,212	4111	101	Subscriptions
6	0	210	4111	180	Subscriptions
6	0	210	4111	191	Subscriptions
6	2,260	3,219	4112	101	Audit Fees Internal & External
6	2,696	0	4113	101	Accounts Consultants
6	7,477	6,711	4114	101	Accountancy Support
6	242	3,045	4115	101	Office 365/Outlook (Emails)

Continued over page

**Sandbach Town Council**  
**Working details for ANNUAL RETURN - Year ended 31 March 2023**

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
6	7,996	10,930	4120	101	Insurance
6	2,197	1,983	4123	101	Telephones
6	934	996	4130	101	Stationery
6	544	1,125	4131	101	Photocopying
6	218	4	4135	101	Postages
6	27,295	11,419	4136	101	Election costs
6	2,135	4,210	4141	101	Office Equipment/Furniture
6	273	231	4142	101	Office Maintenance
6	0	602	4144	101	STC Work Wear
6	1,028	1,169	4145	101	Financial Software
6	0	272	4150	101	Travelling Expenses
6	1,265	2,595	4151	101	Training
6	4,821	5,312	4152	101	HR & H&S Support
6	1,627	2,489	4197	101	Bank Charges
6	3,373	3,855	4198	101	Cleaning
6	10	21	4199	101	Other Expenses
6	4	0	4199	180	Other Expenses
6	637	2,051	4310	105	Website Maintenance
6	0	23,000	4500	110	Transport Festival
6	8,275	11,711	4503	110	Hanging Baskets
6	29,007	26,544	4508	110	Christmas Lights
6	2,500	3,500	4515	110	Concert Series
6	8,135	29,360	4530	110	Community Grants
6	7,500	7,500	4550	110	Foden's Sponsorship
6	750	750	4551	110	Town Crier Honorarium
6	1,580	1,660	4560	110	Churchyard Maintenance
6	1,000	2,000	4573	110	Woodland and Wildlife
6	5,000	0	4601	110	Sandbach Partnership
6	200	3,390	4611	110	Remembrance Parade
6	0	3,493	4614	400	Office Project
6	4,907	9,822	4619	182	Car Parks refurbishment
6	0	5,412	4626	400	Community/Pubwatch
6	2,000	1,284	4630	101	Legal Fees
6	1,200	0	4630	180	Legal Fees
6	5,728	5,728	4640	110	CCTV Contribution
6	3,356	168	4648	400	Neighbourhood Plan
6	1,000	1,000	4660	110	Allotments
6	0	2,515	4670	180	New Purchases/Projects
6	7,744	15,602	4820	140	Community Events
6	2,725	1,333	4831	180	Town Hall Events Costs
6	2,138	3,492	4838	180	Cinema Costs
6	0	9	4840	101	Refreshment purchases
6	2,447	449	4840	180	Refreshment purchases
6	0	2,834	4841	140	Jubilee civic costs
6	0	-1,030	4844	140	King's Coronation Costs
6	19,145	-94	4850	101	Legal and professional fes

Continued over page

## Sandbach Town Council

## Working details for ANNUAL RETURN - Year ended 31 March 2023

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
6	12,441	16,611	6010	180	Town Hall Bar Purchases
6	0	1,660	6070	180	Training
6	776	8,422	6080	180	Maintenance
6	75	654	6080	190	Maintenance
6	898	746	6080	191	Maintenance
6	480	0	6090	180	Health and Safety
6	5	0	6090	190	Health and Safety
6	14	12	6091	101	Covid-19
6	538	24	6091	180	Covid-19
6	11,193	13,497	6100	180	Light and Heat
6	-818	-2,324	6100	184	Light and Heat
6	281	410	6100	190	Light and Heat
6	5,248	8,914	6100	191	Light and Heat
6	434	542	6100	200	Light and Heat
6	1,844	7,954	6110	180	Rates and Water
6	7,845	6,390	6110	190	Rates and Water
6	5,632	8,364	6110	191	Rates and Water
6	-895	335	6110	200	Rates and Water
6	4,603	464	6120	180	Repairs
6	2,181	2,116	6120	191	Repairs
6	2	512	6120	200	Repairs
6	6,208	0	6124	180	Condition Survey
6	0	201	6140	101	Waste Disposal
6	2,597	2,041	6140	180	Waste Disposal
6	5,815	7,735	6140	190	Waste Disposal
6	1,034	1,517	6140	191	Waste Disposal
6	27	0	6140	200	Waste Disposal
6	0	514	6150	180	Security
6	275	0	6200	185	Motor expenses
6	2,822	2,102	6200	190	Motor expenses
6	0	588	6200	195	Motor expenses
6	7,654	9,288	6220	180	Cleaning
6	3,642	3,633	6220	191	Cleaning
6	1,502	1,639	6230	180	Equipment renewals
6	2,599	0	6230	185	Equipment renewals
6	150	1,232	6230	190	Equipment renewals
6	0	871	6230	191	Equipment renewals
6	0	1,339	6230	195	Equipment renewals
6	166	87	6240	180	Glassware
6	1	0	6260	180	Stationery
6	0	5	6280	101	Telephone
6	4,734	1,870	6280	180	Telephone
6	173	132	6280	190	Telephone
6	20	66	6280	191	Telephone
6	1,041	1,223	6290	101	Advertising
6	939	0	6290	190	Advertising

Continued over page



## Sandbach Town Council

## Working details for ANNUAL RETURN - Year ended 31 March 2023

		<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>Centre</u>	<u>Code Description</u>
6		1,024	0	6290	191	Advertising
6		112	1,587	6291	191	Market Hall Advertising
6		1,168	1,273	6300	180	Performing Rights Licence
6		1,197	0	6300	191	Performing Rights Licence
6		200	2,100	6310	180	Premises Licence
6		2,509	1,651	6340	180	Marketing
6		5,080	6,191	6350	180	Irrecoverable VAT
6		1,025	858	6350	190	Irrecoverable VAT
6		2,278	5,362	6350	191	Irrecoverable VAT
6		1,271	616	6351	184	Town Hall Units Expenditure
6		8,643	10,409	6352	190	Christmas Market costs
6		128	650	6400	200	Supplies (Public Conveniences)
6		99	68	6402	200	Vandalism Repairs
6		13,471	12,316	6406	200	Contract Cleaning
6		0	1,278	6450	180	Bad Debt Provision
6		0	508	6450	191	Bad Debt Provision
6	(-) All other payments	331,230	395,217	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).		
7	(=) Balances carried forward	959,803	1,069,952	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8		100	50	150		Cinema Float
8		650	600	152		Town Hall Float
8		933,888	500,665	200		Current/Reserve Bank A/c
8		85,183	85,558	202		Bonus Saver
8		0	502,153	220		CCLA Investment
8		26	118	250		Petty Cash
8		-214	-966	280		Credit Card
8	Total value of cash and short term investments	1,019,633	1,088,179	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.		
9		563,190	568,756	Total Fixed Assets		
9	Total fixed assets plus long term investments and assets	563,190	568,756	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.		
10		357,428	342,646	Total Borrowings		
10	Total borrowings	357,428	342,646	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).		

### Explanation of variances – pro forma

Name of smaller authority: **SANDBACH TOWN COUNCIL**

County area (local councils are **CHESHIRE EAST**)

**Insert figures from Section 2 of the AGAR in all Blue highlighted boxes**

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:

- **variances of more than 15% between totals for individual boxes (except variances of less than £200);**
- **New from 2020/21 onwards:** variances of £100,000 or more require explanation regardless of the % variation year on year;
- a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept rates & levies value (Box 2).

	2021/22 £	2022/23 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERWRITE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	825,447	959,403				Explanation of % variance from PY opening balance not required - Balance brought forward agrees	
2 Precept or Rates and Levies	619,544	695,210	5,766	0.84%	NO		
3 Total Other Receipts	163,234	215,210	51,976	31.84%	YES	Increased market rents and town hall income	
4 Staff Costs	357,587	375,549	17,962	5.02%	NO		
5 Loan Interest/Capital Repayment	29,685	29,495	0	0.00%	NO		
6 All Other Payments	331,236	395,217	63,987	19.32%	YES	Mainly Various Community Grants (within approved budget)	
7 Balances Carried Forward	959,403	1,549,952			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	1,019,533	1,488,173				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and	563,190	568,756	5,566	0.99%	NO		
10 Total Borrowings	357,428	342,646	-14,782	-4.14%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

## Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2023

Explains the difference between boxes 7 &amp; 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	<b>Total Reserves</b>	<b>959,802.98</b>	<b>1,069,952.14</b>
100	Debtors	10,390.66	10,154.59
105	VAT Control A/c	4,067.36	2,823.63
110	Prepayments	1,067.28	3,316.68
120	Bar Stock	2,637.70	3,170.18
	<b>Less Total Debtors</b>	<b>18,163.00</b>	<b>19,465.08</b>
500	Creditors	33,487.43	16,023.88
510	Accruals	31,179.20	7,322.10
565	Deposits	13,326.10	14,345.95
	<b>Plus Total Creditors</b>	<b>77,992.73</b>	<b>37,691.93</b>
	<b>Equals Total Cash and Bank Accounts</b>	<b>1,019,632.71</b>	<b>1,088,178.99</b>
150	Cinema Float	100.00	50.00
152	Town Hall Float	650.00	600.00
200	Current/Reserve Bank A/c	933,887.54	500,664.83
202	Bonus Saver	85,183.32	85,557.98
220	CCLA Investment	0.00	502,153.41
250	Petty Cash	26.10	118.44
280	Credit Card	-214.25	-965.67
	<b>Total Cash and Bank Accounts</b>	<b>1,019,632.71</b>	<b>1,088,178.99</b>



Date: 17/04/2023

Time: 12:59

## Sandbach Town Council

### Current/Reserve Bank A/c's

Page 1

#### List of Payments made between 01/01/2023 and 31/03/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/01/2023	Cheshire East Council	23810	624.00		Rates
03/01/2023	Cheshire East Council	23811	699.00		Rates
03/01/2023	Prism Solutions	23809	150.55		TH Telephones/BB
04/01/2023	Legal and General	23814	213.78		Insurance
09/01/2023	The Fuel Card People	23827	1.44		Motor Expenses
09/01/2023	BT	23828	81.99		TH Phones&BB DEC22
09/01/2023	Evo Payments International	23834	120.14		Card Machine Charges
12/01/2023	West Merica Energy	23837	2,688.39		P/C Electric charges Nov22
13/01/2023	BACS P/L Pymnt Page 1117	BACS Pymnt	4,998.97		BACS P/L Pymnt Page 1117
13/01/2023	Handy Household	23850	45.29		General Repairs
13/01/2023	B&Q Limited	23850	126.58		Repairs and maintenance
13/01/2023	Amazon	23850	79.99		Vimiera Project
15/01/2023	Monthly Salaries	BACS	22,221.78		JAN23 Salaries
16/01/2023	Natwest bank	23854	24.00		Bankline Charges
16/01/2023	EE Limited	23855	20.34		Market Mobile
18/01/2023	CCLA Investment	23866	500,000.00		CCLA Transfer
18/01/2023	Natwest	23866	23.00		CCLA Transfer Fee
20/01/2023	BACS P/L Pymnt Page 1119	BACS Pymnt	5,329.81		BACS P/L Pymnt Page 1119
20/01/2023	Home Bargains TJ Morris Ltd	23883	57.97		Heaters for Staff Office
25/01/2023	Prism Solutions	23903	1,051.07		ICT Support
26/01/2023	ICO	23905	35.00		Data Protection Subscription
27/01/2023	HMRC CUMBEMAULD	23909	6,293.40		HMRC Jan23 contribution
27/01/2023	Cheshire Pension Fund	23913	5,092.15		Pension JAN23
27/01/2023	BACS P/L Pymnt Page 1121	BACS Pymnt	3,176.30		BACS P/L Pymnt Page 1121
30/01/2023	Credit Card	23924	235.46		Credit Card Transfer
30/01/2023	Calor Gas Limited	23925	76.23		Credit - Faulty Cylinder
31/01/2023	Natwest Bank	23928	40.52		Bank Charges
01/02/2023	Prism Solutions	23933	150.55		Monthly Telephones&BB
01/02/2023	Swift Shoes Ltd	BACS	315.00	PO 2249	Memorials x5
03/02/2023	BACS P/L Pymnt Page 1127	BACS Pymnt	1,779.46		BACS P/L Pymnt Page 1127
03/02/2023	Amazon	23946	109.98		Events Purchases
06/02/2023	Legal and General	23956	213.78		Insurance
07/02/2023	BT	23961	81.99		Phones&BB Jan23
10/02/2023	Evo Payments International	23983	136.49		Card Machine Charges
10/02/2023	[REDACTED]	23977	87.55		Christmas Mkt Drinks
10/02/2023	Handy Household	23982	126.78		General Repairs
10/02/2023	Sandbach Motor Factors	23982	3.00		Motor Expenses
10/02/2023	BACS P/L Pymnt Page 1128	BACS Pymnt	6,399.60		BACS P/L Pymnt Page 1128
13/02/2023	The Fuel Card People	23986	1.44		Motor Expenses
15/02/2023	EE Limited	23995	20.34		Market Mobile
15/02/2023	Natwest Bank	23993	20.40		Bankline charges
15/02/2023	Monthly Payroll	23994	21,136.59		FEB23 Salaries
17/02/2023	West Merica Energy	24016	4,008.40		P/Conv electricity DEC22
17/02/2023	Transport Festival	24012	18,000.00		Transport Festival STC Grant
17/02/2023	[REDACTED]	24013	225.00		Deposit Return
17/02/2023	[REDACTED]	24015	500.00		[REDACTED] STC Sponsorship
17/02/2023	[REDACTED]	24014	200.00		Damage Deposit Refund

Continued on Page 2

Date: 17/04/2023

## Sandbach Town Council

Time: 12:59

## Current/Reserve Bank A/c's

14.3 Page 2

## List of Payments made between 01/01/2023 and 31/03/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
24/02/2023	Sandbach Animal Rescue	24033	50.00		Community Events
24/02/2023	BACS P/L Pymnt Page 1131	BACS Pymnt	310.99		BACS P/L Pymnt Page 1131
27/02/2023	Prism Solutions	24043	1,087.07		ICT Support
28/02/2023	Natwest Bank	24045	55.41		Bank Charges
28/02/2023	HMRC CUMBEMAULD	24046	6,640.81		FEB23 Contributions
28/02/2023	Cheshire Pension Fund	24047	5,092.15		Pension FEB23 Contribution
28/02/2023	Credit Card	24048	736.94		Credit Card Transfer
28/02/2023	BACS P/L Pymnt Page 1130	BACS Pymnt	2,137.63		BACS P/L Pymnt Page 1130
01/03/2023	Prism Solutions	150.55	150.55		monthly telephone broadband
01/03/2023	DVLA	24056	290.00		Market Van Road Tax
03/03/2023	STC Mayor's Charity Acc	24061	625.30		Charity Funds Transfer
03/03/2023	Costco	24068	113.98		TH Purchases
03/03/2023	BACS P/L Pymnt Page 1135	BACS Pymnt	1,846.18		BACS P/L Pymnt Page 1135
06/03/2023	Legal and General	24076	213.78		Insurance
10/03/2023	BT	24099	81.99		Monthly telephones
10/03/2023	Travelling Expenses	24097	40.95		Travelling Expenses
10/03/2023	BACS P/L Pymnt Page 1136	BACS Pymnt	7,118.08		BACS P/L Pymnt Page 1136
13/03/2023	Evo Payments International	24103	127.52		Card Machine Charges
13/03/2023	The Fuel Card People	24104	1.44		Motor Expenses
15/03/2023	EE Limited	24112	20.34		Mkt Mobile
15/03/2023	Natwest Bank	24110	20.40		Bankline Charges
15/03/2023	Monthly Salaries	24111	21,310.00		MAR23 Salaries
16/03/2023	West Merica Energy	24119	3,375.99		Electricity Charges Jan23
17/03/2023	Public Works Loan	24124	2,467.11		Repayment
21/03/2023	B&Q Limited	24132	135.86		ODM Maintenance
21/03/2023	Wickes	24132	193.35		ODM Maintenance
21/03/2023	Handy Household	24132	107.37		ODM Maintenance
21/03/2023	BACS P/L Pymnt Page 1138	BACS Pymnt	3,942.50		BACS P/L Pymnt Page 1138
24/03/2023	BACS P/L Pymnt Page 1140	BACS Pymnt	2,806.61		BACS P/L Pymnt Page 1140
27/03/2023	Prism Solutions	24162	1,087.07		monthly ICT support
28/03/2023	Credit Card	24165	166.03		C/Card Transfer
31/03/2023	Natwest Bank	24182	40.46		Bank Charges
31/03/2023	Cheshire Pension Fund	24183	5,092.15		MAR23 Pension
31/03/2023	HMRC CUMBEMAULD	24184	6,640.81		HMRC MAR23 Contributions
31/03/2023	HMRC	24184	-0.20		Payment Adjustment
Total Payments			681,150.12		

Date: 17/04/2023

## Sandbach Town Council

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Time: 13:00

## Credit Card

14.3

## List of Payments made between 01/01/2023 and 31/03/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/01/2023	Amazon	09954559	23.99		Bar Purchases
05/01/2023	Amazon	22388925	54.86		Market Maintenance Items
06/01/2023	Dropbox International	79267759	71.05		Subscription
10/01/2023	Amazon	57661016	16.68		Town Hall Maintenance
10/01/2023	Phoenix Renewable Technologies	02296835	488.87		TH Heating repairs
11/01/2023	Amazon	38337879	33.98		TH Events Purchases
14/01/2023	Soundtrack Your Brand	18045858	34.99		Subscription
17/01/2023	Cheshire East Council	10030495	20.00		Small Society Lottery Registra
22/01/2023	ZOOM.US	BACS	11.99		Subscription
07/02/2023	Natwest Bank	CC07FEB23	-19.47		Membership Fee Credit
08/02/2023	Dropbox International	63277757	71.05		Dropbox Subscription
08/02/2023	Amazon	96427381	48.00		Amazon Order
14/02/2023	Soundtrack Your Brand	43475855	34.99		Soundtrack Your Brand
22/02/2023	ZOOM.US	15526198	11.99		Zoom Subscription
07/03/2023	Dropbox International	85647554	71.05		Dropbox Subscription
07/03/2023	Amazon	71483830	32.95		Bar Supplies
08/03/2023	Adobe Systems Software Ltd	06061128	119.21		Annual Subscription
14/03/2023	Soundtrack Your Brand	16085853	34.99		Background Music Subscription
20/03/2023	Wickes	72122073	215.20		ODM Maintenance
21/03/2023	ZOOM.US	15145805	12.99		Subscription
23/03/2023	Amazon	18491413	89.98		Paper Shredders
29/03/2023	Acoo Review Ltd	07860875	24.84		Staff Lanyards
29/03/2023	Glasdon UK Limited	05504207	164.47		Equipment renewals
31/03/2023	VAX Ltd	95682191	199.99		Equipment Renewals
Total Payments			1,868.64		



Date	BACS/DD	Supplier	Invoice Details	Invoice Date	Invoice No	Amount	RBS Pg
03/01/2023	DD	Prism Solutions	TH Telephones/BB	16/12/2022	68547	£150.55	1123
09/01/2023	DD	BT	TH Phones&BB DEC22	24/12/2022	M121 D&	£81.99	1123
09/01/2023	DD	Evo Payments International	Card Machine Charges	31/12/2022	12-2022/52895	£120.14	1123
09/01/2023	DD	The Fuel Card People	Motor Expenses	31/12/2022	9004469517	£1.44	1123
10/01/2023	BACS	Phoenix Renewable Technologies Ltd	TH Heating repairs	10/01/2023	PRT-11240	£488.87	1125
12/01/2023	DD	West Merica Energy	TH Gas Charges Nov22	15/12/2022	11290559	£477.40	1123
12/01/2023	DD	West Merica Energy	IDM Electricity Charges NOV22	15/12/2022	11294541	£865.14	1123
12/01/2023	DD	West Merica Energy	TH Electricity Charges Nov22	15/12/2022	11294542	£1,256.38	1123
12/01/2023	DD	West Merica Energy	P/C Electric charges Nov22	15/12/2022	11294547	£49.27	1123
12/01/2023	DD	West Merica Energy	ODM Electricity Charges Nov22	15/12/2022	11297732	£40.20	1123
13/01/2023	BACS	Alpha (A Jones)	Pat Testing	01/12/2022	762223	£164.50	1117
13/01/2023	BACS	Cheshire Association of Local Councils	Admin Training	29/12/2022	255	£90.00	1117
13/01/2023	BACS	FLEXTEL LTD.	Monthly Telephones	03/01/2023	78919	£30.00	1117
13/01/2023	BACS	FLEXTEL LTD.	Monthly Telephones	03/01/2023	78933	£124.29	1117
13/01/2023	BACS	Hall Smith Whittingham LLP	Legal Fees	26/10/2022	PEP21.1.AJ. RG	£120.00	1117
13/01/2023	BACS	STAFFORDSHIRE REELS ON WHEELS	Royalties	28/12/2022	SI-371	£22.80	1117
13/01/2023	BACS	Cheshire's Silk 106.9	Xmas Lights Promo	30/11/2022	343889	£1,794.00	1117
13/01/2023	BACS	Spotless Commercial Cleaning	Cleaning Supplies	16/12/2022	SIN282562	£111.14	1118
13/01/2023	BACS	Spotless Commercial Cleaning	Monthly Cleaning	31/12/2022	SIN283213	£1,626.46	1118
13/01/2023	BACS	TRG (The Ralphs Group)	P/Conv Cleaning w/c 12DEC22	18/12/2022	1593	£302.40	1118
13/01/2023	BACS	TRG (The Ralphs Group)	P/Conv cleaning w/c 19DEC22	29/12/2022	1594	£302.40	1118
13/01/2023	BACS	TRG (The Ralphs Group)	P/Conv cleaning w/c 26DEC22	03/01/2023	1595	£302.40	1118
13/01/2023	BACS	Waterplus	ODM Water Charges Dec22	03/01/2023	INV00806582	£8.58	1118
16/01/2023	DD	EE Limited	Market Mobile	07/01/2023	V02066002728	£20.34	1123
20/01/2023	BACS	Apple Safety Services Limited	Training	03/01/2023	3739	£630.00	1119
20/01/2023	BACS		Market Duties	13/01/2023	57	£165.00	1119
20/01/2023	BACS	CREWE COLOUR PRINTERS LTD	Vimiera Alupanel Board	10/01/2023	68877	£204.00	1119
20/01/2023	BACS	Envisage Promotions Ltd	Santa Visit	12/01/2023	ENV13675	£250.80	1119
20/01/2023	BACS	Thomas Fattorini Ltd	Case for Mayor's Chain	10/01/2023	I272941	£367.09	1119
20/01/2023	BACS	Gaskells Waste Services	Waste Disposal DEC22	31/12/2022	P565417	£1,236.79	1119
20/01/2023	BACS	Phoenix Renewable Technologies Ltd	TH Heating repairs	10/01/2023	PRT-11240	£977.74	1119
20/01/2023	BACS	PPL PRS LTD	Music Licence&Royalties	12/01/2023	SIN2280253	£1,527.37	1120
20/01/2023	BACS	TRG (The Ralphs Group)	P/Conv Cleaning w/c 02JAN23	08/01/2023	1596	£302.40	1120
20/01/2023	BACS	Waterplus	Water Charges DEC22	11/01/2023	INV00899585	£345.59	1120
25/01/2023	DD	Prism Solutions	ICT Support	25/01/2023	170509	£1,051.07	1124
27/01/2023	BACS	Thomas Fattorini Ltd	Chief Officer & Deputy Badges	13/01/2023	I273029	£51.02	1121
27/01/2023	BACS	Hops and Barley LTD	Bar Purchase	12/01/2023	174993	£580.25	1121
27/01/2023	BACS	Ian Benson T/A NFP Workshops	Training	15/01/2023	4046	£285.00	1121
27/01/2023	BACS	Prism Solutions	Internet Lines Repairs	18/01/2023	170620	£476.86	1121
27/01/2023	BACS	STAFFORDSHIRE REELS ON WHEELS	Film Hire	15/01/2023	SI-389	£210.00	1121
27/01/2023	BACS	TRADE UK (SCREWWIX)	Ranger Equipment Renewals	18/01/2023	1337440442	£927.47	1121
27/01/2023	BACS	Spotless Commercial Cleaning	Cleaning Supplies	13/01/2023	SIN283808	£343.30	1121
27/01/2023	BACS	TRG (The Ralphs Group)	P/Conv cleaning w/c 09JAN23	16/01/2023	1597	£302.40	1122
30/01/2023	DD	Calor Gas Limited	Motor Expenses	13/12/2022	35694587	£114.35	1124

## Q4 2022-2023

Date	BACS/DD	Supplier	Invoice Details	Invoice Date	Invoice No	Amount	RBS Pg
30/01/2023	DD	Calor Gas Limited	Credit - Faulty Cylinder	14/12/2022	95698189	-£38.12	1124
01/02/2023	DD	Prism Solutions	Monthly Telephones&BB	19/01/2023	68682	£150.55	1126
03/02/2023	BACS	Hops and Barley LTD	Bar Purchase	24/01/2023	176031	£428.26	1127
03/02/2023	BACS	Phoenix Renewable Technologies Ltd	Call Out & Boiler Service	06/01/2023	PRT-11255	£546.00	1127
03/02/2023	BACS	Phoenix Renewable Technologies Ltd	Heating Call Out	16/01/2023	PRT-11293	£192.00	1127
03/02/2023	BACS	STAFFORDSHIRE REELS ON WHEELS	Film Hire	21/01/2023	SI-395	£210.00	1127
03/02/2023	BACS	STAFFORDSHIRE REELS ON WHEELS	Royalties	21/01/2023	SI-398	£100.80	1127
03/02/2023	BACS	TRG (The Ralphs Group)	P/Conv cleaning w/c 16JAN23	21/01/2023	1598	£302.40	1127
07/02/2023	DD	BT	Phones&BB Jan23	24/01/2023	M122 HM	£81.99	1126
10/02/2023	BACS		Market Duties	31/01/2023	58	£165.00	1128
10/02/2023	BACS	Beartown Brewery Ltd	Bar Purchases	27/01/2023	55692	£93.96	1128
10/02/2023	BACS	Currie & Brown UK Ltd	Small Common Car Park	31/01/2023	124019375	£2,862.00	1128
10/02/2023	DD	Evo Payments International	Card Machine Charges	31/01/2023	01-2023	£136.49	1126
10/02/2023	BACS	FLEXTEL LTD.	Monthly Telephones	03/02/2023	79815	£30.00	1128
10/02/2023	BACS	FLEXTEL LTD.	Monthly Telephones	03/02/2023	79830	£148.19	1128
10/02/2023	BACS	GHL Lifttrucks Ltd	Motor Expenses	31/01/2023	76204136	£144.00	1128
10/02/2023	BACS	Hops and Barley LTD	Bar Purchases	01/02/2023	176682	£584.04	1128
10/02/2023	BACS	STAFFORDSHIRE REELS ON WHEELS	Film Hire	31/01/2023	SI-409	£210.00	1129
10/02/2023	BACS	Rentokil Pest Control	Waste Disposal	24/01/2023	21845680	£311.94	1129
10/02/2023	BACS	Spotless Commercial Cleaning	Monthly Cleaning	31/01/2023	SIN284333	£1,480.89	1129
10/02/2023	BACS	TRG (The Ralphs Group)	P/Conv Cleaning w/c 23Jan23	29/01/2023	1599	£302.40	1129
10/02/2023	BACS	VIKING	Photocopying	30/01/2023	9963125	£67.18	1129
13/02/2023	DD	The Fuel Card People	Motor Expenses	31/01/2023	9004647862	£1.44	1126
15/02/2023	DD	EE Limited	Market Mobile	07/02/2023	V02075710497	£20.34	1126
17/02/2023	DD	West Merica Energy	TH Gas Charges DEC22	19/01/2023	11302305	£776.93	1126
17/02/2023	DD	West Merica Energy	TH Electricity Charges DEC22	20/01/2023	11306907	£914.53	1126
17/02/2023	DD	West Merica Energy	P/Conv electricity DEC22	20/01/2023	11306911	£48.63	1126
17/02/2023	DD	West Merica Energy	Electricity charges DEC22	20/01/2023	11309652	£2,222.60	1126
17/02/2023	DD	West Merica Energy	ODM Electricity Charges DEC22	20/01/2023	11309653	£45.71	1126
24/02/2023	BACS	TRG (The Ralphs Group)	P/Conv cleaning w/c 06FEB23	12/02/2023	1601	£302.40	1131
24/02/2023	BACS	Waterplus	Water Charges ODM	03/02/2023	INV01118410	£8.59	1131
27/02/2023	DD	Prism Solutions	ICT Support	27/02/2023	171956	£1,087.07	1132
28/02/2023	BACS	Gaskells Waste Services	Waste disposal Jan23	31/01/2023	P569648	£1,022.93	1130
28/02/2023	BACS	Rialtis Business Solutions Ltd	Training	31/01/2023	30290	£222.00	1130
28/02/2023	BACS	Skyguard Limited T/A PeopleSafe	Security	19/01/2023	5000089426	£590.30	1130
28/02/2023	BACS	TRG (The Ralphs Group)	P/Conv Cleaning w/c 30JAN23	05/02/2023	1600	£302.40	1130
01/03/2023	DD	Prism Solutions	monthly telephone broadband	17/03/2023	68929	£150.55	1133
03/03/2023	BACS	AES Electrical & Compliance Services Ltd	Fire Extinguisher Service	17/02/2023	INV-0356	£118.80	1135
03/03/2023	BACS	Claymore Business Machines Limited	Photocopying	24/02/2023	52263	£107.12	1135
03/03/2023	BACS	Claymore Business Machines Limited	Photocopying	24/02/2023	52264	£110.88	1135
03/03/2023	BACS	JDH BUSINESS SERVICES LTD	2nd Interim Audit Fee	21/02/2023	4471	£512.40	1135
03/03/2023	BACS	TRADE UK (SCREWFIX)	Ranger Equipment Renewals	21/02/2023	1348457430	£514.23	1135
03/03/2023	BACS	TRG (The Ralphs Group)	P/Conv Cleaning w/c 13FEB23	19/02/2023	1602	£302.40	1135
03/03/2023	BACS	Waterplus	Water Charges IDM	22/02/2023	INV01290181	£180.35	1135

Date	BACS/DD	Supplier	Invoice Details	Invoice Date	Invoice No	Amount	RBS Pg
10/03/2023	DD	BT	Monthly telephones	24/02/2023	M123 L8	£81.99	1133
10/03/2023	BACS	Currie & Brown UK Ltd	Small Common Car Park	28/02/2023	124020442	£3,069.00	1136
10/03/2023	BACS	FLEXTEL LTD.	Admin Telephones	03/03/2023	80628	£30.00	1136
10/03/2023	BACS	FLEXTEL LTD.	Admin Phone Charges	03/03/2023	80641	£152.17	1136
10/03/2023	BACS	Hops and Barley LTD	CN Bar Purchases	01/03/2023	15876	£29.38	1136
10/03/2023	BACS	Hops and Barley LTD	Bar Purchases	01/03/2023	179746	£791.62	1136
10/03/2023	BACS	Hops and Barley LTD	Bar Purchases	01/03/2023	179762	£21.13	1136
10/03/2023	BACS	STAFFORDSHIRE REELS ON WHEELS	Royalties	26/02/2023	SI-428	£85.20	1136
10/03/2023	BACS	STAFFORDSHIRE REELS ON WHEELS	TH Events Costs	26/02/2023	SI-429	£390.00	1136
10/03/2023	BACS	Restore Datashred	Confidential Waste Disposal	02/03/2023	1648985	£84.00	1136
10/03/2023	BACS	Spotless Commercial Cleaning	Monthly Cleaning	28/02/2023	SIN285550	£1,626.46	1136
10/03/2023	BACS	TRG (The Ralphs Group)	P/Conv Cleaning w/c 20FEB23	26/02/2023	1603	£302.40	1137
10/03/2023	BACS	Waterplus	P/Conv Water Charges	02/03/2023	INV01390603	£193.31	1137
10/03/2023	BACS	Waterplus	TH Water Charges	02/03/2023	INV01397248	£402.17	1137
13/03/2023	DD	Evo Payments International	Card Machine Charges	28/02/2023	02-2023/52895	£127.52	1133
13/03/2023	DD	The Fuel Card People	Motor Expenses	28/02/2023	9004819322	£1.44	1133
15/03/2023	DD	EE Limited	Mkt Mobile	07/03/2023	V02085295805	£20.34	1133
16/03/2023	DD	West Merica Energy	Electricity Charges JAN23	15/02/2023	11314322	£1,775.34	1133
16/03/2023	DD	West Merica Energy	Electricity Charges Jan23	15/02/2023	11314324	£45.50	1133
16/03/2023	DD	West Merica Energy	Electricity Charges JAN23	15/02/2023	11314325	£862.21	1133
16/03/2023	DD	West Merica Energy	Electricity Charges JAN23	15/02/2023	11317406	£37.15	1133
16/03/2023	DD	West Merica Energy	TH Gas Charges Jan23	16/02/2023	11319529	£655.79	1133
21/03/2023	BACS		Market Duties	10/03/2023	59	£165.00	1138
21/03/2023	BACS	Design Office UK Ltd	STC Website Development	28/02/2023	37289	£1,380.00	1138
21/03/2023	BACS	Elite Cooling Services	TH Maintenance	24/02/2023	L85952	£180.00	1138
21/03/2023	BACS	Gaskells Waste Services	Waste Disposal	28/02/2023	P573605	£995.04	1138
21/03/2023	BACS	Hops and Barley LTD	Bar Purchases	07/03/2023	180453	£465.31	1138
21/03/2023	BACS	STAFFORDSHIRE REELS ON WHEELS	Cinema Costs	06/03/2023	SI-435	£210.00	1138
21/03/2023	BACS	Society of Local Council Clerks	SLCC Membership	07/03/2023	MEM243804-1	£237.00	1138
21/03/2023	BACS	TRG (The Ralphs Group)	P/Conv Cleaning w/c 27FEB23	05/03/2023	1604	£302.40	1139
21/03/2023	BACS	Waterplus	ODM Water Charges	04/03/2023	INV01436966	£7.75	1139
24/03/2023	BACS	Beartown Brewery Ltd	Bar Purchases	17/03/2023	56312	£187.92	1140
24/03/2023	BACS	Hops and Barley LTD	Bar Purchases	14/03/2023	181084	£484.21	1140
24/03/2023	BACS	Omega Red Group Ltd	Lighting Protection Inspection	13/03/2023	CD970202403	£253.20	1140
24/03/2023	BACS	Party Packs Limited	bunting for coronation	15/03/2023	1361568	£1,235.90	1140
24/03/2023	BACS	Spotless Commercial Cleaning	Cleaning Supplies	10/03/2023	SIN286181	£94.80	1140
24/03/2023	BACS	TRG (The Ralphs Group)	P/Conv cleaning w/c 06MAR23	12/03/2023	1605	£302.40	1140
24/03/2023	BACS	Waterplus	IDM Water Charges	13/03/2023	INV01532730	£248.18	1140
27/03/2023	DD	Prism Solutions	monthly ICT support	27/03/2023	173494	£1,087.07	1134



Date: 17/04/2023

## Sandbach Town Council

Time: 13:00

## Petty Cash

## List of Payments made between 01/01/2023 and 31/03/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
05/01/2023	MORRISONS	PC2210/01	1.00		Sandbach Chronicle
08/01/2023	TESCO	PC2210/02	3.15		Refreshments for meetings
10/01/2023	Swift Shoes Ltd	PC2210/03	5.00		Key cut
12/01/2023	MORRISONS	PC2210/04	1.00		Sandbach Chronicle
12/01/2023	Post Office Ltd	PC2210/05	1.40		Postages
19/01/2023	MORRISONS	PC2210/06	1.00		Sandbach Chronicle
20/01/2023	LIDL	PC2210/07	1.77		Bar Supplies
24/01/2023	Iceland Foods Ltd.	PC2210/08	4.70		Refreshments for meetings
25/01/2023	CO-OP	PC2210/09	2.00		Cleaning Supplies
26/01/2023	WHSmith	PC2210/10	15.99		Copying paper
26/01/2023	MORRISONS	PC2210/11	1.00		Sandbach Chronicle
28/01/2023	LIDL	PC2210/12	2.84		Bar Supplies
02/02/2023	Iceland Foods Ltd.	PC2211/01	0.95		Refreshments
03/02/2023	LIDL	PC2211/02	3.93		Bar Supplies
08/02/2023	MORRISONS	PC2211/03	1.00		Sandbach Chronicle
09/02/2023	MORRISONS	PC2211/04	1.00		Sandbach Chronicle
16/02/2023	MORRISONS	PC2211/05	1.00		Sandbach Chronicle
17/02/2023	Amazon	PC2211/06	16.98		Audio Equipment
20/02/2023	Savers	BACS	9.49		Covid-19 Tests
21/02/2023	MORRISONS	PC2211/08	1.10		Bar Supplies
24/02/2023	MORRISONS	PC2211/09	1.00		Sandbach chronicle
03/03/2023	CO-OP	PC2212/03	4.85		Bar Supplies
04/03/2023	Waitrose	PC2212/01	1.00		Stationery
06/03/2023	Iceland Foods Ltd.	PC2212/02	4.70		Refreshments for meetings
09/03/2023	MORRISONS	PC2212/04	1.00		Stationery
09/03/2023	Tinsley's Fruit & Veg	PC2212/05	5.00		Bar Supplies
16/03/2023	MORRISONS	PC2212/06	1.00		Stationery
20/03/2023	Handy Household	PC2212/07	5.96		Bar Purchases
20/03/2023	MORRISONS	PC2212/08	2.35		Bar Supplies
21/03/2023	Iceland Foods Ltd.	PC2212/09	4.00		Refreshments Purchases
23/03/2023	MORRISONS	PC2212/10	2.20		Bar Supplies
23/03/2023	MORRISONS	PC2212/11	1.00		Stationery
23/03/2023	Tinsley Fruit & Veg	PC2212/12	2.40		Bar Supplies
29/03/2023	WHSmith	PC2212/13	9.98		Stationery
30/03/2023	MORRISONS	PC2212/14	2.00		Stationery/Refreshments
30/03/2023	MORRISONS	PC2212/15	5.50		Bar Supplies
30/03/2023	Tinsley Fruit & Veg	PC2212/16	4.00		Bar Supplies

Total Payments	134.24
----------------	--------

07/06/2023

Sandbach Town Council

13:41

Sales Ledger Aged Account Balances

User: AO

Outstanding Balances by Month as at 01/05/2023

A/C Code	Customer Name	Balance	May 2023	Apr 2023	Mar 2023	Prior Months	On A/c Pymnts
<b>Ledger No 1: Sales Ledger</b>							
		270.00	0.00	0.00	0.00	270.00	0.00
		11.25	0.00	0.00	0.00	11.25	0.00
		128.00	0.00	0.00	0.00	128.00	0.00
		401.00	0.00	0.00	0.00	401.00	0.00
		400.00	200.00	0.00	200.00	0.00	0.00
		-314.20	0.00	0.00	0.00	-314.20	0.00
		320.00	320.00	0.00	0.00	0.00	0.00
		230.00	0.00	0.00	200.00	30.00	0.00
		0.01	0.00	0.00	0.00	0.01	0.00
		263.60	0.00	263.60	0.00	0.00	0.00
		80.00	0.00	0.00	0.00	80.00	0.00
		28.80	0.00	0.00	0.00	28.80	0.00
		-66.76	0.00	0.00	0.00	0.00	-66.76
		8.75	0.00	0.00	0.00	11.25	-2.50
		500.00	0.00	0.00	0.00	500.00	0.00
		458.00	360.00	0.00	0.00	98.00	0.00
		140.00	0.00	0.00	0.00	140.00	0.00
		145.00	0.00	0.00	0.00	145.00	0.00
		1,200.00	1,200.00	0.00	0.00	0.00	0.00
		260.00	0.00	260.00	0.00	0.00	0.00
		44.00	44.00	0.00	0.00	0.00	0.00
		1.66	0.83	0.83	0.00	0.00	0.00
		90.50	0.00	0.00	0.00	90.50	0.00
		160.00	0.00	0.00	0.00	160.00	0.00
		81.90	0.00	0.00	81.90	0.00	0.00
		160.02	0.00	0.00	42.21	127.87	-10.06
		76.31	0.00	0.00	22.05	54.26	0.00
		39.65	0.00	0.00	0.00	39.65	0.00
		89.83	0.00	0.00	0.00	89.83	0.00
		16.76	0.00	0.00	0.00	16.76	0.00
		610.60	0.00	0.00	0.00	610.60	0.00
		193.04	0.00	0.00	0.00	193.04	0.00
		274.85	0.00	0.00	150.36	124.49	0.00
		236.80	0.00	0.00	0.00	236.80	0.00
		300.00	300.00	0.00	0.00	0.00	0.00
<b>Total Sales Ledger No 1</b>		<b>6,839.37</b>	<b>2,424.83</b>	<b>524.43</b>	<b>696.52</b>	<b>3,272.91</b>	<b>-79.32</b>
<b>TOTAL SALES LEDGER BALANCES</b>		<b>6,839.37</b>	<b>2,424.83</b>	<b>524.43</b>	<b>696.52</b>	<b>3,272.91</b>	<b>-79.32</b>

Sandbach Town Council  
Aged Debt Summary & Write Off  
31/05/2023

Debtors A/c Balance £6,839.37  
Current £2,424.83  
Aged Debt £4,493.86  
Write Off £2,177.78

Invoice Date	Invoice No	Net Value	VAT	Invoice Total	Balance	THall	ELECTRIC	Debt Type	Notes
26/09/2019	3604	£270.00	£0.00	£270.00	£270.00	£270.00		Aged	unable to contact
27/09/2019	3619	£120.00	£0.00	£120.00	£80.00	£80.00		Aged	unable to contact
27/11/2019	3667	£240.00	£0.00	£240.00	£110.00	£110.00		Aged	unable to contact
05/12/2019	Payment 2110-2	£0.00	£0.00	£0.00	-£2.50	-£2.50		Aged	unable to contact
06/01/2020	3718	£93.67	£4.68	£98.35	£98.35		£93.67	Aged	previous Mkt Unit licensee - unable to contact
01/02/2020	3773	£65.00	£0.00	£65.00	£65.00	£65.00		Aged	unable to contact
29/02/2020	3782	£65.00	£0.00	£65.00	£65.00	£65.00		Aged	unable to contact
29/02/2020	3794	£145.00	£0.00	£145.00	£145.00	£145.00		Aged	unable to contact
12/03/2020	3793	£260.00	£0.00	£260.00	£260.00	£260.00		Aged	unable to contact
30/04/2020	3817	£51.76	£2.59	£54.35	£54.35		£51.76	Aged	previous Mkt Unit licensee - unable to contact
08/07/2020	3842	£11.02	£0.55	£11.57	£11.57		£11.02	Aged	previous Mkt Unit licensee - unable to contact
20/08/2020	3857	£27.40	£1.37	£28.77	£28.77		£27.40	Aged	previous Mkt Unit licensee - unable to contact
21/09/2020	3866	£326.25	£0.00	£326.25	£11.25	£11.25		Aged	previous Mkt Unit licensee - unable to contact
30/09/2020	3876	£75.54	£3.78	£79.32	£79.32		£75.54	Aged	previous Mkt Unit licensee - unable to contact
31/10/2020	3886	£168.75	£0.00	£168.75	£11.25	£11.25		Aged	unable to contact
03/11/2020	Payment 2119-2	£0.00	£0.00	£0.00	-£10.06		-£10.06	Aged	unable to contact
11/12/2020	Payment 2120-2	£0.00	£0.00	£0.00	-£25.00	-£25.00		Aged	unable to contact
18/12/2020	Payment 2121-2	£0.00	£0.00	£0.00	-£25.00	-£25.00		Aged	unable to contact
14/01/2021	3908	£42.42	£2.12	£44.54	£44.54		£42.42	Aged	previous Mkt Unit licensee - unable to contact
14/01/2021	3910	£15.82	£0.79	£16.61	£16.61		£15.82	Aged	previous Mkt Unit licensee - unable to contact
14/01/2021	3914	£69.02	£3.45	£72.47	£72.47		£69.02	Aged	previous Mkt Unit licensee - unable to contact
31/01/2021	3924	£104.16	£5.21	£109.37	£109.37		£104.16	Aged	previous Mkt Unit licensee - unable to contact
31/03/2021	3941	£0.14	£0.01	£0.15	£0.15		£0.14	Aged	previous Mkt Unit licensee - unable to contact
31/03/2021	3943	£10.30	£0.52	£10.82	£10.82		£10.30	Aged	previous Mkt Unit licensee - unable to contact
31/03/2021	3945	£16.53	£0.83	£17.36	£17.36		£16.53	Aged	previous Mkt Unit licensee - unable to contact
		£2,177.78	£25.90	£2,203.68	£1,498.62	£965.00	£507.72		

Total Amount to write off: £1,498.62



INSURANCE RENEWAL PROPOSAL  
FOR  
Sandbach Town Council

Prepared by  
**Mr Jonathan Meiseles**  
6th June 2023

## 1. Introduction

Thank you for insuring with us last year.

We hope that you will renew your policy with us for the coming year. If you do, you will continue to receive the combination of high quality insurance, excellent service and competitive pricing that we provide.

- **High quality insurance**

Our policy has been designed for Councils such as yours. We have over 20 years of experience working with Town, Parish and Community Councils and are the largest insurer of public services in the UK.

Zurich are also pleased to announce that **Key Personnel cover** is available as a paid for option to all Town, Parish and Community Council policies. Key Personnel insurance is designed to protect councils 24 hours a day, 7 days a week in the event that an accident or assault renders a vital member of your team unable to work to their normal capacity. Your council could claim weekly benefits of up to £500 to assist with replacing vital staff or volunteers.

- **Excellent service**

We pride ourselves on providing swift, friendly service. Highlights of this service include: a dedicated Account Manager (you have my direct line and email address); no admin fees when you make a change to your policy; and free access to legal and counselling helplines. Our customer service currently scores 4.7 out of 5 on the independent rating site Feefo.

Should you need to make a claim, it will be managed by our dedicated team of claims specialists. They will work with you to settle the claim quickly and minimise disruption in the meantime. They manage claims ranging from the simplest accidental damage to the most complex legal cases, so, whatever may happen, you will have experts on your side.

### Competitive pricing

We are proposing premiums shown in the table below

LTA Term*	Price proposed for this year (including all applicable taxes)
1 Year	£9,487.97
3 Year	£8,672.13

\* You may choose to enter a Long Term Agreement with us, this would reduce the price of your policy over the life of the agreement in return for your commitment to stay with us. See Section 4 for details.

In addition to these benefits, if you choose to renew with us you will have bought from a company that makes a significant contribution to society: The Zurich Community Trust, a registered charity that is funded by corporate and employee donations, has given support to over 600 UK and overseas charities through grants and volunteering programmes.

## 2. Next steps

It is important that you **carefully read the attached document your 'Local Council Policy Schedule'** and check that the facts we have about you are correct and that we have included all the covers that you want. Please call us if you have any questions or need to make changes.

Once you are happy with the Schedule, all your organisation needs to do to purchase your policy is send us an acceptance email.



### 3. The cost of this policy

The cost of this policy is £9,487.97 (including taxes, based on a 1 year agreement).

This is made up of £8,471.40 for your policy, £1,016.57 Insurance Premium Tax (at the prevailing rate, which is levied on insurance policies) and £0.00 VAT

This quotation is valid for 90 days from the quotation date specified on the front cover of this proposal.

### 4. Long Term Agreement

You may choose to set up a Long Term Agreement (LTA) with us. This means that you commit to keep your policy with us for the period of the LTA and in return you receive the discount detailed in the pricing table.

An LTA will also freeze the rates which we apply to your sums insured or indemnity levels in order to calculate your annual premium. So, if we raise rates during your LTA, the rise won't apply to your premium.

Please note, this doesn't mean that your premium will not rise over the period of the LTA. It would rise if:

- a) Your sums insured increase  
We will index-link your sums insured.
- b) Your levels of indemnity increase  
Again, this may be necessary to ensure that your policy is giving you the appropriate level of protection.
- c) Your claims history is poor  
If this did occur, you would have the option to exit the LTA.

The following lines of cover are not subject to LTA rate freezes: Engineering, Legal Expenses and Terrorism.

Do please contact us if you have any questions or would like to set up an LTA.

## 5. How we will support you

We will be available to support you throughout the year with activities such as:

- Insuring new projects and events which you may be considering
- Making changes to your policy
- De-mystifying the sometimes complicated language used in insurance documents

Our approach to fees:

- We do not charge administrative fees or for providing duplicate documents.
- We will make no charge if you request changes or amendments to your policy that would cost less than £50.

## 6. Changes to your policy wording

We would like to draw your attention to some specific changes to the Policy schedule. For the most part these amendments are clarifications of the Policy wording, however some of them could be considered to be a change to the Policy terms.

*Business Interruption – We have applied a new endorsement that can be found on your policy schedule. This endorsement restates the special extension provided under section 5.2 in respect of notifiable diseases. Whilst our policy limits remain unchanged, notifiable diseases are now clearly defined under the policy providing clarity as to when this cover will operate.*

Please email or call me if you have any questions about these changes.

## 7. How to purchase this policy

To renew this policy, all you need to do is call or send us an email confirming that you wish to go ahead.

We will then email you electronic copies of your policy documents, along with an invoice. Payment is due before your cover starts, or immediately if your cover is already in place. Failure to do so could result in your insurance being cancelled.



## 8. Conclusion

This proposal and the attached 'Local Council Policy Schedule' should clearly describe your insurance requirements and how we plan to meet them. If they do not, or if you have any questions, please contact me on 01243 832117 or at [jonathan.meiseles@uk.zurich.com](mailto:jonathan.meiseles@uk.zurich.com)

We hope that a combination of our council expertise, the service we provide, and the price offered will convince you to renew your insurance with us.

Zurich Municipal is a trading name of Zurich Insurance Company Ltd. A public limited company incorporated in Switzerland. Registered in the Canton of Zurich, No. CHE-105.833.114, registered offices at Mythenquai 2, 8002 Zurich. UK Branch registered in England and Wales no BR000105. UK Branch Head Office: The Zurich Centre, 3000 Parkway, Whiteley, Fareham, Hampshire PO15 7JZ.

Zurich Insurance Company Ltd is authorised and regulated in Switzerland by the Swiss Financial Market Supervisory Authority FINMA. Authorised by the Prudential Regulation Authority. Subject to regulation by the Financial Conduct Authority and limited regulation by the Prudential Regulation Authority. Details about the extent of our regulation by the Prudential Regulation Authority are available from us on request. Our firm reference number is 959113.

Communications may be monitored or recorded to improve our service and for security and regulatory purposes.

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AGI Catering

# Invoice

Submitted on 01/03/2023

Invoice for	Payable to	Invoice #
SandBach Council	AGI Catering	Council-1
Town Council	Sort Code: 01-07-80	
Street address	Account Number: 52668432	
High St, Sandbach CW11 1AX	<b>Project</b>	<b>Due date</b>
	Catering	09/12/2023

---

Description	Number of People	Unit price	Total price
			£0.00
Xmas Buffet	150	£12.50	£1,875.00
			£0.00
			£0.00
			£0.00

Notes:

Subtotal	£1,875.00
Adjustments	
	<b>£1,875.00</b>



# 16.2

Hipswing

## TAX INVOICE

Sandbach Town Council  
Attention: Hightown  
Sandbach  
CW11 1AE  
CHESHIRE

**Invoice Date**  
1 Jun 2023

**Invoice Number**  
INV-15234

**Reference**  
6839

**VAT Number**  
915872794

Hipswing Entertainments  
Limited  
Unit 10 Oasis Business Park  
Road One  
Winsford  
Cheshire  
CW7 3RY  
UNITED KINGDOM

Description	VAT	Amount GBP
Final balance fee for 8th July for Party in the Park	20%	4,021.47
	Subtotal	4,021.47
	TOTAL VAT 20%	804.29
	<b>TOTAL GBP</b>	<b>4,825.76</b>

### Due Date: 17 Jun 2023

Payment is due 21 days BEFORE event date and can be made by:  
CREDIT or DEBIT CARD by calling the office, or  
BACS to Account Number 52565246 sort code 010780 quoting your name, invoice number or booking reference.  
Please note - we no longer accept cheques.

## PAYMENT ADVICE

To: Hipswing Entertainments Limited  
Unit 10 Oasis Business Park  
Road One  
Winsford  
Cheshire  
CW7 3RY  
UNITED KINGDOM

**Customer** Sandbach Town Council  
**Invoice Number** INV-15234  
**Amount Due** 4,825.76  
**Due Date** 17 Jun 2023  
**Amount Enclosed**

Enter the amount you are paying above

VAT Reg No. 280 4465 58

John Greenall & Co. Limited  
The Gables, 20 Crewe Road,  
Sandbach, Cheshire CW11 4NE

Sandbach Town Council  
The Town Hall  
High Street  
Sandbach  
Cheshire  
CW11 1AX

STC Notes  
RBS 21/04/2023  
PO 2342  
4114 101  
To approve at TCM 14/06/2023

No.215

05 April 2023

To:	Services Rendered:-	
"	Completing the monthly payroll for the period 6 <sup>th</sup> April 2022 – 5 <sup>th</sup> April 2023 including payslips, reports and ongoing auto-enrolment checks, monthly report to Cheshire pension fund, including Monthly Information reporting	
"	Advice on all payroll matters and general queries	£2300.00
"	VAT @ 20%	<u>£ 460.00</u>
		<u>£2760.00</u>

Please note this account is due for payment within  
30 days of the invoice date

Sort code 30 12 59  
Account no 16974160



Graham R. Miles F.C.C.A, M.A.A.T.  
Stephen J. Ollerhead F.C.C.A  
Registered in England & Wales No. 8242246  
Registered Office: The Gables, 20 Crewe Road, Sandbach, Cheshire CW11 4NE

Tel: 01270 762547  
Fax: 01270 759299  
Email: [info@johngreenall.co.uk](mailto:info@johngreenall.co.uk)  
Web: [www.johngreenall.co.uk](http://www.johngreenall.co.uk)

16.4



STC Notes  
 RBS 31/05/2023  
 PO 2387  
 4109 101 ICT Costs  
 EMR 347 Office Accommodation Project  
 Appr TCM 14DEC22 Item 10

Prism Solutions  
 20 John Bradshaw Court  
 Alexandria Way  
 Congleton, Cheshire CW12 1LB  
 443451217770  
 Fax:  
 GB 732 5812 41

Date
30.05.2023

Bill To
Sandbach Town Council Sandbach Town Hall High Street Sandbach, Cheshire CW11 1AX United Kingdom

**Invoice Number:** 178414  
**Invoice Date Range:** to  
**Payment Terms:** Due In 7 Days  
**Payment Due:** 06.06.2023

Date	Item Description	Type	Billable Hours	Quantity	Rate/Cost	Billable Amount
11.05.2023	Cost Name: Full Day Onsite - Technical Consultant Cost Description: Full Day - Technical Consultant  New Office Setup - Post SoGEA Install  - STATIC IP REQUIRED - 16 PORT POE Rack Mountable Switch Install - 2 x Aruba AP11D (1 for Boardroom / 1 for Staff Office) - Prism Gateway (Dell SonicWall) with Draytek Modem - VPN Tunnel from New Office to Town Hall for RBS T20230511.0151	Ticket Charge		1.00	799.43	799.43
11.05.2023	Cost Name: SoGEA Line Installation Cost Description: T20230511.0151	Ticket Charge		1.00	69.00	69.00
11.05.2023	Cost Name: Network Switch Cost Description: NETGEAR GS716TPP - 16-port Gigabit Ethernet High-Power PoE+ Smart Managed Pro  I#GS716TPP-100EUS T20230511.0151	Ticket Charge		1.00	327.28	327.28
11.05.2023	Cost Name: HP Aruba Instant On AP11D POE Cost Description: HPE Aruba Instant ON AP11D (RW) - radio access point - Bluetooth, Wi-Fi 5  I#R2X16A T20230511.0151	Ticket Charge		2.00	134.31	268.62
11.05.2023	Cost Name: Wired Router Cost Description: Draytek Vigor 2866 - router - DSL modem  I#V2866-K T20230511.0151	Ticket Charge		1.00	234.67	234.67



# 16.4

Date	Item Description	Type	Billable Hours	Quantity	Rate/Cost	Billable Amount
11.05.2023	Cost Name: 1m Patch leads white Cost Description: 1m Cat5e  I#45PAT1MWH T20230511.0151	Ticket Charge		12.00	3.09	37.08
11.05.2023	Cost Name: 5m Patch Cable - White Cost Description: 5m Cat5e Cable  I#45PAT5MWH T20230511.0151	Ticket Charge		5.00	5.55	27.75
11.05.2023	Cost Name: Standard Shipping Cost Description: T20230511.0151	Ticket Charge		1.00	11.00	11.00

## Bank Details

Santander  
Prism Business Developments Ltd  
Account Number 10882151  
Sort Code 09-02-22

## Total Billable Amount

£1,774.83

## Total Taxes

£354.97

## Grand Total

**£2,129.80**

**Taxable (20%) £354.97**

## Blitz Fireworks Limited

14 Hightown  
CREWE, Cheshire, CW1 3BS  
United Kingdom  
Telephone: 01270 211129  
Email [mandy@blitzuk.com](mailto:mandy@blitzuk.com)



### Invoice To:

Finance Officer  
Sandbach Town Council  
Sandbach Town Hall  
High Strret  
Sandbach  
Cheshire  
CW11 1AX

**Invoice Date** 18/05/2023  
**Due Date** 17/06/2023  
**Reference** PO 2348  
**Invoice Number** SI-1061

### SALES INVOICE

Code	Description	Qty/Hrs	Price/Rate	VAT %	Net
FIREWORKS DISPLAY	To provide a firework display on Saturday 8th July 2023 at Sandbach Park	1.00	2,480.00	20.00	2,480.00

VAT Rate	Net	VAT	Total Net	2,480.00
Standard 20.00% (20.00%)	£2,480.00	£496.00	Total VAT	496.00
			<b>TOTAL</b>	<b>£2,976.00</b>

### Notes:

Bank Details  
Bank name: Natwest  
Bank sort code: 54-10-17  
Account number: 10561420  
Vat number: 917 4310 38

### Terms and Conditions:

Payment for these goods/services is due upon receipt of this invoice unless prior agreement has been made. Please note that we reserve the right to charge interest on late payments.

### Deliver To:

Finance Officer  
Sandbach Town Council  
Sandbach Town Hall  
High Strret  
Sandbach  
Cheshire  
CW11 1AX

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**PAGE**



## **Information Paper for Sandbach Town Council Meeting – 14<sup>th</sup> June 2023**

The purpose of this information paper is to answer the points raised by Councillors at Sandbach Town Council meeting on 8<sup>th</sup> March 2023 with regard to the new management team selection process and the residential longevity of the team in Sandbach. The paper also provides an update on activities undertaken since being appointed.

Sandbach Partnership anticipates that the Councillors will also have questions / commentary about the entertainment licensing of the cobbles /market square and in anticipation of this has provided information on that topic.

### New Management Team Selection

On 28<sup>th</sup> February 2022 towards the end of last financial year at the AGM of Sandbach Partnership (minutes available on website) none of the management team put their names forward for nomination. Sandbach Partnership was handed to Sandbach Forum for them to recruit a new management team.

Public announcements and notices were issued for new management members to put their names forward by completing an application form and submitting it by 2<sup>nd</sup> November 2022. The application process was administered by Mark Cook, Co-ordinator of Sandbach Clean Team.

There were 9 applications received in total. 3 withdrew before the interviews were arranged. Interviews were arranged with 6 applicants. The panel for the interviews was made up of the previous Vice Chair Sue Wood (also a Forum member with Ashfields Patient Partnership Group), Gill Merry (Chair of Friends of Elworth Park) and Mark Cook (Co-ordinator of Sandbach Clean Team). Interviews were held during the last week of November 2022. Each applicant was sent the list of questions they would be asked ahead of interview.

On 29<sup>th</sup> November 2022 Sandbach Forum met to discuss the outcome of the interviews. The Sandbach Forum members present were Sue Wood, Gill Merry, Mike Benson, Dave Whitworth, Barbara West, Linda Bilsborrow and Malcolm Bugler. Mark Cook sent his apologies to the meeting (both other members of the interview panel were present).

The Forum members present at the meeting, voted to accept the candidates put forward by the interviewing panel. The vote was unanimous in favour of the candidates and was ratified by a quorum majority.

The successful candidates were:

Chair: Helen Dorney (resident since 2014)

Vice Chair: Anne-Marie Robinson (resident since 2021)

Vice Chair: Nicola Kapusniak (resident since 1998)

Assistant: Peter Darby (resident since 2019)

It was agreed that a notification would be placed in the local paper and on social media. These can be found here – [Sandbach Hub](#) – Sandbach Chronicle – [Sandbach Partnership Website](#).

Each of the new management team were advised on 1<sup>st</sup> December 2022 that they had been successful, and the Chair was provided with the contact information of the others to enable the first management meeting of the new team.

## Handover Activities

The newly appointed officers of Sandbach Partnership met for the first time on 7<sup>th</sup> December 2022. During the meeting as well as introducing themselves to each other the officers agreed items for the agenda of the handover meeting with the previous officers.

The new Chair, Helen Dorney, met with Keeley Todd (the previous Chair) and Sue Wood (the previous Vice Chair on 14<sup>th</sup> December 2022. A comprehensive handover was undertaken covering the following topics; the exchange of keys to the office premises and noticeboards, details of the Partnerships finances including accounts, stakeholder contact details together with all digital IT files as well as information on the history of the Partnership.

The new officers continued to meeting weekly to progress handover actions and to become more familiar with the requirements of the Constitution of Sandbach Partnership.

The requirements of the Constitution of Sandbach Partnership are:

1. Signed Declaration of Acceptance of officers – these were signed by each Officer on 4<sup>th</sup> Jan 23
2. Maintain list of Members (Forum and Individual)
3. Hold monthly management team meetings.
4. Hold quarterly SP Forum meetings.
5. Preparation and auditing of annual financial accounts
6. Annual Action Plan / Works Plan
7. Hold AGM in October

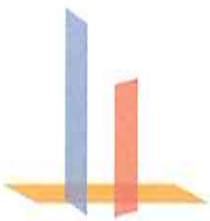
The new management team of Sandbach Partnership was therefore formed following signature of the declaration of acceptance of officers on 4<sup>th</sup> Jan 2023.

## Jan – Mar 2023 Activities

In the following three months of the financial year there has been significant progress into the operational management of Sandbach Partnership notably:

- Review of all historic files (both paper and electronic) and rationalisation
- Understanding the legal standing as an Unincorporated Constituted Community Group and the requirements on the officers and abilities of the group within the law
- Investigation of insurances including trustee, public liability, employer and event insurance
- Understanding of and management of licenses
- Understanding of and management of legal agreements that Sandbach Partnership had entered into





#### Sandbach Partnership

- Coordination with Cheshire East around occupancy of Sandbach Enterprise Centre, future arrangement options including tenancy, and consequentially providing vacant possession by 31<sup>st</sup> March 2023.
- Engagement with a large number of stakeholders throughout the community to understand the involvement, requirements and future aspirations of Sandbach Partnership
- Introduction to the 5 towns partnership at a challenging time when funding is being terminated by Cheshire East
- Ongoing management of notice boards in Sandbach
- Getting access to the Sandbach Partnership bank account which was finally completed on 31<sup>st</sup> March 2023
- Updating social media platforms with new management team information and starting to engage with the community
- Investigation of projects for undertaking during financial year 2023-24
- Updating the Purpose, Objectives and Vision of Sandbach Partnership to reflect the new management team (Appendix 1)

Sandbach Partnership presented at Sandbach Town Council Annual Meeting on 22nd March at the request of STC.

The first meeting of Sandbach Forum was held on 28<sup>th</sup> March 2023 and was well attended. The next Forum meeting has been arranged for 27<sup>th</sup> June 2023.

#### April 2023 to date

On Sunday 23rd April the Youth Engagement Showcase (YES) was held in Sandbach Town Hall. The event brought together 12 organisations from across Sandbach which facilitate activities for young people aged 0-18 years. Groups represented various sports, art, dance, music, technology and intergenerational connectivity. Over 200 people attended the 3hr event which took place on the second day of the transport festival. All of the feedback from those attending and the exhibitors on the day were extremely positive and complimentary. The youth survey is still running and the output of this will be reviewed at the next SP meeting.

On Monday 8<sup>th</sup> May as part of the Coronation weekend, Sandbach Partnership coordinated with forum members to put together the Big Help Out, a day of volunteering across the nation in honour of the new King. Despite the weather, the event was well attended with over 75 volunteers turned out to pick and plant at the train station and Scotch common. Special thanks to Mark Cook, Barbara West, Keith Haines and John Scarrott who all led their designated task groups admirably. Due to the weather conditions, the painting had to be postponed, however there are plans to reschedule. A great amount of support including donations from local businesses toward equipment and positive comments received online for the work undertaken together with a very complimentary article by Sandbach Nub News.

#### Future project under development:

- Spooky Saturday – grant application at this meeting
- Repair Café – project proposal being presented to the next SP meeting for approval
- Lantern Festival with STC



## Sandbach Cobbles / Market Square

Sandbach Partnership are the premise license holders for the Cobbles / Market Square for entertainment purposes.

Requests for use of the Cobbles / Market Square should be made to [info@sandbachpartnership.co.uk](mailto:info@sandbachpartnership.co.uk)

The management of the premise license includes:

- Validation of public liability insurance for the entertainment (provided by SP or others?)
- Validation of event insurance for the entertainment (provided by SP or others?)
- Access to power supply (if requested)

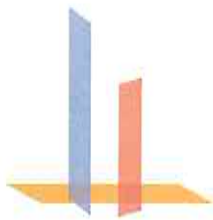
Sandbach Partnership (as outlined in this information paper) is an Unincorporated Constituted Community Group and as such each of the members of the management team carries the liability of the groups activities personally (i.e. we are personally liable). In the event of an incident on the cobbles during an event we need to be sure where the liabilities lie.

The previous management team may not have administered the license as it should have done, but this is something that the current management team is rectifying.

Sandbach Partnership are not seeking to be obstructive or difficult in the management of the license. We are not seeking to refuse access. SP are seeking to manage the risks and liabilities.

As Sandbach Partnership no longer receive any funding from Cheshire East or Sandbach Town Council we seek a voluntary nominal donation for management of the license from each applicant. This is due to SP needed to find funding to manage its ongoing operation for the benefit of Sandbach.

The information contained within this paper on the license will be on the SP website together with a booking form.



Sandbach Partnership

## Appendix 1 – Sandbach Partnership – PVO



### **Sandbach Partnership** **Purpose, Objectives and Vision**

#### **Purpose**

To promote, for public benefit, the improvement of economic, social, environmental and cultural health of the Sandbach area (source: Sandbach Partnership Constitution)

#### **Vision**

To provide professional, trusted support as a collaborative delivery partner – promoting a thriving, inclusive and engaged membership community.

#### **Objectives 2023/24**

1. Secure the financial viability of the partnership for 2023/24 and develop the organisation further (CIC application membership)
2. Promote and support the activities of our partnership forum members (e.g., insurance, advice, website promotion)
3. Support and promote activities that bring our community together in line with the Partnership's key themes (e.g., events)
4. Work collaboratively to build powerful partnerships to enhance the life chances and well-being of residents and surrounding area and reduce inequalities (e.g. projects)

#### **Key themes**

The Partnership will look to enhance its offering beyond its membership organisations by providing, promoting or supporting initiatives which specifically look to enhance or improve the following areas:

- ❖ Youth
- ❖ Physical and mental wellbeing
- ❖ Environment

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