



## **FINANCE, POLICY AND GOVERNANCE COMMITTEE**

Agenda for the meeting to be held on **Wednesday, 9 August 2023**  
At 7.00pm in Sandbach Town Hall.

Committee Members: Cllrs G Lindop (Chair), S Corcoran (Vice Chair), J Arnold, N Cook, M Deakin, K England, D Hegarty, M Mitchel, A Nevitt, T Wheatcroft.

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

Please ensure apologies are received by **the Chief Officer no later than 5pm** on the day of the meeting.

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

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

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The Chair will adjourn the meeting to allow questions relating to items on this Agenda from members of the public.  
After the questions, the Chair will reconvene the meeting.

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### **3. EXCLUSION OF PUBLIC AND PRESS**

To consider, under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), press representatives and public be excluded from the meeting for any of 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 by virtue of the paragraph specified against the item.

Lead: Chair

Action: *To approve items to be excluded from press and public, if appropriate.*

### **4. MINUTES OF THE FINANCE POLICY AND GOVERNANCE MEETING**

[Attached: Minutes of the meeting held 1 February 2023]

Lead: Chair

Action: *To approve the minutes of the 1<sup>st</sup> February 2023 meeting.*

**5. COMMITTEE TERMS OF REFERENCE**

[Attached: Draft Terms of Reference]

Lead: Chair

Action: To consider the draft terms of reference and make recommendations to Council.

**6. GRANTS APPLICATIONS (OVER £500 and UNDER £5,000)**

[Attached: Grant Applications received in Quarter 1

6a Veg and Vibe LTD – requested amount £5,000;

6b Sandbach Partnership - requested amount £2,520;

6c SW Cheshire Scouts – Shipton Explorer Scout Unit - requested amount £2,000]

Lead: Chair

Action: To consider the grant applications for approval against the Council's grant application criteria and an outstanding budget provision of £27,500.

**7. SMALL GRANTS ALLOCATION SUMMARY**

[Attached: Small Grant Application Summary]

Lead: Chair

Actions:

- i) That the small grants approved in Quarter 1 are noted;
- ii) That the remaining budget of £1,150 is merged with the main Grants budget (code 4530) for future allocations.

**8. CORPORATE STRATEGY OBJECTIVES**

[Attached: Corporate Strategy Document Extract]

Lead: Chair

At its meeting on 7 June 2023, Council agreed to request that Service Committees would review the actions within their remit and report back on their status and priority.

Action: *To consider the actions included within the Council's Corporate Strategy and make recommendations to Council.*

**9. CURRENT YEAR BUDGET**

[Attached: RBS 2023-24 Budget & Actuals June Summary]

Lead: Chair

Action: *To note the actuals against budget position for Finance, Policy and Governance Committee activities.*

**10. QUARTERLY FINANCE REPORTS**

[Attached: 10a Q1 2023-24 BACS & DD Payments made;  
10b Q1 2023-24 CREDIT CARD Payments made;  
10c Q1 2023-24 Payments made Current Acc;  
10d Q1 2023-24 PETTY CASH Payments made]

Lead: Chair

Actions: *To approve Q1 Financial Reports.*



**11. ITEMS FOR THE NEXT MEETING**

Policy Review; 2024-25 Budget Recommendation.

**12. DATE AND TIME OF NEXT MEETING**

The date of the next meeting is Wednesday 22<sup>nd</sup> November 2023 at 7pm in Sandbach Town Hall

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## **FINANCE, POLICY AND GOVERNANCE COMMITTEE**

Minutes for the meeting held on **Wednesday, 1<sup>st</sup> February 2023**  
At 7.00pm in Sandbach Town Hall.

Committee Members: Cllrs N Cook (Chair), S Corcoran (Vice Chair), A Smith, G Merry, L Crane, M Muldoon, N Adams, R Hovey, S Crane and S Kirkham.

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

Absent with Apologies: Cllr N. Adams (Personal reasons);  
Cllrs S Corcoran and L Crane (Professional reasons)  
Absent without Apologies: Cllr S Crane.

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

No pecuniary and non-pecuniary interests were declared for any item on the agenda.

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No questions were received from attending members of the public so there was no requirement to adjourn the meeting for this purpose.

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### **3. EXCLUSION OF PUBLIC AND PRESS**

To consider, under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), press representatives and public be excluded from the meeting for any of 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 by virtue of the paragraph specified against the item.

Lead: Chair

**Resolved:** *No items were excluded from press and public.*

### **4. MINUTES OF THE FINANCE POLICY AND GOVERNANCE MEETING**

[Attached in Agenda: Minutes of the meeting held 15<sup>th</sup> November 2022]

**Resolved:** *The minutes of the 15<sup>th</sup> November 2022 meeting were approved as an accurate record.*

## 5. DATA PROTECTION POLICY AND PRIVACY NOTICE

[Attached in Agenda: 5a Data Protection Policy 2023;  
5b Recording or photographing at Council Meeting Policy 2023]

Lead: Chair

As part of the Council governance review, all policies are being updated on a rolling programme. The attached policies relate to the data protection responsibility of the Council, provided by the Council's external Data Protection Officer and updated for the provisions of the Data Protection Act 2018.

The updated policies were welcomed and Committee requested that the Chief Officer check specific points of clarification with the DPO as identified in the resolution below.

In addition, Committee requested that related documents were identified as appropriate. The Chief Officer undertook to ensure consistency with other related policies such as the Data Retention Policy.

**Resolved that:**

- i) *the Data Protection policy is accepted for recommendation to Council subject to*
  - a. *the inclusion of the requirement to brief and train staff in relation to the policy and*
  - b. *that images should be included as personal data;*
- ii) *the statement within the Recording or photography at Council Meeting Policy, regarding the public's right to request that they are not recorded at a public meeting, is checked with the DPO as mandatory or advisory and that draft policy is amended accordingly with an agreed approach to pause recording if appropriate.*

## 6. STANDARD FINANCE REPORTS

[Attached in Agenda: 6a Q3 CB1 Current Reserves Bank Reconciliation;  
6b Q3 CB2 Bonus Saver Bank Reconciliation;  
6c Q3 CB3 Petty Cash Bank Reconciliation;  
6d Q3 CB7 Credit Card Bank Reconciliation;  
6e Q3 Summary Profit and Loss Account;  
6f Summary Income and Expenditure Q3;  
6g Trial Balance for Month No\_9;  
6h Variance against budget to date]

Lead: Chair

The RFO outlined the approach going forward to clearer variance reporting going forward and the intention to adapt the finance system to align budget more closely to Council Committees.

A number of questions were raised by members regarding specific variances. The chair noted that the emerging underspend – largely resulting from significant staff vacancies and slow start up of some projects due to COVID lent support to the Council's decision not to increase the precept for the 2023-24 budget.

**Resolved:** *Reports were approved.*

Chair Initials:

**7. PAYMENTS MADE**

[Attached in Agenda: 7a Q3 CB1 Current Reserves Payments made;  
 7b Q3 CB1 Current Reserves DD & BACS payments made;  
 7c Q3 CB3 Petty Cash Payments;  
 7d Q3 CB7 Credit Card Payments]

Lead: Chair

It was noted that a transfer of £500K had now been made to a higher interest account.

Payments for both the additional public toilet and goal posts were highlighted as positive developments funded by the Twon Council and publicity was requested

**Resolved:** *Payments and reserve transfers were noted.*

**8. FIRST RESPONDER VEHICLE SPONSORSHIP**

Lead: Chief Officer

Referred from the Finance, Policy and Governance Committee Meeting on 15<sup>th</sup> November 2022, where it was resolved that a contribution to the NWS first approved in principal, capped at £1,000, subject to the Chief Officer clarifying and securing the terms of the suitable financial arrangement (SLA / Grant / Sponsorship) through discussion with the applicant and to report back to the next meeting. the chief Officer reported that the grant applicant had been contacted and she awaited a response in order to progress the matter.

**Resolved:** *To await the receipt of information from the grant applicant and report back to committee.*

**9. ITEMS FOR THE NEXT MEETING**

Criteria to supplement the Council's Sponsorship policy

**10. DATE AND TIME OF NEXT MEETING**

The date of the next meeting is to be confirmed subject to the requirements of purdah and the new Council timetable.

Chair Signature:

Date:



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# SANDBACH TOWN COUNCIL

## FINANCE POLICY & GOVERNANCE COMMITTEE

### TERMS OF REFERENCE

**Approved by Council:**

**Latest Review Date: May 2024**

This document supersedes the Terms of Reference/Delegation dated July 2018.

**10 Members of the Authority**

**Quorum = 4**

Responsible for the management and oversight of all matters relating to the council finances, policies and governance. It determines the Council's spending priorities and recommends the annual budget to Council. The Finance Committee can make grants to local organisations for the benefit of the people of Sandbach.

**Meetings:** Quarterly to reflect the financial cycle.

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

Function of Committee Column 1		Delegation of Functions Column 2
1.	<b>Resources</b>	
	To oversee and direct the use of financial and technological resources of the Council.	<ul style="list-style-type: none"> <li>• Committee for management overview.</li> <li>• Operational management to Town Clerk and Responsible Financial Officer (RFO), in accordance with Financial Regulations &amp; Standing Orders.</li> </ul>
2.	<b>Governance</b>	
	To advise Council on Financial Regulations, Standing Orders and Standing Orders for Contracts.	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk to advise and implement</li> </ul>
	To advise Council on the Constitution, Corporate Strategy and other policy documents not specifically allocated to other standing committees	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk to advise and implement</li> </ul>
	To ensure that there is a rolling programme of policy and governance reviews in accordance with agreed "review" dates,	<ul style="list-style-type: none"> <li>• Town Clerk to advise and implement</li> </ul>
5.	<b>Civic Functions</b>	
	To administer and oversee the civic functions of the Town Council. in consultation with other committees where appropriate.	<ul style="list-style-type: none"> <li>• Finance, Policy &amp; Governance Committee for management overview within Policy and Budget.</li> <li>• Town Clerk for Operational Management</li> </ul>
	To administer the office of the Mayor	<ul style="list-style-type: none"> <li>• Finance, Policy &amp; Governance Committee for management overview within Policy and Budget.</li> <li>• Town Clerk for Operational Management</li> </ul>
7.	<b>Finance</b>	
	Under the direction of the Council:	
7.	To be responsible for the overall management and control of the finances of the Council.	<ul style="list-style-type: none"> <li>• Council to approve banking arrangements</li> <li>• Committee for managerial overview</li> <li>• RFO/Town Clerk in accordance with Financial Regulations and for operational management</li> </ul>

8.	To monitor the Council's capital and revenue budgets.	<ul style="list-style-type: none"> <li>• Committee/ RFO in accordance with Financial Regulations.</li> </ul>
9.	Approval of variation, overspend, and virement in accordance with Financial regulations	<ul style="list-style-type: none"> <li>• Committee, Town Clerk &amp; RFO as set out in Financial Regulations</li> </ul>
10.	To authorise payments in accordance with Financial Regulations	<ul style="list-style-type: none"> <li>• Committee, Town Clerk &amp; RFO as set out in Financial Regulations</li> </ul>
11.	Approval of Orders for work, goods or services & acceptance of tenders	<ul style="list-style-type: none"> <li>• Council/ Committee/ RFO/Town Clerk in accordance with Financial Regulations &amp; Standing Orders for Contracts.</li> <li>• Town Clerk to approve or vary lists of approved contractors subject to Financial Regulations or Standing Orders</li> </ul>
12.	To make recommendations to the Council on Budget & Precept requirements.	<ul style="list-style-type: none"> <li>• Committee</li> <li>• RFO/Town Clerk to prepare draft Budget &amp; Budget Report with accountancy support as necessary.</li> </ul>
13.	To advise on the financial implications of proposed new policies or services including potential costs and sources of revenue.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
14.	To advise Council on borrowing policy, investment & treasury management	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
15.	To regularly monitor the performance of all funds invested.	<ul style="list-style-type: none"> <li>• Committee, Town Clerk/RFO</li> </ul>
16.	To supervise the Council's insurance arrangements.	<ul style="list-style-type: none"> <li>• Town Clerk/RFO for renewal &amp; operational matters.</li> <li>• Committee for overview, tendering &amp; changes of cover.</li> </ul>
17.	To supervise the Council's banking arrangements.	<ul style="list-style-type: none"> <li>• RFO/Town Clerk</li> <li>• Authorised signatories to authorise Mandate &amp; payments in accordance with Financial Regulations</li> </ul>
18.	To be responsible for all matters related to the full range of financial and accountancy functions.	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• RFO/Town Clerk for operational management</li> </ul>
19.	Approval of all fees and charges annually	<ul style="list-style-type: none"> <li>• Committee to recommend with ratification from full Council.</li> </ul>
20.	To consider reports on outstanding debts due to the Council and to undertake recovery or write off.	<ul style="list-style-type: none"> <li>• Committee for aged debt in accordance with Financial regulations.</li> <li>• RFO for routine actions to recover</li> </ul>
21.	Authorisation of investments and debt repayment in accordance with the Council's Policy	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
22.	To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets	<ul style="list-style-type: none"> <li>• Committee/Town Clerk in accordance with Financial Regulations</li> </ul>
23.	To approve all security of the Council in respect of information technology and finance.	<ul style="list-style-type: none"> <li>• Committee/Town Clerk/ RFO in accordance with Financial Regulations</li> </ul>
24.	<b>Procurement</b> To co-ordinate and oversee the Council's Corporate Procurement and advise it on policy.	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Town Clerk RFO for operational management in accordance with Financial Regulations, &amp; any Standing Orders for Contracts &amp; Procurement Policy</li> </ul>

25.	<b>Grant Scheme</b> To administer the Council's Grant Scheme in accordance with its policy.	<ul style="list-style-type: none"> <li>• Committee for management overview within Policy &amp; Budget.</li> <li>• Town Clerk for operational management</li> <li>• Committee for approvals up to £5000.</li> <li>• Recommend grants above £5000 to Council</li> </ul>
26.	To advise on the formulation and amendment to Grant Policy to ensure alignment with Corporate Strategy.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
27.	<b>Information Technology Services</b> To oversee the use of information and other technology in support of the Council's business and service commitments.	<ul style="list-style-type: none"> <li>▪ Operational Management to Town Clerk</li> <li>▪ Management overview to Committee &amp; to let contracts within approved budget &amp; policy.</li> </ul>
28.	Amendments & updates to layout of Web Site	<ul style="list-style-type: none"> <li>▪ Town Clerk for updates &amp; layout.</li> <li>▪ Committee for new websites &amp; contracts within budget.</li> </ul>
29.	To approve all security arrangements of the Council in respect of computers and financial issues.	<ul style="list-style-type: none"> <li>• Committee/Town Clerk/RFO in accordance with Financial Regulations</li> </ul>
30.	<b>Performance &amp; Business Management</b> To be responsible for monitoring the overall performance of the Council	<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Town Clerk for operational management.</li> </ul>
31.	Approval of Corporate Business/Delivery Plan	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk to determine underlying Action &amp; Project Plans</li> </ul>
32.	Approval of Operating Procedures	<ul style="list-style-type: none"> <li>• Committee for initial Financial Procedures</li> <li>• Town Clerk for other procedures and updating financial procedures</li> </ul>
33.	<b>Asset Management</b> To have oversight of assets and the transfers of assets.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>
34.	Maintenance of the Asset Register	<ul style="list-style-type: none"> <li>• Town Clerk to update at least annually</li> <li>• Chairman to verify</li> <li>• Committee to monitor</li> </ul>
35.	Corporate landlord management, repair & maintenance, leasing & licensing of Council land & buildings	<ul style="list-style-type: none"> <li>• Council for acquisition and disposal</li> <li>• Management overview to Committee within budget &amp; policy</li> <li>• Town Clerk for operational management</li> </ul>
36.	Provision and management of office accommodation, other corporate property, land and relevant fixtures and fittings	<ul style="list-style-type: none"> <li>• Management overview to Committee</li> <li>• Town Clerk for operational management</li> </ul>
37.	Responsibility for energy conservation and disabled access.	<ul style="list-style-type: none"> <li>• Management overview to Committee</li> <li>• Town Clerk for operational management</li> </ul>
38.	<b>Audit</b> To receive, and formulate a response to interim internal audit reports	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk to support.</li> </ul>
39.	To make recommendations to Council in respect of the appointment of the Council's internal auditor.	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk to support with operating procedures</li> </ul>
40.	To agree any matters to be referred to internal audit for inclusion in the annual internal audit plan.	<ul style="list-style-type: none"> <li>• Committee</li> </ul>



41.	To prepare the Council's annual business risk assessment	<ul style="list-style-type: none"> <li>• Town Clerk</li> <li>• Committee to approve it and monitor recommended actions are implemented.</li> </ul>
42.	To agree an annual programme of Member Audit checks on financial procedures, other governance and operational procedures, to undertake these audits ( and to establish sub-committees for this purpose) and to receive reports on those audits	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk for operational management</li> </ul>
43.	Final Internal and External Audit Reports	<ul style="list-style-type: none"> <li>• Council to receive external audit report and final internal audit report.</li> <li>• Committee to advise Council on response as necessary</li> <li>• Town Clerk/ RFO to manage in accordance with Financial Regulations and to undertake all statutory actions to facilitate audits and returns.</li> </ul>
<b>Information and Data Protection</b>		
44.	Policy on Data Protection, Access to Information, Freedom of Information & Human Rights.	<ul style="list-style-type: none"> <li>• Advice to Council</li> </ul>
45.	Decisions on issues relating to Data Protection & Human Rights.	<ul style="list-style-type: none"> <li>• Managerial overview and monitoring to Committee as well as decisions concerning vexatious requests</li> <li>• Town Clerk to renew Data Protection Registration, make amendments as necessary, respond to routine requests for information and matters raised by the Information Commissioner or Data Protection Officer.</li> <li>• Town Clerk to update Privacy notices of all categories.</li> </ul>
46.	Decisions on issues relating to Access to Information, & Freedom of Information.	<ul style="list-style-type: none"> <li>• Managerial overview and monitoring to Committee as well as decisions concerning vexatious requests</li> <li>• Town Clerk to ensure Publication Scheme and Information Guide up to date, all requests for information are dealt with according to legislation &amp; policy and respond to matters raised by the Information Commissioner.</li> </ul>
<b>Ethical Framework</b>		
47.	To monitor and control the Council's Ethical Framework, Member Code of Conduct and related protocols	<ul style="list-style-type: none"> <li>• Management overview &amp; monitoring to Committee. (for officer delegation see Council TOR)</li> </ul>
<b>Communications/Public Relation and Marketing</b>		
48.	To co-ordinate and promote access to Council services and public information and to advise Council on a Communications & Marketing Policy.	<ul style="list-style-type: none"> <li>• Management overview to Committee</li> <li>• Town Clerk for operational management</li> </ul>
49.	To promote customer care and equality in service delivery and access	<ul style="list-style-type: none"> <li>• Management overview to Committee</li> <li>• Town Clerk for operational management</li> </ul>
50.	To promote the public face of the Council through the management of public and media relations.	<ul style="list-style-type: none"> <li>• Management overview to Committee</li> <li>• Town Clerk for operational management</li> </ul>
51.	To promote implementation of the Council's policies in respect of corporate marketing and communication.	<ul style="list-style-type: none"> <li>• Management overview to Committee</li> <li>• Town Clerk for operational management</li> </ul>
52.	To advise Council on adoption of a Publicity Code, Transparency Code and Protocol on communication	<ul style="list-style-type: none"> <li>• Committee</li> </ul>

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.



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**  
**APPLICATION FORM - GRANTS TO VOLUNTARY ORGANISATIONS**

6a

Name of Organisation or Group:  
Veg and Vibe LTD

.....

Contact Person:

Address:

Post Code

Tel No:

Day

Eve

E-mail:

Please give the purpose of your organisation as described in your constitution.

Taken from the Veg and Vibe LTD constitution:

Primary social objective:

- The companies primary social objective is to carry out such business operations and related activities as will in the opinion of the directors increase knowledge of plant based food through plant based cooking classes.

\* To provide essential food education giving people the skills to cook and eat more plant-based food.

\* To promote cooking skills in local communities by delivering free cooking courses and training as part of a wider campaign for affordable, sustainable and healthier food for all.

\* To decrease social isolation and to empower the public with the knowledge of how to nourish their bodies with what they eat.

\* To make positive change in the community by strengthening social bonds through the love of good food.

\* To benefit there will be no qualifying factors, the classes will be open to anyone including families and school aged children and people aged over 65.

**Please enclose a copy of your constitution or rules, showing your aims and objectives.**

Is it a Registered Charity? NO If so, please give Charity Number: Veg and vibe are a non for profit organisation.

The aims of Veg and Vibe are: Veg and Vibe believes that everyone deserves the opportunity to create delicious and nutritious food of their preference. We believe that plant-centred eating should be the norm not the exception; and that equitable food systems support healthy eco-systems that allow people, planet and animals to thrive.

Mission

To inspire people to eat more plants, to connect people to where their food comes from. To tackle health inequalities and food access, while bring communities together, using the power of plants and collaboration.

## Objectives

Veg and Vibe will work in sandbach to ensure everyone has the opportunity to adopt a climate-friendly, health-supporting, informed diet by;

Providing essential food education giving people the skills to cook and eat more plant-based food.

To promote cooking skills in local communities by delivering free cooking courses and training as part of a wider campaign for affordable, sustainable and healthier food for all.

We want to bring people together, to empower them with the knowledge of how to nourish their bodies with what they eat. We want to make positive change in the community by strengthening social bonds through the love of good food. Knowledge of how to cook nutritious food should be a basic human right whatever the individual's circumstances.

These objectives, aims and mission cover the Sandbach town council Corporate strategy 2022 - 2025, including:

- The strategic goal of health and well being by Veg and Vibe engaging with the community, inclusive volunteering, for the community to take pride across all age groups, providing a place where people feel safe and positive and promote health.
- The agenda for health and wellbeing Veg and Vibe will enable and campaign for services that promote health and safe lifestyles for the people of Sandbach. Veg and Vibe to contribute towards Sandbach developing its community facing priorities effectively and efficiently.
- A prosperous town, Veg and Vibe can enhance the experience of current and future generations to contribute to enjoy a strong sense of community and a high quality of life. As stated in the corporate strategy there are too many fast food outlets, Veg and vibe can balance this offering of health based, plant centred free cooking classes to give options to the community to make food themselves and enjoy flavour filled energy giving food.
- Veg and Vibe is run by a person who is in their 30's which promotes a culture that recognises the value of contribution of young people to the wellbeing of the town

We strive to do the above with respect, joy and collaboration.

1. **Total cost of your project?** £5160 Sum requested from STC £ 5000

Please attach a breakdown of the estimated costs of your project together with your anticipated source of funds:

<b>Registered dietician to write the 4 week course</b>	5 hours £20 per hour to develop the course, nutritional values, recipe with pictures and variations . The recipes will include a main and a snack or main course and a dessert .	£100
<b>Equipment</b>	Scales, blenders, chopping boards, knives, portable hobs, wooden spoons, spatulas, frying pans, oven trays, cutlery, lemon juicer, graters, peelers, sauce pans, kettle, ladle,	£2000 - Nisbetts have agreed a charitable price awarding £500 to veg and vibe off the price of the order placed. £2000 is with the £500 taken off



<b>Project management time</b>	10 hours £20 per hour. To organise the venue, buy the ingredients, liaise with the dietician, buy the equipment,	
<b>Dietician and project manager to lead the course each week</b>	5 hours at £20 per session for two paid members of staff (dietician and project manager), 2 other volunteers will be assisting the session	£800
<b>Ingredients</b>	£100 per session to feed 12 people with organic and sustainable, local ingredients. The participants will take home 2 portions to feed family members and eat one portion with the group after cooking.	£400
<b>PAC Testing equipment</b>	£250 All electric equipment to be pac tested.	£250
<b>Printing</b>	To print recipes, healthy plate, nutritional information and how to build flavour into plant based recipes. £20 per week.	£80
<b>Hiring of the Venue - Sandbach town hall</b>	The hourly rate is £50 per hour. Sandbach town hall are unable to give a discount. 6 hours per session. 4 sessions planned.	£1200
<b>Website</b>	£50	£50
<b>Promotion</b>	To promote through facebook, instagram, printing leaflets, sandbach newspapers, posters in shops. Printing £20 each week	£80
<b>Total</b>		£5160

## 2. A summary of your project:

This grant is aimed at Project establishment / support and should be considered a standalone sum. Describe your project and what you would do with a grant:

To hire Sandbach Town Hall once a week for 4 weeks for plant based cooking classes. 12 participants to attend each week which can be the same participants or different ones, depends on the uptake of applications and referrals. New participants will be prioritised. The participants will be referred from the cheshire east social prescribers, advertising on instagram and facebook will target members of sandbach community to attend.

The cooking classes will last for 3 hours with 1.5 hours either side for prep before and eating the food as a groups after cooking proceeded by washing up. The free plant based cooking classes are intended to increase knowledge of plant based cooking, encouraging participants to increase their



fruit and veg intake, increase social inclusion (by eating together after the class) and decrease health related conditions eg diabetes and depression.

6a

The plant based dietician will devised a healthy, plant forward 4 week meal plan including a main meal and a dessert or snack to teach the participants each week. The Veg and Vibe free cooking classes are based on the format from Made in Hackney which is a plant based cooking school who have seen objectives reached such as: 98% of their participants have been inspired to eat more healthily, 82% of their participants have been encouraged to eat less sugar, 87% of the participants now eat less junk food and 94% as an impact of the free classes have increased their intake of fruit and vegetables. 89% of the participants said the classes felt they were more connected to their community, 70% of the participants met new people in their community and 97% of the volunteers said their experience enhanced their sense of community. I believe Veg and Vibe is able to replicate these outcomes.

### **Does the grant cover advertising or wages of personnel involved if so how much?**

The grant covers wages for the project manager (£20 per hour) who is planning and assisting with the classes and the dietician who will attend the cooking classes to answer any health/nutrition related questions and to write the cooking courses with the nutritional information attached. This collectively comes to £900. The advertising costs are £160 (posters and leaflets).

### **3. The Council gives priority to applications which meet the following priorities. Please tick the ones which you feel your project meets.**

- |   |   |
|---|---|
| X | Projects which benefit the people of Sandbach.  |
| X | Create an Inclusive Society                     |
| X | Promoting our Environment, Heritage and Culture |

### **How does the project meet these priorities?**

Projects which benefit the people of Sandbach: Plant forward cooking classes for anyone to attend with increase social inclusion for both the participants and the volunteers,. It is planned for the volunteers and the participants to eat the food cooked together after the session to promote social cohesion. Veg and Vibe can provide a place where people feel safe by encouraging and supporting the participants and volunteers through the free cooking class. To collaboratively approach health in a holistic and plant forward way to decrease health concerns, by teaching the volunteers and participants in a gentle way how to increase their fruit and vegetable intake by making delicious food flavoured with herbs and spices. To enable anyone in Sandbach to potentially eat more vegetables, meet people they may never have met without the cooking class and for the people of Sandbach to eat less junk food therefore as a consequence feel better and have more disposable income.

Create an inclusive Society: Veg and Vibe are aspiring to provide spaces for volunteers to host the cooking classes with the dietician and project manager which will connect them to other members of their community, to meet new people and learn about different cultures. For the dietician and project manager to ensure the participants of the free cooking classes understand its a welcoming, collaborative, friendly and judgement free atmosphere where people feel they can learn, grow and share their food experiences. When the participants have completed the class for them to use these new skills to cook with their children, family members, neighbours and friends to increase social cohesion through food.

Promoting our environment: Through the dietician led plant forward cooking classes local organic vegetables and protein sources will be used. The dietician will speak about seasonality of food, and how plant based eating can decrease the impact on the environment and decrease the amount of money needing to be spent on food.

4. **Have you raised funds from any other sources for this project?** NO  
If yes, please state source and amount.
5. **Are you awaiting the outcome of any other applications for funding, towards this project?** NO If yes, please state whom you have applied to and the amount of any application.
6. **Has the Organisation previously applied for a Grant from Sandbach Town Council?** NO  
If yes, please give details

7. **The Organisation's accounts for the last three years. \***

YEAR	2023		
Accounts Balance b/f	0		
Accounts Balance c/f	0		
Income	0		
Expenditure	0		
Year-end bank balance	0		

- Please enclose a copy of your last available set of accounts.

8. **Describe the geographical area in which your Organisation works.**

All free cooking classes will take place in Sandbach Town hall

9. **What proportion of the work takes place in Sandbach?**

All of the work (free cooking classes) will take place in Sandbach town hall.

If the Organisation were to be successful in securing a grant, to whom should the cheque be made payable?

Name Esther Southern

If payment by BACS is preferred:

Bank Account Name (preferred) [REDACTED]

Account Number [REDACTED] Sort [REDACTED]

**Could you please indicate if you are able to/ would like to attend the meeting to support your application, and answer any questions the committee may have:** YES

Two of the authorised signatories for your bank/building society account need to sign below:

Signed: Esther Southern. Position within the Organisation: Director of Veg and Vibe

6a

Signed: ..... Position within the Organisation: .....

On behalf of ..... Date:.....

**Please note: A condition of any grant award is the return of a completed Grant Feedback form within four weeks of the project/event completion. In signing above and submitting a grant application you are committing to return the feedback form.**

Town Clerk, Sandbach Town Council  
Sandbach Town Hall, High Street, Sandbach , CW11 1AX

## SCHEDULE 2

Regulation 3

MODEL ARTICLES FOR PRIVATE COMPANIES LIMITED  
BY GUARANTEE

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## ARTICLES OF ASSOCIATION

OF

VEG AND VIBE

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PART 1  
INTERPRETATION AND LIMITATION OF LIABILITY

**Defined terms**

- 1. In the articles, unless the context requires otherwise—
  - “articles” means the company's articles of association;



“bankruptcy” includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy;

“chairman” has the meaning given in article 12;

“chairman of the meeting” has the meaning given in article 25;

“Companies Acts” means the Companies Acts (as defined in section 2 of the Companies Act 2006), in so far as they apply to the company;

“director” means a director of the company, and includes any person occupying the position of director, by whatever name called;

“document” includes, unless otherwise specified, any document sent or supplied in electronic form;

“electronic form” has the meaning given in section 1168 of the Companies Act 2006;

“member” has the meaning given in section 112 of the Companies Act 2006;

“ordinary resolution” has the meaning given in section 282 of the Companies Act 2006;

“participate”, in relation to a directors’ meeting, has the meaning given in article 10;

“proxy notice” has the meaning given in article 31;

“special resolution” has the meaning given in section 283 of the Companies Act 2006;

“subsidiary” has the meaning given in section 1159 of the Companies Act 2006; and

“writing” means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

Unless the context otherwise requires, other words or expressions contained in these articles bear the same meaning as in the Companies Act 2006 as in force on the date when these articles become binding on the company.

### **Liability of members**

2. The liability of each member is limited to £1, being the amount that each member undertakes to contribute to the assets of the company in the event of its being wound up while he is a member or within one year after he ceases to be a member, for—
- (a) payment of the company's debts and liabilities contracted before he ceases to be a member,
  - (b) payment of the costs, charges and expenses of winding up, and
  - (c) adjustment of the rights of the contributories among themselves.

## PART 2

### DIRECTORS

#### DIRECTORS' POWERS AND RESPONSIBILITIES

##### **Directors' general authority**

3.—Subject to the articles, the directors are responsible for the management of the company's business, for which purpose they may exercise all the powers of the company.

##### **Members' reserve power**

- 4.—(1) The members may, by special resolution, direct the directors to take, or refrain from taking, specified action.
- (2) No such special resolution invalidates anything which the directors have done before the passing of the resolution.

##### **Directors may delegate**

- 5.—(1) Subject to the articles, the directors may delegate any of the powers which are conferred on them under the articles—
- (a) to such person or committee;
  - (b) by such means (including by power of attorney);
  - (c) to such an extent;
  - (d) in relation to such matters or territories; and
  - (e) on such terms and conditions;
- as they think fit.
- (2) If the directors so specify, any such delegation may authorise further delegation of the directors' powers by any person to whom they are delegated.
- (3) The directors may revoke any delegation in whole or part, or alter its terms and conditions.

##### **Committees**

6.—(1) Committees to which the directors delegate any of their powers must follow procedures which are based as far as they are applicable on those provisions of the articles which govern the taking of decisions by directors.

(2) The directors may make rules of procedure for all or any committees, which prevail over rules derived from the articles if they are not consistent with them.

## DECISION-MAKING BY DIRECTORS

### **Directors to take decisions collectively**

7.—(1) The general rule about decision-making by directors is that any decision of the directors must be either a majority decision at a meeting or a decision taken in accordance with article 8.

(2) If—

(a) the company only has one director, and

(b) no provision of the articles requires it to have more than one director, the general rule does not apply, and the director may take decisions without regard to any of the provisions of the articles relating to directors' decision-making.

### **Unanimous decisions**

8.—(1) A decision of the directors is taken in accordance with this article when all eligible directors indicate to each other by any means that they share a common view on a matter.

(2) Such a decision may take the form of a resolution in writing, copies of which have been signed by each eligible director or to which each eligible director has otherwise indicated agreement in writing.

(3) References in this article to eligible directors are to directors who would have been entitled to vote on the matter had it been proposed as a resolution at a directors' meeting.

(4) A decision may not be taken in accordance with this article if the eligible directors would not have formed a quorum at such a meeting.

### **Calling a directors' meeting**

9.—(1) Any director may call a directors' meeting by giving notice of the meeting to the

directors or by authorising the company secretary (if any) to give such notice.

(2) Notice of any directors' meeting must indicate—

(a) its proposed date and time;

(b) where it is to take place; and

(c) if it is anticipated that directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.



(3) Notice of a directors' meeting must be given to each director, but need not be in writing.

(4) Notice of a directors' meeting need not be given to directors who waive their entitlement to notice of that meeting, by giving notice to that effect to the company not more than 7 days after the date on which the meeting is held. Where such notice is given after the meeting has been held, that does not affect the validity of the meeting, or of any business conducted at it.

### **Participation in directors' meetings**

**10.**—(1) Subject to the articles, directors participate in a directors' meeting, or part of a directors' meeting, when—

(a) the meeting has been called and takes place in accordance with the articles, and

(b) they can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.

(2) In determining whether directors are participating in a directors' meeting, it is irrelevant where any director is or how they communicate with each other.

(3) If all the directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

### **Quorum for directors' meetings**

**11.**—(1) At a directors' meeting, unless a quorum is participating, no proposal is to be voted on, except a proposal to call another meeting.

(2) The quorum for directors' meetings may be fixed from time to time by a decision of the directors, but it must never be less than two, and unless otherwise fixed it is two.

(3) If the total number of directors for the time being is less than the quorum required, the

directors must not take any decision other than a decision—

(a) to appoint further directors, or

(b) to call a general meeting so as to enable the members to appoint further directors.

### **Chairing of directors' meetings**

**12.**—(1) The directors may appoint a director to chair their meetings.

(2) The person so appointed for the time being is known as the chairman.

(3) The directors may terminate the chairman's appointment at any time.

(4) If the chairman is not participating in a directors' meeting within ten minutes of the time at which it was to start, the participating directors must appoint one of themselves to chair it.

### **Casting vote**



**13.**—(1) If the numbers of votes for and against a proposal are equal, the chairman or other director chairing the meeting has a casting vote.

(2) But this does not apply if, in accordance with the articles, the chairman or other director is not to be counted as participating in the decision-making process for quorum or voting purposes.

### **Conflicts of interest**

**14.**—(1) If a proposed decision of the directors is concerned with an actual or proposed transaction or arrangement with the company in which a director is interested, that director is not to be counted as participating in the decision-making process for quorum or voting purposes.

(2) But if paragraph (3) applies, a director who is interested in an actual or proposed transaction or arrangement with the company is to be counted as participating in the decision-making process for quorum and voting purposes.

(3) This paragraph applies when—

(a) the company by ordinary resolution disapplies the provision of the articles which would otherwise prevent a director from being counted as participating in the decision-making process;

(b) the director's interest cannot reasonably be regarded as likely to give rise to a conflict of interest; or

(c) the director's conflict of interest arises from a permitted cause.

(4) For the purposes of this article, the following are permitted causes—

(a) a guarantee given, or to be given, by or to a director in respect of an obligation incurred by or on behalf of the company or any of its subsidiaries;

(b) subscription, or an agreement to subscribe, for securities of the company or any of its subsidiaries, or to underwrite, sub-underwrite, or guarantee subscription for any such securities; and

(c) arrangements pursuant to which benefits are made available to employees and directors or former employees and directors of the company or any of its subsidiaries which do not provide special benefits for directors or former directors.

(5) For the purposes of this article, references to proposed decisions and decision-making

processes include any directors' meeting or part of a directors' meeting.

(6) Subject to paragraph (7), if a question arises at a meeting of directors or of a committee of directors as to the right of a director to participate in the meeting (or part of the meeting) for voting or quorum purposes, the question may, before the conclusion of the meeting, be referred to the chairman whose ruling in relation to any director other than the chairman is to be final and conclusive.

(7) If any question as to the right to participate in the meeting (or part of the meeting) should arise in respect of the chairman, the question is to be decided by a decision of the directors at that meeting, for which purpose the chairman is not to be counted as

participating in the meeting (or that part of the meeting) for voting or quorum purposes.

### **Records of decisions to be kept**

**15.** The directors must ensure that the company keeps a record, in writing, for at least 10 years from the date of the decision recorded, of every unanimous or majority decision taken by the directors.

### **Directors' discretion to make further rules**

**16.** Subject to the articles, the directors may make any rule which they think fit about how they take decisions, and about how such rules are to be recorded or communicated to directors.

## **APPOINTMENT OF DIRECTORS**

### **Methods of appointing directors**

**17.—**(1) Any person who is willing to act as a director, and is permitted by law to do so, may be appointed to be a director—

- (a) by ordinary resolution, or
- (b) by a decision of the directors.

(2) In any case where, as a result of death, the company has no members and no directors, the personal representatives of the last member to have died have the right, by notice in writing, to appoint a person to be a director.

(3) For the purposes of paragraph (2), where 2 or more members die in circumstances rendering it uncertain who was the last to die, a younger member is deemed to have survived an older member.

### **Termination of director's appointment**

**18.** A person ceases to be a director as soon as—

- (a) that person ceases to be a director by virtue of any provision of the Companies Act 2006 or is prohibited from being a director by law;
- (b) a bankruptcy order is made against that person;
- (c) a composition is made with that person's creditors generally in satisfaction of that person's debts;
- (d) a registered medical practitioner who is treating that person gives a written opinion to the company stating that that person has become physically or mentally incapable of acting as a director and may remain so for more than three months;
- (e) *[paragraph omitted pursuant to The Mental Health (Discrimination) Act 2013]*

(f) notification is received by the company from the director that the director is resigning from office, and such resignation has taken effect in accordance with its terms.

### **Directors' remuneration**

- 19.**—(1) Directors may undertake any services for the company that the directors decide.
- (2) Directors are entitled to such remuneration as the directors determine—
- (a) for their services to the company as directors, and
  - (b) for any other service which they undertake for the company.
- (3) Subject to the articles, a director's remuneration may—
- (a) take any form, and
  - (b) include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death, sickness or disability benefits, to or in respect of that director.
- (4) Unless the directors decide otherwise, directors' remuneration accrues from day to day.
- (5) Unless the directors decide otherwise, directors are not accountable to the company for any remuneration which they receive as directors or other officers or employees of the company's subsidiaries or of any other body corporate in which the company is interested.

### **Directors' expenses**

- 20.** The company may pay any reasonable expenses which the directors properly incur in connection with their attendance at—
- (a) meetings of directors or committees of directors,
  - (b) general meetings, or
  - (c) separate meetings of the holders of debentures of the company, or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the company.

## **PART 3**

### **MEMBERS**

#### **BECOMING AND CEASING TO BE A MEMBER**

### **Applications for membership**

- 21.** No person shall become a member of the company unless—
- (a) that person has completed an application for membership in a form approved by the directors, and



- (b) the directors have approved the application.

### **Termination of membership**

- 22.**—(1) A member may withdraw from membership of the company by giving 7 days' notice to the company in writing.
- (2) Membership is not transferable.
  - (3) A person's membership terminates when that person dies or ceases to exist.

## **ORGANISATION OF GENERAL MEETINGS**

### **Attendance and speaking at general meetings**

- 23.**—(1) A person is able to exercise the right to speak at a general meeting when that person is in a position to communicate to all those attending the meeting, during the meeting, any information or opinions which that person has on the business of the meeting.
- (2) A person is able to exercise the right to vote at a general meeting when—
    - (a) that person is able to vote, during the meeting, on resolutions put to the vote at the meeting, and
    - (b) that person's vote can be taken into account in determining whether or not such resolutions are passed at the same time as the votes of all the other persons attending the meeting.
  - (3) The directors may make whatever arrangements they consider appropriate to enable those attending a general meeting to exercise their rights to speak or vote at it.
  - (4) In determining attendance at a general meeting, it is immaterial whether any two or more members attending it are in the same place as each other.
  - (5) Two or more persons who are not in the same place as each other attend a general meeting if their circumstances are such that if they have (or were to have) rights to speak and vote at that meeting, they are (or would be) able to exercise them.

### **Quorum for general meetings**

- 24.** No business other than the appointment of the chairman of the meeting is to be transacted at a general meeting if the persons attending it do not constitute a quorum.

### **Chairing general meetings**

- 25.**—(1) If the directors have appointed a chairman, the chairman shall chair general meetings if present and willing to do so.
- (2) If the directors have not appointed a chairman, or if the chairman is unwilling to chair the meeting or is not present within ten minutes of the time at which a meeting was due to start—
    - (a) the directors present, or
    - (b) (if no directors are present), the meeting,



must appoint a director or member to chair the meeting, and the appointment of the chairman of the meeting must be the first business of the meeting.

(3) The person chairing a meeting in accordance with this article is referred to as “the chairman of the meeting”.

### **Attendance and speaking by directors and non-members**

**26.**—(1) Directors may attend and speak at general meetings, whether or not they are members.

(2) The chairman of the meeting may permit other persons who are not members of the company to attend and speak at a general meeting.

### **Adjournment**

**27.**—(1) If the persons attending a general meeting within half an hour of the time at which the meeting was due to start do not constitute a quorum, or if during a meeting a quorum ceases to be present, the chairman of the meeting must adjourn it.

(2) The chairman of the meeting may adjourn a general meeting at which a quorum is present if—

- (a) the meeting consents to an adjournment, or
- (b) it appears to the chairman of the meeting that an adjournment is necessary to protect the safety of any person attending the meeting or ensure that the business of the meeting is conducted in an orderly manner.

(3) The chairman of the meeting must adjourn a general meeting if directed to do so by the meeting.

(4) When adjourning a general meeting, the chairman of the meeting must—

- (a) either specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the directors, and
- (b) have regard to any directions as to the time and place of any adjournment which have been given by the meeting.

(5) If the continuation of an adjourned meeting is to take place more than 14 days after it was adjourned, the company must give at least 7 clear days’ notice of it (that is, excluding the day of the adjourned meeting and the day on which the notice is given)—

- (a) to the same persons to whom notice of the company’s general meetings is required to be given, and
- (b) containing the same information which such notice is required to contain.

(6) No business may be transacted at an adjourned general meeting which could not properly have been transacted at the meeting if the adjournment had not taken place.

## **VOTING AT GENERAL MEETINGS**

### **Voting: general**

**28.** A resolution put to the vote of a general meeting must be decided on a show of hands unless a poll is duly demanded in accordance with the articles.

### **Errors and disputes**

**29.**—(1) No objection may be raised to the qualification of any person voting at a general meeting except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not disallowed at the meeting is valid.

(2) Any such objection must be referred to the chairman of the meeting whose decision is final.

### **Poll votes**

**30.**—(1) A poll on a resolution may be demanded—

- (a) in advance of the general meeting where it is to be put to the vote, or
- (b) at a general meeting, either before a show of hands on that resolution or immediately after the result of a show of hands on that resolution is declared.

(2) A poll may be demanded by—

- (a) the chairman of the meeting;
- (b) the directors;
- (c) two or more persons having the right to vote on the resolution; or
- (d) a person or persons representing not less than one tenth of the total voting rights of all the members having the right to vote on the resolution.

(3) A demand for a poll may be withdrawn if—

- (a) the poll has not yet been taken, and
- (b) the chairman of the meeting consents to the withdrawal.

(4) Polls must be taken immediately and in such manner as the chairman of the meeting directs.

### **Content of proxy notices**

**31.**—(1) Proxies may only validly be appointed by a notice in writing (a “proxy notice”) which—

- (a) states the name and address of the member appointing the proxy;
- (b) identifies the person appointed to be that member’s proxy and the general meeting in relation to which that person is appointed;
- (c) is signed by or on behalf of the member appointing the proxy, or is authenticated in such manner as the directors may determine; and
- (d) is delivered to the company in accordance with the articles and any instructions contained in the notice of the general meeting to which they relate.

(2) The company may require proxy notices to be delivered in a particular form, and may specify different forms for different purposes.

- (3) Proxy notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions.
- (4) Unless a proxy notice indicates otherwise, it must be treated as—
  - (a) allowing the person appointed under it as a proxy discretion as to how to vote on any ancillary or procedural resolutions put to the meeting, and
  - (b) appointing that person as a proxy in relation to any adjournment of the general meeting to which it relates as well as the meeting itself.

### **Delivery of proxy notices**

- 32.**—(1) A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a general meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid proxy notice has been delivered to the company by or on behalf of that person.
- (2) An appointment under a proxy notice may be revoked by delivering to the company a notice in writing given by or on behalf of the person by whom or on whose behalf the proxy notice was given.
- (3) A notice revoking a proxy appointment only takes effect if it is delivered before the start of the meeting or adjourned meeting to which it relates.
- (4) If a proxy notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf.

### **Amendments to resolutions**

- 33.**—(1) An ordinary resolution to be proposed at a general meeting may be amended by  
ordinary resolution if—
  - (a) notice of the proposed amendment is given to the company in writing by a person entitled to vote at the general meeting at which it is to be proposed not less than 48 hours before the meeting is to take place (or such later time as the chairman of the meeting may determine), and
  - (b) the proposed amendment does not, in the reasonable opinion of the chairman of the meeting, materially alter the scope of the resolution.
- (2) A special resolution to be proposed at a general meeting may be amended by  
ordinary  
resolution, if—
  - (a) the chairman of the meeting proposes the amendment at the general meeting at which the resolution is to be proposed, and
  - (b) the amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution.
- (3) If the chairman of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the chairman's error does not invalidate the vote on that resolution.



PART 4  
ADMINISTRATIVE ARRANGEMENTS

**Means of communication to be used**

**34.**—(1) Subject to the articles, anything sent or supplied by or to the company under the articles may be sent or supplied in any way in which the Companies Act 2006 provides for documents or information which are authorised or required by any provision of that Act to be sent or supplied by or to the company.

(2) Subject to the articles, any notice or document to be sent or supplied to a director in connection with the taking of decisions by directors may also be sent or supplied by the means by which that director has asked to be sent or supplied with such notices or documents for the time being.

(3) A director may agree with the company that notices or documents sent to that director in a particular way are to be deemed to have been received within a specified time of their being sent, and for the specified time to be less than 48 hours.

**Company seals**

**35.**—(1) Any common seal may only be used by the authority of the directors.

(2) The directors may decide by what means and in what form any common seal is to be used.

(3) Unless otherwise decided by the directors, if the company has a common seal and it is

affixed to a document, the document must also be signed by at least one authorised person in the presence of a witness who attests the signature.

(4) For the purposes of this article, an authorised person is—

(a) any director of the company;

(b) the company secretary (if any); or

(c) any person authorised by the directors for the purpose of signing documents to which the common seal is applied.

**No right to inspect accounts and other records**

**36.** Except as provided by law or authorised by the directors or an ordinary resolution of the company, no person is entitled to inspect any of the company's accounting or other records or documents merely by virtue of being a member.

**Provision for employees on cessation of business**

**37.** The directors may decide to make provision for the benefit of persons employed or formerly employed by the company or any of its subsidiaries (other than a director or former director or shadow director) in connection with the cessation or transfer to any person of the whole or part of the undertaking of the company or that subsidiary.



## DIRECTORS' INDEMNITY AND INSURANCE

### Indemnity

**38.**—(1) Subject to paragraph (2), a relevant director of the company or an associated company may be indemnified out of the company's assets against—

- (a) any liability incurred by that director in connection with any negligence, default, breach of duty or breach of trust in relation to the company or an associated company,
- (b) any liability incurred by that director in connection with the activities of the company or an associated company in its capacity as a trustee of an occupational pension scheme (as defined in section 235(6) of the Companies Act 2006),
- (c) any other liability incurred by that director as an officer of the company or an associated company.

(2) This article does not authorise any indemnity which would be prohibited or rendered void by

any provision of the Companies Acts or by any other provision of law.

(3) In this article—

- (a) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate, and
- (b) a “relevant director” means any director or former director of the company or an associated company.

### Insurance

**39.**—(1) The directors may decide to purchase and maintain insurance, at the expense of the company, for the benefit of any relevant director in respect of any relevant loss.

(2) In this article—

- (a) a “relevant director” means any director or former director of the company or an associated company,
- (b) a “relevant loss” means any loss or liability which has been or may be incurred by a relevant director in connection with that director's duties or powers in relation to the company, any associated company or any pension fund or employees' share scheme of the company or associated company, and
- (c) companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.

### Objects

**40.**—(1) Primary social objective: The companies primary social objective is to carry out such business operations and related activities as will in the opinion of the directors increase knowledge of plant based food through plant based cooking classes.

- (a) To provide essential food education giving people the skills to cook and eat more plant-based food.
- (b) To promote cooking skills in local communities by delivering free cooking courses and training as part of a wider campaign for affordable, sustainable and healthier food for all.
- (c) To decrease social isolation and to empower the public with the knowledge of how to nourish their bodies with what they eat.
- (d) To make positive change in the community by strengthening social bonds through the love of good food.
- (e) To benefit there will be no qualifying factors, the classes will be open to anyone this includes children in schools.



## VEG AND VIBE

Cooking School

### Vision

Veg and Vibe believes that everyone deserves the opportunity to create delicious and nutritious food of their preference. We believe that plant-centred eating should be the norm not the exception; and that equitable food systems support healthy eco-systems that allow people, planet and animals to thrive.

### Mission

To inspire people to eat more plants, to connect people to where their food comes from. To tackle health inequalities and food access, while bring communities together, using the power of plants and collaboration.

### How Do We Achieve This?

We will work across communities to ensure everyone can adopt a climate-friendly, health-supporting, informed diet by;

Providing essential food education giving people the skills to cook and eat more plant-based food.

Providing inspiration and training for businesses, organisations and communities to evolve to a plant-centred food offering.

To promote cooking skills in local communities by delivering free cooking courses and training as part of a wider campaign for affordable, sustainable and healthier food for all.

We want to bring people together, to empower them with the knowledge of how to nourish their bodies with what they eat. We want to make positive change in the community by strengthening social bonds through the love of good food. Knowledge of how to cook nutritious food should be a basic human right whatever the individual's circumstances.

We strive to do the above with respect, joy and collaboration.

### Why do it and what we hope to achieve?

- The NHS currently spends £10 million a year (10% of its over all budget) on Diabetes type 2 care
- 1 in 3 children are obese when leaving primary school
- The World Health Organisation in 2022 documented that 3 out of 5 deaths are caused by long term health conditions due to effects of poor diet; e.g. fatty liver disease, type 2 diabetes, heart disease and obesity.
- Several studies have shown a whole food plant based diet is effective in promoting weight loss reducing insulin resistance and reducing fat which is associated with insulin resistance and reversing type 2 diabetes.
- The social impact of not cooking at home; not learning essential skills, not eating together as a family, increasing fragmentation.
- Impact of supermarkets - fresh foods are expensive and wrapped mainly in plastic. Unhealthy processed foods are usually a cheaper alternative. Many people do not have local green grocers to buy from. Most

fresh produce does not pay the farmers a fair wage. Exploitation of foreign workers and UK employees. Air freighting out of season produce from the other side of the world.

- Cooking has only recently been added back as compulsory to the secondary education curriculum. Many parents have never been taught how to prepare healthy nutritious meals.

#### Number of barriers to healthy eating

- It is seen as too expensive
- It is perceived as not being tasty
- It is thought to take too long to make
- People have tried to make healthy food and it goes wrong
- Some may not have a kitchen or have any equipment

The purpose of the community kitchen is to explode these myths by teaching people how to cook really tasty affordable food from scratch using raw seasonal ingredients.

- Real food which they will enjoy sharing with their family
- Real food that children can get involved in making
- Real food that does not cost a lot to make
- Real food that is easy to make in a short amount of time
- Real food which is adaptable
- Real food that can be easily recreated at home
- Real food can be made in the style of takeaways

#### Plan

- To run inspiring, fun, plant-based, hands-on cookery and virtual classes suitable for businesses to increase team building. Our classes will promote, inspire and up-skill anyone to create sustainable, ethical and delicious food that is good for people and planet. To host pop up food events to fund the free cooking classes.
- All proceeds raised from our services are to be used to fund free cookery sessions for groups most in need such as young people in care, low income families, people in recovery, people with long term health challenges, people attending local food banks amongst others.
- To link in with community development officers and social prescribers at Cheshire East and West Council and community organisations such as gyms who already have referrals from GPs who can link prospective clients to the classes.
- To develop recipe archives on the website for anyone to access for inspiration to cook healthy, plant based meals.
- To evaluate each session to improve it for the next round of clients.
- To develop impact data each year.

#### How you can support

- By donating money to secure free classes for the community of Cheshire East and Cheshire West.
- Volunteering time to run the free classes or suggesting someone with a skill set needed to run the social enterprise including people with HR, Policy, Fundraising or accountancy back grounds
- By spreading the word of Veg and Vibe to others who may want to book us to host a corporate cooking school event or donate time or money.



09:56



6a



## EVERYDAY CURRENT ACCOUNT



Balance

£0.00

Balance Incl. pending

£0.00

Pending

£0.00

ALL

IN

OUT



You currently have no transactions.

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# SANDBACH TOWN COUNCIL

## APPLICATION FORM - GRANTS TO VOLUNTARY ORGANISATIONS

Name of Organisation or Group: Sandbach Partnership

Contact Person: Anne-Marie [REDACTED] – Vice Chair

R/O [REDACTED]

Address: [REDACTED]

[REDACTED]

Post Code [REDACTED]

Tel No: Day [REDACTED] Eve [REDACTED]

E-mail: a [REDACTED]

Please give the purpose of your organisation as described in your constitution.

To promote, for public benefit, the improvement of economic, social, environmental and cultural health of the Sandbach area (source: [Sandbach Partnership Constitution 2022](#)).

**Please enclose a copy of your constitution or rules, showing your aims and objectives.**

Is it a Registered Charity? NO

If so, please give Charity Number....

1 **Total cost of your project?** £.2520..... Sum requested from STC £ ..2520.....

Please attach a breakdown of the estimated costs of your project together with your anticipated source of funds.

See attached Excel document. The costs include the standard contingency fund which will be met by Sandbach Partnership, if required.

The costs are based on

- previous annual event records and discussion with suppliers
- free to enter event due to open air and lack of control of entry and egress points
- minimal standard charge for refreshments and snacks based on the current cost of living crisis

The costs will be further minimised (where possible) by:

- seeking support from local businesses for prizes and decoration
- seeking support from local businesses for treats
- using available social media and media routes for marketing

Sandbach Partnership will return any grant money not utilised in running the event.

The costs for this event historically have been covered by grant funding received from Cheshire East Council and Sandbach Town Council and been included in Sandbach Partnership Annual Works plan. No grant funding from external sources is available for holding a community event (as opposed to projects). The Partnership makes this application to request support and

engagement from STC in line with its Corporate Strategy to bring back this much-loved event for the people of Sandbach.

## 2 A summary of your project:

Describe your project and what you would do with a grant:

This application is made to facilitate a free event open to the public in Sandbach on Saturday 28<sup>th</sup> October 2023 from 15:00 until 18:00.

The event, 'Spooky Saturday', will be held on Sandbach's historic cobbles and within St Mary's Hall.

The grant will be used to bring back this much-loved event and to support the following costs:

- Venue hire & decoration
- PA hire, henna artist/tattoo, interactive arts & crafts stall, face painting (third party supplier who will provide Sandbach Partnership with certified (PAT, DBS etc) and appropriately qualified personnel)
- Refreshments (hot drinks, hotdogs, popcorn, candy floss nominal charge to public £1 per item)
- Marketing
- Prizes
- Children's treats

*Sandbach Partnership also makes a request to STC for the provision of outdoor cover for the cobbles area as part of this application.*

### Does the grant cover advertising or wages of personnel involved if so how much?

£500 marketing cost to include website, media articles, poster/leaflets (including design), printing, banner

### 3 The Council gives priority to applications which meet the following priorities. Please tick the ones which you feel your project meets.

- ☒ Projects which benefit the people of Sandbach.
- ☒ Create an Inclusive Society
- ☒ Promoting our Environment, Heritage and Culture
- ☐ Work towards improving Leisure and Amenities.

### How does the project meet these priorities?

This event meet 3/5 strategic goals of STC as per the Corporate Strategy:

#### *A prosperous town*

- Continue to support a range of events to support the town and attract visitors
- Utilise local suppliers and businesses and seek to influence our partners to do so likewise

This event is well remembered by Sandbach and neighbouring residents and will be welcomed back as an annual fixture. The event has historically been very well attended. Where possible local suppliers will be utilised to facilitate this event, goods and services.

The event should also provide a boost to the commercial businesses that border the cobbles with advanced notification being provided to business owners of the event so that they have the option to extend their opening hours in support.

#### *A sustainable environment*

- Utilise communication channels to promote environmental awareness



Leftover food from the apple bobbing and/or pumpkin competition to be donated to a local resident for their pigs.

Rather than having a toy stall, this event is set to feature a free Toy Swap shop which is aligned to our commitment to the environment by promoting a re-use/recycle ethos. This will also be useful to those struggling with the cost-of-living crisis ahead of what can be an expensive time of year.

#### *An engaged community*

- Engage with, and support, with a wide variety of voluntary and charitable organisations in the Town, which help deliver our aims
- Maintain either directly or in partnership, a programme of events which promote both the Town and the Council's other objectives
- Promote and support events that build community cohesiveness or promote the Town, in the centre and in our smaller parish communities
- Maintain an active and responsive programme of Mayoral engagements to support the community and promote the Town
- Help to build social inclusion by linking all parts of the Parish and reaching out to newcomers and minority groups

It is intended that a request will be submitted for the Mayor and Deputy Mayor to attend the event and join the judging panel for the Fancy dress (three categories: Adult, Child and pet) and pumpkin competition.

This event will be a free to attend event, with free services provided to all members of the public including apple bobbing, face painting, henna artist/tattooist, arts & crafts, toy swap shop. The event is also hoped to support the arts with discussions for entertainment to be provided being held with various local dance, musical and theatre groups.

The event will be marketed utilising a number of channels including traditional media, social media, website, posters, leaflets etc.

#### **4 Have you raised funds from any other sources for this project? NO**

Where possible, donations will be requested for prizes from local businesses to support the event however a cost line is included should this not be possible to achieve.

Sandbach Partnership exists to support projects which promote, for public benefit, the improvement of economic, social, environmental and cultural health of the Sandbach area. Sandbach Partnership is not a funding source for these projects, rather it coordinates with other bodies to enable these projects.

#### **5 Are you awaiting the outcome of any other applications for funding, towards this project? NO**

#### **6 Has the Organisation previously applied for a Grant from Sandbach Town Council?** Small grants only

If yes, please give details

Small grant for the Coronation Big Help Out event £100 grant received however £83.62 returned unused.

#### **7 The Organisation's accounts for the last three years. \***

YEAR	2021/22	2020/21	2019/20
Accounts Balance b/f	£6,041.87	£16,613.76	£22,134.39
Accounts Balance c/f	£13,472.46	£6,041.87	£16,613.76

Income	£14,665.88	£8,225.40	£32,755.72
Expenditure	£7,235.29	£18,797.29	£38,276.35
Year-end bank balance	As C/F	As C/F	As C/F

- Please enclose a copy of your last available set of accounts.

2022/23 is currently with our accountants. The last available can be accessed on our website

[Signed Accounts March 2022.PDF \(sandbachpartnership.co.uk\)](http://sandbachpartnership.co.uk/Signed%20Accounts%20March%202022.PDF)

**8 Describe the geographical area in which your Organisation works.**

Sandbach

**9 What proportion of the work takes place in Sandbach?**

100%

If the Organisation were to be successful in securing a grant, to whom should the cheque be made payable?

Name .....

If payment by BACS is preferred:

Bank Account Name.....

Account Number ..... Sort Code.....

**Could you please indicate if you are able to/ would like to attend the meeting to support your application, and answer any questions the committee may have: YES**

Two of the authorised signatories for your bank/building society account need to sign below:

Signed: ..... Position within the Organisation: ..... Vice-Chair.....

Signed: ..... Position within the Organisation: ..... Chair.....  
on behalf of ..... Sandbach Partnership..... Date:..... 27 July 2023..

**Please note: A condition of any grant award is the return of a completed Grant Feedback form within four weeks of the project/event completion. In signing above and submitting a grant application you are committing to return the feedback form.**

Town Clerk, Sandbach Town Council  
Sandbach Town Hall, High Street, Sandbach, CW11 1AX

## Spooky Saturday Est Event Costs 28.10.2023

*Event to take place on the Cobbles (Market Square) and St Mary's Church Hall*

Description	Amount	Status	Documentation
Outdoor shelter (on the cobbles)	tbc	Request to be made as part of grant application to STC to provide FOC	
Indoor Venue hire St Mary's hall	160	Paid by Sandbach Partnership	Invoice
Refreshments hot drinks	60	£200 and fixed £1 per item charge to public - provision of hot dogs, candy floss	
Refreshments snacks	200	and popcorn	
Events supplier	1200	PA system, arts & crafts stand, henna artist/tattoos & face painter	
Marketing	500	to include poster/leaflet printing, banner etc	
		will seek donations from local businesses but otherwise this expenditure may be	
Fancy dress prizes	150	required	
Childrens treats	150	to be sourced from local business	
Decorations	100		
Event Insurance	0	To be provided by Sandbach Partnership	
<b>Sub total</b>	<b>2520</b>		
Contingency	10%	To be provided by Sandbach Partnership	
<b>Total estimated event cost</b>	<b>2772</b>		

**Total approved budget**

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**SANDBACH TOWN COUNCIL**  
**APPLICATION FORM - GRANTS TO VOLUNTARY ORGANISATIONS**

Name of Organisation or Group: *SW Cheshire Scouts – Shipton Explorer Scout Unit*

Contact Person:

Address:

Post Code

Tel No:

Day

Eve

E-mail:

[dan.baldwin@swcscouts.org.uk](mailto:dan.baldwin@swcscouts.org.uk)

Please give the purpose of your organisation as described in your constitution.

*Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.*

**Please enclose a copy of your constitution or rules, showing your aims and objectives.**

*See Appendix One*

Is it a Registered Charity? YES

If so, please give Charity Number 506895

**1 Total cost of your project?** £6,328.56 Sum requested from STC £2,000

Please attach a breakdown of the estimated costs of your project together with your anticipated source of funds. See Appendix Two

**2 A summary of your project:**

This grant is aimed at Project establishment / support and should be considered a standalone sum. Describe your project and what you would do with a grant:

*We are taking 12 Explorer Scouts (ages 14-17) to Scotland for an 8-day adventurous Summer Camp. The camp aims to give our Explorers the chance to experience adventurous activities we can't otherwise access in our locality (including sea-kayaking, hill-walking, exploring Scotland's capital and representing Shipton ESU as guests to the Royal Military Tattoo). Our programme also includes meeting Scouts from Scotland. The trip is being part-funded by parental contributions, but we want to keep this unique opportunity affordable for all of our members, and ensure that cost is not a barrier to any Explorer Scout taking part, especially given the current financial climate. We would be delighted to invite you to a presentation about our camp in the autumn to demonstrate how we have used any grant for the benefit of our members.*

**Does the grant cover advertising or wages of personnel involved if so how much?**

*No. We are an entirely voluntary organisation.*

**3 The Council gives priority to applications which meet the following priorities. Please tick the ones which you feel your project meets.**

- ☐ ✓ Projects which benefit the people of Sandbach.  
☐ ✓ Create an Inclusive Society  
☐ ✓ Promoting our Environment, Heritage and Culture  
☐ ✓ Work towards improving Leisure and Amenities.

**How does the project meet these priorities?**

*The project benefits the young people of Sandbach, promoting and encouraging travel and adventure. Our Explorers will have the opportunity on this trip to meet like-minded young people from other backgrounds. In-keeping with Scouting's ethos of inclusivity, this grant would help us to ensure that all our members, including those from less affluent family backgrounds, are able to take part in the trip. We aim to help our members acquire the knowledge and confidence to undertake further international expeditions in future, both in Scouting and outside. Our adult leaders will develop their knowledge of organising and leading international events and activities, providing longer term benefits for the young people of Sandbach.*

**4 Have you raised funds from any other sources for this project? YES**

If yes, please state source and amount.

*Sandbach Ladies Circle (Santa Sleigh): £484.44*

**5 Are you awaiting the outcome of any other applications for funding, towards this project? NO** If yes, please state whom you have applied to and the amount of any application.

*No other applications pending at this time, although we will be making grant applications elsewhere when opportunities arise.*

**6 Has the Organisation previously applied for a Grant from Sandbach Town Council? YES**

If yes, please give details

*We made a successful application in 2019 – to attend an international Jamboree in Belfast, Northern Ireland.*

**7 The Organisation's accounts for the last three years. \***

YEAR	2020	2021	2022
Accounts Balance b/f	£2,530.26	£3,706.77	£2,462.14
Accounts Balance c/f	£3,706.77	£2,462.14	£ 957.38
Income	£3,938.00	£3,959.00	£8,239.72
Expenditure	£2,761.49	£5,203.64	£9,744.48
Year-end bank balance	£3,706.77	£2,462.14	£ 957.38

- Please enclose a copy of your last available set of accounts. See appendix 3

**8 Describe the geographical area in which your Organisation works.**

*Shipton ESU is part of the South West Cheshire Scout District, serving young people aged 14-17 in Sandbach and surrounding areas. The Unit was relaunched in February 2018 after a period of inactivity. After having a fallow year for camping in 2020 and a reduced programme in 2021 owing to the Coronavirus pandemic, we are keen to provide an even more adventurous and challenging programme this year. The Unit meets weekly at the Scout Hall in Chapel Street and draws its members predominantly from the Scout Troops at Sandbach, Wheelock, Elworth, Haslington and Brereton.*

**9 What proportion of the work takes place in Sandbach?**

100%

If the Organisation were to be successful in securing a grant, to whom should the cheque be made payable?

Name

If payment by BACS is preferred:

Bank Account Name

Account Number

Sort Code

**Could you please indicate if you are able to/ would like to attend the meeting to support your application, and answer any questions the committee may have:** **YES**

Two of the authorised signatories for your bank/building society account need to sign below:

Signed:

Position within the Organisation: Explorer Scout Leader

Signed:

Position within the Organisation: Assistant Explorer Scout Leader

On behalf of

SWC Shipton Explorer Scout Unit

Date: 10<sup>th</sup> June 2023

**Please note: A condition of any grant award is the return of a completed Grant Feedback form within four weeks of the project/event completion. In signing above and submitting a grant application you are committing to return the feedback form.**

Town Clerk, Sandbach Town Council  
Sandbach Town Hall, High Street, Sandbach , CW11 1AX

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**Scouts**

# **Policy, Organisation and Rules**

**April 2023**

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### Definitions

<b>Chapter 1</b>	Our Fundamentals
<b>Chapter 2</b>	Key policies
<b>Chapter 3</b>	Membership
<b>Chapter 4</b>	Local organisation of sections, Groups, Districts, Counties
<b>Chapter 5</b>	Local governance and finance of Groups, Districts, Counties
<b>Chapter 6</b>	The structure of the UK Headquarters of The Scout Association
<b>Chapter 7</b>	Emergency procedures
<b>Chapter 8</b>	Insurance
<b>Chapter 9</b>	Activities
<b>Chapter 10</b>	Uniform, badges and emblems
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## Introduction

The Founder of Scouting had a vision from which a movement has grown, so that Scouting is found today in every corner of the land.

The purpose of Scouting is to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

These skills for life are developed through participation in a programme, underpinned by our method, and delivered principally in Squirrel Dreys, Beaver Colonies, Cub Packs, Scout Troops, Explorer Units and Scout Networks.

The programme in each of these Sections is delivered by a volunteer Section Leadership Team working in partnership with the young people in their section.

The function of all the other volunteers within our movement is to support the delivery and quality of those programmes in each of our sections.

With approximately 7,500 Scout groups in the United Kingdom and its dependent territories, a support structure is clearly necessary. The main purpose of Policy, Organisation and Rules is to explain as simply as possible how that structure is organised.

It is impossible to set out in detail rules to cover every eventuality, which means that much depends upon the judgement of responsible people at every level of the movement.

It is important that everyone concerned strives to exercise that judgement in ways that encourage the development and growth of the movement.

Policy, Organisation and Rules (POR) lays down the structure of The Scout Association in the United Kingdom, the Channel Islands, the Isle of Man, Gibraltar and British Scouting Overseas. It defines information about training and management.

Each Rule is distinguished by a Rule number, which references the Chapter in which it is located.

Matters of policy, information and advice on good practice are also numbered.

Policies are authoritative statements of principle governing the work of the Scout movement.

Rules provide directives, which must be followed by all to whom the Rule is addressed.

## Chapter 1

### Our Fundamentals

**NOTE** that, in this chapter, the Promise is based upon the work of our Founder and represents a number of different theist faith traditions.

#### Rule 1.1 Our Purpose

Scouting exists to actively engage and support young people in their personal development, empowering them to make a positive contribution to society.

#### Rule 1.2 Our Values

As Scouts we are guided by these values:

**Integrity** - We act with integrity; we are honest, trustworthy and loyal.

**Respect** - We have self-respect and respect for others.

**Care** - We support others and take care of the world in which we live.

**Belief** - We explore our faiths, beliefs and attitudes.

**Co-operation** - We make a positive difference; we co-operate with others and make friends.

#### Rule 1.3 The Scout Method

Scouting takes place when young people, in partnership with adults, work together based on the values of scouting and:

- enjoy what they are doing and have fun
- take part in activities indoors and outdoors
- learn by doing
- share in spiritual reflection
- take responsibility and make choices
- undertake new and challenging activities
- make and live by their Promise.

#### Rule 1.4 The Scout Promise

*(for Scouts, Explorer Scouts, the Scout Network and adults)*

On my honour,  
I promise that I will do my best  
to do my duty to God and to The King,  
to help other people  
and to keep the Scout Law.

#### Rule 1.5 The Scout Law

1. A Scout is to be trusted.
2. A Scout is loyal.
3. A Scout is friendly and considerate.



4. A Scout belongs to the world-wide family of Scouts.
5. A Scout has courage in all difficulties.
6. A Scout makes good use of time and is careful of possessions and property.
7. A Scout has self-respect and respect for others.

### **Rule 1.6 The Cub Scout Promise**

I promise that I will do my best  
to do my duty to God and to The King,  
to help other people  
and to keep the Cub Scout Law.

### **Rule 1.7 The Cub Scout Law**

Cub Scouts always do their best,  
think of others before themselves  
and do a good turn every day.

### **Rule 1.8 The Beaver Scout Promise**

I promise to do my best  
to be kind and helpful  
and to love God.

### **Rule 1.9 The Beaver Scout Law**

There is no formal Beaver Scout Law. The concepts expressed in the Scout Law are to be presented to Beaver Scouts through games, storytelling and other informal activities.

### **Rule 1.10 The Squirrel Scout Promise**

I promise to do my best  
to be kind and helpful  
and to love God.

### **Rule 1.11 The Squirrel Scout Law**

There is no formal Squirrel Scout Law. The concepts expressed in the Scout Law are to be presented to Squirrel Scouts through games, storytelling and other informal activities.

## Rule 1.12 Variations to the wording of the Promises

- 1.12.1.1 The Scouts is open to people of all faiths and of none and must therefore take account of the different religious obligations of its members while upholding the essential spirit of the Promise.
- 1.12.1.2 Alternative wording of the Promise that young people and adults may wish to use to best reflect their own beliefs is included below, reflecting the diversity of our UK Scout community

### 1.12.1.3 **The Scout Promise**

*(for Scouts, Explorer Scouts, the Scout Network and adults)*

#### **The Scout Promise for members who are atheist or of no faith background**

On my honour,  
I promise that I will do my best  
to uphold our Scout values, to do my duty to The King,  
to help other people  
and to keep the Scout Law.

#### **The Scout Promise for members who are Buddhist**

On my honour,  
I promise that I will do my best  
to seek refuge in the Triple Gem, to do my duty to The King,  
to act with compassion towards all life  
and to keep the Scout Law.

#### **The Scout Promise for members who are Christian**

On my honour,  
I promise that I will do my best  
to do my duty to God and to The King,  
to help other people  
and to keep the Scout Law.

#### **The Scout Promise for members who are Hindu**

On my honour,  
I promise that I will do my best  
to follow my dharma and do my duty to The King,  
to act with compassion towards all life  
and to keep the Scout Law.

#### **The Scout Promise for members who are Humanist**

On my honour,  
I promise that I will do my best  
to uphold our Scout values, to do my duty to The King  
to help other people  
and to keep the Scout Law.

**The Scout Promise for members who are Jewish**

On my honour,  
 I promise that I will do my best  
 to do my duty to God and to The King,  
 to help other people  
 and to keep the Scout Law.

**The Scout Promise for members who are Muslim**

In the name of Allah, the most beneficent and the most merciful,  
 I promise that I will do my best  
 to do my duty to Allah and then to The King,  
 to help other people  
 and to keep the Scout Law.

**The Scout Promise for members who are Sikh**

On my honour,  
 I promise that I will do my best  
 to do my duty to Waheguru and to The King,  
 to help other people  
 and to keep the Scout Law.

**1.12.1.4 The Cub Scout Promise****The Cub Scout Promise for members who are atheist or of no faith background**

I promise that I will do my best  
 to uphold our Scout values, to do my duty to The King,  
 to help other people  
 and to keep the Cub Scout Law.

**The Cub Scout Promise for members who are Buddhist**

I promise that I will do my best  
 to seek refuge in the Triple Gem, to do my duty to The King,  
 to act with compassion towards all life  
 and to keep the Cub Scout Law.

**The Cub Scout Promise for members who are Christian**

I promise that I will do my best  
 to do my duty to God and to The King,  
 to help other people  
 and to keep the Cub Scout Law.

**The Cub Scout Promise for members who are Hindu**

I promise that I will do my best  
 to follow my dharma and do my duty to The King,  
 to act with compassion towards all life  
 and to keep the Cub Scout Law.

**The Cub Scout Promise for members who are Humanist**

I promise that I will do my best  
to uphold our Scout values, to do my duty to The King,  
to help other people  
and to keep the Cub Scout Law.

**The Cub Scout Promise for members who are Jewish**

I promise that I will do my best  
to do my duty to God and to The King,  
to help other people  
and to keep the Cub Scout Law.

**The Cub Scout Promise for members who are Muslim**

I promise that I will do my best  
to do my duty to Allah and then to The King,  
to help other people  
and to keep the Cub Scout Law.

**The Cub Scout Promise for members who are Sikh**

I promise that I will do my best  
to do my duty to Waheguru and to The King,  
to help other people  
and to keep the Cub Scout Law.

**1.12.1.5 The Beaver Scout Promise****The Beaver Scout Promise for members who are atheist or of no faith background**

I promise to do my best to be kind and helpful and to love our world.

**The Beaver Scout Promise for members who are Buddhist**

I promise to do my best to be kind and helpful and to act with love towards everyone.

**The Beaver Scout Promise for members who are Christian**

I promise to do my best to be kind and helpful and to love God.

**The Beaver Scout Promise for members who are Hindu**

I promise to do my best to be kind and helpful and to love the world.

**The Beaver Scout Promise for members who are Humanist**

I promise to do my best to be kind and helpful and to love our world.

**The Beaver Scout Promise for members who are Jewish**

I promise to do my best to be kind and helpful and to love God.

**The Beaver Scout Promise for members who are Muslim**

I promise to do my best to be kind and helpful and to love Allah



**The Beaver Scout Promise for members who are Sikh**

I promise to do my best to be kind and helpful and to love Waheguru.

**1.12.1.6 The Squirrel Scout Promise****The Squirrel Scout Promise for members who are atheist or of no faith background**

I promise to do my best to be kind and helpful and to love our world.

**The Squirrel Scout Promise for members who are Buddhist**

I promise to do my best to be kind and helpful and to act with love towards everyone.

**The Squirrel Scout Promise for members who are Christian**

I promise to do my best to be kind and helpful and to love God.

**The Squirrel Scout Promise for members who are Hindu**

I promise to do my best to be kind and helpful and to love the world.

**The Squirrel Scout Promise for members who are Humanist**

I promise to do my best to be kind and helpful and to love our world.

**The Squirrel Scout Promise for members who are Jewish**

I promise to do my best to be kind and helpful and to love God.

**The Squirrel Scout Promise for members who are Muslim**

I promise to do my best to be kind and helpful and to love Allah.

**The Squirrel Scout Promise for members who are Sikh**

I promise to do my best and to be kind and helpful and to love Waheguru.

1.12.1.7 Where some other form of wording is required for a member of a particular faith or religion advice should be sought from Headquarters.

1.12.1.8 Similarly, it is accepted that foreign residents who may become members of The Scout Association owe allegiance to their own country.

To meet these circumstances the phrase 'duty to The King' should be replaced by the phrase 'duty to the country in which I am now living'.

1.12.1.9 In the case of young people, the decision as to which permitted form of wording should be used rests with them. However, in the younger sections, parents should be aware of the Promise chosen before the investiture ceremony.

1.12.1.10 In the case of adults, the decision as to which permitted form of wording should be used rests entirely with the adult concerned.

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South West Cheshire Scouts Shipton Explorer Scout UnitSummer Camp 2023Application for Grant from Sandbach Town CouncilAppendix Two - Estimated Costs & Funding SourcesEstimated Costs

	<i>Per head</i>	<i>No.</i>	<i>Total</i>
Campsite Fees - Young People	£38.60	12	£463.20
Campsite Fees - Adult Volunteers	£38.60	4	£154.40
Transport Costs (Minibus & Van Hire and Fuel Costs)			£900.00
Adventurous Activity Costs	£57.66	12	£691.92
Other Activity Costs	£113.44	16	£1,815.04
Camp Clothing Costs	£24.00	16	£384.00
Catering, Gas & Food Costs	£100.00	16	£1,600.00
Contingencies	£20.00	16	£320.00
<b>TOTAL</b>			<b>£6,328.56</b>

Anticipated Source of Funds

	<i>Per head</i>	<i>No.</i>	<i>Total</i>
Camp Fees payable by participants	£285.00	12	£3,420.00
Donation from Sandbach Ladies Circle (Santa Sleigh Fundraising)			£484.44
Future Fundraising & Grants Target*			£2,424.12
<b>TOTAL</b>			<b>£6,328.56</b>

*\*in the event that fundraising total exceeds the target, participants will receive a reduction in the camp fees payable*

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### **Shipton ESU - Income & Expenditure Account 2022**

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**0.00**

				Movement
Income	8,239.72	Expense	9,744.48	-1,504.76

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## SANDBACH TOWN COUNCIL

FINANCE, POLICY &amp; GOVERNANCE COMMITTEE 9 AUGUST 2023

## ITEM 7

**SMALL GRANT SUMMARY REPORT****BACKGROUND**

Council approved a new approach to grant applications last year and this has proved popular. Approval for applications for grants below £500 are now delegated to the Chief Officer in consultation with the Chair of FPG and Community & Events Committees and then reported retrospectively to Finance Policy and Governance Committee for noting.

**SMALL GRANT APPROVALS**

Small Grants approved in Quarter 1 are as follows:

<b>Small Grants Summary Q1 2023-24</b>	<b>£</b>
SW Scouts	500
1st Wheelock Guides & Rangers	500
Sandbach Footpath Group	350
<b>Total</b>	<b>1,350</b>
Small Grant Budget	2,500
<b>Balance Remaining</b>	<b>1,150</b>

**GRANT BUDGET**

Given that there are a number of small grant applications early in the year, Committee are asked to consider merging the remaining budget with the main grants budget. This will allow additional small grants to be approved throughout the year if valid applications are received. It is proposed that this arrangement is also reflected in the Council's budget setting process

**RECOMMENDED:**

- i) That the small grants approved in Quarter 1 are noted;
- ii) That the remaining budget of £1,150 is merged with the main Grants budget (code 4530) for future allocations.

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**FINANCE, POLICY & GOVERNANCE COMMITTEE 9 AUGUST 2023**  
**ACTIONS TO MEET CORPORATE OBJECTIVES (8)**

CS REF	AGREED ACTIONS TO MEET CORPORATE OBJECTIVES	STATUS	PRIORITY / DELETE
<b>PROSPEROUS TOWN</b>			
PT21	Whenever possible we will use local suppliers and businesses and seek to influence our partners to do likewise. We will create a roster of companies that match our ethical standards, environmental aims and value criteria.		
<b>SUSTAINABLE ENVIRONMENT</b>			
SE18	Ensure Sandbach's heritage is recorded and made accessible to all. Look to develop more online content on our website that captures the Town's look, memories, and history.		
SE20	Use our website to encourage interest in family history and the Town's social history.		
<b>ENGAGED COMMUNITY</b>			
EC4	Develop more sustainable arrangements for providing grant funding for Community/voluntary groups to ensure delivery of the maximum benefit to the community. Priority will be given to proposals which are in accordance with our strategic priorities.		
EC17	Encourage more people to attend and speak at Council and councillor surgeries, whilst acknowledging some are more comfortable to take part in a community group than a council.		
EC18	Develop both a Council Social & Ethical Policy (to include a statement on modern slavery) and a Community Engagement Policy.		
<b>COUNCIL TO DELIVER</b>			
CD4	Be innovative in finding external funding for Council and other local community initiatives.		
CD19	Ensure regular publication of key Council financial reporting and that published accounts are easy to understand.		

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**Sandbach Town Council**  
**Annual Budget - By Committee (Actual YTD Month 3)**  
**Note: Annual Budget 2023-24**

Council		2022-23		2023-24				2024-25		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100	Town Council Income									
1176	Precept	695,310	695,310	732,380	366,190	0	0	0	0	0
1190	Interest Received	400	6,564	200	5,630	0	0	0	0	0
1912	Other income	0	0	0	4,333	0	0	0	0	0
	Total Income	695,710	701,874	732,580	376,154	0	0	0	0	0
	Movement to/(from) Gen Reserve	695,710	701,874	732,580	376,154	0				
	Council - Income	695,710	701,874	732,580	376,154	0	0	0	0	0
	Expenditure	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	695,710	701,874	732,580	376,154	0				
	Finance, Policy & Governance									
101	Administration									
4840	Refreshment purchases	0	9	0	1	0	0	0	0	0
	Direct Expenditure	0	9	0	1	0	0	0	0	0
4100	Mayor's Allowance	2,000	2,000	2,000	500	0	0	0	0	0
4101	Civic & Ceremonial	2,500	1,379	2,500	170	0	0	0	0	0
4109	ICT Costs	0	0	0	1,775	0	0	0	0	0
4110	ICT Support/Packages	7,500	8,286	7,875	2,275	0	0	0	0	0
4111	Subscriptions	4,000	3,212	4,200	1,679	0	0	0	0	0
4112	Audit Fees Internal & External	5,180	3,219	5,439	429	0	0	0	0	0

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## Annual Budget - By Committee (Actual YTD Month 3)

Note: Annual Budget 2023-24

	<u>2022-23</u>		<u>2023-24</u>				<u>2024-25</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
4114	Accountancy Support	8,200	6,711	8,610	2,300	0	0	0	0	0
4115	Office 365/Outlook (Emails)	0	3,045	0	879	0	0	0	0	0
4120	Insurance	10,000	10,930	15,000	664	0	0	0	0	0
4121	Rent- Enterprise	0	0	0	4,143	0	0	0	0	0
4123	Telephones	2,500	1,983	2,575	433	0	0	0	0	0
4130	Stationery	1,000	996	1,100	661	0	0	0	0	0
4131	Photocopying	1,000	1,125	1,500	391	0	0	0	0	0
4135	Postages	400	4	200	0	0	0	0	0	0
4136	Election costs	8,000	11,419	0	0	0	0	0	0	0
4141	Office Equipment/Furniture	3,000	4,210	4,000	1,411	0	0	0	0	0
4142	Office Maintenance	500	231	500	80	0	0	0	0	0
4144	STC Work Wear	0	602	0	0	0	0	0	0	0
4145	Financial Software	1,100	1,169	1,155	1,289	0	0	0	0	0
4150	Travelling Expenses	500	272	525	0	0	0	0	0	0
4151	Training	4,000	2,595	4,000	605	0	0	0	0	0
4152	HR & H&S Support	5,000	5,312	5,000	775	0	0	0	0	0
4154	Aged debt write off	0	0	3,000	0	0	0	0	0	0
4197	Bank Charges	2,500	2,489	2,500	457	0	0	0	0	0
4198	Cleaning	0	3,855	0	1,017	0	0	0	0	0
4199	Other Expenses	100	21	100	19	0	0	0	0	0
4630	Legal Fees	1,500	1,284	1,500	0	0	0	0	0	0
4670	New Purchases/Projects	20,000	0	0	3,600	0	0	0	0	0
4850	Legal and professional fes	0	-94	0	0	0	0	0	0	0
6091	Covid-19	0	12	0	0	0	0	0	0	0

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**Sandbach Town Council**  
**Annual Budget - By Committee (Actual YTD Month 3)**  
**Note: Annual Budget 2023-24**

2022-23			2023-24				2024-25		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6110	0	0	0	412	0	0	0	0	0
6140	1,500	201	1,500	91	0	0	0	0	0
6280	0	5	0	0	0	0	0	0	0
6290	1,000	1,223	1,050	758	0	0	0	0	0
7000	0	0	0	12,336	0	0	0	0	0
	92,980	77,694	75,829	39,147	0	0	0	0	0
9000	0	93,508	0	8,137	0	0	0	0	0
9001	0	5,000	0	0	0	0	0	0	0
	(92,980)	10,804	(75,829)	(31,012)	0		0		
102	Staff Costs								
4000	145,400	158,897	215,215	40,402	0	0	0	0	0
4001	15,700	16,086	22,560	4,059	0	0	0	0	0
4002	32,900	20,093	48,644	5,519	0	0	0	0	0
4003	70,000	0	10,500	0	0	0	0	0	0
	264,000	195,076	296,919	49,980	0	0	0	0	0
	(264,000)	(195,076)	(296,919)	(49,980)	0		0		
105	Publicity								
4300	2,500	0	2,500	0	0	0	0	0	0
4310	1,000	2,051	1,050	1,559	0	0	0	0	0
	3,500	2,051	3,550	1,559	0	0	0	0	0
9000	0	0	0	1,150	0	0	0	0	0

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## Annual Budget - By Committee (Actual YTD Month 3)

Note: Annual Budget 2023-24

2022-23			2023-24			2024-25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve									
400 Projects									
4600 Projects	0	0	0	4,575	0	0	0	0	0
4614 Office Project	25,000	3,493	0	0	0	0	0	0	0
4626 Community/Pubwatch	0	5,412	0	0	0	0	0	0	0
4648 Neighbourhood Plan	0	168	0	0	0	0	0	0	0
4667 Asset Maintenance Prov	10,000	0	10,000	0	0	0	0	0	0
Overhead Expenditure	35,000	9,073	10,000	4,575	0	0	0	0	0
plus Transfer from EMR	0	0	0	4,575	0	0	0	0	0
less Transfer to EMR	0	24,500	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(35,000)	(33,573)	(10,000)	0	0		0		
Finance, Policy & Governance - Income	0	0	0	0	0	0	0	0	0
Expenditure	395,480	283,903	386,298	95,262	0	0	0	0	0
Net Income over Expenditure	-395,480	-283,903	-386,298	-95,262	0	0	0	0	0
plus Transfer from EMR	0	93,508	0	13,862	0	0	0	0	0
less Transfer to EMR	0	29,500	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(395,480)	(219,895)	(386,298)	(81,400)	0		0		

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## Annual Budget - By Committee (Actual YTD Month 3)

Note: Annual Budget 2023-24

2022-23			2023-24				2024-25		
Budget			Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Assets & Services Committee									
180	Sandbach Town Hall								
1912	Other income	0	0	0	0	0	0	0	0
4801	Ticket Income	8,000	8,000	0	0	0	0	0	0
4806	Refreshment sales	8,000	8,000	454	0	0	0	0	0
4807	Cinema Income	5,500	5,500	973	0	0	0	0	0
4808	Catering Income	0	0	53	0	0	0	0	0
4809	Town Hall other income	0	0	0	0	0	0	0	0
6000	Town Hall HireFees	60,000	50,000	17,285	0	0	0	0	0
6002	Town Hall Bar Income	50,000	52,500	12,809	0	0	0	0	0
6004	Town Hall Bar Income Pre paid	0	0	0	0	0	0	0	0
Total Income		131,500	124,000	31,575	0	0	0	0	0
4831	Town Hall Events Costs	5,000	4,000	650	0	0	0	0	0
4838	Cinema Costs	5,500	5,775	494	0	0	0	0	0
4840	Refreshment purchases	4,000	4,200	35	0	0	0	0	0
6010	Town Hall Bar Purchases	20,000	21,000	5,225	0	0	0	0	0
Direct Expenditure		34,500	34,975	6,404	0	0	0	0	0
4111	Subscriptions	0	0	37	0	0	0	0	0
4670	New Purchases/Projects	3,000	3,000	103	0	0	0	0	0
6020	Salaries	65,200	89,071	19,947	0	0	0	0	0
6021	Employers NIC	4,500	4,529	1,724	0	0	0	0	0
6022	Superannuation	9,300	17,055	3,770	0	0	0	0	0

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## Annual Budget - By Committee (Actual YTD Month 3)

Note: Annual Budget 2023-24

	<u>2022-23</u>		<u>2023-24</u>				<u>2024-25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6023 Casuals wages	0	0	0	2,329	0	0	0	0	0
6070 Training	1,500	1,660	1,575	0	0	0	0	0	0
6080 Maintenance	8,000	8,422	8,400	1,482	0	0	0	0	0
6090 Health and Safety	500	0	500	0	0	0	0	0	0
6091 Covid-19	1,000	24	0	0	0	0	0	0	0
6100 Light and Heat	19,000	13,497	22,800	4,782	0	0	0	0	0
6110 Rates and Water	12,000	7,954	12,600	2,650	0	0	0	0	0
6120 Repairs	5,000	464	10,000	0	0	0	0	0	0
6124 Condition Survey	2,380	0	0	0	0	0	0	0	0
6140 Waste Disposal	2,000	2,041	2,100	397	0	0	0	0	0
6150 Security	500	514	525	0	0	0	0	0	0
6200 Motor expenses	0	0	0	1	0	0	0	0	0
6220 Cleaning	13,500	9,288	14,513	2,287	0	0	0	0	0
6230 Equipment renewals	3,000	1,639	3,000	817	0	0	0	0	0
6240 Glassware	0	87	0	0	0	0	0	0	0
6280 Telephone	5,000	1,870	5,250	755	0	0	0	0	0
6300 Performing Rights Licence	1,000	1,273	1,000	0	0	0	0	0	0
6310 Premises Licence	2,500	2,100	2,500	0	0	0	0	0	0
6340 Marketing	2,000	1,651	2,000	1,079	0	0	0	0	0
6350 Irrecoverable VAT	6,250	6,191	6,250	0	0	0	0	0	0
6450 Bad Debt Provision	0	1,278	0	0	0	0	0	0	0
7000 Public Works Loan Board	29,605	29,605	29,605	0	0	0	0	0	0
Overhead Expenditure	196,735	170,800	236,273	42,159	0	0	0	0	0
Movement to/(from) Gen Reserve	(99,735)	(80,956)	(147,248)	(16,988)	0		0		

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**Sandbach Town Council**  
**Annual Budget - By Committee (Actual YTD Month 3)**  
**Note: Annual Budget 2023-24**

<u>2022-23</u>			<u>2023-24</u>				<u>2024-25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>182</u>	<u>Car Parks</u>								
4619	10,000	9,822	0	4,957	0	0	0	0	0
6080	500	0	500	0	0	0	0	0	0
	10,500	9,822	500	4,957	0	0	0	0	0
9000	0	4,943	0	4,957	0	0	0	0	0
	(10,500)	(4,880)	(500)	0	0		0		
<u>184</u>	<u>Town Hall Shop Units</u>								
1914	0	1,739	0	0	0	0	0	0	0
6005	15,850	16,232	16,643	3,962	0	0	0	0	0
	15,850	17,971	16,643	3,962	0	0	0	0	0
	<b>Total Income</b>								
6100	0	-2,324	0	0	0	0	0	0	0
6351	1,500	616	1,500	64	0	0	0	0	0
	1,500	-1,708	1,500	64	0	0	0	0	0
	14,350	19,679	15,143	3,898	0		0		
<u>190</u>	<u>Outdoor Market</u>								
1905	30,000	20,880	33,000	5,026	0	0	0	0	0
1906	5,000	2,655	0	0	0	0	0	0	0
1907	0	250	0	0	0	0	0	0	0
1911	2,000	4,368	2,000	1,383	0	0	0	0	0
1912	0	0	0	325	0	0	0	0	0

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Sandbach Town Council  
Annual Budget - By Committee (Actual YTD Month 3)  
Note: Annual Budget 2023-24

	2022-23		2023-24				2024-25		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income	37,000	28,153	35,000	6,734	0	0	0	0	0
4111 Subscriptions	0	0	0	192	0	0	0	0	0
6020 Salaries	0	0	0	3,579	0	0	0	0	0
6021 Employers NIC	2,600	3,047	1,771	325	0	0	0	0	0
6022 Superannuation	6,800	5,953	4,842	336	0	0	0	0	0
6023 Casuals wages	44,900	48,247	36,322	5,275	0	0	0	0	0
6024 Employers Casuals NIC	0	0	0	30	0	0	0	0	0
6070 Training	800	0	800	0	0	0	0	0	0
6080 Maintenance	2,000	654	1,000	120	0	0	0	0	0
6090 Health and Safety	450	0	450	0	0	0	0	0	0
6100 Light and Heat	625	410	656	170	0	0	0	0	0
6110 Rates and Water	8,250	6,390	8,663	946	0	0	0	0	0
6120 Repairs	500	0	0	0	0	0	0	0	0
6124 Condition Survey	5,390	0	0	0	0	0	0	0	0
6140 Waste Disposal	5,000	7,735	5,000	859	0	0	0	0	0
6200 Motor expenses	4,500	2,102	2,500	-25	0	0	0	0	0
6230 Equipment renewals	3,000	1,232	1,500	750	0	0	0	0	0
6280 Telephone	175	132	184	41	0	0	0	0	0
6290 Advertising	2,500	0	1,500	23	0	0	0	0	0
6350 Irrecoverable VAT	1,000	858	1,000	0	0	0	0	0	0
6352 Christmas Market Expenditure	6,000	10,409	0	0	0	0	0	0	0
Overhead Expenditure	94,490	87,169	66,188	12,619	0	0	0	0	0
Movement to/(from) Gen Reserve	(57,490)	(59,016)	(31,188)	(5,885)	0			0	

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**Sandbach Town Council**  
**Annual Budget - By Committee (Actual YTD Month 3)**  
**Note: Annual Budget 2023-24**

<u>2022-23</u>			<u>2023-24</u>				<u>2024-25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>191 Indoor Market</u>									
1901 Indoor Market Rent	35,000	43,049	43,500	11,503	0	0	0	0	0
1906 Christmas Markets Income	0	1,040	0	0	0	0	0	0	0
1907 Other Market Income	0	200	0	0	0	0	0	0	0
1914 Electricity Recharge	0	860	0	1,950	0	0	0	0	0
			43,500	13,453	0	0	0	0	0

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## Annual Budget - By Committee (Actual YTD Month 3)

Note: Annual Budget 2023-24

	<u>2022-23</u>		<u>2023-24</u>				<u>2024-25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6350 Irrecoverable VAT	3,125	5,362	3,125	0	0	0	0	0	0
6450 Bad Debt Provision	0	508	0	0	0	0	0	0	0
<b>Overhead Expenditure</b>	48,335	77,639	52,967	14,619	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	(13,335)	(32,489)	(9,467)	(1,166)	0	0	0	0	0
<b>195 Ranger (New Code)</b>									
6020 Salaries	0	0	12,709	2,664	0	0	0	0	0
6021 Employers NIC	0	0	338	223	0	0	0	0	0
6022 Superannuation	0	0	2,872	0	0	0	0	0	0
6024 Employers Casuals NIC	0	888	0	0	0	0	0	0	0
6025 available to use	0	74	0	0	0	0	0	0	0
6200 Motor expenses	1,000	588	1,000	0	0	0	0	0	0
6230 Equipment renewals	6,500	1,339	6,500	0	0	0	0	0	0
<b>Overhead Expenditure</b>	7,500	2,889	23,419	2,888	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	(7,500)	(2,889)	(23,419)	(2,888)	0	0	0	0	0
<b>200 Public Conveniences</b>									
6100 Light and Heat	750	542	788	174	0	0	0	0	0
6110 Rates and Water	600	335	630	0	0	0	0	0	0
6120 Repairs	1,000	512	1,000	303	0	0	0	0	0
6140 Waste Disposal	250	0	250	0	0	0	0	0	0
6400 Supplies (Public Conveniences)	1,000	650	1,000	362	0	0	0	0	0
6402 Vandalism Repairs	1,500	68	500	14	0	0	0	0	0
6406 Contract Cleaning	16,500	12,316	17,325	3,143	0	0	0	0	0

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**Sandbach Town Council**  
**Annual Budget - By Committee (Actual YTD Month 3)**  
**Note: Annual Budget 2023-24**

	<u>2022-23</u>		<u>2023-24</u>				<u>2024-25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	21,600	14,423	21,493	3,996	0	0	0	0	0
Movement to/(from) Gen Reserve	(21,600)	(14,423)	(21,493)	(3,996)	0		0		
Assets & Services Committee - Income	219,350	203,002	219,143	55,724	0	0	0	0	0
Expenditure	415,160	382,919	437,315	87,706	0	0	0	0	0
Net Income over Expenditure	-195,810	-179,917	-218,172	-31,982	0	0	0	0	0
plus Transfer from EMR	0	4,942	0	4,957	0	0	0	0	0
Movement to/(from) Gen Reserve	(195,810)	(174,974)	(218,172)	(27,025)	0		0		

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## Annual Budget - By Committee (Actual YTD Month 3)

Note: Annual Budget 2023-24

2022-23			2023-24			2024-25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Community & Events Committee									
110 Grants/Discretionary Payments									
4500	12,000	23,000	18,000	0	0	0	0	0	0
4503	8,500	11,711	12,500	0	0	0	0	0	0
4508	26,500	26,544	29,150	0	0	0	0	0	0
4515	3,500	3,500	3,500	0	0	0	0	0	0
4530	30,000	29,360	30,000	4,555	0	0	0	0	0
4550	7,500	7,500	7,500	0	0	0	0	0	0
4551	750	750	750	0	0	0	0	0	0
4560	1,580	1,660	1,659	0	0	0	0	0	0
4573	2,000	2,000	2,100	0	0	0	0	0	0
4599	300	0	300	0	0	0	0	0	0
4601	10,000	0	0	0	0	0	0	0	0
4611	2,000	3,390	3,500	0	0	0	0	0	0
4640	5,750	5,728	6,038	0	0	0	0	0	0
4660	1,000	1,000	1,000	0	0	0	0	0	0
	111,380	116,143	115,997	4,555	0	0	0	0	0
	0	14,600	0	3,359	0	0	0	0	0
	0	10,759	0	0	0	0	0	0	0
	(111,380)	(112,302)	(115,997)	(1,196)	0		0		

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**Sandbach Town Council**  
**Annual Budget - By Committee (Actual YTD Month 3)**

**Note: Annual Budget 2023-24**

2022-23			2023-24				2024-25		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1910	0	1,084	0	580	0	0	0	0	0
1912	0	1,200	0	0	0	0	0	0	0
4801	0	3,360	0	0	0	0	0	0	0
Total Income			5,000	2,802	0	0	0	0	0
4820	20,500	15,602	24,025	8,023	0	0	0	0	0
4841	0	2,834	0	0	0	0	0	0	0
4844	0	-1,030	0	9,162	0	0	0	0	0
6352	0	0	9,000	0	0	0	0	0	0
Overhead Expenditure			33,025	17,185	0	0	0	0	0
140 Net Income over Expenditure			-28,025	-14,383	0	0	0	0	0
9000	0	0	0	9,157	0	0	0	0	0
9001	0	12,000	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve			(28,025)	(5,226)	0				
Community & Events Committee - Income			5,000	2,802	0	0	0	0	0
Expenditure			149,022	21,741	0	0	0	0	0
Net Income over Expenditure			-144,022	-18,939	0	0	0	0	0
plus Transfer from EMR			0	12,516	0	0	0	0	0
less Transfer to EMR			0	0	0	0	0	0	0
Movement to/(from) Gen Reserve			(144,022)	(6,422)	0				

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Sandbach Town Council  
Annual Budget - By Committee (Actual YTD Month 3)  
Note: Annual Budget 2023-24

	<u>2022-23</u>		<u>2023-24</u>				<u>2024-25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Budget Income</b>	915,060	910,520	956,723	434,680	0	0	0	0	0
<b>Expenditure</b>	942,520	800,371	972,635	204,709	0	0	0	0	0
<b>Net Income over Expenditure</b>	-27,460	110,149	-15,912	229,971	0	0	0	0	0
plus Transfer from EMR	0	113,050	0	31,336	0	0	0	0	0
less Transfer to EMR	0	52,259	0	0	0	0	0	0	0
<b>Movement to/(from) Gen Reserve</b>	(27,460)	170,941	(15,912)	261,307	0	0	0	0	0



# Sandbach Town Council

## List of BACS & Direct Debit Payments

Q1 2023/2024

Payment Date	BACS/DD	Supplier	Invoice Details	Invoice Date	Invoice No	Amount	RBS Pg
11/04/2023	BACS	Bach 95 Limited	Bar supplies	29/03/2023	INV-0536	£74.88	1142
11/04/2023	DD	BT	Monthly telephone charges	24/03/2023	M124PV	£81.99	1144
11/04/2023	BACS	DNA Kids Ltd.	Children's Magic Show 230801	29/03/2023	MAG/S/P/93461	£334.80	1142
11/04/2023	DD	The Fuel Card People	Fuel for market transit van	31/03/2023	9005000418	£104.08	1152
11/04/2023	BACS	The Fun Experts	Stalls hire for Town Festival	16/03/2023	11222	£825.00	1142
11/04/2023	BACS	HIPSWING ENTERTAINMENTS LTD	Party in the Park	14/03/2023	INV-14839	£1,608.59	1142
11/04/2023	BACS	Hops and Barley LTD	Bar supplies	20/03/2023	181729	£277.44	1142
11/04/2023	BACS	Hops and Barley LTD	Bar supplies	28/03/2023	182515	£401.73	1142
11/04/2023	BACS	Phoenix Renewable Technologies Ltd	Heating repairs	02/03/2023	PRT-11739	£270.00	1142
11/04/2023	BACS	STAFFORDSHIRE REELS ON WHEELS	Film hire	29/03/2023	SI-440	£210.00	1142
11/04/2023	BACS	Reliance Medical Limited	Defibrillators	01/04/2023	STAF01	£4,320.00	1143
11/04/2023	BACS	TRG (The Ralphs Group)	P/Conv cleaning w/c 13Mar23	20/03/2023	1606	£302.40	1143
11/04/2023	BACS	TRG (The Ralphs Group)	P/Conv cleaning w/c 20Mar23	26/03/2023	1607	£302.40	1143
11/04/2023	BACS	VIKING	Town Hall Purchases	30/03/2023	2275346	£176.36	1143
13/04/2023	DD	West Merica Energy	Electricity Charges FEB23	16/03/2023	11325751	£1,575.60	1145
13/04/2023	DD	West Merica Energy	Electricity Charges FEB23	16/03/2023	11325752	£32.13	1145
13/04/2023	DD	West Merica Energy	Electricity Charges FEB23	16/03/2023	11325754	£44.48	1145
13/04/2023	DD	West Merica Energy	Electricity Charges FEB23	16/03/2023	11325755	£814.96	1145
13/04/2023	DD	West Merica Energy	Gas Charges FEB23	16/03/2023	11330642	£620.57	1145
14/04/2023	BACS	Bach 95 Limited	Bar supplies	05/04/2023	INV-0548	£74.88	1146
14/04/2023	BACS	Kevin Ballard	Market Duties	31/03/2023	60	£220.00	1146
14/04/2023	BACS	Beartown Brewery Ltd	Bar supplies	06/04/2023	56542	£95.76	1146
14/04/2023	BACS	Concept Hygiene	Defib annual service charges	01/04/2023	152523	£438.00	1146
14/04/2023	BACS	Currie & Brown UK Ltd	RIBA Stages 0-4	31/03/2023	124021196	£3,906.00	1146
14/04/2023	BACS	EE Limited	Mkt Mobile Charges	07/04/2023	V02095750728	£23.27	1145
14/04/2023	DD	Evo Payments International	Card Machine charges	31/03/2023	03-2023/52895	£133.16	1145
14/04/2023	BACS	FLEXTEL LTD.	Mobile from 3Apr to 2May23	03/04/2023	FLX81476	£30.00	1146
14/04/2023	BACS	FLEXTEL LTD.	Flextel o2 9 data plans	03/04/2023	FLX81492	£131.05	1146
14/04/2023	BACS	Hops and Barley LTD	Credit note	29/03/2023	16248	-£33.16	1146
14/04/2023	BACS	Hops and Barley LTD	Bar supplies	28/03/2023	182515	£33.16	1146
14/04/2023	BACS	Hops and Barley LTD	Bar supplies	03/04/2023	183164	£780.74	1147

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Payment Date	BACS/DD	Supplier	Invoice Details	Invoice Date	Invoice No	Amount	RBS Pg
14/04/2023	BACS	Junk Art Creations	Town Hall events 23Aug deposit	01/03/2023	JAC155TOWNHALLCRAF	£150.00	1147
14/04/2023	BACS	Nabma	2023/24 Membership	01/04/2023	23/210	£384.00	1147
14/04/2023	BACS	Nisbets	New purchases for the Town Hal	31/03/2023	26587452	£229.90	1147
14/04/2023	BACS	STAFFORDSHIRE REELS ON WHEELS	Community cinema	02/04/2023	SI-459	£151.50	1147
14/04/2023	BACS	Spotless Commercial Cleaning	Monthly Cleaning 1Mar to 31Mar	31/03/2023	SIN286806	£1,293.74	1147
14/04/2023	BACS	TRG (The Ralphs Group)	P/Conv Cleaning w/c 27Mar	02/04/2023	1608	£302.40	1147
21/04/2023	BACS	Bach 95 Limited	Bar Supplies	13/04/2023	INV-0560	£74.88	1148
21/04/2023	BACS	Countyloos Ltd	King's Coronation Events Costs	14/04/2023	16570	£960.00	1148
21/04/2023	BACS	Gaskells Waste Services	Mar23 Waste Disposal	31/03/2023	P577711	£1,300.15	1148
21/04/2023	BACS	HIPSWING ENTERTAINMENTS LTD	Coronation Events Management	20/03/2023	INV-14865	£1,440.00	1148
21/04/2023	BACS	Hops and Barley LTD	Bar Supplies	11/04/2023	236589	£393.60	1148
21/04/2023	BACS	Manutan UK Limited	ODM Equipment	12/04/2023	M000327497	£899.64	1148
21/04/2023	BACS	Society of Local Council Clerks	Training	12/04/2023	QL202747-1	£450.00	1148
21/04/2023	BACS	Spotless Commercial Cleaning	Cleaning Supplies	07/04/2023	SIN287549	£127.92	1149
21/04/2023	BACS	TRG (The Ralphs Group)	P/Conv Cleaning w/c 03APR23	09/03/2023	1609	£302.40	1149
21/04/2023	BACS	Waterplus	Water Charges MAR23	04/04/2023	INV01763097	£8.58	1149
21/04/2023	BACS	Waterplus	TH Water Charges	11/04/2023	INV01838059	£336.25	1149
25/04/2023	DD	Prism Solutions	ICT Support	25/04/2023	175041	£1,087.07	1145
28/04/2023	BACS	Design Office UK Ltd	Website Development	18/04/2023	37403	£1,380.00	1150
28/04/2023	BACS	hsl Compliance Ltd	Water Hygiene Risk Assessment	14/04/2023	130154	£714.00	1150
28/04/2023	BACS	Interdirect Limited	Website Maintenance	14/04/2023	22973	£288.00	1150
28/04/2023	BACS	Rialtis Business Solutions Ltd	Accounting Software	01/04/2023	SM27450	£180.00	1150
28/04/2023	BACS	TRADE UK (SCREWFIX)	Publ/Convenience Repairs	13/04/2023	1365077926	£69.14	1150
28/04/2023	BACS	Spotless Commercial Cleaning	Monthly cleaning 1Mar to 31Mar	31/03/2023	SIN286806	£215.64	1150
28/04/2023	BACS	TRG (The Ralphs Group)	P/Conv cleaning w/c 10APR	16/04/2023	1610	£302.40	1150
28/04/2023	BACS	VIKING	Stationery	17/04/2023	2340498	£76.25	1151
28/04/2023	BACS	VIKING	Stationery	17/04/2023	2340499	£159.92	1151
02/05/2023	DD	Prism Solutions	TH Telephones	17/04/2023	69043	£150.55	1153
03/05/2023	BACS	HIPSWING ENTERTAINMENTS LTD	Coronation Costs	01/05/2023	INV-15030	£5,277.13	1155
05/05/2023	BACS	Clarke Website Design	Website hosting annual fee	24/04/2023	CWD-4951	£169.00	1155
05/05/2023	BACS	Hops and Barley LTD	Bar Purchase	24/04/2023	185611	£625.52	1155
05/05/2023	BACS	Rialtis Business Solutions Ltd	Financial Software	25/04/2023	SM27739	£81.20	1155
05/05/2023	BACS	STAFFORDSHIRE REELS ON WHEELS	Royalties	23/04/2023	SI-468	£15.00	1155
05/05/2023	BACS	Society of Local Council Clerks	Training	27/04/2023	2W307-07	£180.00	1155
05/05/2023	BACS	Smith of Derby Ltd	TH Clock Maintenance	18/04/2023	127443	£274.80	1155



Payment Date	BACS/DD	Supplier	Invoice Details	Invoice Date	Invoice No	Amount	RBS Pg
05/05/2023	BACS	TRG (The Ralphs Group)	P/Conv cleaning w/c 17APR23	23/04/2023	1611	£302.40	1156
09/05/2023	DD	BT	Phones& BB	24/04/2023	M125 TM	£89.44	1153
09/05/2023	DD	The Fuel Card People	Motor Expenses	30/04/2023	9005148132	£1.44	1153
12/05/2023	BACS	CREWE COLOUR PRINTERS LTD	Coronation Costs	28/04/2023	69405	£216.00	1157
12/05/2023	BACS	Citron Hygiene UK Limited	Waste disposal	28/04/2023	CN30262289	£202.32	1157
12/05/2023	BACS	Citron Hygiene UK Limited	Waste Disposal	01/04/2023	CN30268829	£234.72	1157
12/05/2023	BACS	Citron Hygiene UK Limited	Credit Note	28/04/2023	CN30272374	-£202.32	1157
12/05/2023	BACS	Currie & Brown UK Ltd	Small Common Car Park	28/04/2023	124022680	£4,562.40	1157
12/05/2023	BACS	FLEXTEL LTD.	Admin Mobiles	03/05/2023	82334	£30.00	1157
12/05/2023	BACS	FLEXTEL LTD.	Admin Telephones	03/05/2023	82350	£133.13	1157
12/05/2023	BACS	HIPSWING ENTERTAINMENTS LTD	Coronation Costs	17/04/2023	INV-14984	£353.83	1157
12/05/2023	BACS	Hops and Barley LTD	Bar Purchases	02/05/2023	186535	£705.00	1157
12/05/2023	BACS	Hops and Barley LTD	Bar Purchases	02/05/2023	186557	£20.72	1157
12/05/2023	BACS	JDH BUSINESS SERVICES LTD	YE Audit Fees	28/04/2023	4533	£514.20	1158
12/05/2023	BACS	Rialtis Business Solutions Ltd	Financial Software Supp & Main	28/04/2023	SM28438	£887.67	1158
12/05/2023	BACS	Rialtis Business Solutions Ltd	Bookings Software Support&Main	28/04/2023	SM28439	£397.46	1158
12/05/2023	BACS	Rentokil Pest Control	Waste Disposal	25/04/2023	21903946	£311.94	1158
12/05/2023	BACS	Spotless Commercial Cleaning	Monthly Cleaning	30/04/2023	SIN288074	£1,783.90	1158
12/05/2023	BACS	TRG (The Ralphs Group)	P/Conv Cleaning w/c 24APR	01/05/2023	1612	£302.40	1158
12/05/2023	BACS	Waterplus	ODM Water Charges	03/05/2023	INV02050568	£10.78	1158
12/05/2023	DD	EE Limited	Mkt Mobile	07/05/2023	V02105412832	£23.27	1153
15/05/2023	DD	Evo Payments International	Card Machine charges	30/04/2023	04-2023/52895	£116.59	1153
18/05/2023	DD	West Merica Energy	TH Gas Charges MAR23	20/04/2023	11338121	£658.73	1153
18/05/2023	DD	West Merica Energy	IDM Electricity charges Mar23	20/04/2023	11342003	£1,616.92	1153
18/05/2023	DD	West Merica Energy	P/Conv Electric Charges MAR23	20/04/2023	11342005	£45.08	1153
18/05/2023	DD	West Merica Energy	TH Electric Charges MAR23	20/04/2023	11342006	£855.28	1153
18/05/2023	DD	West Merica Energy	ODM Electric Charges MAR23	20/04/2023	11345161	£63.46	1153
19/05/2023	BACS	Cheshire East Borough Council	Admin Office Rent	05/05/2023	11700148723	£1,381.00	1159
19/05/2023	BACS	Gaskells Waste Services	Waste Disposal	30/04/2023	P581867	£1,048.60	1159
19/05/2023	BACS	TRG (The Ralphs Group)	P/Conv cleaning w/c 01MAY23	05/05/2023	1613	£302.40	1159
19/05/2023	BACS	VIKING	Stationery	10/05/2023	2443915	£72.98	1159
25/05/2023	DD	Prism Solutions	ICT Monthly Support & Services	25/05/2023	177282	£1,095.23	1160
26/05/2023	BACS	Kevin Ballard	Market Duties	19/05/2023	62	£220.00	1160
26/05/2023	BACS	Kevin Ballard	Market Duties	19/05/2023	63	£165.00	1160
26/05/2023	BACS	Fridge Freezer Direct Ltd	Equipment renewals	01/05/2023	INV-055811	£954.07	1160

Payment Date	BACS/DD	Supplier	Invoice Details	Invoice Date	Invoice No	Amount	RBS Pg
26/05/2023	BACS	Hops and Barley LTD	Bar Purchases	16/05/2023	188163	£205.89	1160
26/05/2023	BACS	Prism Solutions	ICT Support	15/05/2023	177870	£121.18	1160
26/05/2023	BACS	STAFFORDSHIRE REELS ON WHEELS	Film Hire	18/05/2023	SI-483	£210.00	1160
26/05/2023	BACS	TRG (The Ralphs Group)	P/Conv cleaning w/c 08MAY23	14/05/2023	1614	£302.40	1160
26/05/2023	BACS	Waterplus	IDM Water Charges	11/05/2023	INV02127124	£343.62	1160
01/06/2023	DD	Prism Solutions	TH Monthly Telephones	18/05/2023	178053	£135.26	1162
02/06/2023	BACS	Alpha Omega Securities Limited	Coronation Costs	08/05/2023	84227	£1,224.00	1163
02/06/2023	BACS	Bach 95 Limited	Bar Purchases	22/05/2023	INV-0606	£74.88	1163
02/06/2023	BACS	Reach For The Broom Cleaning & Hygiene	P/Conv cleaning 19-31MAY23	21/05/2023	INV101	£487.50	1163
02/06/2023	BACS	Claymore Business Machines Limited	Photocopying	22/05/2023	53569	£30.43	1163
02/06/2023	BACS	Claymore Business Machines Limited	Photocopying	22/05/2023	53570	£241.27	1163
02/06/2023	BACS	Claymore Business Machines Limited	Photocopying	22/05/2023	53571	£28.85	1163
02/06/2023	BACS	Claymore Business Machines Limited	Photocopying	22/05/2023	53572	£145.63	1163
02/06/2023	BACS	The E-Link	Party In The Park Banners	25/05/2023	SI-543	£27.00	1163
02/06/2023	BACS	Hops and Barley LTD	Bar Purchases	22/05/2023	188862	£1,092.12	1163
02/06/2023	BACS	VIKING	Stationery	18/05/2023	2483388	£48.54	1164
07/06/2023	DD	BT	TH Monthly Telephones	24/05/2023	M126 X8	£89.44	1165
09/06/2023	BACS	Beartown Brewery Ltd	Bar Purchases	01/06/2023	57255	£164.88	1166
09/06/2023	BACS	Countyloos Ltd	Community Events Costs	25/05/2023	17303	£180.00	1166
09/06/2023	BACS	Hops and Barley LTD	Bar Purchases	16/05/2023	188163	£0.09	1166
09/06/2023	BACS	Hops and Barley LTD	Bar Purchases	30/05/2023	189809	£897.79	1166
09/06/2023	BACS	Hops and Barley LTD	Credit Note	31/05/2023	CN017096	-£64.81	1166
09/06/2023	BACS	TRADE UK (SCREWFIX)	Maintenance Items	25/05/2023	1378619838	£236.72	1166
12/06/2023	DD	Evo Payments International	Card Machine Charges	31/05/2023	05-2023/52895	£117.95	1167
12/06/2023	DD	The Fuel Card People	Motor Expenses	31/05/2023	9005336805	£1.44	1167
15/06/2023	DD	EE Limited	Market Mobile	07/06/2023	V02115014206	£23.27	1167
16/06/2023	BACS	Reach For The Broom Cleaning & Hygiene	Public Conv Deep Clean	17/05/2023	INV-0011	£281.25	1168
16/06/2023	BACS	Currie & Brown UK Ltd	Small Common Car Park	31/05/2023	124023875	£1,386.30	1168
16/06/2023	BACS	FLEXTEL LTD.	Admin Telephones	03/06/2023	83244	£30.00	1168
16/06/2023	BACS	FLEXTEL LTD.	Admin Telephones	03/06/2023	83262	£165.73	1168
16/06/2023	BACS	Hops and Barley LTD	Bar Purchases	05/06/2023	190480	£401.39	1168
16/06/2023	BACS	The Leaflet Team	Community Events	08/06/2023	TDK01187	£586.00	1168
16/06/2023	BACS	Spotless Commercial Cleaning	Monthly Cleaning	31/05/2023	SIN289279	£1,783.90	1168
16/06/2023	BACS	VIKING	Stationery	07/06/2023	2562882	£101.22	1168
16/06/2023	BACS	VIKING	Stationery	08/06/2023	2569065	£110.39	1168

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Sandbach Town Council			Q1 2023/2024		BACS DD Payments Made		
Payment Date	BACS/DD	Supplier	Invoice Details	Invoice Date	Invoice No	Amount	RBS Pg
16/06/2023	BACS	Waterplus	ODM Water Charges	03/06/2023	INV02330117	£11.13	1169
17/06/2023	BACS	Winding River Liqueurs Limited	Bar Purchases	05/06/2023	2023-06-05	£94.80	1169
22/06/2023	BACS	Cheshire Association of Local Councils	2023-24 Membership	01/05/2023	2023-24	£1,510.87	1170
23/06/2023	BACS	Kevin Ballard	Market Duties	16/06/2023	64	£220.00	1171
23/06/2023	BACS	CREWE COLOUR PRINTERS LTD	Community Events Costs	14/06/2023	69638	£60.00	1171
23/06/2023	BACS	Cheshire Association of Local Councils	Training	14/06/2023	2023/016	£25.00	1171
23/06/2023	BACS	Countyloos Ltd	Community Events	12/06/2023	17302	£540.00	1171
23/06/2023	BACS	L.D.G ELECTRICAL SOLUTIONS LTD	Lighting Repairs	31/05/2023	7958	£188.66	1171
23/06/2023	BACS	L.D.G ELECTRICAL SOLUTIONS LTD	TH Maintenance	02/06/2023	7959	£219.60	1171
23/06/2023	DD	Prism Solutions	ICT Support & Packages	26/06/2023	179436	£1,353.08	1173
23/06/2023	BACS	Prism Solutions	Office IT Equipment	12/06/2023	179510	£1,658.81	1171
23/06/2023	BACS	Rowtype Printers Ltd	Community Events Costs	14/06/2023	63565	£205.00	1171
23/06/2023	BACS	Thurra Limited	TH Maintenance	14/06/2023	56317	£283.80	1172
23/06/2023	BACS	Waterplus	TH Water Charges	11/06/2023	INV02416214	£349.23	1172
23/06/2023	DD	West Merica Energy	TH Gas Charges Apr23	26/05/2023	11353807	£781.51	1173
30/06/2023	BACS	Blitz Fireworks Ltd	Community Events Costs	18/05/2023	SI-1061	£2,976.00	1174
30/06/2023	BACS	The Effective Directories Ltd	Advertising	18/06/2023	14605	£909.60	1174
30/06/2023	BACS	HIPSWING ENTERTAINMENTS LTD	Community Events Costs	01/06/2023	INV-15234	£4,825.76	1174
30/06/2023	BACS	Hitched Ltd	Subscription Renewal	15/05/2023	2023/24	£1,294.80	1174
30/06/2023	BACS	Hops and Barley LTD	Bar Purchases	20/06/2023	192147	£450.23	1174
30/06/2023	BACS	John Greenall & Co Limited	Accountancy Support	05/04/2023	215	£2,760.00	1174
30/06/2023	BACS	Prism Solutions	New Office Set Up	30/05/2023	178414	£2,129.80	1175

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**Credit Card**

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**List of Payments made between 01/04/2023 and 30/06/2023**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/04/2023	Amazon Marketplace	09722440	21.14		Stationery
30/04/2023	Autotrader.co.uk	53012573	27.00		Fork Lift Ad
08/05/2023	Dropbox International	93973759	71.05		Dropbox Subscription
14/05/2023	Soundtrack Your Brand	34365851	39.00		Mkt/TH Background Music subscr
15/05/2023	Amazon	29514146	169.00		Cleaning Equipment
15/05/2023	Amazon	05297129	34.70		Office Equipment
19/05/2023	Amazon	76675363	31.99		Community Events Costs
19/05/2023	Amazon	34802517	31.99		Community Events Costs
21/05/2023	ZOOM.US	12967869	12.99		Zoom Subscription
24/05/2023	Amazon	11608052	47.80		Civic & Ceremonial
28/05/2023	Amazon	33164078	-32.49		Amazon Refund
30/05/2023	Amazon	06959871	48.98		Stationery
06/06/2023	Dropbox International	11750652	71.05		Subscription
08/06/2023	Facebook Ads	PITP	41.44		Community Events Costs
14/06/2023	Soundtrack Your Brand	85895857	39.00		TH/IDM Background Music
21/06/2023	ZOOM.US	14915397	12.99		Zoom Subscription
30/06/2023	Indeed Jobs	71618368	138.00		Advertisement
30/06/2023	Indeed Jobs	01408265	83.24		Advertising
<b>Total Payments</b>			<b>888.87</b>		

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## List of Payments made between 01/04/2023 and 30/06/2023

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/04/2023	Prisrm TELECOMS	24191	150.55		TH Telephones
03/04/2023	Cheshire East Council	24192	654.38		TH Business Rates
03/04/2023	Cheshire East Council	24193	307.90		ODM Business Rates
03/04/2023	Cheshire East Council	24194-211	985.38		IDM Business Rates
04/04/2023	Legal and General	DD24216	234.31		Insurance
11/04/2023	BACS P/L Pymnt Page 1142	BACS Pymnt	9,070.44		BACS P/L Pymnt Page 1142
11/04/2023	BT	24240	81.99		monthly telephone
11/04/2023	The Fuel Card People	24239	104.08		Fuel for market transit van
13/04/2023	Elworth School	24248	500.00		Coronation Grant
13/04/2023	Sandbach Partnership	24249	0.00		Coronation Grant
13/04/2023	Sandbach artnership	24249	100.00		Coronation Grant
13/04/2023	St John's Church Sandbach Heat	24250	350.00		Coronation Grant
13/04/2023	Friends of Sandbach Station	24251	65.00		Coronation Grant
13/04/2023	West Merica Energy	24252	3,087.74		Electricity Charges FEB23
14/04/2023	Evo Payments International	24269	133.16		Card Machine charges
14/04/2023	EE Limited	24276	23.27		Mkt Mobile Charges
14/04/2023	BACS P/L Pymnt Page 1146	BACS Pymnt	7,972.33		BACS P/L Pymnt Page 1146
14/04/2023	Monthly Payroll	BACS	22,506.31		May Salaries
17/04/2023	Bankline	24275	23.20		Bank Charges
19/04/2023	South Cheshire Scouts	24289	500.00		Small Grant
21/04/2023	BACS P/L Pymnt Page 1148	BACS Pymnt	6,293.42		BACS P/L Pymnt Page 1148
21/04/2023	Handy Household	24307	64.90		Repairs & Maintenance
21/04/2023	Wickes Building Supplies	24307	72.95		ODM Maintenance
21/04/2023	B&Q Limited	24307	30.79		ODM Maintenance
25/04/2023	Prism Solutions	24316	1,087.07		ICT Support
27/04/2023	Cheshire Pension Fund	24326	5,052.41		April Contributions
27/04/2023	HMRC	24327	7,207.34		HMRC APR23 Contributions
28/04/2023	Credit Card	24347	956.67		Credit Card Transfer
28/04/2023	Credit Card	24347	9.00		Credit Card Transfer
28/04/2023	Natwest	24333	50.28		Bank Charges
28/04/2023	BACS P/L Pymnt Page 1150	BACS Pymnt	3,385.35		BACS P/L Pymnt Page 1150
28/04/2023		24340	480.00		Deposit Refund
28/04/2023	Dropbox International	24335	71.05		DropBox Subscription
28/04/2023	ZOOM.US	24335	12.99		Zoom Subscription
28/04/2023	Soundtrack Your Brand	24335	35.10		Music Subscription TH/IDM
28/04/2023	BIGDUG Limited	24335	123.82		Noticeboards
28/04/2023	Amazon	24346	155.70		Stationery/Maintenance
28/04/2023	HMRC	24343	208.20		Additional Contribution
28/04/2023	Monthly Payroll	24345	308.74		Monthly Payroll
02/05/2023	Cheshire East Council	24354	655.00		TH Business Rates
02/05/2023	Cheshire East Council	24355	304.00		ODM Business Rates
02/05/2023	Cheshire East Council	24356-73	982.00		IDM Business Rates
02/05/2023	Prism Solutions	24353	150.55		TH Telephones
03/05/2023	Sandbach Clean Team	24384	2,859.00		Community Grant
04/05/2023	Legal and General	24389	214.86		Insurance
04/05/2023	Petty Cash	24388/5589	200.00		Petty Cash Cheque
05/05/2023	BACS P/L Pymnt Page 1155	BACS Pymnt	6,925.05		BACS P/L Pymnt Page 1155

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## Current/Reserve Bank A/c's

## List of Payments made between 01/04/2023 and 30/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/05/2023	Amazon	24394	30.99		Waste Disposal
09/05/2023	The Fuel Card People	24407	1.44		Motor Expenses
09/05/2023	BT	24408	89.44		Phones& BB
12/05/2023	Amazon	24426	25.72		Stationery
12/05/2023	BACS P/L Pymnt Page 1157	BACS Pymnt	10,464.15		BACS P/L Pymnt Page 1157
15/05/2023	Public Works Loan	24447	12,335.57		Loan repayment
15/05/2023	Natwest	24443	30.40		Bankline Charges
15/05/2023	Evo Payments International	24445	116.59		Card Machine charges
15/05/2023	EE Limited	24446	23.27		Mkt Mobile
15/05/2023	Monthly Payrol	24444	19,759.50		Monthly Payrol MAY23
18/05/2023	West Merica Energy	24462	3,239.47		P/Conv Electric Charges MAR23
19/05/2023	The Wirral Pipe Band	24466	500.00		Coronation Concert
19/05/2023	Save Our Shropshire	24467	130.00		Training
19/05/2023	BACS P/L Pymnt Page 1159	BACS Pymnt	2,804.98		BACS P/L Pymnt Page 1159
25/05/2023	Prism Solutions	24494	1,095.23		ICT Monhly Support & Services
25/05/2023	Ist WheelockGuides & Rangers	24493	500.00		Small Grant
26/05/2023	The Pantry Sandbach Hub	24507	4,575.00		Cost Of Living 1/2 Payment
26/05/2023	Audley Male Voice Choir	24500	250.00		Coronation Concert
26/05/2023	Dream Entertainment	24501	300.00		DJ for Event
26/05/2023	Safe Fire Systems	24505	378.00		TH Maintenance
26/05/2023	BACS P/L Pymnt Page 1160	BACS Pymnt	2,522.07		BACS P/L Pymnt Page 1160
30/05/2023	Credit Card	24515	48.14		Credit Card Transfer
31/05/2023	Natwest Bank	24520	44.11		Bank Charges
31/05/2023	HMRC CUMBEMAULD	24521	6,790.48		HMRC MAY23 Contributions
31/05/2023	Cheshire Pension Fund	24522	4,268.61		Pension May23 Contributions
01/06/2023	Cheshire East Council	24531	655.00		TH Business Rates
01/06/2023	Cheshire East Council	24532	304.00		ODM Business Rates
01/06/2023	Cheshire East Council	24533-550	982.00		IDM Business Rates
01/06/2023	Prism Solutions	24530	135.26		TH Monthly Telephones
01/06/2023	Prism Total IT Solutions	24530	0.01		Payment Adjustment
02/06/2023	Luella Rose	24558	281.25		INV-0011
02/06/2023	Luella Rose payment Return	24552	-281.25		Luella Rose payment Return
02/06/2023	DS Drainage	24556	90.00		IDM Maintenance
02/06/2023	BACS P/L Pymnt Page 1163	BACS Pymnt	3,400.22		BACS P/L Pymnt Page 1163
05/06/2023	Legal and General	24569	214.86		Insurance
07/06/2023	BT	24578	89.44		TH Monthly Telephones
09/06/2023	Cheshire East Council	24589	411.70		A/Office B/Rates
09/06/2023	BACS P/L Pymnt Page 1166	BACS Pymnt	1,414.67		BACS P/L Pymnt Page 1166
12/06/2023	Evo Payments International	24598	117.95		Card Machine Charges
12/06/2023	The Fuel Card People	24599	1.44		Motor Expenses
15/06/2023	EE Limited	24614	23.27		Market Mobile
15/06/2023	Natwest	24612	25.60		Bankline Charges
15/06/2023	Monthly Payroll	24613	19,068.20		Payroll JUN23
16/06/2023	P Fedorowicz	24626	125.00		Civic & Ceremonial
16/06/2023	BACS P/L Pymnt Page 1168	BACS Pymnt	4,952.11		BACS P/L Pymnt Page 1168
22/06/2023	BACS P/L Pymnt Page 1170	BACS Pymnt	1,510.87		BACS P/L Pymnt Page 1170
22/06/2023	Sandbach Footpath Group	24648	350.00		STC Small Grant

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## List of Payments made between 01/04/2023 and 30/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/06/2023	Operational Expenses	24661	18.00		Operational Expenses
23/06/2023	BACS P/L Pymnt Page 1171	BACS Pymnt	3,750.10		BACS P/L Pymnt Page 1171
23/06/2023	West Merica Energy	24662	781.51		TH Gas Charges Apr23
23/06/2023	Prism Solutions	24676	1,353.08		ICT Support & Packages
28/06/2023	Credit Card	24703	455.01		Credit Card Transfer
29/06/2023	Cheshire Pension Fund	24708	4,217.50		Pension Fund JUN23
29/06/2023	HMRC CUMBEMAULD	24709	6,495.43		HMRC Contributions JUN23
30/06/2023	Natwest	24720	78.15		Bank Charges
30/06/2023	BACS P/L Pymnt Page 1174	BACS Pymnt	15,346.19		BACS P/L Pymnt Page 1174
30/06/2023	Iceland Foods Ltd.	PC2303/19	1.00		Bar Supplies
30/06/2023	Iceland Foods Ltd.	PC2303/20	2.05		Bar Supplie
30/06/2023	Aldi	PC2303/21	1.78		Bar Supplies
30/06/2023	Receipt Reverse	PC2303/19-	-4.83		Receipt Reverse
<b>Total Payments</b>			<u>221,436.01</u>		

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## Petty Cash

## List of Payments made between 01/04/2023 and 30/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/04/2023	Iceland Foods Ltd.	PC2301/01	8.00		Refreshments Purchases
04/04/2023	Iceland Foods Ltd.	PC2301/02	16.00		Refreshment Purchases
06/04/2023	MORRISONS	PC2301/03	1.00		Stationery
06/04/2023	MORRISONS	PC2301/04	2.20		Bar Supplies
06/04/2023	Tinsley Fruit & Veg	PC2301/05	2.40		Bar Supplies
06/04/2023	Iceland Foods Ltd.	PC2301/06	4.50		Refreshment purchases
11/04/2023	Ryman Stationery Ltd.	PC2301/07	20.09		Stationery
12/04/2023	MORRISONS	PC2301/08	2.20		Bar Supplies
12/04/2023	Iceland Foods Ltd.	PC2301/09	1.60		Bar Supplies
17/04/2023	MORRISONS	PC2301/10	1.00		Stationery
17/04/2023	Aldi	PC2301/11	15.00		ODM H&S
20/04/2023	MORRISONS	PC2301/12	1.00		Stationery
21/04/2023	MORRISONS	PC2301/13	4.90		Bar Supplies
24/04/2023	Handy Household	PC2301/14	1.99		Stationery
27/04/2023	MORRISONS	PC2301/15	1.00		Stationery
28/04/2023	Aldi	PC2301/16	12.67		Cleaning Supplies
28/04/2023	Handy Household	PC2301/17	20.55		ODM Maintenance
03/05/2023	WH Smith	PC2302/01	5.98		Coronation Costs
04/05/2023	MORRISONS	PC2302/02	1.00		Stationery
09/05/2023	MORRISONS	PC2302/03	7.35		Bar Dupplies
09/05/2023	Handy Household	PC2302/04	1.50		Bar Supplies
10/05/2023	Waitrose	PC2302/05	16.50		Bar Supplies
11/05/2023	MORRISONS	PC2302/06	1.00		Stationery
12/05/2023	Handy Household	PC2302/07	7.45		Bar Supplies
17/05/2023	Iceland Foods Ltd.	PC2302/08	1.55		Refreshments Purchases
17/05/2023	MORRISONS	PC2302/09	4.90		Bar Supplies
18/05/2023	MORRISONS	PC2302/10	1.00		Stationery
19/05/2023	Handy Household	PC2302/11	8.98		Publ/Conv Repairs
22/05/2023	Handy Household	PC2302/12	8.99		Stationery
24/05/2023	Iceland Foods Ltd.	PC2302/13	1.55		Refreshments Purchases
25/05/2023	MORRISONS	PC2302/14	1.00		Stationery
25/05/2023	MORRISONS	PC2302/15	3.85		Bar Supplies
31/05/2023	Handy Household	PC2302/16	8.94		Bar Supplies
31/05/2023	MORRISONS	PC2302/17	5.20		Bar Supplies
01/06/2023	Swift Shoe Repairs	PC2303/01	23.00		New Office Keys
01/06/2023	Iceland Foods Ltd.	PC2303/02	4.55		Bar Supplies/Refreshments
03/06/2023	MORRISONS	PC2303/03	1.00		Stationery
03/06/2023	Home Bargains TJ Morris Ltd	PC2303/04	17.58		Cleaning
03/06/2023	B&M	PC2303/05	6.24		Other Expenses
03/06/2023	Dunelm	PC2303/06	16.00		Other Expenses
05/06/2023	Ebay	PC2303/07	2.88		Stationery
07/06/2023	Amazon	PC2303/08	12.99		Stationery
09/06/2023	Aldi	PC2303/09	5.17		Refreshment Purchases
10/06/2023	MORRISONS	PC2303/10	2.00		Bar Purchases
12/06/2023	MORRISONS	PC2303/11	2.00		Bar Purchases
12/06/2023	MORRISONS	PC2303/12	1.00		Stationery
12/06/2023	Handy Household	PC2303/13	4.99		Bar Purchases

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**Petty Cash**

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**List of Payments made between 01/04/2023 and 30/06/2023**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/06/2023	Iceland Foods Ltd.	PC2303/16	1.55		Refreshment Purchases
15/06/2023	MORRISONS	PC2303/14	1.00		Stationery
15/06/2023	MORRISONS	PC2303/15	1.65		Bar Purchases
21/06/2023	Bits & Pcs	PC2023/17	4.99		Equipment Renewals
22/06/2023	MORRISONS	PC2303/18	1.00		Stationery
30/06/2023	Iceland Foods Ltd.	PC2303/19	1.00		Bar Supplies
30/06/2023	Iceland Foods Ltd.	PC2303/20	2.05		Bar Supplies
30/06/2023	Aldi	PC2303/21	1.78		Bar Supplies
<b>Total Payments</b>			<u>317.26</u>		