

SANDBACH TOWN COUNCIL

AGENDA

For the forty-seventh Annual Meeting of Sandbach Town Council
and
Mayor Making Ceremony
to be held on Thursday, 6th May 2021 at 7.00pm

ZOOM Meeting ID: 844 9670 4336

This meeting will be clerked by Ann Banks. Please ensure that all apologies are made directly to the Clerk of the meeting no later than 6pm on the day of the meeting.

Please note that this meeting will be recorded and the audio recording made available to the public within 5 working days of the meeting.

Opening prayer – Revd. Bee Boyd

AGENDA

1. **Apologies for absence**
2. **The 2020/21 Town Mayor's remarks**
3. **Investiture of the Town Mayor for the year 2021/2022**

As resolved by Sandbach Town Council on 8 April 2021.
Proposed by Cllr G Merry.
4. **The Clerk will call upon the Town Mayor to read and sign his declaration accepting the office of Sandbach Town Mayor.**
5. **Investiture of the Deputy Town Mayor for the year 2021/22**

As resolved by Sandbach Town Council on 8 April 2021.
Proposed by Cllr S Corcoran

6. **The Clerk will call upon the Deputy Town Mayor to read and sign her declaration accepting the office of Deputy Town Mayor,**
7. **Appointment by the Town Mayor of Honorary Chaplains, the announcement of the dates of Civic Events and the charities to be supported and plans for year of office**
8. **Committee Appointments**
[Schedule attached]
To approve Committee appointments.
(Chairmen/Vice-Chairmen to be appointed at each first Committee Meeting.)
Committee Chairs will remain in place until the first Committee Meeting following the AGM, they will preside over the opening and appointment of Chair. This applies even where a Chairman is due to relinquish the Chair, having completed two full years' service.
9. **Appointments to Outside Bodies**
[Schedule attached]
To agree representation on outside bodies.
10. **Calendar of Meeting 2021/22**
[Calendar attached]
To note the agreed Calendar of Meetings
11. **Internal Auditor**
To approve JDH Business Services as internal auditor 2021/22.
12. **External Professional Support 2021/22**
 - i. To approve Ellis Whittam for Health, Safety and Employment support.
 - ii. To approve John Greenall & Co. Ltd for payroll and pension services.
 - iii. To approve Dixon Rigby Keogh, Sandbach, for Legal Support.
 - iv. To approve John Greenall & Co for Financial guidance and VAT return.
 - v. To approve Prism Computers for IT Support.
13. **Invoice 6263 – Barnes Walker**
[Invoice Attached]
To approve payment of £2432.40 (Inc VAT) for Landscape Design Services for the Small Common Car Park Project. Payment to be delegated to the Finance Officer and allocated to committed reserve line 332 Car Park.

14. Date, Time and Place of next Meeting

The first Business Meeting of the Council will take place on Thursday 17th June 2021 at 7pm. The venue is TBC.

BLANK

PAGE

Current Committee Appointments 2020/2021



1. **Assets & Services Committee**

Cllrs Beddows, Hovey, L Crane, Broad, Hoffmann, Smith, Seymour, Jack, Hegarty and Williams.

- **Conditions Survey Sub Committee**

Cllrs Hovey, Williams, L Crane, Jack and Beddows.

- **Small Common Redevelopment Sub-Committee**

Cllrs Kirkham, Beddows, Merry, Broad, Smith, Jack, Hegarty and L Crane.

2. **Community & Environment**

Cllrs Merry, L Crane, Broad, Hoffmann, Lea, Flavell, Jack and Hegarty.

- **Events Sub Committee**

Cllrs Beddows, Merry, L Crane, Broad, Hoffmann, Jack and Hegarty.

3. **Finance, Policy & Governance**

Cllrs Hovey, Kirkham, Merry, Williams, Muldoon, L Crane, S Crane, Hegarty, Smith, Seymour, Jack and Corcoran.

4. **Planning & Consultation Committee**

Cllrs Hovey, Merry, Muldoon, Broad, Eaton, Lea, Flavell, Jack and S Crane.

5. **Personnel**

Cllrs Hovey, Merry, L Crane, Broad, Hoffmann, Eaton, Williams, Jack, S Crane and S Corcoran.

The Mayor is an ex-officio member, with voting rights, of all the Council's Committee's, sub-committee's and working groups

NEW Committee Appointments 2021/2022



- 1. Assets & Services Committee (10 Members in 2020-21)**
 - **Conditions Survey Sub Committee (5 Members in 2020-21)**
 - **Small Common Redevelopment Sub-Committee (8 Members in 2020-2021)**
- 2. Community & Environment (8 Members in 2020-21)**
 - **Events Sub Committee (7 Members in 2020-21)**
- 3. Finance, Policy & Governance (12 Members in 2020-21)**
- 4. Planning & Consultation Committee (9 Members in 2020-21)**
- 5. Personnel (10 Members in 2020-21)**

The Mayor is an ex-officio member, with voting rights, of all the Council's Committee's, sub-committee's and working groups

Current Appointments to Outside Bodies 2020-2021

9

Sandbach Partnership Mgmt Team:	Cllr D Jack
Sandbach Park Project:	Sandra Broad
Sandbach Almshouse Trust:	K Flavell, P Eaton, R Hovey and G Price Jones (D Hegarty – Reserve)
Linden Bank Liaison Group:	Cllrs G Merry and S Broad
CHALC Area Committee:	Mayor & Clerk
CHALC AGM:	Mayor, Deputy Mayor and Clerk
CHALC Clerks' Forum:	Clerk
St Mary's Church	Cllr G Merry
CEC Town/Parish Conferences:	Mayor and Clerk
Churches Together Fairtrade	Cllr K Seymour – to attend on invitation
Foden's Supervisory Board	Cllr G Merry
Connected Communities	Mayor + Cllrs G Merry, R Hovey and P Eaton
Sandbach Transport Festival	Cllr G Price Jones

NEW Appointments to Outside Bodies 2021-2022

9

Sandbach Partnership Mgmt Team:	1 Cllr
Sandbach Park Project:	1 Cllr
Sandbach Almshouse Trust:	K Flavell, P Eaton, R Hovey and G Price Jones (D Hegarty – Reserve)
Linden Bank Liaison Group:	2 Cllrs
CHALC Area Committee:	Mayor & Clerk
CHALC AGM:	Mayor, Deputy Mayor and Clerk
CHALC Clerks' Forum:	Clerk
St Mary's Church	1 Cllr
CEC Town/Parish Conferences:	Mayor and Clerk
Churches Together Fairtrade	1 Cllr
Foden's Supervisory Board	1 Cllr
Connected Communities	Mayor + 3 Cllrs
Sandbach Transport Festival	1 Cllr

Proposed Meetings 2021/22
Sandbach Town Council and Committees

DATE	START	MEETING	NOTES
Monday 7th June 2021	7pm	Planning	
Thursday 17th June 2021	7pm	Sandbach Town Council	First Business Meeting, incl AGAR approval
Tuesday 22nd June 2021	7pm	Personnel	
Monday 28th June 2021	7pm	Planning	
Thursday 1st July 2021	7pm	Community & Environment	
Monday 19th July 2021	7pm	Planning	
Tuesday 27th July 2021	7pm	Assets & Services	
Thursday 5th August 2021	7pm	Finance & Governance	
Monday 9th August 2021	7pm	Planning	
Tuesday 31st August 2021	7pm	Planning	Tuesday Meeting
Thursday 16th September 2021	7pm	Community & Environment	
Monday 20th September 2021	7pm	Planning	
Thursday 23rd September 2021	7pm	Sandbach Town Council	
Monday 11th October 2021	7pm	Planning	
Tuesday 12th October 2021	7pm	Pre-Budget	
Thursday 21st October 2021	7pm	Sandbach Town Council	
Monday 1st November 2021	7pm	Planning	
Tuesday 2nd November 2021	7pm	Assets & Services	
Thursday 9th November 2021	7pm	Pre-Budget	
Thursday 18th November 2021	7pm	Finance & Governance	
Monday 22nd November 2021	7pm	Planning	
Thursday 25th November 2021	7pm	Community & Environment	
Thursday 9th December 2021	7pm	Sandbach Town Council	
Monday 13th December 2021	7pm	Planning	
Tuesday 11th January 2022	7pm	Planning	Tuesday Meeting
Monday 24th January 2022	7pm	Planning	
Tuesday 25th January 2022	7pm	Assets & Services	
Thursday 3rd February 2022	7pm	Finance & Governance	
Thursday 10th February 2022	7pm	Sandbach Town Council	
Monday 14th February 2022	7pm	Planning	
Thursday 3rd March 2022	7pm	Community & Environment	
Monday 7th March 2022	7pm	Planning	
Wednesday 16th March 2022	7pm	Personnel	
Thursday 24th March 2022	7pm	Annual Town Meeting	
Monday 28th March 2022	7pm	Planning	
Thursday 7th April 2022	7pm	Sandbach Town Council	
Tuesday 19th April 2022	7pm	Planning	Tuesday Meeting
Tuesday 26th April 2022	7pm	Assets & Services	
Thursday 28th April 2022	7pm	Finance & Governance	
Thursday, 5th May 2022	7pm	Pre-AGM	
Monday 9th May 2022	7pm	Planning	
Thursday 19th May 2022	7pm	Sandbach Town Council (AGM)	

BLANK

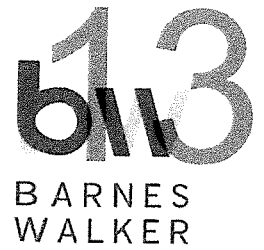
PAGE

STC Notes
NOt on RBS

PO #1683 Work approved at A&S 26.01.21
£5000 plus vat on PO

M3381-I-21-03.31.TB.kh

31st March 2021



Emailed:
financeofficer@sandbach.gov.uk

Sandbach Town Council
Sandbach Town Hall
Sandbach
Cheshire
CW11 1AX

INVOICE NO: 6263

VAT NO: 510 1733 02

Re: Landscape Design Services – Small Common Car Park, Sandbach

Services undertaken:

STAGE 1 + STAGE 2- Part Complete.

- Preliminary site visit / meeting
- Initial analysis and ideas
- Two Design direction options
- General project liaison / zoom meetings

£2,000.00

Disbursements:

Mileage = 60 miles @ £0.45p p/m

£27.00

TOTAL	£2,027.00
VAT@ 20%	£405.40
PAYABLE	£2,432.40

Payment Terms: 30 days from receipt of this invoice
Please make cheques payable to **Barnes Walker Limited**

Bank Details: Royal Bank of Scotland. Sort code: 16-24-24. Account No: 10058336

landscape architecture | urban design | masterplanning

Unit 6 Longley Lane T: 0161 946 0808
Northenden, Manchester E: design@barneswalker.co.uk
M22 4WT W: www.barneswalker.co.uk

Barnes Walker Limited Registered Office | Beauchamp Charles, 145A Ashley Road, Hale, Cheshire, WA14 2UW. Registered Number: 4198626

BLANK

PAGE