

SANDBACH TOWN COUNCIL

FINANCE, GOVERNANCE AND POLICY COMMITTEE 4 AUGUST 2022 **MINUTES**

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

Cllrs S Kirkham; S Crane; Alan Smith

2. DECLARATIONS OF INTEREST

Non Pecuniary Interests were declared by Cllr S Corcoran for item 7.4 (potential future involvement), Cllr G Merry for items 14 and 15 and Cllr R Hovey for item 15.

The Chair adjourned the meeting to allow questions / presentations relating to items on this Agenda from members of the public and to allow committee members to ask questions and seek clarification where required.

Presentations were made by Terry Marshall of the Sandbach Health Neighbourhood Forum in support of their grant application. He notably informed the committee the chapel, since the application submission, had been declared as a community asset.

Mike Price of the Elworth Cricket Club also made presentation in support of their grant application. He informed the Committee that over £100K had already been raised for the planned refurbishment and confirmed that new facilities would be provided FOC to charitable groups.

The Chair reconvened the meeting.

3. EXCLUSION OF PUBLIC AND PRESS

There were no part 2 items agreed on this agenda

4. TO APPROVE THE MINUTES OF THE FINANCE POLICY AND GOVERNANCE MEETING ON 27 APRIL 2022

The minutes were agreed as an accurate record.

5. FINANCIAL STATEMENTS: INTERIM FIRST QUARTER 2022-23 STATEMENTS [FINANCE]

[Attached: Simplified Accounts Summary, Detailed Income and Expenditure Cost Centre Report, Bank Reconciliation.]

Lead: Chair

A query was raised regarding a small credit on the petty cash account and the Chief Officer agreed to provide an explanation via the Finance Officer in due course.

Resolved: *the First Quarter statements were approved.*

6. PAYMENTS MADE

[Attached: Schedule of Payments]

Lead: Chair

Resolved: *the payments between 1st April 2022 to 30th June 2022 were approved.*

7. GRANT APPLICATIONS

[Attached: Four applications]

Lead: Chair

Resolved: *the following grant applications from budget line Community Grants- 110-4350, were approved and payments delegated to the Finance Officer. (Fund balance currently stands at £18,690 from the original Budget of £30,000).*

7.1 Sandbach Choral Society (£450)

Grant requested to help cover hire of St Peter's Church Hall, hire of musical scores and hospitality catering for a "Come & Sing Day".

7.2 Elworth Cricket Club (£5,000)

Grant requested to help cover a rejuvenation of Club facilities.

7.3 Sandbach High School and Sixth Form College (£300)

Grant requested to help cover additional staff for an expedition to Kenya.

7.4 Sandbach Heath Neighbourhood Forum (£1,500)

Grant requested to help cover costs to establish the correct legal structure for an incorporated community group that would then be in the position to obtain and run the Sandbach Heath Methodist Chapel & Community Centre

8. GRANT FEEDBACK FORMS

8.1 Christ Church Wheelock

[Attached: Feedback]

Lead: Chair

Resolved: *Feedback was received.*

8.2 St Mary's Church Sandbach

[Attached: Feedback]

Lead: Chair

Resolved: *Feedback was received.*

8.3 Friends of Sandbach Station

[Attached: Feedback]

Lead: Chair

Resolved: *Feedback was received.*

9. LOCAL ATHLETE SPONSORSHIP

[Attached: Request for sponsorship letter]

Lead: Chair

Resolved: *A further request for sponsorship of Mia Brookes of £1,000 was approved, subject to the Chief Officer organising the*

agreement of terms of sponsorship including promotion and publication of Sandbach Town Council and potential periodic feedback from Mia to the Council.

10. INVOICES FOR APPROVAL

10.1 Blitz Fireworks

[Attached: Invoice]

Lead: Chair

Resolved: *payment of invoice amount £2,976 and delegation of payment to the Finance Officer approved. Invoice to be coded to 140 4820 (Community Events).*

10.2 Zurich Insurance

[Attached: Invoice]

Lead: Chair

Resolved: *payment of invoice amount £8,125.77 and delegation of payment to the Finance Officer approved. Invoice to be coded to 101 4120 (Insurance).*

11. TOWN HALL FIXED INSTALLATION TESTING

[Attached: Quote]

Lead: Chair

Resolved: *acceptance of quote of £2,392.50 and delegation of payment to the Finance Officer approved. Invoice to be coded to 180 6080 (Town Hall Maintenance).*

12. DESKTOP UPGRADE TO SURFACE PRO LAPTOP

[Attached: Quote]

Lead: Chair

Resolved: *acceptance of quote of £1614.58 and delegation of payment to the Finance Officer approved. Invoice to be coded to 101 4141 (Administration: Office Equipment/Furniture).*

13. CHALC AFFILIATION FEE 2022-23

[Attached: Invoice]

Lead: Chair

Resolved:

- i. Sandbach Town Council wishes to remain a member of ChALC for 2022-23;*
- ii. payment of invoice amount £1470.04 and delegation of payment to the Finance Officer approved. Invoice to be coded to 101 4111 (Subscriptions).*

14. FODEN'S SPONSORSHIP

Lead: Chair

Resolved: *continued Sponsorship of Foden's Brass Band under the currently agreed terms for 2022-23, payment of invoice of £7,500 and delegation of payment to the Finance Officer approved. Payment to be coded to 110 4550 (Foden's Sponsorship).*

15. CHURCHYARD MAINTENANCE GRANT

[Attached: Correspondence]

Lead: Chair

Resolved: *to increase the Churchyard Grant for PCC of Christchurch by £80 a year to £240 (£20 Monthly) approved.*

16. STC DISCRETIONARY PAYMENT POLICY REVIEW (INCLUDING SPONSORSHIPS AND SMALL GRANTS – UNDER £500)

[Attached: Report and draft Policies for Small Grants, Sponsorships and Grants]

Lead: Chief Officer

Overall, Members welcomed and agreed the revised approach to community discretionary payments. Draft policies were broadly supported for consideration by Council. Some concerns were expressed in respect of delegated authority for small grants and a request was made that this should be raised when the item is considered by Council. It was also suggested that requesting audited accounts for grants under £500 may not be practical.

Resolved: *To broadly support the report's recommendations and draft policies for Council for approval with the above comments for debate.*

17. STC RESERVES POLICY AND RESERVES REVIEW

[Attached: Report and draft Reserves Policy]

Lead: Chief Officer

Members welcomed the recommended approach to reviewing the Council's reserves position and supported the draft reserves policy. It was noted that the term business case was not relevant. A suggestion was accepted that the Chief Officer ensured the optimal amount of reserves was invested in an interest bearing account. Other suggestions were made regarding the use of reserves but it was acknowledged that this formed part of a wider discussion at Council and as part of the budget setting process.

Resolved: *To support the report's recommendations and draft policy for Council for approval with the above comments for debate.*

18. ITEMS FOR THE NEXT MEETING

2023-24 Budget.

19. DATE AND TIME OF NEXT MEETING

The date of the next meeting is Wednesday 2nd November 2022 at 7pm in Sandbach Town Hall.

Meeting Closed 8.35pm

Cllr Nicola Cook (Chair)

CL