



SANDBACH
TOWN COUNCIL

SANDBACH TOWN COUNCIL

Agenda for the meeting to be held on Wednesday, 21st September 2022
at 7.00pm in Sandbach Town Hall.

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

Opening Reflections

1. APOLOGIES FOR ABSENCE

To receive apologies for absence made directly to the Clerk **by 5pm** on the day of the meeting.

2. DECLARATIONS OF INTEREST

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

3. MAYOR'S COMMENTS

PUBLIC QUESTIONS

The meeting 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.

Prior requests to speak

Accessibility Group Update

10 minutes for Sandbach High School

4. PETITION TO BAN SCHOOL UNIFORMS IN SEX SHOPS AND PORNOGRAPHY

Lead: The Mayor

Action: *To commend and support the impressive work undertaken by Sandbach High School students who have raised a petition for Government to Ban School Uniforms in Sex Shops and Pornography.*

5. CHESHIRE EAST COUNCIL SANDBACH MATTERS – CLLR MIKE BENSON

To provide an update on Cheshire East Council Sandbach Matters.

6. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 8 JUNE [ATTACHED].

All Minutes for Agenda items 7 – 12 can be viewed via Sandbach Town Council website: <https://sandbach.gov.uk/public-meetings-2022-2023/>

7. TO NOTE THE MINUTES OF THE MEETING OF THE PLANNING & CONSULTATION COMMITTEE HELD ON 6 JUNE, 27 JUNE, 18 JULY, 8 AUGUST AND 30 AUGUST 2022 (DRAFT).
8. TO NOTE THE MINUTES OF THE FINANCE, POLICY AND GOVERNANCE COMMITTEE MEETING HELD ON 4 AUGUST 2022 (DRAFT).
9. TO NOTE THE MINUTES OF THE MEETINGS OF THE COMMUNITY AND ENVIRONMENT COMMITTEE MEETING HELD ON 17 AUGUST 2022 (DRAFT).
10. TO NOTE THE MINUTES OF THE MEETING OF THE EVENTS SUB-COMMITTEE MEETING HELD ON 22 JUNE AND 11 AUGUST 2022 (DRAFT).
11. TO NOTE THE MINUTES OF THE MEETING OF THE ASSETS AND SERVICES COMMITTEE HELD ON 10 AUGUST 2022 (DRAFT).
12. TO NOTE THE MINUTES OF THE MEETING OF THE SMALL COMMON REDEVELOPMENT SUB COMMITTEE HELD ON 26 JULY 2022 (DRAFT).

13. MATTERS ARISING FROM COMMITTEE MEETINGS

13.1 Planning and Consultation Committee

Letters and response regarding Abbeyfields and Patrons Drive, Sandbach

[Attached: Letters]

Lead: Planning and Consultation Committee Chair

Action: *To note the letters and response.*

13.2 Planning and Consultation Committee

CEC Highways Priorities

[Attached: List of priorities submitted to CEC]

Lead: Planning and Consultation Committee Chair

Action: *To note the priorities submitted following consultation with all Councillors via email.*

13.3 Small Common Redevelopment Sub-Committee

Small Common Project Update

[Attached: Report]

Lead: Small Common Redevelopment Sub-Committee Chair

Action: *That Council:*

- i. Consider and approve the proposals contained in this report as the revised scheme;*
- ii. Approve the revised scheme cost (including professional fees) is capped at the earmarked reserve level of £204K and is reduced below*

- that as far as possible, whilst delivering the specification;*
- iii. Request that architect to prepare a full planning application based on the approved revised scheme;*
 - iv. Ensure that robust project management plans are put in place;*
 - v. Authorise appropriate tendering process to be put in place in line with Council's Financial Regulations;*
 - vi. Determine if it wishes to select the successful tender or delegate to the Small Common Sub Committee and Chief Officer in line with the Council's Financial Regulations;*
 - vii. Delegate the delivery of the project and authority to spend within the agreed budget level and against the agreed specification to the Small Common Sub Committee and Chief Officer.*

13.4 Finance & Governance Committee
STC Discretionary Payment Policy Review

[Attached: Report]

Lead: Finance Committee Chair

Action: To:

- i. Debate comments made at the Finance Meeting: delegated authority for small grants and whether audited accounts for grants under £500 are practical, and to suggest changes as necessary;*
- ii. Confirm the Town Council's strong commitment to community activities and services identified within its corporate strategy through discretionary funding;*
- iii. Approve and adopt the Grants, Small Grants and Sponsorship policies*
- iv. Create a small grants budget through virement from the existing grants budget up to a maximum of £2,500 in the current year;*
- v. Confirm that the Annual Small Grants provision is determined through the budget setting process*
- vi. Confirm that sponsorship provision is determined through the budget setting process*

13.5 Finance & Governance Committee

STC Reserves Policy and Reserves Review

[Attached: Report]

Lead: Finance Committee Chair

Action: To:

- i. Debate comments made at the Finance Meeting: Use of reserves, and to suggest changes as necessary;*
- ii. Approve the proposed review and rationalisation of current earmarked and general reserves and subsequent adjustment to the Council's Accounts;*
- iii. Agree the use of this revised reserves position as a baseline for the corporate strategy development and budget setting process;*
- iv. Approve the Policy for adoption.*
- v.*

13.6 Community & Environment Committee

Diversity & Inclusion Training

Lead: Community & Environment Committee Chair

Action: *To approve the commission of training by Cheshire Halton & Warrington Race & Equality Centre at the costs of £500 plus travel expenses. To be coded to Cost centre 101 4151 (training). Organisation to be delegated to the Chief Officer's office.*

13.7 Assets & Services Committee

Fit for Purpose Accommodation

Lead: Chair Assets & Services Committee Chair

Action: *That Council approve the creation and membership of a Fit for Purpose Accommodation Task and Finish Group to produce fully researched and costed options for Council consideration by Mid 2023.*

13.8 Events Sub-Committee

Festival of Light

Lead: Events Sub-Committee Chair

Action: *That Council allocated a budget of £5000 for the event, to be drawn from General Reserves.*

14. GOVERNANCE REVIEW

[Attached: Report]

Lead: Chief Officer

Action: *That Full Council:*

- i. Approve the revised standing orders based on NALC model standing orders;*
- ii. Note the approach to policy review;*
- iii. Note the approach to other groups addressing Council business as outlined in this report.*

15. CUSTOMER CARE, CONTACT AND COMPLAINTS POLICY (INCLUDING TREATMENT OF VEXATIOUS CONTACT)

[Attached: Draft Policy]

Lead: Chief Officer

Action: *That Council:*

- i. Adopt the policy;*
- ii. Set up an Appeals Committee (as referenced in the policy) of 5 members for the handling of complaints*

16. RANGER SERVICE

[Attached: Report]

Lead: Chief Officer

Action: *That:*

- i. The Chief Officer, in consultation with the Chair of personnel Committee, is given delegated authority to continue negotiations with ANSA regarding a costed service level agreement for the Council's ranger service and to commission that service;*
- ii. The cost of the service is funded from the existing staffing budget.*

17. USE OF STANDING ORDER 27 TO APPROVE EXPENDITURE FOR REMEMBRANCE SUNDAY PARADE

Lead: Chief Officer

As reported to Events Committee, due to national changes in traffic management regulations and RBL insurance requirements an increased role has emerged for the Town Council to fund and support aspects of this event in partnership with the local RBL branch. Purchase orders for a traffic management provider and sound system provider had to be placed without delay due to the demand for such services on Remembrance Sunday. Approval was also sought to increase the 2022-23 budget provision from £2,000 to £3,500 in order to meet these additional demands.

- Action:
- i) To note the usage of SO27 and ratify the decision to spend £2,530 on traffic Management and £702 on hiring of adequate sound system, and increase the 2022-23 budget provision to £3,500 from underspends elsewhere.*
 - ii) To consider the permanent budget increase to £3,500 per annum as part of the Council's budget setting process and supported by a Service Level Agreement to be produced by the Chief Officer.*

18. ENVIRONMENTAL, SUSTAINABILITY AND CLIMATE CHANGE POLICY

Lead: Chief Officer

Action: *To appoint a Climate Change Champion to work alongside the Chief Officer to finalise the policy and implement the actions already identified within the Council's draft Corporate Strategy under objective 'A sustainable Environment,' incorporating feedback received during consultation and engaging with interested parties.*

19. COMMUNITY ACTION FUND

[Attached: Email]

Lead: Chief Officer

Action: *To note the launch of the Community Action Fund and contact the Chief Officer with suggested suitable projects by 30th September 2022.*

20. FODEN'S PLINTH (FUNDED BY HERITAGE FUND)

[Email circulated to members]

Lead: Chair Small Common Sub-Committee

Action: *To launch a small task and finish group, including the Chief Officer to be given delegated authority to identify the location and oversee the implementation of the Foden's plinth within the necessary funding deadline (Mid November 2022).*

21. NHS COVID RECOGNITION

Lead: Chair Community and Environment Committee

To consider an appropriate and sensitive form of recognition for the NHS and COVID victims in Sandbach.

Action: *To launch a small task and finish group to make a proposal to next Council.*

22. FIRST RESPONDER VEHICLE SPONSORSHIP

[Verbal update]

Lead: Chief Officer

Action: *To receive the update and to confirm any further actions.*

23. COMMUNITY SAFETY CHARTER

[Attached: Information on the Community Safety Charter]

Lead: Mayor

Action: *To approve:*

- i. All existing Councillors sign up to the Charter;*
- ii. That all future new Councillors sign up to the Charter as part of their New Councillor Induction.*

24. MEMBERSHIP OF COMMUNITY RAIL PARTNERSHIP

Lead: Mayor

Action: *That the Chief Officer and Cllr Crane become the Town Council Representatives of the Community Rail Partnership (first meeting 22 September 2022).*

25. CEC TOWN CENTRE VITALITY PLANS

[Slides circulated via email]

Lead: Chief Officer

Action: *To receive the update on the plans produced by CEC and the forthcoming consultation.*

26. GRANT APPLICATIONS

Attached: [Two Applications]

Lead: Chair of Finance, Policy & Governance Committee

Action: *To approve grant applications from budget line Community Grants- 110-4530, payments to be delegated to the Finance Officer. Fund balance currently £10,440.*

26.1 SANDBACH PARK BOWLING CLUB

An application has been made for a grant of £100 to supplement the prize fund for the Annual VJ competition.

26.2 FRIENDS OF SANDBACH CEMETERY

An application has been made for a grant of £1500 to help pay for the 2022 Tree of Light.

27. NEW WEBSITE

Lead: Chief Officer

The Council's current website is becoming unfit for purpose and requires a fresh replacement which is modern, accessible, well organised and up to date. Discussions with suppliers suggest a cost of between £2,000 - £5,000.

Action: *Approval is sought, therefore, for the allocation of a maximum of £5,000 from general reserves for this purpose, and to delegate authority to the Chief Officer to procure, in accordance with the Council's Financial Regulations, a suitable new website including design, build, security, maintenance, training and support.*

28. INVOICES

28.1 [Attached: Invoice from Cheshire East Council]

Lead: The Mayor

Action: *To approve payment of invoice amount £11,418.64 for Town Ward by-election costs (21 April 2022), to be allocated to Cost centre code 101 4136.*

28.2 [Attached: Invoice from Cheshire East Council]

Lead: The Mayor

Action: *To approve payment of invoice amount £6,874.01 for CCTV contributions, to be allocated to Cost centre code 101 4136.*

29. MEMBERS ITEMS

29.1 **Cllr Donal Hegarty**

Dementia Friendly Council

[Attached: Report]

Action: *That:*

i. This Council supports the initiative;

- ii. *The Council approves setting up a task and finish group with an identified lead Councillor to Chair;*
- iii. *Full Council receives a report in 3 months with proposals to become a Dementia Friendly Council.*

**29.2 Cllr Ann Nevitt
Accessibility Update**

Verbal update

Action: That

- i) *the current accessibility working group is adopted by Sandbach Town Council and reports periodically to Community and Environment Committee.*
- ii) *a CEC highways officer is approached to join the working group.*

**29.3 Cllr David Poole
Sandbach Bins**

[Attached: Report]

Action: *That Sandbach Town Council:*

- i. *Purchase at least two new litter bins via ANSA. This will be a great opportunity to support our climate emergency and promote STC.*
- ii. *Purchase at least 4 dog poo dispensers and purchase plastic free dog poo bags.*

**29.4 Cllr David Poole
Community Garden**

[Attached: Report]

Action: *That Sandbach Town Council:*

- i. *Enter into talks with CEC as they are the land owners.*
- ii. *Provide up to £10,000 for the project and get 3 quotes for the work.*
- iii. *Has a park and open spaces working group. This will enable the town to get grants from organisations such FCC Community Foundation <https://fcccommunitiesfoundation.org.uk/>*
- iv. *Purchases a dog poo dispenser for the site asap, as the temporary one provided by me is working really well. Residents have noticed a reduction in the dog poo being left on the green and I am led to believe that the dog warden can confirm that there is less waste on the field.*

29.5 Cllr Nicola Cook
Cost of Living Crisis

[Attached: Report]

Action: To:

- i. Establish a task and finish group in partnership with local stakeholders with support from the Chief Officer or Deputy Chief Officer, and to identify and prioritise options which support the Sandbach Community in the short term and long term;*
- ii. To approve delegated authority to the Chief Officer in consultation with this group to spend up to a maximum £7,500 from underspends within the 2022-23 budget.*

29.6 Cllr Laura Crane
Councillor Surgeries

[Attached: Report]

Action: *That Sandbach Town Council moves Councillor Surgeries to the 3rd Saturday of each month Outside the Market Hall.*

30. CORRESPONDENCE

30.1 Foden's Society

Email received on 27 August applying for a Blue Plaque to be placed at 22 Hill Street, CW11 3JE. Action – to support the placing of the plaque

31. DATE, TIME AND PLACE OF NEXT MEETING

The next Town Council Meeting is scheduled to take place on Wednesday 14th December 2022 at 7pm in Sandbach Town Hall

32. EXCLUSION OF PUBLIC AND PRESS

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

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

33. STAFFING UPDATE

[Verbal update]

Lead: Chief Officer

Action: To:

- i. To note the severe pressure STC staff are currently working under due to increased workload and expectations through the continuous shrinkage of partnership provision within the town, high level of vacancies, and prolonged unjustified personal attacks from a member of the public;*

- ii. *To recognise the commitment, good will and high standards of delivery which continue to be provided by STC staff, despite these circumstances;*
- iii. *To approve additional and proportionate one-off payments for staff (excluding the Chief Officer) in recognition of additional hours worked and vacancy cover, delegated to the Chief Officer and Chair of Personnel Committee and funded from within the existing staffing budget underspend.*
- iv. *To approve in advance the agreement of the NJC recommended pay award for all staff so that once an agreement is made this can be implemented without delay and back dated to April 2022.*

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

SANDBACH TOWN COUNCIL

Minutes of the Sandbach Town Council Meeting held on Wednesday, 8th June 2022 at 7pm in Sandbach Town Hall

PRESENT

Councillors: K Flavell (Mayor)
 R Hovey (Deputy Mayor)
 L Crane
 D Hegarty
 N Cook
 A Smith
 G Merry (left 8:45pm)
 D Poole (left 9:15pm)
 S Corcoran
 P Eaton
 M Muldoon
 S Kirkham
 G Price Jones
 A Nevitt
 S Broad
 J Beddows
 S Crane (left 8:45pm)

Also present were the Locum Town Clerk, Assistant Town Clerk and twelve members of the public and press.

PART 1 : ITEMS CONSIDERED IN THE PRESENCE OF THE PRESS AND PUBLIC

Opening Reflections read by Cllr L Crane.

1. APOLOGIES FOR ABSENCE

Councillors: R Hoffmann (personal reason for absence)
 N Adams (personal reason for absence)
 K Seymour (personal reason for absence)

2. DECLARATIONS OF INTEREST

Cllr Corcoran

In the interest of openness and transparency, declared that he is the Leader of Cheshire East Council but does not see this as prejudicial in respect of any items on the agenda.

Cllrs L Crane & K Flavell

Declared that they are both Cheshire East Councillors

Cllr G Price Jones

Confirmed that he is the external representative to the Transport Festival Committee.

Cllr Beddows

During discussion of agenda item 13.3 Cllr Beddows declared an interest and did not comment or vote.

3. MAYORS COMMENTS

In a very busy start to her year as Mayor, Cllr Flavell detailed the many Jubilee events and activities attended, visits made to meet the Market Traders and confirmed plans for a celebratory Afternoon Tea which will take place in lieu of a Civic Parade and Service.

PUBLIC QUESTIONS

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

Speaker 1

Having had involvement with Sandbach Partnership Forum, as a Community Volunteer Group Member, referenced concern regarding the accounts presented at the Partnership AGM and unanswered queries raised at Forum meetings relating to income and expenditure details. The speaker asked that, as STC are funding providers, are they looking into the matters raised?

The speaker was thanked for raising the issues and comments.

Speaker 2

Speaking in reference to the Transport Festival agenda item, thanked the Council for funding support and confirmed the volunteer time and goodwill involved in organising the large event; paying tribute to the new committee members who go above and beyond in their support.

Having received many positive and encouraging comments following the event, ahead of the 2023 festival – the thirtieth Transport Festival to be held in Sandbach - the Committee will look at various improvements, such as reducing Saturday road closures and bringing events into the park and are seeking confirmation of Council funding availability to aid planning processes.

The speaker was thanked for comments and the Meeting was reconvened.

The Mayor confirmed that agenda item 22 would be considered immediately following item 14, for the benefit of members of public in attendance.

4. CHESHIRE EAST COUNCIL SANDBACH MATTERS – CLLR KATHRYN FLAVELL

Cllr Flavell drew Members' attention to the adoption of Community Governance Review Boundary Change which will impact Sandbach Town Council's boundaries and advised that a Central Government review of Cheshire East Boundaries will take place in due course.

Details of several CEC consultations, which are all available on the Borough Council website, were mentioned including Pharmaceutical Needs Assessment and Childrens Centre Satisfaction Survey.

Confirmation of £17 million in additional Highways investment will mean more roadworks, in order to undertake the necessary improvements and, in the

Elworth Ward, during summer holidays, a planned crossing on Middlewich road is scheduled to be installed and Cllr Flavell continues to support the residents in addressing parking issues on New Street.

Query was raised regarding safety of the remaining cycle lane discs on Old Middlewich Road.

Request for signage will be referred on to CEC.

5. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 6 APRIL AND 18 MAY [ATTACHED].

Resolved: The minutes of the meeting are approved as a true record.

6. TO NOTE THE MINUTES OF THE MEETING OF THE PLANNING & CONSULTATION COMMITTEE HELD ON 19 APRIL AND 11 MAY 2022 (DRAFT).

Resolved: The minutes of the meeting are noted.

7. TO NOTE THE MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD ON 25 MAY 2022 (DRAFT).

Resolved: The minutes of the meeting are noted.

8. TO NOTE THE MINUTES OF THE FINANCE, POLICY AND GOVERNANCE COMMITTEE MEETING HELD ON 27 APRIL 2022 (DRAFT).

Resolved: The minutes of the meeting are noted.

9. TO NOTE THE MINUTES OF THE MEETINGS OF THE COMMUNITY AND ENVIRONMENT COMMITTEE – NO MEETINGS HELD.

10. TO NOTE THE MINUTES OF THE MEETING OF THE EVENTS SUB-COMMITTEE MEETING HELD ON 29 MARCH AND 3 MAY 2022 (DRAFT).

Resolved: The minutes of the meeting are noted.

11. TO NOTE THE MINUTES OF THE MEETING OF THE ASSETS AND SERVICES COMMITTEE HELD ON 23RD FEBRUARY AND 26 APRIL 2022 (DRAFT).

Punctuation amendment is required to the 23rd February to clarify cost.

Resolved: The minutes of the meeting are noted, subject to amendment above.

12. TO NOTE THE MINUTES OF THE MEETING OF THE SMALL COMMON REDEVELOPMENT SUB COMMITTEE HELD ON 9 MARCH AND 30 MAY 2022 (DRAFT).

Resolved: The minutes of the meeting are noted.

13. MATTERS ARISING FROM COMMITTEE MEETINGS

**13.1 Planning and Consultation Committee
Highways Winter Maintenance Top up Scheme
[Attached: Information from CEC Highways]**

Members noted the verbal update from the Chair of Planning and Consultation Committee and that further information will be received in due course, for 2023-24 budget considerations.

13.2 **Assets & Services Committee**

Selection of a Market Tested Provider of External Skills

Lead: Assets and Services Committee Chair

Resolved: That the selection and formation of a list of market tested skilled external providers is approved and delegated to the Locum Town Clerk, with update to Assets and Services in due course.

13.3 **Assets & Services Committee**

Markets Fees and Charges update

During review of this agenda item Cllr Beddows declared an interest in and did not participate in discussions or voting.

[Attached: Report Presented to A&S 26 April 2022]

Lead: Assets and Services Committee Chair

Resolved: that Council ratifies the Assets and Services resolutions (as below) from the meeting of 23 April 2022:

- i) The refund policy to be retained and amended to impose a £50 limit for any compensation paid by the Council in all circumstances;
- ii) The proposed increase to fees and charges, as shown at Appendix A to this report, are approved and introduced wef 1 June 2022 to allow the necessary notice period

13.4 **Finance, Policy & Governance Committee**

Dignity at Work Policy

[Attached: Updated policy]

Lead: Finance, Policy & Governance Committee Chair

The Chair of Finance expressed her thanks to those involved with the review of the policy and confirmed that Council's HR advisor, WorkNest, are happy with the draft presented.

Resolved: The Dignity at Work Policy is adopted.

13.5 **Small Common Refurbishment Sub-Committee**

Small Common Project Update

[Attached: Report]

Lead: Small Common Sub-Committee Chair

The Chair of Small Common Sub Committee provided verbal update on the recent group meeting and outcomes of the public engagement, which had been considered during discussions and in forming in the sub-Committee recommendations presented within the agenda pack.

Resolved: That:-

- i. The Council supports the outcome of the public engagement exercise;
- ii. That a modified public space design is developed to include public feedback and Sub-Committee

- suggestions in particular with regard to the inclusion of disability and environmentally friendly features and the removal of the glider canopy;
- iii. That the revised design is fully costed to ensure affordability;
- v. Revised costed plans are brought back to Council for sign off pre-planning application stage.

14. SANDBACH TRANSPORT FESTIVAL

[Attached: Report]
Lead: Locum Town Clerk

Members debated the running of the festival event, including queries on sum requested, availability of additional funding options and value to the Town in holding Saturday event. There was also concern raised at the lack of reference to and promotion of the Town Council as key sponsor within the festival’s marketing, which it was hoped could be addressed and improved by the Committee.

Due to highlighted practical issues in regard to availability of gazebos and Council staff it was requested that this aspect of the proposal be delegated to the Clerk’s Office to liaise with the Festival organiser.

It was confirmed that without the new level of funding from STC the event will not go ahead and that, as funds are capped, the whole amount may not be required if other income can be sourced and balance will therefore be returned. Volunteers were thanked for all their time to organise and run the event.

Resolved: That:-

- i) delivery of a successful Transport Festival in 2022 is noted;
- ii) the request, in the interests of more sustainable working partnership, of a rolling 3 year budget, reviewable every 3 years is approved;
- iii) the request is approved for this 3 year figure to be capped at £18,000 per year and that any additional funding generated by the Festival is returned to the Council each year;
- iv) the proposal is approved that the increase in contribution is funded by the cumulative underspend of £19,000 against the Transport Festival budget, since the first cancelled festival in 2020, and therefore increase the provision in 2022-23 by £6,000 to £18,000, and this figure is submitted to the Council’s budget setting exercise.
- v) Council delegates to the Town Clerk to make decisions as to the use of STC gazebos and casual staff for the 2 day Festival, at a cost to the Festival budget.

At this point of the meeting agenda item 22.1 was considered.

15. GRANT APPLICATIONS

Attached: [Three Applications]

Lead: Chair of Finance, Policy & Governance Committee

During discussion of the applications it was noted that there can be delays between meetings in review and award of grants to community groups and, as such, a smaller grant award could be delegated to the Town Clerk. This will be passed to Finance Committee for consideration.

15.1 SANDBACH PRIDE

They have applied for a grant of £3,500 to assist in the establishment and running of the 2022 Sandbach Pride.

An amendment was proposed to reduce this award to £1,500. There was no seconder to the amendment.

Resolved: The grant of £3,500 is approved from budget line Community Grants- 110-4350, payments to be delegated to the Finance Officer.

15.2 CHESHIRE ARTS FOR HEALTH

They have applied for a grant of £6,000 to setup and run two after school mental wellbeing groups for children aged 8-13 years and young people aged 14-18 years.

Resolved: The grant of £6,000 is approved from budget line Community Grants- 110-4350, payments to be delegated to the Finance Officer.

15.3 FRIENDS OF SANDBACH STATION

They have applied for a grant of £210 to purchase and install anti vandalism Perspex on waiting room artwork and to pay for labour to repaint damaged artwork.

Resolved: The grant for the full project amount of £280 is awarded from budget line Community Grants, 110 4350, payment delegated to the Finance Officer.

16. DRAFT CORPORATE STRATEGY AND CAPITAL ASSET DEVELOPMENT

[Attached: Report]

The Locum Clerk introduced the item and reported on public consultation response and the circulated report.

Resolved: That:-

- i) Feedback to the Draft Corporate Strategy is noted;
- ii) The capital asset development approach is endorsed;
- iii) Next steps recommended within the report are agreed;
- iv) The establishment of a Corporate Strategy Task and Finish Group is agreed, comprising of Committee Chairs (Vice Chairs as substitutes where necessary), the Mayor, Cllrs Adams and Eaton and the Town Clerk (supported by other STC officers, as appropriate).

17. HEALTH AND SAFETY POLICY DOCUMENTS

[H&S Policy Manual and H&S Handbook supplied to Members via email due to document size]

Lead: Locum Town Clerk

Resolved: The Health and Safety Policy Manual and Handbook are approved for adoption.

18. FINANCE MATTERS

Lead: Chair of Finance, Policy & Governance Committee

18.1 Annual Audit 2022-23

Internal Audit

[Attached: Internal Audit]

Resolved: That the Internal Audit is received comments noted.

18.2 External Audit – Annual Governance and Accounting Return (AGAR)

[Attached: AGAR]

The Locum Clerk consulted Members in review and completion of section one of the Annual Governance Statement 2021/22, with all relevant sections (1-8) agreed

Resolved: That:-

- i. Section one of the Annual Governance Statement is duly completed and the return approved.
- ii. Council accept the responses given are a true record that, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022.

18.3 Final Accounts – Income write off

Following the production of final accounts, the Council's external accountant has advised that the balance for deposits held in the year-end balance sheet is £13,326.10 which exceeds the analysis of deposits held for events at £9,815.60, and recommends that the balance of £3,510.50 is written off to the Town Hall income code. This difference related to items such as deposits not converted into payments for invoices and deposits for events cancelled by the customer who has then forfeited the non-refundable deposit. The Internal Auditor has recommended procedures for timely reconciliation of deposits which will be adopted with immediate effect. The effect of this write off will be to increase Town Hall Income by £3,510.

Resolved: That:-

- i) Council approves £3,510.50 to be written off to budget line Town Hall Hire Fees code 6000;
- ii) It is noted that regular reconciliation of deposits will be undertaken with immediate effect, as recommended in the year end internal audit.

19. TOWN HALL REINSTATEMENT VALUATION INSURANCE IMPACT

[Attached: Report]

Lead: Locum Town Clerk

Resolved: That:-

- i) The Reinstatement Valuation of £5,000,000 is accepted
- ii) Payment of additional cost to renewal of £541.97 is approved and allocated to 101 4120 (Insurance).
- iii) Payment of renewal premium of £8,067.96 for insurance cover from 16th July 2022 – 17th July 2023 is approved and payment allocated to 101 4120 (Insurance).
- iv) the increased premium for budget setting 2023-2024 is noted.

20. CHRISTMAS MARKET OPERATIONAL SUPPORT

[Attached: Quote]

Lead: Locum Town Clerk

Resolved: That quote SQ-9 (£11,976 including vat) for Operational Support at Sandbach Christmas Market 2022 is approved.**21. INVOICES****21.1** [Attached: Invoice from ChALC]

Lead: The Mayor

Resolved: invoice 2022/033 is approved for payment of £7,948.85 to ChALC and allocated to Cost centre code 101 4850.**21.2** [Attached: Invoice from Hipswing]

Lead: The Mayor

Query was raised as to why this amount is payable, in full, in advance of the event. This will be investigated and reported back to Council.

Resolved: that payment of invoice INV-13283 is approved for the sum of £4,295.03 for provision of Staging, Sound and Lighting at the Party in the Park, to be allocated to Cost centre code 140 4820.**22. MEMBERS ITEMS****22.1 Cllr Ann Nevitt****Accessibility Walkabout***This item was considered immediately following agenda item 14, for the benefit of public in attendance.*

Having been alerted by a Sandbach resident to issues they faced in travelling through Town with a mobility aid and, to continue the excellent work of Grassroots Disability, a group of residents and Councillors joined together and commenced a review of Sandbach's accessibility.

A report of feedback from these visits was circulated with the Council agenda and informs of numerous concerns and issues in the areas visited and further review is planned on Saturday, to which all are invited.

It was suggested that an action plan be formed from the visits and feedback, which can then be reviewed with relevant organisations in terms of improvement or revision feasibility.

The work and report was commended as an excellent example of residents working together with Council.

The report was noted.

23. CORRESPONDENCE

23.1 Union Street Residents

Email received on 5 April 2022 highlighting issues currently being experienced by residents on Union Street.

During discussion on the issues raised it was confirmed that a Ward Councillor is visiting the group over coming days.

An appeal was made for residents to park courteously in the vicinity and for assistance in solving issues of large vehicles travelling on Union Street, which is a dead end road.

It was suggested that the Housing Management Company improve parking signage and that Union Street signage is also enhanced and that STC writes to the Air Cadets group towards end of the year and darker months, regarding issues raised.

Resolved: Correspondence is received.

23.2 Cheshire East Council

Email received on 6 May 2022 concerning The Community Governance review carried out by Cheshire East Council.
Correspondence is noted.

23.3 ZZoomm

Email received on 6 May 2022 concerning Full Fibre Broadband installation in Sandbach.

An invite to meet with the Planning and Consultation committee be extended to Zzoomm to discuss the plans.

23.4 NWAS First Responder

Email received on 17 May 2022 concerning a request for sponsorship for the local First Responder vehicle.

Information from neighbouring Town Councils, detailing the levels of support provided, be obtained and reported to next meeting.

24. DATE, TIME AND PLACE OF NEXT MEETING

The next Town Council Meeting is scheduled to take place on Wednesday 14th September 2022 at 7pm in Sandbach Town Hall

25. EXCLUSION OF PUBLIC AND PRESS

Resolved: that items 26.1 and 26.2 be considered in the absence of public and press, under the Public Bodies (admission to Meetings) Act 1960 on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972.

PART 2 : ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PRESS AND PUBLIC**26. MATTERS ARISING FROM COMMITTEE MEETINGS****26.1 Personnel Committee****Staffing Update**

[Attached: Structure to be tabled at the meeting due to confidentiality]

Lead: Personnel Committee Chair

Resolved: That the structure is approved and its implementation delegated to the (Locum) Town Clerk subject to:

- a) Final consultation with Council staff;
- b) Advice on the appropriate HR processes from the Council's HR adviser WorkNest;
- c) Liaison with the Personnel Committee Chair to approve amended/new job descriptions for the roles outlined within the new structure.

26.2 Personnel Committee**Town Clerk Replacement**

[Attached: Documents to be tabled at the meeting due to confidentiality]

Lead: Personnel Committee Chair

An addition to the Town Clerk Job Description was proposed. This was seconded and carried.

Resolved: That Council approves:

- i) The revised job description for the role of Town Clerk (subject to amendment above);
- ii) The revised job title of Chief Officer;
- iii) That the current Locum Town Clerk is offered a 2 year fixed term contract on the current negotiated terms to undertake the main responsibilities within the agreed job description for the Council's Chief Officer.

Meeting closed 9.38pm
Cllr K Flavell, Town Mayor

KP

Sandbach Town Council

Sandbach Town Hall | High Street | Sandbach | Cheshire | CW11 1AX



9th August 2022

Dear Cheshire East Council Planning Department,

Abbeyfields, Sandbach

I am writing following a request made at the recent Sandbach Town Council Planning and Consultation Committee meeting of 18th July 2022.

The lack of progress towards completing the roads, Streetlighting and drainage on Abbeyfields, Sandbach has been brought to our attention. These services have been left unfinished by the developer and are in a poor state, causing many issues to local residents.

The Town Council's Planning committee request that Cheshire East Council considers taking enforcement action against the developer in relation to the state that the aforementioned services on the site have been left in, and asks that CEC ensure that the necessary works are completed.

We look forward to receiving your response.

Yours sincerely,

Mike Wellings

Operational Support Officer

On Behalf of the Sandbach Town Council Planning and Consultation Committee

BLANK

PAGE

Sandbach Town Council

Sandbach Town Hall | High Street | Sandbach | Cheshire | CW11 1AX



9th August 2022

Dear Cheshire East Council Planning Department,

Patrons Drive, Sandbach

I am writing following a request made at the recent Sandbach Town Council Planning and Consultation Committee meeting of 18th July 2022.

The status of the roads and drainage on Patrons Drive, Sandbach has been brought to our attention by residents. The roads and drainage have not been adopted by CEC meaning that they are not being maintained, and more worryingly to local residents, are not part of the systems for Emergency Service Vehicles.

Please can Cheshire East Council confirm if a Section 38 order is in place for Patrons Drive, and if so, can this be utilised by Cheshire East Council to adopt the road so that issues noted above can be resolved?

We look forward to receiving your response.

Yours sincerely,

Mike Wellings

Operational Support Officer

On Behalf of the Sandbach Town Council Planning and Consultation Committee

BLANK

PAGE

Dear Mr Wellings

In regards to your enquiries on the attached scanned letters please nte the following:-

Abbeyfields, Sandbach

At the time of writing, most surfacing on the roads/footways across this development should be reaching completion. There will be two Section 38 agreements to cover the road adoption process on this development however one agreement (the later phase 2) has yet to be signed by the developers concerned but I believe that should be occurring very soon now. Once this happens I will be able to place both phases onto a 12 months maintenance period following which all the roads there should be eligible for adoption (including the street lighting) once any outstanding matters such as remedial works has been completed by the developer.

Patrons Drive, Sandbach (former Fodens Factory site)

There are relatively few outstanding matters to resolve on this development before the S38 road adoption process can be completed which is now looking likely before the end of the year. The main outstanding matter is currently that of the street lighting that was originally designed around 10 years ago now or about the time the development would have been starting. This matter is currently with the council's highway team street lighting team for final inspection/evaluation.

I hope this information is useful.

Regards

BLANK

PAGE

Sandbach Town Council Highways Priorities Submission

Sandbach Town Council considers the 5 highway priorities (With the most important as priority 1) to be:

- 1) Repair potholes when they first appear, instead of letting them degrade to a particular depth. This is a Sandbach wide issue
- 2) White lines and road marking throughout Sandbach are in poor condition. In several places it is impossible to see where a junction starts. A particular example is the junction outside Sandbach Train Station.
- 3) Weedkilling at the correct time of year and gutter cleaning. Sandbach has seen a proliferation of weeds throughout the entire Town Centre in 2022 as weedkilling has either been carried out at the wrong time, or not at all. In several cases vegetation has been allowed to cover footpaths. A particular example of this would be along old Mill Road and up the High Street by St. Mary's church, but this has been a problem everywhere.
- 4) Visibility of road signage due to vegetation/dirty signage. Again, this is a Sandbach wide issue.
- 5) Timely removal of temporary signage and traffic lights. There have been several recent instances in Sandbach of temporary signage and traffic lights remaining on site for some time after road works have been completed.

BLANK

PAGE

Small Common Sub Committee 27 July 2022

Small Common Car Park update

Introduction

Full Council at its meeting on the 8th June 2022 considered the outcome of the engagement on the design submitted by the architect which included a glider canopy as its central characteristic.

Public feedback including 93 written responses was generally a rejection of the canopy design as it was felt that it did not add any meaningful value to the site and showed concerns it may present maintenance and anti social behavior issues. Additional feedback from Council operational staff and market traders, who use the site on Thursdays and Saturdays, was also considered.

Although the Council has made provision of £203K earmarked reserves for this project, the cost of implementing the proposed design was well in excess of this amount at £331K excluding VAT.

Council asked the Sub Committee to revisit the design and to produce a costed alternative incorporating this feedback and within the earmarked reserve provision for this project.

Revised Scheme

Consistent with discussions at the last Sub Committee we are now viewing the Car Park as a functioning space for short term parking which needs modernisation to enhance the aesthetic look of the site, consistent the environmental zone that it borders.

Proposals for consideration to present to Full Council are as follows:

- i) The first challenge is to resurface the groundwork and ensure we have a tarmac surface that has a 20-year guarantee with appropriate drainage;
- ii) Increase the current 2 disabled parking bays to 4 and create 4 other spaces for Families and young children leaving the remaining spaces for other parking;
- iii) In order to address the parking management issues and to ensure public safety, insert bollards on both sides of the entrance creating a singular entry space to the car park, requiring 8 extra bollards to complete the task;
- iv) Behind Savers, facing the long stay car park, we are proposing to install a plaque in remembrance of local Covid 19 victims on the face of the herb garden and provide high quality seating against the wall as a pleasant environment for those waiting for buses and taking a rest during shopping;
- v) Enhance the frontage entrance to the town by installing up to 4 low maintenance planters which will brighten up the site;
- vi) We want to reduce the carbon footprint by installing a secure bicycle rack at the back of the Market Hall to encourage more bicycle use;
- vii) The memorial plinth for the Foden's Band (funded by Foden's) will be located at the apex of the car park facing Congleton Road;

- viii) Provide CCTV
- ix) Provide drainage and ground power
- x) Replace existing seating and bins with higher quality replacements

Costs

The cost of the revised scheme will be based on the relevant quantity surveyor costings submitted with the report to Full Council on the 8/6/2022 with amendments per the above proposals, and updated costs are awaited at the time of writing.

The aim is that the revised scheme will be within the earmarked reserve and below the requirement to pay VAT for such projects. Clearly, however, inflation for all costs, and particularly building work, is running high and some account may need to be made when comparing this to the original estimate for the overall project cost.

The next stage, subject to Council agreeing this revised scheme is to request that the architect prepare a full planning application based on these proposals.

Recommended that this Sub Committee request that Council:

- i) Consider and approve the proposals contained in this report as the revised scheme
- ii) Approve the revised scheme cost (including professional fees) is capped at the earmarked reserve level of £203K and is reduced below that as far as possible, whilst delivering the specification;
- iii) request the architect to prepare a full planning application based on the approved revised scheme;
- iv) ensure that robust project management plans are put in place;
- v) authorise appropriate tendering process to be put in place in line with the Council's Financial Regulations;
- vi) Determine if it wishes to select the successful tender or delegate to the Small Common Sub Committee and Chief Officer in line with the Council's Financial Regulations;
- vii) Delegate the delivery of the project and authority to spend within the agreed budget level and against the agreed specification to the Small Common Sub Committee and Chief Officer.

Cllr Donal Hegarty
Chair Sub Committee

Ceri Lloyd
Chief Officer

SANDBACH TOWN COUNCIL DISCRETIONARY PAYMENTS POLICY REVIEW

Introduction

The Town Council currently makes a number of discretionary payments to support community activities and projects. The budget for this funding is currently £111,380 representing a significant percentage of its revenue budget. See Appendix A.

Discretionary payments cover numerous funding arrangements including one off community grants through its grant process, Service Level Agreements and sponsorships. Some of these are historic arrangements and some more recently resolved.

The Council intends to continue to support the community through such funding where ALL applications for funding clearly demonstrate support of the delivery of the Council's Corporate Strategy.

A review is however necessary to:

- a) Update and improve the policies and procedures for discretionary funding
- b) Differentiate between the different models of funding to ensure the most appropriate approach is taken in each case
- c) Prepare for the Council's budget setting process where funding priorities are reviewed in the context of affordability and the Council's evolving corporate strategy.

Funding types and policies

The main discretionary payments should be categorised as follows:

- a) Grants over £500 for one off projects / items
- b) Small Grants under £500 for one off project / items
- c) Service Level Agreements for ongoing community activities / services
- d) Sponsorship for 2 way agreement publicity & other benefits in exchange for publicity, positive profile, community presence
- e) Donations
- f) Contracts for annual Community Services eg. hanging baskets / Christmas lights

Grants over £500

An updated draft policy is held at Appendix B. This is a streamlined version of the existing policy but clarifies the process of application and feedback. Approvals routes are unchanged with Finance Committee below £5,000 and Council above £5,000. Applications are invited by the end of each quarter (June, September, December and March) to fit with the Council's committee cycle and decision making process.

Small Grants under £500

The Council recognises the need to be more agile in its approach to the award and allocation of smaller grants. A draft Small Grants Policy is held at Appendix C. It is

proposed that a budget is vired from the existing grants budget for Small Grants only and that the evaluation against policy and allocation from budget is delegated to the Chairs of Finance, Policy and Governance and Community and Environment in liaison with the Council's Chief Officer. A summary report of all small grants awarded (and paid) will be reported to the Finance, Policy and Governance Committee each quarter.

Service Level Agreements (SLAs)

Commitments to community funding which span more than one year and include staffing and other running costs should be awarded through the framework of a Service Level Agreement. A template will be applied to ensure consistency of approach and clarity of commitment. All SLAs must meet the same criteria of meeting / delivering part of the Council's Corporate Strategy as any other discretionary funding.

Provision for SLAs will be reviewed annually within the Council's budget setting process and logged within the medium term financial plan.

Sponsorships

At its last Meeting Finance, Policy and Governance Committee resolved that the Chief Officer should draft a policy for sponsorship. A draft policy is held at Appendix D for consideration.

The Council already has a sponsorship with Foden's band where the Council's support is publicised in exchange for the use of Sandbach Town Council's logo within its activities and website, and 2 free concerts are performed for inclusion within affordable community events.

The Council needs to consider making provision for additional sponsorship deals where providers demonstrate delivery and support of the Councils corporate strategy objectives and also promote the image / logo of the Council in positive light. It is important that the Council works with a range of partners to reinforce its position as a key player in the community in this regard. This should form part of the budget setting process in line with other priorities and in the context of affordability.

Other payments

Other more contractual payments should be seen as community activities delivered formally through other organisations such as a community partnership organisation, ANSA, Cheshire East Council. Again such contracts should be revied as part of annual budget setting and medium term financial planning work.

Recommended that:

The town council confirms its strong commitment to community activities and services identified within its corporate strategy through discretional funding;

The Grants, Small Grants and Sponsorship policies are approved and adopted;

A small grants budget is created through virement from the existing grants budget up to a maximum of £2,500 in the current year;

The annual small grants provision is determined through the budget setting process

The sponsorship provision is determined through the budget setting process

BLANK

PAGE

SANDBACH TOWN COUNCIL SMALL GRANTS POLICY (FOR GRANTS UNDER £500)

Application Criteria

1. The Council will only consider grant applications which progress one or more of its strategic objectives within the (draft) Corporate Strategy. These are:

A prosperous town

A sustainable environment

An engaged community

An agenda for health and wellbeing

A council to deliver

2. An award of a grant must give direct benefit to all or some of the inhabitants of the Town, and the size of grant should be commensurate with the benefit delivered.
3. The Council will aim to publicise and promote its Grant Scheme widely to ensure an equitable distribution of resources, across all wards and across all the Council's strategic objectives.
4. The Town Council does not affiliate to any political party and legally cannot provide grant or support to any party political activity.
5. The Council does not affiliate to any religious group; however applications will be considered where there is a clear community wide benefit.

Eligible Applicants

6. The Town Council will **ONLY** consider applications where the following conditions are met:
 - Applicants are a voluntary, community or faith sector organisation, registered charitable organisation, social enterprise, community interest company, not-for-profit community business, community amateur sports club or a not-for-profit group **which has a governing document and an active management committee / board;**
 - Organisations which operate within the Sandbach ward boundaries OR are able to significantly show and demonstrate that the proposed activity will positively benefit Sandbach residents;

- Organisations are able to provide proof of a bank or building society account in the organisation's name which requires at least two signatures and, where possible, an audited set of annual accounts;
- Organisations have the appropriate safeguarding policies and procedures in place and are able to evidence them if the proposed activity involves vulnerable people, children or young people.

Invalid Applications

7. The Town Council will NOT grant applications in the following circumstances:

- Incomplete applications, where the grant form has not been fully completed or not all the required information / documentation has been provided;
- general running costs such as utilities, insurance, broadband, salaries or staffing costs;
- Applications from national bodies without a local link, branch or association to Sandbach or who are unable to demonstrate their effectiveness in the Sandbach area or the benefit to Sandbach's residents;
- Work which has already taken place or been started;
- Applications where funds will be used retrospectively;
- Activities that duplicate others already taking place in the Sandbach area unless the application is to fund organisations working in partnership;
- Activities which are mainly of a political or religious nature;
- Applications from individuals as well as general appeals or general fundraising requests from organisations;
- The Town Council does not affiliate to any political party and legally cannot provide grants or support to any party political activity;
- Loans against loss or debt.

Small Grant Application Process

8. Applications must be made on a formal **Small Grant Application Form**. Grant forms will be scrutinised to ensure they meet the criteria set out in this Policy, before being put forward for decision. Applications which do not

meet the criteria will be rejected and applicants informed **within 14 days** of their application being received by the Town Council office.

9. Applications should be made to the Council's Finance Officer
10. Small Grant applications can be made AT ANY TIME in the year as they are not dependent upon the Committee cycle
11. Applicants will need to demonstrate how their activities or the particular project for which financial support is being sought, will benefit the residents of Sandbach Town.
12. The Council will require details of project, timescales and a summary income and expenditure projection.
13. Applications can be made if the project has already received funding another Town or Parish Council or Cheshire East Council.
14. The grant application form and all supporting information may be placed in the public domain. Personal information will be redacted before information is made public

Small Grant Payment Terms

15. The small grant will be paid within 21 days **of receipt of evidence of project / item being funded**

Project Evaluation & Publicity

16. The Council reserves the right to reclaim the grant if no evidence of the project being delivered is submitted within the timeline and any of the Council's information requirements are not satisfied.
17. It is a requirement of the grant award that the Council's contribution is specified and publicised on any promotional activity or literature including press releases, which should be produced in partnership with the Council.

Financial Implications

18. Community Small Grant provision must be considered annually as part of the Council's budget setting process. Grant applications must be agreed by Council within the annual provision and in line with the above policy. Applications may be deferred to the next financial year if there is insufficient budget at the time of the application.
19. The small grants budget is **delegated** to the Chair of Community & Environment Committee, AND the Chair of Finance, Policy and Governance Committee AND the Council's Chief Officer. All approvals

must be within the overall annual budget provision and in line with the criteria set out in this policy.

20. A summary of all small grants awarded during each quarter will be reported retrospectively to the Finance, Policy and Governance Committee.

CL Chief Officer 19.7.22

**SANDBACH TOWN COUNCIL GRANTS POLICY (FOR GRANTS OVER
£500)**

Application Criteria

1. The Council will only consider grant applications which progress one or more of its strategic objectives within the (draft) Corporate Strategy. These are:

A prosperous town

A sustainable environment

An engaged community

An agenda for health and wellbeing

A council to deliver

2. An award of a grant must give direct benefit to all or some of the inhabitants of the Town, and the size of grant should be commensurate with the benefit delivered.
3. The Council will aim to publicise and promote its Grant Scheme widely to ensure an equitable distribution of resources, across all wards and across all the Council's strategic objectives.
4. The Town Council does not affiliate to any political party and legally cannot provide grant or support to any party political activity.
5. The Council does not affiliate to any religious group; however applications will be considered where there is a clear community wide benefit.

Eligible Applicants

6. The Town Council will **ONLY** consider applications where the following conditions are met:
 - Applicants are a voluntary, community or faith sector organisation, registered charitable organisation, social enterprise, community interest company, not-for-profit community business, community amateur sports club or a not-for-profit group **which has a governing document and an active management committee / board;**
 - Organisations which operate within the Sandbach ward boundaries OR are able to significantly show and demonstrate that the proposed activity will positively benefit Sandbach residents;

- Organisations are able to provide proof of a bank or building society account in the organisation's name which requires at least two signatures and, where possible, an audited set of annual accounts;
- Organisations have the appropriate safeguarding policies and procedures in place and are able to evidence them if the proposed activity involves vulnerable people, children or young people.

Invalid Applications

7. The Town Council will NOT grant applications in the following circumstances:

- Incomplete applications, where the grant form has not been fully completed or not all the required information / documentation has been provided;
- Grants are intended to support general running costs such as utilities, insurance, broadband, salaries or staffing costs;
- Applications from national bodies without a local link, branch or association to Sandbach or who are unable to demonstrate their effectiveness in the Sandbach area or the benefit to Sandbach's residents;
- Work which has already taken place or been started;
- Applications where funds will be used retrospectively;
- Activities that duplicate others already taking place in the Sandbach area unless the application is to fund organisations working in partnership;
- Activities which are mainly of a political or religious nature;
- Applications from individuals as well as general appeals or general fundraising requests from organisations;
- The Town Council does not affiliate to any political party and legally cannot provide grants or support to any party political activity;
- Loans against loss or debt.

Grant Application Process

8. Applications must be made on the Council's most up to date grant application form which can be accessed on the Town Council's grants page on the website: <https://sandbach.gov.uk/council/grant-application/> .

Grant forms will be scrutinised to ensure they meet the criteria set out in this policy, before being put forward for decision. Applications which do not meet the criteria will be rejected and applicants informed **within 14 days** of their application being received by the Town Council office.

9. Applications should be made to the Council's Finance Officer email: financeofficer@sandbach.gov.uk by MIDNIGHT on the last day of June, September, December and March each year in order to be considered by the appropriate Committee / Council in the following cycle of meetings. Applicants will be informed **within 14 days** of the application being received by the Town Council's office, the date and time of the committee which will consider the application.
10. Applicants will need to demonstrate how their activities or the particular project for which financial support is being sought, will benefit the residents of Sandbach Town.
11. The Council will require details of the structure and funding of the applicant, and will request budget/accounts and business plans. A complete copy of the organisation's latest set of accounts, or at least three bank statements, governing documentation and relevant policies relating to the project must be supplied within seven days of the grant application being submitted. Where an organisation or project is newly established, details of anticipated costings and quotations must be attached to the application
12. The Council will require details of project success criteria, timescales and a comprehensive income and expenditure projection.
13. The Council will look more favourably up to a maximum of 50% of a project cost and evidence of exploration of other funding streams.
14. Applicant should provide details of fundraising or volunteer hours already committed to develop their project.
15. Applications can be made if the project has already received funding another Town or Parish Council or Cheshire East Council.
16. The grant application form and all supporting information will be placed in the public domain on production of the meeting agenda. Personal information will be redacted before information is made public.
17. Sandbach Town Council may seek further clarification on any details or information contained within the grant application and liaise with external parties to verify information or details contained within the grant application

18. Where felt necessary, organisations will be asked to meet Sandbach Town Council to discuss their application in more detail before it is presented to the relevant Committee.
19. The Council may, where it appears to be a more cost effective or efficient use of resources, prefer to act in partnership with another organisation, or provide support "in kind", rather than provide grant assistance. This requires Council approval in line with the scheme of delegation
20. Applicants will be notified in writing following the decision made by the relevant committee at Sandbach Town Council.

Grant Payment Terms

21. The Council reserves the right to withdraw approval where a project is not able to go ahead within a 12 month period from the grant approval date.
22. Payment schedule will be agreed once the grant has been approved by Council. Evidence of expenditure will be requested as appropriate.
23. Grant funding is deemed appropriate mainly for one-off specific projects which do not have ongoing financial implications. Other forms of discretionary funding may be appropriate for this type of support such as Service Level Agreements which are covered under a separate policy.

Project Evaluation & Publicity

24. An evaluation of the project must be provided once the project is complete to provide evidence that the benefits and outputs have been achieved. The Council's feedback form, available on the Town Council's grants page of the website: <https://sandbach.gov.uk/council/grant-application/> or by request via the Finance Officer: financeofficer@sandbach.gov.uk, must be returned to the Council within 4 weeks of the completion of the project.
25. The Council reserves the right to reclaim the grant if no feedback form is submitted within the timeline and any of the Council's information requirements are not satisfied.
26. It is a requirement of the grant award that the Council's contribution is specified and publicised on any promotional activity or literature including press releases, which should be produced in partnership with the Council.

Financial Implications

27. Community Grant provision must be considered annually as part of the Council's budget setting process. Grant applications must be agreed by Council within the annual provision and in line with the above policy. Applications may be deferred to the next financial year if there is insufficient budget at the time of the application.

- 28. In line with the Council's Financial Regulations, grants above £500 and below £5,000 can be approved by the Finance, Policy and Governance Committee, Grant applications above £5,000 can be approved only by Council. All approvals must be within the overall annual budget provision and in line with the criteria set out in this policy.
- 29. Small grants (below £500) are subject to a separate policy and approval process.
- 30. Sandbach Town Councillors are governed by a Code of Conduct which can be found on the Town Council Website: sandbach.gov.uk or requested by email via info@sandbach.gov.uk. Councillors have an obligation to declare pecuniary or non-pecuniary interest when considering the allocation of funds held by Sandbach Town Council.

CL Chief Officer 25.7.22

BLANK

PAGE

SANDBACH TOWN COUNCIL SPONSORSHIP POLICY

Introduction

1. Sandbach Town Council has a policy on sponsorship in order to:-
 - Promote and uphold the Council's reputation and brand identity;
 - Promote the Council's corporate strategy by facilitating communication messages;
 - Further the Council's corporate strategy objectives by publicly supporting groups and organisations which deliver services in line with those objectives;
 - Reinforce the Council's position as a key partner in the community;
 - Reinforce the Council's position as a supporter of local groups and organisations;
 - Secure best value for money and maximise income;
 - Provide a framework and control measures;
 - Establish a corporate approach and standards (including best practice);
 - Ensure compliance with legislation, advertising industry codes and other Council policies;
 - Support development of commercial partnerships with the private sector in the interests of the Sandbach community;
 - Safeguard the image of the Council.

Definition

2. To sponsor something is to support an event, activity, person, or organisation financially or by providing products or services. It should be mutually beneficial.
3. Sponsorship should not be confused with other types of discretionary funding which the Council administers e.g. Grant Scheme.
4. Sponsorship is a business relationship between a provider of funds, resources or services and an individual, event or organisation which offers in return rights and association that may be used for commercial advantage in return for the sponsorship investment.

Sponsorship policy

5. Sponsorship is not a way for any company or organisation to be viewed favourably by the Council in any other business arrangements they might be a party to.
6. Organisations that will not be considered or approved for sponsorship opportunities include, but are not limited to, those which represent a conflict of interest or are connected directly or indirectly with the following:-
 - Advocacy of, or opposition to, any politically, environmentally or socially controversial subjects or issues
 - Disparagement or promotion of any person or class of persons
 - Promotion or incitement of illegal, violent or socially undesirable acts
 - Promotion or availability of tobacco products, weapons, gambling or illegal drugs
 - Financial organisations and loan advancers with punitive interest rates
 - Promotion or availability of adult or sexually orientated entertainment materials
7. Any organisation wishing to sponsor a Council owned product or service must adhere to this policy and **the Council's Terms and Conditions for Sponsors**.
8. A **sponsorship briefing form** must be completed to define any sponsorship opportunity for a potential sponsor.
9. All sponsorship deals will be subject to a signed agreement between the Council and the sponsoring organisation. For smaller projects this might be in the form of the Council's standard Terms and Conditions for Sponsors; for larger or more complex arrangements, a document may be drawn up relating specifically to that project with clearly defined terms.
10. The Council must ensure a return on investment when it is a sponsor. The Council must consult the Community and Engagement Manager before considering whether the Council should be a sponsor or whether sponsorship of a Council product/service is the best marketing communications method. Where possible some defined benefit should be derived by the Council from the sponsorship deal.
11. Publicity and media coverage will be arranged by the Council for all appropriate sponsorship deals.
12. The use of branding and logos of any sponsoring company must not interfere with the Council's Corporate Identity or Brand Guidelines.
13. The size and positioning of sponsors' logos on any promotional material, goods or signage must be considered by the Council's Community and Engagement Manager

Financial Implications

Sponsorship provision must be considered annually as part of the Council's budget setting exercise. Sponsorship proposals must be agreed by Council within the annual provision and in line with the above policy.

CL Chief Officer 19.7.22

BLANK

PAGE

DISCRETIONARY FUNDING - CL REVIEW 2022 (FOR FINANCE CTTEE / BUDGET SETTING PROCESS)

COMMUNITY GRANTS / SMALL GRANTS / DONATIONS / SLAS / SPONSORSHIP / COMMUNITY EVENTS

Current Budget Heading	Organisation type	Funding type	Funding commitment	2022-23	2023-24	Recommendation	Budget Category
Transport festival	Community Committee / Charity?	grant / SLA	3 year wef 2022-23	12,000	18,000	SLA	Community Events
Hanging baskets	ANSA	SLA	annual	8,500	12,000	SLA	Community Services
Christmas lights	Community Committee / Charity?	Annual grant application	annual	26,500	26,500	SLA / Grant	Community Events
Concert series	Community Committee / Charity?	Annual grant application	annual?	3,500	3,500	SLA / Grant	Community Events
Community Grants	General	Annual grant application	one off	30,000	25,000	split with small grants	Community Grants
Small Grants (Under £500)	General	Annual grant application	one off	-	5,000		Community Grants
Sponsorship				-	15,000	Growth?	Sponsorship
Foden's Sponsorship	Charity	Sponsorship payment	permanent?	7,500	7,500	Sponsorship	Sponsorship
Town Crier Honorarium		SLA		750	750	SLA	
Churchyard Maintenance	Community Committee / Charity?	Annual grant application?		1,580	1,580	SLA / Grant	SLA
Woodland & Wildlife	Community Committee / Charity?	Annual grant application?		2,000	2,000	SLA / Grant	SLA
Regular Donations	General			300	-	transfer to small grants	
Sandbach Partnership	Community Committee / Charity?	Annual grant application?		10,000	?	SLA	SLA
Remembrance Parade	Community Committee / Charity?	Annual grant application?		2,000	2,000	SLA / Grant	SLA
CCTV support	CEC	SLA	3 year wef 2022-23	5,750	5,750	SLA	SLA
Allotments	Community Committee / Charity?	Annual grant application?		1,000	1,000	Grant	Community Services
Sandbach Clean Team	Community Committee / Charity?	Annual grant application?		-	500	SLA / Grant	Community Services
Total				111,380	126,080		

BLANK

PAGE

SANDBACH TOWN COUNCIL**FINANCE, GOVERNANCE AND POLICY COMMITTEE 4 AUGUST 2022****RESERVES POLICY AND RESERVES REVIEW****Introduction**

Sandbach Town Council is classified as a 'smaller authority' or 'category 2 authority' within Section 6 of the Local Audit and Accountability Act 2014. This determines various aspects of Council governance and financial regulations.

Reserves Policy

As a smaller authority, Sandbach Town Council requires a reserves policy. A draft policy is attached at Appendix A for consideration and approval. The draft policy is based on advice contained within the Joint Panel on Accountability and Governance (which includes NALC and CIPFA representatives).

Through responsible financial management and on-going advice from the internal auditor, the Town Council's approach to reserves has broadly adhered to this guidance.

Reserves Review

The impact of COVID restrictions, and other disruptive events over the past 2 years, has led to a gradual build up of both general and earmarked reserves. Although these balances are reviewed generally as part of both the annual budget setting exercise and the annual account closure programme each year, it is necessary to undergo a thorough review of the Council's reserves in order to establish the resources available to it so that:

- 1) Affordability of the corporate strategy can be determined;
- 2) Affordability of the asset development strategy can be determined;
- 3) A realistic reserves baseline is set for the forthcoming budget setting process which can then encompass all resources available to the Council;
- 4) Historic decisions can be reviewed and assessed for their relevance to the Council's declared objectives;
- 5) The precept will be set at the appropriate level;
- 6) A medium term financial plan can be established alongside the corporate and asset strategy;
- 7) Sufficient contingencies can be achieved in the light of rapidly rising inflation on all budget heads – revenue and capital – in order to protect the Council's financial position, moving forward.

Current Reserve Levels

The Council currently maintains a healthy reserves position and is well within the range recommended by the JPAG.

There are however several earmarked reserves, built up over time, which must be reviewed and rationalised at this stage in time for the forthcoming budget setting process.

It is proposed that UNLESS THERE IS A CLEAR BUSINESS CASE, many of these earmarked reserves should be returned to the general reserve, in order to provide true baseline of the resources available to the Council.

Many of these earmarked reserves appear to have been approved some time ago and subsequently been provided for within the revenue budget and / or are no longer required.

It is recommended that, where there is a case to retain existing earmarked reserves, they are categorised for ease of reference and to demonstrate a link with the Corporate Strategy objectives.

A summary of the Council's current reserves and review proposals, on this basis, is shown at Appendix B.

It is recommended that the rationalised and reviewed reserves position, if approved, is adjusted within the Council's accounts and subsequently fed into the forthcoming corporate strategy work and budget setting process.

Recommended that this committee recommend to Council:

- 1) To approve the draft reserves policy based on APAG guidelines;
- 2) Note the healthy reserves position of the Council;
- 3) Agree the proposed review and rationalisation of current earmarked and general reserves and subsequent adjustment to the Council's accounts;
- 4) Use this revised reserves position as a baseline for the corporate strategy development and budget setting process.

CL 24.7.22

SANDBACH TOWN COUNCIL**Finance, Governance and Policy Committee 3 August 2022****Reserves Policy****Introduction**

1. The Town Council is required by statute to maintain financial reserves sufficient to meet the needs of the organisation and in addition has statutory limitations on how it spends certain receipts, which it must ensure are accounted for separately to the council's general funds.
2. Whilst there is no statutory minimum (or maximum) level of reserves, the Council has no power to hold revenue reserves other than those for reasonable working capital needs or specific earmarked purposes.
3. The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide, which sets out the 'proper practices' for how the council must maintain its accounts, recommends that the minimum level of general reserves should be between three and twelve months of net revenue expenditure. For larger authorities, it states that the lower end (three months, or 25%) is appropriate. See the Appendix to this policy for JPAG reference.
4. The Council's Internal and External Auditors review the council's reserves and their justification annually.
5. This policy sets out how the Council will manage its reserves and is separate to the approach to investment of those reserves, which involves how the council will hold its assets.

General Reserve

6. The general reserve is not ringfenced (earmarked) for any specific expenditure. Its purposes is to smooth the impact of uneven cashflow or cover unexpected/emergency expenditure. It is not intended to fund on going expenditure.
7. The general reserve will be replenished as part of the budget process in any year where it has been utilised for unexpected/emergency expenditure.
8. In line with the national guidance (above), the Council will hold a general reserve of between a minimum of 25% and a maximum of 100% of its net revenue expenditure (NRE) - this is the difference between its income and expenditure.
9. The level of general reserve will be confirmed each year as part of the Council's budget setting process and based on the proposed budget NRE.

10. Earmarked Reserves

11. The council may establish ringfenced (earmarked) reserves for any reason where it reasonably believes it may incur expenditure in the future.
12. Earmarked reserves will be identified as part of the closure of accounts procedure and authorised by Council.

13. If earmarked reserves are not applied for the authorised purpose within 3 years they will be returned to the General Reserve as part of the closure of accounts process, in order to avoid the build up of unused resources which should be released for general use.
14. In line with the JPAG guidance attached, there will be no lower or upper limit set for earmarked reserves which will be evaluated, approved and audited on a case by case basis.

CL 24.7.22

Appendix

Joint Panel on Accountability and Governance Practitioner's Guide March 2022 (Extract Page 38)

Reserves

5.30. As with any financial entity, it is essential that authorities have sufficient reserves (general and earmarked) to finance both their day-to-day operations and future plans.

5.31. Smaller authorities have no specific right to accumulate funds via the precept. All reserves should be reviewed and justified regularly (i.e. at least annually). It is good practice to transparently publish both the level and rationale of all reserves.

General reserves

5.32. The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.

5.33. The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority's general reserve is that this should be maintained at between three and twelve months of net revenue expenditure.

5.34. The reason for the wide range is to cater for the large variation in activity level between individual authorities. The smaller the authority, the closer the figure may be to 12 months expenditure, the larger the authority, the nearer to 3 months. In practice, any authority with income and expenditure in excess of £200,000 should plan towards 3 months equivalent general reserve.

5.35. In all of this it is important that each authority adopt, as a general reserve policy, the level appropriate to their size, situation, risks and plan their budget so as to ensure that the adopted level is maintained.

5.36. Authorities with significant self-generated income (other than the precept or levy) should take into account situations that may lead to a loss in revenue as well as increased costs and adapt their general reserve accordingly. Earmarked and other reserves:

5.37. None of the above in any way affects the level of earmarked and/or capital receipts reserves that an authority may or should hold.

5.38. There is, in practice, no upper or lower limit to EMR/CRRs save only that they must be held for genuine and identifiable purposes and projects, and their level should be subject to regular review and justification (at least annually and at budget setting), and should be separately identified and enumerated. Significant levels of EMRs in particular may give rise to enquiries from internal and/or external auditors.

Reserves Review - Proposals for Rationalisation (Finance / Council August / Sept 2022)

13.5

Reserve	Total	Notes	Proposed Reserve	Final
Current Fund	255,521		General Reserves	255,521
General Reserves	271,415		General Reserves	271,415
Gratuity Reserves	319		General Reserves	319
Town Guide	2,751		General Reserves	2,751
Web devt	281		General Reserves	281
Neighbourhood Plan	11,358		General Reserves	11,358
Conservation	10,000		General Reserves	10,000
Legal Fees	3,000		General Reserves	3,000
Grants	10,800		General Reserves	10,800
Indoor Market Project	2,171		General Reserves	2,171
Personnel Adverts	1,300		General Reserves	1,300
IT equipment	800		General Reserves	800
Loan Repayment	63,080	Not viable	General Reserves	63,080
General Reserves			General Reserves	632,796
Assets Mgt	45,580		Town Hall / Asset Maintenance	45,580
Roof Repairs	1,434		Town Hall / Asset Maintenance	1,434
Town Hall	5,200		Town Hall / Asset Maintenance	5,200
Town Hall kitchen	4,134		Town Hall / Asset Maintenance	4,134
Town hall works	25,000		Town Hall / Asset Maintenance	25,000
Condition Survey	60,490		Town Hall / Asset Maintenance	60,490
Town Hall / Asset Maintenance			Town Hall / Asset Maintenance	141,838
Car Park	203,716		Asset Strategy / Small Common	203,716
Office Project	99,500		Asset Strategy / Accommodation	99,500
Short term projects	30,001		Asset Strategy	30,001
Public Toilet Refurb	50,000		Asset Strategy / Access Toilets	50,000
Community Levy	5,863	Infrastructure Use Only	Asset Strategy / Community Levy	5,863
Asset Strategy			Asset Strategy	389,080
New Van	1,611		Vehicle Replacement Reserve	1,611
Skate Park	50,000		Community Project Reserve	50,000
Total	1,215,325			1,215,325

2022-23 Budget	Total	Min Reserve Provision @ 3 Months	Max Reserve Provision @ 12 Months
Precept	695,310		
Income	915,060		
Revenue Income	219,750		
Revenue Expenditure	942,950		
Net Revenue Expenditure	723,200	180,800	723,200

FULL COUNCIL 14 SEPTEMBER 2022

SANDBACH TOWN COUNCIL – GOVERNANCE REVIEW

Introduction

The Council's Standing Orders are due for review, since they were last approved in 2017. They will subsequently be reviewed annually and approved at the AGM.

Model Standing Orders and Policy Review

The proposed Standing Orders are attached and are based on the National Association of Local Council's (NALC) model standing orders, which they consider to be suitable for all Councils.

As a guide, bold text constitutes mandatory legislation for all Councils, non bold text constitutes the NALC model, italics text constitutes a proposed local STC variation.

Standing Orders, Financial Regulations and specific policies constitute the governance framework of the Council and are therefore legally binding.

These standing orders if approved will supersede all previous versions and resolutions relating to the amendment of standing orders to date.

As part of this governance review, the Council is also reviewing and rationalising all its remaining policies and aims ultimately to have a annual rolling programme of policy review, so that all policies are up to date, relevant and effective.

Decision Making

It should be clarified that these standing orders (in line with the model) address the governance arrangements around Council, Committee and Sub-Committees, where decisions are made by a majority of those present and voting.

ChALC have confirmed that, under the legislation, Council can delegate decision making through the appropriate approval route and within specified parameters to the following:

- A Committee
- Sub Committee
- Council Officer
- Other local authority
- ***Council can never delegate to a member – including the chair***

[Source ChALC training course May 2022]

It should be noted that the Council is authorised to adapt and change its scheme of delegation through the appropriate approval route at any time.

Other groups addressing council business

Other Informal, non-decision making, information gathering, progress chasing meetings and groups are allowed under model standing orders and the current legislation. There is no requirement hold such meetings publicly or to formally record their activities, although it may be felt necessary to do so depending on the subject / objectives of the group. Private Member briefings are also legitimate, and indeed essential, for the effective running of the Council.

Where Council and/or Committees have requested a group to be formed to research a particular subject on its behalf the following actions are required:

- a parent committee is identified to oversee the work of the group
- a lead person is appointed by the group
- membership of the group (including all parties) is agreed by the group
- No more than 5 Council members shall be part of the working group, unless agreed specifically through the scheme of delegation
- A Council officer will be assigned to all working groups and resource considerations discussed and agreed with the Chief Officer
- terms of reference are agreed by the group and accepted by the parent committee
- a note of the meetings is produced for the next parent committee and published on the agenda
- proposals, where appropriate, are presented to the parent committee for consideration and decision
- An appropriate engagement strategy with partners, residents, other contributors will be agreed and implemented by the group

Members should be reminded that decision making capabilities can be delegated to an officer of the Council (usually the Chief Officer) either individually, in consultation with specific members and / or through membership of a specific group, so long as this is defined in the Council resolution for such delegated authority.

Recommended; that Full Council

- 1) Approve the revised standing orders based on NALC model standing orders;
- 2) Note the approach to policy review;
- 3) Note the approach to other groups addressing Council business as outlined in this report.



**SANDBACH
TOWN COUNCIL**

SANDBACH TOWN COUNCIL

STANDING ORDERS

APPROVED BY FULL COUNCIL 14 SEPTEMBER 2022

**SUPERSEDES ALL PREVIOUS VERSIONS AND RELATED POLICY
STATEMENTS**

Sandbach Town Council Standing Orders September 2022 – based on NALC model
Standing Orders 2018

INTRODUCTION	3
1. RULES OF DEBATE AT MEETINGS	4
2. DISORDERLY CONDUCT AT MEETINGS.....	6
3. MEETINGS GENERALLY.....	6
4. COMMITTEES AND SUB-COMMITTEES	10
5. ORDINARY COUNCIL MEETINGS	11
6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES.....	13
7. PREVIOUS RESOLUTIONS	14
8. VOTING ON APPOINTMENTS.....	14
9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER.....	14
10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE	15
11. MANAGEMENT OF INFORMATION	16
12. DRAFT MINUTES.....	16
13. CODE OF CONDUCT AND DISPENSATIONS.....	17
14. CODE OF CONDUCT COMPLAINTS.....	19
15. PROPER OFFICER	19
16. RESPONSIBLE FINANCIAL OFFICER.....	21
17. ACCOUNTS AND ACCOUNTING STATEMENTS	21
18. FINANCIAL CONTROLS AND PROCUREMENT.....	22
19. HANDLING STAFF MATTERS.....	24
20. RESPONSIBILITIES TO PROVIDE INFORMATION	25
21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION.....	25
22. RELATIONS WITH THE PRESS/MEDIA	26
23. EXECUTION AND SEALING OF LEGAL DEEDS	26
24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS.....	26
25. RESTRICTIONS ON COUNCILLOR ACTIVITIES	26
26. STANDING ORDERS GENERALLY	27

INTRODUCTION

Sandbach Town Council aims to have governance based on national best practice.

As a result, these standing orders are based on the National Association of Local Council (NALC) 2018 version of model standing orders (England), which update the model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). The 2018 publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

Councils in membership of NALC have permission to edit and use the NALC model standing orders for their governance purposes (see full reference at the end of this document).

It is NALC’s view that all model standing orders will generally be suitable for councils.

GUIDANCE

Standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning.

Standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council’s needs.

Local amendments are shown in italics for clarity.

For convenience, the word “councillor” is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.

- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chair of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

2. **DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. **MEETINGS GENERALLY**

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does**

not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].

- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. *If a member of the public wishes to raise an item which is NOT on the agenda, written confirmation of the question they wish to raise must be received by the Chief Officer 3 working days before the meeting.*
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to, in a non disruptive manner, film, photograph, make an audio recording of meeting proceedings,**

use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present. *Recording and reporting of any Council meetings or conversations not open to the public should not be recorded in any way unless the express permission of all parties is granted.*

- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against**

that question. Such a request shall be made before moving on to the next item of business on the agenda.

- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.
- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2.5 hours *and should not exceed 9.30pm, any further extension is at the Mayor/Chair's discretion and by agreement of the majority of those members present.*
- y *The Mayor shall be invited to all Committee, Sub-Committee and Working*

Group meetings of the Council and shall be afforded the same right to debate and vote as any other appointed member. The attendance of the Mayor in their ex-officio capacity will be counted as part of the quorum.

4. **COMMITTEES AND SUB-COMMITTEES**
- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
- i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;

- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than 4;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.
- xiii. *approved committee membership as follows:*

Committee	Maximum Membership	Minimum Membership
Assets and Services	10	4
Community & Environment	10	4
Finance, Policy & Governance	10	4
Personnel	9	4
Planning	9	4
Any Sub-Committee	7	4

5. ORDINARY COUNCIL MEETINGS

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**

- f **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;

- viii. Appointment of any new committees in accordance with standing order 4;
 - ix. Review and adoption of appropriate standing orders and financial regulations;
 - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xi. Review of representation on or work with external bodies and arrangements for reporting back;
 - xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiii. Review of inventory of land and other assets including buildings and office equipment;
 - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - xv. Review of the Council's and/or staff subscriptions to other bodies;
 - xvi. Review of the Council's complaints procedure;
 - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
 - xviii. Review of the Council's policy for dealing with the press/media;
 - xix. Review of the Council's employment policies and procedures;
 - xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
 - xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
6. **EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**
- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
 - b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an**

extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.

- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 11 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 10 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.

- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 8 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;

- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. **DRAFT MINUTES**

- Full Council meetings ●
- Committee meetings *

Sub-committee meetings

- a *'Draft' minutes, subject to the agreement of the Chair of the meeting, will be made publicly available as 'draft minutes' on the Sandbach Town Council website within 7 clear days of the meeting (per previous definition).*
- b If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- c There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- d The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- e If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- f **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- g Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's code of conduct. They may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**

- ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
- iii. **it is otherwise appropriate to grant a dispensation.**

14. **CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper**

Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and

- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;

(see also standing order 23);

- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in their absence Vice-Chair of the Planning Committee, in a timely way, ensuring sufficient time for a considered response to be made;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

16. **RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant**

procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

- g. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.

19. **HANDLING STAFF MATTERS**

- a *A matter personal to a member of staff that is being considered by a meeting of Council or the Personnel Committee is subject to standing order 11 above.*
- b *Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the Mayor, or in their absence the Deputy Mayor, of his/her absence occasioned by illness. If required, this will be reported to the next meeting of the Council.*
- c *The Mayor or in their absence, the Deputy Mayor shall instigate in accordance with the Personnel Terms of Reference the review of the performance and annual appraisal of the work of Town Clerk, which will be undertaken by a panel comprising past Mayor, current Mayor and Deputy Mayor. The Chief Officer will organise the reviews on all other staff. The reviews and appraisal shall be reported in writing to the Personnel Committee, except in the case of the Chief Officer, which will be reported to Council and is subject to approval by resolution.*
- d *Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior employee (or other employees) shall contact the Mayor, or in their absence, the Deputy Mayor in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Personnel Committee.*
- e *Subject to the Council's policy regarding the handling of grievance*

matters, if a grievance matter relates to the Mayor or Deputy Mayor, this shall be communicated to the Chair of Personnel, which shall be reported back and progressed by resolution of the Council.

- f Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.*
- g The Council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.*
- h Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.*
- i Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Chief Officer or Deputy Town Clerk.*

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b *If gross annual income or expenditure (whichever is the higher) exceeds £200,000, The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.***

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**
(Below is not an exclusive list).

See also standing order 11.

- a The Council shall appoint a Data Protection Officer.**
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**

- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled *in consultation with the Chief Officer*.

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
b Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or

- ii. issue orders, instructions or directions.

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 10 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.
- e *All Councillors are bound by resolutions made through the application of Standing Orders and the Council's scheme of delegation, whether or not they voted for such a resolution. Conversely, Councillors do not represent each other, or the view of the Council, unless a resolution has been made within that framework.*

APPENDIX

HOW TO USE MODEL STANDING ORDERS (NALC GUIDANCE)

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

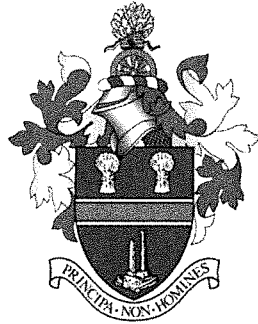
A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

NALC DETAILS

National Association of Local Councils (NALC)
109 Great Russell Street
London
WC1B 3LD

020 7637 1865 | nalc@nalc.gov.uk | www.nalc.gov.uk

© NALC 2018. All rights are reserved. No part of this publication may be reproduced or used for commercial purposes without the written permission of NALC save that councils in membership of NALC have permission to edit and use the model standing orders in this publication for their governance purposes.



SANDBACH TOWN COUNCIL

Sandbach Town Council

Customer Care, Contact and Complaints Policy (including treatment of vexatious contact)

This policy was adopted by Council on xxxxx and supersedes all previous versions and related policies (Customer Care Policy (2012) / Complaints Procedure (2014))

Sandbach Town Council strives to provide a high standard of service to the public. It will treat all members of the public in a courteous and professional manner. It will try hard to recognise their needs as an individual or as part of a local community. It will always try to offer a way forward on the particular issue being raised.

In particular, the Council will strive to:-

- Provide information in accordance with its Publication Scheme and Information and Data Protection Policy (2018);
- Respect confidentiality unless it is legally required to disclose information;
- Deliver its services in accordance with stated standards and its Equality Policy (2021);
- Be transparent;
- Return telephone calls within 2 working days;
- Respond to letters and e-mails within 5 working days of receipt;
- Where it is unable to resolve an issue for a customer, it will advise where further help can be obtained or, where practicable, act as advocate by contacting the other organisation on the customer's behalf;

Complaints Procedure

Sandbach Town Council always strives to offer a high standard of service, but sometimes the public or our service users have complaints about the administration or procedures of the Council. The Council recognises that it is not currently subject to the jurisdiction of the Local Government Ombudsman but has adopted this policy

to ensure that complainants can feel satisfied that, at the very least, their grievance has been properly and fully considered.

Where a complainant has made a complaint to an outside regulator such as the Monitoring Officer at Cheshire East Council, External Auditor, Police or Information Commissioner, it will not normally be appropriate for the Council to respond through this Complaints Policy, but to fully cooperate with that regulator.

There may be rare instances where a complainant unnecessarily takes up a large amount of resources. This can have a detrimental effect on the Council's ability to provide its services to others. At the end of this document, the Council sets out what is considered to be acceptable levels of contact with it and how instances of unreasonably persistent or **vexatious** contact will be handled.

Contact Details:-

- The Chief Officer
- Telephone: 01270 600800
- Email: clerk@sandbach.gov.uk

Informal Complaint

1. When a complaint is received, the complainant usually wants a quick fix and an apology if the Council is at fault. Examples are the late payment of an invoice or not responding to a letter in a timely manner. The Council will put things right as quickly as possible and admit fault if that is the case. If it is unable to help or disagrees with the complaint, it will state clearly why it takes that view.

Formal Complaint

2. If a complainant is not satisfied, or the complaint is too serious for a simple response, the complaint will be recorded as a formal complaint. The complainant will be asked to confirm the complaint in writing (email is acceptable) to the Chief Officer, (or if the complaint is about an action of the Chief Officer, it can be forwarded directly to the Mayor).

3. The Chief Officer (or Mayor) will acknowledge receipt of the complaint and advise the complainant when the complaint will be considered and by whom.

4. The Chief Officer (or Mayor) will (except where the complaint is about his/her own actions) try to settle the complaint directly with the complainant, but will not do so in a case about the Chief Officer or a Councillor, without first giving that person an opportunity to comment on the matter and the manner in which it is intended to settle the complaint. Where the Chief Officer (or Mayor) receives a written complaint about his/her own actions, he/she will forthwith refer the complaint to the Council.

5. The Chief Officer (or Mayor) will report to the next meeting of the Council, any written formal complaint disposed of by direct action with the complainant. The Chief

Officer (or Mayor) may, after consultation with the (Deputy) Mayor and another committee chairman, ask an independent person to investigate the complaint.

6. The Chief Officer (or Mayor) will bring any written formal complaint which cannot be settled to the next or a special meeting of **an Appeals Committee** and the Chief Officer (or Mayor) will notify the complainant of the date of the meeting and invite them to attend with a representative if they so wish.

7. Seven clear days prior to the meeting, the complainant will provide the Committee with copies of any documentation or other evidence which they wish to refer to the meeting. The Committee will similarly provide the complainant with copies of any documentation upon which they wish to rely at the meeting.

8. The **Appeals Committee** will consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public, but any decision on a complaint will be announced at the meeting in public.

9. The Complainant may opt not to attend or to attend but not present a verbal case.

10. The Chair will introduce everyone present and will explain the procedure.

11. The complainant or representative will outline the grounds for complaint

12. Members will ask any questions of the Complainant.

13. If relevant the Chief Officer or Mayor will explain the Council's position. Members may ask any questions of them.

14. The Chief Officer (or Mayor) and complainant will be offered the opportunity of having a last word (in that order).

15. The Chief Officer (or Mayor) and complainant will leave the room (along with any member who's actions are part of the complaint) while members decide whether or not the grounds for the complaint have been made. If a point of clarification is required, both parties will be invited back into the room.

16. The parties will be invited back to hear the decision.

17. As soon as possible after the decision has been made, it and the nature of any action to be taken, will be communicated in writing to the complainant.

Allegations that a councillor has breached the Code of Conduct should be forwarded to the Monitoring Officer of Cheshire East Council in writing via their online [form](#). If the Town Council receives such a complaint directly, it will advise the complainant to refer it directly to the Monitoring Officer

Unreasonably Persistent or Vexatious Complaints

The procedure will not be used to impede the ability of anyone to have reasonable access to services provided, nor will it be assumed that because a

customer/complainant has submitted a large number of enquiries they are vexatious or unreasonably persistent. In some cases, their persistence may be necessary to receive sufficient response from the Council.

Unreasonably persistent and vexatious complainants are those individuals who, because of the nature or frequency of their contacts with the Council hinder our ability to effectively deliver services to our customers. Some examples of behaviour and actions taken by these individuals are listed below, however this is not an exhaustive list.

These are some of the actions and behaviours which can prove problematic. Single incidents may be unacceptable, but more often the difficulty is caused by unreasonably persistent behaviour that is time consuming to manage and interferes with proper handling of the issues being raised.

These behaviours can be:-

- Refusing to specify the grounds of the service request, despite offers of assistance;
- Refusing to co-operate with the process for handling service requests;
- Refusing to accept that certain issues are not within the scope of the Council;
- Insisting on the request being dealt with in ways which are incompatible with adopted procedure(s) or with good practice;
- Making repeated and unjustified complaints about staff who are trying to deal with the issues, and seeking to have them replaced;
- Changing the basis of the service request as the issue proceeds;
- Denying or changing statements made at an earlier stage;
- Introducing trivial or irrelevant new information at a later stage;
- Raising numerous, detailed but unimportant questions and insisting they are all answered;
- Covertly recording meetings and conversations, otherwise than allowed by law at a public meeting;
- Submitting falsified documents from themselves or others;
- Adopting a 'scatter gun' approach: inappropriately pursuing parallel service requests on the same issue with a variety of organisations or with a variety of individuals within the Council;
- Making excessive demands on the time and resources of staff with lengthy phone calls or e-mails to numerous council staff or detailed letters every few days, and expecting immediate responses;
- Submitting repeat requests with minor additions/variations that the service user insists make these 'new' issues;

- Refusing to accept the decision or outcome; repeatedly arguing points with no new evidence;
- Making numerous, repetitious and unreasonable contact because an individual is unable or unwilling to accept or agree with a policy decision or approach which has been adopted by the Council or individual services and functions;
- Adopting a threatening, violent or aggressive demeanour towards staff.

Any of the above behaviours can trigger this process. The Chief Officer will write to the individual and clearly explain the actions the Council may take if their behaviour does not change, outlined below.

Very rarely, in extreme or rapidly escalating cases, it may be necessary to immediately impose restrictions to ensure the safety of staff members. This is a decision which will be taken by the Chief Officer with the utmost consideration for circumstances surrounding the incident(s).

Any restrictions imposed by the Chief Officer will be appropriate and proportionate, and examples of some options most likely to be considered are:-

- Requesting contact in a particular format e.g. letters only
- Requiring contact to take place with a single named person only.
- Restricting telephone calls to specified days and times; and/or a particular member of staff.
- Restricting the amount of times a customer may be in contact over a certain time period.

The decision to restrict or stop a person's contact and access to the Council's offices and officers altogether can only be taken by **Personnel Committee**, advised by the Chief Officer.

A letter will then be sent to the complainant outlining the decision. All letters will include:-

- Why the decision has been taken;
- What action will be taken;
- The duration of that action;
- The date of review for the action; if required;

Where the behaviour is so extreme that it threatens the immediate safety and welfare of the Council's staff, other options will be considered; for example, reporting the matter to the Police or taking civil legal action.

The Chief Officer will keep a record of all individuals who have had this procedure applied to them. Decisions taken under this procedure are subject to the Data

Protection principles and the Human Rights Act. The position will be reviewed after 6 months if requested by the complainant.

Sandbach Town Council Full Council 14.9.22

Sandbach Town Council Ranger Service

Introduction

Sandbach Town Council has provided a Ranger Service since 2018. The purpose of this service is to deliver a complementary service to the grounds maintenance provision provided by ANSA, ensuring that the wards of Sandbach are maintained to a high standard.

Current situation

The approved staffing structure includes provision for continuing the ranger service under the supervision of the Assets and Public Realm Manager. This post has been vacant since May as a result of internal restructuring and the need to address other priorities including Health and Safety management, Market management and urgent condition survey work.

Proposal

Following a productive meeting with ANSA to determine the current service level agreement for ground maintenance it is apparent that most other Town Council 'buy in' their 'top up' ranger service from ANSA at the level they specify and then manage the service locally, within the Town Council. This model has the following advantages:

- 1) Recruitment, training and pay and conditions are managed by ANSA
- 2) Equipment and vehicles are provided by ANSA
- 3) Rangers belong to a well supported network
- 4) Town Council has 100% control of the service provided without the overheads of direct employment
- 5) Reduced capacity for this service to be diverted into other Town Council urgent activities
- 6) Provide excellent links with ANSA to provide a streamlined service for the benefit of the town

In addition, in recent times, sadly and inexplicably, the Town Council's Ranger has been the subject of unpleasant and sometimes malicious behavior, rendering this important role difficult in terms of recruitment and retention. The provision of the service through ANSA would help to mitigate this situation and offer greater protection for the Council's services and staff.

Financial Implications

Costs are being finalised but initial estimates for a full time ranger with equipment, van, training, insurance and all other overheads would constitute good value for money whilst providing a reliable and consistent service which is very popular with residents. Clearly, it will cost more than a direct appointment but once overheads and other benefits (including sale of the ranger van) are taken into account this presents a beneficial package for the Council.

It is proposed that this service is commissioned and funded within the 2022-23 staffing budget by applying the part time ranger budget plus savings accruing in the structure elsewhere.

Staff implications

The ranger service will come under the management responsibilities of the Assets and Public Realm Manager.

Corporate Strategy / Environment Impact

This proposal is consistent with the Council's corporate strategy objective:

'A SUSTAINABLE ENVIRONMENT

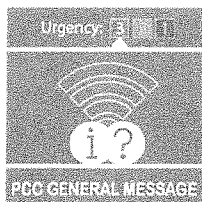
Improving the quality of the public realm, responding to climate change issues and protecting the local environment and the Town's heritage'

It would make a material difference to the environment through more attractive spaces and robust and responsible grounds maintenance.

Recommended That;

- i) The Chief Officer, in consultation with the Chair of Personnel Committee, is given delegated authority to continue negotiations with ANSA regarding a costed service level agreement for the Council's ranger service and to commission that service
- ii) the cost of the service is funded from the existing staffing budget.

Neighbourhood Watch
| Join Us



Applications reopen for Community Action Fund



John Dwyer

Police & Crime
Commissioner
for Cheshire

Police and Crime Commissioner John Dwyer's Community Action Fund has reopened, with money available for projects across Cheshire that will prevent and tackle crime and anti-social behaviour. The application window is now open from 1 September – 30 November 2022.

The fund makes £100,000 available for projects which benefit their local community by working towards improving the safety of individuals in the area.

Individual bids of up to £5,000 can be submitted by applicants who are working with their local policing team to address their area's priorities. Applications are welcome from community, voluntary or third sector groups, including Parish Councils.

John Dwyer, Police and Crime Commissioner for Cheshire, said:

"I'm really keen to support community-minded organisations across Cheshire who want to make a difference in their area and make our county even safer.

"The Community Action Fund enables groups to develop solutions to local issues and turn these projects into reality, working hand in hand with their local policing team and supporting the aim within my Police and Crime Plan to prevent and tackle crime."

Any bids to the Community Action Fund must be match-funded to provide the maximum benefit to the area, meaning the true value of the fund increases to £200,000. Applicants are also asked to name a contact within their local policing team and Local Authority or volunteer centre when submitting their form.

Projects supported by the Fund have included sports activities and youth engagement programmes in Macclesfield and Warrington, which have helped to prevent young people

becoming involved in anti-social behaviour. The Fund has also supported installing CCTV at community premises and engagement with Cheshire's rural communities.

John Dwyer added:

"It's been great to see the Community Action Fund supporting such a wide range of projects across the county and in the most recent application window earlier this year we received some great applications for initiatives that are now in the pipeline.

"If you have an idea to improve your community then don't hesitate to get your application in. Together we can make Cheshire an even safer place to live, work and visit."

To find out more about the Community Action Fund and for information on how to apply, please visit:

www.cheshire-pcc.gov.uk/what-the-commissioner-does/commissioning-and-funding/community-funding/community-action-fund/

What is the Community Safety Charter?

The aim of the Community Safety Charter is to involve a wider range of local organisations, charities, businesses and groups in crime prevention activity and extend the scope of this work towards a goal of eliminating harassment, antisocial behaviour, and intimidation experienced by anyone who lives, works, studies, or visits anywhere in England and Wales.

The Community Safety Charter is a means by which Neighbourhood Watch members, local residents, businesses, and organisations, agree to do whatever they can together to provide an environment that is safer for everyone, and help us to meet this goal by committing to:

The Pledges

- **Promote a culture that does not tolerate antisocial behaviour, harassment, intimidation and hostility towards others**
- Enable others to identify and take an active stance against these crimes and incidents
- Actively encourage and support those who experience or witness these crimes and incidents to report them to the relevant authorities
- Support those affected and signpost those who need further support to agencies who can help them

Who can sign up to the Charter?

Any individual, community group, Neighbourhood Watch scheme, business, charity or other organisation in England and Wales can sign up for **FREE**, including schools and universities, community centres, taxi firms and public places (such as museums, libraries and leisure centres).

Why sign up to the Charter?

- Individuals will feel safer because they know the whole community is looking out for them, which can have a profound effect on their well-being, feelings of safety and confidence
- No one wants the fear of harassment and intimidation in their community. Signing up to the Charter sends a clear message that this behaviour is not acceptable and will not be tolerated by your organisation or group
- You will have a clear role in empowering people in your organisation, group or community to do something positive to prevent these crimes in their neighbourhood
- You will be creating a more positive, safer environment where you work or live
- The collective power of a wide range of local community members, all working towards a shared goal will have a much greater impact than working individually
-

What will I receive?

- Downloadable copies of the Charter to display
- Downloadable or interactive training modules in various formats to use for you and your members/staff/volunteer

- Crime prevention advice and guidance through our dedicated website pages
- Other promotional materials (for example badges, pens, window display stickers and beer mats) to purchase at a later stage
- The opportunity to attend online events to share ideas and good practices in promoting and implementing the Charter.
- The opportunity to sign up for Alerts about the crime affecting your local area
- Invited to become a Affiliate member of Neighbourhood Watch, whilst keeping your group or business identity.

How can I get involved?

- **Identify** a lead from your organisation/group/business
- **Sign up** to the Community Safety Charter, agreeing to uphold its principles and promote it within your community, business, and networks
- **Display** the Charter on your premises, your neighbourhood and/or on your website
- **Promote** the Community Safety Charter through your social media channels
- **Register** your group or organisation as an affiliate of Neighbourhood Watch on the Neighbourhood Watch Register at www.ourwatch.org.uk/join
- **Raise awareness** amongst your community, group and /or with your members about harassment and intimidation and how to prevent and report it
- **Renew your commitment** to the Community Safety Charter every three years

SANDBACH TOWN COUNCIL
APPLICATION FORM - GRANTS TO VOLUNTARY ORGANISATIONS

Name of Organisation or Group:

SANDBACH PARK BOWLING CLUB

Contact Person:

[Redacted]

Address:

[Redacted]

SANDBACH CHAMBERS

Post Code

[Redacted]

Tel No:

Day

[Redacted]

Eve

[Redacted]

E-mail:

[Redacted]

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

TO ENHANCE THE GAME OF CROWN GREEN BOWLING

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

Is it a Registered Charity? YES/NO

If so, please give Charity Number

.....

1 Total cost of your project? £100..... Sum requested from STC £100.....

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

TO SUPPLEMENT THE PRIZES MONEY FOR THIS ANNUAL VS COMPETITION ORIGINALLY PLAYED ON THE MARIOTT HOUSE GREEN SINCE WORLD WAR II

2 A summary of your project:

A BOWLING COMPETITION

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:

THE MONEY WOULD BE TOTALLY USED TO ENHANCE THE PRIZES MONEY FOR THE ANNUAL BOWLS COMPETITION THAT WAS RUN ON THE MARIOTT HOUSE GREEN BY THE MARIOTT HOUSE BOWLING CLUB (NOW DEFUNCT) TO COMMEMORATE THE WAR TIME VICTORY OF VS

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

26.1

NO

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?

BY PROMOTING THE CARES OF CROWN GARDEN BOWLS AND TO CARRY ON THE TRADITION OF THE V/S CUP

4 Have you raised funds from any other sources for this project? YES/NO
If yes, please state source and amount.

5 Are you awaiting the outcome of any other applications for funding, towards this project? YES/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?

YES/NO
YES

If yes, please give details

TOILET FACILITY PLANNING NO 22/2223C.

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

YEAR	2020	2021	
Accounts Balance b/f	3768.94	4216.70	
Accounts Balance c/f	4216.70	5338.38	
Income	8,765.24	7919.60	
Expenditure	4548.54	2581.22	
Year-end bank balance	4216.70	5,338.38	

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

8 Describe the geographical area in which your Organisation works.

SANDBACH PARK

9 What proportion of the work takes place in Sandbach?

ALL OF IT.

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

Name SANDBACH PARK BOWLING CLUB

If payment by BACS is preferred:

Bank Account Name.....

Account NumberSort 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/NO

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

Signed: [Redacted] Position within the Organisation: TREASURER

Signed: [Redacted] Position within the Organisation: SECRETARY

On behalf of SANDBACH PARK BOWLING CLUB Date: 22/8/22

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

BLANK

PAGE

SANDBACH TOWN COUNCIL
APPLICATION FORM - GRANTS TO VOLUNTARY ORGANISATIONS

Name of Organisation or Group:

FRIENDS OF SANDBACH CEMETERY

Contact Person:

[Redacted]

Address:

[Redacted]

SANDBACH

Post Code

[Redacted]

Tel No:

[Redacted]

Day

[Redacted]

Eve

[Redacted]

E-mail:

[Redacted]

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

To assist with the tidying and ground work of Sandbach Cemetery.

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

Is it a Registered Charity? YES/NO

If so, please give Charity Number

1 Total cost of your project? £2,500 Sum requested from STC £1,500

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

Orbitas will provide the £1000 for the staging. As we are not aware of how much it is likely to cost as we need electricians and a chevy picker for the stars we would

2 A summary of your project: return any money we did not spend.

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:

Tree of Light, Sandbach Cemetery, paying for staging, lighting, electrician, stars, candles.

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

No.

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 Tree of Light has been an event organized by the Partnership. As the organization is no longer functioning it was agreed by Orbitas that the Friends of Sandbach Cemetery would take it over for 2022 with a view to continuing in the future

4 Have you raised funds from any other sources for this project? YES/NO

If yes, please state source and amount.

We have a grant of £1000 from Orbitas

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

If yes, please give details

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

YEAR			
Accounts Balance b/f			
Accounts Balance c/f			
Income			
Expenditure			
Year-end bank balance	\$372.00 in credit.		

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

8 Describe the geographical area in which your Organisation works.

Sandbach Cemetery

9 What proportion of the work takes place in Sandbach?

All .

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

Name Friends of Sandbach Cemetery .

If payment by BACS is preferred:

Bank Account Name Friends of Sandbach Cemetery .

Account Number 66 878 163 Sort Code 30 98 97

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/NO

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

Signed: [Redacted] Position within the Organisation: CHAIR

Signed: [Redacted] Position within the Organisation: VICE CHAIR

On behalf of Friends of Sandbach Cemetery Date: 6.9.22.

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

BLANK

PAGE

Contact Centre
 01244 972052
 VAT Registration Number 945 0920 22



INVOICE

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

Your Ref:
 For Service Enquiries Contact:
 Karen Bedford
 Tel: 01270 686474
 Email: karen.bedford@cheshireeast.gov.uk

Invoice Number	Invoice Date	Due Date	Customer No.
11700099646	01/09/2022	29/09/2022	116001240

Page 1/2

Detail	Qty	Unit Price	VAT %	VAT	Net Amount
Fees & Charges Vat Exempt Sandbach Town Council, Literary Institute, Hightown, Sandbach, CW11 1AE The name of the Clerk is Ms C Lloyd Email: Clerk@sandbach.gov.uk The invoice amount is £11418.64 (no vat) It is for costs relating to the Sandbach Town Council – Town Ward by- election that was held on Thursday 21 April 2022. STC Notes RBS 05/09/2022 PO 2136 101 4136	1.00	11418.64	0.00	0.00	11418.64
THIS INVOICE IS DUE AND PAYABLE BY 29 September 2022 24 Hour Automated Payment Service 0300 123 5039 Please see reverse for Payment Methods			Subtotal		11,418.64
			VAT		0.00
			Gross Total Due		11,418.64

Please quote your Invoice Number 11700099646 on ALL correspondence/payments to avoid delays.
 Details are shown overleaf on how to pay your invoice

BLANK

PAGE

Contact Centre
 01244 972052
 VAT Registration Number 945 0920 22



INVOICE

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

Your Ref:
 For Service Enquiries Contact:
 Stuart Hobson
 Tel: 01270 371471
 Email: Stuart.Hobson@cheshireeast.gov.uk

Invoice Number	Invoice Date	Due Date	Customer No.
11700099600	30/08/2022	27/09/2022	116001240

Page 1/2

Detail	Qty	Unit Price	VAT %	VAT	Net Amount
Public Space CCTV Services - Sandbach 2022 - 2023	1.00	5728.34	20.00	1145.67	5728.34
STC Notes RBS 05/09/2022 PO 2137 110 4640					
THIS INVOICE IS DUE AND PAYABLE BY 27 September 2022 24 Hour Automated Payment Service 0300 123 5039 Please see reverse for Payment Methods			Subtotal		5,728.34
			VAT		1,145.67
			Gross Total Due		6,874.01

Please quote your Invoice Number 11700099600 on ALL correspondence/payments to avoid delays.
 Details are shown overleaf on how to pay your invoice

BLANK

PAGE

Proposal To Become A Dementia Friendly Council

Introduction

Dementia is a disease of the brain that causes problems with memory, thinking and behaviour. There are many types of Dementia which is an incurable disease which manifests itself as a gradual progressive condition that can last many years.

There are 944,000 people in England with Dementia, and this is expected to rise to over 1million by 2030 and 1.6 million by 2050.

The economic cost of Dementia to the Nation is put at £34.7 a year with a sharp increase predicted over the next 2 decades leading to an annual cost of £94.1 billion a year.

Dementia is the biggest challenge facing the NHS and Social Care in the foreseeable future.

Local Context

Sandbach has a population of 17,976 (2011 census) of which 4,683 are over the age of 65.

There are currently 187 residents over the age of 65 diagnosed with Dementia but it is widely recognised that probably double that figure who are undiagnosed.

Dementia Friendly Sandbach does an excellent job raising awareness of the condition in the Town and run Monthly support groups for people with Dementia and their carers which are well attended and highly valued.

They also campaign for local businesses and sport facilities to sign up as Dementia friends with a moderate degree of success.

It is important to remember that the majority of people with Dementia will live in the community with the condition and it is only at the end of their journey they will require residential or nursing home care.

As a progressive Council which has recently agreed a strategic Strategy document which outlines our commitment to the residents of Sandbach covering a range of areas we need to Demonstrate “ **Community Leadership**” and challenge ourselves to become a Dementia Friendly Council that looks after its most vulnerable residents.

Proposal

As the designated lead councillor for diversity and inclusion I would to propose that we agree a plan to become a Dementia Friendly Council by initiating the following actions:

- (a) Setting up a task and finish group that would report to full council within 3 months with proposals to become a Dementia Friendly Council.
- (b) This group would have representatives from Dementia Friendly Sandbach alongside interested Town Councillors.
- (c) The task and finish group should determine the criteria to becoming a Dementia Friendly Council using examples of other Councils and include an audit of dementia

friendly activities in the Town including Council Buildings, pavements and street lighting.

Engage Dementia Friendly Sandbach to offer all Councillors and staff to sign up to become Dementia friends

Promote awareness of Dementia as part of our working profile particularly with the business community and other local organisations.

Recommendations

(1) That the Council supports this initiative

(2) Approves setting up a task and finish group with an identified lead Councillor to chair.

(3) Full Council receives a report in 3 months with proposals to become a Dementia Friendly Council

Donal Hegarty town Coucillor

Sandbach Bins

I would like Sandbach Town Council to purchase two litter bins to go in the following areas, half way down park lane and/or either end of fields drive. These bins will be easily accessible by ansa. I am asking Sandbach Town Council to purchase dog poo dispensers at the following Public Open Spaces Elworth Park, Sandbach Park and Sandbach Cemetery. Since I have installed a plastic dispenser with dog poo bags at Well Street/Green Space, residents and dog walkers have noticed a reduction in dog poo.

Resolution.

1. Sandbach Town Council purchase at least two new litter bins via Ansa. this will be a great opportunity to support our climate emergency and promote sandbach town council
2. Sandbach Town Council purchase at least 4 dog poo dispensers and purchase plastic free dog poo bags.

Cllr David Poole

BLANK

PAGE

Land off Green Street
Proposal for a Community Garden



Community Garden

Current use – Large dog field

Proposed use – Dual purpose community garden, one area retained as dog field with seating provided. The remaining area transferred into an area for nature providing a variety of wild flowers and plants.

Dog Field Features

The current large trees will remain on the area and a proposed 2m wide gravel path will be placed around the perimeter of the whole site avoiding the existing trees, the path allows members of the public to walk round the site being wide enough for public to pass each other. A self-binding gravel would be preferable as it would create a smoother surface and therefore accessible to wheelchair users and pushchairs.



The field will remain a large size being approx. 28.7m x 92.1m.

The dog field will be separated from the nature garden using 1.2m high gates and a native hedge.

Next to each gate will be a dog bin as well as a dog poop bag dispenser.



(Example picture)

Off the gravel path will be seating areas allowing meet ups with other dog owners, allowing a place to sit and talk while their dogs are able to play off a leash.

Waste and recycling bins are also present to help keep the area clean and free of rubbish.



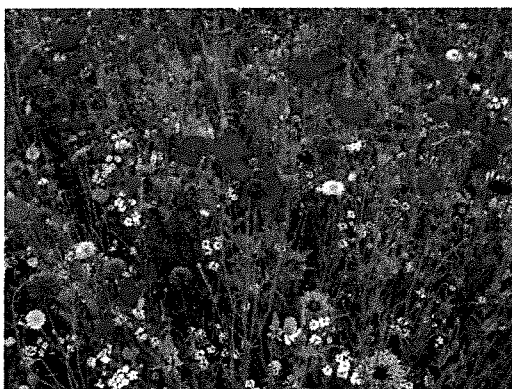
(Example of possible bins to help keep the area clean and help recycle waste)

Areas to the edge of the field around the trees potentially left to grow wild to allow more diversity among the plants for pollinators.

Nature Garden Features

Plants

The main area is to be covered in a wild flower mix – the specific mix to be confirmed by a specialist to allow the correct flower to thrive depending on the soil and location. The wild flower garden will provide a vital food source to butterflies and be a great pollinator to bees and well as being a wonderful area for the general public to enjoy, with an array of colours.



29.4

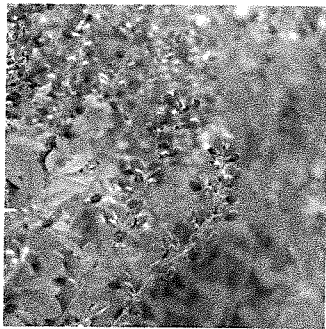
To the edges of the wild flower garden to have various plants that provide additional food for wildlife. To the North East to have flowering shrubs such as Echinacea Perpurea, Sedum, Wild Indigo and Roses (All plants TBC).



Echinacea Perpurea



Sedum



Wild Indigo

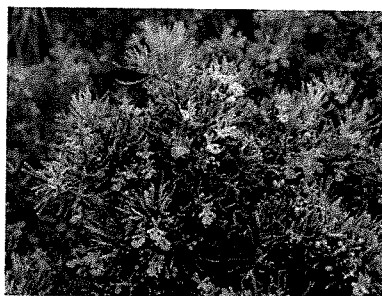


Roses

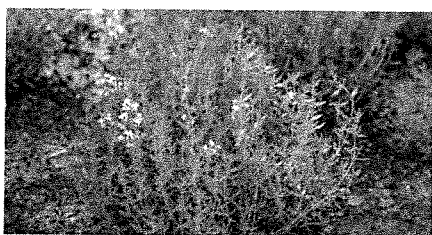
To the South West have a variety of herb plants such as Lavender, Rosemary, Thyme and Sage (All TBC) these plants would provide a additional food source as they provide nectar in the Autumn as well as providing additional sensory smell and touch to the public.



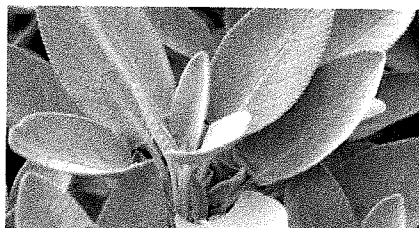
Lavender



Rosemary



Thyme



Sage

An addition to enhance the area further are the introduction of fruit tree potentially two apple and two pear trees according to RHS.org eating apple trees suitable for wildlife gardens are Spartan, Chivers Delight, Pitmaston Pineapple and Greensleaves, pear trees suitable for wildlife garden are Doyenne Du Comice and Louise Bonne of Jersey. Again, like that above plants a final fruit trees will be confirmed by a specialist.



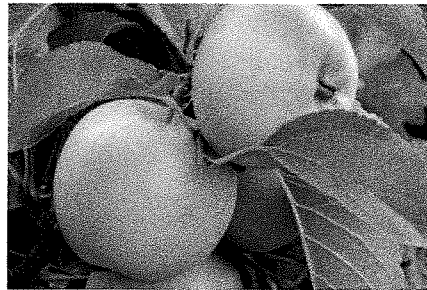
Spartan Apples



Chivers Delight apple



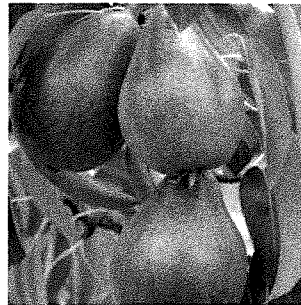
Pitmaston Pineapple apples



Greensleaves Apples



Doyenne Du Comice Pears



Louise Bonne of Jersey Pears

The fruit trees will not only provide a visual delight as they go through the seasons, they will also provide healthy fresh snack to the public. The trees can produce additional pollen for pollinators. Any fruit fallen from trees are fruit that has been eaten can be placed into a compost bin to make the gardens on compost.

Hedging

Along the North West board is an existing hedge further hedging can be planted which helps provide extra habitats.

To separate the two areas a 1.2m high native hedge is to be planted this creates a natural barrier and deters loose dogs from entering the nature garden. From the plans you can see a row of nettles, nettles are wildlife attractors, butterflies lay eggs underneath the leaf caterpillars feed from them, and nettles that are left to go to seed provide for seed-eating birds. In this location on the site the nettles can provide all the benefits to wildlife and the public are less likely to be stung by the nettles.

Other features

This area of the garden will be dogs on leash area as to prevent dogs from running or digging the gardens.

An area of seating is provided for people to sit and enjoy the garden, this can benefit people by helping with people's mental health as it is suggested going to places of nature can lift moods and help anxiety and depression.

The garden could benefit too from small information plaques about different plant and animal species, as well as giving tips and ideas on what people can do in their own gardens to help wildlife.

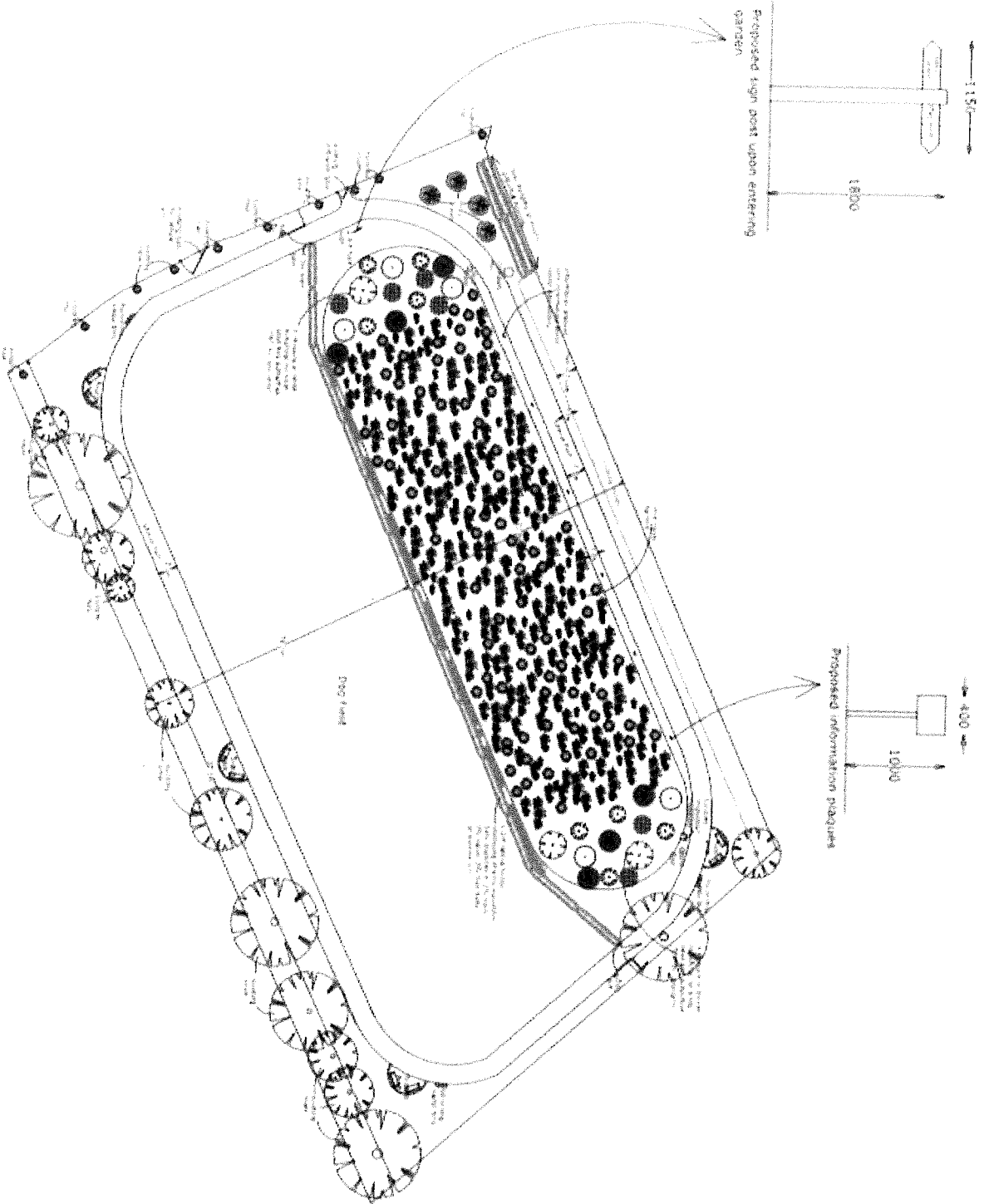
Proposed bird baths to provide water for the birds to drink and clean themselves.

As the garden would be for the community and therefore to help maintain the garden whether it be slight maintenance to the flowers, litter picking, helping deter members of the public who may potentially mistreat the garden, a community Facebook page can be set up to communicate between members of the public on any issues. It could also be a space to share photos of the plants growing and the wildlife that is using the garden. The page can also be used to educate further on how everyone can do their own little bit to help wildlife.

The addition of a community garden would enhance Sandbach greatly and may well be the start of other small gardens or wildlife areas around Sandbach. A lot of development is happening around Sandbach resulting in more people coming into the area we need to start giving back to our wildlife and creating habitats for them.

Summary of What the proposal provides

- An area retained to provide a safe place to exercise dogs off the leash
- Additional seating areas for public to relax in a natural space
- A quieter area for members of the public to go – Supports those struggling with mental health.
- A wide variety of plants, to provide food and habitats for wildlife
- Wild flowers to specifically help bees, butterflies and birds feed from the flower's seeds in the autumn/winter
- A sensory garden
 - Sight – variety of colours and shapes from various flowers and plants, seeing birds and insects fly around.
 - Sound – The rustle of leaves from trees and hedges, buzzing of bees, sound of a bird.
 - Touch – Touch the bark of trees, feel lavender trees
 - Smell – Smell of flowers, lavender, cut grass from the dog field
 - Taste – Fruit trees and herbs which the public can pick themselves.
- Plaques providing information educating both adults and children on plants, wildlife and what they can do in their own gardens to help.
- Extra bins for when dogs foul, general waste and recycling
- Bird baths providing water for birds
- 2m wide Gravel path around the perimeter for the public to enjoy a walk with plenty of space to pass one another
- 1.2m high native hedge providing a natural divide to prevent dogs encroaching on the wild flowers.
- Nettles alongside the new native hedge which providing additional habitat and food.
- A compost bin to discard of any fallen fruit, fruit that has been eaten, plus any extra shrubs from any maintenance that takes place.



Proposed Community Garden
Land off Green Street
Sandbach

Scale: 1:500 (A1)

DATE	27/07/22
BY	NR

1 Background

In 2021 5.13% of the population of the Sandbach lived in poverty. In Sandbach, based on the current population of 21,085, this means that 1081 individuals lived in poverty.¹

60% of those people who live in poverty live in a household where at least one person works.

Cheshire East Council indicate that 20% of the population of Sandbach are under 18. It can therefore be assumed that approximately 216 children live in a family living in poverty, within the geographic area supported by Sandbach Town Council.

The widely accepted definition of poverty in the UK is where a household is at 60 per cent of the median UK household income. In other words, if a household's income is less than 60 per cent of this average then that household would be considered to be living in poverty.²

2 Current Position

These figures are based on 2021 data. It is widely however accepted that in 2022 the levels of poverty are higher. The Institute of Government highlight that the 'cost of living crisis' refers to the fall in 'real' disposable incomes that the UK has experienced since late 2021. It is being caused predominantly by high inflation outstripping wage and benefit increases, and has been further exacerbated by recent tax increases, and increases in fuel and utility prices.

Poorer households are currently experiencing higher inflation – on average – than better-off households. The Institute for Fiscal Studies estimated the annual inflation rate for the poorest 10% of households to be 10.9% in April. By contrast, the richest 10% of households had the lowest rate of inflation, at 7.9%. This is because energy costs – the major driver of recent inflation – makes up a greater proportion of household budgets for low-income households.

The Child Poverty Action Group argue that the situation for poorer households is even worse than this because the price of the lowest-cost food items, on which these households rely, have increased further, or the cheapest products have been unavailable in stores.

This cost of living crisis means that we will need to redefine how we support our community. The scale of poverty can reasonably be expected to increase in Sandbach. It can largely be expected that individuals and families who have been able to live on their usual income may, for the first time, struggle to pay their bills, struggle to feed their family, struggle to buy new shoes for their children, struggle to see how they are going to afford to live each and every month.

¹ Cheshire East Council Insight Deprivation by all years 2021

² Child Poverty Action Group

As a Council we need to be seen as relevant. We need to be an Organisation that understands the struggles of its community and is able to respond in a way that creates a community which looks out for each other. Sandbach rose to the challenge magnificently during Covid, and we now need to do this again.

29.5

Having spoken to organisations across Sandbach including Churches Together, other faith groups and associations who support vulnerable adults and families, support is starting to be established. As an example Churches Together are soon to launch a Community Pantry and St Peter's Church in Elworth are establishing a warm hub where families can go and stay warm, rather than use their own income to warm their home.

All of the organisations have said however that other support is needed, marketing and publicity is essential and the Town Council could in the longer term, aspire to play a vital role in bringing organisations together from across the community to ensure that a comprehensive and well accessed support network is in place. In the short term, and to provide an immediate response, working through other organisations Sandbach Town Council could also provide funding to develop other services which could support our community, maximising the response we can provide, and ensuring that services are provided locally, without the need to travel to other Towns.

3 Recommendations

- i) To establish a Task and Finish Group in partnership with local stakeholders with support from the Chief Officer or Deputy Chief Officer, and to identify and prioritise options which will support the Sandbach Community in the short and long term;
- ii) to approve delegated authority to the Chief Officer in consultation with this group to spend up to a maximum £7,500 from underspends within the 2022-23 budget.

END

Councillors Surgeries

29.6

Background

For a few years now (excluding Covid restricted times) the Council have held surgeries in the town centre to allow us to share information with residents and for them to be able to approach us to discuss any issues or concerns they may have. This is timed to coincide with the Makers market on the Cobbles.

Having taken part in this on multiple occasions now I feel that we don't necessarily reach the people that we want to. Many of the visitors to the Makers market are from out of town and therefore not the pre-cept payers that we need to reach, when I have walked around talking to people the majority have been from out of town. I would prefer a location and date that may see us get a better cross section of local views.

If other councillors have had a similar experiences could I suggest that we relocate and reschedule the councillor surgeries to another Saturday in the month and to outside our own Market. Perhaps the 3rd Saturday in the month?

Recommendation

I'd welcome the views of others but recommend that we move location and date as described above.

Cllr Laura Crane

BLANK

PAGE

30.1

Subject: Blue plaque application

Good Evening

I just wondered if you could advise if it possible to make an application for a blue plaque to be placed on 22 Hill Street, Elworth, Sandbach, CW11 3JE.

This house was where Edwin Foden lived. He lived there in 1856 when he took over the business that became Foden (trucks).

Edwin Foden built houses in Elworth for his workers, a recreation ground, club and had the most successful brass band in the country.

Foden's produced vehicles in Elworth from 1856 - 2000 and some of the vehicles are still working today.

The Foden Society was formed to ensure the history of Fodens lives on for future generations and we would very much like to see this blue plaque in Elworth.

Please do not hesitate to contact if you require any further information.

Many thanks
The Foden Society Archivist

BLANK

PAGE