

SANDBACH TOWN COUNCIL

INFORMAL MEETING OF THE ASSETS AND SERVICES COMMITTEE

This meeting will be clerked by Mark Bailey.

Please ensure that all apologies are made directly to the Clerk of the meeting no later than 6pm on the day of the meeting.

Agenda for the informal meeting to be held on Tuesday, 2nd November 2021 at 7.00pm on Zoom.

Councillors and Members of the public should join the virtual meeting via this meeting ID: 812 9059 2864

For public health reasons during the Coronavirus pandemic, Sandbach Town Council will not be holding a physical Council/committee meeting until 31 January 2021 (Inclusive). Therefore, this is not a formal meeting of the Council for the purposes of the Local Government Act 1972 and the outcomes of any votes are for the purpose of consultation and obtaining the view of members of Council only. No decisions can be made at this meeting . Holding an informal meeting of Council on a virtual basis will however fully enable all councillors to have a voice on the issues they wish to debate in public.

Following this meeting, decisions on the indications presented by Members will be considered by the Acting Town Clerk in consultation with the relevant Members, under STC Standing Order 27.

Although this is not a formal meeting, the majority of usual rules for debate in the Constitution and the Protocols for Remote Meetings will be followed by choice in order to provide structure and to enable maximum efficiency.

1. APOLOGIES FOR ABSENCE

2. CO-OPTION TO THE COMMITTEE

For Members to consider and indicate if they would be in support of Cllr Nick Adams joining the Assets and Services Committee.

3. 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.

PUBLIC QUESTIONS

The Chairman of the meeting will adjourn the meeting to allow questions from members of the public.

After the questions the Chairman will reconvene the meeting.

4. ITEMS TO BE CONSIDERED IN THE ABSENCE OF PUBLIC AND PRESS

Item due to commercial sensitivity and personal details being shared.

Under the Public Bodies Admissions to Meetings Act 1960.

5. MINUTES OF THE MEETING HELD 27 JULY 2021.

For Members to consider and indicate whether they believe that the minutes of the Assets & Services meeting held 27 July 2021 are a true reflection of the meeting.

6. MARKETS OPERATIONAL UPDATE

Lead: Meeting Clerk

[Attached: Reports from the Market Manager]

Action: *To receive the reports.*

7. TOWN HALL OPERATIONAL UPDATE

[Verbal Update]

Lead: Assistant Town Clerk

Action: *To receive the verbal update.*

8. CORRESPONDENCE

8.1 Community Asset Transfer Policy

Correspondence received on 30th July 2021 and deferred to the Committee by Full Council

9. ITEMS FOR THE NEXT MEETING

10. DATE, TIME AND PLACE OF NEXT MEETING

The date of the next meeting of the Assets and Services Committee is Tuesday 25th January 2022 on Zoom.

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

ASSETS AND SERVICES COMMITTEE

Minutes for the meeting held on Tuesday, 27 July 2021 at 7.00pm, Sandbach Town Hall.

In attendance: Cllr L Crane
 D Hegarty
 Cllr G Price Jones (Mayor)
 Cllr A Smith
 Cllr R Hoffmann
 Cllr R Hovey
 Cllr J Beddows

Also in attendance were two members of the public.

1. ASSETS AND SERVICES COMMITTEE CHAIR

Resolved: That Cllr Hegarty be appointed Chair of Assets and Services Committee.

2. ASSETS AND SERVICES COMMITTEE VICE-CHAIR

Resolved: That Cllr L Crane be appointed Vice-Chair of the Assets and Services Committee.

3. APOLOGIES FOR ABSENCE

Absent without apologies: Cllrs D Jack & S Broad

4. DECLARATIONS OF INTEREST

Cllr Beddows

Declared an interest in agenda item 10 and will leave the meeting during discussion of the item.

PUBLIC QUESTIONS

The Chair adjourned the meeting to allow questions from members of the public. There being no questions, the meeting was immediately reconvened.

5. ITEMS TO BE CONSIDERED IN THE ABSENCE OF PUBLIC AND PRESS

Resolved: Item 10 be considered in the absence of public and press due to commercial sensitivity.

6. MINUTES OF THE MEETING HELD 26 JANUARY 2021.

Resolved: That the minutes of the Assets & Services meeting held 26 January 2021 be approved as a true record.

7. MARKETS & TOWN HALL OPERATIONAL UPDATE

Members expressed their thanks to the events staff for continued success in securing new bookings and hire during challenging times.

Cllr Beddows updated Members regarding market trader recruitment, following removal of barriers required for covid-safe operation, during earlier months of the pandemic and Cllr Crane referenced ongoing spates of vandalism, which is exceptionally frustrating and can hopefully be improved in future.

Resolved: The reports be received.

8. TOWN RANGER UPDATE

Members congratulated the Town Ranger on all efforts to improve the amenity and Council owned venues, which are not going unnoticed by residents and visitors.

Resolved: The report is received.

9. CHRISTMAS MARKET REPORT

An update on the circulated report was received, to confirm that there was a slight setback regarding set up process, which was being investigated by the Lead Officer and amendment to be received in due course.

Resolved: the report be deferred and update provided to next Council meeting.

10. COMPLAINT RE TRADER

Confidential

Cllr Beddows left the meeting during discussion of this item.

Resolved: Complaint is received and further information sought in order to progress.

11. ITEMS FOR THE NEXT MEETING

Item requested by this Committee that the Acting Clerk obtain a report, to be presented to the Finance Committee, regarding disputed water bill/reclaim. Further query be raised with Finance Committee regarding the previous resolution in relation to loan repayment penalties.

Items for the next Assets and Services Committee to be forwarded to the Acting Clerk and Chair.

12. DATE, TIME AND PLACE OF NEXT MEETING

The date of the next meeting of the Assets and Services Committee is Tuesday 2nd November 2021, Sandbach Town Hall.

Meeting closed 7.54pm
Cllr D Hegarty, Chair

SANDBACH TOWN COUNCIL
Report to Assets and Services – 2 November 2021

6

Sandbach Indoor and Outdoor Markets

Purpose of the Report

To update the Committee on the current market trading operations within the town and to promote a Key Services Objectives Plan.

Background

I have now been in post for several weeks and would firstly like to thank all those I have met and spoken with for their support and understanding as I seek to familiarise myself fully with the market operation.

My aim going forward will be to fully understand the markets and to endeavour to enhance and further the benefits they provide to the town of Sandbach.

Markets are indelibly linked to the history of Sandbach and indeed for most such towns they play a significant role, not only via their ability to engender social interaction and inclusion but by their simple ability to add colour and a dynamic to the streetscape.

However they should also add value in terms of the local populations perception of their town and not be a financial burden in doing so, indeed an ideal scenario is that market contribute to the civic purse to thereby adding further value as a result.

Report

As a first report this may not contain the detail required by members and as such I remain happy and committed to address any shortfall or request for further commentary as may be considered to be required.

The indoor market is now fully utilised on Thursdays though we still have a number of 'casual lettings' which in the medium term needs to be converted to licensed trading for continuity purposes.

The outdoor market is stable post COVID and it is understood that only one trader has not returned, in this instance a Mr Robin Hurst who retailed fabric and bedding. This trader has been replaced with a bedding retailer.

Individual aspects of the market operation are considered to require attention and slowly been addressed in respect of the day to day activity. This ranges from the need for a fire evacuation exercise to ensuring that all traders are compliant with the provision of public liability insurance.

I have therefore enclosed as an addendum a service delivery plan for your consideration - if approved I would look to start a progression of the items identified.

Recommendation:

That the report be received and approval be given to progress the key service objective delivery.

Market Manager

2/11/2021

BLANK

PAGE

1. KEY SERVICE OBJECTIVES 2021-2023

The Plan utilises the BRAG rating system for ease of understanding

Key

Red	'Major concern – escalate to the next level' slippage greater than 20% of remaining time or budget, or quality severely compromised. Corrective action not in place, or not effective. Unlikely to deliver on time to budget or quality requirements.
Amber	'Minor concern – being actively managed' slippage less than 10% of remaining time or budget, or quality impact is minor. Remedial action in place.
Green	'Normal levels of attention' no significant slippage. No additional attention needed.
Blue	'Complete.'

Priority 1: To develop a clear and shared direction for the Market Service and ensure that it delivers against agreed outcomes		Progress	Next steps	BRAG
No.	Objective			
1	The Service develops and adopts a clear vision, in conjunction with any corresponding Business Plan or Strategy that may be implemented by the Town Council and supported by appropriate priorities and objectives	Strategic vision yet to be agreed and transformation plan developed.	Not applicable currently	
2	The Service maximises its contribution to the growth of the local economy	Post COVID a return to market trading levels to pre COVID market trading has commenced. It remains a target	Further develop trading scheme along with further business opportunities and enterprise programmes with provision of a full business	Green

		to further recruit new traders.	mentoring programme. Further educational programmes along with healthy eating programmes need to be explored.	
3	The Service actively engages with its stakeholders, using their views to drive improvement and inform business direction	A fuller understanding of stakeholders is required alongside an identified router regarding engagement supplemented with benchmarking where possible.	No progress has been made on data gathering exercise. It was determined that this needed to be further developed with questionnaires to include the various stakeholder groupings and via a multi-channel approach of physical approach and via the various social and formal media.	Green
4	The Service develops a robust approach to business planning and performance improvement	A balanced scorecard approach is considered the most appropriate methodology but requires been compiled and populated, including indicators.	There is a national markets benchmarking group overseen by APSE* which may provide additional benchmarking potential.	Green
5	A culture exists in which staff continue to grow and learn	Role profiles need to be further reviewed completed and any implications evaluated.	Report to be presented to Committee regarding any development or training plans	Green

		Assessment of training needs currently being compiled for each role.	including and schedule of service developments sessions
--	--	--	---

Priority 2: To ensure that the Service takes a commercial approach, maximising resources and achieving value for money		Progress	Next steps	BRAG
No.	Objective			
6	The Service operates within its approved budget	Operational efficiencies are currently under review including staffing.	The review should identify any efficiency measures and as a result a reduction in expenditure.	Green
7	The Service adopts an approach and a delivery model that delivers an agreed vision and maximises resources and return on investment	A vision document is required which will then inform other activity such as aims and objectives	Review of the existing market operation is progressing, and will create a more focused activity upon completion	GREEN
8	The Service takes a proactive approach to marketing and promotion, maximising its occupancy and footfall	Communications are vitally important in a modern retail and market setting. Social media especially needs to be understood and maximised for benefit.	A marketing strategy needs to be developed and undertaken including incorporation of any stakeholder findings.	Green

9	The Service maximises opportunities for income generation	Review of existing and potential income generating activity required	Review letting agreements and rental levels - Review Market rights policy and loan of stalls	Green
10	The Service maximises the use of technology	Review in relation to rental collection systems and to facilitate improved communication and audit capability.	Review will result in any requirements and financial implications that may result and require reporting.	Green

Priority 3: To ensure that the Service is resilient		Progress	Next steps	BRAG
No.	Objective			
11	All Service policies, procedures and protocols are up-to-date, relevant, and fully documented	Review procedures and protocols	Complete and implement any new procedures and protocols	Green
12	Health and safety arrangements, including training, are in place and effective	Risk assessments for the operation of the service have been completed in future it is anticipated that a dynamic approach to risk assessment will be the norm with constant monitoring and change as required with at least at least an	Development of training plans and schedule of service developments sessions	Green

		annual full review.		
13	A succession plan to attract, encourage and recruit 'tomorrow's traders' is developed and delivered	A scheme to be introduced to encourage new stall occupancy and if possible, succession to retain long term service offers.	Develop an enterprise programme and potentially develop youth markets and youth trading opportunities.	Green
14	Business continuity arrangements to be reviewed and formulated to be robust	Review current situation including financial.	Report to be presented to committee	Green

Priority 4: To reduce the Service's impact on the environment and improve its contribution to sustainable development		Progress	Next steps	BRAG
No.	Objective			
15	Compliance with relevant environmental legislation and potential obligations under any Council's carbon reduction and energy consumption targets	Current council environmental position not clear but markets will need to play a part in any future initiatives	Waste management and equipment to be reviewed to include environmental position.	

*APSE performance network is the largest **voluntary public sector benchmarking service** across England, Scotland, Wales, and Northern

Ireland. Used by over 200 local authorities it leads the way in local government benchmarking.

6

Subject: [OFFICIAL] Community Asset Transfer Policy

Dear Colleague,

You may be aware that the Council has recently refreshed its policy on community asset transfer and this has been put to the Economy and Growth Committee on the 15th July. For ease of reference please find a link to the meeting papers, where you can find the decision paper, and a copy of the draft policy that was agreed by the Committee.

<http://moderngov.cheshireeast.gov.uk/ecminutes/ieListDocuments.aspx?CId=960&MIId=8666>

Earlier in the year an engagement exercise was undertaken with Town and Parish Councils and we have received some helpful feedback from this exercise. I would note that we are due to undertake a further engagement exercise on the policy and I thought it relevant to highlight this to you. Once this exercise is opened for feedback I have asked my colleague, Paul Carter, to let you have a copy of the link for your information.

Needless to say I hope that this information is of assistance to you.

Best Regards,

BLANK

PAGE