



**SANDBACH
TOWN COUNCIL**

FINANCE, POLICY AND GOVERNANCE COMMITTEE

Minutes for the meeting held on **Tuesday, 15th November 2022**

At 7.00pm in Sandbach Town Hall.

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

**ALL SANDBACH TOWN COUNCILLORS INVITED TO ATTEND TO DISCUSS
AND VOTE ON AGENDA ITEM 5 (ONLY).**

1. APOLOGIES FOR ABSENCE

Apologies were received from Cllrs N Adams, L Crane, and M Muldoon. For item 5 Cllr A Nevitt attended and Council was quorate. Town Mayor Cllr K Flavell attended until item 9.

2. DECLARATIONS OF INTEREST

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

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

3. EXCLUSION OF PUBLIC AND PRESS

To consider, under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), press representatives and public be excluded from the meeting for any of the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

Lead: Chair

Resolved: *No items were to be excluded from press and public, if appropriate*

Chair Initial:

4. MINUTES OF THE FINANCE POLICY AND GOVERNANCE MEETING

[Attached: Minutes of the meeting held 4th August 2022]

Resolved: *the minutes of the 4th August 2022 meeting were approved as an accurate record.*

5. 2023-24 TOWN COUNCIL BUDGET RECOMMENDATION

[Attached: 5a 2023-24 Budget Report
5b Draft Budget 2023-24 Appendix 1
5c Reserves Summary 2023-24 Appendix 2
5d Predicted Outturn 2022-23 Appendix 3]

Members scrutinised the draft budget presented by the RFO/Chief Officer in the context of the supporting financial documents and information. It was confirmed that the calculations incorporated the most recent notification on Taxbase which has increased. Chief officer to circulate relevant correspondence. It was noted that the election provision in the current year had been removed due to the anticipation that no by elections are likely in 2023-24. It was noted that pay inflation reflected the gap in the agreed 2022 NJC pay award and an estimate for 2023, based on external advice and practice. Further background information was requested regarding projected heat and light costs due to the current energy crisis to be circulated by the Chief Officer. It was confirmed that identification of earmarked reserves would take place as part of the account closure process.

Overall members accepted the assumptions made within the draft budget, and wished to limit any increase to the Council Tax requirement, given the current cost of living crisis experienced by residents.

Resolved: *To recommend to Full Council:*

- i) 2023-24 net expenditure level as £748,290;*
- ii) Use of general reserves of £15,910, which adheres to the Council's Reserves Policy;*
- iii) Precept level as £732,380 and Council Tax (Band D) to be retained at £82.69, subject to final confirmation of the taxbase*

6. GOVERNANCE REVIEW

(Referred from Full Council 21 Sep 22 Item 14)

[Attached: 6a Full Council Governance Review;
6b Revised Standing Orders based on NALC model]

Members considered the recommendations from the Chief Officer to align the Council's Standing Orders to the national model. It was confirmed that under the recommended approach all non-decision making groups could invite press and public depending on the particular circumstances, in line with other town councils' common practice and outlined in the Good Councillors Guide.

Resolved: *To recommend that Full Council:*

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

Chair Initial:

7. CCTV POLICY

[Attached: Draft CCTV Operating Procedures Policy]

Resolved: *the new Sandbach Town Council CCTV Policy was approved and agreed for adoption and immediate implementation, following Assets & Services Review 9th November 2022.*

8. LOCAL SPORTS PERSON SPONSORSHIP

[Circulated by email: Sponsorship Enquiry Sep22]

Sponsorship was sought for a local Hockey player who lives in Sandbach and attended Sandbach High School. They are currently trained to represent Wales on international stage. Members were supportive of the request and asked that, going forward, the Council has clear criteria against which to award sponsorship requests to supplement the existing policy, recently approved, in order to bring consistency to decision making.

Resolved:

- i) *To approve £500 sponsorship for this individual, subject to the Chief Officer organising the agreement of terms of sponsorship including promotion and publication of Sandbach Town Council and periodic feedback to the Council, to be funded from Code 110 – 4530 Community Grants.*
- ii) *for the Chief Officer to produce draft criteria to supplement the Council's sponsorship policy to be considered at the next meeting.*

9. FIRST RESPONDER VEHICLE SPONSORSHIP

[Attached: Request for Sponsorship from First Responder]

Sponsorship requested for NWS First Responder vehicle. Members were supportive of the principle to support the NWSFR service in Sandbach but remained unclear about the nature of the contribution being requested and required further clarification.

Resolved:

- i) *To approve in principle a contribution to the NWS first responder, capped at £1,000, subject to the Chief Officer clarifying and securing the terms of the suitable financial arrangement (SLA / Grant / Sponsorship) through discussion with the applicant and to report back to the next meeting;*
- ii) *Contribution to be funded from Code 110 – 4530 Community Grants.*

10. STANDARD FINANCE REPORTS

[Attached: 10a Q2 CB1 Current Reserves Bank Reconciliation;
10b Q2 CB2 Bonus Saver Bank Reconciliation;
10c Q2 CB3 Petty Cash Bank Reconciliation;
10d Q2 CB7 Credit Card Bank Reconciliation;
10e Summary Income and Expenditure Q2;
10f Trial Balance for Month No_6]

Resolved: *Q2 Financial Reports were approved.*

Chair Initial:

11. PAYMENTS TO APPROVE**11.1 Christmas Lights Installation**

[Attached: Blitz Christmas Lights Invoice]

Resolved: *payment of £1,851 and invoice to be coded to 4508 110 Christmas Lights approved.*

11.2 Human Resources and Support

[Attached: WorkNest Invoice]

Lead: Chair

Resolved: *Payment of £5,056.64 and invoice to be coded to 4152 101 HR & H&S Support approved.*

12. PAYMENTS MADE

[Attached: 12.1 CB1 Current Reserves Q2 Payments made;
12.2 CB3 Q2 Petty Cash Payments;
12.3 CB7 Q2 Credit Card Payments;
12.4 Q2 List of DD & BACS payments made]

Resolved: *Payments made in Q2 of the current financial year were approved.*

13. ITEMS FOR THE NEXT MEETING

Policy Review

Sponsorship Criteria

14. DATE AND TIME OF NEXT MEETING

The date of the next meeting is Wednesday 1st February 2023 at 7pm in Sandbach Town Hall.

Chair Signature:

Date: