

SANDBACH TOWN COUNCIL

TOWN COUNCIL MEETING AGENDA

Agenda for the meeting to be held on Tuesday, 23rd November 2021 at 7.00pm in Sandbach Town Hall.

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

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

3. MAYORS COMMENTS

PUBLIC QUESTIONS

The Town Mayor will adjourn the meeting to allow questions from members of the public. After the questions the Town Mayor will reconvene the Town Council Meeting.

4. ITEMS TO BE CONSIDERED WITH THE EXCLUSION OF PUBLIC AND PRESS

Action: *To determine whether any items should be considered with the exclusion of the public and press, under the Public Bodies (Admission to Meetings) Act 1960.*

5. TO APPROVE THE NOTES OF THE INFORMAL TOWN COUNCIL MEETING HELD ON 10 NOVEMBER [ATTACHED].

6. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 22 SEPTEMBER [PREVIOUSLY CIRCULATED]

All Minutes for Agenda items 6 – 12 can be viewed via Sandbach Town Council website: <https://sandbach.gov.uk/public-meetings-2021-2022/>

7. TO RECEIVE THE NOTES OF THE INFORMAL PLANNING & CONSULTATION COMMITTEE MEETING HELD ON 3 NOVEMBER AND TO APPROVE THE MINUTES OF THE INFORMAL PLANNING & CONSULTATION MEETING OF 22ND NOVEMBER (DRAFT TO FOLLOW).

8. TO APPROVE THE MINUTES OF THE MEETINGS OF THE PERSONNEL COMMITTEE HELD ON 15 SEPTEMBER 2021 AND OF THE INFORMAL PERSONNEL COMMITTEE HELD ON 18 NOVEMBER 2021 (BOTH TO FOLLOW)

9. TO NOTE THE MINUTES OF THE FINANCE, POLICY AND GOVERNANCE COMMITTEE MEETING – NONE HELD
10. TO NOTE THE MINUTES OF THE MEETING OF THE COMMUNITY AND ENVIRONMENT COMMITTEE MEETING – NONE HELD.
11. TO NOTE THE MINUTES OF THE MEETING OF THE EVENTS SUB-COMMITTEE – NONE HELD
12. TO NOTE THE MINUTES OF THE MEETING OF THE ASSETS AND SERVICES COMMITTEE HELD ON 2nd NOVEMBER 2021 – NO MINUTES AVAILABLE.
13. TO NOTE THE MINUTES OF THE MEETING OF THE SMALL COMMON REDEVELOPMENT SUB COMMITTEE - NONE HELD
14. **MATTERS ARISING FROM COMMITTEE MEETINGS**
 - 14.1 **Planning Committee**
Community Governance Consultation
[Attached: Revised Draft Response]
Lead: Cllr Hovey
Action: *To approve submission of the draft response.*
 - 14.2 **Assets and Services Committee**
Christmas Market update (Deferred from the last meeting of Town Council).
[Attached: Update]
Lead: Meeting Clerk
Action: *To receive the update.*
15. **FINANCE MATTERS**

Lead: Chair of F,P&G Committee

 - 15.1 **Water Plus Invoice**
[Attached: Invoice]
Action: *To approve payment of invoice amount £2252.04*
 - 15.2 **CCTV Invoice (Deferred from the last meeting of Town Council).**
[Attached: Invoice]
Action: *To approve payment of invoice amount £5728.34 (EX VAT) for Public Space CCTV in Sandbach.*
 - 15.3 **Ellis Whittam Invoice (Deferred from the last meeting of Town Council).**
[Attached: Invoice]
Action: *To approve payment of invoice amount £3965.72 (EX VAT) for Ellis Whittam's support.*
 - 15.4 **Invoice from Acting Town Clerk**
[Attached: Invoice]
Action: *To approve payment of invoice amount of £1739.42.*

16. VCP PHASE 2

[Attached: Briefing and VCP Agreement Principles]

Lead: Meeting Clerk

Action: *To consider STC future role as VCP and all associated requirements, detailed within attachments, and agree:*

1. *We are proceeding as a VCP and agree to the next steps*
2. *We are no longer seeking approval to continue as a VCP*
3. *We no longer wish to be part of this work.*

17. SANDBACH CHRISTMAS LIGHTS

[To follow: Christmas Lights Contract]

Lead: Chair of Assets and Services

Action: *To approve signing of contract to confirm Christmas Light Scheme supply on a rental basis for 2021, 2022 and 2023 and to agree that budget is included for those years during budget setting.*

18. PUB WATCH RADIOS SCHEME

[Report from Cllr D Jack to Follow]

Lead: Meeting Clerk

Action: *To agree on the next steps for this proposal.*

19. DECISIONS TAKEN UNDER DELEGATION

[Table to follow]

Lead: Meeting Clerk

Action: *To note the decisions taken under delegation.*

20. ADOPTION OF POLICIES

Lead: Meeting Clerk

20.1 Quality Policy

[Attached: Updated Quality Policy]

Action: *To adopt the updated Quality Policy*

20.2 Performance Management Policy

[Attached: Performance Management Policy]

Action: *To adopt the Performance Management Policy*

21. MEMBERS ITEMS

21.1 Cllr Ann Nevitt – Notification by CEC Councillors to STC of decisions that affect Sandbach.

Action: That:

1. STC requests that Cheshire East Councillors report to Sandbach Town Council on what is happening in CEC that affects Sandbach.
2. This is tabled as an agenda item on every full Sandbach Town Council Meeting for a report on what is happening at CEC that affects Sandbach.

22. CORRESPONDENCE

- 22.1** Email concerning a plaque for a former Councillor, received on 17 July 2021 from a resident. (Deferred from the last meeting of Town Council).
- 22.2** Email concerning Sandbach and the Climate Emergency, received on 22 October 2021 from a resident. (Deferred from the last meeting of Town Council).
- 22.3** Email concerning an update on a Speeding Issues Consultation received on 4 October 2021 from ChALC. (Deferred from the last meeting of Town Council).

23. DATE, TIME AND PLACE OF NEXT MEETING

The next Town Council Meeting is scheduled to take place on Thursday 9th December 2021 at 7pm.

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

5

Notes of Informal Sandbach Town Council meeting held on Wednesday 10th
November 2021, held remotely at 7pm

PRESENT

Councillors G Price Jones (in the Chair)
 K Flavell
 A Nevitt
 J Beddows
 D Jack
 S Kirkham
 A Smith
 D Hegarty
 S Corcoran
 S Crane
 M Muldoon
 L Crane
 R Hoffman
 R Hovey
 N Adams
 S Broad
 G Merry
 K Seymour

P Cooper (ChALC) attended to clerk and advise the meeting.

Also present were approximately 10 members of the public.

1. APOLOGIES FOR ABSENCE

There were none

Absent without apologies
Councillor Eaton

2. DECLARATIONS OF INTEREST

Cllr Flavell declared a non-pecuniary interest as a Cheshire East
Councillor in 13.1 and 14.1.

Cllr S Corcoran declared a non-pecuniary interest as a Cheshire East
Councillor in 13.1 and 14.1.

Cllr R Hovey declared a non-pecuniary interest in 13.1.

Cllr L Crane declared a non-pecuniary interest as a Cheshire East
Councillor in 13.1 and 14.1.

3. MAYORS COMMENTS

The Town Mayor made the following comments.

The visits so far this month have been limited following a busy October start but two were undertaken:

- the New Hope disco at Sandbach School which raised over £2000 pounds towards the education of three children with learning difficulties in Africa.
- a visit to Kids Corner nursery where the Mayor and Mayoress had a lovely afternoon judging the best pumpkin from a range of excellent entries.

Finally, the Mayor asked for a minute's silence in memory of Josh Spender, a young man killed in a road traffic incident in Crewe the previous weekend. As Josh and his family had close ties with Sandbach a minute's silence was appropriate and was duplicated in the council meeting held in Crewe.

PUBLIC QUESTIONS

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

No questions were asked.

4. ITEMS TO BE CONSIDERED WITH THE EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admission to Meetings) Act 1960, public and press will be excluded whilst item **20** was considered.

5. TO NOTE THE MINUTES OF THE TOWN COUNCIL MEETINGS HELD ON 22 September 2021.

The Minutes were noted, but could not be approved as this was an informal meeting. It was agreed that Cllr S Corcoran needed to be added to the list of apologies.

6. TO NOTE THE MINUTES OF THE MEETING OF THE PLANNING AND CONSULTATION COMMITTEE HELD ON 21st September 2021.

That the minutes were noted.

7. TO NOTE THE MINUTES OF THE MEETINGS OF THE PERSONNEL COMMITTEE. None held.

8. TO NOTE THE MINUTES OF THE MEETING OF THE FINANCE, POLICY AND GOVERNANCE COMMITTEE. None held.

9. TO NOTE THE MINUTES OF THE MEETING OF THE COMMUNITY AND ENVIRONMENT COMMITTEE. None held.

10. TO NOTE THE MINUTES OF THE MEETING OF THE EVENTS SUB-COMMITTEE. None held.
11. TO NOTE THE MINUTES OF THE MEETING OF THE ASSETS AND SERVICES COMMITTEE. None held.
12. TO NOTE THE MINUTES OF THE MEETING OF THE SMALL COMMON REDEVELOPMENT SUB-COMMITTEE. None held.

13. MATTERS ARISING FROM COMMITTEE MEETINGS

Item 13 was adjourned at this stage and the Mayor brought forward Item 18.

13.1 Planning Committee

Community Governance Consultation

Members discussed the Draft Response prepared by Cllr Hovey. Members gave a steer to the changes they wished to see before it was submitted to Cheshire East Council

Action:

Cllr Hovey agreed to circulate a revised document to be approved at the next formal Council meeting. If by any chance the meeting couldn't be held before the deadline of 29th November, Cheshire East Council would be asked to accept a late response.

13.2 Planning Committee

CEC Town Centre Vitality Meeting Feedback

Cllr Hovey summarised the report that had been circulated and which was noted by Council.

13.3 Assets and Services Committee

Christmas Market update

This item was adjourned to the proposed Extraordinary Council Meeting.

14. FINANCE MATTERS

Lead: Chair of FP&G Committee

14.1 CCTV Invoice

This item was adjourned to the proposed Extraordinary Council Meeting.

14.2 Ellis Whittam Invoice

This item was adjourned to the proposed Extraordinary Council Meeting.

15. PUB WATCH RADIOS SCHEME [DEFERRED FROM LAST MEETING OF FULL COUNCIL]

- 5
1. It was agreed that the interim Clerk would speak to Cllr Jack with regard to ensuring a report is available for the Extraordinary Council Meeting to recommend the release of £6,000.00 held in reserves to the radio suppliers at Northwest Radio as the STC contribution to the Pub Watch scheme.

16. CORRESPONDENCE

The following items of correspondence had been received by the Town Council.

- *Email concerning a plaque for a former councillor.*
- *Email concerning Sandbach and the Climate Emergency.*
- *Email concerning an update on a speeding Issues Consultation from ChALC.*

These items were adjourned to the proposed Extraordinary Council Meeting.

17. DATE, TIME, AND PLACE OF NEXT MEETING/

The Mayor undertook to call Extraordinary Council Meeting as soon as possible. (see Item 18)

18. ARRANGEMENTS FOR MEETINGS

The Mayor made a statement which explained that Emergency Regulations which allowed councils to hold remote meetings during the Pandemic ended on 7th May 2021, therefore any remote meetings are informal and any recommendations have to be ratified.

Remote meetings had been re-introduced because of the rapidly rising cases of Covid locally and the difficulty of having enough staff to clerk meetings. With informal meetings, Council has to rely on the Civil Emergency and Urgency delegation in Standing Orders to the Town Clerk in consultation with Mayor and Deputy Mayor.

Certain matters cannot be legally be ratified in this way and now the Covid infections are again falling in Cheshire East, it is appropriate to move back to formal meetings as soon as possible and this will commence not later than the December Council meeting.

It may be necessary for some or all committees to be informal with for a short while with recommendations ratified by full Council.

After a lengthy discussion, the Council accepted the Mayor's undertaking that an Extraordinary Council Meeting would be called at the earliest opportunity.

19. FUNDING OF REMEMBRANCE PARADE

The Mayor explained that Sandbach British Legion are no longer able to be the principal organisers of the Remembrance Service Parade on the 14th November 2021 due to Royal British Legion regulations.

It was agreed that the Town Council becomes the principal organiser for the Remembrance Parade on 14th November 2021, and will work in conjunction with the Royal British Legion (Sandbach Branch). The Council will take on responsibility for insurance and the costs associated with road closures.

ITEMS CONSIDERED WITH THE EXCLUSION OF THE PRESS AND PUBLIC

20. STAFFING MATTERS

Members were formally advised that the Acting Town Clerk had now resigned.

Members asked the Officers and the Mayor to take forward the following:

- To request ChALC to try to recommend a replacement Acting Town Clerk.
- To appoint additional short term financial support.
- To appoint a lead officer for staffing negotiation.

The interim Clerk for the meeting declared that he had an interest but not a pecuniary interest in these issues.

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SANDBACH TOWN COUNCIL

6

Minutes of Sandbach Town Council meeting held on Wednesday 22nd
September 2021, Sandbach Town Hall at 7pm

PRESENT

Councillors G Price Jones (in the Chair)
 K Flavell
 R Hovey
 G Merry
 K Seymour
 S Kirkham
 D Hegarty
 S Broad
 J Beddows
 A Smith

Also present were approximately 8 members of the public.

Prayers were led by Cllr Merry.

1. APOLOGIES FOR ABSENCE

Councillors M Muldoon
 R Hoffman
 M Lea
 L Crane
 S Crane
 D Jack (Apologies were late)

Absent without apologies
Councillors Eaton

2. DECLARATIONS OF INTEREST

Cllr Flavell declared a non-pecuniary interest as a Cheshire East Councillor.

3. MAYORS COMMENTS

The Town Mayor made the following comments.

- Attended a Royal British Legion event at the end of August 2021
- Attended the Sandbach Animal Rescue event and will be interested to hear about their plans for the future
- Attended NHS Day in the Masonic Hall and thanked the NHS for their work
- Attended various civic services including those in Congleton and Knutsford
- Attended long-service award ceremony for local Guide Leader
- Attended the High Sheriff's party

- Attended the Sandbach Town Festival – lovely to see young people attending and a good attendance overall

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

Speaker Number One

It was reported that Old Mill Road is blighted by the noise of HGVs. It was asked whether STC was aware of these issues and what is planned to do about it.

In addition, referred to Item 16 on the agenda – plans for Pub Watch radios. The speaker was generally supportive of the initiative but would like to see more detailed plans and also asked whether other applications are available.

The Mayor responded by saying that STC knew about Old Mill Road but will follow up with Cheshire East Highways.

In relation to item 16, the Mayor said that this would be debated and a request for a more detailed proposal would be made.

Speaker Number Two

It was reported that Sandbach Drama Group is seeking to get back into action and asked that STC promote their work, including the performance of 'Brewster's Millions' from 18-20 November 2021. Cllr Beddows asked that an official invite is sent to the Mayor and it was also agreed to include on the 'What's On' section of the STC website.

Speaker Number Three

Referred to the Sandbach Pride Group, which had just been constituted and planned an event for June 2022. It was hoped that they could work with STC to secure a legacy of community support for LGBT+ issues. It was suggested that this could be done via the Diversity Champion in order to promote diversity in Sandbach. It was requested that a member of the Town Council join the group. Cllr Flavell said that the Council will support the group and will consider the request under the Diversity Champion item on the agenda.

Speaker Number Four

It was asked whether councillors still had free parking at Westfields in the town. The Mayor stated that he did not know, as this was a matter for Cheshire East Council. Cllr Flavell said that this parking was provided for Cheshire East Council staff.

Speaker Number Five

It was stated that Alsager Town Council was looking for a round table discussion with STC and Cheshire East Council on the establishment of the 317 bus service. It was agreed to email ATC/CEC.

4. ITEMS TO BE CONSIDERED WITH THE EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admission to Meetings) Act 1960, public and press will be excluded whilst items 7 and 13.1 were considered.

5. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETINGS HELD ON 1ST JULY 2021 AND 19TH AUGUST 2021 (EXTRAORDINARY COUNCIL MEETING)

RESOLVED That the minutes be accepted as an accurate record.

6. TO NOTE THE MINUTES OF THE MEETINGS OF THE PLANNING AND CONSULTATION COMMITTEE HELD ON 28TH JUNE 2021, 19TH JULY 2021, 9TH AUGUST 2021 AND 31ST AUGUST 2021.

RESOLVED That the minutes are noted.

7. TO NOTE THE MINUTES OF THE MEETINGS OF THE PERSONNEL COMMITTEE HELD ON 30TH JULY 2021 AND 15TH SEPTEMBER 2021

RESOLVED That the minutes are noted (considered under Part 2 of the agenda as per minute 4 above).

8. TO NOTE THE MINUTES OF THE MEETING OF THE FINANCE, POLICY AND GOVERNANCE COMMITTEE HELD ON 23RD AUGUST 2021

RESOLVED That the minutes are noted.

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

RESOLVED The minutes were not available at the time of the meeting.

10. TO NOTE THE MINUTES OF THE MEETING OF THE EVENTS SUB-COMMITTEE HELD ON 20TH JULY 2021

RESOLVED That the minutes are noted.

11. TO NOTE THE MINUTES OF THE MEETING OF THE ASSETS AND SERVICES COMMITTEE – NO MINUTES AVAILABLE

RESOLVED The minutes were not available at the time of the meeting.

12. TO NOTE THE MINUTES OF THE MEETING OF THE SMALL COMMON REDEVELOPMENT SUB-COMMITTEE – NO MEETINGS HELD

RESOLVED The minutes were not available at the time of the meeting.

13. MATTERS ARISING FROM COMMITTEE MEETINGS

13.1 Personnel Committee – Staffing Matters

Lead: Deputy Town Mayor

Action:

To agree on any further actions as needed.

RESOLVED Members agreed further actions under Part 2 of the agenda (see minute 4 above).

13.2 Personnel Committee – Employee Handbook

Lead: Chair of Personnel

Action:

To approve the Employee Handbook.

RESOLVED It was agreed to consider the document at Personnel Committee.

13.3 Finance Policy and Governance Committee – Diversity Champion

Lead: Chair of Finance, Policy and Governance

Action:

To appoint a Diversity Champion.

RESOLVED: It was agreed to appoint Cllr Donal Hegarty as the Town Council's Diversity Champion up to the next Annual Council Meeting in 2022. It was noted that both councillors and staff needed to take responsibility for the policy and be aware of its contents.

14. FINANCE MATTERS

Lead: Chair of FP&G Committee

14.1 Cheshire Community Action Invoice

Action:

To approve payment of invoice amount £2,223.00 for services from Cheshire Community Action.

RESOLVED: It was agreed to pay this invoice.

14.2 Waterplus Invoice

Action:

To approve payment of invoice amount £3,406.40 for water charges.

RESOLVED: It was agreed to pay this invoice, less the £70.00 levied for 'late payment'. This meant a payment of £3,336.04 was approved by the Council.

15. SANDBACH NEIGHBOURHOOD PLAN – REGULATION 15

It was reported by Cllr Kirkham (Chair of the Neighbourhood Plan Working Group) that the matter had been sent out for public consultation with assistance from Cheshire Community Action/Cheshire East Council and STC have since developed the document further. This will now be re-submitted to Cheshire East for Regulation 15 work and will be examined by the External Examiner to make the amended Neighbourhood Plan.

RESOLVED: This was approved by the Council and the Working Group was thanked for its work.

16. MEMBERS ITEMS

16.1 Cllr David Jack – Police and Crime Commissioner

This item was introduced by Cllr Kirkham in the absence of Cllr Jack.

Action:

1. *To receive a verbal report on the visit of the PCC*
2. *To recommend the release of £6,000.00 held in reserves to the radio suppliers at Northwest Radio as the STC contribution to the Pub Watch scheme.*

RESOLVED: The Town Council deferred the item, pending more information on the proposals.

17. CORRESPONDENCE

The following items of correspondence had been received by the Town Council.

- *Email – Transport for Medical Appointments – to liaise with organisations on sharing information in order to identify volunteers for the Communicare Scheme.*
- *Email -Community Asset Transfer Policy (Cheshire East Council) – agreed to add this to the Assets and Services agenda for 2nd November 2021.*

18. DATE, TIME, AND PLACE OF NEXT MEETING

The next Town Council Meeting will take place on Wednesday 27th October 2021 at 7pm (Sandbach Town Hall).

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This response has been developed following communication with Haslington Parish Council and a member of Moston Parish Council.

Sandbach Town Council (STC) is currently divided into 4 wards which each return a single Cheshire East councillor and 5 town councillors. Historically the populations of each ward area have been similar, however since Cheshire East was formed there has been extensive residential development throughout Sandbach with the population expected to increase between 30% and 40% within the period of the CEC Local Plan, with much of the development and population increases already in place, ward populations have moved out of balance. If the Albion Lock development is included within the Elworth ward it may still be possible for the other three wards to be roughly similar in size of population. The CEC report does not report the numbers of electors present in each ward when Cheshire East was formed, meaning that some evidence is missing that might have emphasised the increase in electors per town councillor.

The Cheshire East Community Governance Review raises the following five issues

- (A) Changes to the boundary between Wheelock and Winterley
- (B) Incorporation of the Albion Lock development within the parish of Sandbach
- (C) Movement of the ward boundary between Elworth and Wheelock and Ettiley Heath
- (D) Increased number of town councillors to represent the increased population of Sandbach.
- (E) Increased number of town council members to represent the Elworth Ward

In considering these issues members of STC consider that their proposals comply with the requirements in the CEC consultation document that requires that they:

“should have regard to the need to ensure that each parish:

- Reflects the identities and interests of the different communities in the area. The Council considers that this is a ‘community of identity’ test, which is especially applicable to the new developments that presently traverse parish boundaries.
- Is effective and convenient. The Council considers that this is a ‘viability’ test, and the Council is anxious to ensure that parishes are viable and have sufficient resources to enable them to actively and effectively promote the well-being of their residents and to contribute to the real provision of services in their areas in an economic and efficient manner.

- Takes into account any other arrangements for the purposes of community representation or community engagement in the area that reinforce the 'community of identity' test.

(A) The change to the boundary between Winterley and Wheelock. This has been a long standing request, so as to place all the residents of Winterley & Wheelock Heath within one civil parish - this proposal has also been supported by Haslington Parish Town Council. STC agrees with the concern raised by Haslington Parish Council regarding the exact location of the new boundary. There is no issue where the boundary runs alongside the Haslington - Wheelock bypass, however, the proposed boundary then runs east and cuts off a small number of Wheelock residents around the canal locks and Mill Lane. STC agrees with the proposal from Haslington Parish Council that the eastern boundary should follow the line of the Hassall Moss Brook from the bypass eastwards - this would ensure that the small number of Wheelock residents living by the canal or on Mill Lane would not be cut off from their existing community of Wheelock - they would retain easy access to the polling station at Wheelock Methodist Church, there being no direct road route to Winterley.

Conclusion

STC supports the revised boundary between Wheelock and Winterley if the new boundary aligns to the Haslington - Wheelock bypass and the valley of the Hassall Moss Brook.

(B) Incorporation of the Albion Lock Development into the parish of Sandbach.

The CEC Local Plan has allocated the Albion Lock residential development to the Key Service Centre of Sandbach despite its physical location within the parish of Moston. Prior to this development, Moston was a very rural community with small groups of houses spread out over the parish - the Albion Lock development introduced a dense cluster of housing, with a population several times that of the original Moston, where the residents rely on facilities in adjoining communities for their education, medical and shopping needs. Whilst the original masterplan for the redevelopment of the chemical factory envisaged employment, a service station and a local shop, this has not been constructed and looks increasingly unlikely to take place - so the opportunity to create a new centre of the community has been lost. The vast majority of the new residents are from outside of Moston and relate to the nearby community of Elworth and the town of Sandbach.

Moston Parish Council is understood to prefer a return to being a small rural parish and would be content for the Albion Lock development and the land between the railway line and the A533 through to the existing boundary with Elworth to transfer to Sandbach parish.

Conclusion STC supports the CEC Governance report to transfer the area from Albion Lock development through to Elworth to the Sandbach parish.

(C) Movement of the ward boundary between Elworth and Wheelock and Ettiley Heath

The draft review proposes moving 209 residents from the Ettiley Heath and Wheelock ward to the Elworth ward identified as the Teal Drive area. These residents are living on the Persimmon development accessed via the eastern portion of Moss Lane, between the Trent and Mersey Canal and the Crewe to Manchester railway line. As part of the housing development in this area Moss Lane was closed off to vehicle traffic just to the west of the development and the David Wilson development to the north of Moss Lane. The Governance report suggests that this transfer would establish the railway line as an easily identifiable boundary between the Elworth and Ettiley Heath & Wheelock wards - this is not the case as the Bellway development to the south of the Teal Drive area is also located between the canal and railway line. The developments are linked by a footpath and what should have been a cyclepath - unfortunately constructed with steps. The Elworth ward is proposed to be increased by the inclusion of the Albion Lock development from the Moston parish, the inclusion of a further 209 electors from this area would create further imbalance between the wards within STC and at the CEC ward level as they share the same boundaries.

Conclusion STC objects to the change in boundary proposed by CEC in the Teal Drive area and request that CEC retain the existing ward boundary based on the line of Moss Lane, a clear physical boundary on the ground.

(D) Increased number of town councillors to represent the increased population of Sandbach.

The population of Sandbach parish is expected to increase by around 30% - 40% during the period of the CEC Local Plan, much of that increase has already taken place, so it is reasonable that STC considers increasing the number of town councillors who represent that increased population. All four wards of the town council have had substantial residential developments since Cheshire East Council was formed. STC has had issues with maintaining quoracy at committee meetings, there may be a need to translate the keenness of councillors to be elected into an ability to participate in the well established STC committee system. STC has previously proposed increasing the number of councillors from 5 to 6 for each ward, reflecting the increase in population across all wards. CEC considers that this would create too large a council so proposes an additional 2 councillors if Albion Lock is incorporated into Elworth ward.

Conclusion STC accepts the draft recommendation of CEC and does not request an increase in the number of councillors to 6 in each ward.

(E) Increased number of town council members to represent the Elworth Ward

If the incorporation of Albion Lock into Elworth ward is accepted, the 833 electors justify the addition of one further member to represent the ward on STC. CEC proposes increasing the number to 7 members for Elworth to take account of the increased population residing in

14.1

new developments constructed elsewhere in the ward, an argument they refuse to apply to the other three wards that are all showing substantial increases in population. It may be that a more radical movement of ward boundaries is required, such as moving all of the Abbeyfields development out of Elworth into Ettley Heath and Wheelock ward to even numbers up, but that is too complex to consider at this time with the limited data available. STC considers that an increase to 7 members for the Elworth Ward would create a potential imbalance within STC, but do accept that the transfer of the residents from the Albion Lock development into the Elworth Ward does justify an increase to 6 members.

Conclusion STC request an increase to 6 members to represent the enlarged Elworth ward on STC.

RGH 2021

SANDBACH TOWN COUNCIL
Report to Town Council – 10 November 2021
Christmas Market and Late Night Shopping Event 2021

14.2

Purpose of the Report

To update the Committee on progress made on the Christmas Market 2021.

Report

This year's event, taking place on Friday 3rd December, is now well underway in terms of planning.

Following on from the last update that was presented in July to Assets and Services, and the difficulties that were experienced in gaining operational help, we have now secured the services of Blitz who will be providing for the Market operationally. They will be erecting and dismantling the market, including all Gazebos, tables, festoon lighting, lighting towers, generators and performance area PAs. They will also be providing staff on site in case of any issues regarding their equipment.

The Christmas Market is now full with an eclectic mix of almost 80 traders booked in for the Cobbles, Little Common, High Street and Indoor Market. The inclusion again of Olive and Stitch in the Ballroom will take the total number of stalls on site to over 100.

We also have a fabulously varied and packed programme for the two performance areas including performances through the afternoon and evening by: Haslington Primary, Offley Primary, Elworth C of E, Smallwood Primary, The Boys School, Brereton Hand Bell ringers, Coop Wind Band, Young voices, Pop Choir, Singing sensations Sandbach, Nantwich Voices, and Rock Choir.

In terms of advertising, Banners have now been erected to advertise the event and a leaflet drop is taking place to all households in Sandbach that advertises both this and the Christmas Lights Switch on on the reverse side. The event is also present on social media and the Town Council Website. Furthermore, leaflets for the event have been circulated in PDF form to all the local primary schools for inclusion in their newsletters. A letter will be going out to Sandbach shops to invite them to stay open late on the day of the Market, and also to take part in the annual "Best Dressed Shop Window" Competition for which the Mayor will announce the winner at the Christmas Market.

There will be a few opportunities for volunteers to get involved in helping direct traders and managing the performance areas. An email will be circulated to members soon, but I very much hope that you would like to be involved in this event.

Recommendation:

That the report be received.

Operational Support Officer

03/11/2021

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



Water and Wastewater bill

26 August 2021 - 05 November 2021

Account summary

Account number 419 120 7593

Please use above account number when making payments



Bill date and tax point	09 November 2021
Bill number	uu-INV06971224
Supply address	Market Hall, High Street, SANDBACH, CW11 0AX
Supply point ID	3000518886W14
Waste point ID	3000518886S11

Billing summary

Previous bill

Amount due at last bill 06 May 2021 - 25 Aug 2021	£3,336.04
Payments since then	£3,336.04
Amount brought forward	£70.00



This bill

Total Charge (excl. VAT)	£2,182.04
VAT on water charges @20%	£0.00
VAT on waste water charges @0%	£0.00



Account balance £2,252.04

Your payment is due within 14 days of the above bill date

Ways to pay

Direct Debit

Direct Debit is easy and convenient; you can spread the cost throughout the year and never worry about paying your bill on time again. To set one up call **0345 072 6072**.

For other ways to pay please allow at least 2 working days for your payment to clear, and 5 days for cheques.

Credit or debit card

There's several ways you can pay:

Either visit our secure site:

water-plus.co.uk

Call and speak to one of our expert advisors on **0345 072 6072**.

Please have your card details and account number ready.

Terms of payment

For customers with meters, any outstanding balances on bills/invoices need to be cleared within 14 days of the date of the bill/ invoice. Failure to pay on time may result in recovery action.

For customers that do not have meters, charges are due in advance and can be paid in instalments. The full outstanding amount (or balance) is payable immediately if you do not keep up to date with the agreed instalments.

Bank or internet transfer

Sort code: **01-09-17** Account number: **66033152**

Use your account number as the reference.

CHAPS

Sort code: **01-09-17** Account number: **66033152**

Send your remittance advice to **Water Plus Payments, PO Box 336, SHEFFIELD, S98 1DY** or email your remittance advice to paymentservices@water-plus.co.uk.

Cheque

Cheques should be made out to **Water Plus Limited** and sent with your payment slip to: **Water Plus Payments, PO Box 336, SHEFFIELD, S98 1DY**. Please don't send cash or post-dated cheques.

To view our new Privacy Policy visit water-plus.co.uk

Late Payment:

We will exercise our statutory right to interest and compensation for debt recovery costs under the late payment legislation if you do not pay our charges in accordance with our Standard Terms and Conditions.

For any sums payable by you and not paid by the due date for payment:

- We will charge you interest at the rate of 8% per annum above the base lending rate of the Bank of England that applies from time to time (to be applied on a daily basis).
- We will charge you a fixed amount charge for our debt recovery costs based on the following incremental scale:


Debt Amount	Applicable Charge
Up to £999.99	£40.00
£1,000.00 - £9,999.99	£70.00
£10,000.00 or more	£100.00

- We will also charge you any reasonable additional debt recovery costs we incur where these are not fully met by the fixed sum amount set out above.

Charges this bill



For Market Hall, High Street, SANDBACH, CW11 0AX

15.1





Water charges



	Reading	Read On	Used	Rate	Charge
Water Site Fixed Charge			72 Days	0.0918/Days	£6.61
Meter: 02A181276 Size:20 mm					
Water Standing charge			72 Days	0.0717/Days	£5.16
Water Volume Charge	5265  5893 	26/08/21 06/11/21	628.00 m ³	1.8973/m ³	£1,191.50
Total Water charges					£1,203.27



Waste water charges

	Reading	Read On	Used	Rate	Charge
Highway Drainage (SA) Band 3			72 Days	0.6805/Days	£49.00
Surface Water Drainage (SA) Band 3			72 Days	1.4779/Days	£106.41
Waste Water Site Fixed Charge			72 Days	0.1055/Days	£7.59
Meter: 02A181276 Size:20 mm					
Sewerage Volume Charge	5265  5893 	26/08/21 06/11/21	628.00 m ³	1.2990/m ³	£815.77
Total Waste water charges					£978.77



New Charges	£2,182.04
VAT on water charges @20%	£0.00
VAT on waste water charges @0%	£0.00
Total charges	£2,252.04

 Estimated reading

m³: This symbol stands for a cubic metre, which equals 1,000 litres or 220 gallons.

15.1

Your recent payments

Since your last statement

04 October 2021	£3,336.04
Total	£3,336.04



Other services

15.1

Surface Water Drainage

Surface water drainage - Surface water is rain that falls on your property. We may be able to reduce your wastewater charges if this rain does not drain in to the public sewer. For details, please call us on **0345 072 6072**.

Stamp



Bill details

Amount: £2,252.04
Bill date and tax point:
09 November 2021

Cheques should be made out to **Water Plus Limited** and sent with your payment slip to: Water Plus Payments, PO Box 336, SHEFFIELD, S98 1DY. Please don't send cash or post-dated cheques

Page 5 of 6

Waterplus
with you every drop of the way

Date _____



Payment slip

Customer account number

4191207593

63376438000041912075934000225204



National Westminster Bank PLC
Collection Account
Water Plus Limited

62-32-46

Please do not write or mark below this line and do not fold this payment slip

Amount due

£ 2252.04

CHEQUE ACCEPTABLE

Signature _____

bank giro credit

Cash		
Cheque		
£	_____	

Got a problem?

Got a problem and need some help. It is always best to call us first, but in case of emergency and out of hours the details of your water wholesaler are at:

water-plus.co.uk/help-and-support/water-and-wastewater/find-your-wholesaler

Your water wholesaler still gets clean, fresh water to your business and takes wastewater away. We are your water retailer and will be doing your account management and billing from now.

If you are worried that your water and the water around you is polluted, contact your nearest council. To find your council visit

www.gov.uk/find-local-council

About your contract

You can find the terms and conditions of our standard deemed contract in the Help and Support section of our website, water-plus.co.uk

If you've signed up to one of our contracts please refer to the terms and conditions we sent you.

Our Service

Everyone at Water Plus wants to make sure we give you the best possible service. We follow the industry's Guaranteed Standards Scheme which sets out what we must do for you by law but you can be sure that we'll always try to go the extra mile. For information about our service and what to do when you have a query go to water-plus.co.uk

How to get in touch

For general questions you can:

Email us at: CustomerService@water-plus.co.uk

Call us on: **0345 072 6072**

Write to us at: **PO Box 337, SHEFFIELD, S98 1BZ**

Dissatisfied with our service

We work hard to ensure you get an excellent service which we define through 'our standards of service' so we hope you never feel the need to complain. However, if you do find you are not happy with our service please call us on **0345 072 6072** and we'll do everything we can to resolve your issue. You can find a copy of 'our standards of service' and our complaints process online at water-plus.co.uk

Consumer Council for Water (CCWater)

If you've already followed our complaints process but are still unhappy, the Consumer Council for Water offers free independent advice. You can visit their website www.ccwater.org.uk, call them on **0300 034 2222**, or write to them at

CCW, 23 Stephenson Street, BIRMINGHAM, B2 4BH

Data Protection

We may contact you about other services we or our contracted third parties would like to offer you, if you would not like to be approached about these services please let us know. We may obtain information from third parties to populate, validate and keep accurate the information we need to manage your account and the services we provide.

Welcome to Water Plus your new water retail partner

With us you get:

- Personal customer service from a UK contact centre
- Advisors who have been carefully selected for their friendly can-do attitude
- To manage your account online and sign up for paperless billing. Go to water-plus.co.uk/my-account

Water Plus Limited

Registered in England and Wales. Registered number 041 41390. VAT number 243 6634 06.

Registered office: South Court, Riverside Park, Campbell Road, Stoke-On-Trent, ST4 4DA

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.
11700036755	21/09/2021	19/10/2021	116001240

Page 1/2

Detail	Qty	Unit Price	VAT %	VAT	Net Amount
Public Space CCTV Services in Sandbach 2021/22	1.00	5728.34	20.00	1145.67	5728.34
THIS INVOICE IS DUE AND PAYABLE BY 19 October 2021 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 11700036755 on ALL correspondence/payments to avoid delays.
 Details are shown overleaf on how to pay your invoice

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Invoice

SINV029726

1 November 2021

Finance Department
Sandbach Town Council
Sandbach Town Council
High Street
Sandbach
Cheshire CW11 1AX



Ellis Whittam Limited
Woodhouse
Aldford
Chester
Cheshire CH3 6JD

Due Date 15 November 2021
Payment Method Bank Transfer
Payment Terms Net 14 days

Description	Quantity	Unit Price	Start Date	End Date	VAT %	Amount
Combined - Year 2	1	3,308.7168	Nov 2021	Nov 2022	20	3,308.72
E-Learning	1	657.00	Nov 2021	Nov 2022	20	657.00

VAT Amount Specification

VAT Identifier	VAT %	VAT Base	VAT Amount
20	20	3,965.72	793.14

Subtotal 3,965.72
VAT Amount 793.14
Total GBP Incl. VAT 4,758.86

VAT Reg No.
249070992

Company Reg No.
04382739

Home Page.
www.elliswhittam.com

Email
creditcontrol@elliswhittam.com

Bank.
NatWest

Sort Code.
60-40-08

Account No.
32996314

Phone No.
0345 226 8393

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INVOICE

15.4

DATE11th November 2021**INVOICE NO**

0016

Mark Bailey
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]**INVOICE TO**

Mark Bailey

As above

Invoice for Sandbach TC - 26.6.21-31.8.21 (hourly rate - £25.58/per hour)

ACTIVITY	DATES	COST	HOURS
Meetings (6)	Sept-Nov 2021	£460.44	18 (3 per meeting)
Member Meetings	Sept-Nov 2021	£281.38	11
Staff Meetings	Sept-Nov 2021	£230.22	9
Budget Work	October 2021	£255.80	10
General - emails	Sept-Nov 2021	£511.60	20
		£1,739.42	68
		Total	£1,739.42

Payment to: MARK BAILEY
30-90-50
00910737
TSB Bank Newcastle upon Tyne

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People Helping People (PhP) Phase 2 Briefing 15th October 2021

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Background

The PHP Phase 2 service is to provide a community support service in collaboration with available community-based activities and recruited volunteers. Enabling residents to remain independent, connected to community networks whilst also supporting enjoyable and meaningful volunteer experiences. The objective is to provide and build a sustainable network of community support.

The Councils Communities team are excited to share that as part of the **People Helping People** service and our new investment in technology called 'AMI' we can now connect local volunteers with residents needing support. The service offers bespoke support via our newly appointed Community Connectors managing the service. Our Community Connectors will:

- Provide information and signposting to community support, and also facilitate connections and introductions to a variety of support organisations.
- Facilitate the matching process connecting a resident to a volunteer providing person centred support.
- Provide a consistent contact point throughout the journey of support for both short- and long-term needs of clients.

Our staff

Communities Lead: Dan Coyne – Communities Manager Daniel.coyne@cheshireeast.gov.uk

<u>Care Communities</u>	<u>Macc</u>	<u>BDP</u>	<u>Knuts</u>	<u>CHAW</u>	<u>CHOC</u>	<u>SMASH</u>	<u>Crewe</u>	<u>Nant</u>
<u>Community Connectors</u>	Lisa Moss Lisa.Moss@cheshireeast.gov.uk			Emma Kelly Emma.kelly@cheshireeast.gov.uk (starts 1 st Nov)			Kerry Ball Kerry.Ball@cheshireeast.gov.uk	

How does the service work? -

Our Community Connectors will:

- Intercept a referral made via the People Helping People Request form through the Livewell site [People Helping People \(cheshireeast.gov.uk\)](http://PeopleHelpingPeople(cheshireeast.gov.uk)) Please note all referrals will need to come through this single route in order for the team to progress the case.
- Check all information and contact you if any clarification is required
- Verify the client needs via a telephone assessment with them or their carer
- Work in a person-centred way to ensure that the client's needs are identified
- Identify if the client can be supported by a local volunteer Coordination Point - Working closely with a range of partners (Volunteer Coordination Points) these act as local points in our communities to recruit, mobilise and recognise volunteers. On some occasion's clients will be referred directly to these organisations who will provide the requested support.
- Identify all the community-based activities and/or a volunteer support to meet needs of the client.
 - If there is suitable community-based activity in the area they will be linked to the available service.
 - If a volunteer is required, the clients contact details will be uploaded to AMI and the recruitment process will commence. *Please note this process may take a number of weeks dependant on the task at hand and the vulnerability of the client a number of weeks to support recruitment, training and relevant checks.*

- When the volunteer is recruited the community connector will make face to face introductions where appropriate with the client and volunteer. *Please note this may not be practical if this is a one-off small volunteer interaction such as travel support to GP appointment etc.*
- Update case notes on Liquid Logic and notify the referrer throughout the process to keep the referring staff member updated
- The task requested and level of vulnerability of the client will dictate the training, induction and safeguarding checks (references/basic or enhanced)
- A regular review will take place with the community-based activity or volunteer and the client.
- Both parties will also have a direct link back to the community connector and/or Volunteer Coordination Point or in case the relationship between either party breaks down between reviews. This is also to monitor in case the support can be reduced or needs to be increased.

Who can use this service, what is the criteria?

The initial target audience is to meet the needs of our vulnerable residents identified by Adult Social Care colleagues or those who have been identified in the Community by Volunteer Coordination Points. This is to support Care at Home with unregulated activity to identify volunteer support and/or local community-based activities that can meet local needs. This service is not an emergency service or one that replaces domiciliary care or regulated activity. If a resident presents with urgent/emergency needs please contact the local community connector in that area to discuss options for support.

Our menu of support - *Responding to local need and supporting our communities to Recover*

1. Responding to local need – Wrap Around Community Offer

Examples could include:

- Practical tasks “errands”: (/ advocacy / admin / post office /personal shopper)
- Medication Reminders: / <https://saltbox.org.uk/carelink/service/overview-outcomes/> Saltbox (Stoke on Trent) have a great model for this
- Sitting in service (carer respite)
- Befriending services
- Food provision delivery - next or same day
- Meals at home delivery including cultural food
- Supporting Fuel poverty
- Dementia friendly volunteers – Dementia support is increasing amongst referrals
- Self-isolation cases

2. Supporting our communities to Recover

Examples could include:

- Engagement with Hard-to-Reach Groups – including re-engaging people with communities
- Tackling loneliness
- Mental Health Support low level (befriending and higher level) for young people and adults.
- Providing support to complete forms (claims etc – over the phone)
- Supporting Digital Poverty

Making a referral

The referral route access the form is here -

<https://livewellcare.cheshireeast.gov.uk/web/portal/pages/php>

How to find out how to volunteer in Cheshire East - <https://cheshireeastvolunteers.co.uk/>

How to promote AMI to get your client the volunteer required:

<https://cheshireeastvolunteers.co.uk/about-ami/>

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Cheshire East Virtual Volunteer Network Volunteer Coordination Points Development Principles

In response to the Covid-19 pandemic, the Cheshire East Social Action Partnership, working in partnership with Cheshire East Council, has helped establish a number of Volunteer Coordination Points (VCPs). This is part of the People Helping People (PHP) response, which has received online and telephone enquiries from people in need of support and those offering their support, including as volunteers.

The VCPs have also formed as a 'virtual' network to share information and best practice. The aim is for VCPs to fully cover all 8 of the Cheshire East Care Communities Areas, which include:

- Bollington, Disley and Poynton (BDP)
- Chelford, Handforth, Alderley Edge and Wilmslow (CHAW)
- Congleton and Holmes Chapel
- Knutsford
- Macclesfield
- Sandbach, Middlewich, Alsager, Scholar Green & Haslington (SMASH)
- Crewe
- Nantwich & Rural

Following engagement with existing VCPs, there has been an expressed interest in continuing to develop their role and functions in support of Covid-19 Response, Recovery, and Beyond. The VCPs have shown what can be achieved by working in local networks, and by coordinating and supporting volunteers locally. PHP is now considered as an essential service by Cheshire East Council. Connections and engagement have never been stronger. All see the value in continuing to build on the principles of mutual aid and the development of local assets, and consider that the VCPs can have a further significant positive impact on resident's health and wellbeing, including through early intervention, prevention and social action.

2020-21 What did we achieve?

- Reflection over last 12-18 months
- Reactive and Volume - Cheshire East Overall PHP Support Cases
- 4226
- Success and High Profile – continuation with investment (short term)
- Hard to Reach residents engagement – Early Intervention & Prevention
- Relationship between CEC and VCPs

This document sets out the principles for continuing the 'development journey' as a VCP, including a VCP definition, potential future role/ functions, and the support being developed.

What is a Volunteer Coordination Point (VCP)?

The original aim of a VCP is to offer support to individuals and families that may be impacted upon by Covid-19, or who may be vulnerable. VCPs can be a range of different types of VCFSE organisation, mutual aid groups established in response to Covid-19, or Town & Parish Councils. It is recognised each VCP is different, providing a unique response for their areas.

VCP Definition

A local 'go to' place for people who need community support or who want to volunteer and to work with local community groups to help meet the needs of vulnerable people.

VCPs support local networks, build connections, and provide volunteer coordination and help in matching volunteers to vulnerable and isolated people needing help.

People Helping People Phase 2 - Responding to local need and supporting our communities to Recover

- **Responding to local need - Out of Hours and Crisis Provision of Community Offer**

Examples could include:

Practical tasks "errands": (/ advocacy / admin / post office /personal shopper)

Medication Reminders: / <https://saltbox.org.uk/carelink/service/overview-outcomes/>

Saltbox (Stoke on Trent) have a great model for this

Sitting in service (carer respite)

Befriending services

Food provision delivery - next or same day

Meals at home delivery including cultural food

Supporting Fuel poverty

Dementia friendly volunteers – Dementia support is increasing amongst referrals

- **Supporting our Communities to Recover**

Examples could include:

Engagement with Hard-to-Reach Groups – including re-engaging people with communities

Tackling loneliness

Mental Health Support low level (befriending and higher level) for young people and adults.

Providing support to complete forms (claims etc – over the phone)

Supporting Digital Poverty

VCP Role and Functions – 'the ask'

- Provide coordination of volunteers locally, helping to match volunteers to people needing support (including linking to People Helping People)
- Provide a central point of contact for enquiries
- Signpost volunteers to groups in their local networks
- Help volunteers to access training and pastoral support
- Maintain relevant up-to-date information on local volunteering opportunities
- Share information, data, and intelligence about volunteering in their area
- Help promote the value of volunteering in their local area
- Work closely with the Community Development Officers and CESAP, including helping to codesign future support opportunities
- Provide storage space where practical/ available to assist People Helping People, e.g. for the distribution of equipment to help support digital inclusion in communities

- Work with other VCP's to share good practice, skills, and knowledge
- Help raise the profile of volunteering in communities as positive and beneficial
- Help recognise and celebrate the achievements of volunteers
- To sign up to using AMI including the Data Sharing Agreement within it
- To accept referrals from PHP through AMI
- To report on support provided to the individual
- To regularly review the support the volunteer and vulnerable pers
- To utilise AMI to recruit volunteers and work with coordinating local groups to also use the site to recruit local volunteers

Measure the volunteer experience, such as, did the volunteer role meet their expectations, what do they feel went well, what do they feel could be improved, would they recommend volunteering to others, did they gain employment/skills through their volunteering

Support for VCPs – 'the offer'

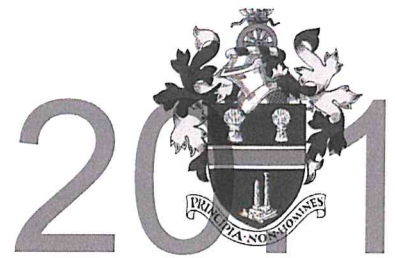
- Free access to People Helping People volunteers through SharePoint, including technical support, and forthcoming access to the planned new Ami Volunteering Platform
- Free DBS checks (for volunteer roles where these are needed)
- Access to training resources and support (including support, training, and toolkits for volunteer managers/ coordinators; and training, learning, development, and future opportunities available for volunteers) through the WACE site: <https://cheshireeastvolunteers.co.uk/>
- Access to a range of free policy templates and procedures
- Back up support and ongoing help, information, updates, and advice
- Information about available funding and resources
- Invitation to Cheshire East Virtual Volunteer Network meetings to share learning and best practice, and jointly develop proposals, for example for partnership funding bids, supported by CESAP
- ~~Access to offers of free help, e.g. car parking permits to support volunteer roles~~
- Inclusion in Network marketing and promotional opportunities (including social media, campaigns, communications, and publicity) to help raise the profile of VCPs and impact they are making
- Engagement in volunteer celebration events to recognise volunteers and to showcase the important work and role of VCPs
- Connection to wider community infrastructure to help develop joint priorities, e.g. Neighbourhood Partnerships and Care Communities
- Usage of a volunteer recruitment platform: <https://cheshireeastvolunteers.co.uk/about-ami/>

VCP Standards

- Maintain safe working practices in line with current Government and Cheshire East Council guidelines
- Adopt/ maintain up to date policies including Children's and Adult's Safeguarding, Health and Safety, Data Protection/ Privacy Policy, and Confidentiality Policy
- Sign up to/ adhere to the principles of a forthcoming Cheshire East Volunteer Charter
- Be able to demonstrate good governance and values
- Be welcoming, positive speaking, active listeners, inclusive, caring, and aspirational role models

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**Sandbach
Town
Council**

SANDBACH TOWN COUNCIL

Quality Policy

Revised Policy Adopted by Council: DATE OF MEETING.

Planned Review Date: November 2023

PURPOSE

The Council believes that its commitment to continuous improvement will guarantee its success by fulfilling its strategic objectives and therefore the needs and expectations of its clients, communities, partners and other stakeholders.

This **quality policy** is a brief statement that aligns with the Council's purpose and strategic direction, provides a framework for quality objectives, and includes a commitment to meet applicable requirements (be they a formal standard, customer, statutory or regulatory) as well as to continually improve.

It is important because it expresses management commitment to ensure customer satisfaction through service quality, transparency and communication.

SCOPE

The Council's Quality Policy relates to all activities and processes developed and operating for quality control and management which will be underlined by the Council in a range of linked policies. It will also help ensure the Council operates in compliance with its principles and best practice.

PRINCIPLES OF QUALITY MANAGEMENT

Our adopted principles of quality management are:

1. Customer Focus: The primary focus of the organisation is to meet and exceed the customers' and resident's needs and expectations.
2. Leadership: Both within the organisation and within the community.
3. Engagement of People: Again, both within the organisation and the wider community.
4. Process Approach: Managing inputs to ensure pre-determined outputs and outcomes.
5. Continuous Improvement: In how we operate and in our service.
6. Evidence-based Decision Making.
7. Relationship Management. Within the organisation and with the community and customers.

We believe the key to having good all-round performance is five performance objectives:

Quality - Speed - Dependability - Flexibility - Cost.

POLICY

The Council is committed to seek Quality in all that they do by:

20.1

- Developing and maintaining activities that are systematically planned, implemented, reviewed and evaluated.
- Increasing the Council's capacity by developing both Members and Staff and using external expertise where appropriate.
- Investing in technology and equipment which will increase efficiency.
- Working in partnership where it can add value.
- Building successful relationships with clients and communities by ascertaining their respective needs and aspirations.
- Developing standard operating procedures to carry out routine actions to help achieve consistently high input standards necessary to achieve the desired outputs and outcomes.

It will seek recognition for its policy by:

- Striving for excellent internal and external audit reports.
- Seeking to gain and then retain successive levels of the Local Council Awards Scheme.
- Having independent reviews carried out when considered desirable.
- Becoming and remaining eligible to use the Power of General Competence.
- Maintaining a strict performance management regime and publicly reporting performance.
- Assessing business, financial and safety risks and managing in a way that lowers them to an acceptable level.
- Undertaking satisfaction surveys on its services.
- Operating through the principles of integrated management system which, incorporates continual assessment.



**Sandbach
Town
Council**

SANDBACH TOWN COUNCIL

PERFORMANCE MANAGEMENT POLICY

Adopted by Council: DATE OF MEETING.

Planned Review Date: July 2023

Introduction

We recognise that managing the performance of the Council is critical to its success. It enables members and officers to assess whether the organisation is achieving what it set out to do, delivering value for money and making life better for its citizens. Others may also require this information – including regulatory bodies, local partners, local residents and voluntary and community groups.

Performance management is not rocket science. Essentially, it is about the practical ways of keeping councillors and others informed about its progress. We will gradually improve our performance management until we are fully compliant with this policy.

Sandbach Town Council's approach to performance management is intended to provide an overview of both the systems and the culture by which the organisation manages, monitors and improves its performance and achieves its objectives. In other words, it should be able to tell us not just how well our services are performing against set targets, but the reasons why performance is at the level identified.

Our performance management approach will be concerned with measuring and monitoring four basic aspects of service delivery:

- Inputs – the resources used in delivering a service, e.g. the financial and staffing costs of delivering a Service.
- Processes – the approach that the organisation takes in using its available financial and staffing resources to deliver a service.
- Outputs – the services that are delivered as a result of the inputs and processes of the council
- Outcomes – the improvements in the quality of life experienced by those in the community as a result of the outputs delivered by the council.

We recognise that we will need robust performance indicators. These should be relevant, clearly defined, easy to understand and use and cost effective to collect. In addition, the indicators should be SMART, i.e. specific, measurable, achievable, realistic and time-related. We will strive to gradually improve our indicators. We will develop these indicators over time for all of our services.

To be effective, performance management needs to be set within a culture of improvement where everyone in the Council is determined to improve services and outcomes. Our associated Quality Policy describes our approach to continuous improvement.

Monitoring our Delivery Plan

We will develop a Delivery Plan for 2022-23 which lists many actions which we need to undertake in order to achieve our strategic aims. Monitoring progress against this plan will form the core of our performance management.

Progress will be continuously updated internally (from routine tasks such as servicing meetings to one off projects) on both Z drive and the Website by senior officers. The Town Clerk will monitor this to ensure that everything possible is being done to meet targets. Members will at anytime be able to view this.

At every second monthly Council cycle, each committee and full Council will be able to review progress in their area of responsibility. At these intervals the Delivery Plan Performance report will be updated on the website.

Progress against Action Plans from either Internal or External auditors and which are not specifically included in the Delivery Plan will also be reported to Finance, Policy and Governance Committee.

Financial Reporting

Updated financial reports will also be available internally on Z Drive for viewing by officers and members. Budget holders are responsible for continually monitoring income and expenditure against the budget.

Financial reports are agreed monthly by the external accountant and Responsible Finance Officer. At every monthly Council cycle, each committee and full Council will be able to review progress in their area of responsibility. These reports will be available on the Website as part of each agenda papers.

Monitoring of Resolutions.

All resolutions of full Council or committees under delegated authority are set out in formal public minutes. Each Council or committee agenda will contain a list of Minutes relevant to that committee or Council, which have not yet been actioned (exception reporting). Members can therefore be assured that resolutions are being implemented and acquainted of the reasons for any delay.

Specific reports will additionally be made to committees/ Council updating them in more detail of progress on specific matters within their Terms of Reference.

Officer Delegated Decisions.

The Council believes that efficiency is best served by empowering its officers as long as accountability measures are in place.

Decisions made by officers under delegation (either through the formal Delegation Scheme or under SO 27. Civil Emergency or other urgent matter) will be reported to each Council meeting as required by the Openness of Local Government Bodies Regulations 2014. These are not routine operational and administrative decisions such as giving instructions to an officer or paying an invoice approved by Council, but would include urgent action taken after consultation with the members, such as responding to a planning application or carrying out urgent work. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

This acts to ensure members that delegated powers are being used correctly.

Process Monitoring

In the interests of continuous improvement, the Council encourages staff to regularly review processes and procedures. These are available to all officers internally on Z Drive.

Routine auditing of any Integrated Management (Quality) System or of procedures will be undertaken by the Town Clerk.

22.1

Dear Sirs

My father Edward Williams of Sandbach Cheshire, recently passed away on the 7th February 2021, he had been a Town Councillor (Sandbach) and had during his life contributed to Charitys to enable Leighton Hospital to obtain a new Kidney machine

My Brother and Family wish to inquire as to how we can obtain a small plaque for remembrance for one of the seats that are outside the Sandbach Town Council , His widow and my Brother still reside in Sandbach and pass the seats every day

If you can let me know what the process is I will be grateful for your assistance

very much look forward to your reply

Dear Ms Banks

Just a friendly reminder, to see if there any updates to the below request, we have a small Brass plaque engraved , but as discussed, I presume, if approved - it would have to be fitted to the bench by Council Technicians -

Very much look forward to your reply

Kind Regards

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22.2

Subject: Sandbach and the Climate Emergency

Dear Sandbach Town Councillors

May I start by thanking you all for the time and energy you give to being Town Councillors for our wonderful town. I have been a Sandbach resident since 2017 and before that I lived in Congleton. I have two teenage children at school in the town.

I am writing to enquire where the Town Council stands on the Climate Emergency and what, if any, plans it has to tackle this issue at a local level? From my research, I note that Cheshire East Council declared a Climate Emergency on 22nd May 2019. How does this relate to what we are (or are not) doing here in Sandbach? For example, does the Town Council have any plans to reduce its own carbon footprint, or to assist local businesses and residents to do the same? Is the impact on the climate considered in discussions or when making any decisions?

I have browsed the Sandbach Town Council website and can find no mention of Climate Change or the Climate Emergency anywhere. Does that mean that as a town we are not doing anything? I would argue that the climate crisis is the most important issue that we currently face, not just as a town, but as a county, a nation and as a global population, so I am keen to hear what we are doing here in Sandbach.

In my research I have also discovered that both Congleton Town Council and Middlewich Town Council declared a climate emergency in 2019. This means that they are actively doing things to mitigate the effects of climate change in their areas, putting pressure on CEC to fulfil its promises in relation to climate and educating and encouraging residents to engage with the issue and start to make changes in their own lives. Please could you explain to me why Sandbach Town Council did not do the same? This is something that we *all* have to be involved in and I hope that you can tell me what you are doing to help the people of Sandbach to be part of the solution.

Out of interest, please have a look at everything that Congleton Town Council are doing - <https://www.congleton-tc.gov.uk/climate-emergency/> . I would love to see something similar happening in Sandbach.

Thank you for your time in reading this email and I look forward to your responses.

With kind regards.

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Speeding Issues Consultation Further Update

Speeding is a very real problem in many localities, and this was underscored in the responses to the survey that we, ChALC, undertook at the beginning of this year. Unfortunately, many of you have not been successful in engaging with the statutory bodies to get something done. We have therefore approached this from a different but positive angle.

We have been working with John Dwyer, the Police and Crime Commissioner (PCC), and his officers to develop a new partnership to identify localities where there is community concern about speeding expressed by their local council and where that local council is willing to contribute to delivering a solution.

The PCC is proposing an initial pilot scheme in at least four localities where average speed cameras could be installed. These are evidenced to be the most effective way to reduce speeding.

We are seeking local councils that would wish to participate in this pilot scheme (or indeed a subsequent roll out if it is successful). To do so, a local council would need to:

- feel that speeding was one of the top issues that its community faces;
- be prepared to contribute financially to the cost of average speed cameras, and
- to work with the partnership (the Police, Principal Authorities and ChALC) on the details of siting, electricity supply, signage, etc. as the knowledge of the local council on these matters is vital.

We do not yet know precisely what financial commitment this will entail, but one of the Parish Councils which wishes to participate in the pilot scheme feels the issue is important enough for up to contribute up to £5,000 per annum to have a pair of average speed cameras installed (this might be as a revenue payment or to service a Public Works Loan Board loan).

We hope that the pilot scheme can be started very soon, and if you are interested in being part of it can you please start a discussion with us via Stephen Jones

A copy of the most recent News Release issued jointly by the PCC and ChALC is attached for your information.

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OFFICE OF
Police & Crime
Commissioner
for Cheshire

News release: 29 September 2021
For immediate release

Commissioner and councils tackling speeding in Cheshire

Police and Crime Commissioner for Cheshire, John Dwyer, and the Cheshire Association of Local Councils (ChALC) have been working together to find solutions to speeding across Cheshire following a county-wide survey.

ChALC conducted a survey earlier this year in order to get an idea of how much speeding affects parishes and towns across the county. The exercise found that a number of areas were desperate to put permanent solutions in place in order to bring an end to long-running problems, and the group has been working closely with Police and Crime Commissioner John Dwyer and his office.

John Dwyer, Police and Crime Commissioner for Cheshire, said: "Speeding and dangerous road use is one of the main issues that the police have to deal with, so I am determined to do what I can to help local councils and communities across Cheshire combat this problem.

"People deserve to live in safe communities where drivers are conscientious and understand that we all share the road. Tackling this issue head on will make Cheshire a safer place for pedestrians, drivers and all road users."

ChALC and the Commissioner have been discussing a variety of measures to address the concerns that have been raised and are hopeful that significant progress will be made

22.3

soon. One possible solution being explored is expanding the use of average speed cameras across the county; a measure included in the Commissioner's soon-to-be-published Police and Crime Plan.

John Dwyer added: "This issue is a key priority for me and that is clearly reflected in my Police and Crime Plan. I'm very clear that I want to work with organisations like ChALC to tackle speeding and make the biggest difference possible to communities across Cheshire.

"I look forward to seeing what ChALC and I can achieve together. It's important for me to know what each community's needs are, as well as the overall picture in the county, and working closely with the councils that represent them is the best way to bring about change."

Terry O'Neill, Chairman of ChALC, said: "We are delighted to see that partnership in action is going to enable us all to work together for a better outcome for our communities. In areas where speeding has become nightmarish for residents I am sure this will be very much welcomed."

Ends

Notes to Editors

For further information please contact Sam Baxter on samuel.baxter@cheshire.police.uk or 07989 311548.

Image caption: