



SANDBACH
TOWN COUNCIL

SANDBACH TOWN COUNCIL

Agenda for the meeting to be held on Wednesday, **30th November 2022**
at **7.00pm** in **Sandbach Town Hall**.

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

Opening Reflections

1. APOLOGIES FOR ABSENCE

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

2. DECLARATIONS OF INTEREST

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

3. MAYOR'S COMMENTS

PUBLIC QUESTIONS

The meeting Chair will adjourn the meeting to allow questions relating to items on this Agenda from members of the public.

After the questions, the Chair will reconvene the meeting.

Prior requests to speak

None received

4. 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

Action: *To approve items to be excluded from press and public, if appropriate*

5. CHESHIRE EAST COUNCIL SANDBACH MATTERS – CLLR MIKE BENSON

To provide an update on Cheshire East Council Sandbach Matters.

6. **TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 21 SEPTEMBER [ATTACHED].**

All Minutes for Agenda items 7-11 can be viewed via Sandbach Town Council website: <https://sandbach.gov.uk/public-meetings-2022-2023/>

7. **TO NOTE THE MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD ON 5 OCTOBER 2022 (DRAFT).**

8. **TO NOTE THE MINUTES OF THE MEETING OF THE PLANNING & CONSULTATION COMMITTEE HELD ON 31 OCTOBER AND 23 NOVEMBER 2022 (DRAFT).**

9. **TO NOTE THE MINUTES OF THE MEETING OF THE ASSETS AND SERVICES COMMITTEE HELD ON 9 NOVEMBER 2022 (DRAFT).**

10. **TO NOTE THE MINUTES OF THE FINANCE, POLICY AND GOVERNANCE COMMITTEE MEETING HELD ON 15 NOVEMBER 2022 (DRAFT).**

11. **TO NOTE THE MINUTES OF THE MEETINGS OF THE COMMUNITY AND ENVIRONMENT COMMITTEE MEETING HELD ON 16 NOVEMBER 2022 (DRAFT).**

12. **MATTERS ARISING FROM COMMITTEE MEETINGS**

12.1 Planning and Consultation Committee (23 Nov 2022)

12.1A Response regarding Town Centre Vitality Plan (TCVP) Consultations (Item 5.3)

[Attached: 12.1a Sandbach TCVP Consultation Draft;
12.1b TCVP STC Response 2022]

Lead: Planning and Consultation Committee Chair

Action: *To note the response and provide additional comments in advance of the final draft.*

12.1B Cemeteries consultation (Item 5.5)

Lead: Planning and Consultation Committee Chair

Action: *To approve the response to the Cemeteries Consultation.*

12.2 Finance, Policy and Governance Committee (15 Nov 2022 Item 6) Governance Review

[Attached: 12.2a Full Council Governance Review;
12.2b Revised Standing Orders based on NALC model]

Lead: Finance, Policy and Governance Committee Chair

Finance, Policy and Governance Committee considered the proposal as agreed at Full Council meeting on 21st September 2022. The committee resolved unanimously to make the following recommendations to Full Council.

Action: *To:*

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 this report.

13. 2023-2024 BUDGET

[Attached: 13a 2023-24 Budget Report;
13b Draft Budget 2023-24 Appendix 1;
13c Reserves Summary 2023-24 Appendix 2;
13d Predicted Outturn 2022-23 Appendix 3]

Lead: Mayor

Finance, Governance and Policy Committee at its meeting on 15 November 2022 considered the draft budget and resolved the following:

- 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*

Action: To:

- i) *Approve the 2023-24 net expenditure level;*
- ii) *Use of general reserves, whilst adhering to the Council's Reserves Policy;*
- iii) *Precept level and Council Tax (Band D).*

14. CORONATION EVENT

Lead: Mayor

Action: *To consider arrangements for the forthcoming Coronation and delegate to Community and Events Committee.*

15. VIMIARA PRJOECT

[Attached: Proposal Report]

Lead: Chief Officer

Action: i) *To note the work done to revive the memorial plaque;*
ii) *To support the proposal to produce a commemorative list and hold an unveiling event on 9 January 2023, subject to the necessary authorisations, at a maximum cost of £250 (charged to budget code 101 / 4670 new projects).*

16. TOWN HALL PHONE BOX RENOVATION

Lead: Chief Officer

The Town Council recently adopted the Phone Box located outside the Town Hall. It is proposed to refurbish the box and make it an attractive feature in the town centre under the Chief Officer's delegated authority.

Action: *To support the refurbishment of the Phone Box, at the total cost of £215 (+VAT). (charged to budget code 101 / 4670 new projects.)*

17. THE HILL CROSSING CAMPAIGN

Lead: Mayor

Action: *To determine the Town Council's position in relation to the Petition regarding a pedestrian crossing installation at this location.*

18. FIRST INTERIM AUDIT & MANAGEMENT RESPONSE

[Attached: Sandbach2223 First Interim IA report & Management response]

Lead: Chief Officer

The Council receives 3 independent internal audits per year. This is the first interim report of 2022-23 and demonstrates the significant progress in addressing the issues which the Council faced last year. The management response column in the report highlights the current and previous action being taken to achieve continuous improvement in the Council's financial and democratic processes.

Action: *To note the Council's first interim audit report and the management action.*

19. TREE OF LIGHT GRANT APPLICATION UPDATE

Lead: Chief Officer

Action: *To receive an update on the grant of £1,000 for The Tree of Light event, awarded to the Friends of Sandbach Cemetery at the Full Council meeting on 21 September 2022.*

20. WRITE OFFS AND FINANCE REPORTS

Lead: Chief Officer

A payment of £838.30 was made on 2 July 2021 to a miscoded bank account. In consultation with the auditor it is proposed that this amount should now be written off. The error occurred at a time of staff turnover and systems are in place to avoid risk of reoccurrence.

Action: *To approve the write off of £838.30*

21. SO27 URGENCY POWERS

[Attached: 21a Blitz Sales Invoice SI-930 £11,976;
21b Biltz Sales Invoice SI-932 £27,872.40;
21c Calbarrie Compliance Services – Invoice 166653 £3,184.20;
21d PKF Littlejohn LLP Inv SB20223127 £1,920]

Lead: Chief Officer

Action: *To ratify the payments made under urgency powers within the Town Council Standing Orders.*

22. INVOICES

[Attached: Ansa Invoice 11700104471]

Lead: Chief Officer

Action: *To approve payment of invoice amount £7,200 for summer bedding plants, compost, marking up of floral displays and watering, to be allocated to Cost centre code 110/4503.*

23. MEMBERS ITEMS

23.1 Feedback to Robinsons Brewery

Lead: Cllr J Beddows

Could STC write to Robinsons Brewery enquiring about possible plans for the Saxon Grill (formerly the Crown) and the Swan & Chequers public houses.

Action: *That the Town Council raise these concerns with Robinson's Brewery, delegated to the Chief Officer's Office*

24. CORRESPONDENCE

None received.

25. DATE, TIME AND PLACE OF NEXT MEETING

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

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

BLANK
PAGE



**SANDBACH
TOWN COUNCIL**

SANDBACH TOWN COUNCIL MINUTES

Minutes for the meeting held on Wednesday, 21st **September 2022**
at **7.00pm** in **Sandbach Town Hall**.

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

Opening Reflections – one minute’s silence was held to pay the Council’s respects following the passing of the Monarch.

1. APOLOGIES FOR ABSENCE

Apologies received for Councillors M Muldoon (personal), N Adams (personal), A Smith (personal). Councillor P Eaton was absent without apology.

2. DECLARATIONS OF INTEREST

Non pecuniary interests were declared as follows: Cllr A Nevitt item 26.2; Cllr S Corcoran items 28.1, 28.2; Cllr N Cook item 17; Cllr G Merry items 13.4, 20; Cllr R Hovey items 26.2, 29.1.

3. MAYOR’S COMMENTS

The Mayor updated Council on her recent major events including the excellent Pride event, funded mainly through a grant from the Council, and the historic proclamation of King Charles III led by the Sandbach Town Council Mayor, following the Cheshire East proclamation held on the same day. The Mayor paid tribute to the large number of people who attended at short notice and noted what an honour it was to be part of such a significant event.

The Mayor confirmed, for the avoidance of doubt, that members were not entitled to attend officer / operational meetings unless specifically invited by the lead officer.

PUBLIC QUESTIONS

The meeting was adjourned to allow questions relating to items on this Agenda from members of the public.

A member of the public spoke in favour of the development of a Skate Park in the town and suggested that local schools should be consulted. It was noted that this was being progressed by an STC Working Group and that the member of the public would be contacted regarding the engagement process.

A member of the public referred to items 15 and 23 and asked what reassurance she would be offered to members of the public for inappropriate behavior from Council members. It was noted that this would be dealt with by correspondence.

Chair Initials:

The Mayor reconvened the meeting.

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

Lead: The Mayor

Resolved: To defer this item to a future meeting when the school children could attend - to commend and support the impressive work undertaken by Sandbach High School students who have raised a petition for Government to Ban School Uniforms in Sex Shops and Pornography.

5. CHESHIRE EAST COUNCIL SANDBACH MATTERS – CLLR MIKE BENSON

An update was provided on Cheshire East Council Sandbach Matters - Review of cemeteries; Electric car free day; Cycle lanes; Planning application developments. Detailed report available on request.

6. THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 8 JUNE [ATTACHED IN AGENDA] WERE APPROVED.

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

7. THE MINUTES OF THE MEETING OF THE PLANNING & CONSULTATION COMMITTEE HELD ON 6 JUNE, 27 JUNE, 18 JULY, 8 AUGUST AND 30 AUGUST 2022 (DRAFT) WERE NOTED.

8. THE MINUTES OF THE FINANCE, POLICY AND GOVERNANCE COMMITTEE MEETING HELD ON 4 AUGUST 2022 (DRAFT) WERE NOTED

9. THE MINUTES OF THE MEETINGS OF THE COMMUNITY AND ENVIRONMENT COMMITTEE MEETING HELD ON 17 AUGUST 2022 (DRAFT) WERE NOTED.

10. THE MINUTES OF THE MEETING OF THE EVENTS SUB- COMMITTEE MEETING HELD ON 22 JUNE AND 11 AUGUST 2022 (DRAFT) WERE NOTED.

11. THE MINUTES OF THE MEETING OF THE ASSETS AND SERVICES COMMITTEE HELD ON 10 AUGUST 2022 (DRAFT) WERE NOTED.

12. THE MINUTES OF THE MEETING OF THE SMALL COMMON REDEVELOPMENT SUB COMMITTEE HELD ON 26 JULY 2022 (DRAFT) WERE NOTED

13. MATTERS ARISING FROM COMMITTEE MEETINGS

13.1 Planning and Consultation Committee

Chair Initials:

Letters and response regarding Abbeyfields and Patrons Drive, Sandbach

[Attached in Agenda: Letters]

Lead: Planning and Consultation Committee Chair

Resolved: *The letters and response were noted.*

13.2 Planning and Consultation Committee

CEC Highways Priorities

[Attached in Agenda: List of priorities submitted to CEC]

Lead: Planning and Consultation Committee Chair

Resolved: *The priorities submitted following consultation with all Councillors via email were noted and agreed.*

13.3 Small Common Redevelopment Sub-Committee

Small Common Project Update

[Attached in Agenda: Report]

Lead: Small Common Redevelopment Sub-Committee Chair

Resolved: *That Council:*

- i. Approve the proposals contained in this report as the revised scheme;*
- ii. Approve the revised scheme cost (including professional fees) is capped at the earmarked reserve level of £204K and is reduced below that as far as possible, whilst delivering the specification;*
- iii. Request that architect to prepare a full planning application based on the approved revised scheme;*
- iv. Ensure that robust project management plans are put in place;*
- v. Authorise appropriate tendering process to be put in place in line with Council's Financial Regulations;*
- vi. Delegate the selection of the successful tender to the Small Common Sub Committee and Chief Officer in line with the Council's Financial Regulations;*
- vii. Delegate the delivery of the project and authority to spend within the agreed budget level and against the agreed specification to the Small Common Sub Committee and Chief Officer.*

13.4 Finance & Governance Committee

STC Discretionary Payment Policy Review

[Attached in Agenda: Report]

Lead: Finance Committee Chair

Resolved: *That Council:*

- i. Confirm its strong commitment to community activities and services identified within its*

Chair Initials:

corporate strategy through discretionary funding;

- ii. *Approve and adopt the Grants, Small Grants and Sponsorship policies attached to this agenda, including an amendment to the small grants draft policy that applicants DO NOT need to be independently audited;*
- iii. *Create a small grants budget through virement from the existing grants budget up to a maximum of £2,500 in the current year;*
- iv. *Confirm that the Annual Small Grants provision is determined through the budget setting process*
- v. *Confirm that sponsorship provision is determined through the budget setting process*

13.5 Finance & Governance Committee

STC Reserves Policy and Reserves Review

[Attached in Agenda: Report]

Lead: Finance Committee Chair

Resolved: That Council:

- i. *Approve the proposed review and rationalisation of current earmarked and general reserves and subsequent adjustment to the Council's Accounts;*
- ii. *Agree the use of this revised reserves position as a baseline for the corporate strategy development and budget setting process;*
- iii. *Approve the Policy for adoption.*

13.6 Community & Environment Committee

Diversity & Inclusion Training

Lead: Community & Environment Committee Chair

Resolved: That Council:

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

13.7 Assets & Services Committee

Fit for Purpose Accommodation

Lead: Chair Assets & Services Committee Chair

Resolved: That Council:

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

13.8 Events Sub-Committee

Festival of Light

Lead: Events Sub-Committee Chair

Council felt that although it would welcome this additional event for the town in January, it should be sensitive to the current cost of living crisis and communicate clearly that this event does not involve use of additional utilities. A press release was considered a good idea nearer the time. Council felt that a modified event not requiring road closure would be more appropriate and more affordable and was supportive of the requested allocation being reduced from £5,000 to £2,500.

RESOLVED : *THAT COUNCIL:*

- i. *Approve the revised allocation of a budget of £2,500 for the Festival of light event, to be drawn from General Reserves;*
- ii. *Consult with the Chief Officer regarding resource implications of delivering this new event in the Council's community programme.*

14. GOVERNANCE REVIEW

[Attached in Agenda: Report]

Lead: Chief Officer

Council welcomed the opportunity to review its governance but felt that more time was required to consider the implications of the Chief Officer's recommendations given its magnitude in the context of a congested agenda.

Resolved: *That Council:*

Consider the approval of the revised standing orders based on NALC model standing orders, note the approach to policy review and note the approach to other groups addressing Council business as outlined in this report, at the next Finance, Policy and Governance Committee to make recommendations to the next Council.

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

[Attached in Agenda: Draft Policy]

Lead: Chief Officer

Resolved: *That Council:*

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

16. RANGER SERVICE

[Attached in Agenda: Report]

Lead: Chief Officer

Members were keen to ensure that direct employment would also be considered as part of the process to reinstate the

Chair Initials:

Council's Ranger Service, which would be addressed by the Chief Officer as part of the process.

Resolved: *That Council:*

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

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

Lead: Chief Officer

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

Resolved:

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

18. ENVIRONMENTAL, SUSTAINABILITY AND CLIMATE CHANGE POLICY

Lead: Chief Officer

Resolved: *To jointly appoint Cllr N Adams and Cllr S Broad as the STC Climate Change Champions to work alongside the Chief Officer to finalise the policy and implement the actions already identified within the Council's draft Corporate Strategy under objective 'A sustainable Environment,' incorporating feedback received during consultation and engaging with interested parties.*

19. COMMUNITY ACTION FUND

[Attached in Agenda: Email]

Lead: Chief Officer

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

Chair Initials:

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

[Email circulated to members]

Lead: Chair Small Common Sub-Committee

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

21. NHS COVID RECOGNITION

Lead: Chair Community and Environment Committee

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

Resolved: *To launch a small task and finish group to make a proposal to next Council and for interested members to contact the Committee Chair.*

22. FIRST RESPONDER VEHICLE SPONSORSHIP

[Verbal update]

Lead: Chief Officer

Resolved: *To refer further actions and sponsorship award to the next Finance, Policy and Governance Committee.*

23. COMMUNITY SAFETY CHARTER

[Attached in Agenda: Information on the Community Safety Charter]

Lead: Mayor

Resolved (by unanimous named vote of all members present): that:

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

24. MEMBERSHIP OF COMMUNITY RAIL PARTNERSHIP

Lead: Mayor

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

25. CEC TOWN CENTRE VITALITY PLANS

[Slides circulated via email]

Lead: Chief Officer

Resolved: *To receive the update on the plans produced by CEC and the forthcoming consultation and note the forthcoming publication of plans by CEC.*

26. GRANT APPLICATIONS

Attached in Agenda: [Two Applications]

Lead: Chair of Finance, Policy & Governance Committee

Chair Initials:

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

26.1 SANDBACH PARK BOWLING CLUB

Application approved for a grant of £100 to supplement the prize fund for the Annual VJ competition.

26.2 FRIENDS OF SANDBACH CEMETERY

Cllr Nevitt updated Council that due to additional fund raising since the application the requested amount was reduced to £1,000. Application approved for a grant of the modified amount of £1,000 to help fund the 2022 Tree of Light.

27. NEW WEBSITE

Lead: Chief Officer

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

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

28. INVOICES

28.1 [Attached in Agenda: Invoice from Cheshire East Council]

Lead: The Mayor

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

28.2 [Attached in Agenda: Invoice from Cheshire East Council]

Lead: The Mayor

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

29. MEMBERS ITEMS

29.1 Cllr Donal Hegarty

Dementia Friendly Council

[Attached in Agenda: Report]

Resolved: *That:*

- i. This Council supports the initiative;*

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

**29.2 Cllr Ann Nevitt
Accessibility Update**

Verbal update

Resolved: That

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

**29.3 Cllr David Poole
Sandbach Bins**

[Attached in Agenda: Report]

Resolved: *That Community and Environment Committee consider the proposals and make costed recommendations to the next Council regarding:*

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

**29.4 Cllr David Poole
Community Garden**

[Attached in Agenda: Report]

Resolved: *That Community and Environment Committee oversee the proposals and the setting up of a Working Group regarding:*

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

29.5 Cllr Nicola Cook
Cost of Living Crisis

[Attached in Agenda: Report]

Council welcomed the opportunity presented in this proposal to assist residents affected by the Cost of Living Crisis. It was felt that this should be done via better links and resourcing through the Connected Cheshire Group.

Resolved: that Council;

- i. *Ensure that STC assistance for residents affected by the Cost of Living Crisis is managed through the Connected Cheshire Group and that progress is clearly reported to the Community and Environment Committee as a standing item.*
- ii. *Approve delegated authority to the Chief Officer in consultation with this group to spend up to a maximum £7,500 for the assistance to residents affected by the Cost of Living Crisis through the Connected Cheshire Group from underspends within the 2022-23 budget.*

29.6 Cllr Laura Crane
Councillor Surgeries

[Attached in Agenda: Report]

Resolved: *That Sandbach Town Council moves Councillor Surgeries to the 3rd Saturday of each month Outside the Market Hall and generally seeks to review its approach to effective engagement.*

30. CORRESPONDENCE

30.1 Foden's Society

Resolved: Email received on 27 August applying for a Blue Plaque to be placed at 22 Hill Street, CW11 3JE. Action – to raise no objection to the placing of the plaque, subject to affected residents being consulted.

31. DATE, TIME AND PLACE OF NEXT MEETING

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

32. EXCLUSION OF PUBLIC AND PRESS

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

Chair Initials:

PART 2 : ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PRESS AND PUBLIC**33. STAFFING UPDATE**

[Verbal update]

Lead: Chief Officer

Resolved: that Council:

- i. Note the severe pressure STC staff are currently working under due to increased workload and expectations through the continuous shrinkage of partnership provision within the town, high level of vacancies, and prolonged unjustified personal attacks from a member of the public;*
- ii. Recognise the commitment, good will and high standards of delivery which continue to be provided by STC staff, despite these circumstances;*
- iii. Approve additional and proportionate one-off payments for staff (excluding the Chief Officer) in recognition of additional hours worked and vacancy cover, delegated to the Chief Officer and Chair of Personnel Committee and funded from within the existing staffing budget underspend.*
- iv. Approve in advance the agreement of the NJC recommended pay award for all staff so that once an agreement is made this can be implemented without delay and back dated to April 2022.*

Meeting Closed at 22.03

(following Council approval to extend the meeting by 30 minutes)

Cllr Kath Flavell Mayor; CL

Audio recording available to the public within 5 working days of the meeting.

Chair Signature:

Date:

BLANK
PAGE

Sandbach
TOWN CENTRE
VITALITY PLAN
CONSULTATION
DRAFT

Sandbach



Sandbach Town Centre Vitality Plan - Consultation 2022

12.1a

Change in our town centres

Town centres across the UK are facing unprecedented challenges. Changes in how we shop, in particular the growth in internet shopping, has significantly decreased footfall in town centres resulting in numerous store closures, leaving many centres struggling. These are trends that have only been exacerbated by the COVID-19 pandemic.

This draft plan is about establishing an agreed set of priorities, and is not a commitment of finance to deliver the proposals - funding would need to be sought once plans are agreed. Any actions would be taken forward as and when opportunities arise and resources allow.

Applying for funding to improve town centres

Cheshire East Council (CEC) is committed to supporting the vitality and viability of all town centres within the borough. When opportunities to apply for funding for town centre improvements arise, such as from central government, it is beneficial to have clear town centre plans already in place to support bids for funding.

We can also identify initiatives to support the vitality and viability of local centres which do not require significant funding, but which could be taken forward by local volunteers and/or businesses.

Creating Town Centre Vitality Plans to support funding bids

With this in mind, Cheshire East Council has commissioned an expert team to produce bespoke Town Centre Vitality Plans (TCVP) for each of the borough's nine Key Service Centres (KSC) as listed..



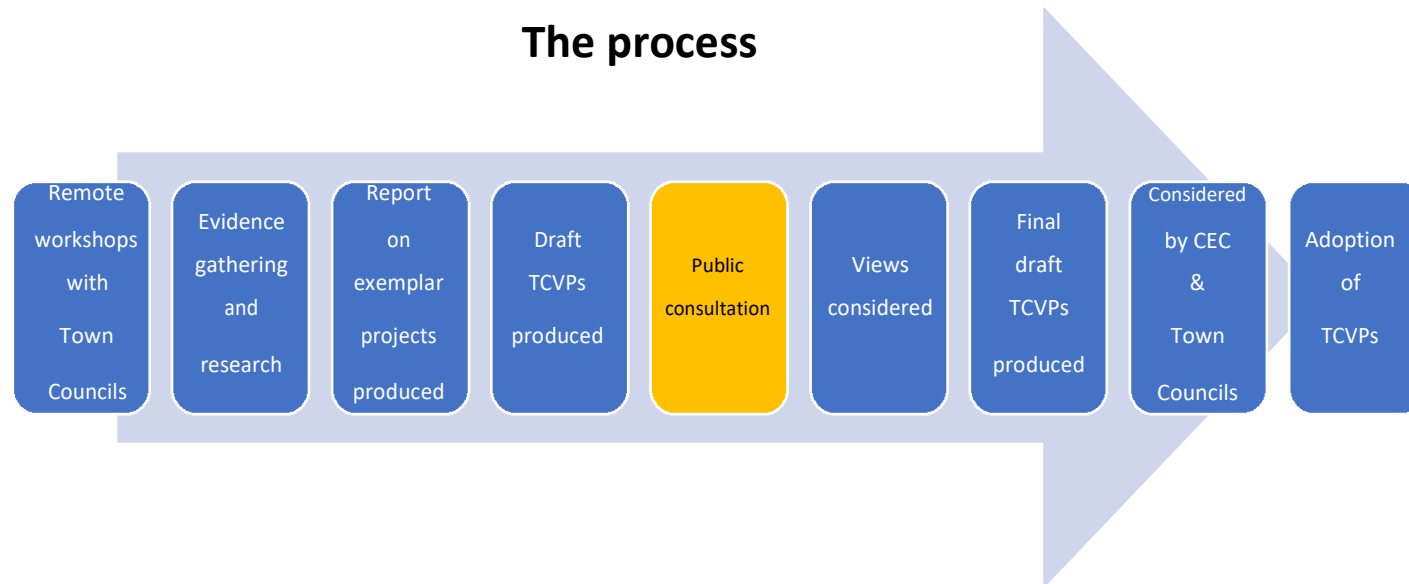
*The 9 Key Service Centres
which form part of this study*

Aims and objectives

The aim is that the Town Centre Vitality Plans will provide a clear sense of direction for each Service Centre. They will also identify initiatives to support each Service Centre, as well as reflect the unique opportunities, specific challenges and local groups/stakeholders of each.

They:

- Are bespoke in nature, based on the individual circumstances of each town
- Are cross functional and seek to recommend a practical, realistic set of priority actions for supporting the vitality and viability of each town centre
- Are informed and tested by relevant policy and strategy, local stakeholder views, relevant research, commercial markets and spatial considerations



We would now like your feedback on the Sandbach Town Centre Vitality Plan

TCVP

Suggested priority areas for intervention as and when resources allow and opportunities arise

This is about establishing an agreed set of priorities it is NOT committing to a delivery solution or finance



1. Opportunity for physical change around the Market Hall-PRIORITY 12.1a

What

Sandbach benefits from a number of interesting heritage buildings and attractive public spaces reflecting its market town status and creating a unique identity for the town. However, the area around the Market Hall and Town Hall is surrounded by roads which detract from their profile and create a less pleasant environment than the setting they deserve. Underutilisation on non-market days creates an opportunity for new uses. This could be on an interim basis or on event days to test how such a scheme could work in the longer term if successful.

This action seeks to enhance the setting of the Town Hall, Market Hall and Outdoor Market to improve the experience of both market and non-market days and increase footfall by encouraging visitors to dwell in a more attractive urban environment.

How

Physical change around the Market Hall could be implemented through the following actions:

- Claim more space (from roads and highways) in front of and behind the Town Hall/ Market Hall building, to increase dwell time - with pop-up seats, lighting installations, art installations, moveable planting
- Open up the Town Hall for events and activities
- Encourage pop up activity spaces e.g. planters on wheels
- Use lighting and artwork to enliven space and better frame market spaces
- Use Town Hall frontage in 'smarter' ways - e.g. 'Good Ideas Shop' to provide space for online business advertising:

https://www.facebook.com/business/m/good-ideas-shop?content_id=8dxnW5laCGdmVb



2. Deliver a movement plan/reduce car dominance - PRIORITY

12.1a

What

Reducing the dominance of cars in the heart of the town centre to encourage visitors to be able to dwell, creating a safer and more pleasant place to shop and relax. Re-prioritising pedestrians and reducing the space for cars allows town centre visitors to browse more comfortably without worrying about cars passing by, which in turn benefits businesses through increased footfall, dwell time and linked trips across previously dominant roads. Shop fronts are also more visible when not hidden behind a large and/or heavy vehicle movements.



How

The streets within the town centre are predominantly focused around the movement of vehicles, with the movement and experience of people on foot an after-thought. Creating streets that value and welcome pedestrians are essential ingredients to successful town centres. Car dominance could be reduced in a number of locations across the town centre:

- Hightown Drinking Fountain to High St – the existing roundabouts at the drinking fountain and outside the Town Hall should be reimagined as a new high-quality public space. Further work is required to understand the options available, but it is likely vehicle access would need to be retained through the space, but with greater priority given to pedestrians.
- High Street and The Cobbles – The Cobbles is a good quality civic space and focal point for the town. The treatment of High Street, as a key connector to The Cobbles, should be improved using natural stone to match.
- Review access & movement to the Town Centre – alongside the above schemes, a review of movement issues and options should be undertaken. One issue identified is that cars use High St and the town centre to bypass traffic lights, especially at peak times.
- A533 Middlewich Road Roundabout – this is a major barrier to the safer movement of pedestrians from the west of the town, and better pedestrian facilities are required at this junction. There is concern amongst local stakeholders that the new Middlewich Eastern Bypass (MEB) could induce or redirect higher levels of traffic into this area. CEC will review the work done to date on MEB and consider whether any additional mitigation is required in Sandbach.
- Old Mill Road – explore design options to address congestion and improve access into Sandbach town centre Ideas can be soft-tested as temporary measures to review any impact on businesses, e.g. by using planters to increase pavement width and parklets, sponsored by local businesses in on-street parking bays.

3. Encourage walking and cycling - PRIORITY

12.1a

What

On the main roads outside of the town centre core, conditions for people on foot or cycle can be challenging, with high vehicle flows, high design speeds, narrow footways, and limited safe crossing points. An example of this is the connection between the town centre and railway station along A533 London Road.

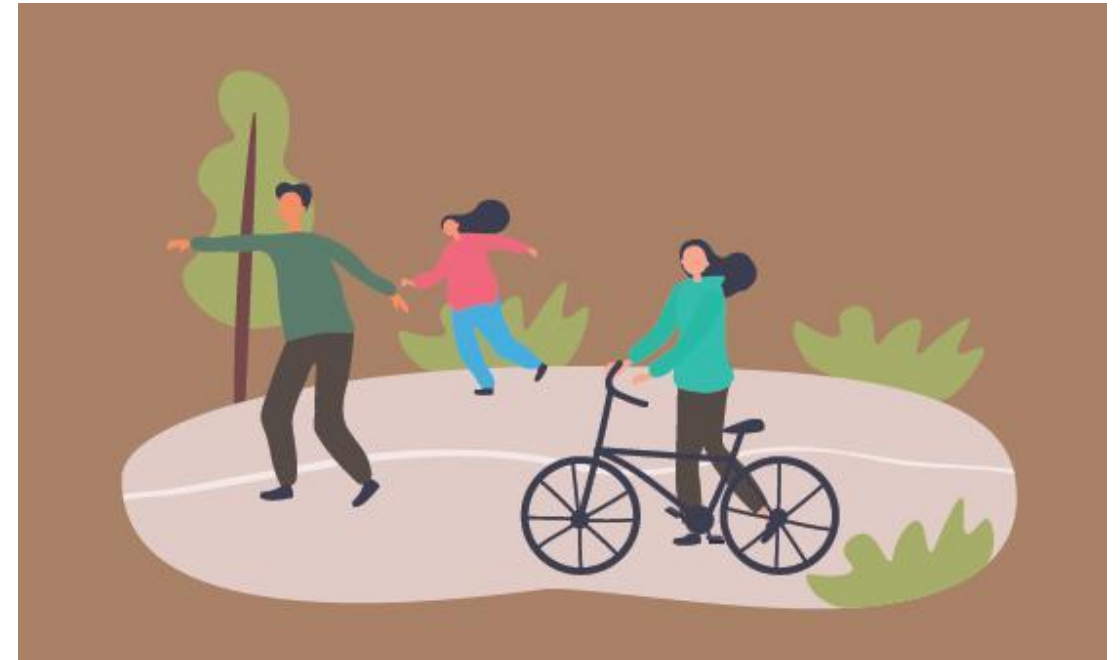
Several proposals are set out in the Local Transport Deliver Plan (LTDP) and Neighbourhood Plan (NP). These proposals should be supported and progressed, helping build confidence for those who presently feel less comfortable on foot or cycle than in their car.

How

- Explore design options for routes identified as key active travel connections in the Local Transport Development Plan (LTDP). This includes Congleton Road, Crewe Road, and Park Lane.
- Deliver enhanced pedestrian/cycle crossing facilities at key junctions including the Crewe Road/Highton Road roundabout, and the High St/ The Hill junction.
- Consider the location of cycle hubs linked to improve green links and introduce secure, safe cycle parking.
- Improve pedestrian/cycle connections to Sandbach Park
- Support cycle and walking routes from the town centre to the Train

Station in Elworth

- Improve signage and wayfinding across the town
- Consider linkages with local cycling clubs



4. Showcasing Sandbach's Heritage and Tourism Assets

12.1a

What

Sandbach boasts a rich heritage including a number of high quality buildings and monuments along its main central streets. The Town Council and other groups already promote the town's heritage, including through a series of events, but there is scope to expand upon these assets, and link with wider attractions, to increase visitor and tourism opportunities that would benefit the town centre as a whole. This Action relates closely to Action 5 Raising the Town's Profile and could contribute towards expanding the visitor economy of Sandbach.

How

Advancements in technology have opened up lots of new opportunities to showcase heritage assets in new and exciting ways. The use of QR codes or apps means more insight can be offered to more visitors. Interactive walking and/or heritage trails could be prepared and tailored to themes such as the town's buildings and monuments, key historical figures or local pubs. Consideration should be given as to how to use these to encourage visitors to venture into other parts of the town and surrounding green/attractive areas including Sandbach Park. There could be scope to engage with local businesses who may be willing to provide expertise to support the Town to develop a local app or QR codes.

Other actions proposed should enhance the setting of the Town's heritage assets and encourage people to dwell more around those at the Market Hall and The Cobbles and appreciate them. Better signage could also help direct visitors to these assets. A number of the other local centres including Knutsford and Middlewich are also looking to make more of their heritage assets and it would be worth engaging with them to share best practice and also to consider whether there is scope to collaborate with them and other organisations to encourage linked trips for visitors. More events focused around heritage should also be considered with scope to link to showcasing the towns other assets.



5. Raising the town's profile

12.1a

What

Create a platform from which to promote Sandbach's great assets and numerous events to ensure that residents, visitors and local businesses are aware of what is on offer in the centre. This should support the centre to be recognised as the heart of the community.

How

Currently the Town Council provides basic information about Sandbach on its website. However, many centres now have their own websites to showcase what their centres have to offer. A revamped or new website for Sandbach should provide a single point for information that is relevant to existing and new residents; local businesses; community groups; and visitors.

Next steps could include linking up with other partners' websites such as CEC, other market centres with a similar profile and local visitor attractions in the wider area to enhance "footfall" on the Sandbach pages. The Cheshire Vibe business directory is already starting to do this for Sandbach.

Other mechanisms to raise Sandbach's profile:

- Improved signage (physical and virtual via app/ QR code)
- Establish Town Ambassadors
- Enhanced programme of events
- Engage with other similar market towns to showcase each other's assets to attract new visitors e.g. Leek, Buxton etc

The screenshot shows the 'VISIT CHESTER & CHESHIRE' website. The top navigation bar includes 'Chester', 'What's On', 'Things To Do', 'Accommodation', 'Food & Drink', 'Shopping', 'Cheshire Inspiration', 'Explore', and 'Visitor Info'. A search bar contains 'sandbach'. Below the navigation, there is a table of accommodation options:

Spring Bank Farm Bed & Breakfast	Sandbach
The Chimney House Hotel	Sandbach
Alexandra Court Hotel	Congleton
Manor House Hotel	Alsager

Below this is an 'Event Search Results for "sandbach"' section with a 'See more' link. The event results table is as follows:

Sandbach Transport Festival (this event has already taken place)	Sandbach
Christmas Market and Late Night Shopping (this event has already taken place)	Sandbach
Christmas Dining (this event has already taken place)	Crewe
Christmas Wreath Workshop (this event has already taken place)	Sandbach
Easter Sunday Lunch (this event has already taken place)	Sandbach

6. Mobilising the business community

12.1a

What

Sandbach already has a strong network of local community groups who support the town and its events and amenities. It is recommended that this energy is harnessed and extended to the business community (those in the centre and in employment locations around its edges including at the new Capricorn Business Park). Engaging with these local stakeholders and businesses and encouraging them to collaborate more effectively will support the economic growth of the area. In addition, many businesses are considering how they can add value to their local communities.

How

Encouraging local stakeholders and businesses to collaborate can generate new opportunities to share customers, cross sell etc. Special events could be organised by a group of businesses.

Wilmslow Town Council are investigating a Business Improvement District (BID). However, a lighter approach could be pursued in Sandbach by supporting local businesses to network and understand how they could get involved in supporting the actions identified. If actions can be identified around issues/opportunities that relate to their core function, businesses may be able to provide the following to support the Town's aspirations:

- Sponsorship
- Materials
- Technical support
- Volunteers
- Promotion

Business networking could also identify "themes" to drive opportunities forward e.g. retailer and F&B hosting a fashion show/beauty event. Not just be focused on retailers but should also businesses on the local employment areas. It could generate opportunities for B2B referrals. Engagement with local retailers and businesses such as events and initiatives e.g. extended opening hours for key events or window display competitions.

Businesses could also come together to establish loyalty schemes to support shoppers to stay local.



7. Improve connections between key destinations and the centre 12.1a

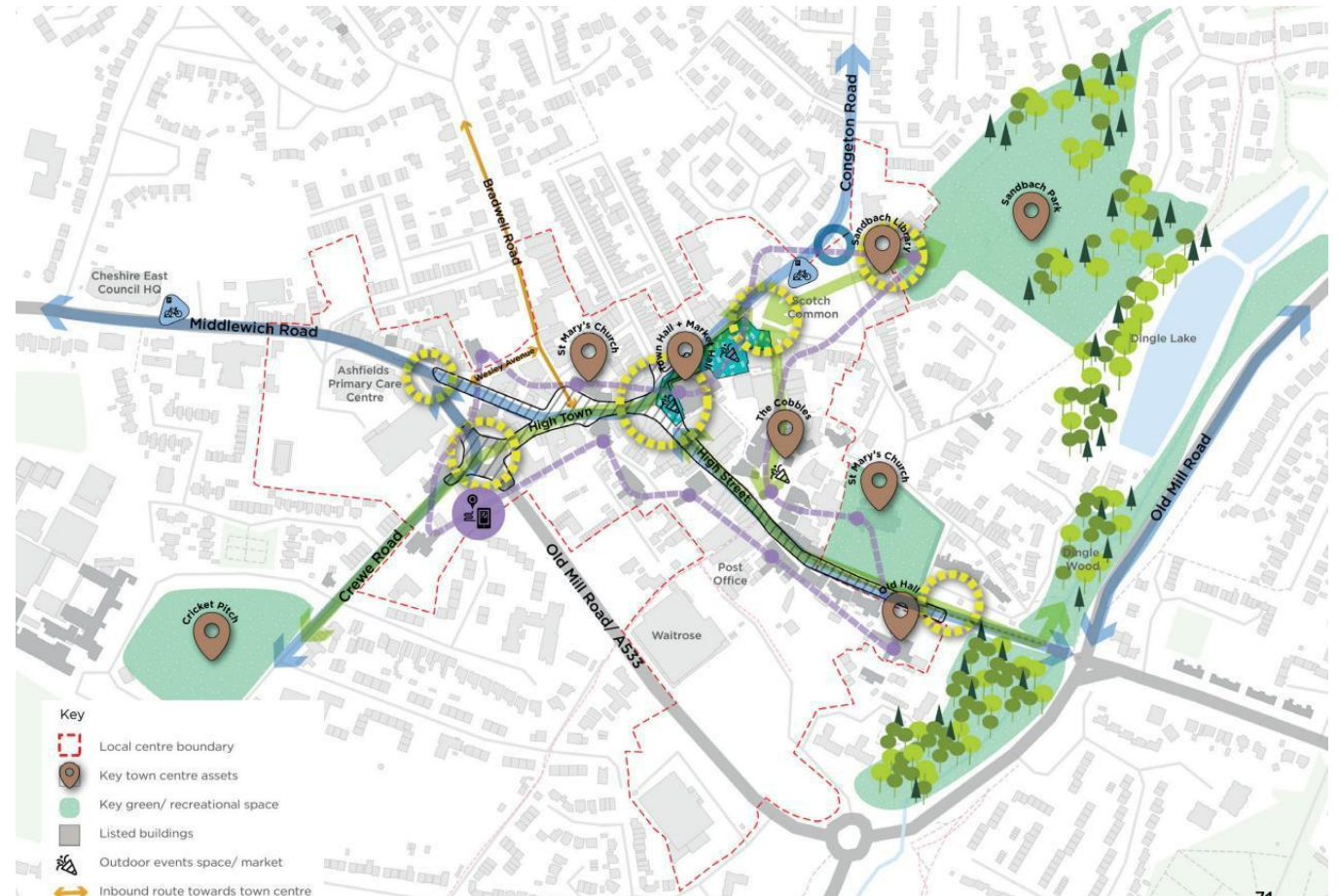
What

Improving connections across the town and between key assets in the town centre, particularly by walking and cycling, to enhance the experience of Sandbach and encourage activity between different town centre assets. Improvements to the links which connect these assets to the town centre will encourage more sustainable movements as well as encouraging more trips back into the town centre. Improvements can create improved links between open spaces such as Sandbach Park, community assets such as the library, existing and planned residential areas, and the rail station at Elworth further afield.

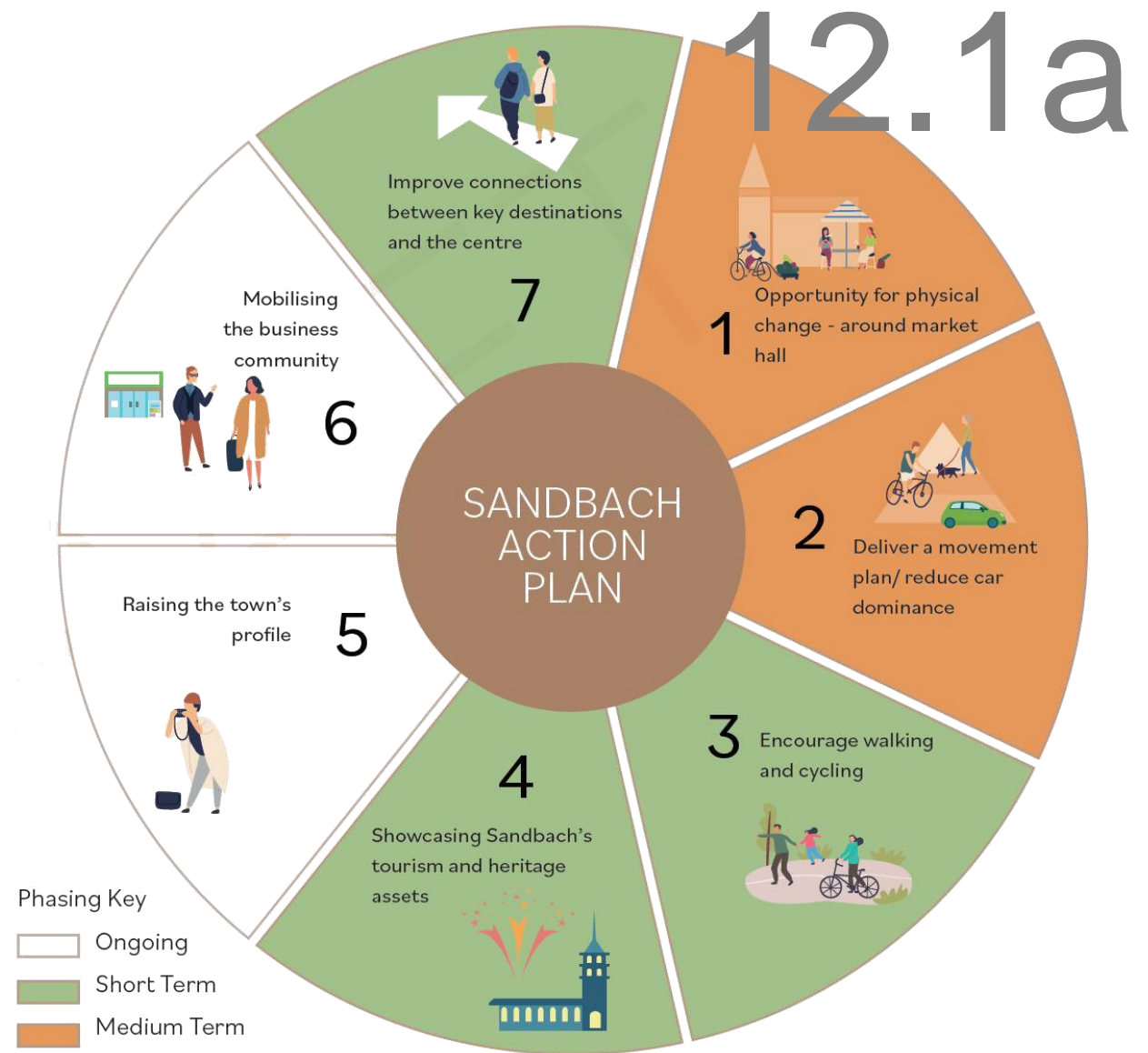
How

- Enhanced walking route from Sandbach Park and the library through Scotch Common and onto High Street
- Greening of Scotch Common - to provide a clear walking route
- Improved signage between town centre locations to ensure locals and visitors understand direction and time between key destinations
- Improve crossings adjacent to key assets to improve pedestrian accessibility
- Promote trails and linked activities across wider outdoor recreational destinations to encourage families to undertake cycle trips and outdoor activities

Improving links to planned residential areas and the railway station



Sandbach Town Centre Action Plan Phasing



Key Messages for Public Consultation

- ☐ Manage expectations
- ☐ This is about establishing an agreed set of priorities it is NOT committing finance to delivery
- ☐ Actions would be taken forward as an when opportunities arise and resources allow
- ☐ Why do we need them?
 - To establish the things which will make the biggest difference so we don't waste efforts focusing on things which have no impact
 - Without an agreed strategy we undermine our ability to bid for funding when opportunities arise

Key Questions for Public Consultation

- ☐ How strongly do you agree or disagree with each priority for action?
- ☐ Is there anything we should consider to improve the priorities for action identified?
- ☐ Are there any priorities for action which have been omitted and which you would like to be considered?

Sandbach Town Council Response November 2022**Introduction & Background**

Sandbach Town Council welcomes the Cheshire East Council (CEC) initiative to identify shared priorities to improve and enhance our Town Centre and overall viability. The Town Council's priorities and objectives are set out in its evolving corporate strategy, which has also been subject to public consultation and is largely consistent with the TCVP.

As identified in the report, Sandbach is a unique town and enjoys many strengths and assets which it has worked hard to maintain and enhance through magnificent community spirit and commitment over many years. We would hope that this study builds on that position and helps to further develop the area in a mutually acceptable way.

In the context of the priorities so far identified in the study, it is worth also mentioning that when CEC invited Town Councils to adopt, develop and maintain specific key town centre assets, Sandbach Town Council resolved to embrace this approach and has now owned and managed the Town Hall, Market Hall, Small Common Car Park, Public Toilets and Market Store since 2012, in order to ensure these assets were protected and sustained into the future and that their use and development could be locally driven. The future of these assets would otherwise have been in question.

The Council has subsequently undertaken a formidable refurbishment of the Town Hall and Market Hall which underwent a transformation (2016-2018) and now provides show piece assets at the centre of the town retaining a thriving market and a town hall which regularly hosts weddings, parties, christenings and community events and is the pride of the town centre. This has been a major undertaking both in terms of the cost and the operations of the Town Council and one which we hope is recognised in the development of this study and the actions arising from it.

Clearly, there is much more to do to build on this initiative, where we can work together with all our partners and wider community, to further enhance Sandbach town and its wards, as identified within each of the TCVP areas for intervention listed below.

Process

The summary document identifies the proposed process. The Town Council will commit to engaging with this process, subject to effective communication channels

and deadlines, through its **Planning and Consultation Committee and Full Council**.

It is noted from the summary document, that the next stage is to consider the results of the public consultation and build feedback into a final draft (detailed) plan, for final consideration by the Town Council and other stakeholders. The Town Council is committed to full engagement with this process and looks forward to being involved in the production of the final draft, which will need to take realistic account of resources, and acknowledge that many of the projects and outcomes require effective joint working particularly between the Town Council and Cheshire East Council officers if they are to be delivered.

It is noted also that the document makes reference to managing expectations and it is vital that particularly for some of the major works eg. pedestrianisation in front of the Town Hall, this is contingent upon CEC funding decisions, externally secured grants and funding initiatives. Some are likely never to be affordable but clearly the agreed vision is important should public finances improve.

Relevant Town Council Current Projects / Initiatives / Contributions

In addition to its ownership and promotion of key town assets the Town Council also contributes to Town Centre vitality in the form of provision of, for example, additional ranger services, substantial floral displays throughout the town and funding for various major annual events eg. Transport Festival.

The Town Council also currently has a number of initiatives, at different stages of progress, which are relevant and should be taken into account as part of the achievement and delivery of the emerging TCVP priorities as follows:

- A new website with improved public information and access (approved and planned for implementation January to March 2023)
- Small common car park refurbishment (approved and planned for implementation Spring 2023)
- Improved and enhanced parks (working group subject – 2023)
- Skate Park (working group subject 2023, subject to agreement of joint funding package and location)
- Indoor and Outdoor Market development (ongoing)
- Feasibility of public toilet refurbishment and commitment to Changing Places facilities subject to CEC assistance for securing grant aid and affordability
- Access improvements across the Town Centre identified by the Town Council's Access working group and requiring joint working and funding with CEC to deliver

Areas for Intervention – Sandbach Town Council Comments

1. Opportunity for physical change around the market hall – PRIORITY

Agree with most of the points here but:

12.1b

The town and market hall complex is already beautifully enhanced and is almost at capacity for events especially at the weekend. We hope to encourage more community use and all use is subject to availability of Town Council resources.

The vision of pedestrianisation is shared but probably unaffordable – it may raise expectations unnecessarily?

Use of the town hall is already impressive through lighting displays etc – we should do more to promote the town / town hall activities with emerging technology etc but this needs to be balanced with conservation / environmental impact and to make sure we retain look and feel of the historic building.

We are keen to continue to improve the market offer and are working with other councils to develop attractive gazebos and invite more traders etc. the town centre is always busier on market day and we are determined to sustain the market as an asset to the whole town's viability.

2. Deliver a movement plan/reduce car dominance – PRIORITY

Welcome all these suggestions in Sandbach

Needed to promote climate change initiatives, safety, and attractiveness of the town.

Acknowledge public attachment to car transport and free parking and the tension presented by that.

Understand CEC funding plans for areas such as cobbles etc which was refurbished through external funding and Sandbach partnership.

3. Encourage walking and cycling - PRIORITY

The Town Council fully supports promotion of all actions within this section.

It fully supports active travel and it is suggested that TCVP reflects more promotion from all partners for campaigning for better public transport as well as an emphasis on walking and cycling (these are consistent). Sandbach has an excellent rail link but it is in Elworth (1 mile from the centre) and it has NO DISABLED ACCESS. If better links were made across all wards to the rail station the links to Crewe and Stockport are invaluable. This could be done through better bus provision (as well as an end in itself), integrated fares and more affordable bus travel from CEC.

Disabled / general access to both platforms must be a priority for the town and should form part of the final TCVP.

The Town Council has recently joined the Community Rail Partnership and is working towards match funded community projects to enhance walking cycle links to the station as well as other initiatives.

The Town Council currently supports the Walking Group and Woodland and Wildlife Community Group which do excellent work to enhance and extend walking trails across the wards.

4. Showcasing Sandbach's Heritage and Tourism Assets

The Town Council fully supports the suggested interventions and looks forward to working with partners to deliver better promotion and access to its tourism assets. A new staffing structure, introduced alongside a corporate strategy has allowed some modest increase in resource to make a contribution here.

5. Raising the town's profile

The Town Council welcomes the suggested interventions here. We have recognised the weakness in the current website and are engaged in a procurement process to introduce a new website in Spring.

The Town Council recognises the importance also of improved signage and looks forward to working with CEC to deliver this.

6. Mobilising the business community

The Town Council is keen to work with its business community and will endeavour to develop these themes. The Town currently **does not have an active Chamber of Commerce** and the Sandbach Partnership has recently ceased to operate and is reviewing its membership. This reduces capacity in the town to deliver such aspirations but we will work with the community to re build these links in whatever way works best for the town.

Notwithstanding that, there is a phenomenal community spirit in the town and many effective community groups who work together to deliver a range of benefits and we should continue to access and enhance that where we can.

7. Improve connections between key destinations and the centre

The Town Council is keen to develop the links identified. Unfortunately the recent re-lining of the CEC Scotch Common car park tends to re-establish the current arrangement. There are some opportunities within the imminent Town Council Small Common Car Park refurbishment project but greening would be a major challenge given the preference for free parking within the town and the perceived benefits this brings to local businesses. These tensions need to be managed and addressed.

The Town Council has recently linked up with the community to carry out an audit of accessibility in the town and identified a number of necessary improvements – we look forward to working with CEC and others to deliver those improvements.

As mentioned earlier the Town Council has recently joined the CRP and is identifying projects and funding opportunities to improve links with the rail station and promote sustainable travel wherever possible.

Summary

The draft Town Centre Vitality Plan provides an excellent assessment of the opportunities available to the town and those who serve it.

The Town Council, in itself, is a small organisation with limited revenue and capital funding (2022-23 precept £695K) but which has made a major contribution to key asset refurbishment and town centre activities and events delivery over the last decade.

We welcome the opportunity to establish and agree shared priorities to continue to improve the town so that, should additional funding opportunities arise, we are in prime position to make successful bids and deliver mutually acceptable projects.

We look forward to assessing the final draft once all feedback has been evaluated, which may in turn review the order of priorities.

Finally, many of these priorities require the Town Council and Cheshire East Council to work closely and to allow access to expertise and advice within the Borough for eg. external funding bids for changing places / play area grants, infrastructure improvements to pavements, funding available for improvement to cobbles and other spaces, improved signage across the wards etc. to make things happen. It would be enormously helpful if these links could be emphasised and identified within the final TCVP as part of the action plan.

Ceri Lloyd

Sandbach Town Council Chief Officer

Note – this is an indicative response on behalf of the Town Council – formal Council sign off will be gained at the next stage (final consultation document production)

14.11.22

FULL COUNCIL 14 SEPTEMBER 2022

SANDBACH TOWN COUNCIL – GOVERNANCE REVIEW

Introduction

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

Model Standing Orders and Policy Review

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

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

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

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

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

Decision Making

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

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

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

[Source ChALC training course May 2022]

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

Other groups addressing council business

Other Informal, non-decision making, information gathering, progress chasing meetings and groups are allowed under model standing orders and the current legislation. There is no requirement hold such meetings publicly or to formally record their activities, *although it may be felt necessary to do so depending on the subject / objectives of the group*. Private Member briefings are also legitimate, and indeed essential, for the effective running of the Council, as stated in Recommendation 7 of the Lessons Learned Report.

12.2a

Best practice, national rules for such groups are clearly stated in the Good Councillors Guide (NALC 2018):

Working parties or ‘task-and-finish’ groups are occasionally set up for a short-term purpose. They are not subject to the strict rules that apply to formal council meetings and do not need to be held in public. A working party cannot make a decision on behalf of the council, but they can explore options and present these to the council for a decision.

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

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

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

Recommended; that Full Council

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

12.2b



SANDBACH TOWN COUNCIL

STANDING ORDERS

APPROVED BY FULL COUNCIL XXXX 2022

SUPERSEDES ALL PREVIOUS VERSIONS AND RELATED POLICY STATEMENTS

12.2b

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

INTRODUCTION

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

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

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

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

GUIDANCE

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

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

Local amendments are shown in italics for clarity.

Changes to the 2017 STC version are shown in red for clarity.

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

1. **RULES OF DEBATE AT MEETINGS**

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

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chair of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

2. **DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave

offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.

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

3. MEETINGS GENERALLY

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

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda. *If a member of the public wishes to raise an item which is NOT on the agenda, written confirmation of the question they wish to raise must be received by the Chief Officer 3 working days before the meeting.*

- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i **A person shall raise their hand when requesting to speak.**
- j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- **l Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to, in a non disruptive manner, film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present. *Recording and reporting of any Council meetings or conversations not open to the public should not be recorded in any way unless the express permission of all parties is granted.***
 - **m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
 - **n The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
 - **o Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council (if there is one).**
 - **p The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-**

Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.

- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not he gave an original vote.**

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

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the**

code on their right to participate and vote on that matter.

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

X A meeting shall not exceed a period of 2.5 hours *and should not exceed 9.30pm, any further extension is at the Mayor/Chair's discretion and by agreement of the majority of those members present.*

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

4.

COMMITTEES AND SUB-COMMITTEES

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;

- iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
- v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 3 days before the meeting that they are unable to attend;
- vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than 4;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.
- xiii. *approved committee membership as follows:*

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

5. **ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or**

within 14 days following the day on which the councillors elected take office.

- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.
- f The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.
- g The Vice-Chair of the Council, if there is one, unless they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
 - i. In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;

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

Council at any time.

- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. **PREVIOUS RESOLUTIONS**

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

8. **VOTING ON APPOINTMENTS**

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

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

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

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

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

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

- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

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

12. **DRAFT MINUTES**

Full Council meetings ●

Committee meetings ●

Sub-committee meetings ●

- a *'Draft' minutes, subject to the agreement of the Chair of the meeting, will be made publicly available as 'draft minutes' on the Sandbach Town Council website within 7 clear days of the meeting (per previous definition).*
- b If the draft minutes of a preceding meeting have been served on councillors with

the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

- c There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- d The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- e If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- f **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- g Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which he had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in which he had the interest.

- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. it is otherwise appropriate to grant a dispensation.**

14. **CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

- c The Council may:
- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

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

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 3 days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;

- vii. hold a copy of every councillor's register of interests;
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
 - ix. liaise, as appropriate, with the Council's Data Protection Officer;
 - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
 - xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
 - xii. arrange for legal deeds to be executed;
(see also standing order 23);
 - xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
 - xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
 - xv. refer a planning application received by the Council to the Chair or in their absence Vice-Chair of the Planning Committee, in a timely way, ensuring sufficient time for a considered response to be made;
 - xvi. manage access to information about the Council via the publication scheme;
and
 - xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).
16. **RESPONSIBLE FINANCIAL OFFICER**
- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.
17. **ACCOUNTS AND ACCOUNTING STATEMENTS**
- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
 - b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.

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

18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

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

published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

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

19. **HANDLING STAFF MATTERS**

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

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

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

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

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

- a **The Council shall appoint a Data Protection Officer.**
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

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

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

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

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

b Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

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

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

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

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

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be

proposed by a special motion, the written notice by at least 10 councillors to be given to the Proper Officer in accordance with standing order 9.

- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.
- e *All Councillors are bound by resolutions made through the application of Standing Orders and the Council's scheme of delegation, whether or not they voted for such a resolution. Conversely, Councillors do not represent each other, or the view of the Council, unless a resolution has been made within that framework.*

27. **POWERS**

In the case of a civil emergency or other urgent matter, the Town Clerk in consultation with a minimum of two members from the following: Mayor, Deputy Mayor or Committee Chair, is delegated to use the powers of Council. The use and justification of which will be reported to the next Council meeting.

28. **INSPECTION OF DOCUMENTS**

A member may for the purpose of his duty as such (but not otherwise), inspect any document in the possession of the Council by prior appointment, and, if copies are available, shall, on request, be supplied for the like purpose with a copy.

APPENDIX

HOW TO USE MODEL STANDING ORDERS (NALC GUIDANCE)

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

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

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

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

NALC DETAILS

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

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

© NALC 2018. ALL RIGHTS ARE RESERVED. NO PART OF THIS PUBLICATION MAY BE REPRODUCED OR USED FOR COMMERCIAL PURPOSES WITHOUT THE WRITTEN PERMISSION OF NALC SAVE THAT COUNCILS IN MEMBERSHIP OF NALC HAVE PERMISSION TO EDIT AND USE THE MODEL STANDING ORDERS IN THIS PUBLICATION FOR THEIR GOVERNANCE PURPOSES.

Finance, Governance and Policy Committee

2023-24 Budget Recommendation to Full Council

Introduction

Under the Council's scheme of delegation, Finance Committee is required to make a recommendation to Full Council regarding the Council's 2023-24 spending plans and precept. This will be considered by Full Council on 30 November 2022 in order to make a final resolution within the necessary timescale.

Supporting Information

In order to make an informed decision, members have been provided with the following information, which is in line with ChALC guidance:

Appendix 1: Draft budget showing changes from 2022-23 and assumptions used

Appendix 2: Level of general and earmarked reserves available to the Council

Appendix 3: Predicted expenditure and income plans against 2022-23 (current) budget

Tax Base and Implications

Cheshire East Council has informed the Town Council that its taxbase has increased from 2022-23 as follows:

2022-23 Taxbase: 8,409

2023-24 Taxbase: 8,857

CEC have advised that this means that the Council's net spending plans can increase to £732,380 with no increase to the 2022-23 Council Tax Band D rate of £82.69.

Recommended that:

- i) Finance Committee consider the supporting information and recommend the following to Full Council:
 - 2023-24 net expenditure level
 - Use of general reserves, whilst adhering to the Council's Reserves Policy
 - Precept level and Council Tax (Band D)

Finance, Policy and Governance Committee**2023-24 Budget****Appendix 2****Reserves Summary as at 1 April 2022****(Rationalisation approved Full Council 21.9.22)**

Reserve	Total
	£
General Reserves	632,796
Earmarked Reserves	
Town Hall / Asset Maintenance Reserve	141,838
Asset Strategy:	
Small Common Car Park	203,716
Fit for Purpose Accommodation Project	99,500
Short term projects	30,001
Public Toilet Refurbishment	50,000
Community Levy	5,863
Asset Strategy Reserve	389,080
Vehicle Replacement:	
New Van	1,611
Vehicle Replacement Reserve	1,611
Community Project:	
Skate Park	50,000
Community Project Reserve	50,000
Total Earmarked Reserves	582,529
Total Council Reserves as at 1 April 2022	1,215,325

STC General Reserves Policy:

<i>Draft Budget Net Spend (12 Months) MAX</i>	<i>732,380</i>
<i>Draft Budget Net Spend (3 Months) MIN</i>	<i>183,095</i>

		<u>2022-23</u>	<u>-</u>	<u>-</u>	<u>2023-24</u>	<u>Inflation</u>	
		Budget	Inflation Total	Adjustment	Draft Budget Total	Rate	NOTES AND ASSUMPTIONS (CL - RFO)
101	Administration						
4100	Mayor's Allowance	2,000	-	-	2,000	-	
4101	Civic & Ceremonial	2,500	-		2,500	-	
4110	ICT Support	7,500	375		7,875	5	
4111	Subscriptions	4,000	200		4,200	5	
4112	Audit Fees	5,180	259		5,439	5	
4114	Accountancy Services	8,200	410		8,610	5	
4120	Insurance	10,000	-	5,000	15,000		
4123	Telephones	2,500	75		2,575	3	<i>BT and Flextel monthly costs</i>
4130	Stationery	1,000	100		1,100	10	
4131	Photocopying	1,000	-	500	1,500		
4135	Postages	400	-	200	200		
4136	Election Costs/Referendum Costs	8,000	-	8,000	-		<i>Suggested at informal briefing 2.11.22 due to election year (Election Fund?)</i>
4141	Office Equipment/Furniture	3,000	-	1,000	4,000		
4142	Office Maintenance	500	-		500	-	
4145	Financial Software	1,100	55		1,155	5	
4150	Travelling Expenses	500	25		525	5	
4151	Training	4,000	-		4,000	-	
4152	HR & H&S Support	5,000	-		5,000		<i>Worknest - contract up for renewal</i>
4154	Aged Debt Write off	-	-	3,000	3,000		<i>For Council Consideration / Reserves</i>
4197	Bank Charges	2,500	-		2,500		

		<u>2022-23</u>	<u>-</u>	<u>-</u>	<u>2023-24</u>	<u>Inflation</u>	
		Budget	Inflation Total	Adjustment	Draft Budget Total	Rate	NOTES AND ASSUMPTIONS (CL - RFO)
101 Administration							
4199	Other Expenses	100	-		100		
4630	Legal Fees	1,500	-		1,500		
4670	New Purchases Projects	20,000	-	- 20,000	-		<i>For Earmarked Reserves?</i>
6140	Waste Disposal	1,500	-		1,500	5	<i>Bins £550, Pest £550, Hygiene £100</i>
6290	Advertising	1,000	50		1,050	5	<i>Confidential £250</i>
	NOTIONAL RENT (TOWN HALL)	-		50,000	50,000		<i>Recommended to reflect the costs of housing the Council and all its activities</i>
	Administration :- Expenditure	92,980	1,549	31,300	125,829		
	Net Expenditure	92,980	1,549	31,300	125,829		
102 Staff Costs							
4000	Salaries	145,400	21,810	48,005	215,215	15	<i>Per Staffing Review</i>
4001	Employer's NI	15,700	2,355	4,505	22,560	15	
4002	Pension Contributions	32,900	4,935	10,809	48,644	15	
4003	Staff Restructure (contingency)	70,000	10,500	- 70,000	10,500	15	<i>Allocate inflation</i>
	Staff Costs :- Expenditure	264,000	39,600	6,681	296,919	-	<i>Pay award agreed @ 7% 2022 10% (est) 2023 per SO (2% incl in 2022-23 base)</i>
	Net Expenditure	264,000	39,600	- 6,681	296,919		

		<u>2022-23</u>	<u>-</u>	<u>-</u>	<u>2023-24</u>	<u>Inflation</u>	
		Budget	Inflation Total	Adjustment	Draft Budget Total	Rate	
							NOTES AND ASSUMPTIONS (CL - RFO)
105	Publicity						
4300	Newsletter Printing	2,500	-		2,500	-	
4310	Website Development	1,000	50		1,050	5	<i>NDP site, STC Site, security fee,</i>
4320	Town Guide		-		-		
	Expenditure	3,500	50	-	3,550		
1320	Advertising Income						
	Income	-			-		
	Net Expenditure over Income	3,500	50	-	3,550		
110	Grants/Discretionary Payments						
4500	Transport Festival (SLA)	12,000	-	6,000	18,000	-	<i>3 year agreement capped at £18K PA Council Approval 18.5.22</i>
4503	Hanging Baskets (SLA)	8,500	-	4,000	12,500	-	<i>Council Approval 18.5.22</i>
4508	Christmas Lights (SLA)	26,500	2,650		29,150	10	
4515	Concert Series (SLA)	3,500	-		3,500	-	<i>£3,500 Granted at FCM on 05AUG21</i>
4530	Community Grants	30,000	-	- 2,500	27,500	-	
	Small Grants		-	2,500	2,500	-	
4550	Foden's Sponsorship	7,500	-		7,500	-	<i>On going agreement for this sponsorship package</i>
4551	Town Crier Honorarium	750	-		750	-	

		<u>2022-23</u>	<u>-</u>	<u>-</u>	<u>2023-24</u>	<u>Inflation</u>	
		Budget	Inflation Total	Adjustment	Draft Budget Total	Rate	
	Grants/Discretionary Payments						NOTES AND ASSUMPTIONS (CL - RFO)
110	Churchyard Maintenance (SLA)	1,580	79		1,659	5	
4573	Woodland & Wildlife (SLA)	2,000	100		2,100	5	<i>Granted £2,000 for 22/23 on 05AUG21</i>
4599	Other Donations	300	-		300		
4601	Sandbach Partnership	10,000	-	- 10,000	-		<i>Partnership under review - some costs distributed to events etc</i>
4611	Remembrance Parade: RBL Sandbach Branch	2,000	-	1,500	3,500		<i>Council Approval 21.9.22</i>
4640	CCTV Contribution (CEC Contract)	5,750	288		6,038	5	<i>3 year costs agreed</i>
4660	Allotments	1,000	-		1,000	-	
4666	Clean Team (SLA)	-	-		-	-	
	Grants/Discretionary Payments :- Expenditure	111,380	3,117	1,500	115,997		
	Net Expenditure over Income	111,380	3,117	1,500	115,997		

		<u>2022-23</u> <u>Budget</u>	<u>Inflation</u> <u>Total</u>	<u>-</u> <u>Adjustment</u>	<u>2023-24</u> <u>Draft</u> <u>Budget</u> <u>Total</u>	<u>Inflation</u> <u>Rate</u>	NOTES AND ASSUMPTIONS (CL - RFO)
140	<u>Community Events</u>						<i>£5,000 Market Town Festival. £2,500 Family Fun Day, £8,000 Party in Park, updated for new events approved</i>
4820	Community Events	20,500	1,025	2,500	24,025	5	<i>Additional event - Festival of Lights Council Approval 21.9.22</i>
	Community Events- Expenditure	20,500	1,025	2,500	24,025		
	Ticket Income						
	Community Events- Income	-					
	Net Expenditure over Income	20,500	1,025	2,500	24,025		
180	<u>Sandbach Town Hall</u>						
4670	New project/purchases	3,000	-		3,000		
6020	Town Hall Salaries	65,200	9,780	14,091	89,071	15	
6021	Employers NIC	4,500	675	- 646	4,529	15	
6022	Pension Contributions	9,300	1,395	6,360	17,055	15	
6070	Training	1,500	75		1,575	5	<i>Training required 2022 licence</i>
6080	Maintenance:	8,000	400		8,400	5	

		<u>2022-23</u>	<u>-</u>	<u>-</u>	<u>2023-24</u>	<u>Inflation</u>	NOTES AND ASSUMPTIONS (CL - RFO)
		Budget	Inflation Total	Adjustment	Draft Budget Total	Rate	
180	<u>Sandbach Town Hall</u>						
6090	H&S	500	-		500		
6091	Covid-19	1,000	-	- 1,000	-		
6100	Light and Heat	19,000	3,800		22,800	20	<i>Significant increase in 2022-23 - underspent</i>
6110	Rates and Water	12,000	600		12,600	5	<i>Water based on wastewater split. WR £1,000, NNDR £6,400 plus 5% increase</i>
6120	General Repairs & Maintenance	5,000	-	5,000	10,000	-	
6124	Condition survey	2,380	-	2,380	-	-	<i>Condition Survey Under Review - convert to maintenance budget / earmarked reserve</i>
6140	Waste Disposal	2,000	100		2,100	5	<i>Bins £800, Hygiene £260 Pest control £600</i>
6150	Security	500	25		525	5	
6220	Cleaning	13,500	1,013		14,513	8	<i>Recharge through notional rent</i>
6230	Equipment renewals:	3,000	-		3,000	-	
6280	Telephone	5,000	250		5,250	5	<i>BT £750 Prism £4,044</i>
6300	Performing Rights Licence	1,000	-		1,000	-	
6310	Premises Licence	2,500	-		2,500	-	<i>Wedding licence</i>
6340	Marketing	2,000	-		2,000	-	
6350	Irrecoverable VAT	6,250	-		6,250	-	<i>SO (external accountant) to provide</i>
7000	Public Works Loan Board	29,605	-		29,605	-	<i>Set repayment plan - recharge through notional rent</i>

		<u>2022-23</u> Budget	<u>Inflation</u> Total	<u>-</u> Adjustment	<u>2023-24</u> <u>Draft</u> <u>Budget</u> Total	<u>Inflation</u> Rate	NOTES AND ASSUMPTIONS (CL - RFO)
180	<u>Sandbach Town Hall</u>						
	Sandbach Town Hall :- Expenditure	196,735	18,113	21,425	236,273		
4831	Town Hall events costs	5,000	-	- 1,000	4,000		
4838	Cinema Cost	5,500	275		5,775	5	
4840	Refreshment purchases	4,000	200		4,200	5	
6010	Town Hall Bar Purchases	20,000	1,000		21,000	5	
	Sandbach Town Hall :- Direct Expenditure	34,500	1,475	- 1,000	34,975		
4801	Ticket Income	8,000	-		8,000		
4806	Refreshment sales	8,000	-		8,000		
4807	Cinema Income	5,500	-		5,500		
4808	Catering Income		-		-		
4809	Town Hall other income		-		-		
6000	Town Hall hire fees - Commercial	60,000	-	- 10,000	50,000		<i>Split fee target between commercial and community (KP/JB)</i>
	Town Hall hire fees - Community						
6002	Town Hall Bar Income	50,000	2,500		52,500	5	<i>Changed from £35K in final 2022-23 budget</i>
	NOTIONAL RENT INCOME	-		50,000	50,000		<i>Recommended to reflect the indicative cost of housing all Council activities</i>

	<u>2022-23</u> Budget	<u>-</u> <u>Inflation</u> <u>Total</u>	<u>-</u> <u>Adjustment</u>	<u>2023-24</u> <u>Draft</u> <u>Budget</u> <u>Total</u>	<u>Inflation</u> <u>Rate</u>	NOTES AND ASSUMPTIONS (CL - RFO)
180 Sandbach Town Hall						
Sandbach Town Hall :- Income	131,500	2,500	40,000	174,000		
Net Expenditure over Income	99,735	17,088	19,575	97,248		
182 Car Parks						
4619 Car Park refurbishment	10,000	-	- 10,000	-	-	<i>Funded from Earmarked Reserves</i>
6080 Maintenance	500	-		500		
Car Parks :- Expenditure	10,500	-	- 10,000	500		
Net Expenditure over Income	10,500	-	- 10,000	500		
184 Town Hall Shop Units						
6351 Town Hall units expenditure	1,500	-		1,500	-	<i>Lease review due</i>
Town Hall Shop Units- Expenditure	1,500			1,500		
Sandbach Town Hall Shop Units :- Income	15,850	793		16,643	5	<i>Rent review due</i>
Net Expenditure over Income	14,350	793	-	15,143		

		<u>2022-23</u>	<u>-</u>	<u>-</u>	<u>2023-24</u>	<u>Inflation</u>	
		Budget	Inflation Total	Adjustment	Draft Budget Total	Rate	NOTES AND ASSUMPTIONS (CL - RFO)
185	Ranger						
	Salary	-	1,658	11,051	12,709	15	<i>Per staffing review</i>
	NI	0	44	294	338	15	
	Pensions	-	375	2,497	2,872	15	
6230	Equipment renewals	6,500	-		6,500	-	<i>Under Review</i>
6200	Motor Expenses	1,000	-		1,000	-	<i>Under Review</i>
	Ranger Expenditure	7,500	2,076	13,842	23,418		
	Net Expenditure over Income	7,500	2,076	13,842	23,418		
190	Outdoor Market						
6021	Employers NIC	2,600	390	- 1,219	1,771	15	<i>Under review</i>
6022	Superannuation/ Pension	6,800	1,020	- 2,978	4,842	15	
6023	Market wages	44,900	6,735	- 15,313	36,322	15	
6070	Training	800	-		800	-	<i>New staff</i>
6080	Maintenance	2,000	-	- 1,000	1,000	-	<i>Transfer from condition survey review</i>
6090	Health and Safety	450	-		450	-	
6100	Light and Heat	625	31		656	5	<i>2 yearly summaries checked.</i>
6110	Rates and Water	8,250	413		8,663	5	<i>WR £100, NNDR £7,200 plus 5% increase</i>
6120	Repairs	500	-	- 500	-		

		<u>2022-23</u> Budget	- Inflation Total	- Adjustment	<u>2023-24</u> <u>Draft</u> <u>Budget</u> Total	<u>Inflation</u> <u>Rate</u>	NOTES AND ASSUMPTIONS (CL - RFO)
190	Outdoor Market						
6124	Condition survey	5,390	-	- 5,390	-		
6140	Waste Disposal	5,000	-		5,000	-	<i>Under Review</i>
6200	Motor expenses	4,500	-	- 2,000	2,500	-	<i>Under Review</i>
6230	Equipment renewals	3,000	-	- 1,500	1,500	-	<i>Under Review</i>
6280	Telephone	175	9		184	5	
6290	Promotion/ Advertising	2,500	-	- 1,000	1,500		
6350	Irrecoverable VAT	1,000	-		1,000	-	<i>SO to provide</i>
6352	Christmas Market Expenditure	6,000	-	3,000	9,000	-	<i>Realign budget</i>
	Sandbach Markets :- Expenditure	94,490	8,598	- 27,900	75,188		
1905	Outdoor Market Income	30,000	3,000	-	33,000	10	<i>Rent Review - Assets & Services Cttee April 2022</i>
1906	Christmas Market Income	5,000	-		5,000		
1911	Gazebo income	2,000	-		2,000		
	Outdoor Markets- Income	37,000	3,000	-	40,000		
	Net Expenditure over Income	57,490	5,598	- 27,900	35,188		

	<u>2022-23</u>	<u>-</u>	<u>-</u>	<u>2023-24</u>	<u>Inflation</u>	NOTES AND ASSUMPTIONS (CL - RFO)	
	Budget	Inflation Total	Adjustment	Draft Budget Total	Rate		
191 Indoor Market							
6021	Employers NIC	1,300	195	81	1,576	15	
6022	Pension Contributions	3,800	570	22	4,392	15	
6023	Market wages	16,000	2,400	911	19,311	15	
6070	Training	260	13		273	5	
6080	Maintenance:	800	-	1,200	2,000	-	
6090	Health and Safety	450	-		450	-	
6100	Light and Heat	7,500	375		7,875	5	<i>Recharged</i>
							<i>Water meter reading split 3 way historically, now based on wastewater split. WR £2,750, NNDR £3,400 plus 5% increase</i>
6110	Rates and Water	6,700	335		7,035	5	
6120	General repairs	1,600	-	- 1,600	-	-	
6124	Condition survey	1,400	-	- 1,400	-	-	<i>Condition survey review - transfer to maintenance</i>
6140	Waste Disposal	1,300	-		1,300	-	<i>Under Review - Bins £610, Pest £250 Hygiene £150</i>
6220	Cleaning	500	25		525	5	
6230	Equipment renewals	1,000	-		1,000	-	
6280	Telephone	100	5		105	5	
6290	Market Hall Advertising	2,500	-	1,500	4,000	-	
6350	Irrecoverable VAT	3,125	-		3,125	-	<i>SO to provide</i>

		<u>2022-23</u>	<u>-</u>	<u>-</u>	<u>2023-24</u>	<u>Inflation</u>	NOTES AND ASSUMPTIONS (CL - RFO)
		Budget	Inflation Total	Adjustment	Draft Budget Total	Rate	
191	<u>Indoor Market</u>						
	Sandbach Markets :- Expenditure	48,335	3,918	714	52,967		
1901	Indoor Market income	35,000	3,500	5,000	43,500	10	<i>Rent Review - Assets & Services Cttee April 2022</i>
New Code	Recharge Electricity		-				
	Total income	35,000	3,500	5,000	43,500		
	Net Expenditure over Income	13,335	418	- 4,286	9,467		
200	<u>Public Conveniences</u>						
6100	Light and Heat	750	38		788	5	
6110	Rates and Water	600	30		630	5	<i>Water based on wastewater split. WR £500, NNDR £1200 plus 5% increase</i>
6120	Repairs	1,000	-		1,000	-	
6140	Waste Disposal	250	-		250	-	
6400	Supplies (Public Conveniences)	1,000	-		1,000	-	
6402	Vandalism Repairs	1,500	-	- 1,000	500		

		<u>2022-23</u>	<u>-</u>	<u>-</u>	<u>2023-24</u>	<u>Inflation</u>	NOTES AND ASSUMPTIONS (CL - RFO)
		<u>Budget</u>	<u>Inflation Total</u>	<u>Adjustment</u>	<u>Draft Budget</u>	<u>Rate</u>	
					Total		
200	<u>Public Conveniences</u>						
6406	Contract Cleaning	16,500	25		17,325	5	
	Public Conveniences :- Expenditure	21,600	893	- 1,000	21,493		
	Net Expenditure over Income	21,600	893	1,000	21,493		
400	<u>Projects</u>						
	<u>Income</u>						
1192	Community Levy	-	-		-		
	INCOME	-	-	-	-		
4614	Office Accommodation Project	25,000		- 25,000	-		<i>Funded from Earmarked Reserves</i>
4616	Town Hall Office	-			-		
							<i>ALL Under Review - Funded from earmarked reserves</i>
400	<u>Other (Use of reserves)</u>						
4600	Projects		-				
4603	Parks and Play Areas		-				
4604	Tidy Town	-	-		-		

		<u>2022-23</u>	<u>-</u>	<u>-</u>	<u>2023-24</u>	<u>Inflation</u>
		Budget	Inflation Total	Adjustment	Draft Budget	Rate
					Total	
400	Other (Use of reserves)					
4618	Skate Park		-			
4620	Conservation		-			
4625	Benches/Street Furniture/Repairs	-	-		-	
4630	Legal Fees		-			
4645	Project Management Consultancy Fees		-			
4648	Neighbourhood Plan	-	-		-	
4651	Sandbach Park		-			
4667	Asset Maintenance Provision	10,000	-		10,000	
4670	Approved Purchases		-			
6350	VAT on Town hall office project		-			
6500	Christmas Trees		-			
4627	CCTV: Waitrose/ B&M Installation/running costs	-	-		-	
4628	Public toilets refurb	-	-		-	
	Projects :- Expenditure	35,000	-	25,000	10,000	
	Net Expenditure over Income	35,000		25,000	10,000	

**NOTES AND ASSUMPTIONS
(CL - RFO)**

*ALL Under Review - Funded from
earmarked reserves*

SO to provide

		<u>2022-23</u> Budget	<u>-</u> Inflation Total	<u>-</u> Adjustment	<u>2023-24</u> <u>Draft</u> <u>Budget</u> Total	<u>Inflation</u> <u>Rate</u>
400 Other (Use of reserves)						
1190	Interest	- 400		200	- 200	
	Contingency (if agreed)	-		-	-	
	Overall Budget Spend	722,770	70,620	45,100	748,290	
1176	Precept at 2022-23 level	695,310			732,380	
	Use of reserves for zero incr in Band D	-			-	
	Change on net spend from 2022-23	27,460			15,910	
	Percentage change on spend				25,520	
					4	
	<u>Variables for precept:</u>					
	Pay Inflation					
	Use of reserves for precept increase and projects					
	Expenditure & income levels /					

NOTES AND ASSUMPTIONS (CL - RFO)

ALL Under Review - Funded from earmarked reserves

Accommodation / Others

Per CEC taxbase email notification 21.10.22 for no rise in Council Tax (Band D) 2022-23 to fund projects / 2023-24 to fund additional spend if agreed

Baseline increase from 2022-23 budget

If no use of reserves

choices				
Contingency				
2023-24 Tax Base (CEC est)	8,857			
2022-23 Tax Base	8,409			
2022-23 Council Tax Per Band D	82.69			
2023-24 Council Tax Per Band D (no reserves)	84.49			
% change in Council Tax (no reserves)	2.18			

Budget Considerations / Approvals / Notes

Reserves rationalisation - revised earmarked totals & Use of Reserves

Approved changes:

Small grants budget

Transport festival SLA

Hanging baskets SLA Increased costs

New events - Festival of Lights

Remembrance - increased responsibilities & costs

Ranger service & related budgets

Staff budget re set based on staffing review (allocate £70K 2022-23 growth)

Potential changes:

Sandbach Partnership - redistribution of funding

Pay award level (5 plus 5 in this version)

Notional Rent / New accommodation changes / costs

Election costs (excluded in 2023-24 Election Year)

churchyard maintenance review?

Market review - progress towards balanced budget achieved (staff & rent review 2022)

Waste contract review

Town Hall business case vs community benefit

Other variables:

Tax base increase

02/11/2022

Sandbach Town Council

Page 1

13:27

Annual Budget - By Centre (Actual YTD Month 6)

Note: Annual Budget 2022-23

	<u>2021-22</u>		<u>2022-23</u>				<u>2023-24</u>			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
100	<u>Town Council Income</u>									
1176	Precept	689,544	689,544	695,310	695,310	695,310	0	0	0	0
1190	Interest Received	400	114	400	753	800	0	0	0	0
	Total Income	689,944	689,658	695,710	696,063	696,110	0	0	0	0
	Movement to/(from) Gen Reserve	689,944	689,658	695,710	696,063	696,110	0	0	0	0
101	<u>Administration</u>									
4840	Refreshment purchases	0	0	0	9	0	0	0	0	0
	Direct Expenditure	0	0	0	9	0	0	0	0	0
4100	Mayor's Allowance	2,000	2,015	2,000	1,000	2,000	0	0	0	0
4101	Civic & Ceremonial	2,500	115	2,500	706	2,500	0	0	0	0
4103	Locum Clerk Costs	0	2,814	0	0	0	0	0	0	0
4110	ICT Support/Packages	7,500	6,505	7,500	4,475	8,500	0	0	0	0
4111	Subscriptions	4,000	4,031	4,000	2,360	5,500	0	0	0	0
4112	Audit Fees Internal & External	0	2,260	5,180	2,365	5,180	0	0	0	0
4113	Accounts Consultants	0	2,696	0	0	0	0	0	0	0
4114	Accountancy Support	8,200	7,477	8,200	3,611	6,500	0	0	0	0
4115	Office 365/Outlook (Emails)	0	242	0	1,357	3,030	0	0	0	0
4120	Insurance	10,000	7,996	10,000	9,647	10,930	0	0	0	0
4123	Telephones	2,500	2,197	2,500	1,074	2,500	0	0	0	0
4130	Stationery	1,500	934	1,000	665	1,000	0	0	0	0
4131	Photocopying	1,000	544	1,000	618	1,000	0	0	0	0
4135	Postages	400	218	400	1	50	0	0	0	0

02/11/2022

Sandbach Town Council

Page 2

13:27

Annual Budget - By Centre (Actual YTD Month 6)

Note: Annual Budget 2022-23

	<u>2021-22</u>		<u>2022-23</u>				<u>2023-24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4136 Election costs	8,000	27,295	8,000	11,419	11,419	0	0	0	0
4141 Office Equipment/Furniture	3,000	2,135	3,000	4,195	4,500	0	0	0	0
4142 Office Maintenance	500	273	500	0	500	0	0	0	0
4144 STC Work Wear	0	0	0	274	500	0	0	0	0
4145 Financial Software	0	1,028	1,100	1,110	1,170	0	0	0	0
4150 Travelling Expenses	500	0	500	231	500	0	0	0	0
4151 Training	4,000	1,265	4,000	790	2,500	0	0	0	0
4152 HR & H&S Support	4,000	4,821	5,000	0	5,500	0	0	0	0
4197 Bank Charges	2,500	1,627	2,500	1,256	2,400	0	0	0	0
4198 Cleaning	0	3,373	0	2,116	4,250	0	0	0	0
4199 Other Expenses	500	10	100	0	0	0	0	0	0
4310 Website Maintenance	0	0	0	901	0	0	0	0	0
4630 Legal Fees	1,500	2,000	1,500	339	1,500	0	0	0	0
4670 New Purchases/Projects	20,000	0	20,000	0	0	0	0	0	0
4850 Legal and professional fes	0	19,145	0	7,949	7,949	0	0	0	0
6091 Covid-19	0	14	0	0	0	0	0	0	0
6140 Waste Disposal	1,500	0	1,500	56	56	0	0	0	0
6290 Advertising	1,000	1,041	1,000	1,060	1,500	0	0	0	0
Overhead Expenditure	86,600	104,069	92,980	59,573	92,934	0	0	0	0
Movement to/(from) Gen Reserve	(86,600)	(104,069)	(92,980)	(59,582)	(92,934)		0		
102 Staff Costs									
4000 Salaries	138,100	169,839	145,400	71,180	145,400	0	0	0	0
4001 Employer's NI	12,250	16,125	15,700	7,426	15,700	0	0	0	0

02/11/2022

Sandbach Town Council

Page 3

13:27

Annual Budget - By Centre (Actual YTD Month 6)

Note: Annual Budget 2022-23

	<u>2021-22</u>		<u>2022-23</u>				<u>2023-24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4002 Employer's Superannuation	30,100	25,131	32,900	9,930	32,900	0	0	0	0
4003 Staff Restructure	0	0	70,000	0	32,000	0	0	0	0
Overhead Expenditure	180,450	211,096	264,000	88,535	226,000	0	0	0	0
Movement to/(from) Gen Reserve	(180,450)	(211,096)	(264,000)	(88,535)	(226,000)		0		
<u>105 Publicity</u>									
4300 Newsletter Printing	4,740	0	2,500	0	0	0	0	0	0
4310 Website Maintenance	1,000	637	1,000	0	1,500	0	0	0	0
Overhead Expenditure	5,740	637	3,500	0	1,500	0	0	0	0
Movement to/(from) Gen Reserve	(5,740)	(637)	(3,500)	0	(1,500)		0		
<u>110 Grants/Discretionary Payments</u>									
4500 Transport Festival	12,000	0	12,000	5,000	12,000	0	0	0	0
4503 Hanging Baskets	8,000	8,275	8,500	0	8,500	0	0	0	0
4508 Christmas Lights	26,500	29,007	26,500	23,227	26,500	0	0	0	0
4515 Concert Series	2,500	2,500	3,500	3,500	3,500	0	0	0	0
4530 Community Grants	30,000	8,135	30,000	18,560	30,000	0	0	0	0
4550 Foden's Sponsorship	7,500	7,500	7,500	8,500	8,500	0	0	0	0
4551 Town Crier Honorarium	750	750	750	750	750	0	0	0	0
4560 Churchyard Maintenance	1,580	1,580	1,580	1,660	1,660	0	0	0	0
4573 Woodland and Wildlife	1,000	1,000	2,000	2,000	2,000	0	0	0	0
4599 Other Regular Donations	300	0	300	0	300	0	0	0	0
4601 Sandbach Partnership	10,000	5,000	10,000	0	0	0	0	0	0
4611 Remembrance Parade	250	200	2,000	585	2,000	0	0	0	0

02/11/2022

Sandbach Town Council

Page 4

13:27

Annual Budget - By Centre (Actual YTD Month 6)

Note: Annual Budget 2022-23

	<u>2021-22</u>		<u>2022-23</u>				<u>2023-24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4640 CCTV Contribution	5,750	5,728	5,750	5,728	5,728	0	0	0	0
4660 Allotments	1,000	1,000	1,000	1,000	1,000	0	0	0	0
Overhead Expenditure	107,130	70,675	111,380	70,510	102,438	0	0	0	0
9000 plus Transfer from EMR	0	0	0	5,000	0	0	0	0	0
9001 less Transfer to EMR	0	15,800	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(107,130)	(86,475)	(111,380)	(65,510)	(102,438)	0	0	0	0
140 Community Events									
1910 Community Events Income	0	541	0	920	920	0	0	0	0
1912 Other income	0	0	0	1,200	1,200	0	0	0	0
4801 Ticket Income	0	0	0	3,360	3,360	0	0	0	0
Total Income	0	541	0	5,480	5,480	0	0	0	0
4820 Community Events	20,500	7,744	20,500	14,451	20,500	0	0	0	0
Overhead Expenditure	20,500	7,744	20,500	14,451	20,500	0	0	0	0
Movement to/(from) Gen Reserve	(20,500)	(7,203)	(20,500)	(8,971)	(15,020)	0	0	0	0
180 Sandbach Town Hall									
1801 Town Hall Hirings USE 6000	0	1,119	0	0	0	0	0	0	0
1912 Other income	0	0	0	2	2	0	0	0	0
4801 Ticket Income	8,000	0	8,000	0	0	0	0	0	0
4806 Refreshment sales	8,000	605	8,000	275	275	0	0	0	0
4807 Cinema Income	6,600	1,782	5,500	2,472	5,000	0	0	0	0
6000 Town Hall HireFees	60,000	43,582	60,000	21,173	45,000	0	0	0	0

02/11/2022

Sandbach Town Council

Page 5

13:27

Annual Budget - By Centre (Actual YTD Month 6)

Note: Annual Budget 2022-23

	<u>2021-22</u>		<u>2022-23</u>				<u>2023-24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6002 Town Hall Bar Income	30,000	35,459	50,000	30,003	50,000	0	0	0	0
6004 Town Hall Bar Income Pre paid	0	499	0	650	650	0	0	0	0
Total Income	112,600	83,046	131,500	54,575	100,927	0	0	0	0
4831 Town Hall Events Costs	1,000	2,725	5,000	209	2,000	0	0	0	0
4838 Cinema Costs	5,500	2,138	5,500	1,789	4,000	0	0	0	0
4840 Refreshment purchases	1,750	2,447	4,000	407	1,000	0	0	0	0
6010 Town Hall Bar Purchases	15,000	12,441	20,000	10,688	20,000	0	0	0	0
Direct Expenditure	23,250	19,751	34,500	13,092	27,000	0	0	0	0
4111 Subscriptions	0	0	0	105	210	0	0	0	0
4199 Other Expenses	0	4	0	0	0	0	0	0	0
4630 Legal Fees	0	1,200	0	0	0	0	0	0	0
4670 New Purchases/Projects	1,500	0	3,000	1,634	3,000	0	0	0	0
6020 Town Hall Salaries	106,000	60,802	65,200	29,795	65,200	0	0	0	0
6021 Employers NIC	5,700	4,109	4,500	1,495	4,500	0	0	0	0
6022 Superannuation	20,500	9,851	9,300	4,710	9,300	0	0	0	0
6070 Training	500	0	1,500	1,240	1,500	0	0	0	0
6080 Maintenance	4,640	776	8,000	5,743	8,000	0	0	0	0
6090 Health and Safety	0	480	500	0	500	0	0	0	0
6091 Covid-19	3,000	538	1,000	0	0	0	0	0	0
6100 Light and Heat	15,000	11,193	19,000	6,472	21,500	0	0	0	0
6110 Rates and Water	7,800	1,844	12,000	4,120	8,500	0	0	0	0
6120 Repairs	4,000	4,603	5,000	0	5,000	0	0	0	0
6124 Condition Survey	2,380	6,208	2,380	0	0	0	0	0	0

02/11/2022

Sandbach Town Council

Page 6

13:27

Annual Budget - By Centre (Actual YTD Month 6)

Note: Annual Budget 2022-23

	<u>2021-22</u>		<u>2022-23</u>				<u>2023-24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6140 Waste Disposal	1,600	2,597	2,000	1,216	2,600	0	0	0	0
6150 Security	500	0	500	22	500	0	0	0	0
6220 Cleaning	3,000	7,654	13,500	4,095	8,500	0	0	0	0
6230 Equipment renewals	3,000	1,502	3,000	1,231	3,000	0	0	0	0
6240 Glassware	0	166	0	115	200	0	0	0	0
6260 Stationery	0	1	0	0	0	0	0	0	0
6280 Telephone	5,000	4,734	5,000	832	5,000	0	0	0	0
6300 Performing Rights Licence	800	1,168	1,000	0	1,300	0	0	0	0
6310 Premises Licence	2,500	200	2,500	180	0	0	0	0	0
6340 Marketing	2,000	2,509	2,000	812	2,500	0	0	0	0
6350 Irrecoverable VAT	6,250	5,080	6,250	2,172	6,250	0	0	0	0
7000 Public Works Loan Board	24,700	29,605	29,605	14,803	29,605	0	0	0	0
Overhead Expenditure	220,370	156,826	196,735	80,792	186,665	0	0	0	0
Movement to/(from) Gen Reserve	(131,020)	(93,530)	(99,735)	(39,309)	(112,738)		0		
<u>182 Car Parks</u>									
4619 Car Parks refurbishment	10,000	4,907	10,000	1,625	10,000	0	0	0	0
6080 Maintenance	500	0	500	0	0	0	0	0	0
Overhead Expenditure	10,500	4,907	10,500	1,625	10,000	0	0	0	0
Movement to/(from) Gen Reserve	(10,500)	(4,907)	(10,500)	(1,624)	(10,000)		0		
<u>184 Town Hall Shop Units</u>									
6005 Town Hall Shop Units	15,850	15,637	15,850	7,925	15,850	0	0	0	0
Total Income	15,850	15,637	15,850	7,925	15,850	0	0	0	0

02/11/2022

Sandbach Town Council

Page 7

13:27

Annual Budget - By Centre (Actual YTD Month 6)

Note: Annual Budget 2022-23

	<u>2021-22</u>		<u>2022-23</u>				<u>2023-24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6100 Light and Heat	0	-818	0	-2,324	0	0	0	0	0
6351 Town Hall Units Expenditure	1,500	1,271	1,500	304	1,500	0	0	0	0
Overhead Expenditure	1,500	453	1,500	-2,020	1,500	0	0	0	0
Movement to/(from) Gen Reserve	14,350	15,185	14,350	9,945	14,350		0		
<u>185 Old Ranger - Do not use</u>									
6200 Motor expenses	0	275	0	0	0	0	0	0	0
6230 Equipment renewals	13,500	2,599	0	0	0	0	0	0	0
Overhead Expenditure	13,500	2,874	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(13,500)	(2,874)	0	0	0		0		
<u>190 Outdoor Market</u>									
1905 Outdoor Market Income	35,000	19,378	30,000	11,057	25,000	0	0	0	0
1906 Christmas Markets	0	3,355	5,000	2,510	2,510	0	0	0	0
1907 Other Market Income	0	1,200	0	0	0	0	0	0	0
1911 Gazebo Income	0	3,062	2,000	2,382	4,000	0	0	0	0
Total Income	35,000	26,995	37,000	15,949	31,510	0	0	0	0
6021 Employers NIC	1,500	1,905	2,600	1,437	2,600	0	0	0	0
6022 Superannuation	4,000	5,541	6,800	2,848	6,800	0	0	0	0
6023 Market wages	34,000	43,067	44,900	23,287	44,900	0	0	0	0
6070 Training	800	0	800	0	0	0	0	0	0
6080 Maintenance	2,000	75	2,000	60	2,000	0	0	0	0
6090 Health and Safety	450	5	450	0	450	0	0	0	0

02/11/2022

Sandbach Town Council

13:28

Annual Budget - By Centre (Actual YTD Month 6)

Note: Annual Budget 2022-23

	<u>2021-22</u>		<u>2022-23</u>				<u>2023-24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6091 Covid-19	2,500	0	0	0	0	0	0	0	0
6100 Light and Heat	500	281	625	178	400	0	0	0	0
6110 Rates and Water	7,700	7,845	8,250	4,243	8,500	0	0	0	0
6120 Repairs	500	0	500	0	500	0	0	0	0
6124 Condition Survey	5,390	0	5,390	0	0	0	0	0	0
6140 Waste Disposal	5,000	5,815	5,000	3,645	7,105	0	0	0	0
6200 Motor expenses	4,500	2,822	4,500	1,426	3,000	0	0	0	0
6230 Equipment renewals	3,000	150	3,000	1,136	3,000	0	0	0	0
6280 Telephone	175	173	175	61	150	0	0	0	0
6290 Advertising	2,500	939	2,500	0	0	0	0	0	0
6350 Irrecoverable VAT	3,125	1,025	1,000	297	1,000	0	0	0	0
6352 Christmas Market costs	5,000	8,643	6,000	10,054	11,000	0	0	0	0
Overhead Expenditure	82,640	78,285	94,490	48,671	91,405	0	0	0	0
Movement to/(from) Gen Reserve	(47,640)	(51,290)	(57,490)	(32,722)	(59,895)	0	0	0	0
191 Indoor Market									
1900 Other Market Income	0	0	0	0	0	0	0	0	0
1901 Indoor Market Income	35,000	33,114	35,000	18,839	35,000	0	0	0	0
1906 Christmas Markets	0	0	0	1,060	1,060	0	0	0	0
Total Income	35,000	33,114	35,000	19,899	36,060	0	0	0	0
4111 Subscriptions	0	0	0	105	210	0	0	0	0
6021 Employers NIC	650	1,212	1,300	888	1,300	0	0	0	0
6022 Superannuation	1,800	2,998	3,800	3,029	3,800	0	0	0	0

02/11/2022

Sandbach Town Council

Page 9

13:28

Annual Budget - By Centre (Actual YTD Month 6)

Note: Annual Budget 2022-23

	<u>2021-22</u>		<u>2022-23</u>				<u>2023-24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6023 Market wages	8,400	17,007	16,000	10,615	16,000	0	0	0	0
6070 Training	260	0	260	0	0	0	0	0	0
6080 Maintenance	800	898	800	424	800	0	0	0	0
6090 Health and Safety	450	0	450	0	450	0	0	0	0
6100 Light and Heat	8,000	5,248	7,500	3,307	9,000	0	0	0	0
6110 Rates and Water	6,500	5,632	6,700	4,331	6,700	0	0	0	0
6120 Repairs	1,600	2,181	1,600	2,116	2,116	0	0	0	0
6124 Condition Survey	1,400	0	1,400	0	0	0	0	0	0
6140 Waste Disposal	1,300	1,034	1,300	747	1,500	0	0	0	0
6220 Cleaning	500	3,642	500	1,896	4,000	0	0	0	0
6230 Equipment renewals	1,000	0	1,000	667	1,000	0	0	0	0
6280 Telephone	720	20	100	41	100	0	0	0	0
6290 Advertising	0	1,024	0	634	0	0	0	0	0
6291 Market Hall Advertising	2,500	112	2,500	644	2,500	0	0	0	0
6300 Performing Rights Licence	0	1,197	0	0	0	0	0	0	0
6350 Irrecoverable VAT	3,125	2,278	3,125	1,350	3,125	0	0	0	0
Overhead Expenditure	39,005	44,482	48,335	30,794	52,601	0	0	0	0
Movement to/(from) Gen Reserve	(4,005)	(11,368)	(13,335)	(10,895)	(16,541)	0	0	0	0
195 Ranger (New Code)									
6200 Motor expenses	0	0	1,000	0	1,000	0	0	0	0
6230 Equipment renewals	0	0	6,500	0	6,500	0	0	0	0
Overhead Expenditure	0	0	7,500	0	7,500	0	0	0	0

02/11/2022

Sandbach Town Council

Page 10

13:28

Annual Budget - By Centre (Actual YTD Month 6)

Note: Annual Budget 2022-23

	<u>2021-22</u>		<u>2022-23</u>				<u>2023-24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>	<u>(7,500)</u>	<u>0</u>	<u>(7,500)</u>		<u>0</u>		
<u>200 Public Conveniences</u>									
6100 Light and Heat	600	434	750	272	600	0	0	0	0
6110 Rates and Water	1,800	-895	600	142	300	0	0	0	0
6120 Repairs	1,000	2	1,000	501	1,000	0	0	0	0
6140 Waste Disposal	250	27	250	0	250	0	0	0	0
6400 Supplies (Public Conveniences)	1,000	128	1,000	497	1,000	0	0	0	0
6402 Vandalism Repairs	1,500	99	1,500	68	1,500	0	0	0	0
6406 Contract Cleaning	16,500	13,471	16,500	6,552	13,500	0	0	0	0
Overhead Expenditure	<u>22,650</u>	<u>13,267</u>	<u>21,600</u>	<u>8,032</u>	<u>18,150</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Movement to/(from) Gen Reserve	<u>(22,650)</u>	<u>(13,267)</u>	<u>(21,600)</u>	<u>(8,032)</u>	<u>(18,150)</u>		<u>0</u>		
<u>400 Projects</u>									
1192 Community Inf. Levy	0	3,786	0	0	0	0	0	0	0
Total Income	<u>0</u>	<u>3,786</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4600 Projects	2,000	0	0	0	0	0	0	0	0
4604 Tidy Town	500	0	0	0	0	0	0	0	0
4614 Office Project	0	0	25,000	3,493	3,493	0	0	0	0
4616 Town Hall Office	25,600	0	0	0	0	0	0	0	0
4625 Benches/Street Furniture	2,000	0	0	0	0	0	0	0	0
4626 Community/Pubwatch	0	0	0	0	5,412	0	0	0	0
4648 Neighbourhood Plan	2,000	3,356	0	168	168	0	0	0	0

02/11/2022

Sandbach Town Council

Page 11

13:28

Annual Budget - By Centre (Actual YTD Month 6)

Note: Annual Budget 2022-23

	<u>2021-22</u>		<u>2022-23</u>				<u>2023-24</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4667 Asset Maintenance Prov	10,000	0	10,000	0	10,000	0	0	0	0
Overhead Expenditure	42,100	3,356	35,000	3,661	19,073	0	0	0	0
400 Net Income over Expenditure	-42,100	430	-35,000	-3,661	-19,073	0	0	0	0
9001 less Transfer to EMR	0	39,386	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>(42,100)</u>	<u>(38,956)</u>	<u>(35,000)</u>	<u>(3,661)</u>	<u>(19,073)</u>		<u>0</u>		
Total Budget Income	888,394	852,778	915,060	799,891	885,937	0	0	0	0
Expenditure	855,935	718,421	942,520	417,726	857,266	0	0	0	0
Net Income over Expenditure	<u>32,459</u>	<u>134,356</u>	<u>-27,460</u>	<u>382,165</u>	<u>28,671</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	0	0	5,000	0	0	0	0	0
less Transfer to EMR	0	55,186	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>32,459</u>	<u>79,170</u>	<u>(27,460)</u>	<u>387,165</u>	<u>28,671</u>		<u>0</u>		

SANDBACH TOWN COUNCIL

FULL COUNCIL 30 NOVEMBER 2022 - VIMIERA MEMORIAL PROPOSAL

Background

During the second world war a fund-raising programme was organised across the UK to raise money for the war-effort. Part of this programme was 'Warship Week' in which cities, towns and villages throughout the country were given a target, and if successfully achieved the town would be allocated a naval vessel and its crew for adoption. Sandbach was given a target of £120,000 and during the period 30th November to 6th December 1941 the town raised a total of £163,880 and was subsequently allocated H.M.S. Vimiera as our adopted ship. The ship was a 'V' Class destroyer and spent most of its wartime service on convoy protection duties in the North Sea and English Channel.

To commemorate the adoption of the ship, the Admiralty presented the town with a plaque displaying a copy of the ship's badge and an inscribed plate. This was presented by the Admiralty at a ceremony in the town in September 1942.

On 9th January 1942 (just 5 weeks after its adoption by Sandbach) H.M.S. Vimiera struck a mine in the Thames estuary and sank with the loss of 96 of its crew of 126.

The plaque still exists despite having been given little or no prominence since 1942 and has been moved to various storage sites following local government re-organizations in recent years, and had fallen into a poor state of repair. Since 1942 it has moved from Sandbach District Council, Congleton Borough Council, Cheshire East Council, Sandbach Town Council (at the Literary Institute) and has now returned to its original home at Sandbach Town Hall.

The plaque has now been repaired and refurbished to its original 1942 condition.

Cost

The replacement of the missing inscription plate on the plaque has cost £41.19. A suitable inscription plate for the list of crew members would cost approx. £100 (min) depending on the material chosen.

Approx £60 would be required for the preferred boarding and framework for the memorial.

Expenditure will be charged to budget code 101 / 4670 new projects.

No additional cost was incurred with the painting and refurbishment of the plaque.

Proposal

It is recommended that the plaque can be placed on public display within the Town Hall foyer together with a commemorative list of the crew members who lost their lives in the tragedy, subject to any necessary authorisations. A suitable position for display has been identified for what will then become the memorial to the ship and its crew. No other specific memorial exists for H.M.S. Vimiera.

The 9th January is the anniversary of the sinking and the intention is to unveil the memorial on that date. The local Branch of the Royal British Legion would be interested in attending, and possibly the Admiralty, and it is anticipated that this would be of interest to the community and media as a fitting tribute.



Sandbach Town Council

SANDBACH TOWN COUNCIL

Registered to carry on audit work by the Institute of Chartered Accountants in England and Wales

The internal audit of Sandbach Town Council is carried out by undertaking the following tests as specified in the AGAR Annual Return for Local Councils in England:

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year end testing on the accuracy and completeness of the financial statements
- Checking that during the previous year , the council correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations

The interim internal audits provide evidence to support the annual internal audit conclusion in the AGAR Annual Return for larger councils.

Conclusion

On the basis of the internal audit work carried out, which was limited to the tests indicated above, in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, except for the issues and recommendations reported in the action plan overleaf.

J D H Business Services Ltd

	ISSUE	RECOMMENDATION	FOLLOW UP	MANAGEMENT RESPONSE
2022/23 First Interim Internal Audit				
1	<p>Sample testing of bar income identified the reconciliation of income to z reads was not always being carried out. Where the reconciliation is completed, we identified examples where the information was not comprehensive enough to evidence that income has been completely and accurately recorded as follows:</p> <ul style="list-style-type: none"> - Where the reconciliation records differences between card/cash and z reads, these are simply recorded with no explanation even where the differences are significant. No threshold has been set for explanations to be required for card and cash reconciliation differences. - The bar takings sheets containing the reconciliation template also has a checklist to be completed, This includes confirmation that an ‘ issues sheet’ has been completed. We noted this is ticked even when no issues sheet has been completed so there is a need for staff training in the completion of the bar takings reconciliations. 	<p><i>The reconciliation of bar income must be carried out comprehensively for every event. Where there are significant differences above a specified threshold between the z reads and card/cash income recorded, then these differences must be investigated. The ‘issues sheet’ must be completed with the reasons for all significant differences.</i></p> <p><i>Income and expenditure must be posted gross to the Rialtas ledger. The bar takings sheet should include a section containing the required posting to the ledger for income and expenditure for each event. VAT should be reclaimed on all standard rated purchases paid out of bar cash receipts.</i></p> <p><i>Staff involved in the bar events should receive training in the completion of the bar takings sheets, reconciliation with z reads and following up significant differences identified.</i></p> <p><i>Finance staff should review all bar takings reconciliation and ‘issues sheets’ to ensure differences are adequately investigated and explained.</i></p>		<p>Recommendations are accepted in full and in process of being implemented.</p> <p>Problem has been exacerbated by staff turnover but being addressed through more stability.</p>

	ISSUE	RECOMMENDATION	FOLLOW UP	MANAGEMENT RESPONSE
	<p>- Due to the lack of effective reconciliation process in the bar takings sheets, the purchases made out of bar cash at events are not being quantified in the reconciliation and then posted to expenditure in the Rialtas ledger. Therefore, net income is being posted for bar income to the ledger. The purchase invoices are attached to each reconciliation so the information is available to calculate the postings required.</p>			
2	<p>Sample testing of markets income identified that the markets spreadsheet developed to predict income for market days and used for reconciliation to actual market takings has been discontinued.</p> <p>Market takings sheets do not always evidence that any reconciliation of markets income took place, for instance the market takings sheet dated 05/08 /2022 not signed as 'checked by'. The review of the market sheets is also important as it helps ensure that market takings are allocated to the correct category for posting to the Rialtas ledger</p>	<p><i>The markets income spreadsheet should be reinstated and used to reconcile market takings sheets with predicted income per the spreadsheet. Reasons for differences should be clearly stated in the reconciliations.</i></p>		<p>Market income spreadsheet has been reinstated and regular reconciliation is taking place.</p> <p>Problem has been exacerbated by staff turnover but being addressed through more stability.</p>

	ISSUE	RECOMMENDATION	FOLLOW UP	MANAGEMENT RESPONSE
	<p>and that the correct rate of VAT is applied eg Gazebos.</p> <p>We were informed that markets are being moved to a card payment system only which will reduce the administration of cash reconciliations.</p>			
2021/22 Year End Internal Audit				
1	<p>The balance for deposits held in the year-end Balance Sheet is £13,326.10, however, the analysis of deposits actually held for events dated post 31/03/2022 is £9815.60.</p> <p>We were informed the £3510.50 difference related to items such as deposits not converted into payments for invoices and deposits for events cancelled by the customer who has then forfeited the non-refundable deposit.</p>	<p><i>The difference between deposits held per the year-end Balance Sheet, and actual deposits relating to 2022/23 onwards should be fully reconciled and a report produced for council including the amount that is proposed for write off.</i></p> <p><i>The report to council should also identify the improvements to internal controls over deposits for implementation including:</i></p> <ul style="list-style-type: none"> • <i>a regular reconciliation of the balance of deposits in the ledger with the underlying analysis of deposits held for future events</i> • <i>ensuring officers convert all relevant deposits into invoice payments for events held</i> 	<p>Recommendation Outstanding - the clerk noted that this issue will be included in the December 14th 2022 full council agenda.</p>	<p>Write off of £3510.50 has been approved by STC Full Council Meeting on 08/06/2022 Item 18.3.</p> <p>The amount has been converted to Town Hall income on 01/10/2022</p>

	ISSUE	RECOMMENDATION	FOLLOW UP	MANAGEMENT RESPONSE
		<ul style="list-style-type: none"> ensuring non-refundable deposits that are forfeited are cancelled from the deposits account in the ledger on a timely basis. 		
2	The gross value of debts over 60 days old as at the year end was £4074. This balance represents 39% of the year end trade debtors.	<p><i>Customer debt must be followed up promptly in accordance with the council incomes policy.</i></p> <p><i>Annually the council should carry out a review of the debtors ledger, in advance of the year end, to clear errors/cancelled bookings and identify potential and actual bad debts. A report should be provided to council for identified bad debts for approval for write off. For the total of doubtful debts identified during the review, a provision should be included in the year end accounts.</i></p>	Recommendation Outstanding	<p>Customer debt revision is being carried out</p> <p>The annual review will be considered by Full Council in March 2023</p>
2021/22 Second Interim Internal Audit				
1	We could not identify any approval in the council minutes for the sample of credit card or petty cash payments we tested.	<i>All credit card and petty cash payments should be presented to council for approval.</i>	Implemented	Issue closed
2	A number of recommendations from previous financial years remain to be implemented.	<i>The council should implement internal audit recommendations on a timely basis.</i>	See follow up of issues below	Issue closed

	ISSUE	RECOMMENDATION	FOLLOW UP	MANAGEMENT RESPONSE
2021/22 First Interim Internal Audit				
1	<p>Insufficient staff resources due to gaps in the organisational structure has meant significant delays in delivering key financial requirements for the year to date:</p> <ul style="list-style-type: none"> - Posting of transactions to the Rialtas ledger has not been completed on a timely basis and as at the date of the internal audit visit on January 20th 2022 the ledger and bank reconciliations had not been completed from November onwards as a process of catch up had to be undertaken in terms of posting entries to the ledger for earlier months. - As a result of the above, it was not possible to present the first half yearly budget report to the Finance and Governance Committee until December 8th 2021. The lack of staff resources also meant the council had to 	<p><i>The council should ensure there are sufficient financial staff resources in place to carry out all financial requirements on a timely basis including regular input of transactions into the Rialtas ledger, monthly bank reconciliations, budgetary control reporting, completing the annual budget for council consideration, and ongoing compliance with all the requirements of the Financial Regulations.</i></p>	Implemented	Issue closed

	ISSUE	RECOMMENDATION	FOLLOW UP	MANAGEMENT RESPONSE
	<p>outsource the development of the 2023 annual budget to an accountancy firm.</p>			
2	<p>An input error resulted in a supplier payment of £838.80 being made to an incorrect sort code and therefore bank account. The Natwest Payments status report states ‘Not possible to verify account details’ for this payment and this should have acted as a prompt to check the supplier bank details but the payment was still made. Natwest have implemented the ‘Confirmation of payee’ control to prevent fraud, and errors of this nature occurring. The amount paid has not been refunded to date.</p>	<p><i>When a bank payment is flagged as ‘not possible to verify bank details’ the payment should not be made to the supplier at that time - the bank details should be checked to the supplier invoice and the supplier should be contacted to verify the bank details.</i></p>	<p>This was an isolated error - the clerk noted that this issue will be included in the December 14th 2022 full council agenda.</p>	<p>To be actioned at FCM 30/11/2022</p>
3	<p>The aged debt listing as at the January 20th 2022 comprised £3991.93 of debtors in excess of 60 days old. Discussion with staff indicated there had not been sufficient staff resources to follow up outstanding debtors or issue regular customer statements.</p>	<p><i>Outstanding debtors should be followed up regularly and customers issued with debtor statements as part of standard credit control procedures.</i></p>	<p>See year end internal audit issue 2.)</p>	<p>Customer debt revision is being carried out</p>
4	<p>We were unable to review reconciliations of bar takings cash-sheets to till z-reads as no z-reads were available due to</p>	<p><i>The council should act promptly to resolve key issues that are impacting on the ability to apply internal controls effectively. In this instance the supplier</i></p>	<p>Implemented – Z reads are now produced and</p>	<p>Issue Closed</p>

	ISSUE	RECOMMENDATION	FOLLOW UP	MANAGEMENT RESPONSE
	<p>ongoing issues with the bar till. The lack of reconciliations between bar cash-sheets and till z-reads means this important internal control of over the completeness and accuracy of bar income had not been in place for a significant portion of the financial year.</p> <p>We understand finance staff have since contacted the supplier and the bar till has been updated with new software that enables Z-reads to be printed after every event and that these are now available from August 2021 to date.</p>	<p><i>could have been contacted much earlier in the financial year to provide the required software update for the tills.</i></p> <p><i>Staff resources should be identified to complete reconciliations of bar takings for events with the z-reads.</i></p>	<p>attached to bar takings reconciliation sheets</p> <p>Recommendation Outstanding - See issue 1.) of 2022/23 first interim internal audit.</p>	
5	<p>Review of market takings sheets identified examples of sheets not being checked and signed as 'checked by' . This again was due to lack of staff resources to undertake checks on actual vs expected income and the allocation of income types. The review of the market sheets is also important as it helps ensure that market takings are allocated to the correct category for posting to the Rialtas ledger and that the correct rate of VAT is applied eg Gazebos.</p>	<p><i>Staff resources should be identified to complete checks over the completeness and accuracy of market income in the market takings sheets. These checks should be evidenced by a dated signature.</i></p>	<p>Recommendation Outstanding - See issue 2.) of 2022/23 first interim internal audit.</p>	<p>Issue being addressed – see above (first interim internal audit recommendation)</p>
6	<p>The Finance & Governance Committee is</p>	<p><i>All individual payments should be reported to the</i></p>	<p>Implemented</p>	<p>Issue closed</p>

	ISSUE	RECOMMENDATION	FOLLOW UP	MANAGEMENT RESPONSE
	scheduled to approve payments quarterly. From June 2021 onwards, the schedule of payments produced from Rialtas also includes BACs batch totals of payments rather than the underlying payments.	<i>Finance & Governance Committee for approval.</i>		
7	The system of authorising payments changed during the financial year so that the previous locum clerk authorised online payments rather than two councillors from August 2021 until the date the interim support ceased. Financial Regulations require two councillors to authorise online payments prior to the payments being made.	<i>The council should authorise payments as prescribed in the current Financial Regulations.</i>	Implemented	Issue closed
8	We could not identify any approval in the council minutes for credit card or petty cash payments made during 2021/22 to the date of the interim internal audit.	<i>All credit card and petty cash payments should be presented to council for approval. The card and petty cash payments made to date should be put to the next relevant meeting for approval.</i>	Implemented	Issue closed
9	The budgetary control information presented to council did not contain any explanations of material variances as required by the Financial Regulations: <i>4.8. The RFO shall regularly provide the Council</i>	<i>The budgetary control information presented to council should comply with the requirements of the Financial Regulations.</i>	Recommendation Outstanding	Material variances will be reported quarterly to full council wef March 2023

	ISSUE	RECOMMENDATION	FOLLOW UP	MANAGEMENT RESPONSE
	<i>with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of the greater of £500 and 10% of the budget line.</i>			
10	An invoice or voucher could not be located for the card payment on 07/4/21 to Dropbox for £60.48.	<i>Supporting documentation must be retained for all transactions.</i>	Implemented – supporting documentation has now been provided.	Issue closed
2020/21 Year End Internal Audit				
1	There is an earmarked reserve in the year end accounts for personnel adverts of £1,300, however, this is an annual revenue spend item rather than a medium term scheme/project or a sinking fund.	<i>Earmarked reserves should not be established for annual revenue spend items.</i>	Implemented	Issue closed
2020/21 Second Interim Internal Audit				
1	The council is party to a number of contracts with varying lengths and conditions. Current information in the	<i>The council should establish a contracts register which should be regularly reviewed to identify those contracts where the upcoming end date signifies that</i>	Implemented	Issue closed

	ISSUE	RECOMMENDATION	FOLLOW UP	MANAGEMENT RESPONSE
	‘Contract List 2021’ is not sufficient to show key contract information such as when contracts end, payment terms and whether extensions are permitted. For instance, the information regarding the West Mercia contract with annual value of circa £27,500.00 indicates uncertainty as to whether the council is still within a fixed term contract.	<i>a tender or quotation process is required, or whether a decision is needed regarding an extension which is provided for in the contract terms.</i>		
2	The risk assessment does not address the risks of supplier (procurement) fraud.	<i>The risk assessment should be updated to include supplier (procurement) fraud including the adequacy of supplier onboarding controls.</i>	Recommendation Outstanding	Recommendation will be actioned at the next update.
2020/21 First Interim Internal Audit				
1	A cash deficit on market income bankings was identified on April 20 th 2020 relating to March 19 th , 2020. The total collected in rent according to takings records was £487, however, on reconciling the receipt books, the actual income was identified as £463. The market takings had been reconciled and the paying in slip completed.	<i>The Cash Handling Procedures document has been updated for approval by the Finance Committee. However, we would expect further controls over access to the safe to be further developed in the updated policy.</i> <i>All staff involved in cash handling should receive instruction in applying the updated Cash Handling Procedures and these must be complied with for all cash takings and bankings.</i>	A revised cash handling policy is in place including additional restrictions for access to the safe.	Issue closed

	ISSUE	RECOMMENDATION	FOLLOW UP	MANAGEMENT RESPONSE
	<p>However, the paying in book is also missing and the bank has no record of an excess of cash bankings recorded that day. The red ledger book used to record bankings had been completed with the takings total and bank giro reference indicating the cash was ready to be banked, however, the money was never banked.</p> <p>It is not known whether the money had been stored in the safe prior to banking according to cash handling protocols. An internal investigation has been carried out and a thorough research of the premises but the cash has not been identified, neither has the paying in book been located. In addition, there is still no explanation for the £99 difference between market rent collected and the amount of bankings recorded.</p> <p>The internal investigation conclusion reported to the Finance Committee in August 2020 was that the market cash collected and paying in book were missing and the Cash Handling procedures policy had not been followed on March 19th, 2020.</p>	<p><i>Deficits between bankings and records of cash collected should be investigated promptly and reasons for differences recorded on the cash sheets.</i></p>		<p>Rent Collection has clearly been an issue of concern for some time. The Council is committed to ensuring the correct procedures are followed now that more stable staffing arrangements are in place.</p>

	ISSUE	RECOMMENDATION	FOLLOW UP	MANAGEMENT RESPONSE
	<p>Staff have assessed whether all market rents could be paid by card but it was concluded that a proportion of traders would still wish to pash in cash. Full council will be requested to approve the write off of the cash deficit.</p>			
2	<p>The format of the Market Takings sheet does not account for takings paid by card. Therefore, this information has to be included manually, resulting in a presentation of information that can be difficult to follow.</p>	<p><i>The format of the market takings sheet should be revised to ensure all required information and analysis is easily completed and presented.</i></p>	<p>Implemented</p>	<p>Issue closed</p>
3	<p>A cybersecurity checklist has been provided for completion that contains key cybersecurity measures that should be in place.</p>	<p><i>The council should ensure the key cybersecurity measures are all in place.</i></p>	<p>The council has completed the cybersecurity checklist and there are a number of issues that need to be implemented.</p>	<p>Recommendation will be implemented in full</p>

	ISSUE	RECOMMENDATION	FOLLOW UP	MANAGEMENT RESPONSE
2019/20 year end internal audit				
1	<p>There is a new internal control objective (Objective L) in the AGAR internal audit certificate that requires internal audit to conclude on whether the Public Rights Notice during the previous Summer (2018/19 financial year) was compliant with the Regulations.</p> <p>The council did not comply with Regulation 15 of the Account and Audit Regulations 2015 as it failed to make proper provision for the exercise of public rights in Summer 2019 for the 2018/19 accounts. The public notice was displayed on the first day of the public notice period. However, the notice must be displayed to the public at least one day earlier than the commencement date of the notice period.</p>	<p><i>The council must ensure that it makes proper provision for the exercise of public rights for every financial year. The council need to ensure our finding are taken into account when answering assertion 4 of the Annual Governance Statement for 2019/20.</i></p>	Implemented	Issue closed
2	<p>By the end May 2020 a total of £1523.50 had been collected in respect of the £6,678.65 debts that were over 2 months old as at March 31st. Therefore, £5155 of balances are now over 4 months old. We understand the outstanding balances</p>	<p><i>Annually the council should carry out a review of the debtors ledger, in advance of the year end, to clear errors/cancelled bookings and identify potential and actual bad debts. A report should be provided to council for identified bad debts for approval for write off. For the total of doubtful debts identified</i></p>	Recommendation Outstanding - See 2021/22 issues	See 2021/22 issues response

	ISSUE	RECOMMENDATION	FOLLOW UP	MANAGEMENT RESPONSE
	comprise a mixture of old balances that need to be cleared as they relate to cancelled bookings or errors, uncollectible debts and collectible debts. There is no provision for doubtful debts in the year end accounts.	<i>during the review a provision should be included in the year end accounts.</i>		
2019/20 second interim internal audit				
1	There was no completeness check carried out on Party in the Park tick income. Tickets were issued and all people entering had an armband with a unique sequential number. Therefore, the information was available to reconcile income received with underlying activity information.	<i>The completeness and accuracy of income from the Party in the Park event should be checked by reconciling income received to underlying activity information such as sequential tickets/armbands issued.</i>	The pandemic has resulted in cancellation of events and we are informed the system will be updated in time for the recommencement of events	A new process has been implemented. Issue closed
2	Room hire income sample testing identified that VAT is not charged on screen and projector hire as it is classified as the same type of supply as room hire.	<i>The supply of the screen and projector is not the same as the supply of a room for hire. The council should ensure VAT is charged appropriately on all equipment hire.</i>	Guidance currently being reviewed by council to clarify the VAT status of	Recommendation implemented

	ISSUE	RECOMMENDATION	FOLLOW UP	MANAGEMENT RESPONSE
			equipment charged separately.	
3	The annual IT contract is above the levels required for competitive quotations in the Financial Regulations. The contract is rolled over annually by the council.	<i>The council minutes should refer to the Contract Financial Regulations relied upon when rolling over the annual IT contract.</i>	The clerk has confirmed that Financial Regulation 11.1.c will be referred to in future where relevant.	Recommendation implemented
2019/20 first interim internal audit				
1	Pay rises are notified to the payroll agent by a document that is sent by staff via the secure IRIS portal, however, this document is not signed by councillor to confirm the pay awards were authorised by council.	<i>The document confirming annual pay rises to the payroll agent should be signed as authorised by the Chair.</i>	The RFO has confirmed that all pay rises and increments for 2020/21 were approved prior to payroll being submitted, by Chair of Personnel and The Mayor.	Issue closed & implemented
2	A van was purchased on 28/08/2019 for £5500. This expenditure is in excess of	<i>The evidence for quotations for material supplies should always be retained, for instance, by attaching</i>	Recommendation implemented –	Issue closed

	ISSUE	RECOMMENDATION	FOLLOW UP	MANAGEMENT RESPONSE
	the threshold in the Financial Regulations for three quotations. We were informed that a review of prices from suppliers was carried out but the evidence was not retained.	<i>them to the Purchase Order.</i>	no similar issues arising from testing in 2020/21	
3	The annual expenditure with Hops and Barley is material but there was no evidence of three quotations as per the Financial regulations requirements. The contract is ongoing with no time limit set.	<i>Supplies in excess of the threshold for securing three quotations should be procured in accordance with the Financial Regulations requirements. Where a material contract spans more than one financial year a time limit should be included in the contract.</i>	The clerk has confirmed that a review of regular suppliers is being undertaken. See 2020/21 issue re. establishing a contracts register.	Contracts register developed
4	Financial Regulations require the clerk, in conjunction with the Chair of the appropriate Committee, to provide authority to spend for item/s not exceeding £1,500. Purchase Order 1461 was not signed as authorised by the clerk and Chair and the majority of Purchase Orders for expenditure below £1500 are only signed by the clerk.	<i>The council should comply with the 'authority to spend' requirements in the current Financial Regulations for items of expenditure below £1500.</i>	Not relevant to 2020/21 onwards as the Financial Regulations were amended and approved by Council ref 27.02.20.14.2.	Issue closed

	ISSUE	RECOMMENDATION	FOLLOW UP	MANAGEMENT RESPONSE
5	Income to be allocated to other income codes apart from markets is being recorded in the expenditure section of the Market Income Takings form. This could lead to mis-postings of income when the data is entered into the RBS ledger.	<i>Income to be allocated to non-markets income codes should be recorded in the Other Information section of the markets takings sheet.</i>	See market takings issues 2020/21.	See previous response
6	The gross value of debts over 60 days old as at December 2 nd was £3558. This balance represents 26.6% of the £13365 debtor balances at that date.	<i>The debts in excess of 60 days should be followed up in accordance with the council incomes policy.</i>	See 2020/21 and 2021/22 debtors aged ledger issues.	See previous response

**BLANK
PAGE**

21a

Blitz Fireworks Limited

14 Hightown
CREWE, Cheshire, CW1 3BS
United Kingdom
Telephone: 01270 211129
Email mandy@blitzuk.com

STC Notes
RBS 27/09/2022
PO 2107
190 6352



Invoice To:

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

SALES INVOICE

Invoice Date 15/09/2022
Due Date 15/10/2022
Reference PO 2107
Invoice Number SI-030

Code	Description	Qty/Hrs	Price/Rate	VAT %	Net Amt
Miscellaneous Items	Sandbach Christmas Market 2022	1.00	9,980.00	20.00	9,980.00

VAT Rate	Net	VAT
Standard 20.00% (20.00%)	£9,980.00	£1,996.00

Net Amount	9,980.00
VAT Amount	1,996.00
TOTAL	£11,976.00

Notes:

Bank Details
Bank name: Natwest
Bank sort code: 54-10-17
Account number: 10561420

Vat number: 917 4310 38

Terms and Conditions:

Payment for these goods/services is due upon receipt of this invoice unless prior agreement has been made. Please note that we reserve the right to charge interest on late payments.

Deliver To:

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

Registered in England and Wales No. 06162993 , VAT Registration Number GB 917431038
Registered Address The Glades, Festival Park, Festival Way, Stoke on Trent, Staffordshire, ST1 5SQ

www.blitzuk.com

www.blitzeventsolutions.com

www.myweddingfireworks.com

Blitz Fireworks Limited

14 Hightown
CREWE, Cheshire, CW1 3BS
United Kingdom

Telephone: 01270 211129
Email mandy@blitzuk.com



Invoice To:

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

STC Notes
RBS 27/09/2022
PO 2108
110 4508

Invoice Date 15/09/2022
Due Date 15/10/2022
Reference PO 2108
Invoice Number SI-032

SALES INVOICE

Code	Description	Qty/Hrs	Price/Rate	VAT %	Net Amt
Christmas Lights Installation	Christmas Lights scheme installation 2022 - Please note real Christmas tree has slight increase in 2022 of £145 due to price increases from supplier. Contract is £23082 plus £145 for tree increase = £23227.00 plus vat	1.00	23,227.00	20.00	23,227.00

VAT Rate	Net	VAT
Standard 20.00% (20.00%)	£23,227.00	£4,645.40

Net Amount	23,227.00
VAT Amount	4,645.40
TOTAL	£27,872.40

Notes:

Bank Details
Bank name: Natwest
Bank sort code: 54-10-17
Account number: 10561420

Vat number: 917 4310 38

Terms and Conditions:

Payment for these goods/services is due upon receipt of this invoice unless prior agreement has been made. Please note that we reserve the right to charge interest on late payments.

Registered in England and Wales No. 06162993 , VAT Registration Number GB 917431038
Registered Address The Glades, Festival Park, Festival Way, Stoke on Trent, Staffordshire, ST1 5SQ

www.blitzuk.com

www.blitzeventsolutions.com

www.myweddingfireworks.com

21b

Blitz Fireworks Limited

14 Hightown
CREWE, Cheshire, CW1 3BS
United Kingdom
Telephone: 01270 211129
Email mandy@blitzuk.com



Deliver To:

Serena Schepdael
Sandbach Town Council
Sandbach Town Hall
High Strret
Sandbach
Cheshire
CW11 1AX

21c



Calbarrie Compliance Services
Barrington House
Kingsditch Lane
Cheltenham
Gloucestershire
GL51 9NN
Tel : 01242 587080
Email : finance@calbarrie.com

SANDBACH TOWN COUNCIL
SANDBACH TOWN HALL & MARKETS
HIGH STREET
SANDBACH
CHESHIRE
CW11 1AX

Page 1

Invoice No	166653
Invoice Date	29/09/2022
Order No	NEIL PEPPER
Account Ref	SAN009
Payment Due By	29/10/2022

INVOICE

Quantity	Description	Unit Price	Net Amt	VAT %	VAT
366.00	F Circuits Tested JOB NO CH0A21	7.25	2,653.50	20.00	530.70

Payment Details Barclays : Ac 23671518 Sc 20 39 64 email remittance to finance@calbarrie.com
Debit/Credit card payments now accepted

Deliver To :
SANDBACH TOWN COUNCIL
SANDBACH TOWN HALL
HIGH STREET
SANDBACH
CHESHIRE
CW11 1AX

Total Net Amount	£	2,653.50
Carriage Net	£	0.00
Total VAT Amount	£	530.70
Total Gross Amount	£	3,184.20

Payment Terms : 30 Days

Registered in England Wales, No. 06727566 VAT No. 940 5873 10



STC Notes
RBS
PO 2168
4112 101
External Audit Fee

Ms Ceri Lloyd
Sandbach Town Council
Sandbach Town Hall
High Steet
Sandbach
Cheshire
CW11 1Ax

Our ref CH0174
SAAA Ref SB07241
Invoice No. SB20223127
VAT No. GB 440 4982 50
Email: sba@pkf-l.com
Date: 28 September 2022

INVOICE

Professional services rendered in connection with the following:

Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2022	£1,600.00
Additional charges (where applicable) as detailed on attached appendix A	£0.00
Additional fees (where applicable) as detailed by separate cover	£0.00
TOTAL NET	£1,600.00
VAT @ 20%	£320.00
TOTAL PAYABLE	£1,920.00

THIS IS A STATUTORY FEE WHICH MUST BE PAID. PAYMENT IS DUE ON RECEIPT OF INVOICE

The fees and charges are in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>

For payments by cheque, please return the remittance advice with your payment to:
PKF Littlejohn LLP, Credit Control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London E14 4HD

For payments by credit transfer, our bank details are:-

HSBC Bank plc
Address: 1-3 Bishopsgate, London, EC2N 3AQ
Sort Code: 40-02-31
Account number: 11070797
Account Name: PKF Littlejohn LLP
Please include CH0174 or Sandbach Town Council as the reference.

For account queries, contact creditcontrol@pkf-l.com

 PKF Littlejohn LLP
15 Westferry Circus,
Canary Wharf, London
E14 4HD
T: +44 (0)20 7516 2200
www.pkf-l.com

**BLANK
PAGE**

Contact Centre
01244 972052
VAT Registration Number 178 1914 79

INVOICE

Sandbach Town Council
Literary Institute
Hightown
Sandbach
Cheshire
CW11 1AE

Your Ref:
For Service Enquiries Contact:
Douglas Christie
Tel: 01625383682
Email: douglas.christie@ansa.co.uk

Invoice Number	Invoice Date	Due Date	Customer No.
11700104471	16/09/2022	14/10/2022	116001841

Page 1/2

Detail	Qty	Unit Price	VAT %	VAT	Net Amount
Fees - Other Vatable 22 / 23 GMS 007: Supply Summer bedding plants, compost, making up of floral displays and watering in Sandbach Town (50% invoice as agreed)	1.00	6000.00	20.00	1200.00	6000.00
THIS INVOICE IS DUE AND PAYABLE BY 14 October 2022 Payment Service 01244 972052 Please see reverse for Payment Methods			Subtotal	6,000.00	
			VAT	1,200.00	
			Gross Total Due	7,200.00	

Please quote your Invoice Number 11700104471 on ALL correspondence/payments to avoid delays.
Details are shown overleaf on how to pay your invoice

Ways to Pay Invoice No 11700104471

Page 2/2

ONLINE BANKING / ELECTRONIC TRANSFERS



Please telephone your bank or log onto your personal on-line banking facility and quote "ANSA Environmental Services Limited", account number 83110303 sort code 20-24-41
Please ensure that the **Invoice Number** overleaf is quoted as a **reference**

TELEPHONE BY DEBIT/CREDIT CARD



Please telephone ANSA on Telephone **01244 972052** and **choose option 1**
For Opening Hours see: www.cheshireeast.gov.uk/contact

Quote **Invoice Number** you wish to pay.
Please have your Debit/Credit card available when you call.

POST (cheques or postal orders only)



Please send the payment, cheque/postal order quoting your **invoice number** to:
ANSA Environmental Services, PO Box 3799, Chester, CH1 9ZH

Please make cheque/postal order payable to "ANSA Environmental Services"

DO NOT SEND CASH BY POST

Privacy Notice can be found at the following link

http://www.cheshireeast.gov.uk/council_and_democracy/council_information/website_information/privacy-notice.aspx

ENQUIRIES: If you are unable to pay your invoice or you have a query about the goods or services provided please contact us immediately on **01244 972052**

COMMENTS AND COMPLAINTS: We try to avoid making mistakes but they sometimes happen. If they do occur or you wish to comment on the services provided, please refer to our website a www.ansa.co.uk or alternatively let us know in writing.