

SANDBACH TOWN COUNCIL

Finance, Policy and Governance Committee

This meeting will be clerked by Katy Pepper . Please ensure that all apologies are made directly to the Meeting Clerk no later than 4pm on the day of the meeting.

Agenda for the meeting to be held on Wednesday 8th December 2021 at 7.00pm in The Ballroom, Sandbach Town Hall.

1. APOLOGIES FOR ABSENCE

2. CO-OPTION TO THE FINANCE, POLICY AND GOVERNANCE COMMITTEE

To Co-opt Cllrs Ann Nevitt and Nick Adams to the Finance, Policy and Governance Committee.

3. DECLARATIONS OF INTEREST

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

The Chair will adjourn the meeting to allow questions from members of the public. After the questions, the Chair will reconvene the meeting.

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

Due to commercial sensitivity and personal details being shared. Under the Public Bodies Admissions to Meetings Act 1960.

5. TO APPROVE THE MINUTES OF THE FINANCE POLICY AND GOVERNANCE MEETING ON 23rd AUGUST 2021

6. FINANCIAL STATEMENTS: INTERIM SECOND QUARTER 2021-22 STATEMENTS [FINANCE]

[Attached: Simplified Accounts Summary, Detailed Income and Expenditure Cost Centre Report, Bank Reconciliation.

Lead: Chair of Finance

Actions: *To approve second quarter statements*

7. PAYMENTS MADE

Attached: [Schedule of Payments]

Lead: Chair of Finance

Action: *To approve the payments between 1st July to 30th September 2021.*

8. GRANT APPLICATIONS [FINANCE]

Attached: [Four Applications, Extra supporting information emailed to Councillors]

Lead: Chair of Finance

Action: *To approve grant applications from budget line Community Grants- 110-4530, payments to be delegated to the Finance Officer. Fund balance currently £27,900*

8.1 SANDBACH TRANSPORT FESTIVAL (Deferred from the last Meeting of the Committee)

They have applied for a grant of £12,000 to help deliver the 2022 Transport Festival.

- 8.2 SOUTH CHESHIRE CYCLING ACTION GROUP**
They have applied for a grant of £500 to create a cycling map covering Cheshire East.
- 8.3 THE SANDBACH TUNNEL NETWORK SOCIETY**
They have applied for a grant of £10,000 to help provide Sandbach with a Museum.
- 8.4 RUBY'S FUND**
They have applied for a grant of £2535 to help create a new community play group term time project – Ruby's Fund Butterfly Group.

9. SUPPLIER INVOICES [FINANCE]

Attached: [2 Invoices]
Lead: Chair of Finance
Action: *To approve payments*

9.1 Barnes Walker

Invoice 6565 for £2720 +VAT for Landscape Design Services – Small Common Car Park, Sandbach.

9.2 JDH Business Services LTD

Invoice 4118 for £1309 +VAT for Data Protection Compliance Services 2021/22

10. PAYMENT IN ERROR

[Attached: Letter From Natwest, to be accompanied by a Verbal update]
Lead: Chair of Finance
Action: To receive verbal update, note letter and consider repeat request to NatWest for reclaim.

11. FINANCE SUPPORT

[Verbal Update]
Lead: P Cooper
Action: *To note the Verbal Update*

12. BUDGET UPDATE

[Verbal Update]
Lead: P Cooper
Action: *To note the Verbal Update*

13. VEXATIOUS PERSON POLICY

[Verbal Update]
Lead: Chair of Finance
Action: *To note the Verbal Update*

14. WATER INVOICE

[To follow: Report from the Market Manager]
Lead: Chair of Finance
Action: *To note the update*

**15. NOTIFICATION BY CEC COUNCILLORS TO STC OF DECISIONS THAT AFFECT SANDBACH
(Deferred from Council 23rd November)**

Lead: Chair of Finance

Action: *That:*

- 1) *STC request that CEC Councillors report to STC on what is happening in CEC that affects Sandbach*
- 2) *This is tabled as an agenda item on every full STC Meeting for a report on what is happening at CEC that affects Sandbach.*

16. UNDISCHARGED RESOLUTIONS

[Attached: Report of 29.4.21]

Lead: Chair of Finance

Action: *To note above dated report and requirements.*

17. LETTERS OF THANKS

There are none.

18. CORRESPONDENCE

There is none.

19. ITEMS FOR THE NEXT MEETING

20. DATE AND TIME OF NEXT MEETINGS

The date of the next meeting of the Finance, Policy and Governance Committee is Monday 10th January 2022 in Sandbach Town Hall.

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SANDBACH TOWN COUNCIL

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Minutes of the Meeting of Sandbach Town Council's Finance, Policy and Governance Committee held at Sandbach Town Hall, Monday 23rd August 2021 at 7pm.

PRESENT

Councillors: A Smith (Chair)
G Price Jones (Town Mayor)
R Hovey
L Crane
G Merry
S Kirkham
S Crane

The existing Chair, Cllr Alan Smith, opened the meeting and welcomed Members.

1. FINANCE, POLICY AND GOVERNANCE COMMITTEE CHAIR

RESOLVED: It was resolved that Cllr Alan Smith be the Chair for the 2021/22 financial year.

2. FINANCE, POLICY AND GOVERNANCE COMMITTEE VICE-CHAIR

RESOLVED: It was resolved that Cllr Sam Corcoran be the Vice-Chair for the 2021/22 financial year.

3. APOLOGIES FOR ABSENCE

Cllr M Muldoon
Cllr S Corcoran

4. DECLARATIONS OF INTEREST

Members present declared the following interests. Members listed abstained from all votes under the items listed.

- Cllr Price-Jones Rep. Transport Festival Committee (item 12.3)
- Cllr Merry Trustee of Sandbach Concert Series (item 12.6)
- Cllr Hovey Trustee of Sandbach Concert Series (item 12.6)
Friends of Sandbach Station (item 12.5)

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

Speaker Number One

Vexatious Persons Policy – generally supportive of protecting staff from abuse but thought that the policy's tone was not appropriate including the use of words such as 'banning' which should not be used. It was felt that any Investigating Committee should avoid being politically weighted and should include independent members outside of the council. The term 'impaired' is not reasonable to use in the policy and the Council should seek specialist

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advice on matters such as these. In addition the policy does not define terms such as 'abuse' properly and could be used to stifle debate. Such a policy also needs to work alongside the Code of Conduct.

Speaker Number Two

Spoke in favour of the Concert Series grant application – the group has worked for many years and has developed a great reputation. The three year grant will help with forward planning for events.

Speaker Number Three

Disappointed that the Equality Policy is not on the agenda. Cllr Smith commented that the Council will appoint an Equality Champion at Full Council in September 2021.

5. EXCLUSION OF PUBLIC AND PRESS

RESOLVED: Item 11 to be debated and voted upon with the exclusion of both public and press, under the Public Bodies Admissions to Meeting Act 1960.

6. TO APPROVE THE MINUTES OF THE FINANCE POLICY AND GOVERNANCE MEETING ON 29th APRIL 2021

RESOLVED: That the minutes of the Finance, Policy and Governance Committee meeting held 29th April 2021 are approved as a true record of the meeting.

7. FINANCIAL STATEMENTS: INTERIM FIRST QUARTER 2021-22 STATEMENTS [FINANCE]

The Committee considered the above statements including: -

- Detailed Income and Expenditure Cost Centre Report
- Payments Made, Receipts Received
- Bank Reconciliation (Main accounts)
- Balance Sheet
- Variance Report

RESOLVED: That the following be resolved in relation to the above

- 1.Approval of payments between 1st April to 30st June 2021
- 2.Note receipts received between 1st April to 30st June 2021
- 3.Approval of first quarter interim financial statements
- 4.Approval of website pack interim paperwork for website

8. PAYMENTS MADE

The Committee received the latest schedule of payments.

RESOLVED: That payments made between 1st April and 30th June 2021 be approved.

9. PAYMENTS AUTHORISED BY THE ACTING CLERK

The Committee received a list of payments approved by the Acting Clerk between meetings of the Committee.

RESOLVED: That the payments made by the Acting Clerk between meetings of the Committee be noted.

10. VEXATIOUS PERSON POLICY

The Committee considered a draft of the policy covering vexatious, unreasonable and persistent enquiries to the Council.

RESOLVED: The Committee agreed to the following actions.

- 1.To set up a Working Group to examine the policy and to ensure that the Group reflects the political balance of the Council
- 2.To speak to all relevant bodies covering town and parish councils, including Ellis Whittam and to bring a revised policy to the next meeting of the Committee

11. DATA PROTECTION

This item was considered without the public and press present as per agenda item 5.

The Committee considered a report from the Council's Data Protection Officer relating to potential data protection issues.

RESOLVED: That the DPO's report be accepted and approved and that the necessary mitigating actions are implemented. These are

- Councillors will be informed that Council emails, or extracts of emails, containing personal information must not be published.
- All Councillors will be asked to review and refresh their knowledge of the Council's data protection policies.
- The Council will review any complaint letter from the data subject and determine a response within the time limit specified by the complainant.
- New Councillors will receive data protection information in their induction pack and all data protection policies will be freely available. The Council will also review whether all Councillors should also be offered formal data protection training

12. GRANT APPLICATIONS [FINANCE]

The Committee considered a number of grant applications these are listed below.

12.1 Sandbach Police

An application was made for a grant of £600 to purchase purse bells and card reader covers.

RESOLVED: That the application be approved.

12.2 Sandbach Woodland and Wildlife Group

An application was made for a grant of £5,500 split over three years to fund a number of projects.

RESOLVED: That the application be approved, with a focus on access issues.

12.3 Sandbach Transport Festival

An application was made for a grant of £12,000 to help deliver the 2022. It was noted that there had been changes to the Festival Committee and Members were asked to defer a decision on the application.

RESOLVED: That the Festival Committee be asked to submit a new application which will be considered at the next meeting of the FPG Committee.

12.4 SANDBACH ARTS SOCIETY

An application was made for a grant of £200 to help establish the society by enabling the opening exhibition to be affordable to as many exhibitors as possible.

RESOLVED: That the application be approved.

12.5 FRIENDS OF SANDBACH STATION

Note – Cllr R Hovey did not take part in the decision on this item.

An application was made for a grant of £1,400 to install original signs at Sandbach Station.

RESOLVED: That the application be approved.

12.6 SANDBACH CONCERT SERIES

Note – Cllrs R Hovey and G Merry did not take part in the decision on this item.

An application was made for a grant of £3,500 to help with the running of Sandbach Concert Series.

RESOLVED: That the application be approved.

13. SUPPLIER INVOICES [FINANCE]

The following invoice was presented to Members for approval.

13.1 ZURICH INSURANCE

The Committee considered an invoice for £5,430.38 to pay for the Town Council's insurance policy for 2021/22.

RESOLVED: The Committee approved payment of this invoice.

14. UNDISCHARGED FUNCTIONS

The Committee considered the following undischarged items.

- Bank Balances – to review the cashflow position prior to any decision about movement of funds between bank accounts
- Equality Policy – to review the roll-out and implementation of the Policy
- Pensions Discretion Policy – to review the existing policy and present to the next meeting of the Committee

RESOLVED: That these matters be delegated to the Acting Town Clerk for action.

15. LETTERS OF THANKS

There were no letters of thanks presented to the Committee.

16. CORRESPONDENCE

There was no correspondence for the Committee to consider.

17. ITEMS FOR THE NEXT MEETING

The Committee agreed the following items for the next meeting of the Committee.

- Pensions Discretion Policy – review
- Equality Policy – implementation
- Bank Balances – review of cashflow
- Water Invoice – update
- Vexatious Persons Policy – update
- Grants – Transport Festival

18. DATE, TIME AND PLACE OF NEXT MEETING

Wednesday 17th November 2021 at 7pm , Sandbach Town Hall.

The meeting closed at 8.32pm
A Smith, Chairman
MB

Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 30/09/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<u>Current Assets</u>		
100	Debtors	5,886
105	VAT Control A/c	333
110	Prepayments	3,618
120	Bar Stock	1,098
150	Cinema Float	100
152	Town Hall Float	650
200	Current/Reserve Bank A/c	1,211,188
202	Bonus Saver	85,179
250	Petty Cash	278
260	Town Hall Petty Cash	1,580
280	Credit Card	(237)
Total Current Assets		1,309,672
<u>Current Liabilities</u>		
500	Creditors	13,284
510	Accruals	3,813
565	Deposits	14,921
Total Current Liabilities		32,018
Net Current Assets		1,277,654
Total Assets less Current Liabilities		1,277,654

Represented by :-

300	Current Year Fund	452,208
310	General Reserves	187,244
321	Committed - Gratuity Reserve	319
324	Committed reserve - Town Guide	2,751
331	Committed res - Website Dev	281
332	Comm Res - Car Park	203,716
335	Comm Res - Neighbourhood Plan	11,358
337	Comm Res - Conservation	10,000
340	Comm Res - Assets Management	35,580
342	Comm Res - Legal Fees	3,000
346	Comm Res - Ind Mkt Project	2,171
347	Comm Res - Office Accom Proj	73,900
348	Comm Res - Personnel Adverts	1,300
349	Comm Res - IT Equipment	800
352	Comm res - Roof repairs	1,434
354	Comm res -New Van	1,611
355	Comm Res - Skate Park	50,000
356	Comm Res - Town Hall Equipment	5,200
357	Comm Res - Town Hall Kitchen	4,134
358	Comm Res - Town Hall Works	25,000
359	Comm Res - Short Term Projects	30,001
361	Comm Res - Public T refurb	50,000
364	Comm Res - Community Levy	2,077
365	Comm Res - Condition Survey	60,490
368	Comm Res - Loan repayment	63,080

Total Equity**1,277,654**

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Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100 Town Council Income								
1176 Precept	687,192	689,544	689,544	0			100.0%	
1190 Interest Received	386	55	400	345			13.8%	
1912 Other income	2,500	0	0	0			0.0%	
Town Council Income :- Income	690,078	689,599	689,944	345			100.0%	0
Net Income	690,078	689,599	689,944	345				
101 Administration								
1913 Covid Disc. Grant	1,856	0	0	0			0.0%	
Administration :- Income	1,856	0	0	0				0
4100 Mayor's Allowance	1,636	1,015	2,000	985		985	50.8%	
4101 Civic & Ceremonial	730	0	2,500	2,500		2,500	0.0%	
4103 Locum Clerk Costs	0	1,074	0	(1,074)		(1,074)	0.0%	
4110 ICT Support/Packages	7,151	3,210	7,500	4,290		4,290	42.8%	
4111 Subscriptions	3,756	2,649	4,000	1,351		1,351	66.2%	
4112 Audit Fees	0	660	0	(660)		(660)	0.0%	
4114 Accountancy & Audit Services	7,820	2,450	8,200	5,750		5,750	29.9%	
4120 Insurance	7,991	6,713	10,000	3,287		3,287	67.1%	
4121 Rent- SLI	4,460	0	0	0		0	0.0%	
4122 Utilities - SLI	3,423	0	0	0		0	0.0%	
4123 Telephones	2,293	712	2,500	1,788		1,788	28.5%	
4124 Internet	0	25	0	(25)		(25)	0.0%	
4130 Stationery	659	237	1,500	1,263		1,263	15.8%	
4131 Photocopying	331	457	1,000	543		543	45.7%	
4135 Postages	216	218	400	182		182	54.4%	
4136 Election costs	0	0	8,000	8,000		8,000	0.0%	
4141 Office Equipment/Furniture	7,662	126	3,000	2,874		2,874	4.2%	
4142 Office Maintenance	0	263	500	237		237	52.5%	
4145 Financial Software	0	969	0	(969)		(969)	0.0%	
4150 Travelling Expenses	0	0	500	500		500	0.0%	
4151 Training	95	585	4,000	3,415		3,415	14.6%	
4152 HR & H&S Support	8,352	748	4,000	3,252		3,252	18.7%	
4154 Aged debt write off	2,052	0	0	0		0	0.0%	
4197 Bank Charges	975	692	2,500	1,808		1,808	27.7%	
4199 Other Expenses	50	0	500	500		500	0.0%	
4400 Storage Unit Rental	(249)	0	0	0		0	0.0%	
4630 Legal Fees	734	0	1,500	1,500		1,500	0.0%	
4670 New Purchases/Projects	0	0	20,000	20,000		20,000	0.0%	
6091 Covid-19	2,001	0	0	0		0	0.0%	

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6140 Waste Disposal	1,113	0	1,500	1,500		1,500	0.0%	
6290 Advertising	797	882	1,000	118		118	88.2%	
6310 Premises Licence	0	180	0	(180)		(180)	0.0%	
Administration :- Indirect Expenditure	64,047	23,863	86,600	62,737	0	62,737	27.6%	0
Net Income over Expenditure	(62,190)	(23,863)	(86,600)	(62,737)				
102 Staff Costs								
4000 Salaries	139,178	66,793	138,100	71,307		71,307	48.4%	
4001 Employer's NI	13,962	6,572	12,250	5,678		5,678	53.6%	
4002 Employer's Superannuation	29,474	13,241	30,100	16,859		16,859	44.0%	
Staff Costs :- Indirect Expenditure	182,615	86,606	180,450	93,844	0	93,844	48.0%	0
Net Expenditure	(182,615)	(86,606)	(180,450)	(93,844)				
105 Publicity								
4300 Newsletter Printing	0	0	4,740	4,740		4,740	0.0%	
4310 Website Maintenance	263	637	1,000	363		363	63.7%	
Publicity :- Indirect Expenditure	263	637	5,740	5,103	0	5,103	11.1%	0
Net Expenditure	(263)	(637)	(5,740)	(5,103)				
110 Grants/Discretionary Payments								
4500 Transport Festival	0	0	12,000	12,000		12,000	0.0%	
4503 Hanging Baskets	3,697	0	8,000	8,000		8,000	0.0%	
4508 Christmas Lights	25,828	0	26,500	26,500		26,500	0.0%	
4515 Concert Series	2,500	2,500	2,500	0		0	100.0%	
4530 Community Grants	16,558	2,100	30,000	27,900		27,900	7.0%	
4550 Foden's Sponsorship	7,500	7,500	7,500	0		0	100.0%	
4551 Town Crier Honorarium	750	750	750	0		0	100.0%	
4560 Churchyard Maintenance	1,580	1,580	1,580	0		0	100.0%	
4573 Woodland and Wildlife	1,500	1,000	1,000	0		0	100.0%	
4599 Other Regular Donations	0	0	300	300		300	0.0%	
4601 Sandbach Partnership	0	5,000	10,000	5,000		5,000	50.0%	
4611 Remembrance Parade	0	0	250	250		250	0.0%	
4640 CCTV Contribution	5,700	0	5,750	5,750		5,750	0.0%	
4660 Allotments	1,000	1,000	1,000	0		0	100.0%	
4664 Sandbach Clean Team	520	0	0	0		0	0.0%	
Grants/Discretionary Payments :- Indirect Expenditure	67,134	21,430	107,130	85,700	0	85,700	20.0%	0
Net Expenditure	(67,134)	(21,430)	(107,130)	(85,700)				

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
140 Community Events								
1910 Community Events Income	0	(120)	0	120			0.0%	
4810 Events Income	0	120	0	(120)			0.0%	
Community Events :- Income	0	0	0	0				0
4820 Community Events	195	4,455	20,500	16,045		16,045	21.7%	
Community Events :- Indirect Expenditure	195	4,455	20,500	16,045	0	16,045	21.7%	0
Net Income over Expenditure	(195)	(4,455)	(20,500)	(16,045)				
180 Sandbach Town Hall								
1801 Town Hall Hirings	0	7,822	0	(7,822)			0.0%	
1913 Covid Disc. Grant	17,415	0	0	0			0.0%	
4801 Ticket Income	0	0	8,000	8,000			0.0%	
4806 Refreshment sales	(2)	70	8,000	7,930			0.9%	
4807 Cinema Income	0	107	6,600	6,493			1.6%	
6000 Town Hall hire fees	7,013	3,354	60,000	56,646			5.6%	
6002 Town Hall Bar Income	149	13,332	30,000	16,668			44.4%	
Sandbach Town Hall :- Income	24,576	24,684	112,600	87,916			21.9%	0
4831 Town Hall Events Costs	452	42	1,000	958		958	4.2%	
4838 Cinema Costs	0	655	5,500	4,845		4,845	11.9%	
4840 Refreshment purchases	1	2,430	1,750	(680)		(680)	138.9%	
6010 Town Hall Bar Purchases	(368)	2,976	15,000	12,024		12,024	19.8%	
Sandbach Town Hall :- Direct Expenditure	85	6,103	23,250	17,147	0	17,147	26.3%	0
4670 New Purchases/Projects	3,269	0	1,500	1,500		1,500	0.0%	
6020 Town Hall Salaries	58,534	29,657	106,000	76,343		76,343	28.0%	
6021 Employers NIC	3,595	2,286	5,700	3,414		3,414	40.1%	
6022 Superannuation	9,975	5,915	20,500	14,585		14,585	28.9%	
6070 Training	0	0	500	500		500	0.0%	
6080 Maintenance	3,194	7,169	4,640	(2,529)		(2,529)	154.5%	
6090 Health and Safety	0	480	0	(480)		(480)	0.0%	
6091 Covid-19	2,743	510	3,000	2,490		2,490	17.0%	
6100 Light and Heat	10,452	4,427	15,000	10,573		10,573	29.5%	
6110 Rates and Water	10,285	8,096	7,800	(296)		(296)	103.8%	
6120 Repairs	2,539	3,531	4,000	469		469	88.3%	
6124 Condition Survey	250	0	2,380	2,380		2,380	0.0%	
6140 Waste Disposal	1,491	1,045	1,600	555		555	65.3%	
6150 Security	35	0	500	500		500	0.0%	
6200 Motor expenses	0	149	0	(149)		(149)	0.0%	
6220 Cleaning	2,246	5,954	3,000	(2,954)		(2,954)	198.5%	

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6230 Equipment renewals	1,663	1,267	3,000	1,733		1,733	42.2%	
6260 Stationery	0	1	0	(1)		(1)	0.0%	
6280 Telephone	4,384	2,599	5,000	2,401		2,401	52.0%	
6300 Performing Rights Licence	774	942	800	(142)		(142)	117.7%	
6310 Premises Licence	200	0	2,500	2,500		2,500	0.0%	
6340 Marketing	559	1,694	2,000	306		306	84.7%	
6350 Irrecoverable VAT	10,708	3,358	6,250	2,892		2,892	53.7%	
7000 Public Works Loan Board	29,605	14,803	24,700	9,897		9,897	59.9%	
Sandbach Town Hall :- Indirect Expenditure	156,501	93,882	220,370	126,488	0	126,488	42.6%	0
Net Income over Expenditure	(132,010)	(75,301)	(131,020)	(55,719)				
182 Car Parks								
4619 Car Parks refurbishment	8,311	2,187	10,000	7,813		7,813	21.9%	
6080 Maintenance	40	0	500	500		500	0.0%	
Car Parks :- Indirect Expenditure	8,351	2,187	10,500	8,313	0	8,313	20.8%	0
Net Expenditure	(8,351)	(2,187)	(10,500)	(8,313)				
184 Town Hall Shop Units								
6005 Town Hall Shop Units	13,433	8,150	15,850	7,700			51.4%	
Town Hall Shop Units :- Income	13,433	8,150	15,850	7,700			51.4%	0
6351 Town Hall Units Expenditure	295	224	1,500	1,276		1,276	14.9%	
Town Hall Shop Units :- Indirect Expenditure	295	224	1,500	1,276	0	1,276	14.9%	0
Net Income over Expenditure	13,138	7,926	14,350	6,424				
185 Ranger								
6200 Motor expenses	0	275	0	(275)		(275)	0.0%	
6230 Equipment renewals	1,260	1,327	13,500	12,173		12,173	9.8%	
Ranger :- Indirect Expenditure	1,260	1,602	13,500	11,898	0	11,898	11.9%	0
Net Expenditure	(1,260)	(1,602)	(13,500)	(11,898)				
190 Outdoor Market								
1900 Other Market Income	275	0	0	0			0.0%	
1905 Outdoor Market Income	10,581	9,893	35,000	25,107			28.3%	
1906 Christmas Markets	0	2,995	0	(2,995)			0.0%	
1907 Other Market Income	650	0	0	0			0.0%	
1911 Gazebo Income	1,109	1,694	0	(1,694)			0.0%	

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1913 Covid Disc. Grant	1,396	0	0	0			0.0%	
Outdoor Market :- Income	14,011	14,582	35,000	20,418			41.7%	0
4155 Income Write off	297	0	0	0		0	0.0%	
6021 Employers NIC	1,810	778	1,500	722		722	51.9%	
6022 Superannuation	4,193	2,420	4,000	1,580		1,580	60.5%	
6023 Market wages	30,112	20,120	34,000	13,880		13,880	59.2%	
6070 Training	0	0	800	800		800	0.0%	
6080 Maintenance	243	11	2,000	1,989		1,989	0.5%	
6090 Health and Safety	0	0	450	450		450	0.0%	
6091 Covid-19	1,396	0	2,500	2,500		2,500	0.0%	
6100 Light and Heat	265	112	500	388		388	22.3%	
6110 Rates and Water	7,067	4,999	7,700	2,701		2,701	64.9%	
6120 Repairs	0	0	500	500		500	0.0%	
6124 Condition Survey	0	0	5,390	5,390		5,390	0.0%	
6140 Waste Disposal	3,592	2,683	5,000	2,317		2,317	53.7%	
6200 Motor expenses	2,148	1,378	4,500	3,122		3,122	30.6%	
6230 Equipment renewals	0	150	3,000	2,850		2,850	5.0%	
6280 Telephone	129	95	175	80		80	54.1%	
6290 Advertising	0	907	2,500	1,593		1,593	36.3%	
6350 Irrecoverable VAT	853	342	3,125	2,783		2,783	10.9%	
6352 Christmas Market costs	0	0	5,000	5,000		5,000	0.0%	
Outdoor Market :- Indirect Expenditure	52,106	33,994	82,640	48,646	0	48,646	41.1%	0
Net Income over Expenditure	(38,095)	(19,412)	(47,640)	(28,228)				
9000 plus Transfer from EMR	349	0						
Movement to/(from) Gen Reserve	(37,746)	(19,412)						
191 Indoor Market								
1901 Indoor Market Income	17,362	16,191	35,000	18,809			46.3%	
1907 Other Market Income	1,378	0	0	0			0.0%	
1913 Covid Disc. Grant	4,332	0	0	0			0.0%	
Indoor Market :- Income	23,071	16,191	35,000	18,809			46.3%	0
4155 Income Write off	186	0	0	0		0	0.0%	
4613 Indoor Market Hall Project	1,215	0	0	0		0	0.0%	
6021 Employers NIC	834	573	650	77		77	88.1%	
6022 Superannuation	1,797	1,099	1,800	701		701	61.1%	
6023 Market wages	11,194	7,811	8,400	589		589	93.0%	
6070 Training	0	0	260	260		260	0.0%	
6080 Maintenance	245	399	800	401		401	49.9%	

Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6090 Health and Safety	0	0	450	450		450	0.0%	
6091 Covid-19	4,332	0	0	0		0	0.0%	
6100 Light and Heat	1,126	2,778	8,000	5,222		5,222	34.7%	
6110 Rates and Water	6,990	4,439	6,500	2,061		2,061	68.3%	
6120 Repairs	849	450	1,600	1,150		1,150	28.1%	
6124 Condition Survey	0	0	1,400	1,400		1,400	0.0%	
6140 Waste Disposal	952	512	1,300	788		788	39.4%	
6220 Cleaning	0	0	500	500		500	0.0%	
6230 Equipment renewals	2,882	0	1,000	1,000		1,000	0.0%	
6280 Telephone	55	5	720	715		715	0.6%	
6291 Market Hall Advertising	102	0	2,500	2,500		2,500	0.0%	
6300 Performing Rights Licence	0	16	0	(16)		(16)	0.0%	
6350 Irrecoverable VAT	3,215	867	3,125	2,258		2,258	27.7%	
Indoor Market :- Indirect Expenditure	35,975	18,949	39,005	20,056	0	20,056	48.6%	0
Net Income over Expenditure	(12,904)	(2,757)	(4,005)	(1,248)				
200 Public Conveniences								
6091 Covid-19	304	0	0	0		0	0.0%	
6100 Light and Heat	319	200	600	400		400	33.4%	
6110 Rates and Water	5,053	(1,037)	1,800	2,837		2,837	(57.6%)	
6120 Repairs	50	0	1,000	1,000		1,000	0.0%	
6140 Waste Disposal	0	27	250	223		223	10.6%	
6400 Supplies (Public Conveniences)	96	128	1,000	872		872	12.8%	
6402 Vandalism Repairs	0	0	1,500	1,500		1,500	0.0%	
6406 Contract Cleaning	8,478	8,179	16,500	8,321		8,321	49.6%	
Public Conveniences :- Indirect Expenditure	14,300	7,497	22,650	15,153	0	15,153	33.1%	0
Net Expenditure	(14,300)	(7,497)	(22,650)	(15,153)				
400 Projects								
1192 Community Inf. Levy	2,077	3,786	0	(3,786)			0.0%	
Projects :- Income	2,077	3,786	0	(3,786)				0
4600 Projects	0	0	2,000	2,000		2,000	0.0%	
4604 Tidy Town	52	0	500	500		500	0.0%	
4614 Office Project	500	0	0	0		0	0.0%	
4616 Town Hall Office	200	0	25,600	25,600		25,600	0.0%	
4625 Benches/Street Furniture	0	0	2,000	2,000		2,000	0.0%	
4648 Neighbourhood Plan	613	3,356	2,000	(1,356)		(1,356)	167.8%	
4667 Asset Maintenance Prov	14,420	0	10,000	10,000		10,000	0.0%	
Projects :- Indirect Expenditure	15,785	3,356	42,100	38,744	0	38,744	8.0%	0
Net Income over Expenditure	(13,708)	430	(42,100)	(42,530)				
9000 plus Transfer from EMR	5,370	0						

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Sandbach Town Council

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Detailed Income & Expenditure by Budget Heading 30/09/2021

Month No: 6

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(8,338)	430						
Grand Totals:- Income	769,102	756,993	888,394	131,401			85.2%	
Expenditure	598,911	304,785	855,935	551,150	0	551,150	35.6%	
Net Income over Expenditure	170,191	452,208	32,459	(419,749)				
plus Transfer from EMR	5,719	0						
Movement to/(from) Gen Reserve	175,911	452,208						

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Summary Income & Expenditure by Budget Heading 30/09/2021

Cost Centre Report

	Actual Last Year	6 months To Date	Current Annual Bud	Variance Annual Total	Funds Available	% Spent
100 Town Council Income	690078	689599	689944	345		100.0%
Income						
101 Administration	1856	0	0	0		0.0%
Expenditure	64047	23863	86600	62737	62737	27.6%
102 Staff Costs	182615	86606	180450	93844	93844	48.0%
105 Publicity	263	637	5740	5103	5103	11.1%
110 Grants/Discretionary Paym	67134	21430	107130	85700	85700	20.0%
Expenditure						
140 Community Events	0	0	0	0		0.0%
Expenditure	195	4455	20500	16045	16045	21.7%
180 Sandbach Town Hall	24576	24684	112600	87916		21.9%
Expenditure	156586	99985	243620	143635	143635	41.0%
182 Car Parks	8351	2187	10500	8313	8313	20.8%
184 Town Hall Shop Units	13433	8150	15850	7700		51.4%
Expenditure	295	224	1500	1276	1276	14.9%
185 Ranger	1260	1602	13500	11898	11898	11.9%
190 Outdoor Market	14011	14582	35000	20418		41.7%
Expenditure	52106	33994	82640	48646	48646	41.1%
191 Indoor Market	23071	16191	35000	18809		46.3%
Expenditure	35975	18949	39005	20056	20056	48.6%
200 Public Conveniences	14300	7497	22650	15153	15153	33.1%
400 Projects	2077	3786	0	(3,786)		0.0%
Expenditure	15785	3356	42100	38744	38744	8.0%
Grand Totals:- Income	769102	756993	888394	131401		85.2%
Expenditure	598911	304785	855935	551150	551150	35.6%
Net Income over Expenditure	170191	452208	32459	(419,749)		



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Summary Profit and Loss Account - Excluding Stock Movement**Month 6 Date 30/09/2021**

	<u>Month Actual</u>	<u>YTD Actual</u>
Total Sales/Income	<u>362,635</u>	<u>756,993</u>
Total Direct Expenditure	<u>1,844</u>	<u>6,103</u>
Gross Profit	360,791	750,889
% Gross Profit to Sales	99.49%	99.19%
Total Indirect/Overhead Expenditure	<u>53,973</u>	<u>298,682</u>
Operating Profit	306,817	452,208
% Operating Profit	84.61%	59.74%

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Date: 11/11/2021

Sandbach Town Council

Time: 11:11

Bank Reconciliation Statement as at 30/09/2021
for Cashbook 1 - Current/Reserve Bank A/c's

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 72702729	30/09/2021	2106	1,000.00
Business Reserve 91519578	30/09/2021	2106	1,210,188.00
			<u>1,211,188.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,211,188.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,211,188.00
		Balance per Cash Book is :-	1,211,187.97
		Difference Excluding Adjustments is :-	0.03
<u>Adjustments to Reconciliation</u>			
06/05/2021 103442	Difference in Market takings	0.03	
			<u>0.03</u>
		Unreconciled Difference is :-	<u>0.00</u>

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Date: 11/11/2021

Sandbach Town Council

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**Bank Reconciliation Statement as at 30/09/2021
for Cashbook 2 - Bonus Saver**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bonus Saver A/c 52505359	30/09/2021	2106	85,179.08
			<hr/> 85,179.08
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			85,179.08
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			85,179.08
		Balance per Cash Book is :-	85,179.08
		Difference is :-	0.00

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Bank Reconciliation Statement as at 30/09/2021
for Cashbook 6 - PayPal

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
PayPal	30/09/2021	2106	0.00
			0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

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Date: 11/11/2021

Sandbach Town Council

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Bank Reconciliation Statement as at 30/09/2021
for Cashbook 7 - Credit Card

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Credit Card	30/09/2021	2106	-237.46
			<u>-237.46</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			-237.46
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	<u>0.00</u>
			-237.46
		Balance per Cash Book is :-	-237.46
		Difference is :-	0.00

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List of Payments made between 01/07/2021 and 30/09/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2021	Cheshire East Council	21317	417.53		Rates
01/07/2021	Cheshire East Council	21320	699.00	Rates for ODM	Cheshire East Council
01/07/2021	Cheshire East Council	21321	107.00		Public Convenience Rates
01/07/2021	Cheshire East Council	21322	624.00		TH Rates
01/07/2021	Prism Solutions	21323	150.55		TH Telephones
01/07/2021	Cheshire East Council	DD	-244.53		Error
02/07/2021	BACS P/L Pymnt Page 935	BACS Pymnt	5,696.12		BACS P/L Pymnt Page 935
02/07/2021		21339	176.50		Deposit Refund
02/07/2021	BACS P/L Pymnt Page 937	BACS Pymnt	1,616.66		BACS P/L Pymnt Page 937
02/07/2021	BACS P/L Pymnt Page 938	BACS Pymnt	44.38		BACS P/L Pymnt Page 938
02/07/2021	BACS P/L Pymnt Page 941	BACS Pymnt	263.98		BACS P/L Pymnt Page 941
05/07/2021	Legal and General	21353	213.74		Insurance
08/07/2021	BT	21374	77.59		Duplicate Invoice
09/07/2021	Sandbach Partnership	BACS	5,000.00		Funding
09/07/2021		BACS	30.00		Party In The Park Refund
09/07/2021		BACS	30.00		Party In The Park Refund
09/07/2021	BACS P/L Pymnt Page 928	BACS Pymnt	3,304.00		BACS P/L Pymnt Page 928
12/07/2021	The Fuel Card People	21402	1.44		Motor Expenses ODM
12/07/2021	Evo Payments International	21403	29.73		Card Machine Charges
15/07/2021	Monthly Payroll July2021	21415	14,871.06		Staff Salaries
15/07/2021	EE Mobile	21414	18.61		Mobile - ODM
15/07/2021	Natwest	21416	14.40		Bankline charges
15/07/2021	West Merica Energy	21413	220.08		Gas TH
16/07/2021	Cheshire Community Action	BACS	100.00	KP	Membership 2021-22
16/07/2021	BACS P/L Pymnt Page 931	BACS Pymnt	3,013.62		BACS P/L Pymnt Page 931
19/07/2021	West Merica Energy	21434	1,707.53		Electricity Public Conv
19/07/2021	Prism Solutions	21448	897.85		TH Telephone/BB/ICT & Support
23/07/2021	BACS P/L Pymnt Page 933	BACS Pymnt	9,250.31		BACS P/L Pymnt Page 933
26/07/2021	Petty Cash	21447	200.00		Petty Cash
28/07/2021	Calor Gas Limited	21461	63.84		Gas for Forklift(ODM)
28/07/2021	Credit Card	21462	303.71		Transfer
30/07/2021	HMRC	21467	4,708.24		Monthly Payroll HMRC
30/07/2021	Cheshire Pension Fund	21469	4,501.77		Monthly Payroll Pension
30/07/2021	Natwest	21468	65.96		Bank charges
02/08/2021	Prism Solutions	21432	150.55		TH Broadband
02/08/2021	BACS P/L Pymnt Page 943	BACS Pymnt	2,434.68		BACS P/L Pymnt Page 943
02/08/2021		BACS	30.00		Party In The Park - Refund
02/08/2021	Cheshire East Council	DD	54.00		Cheshire East Council Rates
02/08/2021	Cheshire East Council	DD	58.00		Cheshire East Council Rates
02/08/2021	Cheshire East Council	DD	699.00		Cheshire East Council - Rates
02/08/2021	Cheshire East Council	DD	107.00		Cheshire East Council - Rates
02/08/2021	Cheshire East Council	DD	624.00		Cheshire East Council - Rates
04/08/2021	Legal and General	DD	213.74		Legal and General
06/08/2021	BACS P/L Pymnt Page 951	BACS Pymnt	2,364.74		BACS P/L Pymnt Page 951
06/08/2021	Time 4 Leisure Events Ltd	BACS	100.00		Deposit - Market Town Festival
06/08/2021	BACS P/L Pymnt Page 953	BACS Pymnt	706.54		BACS P/L Pymnt Page 953
09/08/2021	BT	21400	77.59		TH Telephones

List of Payments made between 01/07/2021 and 30/09/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
09/08/2021	The Fuel Card People	21401	81.71		Fuel
11/08/2021	Evo Payments International	21394	42.37		Card Machine Service & Rental
13/08/2021	[REDACTED]	BACS	440.00	GPJ	Road tax for 2 vehicles
13/08/2021	[REDACTED]	BACS	9.64		Expenses
13/08/2021	[REDACTED]	BACS	277.55		Expenses
13/08/2021	Monthly Salaries	BACS	16,224.77		Monthly Salaries
13/08/2021	BACS P/L Pymnt Page 950	BACS Pymnt	1,988.35		BACS P/L Pymnt Page 950
16/08/2021	EE Mobile	DD	18.61		EE Mobile
16/08/2021	West Merica Energy	21381	716.81		Public Conv Electricity
16/08/2021	Natwest	DD	27.60		Bankline Charges
25/08/2021	Prism Solutions	21355	897.85		ICT Support Package
27/08/2021	HMRC	BACS	5,247.39		HMRC
27/08/2021	Cheshire Pension Fund	BACS	4,571.76		August 21 Pension
27/08/2021	BACS P/L Pymnt Page 945	BACS Pymnt	5,430.38		BACS P/L Pymnt Page 945
27/08/2021	BACS P/L Pymnt Page 946	BACS Pymnt	5,097.12		BACS P/L Pymnt Page 946
27/08/2021	Daisydoos	BACS	220.00		Face Painter for Event
31/08/2021	Credit Card	21317	91.87		Transfer to CC
31/08/2021	Natwest	DD	52.01		Current Acc Bank Charges
01/09/2021	Cheshire East Council	21451	54.00		IDM Rates
01/09/2021	Cheshire East Council	21452	58.00		Cheshire East Council Rates
01/09/2021	Cheshire East Council	21453	624.00		Cheshire East Council Rates
01/09/2021	Cheshire East Council	21454	699.00		Cheshire East Council Rates
01/09/2021	Prism Solutions	21455	150.55		TH Telephones
02/09/2021	West Merica Energy	21462	602.74		TH Gas supply
03/09/2021	Mark Bailey	21471	1,074.36		Mark Bailey 0015
03/09/2021	Royal Mail	21474	215.50		Royal Mail stamps
03/09/2021	[REDACTED]	21477	60.00		Xmas Mkt Refund
03/09/2021	BACS P/L Pymnt Page 957	BACS Pymnt	2,919.31		BACS P/L Pymnt Page 957
06/09/2021	Legal and General	21485	213.74		Insurance
07/09/2021	BT	21495	77.59		TH Telephones
07/09/2021	Town Crier Honorarium	21494	750.00		Town Crier Honorarium CHQ 5567
10/09/2021	BACS P/L Pymnt Page 958	BACS Pymnt	2,773.29		BACS P/L Pymnt Page 958
10/09/2021	Prism Solutions	21514	120.00		Reconfigure surface pro
10/09/2021	BACS P/L Pymnt Page 969	BACS Pymnt	384.00		BACS P/L Pymnt Page 969
10/09/2021	BACS P/L Pymnt Page 970	BACS Pymnt	302.40		BACS P/L Pymnt Page 970
10/09/2021	BACS P/L Pymnt Page 971	BACS Pymnt	-302.40		BACS P/L Pymnt Page 971
10/09/2021	Evo Payments International	21502	69.23		Card Machine Charges Late Inv
13/09/2021	The Fuel Card People	21518	1.44		Motor Expenses
15/09/2021	HP Expenses	21528	81.52		HP Expenses
15/09/2021	EE Mobile	DD	18.61		Mobile phone
15/09/2021	EE Mobile	21527	18.61		EE Mobile
15/09/2021	Monthly Payroll	21528	20,733.85		Salaries Sept 2021
15/09/2021	Natwest	21529	29.20		Bankline charges
15/09/2021	EE Mobile	DD	-18.61		Duplicate
16/09/2021	West Merica Energy	21532	1,390.32		P/Conv Elec 01-31JUL21
17/09/2021	Paul Shipley	21545	200.00	MB	Sandbach Art Society A/Grant
17/09/2021	Friends of Sandbach Station	21547	1,400.00		Annual Grant payment

Date: 11/11/2021

Sandbach Town Council

Time: 11:57

Current/Reserve Bank A/c's

List of Payments made between 01/07/2021 and 30/09/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/09/2021	BACS P/L Pymnt Page 961	BACS Pymnt	3,978.73		BACS P/L Pymnt Page 961
17/09/2021	BACS P/L Pymnt Page 966	BACS Pymnt	758.30		BACS P/L Pymnt Page 966
17/09/2021	Public Works Loans	DD	2,467.11		PWLB repayment
20/09/2021	The Fuel Card People	21560	101.42		Fuel
24/09/2021	BACS P/L Pymnt Page 964	BACS Pymnt	2,495.34		BACS P/L Pymnt Page 964
24/09/2021	Cheshire Pension Fund	21579	5,953.66		Pension Sep21
24/09/2021	HMRC Cumbemauld	21580	7,133.16		HMRC Cumbemauld Sep21
24/09/2021	[REDACTED]	21575	40.00	GPJ	Ann Banks Expenses
24/09/2021	[REDACTED]	21576	149.72	MB	Kate Pepper Expenses
27/09/2021	Prism Solutions	21590	961.63		ICT Services and T/H Broadband
28/09/2021	Credit Card	21595	109.86		Transfer to Credit Card
29/09/2021	BACS P/L Pymnt Page 968	BACS Pymnt	563.26		BACS P/L Pymnt Page 968
30/09/2021	Natwest	21602	70.35		Bank Charges
Total Payments			166,713.09		

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SANDBACH TOWN COUNCIL
APPLICATION FORM - GRANTS TO VOLUNTARY ORGANISATIONS

8.1

Name of Organisation or Group: Sandbach Transport Festival

Contact Person: Martin Forster

Address: [REDACTED]

Post Code CW11 4NS

Tel No: [REDACTED]

E-mail: [REDACTED]

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

Our role is to organise the Sandbach Transport Festival as a community event.

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

Is it a Registered Charity? YES/NO If so, please give Charity Number
.....

1 **Total cost of your project?** £30,642.00 Sum requested from STC £12,000 (this is additional to £12,000 carried over from 2020 Festival cancelled due to Covid-19.

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

Spreadsheet attached.

2 **A summary of your project:**

This grant is aimed at Project establishment / support and should be considered a standalone sum. Describe your project and what you would do with a grant:

This is detailed in the spreadsheet showing the projected budget for the 2022 Festival.

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

This event is run by volunteers, so no wages involved.

3 The Council gives priority to applications which meet the following priorities. Please tick the ones which you feel your project meets.

- Projects which benefit the people of Sandbach.
- Create an Inclusive Society
- Promoting our Environment, Heritage and Culture
- Work towards improving Leisure and Amenities.

How does the project meet these priorities?

It is an open event building on our local history in transport especially truck making.

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

5 Are you awaiting the outcome of any other applications for funding, towards this project? YES/NO If yes, please state whom you have applied to and the amount of any application.

We have approached several local organisations re possible sponsorship.

We are also exploring the possibilities of maximising revenue from pitches available to traders. We are keen, however, not to disadvantage local traders in the town.

6 Has the Organisation previously applied for a Grant from Sandbach Town Council? NO
If yes, please give details

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

YEAR	2020	2019	2018
Accounts Balance b/f	£3,289.00	£6353.44	£8,042.09
Accounts Balance c/f	£14,420.00	£3,289.27	£6,353.44
Income - total	£15,353.00	£13,662.55	£17,343.57
Expenditure - total	£4,219.00	£16,724.17	£19,031.68
Year-end bank balance	£14,420.00	£3,289.27	£6,353.44
Deposit account balance	£1,578.00	£1575.67	£1,573.12

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

8 Describe the geographical area in which your Organisation works.

Sandbach and surrounding area.

9 What proportion of the work takes place in Sandbach?

Exclusively in Sandbach.

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

Name Sandbach Transport Festival

If payment by BACS is preferred:

Bank Account Name.....

Account NumberSort Code.....

Could you please indicate if you are able to/ would like to attend the meeting to support your application, and answer any questions the committee may have: YES

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

Signed: Martin Forster

Position within the Organisation: Treasurer

Signed: Position within the Organisation:

On behalf of: Sandbach Transport Festival Date: 23 March 2021

Please note: A condition of any grant award is the return of a completed Grant Feedback form within four weeks of the project/event completion. In signing above and submitting a grant application you are committing to return the feedback form.

Town Clerk, Sandbach Town Council
Sandbach Town Hall, High Street, Sandbach, CW11 1AX

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PAGE

8.1

Hi Alan

Hope you are keeping well.

I believe the STF's grant application for £12000 is being considered at the Finance committee meeting on 17th November. The STF committee met on Monday 1st November and have made provisional plans for the 2022 Festival 23-24 April. At the 2018 and 2019 Festivals Spare Parts organised events etc in Sandbach Park. They were largely funded through the Arts Council with some support from Cheshire East. This has come to an end so we are looking at what we can do in the Park - hence our grant application. If STC decide against the extra funds would the council be willing to run events/activities in the Park (possibly along the lines of those on the Small Common car park at the end of the summer)? To assist in our planning we would appreciate an early response from STC as to their views.

STF committee are actively exploring ways to raise additional money - we are looking at 'selling' space on the Small Common car park and around the Town Hall to traders, and obtaining more sponsorship. Would STC provide and assist in setting up stalls on Friday 22nd April and removing them on Sunday 24th April? We are planning to have security in place over the nights of Friday and Saturday.

I would be grateful if this e-mail could be shared with members of the Finance committee.

Best wishes

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SANDBACH TOWN COUNCIL
APPLICATION FORM - GRANTS TO VOLUNTARY ORGANISATIONS

8.2

Name of Organisation or Group:
South East Cheshire Cycling Action Group

Contact Person: Matthias Bunte

Address:

████████████████████

Sandbach

Post Code CW11 3HF

Tel No:

Day ██████████

Eve ██████████

E-mail:

████████████████████

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

South East Cheshire Cycling Action Group (SECCAG) was created in February 2012 by the Congleton Local Area Partnership to identify and deliver cycling projects that would improve cycling within the 5 towns in East Cheshire i.e. Congleton, Sandbach, Alsager, Middlewich and Holmes Chapel.

The Aims are

- To increase participation in cycling in the area.
- To promote cycling as a viable means of transport for short journeys

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

Is it a Registered Charity? NO

If so, please give Charity Number

1 **Total cost of your project?** About £ 2500-3000 Sum requested from STC £500

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

£500 from each of the 5 towns/town councils mentioned above; £285.73 in SECCAG bank account

2 **A summary of your project:**

This grant is aimed at Project establishment / support and should be considered a standalone sum. Describe your project and what you would do with a grant:

In 2013 SECCAG produced 15,000 copies of the 'Let's Go Cycling in South East Cheshire' map&guide that covered Cheshire East to encourage cycling amongst families and people who are not already committed cyclists. The maps are available free of charge from local shops, libraries, leisure centres and are distributed to some primary schools. It is 4 years since the map last was

revised and reprinted. With the completion of the Congleton Link Road and all the development that has gone on around all five towns in SE Cheshire, the current map is sorely out of date.

Residents of the five towns in SECCAG are drawing up the changes to their individual areas with a view to publication in early 2022. SECCAG are speaking to all the councils and partnership in SE Cheshire. We were very grateful for Sandbach Town Council's contribution in 2017 and we hope that Sandbach can continue to support this project. We aim to reprint 4000 – 6000 copies.

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

No advertising will be required but Active Maps in Knutsford will be approached to design the changes and update the map. They are a professional service and will get paid.

3 The Council gives priority to applications which meet the following priorities. Please tick the ones which you feel your project meets.

- Projects which benefit the people of Sandbach.
- Create an Inclusive Society
- Promoting our Environment, Heritage and Culture
- Work towards improving Leisure and Amenities.

How does the project meet these priorities?

The involvement of local people in the development of this project will ensure success. More people will think about cycling as a viable mode of transport especially for short journeys resulting in more people cycling in towns. This will reduce traffic, pollution and improve the health of the individuals. Cycling is inclusive.

The maps will show people of all ages how to get around their town by either walking or cycling. By encouraging people to be more active their knowledge of the local areas will increase which generates benefits to shops, routes to schools and leisure services.

The development of the network maps will allow people to cycle to other towns more safely which again might reduce car use.

Cheshire East has provided 'Bikeability' training to younger people at school and the introduction of the maps will encourage children to cycle with parents safely around the towns

SECCAG is made up of local people who have used their knowledge of the towns to develop the cycle routes around the towns. The Group has gained experience in cycling project development since the group was formed in 2013.

All of the above demonstrate that the priorities defined for the funding grant has been achieved

4 Have you raised funds from any other sources for this project? No

If yes, please state source and amount.

5 Are you awaiting the outcome of any other applications for funding, towards this project? YES, as mentioned above, £500 from each of the four other towns

6 Has the Organisation previously applied for a Grant from Sandbach Town Council?
YES

If yes, please give details

In 2017, for £450

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

YEAR	2018	2019	2020
Accounts Balance b/f	285.73	285.73	285.73
Accounts Balance c/f	285.73	285.73	285.73
Income	n/a	n/a	n/a
Expenditure	n/a	n/a	n/a
Year-end bank balance	285.73	285.73	285.73

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

8 Describe the geographical area in which your Organisation works.

Former Congleton Borough

9 What proportion of the work takes place in Sandbach?

One fifth

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

Name South East Cheshire Cycling Action Group

If payment by BACS is preferred:

Bank Account Name South East Cheshire Cycling Action Group

Account Number 68311109 Sort Code 60 15 29

Could you please indicate if you are able to/ would like to attend the meeting to support your application, and answer any questions the committee may have: YES

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

8.2

Signed: 

Position within the Organisation: Chairman

Signed: 

Position within the Organisation: Treasurer

On behalf of SE Cheshire Cycling Action Group (SECCAG)

Date: 9/9/21

Please note: A condition of any grant award is the return of a completed Grant Feedback form within four weeks of the project/event completion. In signing above and submitting a grant application you are committing to return the feedback form.

Town Clerk, Sandbach Town Council
Sandbach Town Hall, High Street, Sandbach , CW11 1AX

SANDBACH TOWN COUNCIL
APPLICATION FORM - GRANTS TO VOLUNTARY ORGANISATIONS

8.3

Name of Organisation or Group:

The Sandbach Tunnel Network Society

Contact Person: Nick Radford

Address:

██

██

Cheshire Post Code: **CW11 1RG**

Tel No:

Day ██████████ Eve ██████████

E-mail:

██

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

The purpose of our organisation is defined in our constitution as follows:

A) To bring the community of Sandbach and the surrounding areas together by means of a community project, promoting mental health and general wellbeing during the current pandemic.

B) To research, discover and learn about historical and bibliographical places including the study of underground tunnels, and artifacts in and around the parish of Sandbach that are either largely forgotten about, or are yet to be discovered, along with the history surrounding such in all period and cultures.

C) To ensure any historical findings or discoveries of the town of Sandbach are properly documented and preserved, enabling the general public and future generations to benefit from it for educational purposes. Preferably by means of a Sandbach Museum.

D) To create an annual Saxon Festival Day for the town of Sandbach, aimed to begin in the summer of 2022. In order to learn about our Saxon heritage.

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

A copy of our constitution will be enclosed.

Is it a Registered Charity? **NO**

If so, please give Charity Number **N/A**

8.3

1 **Total cost of your project?** £13,900 per annum Sum requested from STC £10,000

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

2 **A summary of your project:**

This grant is aimed at Project establishment / support and should be considered a standalone sum. Describe your project and what you would do with a grant:

The aim of our project is to provide our historical town of Sandbach with its own, long awaited, museum. Every year there are many historical artefacts from the town being unearthed from various sources, yet they are being lost to either a museum in our neighbouring town of Congleton, or the attics of the owners, simply because Sandbach does not have a museum of our own.

The Sandbach Tunnel Network Society (STNS) have identified this problem and taken an active role in resolving it. Of the research undertaken within the town, 100% of people asked (consisting of both residents and local businesses) state they feel strongly that a museum would be a much needed, wonderful and welcomed addition to the town. Not only would it serve as an educational resource, but it would likely attract an increase to our tourism trade from neighbouring towns, which would in turn benefit other local businesses.

The STNS council members responsible for the project consist of a small group of local professionals and businessman including an antique dealer, architect, accountant, magistrate, paramedic, historian, and other skillsets, all of which can collectively provide an invaluable contribution to the project.

Recently we have been offered the opportunity to establish The Sandbach Museum within the ground floor of the historical Sandbach Literacy Institute on Hightown. Given this space was, until recently, utilised by Sandbach Town Council, I'm sure you can appreciate how beautifully this space would serve as a home for The Sandbach Museum. This project will further aid the Literacy Institute who express their desire for this project to succeed as it will enable the use of the space to conform with the deeds of the premises; to be utilised in a manner that would benefit the community. In addition to any agreed costs, we also intend to donate a percentage of any additional funding we raise towards the upkeep and repair of the building.

Due to our existing activities we are already confident we have sourced enough artefacts to display in the Museum. The grant would be used to support the project in our first year. 80% of the grant will be used towards the rental costs of the premises. This will provide us with the time needed to establish the museum and to set up additional revenue streams to sustain the project into the future. We are currently considering this to be a wartime themed tea room in one of the rooms for example. The remaining 20% shall be used to purchase essential items such as lockable display cabinets, signage and insurance.

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

No.

3 The Council gives priority to applications which meet the following priorities. Please tick the ones which you feel your project meets.

- Projects which benefit the people of Sandbach.
- Create an Inclusive Society
- Promoting our Environment, Heritage and Culture
- Work towards improving Leisure and Amenities.

How does the project meet these priorities?

The Sandbach Museum will serve to hugely promote the heritage and culture of our town. This will benefit the residents by acting as an educational resource for all, including future generations. It will provide the town with a welcomed boost to our tourism trade aswell as attracting others to visit our high street with the offering of a new leisure activity for those interested in heritage. Other local businesses will also benefit due to the increase in visitors.

4 Have you raised funds from any other sources for this project? YES

- Local Business Sponsorship - £150
- Winding River Fundraiser Event - £320

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

6 Has the Organisation previously applied for a Grant from Sandbach Town Council? NO

If yes, please give details N/A

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

YEAR	2019/2020	2020/2021	2021/2022
Accounts Balance b/f	N/A	N/A	0
Accounts Balance c/f	N/A	N/A	384
Income	N/A	N/A	470
Expenditure	N/A	N/A	86
Year-end bank balance	N/A	N/A	384

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

8.3

Our 1st year of accounts will be completed on 31st December 2021. However we have included the treasurers account statement to evidence this.

8 Describe the geographical area in which your Organisation works.

Within Sandbach and our surrounding villages.

9 What proportion of the work takes place in Sandbach?

100%

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

Name

If payment by BACS is preferred:

Bank Account Name **Sandbach Tunnel Network**

Account Number **71029868** Sort Code **309626**

Could you please indicate if you are able to/ would like to attend the meeting to support your application, and answer any questions the committee may have: YES

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

Signed: **N.RADFORD**

Position within the Organisation: **Vice President**

Signed: **J.PEMBERTON**

Position within the Organisation: **Treasurer**

On behalf of **The Sandbach Tunnel Network Society**

Date: 25/10/2021

Please note: A condition of any grant award is the return of a completed Grant Feedback form within four weeks of the project/event completion. In signing above and submitting a grant application you are committing to return the feedback form.

Town Clerk, Sandbach Town Council
Sandbach Town Hall, High Street, Sandbach , CW11 1AX

SANDBACH TOWN COUNCIL
APPLICATION FORM - GRANTS TO VOLUNTARY ORGANISATIONS

8.4

Name of Organisation or Group:
 Ruby's Fund

Contact Person: Alison Parr

Address: [REDACTED]

[REDACTED]

[REDACTED] Post Code: [REDACTED]

Tel No: Day [REDACTED] Eve

E-mail: [REDACTED]

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

Ruby's Fund runs a fully inclusive sensory centre and social cafe for children and young people with disabilities and additional needs in Congleton. The centre with social cafe offers a safe, stimulating environment, giving individuals, families, carers and groups chance to explore and develop. Ideal for therapy, relaxation, education, friendship & fun. We provide sensory resources including a sensory room, mobile sensory bus, soft play, groups, sessions and support groups. We fundraise by various means and supports families across Cheshire East.

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

Is it a Registered Charity? YES If so, please give Charity Number: 1152148

1 **Total cost of your project?** £2535 Sum requested from STC £2535

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

<u>Description</u>	<u>Cost</u>	<u>Number of sessions</u>	<u>Sub Total</u>
Venue Hire	35	39	1365
Refreshments	20	39	780
Crafts	10	39	390
TOTAL			<u><u>2535</u></u>

2 A summary of your project:

This grant is aimed at Project establishment / support and should be considered a standalone sum. Describe your project and what you would do with a grant:

Ruby's Fund Butterfly Group – is a new Community Play group term-time project. With your support, we hope to start in Sandbach, where we encourage parents and their children of mixed abilities to grow, develop and fly. It is for parents that are socially isolated, are struggling with their mental health and wellbeing and/or self-confidence. The play group will help their children to develop social skills, make friends and play with others.

We know that becoming a parent is one of life's most anticipated and exciting times. However, for some becoming a parent can be terrifying. The responsibilities of parenthood can be overwhelming and isolating. New families struggling on low incomes can find this time especially hard, especially those with no support network to help financially or emotionally.

Butterfly Group can help new families to overcome isolation, by bringing them together with regular parent and toddler play group. Butterfly Group offers parents the opportunity to meet up with other local families. It offers the chance to discuss common concerns, to talk about the demands of a toddler and offers the space to smile and relax in friendly surroundings, whilst building a critical support network for parents.

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

No, we have funding to pay for the wages of our staff and we use advertising through our website social media and can print our own posters and leaflets in our office. We have volunteer support and they have training and DBS checks in place already.

3 The Council gives priority to applications which meet the following priorities. Please tick the ones which you feel your project meets.

- Projects which benefit the people of Sandbach.
- Create an Inclusive Society
- Promoting our Environment, Heritage and Culture
- Work towards improving Leisure and Amenities.

How does the project meet these priorities?

This new community playgroup will benefit parents and children of mixed abilities who are socially isolated due to personal or socio-economic reasons, who maybe struggling with their mental health and wellbeing and have low self-confidence.

This group aims to help community cohesion and improve peer support networks.

4 Have you raised funds from any other sources for this project? YES

If yes, please state source and amount.

We have funding from a Cheshire East Grant to pay for the 1 x staff wages for 3 hours per week during termtime and have a volunteer with training and a DBS in place.

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

6 Has the Organisation previously applied for a Grant from Sandbach Town Council? NO

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

YEAR	Feb 2021	Feb 2020	Feb 2019
Accounts Balance b/f	161,979	67,147	78,727
Accounts Balance c/f	321,611	161,979	67,147
Income	392,093	217,306	134,575
Expenditure	159,632	186,862	146,055
Year-end bank balance	251,850	135,080	36,789

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

8 Describe the geographical area in which your Organisation works.

Ruby's Fund head office is in Congleton. We work at various venues across Cheshire East. We have worked in people's homes in Sandbach but, as yet have not worked in a venue in Sandbach.

9 What proportion of the work takes place in Sandbach?

We currently support 18 socially isolated families who live in Sandbach. We support them by phone, video calls and with visits from our mobile sensory bus to their homes. They have asked us to provide sessions in the town so they don't have to travel to Congleton, Macclesfield or Crewe and can come together as a group to feel part of a community.

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

Name: Ruby's Fund

If payment by BACS is preferred:

Bank Account Name Ruby's Fund registered Charity


Account Number 65717215 Sort Code 089299

Could you please indicate if you are able to attend the meeting to support your application, and answer any questions the committee may have: YES

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

Signed: 

Position within the Organisation: Treasurer

Signed: 

Position within the Organisation: Operations and Impact Manager

On behalf of Ruby's Fund

Date: 29/11/2021

Please note: A condition of any grant award is the return of a completed Grant Feedback form within four weeks of the project/event completion. In signing above and submitting a grant application you are committing to return the feedback form.

Town Clerk, Sandbach Town Council
Sandbach Town Hall, High Street, Sandbach, CW11 1AX

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31st October 2021

Emailed:
financeofficer@sandbach.gov.uk
Sandbach Town Council
Sandbach Town Hall
Sandbach
Cheshire
CW11 1AX

INVOICE NO: 6565
VAT NO: 510 1733 02

Re: Landscape Design Services – Small Common Car Park, Sandbach

Services undertaken:

STAGE 1 + STAGE 2- now complete

- Budget project costings

£1,000.00

Consultation boards

- 3D model / render
- Updated design boards for consultation

£1,500.00

Disbursements:

A1 Boards and prints (at cost) plus postage

£220.00

TOTAL £2,720.00
VAT@ 20% £544.00

PAYABLE £3,264.00

Payment Terms: 30 days from receipt of this invoice
Please make cheques payable to **Barnes Walker Limited**

Bank Details: Royal Bank of Scotland. Sort code: 16-24-24. Account No: 10058336

landscape architecture | urban design | masterplanning

Unit 6 Longley Lane T: 0161 946 0808
Northenden, Manchester E: design@barneswalker.co.uk
M22 4WT W: www.barneswalker.co.uk

Barnes Walker Limited Registered Office | Beauchamp Charles, 145A Ashley Road, Hale, Cheshire, WA14 2UW. Registered Number: 4198626

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PAGE

9.2

JDH Business Services Ltd

Carreg Lwyd, Cefn Bychan Road
Pantymwyn, Flintshire, CH7 5EW
(07950)985117
email: John@jdhbs.co.uk

Invoice No. 4118

INVOICE

Customer

Name Sandbach Town Council
Address _____

Date 29/11/2021
Ref No _____

QTY	Service Description	Rate	TOTAL
	Data Protection Compliance services 2021/22		£1,309.00

Payment Details

- BACS
 Cheque
 Cash

NATWEST

Account No: 72615354

Sort Code: 541010

SubTotal £1,309.00

VAT £261.80

TOTAL £1,570.80

Office Use Only

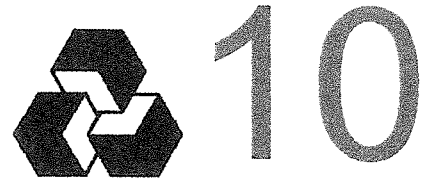
VAT Registration Number: 771 7444 12

Payment is required within 30 days

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



NatWest

Southend Payments Centre
First Floor
Thanet Grange
Westcliff on Sea
SS1 0EJ
Telephone: 03457 888 444
(International): +44 345 030 3605

17 November 2021

Dear Sir/Madam

Reference: GTSET2129550180

You informed us on 2 July 2021 that you'd made a payment of £838.80 in error. Since then we've tried to recover the payment for you but haven't been able to do so.

We're now writing to you to explain what we've done to attempt recovery and what further you may consider doing to pursue your claim for recovery.

What we've done

We identified the bank that received the payment from the sort code and account number you gave us and asked them to identify the person the account belongs to (the recipient) and to contact them to recover the funds.

Unfortunately the recipient didn't respond to their bank's contact and therefore their bank hasn't returned the payment to you.

Your next steps

As from 13 January 2018, under the Payment Services Regulations 2017 we can request the name and address of the beneficiary from the beneficiary bank on your behalf should you wish to pursue legal action against the beneficiary to recover the misdirected funds for any payment which has debited your account on or post 13 January 2018. In order for us to do so, we'll need your confirmation that you wish us to seek beneficiary details from the remitting bank on your behalf. Please contact us on the above number or via your online or mobile banking app.

If you do decide to take legal action to recover your outstanding funds, you may wish to approach Citizens' Advice on the options available to you, or if you have a solicitor to seek their advice - citizensadvice.org.uk/debt-and-money/banking/.

You may also find the Financial Ombudsman Service website offers you further guidance on your next steps at financial-ombudsman.org.uk.

Alternatively you can phone the Financial Ombudsman Service on the following numbers:

- 0800 023 4567 - calls to this number are normally free for people ringing from a 'fixed line' phone, but charges may apply
- 0300 123 9123 - calls to this number are charged at the same rate as 01 or 02 numbers on mobile phone tariffs.

Kind regards,
The Faster Payment Operations Team

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**SANDBACH TOWN COUNCIL
FINANCE POLICY AND GOVERNANCE COMMITTEE
UNDISCHARGED RESOLUTIONS
FPG 29APR21**

DATE	NOTES	REVIEW (include date)	DATE DISCHARGED/CLOSED
<u>14/11/2020</u>	<p>14 BANK BALANCE [FINANCE/ GOVERNANCE AND POLICY] The current levels of bank balances are highlighted and it was noted that they are over and above the Financial Schemes Compensation Scheme amounts, in the report it was noted that year end balances will be lower due to the remaining years payments and operational costs due to be paid out. It was mentioned that it was unsure if we are covered by the Compensation scheme. The company CCLA was mentioned, and the A.RFO updated the Committee that a meeting had taken place with this company in the past. Prior to any decision being made regarding possible movement of bank funds, a cashflow report should be produced to see how much money could be used for investments. The loans were also mentioned as an option to investigate with regards to paying off further amounts.</p> <p>RESOLVED: That a cashflow report be produced for discussion and brought to the next finance meeting in February 2021.</p>	AUG2021	
<u>04/02/2021</u>	<p>9. EQUALITY POLICY [GOVERNANCE AND POLICY] Lead: Chair of Finance There was discussion about general consultation, staff consultation, the depth the policy should go to including whether other groups should be included, review of template policies and the appointment of a Diversity Champion. It was explained that the work undertaken, had been to modernise the Council's existing policy and make it fit for a forward thinking Council. Members</p>	APR21	

	<p>felt that the document should include additional tiers such as service users and be reviewed by ChALC and Ellis Whittam for legal compliance. RESOLVED: that the policy be revised in accordance with discussion, following which it will be reviewed by ChALC and Ellis Whittam, before being returned to the F,P&G Committee for agreement.</p>		
<p><u>04/02/2021</u></p>	<p>13. PENSION DISCRETIONS POLICY As a member of staff, with a potential interest, the Clerk did not comment. Members have reviewed a selection of policies from other local councils and feel that STC's existing policy is 'quite good'. It was noted that new rules limit the amount that a person can receive to £95k, which in most instances would not be achieved, but could in certain circumstances. Regulations have changed since the current policy was adopted, additionally, the CPF is asking for a different template to be used. Drawing a correlation between the example policies is difficult. It was commented that many public sector workers join because of the benefits available. The steer to the Clerk was to base an updated policy on the current discretions. RESOLVED: that the Clerk update the current policy and adopt new format, following which it will be referred back to Committee for further consideration.</p>	<p>AUG21</p>	