

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 Monday 10th January 2022 at 7.00pm in The Ballroom, Sandbach Town Hall.

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

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

3. 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.

4. TO APPROVE THE MINUTES OF THE FINANCE POLICY AND GOVERNANCE MEETING ON 8th December 2021

5. CIL PAYMENTS – PLANNING & CONSULTATION COMMITTEE RECOMMENDATION

Lead: Chair of Finance / Chair of Planning
Actions: *That £5000 of the CIL Payments received (Total £5862.86) be allocated to the Small Common Refurbishment Project .*

6. BUDGET 2022-2023

Attached: [Draft Budget]
Lead: Chair of Finance
Action: *To recommend the Budget to Council for approval.*

7. GRANT APPLICATIONS [FINANCE]

Attached: [One Application]
Lead: Chair of Finance
Action: *To approve grant applications from budget line Community Grants- 110-4530, payments to be delegated to the Finance Officer.*

7.1 SANDBACH PARTNERSHIP ON BEHALF OF SANDBACH PARK BOWLES CLUB AND SANDBACH PARK STEERING COMMITTEE

They have applied for a grant of £11,500 to help deliver toilet facilities on the Sandbach Park Lower Bowling Green.

8. SUPPLIER INVOICES [FINANCE]

There are none.

9. UNDISCHARGED RESOLUTIONS

[Attached: Report of 8.12.21]

Lead: Chair of Finance

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

10. LETTERS OF THANKS

There are none.

11. CORRESPONDENCE

There is none.

12. ITEMS FOR THE NEXT MEETING

13. DATE AND TIME OF NEXT MEETINGS

The date of the next meeting of the Finance, Policy and Governance Committee is Wednesday 2nd February 2022 in Sandbach Town Hall.

SANDBACH TOWN COUNCIL

Finance, Policy and Governance Committee

Minutes for the meeting held on Wednesday, 8th December 2021 at 7pm,
in the Sandbach Town Hall Ballroom.

In Attendance Cllrs: A Smith
G Merry
S Corcoran
R Hovey
D Hegarty
L Crane
S Crane
S Kirkham
A Nevitt
N Adams
G. Price Jones (arrived 7.20pm)

Also present were the Finance Officer, Assistant Town Clerk, P Cooper (ChALC) and one member of the public.

1. APOLOGIES FOR ABSENCE

Cllr M Muldoon
Cllr Price Jones (later joined the meeting)

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

Resolved: that Cllrs Ann Nevitt and Nick Adams are co-opted to the Finance, Policy and Governance Committee.

Cllrs Nevitt and Adams immediately joined the Committee meeting.

3. DECLARATIONS OF INTEREST

Cllr S Corcoran

Advised that he is Leader of Cheshire East Council which is not prejudicial to any items on this agenda.

L Crane

Declared an interest in agenda 8.4 and will not participate in discussion or voting.

S Crane

Declared an interest in agenda 8.4 and will not participate in discussion or voting.

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

Speaker 1.

In relation to agenda item 8.2, provided background information on the project and details of the benefits to the community and visitors to the Town.

There being no further requests to speak, the Chair reconvened the meeting.

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

Resolved: Due to commercial sensitivity and personnel reference, that items 10, 11 and 12 are considered in the absence of public and press, 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

Resolved: That the minutes be approved as a true record of the meeting.

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

Resolved: That the second quarter statements are approved.

7. PAYMENTS MADE

Attached: [Schedule of Payments]

Lead: Chair of Finance

Resolved: That the payments made 1st July to 30th September 2021 are approved.

8. GRANT APPLICATIONS

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

Lead: Chair of Finance

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)

Members discussed the application and accompanying email, in which Festival organisers query various levels of support during the Transport Festival from Council and it's staff. Further reference was made to previous grant funds allocated, in addition to the £12,000 requested to help deliver the 2022 Transport Festival.

Resolved: Town Council Market and Events team review the application document requests to report to next Finance meeting on how, and if, Sandbach Town Council can contribute

8.2 SOUTH CHESHIRE CYCLING ACTION GROUP

Members supported the scheme which encourages residents and visitors into the countryside with a comprehensive and useful map.

Resolved: That the £500, requested to update and re-print maps, is approved for payment from budget line Community Grants, 110-4530, payment to be delegated to the Finance Officer.

8.3 THE SANDBACH TUNNEL NETWORK SOCIETY

Members expressed concerns regarding the application for £10,000, including lack of business plan, conflicting details of supporting information and Member research and viability of the proposition.

Resolved: This application is not taken any further.

8.4 RUBY'S FUND

Cllrs L Crane and S Crane did not participate in discussion or voting.

It was agreed that this community play group will benefit many local families.

Resolved: that the grant of £2535, to help create a new community play group term time project – Ruby's Fund Butterfly Group, is approved for payment from budget line Community Grants, 110-4530, payment to be delegated to the Finance Officer.

9. SUPPLIER INVOICES [FINANCE]

Attached: [2 Invoices]

9.1 Barnes Walker

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

Resolved: that payment of invoice 6565 totalling £3264 be approved for payment by the Finance Officer.

9.2 JDH Business Services LTD

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

Resolved: that payment of invoice 4118 totalling £1570.80 be approved for payment by the Finance Officer.

10. PAYMENT IN ERROR

Considered in the absence of public and press.

Resolved: the next steps are agreed to include delegation for the Assistant Town Clerk/Finance Officer to pursue fund recovery and obtain appropriate outside action, as necessary.

11. FINANCE SUPPORT

Considered in the absence of public and press.

A verbal update confirmed that Finance Support had been obtained for two days during December and a steer was sought regarding further support.

Members agreed no further action was required.

Resolved: Finance Officer and Asst Town Clerk to undertake further budget document preparation.

12. BUDGET UPDATE

Considered in the absence of public and press.

An initial review and discussion relating to circulated draft documents provided strong steer from the Committee towards 0% increase in precept, which will be passed to the public meeting 10th January 2022.

Members did not support the proposals for introduction of a rolling capital fund.

Resolved: The verbal update is noted and budget papers to be circulated to all members for consideration at the Finance Meeting 10th January 2022.

13. VEXATIOUS PERSON POLICY

The Chair provided a verbal update on status and confirmed at the last meeting, 23 August, a working group was to be set up.

Resolved: That an invitation be sent to all Members and the volunteer member of the public to serve on the working group.

14. WATER INVOICE

Members had received a report, via email, from the Market Manager regarding current status and previous problems encountered, which confirmed progress would be reported in due course.

Resolved: That the update is noted.

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

Members discussed the item proposals and suggestion that the four CEC Councillors are asked to report regularly to STC (Full) Council meetings on matters which affect Sandbach. There was some concern expressed regarding the expectation of updating on all matters and it being unfeasible for all CEC Councillors to know and understand all Sandbach matters.

Resolved: For a trial period, to end of this Council term, on an alphabetical rota basis, one Cheshire East Councillor is invited to attend full Town Council meetings and speak on Sandbach matters for five minutes.

16. UNDISCHARGED RESOLUTIONS

The circulated table of undischarged resolutions was reviewed by the Committee, with reporting and updates confirmed. Members queried actions agreed to progress the Pension Discretions policy in February 2021 and were advised that these outcomes had not been specified within approved minutes and, as such, the Pension Discretions Policy was currently being reviewed in line with documents obtained from Cheshire Pension.

Resolved: that :-

- i. An initial Cash flow forecast is prepared for the January meeting, with support of the Chair and Vice Chair of Finance.
- ii. Business Deposit account information is obtained from CCLA and Lloyds for 10 January meeting
- iii. Equality policy is adopted and can be removed from the list.
- iv. Pension policy update to be provided for next Finance Meeting.

17. LETTERS OF THANKS

There were none.

18. CORRESPONDENCE

There was 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.

Meeting closed 9.20pm

Cllr A Smith, Chair.

Sandbach Town Council
2022-2023 SHEET
Meeting Version

2021-22 Band D	2022-23 Band D	
689,544	704,296	Total Precept
£84.91	£85.83	Per Band D property
		% increase per property 1.08%

2020-2021 Budget	Expenditure Income	823,935 888,394 64,459	Without reserve movement Precept, Town Hall, Markets, Shop Units Expenditure over income
2022-2023	Expenditure Income	943,270 909,046 34,224	Without reserve movement Precept, Town Hall, Markets, Shop Units Expenditure over income

	Actual 2020-21	2021-22 Budget	Actual Spends to 30SEP 2021-22	2021-22 Projected Total Spend		2022-23 Budget	2023-24 Forecast	2024-25 Forecast	NOTES AND ASSUMPTIONS
Opening reserves	253,674	125,512	187,244	187,244		218,954	184,730	-	
100 Town Council Income									
1176 Precept	687,192	689,544	689,544	689,544	14,752	704,296	576,759	761,529	
1190 Interest Received	386	400	65	100	-	400	400	400	
1900 Other Income	2,500	-	-	-	-	-	-	-	
Sandbach Town Council Income	690,078	689,944	689,609	689,644	14,752	704,696	577,159	761,929	
1913 Covid Disc.Grant	1,856	-	-	-	-	-	-	-	
Total Funds	945,608	815,456	876,853	876,888	14,752	923,650	761,889	761,929	
101 Administration									
4100 Mayor's Allowance	1,636	2,000	1,182	2,000	-	2,000	2,000	2,000	
4101 Civic & Ceremonial	730	2,500	-	2,500	-	2,500	2,500	2,500	
4103 Locum Clerk	-	-	1,074	2,814	-	-	-	-	TBC
4110 ICT Support	7,151	7,500	3,832	7,500	-	7,500	7,500	7,500	Actual 101 cost £571 x 12, possible increase
4111 Subscriptions	3,756	4,000	2,721	3,500	-	4,000	4,000	4,000	
4112 Audit Fees	-	-	660	5,180	5,180	5,180	5,180	5,180	
4114 Accountancy Services	7,820	8,200	1,335	8,200	-	8,200	8,200	8,200	
4120 Insurance	7,991	10,000	6,927	7,997	-	10,000	10,000	10,000	
4121 Rent	4,460	-	-	-	-	-	-	-	
4122 Utilities	3,423	-	-	-	-	-	-	-	
4123 Telephones	2,293	2,500	925	2,300	-	2,500	2,500	2,500	BT and Flextel monthly costs
4130 Stationery	659	1,500	532	1,000	500	1,000	1,000	1,000	
4131 Photocopying	331	1,000	280	600	-	1,000	1,000	1,000	
4135 Postages	216	400	218	400	-	400	400	400	
4136 Election Costs/Referendum Costs	-	8,000	-	8,000	-	8,000	8,000	8,000	
4140 Office Furniture	-	-	108	-	-	-	-	-	
4141 Office Equipment/Furniture	7,662	3,000	131	3,000	-	3,000	3,000	3,000	
4142 Office Maintenance	-	500	263	500	-	500	500	500	
4145 Financial Software	-	-	1,028	1,050	1,100	1,100	1,100	1,100	
4150 Travelling Expenses	-	500	-	500	-	500	500	500	
4151 Training	95	4,000	585	4,000	-	4,000	4,000	4,000	
4152 HR & H&S Support	8,352	4,000	578	5,000	1,000	5,000	4,000	4,000	
4154 Aged Debt Write off	2,052	-	-	-	-	-	-	-	
4197 Bank Charges	975	2,500	919	2,200	-	2,500	2,500	2,500	
4198 Cleaning	-	-	-	-	-	-	-	-	
4196 Hospitality	-	-	-	-	-	-	-	-	
4199 Other Expenses	50	500	10	100	400	100	550	550	
4400 Storage Unit	249	-	-	-	-	-	-	-	
4630 Legal Fees	734	1,500	-	1,500	-	1,500	1,500	1,500	
4670 New Purchases Projects	-	-	-	20,000	20,000	20,000	20,000	20,000	
6091 Covid-19 costs	2,001	-	14	14	-	-	-	-	
6140 Waste Disposal	1,113	1,500	-	1,500	-	1,500	1,500	1,500	Bins £550, Pest £550, Hygiene £100 Confidential £250
6290 Advertising	797	1,000	882	1,000	-	1,000	1,000	1,000	
Administration :- Expenditure	64,048	66,600	24,204	92,355	26,380	92,980	92,430	92,430	
Net Expenditure	65,634	66,600	24,204	92,355	26,380	92,980	92,430	92,430	
102 Staff Costs									
4000 Salaries	139,178	138,100	78,075	137,900	7,300	145,400	148,308	151,274	Based on DCK calculation - includes full role as current
4001 Employer's NI	13,962	12,250	7,689	13,600	3,450	15,700	16,014	16,334	
4002 Pension Contributions	29,474	30,100	15,520	27,500	2,800	32,900	33,558	34,229	2% pay rise assumed 2.75 received
4003 Staff Restructure (contingency)	-	-	-	-	50,000	50,000	-	-	

	Staff Costs :- Expenditure	159,873	180,450	101,284	179,000	63,550	244,000	197,880	201,838	
	Net Expenditure	159,873	180,450	101,284	179,000	63,550	244,000	197,880	201,838	
	105 Publicity									
4300	Newsletter Printing	-	4,740	-	-	4,740	-	-	-	Assumed none to continue TBC with members.
4310	Website Development	263	1,000	637	1,000	-	1,000	1,000	1,000	NDP site, STC Site, security fee,
4320	Town Guide	-	-	-	-	-	-	-	-	
	Expenditure	4,623	5,740	637	1,000	4,740	1,000	1,000	1,000	
1320	Advertising Income	-	-	-	-	-	-	-	-	
	Income	-	-	-	-	-	-	-	-	
	Net Expenditure over Income	4,623	5,740	637	1,000	4,740	1,000	1,000	1,000	
	110 Grants/Discretionary Payments									
4500	Transport Festival	-	12,000	-	-	-	12,000	12,000	12,000	
4503	Hanging Baskets	3,697	8,000	-	8,275	500	8,500	8,500	8,500	
4508	Christmas Lights	25,828	26,500	120	26,500	-	26,500	26,500	26,500	
4515	Concert Series	2,500	2,500	2,500	2,500	1,000	3,500	-	-	£3500 Granted at FCM on 05AUG21
4530	Community Grants	16,558	30,000	2,100	30,000	-	30,000	20,000	20,000	
4550	Foden's Sponsorship	7,500	7,500	7,500	7,500	-	7,500	7,500	7,500	
4551	Town Crier Honorarium	750	750	750	750	-	750	750	750	
4560	Churchyard Maintenance	1,580	1,580	1,580	1,580	-	1,580	1,580	1,580	
4573	Woodland & Wildlife	1,500	1,000	1,000	1,000	1,000	2,000	1,500	2,000	Granted £2000 for 22/23 on 05AUG21
4599	Other Regular Donations	-	300	-	300	-	300	300	300	
4601	Sandbach Partnership	-	10,000	5,000	5,000	-	10,000	10,000	10,000	
4611	Remembrance Parade: RBL Sandbach Branch	-	250	-	250	-	250	250	250	2022 donation to road closure?
4640	CCTV Contribution	5,700	5,750	5,728	5,728	-	5,750	5,750	5,750	3 year costs agreed
4660	Allotments	1,000	1,000	1,000	1,000	-	1,000	1,000	1,000	
4666	Clean Team	520	-	-	-	-	-	-	-	
	Grants/Discretionary Payments :- Expenditure	67,133	95,130	27,038	90,383	2,500	109,630	95,630	96,130	
	Net Expenditure over Income	72,052	95,130	27,038	90,383	2,500	109,630	95,630	96,130	
	140 Community Events									
4820	Community Events	195	20,500	4,455	-	-	20,500	20,500	20,500	£5000 Market Town Festival. £2500 Family Fun Day, £8000 P. in Park Budget will enable spends at officer level per financial regulations, committed would not be required to be C/F is budget is set. Committed kept in place of budget.
	Community Events- Expenditure	195	20,500	4,455	4,455	-	20,500	20,500	20,500	
	Ticket Income	-	-	-	-	-	-	-	-	
	Community Events- Income	-	-	-	-	-	-	-	-	
	Net Expenditure over Income	195	20,500	4,455	4,455	-	20,500	20,500	20,500	
	180 Sandbach Town Hall									
4670	New project/purchases	3,269	1,500	-	1,500	-	3,000	1,500	1,500	
6020	Town Hall Salaries	58,534	106,000	36,596	71,200	40,800	65,200	66,504	67,834	
6021	Employers NIC	3,595	5,700	2,655	4,600	1,200	4,500	4,590	4,682	
6022	Pension Contributions	9,975	20,500	6,684	11,800	11,200	9,300	9,486	9,676	
6070	Training	-	500	-	500	1,000	1,500	500	500	Training required 2022 licence
6080	Maintenance:	3,194	4,640	7,206	8,000	3,360	8,000	8,000	8,000	
6090	H&S	-	-	480	480	500	500	500	500	
6091	Covid-19	2,743	3,000	538	1,000	2,000	1,000	-	-	
6100	Light and Heat	10,452	15,000	1,815	15,000	4,000	19,000	19,000	19,000	Increased annually, consistently over budget, 2 year summaries checked
6110	Rates and Water	10,285	7,800	8,884	12,000	4,200	12,000	12,000	12,000	Water meter reading split 3 way historically, now based on wastewater split. WR £1000, NNDR £6400 plus 5% increase
6120	General Repairs	2,539	4,000	4,231	5,000	1,000	5,000	5,000	5,000	
6124	Condition survey	250	2,380	-	2,380	-	2,380	2,380	3,850	Taken from Condition survey report, what will happen with funds needed for jobs not completed so far. 20-21 budget £35990, 19-20 budget £16,800. Assumed full spend
6140	Waste Disposal	1,491	1,600	1,377	2,000	400	2,000	2,000	2,000	Bins £800, Hygiene £260 Pest control £600
6150	Security	35	500	-	500	-	500	500	500	
6220	Cleaning	2,246	3,000	7,833	13,500	10,500	13,500	13,500	13,500	
6230	Equipment renewals:	1,663	3,000	1,218	3,000	-	3,000	3,000	3,000	
6280	Telephone	4,384	5,000	2,892	5,000	-	5,000	5,000	5,000	BT £750 Prism £4044
6300	Performing Rights Licence	774	800	977	977	200	1,000	1,000	1,000	
6310	Premises Licence	200	2,500	200	200	-	2,500	2,500	2,500	Wedding licence due
6340	Marketing	559	2,000	1,809	2,000	-	2,000	2,000	2,000	

6350	Irrecoverable VAT	10,708	6,250	3,358	6,250	-	6,250	6,250	6,250	Copied: Assumed budget spend for 22-23
7000	Public Works Loan Board	29,605	24,700	14,803	29,605	4,905	29,605	24,700	24,700	
Sandbach Town Hall :- Expenditure		156,501	220,370	103,556	196,492	25,135	196,735	189,910	192,992	
4831	Town Hall events costs	452	1,000	2,274	3,000	4,000	5,000	5,000	5,000	
4838	Cinema Cost	-	5,500	825	2,000	-	5,500	5,500	5,500	
4839	Catering purchases	-	-	-	-	-	-	-	-	
4840	Refreshment purchases	1	1,750	2,436	4,000	2,250	4,000	4,000	4,000	
6010	Town Hall Bar Purchases	368	15,000	6,294	25,000	5,000	20,000	17,500	17,500	
Sandbach Town Hall :- Direct Expenditure		85	23,250	11,829	34,000	11,250	34,500	32,000	32,000	
4801	Ticket Income	-	8,000	-	-	-	8,000	8,000	8,000	
4806	Refreshment sales	2	8,000	553	2,000	-	8,000	8,000	8,000	
4807	Cinema Income	-	6,600	224	1,000	1,100	5,500	5,500	5,500	
4808	Catering Income	-	-	-	-	-	-	-	-	
4809	Town Hall other income	-	-	-	-	-	-	-	-	
	Market Hall income	-	-	-	-	-	-	-	-	
6000	Town Hall hire fees	7,013	60,000	18,623	40,000	-	60,000	70,000	70,000	
6002	Town Hall Bar Income	149	30,000	20,285	50,000	5,000	35,000	35,000	35,000	
Sandbach Town Hall :- Income		108,537	112,600	39,685	93,000	3,900	116,500	126,500	126,500	
Net Expenditure over Income		48,049	131,020	75,700	137,492	17,785	114,735	95,410	98,492	
182 Car Parks										
4619	Car Park refurbishment	8,311	10,000	2,187	10,000	-	10,000	10,000	10,000	Build up committed pot per 20-21 notes
6080	Maintenance	40	500	-	500	-	500	500	500	
6090	Health and Safety	-	-	-	-	-	-	-	-	
6120	Repairs	-	-	-	-	-	-	-	-	
6124	Condition survey	-	-	-	-	-	-	-	-	
Car Parks :- Expenditure		40	10,500	2,187	10,500	-	10,500	10,500	10,500	
Net Expenditure over Income		40	10,500	2,187	10,500	-	10,500	10,500	10,500	
184 Town Hall Shop Units										
6351	Town Hall units expenditure	295	1,500	266	1,500	-	1,500	1,500	1,500	Lease review overdue
6124	Condition survey	-	-	-	-	-	-	-	-	
Town Hall Shop Units- Expenditure		295	1,500	266	1,500	-	1,500	1,500	1,500	
Sandbach Town Hall Shop Units :- Income		13,433	15,850	9,033	15,850	-	15,850	15,850	15,850	
Net Expenditure over Income		13,138	14,350	8,767	14,350	-	14,350	14,350	14,350	
185 Ranger										
6230	Equipment renewals	1,260	13,500	2,160	13,500	-	6,500	6,500	6,500	
6200	Motor Expenses	-	-	275	275	-	1,000	1,000	1,000	
Ranger Expenditure		-	13,500	2,435	13,775	-	7,500	7,500	7,500	
Net Expenditure over Income		-	13,500	2,435	13,775	-	7,500	7,500	7,500	
190 Outdoor Market										
4670	Approved purchases	-	-	-	-	-	-	-	-	
6021	Employers NIC	1,810	1,500	987	1,750	1,100	2,600	2,652	2,705	
6022	Superannuation/ Pension	4,193	4,000	2,999	5,300	2,800	6,800	6,936	7,075	
6023	Market wages	30,112	34,000	25,233	44,600	10,900	44,900	45,798	46,714	new staff
6070	Training	-	800	-	800	-	800	800	800	
6080	Maintenance	243	2,000	11	2,000	-	2,000	2,000	2,000	
6090	Health and Safety	-	450	-	450	-	450	450	450	
6091	Covid-19	1,396	2,500	-	-	2,500	-	-	-	
6100	Light and Heat	265	500	119	500	125	625	625	625	2 yearly summaries checked. WR £100, NNDR £7200 plus 5% increase
6110	Rates and Water	7,067	7,700	5,698	8,000	550	8,250	8,250	8,250	
6120	Repairs	-	500	-	500	-	500	500	500	
6124	Condition survey	-	5,390	-	5,390	-	5,390	5,390	650	Taken from Condition survey report, what will happen with funds needed for jobs not completed so far. 20-21 budget £150
6140	Waste Disposal	3,592	5,000	3,186	5,000	-	5,000	5,000	5,000	
6200	Motor expenses	2,148	4,500	1,455	4,500	-	4,500	4,500	4,500	
6230	Equipment renewals	-	3,000	150	3,000	-	3,000	3,000	3,000	
6280	Telephone	129	175	110	175	-	175	175	175	

6290	Promotion/ Advertising	-	2,500	932	2,500	2,500	2,500	2,500	2,500	
6350	Irrecoverable VAT	853	3,125	342	1,000	2,125	1,000	1,000	3,125	
6352	Christmas Market Costs	-	5,000	668	5,000	1,000	6,000	6,000		
	Sandbach Markets :- Expenditure	51,808	82,640	41,890	90,465	11,850	94,490	95,576	88,069	
1905	Outdoor Market Income	10,581	35,000	12,960	22,500	5,000	30,000	30,000	30,000	
1906	Christmas Market	-	-	3,250	5,000	5,000	5,000			Income for last remainder of the year taken from 3 month average JUL-SEP, £16500 includes other and gazebo
1907	Other Market income	650	-	1,200	1,200	-	-			
1911	Gazebo income	1,109	-	1,879	3,200	2,000	2,000			
1913	Covid Dic. Grant	1,396	-	-	-	-	-			
	Outdoor Markets- Income	13,736	35,000	19,289	31,900	2,000	37,000	30,000	30,000	
	Committed Reserve spend	349	-	-	-	-	-			Refers to 190/6220 Motor
	Net Expenditure over Income	38,072	47,640	22,601	58,565	9,850	57,490	65,576	58,069	
	191 Indoor Market									
	Indoor Market Hall Project (Approved budget was £104,260; then virements)	1,215	-	-	-	-	-			
4613	Employers NIC	834	650	676	1,200	650	1,300	1,300	1,300	
6022	Pension Contributions	1,797	1,800	1,410	2,500	2,000	3,800	3,800	3,800	
6023	Market wages	11,194	8,400	9,364	16,550	7,600	16,000	16,000	16,000	
6070	Training	-	260	-	260	-	260	260	260	
6080	Maintenance:	245	800	403	800	-	800	800	800	
6090	Health and Safety	-	450	-	450	-	450	450	450	
6091	Covid-19	4,332	-	-	-	-	-			
6100	Light and Heat	1,126	8,000	2,998	6,000	500	7,500	7,500	7,500	
6110	Rates and Water	6,990	6,500	4,439	6,500	200	6,700	6,700	6,700	Water meter reading split 3 way historically, now based on wastewater split. WR £2750, NNDR £3400 plus 5% increase
6120	General repairs	849	1,600	450	1,600	-	1,600	1,600	1,600	
6124	Condition survey	-	1,400	-	1,400	-	1,400	1,400	1,400	Taken from Condition survey report, what will happen with funds needed for jobs not completed so far. 20-21 budget £24600
6140	Waste Disposal	952	1,300	596	1,300	-	1,300	1,300	1,300	Bins £610, Pest £250 Hygiene £150
6220	Cleaning	-	500	149	500	-	500	500	500	
6230	Equipment renewals	2,882	1,000	-	1,000	-	1,000	1,000	1,000	
6280	Telephone	55	720	5	100	620	100	100	100	
6290	Market Hall Advertising	102	2,500	-	2,500	-	2,500	2,500	2,500	
6350	Irrecoverable VAT	3,215	3,125	867	3,125	-	3,125	3,125	3,125	
	Sandbach Markets :- Expenditure	35,788	39,005	21,357	45,785	9,330	48,335	48,335	48,335	
1901	Indoor Market income	17,362	35,000	18,382	30,000	-	35,000	35,000	35,000	
1907	Other Market income	1,378	-	-	-	-	-			Income for last remainder of the year taken from 3 month average JUL-SEP.
New Code	Recharge Electricity									
	Total income	40,656	35,000	18,382	30,000	-	35,000	35,000	35,000	
	Net Expenditure over Income	4,868	4,005	2,975	15,785	9,330	13,335	13,335	13,335	
	200 Public Conveniences									
6091	Covid 19	304	-	-	-	-	-			
6100	Light and Heat	319	600	201	600	150	750	750	750	2 year summaries checked.
6110	Rates and Water	5,053	1,800	895	500	1,200	600	600	600	Water meter reading split 3 way historically, now based on wastewater split. WR £500, NNDR £1200 plus 5% increase
6120	Repairs	50	1,000	-	1,000	-	1,000	1,000	1,000	
6124	Condition survey	-	-	-	-	-	-			
6140	Waste Disposal	-	250	27	250	-	250	250	250	
6400	Supplies (Public Conveniences)	96	1,000	128	1,000	-	1,000	1,000	1,000	
6402	Vandalism Repairs	-	1,500	-	1,500	-	1,500	1,500	1,500	
6406	Contract Cleaning	8,478	16,500	9,439	16,500	-	16,500	16,500	16,500	
	Public Conveniences :- Expenditure	13,996	22,650	8,900	20,350	1,050	21,600	21,600	21,600	
	Net Expenditure over Income	13,996	22,650	8,900	20,350	1,050	21,600	21,600	21,600	
	400 Projects									
	Income									
1192	Community Levy	2,077	-	3,786	3,786	-	-			
	INCOME	2,077	-	2,006	2,077	-	-			
4614	Office Accommodation Project	500	-	-	-	-	-			

Sandbach Town Council
2022-23 Sheet
Meeting Version

CODE	01/04/2021 BALANCE B/F GENERAL RESERVE ACTUAL FIGURE	TOTAL RESERVES HELD 31/03/2022 PER PROJECTED BUDGET SPEND	RECOMMENDED RESERVES REQUIREMENT FOR 2022-23 DRAFT BUDGET	DIFFERENCE REQUIRED/ OVER (PROJECTED C/F VERSUS BUDGET REQUIREMENT)					
General Reserves	187,244	218,954	184,730	34224					
CODE	31/03/2021 Balance Now	31/3/22 EXPECTED MOVEMENT In/ out on 31/3/22	TOTAL OPERATIONAL RESERVES REQUIREMENT HELD 01/04/22 Balance 01/4/22	01/04/21 CF Balance 01/04/21	31/3/21 EXPECTED MOVEMENT In/Out 31/3/22	TOTAL OPERATIONAL RESERVES REQUIREMENT HELD 01/04/21 Balance 01/4/22	RESOLUTION REQUIRED PER DISCUSSION	Information	
321	Gratuity Reserve	319	319	319		319	REMAIN		
324	Town Guide	2,751	2,751	2,751		2,751	REMAIN		
331	Website	281	281	281		281	REMAIN		
332	Car Park	203,716	203,716	203,716		203,716	£94,663 ADDED	£109,053 approved which included £10000 to remain for build up of reserves, spends also noted in budget line	
333	Events	-	16,000	16,000		16,000	REMOVE	Removed committed reserves due to budget line request for 2021-22	
335	Neighbourhood Plan Aspirations	11,358	11,358	11,358		11,358	REMAIN	Approved spends in 20-21	
337	Conservation	10,000	10,000	10,000		10,000	REMAIN		
340	Assets Maintenance	35,580	35,580	35,580		35,580	REMAIN	Roof repairs	
342	Legal Fees	3,000	3,000	3,000		3,000	NO CHANGE		
346	Indoor Market Project	2,171	2,171	2,171		2,171	NO CHANGE	Retainer fee still to pay, due December 20	
347	Office Accommodation Project	73,900	73,900	73,900		73,900	NO CHANGE	£25,600 in a as budget line to increase 21-22 funds to £100,000	
348	Personnel Advertising	1,300	1,300	1,300		1,300	NO CHANGE		
349	IT Equipment	800	800	800		800	NO CHANGE		
352	Roof Repairs	1,434	1,434	1,434		1,434	NO CHANGE		
354	New Van	1,611	1,611	1,611		1,611	NO CHANGE		
355	Skate Park	50,000	50,000	50,000		50,000	NO CHANGE		
356	Town Hall equipment	5,200	5,200	5,200		5,200	NO CHANGE		
357	Town Hall kitchen	4,134	4,134	4,134		4,134	NO CHANGE		
358	Town Hall works	25,000	25,000	25,000		25,000	NO CHANGE	Walls and windows at Town Hall	
364	Community Levy	2,077	3,876	5,953		5,953	NEW	Check if to be committed if not allocated in 2020	
361	Public Toilet refurb	50,000		50,000		50,000	NEW		
359	Short Tem Projects	30,001		30,001		30,001	NEW	Some will be completed by March 21	
365	Condition survey	60,490		60,490		60,490	NEW		
368	Loan repayment	63,080		63,080		63,080			
COMMITTED RESERVES TOTAL		638,203	19,876	658,079		658,079			

**Breakdown of Projected committed

Project	Community/ Pub watch radios	6,000
	CCTV: Waitrose/ B&M	
	Installation/running costs	10,000
	Public toilets refurb	50,000

*** Breakdown of Approved purchases

180 Town Hall	
Approved Purchase	
Kitchen refit	3154 Plus £980 in committed
Automatic door	2467
Bar equipment	10000
New equipment	4500 Plus £700 in committed
New Carpet	4422
	<u>24543</u>
190 Outdoor Market	
Approved purchases	
Marquees	3784
Highway signs	1500
	<u>5284</u>

SANDBACH TOWN COUNCIL
APPLICATION FORM - GRANTS TO VOLUNTARY ORGANISATIONS

Name of Organisation or Group:

Sandbach Partnership on behalf of Sandbach Park Bowles Club & Sandbach Park Steering Committee

Contact Person: Keeley Todd

Address: Sandbach Enterprise Centre

Wesley Avenue

Sandbach

Post Code@ CW11 1DG

Tel No: Day 01270 750482 Eve n/a

E-mail: keeley.todd@sandbachpartnership.co.uk

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

Community Volunteer Organisation / Local long standing Bowles Club based at Sandbach Park on the lower bowling green / Steering Committee to review the ongoing development and plans for Sandbach Park.

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?** £ 13,000 Sum requested from STC £ 11,500

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

Kazuba KL2-URN Cabin with Urinal Module and STK System (£ 9,995 less 10% discount)	8,995.50
Shipping	495.00
VAT	1,898.10
WooWoo Quotation Total	11,388.60
Secure Access Contingency	100.00
Total	11,488.60
 Installation Estimate	 1,500.00

2 A summary of your project:

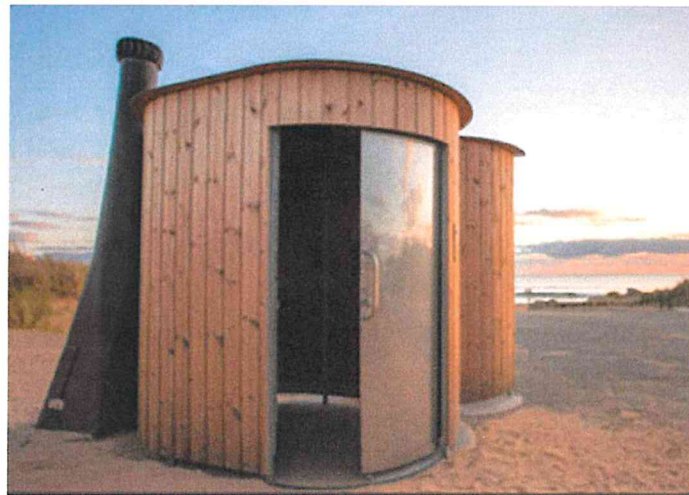
Sandbach Park Lower Bowling Green – Toilet Facilities

For many years now, the Sandbach Park Bowling Club have been requesting their own toilet facilities for the lower bowling green.

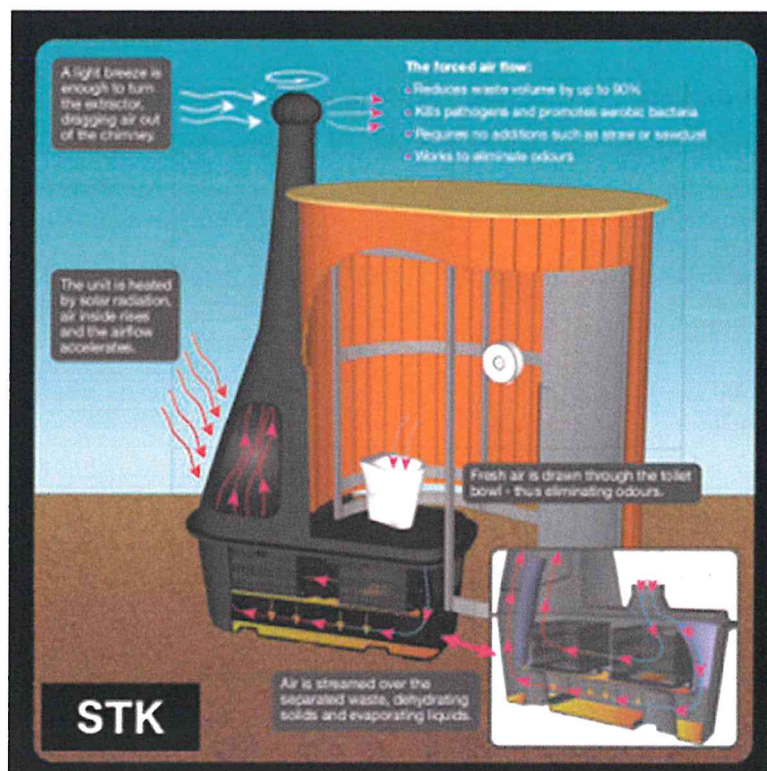
At the Sandbach Park Steering Committee meeting held on 14th September we reviewed the quotation received in July 2020. The quotation was for a total of £95,765 + VAT. We can assume that post covid this would increase by a minimum of 10%. This was deemed too expensive and to source grant funding for this amount would prove difficult in the currently climate. We therefore decided to research some lower cost alternatives, like the one being installed at the allotments in Crewe that is water free and composting. The KL2 is a fully accessible waterless toilet.

This the KL2 that is a fully accessible waterless toilet. Easy to use, easy to run. Perfect for remote locations and only needs sun and wind to function. It comes in two models, one without a urinal and one with. The Sandbach Park Bowling Club have expressed a preference for the one that comes with the urinal.

They are also aesthetically pleasing to look at:



How they work



We arranged a trip for some members of the bowling club to look at the installation to see if was acceptable. Everyone was very impressed and agreed, should it be cost effective it would offer a very suitable compromise. Also looking towards the future, this facility could be a great test case to use this technology in other green spaces within Sandbach, especially if it encouraged people to spend longer periods of time utilising the green spaces that we are so fortunate to have.

The lower bowling green is not only utilised by SPBC, but U3A also use it, so the facility currently serves approximately 1000 residents. Therefore, the provision of its own toilet facility does not seem an unreasonable request. Once installed ANSA would bring it into their maintenance schedule.

ANSA currently get a 10% discount from the supplier that we can utilise. We have been informed of a future price increase effective from March, so there is some urgency to securing this equipment to ensure we avoid the price increase.

New prices from 1st March 2022

Kazuba Toilets:

- KL2 Cabin and Toilet System - £9,995 + VAT
- Urinal Module - £1,995 + VAT
- STK-HC (high-capacity tank) - £995 + VAT

Assuming shipping will remain the same and we will still be entitled to the 10% discount this will result in an additional £3K expenditure for the same facility. Our current quotation is valid until 24th February and is below.

We are requesting a grant of £11,500.00 to cover the equipment (this includes a small contingency for a possible enhanced locking mechanism that we have yet to look at. The bowling club, with the assistance of Sandbach Partnership will fund raise the amount necessary for the installation and any additional security access requirements, to ensure it is not subjected to vandalism etc.



QUOTE

ANSA Environmental Services
PO Box 3799
Chester
CH1 9ZH
UNITED KINGDOM

Date
26 Nov 2021
Andersen Solutions Ltd
86-90 Paul Street
London
EC2A 4NE
United Kingdom
020 3051 0738
www.waterlesstoilets.co.uk

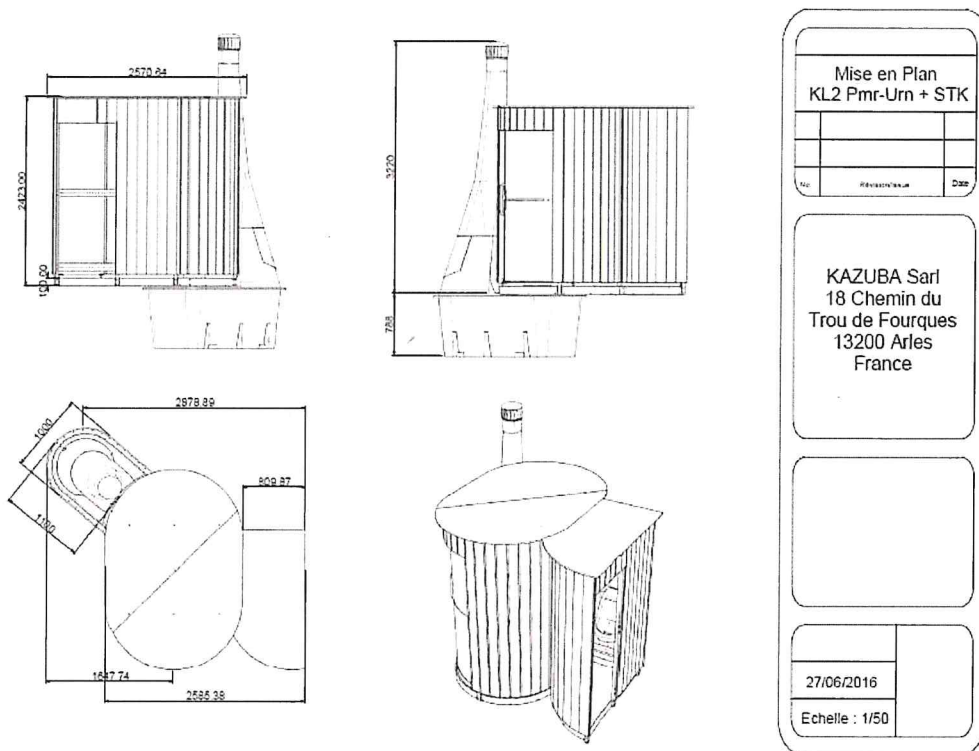
Expiry
24 Feb 2022

Quote Number
QU-0366

Reference
Sandbach Park -
KL2-URN

VAT Number
304 2133 62

Description	Quantity	Unit Price	Discount	VAT	Amount GBP
Kazuba KL2-URN Cabin with Urinal Module and STK System	1.00	9,995.00	10.00%	20%	8,995.50
Shipping from Arles, France	1.00	495.00		20%	495.00
Subtotal (includes a discount of 999.50)					9,490.50
TOTAL VAT 20%					1,898.10
TOTAL GBP					11,388.60



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.

<input checked="" type="checkbox"/>	Projects which benefit the people of Sandbach
<input type="checkbox"/>	Create an Inclusive Society
<input type="checkbox"/>	Promoting our Environment, Heritage and Culture
<input checked="" type="checkbox"/>	Work towards improving Leisure and Amenities

4 How does the project meet these priorities?

The lower bowling green is used on a very regular basis by approximately 1000 people. This will ensure we have fully accessible toilet facilities for members and visiting teams. It will also be an excellent test case for this model to see if it could be a viable solution to provide facilities in other green spaces.

5 Have you raised funds from any other sources for this project? YES/NO

No yet but the installation will be paid for by members and fund-raising events

6 **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.

7 **Has the Organisation previously applied for a Grant from Sandbach Town Council?**
YES/NO

We are not aware of any grant applications that have been submitted for this group of organisations.

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

YEAR			
Accounts Balance b/f			
Accounts Balance c/f			
Income			
Expenditure			
Year-end bank balance			

- **Please enclose a copy of your last available set of accounts.**
STC already have the accounts of Sandbach Partnership on file

9 **Describe the geographical area in which your Organisation works.**

Sandbach

10 **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 Sandbach Partnership

If payment by BACS is preferred: Bank detail already held by STC

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/NO

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

Signed: 

Position within the Organisation: Chair

Signed: 

Position within the Organisation: Vice Chair

On behalf of Sandbach Partnership. Sandbach Park Steering Committee and Sandbach Park
Bowling Club Date: 04/01/2022

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
FINANCE POLICY AND GOVERNANCE COMMITTEE
UNDISCHARGED RESOLUTIONS
FPG 10.01.2022**

DATE		NOTES	REVIEW (include date)	DATE DISCHARGED/CLOSED
<p><u>14/11/2020</u></p>	<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 is 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. RESOLVED: That a cashflow report be produced for discussion and brought to the next finance meeting in February 2021.</p>	<p>Investment Policy/Bank Balances</p>	<p>JAN2022</p>	
<p><u>14/11/2020</u></p>	<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 APR21 14 felt that the document should include additional tiers such as service users and be reviewed by ChALC and Ellis Whittam for legal compliance.</p>			<p>Approved at Town Council 22nd September 2021</p>

	<p>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</p> <p>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.</p> <p>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>JAN2022</p>	