

SANDBACH TOWN COUNCIL

TOWN COUNCIL MEETING AGENDA

Agenda for the meeting to be held on Tuesday, 18th January 2022 at 7.00pm in Sandbach Town Hall.

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

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

3. MAYORS COMMENTS

PUBLIC QUESTIONS

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

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

(Items 8, 14.1 and 21 due to Personnel Nature)

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

5. CHESHIRE EAST COUNCIL SANDBACH MATTERS – CLLR MIKE BENSON

To provide an update on Cheshire East Council Sandbach Matters.

Action: *To receive the update.*

6. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 23 NOVEMBER [ATTACHED].

All Minutes for Agenda items 7 – 13 can be viewed via Sandbach Town Council website: <https://sandbach.gov.uk/public-meetings-2021-2022/>

7. TO NOTE THE MINUTES OF THE MEETING OF THE PLANNING & CONSULTATION COMMITTEE HELD ON 13 DECEMBER.

8. TO NOTE THE MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD ON 9 DECEMBER 2021 (DRAFT).

9. TO NOTE THE MINUTES OF THE FINANCE, POLICY AND GOVERNANCE COMMITTEE MEETING HELD ON 8 DECEMBER 2021 (DRAFT).

10. TO NOTE THE MINUTES OF THE MEETING OF THE COMMUNITY AND ENVIRONMENT COMMITTEE MEETING HELD ON 6 DECEMBER 2021 (DRAFT).
11. TO NOTE THE MINUTES OF THE MEETING OF THE EVENTS SUB-COMMITTEE – NONE HELD
12. TO NOTE THE MINUTES OF THE MEETING OF THE ASSETS AND SERVICES COMMITTEE – NONE HELD.
13. TO NOTE THE MINUTES OF THE MEETING OF THE SMALL COMMON REDEVELOPMENT SUB COMMITTEE - NONE HELD
14. **MATTERS ARISING FROM COMMITTEE MEETINGS**
 - 14.1 **Personnel Committee**
Lead: Chair of Personnel
Action: *To consider recommendation of the Committee:-
The issue of severing email communications and any further controls be considered at full Council when it considers the outcome of the recent Code of Conduct Hearing.*
 - 14.2 **Finance Committee**
2022-2023 Budget
[Attached: Draft Budget]
Lead: Chair of Finance
Action: *To approve the 2022-23 budget and delegate sending of the precept request form to the Town Clerk's office.*
 - 14.3 **Finance Committee**
Grant application received from Sandbach Partnership on behalf of Sandbach park Bowles Club and Sandbach park Steering Committee
[Attached: Grant application]
Lead: Chair of Finance
Action: *To approve the application as recommended by the Finance Committee.*
 - 14.4 **Finance Committee**
Movement of Reserves to CCLA
Lead: Chair of Finance
Action: *To approve movement of £500,000 of reserves to CCLA as recommended by the Finance Committee and to delegate this movement to the Town Clerk's Office*
15. **CHESHIRE EAST COUNCIL HEARING OUTCOME**
[Attached: Decision Notice]
Lead: Mayor
Action: *To receive decision hearing notice and to determine whether to impose recommended sanctions.*

16. FINANCE MATTERS

Lead: Chair of F,P&G Committee

16.1 Blitz Invoice – Christmas Market

[Attached: Invoice]

Action: *To approve payment of invoice amount £9540 for Christmas Market Provision.*

16.2 Blitz Invoice – Christmas Lights

[Attached: Invoice]

Action: *To approve payment of invoice amount £33,114 for year 1 of the Sandbach Christmas Lighting scheme.*

16.3 DCK Accounting Solutions

[Attached: Invoice]

Action: *To approve payment of invoice amount £3235.20 for services provided by DCK Accounting Solutions on 2nd and 3rd December 2021.*

16.4 Cheshire East Council

[Attached: Invoice]

Action: *To approve payment of invoice amount £1641.84 for the Road Closure at the Remembrance Sunday Parade – 14th November 2021.*

16.5 EQ Harmony

[Attached: Invoice]

Action: *To approve payment of invoice amount £2000 for advice and representation concerning negotiations with the Town Clerk.*

16.6 ANSA – Hanging Baskets

[Attached: Invoice]

Action: *To approve payment of invoice amount £9930.02 for Summer 2021 Hanging Baskets.*

16.7 Silk FM – Christmas Lights Switch On

[Attached: Invoice]

Action: *To approve payment of invoice amount £1684.80 for the Roadshow at the Christmas Lights Switch On.*

17. ANNUAL CORPORATE RISK REVIEW

[Attached: STC Corporate Risk Assessment]

Lead: Mayor

Action: *To review and approve the STC Corporate Risk Assessment.*

18. TERMS OF REFERENCE

[Attached: ChALC Report and Draft ToR]

Lead: Meeting Clerk

Action: *To adopt revised Terms of Reference and associated delegation for Council and its Committee's, as detailed within attachments.*

19. CONSTITUTION

[Attached: ChALC report and draft document]

Lead: Mayor

Action: *To agree the revised Town Council Constitution, including and both the Introduction and Summary & Explanation Sections.*

20. DIGNITY AT WORK AND STRESS POLICY

[Attached: ChALC reports and draft documents]

Lead: Mayor

Action: *To adopt the revised policies.*

21. SUBJECT ACCESS REQUEST

[Papers to be tabled during discussion]

Lead: Meeting Clerk

Action: *To receive status update and discuss/agree appropriate course of action.*

22. PHONE BOXES

[Attached: Supporting Documentation and Contract]

Lead: Mayor

Action: To :

- i) *Confirm if phonebox: Jnc Mill Lane PC01 Crewe Road, Wheelock Sandbach – Number: 01270 759082 will be adopted by the Town Council, and if so, to approve signing of contract.*
- ii) *Confirm if Council would like to adopt, and therefore request BT to commence a 90 day consultation for, K6 kiosk – 01270759095 O/s Market Hall , High Street Sandbach CW11 1AX*

23. DECISIONS TAKEN UNDER DELEGATION

[Attached: Table of Delegated Decisions]

Lead: Mayor

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

24. MEMBERS ITEMS

There are none.

25. CORRESPONDENCE

- 25.1** Email received on 15th November from Cheshire Constabulary concerning a Sandbach ASB Working Group.

26. DATE, TIME AND PLACE OF NEXT MEETING

The next Town Council Meeting is scheduled to take place on Wednesday 9th February 2022 at 7pm in Sandbach Town Hall.

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

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PUBLIC QUESTIONS

The Mayor adjourned the meeting to allow questions from members of the public and clarified allotted time for the address of questions and statements.

Speaker 1

Expressed concern that White Ribbon Day, 25th November 2021, had yet to be discussed at Committee and encouraged all male Councillors to join.
www.whiteribbon.org.uk

Further queried missing minutes and audio from the website and asked how many pubs are asking for Pubwatch radios.

In reply, the speaker was advised that staffing issues were unfortunately impacting the undertaking of some tasks and that radios would be clarified during the agenda item report from Lead Councillor.

Following questions the Town Mayor reconvened the Town Council Meeting.

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

Resolved: That item 8 should be considered with the exclusion of the public and press, under the Public Bodies (Admission to Meetings) Act 1960 due to Personnel nature.

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

Resolved: The notes of the meeting are approved as a true record and all recommendations detailed within the notes are ratified.

6. MINUTES OF THE TOWN COUNCIL MEETING HELD ON 22 SEPTEMBER

Resolved: The minutes of the meeting are approved as a true record with Cllr S Corcoran added to the list of apologies.

7. NOTES OF THE INFORMAL PLANNING & CONSULTATION COMMITTEE MEETING HELD ON 3 NOVEMBER AND 22 NOVEMBER

Cllr Hovey provided verbal clarification of several items within the 22 November minutes.

Resolved: The notes of the informal meetings be approved and all recommendations contained within the notes ratified.

8. MINUTES OF THE MEETINGS OF THE PERSONNEL COMMITTEE HELD ON 15 SEPTEMBER AND 18 NOVEMBER 2021 CONSIDERED DURING CLOSED SESSION.

Resolved: That the minutes of Personnel Committee held on 15 September and all recommendations be approved.

Resolved: That the notes of the informal Personnel Committee held on 18 November be noted and all recommendations approved.

Resolved: That the Town Clerk revert to standard conditions of employment from 1st December 2021 and the Lead Officer be requested to confirm this to her.

Resolved: That Personnel Committee be given delegated authority to determine how and when to action the Offensive Communications recommendations approved within the Notes of Personnel Committee of 18th November.

9. MINUTES OF THE FINANCE, POLICY AND GOVERNANCE COMMITTEE MEETING – NONE HELD

Cllr Smith queried notes of the informal budget discussion, which were to be obtained for inclusion within next agenda.

10. MINUTES OF THE MEETING OF THE COMMUNITY AND ENVIRONMENT COMMITTEE MEETING – NONE HELD.

11. MINUTES OF THE MEETING OF THE EVENTS SUB- COMMITTEE – NONE HELD

12. MINUTES OF THE MEETING OF THE ASSETS AND SERVICES COMMITTEE HELD ON 2nd NOVEMBER 2021.

Minutes to be presented to next meeting.

13. MINUTES OF THE MEETING OF THE SMALL COMMON REDEVELOPMENT SUB COMMITTEE - NONE HELD

14. MATTERS ARISING FROM COMMITTEE MEETINGS

14.1 Planning Committee

Community Governance Consultation

During discussion Cllr Hovey declared he is also a Councillor for Haslington Parish.

Resolved: The draft response, as circulated, be agreed and submitted.

14.2 Assets and Services Committee

Christmas Market update (Deferred from the last meeting of Town Council).

Resolved: The updated report was received.

15. FINANCE MATTERS

15.1 Water Plus Invoice

Resolved: Invoice INV06971224 is approved for payment, minus the £70 late payment fee.

15.2 CCTV Invoice (Deferred from the last meeting of Town Council).
Cllr Corcoran did not participate in discussion.

Resolved: CEC Invoice 11700036755 is approved for payment of £6874.01, for 2021/22 provision of Public Space CCTV in Sandbach.

15.3 Ellis Whittam Invoice (Deferred from the last meeting of Town Council).

Resolved: Invoice 029727 is approved for payment of the annual HR and H&S support and E-Learning package.

15.4 Invoice from Acting Town Clerk

Resolved: Payment of invoice amount of £1739.42 is approved.

16. VCP PHASE 2

Members had received the updated VCP documents for review and confirmed support of the scheme, which ran well and assisted many vulnerable residents during the months of Covid lockdowns, but queried staff time available and requirements.

Resolved: the item be delegated to the Community and Environment Committee for consideration and thanks passed to Alsager volunteer group, via Cllr Nevitt, for their offer of support in setting up a longer-term scheme.

17. SANDBACH CHRISTMAS LIGHTS

Resolved: That the three year rental contract, as circulated, for Sandbach Christmas Lights be approved and specified costs agreed and to be budgeted during the years of the rental contract; that being 2021, 2022 and 2023.

18. PUB WATCH RADIOS SCHEME

Having circulated an update report to all Members, Cllr Jack provided further clarification of the scheme's early years of operation and the work of the local PCSO over more recent years in engaging with Licenced Premises within the Town, who have now all confirmed they are on board with the scheme and will be participating, along with two high risk target venues.

it was confirmed that 11 radios previously used for the earlier scheme participants will be held in a central location and available only for authorised use.

Resolved: That release of funds from budgeted amount for the 50% Town Council contribution towards purchase of 45 x F2000 (with display) is approved, and payment delegated to the Proper Officer/RFO.

19. DECISIONS TAKEN UNDER DELEGATION

Item deferred to the next Council meeting.

20. ADOPTION OF POLICIES

20.1 Quality Policy

Resolved: The updated Quality Policy is approved, as circulated.

20.2 Performance Management Policy

Resolved: The Performance Management Policy, as circulated, is approved.

21. MEMBERS ITEMS

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

The Member Item recommendations be deferred to Finance, Policy and Governance Committee for consideration.

22. CORRESPONDENCE

22.1 Email concerning a plaque for a former Councillor, received on 17 July 2021 from a resident. (Deferred from the last meeting of Town Council).

Deferred to Community and Environment Committee for consideration, with information sought from the Partnership and resident regarding the benches.

22.2 Email concerning Sandbach and the Climate Emergency, received on 22 October 2021 from a resident. (Deferred from the last meeting of Town Council).

Deferred to Community and Environment Committee for consideration.

22.3 Email concerning an update on a Speeding Issues Consultation received on 4 October 2021 from ChALC. (Deferred from the last meeting of Town Council).

Deferred to Community and Environment Committee for consideration.

23. DATE, TIME AND PLACE OF NEXT MEETING

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

Meeting closed 10:10pm

Cllr G Price Jones, Mayor
KP/PC

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Sandbach Town Council
2022-2023 SHEET
Meeting Version

2021-22 Band D 689,544 £84.91	2022-23 Band D 695,310 £84.73	Total Precept Per Band D property % increase per property -0.21%	2020-2021 Budget Expenditure Income 823,935 888,394 64,459	2022-2023 Expenditure Income 942,520 900,060 42,461	Without reserve movement Precept, Town Hall, Markets, Shop Units Expenditure over income Without reserve movement Precept, Town Hall, Markets, Shop Units Expenditure over income
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	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		220,753	178,293	152,378	
100 Town Council Income									
1176 Precept	687,192	689,544	689,544	689,544	5,766	695,310	583,196	609,151	
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	5,766	695,710	583,596	609,551	
1913 Covid Disc.Grant	1,856	-	-	-	-	-	-	-	
Total Funds	945,608	815,456	876,853	876,888	5,766	916,463	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	-	-	-	-	
4110 ICT Support	7,151	7,500	3,832	7,500	-	7,500	7,500	7,500	TBC 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	
HR Line	-	-	-	-	-	-	-	-	
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)	-	-	-	-	70,000	70,000	-	-	

	Staff Costs :- Expenditure	159,873	180,450	101,284	179,000	83,550	264,000	197,880	201,838	
	Net Expenditure	159,873	180,450	101,284	179,000	83,550	264,000	197,880	201,838	
	105 Publicity									
4300	Newsletter Printing	-	4,740	-	-	2,240	2,500	-	-	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	2,240	3,500	1,000	1,000	
1320	Advertising Income	-	-	-	-	-	-	-	-	
	Income	-	-	-	-	-	-	-	-	
	Net Expenditure over Income	4,623	5,740	637	1,000	2,240	3,500	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	1,750	2,000	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	4,250	111,380	95,630	96,130	
	Net Expenditure over Income	72,052	95,130	27,038	90,383	4,250	111,380	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 Water meter reading split 3 way historically, now based on wastewater split. WR £1000, NNDR £6400 plus 5% increase
6110	Rates and Water	10,285	7,800	8,884	12,000	4,200	12,000	12,000	12,000	
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
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
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
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
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
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

new staff

2 yearly summaries checked.

WR £100, NNDR £7200 plus 5% increase

Taken from Condition survey report, what will happen with funds needed for jobs not completed so far. 20-21 budget £150

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	-	3,786	3,786	-	-			
4614	Office Accommodation Project	500	-	-	-	25,000	25,000			

4616	Town Hall Office	200	25,600	-	25,600	-	25,600	-	-	-	-
400	Other	-	-	-	-	-	-	-	-	-	-
4600	Projects	-	2,000	-	2,000	-	-	-	-	-	-
4603	Parks and Play Areas	-	-	-	-	-	-	-	-	-	-
4604	Tidy Town	52	500	500	-	-	500	-	-	-	-
4618	Skate Park	-	-	-	-	-	-	-	-	-	-
4620	Conservation	-	-	-	-	-	-	-	-	-	-
4625	Benches/Street Furniture/Repairs	-	2,000	-	2,000	-	2,000	-	-	-	-
4630	Legal Fees	-	-	-	-	-	-	-	-	-	-
4645	Project Management Consultancy Fees	-	-	-	-	-	-	-	-	-	-
4648	Neighbourhood Plan	613	2,000	3,356	5,000	-	2,000	-	-	-	-
4651	Sandbach Park	-	-	-	-	-	-	-	-	-	-
4667	Asset Maintenance Provision	14,420	10,000	-	10,000	-	-	10,000	10,000	10,000	-
4670	Approved Purchases	-	-	-	-	-	-	-	-	-	-
6124	Condition Survey	-	-	-	-	-	-	-	-	-	-
6350	VAT on Town hall office project	-	-	-	-	-	-	-	-	-	-
6500	Christmas Trees	-	-	-	-	-	-	-	-	-	-
4626	Community/ Pub watch radios	-	-	-	-	-	-	-	-	-	-
4627	CCTV: Waitrose/ B&M Installation/running costs	-	-	-	-	-	-	-	-	-	-
4628	Public toilets refurb	-	-	-	-	-	-	-	-	-	-
4629	Loan or commit	-	-	-	-	-	-	-	-	-	-
	Projects :- Expenditure	15,785	42,100	3,856	44,600	-	5,100	35,000	10,000	10,000	-
	Net Expenditure over Income	13,708	42,100	70	40,814	-	5,100	35,000	10,000	10,000	-
	Overall Budget Spend	398,236	625,485	261,284	636,349	-	107,185	738,170	609,511	609,543	-
	Committed Reserve Movement (See RESERVES 1 Sheet)	-	19,786	19,786	19,786	-	19,786	-	-	-	-
	Net spend: Required amount less/plus committed reserve movement)	398,236	645,271	281,070	656,135	-	92,899	738,170	609,511	609,543	-
	Recommended year end surplus (General Reserves)	-	-	157,857	159,087	-	178,293	178,293	152,378	152,386	-
	Total Net requirement	-	645,271	438,927	815,222	-	271,192	916,463	761,889	761,929	-
	Year end reserves	253,674	170,185	595,783	220,753	-	8,108	178,293	152,378	152,386	-
	EXPENDITURE	570,170	823,935	353,894	824,660	-	113,085	942,520	824,361	824,393	-
	INCOME: NOT INCLUDING RESERVES	866,440	888,394	775,998	864,180	-	11,666	900,060	790,946	816,901	-
	NET EXPENDITURE OVER INCOME	-	296,270	-	64,459	-	422,104	-	39,520	101,420	-
			198,850	86,454	170,850	-	28,000	204,750			
				Grants	2,500	(25-2500)					
NOTES											
KEY:	Pink Column: Actual 2020-21										
	Green Column: 2021-22 Budget										
	White Columns: 2021-22 6 months spend and projected total										
	Yellow Column: 2022-23 Budget										
	Grey Columns: 2023-24 and 2024-25 Budget summary, copied from prev years										
									2022-23 Project total		25,000
									Budget spend less projects		713,170.00
									Year end reserves		178,293
									2021-22 Project total		636,349.00
									Budget spend less projects		159,087.25
									Year end reserves		

Movement not already noted in above highlighted boxes

22-23

25,000
713,170.00
178,293
636,349.00
159,087.25

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	220,753	178,293	42461					
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	01/04/22 CF Balance 01/04/22	31/3/23 EXPECTED MOVEMENT In/Out 31/3/23	TOTAL OPERATIONAL RESERVES REQUIREMENT HELD 01/04/23 Balance 01/4/23	RESOLUTION REQUIRED PER DISCUSSION	Information	
321	319		319	319		319	REMAIN		
324	2,751		2,751	2,751		2,751	REMAIN		
331	281		281	281		281	REMAIN		
332	203,716		203,716	203,716	5,000	208,716	£5000 ADDED	£5000 moved from 364-Comm Levy	
333	-	16,000	16,000	16,000		16,000	REMOVE	Removed committed reserves due to budget line request for 2021-22	
335	11,358		11,358	11,358		11,358	REMAIN	Approved spends in 20-21	
337	10,000		10,000	10,000		10,000	REMAIN		
340	35,580		35,580	35,580		35,580	REMAIN	Roof repairs	
342	3,000		3,000	3,000		3,000	NO CHANGE		
346	2,171		2,171	2,171		2,171	NO CHANGE	Retainer fee still to pay, due December 20	
347	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	1,300		1,300	1,300		1,300	NO CHANGE		
349	800		800	800		800	NO CHANGE		
352	1,434		1,434	1,434		1,434	NO CHANGE		
354	1,611		1,611	1,611		1,611	NO CHANGE		
355	50,000		50,000	50,000		50,000	NO CHANGE		
356	5,200		5,200	5,200		5,200	NO CHANGE		
357	4,134		4,134	4,134		4,134	NO CHANGE		
358	25,000		25,000	25,000		25,000	NO CHANGE	Walls and windows at Town Hall	
364	2,077	3,786	5,863	5,863	5,000	863	REMOVE	£5000 moved to 332 - Car Park	
361	50,000		50,000	50,000		50,000	NEW		
359	30,001		30,001	30,001		30,001	NEW	Some will be completed by March 21	
365	60,490		60,490	60,490		60,490	NEW		
368	63,080		63,080	63,080		63,080			
COMMITTED RESERVES TOTAL	638,203	19,786	657,989	-	657,989	-	657,989		

****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

42461

***** 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:

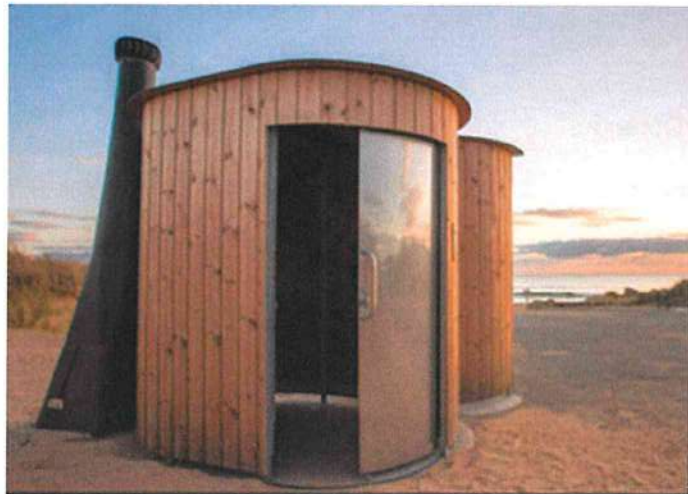
Sandbach Park Lower Bowling Green – Toilet Facilities

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

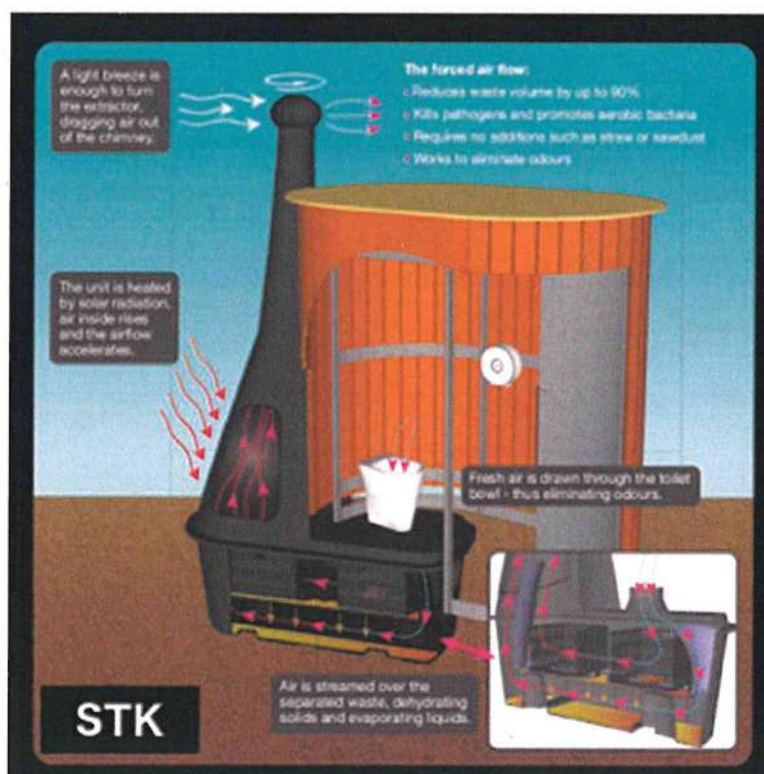
At the Sandbach Park Steering Committee meeting held on 14th September we reviewed the quotation received in July 2020. The quotation was for a total of £95,765 + VAT. We can assume that post covid this would increase by a minimum of 10%. This was deemed too expensive and to source grant funding for 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.



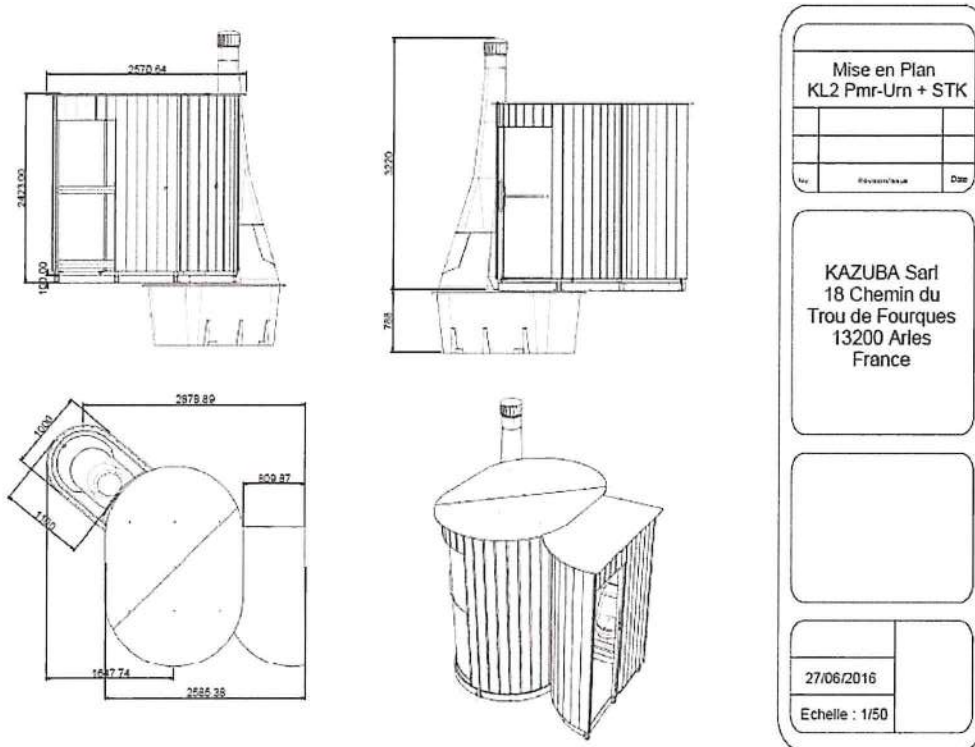
QUOTE

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

Date
26 Nov 2021
Expiry
24 Feb 2022
Quote Number
QU-0366
Reference
Sandbach Park -
KL2-URN
VAT Number
304 2133 62

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

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



Arrangements for Dealing with Standards Complaints Against Members.

Hearings Sub-Committee Meeting held on Wednesday 8 December 2021

Determination Notice

Complainant	Subject Member(s) and Council	Reference
Mia Sykes, Robert Walker, Cllr Sam Corcoran, Cllr Donal Hegarty, and Cllr Alan Smith.	Councillor David Jack, Sandbach Town Council	MO 049/20 MO 078/20 MO 010/20 MO 011/20 MO 012/21

On Wednesday 8 December 2021, an Audit & Governance Hearings Sub-Committee of Cheshire East Council ("the Hearing Sub-Committee), comprising Councillor Margaret Simon (Chair), Councillor David Marren, and Councillor Patrick Redstone considered a report of an investigation into the alleged conduct of Councillor David Jack, a member of Sandbach Town Council. Councillor Jack did not attend the hearing.

Complaints

The complaints are set out in the *Report of an investigation into an allegation concerning the conduct of Councillor Jack* ("the Report") prepared by the Independent Investigator, Simon Goacher.

The Report concludes that Councillor Jack failed to comply with the following paragraphs of Sandbach Town Council's Code of Conduct –

4.10 (leadership) You must promote and support high standards of conduct when serving as Member of the authority, by leadership and example, championing the interests of the community.

4.12 (respect for others) You must treat others with courtesy. You should engage with colleagues and staff in a manner that underpins mutual respect and courtesy, essential to good local government.

4.14 (information) You must not disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:

- (i) you have the written consent of a person authorised to give it;
- (ii) you are required by law to do so;
- (iii) the disclosure is made to a professional third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person, or

(iv) the disclosure is reasonable, in the public interest; and made in good faith and in compliance with the reasonable requirements of the authority.

Consultation with Independent Person

At the hearing, the Independent Person, Margaret Rathbone, agreed with the Independent Investigator's conclusions that Councillor Jack had breached paragraphs 4.10, 4.12, and 4.14 of the Code of Conduct.

Findings

After considering the submissions of the Independent Investigator, and having considered the contents of the hearing bundle, including the document headed *Defence of Cllr David Jack*, the Chair of the Hearing Sub-Committee read the following statement on behalf of the Hearing Sub-Committee:

"Following this morning's hearing, the Hearing Sub-Committee has deliberated on the points made by Mr Goacher, the points made in the written evidence provided by Councillor Jack, and the advice given by the Independent Person, Margaret Rathbone. We had read the papers included in the Bundle ahead of the hearing.

I confirm that the Hearing Sub-Committee has determined that Councillor Jack did breach the Code of Conduct.

The Hearing Sub-Committee has determined that the emails sent, and the social media posts posted, by Councillor Jack were sent in his capacity as Councillor.

While the Hearing Sub-Committee did not consider every email to be offensive, we did consider that many of the emails and posts included in the Bundle were offensive and showed no respect for others. We therefore consider Councillor Jack breached paragraph 4.10 (which concerns high standards of conduct when serving of a Member) and paragraph 4.12 (which concerns treating others with courtesy) of the Code of Conduct.

In respect of the publication of the complaint made by Mia Sykes, the Hearing Sub-Committee determined that, in doing so, Councillor Jack breached paragraph 4.14 (which concerns the disclosure of information given in confidence). Indeed, Councillor Jack seemed to acknowledge this in the relevant social media post, which is shown on page 272 of the Bundle.

Regarding the application of Article 10 of the European Convention of Human Rights, the Hearing Sub-Committee followed the 3-stage approach suggested by Mr Goacher and concluded (i) that Councillor Jack's conduct amounted to a breach of the Code (ii) the finding in itself or the imposition of a sanction is on the face of it a breach of Article 10 and (iii) the restriction is justified by reason of the requirements of Article 10(2).

In respect of the recording and publishing of the meeting, the Hearing Sub-Committee determined that this was not a breach of paragraph 4.12 of the Code".

Councillor Simon then invited the Independent Person to give her views on the matter. The Independent Person advised that the Hearing Sub-Committee's findings in respect of Councillor Jack's conduct should be published and she advised that a recommendation be made to Sandbach Town Council that Councillor Jack be excluded from attending the Committees and Sub-Committees of which he is a member.

The Hearing Sub-Committee retired to deliberate and having done so, the Chair read the following statement on behalf of the Standards Hearings Sub Committee:

"The Hearing Sub-Committee is grateful for the Independent Person's recommendations and the Hearing Sub-Committee is broadly in agreement with each recommendation; however, it has decided to take a slightly different approach in respect of the recommendations to be made to Sandbach Town Council.

The Hearing Sub-Committee was disappointed by Councillor Jack's breaches of the Code of Conduct. As a community leader, there is no place for using abusive, belittling, or offensive language against fellow Councillors or members of the public."

Outcome

"As recommended by the Independent Person, the Hearing Sub-Committee wishes its findings in respect of Councillor Jack's conduct to be published.

The Hearing Sub-Committee recommends that Sandbach Town Council, arrange training for Councillor Jack on the Code of Conduct and on Equality and Diversity.

The Hearing Sub-Committee recommends that Sandbach Town Council exclude Councillor Jack from attending the Committees and Sub-Committees mentioned in paragraph 19¹ of the Independent Investigator's Report until he has completed the training on the Code of Conduct and on Equality and Diversity."

Appeal

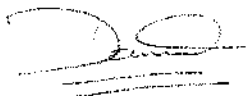
There is no right of appeal against the Hearing Sub-Committee's decision.

Notification of decision

This decision notice is sent to:

- Councillor Jack,
- The complainants (Mia Sykes, Robert Walker, Cllr Sam Corcoran, Cllr Donal Hegarty, and Cllr Alan Smith),
- The Clerk to the Sandbach Town Council, and
- Will be published with the minutes of the meeting.

Signed:



Monitoring Officer, Cheshire East Council

Date: 17 December 2021

The Hearing Sub-Committee sat in public and announced its findings in public. Accordingly, the content of this notice is public, and will be uploaded to the Council website with a full copy of the minutes of the meeting.

¹ These are: the Assets & Services Committee, the Conditions Survey Sub-Committee, the Small Common Redevelopment Sub-Committee, the Community & Environment Committee, the Events Sub-Committee, and the Planning & Consultation Committee.

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PAGE

Blitz Fireworks Limited

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



Invoice To:

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

SALES INVOICE

Invoice Date 14/12/2021
Due Date 13/01/2022
Reference 1858
Invoice Number SI-802

Code	Description	Qty/Hrs	Price/Rate	VAT %	Net Amt
Miscellaneous Items	Sandbach Christmas Market 2021	1.00	7,950.00	20.00	7,950.00

VAT Rate	Net	VAT	Net Amount	
Standard 20.00% (20.00%)	£7,950.00	£1,590.00	7,950.00	1,590.00
			TOTAL	£9,540.00

Notes:

Bank Details
Bank name: Natwest
Bank sort code: 54-10-17
Account number: 10561420
Vat number: 917 4310 38

Terms and Conditions:

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

Deliver To:

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

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PAGE

Blitz Fireworks Limited

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



Invoice To:

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

SALES INVOICE

Invoice Date 14/12/2021
Due Date 13/01/2022
Reference 1859
Invoice Number SI-803

Code	Description	Qty/Hrs	Price/Rate	VAT %	Net Amt
Christmas Lights Installation	Christmas Lights scheme installation 2021	1.00	27,595.00	20.00	27,595.00

VAT Rate	Net	VAT	Net Amount	27,595.00
Standard 20.00% (20.00%)	£27,595.00	£5,519.00	VAT Amount	5,519.00
			TOTAL	£33,114.00

Notes:

Bank Details
Bank name: Natwest
Bank sort code: 54-10-17
Account number: 10561420
Vat number: 917 4310 38

Terms and Conditions:

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

Deliver To:

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

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

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PAGE



Invoice To
Sandbach Town Council
Sandbach Town Hall
High Street
Sandbach
Cheshire
CW11 1AX

INVOICE

VAT Reg Number: 718 0161 59
Invoice No TPC9984
Invoice Date 15/12/2021
Customer A/c No: SANDBACH

Services Provided	Unit	Qty	Unit Fee	Total	VAT
To Services, as quoted, provided by Derek Kemp and Melodie Beevers on 2nd and 3rd December 2021:					
a. Bringing your accounting records up to date					
b. Training members of staff on the accounting software					
c. Assisting with the budget setting process for 2022-23					
Derek Kemp	days	2.00	655.00	1,310.00	20%
Melodie Beevers	days	2.00	450.00	900.00	20%
Contribution to Travel and Accomodation costs. (Details available on request).	Each	1.00	486.00	486.00	20%

Payment DUE DATE: 29/12/2021

Net 2,696.00
VAT 539.20
Gross 3,235.20

For BACS payments quote invoice - TPC9984
Account Name: DCK Accounting Solutions Ltd
Sort Code: 60-21-40 Account Number: 40544605

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PAGE

16.4

Contact Centre
01244 972052
VAT Registration Number 945 0920 22



INVOICE

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

Your Ref:
For Service Enquiries Contact:
Emma Hassall
Tel: 07999040384
Email: Greenclaims@Cheshireeast.gov.uk

Invoice Number	Invoice Date	Due Date	Customer No.
11700055709	04/01/2022	01/02/2022	116001240

Page 1/2

Detail	Qty	Unit Price	VAT %	VAT	Net Amount
Projects - External fees and charges - Outside of scope Our Ref: EXT-10065. Set up, maintain and remove Road Closure for Remembrance Sunday Parade on Sunday 14th November 2021 Sandbach Town Centre	1.00	1641.84	0.00	0.00	1641.84
THIS INVOICE IS DUE AND PAYABLE BY 01 February 2022 24 Hour Automated Payment Service 0300 123 5039 Please see reverse for Payment Methods			Subtotal		1,641.84
			VAT		0.00
			Gross Total Due		1,641.84

Please quote your Invoice Number 11700055709 on ALL correspondence/payments to avoid delays.
Details are shown overleaf on how to pay your invoice

Ways to Pay Invoice No 11700055709

Page 2/2

**DIRECT DEBIT**

Customers can pay invoices by Direct Debit by calling 0300 123 5122

ONLINE BANKING / ELECTRONIC TRANSFERS

Please telephone your bank or log onto your personal on-line banking facility and quote "Cheshire East Borough Council", account number 83728765 sort code 20-24-41
Please ensure that the **Invoice Number** overleaf is quoted as a **reference**

ONLINE BY DEBIT/CREDIT CARDGo to www.cheshireeast.gov.uk then select Online Payment Services. Please have the following information to hand:

Invoice Number and Debit/Credit card
Follow the instructions online

TELEPHONE BY DEBIT/CREDIT CARD

Use our Automated Telephone Payment Service on 0300 123 5039 (Touchtone telephone required)
OR telephone the Contact Centre on 01244 972052
For Opening Hours see: www.cheshireeast.gov.uk/contact

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

**PAYPOINT BY CASH**Please take this bill to any participating PayPoint outlet where you can pay by cash. No charge will be made for using this facility. A list of outlets can be found on www.paypoint.com**POST OFFICE**

Please take this invoice to any Post Office, where you can pay by cash or credit/debit card there will be no charge for using this facility.

**PINGIT**

Using your mobile device please scan the pingit QR code provided and enter the amount you wish to pay.

Privacy Notice can be found at the following linkhttp://www.cheshireeast.gov.uk/council_and_democracy/council_information/website_information/privacy-notice.aspx

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

Cheshire East Council is the brand name of Cheshire East Borough Council.



Scan here to pay via pingit



9626944702500557094

Please only use this pingit/barcode to pay this invoice otherwise your account may not be credited correctly

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Contact Centre
01244 972052
VAT Registration Number 178 1914 79

INVOICE

Sandbach Town Council
Literary Institute
Hightown
Sandbach
Cheshire
CW11 1AE

Your Ref:
For Service Enquiries Contact:
Karen Holland
Tel: 01270 686833
Email: karen.holland@ansa.co.uk

Invoice Number	Invoice Date	Due Date	Customer No.
11700046352	15/11/2021	13/12/2021	116001841

Page 1/2

Detail	Qty	Unit Price	VAT %	VAT	Net Amount
Fees - Other Vatable 21/22 GMS 007: Hanging Baskets Summer 2021	1.00	8275.02	20.00	1655.00	8275.02

THIS INVOICE IS DUE AND PAYABLE BY 13 December 2021 Payment Service 01244 972052 Please see reverse for Payment Methods	Subtotal	8,275.02
	VAT	1,655.00
	Gross Total Due	9,930.02

Please quote your Invoice Number 11700046352 on ALL correspondence/payments to avoid delays.
Details are shown overleaf on how to pay your invoice

Ways to Pay Invoice No 11700046352

Page 2/2

ONLINE BANKING / ELECTRONIC TRANSFERS

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

TELEPHONE BY DEBIT/CREDIT CARD 

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

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

POST (cheques or postal orders only)

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

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

DO NOT SEND CASH BY POST**Privacy Notice can be found at the following link**

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

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

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

16.7



**Cheshire's
Silk 106.9**

Cheshire's Silk 106.9

Adelaide House

Adelaide Street

Macclesfield

Cheshire

SK10 2QS

Tel: 01625 268000

Web: www.silk1069.com

Invoice

A/c: 1745

**Sandbach Town Council
Literary Institution
Hightown
Sandbach
Cheshire**

Date **30/11/2021**
Invoice No **341692**
Order 1014772
Sandbach Town Council Dec 2021
Reference
Exec: DAVID FLAVELL

Notes:-

This invoice covers the period: Tuesday 09 Nov 2021 To: Friday 26 Nov 2021

	Rate	Spots	Duration	
	0.00	54	0.30	0.00
	0.00	6	0.40	0.00
09/11/2021				Nov Airtime 1404.00
			Airtime :	0.00
			Subtotal :	1404.00
			Net :	1404.00
			VAT @20.0%	280.80
			Total :	1684.80

Text

If prepaid this invoice is for information only

Please send payment to:

Adelaide House, Adelaide Street, Macclesfield, SK10 2QS

Please ensure when making payment you use the INVOICE NUMBER above as your reference so your payment can be identified and correctly applied to your account

BACS payments to:

Bank: HSBC

Sort Code: 40-17-14

Account No: 52415046

Please make cheques payable to Silk fm Ltd

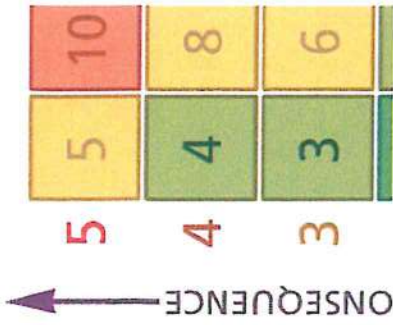
Registered Office: Silk fm Ltd, Archway House, Station Road, Chester, Cheshire, CH1 3DR.

Registered in England No 03106027

Vat No 972529686

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Likelihood

- 1 – Very Unlikely
- 2 – Unlikely
- 3 – Fairly Likely
- 4 – Likely
- 5 – Very Likely

Consequences

- 1 – Insignificant
- 2 – Minor
- 3 – Moderate
- 4 – Major
- 5 – Catastrophic

Rating

- 1 – 4 Acceptable
- 5 – 9 Adequate
- 10 – 16 Tolerable
- 17 – 25 Unacceptable

**SANDBACH TOWN
COUNCIL
CORPORATE RISK
ASSESSMENT**

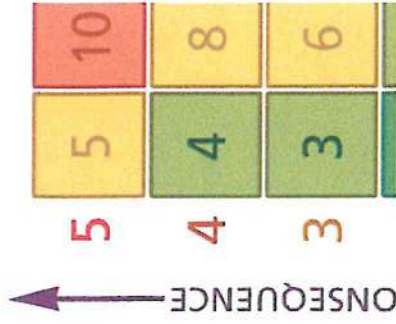
<p>Assessor's Name: K Pepper, Asst Town Clerk</p>	<p>Who is going to be affected: Sandbach Town Council: Members, Officers, Stakeholders and Members of the Public</p>	<p>Activity/Item/Area: <u>COMMITTEE STRUCTURE</u> That the Town Council fails to have a Committee Structure and Scheme of Delegation that is fit for purpose.</p>
--	---	--

Hazards	Risk rating L x C = R	Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R
1. Lack of efficiency, effectiveness and Poor decision making	4 5 20	That a robust Committee Structure and Scheme of Delegation in place. Full Review of Standing Orders and Financial Regulation 2018.	Annual Review.	2 2 4

<p>Date: December 2021</p>	<p>Review Date: August 2022</p>	<p>Monitor Date: February 2023</p>
<p>Signature: K Pepper</p>		

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**SANDBACH TOWN
COUNCIL
CORPORATE RISK
ASSESSMENT**

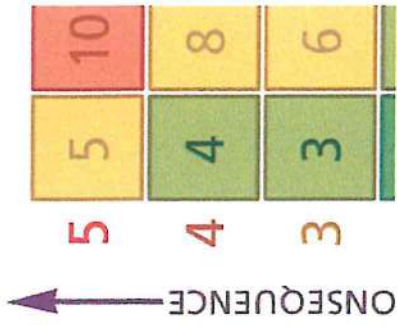
Assessor's Name: K Pepper, Asst Town Clerk	Who is going to be affected: Sandbach Town Council: Members, Officers, Stakeholders and Members of the Public	Activity/Item/Area: <u>MANAGEMENT AND STAFFING STRUCTURE</u> That the Town Council fails to have a Management and Staffing Structure that is fit for purpose
--	--	---

Hazards	Risk rating L x C = R	Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R
1. Poor implementation and management of Council decisions.	5 4	Management and Staffing Structure in place, as approved by Council.	Assessed via annual employee performance reviews, the findings of which are reported to Council. Structure due to be reviewed against strategy requirements May 2022	2 2
2. Poor or no professional support from legal, finance, property, HR and H&S.	4 3	Professional support is in place and reviewed for requirement.	Requirements reviewed annually (via contract renewal) .	2 3
				4 6

Date: December 2021	Review Date: August 2022	Monitor Date: February 2023
Signature: K Pepper.		

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Likelihood

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- 2 – Unlikely
- 3 – Fairly Likely
- 4 – Likely
- 5 – Very Likely

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- 3 – Moderate
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- 5 – 9 Adequate
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**SANDBACH TOWN
COUNCIL
CORPORATE RISK
ASSESSMENT**

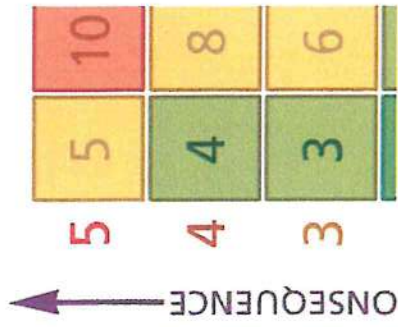
Assessor's Name: K Pepper, Asst Town Clerk	Who is going to be affected: Sandbach Town Council: Members, Officers, Stakeholders and Members of the Public	Activity/Item/Area: <p style="text-align: center;"><u>MEMBER CODE OF CONDUCT</u> That the Town Council fails to adopt and sign up its members in respect of its Member Code of Conduct.</p>
--	--	--

Hazards	Risk rating L x C = R	Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R
1. Lack of confidence in public office.	4	Council has adopted and all members are signed up to the National Code of Conduct, when appointed to public office.	Disqualification for failure to sign up. Regular review of policy and update.	2
	3			12
				2
				4

Date: Dec 2021	Review Date: August 2022	Monitor Date: January 2023
Signature: K Pepper		

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<u>Likelihood</u>	<u>Consequences</u>	<u>Rating</u>
1 – Very Unlikely	1 – Insignificant	1 – 4 Acceptable
2 – Unlikely	2 – Minor	5 – 9 Adequate
3 – Fairly Likely	3 – Moderate	10 – 16 Tolerable
4 – Likely	4 – Major	17 – 25 Unacceptable
5 – Very Likely	5 – Catastrophic	

**SANDBACH TOWN
COUNCIL
CORPORATE RISK
ASSESSMENT**

Assessor's Name: K Pepper, Asst Town Clerk	Who is going to be affected: Sandbach Town Council: Members, Officers, Stakeholders and Members of the Public	Activity/Item/Area: <u>OFFICER CODE OF CONDUCT</u> That the Town Council fails to adopt and sign up its Officers in respect of the Officer Code of Conduct.
--	--	--

Hazards	Risk rating L x C = R	Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R
1. Lack of confidence in Officers.	3 x 4 = 12	None	None	3 x 4 = 12

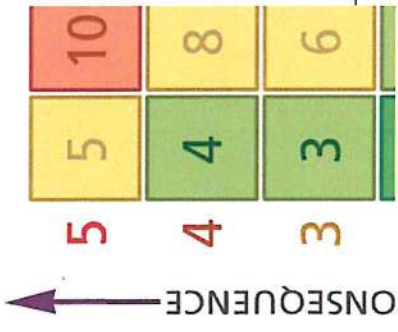
Date: Dec 2021	Review Date: August 2022	Monitor Date: February 2023	Signature: <i>K Pepper</i>
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SANDBACH TOWN COUNCIL CORPORATE RISK ASSESSMENT

Likelihood	Consequences	Rating
1 – Very Unlikely	1 – Insignificant	1 – 4 Acceptable
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4 – Likely	4 – Major	17 – 25 Unacceptable
5 – Very Likely	5 – Catastrophic	



<p>K Pepper, Asst Town Clerk</p>	<p>Who is going to be affected: Sandbach Town Council: Members, Officers, Stakeholders and Members of the Public</p>
<p>Activity/Item/Area: <u>STANDING ORDERS</u> That the Town Council fails to adopt relevant Standing Orders in respect of statutory and financial regulations.</p>	

Hazards	Risk rating L x C = R	Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R
1. Lack of probity in public office.	5	We have adopted the NALC Model Standing Orders and Financial Regulation that have been modified for STC purposes.	Reviewed regularly (Last complete review Sept 17)	6
2. Financial mis-management.	5	We have adopted the NALC Model Standing Orders and Financial Regulation that have been modified for STC purposes.	Reviewed regularly (Last complete review Sept 17)	6
Loss or damage of physical assets owned by the Council.	5	All assets are recorded on a detailed inventory. Insurance at an adequate level.	Inventory reviewed minimum annually. Items removed by resolution. Items added on purchase. Detailed review of insurance requirements undertaken	20

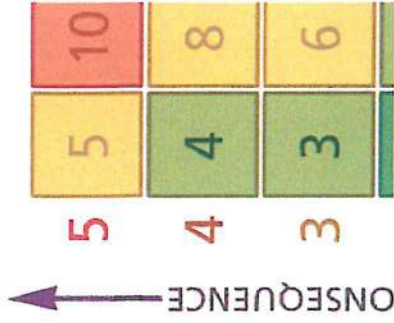
					annually – June policy renewal. Last review of insurance provider 2017 – currently committed with ins provider for 3 years, can extend to 5.			
3. Loss of cash through theft or dishonesty.	4	3	12	Disciplinary Procedure in place, all staff and members are able to access this information. CCTV Cameras have been fitted in public areas where cash is likely to be present.	Reviewed regularly. (Last review adopted Feb 2018) Recordable CCTV	2	3	6
4. Loss of cash through error.	4	3	12	Through implemented financial procures, effort is continually being made to reduce the opportunity for cash to go missing.	Reviewed regularly. Full training and induction for cash handling staff. Refresher training for existing staff as required. Finance Officer undertakes regular checks to identify procedural weaknesses.	3	3	9
5. Damage to personal property or individuals as a result of increased local service provision.	4	5	20	Detailed risk assessments undertaken for all in-house activities. Adequate insurance in place. Hirers/Users to provide copy of	Regular review. Regular review. Assistance provided if required.	2	3	6

				<p>their risk assessments as required.</p>				
<p>6. Decisions and actions of the Council having no legal basis.</p>	3	5	15	<p>All officers and members furnished with own copy of Standing Orders, Financial Regulations and adopted policies and Terms of Reference.</p> <p>Awareness training is made available to all members and officers.</p>	<p>Regular Review</p>	1	5	5
<p>7. Employment and HMRC regulations not being adhered to.</p>	3	2	6	<p>Guidance by a qualified Clerk.</p> <p>Employment Law specialist advisors employed under contract.</p> <p>External Payroll provider engaged to calculate pay and HMRC liabilities and to advise STC of changes to payroll legislation.</p> <p>Employee handbook to ensure that all staff understand their rights and obligations.</p>	<p>Regular review and keeping abreast of national changes to statute.</p>	1	2	2
<p>8. GDPR (post 25.5.18) Breaches in the use and retention of personal data.</p>	5	5	25	<p>Adherence to Data Protection Regulation 1995.</p>	<p>Appointed of DPO/Auditor.</p> <p>Adherence to the NALC 10 point action plan for</p>	2	5	10

Date: Dec 2021	Review Date: August 2022	Monitor Date: February 2023	Signature: <i>K Pepper</i>
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PAGE



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- 17 – 25 Unacceptable

SANDBACH TOWN COUNCIL CORPORATE RISK ASSESSMENT

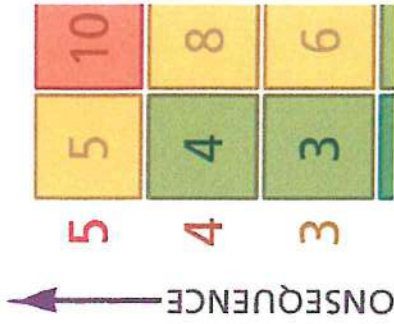
Assessor's Name: K Pepper, Asst Town Clerk	Who is going to be affected: Sandbach Town Council: Members, Officers, Stakeholders and Members of the Public	Activity/Item/Area: OFFICE AND MEETING FACILITIES That the Town Council fails to provide surety for its office and meeting facilities.
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Hazards	Risk rating L x C = R	Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R
1. Lack of business continuity and unstructured managements	3 x 3 = 9	All staff now on site, within Council owned premises.	Considering any alternative options via working group.	2 x 3 = 6
2. Unsupervised delivery of services	3 x 3 = 9	Staff now on same site. No longer term plan in place.	Option to work remotely. Alternatives considered.	1 x 2 = 2
3. Inability to hold public meetings.	4 x 5 = 20	Bookings in the hall. Ownership of Town Hall.	Option to hire premises or postpone hirer.	1 x 1 = 1

Date: December 2021	Review Date: August 2022	Monitor Date: February 2023	Signature: K Pepper
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Likelihood

- 1 – Very Unlikely
- 2 – Unlikely
- 3 – Fairly Likely
- 4 – Likely
- 5 – Very Likely

Consequences

- 1 – Insignificant
- 2 – Minor
- 3 – Moderate
- 4 – Major
- 5 – Catastrophic

Rating

- 1 – 4 Acceptable
- 5 – 9 Adequate
- 10 – 16 Tolerable
- 17 – 25 Unacceptable

**SANDBACH TOWN
COUNCIL
CORPORATE RISK
ASSESSMENT**

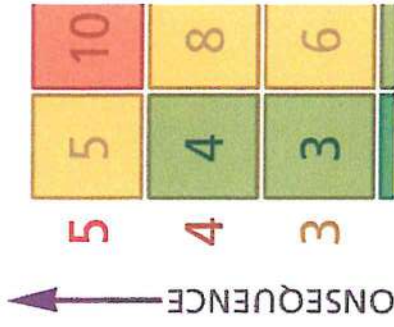
<p>Assessor's Name: K Pepper, Asst Town Clerk</p>	<p>Who is going to be affected: Sandbach Town Council: Members, Officers, Stakeholders and Members of the Public</p>	<p>Activity/Item/Area: <u>CONSTITUTION, POLICIES AND PROCEDURES</u> That the Town Council fails to adopt and review its constitution and associated corporate, financial, personnel, environmental and social policies, operational procedures and risks.</p>
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Hazards	Risk rating L x C = R	Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R
1. Unstructured and poor decision making.	2 4 8	Suite of policies in place. Terms of Reference for Committees and Working Groups. Scheme of Delegation.	Regular reviews.	1 4 4
2. Inability to provide consistent, quality services and good financial management.	5 3 15	Procedure development and Review Ongoing. Ongoing Review of SO and FR	Procedures and policy documents under review 2022	3 4 12

<p>Date: Dec 2021</p>	<p>Review Date: August 2022</p>	<p>Monitor Date: February 2023</p>
		<p>Signature: <i>K Pepper</i></p>

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**SANDBACH TOWN
COUNCIL
CORPORATE RISK
ASSESSMENT**

<p>Assessor's Name: K Pepper, Asst Town Clerk</p>	<p>Who is going to be affected: Sandbach Town Council: Members, Officers, Stakeholders and Members of the Public</p>	<p>Activity/Item/Area: <u>MEMBER AND OFFICER TRAINING AND DEVELOPMENT</u> That the Town Council fails to inform and develop its members and staff to meet the statutory and non-statutory requirements of Council.</p>
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Hazards	Risk rating L x C = R	Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R
<p>1. Poor decision making, which could be outside of the law.</p>	<p>4 4 16</p>	<p>Each officer has a development plan which is reviewed annually. Members encouraged and officers enforced to take up basic local training via ChALC.</p>	<p>Regular review and refresh of Council Policy and Procedures with adoption via STC.</p>	<p>2 4 8</p>
<p>2. Poor service delivery.</p>	<p>5 5 25</p>	<p>Each officer has a development plan which is reviewed annually. Members encouraged and officers enforced to take up basic local training via ChALC.</p>	<p>Regular review and refresh of Council Policy and Procedures with adoption via STC.</p>	<p>2 5 10</p>
<p>Date: Dec 2021</p>	<p>Review Date: August 2022</p>	<p>Monitor Date: February 2023</p>	<p>Signature: K Pepper</p>	

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SANDBACH TOWN COUNCIL CORPORATE RISK ASSESSMENT

Likelihood	Consequences	Rating
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3 – Fairly Likely	3 – Moderate	10 – 16 Tolerable
4 – Likely	4 – Major	17 – 25 Unacceptable
5 – Very Likely	5 – Catastrophic	

Assessor's Name: **K Pepper, Asst Town Clerk**

Who is going to be affected: **Sandbach Town Council: Members, Officers, Stakeholders and Members of the Public**

Activity/Item/Area: **HEALTH AND SAFETY RESPONSIBILITIES
That the Town Council fails in its statutory health and safety duties and responsibilities.**

Hazards	Risk rating L x C = R	Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R
1. Contravention of H&S law (people and places).	5 x 5 = 25	Consultants employed to safeguard the Council's position under H&S legislation.	Regular (6 monthly) H&S audits with regard to premises, public and employee safety Regular review of H&S External support contract.	1 x 5 = 5
2. Employees of the Council are not trained in Health and Safety Responsibilities relevant to their job.	2 x 5 = 10	Full Risk Assessments have been undertaken in consultation with H&S Consultant Requirements.	Regular Review. Periodic In-House Training All Staff Issued with the Council's H&S handbook.	1 x 5 = 5

Date: **Dec 23 2021**

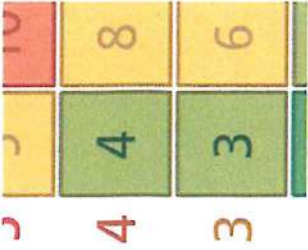
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Monitor Date: **February 2023**

Signature: **K Pepper**

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COUNCIL CORPORATE RISK ASSESSMENT

Assessor's Name: **K Pepper, Asst Town Clerk**

Who is going to be affected: **Sandbach Town Council: Members, Officers, Stakeholders and Members of the Public**

Activity/Item/Area: **INSURANCE
That the Town Council fails to cover its property, employers liability and public liability insurance risks.**

Hazards	Risk rating L x C = R	Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R
1. Possibility of a financial claim against the Council which the Council would not otherwise be able to meet.	3	Financial cover in place with maximum limits reviewed annually.	Insurer advised of additional events, activities.	3
2. No detailed and up to date Asset Register in place, which details all the Council's property and equipment for the purpose of Insurance Risk.	4	Detailed and up to date Asset register in place.	Annual Review. Insurance advised of significant (Over £500) changes when they occur.	3

Date: **23.12.2021**

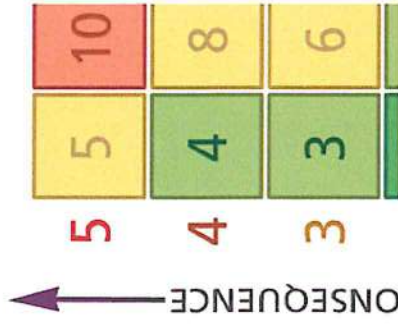
Review Date: **August 2022**

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SANDBACH TOWN COUNCIL CORPORATE RISK ASSESSMENT

Assessor's Name: K Pepper, Asst Town Clerk	Who is going to be affected: Sandbach Town Council: Members, Officers, Stakeholders and Members of the Public	Activity/Item/Area: <u>ASSET, BUSINESS, PARTNERSHIP AND PERFORMANCE MANAGEMENT</u> That the Town Council fails in its Asset, Business and Performance Management responsibilities.
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Hazards	Risk rating L x C = R	Current Risk Controls	Additional Risk Controls	New Risk Rating L x C = R
1. Asset – Management failings in forward planning for statutory responsibilities.	4 x 4 = 16	Controls in place through the use of digital calendar.	Development of strategy 2022.	4 x 4 = 16
2. Business – Management failings in regards to business practices, performance management and forward planning.	4 x 4 = 16	Operational business plans. Digital calendar.. Regular reporting to A&S	Development of strategy 2022.	4 x 4 = 16
3. Partnership – Management failings in regard to agreed service delivery [Police and Sandbach Partnership]	3 x 3 = 9	Formal service level agreements set with performance targets.	Regular Monitoring. Partnership review with Management Team.	2 x 3 = 6
4. CCTV Contributions	3 x 3 = 9	3 year scheme in place. Regular reports provided/reviewed		2 x 3 = 6

Date: Dec 2021	Review Date: August 2022	Monitor Date: February 2023	Signature: K Pepper
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SANDBACH TOWN COUNCIL

Report to the Council meeting on 18th January 2022:

Terms of Reference and Delegation

Implications of recommendations

Corporate Strategy: Will accord with draft Strategy.

Finance/Resource implications: Updated provisions, therefore no additional ongoing cost other than to ChALC for development.

Equality: No direct implications

Environmental implications: No direct implications.

Crime & Disorder: No direct implications.

Background

Cheshire Association of Local Councils (ChALC) has been engaged to assist the Town Council in a number of ways during the absence of the Town Clerk, including updating governance. This report covers a review of terms of reference of Council, committees and sub-committees.

Introduction

The last few months has been difficult for the Town Council with operational staff levels well below establishment, the effect of Covid on services and at times virtual meetings. This has caused reliance on delegation to be stretched and some confusion over terms of reference. The current terms of reference/delegation date back to 2012 in a format which was pioneered at Congleton Town Council, and although some were updated in 2018, others appear not to have been reviewed for almost a decade.

I have made no attempt to recommend restructuring of committees because Council is going through a lot of change and committees appear to remain functional. If any change is required, the need will arise after Council has adopted its new Strategy.

It is appropriate however to review both terms of reference and levels of delegation to ensure they cover today's needs and give sufficient clarity. Following adoption of a new Performance Management Policy in November 2021, all officer delegated decisions will be regularly reported to Council.

Proposals

I have reviewed the terms of reference/delegation for Council and the existing five standing committees which are attached as appendices below. I have kept as close as possible to current terms of reference, but have added in appropriate updates where necessary. The specific powers available to Council have been retained but in most cases are rarely used whilst the General Power of Competence is retained, as it becomes the power of first resort. Some of the powers are ones which the Council are likely to use, others are available if Council wish to use them in future. The recommended changes are shown in red font. In a very limited number of cases, I have recommended an exchange of matters between committees (noted in blue) where I believe the TORs do not reflect current practice.

Suggested delegation to officers is intended not to limit their ability to manage or carry out their duties. It has already been mentioned that decisions which are taken by officers under delegation must be reported to each council meeting in accordance with the Openness of Local Government Bodies Regulations 2014. These of course are not routine operational and administrative decisions such as giving instructions to a Ranger or paying an invoice in accordance with Financial Regulations, but would include urgent action taken after consultation with a chairman. In other words, decisions which would have been taken by Council or a committee had delegation not been in place.

I have recommended that Council establish an Appeals Committee which would only meet as required but would be able to deal with a range of possible appeals.

The two sub committees are presented in a similar style to the main committees but are otherwise unchanged.

I have merged the Roles and Responsibilities of Working Groups in to the TOR for Council and have recommended minor changes only to eliminate contradictions.

Finally, all documents contain a "Latest Review Date" to ensure they do not become outdated in future.

Recommendations

1. To adopt revised Terms of Reference and associated delegation for:

- Council
- Finance, Policy and Governance Committee
- Community and Environment Committee
- Assets and Services Committee
- Planning and Consultations Committee
- Personnel Committee
- Appeals Committee
- Events Sub Committee
- Small Common Redevelopment Sub Committee

Peter C Cooper
Cheshire Association of Local Councils

- Appendix 1. Proposed Terms of Reference/Delegation: Council
- Appendix 2. Proposed Terms of Reference/Delegation: Finance, Policy & Governance Committee
- Appendix 3. Proposed Terms of Reference/Delegation: Community & Environment Committee
- Appendix 3. Proposed Terms of Reference/Delegation: Assets and Services Committee
- Appendix 5. Proposed Terms of Reference/Delegation: Planning & Consultations Committee
- Appendix 6. Proposed Terms of Reference/Delegation: Personnel Committee
- Appendix 7. Proposed Terms of Reference/Delegation: Appeals Committee
- Appendix 8. Proposed Terms of Reference/Delegation: Events Sub Committee
- Appendix 9. Proposed Terms of Reference/Delegation: Small Common Redevelopment Sub
Committee

SANDBACH TOWN COUNCIL

TERMS OF REFERENCE – COUNCIL

Adopted by Council: 18th January 2022.

Latest Review Date: May 2023

This supersedes the document of May 2012.

20 Members of the Council

Quorum = 7

Meetings: Meetings are held every second month. The Annual Statutory meeting is held in May along with the Annual Town meeting.

The Town Council has full authority for all functions, duties and responsibility, but may delegate certain decisions to a committee, sub-committee or to an officer. It cannot legally delegate such decisions to an individual councillor.

Certain decisions are reserved to Council either by legislation or the choice of the Council.

	Function of the Council Column 1	Delegation of Function Column 2
	General Governance	
1.	Adoption and amendment of any strategies and policies.	None, but to receive advice from committees as appropriate. <ul style="list-style-type: none"> Personnel policies & Pensions Discretions Policy delegated to Personnel Committee
2.	Comments on Cheshire East Council's Strategic plans, community plans or strategies	None, but to receive advice from relevant committee.
3.	Comments of strategic plans and strategies of other public sector bodies, at national, regional or sub-regional level.	Reserved for Council unless within terms of reference of a specific committee. <ul style="list-style-type: none"> Planning & Consultation Committee as set out in its TOR.
4.	Endorsement of plans or strategic documents produced by the community or partner organisations, including principal council..	None, reserved for Council
5.	Liaising with the Police and other outside bodies on matters pertaining to the Town	<ul style="list-style-type: none"> To individual committees within their terms of reference.
6.	Approval or amendment of Neighbourhood Plan	None <ul style="list-style-type: none"> Production of Neighbourhood Plan delegated to a Community Partnership
7.	Adopting and changing the Constitution, Standing Orders, any Standing Orders for Contracts, Financial Regulations or Delivery Plan	None
8.	Approval of annual budget, Precept, and Medium-Term Financial Plan	None, but to receive advice from Finance, Policy & Governance Committee
9.	Any delegated decision which may mean a breach of Council Policy or Budget outside virement rules	None, but to receive advice from Finance Policy & Governance Committee re budget.
10.	Election of the Mayor, appointment of Deputy Mayor, and appointment of Chairmen of committees, sub-committees and Working groups established by Council.	None

11.	Agreeing and/or amending the Terms of Reference for committees, deciding on their delegation limits, composition and making appointments to them.	None
12.	Appointment of Members or Officers to outside bodies. Members reporting back from outside bodies	None • Relevant committee
13.	Adopting an allowance scheme for Mayor or other members.	None
14.	Changing the name of the Town Council.	None
15.	Deciding on honorary titles or awards such as outstanding service.	None
16.	Making, amending, revoking, re-enacting or adopting Bylaws.	None
17.	To represent the view of the local community on matters of significance.	None
18.	Power to make payments or provide other benefits in cases of fault or maladministration.	<ul style="list-style-type: none"> • Finance, Policy & Governance Committee. • Appeals Committee up to £500 • Town Clerk up to £200
19.	Appeals against any decision made on behalf of the Authority	<ul style="list-style-type: none"> • As set out in Personnel Policies, the Complaints Procedure and Appeals Committee terms of reference
20.	Decisions on issues relating to Data Protection, Access to Information, Freedom of Information & Human Rights.	<ul style="list-style-type: none"> • Town Clerk to renew Data Protection Registration and make amendments if necessary • Town Clerk to respond to requests from the public and matters raised by the Information Commissioner, taking advice from Data Protection Officer as necessary • Council or Finance, Policy or Governance Committee- refusal of information for vexatious reasons
21.	To monitor and control the Council's Ethical Framework	<ul style="list-style-type: none"> • Town Clerk to obtain declarations, give up-date reminder annually and to act as necessary for Monitoring Officer. • Mayor may obtain declarations in the absence of the Town Clerk or Deputy. • Granting of a Dispensation is reserved to Council and only delegated to the Town Clerk where a decision is required in advance of a committee meeting when no Council meeting is to take place. • Management overview & monitoring to Committee
22.	To institute or defend legal proceedings including proceedings for an injunction, to authorise the carrying out of works in default of a notice, and to lodge an appeal against any Court decision.	None generally <ul style="list-style-type: none"> • In cases of urgency, the Town Clerk in consultation with two of: the Mayor, Deputy Mayor, or another committee chairman.
23.	All powers of the Council in the case of a civil emergency	<ul style="list-style-type: none"> • The Town Clerk in consultation with two of: the Mayor, Deputy Mayor, or another committee chairman.
24.	All powers of the Council in the case of urgency	<ul style="list-style-type: none"> • The Town Clerk in consultation with two of: the Mayor, Deputy Mayor, or another committee chairman, subject to reporting justification to next Council meeting.
25.	Election issues and filling of vacancies, including co-option of councillors	None
26.	Power to direct as to the custody of town documents	None
27.	All duties of the Proper Officer under legislation, Standing Orders, Financial Regulations or any Standing Orders for Contracts including issue of notifications and signing documents	<ul style="list-style-type: none"> • Town Clerk or in his/her absence the nominated deputy to have authority after seeking relevant advice if necessary, if the matter cannot wait for the Town

28.	All duties of the Responsible Financial Officer under legislation, Standing Orders, Financial Regulations or Standing Orders for Contracts including issue of notifications and signing documents.	Clerk's return.
29.	Attendance at conference	<ul style="list-style-type: none"> Town Clerk (or nominated other officer) and Deputy Town Clerk to deputise. If another officer is nominated, the Town Council to deputise.
30.	To do anything calculated to facilitate or conducive or incidental to the discharge of any function.	None
31.	Adoption of General power of competence	<ul style="list-style-type: none"> Town Clerk for Member training in accordance with policy.
32.	To direct which post holders will be designated Proper Officer and Responsible Financial Officer to the Council.	Council unless specifically delegated to a committee.
33.	To determine the overall Staffing structure and approval of additional posts	None
34.	Confirming the appointment of the Town Clerk	None
35.	Other Personnel matters	<ul style="list-style-type: none"> Interviewing for, subject to confirmation by Council is delegated to a Personnel Committee (or Panel of) and the Mayor. As set out in Terms of Reference for Personnel Committee
36.	Health & Safety Policy- General Statement	<ul style="list-style-type: none"> Organisation and Arrangements to Personnel Committee
37.	Matters relating to Quality and Integrated Management and the Local Council Awards Scheme.	<ul style="list-style-type: none"> Finance, Policy & Governance Committee oversee the processes. Resolutions regarding Local Council Awards reserved to Council. Town Clerk to manage
38.	Administration of the Complaints Procedure	<ul style="list-style-type: none"> As set out in Complaints Procedure and Terms of Reference for Appeals Committee
39.	Customer care and equality in services delivery and access	<ul style="list-style-type: none"> None, but on advice of relevant committees
40.	To take on services from other local authorities or public bodies (LGA 1972, Sec 101, 111 & 112 or Localism Act 2011)	<ul style="list-style-type: none"> Finance, Policy & Governance Committee oversee the processes. Resolutions regarding Local Council Awards reserved to Council. Town Clerk to manage
41.	To undertake services for another local authority or public body	<ul style="list-style-type: none"> Management overview to specific committees Town Clerk to manage operations
42.	To undertake all functions within their Terms of Reference. They may choose because of uncertainty as to whether a function is delegated, or because of sensitivity, controversy or seriousness of a matter, not to use the delegated power.	None
43.	To arrange extra meetings	<ul style="list-style-type: none"> Committee
44.	To make spending or income recommendations to Council during the budget process.	<ul style="list-style-type: none"> Committee Town Clerk (or nominated deputy) in consultation with Chairman or Vice Chairman
45.	To monitor actions on minutes of the Committee or relevant	<ul style="list-style-type: none"> Committee

46.	<p>Delivery Plan actions.</p> <p>To manage services for which they are responsible within an approved budget & policy.</p>	<ul style="list-style-type: none"> • Committee • Committee for management overview • Town Clerk for operational management
47.	<p>To authorise spending/ issue works orders within budgets delegated to a committee</p>	<ul style="list-style-type: none"> • Committee or Town Clerk in accordance with Financial Regulations, Standing Orders or any Standing Orders for Contracts.
48.	<p>To contribute to the Annual Report and other publicity materials relating to the responsibilities of the committee</p>	<ul style="list-style-type: none"> • Committee
49.	<p>To appoint sub-committees including Chairman & Vice Chairman</p> <p>NB. See Sub-Committees also-79 Onwards</p>	<ul style="list-style-type: none"> • Committee
50.	<p>Land</p> <p>Power to acquire by agreement, to appropriate, to dispose of, Local Government Act 1972, S124, 126,127</p>	<p>None</p>
51.	<p>Power to accept gifts of land, Local Government Act 1972, S139</p>	<p>None</p>
52.	<p>Power to acquire land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10</p>	<p>None for acquisition Relevant committee for management & maintenance in accordance with respective terms of reference</p>
53.	<p>Finance & Audit</p> <p>Authorisation of Payment of accounts</p>	<ul style="list-style-type: none"> • Council/ Finance, Policy & Governance Committee/ other Committees/Town Clerk/ RFO in accordance with Financial Regulations
54.	<p>Approval of Annual Return & Statement of Accounts</p>	<p>None</p>
55.	<p>Power to approve capital projects on recommendation from standing committees within or without budget</p>	<p>Council only if not approved in principle.</p> <ul style="list-style-type: none"> • Relevant committee if within policy and budget, and to implement
56.	<p>Approval of Banking Arrangements & selecting insurers</p>	<p>None</p>
57.	<p>Approval of Orders for work, goods or services</p>	<ul style="list-style-type: none"> • Council/ committees/ Town Clerk/ RFO in accordance with Financial Regulations
58.	<p>Audit arrangements</p>	<ul style="list-style-type: none"> • Town Clerk/ RFO to manage in accordance with Financial Regulations • Council to approve annual external audit report, internal audit reports and agree responses. • Finance, Policy & Governance Committee to consider and action interim internal audit reports and to make known any internal audit matters which require consideration. • Council to approve body to appoint external auditor • Council to appoint Internal auditor
59.	<p>Power to accept gifts, Local Government Act 1972, S139</p>	<p>None</p>
60.	<p>Power to participate in schemes of collective investment, Trustees Investments Act 1962, S11</p>	<p>None</p>
61.	<p>Power to borrow, Local Government Act 1972 S111 & Sch. 13</p>	<p>None</p>
62.	<p>Writing off bad debts</p>	<p>Council or Finance, Policy & Governance Committee in accordance with Standing Orders or Financial Regulations</p>
63.	<p>Proceedings or other steps to recover debt owing to the Council</p>	<ul style="list-style-type: none"> • Town Clerk or RFO

	<p>Planning and Development Control</p> <p>64. To make observations on major or controversial planning applications referred to it by another committee.</p> <p>65. To make observations on Planning consultation documents from the Cheshire East Council and other bodies.</p> <p>66. All other Planning and Building Control matters.</p>	<p>None.</p> <p>None for Local Plan, but to receive recommendations from other committees where appropriate.</p> <ul style="list-style-type: none"> • Planning & Consultation Committee in other cases. • Planning & Consultation Committee
	<p>Housing</p> <p>67. Policy.</p> <p>68. All other housing matters.</p>	<p>None</p> <ul style="list-style-type: none"> • Community & Environment Committee
	<p>Emergency Planning</p> <p>69. To prepare an Emergency Plan for the Town which supports that of Cheshire East Council & the Cheshire Resilience Forum</p>	<p>Approval by Council</p> <ul style="list-style-type: none"> • Assets & Services Committee for Management Overview • Operational management by Town Clerk [See also Emergency powers, 23. above.]
	<p>Young People</p> <p>70. Support public & community services and facilities for the young and support young people in their communities.</p> <p>71. Co-ordinate the involvement of young people in decision making and governance</p>	<ul style="list-style-type: none"> • Community & Environment Committee for management overview. • Town Clerk for Operational management <p>None</p>
	<p>Community Engagement</p> <p>72. To promote the social wellbeing of the Town</p> <p>73. To facilitate and support local community and voluntary organisations.</p> <p>74. To support CAB for the Town, Local Government Act 1972, s 142</p> <p>75. To promote social inclusion within communities.</p> <p>76. To promote Fair Trade in the Town.</p>	<ul style="list-style-type: none"> • Community & Environment Committee for management overview. • Town Clerk for Operational management • Community & Environment Committee for management overview. • Town Clerk for Operational management • Finance, Policy & Governance Committee for grants • Community & Environment Committee • Community & Environment Committee for management overview. • Town Clerk for Operational management • Community & Environment Committee for management overview. • Town Clerk for Operational management
	<p>Civic Functions</p> <p>77. To administer and oversee the civic functions of the Town Council. in consultation with other committees where appropriate.</p> <p>78. To administer the office of the Mayor</p>	<ul style="list-style-type: none"> • Finance, Policy & Governance Committee for management overview within Policy and Budget. • Town Clerk for Operational Management • Finance, Policy & Governance Committee for management overview within Policy and Budget. • Town Clerk for Operational Management

79. **WORKING GROUPS: Roles and Responsibilities**

Working Groups are formed by resolution of Council or one of its standing Committees/Sub Committees. Members of the group are initially made up from volunteer Councillors, with officers and other key persons/bodies being represented as required.

There should ~~never~~ rarely be a Working Group that comprises of all members of the Council. A minimum of four Working Group members should be in attendance, however unlike formal Council/Committee/Sub-Committee meetings, the quorum may include officers and non-councillor members, but must include a minimum of two councillors. Working Groups are established on a "task and finish" basis.

All Working Group meetings will be open to public observation as appropriate, unless it is dealing with confidential or personal information. Public involvement is governed by Standing Orders 3e-h, which allows a member of the public to make representation as part of the agenda.

At the first meeting of all working groups, the following actions must take place:

- A Lead Member appointed, who will in most cases take on responsibility for chairing and facilitating the meetings.
- Terms of Reference will be drawn up, (unless stated by the parent body) which will clearly detail the make-up of the group (ie. all represented bodies) and reported back to the parent body.
- The Working Group will determine whether the work of the group is classified as a project and if so determine which category should be applied (reference Project Management document).

Working Groups CANNOT usually make decisions. Unless clearly specified within the Council/Committee resolution, Working Groups have no delegated authority. Their purpose is to research and report on their specific piece of work, providing recommendations to the parent body as necessary or to deliver activities as approved by Council/Committee.

Working Groups have no power to incur expenditure.

Working Groups have no power to draw 'significantly' on the Council's resources, including staff, unless agreed by the parent body. There should be no expectation that Officers will prepare agenda, produce minutes or have any other facilitating responsibility although if an officer is a member of the group, he/she will normally assume that role.

Working Groups do not represent the views of Council.

The Lead Member is responsible for:

- Convening meetings, with adequate notice
- Producing Agenda
- Ensuring that minutes are produced to a proper standard, circulated and made available as required
- Reporting to Parent Body
- Keeping the Proper Officer informed of the Groups work.

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated Deputy, after seeking advice if appropriate, if the matter cannot wait until the Town Clerk's return

Definition of "Management Overview": To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to.

Definition of "Operational Management" That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget

SANDBACH TOWN COUNCIL
FINANCE POLICY & GOVERNANCE COMMITTEE
TERMS OF REFERENCE

Approved by Council: 18th January 2022

Latest Review Date: May 2023

This document supersedes the Terms of Reference/Delegation dated July 2018.

10 Members of the Authority

Quorum = 4

Responsible for the management and oversight of all matters relating to the council finances, policies and governance. It determines the Council's spending priorities and recommends the annual budget to Council. The Finance Committee can make grants to local organisations for the benefit of the people of Sandbach.

Meetings: Alternative months to Council.

All non-committee members may attend meetings of the Committee except for confidential and speak on ward issues at the Chairman's discretion, but are unable to vote.

Function of Committee Column 1		Delegation of Functions Column 2
1.	<p>Resources</p> <p>To oversee and direct the use of financial and technological resources of the Council.</p>	<ul style="list-style-type: none"> • Committee for management overview. • Operational management to Town Clerk and Responsible Financial Officer (RFO), in accordance with Financial Regulations & Standing Orders.
2.	<p>Governance</p> <p>To advise Council on Financial Regulations, Standing Orders and Standing Orders for Contracts.</p>	<ul style="list-style-type: none"> • Committee • Town Clerk to advise and implement
3.	<p>To advise Council on the Constitution, Corporate Strategy and other policy documents not specifically allocated to other standing committees</p>	<ul style="list-style-type: none"> • Committee • Town Clerk to advise and implement
4.	<p>To ensure that there is a rolling programme of policy and governance reviews in accordance with agreed "review" dates,</p>	<ul style="list-style-type: none"> • Town Clerk
5.	<p>Civic Functions</p> <p>To administer and oversee the civic functions of the Town Council. in consultation with other committees where appropriate.</p>	<ul style="list-style-type: none"> • Finance, Policy & Governance Committee for management overview within Policy and Budget. • Town Clerk for Operational Management
6.	<p>To administer the office of the Mayor</p>	<ul style="list-style-type: none"> • Finance, Policy & Governance Committee for management overview within Policy and Budget. • Town Clerk for Operational Management
7.	<p>Finance Under the direction of the Council:</p> <p>To be responsible for the overall management and control of the finances of the Council.</p>	<ul style="list-style-type: none"> • Council to approve banking arrangements • Committee for managerial overview • RFO/Town Clerk in accordance with Financial Regulations and for operational management

<p>8. To monitor the Council's capital and revenue budgets.</p> <p>9. Approval of variation, overspend, and virement in accordance with Financial regulations</p> <p>10. To authorise payments in accordance with Financial Regulations</p> <p>11. Approval of Orders for work, goods or services & acceptance of tenders</p> <p>12. To make recommendations to the Council on Budget & Precept requirements.</p> <p>13. To advise on the financial implications of proposed new policies or services including potential costs and sources of revenue.</p> <p>14. To advise Council on borrowing policy, investment & treasury management</p> <p>15. To regularly monitor the performance of all funds invested.</p> <p>16. To supervise the Council's insurance arrangements.</p> <p>17. To supervise the Council's banking arrangements.</p> <p>18. To be responsible for all matters related to the full range of financial and accountancy functions.</p> <p>19. Approval of all fees and charges annually</p> <p>20. To consider reports on outstanding debts due to the Council and to undertake recovery or write off.</p> <p>21. Authorisation of investments and debt repayment in accordance with the Council's Policy</p> <p>22. To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets</p> <p>23. To approve all security of the Council in respect of information technology and finance.</p>	<p>8. To monitor the Council's capital and revenue budgets.</p> <p>9. Approval of variation, overspend, and virement in accordance with Financial regulations</p> <p>10. To authorise payments in accordance with Financial Regulations</p> <p>11. Approval of Orders for work, goods or services & acceptance of tenders</p> <p>12. To make recommendations to the Council on Budget & Precept requirements.</p> <p>13. To advise on the financial implications of proposed new policies or services including potential costs and sources of revenue.</p> <p>14. To advise Council on borrowing policy, investment & treasury management</p> <p>15. To regularly monitor the performance of all funds invested.</p> <p>16. To supervise the Council's insurance arrangements.</p> <p>17. To supervise the Council's banking arrangements.</p> <p>18. To be responsible for all matters related to the full range of financial and accountancy functions.</p> <p>19. Approval of all fees and charges annually</p> <p>20. To consider reports on outstanding debts due to the Council and to undertake recovery or write off.</p> <p>21. Authorisation of investments and debt repayment in accordance with the Council's Policy</p> <p>22. To authorise all leasing arrangements for the acquisition of vehicles, plant and equipment within approved budgets</p> <p>23. To approve all security of the Council in respect of information technology and finance.</p>	<ul style="list-style-type: none"> • Committee/ RFO in accordance with Financial Regulations. • Committee, Town Clerk & RFO as set out in Financial Regulations • Committee, Town Clerk & RFO as set out in Financial Regulations • Council/ Committee/ RFO/Town Clerk in accordance with Financial Regulations & Standing Orders for Contracts. • Town Clerk to approve or vary lists of approved contractors subject to Financial Regulations or Standing Orders • Committee • RFO/Town Clerk to prepare draft Budget & Budget Report with accountancy support as necessary. • Committee • Committee • Committee, Town Clerk/RFO • Town Clerk/RFO for renewal & operational matters. • Committee for overview, tendering & changes of cover • RFO/Town Clerk • Authorised signatories to authorise Mandate & payments in accordance with Financial Regulations • Committee for management overview • RFO/Town Clerk for operational management • Committee to recommend with ratification from full Council. • Committee for aged debt in accordance with Financial regulations. • RFO for routine actions to recover • Committee • Committee/Town Clerk in accordance with Financial Regulations • Committee/Town Clerk/ RFO in accordance with Financial Regulations
<p>24. Procurement To co-ordinate and oversee the Council's Corporate Procurement and advise it on policy.</p>	<p>24. Procurement To co-ordinate and oversee the Council's Corporate Procurement and advise it on policy.</p>	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk RFO for operational management in accordance with Financial Regulations, & any Standing Orders for Contracts & Procurement Policy

25. 26.	<p>Grant Scheme</p> <p>To administer the Council's Grant Scheme in accordance with its policy.</p> <p>To advise on the formulation and amendment to Grant Policy to ensure alignment with Corporate Strategy.</p>	<ul style="list-style-type: none"> • Committee for management overview within Policy & Budget. • Town Clerk for operational management • Committee for approvals up to £5000. • Recommend grants above £5000 to Council • Committee
27. 28. 29.	<p>Information Technology Services</p> <p>To oversee the use of information and other technology in support of the Council's business and service commitments.</p> <p>Amendments & updates to layout of Web Site</p> <p>To approve all security arrangements of the Council in respect of computers and financial issues.</p>	<ul style="list-style-type: none"> ▪ Operational Management to Town Clerk ▪ Management overview to Committee & to let contracts within approved budget & policy. ▪ Town Clerk for updates & layout. ▪ Committee for new websites & contracts within budget. • Committee/Town Clerk/RFO in accordance with Financial Regulations
30. 31. 32.	<p>Performance & Business Management</p> <p>To be responsible for monitoring the overall performance of the Council</p> <p>Approval of Corporate Business/Delivery Plan</p> <p>Approval of Operating Procedures</p>	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management. • Committee • Town Clerk to determine underlying Action & Project Plans • Committee for initial Financial Procedures • Town Clerk for other procedures and updating financial procedures
33. 34. 35. 36. 37.	<p>Asset Management</p> <p>To have oversight of assets and the transfers of assets.</p> <p>Maintenance of the Asset Register</p> <p>Corporate landlord management, repair & maintenance, leasing & licensing of Council land & buildings</p> <p>Provision and management of office accommodation, other corporate property, land and relevant fixtures and fittings</p> <p>Responsibility for energy conservation and disabled access.</p>	<ul style="list-style-type: none"> • Committee • Town Clerk to update at least annually • Chairman to verify • Committee to monitor • Council for acquisition and disposal • Management overview to Committee within budget & policy • Town Clerk for operational management • Management overview to Committee • Town Clerk for operational management • Management overview to Committee • Town Clerk for operational management
38. 39. 40.	<p>Audit</p> <p>To receive, and formulate a response to interim internal audit reports</p> <p>To make recommendations to Council in respect of the appointment of the Council's internal auditor.</p> <p>To agree any matters to be referred to internal audit for inclusion in the annual internal audit plan.</p>	<ul style="list-style-type: none"> • Committee • Town Clerk to support. • Committee • Town Clerk to support with operating procedures • Committee

41.	To prepare the Council's annual business risk assessment	<ul style="list-style-type: none"> • Town Clerk • Committee to approve it and monitor recommended actions are implemented.
42.	To agree an annual programme of Member Audit checks on financial procedures, other governance and operational procedures, to undertake these audits (and to establish sub-committees for this purpose) and to receive reports on those audits	<ul style="list-style-type: none"> • Committee • Town Clerk for operational management
43.	Final Internal and External Audit Reports	<ul style="list-style-type: none"> • Council to receive external audit report and final internal audit report. • Committee to advise Council on response as necessary • Town Clerk/ RFO to manage in accordance with Financial Regulations and to undertake all statutory actions to facilitate audits and returns.
Information and Data Protection		
44.	Policy on Data Protection, Access to Information, Freedom of Information & Human Rights.	<ul style="list-style-type: none"> • Advice to Council
45.	Decisions on issues relating to Data Protection & Human Rights.	<ul style="list-style-type: none"> • Managerial overview and monitoring to Committee as well as decisions concerning vexatious requests • Town Clerk to renew Data Protection Registration, make amendments as necessary, respond to routine requests for information and matters raised by the Information Commissioner or Data Protection Officer. • Town Clerk to update Privacy notices of all categories.
46.	Decisions on issues relating to Access to Information, & Freedom of Information.	<ul style="list-style-type: none"> • Managerial overview and monitoring to Committee as well as decisions concerning vexatious requests • Town Clerk to ensure Publication Scheme and Information Guide up to date, all requests for information are dealt with according to legislation & policy and respond to matters raised by the Information Commissioner.
Ethical Framework		
47.	To monitor and control the Council's Ethical Framework, Member Code of Conduct and related protocols	<ul style="list-style-type: none"> • Management overview & monitoring to Committee. (for officer delegation see Council TOR)
Communications/Public Relation and Marketing		
48.	To co-ordinate and promote access to Council services and public information and to advise Council on a Communications & Marketing Policy.	<ul style="list-style-type: none"> • Management overview to Committee • Town Clerk for operational management
49.	To promote customer care and equality in service delivery and access	<ul style="list-style-type: none"> • Management overview to Committee • Town Clerk for operational management
50.	To promote the public face of the Council through the management of public and media relations.	<ul style="list-style-type: none"> • Management overview to Committee • Town Clerk for operational management
51.	To promote implementation of the Council's policies in respect of corporate marketing and communication.	<ul style="list-style-type: none"> • Management overview to Committee • Town Clerk for operational management
52.	To advise Council on adoption of a Publicity Code, Transparency Code and Protocol on communication	<ul style="list-style-type: none"> • Committee

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.

Definition of "Management Overview": To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to.

Definition of "Operational Management" That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget

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SANDBACH TOWN COUNCIL

COMMUNITY AND ENVIRONMENT COMMITTEE: TERMS OF REFERENCE

Approved by Council: **18th January 2022.**

Latest Review Date: May 2023

This document supersedes the Terms of Reference/Delegation dated June 2018.

10 Members of the Authority.

Quorum = 4

Committee may in addition have non-council community members with the approval of Council, in accordance with Standing Orders.

Responsible for all community and environmental matters, including events, Tidy Town Group and the Conservation Area.

Meetings: Every 2 months within Committee cycle

All non-committee members may attend meetings of the Committee except for confidential and speak on ward issues at the Chairman's discretion, but are unable to vote.

Function of Committee Column 1	Delegation of Functions Column 2
Community Engagement	
1. To promote the social wellbeing of the Town. And the general power of competence.	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
2. To develop, facilitate, implement and update any community plan developed in partnership with the community to promote and improve the health, social and cultural wellbeing of those who live, work, study or visit within the Town.	<ul style="list-style-type: none"> • Council to approve any community plan and updates. • Committee to have management overview and approve action plans within policy and budget. • Town Clerk for operational management
3. To support the development and implementation of Cheshire East Sustainable Community Strategy and Local Area Partnership.	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
4. To facilitate and support statutory, community, voluntary and faith sector organisations to deliver improvements for the Town	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for Operational Management • Finance, Policy & Governance Committee for grants
5. To promote social inclusion within communities	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
6. To support, promote and lobby for public, community and wellbeing services and facilities within the Town;	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
7. To support and work with the Sandbach Partnership and other community and voluntary groups to improve the Town's environment, community cohesiveness, well-being and prosperity,	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
8. To Lead on Market Town initiatives.	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
9. To maximise the benefit to the Town of external funding directly or in partnership.	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
10. To agree project funding applications. To agree project funding, within budget, subject to an acceptable business case.	<ul style="list-style-type: none"> • Committee. • In the case of urgency for an application, the Town Clerk in consultation with the Chairman and Vice Chairman of Committee.

11.	To promote Fair Trade in the Town;	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
12.	To develop, facilitate and implement matters related to community engagement and support for community assets;	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
13.	To support a CAB Services for the Town, Local Government Act 1972, s 142;	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management • Finance, Policy & Governance Committee for grants.
Community Safety		
14.	Power to install & maintain CCTV equipment for detection & prevention of crime, Local Government & Rating Act 1997, S31.	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
15.	To support initiatives of the Community Safety/ Crime Reduction Partnership, including ArcAngel.	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
16.	To lobby for road safety improvement schemes	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
17.	To liaise with the Cheshire Police and Crime Commissioner.	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
18.	To work with the Police to maintain a presence and service in the Town and to support rehabilitation of offenders and to manage any SLA in respect of PCSOs.	<ul style="list-style-type: none"> • Committee to have management overview and recommend policy to Council. • Town Clerk for operational management
19.	To support home safety initiatives in the town and work with Cheshire Fire & Rescue on fire safety initiatives.	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
20.	To use the Council's communication channels to provide information on improving home, fire, community, road and water safety.	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for operational management
Environment & Sustainability		
21.	To promote the environmental wellbeing of the Town.	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management
22.	Conservation of the built & natural environment	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management
23.	To lead on the sustainability of the Council as an organisation and to approve and action environmental audits.	<ul style="list-style-type: none"> • Committee for management overview and to recommend Policy • Town Clerk for operational management
24.	To monitor the steps which the Council needs to control its carbon footprint and help reduce climate change	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management
25.	To promote environmental awareness.	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management
26.	To lead the Town and partner the community in addressing climate change, sustainability and transition.	<ul style="list-style-type: none"> • Committee for management overview and to recommend Policy • Town Clerk for operational management
Environmental & Public Health		
27.	Power to utilise well, spring or stream to provide facilities for water supply, Public Health Act 1936, S125 and power to deal with ponds & ditches, Public Health 1936, S260.	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management
28.	To liaise with the relevant authorities in cases of public health/ environmental nuisance, drainage matters, pollution, or animal welfare issues.	<ul style="list-style-type: none"> • Petitions to Committee • Town Clerk in other cases
29.	To make observations on any public health/ environmental licence or registration application (other than under the Licensing Act).	<ul style="list-style-type: none"> • Committee • Town Clerk in consultation with Chairman in cases of urgency

	Waste & recycling duplicated in Assets & Services Committee	<ul style="list-style-type: none"> • Committee for strategic overview • Town Clerk for operational management
30. 31. 32. 33.	Personal Health To work with partner organisations to improve the health of people in the Town To lobby for improved access to services which can contribute to health To promote healthy living through the Council's communication channels Support the development and co-ordination of NHS services	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management • Committee for management overview • Town Clerk for operational management • Committee for management overview • Town Clerk for operational management • Committee for management overview • Town Clerk for operational management
34. 35. 36. 37.	Young People Support and promote public & community services and facilities for young people. Coordinate and facilitate the involvement of young people in the decision making of the Council. Provide and coordinate support to young people in their communities To have oversight of the Council's involvement with outside bodies which support young people	<ul style="list-style-type: none"> • Committee for management overview within Policy and Budget • Town Clerk for operational management • Committee for management overview within Policy and Budget and to recommend policy to Council • Town Clerk for operational management • Committee for management overview within Policy and Budget • Town Clerk for operational management • Committee for management overview within Policy and Budget • Town Clerk for operational management
38. 39. 40.	Housing Town Council Policy or response to consultation on Cheshire East Policy. To lobby for a suitable mix of housing and adequate affordable homes. To work with partners to tackle other housing matters which may affect Sandbach, including landlord supervision, design guidance, homelessness and rough sleeping.	<p>None, but on advice from Committee.</p> <ul style="list-style-type: none"> • Committee for management overview within Policy and Budget and to recommend policy to Council • Town Clerk for operational management • Planning and Consultation Committee through the Planning system. • Committee for management overview within Policy and Budget • Town Clerk for operational management
41. 42. 43.	Economic Wellbeing & Tourism To promote the economic wellbeing of the Town through partnership with the businesses, the community sector and with the principal council. To promote tourism within the Town and power to encourage visitors. Local Government Act 1972, s144. (See power to provide conference and other facilities-Assets and Services Committee). To promote regeneration in the Town and coordinate/support the work of partner organisations.	<ul style="list-style-type: none"> • Committee for management overview within Policy and Budget. • Town Clerk for operational management • Committee for management overview within Policy and Budget. • Town Clerk for operational management • Committee for management overview within Policy and Budget. • Town Clerk for operational management

44.	To lobby for sufficient high quality employment sites in the Town & support initiatives promoting inward investment.	<ul style="list-style-type: none"> • Committee for management overview within Policy and Budget. • Town Clerk for operational management. • Planning and Consultation Committee through the Planning system.
45.	To support skills & training for local businesses and to improve the skills of the unemployed.	<ul style="list-style-type: none"> • Committee for management overview within Policy and Budget. • Town Clerk for operational management.
46.	Provision directly or indirectly of Christmas lights. Local Government Act 1972, s144.	<ul style="list-style-type: none"> • Committee for management overview within Policy and Budget. • Town Clerk for operational management.
Projects & Events		
47.	To approve and deliver environmental, community and economic projects.	<ul style="list-style-type: none"> • Committee for management overview within Policy and Budget. • Town Clerk for operational management.
48.	To organise, support or promote events which promote the environmental, community or economic well-being of the Town.	<ul style="list-style-type: none"> • Committee to have management overview • Events Sub-Committee have delegated authority for delivery within budget and policy.. • Town Clerk for Operational Management • Finance, Policy & Governance Committee for grants
49.	To work with partners to develop a "brand" for the Town	<ul style="list-style-type: none"> • Committee to have management overview. • Town Clerk for Operational Management • Finance, Policy & Governance Committee for grants

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.

Definition of "Management Overview": To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to.

Definition of "Operational Management" That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget

SANDBACH TOWN COUNCIL

ASSETS AND SERVICES COMMITTEE: TERMS OF REFERENCE

Approved by Council: 18th January 2022.

Latest Review Date: May 2023

This document supersedes the Terms of Reference/Delegation dated May 2012.

10 Members of the Authority

Quorum = 4

Responsible for the council's assets and service provision, including the markets, Small Common Car Park, Town Hall and adjoining public conveniences.

Meetings: Every 2 months within Committee cycle.

All non-committee members may attend meetings of the Committee except for confidential and speak on ward issues at the Chairman's discretion, but are unable to vote.

Function of Committee Column 1	Delegation of Functions Column 2
<p>Leisure & Recreation</p> <p>1. Power to maintain land for open spaces, Public Health Act 1875, S164; Open Spaces Act 1906, S9 &10.</p> <p>2. Power to acquire land for or to provide recreation grounds, public walks, parks, pleasure grounds and to manage and control them. Power to provide gymnasiums, playing fields, & boating pools; Local Government Act 1972, Sch. 14; Public Health Acts Amendment Act 1890, S44, Local government (Miscellaneous Provisions)Act S19; Public Health Act 1961, s54.</p> <p>3. Management and enhancement of parks, playing fields, play areas and public open spaces.</p> <p>4. Liaison or partnership with other organisations which have an interest in recreational facilities in the town.</p>	<ul style="list-style-type: none"> • Committee for management overview • Town Clerk for operational management • Acquisition to Council • Committee for management overview & development within budget & policy • Town Clerk for operational management • Committee for management overview & development within budget & policy • Town Clerk for operational management • Grants to Finance, Policy & Governance Committee • Committee for management overview • Town Clerk for operational management
<p>Public Realm & Public Facilities</p> <p>5. To contribute to the improvement of the public realm, both directly and by supporting and coordinating the contribution of other partners.</p> <p>6. To manage the Ranger service to ensure a response resource which supports and enhances the general public realm services.</p> <p>7. Matters relating to street cleaning, litter, fly posting, graffiti.</p> <p>8. Fixed penalty notices for littering, graffiti & fly posting (adoptive). Dog Control Orders, Clean Neighbourhoods & Environment Act 2005 (if adopted).</p> <p>9. Provision of litter receptacles, Litter Act 1983, S5 & 6</p> <p>10. Provision and maintenance of street furniture and signs</p>	<ul style="list-style-type: none"> • Committee for management overview within budget. • Town Clerk for operational management. • Committee for management overview • Town Clerk for operational management. • Committee for management overview • Town Clerk for operational management. • Committee for management overview within budget & policy • Operational Management to Town Clerk. • Council to adopt legislation if required • Committee for management overview within budget • Town Clerk for operational management. • Committee for management overview • Town Clerk for routine management.

11.	Power to provide & maintain public conveniences, Public Health Act 1936, s87.	<ul style="list-style-type: none"> • Committee for management overview within budget & policy • Town Clerk for operational management
12.	Power to maintain, repair, protect & alter war Memorials; War Memorials (Local authorities Powers) Act 1923, S11 as extended by Local Government Act 1948 S133. (From C&E Committee)	<ul style="list-style-type: none"> • Committee for management overview within policy and budget • Operational management to Town Clerk
13.	To deal with issues involving ancient monuments and areas of archaeological interest, (From C&E Committee)	<ul style="list-style-type: none"> • Committee for management overview within policy and budget • Operational management to Town Clerk
14.	To promote and support floral and planting Initiatives, Local Government Act 1972. s 144 (From C&E Committee)	<ul style="list-style-type: none"> • Committee for management overview within policy and budget • Operational management to Town Clerk
15.	Power to provide baths and wash-houses under S 221,222,223 & 227 of Public Health Act 1936	<ul style="list-style-type: none"> • Committee for management overview within budget & policy • Town Clerk for operational management
16.	Waste and recycling	<ul style="list-style-type: none"> • Committee for management overview within budget & policy • Town Clerk for operational management
Bus Shelters		
17.	Power to provide & maintain bus shelters, Local Government (Miscellaneous Provisions) Act 1953 S4.	<ul style="list-style-type: none"> • Committee for management overview within budget & policy • Town Clerk for operational management
Markets		
18.	To oversee the power to operate and protect the town's markets under the Food Act 1984 s50-61 or Charter Rights (Letters Patent) 1527.	<ul style="list-style-type: none"> • Management overview to Committee within policy & budget • Operational management to Town Clerk
19.	Setting of all fees and charges relation to the Markets.	<ul style="list-style-type: none"> • Committee
Clocks		
20.	Power to provide & maintain public clocks, Parish Councils Act 1957, S2	<ul style="list-style-type: none"> • Committee for management overview • Operational management to Town Clerk
Allotments		
21.	To provide allotments where there is a proven need, improve land and let rights under S 23, 26, &42 of the Small Holding & Allotments Act 1908.	<ul style="list-style-type: none"> • Committee for management overview & development. • Town Clerk for operational Management
Non-Strategic Highways & Transport		
22.	Power to maintain footpaths & bridleways.	<ul style="list-style-type: none"> • Committee for management overview within Council policy • Town Clerk for operational management
23.	Powers to provide parking places for vehicles & cycles.	<ul style="list-style-type: none"> • Committee for management overview within Council policy • Town Clerk for operational management
24.	Improve off street parking & on street parking enforcement.	<ul style="list-style-type: none"> • Committee for management overview within Council policy • Town Clerk for operational management
25.	Power to provide roadside seats & shelters.	<ul style="list-style-type: none"> • Committee for management overview within Council policy & budget • Town Clerk for operational management
26.	Power to enter into agreement as to dedication & widening of highways.	<ul style="list-style-type: none"> • Committee within budget & policy.

27.	Power to contribute financially to traffic calming Schemes; Highways Act 1980, S274A.	<ul style="list-style-type: none"> • Committee for management overview within Council policy & budget • Town Clerk for operational management
28.	Power to provide traffic signs and other objects or devices warning of danger.	<ul style="list-style-type: none"> • Committee for management overview within Council policy & budget • Town Clerk for operational management
29.	Power to plant trees and lay grass verges and to maintain them	<ul style="list-style-type: none"> • Committee for management overview within Council policy & budget • Town Clerk for operational management
30.	Powers relating to car sharing schemes, taxi fare concessions & information about transport; Local Government & Rating Act 1997, S26, 28, 29	<ul style="list-style-type: none"> • Committee for management overview within Council policy & budget • Town Clerk for operational management • Grants to Finance, Policy & Governance Committee.
31.	To support approved community transport schemes	<ul style="list-style-type: none"> • Committee for management overview within Council policy & budget • Town Clerk for operational management • Grants to Finance, Policy & Governance Committee.
32.	Power to erect flagpoles in highway land. Highways Act 1980, s 144	<ul style="list-style-type: none"> • Committee for management overview within Council policy & budget • Town Clerk for operational management
Street Lighting (should Council resolve to use these powers)		
33.	Power to light roads and public places. Maintenance & upgrading of Street lights. Parish Councils Act 1957 s 3; Highways Act 1980, s 301; Local Government Act 1972, Sched. 14 para 27	<ul style="list-style-type: none"> • Committee for management overview within Council policy & budget • Town Clerk for operational management
Burial Facilities		
34.	Powers & duty for maintenance of closed church yards, Local Government Act 1972, S215	<ul style="list-style-type: none"> • Committee for management overview within budget & policy • Operational management to Town Clerk
35.	Power to maintain monuments & Memorials, Open Spaces Act 1906, Sec 9&10; Local Government Act 1972, S214; Parish Councils & Burial Authorities (Miscellaneous Provisions) Act 1970, S1.	<ul style="list-style-type: none"> • Committee for management overview within budget & policy • Operational management to Town Clerk
36.	Power to contribute towards expenses of cemeteries, Local Government Act 1972, S214. Power to provide Mortuaries, Public Health Act 1936, S198	<ul style="list-style-type: none"> • Committee for management overview within budget & policy • Operational management to Town Clerk
Public Buildings		
37.	Power to provide & encourage the use of conference facilities, Local Government Act 1972, S144	<ul style="list-style-type: none"> • Committee for management overview within Council policy & budget • Town Clerk for operational management
38.	Power to provide public buildings & halls. Local Government Act 1972, S215	<ul style="list-style-type: none"> • Committee for management overview within Council policy & budget • Town Clerk for operational management
39.	Power to provide and equip community buildings, Local Government Act 1972, s 133 Power to provide & equip community centres for use of clubs having athletic, social or recreational objectives, Local Government (Miscellaneous Provisions) Act 1976 S19.	<ul style="list-style-type: none"> • Committee for management overview within Council policy & budget • Town Clerk for operational management

	<p>Heritage</p> <p>40. To protect and promote the cultural Heritage of the Town, directly or indirectly.</p> <p>41. To manage, preserve & promote the use of the Town's historic records, artefacts & treasures, Local Government (Records) Act 1962, ss1 and 4</p> <p>42. To act as a hub for organisations to share information on heritage and history of the Town and surrounding area.</p> <p>43. Research projects relating to the heritage and history of the Town and surrounding area.</p> <p>44. To support a Museum for Sandbach.</p>	<ul style="list-style-type: none"> • Committee for management overview within Council policy & budget • Town Clerk for operational management • Grants to Finance, Policy & Governance Committee. <ul style="list-style-type: none"> • Committee for management overview within Council policy & budget • Town Clerk for operational management <ul style="list-style-type: none"> • Committee for management overview within Council policy & budget • Town Clerk for operational management • Grants to Finance, Policy & Governance Committee. <ul style="list-style-type: none"> • Committee for management overview within Council policy & budget • Town Clerk for operational management • Grants to Finance, Policy & Governance Committee. <ul style="list-style-type: none"> • Committee for management overview within Council policy & budget • Town Clerk for operational management • Grants to Finance, Policy & Governance Committee.
	<p>Entertainment and the Arts.</p> <p>45. Power to provide entertainment and support for the arts, Local Government Act 1972, S145.</p> <p>46. To organise, promote or support events which raise income for the Council's halls.</p> <p>47. Power to promote lotteries. Lotteries and Amusements Acts 1976, S7</p>	<ul style="list-style-type: none"> • Committee for management overview within Council policy & budget • Town Clerk for operational management • Grants to Finance, Policy & Governance Committee. <ul style="list-style-type: none"> • Committee for management overview within Council policy & budget • Town Clerk for operational management <ul style="list-style-type: none"> • Committee for management overview within Council policy & budget • Town Clerk for operational management
	<p>Emergency Planning (From C&E Committee)</p> <p>48. To lead on preparing & implementing the Emergency Plan for the town and to support those of Cheshire East Council and the Cheshire Resilience Forum.</p>	<ul style="list-style-type: none"> • Reserved to Council to approve • Committee for management overview within Council policy & budget • Town Clerk for operational management

NB. Any action delegated to the Town Clerk may in his/her absence be undertaken by the Assistant Town Clerk after seeking relevant advice as necessary, if the matter cannot wait until the Town Clerk returns.

Definition of "Management Overview": To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to.

Definition of "Operational Management" That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget

SANDBACH TOWN COUNCIL

PLANNING & CONSULTATION COMMITTEE: TERMS OF REFERENCE

Approved by Council: **18th January 2022.**

Latest Review Date: **May 2023**

This document supersedes the Terms of Reference/Delegation dated 7th December 2017.

9 Members of the Authority

Quorum = 4

Considers and provides a formal observation on every planning application in Sandbach, and other aspects of planning control. It also comments on consultations with a limited response time including highway issues, licensing, gaming, tree preservations, signage and environmental matters. It formally responds to consultations from Cheshire East Council and other statutory bodies but it has no executive power beyond this role.

Meetings: Approximately every 3 weeks.

All non-committee members may attend meetings of the Committee except for confidential items and speak on ward issues at the Chairman's discretion, but are unable to vote.

Function of the Council Column 1	Delegation of Function Column 2
<p>Strategic Planning</p> <p>1. Making observations on Local Plan, or Waste and Mineral Plans</p> <p>2. Making observations on supplementary planning documents or non-statutory plans.</p> <p>3. To oversee the Council's role in preparing, reviewing and monitoring the Neighbourhood Plan.</p> <p>4. Planning Guidance and Policy by the Town Council</p>	<ul style="list-style-type: none"> • Council on the advice of Committee for Local Plan. • Committee for Waste & Mineral Plans. • Committee • Committee • Approval of Plan reserved to Council. • Committee to oversee and recommend Approval reserved to Council
<p>Planning and Development Control</p> <p>5. To make observations on all Cheshire East Borough Council Planning applications; Listed Building applications; Conservation Area consents; Certificates of Existing or Proposed Lawful Use or Development; Display of Advertisement Regulations; and development involving telecommunications, including prior notification determinations</p> <p>6. Referring any Planning enforcement issue to the principal Council</p> <p>7. To make observations on all planning aspects and licensing aspects of waste applications or mineral applications.</p> <p>8. To comment on Tree Preservation applications or the making of Orders.</p>	<ul style="list-style-type: none"> • Committee • Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting. • Committee may decide that with a major or particularly controversial application, to make recommendations for determination by Council. • Town Clerk • Committee • Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting. • Committee • Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.

9.	To respond to consultations from adjoining authorities outside of Cheshire East Borough.	<ul style="list-style-type: none"> • Committee • Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
10.	To make observations on Planning policy consultation documents from Cheshire East Council or other bodies.	<ul style="list-style-type: none"> • Committee, except Local Plan which is reserved for Council.
11.	To make observations at the time of planning appeals and to authorise witnesses (officers, councillors or consultants) on behalf of the Council.	<ul style="list-style-type: none"> • Committee
12.	To make observations on Hazardous Substance applications.	<ul style="list-style-type: none"> • Committee
13.	To make observations on applications for amendments to planning and other related consents previously granted by any authority.	<ul style="list-style-type: none"> • Committee
14.	To make observations on applications for the discharge of conditions in respect of planning permissions and other related consents issued by Cheshire East Council.	<ul style="list-style-type: none"> • Committee
15.	Making observations on applications and other actions in relation to hedge rows.	<ul style="list-style-type: none"> • Committee • Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
16.	Making observations and recommendations on Street naming or numbering.	<ul style="list-style-type: none"> • Committee
17.	To liaise with the district council on any matter relating to building control.	<ul style="list-style-type: none"> • Town Clerk
18.	To monitor proposals from developers under Section 106 Agreements or Community Infrastructure Levy.	<ul style="list-style-type: none"> • Committee
19.	To request a Cheshire East councillor to "call in" applications to be determined their Planning Committee.	<ul style="list-style-type: none"> • Committee
20.	To undertake the Council's role in the making, review or management of conservation areas	<ul style="list-style-type: none"> • Committee
Licensing		
21.	Making observations on any matter relating to gaming or gambling	<ul style="list-style-type: none"> • Committee
22.	Making observations on applications and other matters under the Licensing legislation.	<ul style="list-style-type: none"> • Committee • Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.

23.	<p>Strategic Highways & Transportation</p> <p>To take policy lead on the Local Transport Plan and general transportation issues.</p>	<ul style="list-style-type: none"> • Committee for Management overview & to advise Council. • Town Clerk for operational management
24.	<p>To respond to consultation on any temporary or permanent highways changes.</p>	<ul style="list-style-type: none"> • Committee • Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
25.	<p>Power to complain to Highway authority as to unlawful stopping up or obstruction of highway or unlawful encroachment on roadside land.</p>	<ul style="list-style-type: none"> • Committee • Town Clerk after consultation with Members, if consensus view
26.	<p>Consent for ending maintenance at public expense or stopping up or diversion of highway</p>	<ul style="list-style-type: none"> • Committee • Town Clerk after consultation with Members, if there is not time for reference to Committee, subject to reporting the matter to the next meeting.
27.	<p>Other Incoming Consultation Documents outside the scope of this committee.</p> <p>To undertake an initial review of all incoming consultation documents and to determine:</p> <ol style="list-style-type: none"> 1. If Council should make a response. 2. To form the response if appropriate. 3. To defer to Council or another standing committee, where it is not appropriate for Planning and Consultation Committee to make the response. <p>A report of all incoming consultations and the outcome is to be made to Council by the Committee at the earliest opportunity.</p> <p>To make a response where the consultation deadline does not allow time to refer it to Council or another standing committee</p>	<ul style="list-style-type: none"> • Committee • Committee

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.

Definition of "Management Overview": ~~To recommend policy and new initiatives to Council, decide on service expansions and contractions or options within budget and policy and to ensure service objectives and relevant policies are adhered to.~~

Definition of "Operational Management" That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget

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SANDBACH TOWN COUNCIL PERSONNEL COMMITTEE: TERMS OF REFERENCE

Approved by Council: 18th January 2022

Latest Review Date: May 2023

This document supersedes the Terms of Reference of May 2018

8 Members of the Authority

Quorum = 4

Meetings: Meetings will take place approximately every 2 months or as needed.

All non-committee members may attend meetings of the Committee except for confidential items or matters relating to grievance or discipline and speak at the Chairman's discretion, but are unable to vote.

Function of Committee Column 1		Delegation of Functions Column 2
1.	To recommend to Council the overall Staffing structure and approval of additional posts.	None-Final approval remains with Council
2.	To agree the pay and conditions of service for staff	<ul style="list-style-type: none"> • Town Clerk reserved for Council • Regrading of all other posts to Committee • Annual increments and payment of honoraria within agreed budget to Committee.
3.	Approval of personnel policies & Employee Handbook	<ul style="list-style-type: none"> • Committee, including discretionary provisions of National Joint Agreement. • Committee to monitor
4.	Management and Appointment of Staff (Local Government Act 1972 s112-119)	<ul style="list-style-type: none"> • Recommend appointment of <u>Town Clerk</u> to be endorsed by Council. • Selection of long list and preliminary interview by Recruitment Panel from Personnel Committee + Mayor Final Interview-Committee + Mayor • Appointment of other Staff Scale Point 23 and above to Committee. • Appointment of Staff below Scale Point 23 to Town Clerk. • Town Clerk for casual staff and temporary appointments to approved positions below Scale Point 23 • Decision on whether to fill vacant positions is delegated to Town Clerk. • Decision on recruitment of contract staff or interim contract staff to Town Clerk in consultation with Chairman and Vice Chairman subject to identification of budget. • Decision on recruitment of consultants to Committee subject to identifying budget. • Recruitment of Locum or Acting Town Clerk after decision in principle by Council or Committee is delegated to Mayor, Deputy Mayor and Personnel Chairman. • Management of staff in accordance with Council policy, procedures and budget to Town Clerk.

5.	Disciplinary matters under the Council's Disciplinary Procedure.	<ul style="list-style-type: none"> • Town Clerk with appeal to Personnel Committee • Personnel Committee in the case of the Town Clerk with appeal to Appeals Committee (only members not on Personnel Committee) • Dismissal of Town Clerk to be ratified by Council
6.	Determination of individual grading issues and job evaluation	<ul style="list-style-type: none"> • Committee, except Town Clerk reserved to Council
7.	Issues relating to the Local Government Pension Scheme as it affects individual employees and administration of retirement.	<ul style="list-style-type: none"> • Committee (Council in case of Town Clerk) • Administration of retirement in cases of permanent ill health, after appropriate medical advice via Cheshire Local Government Pensions to Committee • Pensions Discretions Policies to Committee
8.	Approval of job descriptions & person specifications.	<ul style="list-style-type: none"> • Committee (except Town Clerk reserved for Council)
9.	Absence issues under the Council's Attendance Management Guidelines.	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk
10.	Appeals Procedure.	<ul style="list-style-type: none"> • Appeals Committee.
11.	To place staff at the disposal of other local authorities for the purpose of joint arrangements or Partnership working	<ul style="list-style-type: none"> • Committee (Council in case of Town Clerk)
12.	Competence Procedure	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk • Appeals to Appeals Committee
13.	Issue of Contracts of Employment	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk • Model Contract approved by Committee
14.	Redundancy & Redeployment.	<ul style="list-style-type: none"> • Committee (Council to ratify in case of Town Clerk)
15.	Training and Development	<ul style="list-style-type: none"> • Policy to Council • Annual staff and member Plan to Committee • Implementation to Town Clerk
16.	Approval of Officer Codes of Conduct, supplements & Member-Officer Protocol	To Council
17.	Health & Safety (including Stress Policy)	<ul style="list-style-type: none"> • Committee for approval of Policy other than General Statement which is reserved for Council • Committee to oversee responsibilities for Council within budget and policy • Town Clerk for routine management
18.	Grievance Procedure	<ul style="list-style-type: none"> • Hearing Panel from Personnel Committee • Appeals to Appeals Committee.
19.	Administration of other Personnel procedures	<ul style="list-style-type: none"> • Town Clerk except Committee in the case of Town Clerk
20.	Employee Development Review and assessment at end of Probationary period	<ul style="list-style-type: none"> • Town Clerk for all staff, often delegated to direct manager. • Mayor, Personnel Chairman & Deputy Mayor for Town Clerk

21.	Consultation and negotiation with Trade Unions	<ul style="list-style-type: none"> • Committee (Council to ratify for Town Clerk) • Committee Quarterly overview • Town Clerk and appointed managers for routine matters
22.	Volunteers Policy	<ul style="list-style-type: none"> • Town Clerk to administer • Committee to monitor & recommend policy to Council
23.	Child & Vulnerable Adult Policy	<ul style="list-style-type: none"> • Town Clerk to administer • Committee to monitor & recommend to Council
24.	To administer the Council's Equality Policy	<ul style="list-style-type: none"> • Town Clerk to administer for employees, services, volunteers and democratic processes • Committee to monitor & recommend to Council
25.	Decision how to implement necessary actions to deal with offensive communications or other forms of intimidation	<ul style="list-style-type: none"> • Committee
26.	Line Management of the Town Clerk First Line of Contact for Town Clerk.	Hierarchy: <ul style="list-style-type: none"> • Mayor • Deputy Mayor • Chairman of Personnel Committee

NB. Any financial, operational or managerial action delegated to the Town Clerk may in his/her absence be undertaken by the Deputy Town Clerk, if the matter cannot wait until the Town Clerk returns

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SANDBACH TOWN COUNCIL

APPEALS COMMITTEE

Adopted by Council: 18th January 2022.

Latest Review Date: May 2023

5 Members of the Authority who are not members of Personnel Committee.

Quorum = 3

Meetings: Meetings will take place as and when required.

Non-committee members may not attend meetings of the Committee.

The Committee is responsible for:

- Considering and deciding whether individual appeals have established grounds for appeal, according to the Council's policies and Procedures.
- To gather further evidence at appeal committee hearings and to decide, on the basis of that information, whether an appeal should be upheld or rejected.

Function of Committee Column 1		Delegation of Functions Column 2
1.	To determine whether any appeal made by a member of staff under any of the Council's Human Resources policies are valid.	<ul style="list-style-type: none"> • Committee,
2.	To hold appeal hearings under the Disciplinary, Grievance, Competence, Redundancy and Redeployment Policies	<ul style="list-style-type: none"> • Committee to determine the appeal under the appropriate procedure. (NB. Any Councillor who has previously been involved in the Procedure prior to the appeal may not sit on the Appeal hearing.) • Only Council may uphold a decision to dismiss the Town Clerk
3.	To determine any appeals under the Council's Complaint Procedure which is delegated to it.	<ul style="list-style-type: none"> • Committee to determine the appeal under the Procedure. (NB. Any Councillor who has previously been involved in the Procedure prior to the appeal may not sit on the Appeal hearing.) • Committee to make redress up to the value of £500. • Town Clerk to make redress up to the value of £200

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SANDBACH TOWN COUNCIL

EVENTS SUB-COMMITTEE: TERMS OF REFERENCE

Approved by Council: 18th January 2022.

Latest Review Date: May 2023

This is a Sub-Committee of Community and Environment Committee and reports to it

This document supersedes the Terms of Reference/Delegation dated July 2018.

7 Members of the Authority.

Quorum = 4

The Mayor is an ex-officio member with full debating and voting rights.

Plus, other members of the public with expertise and interest, appointed by Committee or the Sub Committee and Officers of the Council involved in the delivery of events as non-voting members.

To plan, organise and deliver events and activities authorised by the Community and Environment Committee in accordance with these terms of reference.

Meetings: As required, but the first meeting of any Council year will be held within one month of the Council's AGM.

Function of Committee Column 1	Delegation of Functions Column 2
<p>Events within the Terms of Reference of Community & Environment Committee</p> <ol style="list-style-type: none"> 1. Delivery of events. 2. All income and expenditure will be managed in accordance with the Council's adopted Financial Regulations. Income will include any surplus carried forward from earlier budgetary provision for events, ticket sales, sponsorship and donations. 3. Engagement with the appropriate departments of Cheshire East Council, Police and any other statutory bodies to secure any required consents, approvals and health and safety assessments. 4. To ensure appropriate insurance and risk management is in place for all events and activities organised by the Sub-Committee. 5. To ensure engagement with local community groups is in place to ensure local support. 6. That an appropriate action plan is in place to ensure that each event is managed and marketed effectively. 7. Reports on activities and events to be prepared for submission to the Community and Environment Committee on a regular basis. 	<ul style="list-style-type: none"> • Events Sub-Committee have delegated authority for delivery within budget and policy. • Town Clerk for operational management. • Officers nominated to deliver the event to have delegated decisions for operational matters. • Officers nominated to deliver the event to have delegated decisions for other urgent decisions about the delivery of events (e.g. on the day) in consultation with the Chairman or Vice Chairman of the Sub-Committee.

NB. Any actions delegated to the Town Clerk/Proper Officer may in his/her absence be undertaken by the nominated deputy or deputies, if the matter cannot wait until the Town Clerk's return.

Definition of "Operational Management" That part of the service which is considered necessary in the delivery of an initiative or service which is within Policy and Budget

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SANDBACH TOWN COUNCIL
SMALL COMMON REDEVELOPMENT SUB- COMMITTEE:
TERMS OF REFERENCE

Approved by Council: 18th January 2022.

Latest Review Date: May 2023

This is a Sub-Committee of Assets and Services Committee and reports to it

This document supersedes the Terms of Reference/Delegation dated July 2019.

7 Members of the Authority.

Quorum = 3

The Mayor is an ex-officio member with full debating and voting rights.

Plus, other members of the public with expertise and interest, appointed by Committee or the Sub Committee and Officers of the Council involved in the delivery of events as non-voting members.

Investigate improvements to the Small Common Car Park and report findings to. The Assets and Services Committee. The purpose is to make the area a more user friendly, weather proofed area, for the delivery of the Council's Charter Markets and other events, which may support the Town Hall/Market Complex activities or be stand alone.

Meetings: As required, but the first meeting of any Council year will be held within one month of the Council's AGM.

Function of Committee Column 1	Delegation of Functions Column 2
1. Review current and potential activities, along with the requirements to run such activities.	None.
2. Engage with the public and stakeholders, to ensure that all requirements have been fully considered and that there is majority support for evolving proposals.	
3. Develop indicative costs for the proposals and ensure that funding requirements are factored into future budgets..	
4. Provide a detailed report to A&S Committee with recommendations, the report to clearly indicate what has been considered, whether it is factored in or out (including reasons), the benefits of recommendations and evidence of public consultation.	
5. Outline next steps.	

Background

Sandbach Town Council had been setting aside a small amount of budget each year for the re-surface of the Small Common Car Park, which is presently tarmacked and lined for 20 no. vehicles (which includes 2 disabled), there is also space (unlined) for an additional three cars.

Since the development and adoption of the CEC Sandbach Conservation Strategy, members of STC have expressed a preference to resurface in a more aesthetically pleasing material. To assist in the delivery of in-house events and activities, it is felt that power supplies and lighting should be included in the scheme. There has also been a request for additional Christmas lights on Congleton Road and the Small Common, to extend the Christmas ambience beyond the Town Centre. More recently the idea of a covered area has been discussed.

To ensure that all ideas are properly considered and that any future spend is based on need, the A&S Committee has formed this sub committee.

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**SANDBACH TOWN COUNCIL****Report to the Council meeting on 18th January 2022:
Reviewing the Constitution and Governance Documents****Implications of recommendations**

Corporate Strategy: Will accord with draft Strategy.

Finance/Resource implications: Updated provisions, therefore no additional cost other than to ChALC for development.

Equality: Process will help inclusivity

Environmental implications: No direct implications.

Crime & Disorder: No direct implications.

Background

Cheshire Association of Local Councils (ChALC) have been engaged to assist in taking forward a number of issues in the absence of the Town Clerk, including updating the Council's governance.

Introduction.

The Town Council took the decision in 2012 to adopt the framework of a Constitution, which, although not a statutory requirement for other than principal authorities, gives governance documents the status they warrant and provides a comprehensive virtual handbook for Councillors as well as making it easy for the public to find on the Website.

Constitution.

I am familiar with the format as it is based on the model developed for Congleton Town Council.

The attached **Appendix 1** includes a number of updates to the Summary and Explanation Sections which are set out in red.

The Index lists the relevant documents which the Council has in place and it can be seen from the adoption dates that the majority are in need of review. There are also some new documents which are suggested in blue that should Council agree, can be developed over time.

Recommendations

1. To agree the revised Town Council Constitution, including and both the Introduction and Summary & Explanation Sections.

Peter C Cooper
Cheshire Association of Local Councils

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CONSTITUTION

Adopted by Council: 18th January 2022.

Latest Review Date: May 2023

INTRODUCTION

Local councils, unlike principal authorities are not required by law to adopt a constitution, however they do need to adopt Financial Regulations and to have other governing documents such as Standing Orders, a Member Code of Conduct and a Publication Scheme.

Sandbach Town Council have resolved to voluntarily adopt a constitution which will contain the statutory governance documents it needs to publish, as well as a number of other policies which represent best practice and will help to make its dealings more transparent to local people and businesses. It's purpose is to enable our communities to understand how their Town is being governed and how they can become involved in decision making.

This second Constitution replaces the original one from 2012. It contains a number of constituent parts already adopted by Council, as set out in the Index.

As you look down the contents page, you may see some gaps. This is because the Council is gradually reviewing and revising its governance documents and adding policies as they are developed.

The Constitution also doubles as a handbook for Councillors.

You will find the documents listed in pdf format below.

CONTENTS OF CONSTITUTION	Date
Constitution Contents Page	18.01.22
Summary and Explanation	18.01.22
Standing Orders	21.09.17
Financial Regulations	31.05.18
Strategy	Under Preparation
Delivery Plan	Under Preparation
Budget 2021/22	January 2021
Budget 2022/23	Under preparation
Medium Term Financial Plan	-
Committee Structure	-
Management Structure	-
Employee Handbook & Human Resources Policies	16.11.18
Mayor's Allowance Scheme	-
Publication Scheme	Nov 2014
Publication Scheme Information Guide	No
Neighbourhood Plan 2010-2030 (currently being reviewed)	April 2016
Committee terms of Reference and Delegation	
Council	May 2012
Finance, Policy and Governance Committee	July 2018
Community & Environment Committee	June 2018
Assets and Services Committee	May 2012
Planning and Consultation Committee	7.12.2017
Personnel Committee	July 2018
Appeals Committee	
Event Sub-Committee	18.07.2018
Working Group Rules	16.08.2018
Codes and Protocols:	
Members' Code of Conduct	16.08.2018
Officer Code of Conduct	
Protocol on Member/Officer Relations	
Protocol in relation to Planning Matters	
Social Media Protocol	
Council Policies:	
Accessibility Statement	Website no date.
Aged Debt collection Policy & Procedure	16.08.18
Allotments Policy	
Audio Recordings Protocol	February 2017
Banner Guidance	February 2018
Business Continuity Policy	-
Car Park Strategy	August 2009
CCTV Policy	
Community Engagement Policy	
Communications & Marketing Policy	
Complaints Policy	24.04.2014
Corporate Risks Register	2019
Customer Care Policy.	2012
Cycling Plan & Cycle Routes	October 2014
Data Protection	13.05.2018
Data Breach Notification Policy	16.08.2018
Data Processing Agreement	16.08.2018
Document Retention Policy	08.03.2018
Dignity at Work Policy	13.06.2018
Employee Handbook & Personnel Policies	08.03.2018
Environmental, Sustainability and Climate Change Policy	-
Equality Policy	July 2021

Grants Policy	2012
Health and Safety Policy	08.03.2018
Information & Data Protection Policy	2012
Information Security Policy	16.08.2018
IT Policy	2012
Internet, email and Social Media Policy	16.08.2018
Investment Policy	2012
Lesson Learned Review	November 2016
Pensions Discretion Policy	2012
Performance Management Policy	23.11.21
Procurement Policy	2012
Quality Policy	23.11.21
Risk Management Policy	23.11.21
Safeguarding Policy	
Social & Ethical Policy	
Stress Policy (Draft)	
Subject Access Policy	16.08.2018
Training and Development Policy	
Transparency Information-Website	
Use of Personal IT Equipment	16.08.2018
Volunteering Policy	2012
Appendices	
Appendix 1. Asset Register	
Appendix 2. Town Emergency Plan	
Formal Statements	
Value for Money	
Engagement Environment and Climate Change	
Leadership in planning for the future of the community	
Managing the performance of the Council as a corporate body	
Managing the Performance of individual Staff members	
Data Protection	
Data Privacy Notice-General	16.08.2018
Data Privacy Notice-Staff and Councillors	?
Data Privacy & Cookie Policy-Website	16.08.21

SUMMARY AND EXPLANATION

BACKGROUND – LOCAL GOVERNMENT

Before considering the detail of how Sandbach Town Council operates, it is useful to consider briefly where local government has come from and how it is changing.

In Britain, there is no codified constitutional document setting out the rights and responsibilities of local authorities and their relationship with national government. Instead, there is a set of institutions and practices, some centuries old, that have been created and adopted in response to changing circumstances and which have gradually been given a statutory framework.

Local government is in the public sector, but is not a local civil service. It is political in nature because the people that determine its direction are democratically elected by local people. Central government, however, has the capacity to direct and regulate councils through legislation and fiscal means. Local government is first and foremost a people business and service to the community is the cornerstone of its activity.

Local government in England is a mixture of single and two tier principal authorities and local councils. County councils and district councils (sometimes called borough councils) have a split responsibility for service provision, a situation which still exists in many counties such as Staffordshire. Metropolitan and unitary authorities in some other parts of the Country are all purpose, which is the case in Cheshire, with Cheshire East Council being the unitary authority which includes Sandbach. The term “local council” means a parish or town council. They are, like all councils an elected corporate body, but have a far more limited range of duties and powers than the principal councils. (see Good Councillors’ Guide 2018). Sandbach Town Council is the most local form of government and therefore plays a vital role at the community interface.

Local government traditionally can only do what it is powered to do by statute, other acts are “ultra vires” (beyond the power of) which is the reverse of the position of an individual who can do anything which is not restricted by law. This position was widened for principal authorities and qualifying local councils by the provisions of the Localism Act 2011, which introduced a General Power of Competence. In brief, this provides for a principal council or qualifying local council to have the power to do anything that individuals generally may do but with certain limitations. Sandbach Town Council is currently eligible and has adopted this general power of competence.

BACKGROUND – SANDBACH TOWN COUNCIL

Sandbach Town Council was inaugurated in 1974, and took up its responsibilities in April 1974, to provide the local council tier of local government for the town of Sandbach. Serving approximately 20,000 residents, it exists to serve as a vehicle of local opinion; to provide an effective link between the local residents and council tax payers with the Unitary Borough Council of Cheshire East and to express local feelings and interests and to keep watch on all developments within the Town. It is a consultee to examine plans due for consideration by Cheshire East Council as planning authority.

It also manages a range of local services and facilities that includes the Town Hall and the Towns historic Indoor and Outdoor Markets.

The Town Council has a coat of arms which contains the moto Principia Non Homines (Principles, not men).

HOW THE COUNCIL OPERATES

The Council is composed of 20 Councillors, representing 4 Wards. (Town; Heath & East; Ettiley Heath & Wheelock; Elworth). Cheshire East Council are currently consulting on a Local Governance Review which may result in changes to some ward boundaries and additional councillors.

Council elections take place in May every 4 years, when a new Council is elected. The terms of office of councillors is four years starting on the fourth day after being elected and finishing on the fourth day after the date of the regular election four years later. The overriding duty of Councillors is

to the whole community, but they have a special duty to their ward constituents, including those who did not vote for them.

Only registered voters of the Town or those living or working there are eligible to hold the office of councillor, providing they are 18 years of age or over and not disqualified.

Councillors have to agree to follow a code of conduct to ensure high standards in the way they undertake their duties, which includes the declaration of interests in matters considered by council. The Council's adopted Members Code of Conduct can be found below. Cheshire East Council is responsible for promoting and ensuring the standards of conduct by both unitary and town councillors. Their Monitoring Officer deals with complaints about the behavior of councillors under the Code.

All councillors meet together as the Council. Meetings of the Council are normally open to the public and take place every other month. Here councillors decide the Council's overall policies, sets the budget each year and deals directly with the more major issues.

The Council appoints committees which deal with the more detailed or routine items of business. Many decisions are delegated by full Council to these committees, however a number of items are dealt with as recommendations to be ratified at a meeting of the Council. Council may also establish working groups, which do not usually have decision making powers but look at the detail of future policy or services in a depth which would not be possible in the formal arena.

If a casual vacancy arises during the four years, the Town Council must declare the vacancy by resolution and the Town Clerk will publish a notice to that effect. In the event of 10 or more local government electors for the ward concerned requisitioning an election, then the vacancy will be filled by electoral ballot. If no such requisition is received by the Returning Officer within the statutory time limit, then the Town Council can fill the vacancy by co-option.

The Council may additionally co-opt non councillors to join a committee with the legal exception of Finance Committee, for example to bring in additional expertise. The committee member will not be able to vote, but will otherwise have all the same rights and responsibilities as councillor members of the committee.

HOW DECISIONS ARE MADE

All formal meetings of council and its committees are subject to statutory notice being given, and the Council publishes an annual programme in May each year. Meetings are always publicised on the web site. All formal meetings are open to the public and press. Reports to those meetings and relevant background papers are available for the public to see.

Occasionally, Council or committees may need by law to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public. Minutes from all formal meetings, including the confidential parts are public documents, but they will not disclose personal or confidential information.

THE COUNCIL'S STAFF

The council has people working for it (called 'officers') to give advice, implement decisions and manage the day-to-day delivery of its services. The Town Clerk heads up this paid service and has specific duties as the "Proper Officer" to ensure that the council acts within the law. The Town Clerk is also designated as "Responsible Financial Officer" to ensure that financial best practice is followed. A code of conduct ensures high standards of conduct and a protocol governs the relationships between officers and members of the council.

CITIZENS' RIGHTS

Citizens have a number of rights in their dealings with the Council. Some of these are legal rights, whilst others depend on the Council's own processes. Where members of the public use specific council services they have additional rights. These are not covered in this Constitution but you will be told of them when you use the service.

Citizens have the right to:

- Vote at local elections if they are registered;
- Contact their local councillor about any matters of concern to them;
- View a copy of the Constitution;
- Attend meetings of the Council and its committees except where, for example, personal or confidential matters are being discussed;
- **Speak in the appropriate part of Council and committee meetings;**
- **Film, photograph or make an audio recording of the meeting for the benefit of those not attending, providing it is not disruptive.**
- Present a petition to the Council;
- Complain about any aspect of the Council's services. (If a complaint in the usual way does not bring satisfaction, the Council has a formal Complaints procedure);
- Complain to **Cheshire East Council's Monitoring Officer** if they have evidence which shows that a councillor has not followed the Members Code of Conduct;
- Inspect the Council's accounts and make their views known to the external Auditor who checks the Council's financial management and expenditure.
- View and in most cases obtain copies of documents set out in the Council's publication scheme.
- **Exercise rights under Data Protection legislation.**

The Council welcomes participation by its citizens in its work and welcomes interested people at its meetings.

ROLES AND FUNCTIONS OF ALL COUNCILLORS

All councillors, whatever their formal position on the council and party-political system, share common roles and responsibilities.

(a) Key Roles

All councillors will:

- collectively be the ultimate policy-makers and carry out a number of strategic and corporate management functions;
- represent their communities and bring their views into the council's decision-making process, i.e. become the advocate of and for their communities;
- contribute to the good governance of the area and actively encourage community participation and citizen involvement in decision making;
- deal with individual casework and act as an advocate for constituents in resolving particular concerns or grievances;
- balance different interests identified within the ward and represent the ward as a whole;
- participate in the governance and management of the council;
- be available to represent the council on other bodies;
- maintain the highest standards of conduct and ethics.

(b) Rights and Duties

- Councillors will have such rights of access to such documents, information, land and buildings of

the council as are necessary for the proper discharge of their functions and in accordance with the law.

- Councillors will not disclose information which is confidential or exempt without the consent of the Council or divulge information given in confidence to anyone other than a councillor or officer entitled to know it.
- Unless specifically authorised to do so by the Council or a committee, a Member of the Council shall not issue any order respecting any works which are being carried out by or on behalf of the Council or claim by virtue of his/her membership of the Council any right to inspect or to enter upon any lands or premises which the Council have the power or duty to inspect or enter.

ROLE AND FUNCTION OF THE MAYOR

The Town Mayor has a statutory role and that is to chair meetings of full Council. In doing so, will promote political neutrality.

The Mayor will be the civic head of the Council, first citizen of the Town subject to deference to the Borough where appropriate. He / She will be a symbol of the Authority and an expression of social cohesion. **The Mayor will have a key role in promoting the town and will act as the Town Council's representative at official events.**

The Chairman will be elected from amongst the Authority's members by full Council at its Annual Meeting and holds office for a year.

DEPUTY MAYOR

The Council appoint a Deputy Mayor at the time the Mayor is elected, who shall assume the role of the Chairman when the Chairman is not present, or unable to fulfil that function.

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**SANDBACH TOWN COUNCIL****Report to the Council meeting on 18th January 2022:
Review of Policies following Report on Offensive Communications****Implications of recommendations**

Corporate Strategy: Will accord with draft Strategy.

Finance/Resource implications: Updated provisions, therefore no additional direct cost other than to ChALC for development. There will however be an additional need for staff resource in order to fully implement this policy

Equality: Policy will help inclusivity

Environmental implications: No direct implications.

Crime & Disorder: No direct implications, but many aspects are legal requirements.

Introduction.

Council recently resolved to endorse the recommendations of the Offensive Communications Report including reviewing associated policies as necessary.

This report covers the Council's dignity at Work Policy and its Stress Policy, other documents will be the subject of subsequent reports,

Dignity at Work Policy

The Dignity at Work Policy was last reviewed in June 2018. It is considered a comprehensive document, although it makes no reference to the Harvey v Ledbury Case.

The proposed revisions are set out in red, and are intended to expand it slightly, bring it up to date and cross reference it to other Council documents.

Stress Policy

Stress has been a significant issue to the Council over the last two years and a draft policy was prepared in December, but appears not to have been adopted or indeed completed. I have finished the document and cross referenced it with the Health and Safety Policy.

Recommendations

1. To adopt the revised Dignity at Work Policy (Appendix 1)
2. To adopt The Stress Policy (Appendix 2)

Peter C Cooper
Cheshire Association of Local Councils

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SANDBACH TOWN COUNCIL

Dignity at Work Policy



Adopted by Council on 18th January 2022

Latest Review Date: April 2024

This Policy replaces the Version of 13th June 2018.

Introduction

The Town Council is committed to creating a harmonious environment by ensuring equal opportunities and fair treatment for every employee in the workplace.

One of the key aims of the policy is to provide a positive working environment in which all staff feel comfortable and in which everyone is treated with respect and dignity, regardless of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief or any other personal factor or quality.

This policy aims to ensure that there is no bullying and harassment of and by any employee, councillor, contractor, or anyone else engaged to work on Town Council premises. The purpose of this policy is to provide you with both protection and a procedure to raise and effectively deal with a complaint either informally or formally, if you believe you have been harassed or bullied.

Bullying and Harassment

Bullying or harassment will constitute unlawful discrimination where it relates to one of the protected characteristics, **outlined above**. Serious bullying or harassment may amount to other civil or criminal offences, e.g. a civil offence under the Protection from Harassment Act 1997 and criminal offences of assault.

Bullying is offensive, intimidating, malicious or insulting behaviour, and/or an abuse or misuse of power that is meant to undermine, humiliate or injure another person.

Examples, though not an exhaustive list, which may constitute bullying are:

- threats, abuse, teasing, gossip and practical jokes;
- humiliation and ridicule either in private, at meetings or in front of customers, clients **or member of the public**;
- name calling, insults, devaluing with reference to age, appearance;
- setting impossible deadlines;
- excessive monitoring;
- removing responsibilities;
- withholding information.

Harassment, in general terms, is unwanted conduct related to a relevant protected characteristic, that:

- violates a person's dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that person; or
- is reasonably considered by a person to have the effect of violating his/her dignity or of creating an intimidating, hostile, degrading, humiliating or offensive environment for him/her, even if this effect was not intended by the person responsible for the conduct.

Conduct may be harassment whether or not the person behaving in that way intends to offend. Something which is meant to be 'banter' may offend another person. Different people find different things acceptable. Everyone has the right to decide what behaviour is acceptable to him or her and to have his or her feelings respected by others.

Harassment may occur where an individual is subjected to unwanted conduct due to his/her association with another individual who has a protected characteristic.

Harassment may also occur where a person engages in unwanted conduct towards another because he/she has a mistaken perception that the recipient has a protected characteristic.

Harassment may also occur where an individual is subjected to unwanted conduct from a third party, such as a client or customer **or member of the public**. If you feel that you have been bullied or harassed by customers, suppliers, vendors or visitors, you should report any such behaviour in order that appropriate action is taken. Bullying or harassment of customers, suppliers, vendors or visitors or others **by employees** will be dealt with through the disciplinary procedure.

For the avoidance of doubt the Town Council will treat a single incident as harassment if it is sufficiently serious.

All bullying and harassment are misconduct and is a disciplinary offence which will be dealt with under the disciplinary procedure. Bullying or harassment will often be gross misconduct, which can lead to dismissal without notice.

Examples, though not an exhaustive list, of behaviour which may constitute harassment are:

- physical contact ranging from touching to serious assault;
- verbal and written harassment through jokes, offensive language, gossip and defamatory references;
- unwanted nicknames related to a protected characteristic;
- excluding an individual from social activities due to his/her association with some with a protected characteristic;
- ignoring an individual because he/she has a protected characteristic when in fact he/she does not have the perceived protected characteristic;
- intrusion by pestering, spying, following etc.

The Town Council will treat all such complaints of harassment and bullying seriously and will investigate them promptly, efficiently and in confidence.

The main aim of this policy is to provide a framework for resolving complaints of harassment or bullying and for stopping any behaviour that is causing offence or distress.

Raising a Complaint

Anyone has a right to complain if treated in a manner that you believe constitutes harassment or bullying. This will include behaviour that has caused you offence, humiliation, embarrassment or distress.

In the case of an employee, apart from complaints about the behaviour of colleagues (**employees or councillors**), they also have the right to complain if they believe that they have been bullied or harassed by a third party, for example a customer, client, supplier or member of the **public**.

If you raise a complaint under this policy, you are automatically protected and under no circumstances will you be subjected to any unfavourable treatment or victimisation as a result of making a complaint. However, if it is established that you have made a knowingly false or malicious complaint against another person about harassment or bullying:

In the case of an employee- serious disciplinary action will be taken against you which may result in your dismissal.

In the case of a councillor-the matter may be reported to the Monitoring Officer as a potential breach of the Code of Conduct.

In the case of any other person, it will be dealt with under the Council's Complaints and Vexatious Policy.

As an employee, you witness an incident that you believe to be the harassment or bullying of another member of staff you should report the incident in confidence to your manager who will consider all such reports seriously and will treat the information in strict confidence, as far as it is reasonably possible to do so.

Reporting a Complaint

Before raising a formal complaint, you are encouraged in the first instance to talk directly and informally to the person to whom you believe is harassing you and explain clearly what aspect of the person's behaviour is unacceptable, or is causing offence to you, and request that it stop. **The process for having complaints heard will be the same as the Council's Grievance procedure which is set out in detail in the Employee Handbook.**

It may be that the person whose conduct is causing offence is genuinely unaware that their behaviour is unwelcome or objectionable and that a direct approach may resolve the matter without the need for formal action.

If you would like support in making such an approach, you should contact a Council manager or the Town Clerk. However, if you feel unable to take this course of action, or if you have already approached the person to no avail, or if the harassment is of a very serious nature, you may decide to raise a formal complaint.

In the case of staff, a complaint may be raised, in writing, with your manager or, if preferred, the Town Clerk. You may feel more comfortable speaking to them about it before putting it in writing, which is quite acceptable.

In the case of a councillor, a complaint may be raised, in writing, with the Town Clerk. You may feel more comfortable speaking to them about it before putting it in writing, which is quite acceptable.

In the case of a member of the public, contractor or client, a complaint may be raised, under the Council's Complaints and Vexatious Policy.

When lodging your complaint of harassment/bullying, you should state:

- the name of the person whose behaviour you believe amounts to harassment or bullying;
- the type of behaviour that is causing offence, together with specific examples if possible;
- dates and times when incidents of harassment or bullying occurred, and where they occurred;
- the names of any **anyone** who witnessed any incidents, or who themselves may have been the victims of harassment or bullying by the same person; and
- any action that you have already taken to try to deal with the harassment or bullying.

Management Responsibility

When a complaint of harassment or bullying is received, there is a duty to investigate the matter thoroughly and objectively and to take corrective action in order to ensure compliance with the Dignity at Work Policy.

The Town Council will be responsive and supportive towards anyone who raises a genuine complaint of harassment or bullying. The Town Clerk will assist any manager in dealing with complaints of harassment or bullying.

The Council are very much aware they have a duty of care to their employees and indeed to councillors and the public, which means that they should take all steps that are reasonably possible to ensure their health, safety and wellbeing.

If the complaint is about a Councillor

The Council has in place a code of conduct which outlines the behaviour required of councillors. The High Court judgement of 15th May 2015 Harvey v Ledbury Town Council confines most cases of complaints against councillors to the code of conduct process. It is not appropriate for a council's grievance procedure to deal with complaints about councillors, even if the matter was raised as a grievance by an employee (as was the Ledbury case).

Where the Council suspects that a councillor may have breached the Code of Conduct, the matter must be referred to the Monitoring Officer of Cheshire East Council for investigation. The Town Council can only impose those sanctions proposed by the Monitoring Officer.

If the complaint is about an Employee

The Council may suspend you from duty pending investigation for harassment or bullying for a temporary period whilst investigations are carried out. Such suspension will be for as short a time as possible and will be on full pay.

If you are accused of harassment or bullying you will be informed of the exact nature of the complaint against you and afforded a full opportunity to challenge the allegations and put forward an explanation for your alleged behaviour in a confidential interview, with a companion present if you choose. It will not be presumed that following an allegation of harassment you are guilty.

All forms of harassment and bullying will be regarded as serious misconduct, and if you are found to have harassed or bullied a colleague you will be liable to serious disciplinary action up to and including summary dismissal.

Although not always necessary, if a complaint against you is not upheld, a voluntary transfer of either of the parties may be offered, if that is practicable. Such transfers will be consensual.

If it is agreed neither party will move, the Council monitor and check the situation in terms of our duty of care to determine whether there has been any form of victimisation or retaliation. Alternatively, where a complaint is upheld it may be necessary, if practicable to relocate or transfer one of the parties to another section or function.

Following the meeting, you will be informed in writing of the outcome within 5 working days and told of any actions the Council propose to take as a result of the complaint. If you are dissatisfied with the outcome, you may make an appeal.

Your appeal should be made in writing to the **Town Clerk or to the Mayor in the case of the Town Clerk**. You should clearly state the grounds of your appeal, i.e. the basis on which you say that our findings were inaccurate or inappropriate. This should be done within **5** working days of the written notification of the outcome of the grievance. An appeal meeting will normally be arranged to take place within **7** working days of the submission of your appeal.

Following the appeal hearing, you will be informed of the outcome within 7 working days.

The Council will maintain records of investigations into alleged incidents of harassment or bullying, the outcome of the investigations and any corrective or disciplinary action taken. These records will be maintained in confidence and in line with the provisions of **the Data Protection legislation**.

If the complaint is about a member of the public, visitor, client or Contractor

We will fully investigate allegations and if necessary, bring in an independent investigator.

We will take whatever action we can to prevent bullying and harassment. If possible we will resolve the matter amicably but will not hesitate to refer the matter to the Police or take private legal action where we believe it necessary under civil or criminal law.

Exploitation of Workers

There is an obligation on employers under the Modern Slavery Act (2015) to address the issues of slavery and human trafficking, and to commit to the prohibition and avoidance of the violation of human rights (not only within the employer's own operations, but also in relation to those businesses with which products and services are provided or received).

- The Council is forthright and steadfast in complying with these obligations, and fully embraces not only the legal aspects of these issues, but also the moral and ethical duties and responsibilities in identifying and, where necessary, eliminating potential breaches of basic human rights.

- It is therefore the policy of the Council that practices such as forced labour, debt-bonded labour, and human trafficking are totally unacceptable and will not be tolerated.
- Similarly, inhumane treatment such as corporal punishment or other inhumane threats are also viewed as totally unacceptable and will not be tolerated.
- Furthermore, we expect corresponding standards, duties, and responsibilities to be upheld and maintained by all our officers and members, guests, sub-contractors, and business associates.
- Through our existing policies and procedures, we will always seek to promote the highest moral standards and will voluntarily and wholeheartedly support all statutory legislation and regulatory guidelines aimed at eliminating these totally unacceptable and inhumane practices.
- We encourage all those within our organisation and services, whether directly or indirectly, to report (without fear of prejudice or reprimand) any issues or concerns relating to the potential breaches of human rights.

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SANDBACH TOWN COUNCIL

STRESS POLICY



Adopted by Council on 18th January 2022

Latest Review Date: April 2022

This Policy replaces a draft, but unadopted Policy from December 2020

Introduction

Workplace anxieties and stress are issues that could impact on the health, safety and welfare of individuals, and it is important to identify potential situations that could escalate normal everyday situations into excessive pressures and anxieties. (see also Health and Safety Policy)

The Health and Safety Executive (HSE) defines stress as *“the adverse reaction people have to excessive pressure or other types of demand placed on them”*. This definition makes an important distinction between pressure, which can be a positive state if managed correctly; and stress, which can be detrimental to health and welfare.

Relevant Legislation

There is, no single piece of legislation on controlling stress at work and not enough is known to set detailed standards or requirements, however:

- Employers have a duty under the Health and Safety at Work Act 1974 to ensure, so far as reasonably practicable, that their workplaces are safe and health;
- Under the Health and Safety at Work Regulations 1992, employers are obliged to assess the nature and scale of risks to health in the workplace and base control measures upon them;
- The Working Time Regulations were introduced as it has long been recognised that excessive working hours are inadequate rest breaks could affect employees health and safety; (see description In Health and Safety Policy)
- Equality Act 2010. Where stress is being caused because of behaviour with an underlying sexual or racial nature, an employer has a responsibility to deal with cases of harassing or bullying of an employee.

Managing Stress

The Council accepts its responsibility to create a working environment, which provides support for all employees and harnesses the positive aspects of stress while keeping the adverse effects to a minimum. It is recognised that employees may face stress as a result of their work or their personal life and that while some stress is beneficial there is a point beyond which it has an adverse effect on individuals and on the organisation. The Council will take a positive approach to stress issues and will not treat the lack of ability to cope with a job through stress as a competency issue, except as a last resort when all other options have been exhausted.

The Council can do little to control stress in an employee's private life, such as a family trauma or ill health, but it can try to recognise it and be supportive and it can ensure its family friendly policies such as flexible working (see Employee Handbook) are discussed.

The Council recognises that its business may result in uneven distribution of workload, some particularly busy periods and at times excessive demands. It encourages its staff to talk to

their immediate manager, the Town Clerk (Mayor or Personnel Chairman in the case of the Town Clerk) if they experience stress and will offer as much support as possible.

The subject of stress is complex and there are many theories and suggestions as to both the definition and causes of stress. There is a widespread misunderstanding of the term "stress". Many people confuse the term "pressure" with the term "stress" which is the reaction to excessive pressures.

Sandbach Town Council is committed to protecting the health, safety and welfare of its employees. It recognises that workplace stress is a health and safety issue and acknowledges the importance of identifying and reducing workplace stressors. This Stress Policy will apply to all Council employees (and indeed councillors) and is seen as a supplement to its Health and Safety Policy.

Council is responsible for adoption of this policy, with the overview of its implementation being delegated to Personnel Committee. Officers are responsible for implementation, management and ongoing review. The Council will provide the necessary resources.

Actions

The Council will therefore seek to identify situations that could lead to excessive stress or anxiety, with a view to eliminating, or controlling and minimising, the risks. To achieve this, we will:

- Encourage interaction and consultation between management and staff, with a view to identifying and preventing excessive stress levels;
- Offer support where stress attributable to a person's private life is identified as an issue by applying its family friendly policies and just being compassionate.
- Encourage good management practices and appropriate information sharing;
- Offer impartial support (for instance, via our HR advisers or ChALC) for staff affected by stress, whether in work or externally;
- Only undertake fundamental procedural changes within the organisation following appropriate consultation with staff members;
- Attempt to identify all workplace stressors and conduct health and safety risk assessments to eliminate or control the risks from stress. These risk assessments will be regularly reviewed;
- Ensure staff members are fully capable of carrying out their role and duties, through both regular contact and Employee Development Reviews;
- Monitor workloads to ensure that staff members are not struggling and overloaded;
- Monitor contractual working time and overtime to ensure that staff members are not struggling and overworking;
- Monitor holiday leave to ensure that staff members are taking their full annual entitlement;
- Ensure that, where available and appropriate, staff members are provided with meaningful role development opportunities;
- Build training in management practices and health, safety and welfare in to the annual Training and Development Plan; (See Training and Development Policy)
- Be vigilant, and offer additional support to individual employees who may be experiencing stress issues outside work (e.g. bereavement, divorce, family issues, ill- health);
- Support staff members who have been off sick with stress, and plan a structured and considerate return to work.
- The Council will provide training for all managers and supervisory staff in good management practices.
- The Council will provide adequate resources to enable managers to implement the agreed stress management policy.
- Assign the Mayor and Chairman of Personnel Committee as "first contacts" for the Town Clerk

Responsibilities

Managers

- Undertake appropriate risk assessments.
- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Ensure good communication between management and staff, particularly where there are organisational and procedural changes.
- Ensure staff are fully trained to discharge their duties.
- Ensure staff are provided with meaningful developmental opportunities.
- Monitor workloads to ensure that people are not overloaded.
- Monitor working hours and overtime to ensure that staff are not overworking. Monitor holidays to ensure that staff are taking their full entitlement.
- Attend training as requested in good management practice and health and safety.
- Ensure that bullying and harassment is not tolerated within their jurisdiction (See Dignity at Work Policy).
- Be vigilant and offer additional support to a member of staff who is experiencing stress outside work e.g. bereavement or separation.

Occupational health and safety staff

- Undertake appropriate risk assessments.
- Conduct and implement recommendations of risks assessments within their jurisdiction.
- Provide specialist advice and awareness training on stress.
- Train and support managers in implementing stress risk assessments.
- Support individuals who have been off sick with stress and advise them and their management on a planned return to work.
- Refer to workplace counsellors or specialist agencies as required.
- Monitor and review the effectiveness of measures to reduce stress.
- Inform the employer and the Personnel Committee of any changes and developments in the field of stress at work.

Personnel Committee

- Overview compliance with the Policy

Potential sources of stress

The first stage of managing stress in the workplace is to identify the wide variety stressors that may be present, both work related or non-work related. It is important to realise that although non-work related stressors are beyond the control of the Council, a flexible and sympathetic approach to such situations by management can ease the pressure on an individual to the extent that illness and subsequent absences from work may not occur.

Work Related	Non- Work Related
Responsibility	Financial stability
Work Load	Caring responsibilities
Conflict/Relations with colleagues	Death of close relative/partner/friend
Career development	Relationship breakdown
Job threat/Security	Moving house
Organisational culture	Family problems
Organisational structure	Alcohol/substance misuse
Morale	Domestic violence
Autonomy over work	
Participation	
Harassment and Bullying	
Ambiguity of job role	
Shift work	
Poor working environment	
Organisational change	
Excessive work hours	
Lone working	
Violence/verbal abuse	
Discrimination	
Job change/redeployment	

Signs and Symptoms of stress

Signs and symptoms of stress vary from one individual to another but can include:

Emotional Signs	Behavioural Signs	Physical Signs
Swings in mood	More accident prone	Rapid weight gain or loss
Increased worrying	Poor work	Pain and tightness in the chest
Irritability	Increased smoking	Palpitations
Feeling tense	Increased consumption of alcohol	Breathlessness
Drained, no enthusiasm	Increased dependence on drugs	Indigestion or Nausea
Cynical	Over eating or loss of appetite	Headaches
Feeling nervous, apprehensive, anxious	Poor time management	Muscle twitches
Feeling of helplessness	Change in sleep pattern	Tiredness
Loss of confidence	Difficulty in sleeping	Vague aches and pains
Lack of self esteem	Waking tired	Skin irritation or rashes
Lack of concentration	Loss of interest in sex	Fainting
Withdrawal into daydreams	Withdrawal from supportive relationships	Frequent colds, flu or other infections
	Too busy to relax	Recurrence of previous illnesses
	Not looking after yourself	Constipation or diarrhoea
		Alteration of the menstrual pattern in women

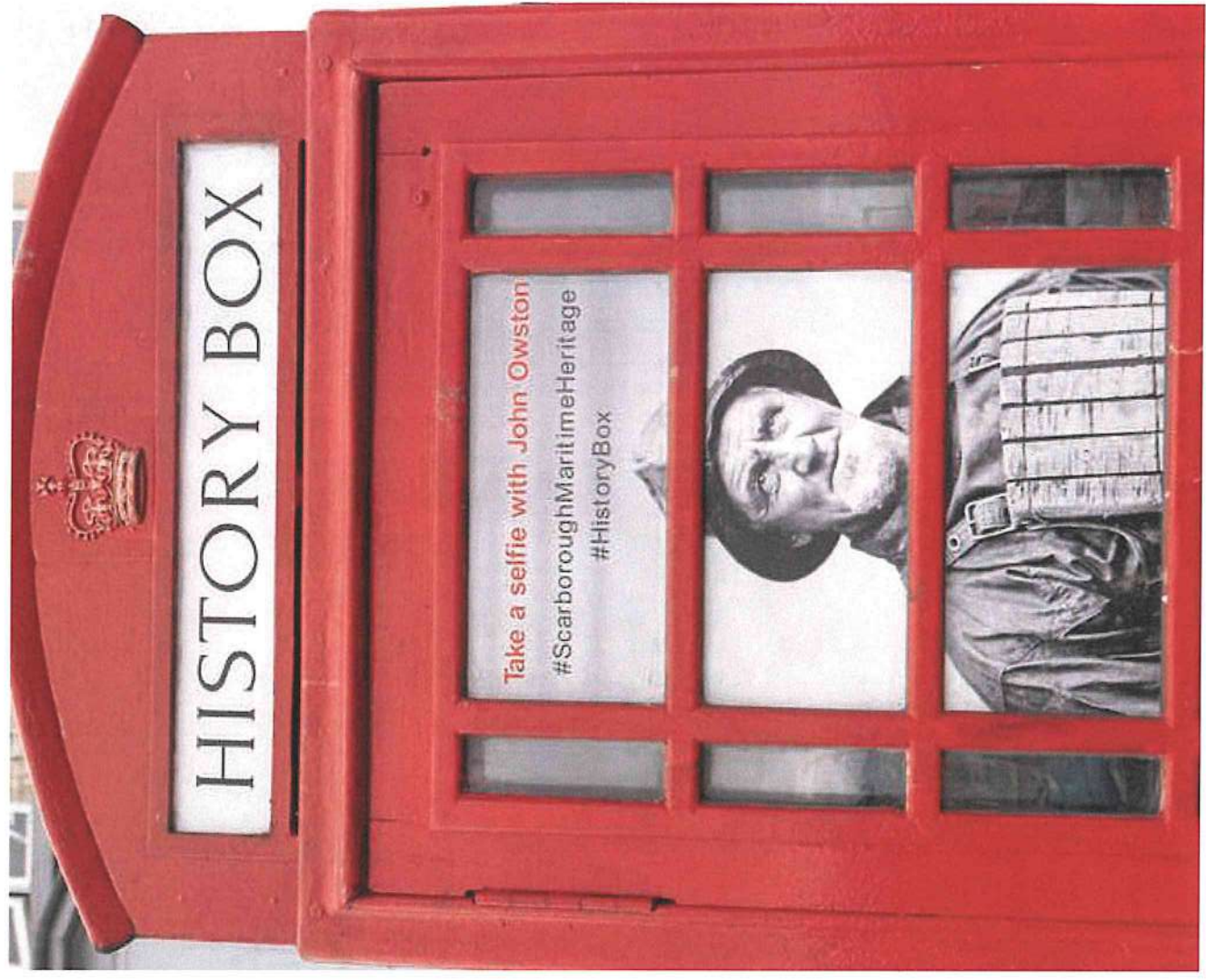


Adopt a Kiosk



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Welcome to the Adopt a Kiosk scheme

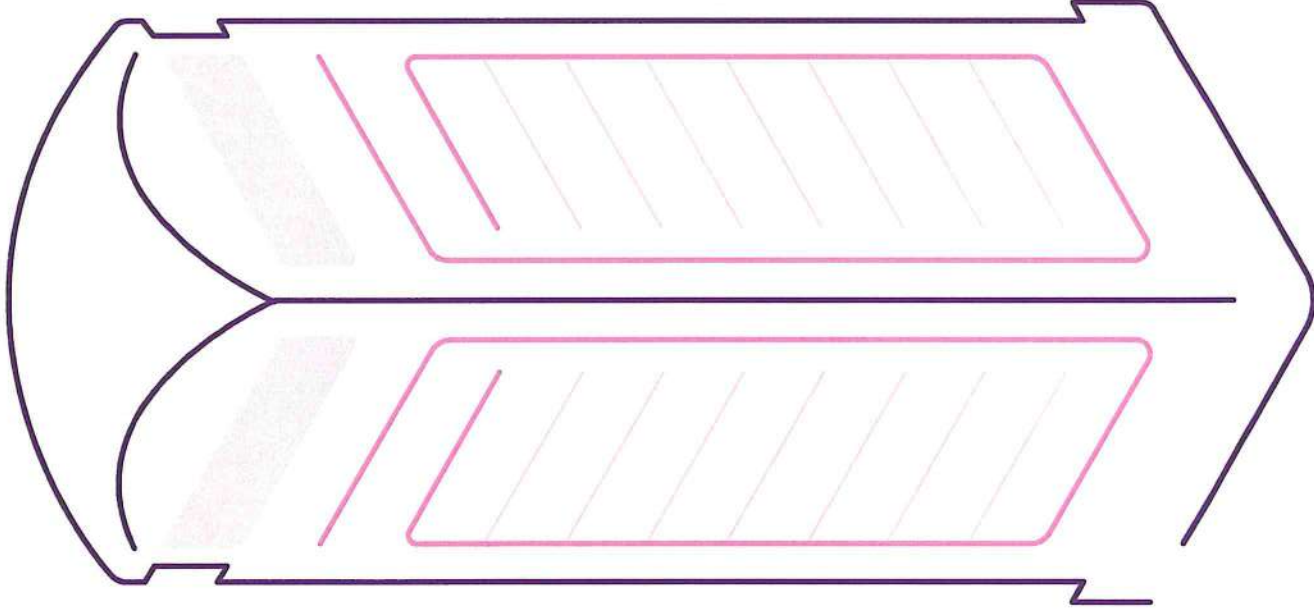
Since 2008, almost 4,000 communities and charitable bodies have adopted more than 5,800 iconic red kiosks and around 800 of our more modern glass boxes. People have come up with fantastic ideas on how to repurpose them such as using them to house defibrillators and art exhibitions.

Costing just £1, our adoption scheme is open to:

- Local authority district or borough councils
- Parish, community and town councils or their equivalents
- Registered charities
- People with a kiosk on their land.

It's a way of retaining and rejuvenating an historic part of British culture in your community and making it an eye-catching asset that local people can enjoy.

The Adopt a Kiosk scheme is not available to other individuals, commercial organisations, community interest companies or community groups such as residents' associations.



The Adopt a Kiosk scheme



Doing something wonderful with an iconic asset

Red phone kiosks have been part and parcel of British villages, towns and cities for many years. Placed in the heart of our communities, some may be underused but they're certainly not unloved. They no longer have the key role they played in bringing communities together, but with our Adopt a Kiosk scheme they can once more be a fantastic focal point for the local area.

With thousands of kiosks being used for an array of creative and civic-minded ideas, we are delighted to be able to give more communities the chance to develop inspiring uses for this icon of British design and heritage. We're also offering some more modern glass units for the sole purpose of making lifesaving defibrillators available to more people.

We still have around 4,000 red phone kiosks available to adopt for the princely sum of a pound each. This brochure will help you see how they can become practical, cultural, inspiring additions to the community, and allow you to do something wonderful with an iconic asset.

Adopting a kiosk – all you need to know is right here

We've made it as simple as possible for you to adopt your local kiosk. Here's the key information you need to know:

Who can apply?

Any recognised local authority, parish / community / town council or registered charity in the UK can apply to adopt their local kiosk.

How much does it cost?

To comply with legal requirements, authorities need to buy the kiosk from BT for £1.

Which planning regulations apply?

Adopters of boxes should check with their local authority to see if any planning consents are required.

What happens to the power connection?

Option 1:

BT Payphones will continue to be responsible for the electrical supply and any associated payments to electricity companies. We reserve the right to disconnect the electricity supply at any point in the future, however we will contact the kiosk owner should this become necessary. Electrical equipment cannot be connected to the electrical supply unless agreed with BT.

We will only be responsible for the electricity supply up to the fuse box. Any faults beyond this point will be the responsibility of the kiosk owner.

Option 2:

Customers taking responsibility for the electricity supply will need to apply for a Meter Point Administration Number (MPAN) from their electricity company. This is a reference number used to identify the electricity supply point.

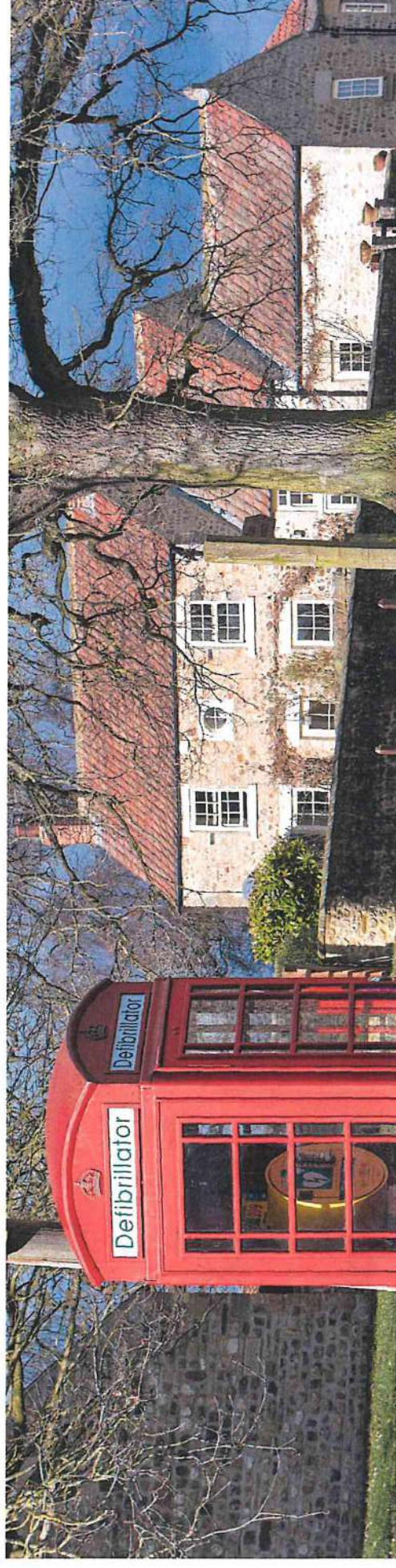
When the customer owns the power connection, we will need to know this number to transfer the billing for the kiosk's power supply. Your local power company will be able to give you your MPAN, but please contact us for more information on how to apply for an unmetered MPAN.

What if the power supply has already been disconnected?

If the power to the kiosk has been disconnected, BT will not refund any payments made or reconnect the supply.

What is the annual electricity cost for a kiosk?

Costs to supply power to kiosks will vary depending on your electricity company. We don't have any control over what they may charge.



The next steps to adoption

Below are the steps you will need to take to adopt your kiosk.

There's more information at www.bt.com/adopt and we are happy to answer any questions you have.



The following conditions let you know what to do to when adopting your kiosk. You will also need to carefully review the agreement we send you.

CONDITIONS OF TRANSFER

1. The adopting body must apply to the relevant authorities for any of the necessary consents to retain a kiosk. This may involve planning consent, depending on the local authority.
2. The kiosk will be disconnected from our telephone network and we'll remove the payphone equipment.
3. Where the kiosk is powered, the adopters will have the option for us to supply power free of charge or to take ownership of the supply. Please contact us if you want to own the power connection.
4. To comply with legal requirements, adopters need to purchase the kiosk from BT for £1.
5. The kiosk will be purchased with any and all physical defects. No representations, warranties or conditions concerning the quality or fitness for purpose are given or assumed by BT.
6. Adopters will be responsible for all support and maintenance of the kiosk and for any liability resulting from the kiosk or its use following transfer of ownership.

What happens when you apply to adopt?

Once an application has been submitted, BT will handle the rest. It's that simple!

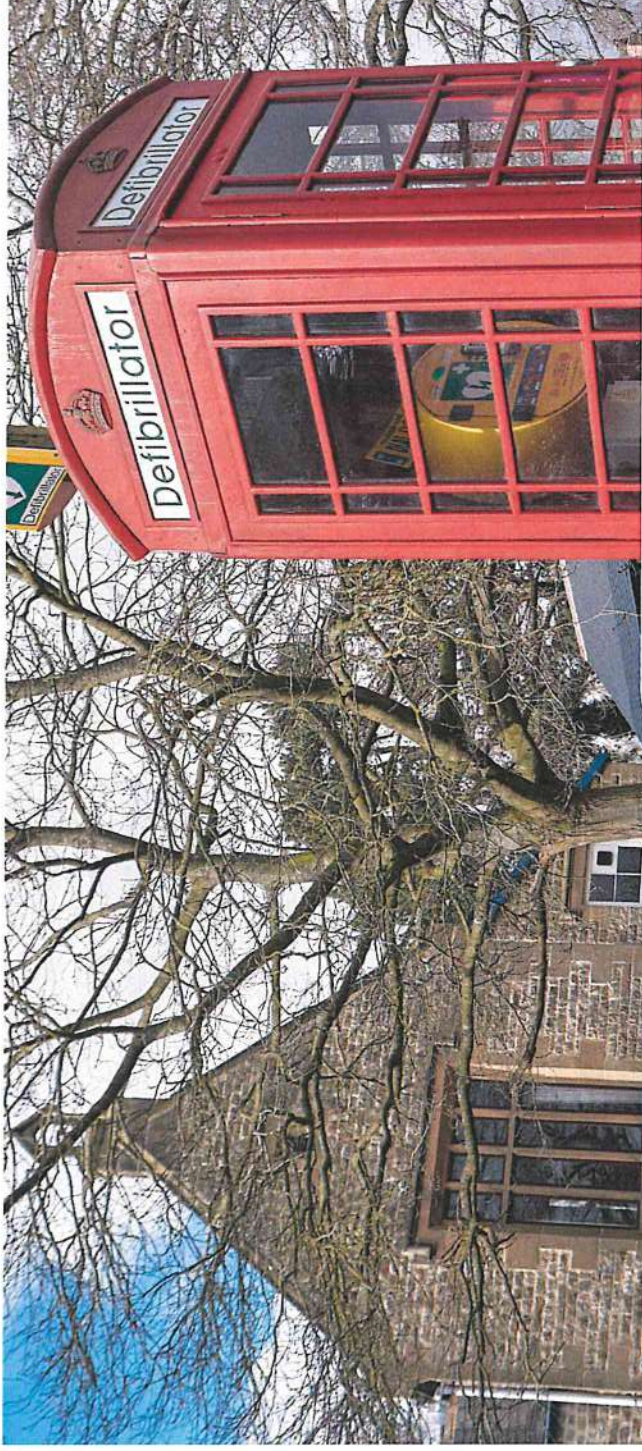
1. It is imperative that all the legal conditions contained within the "agreement for the sale and purchase of telephone kiosk(s)" are met.
Please only submit an online application when the agreement can be signed and returned to BT.
2. Upon receipt of the online application BT will consider whether to approve the adoption. If approved, BT will send an agreement for signature and return.
3. Upon return BT will countersign the agreement and provide a copy. At this stage the transfer process will start automatically.
4. Upon completing the removal of the payphone equipment from the phone box, BT will forward a Notice to Complete to the adopting body.
Ownership of the phone box will be automatically transferred within 5 days.
5. The phone box(es) will then be the property of the adopting body.
6. Some applications will require the permission of the local authority to remove the telephone service. BT will apply for permission in these cases, but this can take up to 90 days and acceptance cannot be guaranteed.
In the event an application isn't approved BT will contact the interested party directly.



Success stories

Defibrillator – Patrick Brompton Parish Council, Richmondshire

A traditional red BT phone box, situated in the centre of the village, has been converted into housing for a defibrillator unit to help save lives.



“As a council we were really keen to adopt our red phone box and we didn’t want to see it go (...) It’s a fact that no-one really uses payphones anymore, but they look quite iconic, especially in rural areas like ours, so we wanted to retain it from a heritage perspective... Thankfully, it’s never had to be used but it’s reassuring to know it’s there in case we ever need it in an emergency.”

Brian Whitehead
Vice Chairman of the Parish Council



Book Exchange – Church Lawford Parish Council, Warwickshire

A book exchange has been created inside a former BT red phone box opposite a pub in Church Lawford.



“We wanted to add the book exchange element as the mobile library only visits briefly once a month (...). At Christmas we installed lights on the green for the first time, powered from the phone box, and we also installed a sound system with carols and songs written about the village during the Covid lockdown. If another village were considering adopting their phone box, I would say it is very worthwhile.”

Jeremy James
Chairman of the Parish Council

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Defibrillator – Orkney, Scotland

A red phone kiosk on the remote island of Westray in Orkney has been transformed into housing for a defibrillator, part of Westray Development Trust's ongoing initiative to increase access to first aid in the area.

“The red telephone box on the Westside of Westray was an ideal location to install a public access defibrillator as the telephone box was both memorable and already strategically placed. Thanks to BT’s ‘Adopt a Kiosk’ scheme we were able to expand our defibrillator network and improve access to life-saving equipment in an emergency for our isolated island community.”

Isobel Thompson
Operations Manager at the Trust



Defibrillator – Meopham Parish Council, Kent

It's not just our red boxes being given a new lease on life either. We're repurposing our more modern glass boxes exclusively to house defibrillators, providing better access to life-saving gear for more rural communities.

Meopham Parish Council worked with the Community Heartbeat Trust to make better use of an older glass phone box at the local train station.



BT | Adopt a Kiosk

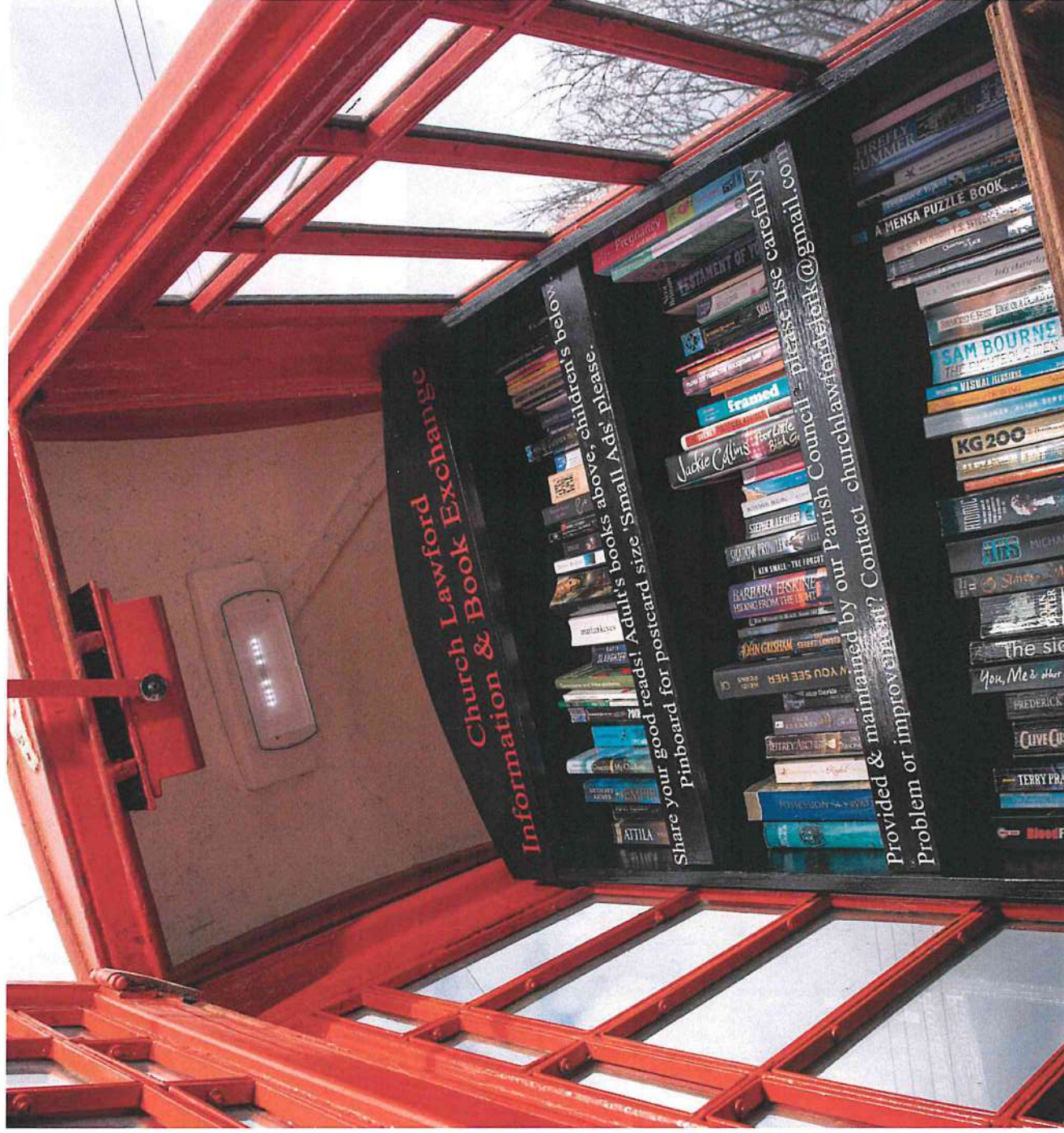


“I think it’s a wonderful initiative and it’s great that the modern glass boxes like these can also have a new purpose, not just the red ones (...) It could make the difference between life and death for someone in our community.”

Jo McTavish
Councillor

Did you know...?

- Since the Adopt a Kiosk scheme was launched in 2008, over 6,600 kiosks have been adopted.
- Kiosks have been turned into defibrillator housings, art galleries, book exchanges, exhibition spaces, information centres and even a pub!
- Every village that fits a defibrillator provided by Community Heartbeat Trust in their adopted kiosk can receive a free paint kit from the British Coatings Federation to spruce it up.
- Villagers in Ambridge – from BBC Radio 4's long-running drama The Archers – have adopted a kiosk.
- You can check online to see if your local kiosk is available for adoption, and even if it isn't you can contact us to see what we can do for you.



How to get in touch

Visit www.bt.com/adopt to find out more about adopting a kiosk.



Offices Worldwide

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"Ofcom"	means the regulatory body whose duties are set out in the Communications Act 2003 and includes any replacement body or entity under equivalent or replacement legislation.
"Planning Acts"	means any relevant planning legislation in force at the date of this agreement, including the Town and Country Planning Act 1990, the Planning (Listed Buildings and Conservation Areas) Act 1990 and the Town and Country Planning (General Permitted Development) Order (England) 2015 (and similar regulations in other regions), and any statutory replacement or modification of any of them.
'Price'	means the price for the Goods excluding any carriage, packing and insurance.
'Seller'	means British Telecommunications plc (company registration number 1800000 whose registered office is at 81 Newgate Street, London EC1A 7AJ).
'Universal Service Obligation'	means the obligations imposed upon BT by Ofcom in accordance with the EU Universal Services Directive.

2 Conditions applicable

- 2.1 These Conditions shall apply to this agreement to the exclusion of all other terms and conditions.
- 2.2 Any order for Goods shall be deemed to be an offer by the Buyer to purchase Goods pursuant to these Conditions.
- 2.3 Any variation to these Conditions (including any special terms and conditions agreed between the parties) shall be inapplicable unless agreed in writing by the Seller.
- 2.4 Where appropriate this agreement is entered into following written confirmation from the Buyer that an application for planning consent has been submitted for the Purpose.

3 Agreement, price and payment

- 3.1 The Seller shall sell to the Buyer the Goods and the Buyer shall purchase the Goods.
- 3.2 The Price shall be ONE POUND (£1.00) inclusive of VAT which shall be payable on the date of this agreement.
- 3.3 The Seller agrees that following the date of this agreement it shall Decommission the Goods.

- 3.4 The Seller shall be under no obligation to the Buyer to re-site, re-position, restore or repair the Goods. The Buyer acknowledges that it purchases the Goods in no better condition than they are at today's date, or than described in the schedule hereto.
- 3.5 For the avoidance of doubt the Seller is not selling the land beneath the Kiosk or any interest in it, nor shall the Buyer acquire that land or any interest in it under this agreement.

4. Decommissioning, delivery and acceptance

- 4.1 The Seller shall serve the Notice to Complete on the Buyer on or before the completion of the Decommissioning works in respect of the Goods
- 4.2 Delivery of the Goods shall be deemed to have taken place five working days after the day upon which the Seller sends the Notice to Complete to the Buyer. No further intimation is required.
- 4.3 The Buyer shall make all necessary arrangements to take delivery of the Goods following receipt of the Notice to Complete.
- 4.4 The Buyer shall be deemed to have accepted the Goods upon delivery.
- 4.5 After acceptance the Buyer shall not be entitled to reject the Goods due to their physical condition or due to any financial or statutory obligations (whether foreseen or not) imposed upon the Buyer as a result of this agreement or otherwise related to the Goods.
- 4.6 The Seller shall not be liable to the Buyer for late delivery of the Goods.

5 Post acceptance obligations

- 5.1 The Buyer shall own the Goods following acceptance and shall be responsible for all maintenance and repair of the Goods, which it shall do in accordance with:
- 5.1.1 Any industry or statutory guidelines and regulations relevant to the Goods in circulation or in force from time to time.
- 5.1.2 Any requirements, directions, rules or recommendations of Ofcom.
- 5.1.3 The Planning Acts.
- 5.1.4 Any planning consents relating to the Goods so far as they remain applicable.
- 5.1.5 Where the Buyer is a Registered Charity or Charitable Organisation, the Seller retains the right to re-claim ownership of the Goods if the Buyer loses its charitable status.
- 5.1.6 If planning for the Purpose is not granted within 12 months of the date of this agreement, the Buyer and Seller shall agree an extension of time of no more than 12 months to enable the Buyer to prepare and submit an appeal to the Department of Environment. In the event that the planning approval is not granted following submission of an appeal, or the expiry of time allowed to make an appeal without an appeal being made, then the Buyer shall at its own cost and expense:

- (i) In the case of listed Goods:
 - a. Clean, lock and maintain the goods in accordance with the requirements of this paragraph 5; or
 - b. Apply to de-list the Goods
- (ii) In the case of non-listed Goods arrange for permanent removal of them at their own cost

5.2 The Buyer acknowledges that the Goods may have been painted with paint containing lead and accepts the health and safety risks which may be associated with its removal or maintenance. The Buyer also acknowledges that leaden paint may require specific maintenance procedures.

5.3 (a) Without affecting clause 6.3, the Buyer acknowledges that the kiosk may have a Class I light fitting and fuse spur(s) which do not meet current IP (ingress protection) rating requirements of BS7671 regulations for exterior electrical fittings. The Buyer accepts any health and safety risk with their ongoing use. The Buyer waives any claim against the Seller in respect of such matters. The Buyer also acknowledges that an upgrade to the light fitting and fuse spur(s) may be required which will be the sole responsibility of the Buyer. The Buyer may want to obtain an assessment from a qualified electrician.

(b) The Buyer agrees that the Goods are not intended to be used in any way by any person in the course of or in relation to their work. However, it agrees that, should a person at work do anything in relation to the Goods, it will take steps sufficient to ensure, so far as is reasonably practicable, that the Goods will be safe and without risks to health at all such times when it is being set, used, cleaned or maintained or otherwise interacted with by a person at work. In particular, the Buyer will ensure:

- (i) that the light is upgraded to a luminaire meeting Class 2 with IP rating of IP54 (or better).
- (ii) that the electrical supply housing is upgraded by replacing the spur units with IP66 type (or better).

The Buyer will employ an NICEIC registered electrician to review the installation, for the use it intends for the adopted kiosk, and carry out any required works in accordance with the then applicable regulations and standards.

The Buyer shall employ an NICEIC registered electrician to review the Goods for the use the Buyer intends, and for any required works. In addition, the Buyer will employ an NICEIC registered electrician for regular inspection and testing.

- 5.4 The Buyer shall indemnify the Seller in respect of any loss or damage it suffers in respect of any act or omission on the part of the Buyer or persons or entities authorised by it under or in relation to the matters referred to in sub-paragraphs 5.1, 5.2 and 5.3 or in respect of any claim by a third party in respect of such matters.
- 5.5(i) The Seller shall be under no obligation to the Buyer to maintain, repaint, repair or manage the Goods nor shall it be under any obligation to the Buyer to maintain or provide Call Box Services (as defined in the Universal Service Obligations) or telephony services from the Goods SAVE that where the Buyer has requested the Seller, and the Seller has agreed, to supply electricity, then the Seller shall supply that electricity (at the Seller's cost) to the REC (regional electricity company) fusebox sufficient for the operation of an 8 watt lightbulb or similar. The Seller may discontinue to provide that supply (and payment) of electricity at any time by giving the Buyer notice in writing.
- 5.5(ii) The Buyer is not permitted to connect any equipment to the power supply provided by the Seller without first obtaining the Seller's written agreement.
- 5.5(iii) If written permission is given by the Seller to the Buyer, in accordance with paragraph 5.5(ii) to connect defibrillator equipment to the electricity supply, the equipment must meet all appropriate safety standards as amended from time to time including, but not limited to, the requirements as set out at paragraph (a)-(d) below.
- The Defibrillator Cabinet must be:
- (a) Class 2 IP rating 54;
 - (b) Compliant to BS7671-416/417 in its construction;
 - (c) Manufactured by a ISO 9001/2 certified manufacturer;
 - (d) Protected by an RCD
- 5.5(iv) The Seller does not actively monitor the electricity supply to the Goods. Responsibility for ensuring a continuous electricity supply required to power any equipment installed within the Goods remains with the Buyer at all times.
- 5.5(v) The Buyer shall remain, at all times, responsible for the monitoring, maintenance and repair of any equipment installed within the Goods.
- 5.5(vi) The Buyer indemnifies the Seller in respect of all damages or losses which the Seller may incur, or any third party claims received by the Seller as a result of any breach by the Buyer of its obligations as set out in this paragraph 5.

- 5.6 From acceptance of the Goods the Buyer shall:
- 5.6.1 At all times display a sign in or on the Goods (clearly visible to anyone viewing or inspecting the Goods) that the Goods are the responsibility of the Buyer, do not contain a Seller payphone and are not connected to the Seller's electronic communications network.
 - 5.6.2 Take reasonable steps to inform the local public in the region or city in which the goods are situated that the payphone, ancillary equipment and wiring has been removed and that the Goods are the responsibility of the Buyer.
 - 5.6.3 Apply to the relevant authority or authorities for all necessary consents, licences, waivers, restrictions or determinations (if any) required for the Goods (including but not limited to consents granted under the Planning Acts and consents and licences under the Communications Act 2003 and any statutory replacement or modification thereof) and shall fully and without delay comply with any conditions or recommendations imposed by them made in respect of the Goods.
 - 5.6.4 Not sell, lease or license the Goods to a competitor to the Seller nor permit a competitor to install electronic communications apparatus (as defined in the Electronic Communications Code, in Schedule 3A of the Communications Act 2003 as amended from time to time) within the Goods and itself (as the Buyer) shall not install, provide or operate any form of electronic communications apparatus within the Goods.
 - 5.6.5 Release the Seller, insofar as it can do, from any obligation under the Town and Country Planning (Permitted Development) Order 1995 in respect of the Goods.
 - 5.6.6 Notify the emergency services that the Goods are no longer owned or maintained by the Seller and are now the property and responsibility of the Buyer.
 - 5.6.7 Indemnify the Seller in respect of any damages or losses which the Seller may incur as a result of any breach of the Buyer's obligations in this sub-paragraph 5.6 and in respect of any obligations imposed upon the Buyer under the Highways Act 1980 and the New Roads and Street Works Act 1991 in respect of the Goods.
- 5.7 The Buyer waives any rights it may have against the Seller in respect of the Goods under the Communications Act 2003.
- 5.8 The Seller reserves the right and the Buyer grants such right, at any time from the date of acceptance of the Goods by the Buyer, to enter into or onto the Goods and any neighbouring land of the Buyer (but only to the extent necessary) to undertake works or to procure the undertaking of works to disconnect or cap-off the electricity supply to the Goods described above in paragraph 5.5, at the cost of the Seller and making good any damage caused to the Goods and the Buyer's neighbouring land as aforesaid to the reasonable satisfaction of the Buyer.

- 5.9 Not connect any equipment to the electricity supply referred to in Clause 5.5 without the express written agreement of the Seller.

6 Warranties and liability

- 6.1 All warranties, conditions or terms relating to fitness for purpose, quality or condition of the Goods, whether express or implied by statute or common law or otherwise are excluded to the fullest extent permitted by law.
- 6.2 The Buyer acknowledges that the Seller is not in the business of selling the Goods and the Buyer will assume full responsibility to ensure compliance with any English Heritage requirements from the date of transfer of the goods.
- 6.3 The Seller makes no representations to the Buyer as to the Goods' quality, state of repair, safety, performance and fitness for purpose nor as to any apparent or latent defects. The Buyer shall take the Goods subject to any such defects and dilapidations (if any).
- 6.4 The Buyer agrees to the Decommissioning and, insofar as it is able, relieves the Seller of its obligations under Ofcom's Universal Services Obligations in respect of the Goods. The Buyer agrees not to object to Ofcom or any tier of local government to the Decommissioning of the Goods.
- 6.5 The Seller may supply the Buyer with a kiosk maintenance manual or other documents. Any recommendations or guidance therein shall not form warranties nor obligations of any nature upon the Seller.

7 Title and risk

- 7.1 Title shall pass on delivery of the Goods.
- 7.2 Risk shall pass on delivery of the Goods.

8 Limitation of Liability

- 8.1 When the Buyer accepts the Goods then the Seller shall have no liability whatsoever to the Buyer in respect of those Goods.
- 8.2 The Seller shall not be liable to the Buyer for late delivery of the Goods.
- 8.3 Except in respect of death any personal injury resulting from a negligent act or omission on the part of the Seller or anyone authorised by it, the Seller's liability to the Buyer for tortious and contractual damages shall not exceed the Price. The Buyer shall at all times use its best endeavours to minimise and mitigate its losses.

- 8.4 The Seller shall not be liable to the Buyer for any economic loss suffered by the Buyer as a result of it entering into this agreement.
- 8.5 The Buyer acknowledges that it has taken or has considered taking legal advice from a solicitor or counsel before entering into this agreement.

9 Intellectual property

No assignment or licensing of any IP Right is granted or made under this agreement.

10 General

- 10.1 This contract is subject to the law of England and Wales and the non-exclusive jurisdiction of the courts of England and Wales.
- 10.2 The invalidity or unenforceability of any provision in this agreement, for whatever reason, shall not prejudice or affect the validity or enforceability of its other provisions.
- 10.3 The headings of this agreement are for reference only. No delay, neglect, forbearance by either party in enforcing any provision in this agreement shall be deemed to be a waiver or compromise of any right or rights unless made in writing.
- 10.4 In relation to the Goods, this agreement constitutes the entire agreement between the parties.
- 10.5 A person who is not a party to this agreement may not enforce any of its terms under the Contracts (Rights of Third Parties) Act 1999.
- 10.6 The Buyer shall not, disclose the existence of the Agreement in any journal magazine or publication or any other publicly available media or otherwise use the Seller's name or logos (including any trade marks) in any of its advertising or publicity material without the seller's prior written consent, which may be withheld or given in the Seller's absolute discretion.

SCHEDULE

THE GOODS – Specification and Description

**01270759082
JNC MILL LANE,
CREWE ROAD,
WHEELOCK,
SANDBACH
CW11 3RX**

Signed by [] for and on behalf of
BRITISH TELECOMMUNICATIONS plc

Signature

.....

Position (director/company secretary/manager/attorney/agent).

If signing as agent or under a power of attorney, please attach a copy of the document giving authority.

Signed by [] for and on behalf of
Signature

.....

Position (director/company secretary/manager/attorney/agent).

If signing as agent or under a power of attorney, please attach a copy of the document giving authority.

DECISIONS MADE UNDER DELEGATED AUTHORITY

1. Delegation under SO 27. Civil Emergency or other urgent Matter		2. Matters under the Council's Scheme of Delegation	
Date			
03.08.2021	Decision to continue to pay the Town Clerk Full wages on compassionate grounds following 6+ months absence in 12.	Acting Town Clerk in Consultation with the Mayor	1
19.10.2021	Decision to move to informal Meetings	Acting Town Clerk in Consultation with the Mayor	1
21.10.2021	Approval to book Blitz to provide support for the 2021 Christmas Market at a cost of £7950+ VAT. This is following delivery being delegated to the Town Clerks office, in consultation with the Chair of A&S by Full Council at the meeting of 11 th February 2021.	Acting Town Clerk in consultation with Mayor and Chair of Assets and Services	1
22.10.2021	To overspend in year 1 of the Christmas Lighting scheme in order to pay for Riser Brackets at £800 and a new power source at £380 that had arisen as issues following the beginning of installation.	Acting Town Clerk in consultation with Mayor and Deputy Mayor.	1
09.11.2021	Due to being unable to take to Council with informal meetings in place and with no proper officer, Peter Cooper appointed to Clerk meetings until a Clerk can be arranged through ChALC	Mayor in consultation with Deputy Mayor	
10.11.2021	Decision taken to move back to Formal Meetings.	Informal decision made by Mayor following the Council Meeting of 10 th November, following direction of Councillors at the meeting.	
11.11.2021	Following informal Council on 10 th November to agree Council becomes principal organiser for Remembrance Parade on 14 th .	Assistant Town Clerk in consultation with Mayor & Deputy Mayor	1
11.11.2021	Following guidance from informal Council on 10 th November 2021, to appoint Glyn Chambers, as Lead Officer for the employment negotiations.	Assistant Town Clerk in consultation with Mayor & Deputy Mayor	1
11.11.2021	Following guidance informal Council on 10 th November 2021, to appoint DCK Accounting Solutions to provide financial support for budget.	Assistant Town Clerk in consultation with Mayor & Deputy Mayor	1
15.11.2021	Approval of Planning Meeting notes of 3 November so Planning comments could be submitted to Cheshire East Council	Assistant Town Clerk in consultation with Mayor & Deputy Mayor	1
16.12.2021	To authorise Worknest to proceed to undertake the negotiations on behalf of the Council and to liaise with both the Assistant (or Locum) Town Clerk and Cllr Kathryn Flavell as lead Member.	Assistant Town Clerk in Consultation with the Mayor and Chair of Personnel.	1

12.01.2022	To authorise payment of PFK invoice of £1920 for review of AGAR for year ending 31 March 21	Assistant Town Clerk in Consultation with the Mayor and Chair of Finance	1
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Good Morning.

I have recently taken up the position as the Sergeant for the Sandbach Neighbourhood Policing Team. The role means I have responsibility for the Neighbourhood Policing Team that covers the towns of Sandbach and Middlewich and wider areas.

I have a clear vision on how I want my team to work and part of that vision is to ensure we have a multi-partnership/volunteer/community approach to making these towns even safer places to live by tackling the issues that cause the greatest harm and targeting those who cause our communities harm. It is my opinion that we will only achieve success in this area if we all pull together.

I apologise if this group/meeting is already in place (I have not been made aware). The purpose of this email is to gauge what working groups are currently in place for Sandbach, ASB specifically to Sandbach (locations, involvements and causes), the level of interest in this area and also thoughts on those that are required to be involved. It would be important that the meeting is attended by the appropriate individuals/representative (not a large scale gathering) and that it is impactful with its information and actions and not a general chat/catch up about individual incidents/concerns (This can be done at other times). It is important to me that the meeting is attended by individuals who want to work together to make the town of Sandbach an ever safer place to be.

Also, feedback in relation to the Neighbourhood Policing Team, our visibility and local engagement – please make this constructive.

My initial thoughts regarding this group would be the inclusion of the following.

- Cheshire Police.
- Elected Members/Members of Cheshire East Council and local Sandbach Town Council (all 4 wards)
- Sandbach High Schools.
- Sandbach Partnership.
- Youth Services.
- Appropriate Housing Officer(s).
- Community Group/Clean up Team/Street Pastors etc.
- Pubwatch?

I would be grateful if you could review and provide a response/forward to the appropriate person within your role/organisation.

If we could then look to have an initial get together to agree a format, chair, frequency etc... If the group is already in place, I would be grateful if I could be invited to attend the next planned meeting.

Regards

Craig

Craig Hodson – Sergeant
Sandbach Neighbourhood Team
Congleton LPU

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