

# **SANDBACH TOWN COUNCIL**

## **Finance, Policy and Governance Committee**

Agenda for the meeting to be held on Wednesday 2<sup>nd</sup> February at 7.00pm in The Ballroom,  
Sandbach Town Hall.

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### **1. APOLOGIES FOR ABSENCE**

### **2. DECLARATIONS OF INTEREST**

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

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

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### **3. ITEMS TO BE CONSIDERED IN THE ABSENCE OF PUBLIC AND PRESS**

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

### **4. TO APPROVE THE MINUTES OF THE FINANCE POLICY AND GOVERNANCE MEETING ON 10<sup>TH</sup> JANUARY 2022.**

### **5. FINANCE, POLICY AND GOVERNANCE COMMITTEE TERMS OF REFERENCE**

[Attached: Committee Terms of Reference  
Lead: Chair of Finance  
Actions: *To approve the Committee Terms of Reference*

### **6. FINANCIAL STATEMENTS: INTERIM THIRD QUARTER 2021-22 STATEMENTS [FINANCE]**

[Attached: Simplified Accounts Summary, Detailed Income and Expenditure Cost  
Centre Report, Bank Reconciliation.  
Lead: Chair of Finance  
Actions: *To approve third quarter statements*

### **7. PAYMENTS MADE**

Attached: [Schedule of Payments]  
Lead: Chair of Finance  
Action: *To approve the payments between 1<sup>st</sup> October to 31<sup>st</sup> December 2021.*

### **8. GRANT APPLICATIONS [FINANCE]**

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

#### **8.1 SANDBACH TRANSPORT FESTIVAL**

They have applied for a grant of £12,000 to help deliver the 2022 Transport Festival. A verbal update will be provided by the Assistant Town Clerk on STC involvement as requested at the December 2021 Finance Committee Meeting.

**8.2 SANDBACH PARTNERSHIP ON BEHALF OF SANDBACH PARK BOWLS CLUB AND SANDBACH PARK STEERING COMMITTEE**

They have applied for a grant of £9,600 to help deliver toilet facilities on the Sandbach Park Lower Bowling Green.

Following resolution made by Council on 18<sup>th</sup> January 2022, the finality of the proposal is delegated to the Finance Committee who can approve providing all questions are answered to the satisfaction of the Committee.

**8.3 SANDBACH BAPTIST CHURCH**

They have applied for a grant of £750 to help improve wheelchair/scooter and pram access to the "Oasis" building.

**9. GRANT FEEDBACK FORMS [FINANCE]**

Attached: [Feedback from Friends of Sandbach Station]  
Lead: Chair of Finance  
Action: *To receive the feedback.*

**10. VEXATIOUS PERSON POLICY**

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

**11. DIGNITY AT WORK AND STRESS POLICY**

[Attached: Updated Policies]  
Lead: Chair of Finance  
Action: *To approve the updated policies*

**12. UNDISCHARGED RESOLUTIONS**

[Attached: Report]  
Lead: Chair of Finance  
Action: *To note above dated report and requirements.*

**13. LETTERS OF THANKS**

There are none.

**14. CORRESPONDENCE**

There is none.

**15. ITEMS FOR THE NEXT MEETING**

**16. DATE AND TIME OF NEXT MEETINGS**

The date of the next meeting of the Finance, Policy and Governance Committee is Wednesday 27<sup>th</sup> April 2022 in Sandbach Town Hall.

**SANDBACH TOWN COUNCIL**

**Finance, Policy and Governance Committee**

Minutes for the meeting held on Monday, 10<sup>th</sup> January 2022 at 7pm,  
in the Sandbach Town Hall Ballroom.

In Attendance Cllrs: A Smith  
G Price Jones (Town Mayor)  
G Merry  
D Hegarty  
N Adams  
R Hovey  
L Crane  
S Crane

Members present for item 6 were Cllrs: S Broad, R Hoffmann (Left 8.15pm) and D Jack (Left 8.25pm).

Also present were the Operational Support Officer, Finance Officer and 5 members of the public.

**1. APOLOGIES FOR ABSENCE**

Cllr M Muldoon  
Cllr S Kirkham  
Cllr K Flavell  
Cllr S Corcoran  
Cllr A Nevitt

**2. DECLARATIONS OF INTEREST**

There were none.

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

Speaker 1.

In relation to agenda item 7.1, provided background information on the project and details of the benefits to the users of the lower Bowling Green in Sandbach Park.

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

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

There are none.

**4. TO APPROVE THE MINUTES OF THE FINANCE POLICY AND GOVERNANCE MEETING ON 8<sup>th</sup> December 2021**

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

## **5. CIL PAYMENTS – PLANNING & CONSULTATION COMMITTEE RECOMMENDATION**

The Chair and Vice Chair of the Planning and Consultation Committee noted that this was felt by the Planning Committee to be an appropriate use of CIL funds that benefits the residents of Sandbach Through infrastructural improvements. It was also noted that it is important that CIL monies are spent before being claimed back by CEC.

***Resolved:** That £5000 of the CIL payments received be allocated to the Small Common Refurbishment Project.*

## **6. BUDGET 2022-2023**

The Meeting Chair invited all Members present to take part in this discussion. Members thanked the Assistant Town Clerk and Finance Officer for presenting the budget in the way the Committee requested at its last meeting.

The following queries were raised about the budget, with answers bring sought for the Council Meeting where the budget is to be ratified:

101 4670 – New Purchases Projects – £20,000 - What is this and what does it include?

102 4000 – Salaries – Does this include extra headroom for new members of staff?

180 6100 – TH Light and Heat – Is this a fixed contract and if so for how long? Is it from Green Energy Sources/Renewable sources?

180 6124 – TH Condition Survey – Why is so much of the previous budgeted amounts appear to be unspent? Are unspent amounts committed or lost?

191 6124 – Indoor Market Condition Survey – Why is so much of the previous budgeted amounts appear to be unspent? Are unspent amounts committed or lost?

The following changes were made to the draft budget:

***Resolved:** That £2500 is added to 105 4300 Newsletter printing for at least 1 issue a year.*

***Resolved:** That the total budget for 110 4611 Remembrance Parade: RBL Sandbach Branch be made £2000*

***Resolved:** That 400 4600 Projects be changed to £0*

***Resolved:** That the total budget for 102 4003 be made £70,000*

***Resolved:** That £25,000 be added to 400 4614 Office Accommodation Project.*

## **7. GRANT APPLICATIONS**

### **7.1 Sandbach Partnership on behalf of Sandbach Park Bowls Club and Sandbach Park Steering Committee**

Members discussed the application and were unanimously in support of the application. As it is above the £5000 limit the Committee are unable to approve, the Finance Committee recommend to Council that the Application is accepted.

Members asked the Meeting Clerk to gain an answer to the following questions prior to the meeting of full Council:

- i) Who will take ownership of, insure and maintain the toilet facilities once they go in?
- ii) Has permission been gained from CEC to install in the park?

**Resolved:** *That the application be recommended to Full Council for approval.*

## **8. SUPPLIER INVOICES [FINANCE]**

There are none.

## **9. UNDISCHARGED RESOLUTIONS**

The circulated table of undischarged resolutions was reviewed by the Committee. Members requested that either an update on the Pension Discretion Policy or the Full policy be tabled at the next meeting for consideration. The Chair confirmed that the Equality Policy has now been adopted.

Members also discussed the importance of protecting Council reserves. It was proposed that £400,000 of reserves be moved to CLLA, this proposal was amended and accepted by the original proposer to £500,000.

**Resolved:** *That it be recommended to Council that £500,000 of Council reserves be moved to the CCLA.*

## **10. LETTERS OF THANKS**

There were none.

## **11. CORRESPONDENCE**

There was none.

## **12. ITEMS FOR THE NEXT MEETING**

Pension discretion Policy  
Grants Update

## **13. DATE AND TIME OF NEXT MEETINGS**

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

Meeting closed 8.40pm

Cllr A Smith, Chair.

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**SANDBACH TOWN COUNCIL**  
**FINANCE POLICY & GOVERNANCE COMMITTEE**  
**TERMS OF REFERENCE**

**Approved by Council: 18<sup>th</sup> 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><b>Resources</b></p> <p>To oversee and direct the use of financial and technological resources of the Council.</p>	<ul style="list-style-type: none"> <li>• Committee for management overview.</li> <li>• Operational management to Town Clerk and Responsible Financial Officer (RFO), in accordance with Financial Regulations &amp; Standing Orders.</li> </ul>
2.	<p><b>Governance</b></p> <p>To advise Council on Financial Regulations, Standing Orders and Standing Orders for Contracts.</p>	<ul style="list-style-type: none"> <li>• Committee</li> <li>• Town Clerk to advise and implement</li> </ul>
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"> <li>• Committee</li> <li>• Town Clerk to advise and implement</li> </ul>
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"> <li>• Town Clerk</li> </ul>
5.	<p><b>Civic Functions</b></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"> <li>• Finance, Policy &amp; Governance Committee for management overview within Policy and Budget.</li> <li>• Town Clerk for Operational Management</li> </ul>
6.	<p>To administer the office of the Mayor</p>	<ul style="list-style-type: none"> <li>• Finance, Policy &amp; Governance Committee for management overview within Policy and Budget.</li> <li>• Town Clerk for Operational Management</li> </ul>
7.	<p><b>Finance</b></p> <p>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"> <li>• Council to approve banking arrangements</li> <li>• Committee for managerial overview</li> <li>• RFO/Town Clerk in accordance with Financial Regulations and for operational management</li> </ul>

<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 &amp; acceptance of tenders</p>		<ul style="list-style-type: none"> <li>• Committee/ RFO in accordance with Financial Regulations.</li> <li>• Committee, Town Clerk &amp; RFO as set out in Financial Regulations</li> <li>• Committee, Town Clerk &amp; RFO as set out in Financial Regulations</li> <li>• Council/ Committee/ RFO/Town Clerk in accordance with Financial Regulations &amp; Standing Orders for Contracts.</li> <li>• Town Clerk to approve or vary lists of approved contractors subject to Financial Regulations or Standing Orders</li> </ul>
<p>12. To make recommendations to the Council on Budget &amp; 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 &amp; treasury management</p> <p>15. To regularly monitor the performance of all funds invested.</p>		<ul style="list-style-type: none"> <li>• Committee</li> <li>• RFO/Town Clerk to prepare draft Budget &amp; Budget Report with accountancy support as necessary.</li> <li>• Committee</li> <li>• Committee</li> <li>• Committee, Town Clerk/RFO</li> </ul>
<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>		<ul style="list-style-type: none"> <li>• Town Clerk/RFO for renewal &amp; operational matters.</li> <li>• Committee for overview, tendering &amp; changes of cover.</li> <li>• RFO/Town Clerk</li> <li>• Authorised signatories to authorise Mandate &amp; payments in accordance with Financial Regulations</li> <li>• Committee for management overview</li> <li>• RFO/Town Clerk for operational management</li> <li>• Committee to recommend with ratification from full Council.</li> </ul>
<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"> <li>• Committee for aged debt in accordance with Financial regulations.</li> <li>• RFO for routine actions to recover</li> <li>• Committee</li> <li>• Committee/Town Clerk in accordance with Financial Regulations</li> <li>• Committee/Town Clerk/ RFO in accordance with Financial Regulations</li> </ul>
<p><b>Procurement</b></p> <p>24. To co-ordinate and oversee the Council's Corporate Procurement and advise it on policy.</p>		<ul style="list-style-type: none"> <li>• Committee for management overview</li> <li>• Town Clerk RFO for operational management in accordance with Financial Regulations, &amp; any Standing Orders for Contracts &amp; Procurement Policy</li> </ul>



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

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

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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## Detailed Profit and Loss Account - Excluding Stock Movement

Month 9 Date 31/12/2021

Account	Sales/Income	Month Actual	YTD Actual
1176	Precept	0	689,544
1190	Interest Received	10	87
1192	Community Inf. Levy	0	3,786
1801	Town Hall Hirings USE 6000	315	1,119
1900	Other Market Income	0	0
1901	Indoor Market Income	3,495	25,039
1905	Outdoor Market Income	1,465	16,473
1906	Christmas Markets	(200)	3,355
1907	Other Market Income	0	1,200
1910	Community Events Income	1,829	2,125
1911	Gazebo Income	342	2,333
4806	Refreshment sales	0	553
4807	Cinema Income	306	634
6000	Town Hall hire fees	3,590	28,400
6002	Town Hall Bar Income	3,847	29,279
6005	Town Hall Shop Units	1,321	11,675
<b>Total Sales/Income</b>		<b>16,319</b>	<b>815,600</b>

Account	Direct Expenditure	Month Actual	YTD Actual
4831	Town Hall Events Costs	304	2,719
4838	Cinema Costs	100	1,045
4840	Refreshment purchases	0	2,439
6010	Town Hall Bar Purchases	704	8,940
<b>Total Direct Expenditure</b>		<b>1,108</b>	<b>15,143</b>
<b>Gross Profit</b>		<b>15,211</b>	<b>800,457</b>
<b>% Gross Profit to Sales</b>		<b>93.21%</b>	<b>98.14%</b>

Account	Indirect/Overhead Expenditure	Month Actual	YTD Actual
4000	Salaries	10,951	100,308
4001	Employer's NI	1,071	9,878
4002	Employer's Superannuation	2,163	19,961
4100	Mayor's Allowance	167	1,515
4101	Civic & Ceremonial	90	115
4103	Locum Clerk Costs	1,739	2,814
4110	ICT Support/Packages	675	5,238
4111	Subscriptions	72	2,866
4112	Audit Fees Internal & External	0	2,260
4113	Accounts Consultants	2,696	2,696
4114	Accountancy Support	1,150	3,794
4120	Insurance	214	11,597
4123	Telephones	122	1,232
4130	Stationery	0	532
4131	Photocopying	0	418
4135	Postages	0	218
4141	Office Equipment/Furniture	0	239
4142	Office Maintenance	0	263
4145	Financial Software	0	1,028
4151	Training	0	585
4152	HR & H&S Support	0	578
4197	Bank Charges	122	1,191

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## Detailed Profit and Loss Account - Excluding Stock Movement

Month 9 Date 31/12/2021

	<u>Month Actual</u>	<u>YTD Actual</u>
4199 Other Expenses	0	15
4310 Website Maintenance	0	637
4503 Hanging Baskets	0	8,275
4508 Christmas Lights	27,763	27,603
4515 Concert Series	0	2,500
4530 Community Grants	3,035	5,135
4550 Foden's Sponsorship	0	7,500
4551 Town Crier Honorarium	0	750
4560 Churchyard Maintenance	0	1,580
4573 Woodland and Wildlife	0	1,000
4601 Sandbach Partnership	0	5,000
4619 Car Parks refurbishment	0	4,907
4630 Legal Fees	0	1,200
4640 CCTV Contribution	0	5,728
4648 Neighbourhood Plan	0	3,356
4660 Allotments	0	1,000
4820 Community Events	50	4,505
6020 Town Hall Salaries	5,043	49,741
6021 Employers NIC	577	5,592
6022 Superannuation	1,490	13,795
6023 Market wages	4,537	43,529
6080 Maintenance	34	7,654
6090 Health and Safety	0	480
6091 Covid-19	0	552
6100 Light and Heat	1,007	8,006
6110 Rates and Water	1,256	22,908
6120 Repairs	63	4,824
6140 Waste Disposal	17	5,902
6200 Motor expenses	84	2,074
6220 Cleaning	1,189	10,541
6230 Equipment renewals	0	3,528
6260 Stationery	0	1
6280 Telephone	374	3,564
6290 Advertising	104	1,918
6300 Performing Rights Licence	35	1,063
6310 Premises Licence	0	200
6340 Marketing	0	2,484
6350 Irrecoverable VAT	0	4,567
6351 Town Hall Units Expenditure	536	1,094
6352 Christmas Market costs	7,975	8,643
6400 Supplies (Public Conveniences)	0	128
6406 Contract Cleaning	1,008	11,455
7000 Public Works Loan Board	0	27,138
<b>Total Indirect/Overhead Expenditure</b>	<b>77,410</b>	<b>491,397</b>
<b>Operating Profit</b>	<b>(62,199)</b>	<b>309,060</b>
<b>% Operating Profit</b>	<b>-381.14%</b>	<b>37.89%</b>

## Summary Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

## Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100	Town Council Income	Income	690,078	689,631	689,944	313		100.0%
101	Administration	Income	1,856	0	0	0		0.0%
		Expenditure	64,047	40,084	86,600	46,516	46,516	46.3%
	Movement to/(from) Gen Reserve		<u>(62,190)</u>	<u>(40,084)</u>				
102	Staff Costs	Expenditure	182,615	130,147	180,450	50,303	50,303	72.1%
105	Publicity	Expenditure	263	637	5,740	5,103	5,103	11.1%
110	Grants/Discretionary Payments	Expenditure	67,134	66,071	107,130	41,059	41,059	61.7%
140	Community Events	Income	0	2,125	0	(2,125)		0.0%
		Expenditure	195	4,505	20,500	15,995	15,995	22.0%
	Movement to/(from) Gen Reserve		<u>(195)</u>	<u>(2,380)</u>				
180	Sandbach Town Hall	Income	24,576	59,984	112,600	52,616		53.3%
		Expenditure	156,586	157,613	243,620	86,007	86,007	64.7%
	Movement to/(from) Gen Reserve		<u>(132,010)</u>	<u>(97,629)</u>				
182	Car Parks	Expenditure	8,351	4,907	10,500	5,593	5,593	46.7%
184	Town Hall Shop Units	Income	13,433	11,675	15,850	4,175		73.7%
		Expenditure	295	275	1,500	1,225	1,225	18.4%
	Movement to/(from) Gen Reserve		<u>13,138</u>	<u>11,399</u>				
185	Ranger	Expenditure	1,260	2,435	13,500	11,065	11,065	18.0%
190	Outdoor Market	Income	14,011	23,361	35,000	11,639		66.7%
		Expenditure	52,106	59,782	82,640	22,858	22,858	72.3%
	Net Income over Expenditure		<u>(38,095)</u>	<u>(36,422)</u>	<u>(47,640)</u>	<u>(11,218)</u>		
	plus Transfer from EMR		349	0				
	Movement to/(from) Gen Reserve		<u>(37,746)</u>	<u>(36,422)</u>				
191	Indoor Market	Income	23,071	25,039	35,000	9,961		71.5%
		Expenditure	35,975	25,728	39,005	13,277	13,277	66.0%
	Movement to/(from) Gen Reserve		<u>(12,904)</u>	<u>(689)</u>				
200	Public Conveniences	Expenditure	14,300	10,999	22,650	11,651	11,651	48.6%
400	Projects	Income	2,077	3,786	0	(3,786)		0.0%
		Expenditure	15,785	3,356	42,100	38,744	38,744	8.0%
	Net Income over Expenditure		<u>(13,708)</u>	<u>430</u>	<u>(42,100)</u>	<u>(42,530)</u>		
	plus Transfer from EMR		5,370	0				
	Movement to/(from) Gen Reserve		<u>(8,338)</u>	<u>430</u>				
	<b>Grand Totals:- Income</b>		<b>769,102</b>	<b>815,600</b>	<b>888,394</b>	<b>72,794</b>		<b>91.8%</b>
	<b>Expenditure</b>		<b>598,911</b>	<b>506,540</b>	<b>855,935</b>	<b>349,395</b>	<b>0</b>	<b>59.2%</b>
	<b>Net Income over Expenditure</b>		<b>170,191</b>	<b>309,060</b>	<b>32,459</b>	<b>(276,601)</b>		
	<b>plus Transfer from EMR</b>		<b>5,719</b>	<b>0</b>				
	<b>Movement to/(from) Gen Reserve</b>		<b>175,911</b>	<b>309,060</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Town Council Income</b>								
1176 Precept	687,192	689,544	689,544	0			100.0%	
1190 Interest Received	386	87	400	313			21.6%	
1912 Other income	2,500	0	0	0			0.0%	
<b>Town Council Income :- Income</b>	<b>690,078</b>	<b>689,631</b>	<b>689,944</b>	<b>313</b>			<b>100.0%</b>	<b>0</b>
<b>Net Income</b>	<b>690,078</b>	<b>689,631</b>	<b>689,944</b>	<b>313</b>				
<b>101 Administration</b>								
1913 Covid Disc. Grant	1,856	0	0	0			0.0%	
<b>Administration :- Income</b>	<b>1,856</b>	<b>0</b>	<b>0</b>	<b>0</b>				<b>0</b>
4100 Mayor's Allowance	1,636	1,515	2,000	485		485	75.8%	
4101 Civic & Ceremonial	730	115	2,500	2,385		2,385	4.6%	
4103 Locum Clerk Costs	0	2,814	0	(2,814)		(2,814)	0.0%	
4110 ICT Support/Packages	7,151	5,238	7,500	2,262		2,262	69.8%	
4111 Subscriptions	3,756	2,866	4,000	1,134		1,134	71.7%	
4112 Audit Fees Internal & External	0	2,260	0	(2,260)		(2,260)	0.0%	
4113 Accounts Consultants	0	2,696	0	(2,696)		(2,696)	0.0%	
4114 Accountancy Support	7,820	3,794	8,200	4,406		4,406	46.3%	
4120 Insurance	7,991	11,597	10,000	(1,597)		(1,597)	116.0%	
4121 Rent- SLI	4,460	0	0	0		0	0.0%	
4122 Utilities - SLI	3,423	0	0	0		0	0.0%	
4123 Telephones	2,293	1,232	2,500	1,268		1,268	49.3%	
4130 Stationery	659	532	1,500	968		968	35.5%	
4131 Photocopying	331	418	1,000	582		582	41.8%	
4135 Postages	216	218	400	182		182	54.4%	
4136 Election costs	0	0	8,000	8,000		8,000	0.0%	
4141 Office Equipment/Furniture	7,662	239	3,000	2,761		2,761	8.0%	
4142 Office Maintenance	0	263	500	237		237	52.5%	
4145 Financial Software	0	1,028	0	(1,028)		(1,028)	0.0%	
4150 Travelling Expenses	0	0	500	500		500	0.0%	
4151 Training	95	585	4,000	3,415		3,415	14.6%	
4152 HR & H&S Support	8,352	578	4,000	3,422		3,422	14.4%	
4154 Aged debt write off	2,052	0	0	0		0	0.0%	
4197 Bank Charges	975	1,191	2,500	1,309		1,309	47.7%	
4199 Other Expenses	50	10	500	490		490	2.0%	
4400 Storage Unit Rental	(249)	0	0	0		0	0.0%	
4630 Legal Fees	734	0	1,500	1,500		1,500	0.0%	
4670 New Purchases/Projects	0	0	20,000	20,000		20,000	0.0%	
6091 Covid-19	2,001	14	0	(14)		(14)	0.0%	



## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6140 Waste Disposal	1,113	0	1,500	1,500		1,500	0.0%	
6290 Advertising	797	882	1,000	118		118	88.2%	
<b>Administration :- Indirect Expenditure</b>	<b>64,047</b>	<b>40,084</b>	<b>86,600</b>	<b>46,516</b>	<b>0</b>	<b>46,516</b>	<b>46.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(62,190)</b>	<b>(40,084)</b>	<b>(86,600)</b>	<b>(46,516)</b>				
<b>102 Staff Costs</b>								
4000 Salaries	139,178	100,308	138,100	37,792		37,792	72.6%	
4001 Employer's NI	13,962	9,878	12,250	2,372		2,372	80.6%	
4002 Employer's Superannuation	29,474	19,961	30,100	10,139		10,139	66.3%	
<b>Staff Costs :- Indirect Expenditure</b>	<b>182,615</b>	<b>130,147</b>	<b>180,450</b>	<b>50,303</b>	<b>0</b>	<b>50,303</b>	<b>72.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(182,615)</b>	<b>(130,147)</b>	<b>(180,450)</b>	<b>(50,303)</b>				
<b>105 Publicity</b>								
4300 Newsletter Printing	0	0	4,740	4,740		4,740	0.0%	
4310 Website Maintenance	263	637	1,000	363		363	63.7%	
<b>Publicity :- Indirect Expenditure</b>	<b>263</b>	<b>637</b>	<b>5,740</b>	<b>5,103</b>	<b>0</b>	<b>5,103</b>	<b>11.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(263)</b>	<b>(637)</b>	<b>(5,740)</b>	<b>(5,103)</b>				
<b>110 Grants/Discretionary Payments</b>								
4500 Transport Festival	0	0	12,000	12,000		12,000	0.0%	
4503 Hanging Baskets	3,697	8,275	8,000	(275)		(275)	103.4%	
4508 Christmas Lights	25,828	27,603	26,500	(1,103)		(1,103)	104.2%	
4515 Concert Series	2,500	2,500	2,500	0		0	100.0%	
4530 Community Grants	16,558	5,135	30,000	24,865		24,865	17.1%	
4550 Foden's Sponsorship	7,500	7,500	7,500	0		0	100.0%	
4551 Town Crier Honorarium	750	750	750	0		0	100.0%	
4560 Churchyard Maintenance	1,580	1,580	1,580	0		0	100.0%	
4573 Woodland and Wildlife	1,500	1,000	1,000	0		0	100.0%	
4599 Other Regular Donations	0	0	300	300		300	0.0%	
4601 Sandbach Partnership	0	5,000	10,000	5,000		5,000	50.0%	
4611 Remembrance Parade	0	0	250	250		250	0.0%	
4640 CCTV Contribution	5,700	5,728	5,750	22		22	99.6%	
4660 Allotments	1,000	1,000	1,000	0		0	100.0%	
4664 Sandbach Clean Team	520	0	0	0		0	0.0%	
<b>Grants/Discretionary Payments :- Indirect Expenditure</b>	<b>67,134</b>	<b>66,071</b>	<b>107,130</b>	<b>41,059</b>	<b>0</b>	<b>41,059</b>	<b>61.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(67,134)</b>	<b>(66,071)</b>	<b>(107,130)</b>	<b>(41,059)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>140 Community Events</b>								
1910 Community Events Income	0	2,125	0	(2,125)			0.0%	
Community Events :- Income	<b>0</b>	<b>2,125</b>	<b>0</b>	<b>(2,125)</b>				<b>0</b>
4820 Community Events	195	4,505	20,500	15,995		15,995	22.0%	
Community Events :- Indirect Expenditure	<b>195</b>	<b>4,505</b>	<b>20,500</b>	<b>15,995</b>	<b>0</b>	<b>15,995</b>	<b>22.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(195)</b>	<b>(2,380)</b>	<b>(20,500)</b>	<b>(18,120)</b>				
<b>180 Sandbach Town Hall</b>								
1801 Town Hall Hirings USE 6000	0	1,119	0	(1,119)			0.0%	
1913 Covid Disc. Grant	17,415	0	0	0			0.0%	
4801 Ticket Income	0	0	8,000	8,000			0.0%	
4806 Refreshment sales	(2)	553	8,000	7,448			6.9%	
4807 Cinema Income	0	634	6,600	5,966			9.6%	
6000 Town Hall hire fees	7,013	28,400	60,000	31,600			47.3%	
6002 Town Hall Bar Income	149	29,279	30,000	721			97.6%	
Sandbach Town Hall :- Income	<b>24,576</b>	<b>59,984</b>	<b>112,600</b>	<b>52,616</b>			<b>53.3%</b>	<b>0</b>
4831 Town Hall Events Costs	452	2,719	1,000	(1,719)		(1,719)	271.9%	
4838 Cinema Costs	0	1,045	5,500	4,455		4,455	19.0%	
4840 Refreshment purchases	1	2,439	1,750	(689)		(689)	139.3%	
6010 Town Hall Bar Purchases	(368)	8,940	15,000	6,060		6,060	59.6%	
Sandbach Town Hall :- Direct Expenditure	<b>85</b>	<b>15,143</b>	<b>23,250</b>	<b>8,107</b>	<b>0</b>	<b>8,107</b>	<b>65.1%</b>	<b>0</b>
4199 Other Expenses	0	4	0	(4)		(4)	0.0%	
4630 Legal Fees	0	1,200	0	(1,200)		(1,200)	0.0%	
4670 New Purchases/Projects	3,269	0	1,500	1,500		1,500	0.0%	
6020 Town Hall Salaries	58,534	49,741	106,000	56,259		56,259	46.9%	
6021 Employers NIC	3,595	3,483	5,700	2,217		2,217	61.1%	
6022 Superannuation	9,975	7,944	20,500	12,557		12,557	38.7%	
6070 Training	0	0	500	500		500	0.0%	
6080 Maintenance	3,194	7,206	4,640	(2,566)		(2,566)	155.3%	
6090 Health and Safety	0	480	0	(480)		(480)	0.0%	
6091 Covid-19	2,743	538	3,000	2,462		2,462	17.9%	
6100 Light and Heat	10,452	4,454	15,000	10,546		10,546	29.7%	
6110 Rates and Water	10,285	12,314	7,800	(4,514)		(4,514)	157.9%	
6120 Repairs	2,539	4,231	4,000	(231)		(231)	105.8%	
6124 Condition Survey	250	0	2,380	2,380		2,380	0.0%	
6140 Waste Disposal	1,491	1,505	1,600	95		95	94.0%	
6150 Security	35	0	500	500		500	0.0%	
6200 Motor expenses	0	149	0	(149)		(149)	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6220 Cleaning	2,246	10,392	3,000	(7,392)		(7,392)	346.4%	
6230 Equipment renewals	1,663	1,218	3,000	1,782		1,782	40.6%	
6260 Stationery	0	1	0	(1)		(1)	0.0%	
6280 Telephone	4,384	3,419	5,000	1,581		1,581	68.4%	
6300 Performing Rights Licence	774	1,012	800	(212)		(212)	126.5%	
6310 Premises Licence	200	200	2,500	2,300		2,300	8.0%	
6340 Marketing	559	2,484	2,000	(484)		(484)	124.2%	
6350 Irrecoverable VAT	10,708	3,358	6,250	2,892		2,892	53.7%	
7000 Public Works Loan Board	29,605	27,138	24,700	(2,438)		(2,438)	109.9%	
<b>Sandbach Town Hall :- Indirect Expenditure</b>	<b>156,501</b>	<b>142,470</b>	<b>220,370</b>	<b>77,900</b>	<b>0</b>	<b>77,900</b>	<b>64.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(132,010)</b>	<b>(97,629)</b>	<b>(131,020)</b>	<b>(33,391)</b>				
<b>182 Car Parks</b>								
4619 Car Parks refurbishment	8,311	4,907	10,000	5,093		5,093	49.1%	
6080 Maintenance	40	0	500	500		500	0.0%	
<b>Car Parks :- Indirect Expenditure</b>	<b>8,351</b>	<b>4,907</b>	<b>10,500</b>	<b>5,593</b>	<b>0</b>	<b>5,593</b>	<b>46.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(8,351)</b>	<b>(4,907)</b>	<b>(10,500)</b>	<b>(5,593)</b>				
<b>184 Town Hall Shop Units</b>								
6005 Town Hall Shop Units	13,433	11,675	15,850	4,175			73.7%	
<b>Town Hall Shop Units :- Income</b>	<b>13,433</b>	<b>11,675</b>	<b>15,850</b>	<b>4,175</b>			<b>73.7%</b>	<b>0</b>
6100 Light and Heat	0	(818)	0	818		818	0.0%	
6351 Town Hall Units Expenditure	295	1,094	1,500	406		406	72.9%	
<b>Town Hall Shop Units :- Indirect Expenditure</b>	<b>295</b>	<b>275</b>	<b>1,500</b>	<b>1,225</b>	<b>0</b>	<b>1,225</b>	<b>18.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>13,138</b>	<b>11,399</b>	<b>14,350</b>	<b>2,951</b>				
<b>185 Ranger</b>								
6200 Motor expenses	0	275	0	(275)		(275)	0.0%	
6230 Equipment renewals	1,260	2,160	13,500	11,340		11,340	16.0%	
<b>Ranger :- Indirect Expenditure</b>	<b>1,260</b>	<b>2,435</b>	<b>13,500</b>	<b>11,065</b>	<b>0</b>	<b>11,065</b>	<b>18.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,260)</b>	<b>(2,435)</b>	<b>(13,500)</b>	<b>(11,065)</b>				
<b>190 Outdoor Market</b>								
1900 Other Market Income	275	0	0	0			0.0%	
1905 Outdoor Market Income	10,581	16,473	35,000	18,527			47.1%	
1906 Christmas Markets	0	3,355	0	(3,355)			0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1907 Other Market Income	650	1,200	0	(1,200)			0.0%	
1911 Gazebo Income	1,109	2,333	0	(2,333)			0.0%	
1913 Covid Disc. Grant	1,396	0	0	0			0.0%	
<b>Outdoor Market :- Income</b>	<b>14,011</b>	<b>23,361</b>	<b>35,000</b>	<b>11,639</b>			<b>66.7%</b>	<b>0</b>
4155 Income Write off	297	0	0	0		0	0.0%	
6021 Employers NIC	1,810	1,283	1,500	217		217	85.6%	
6022 Superannuation	4,193	3,921	4,000	79		79	98.0%	
6023 Market wages	30,112	31,726	34,000	2,274		2,274	93.3%	
6070 Training	0	0	800	800		800	0.0%	
6080 Maintenance	243	11	2,000	1,989		1,989	0.5%	
6090 Health and Safety	0	0	450	450		450	0.0%	
6091 Covid-19	1,396	0	2,500	2,500		2,500	0.0%	
6100 Light and Heat	265	170	500	330		330	33.9%	
6110 Rates and Water	7,067	7,116	7,700	584		584	92.4%	
6120 Repairs	0	0	500	500		500	0.0%	
6124 Condition Survey	0	0	5,390	5,390		5,390	0.0%	
6140 Waste Disposal	3,592	3,691	5,000	1,309		1,309	73.8%	
6200 Motor expenses	2,148	1,650	4,500	2,850		2,850	36.7%	
6230 Equipment renewals	0	150	3,000	2,850		2,850	5.0%	
6280 Telephone	129	141	175	34		34	80.7%	
6290 Advertising	0	939	2,500	1,561		1,561	37.5%	
6350 Irrecoverable VAT	853	342	3,125	2,783		2,783	10.9%	
6352 Christmas Market costs	0	8,643	5,000	(3,643)		(3,643)	172.8%	
<b>Outdoor Market :- Indirect Expenditure</b>	<b>52,106</b>	<b>59,782</b>	<b>82,640</b>	<b>22,858</b>	<b>0</b>	<b>22,858</b>	<b>72.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(38,095)</b>	<b>(36,422)</b>	<b>(47,640)</b>	<b>(11,218)</b>				
9000 plus Transfer from EMR	349	0						
<b>Movement to/(from) Gen Reserve</b>	<b>(37,746)</b>	<b>(36,422)</b>						
<b>191 Indoor Market</b>								
1900 Other Market Income	0	0	0	(0)			0.0%	
1901 Indoor Market Income	17,362	25,039	35,000	9,961			71.5%	
1907 Other Market Income	1,378	0	0	0			0.0%	
1913 Covid Disc. Grant	4,332	0	0	0			0.0%	
<b>Indoor Market :- Income</b>	<b>23,071</b>	<b>25,039</b>	<b>35,000</b>	<b>9,961</b>			<b>71.5%</b>	<b>0</b>
4155 Income Write off	186	0	0	0		0	0.0%	
4613 Indoor Market Hall Project	1,215	0	0	0		0	0.0%	
6021 Employers NIC	834	825	650	(175)		(175)	127.0%	
6022 Superannuation	1,797	1,930	1,800	(130)		(130)	107.2%	

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## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
6023 Market wages	11,194	11,803	8,400	(3,403)		(3,403)	140.5%	
6070 Training	0	0	260	260		260	0.0%	
6080 Maintenance	245	437	800	363		363	54.6%	
6090 Health and Safety	0	0	450	450		450	0.0%	
6091 Covid-19	4,332	0	0	0		0	0.0%	
6100 Light and Heat	1,126	3,917	8,000	4,083		4,083	49.0%	
6110 Rates and Water	6,990	4,372	6,500	2,128		2,128	67.3%	
6120 Repairs	849	593	1,600	1,007		1,007	37.1%	
6124 Condition Survey	0	0	1,400	1,400		1,400	0.0%	
6140 Waste Disposal	952	680	1,300	620		620	52.3%	
6220 Cleaning	0	149	500	351		351	29.9%	
6230 Equipment renewals	2,882	0	1,000	1,000		1,000	0.0%	
6280 Telephone	55	5	720	715		715	0.6%	
6290 Advertising	0	98	0	(98)		(98)	0.0%	
6291 Market Hall Advertising	102	0	2,500	2,500		2,500	0.0%	
6300 Performing Rights Licence	0	51	0	(51)		(51)	0.0%	
6350 Irrecoverable VAT	3,215	867	3,125	2,258		2,258	27.7%	
<b>Indoor Market :- Indirect Expenditure</b>	<b>35,975</b>	<b>25,728</b>	<b>39,005</b>	<b>13,277</b>	<b>0</b>	<b>13,277</b>	<b>66.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(12,904)</b>	<b>(689)</b>	<b>(4,005)</b>	<b>(3,316)</b>				
<b>200 Public Conveniences</b>								
6091 Covid-19	304	0	0	0		0	0.0%	
6100 Light and Heat	319	284	600	316		316	47.3%	
6110 Rates and Water	5,053	(895)	1,800	2,695		2,695	(49.7%)	
6120 Repairs	50	0	1,000	1,000		1,000	0.0%	
6140 Waste Disposal	0	27	250	223		223	10.6%	
6400 Supplies (Public Conveniences)	96	128	1,000	872		872	12.8%	
6402 Vandalism Repairs	0	0	1,500	1,500		1,500	0.0%	
6406 Contract Cleaning	8,478	11,455	16,500	5,045		5,045	69.4%	
<b>Public Conveniences :- Indirect Expenditure</b>	<b>14,300</b>	<b>10,999</b>	<b>22,650</b>	<b>11,651</b>	<b>0</b>	<b>11,651</b>	<b>48.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(14,300)</b>	<b>(10,999)</b>	<b>(22,650)</b>	<b>(11,651)</b>				
<b>400 Projects</b>								
1192 Community Inf. Levy	2,077	3,786	0	(3,786)			0.0%	
<b>Projects :- Income</b>	<b>2,077</b>	<b>3,786</b>	<b>0</b>	<b>(3,786)</b>				<b>0</b>
4600 Projects	0	0	2,000	2,000		2,000	0.0%	
4604 Tidy Town	52	0	500	500		500	0.0%	
4614 Office Project	500	0	0	0		0	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2021

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4616 Town Hall Office	200	0	25,600	25,600		25,600	0.0%	
4625 Benches/Street Furniture	0	0	2,000	2,000		2,000	0.0%	
4648 Neighbourhood Plan	613	3,356	2,000	(1,356)		(1,356)	167.8%	
4667 Asset Maintenance Prov	14,420	0	10,000	10,000		10,000	0.0%	
Projects :- Indirect Expenditure	<b>15,785</b>	<b>3,356</b>	<b>42,100</b>	<b>38,744</b>	<b>0</b>	<b>38,744</b>	<b>8.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(13,708)</b>	<b>430</b>	<b>(42,100)</b>	<b>(42,530)</b>				
9000 plus Transfer from EMR	5,370	0						
<b>Movement to/(from) Gen Reserve</b>	<b>(8,338)</b>	<b>430</b>						
Grand Totals:- Income	<b>769,102</b>	<b>815,600</b>	<b>888,394</b>	<b>72,794</b>			<b>91.8%</b>	
Expenditure	<b>598,911</b>	<b>506,540</b>	<b>855,935</b>	<b>349,395</b>	<b>0</b>	<b>349,395</b>	<b>59.2%</b>	
<b>Net Income over Expenditure</b>	<b>170,191</b>	<b>309,060</b>	<b>32,459</b>	<b>(276,601)</b>				
plus Transfer from EMR	5,719	0						
<b>Movement to/(from) Gen Reserve</b>	<b>175,911</b>	<b>309,060</b>						

## Detailed Balance Sheet - Excluding Stock Movement

Month 9 Date 31/12/2021

<u>A/c</u>	<u>Description</u>	<u>Actual</u>
<i>Current Assets</i>		
100	Debtors	10,644
105	VAT Control A/c	14,186
110	Prepayments	0
120	Bar Stock	1,098
150	Cinema Float	100
152	Town Hall Float	650
200	Current/Reserve Bank A/c	1,099,268
202	Bonus Saver	85,181
250	Petty Cash	(8)
260	Town Hall Petty Cash	1,580
280	Credit Card	(110)
<b>Total Current Assets</b>		<b>1,212,589</b>
<i>Current Liabilities</i>		
500	Creditors	65,616
565	Deposits	12,467
<b>Total Current Liabilities</b>		<b>78,083</b>
<b>Net Current Assets</b>		<b>1,134,506</b>
<b>Total Assets less Current Liabilities</b>		<b>1,134,506</b>
<i>Represented by :-</i>		
300	Current Year Fund	309,060
310	General Reserves	187,244
321	Committed - Gratuity Reserve	319
324	Committed reserve - Town Guide	2,751
331	Committed res - Website Dev	281
332	Comm Res - Car Park	203,716
335	Comm Res - Neighbourhood Plan	11,358
337	Comm Res - Conservation	10,000
340	Comm Res - Assets Management	35,580
342	Comm Res - Legal Fees	3,000
346	Comm Res - Ind Mkt Project	2,171
347	Comm Res - Office Accom Proj	73,900
348	Comm Res - Personnel Adverts	1,300
349	Comm Res - IT Equipment	800
352	Comm res - Roof repairs	1,434
354	Comm res -New Van	1,611
355	Comm Res - Skate Park	50,000
356	Comm Res - Town Hall Equipment	5,200
357	Comm Res - Town Hall Kitchen	4,134
358	Comm Res - Town Hall Works	25,000
359	Comm Res - Short Term Projects	30,001
361	Comm Res - Public T refurb	50,000
364	Comm Res - Community Levy	2,077
365	Comm Res - Condition Survey	60,490
368	Comm Res - Loan repayment	63,080
<b>Total Equity</b>		<b>1,134,506</b>

**Bank Reconciliation Statement as at 31/12/2021  
for Cashbook 1 - Current/Reserve Bank A/c's**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 72702729	31/12/2021	2109	1,000.00
Business Reserve 91519578	31/12/2021	2109	1,097,429.53
			<u>1,098,429.53</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
25/10/2021 RE21711 Hitched Inv payment to trace		-838.80	
			<u>-838.80</u>
			1,099,268.33
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			1,099,268.33
		<b>Balance per Cash Book is :-</b>	<b>1,099,268.33</b>
		<b>Difference is :-</b>	<b>0.00</b>



**Bank Reconciliation Statement as at 31/12/2021  
for Cashbook 2 - Bonus Saver**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bonus Saver A/c 52505359	31/12/2021	2109	85,181.23
			<u>85,181.23</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85,181.23
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			85,181.23
		<b>Balance per Cash Book is :-</b>	<b>85,181.23</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/12/2021  
for Cashbook 3 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/12/2021	2109	-8.05
			<u>-8.05</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			-8.05
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	<u>0.00</u>
			-8.05
		<b>Balance per Cash Book is :-</b>	<b>-8.05</b>
		<b>Difference is :-</b>	<b>0.00</b>

## List of Payments made between 01/10/2021 and 31/12/2021

7.

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/10/2021	BACS P/L Pymnt Page 973	BACS Pymnt	7,709.81		BACS P/L Pymnt Page 973
01/10/2021	Prism Solutions	21614	150.55		Phone charges TH
01/10/2021	Cheshire East Council	21615	624.00		Rates
01/10/2021	Cheshire East Council	21616	699.00		Cheshire East Council Rates
01/10/2021	Legal and General	21619	213.74		Insurance
05/10/2021	[REDACTED]	21622	182.50		DEPOSIT FOR 17DEC21
05/10/2021	[REDACTED]	21623	250.00		WEDDING 08OCT21 DEPOSIT
05/10/2021	[REDACTED]	21622	-182.50		ERROR
05/10/2021	[REDACTED]	21623	-250.00		ERROR
06/10/2021	FOOD FOR THOUGHT	21625	40.00		XMAS MKT
06/10/2021	FOOD FOR THOUGHT	21625	-40.00		ERROR
07/10/2021	PRESTBURY COMMUNIC	21627	40.00		XMAS MKT STALL
07/10/2021	[REDACTED]	21628	293.40		RENT
07/10/2021	Petty Cash	21632	250.00		Petty Cash Chq 5569
07/10/2021	PRESTBURY COMMUNIC	21627	-40.00		ERROR
07/10/2021	[REDACTED]	21628	-293.40		ERROR
07/10/2021	[REDACTED]	21648	-40.00		ERROR
07/10/2021	[REDACTED]	21651	-40.00		ERROR
08/10/2021	BT	21644	77.59		Phone/Broadband T/H
08/10/2021	BACS P/L Pymnt Page 976	BACS Pymnt	1,299.65		BACS P/L Pymnt Page 976
11/10/2021	The Fuel Card People	21652	15.84		Fuelcard
11/10/2021	CHESHIRE APIARIES	21646	40.00		XMAS MKT
11/10/2021	W [REDACTED]	21648	40.00		XMAS MKT
11/10/2021	H [REDACTED]	21651	40.00		XMAS MKT
11/10/2021	CHESHIRE APIARIES	21646	-40.00		PAYMENT IN ERROR
12/10/2021	Evo Payments International	21658	68.12		EVO charges
15/10/2021	West Merica Energy	21682	68.31		Gas T/H
15/10/2021	BACS P/L Pymnt Page 977	BACS Pymnt	1,842.44		BACS P/L Pymnt Page 977
15/10/2021	Natwest	21675	30.00		Bankline Charges
15/10/2021	EE Mobile	21681	18.61		EE Mobile
15/10/2021	Monthly Salaries	21676	18,505.61		Monthly Salaries
22/10/2021	BACS P/L Pymnt Page 978	BACS Pymnt	1,683.46		BACS P/L Pymnt Page 978
22/10/2021	Cheshire East Council	21701	20.00		SSL Licence 50272
22/10/2021	Christopher Bramha	21707	105.00		Xmas Mkt Refund
25/10/2021	Prism Solutions	21712	948.34		ICT/Telephones/Broadband
25/10/2021	West Merica Energy	21713	1,462.28		Market Store Electric
25/10/2021	Hitched Inv Payment lost	21711	838.80		Hitched Inv Payment lost
25/10/2021	Hitched Inv payment to trace	RE21711	-838.80		Hitched Inv payment to trace
26/10/2021	Petty Cash	21718	250.00		Petty Cash
28/10/2021	Credit Card	21722	237.46		Credit Card
29/10/2021	Natwest	21725	58.68		Bank Charges
29/10/2021	Cheshire Pension Fund	21726	5,198.59		Oct Pension Contribution
29/10/2021	HMRC	21727	5,485.23		October Contributions
01/11/2021	Prism Solutions	21732	150.55		Telephones TH
01/11/2021	Cheshire East Council	21733	624.00		TH RATES
01/11/2021	Cheshire East Council	21734	699.00		ODM RATES
04/11/2021	Legal and General	21739	214.26		INSURANCE

## List of Payments made between 01/10/2021 and 31/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/11/2021		21747	40.00		XMAS MKT REFUND
05/11/2021	BACS P/L Pymnt Page 985	BACS Pymnt	4,039.92		BACS P/L Pymnt Page 985
08/11/2021	The Fuel Card People	21756	15.84		Fuel Oct21
08/11/2021	BT	21757	77.59		Teleohones
11/11/2021	Evo Payments International	21766	76.58		Card Machine Fees
15/11/2021	MONTHLY PAYROLL	21775	19,162.20		PAYROLL NOV21
15/11/2021	The Fuel Card People	21776	70.82		9002294113/307/The Fuel Card P
15/11/2021	West Merica Energy	21779	1,393.21		P/C Elec Sep21
15/11/2021	EE Mobile	21777	18.61		MARKET MOBILE
15/11/2021	PUBLIC WORKS LOAN	21778	12,335.57		REPAYMENT NOV21
15/11/2021	Natwest	21774	22.00		BANKLINE CHARGES
16/11/2021	PHILLIP A HOWELL	21794	250.00		Repairs to water heaters
16/11/2021	BACS P/L Pymnt Page 981	BACS Pymnt	1,970.66		BACS P/L Pymnt Page 981
17/11/2021	BACS P/L Pymnt Page 983	BACS Pymnt	2,838.73		BACS P/L Pymnt Page 983
19/11/2021	West Merica Energy	21828	96.04		Electric Market Store
19/11/2021		21822	40.00		Xmas Mkt Refund
19/11/2021		21827	40.00		Xmas Mkt Refund
19/11/2021	BACS P/L Pymnt Page 987	BACS Pymnt	2,754.10		BACS P/L Pymnt Page 987
25/11/2021	Prism Solutions	21844	1,078.84		ICT/Broadband TH
26/11/2021	HMRC	21856	5,471.82		HMRC NOV21
26/11/2021	Cheshire Pension Fund	21850	4,614.94		PENSION CONTRIBUTION NOV21
29/11/2021	Calor Gas Limited	21857	61.87		Forklift Gas
29/11/2021	Credit Card	21856	109.86		CREDIT CARD TRANSFER
29/11/2021	The Fuel Card People	22004	99.94		Motor Expenses
30/11/2021	Natwest	21860	77.93		Bank Charges
30/11/2021	Natwest	21860A	1.80		Bank charges correction
01/12/2021	Prism Solutions	21872	150.55		TH Monthly telephones Nov21
01/12/2021		21869	40.00		Xmas Mkt Refund
01/12/2021	Cheshire Marshall	21864	25.00		Xmas Mkt Support
01/12/2021	BACS P/L Pymnt Page 992	BACS Pymnt	3,018.13		BACS P/L Pymnt Page 992
01/12/2021	Cheshire East Council	21873	624.00		TH Rates
01/12/2021	Cheshire East Council	21874	699.00		ODM Rates
03/12/2021	BACS P/L Pymnt Page 994	BACS Pymnt	15,658.71		BACS P/L Pymnt Page 994
03/12/2021		21889	1,739.42		Inv 0016
03/12/2021	P A Howell	21884	536.00		Repairs at Shop Units
03/12/2021		21895	40.00		Xmas Mkt Refund
03/12/2021		21896	40.00		Xmas Mkt Refund
06/12/2021	Legal and General	21903	213.78		Insurance
08/12/2021	BT	21913	77.59		TH Telephones
10/12/2021	Evo Payments International	21931	52.15		Card Machine Charges
10/12/2021	BACS P/L Pymnt Page 996	BACS Pymnt	1,096.33		BACS P/L Pymnt Page 996
10/12/2021		21922	40.00		Xmas Mkt Refund
10/12/2021		21926	40.00		Xmas Mkt Refund
13/12/2021	The Fuel Card People	21938	1.44		FUELCARD
14/12/2021	West Merica Energy	21941	2,228.83		P/Conv Elec Charges OCT21
15/12/2021	Natwest	21952	24.40		Bankline charges
15/12/2021	Monthly Payroll	21953	16,033.36		Monthly Payroll

## List of Payments made between 01/10/2021 and 31/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/12/2021	EE Mobile	21954	18.61		Telephones ODM
22/12/2021	BACS P/L Pymnt Page 998	BACS Pymnt	1,788.43		BACS P/L Pymnt Page 998
22/12/2021	AJ Etching & Design	21978	90.00		PO 1857 - Wooden Plaque
22/12/2021	Sandbach Animal Rescue	21980	50.00	PO1860 KP	Santa at Xmas Mkt - donation
22/12/2021	[REDACTED]	21975	40.00		Xmas Mkt Refund
22/12/2021	[REDACTED]	21992	450.00		Damage Deposit Refund
22/12/2021	B&M	21974	8.00		IDM Coach Trip Items
22/12/2021	Etsy	21974A	14.95		RN Expenses - Halloween Items
22/12/2021	Phil's Sweets	21974B	3.50		Sweets for Halloween
22/12/2021	Amazon	21974C	141.66		Various Items
22/12/2021	Handy Household	21974D	69.58		Various Items
24/12/2021	BACS P/L Pymnt Page 999	BACS Pymnt	7,950.30		BACS P/L Pymnt Page 999
24/12/2021	[REDACTED]	21998	170.00		Deposit Refund
29/12/2021	Prism Solutions	22005	1,011.28		BB/ICT/Support
29/12/2021	Credit Card	22006	159.86		Credit Card Transfer
30/12/2021	Rubys Fund annual Grant	22008	2,535.00	FCM08/12/2021	Annual Grant Payment
30/12/2021	S/East Cheshire Cycling Group	22009	500.00	FCM08/12/2021	Community Grant
31/12/2021	Natwest	22013	97.16		Bank Charges
31/12/2021	Cheshire Pension Fund	22014	4,802.79		Cheshire P/Fund Dec Contributi
31/12/2021	HMRC Cumbemauld	22015	5,163.39		Dec21 HMRC Contribution
<b>Total Payments</b>			<b>172,912.19</b>		

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8.1

**SANDBACH TOWN COUNCIL**  
**APPLICATION FORM - GRANTS TO VOLUNTARY ORGANISATIONS**

Name of Organisation or Group: Sandbach Transport Festival

Contact Person: Martin Forster

Address: [Redacted]

Post Code CW11 4NS

Tel No: Day [Redacted] Eve [Redacted]

E-mail: [Redacted]

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

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

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

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

.....

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

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

Spreadsheet attached.

2 **A summary of your project:**

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

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

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

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

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

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

**How does the project meet these priorities?**

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

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

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

We have approached several local organisations re possible sponsorship.

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

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

If yes, please give details

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

YEAR	2020	2019	2018
Accounts Balance b/f	£3,289.00	£6353.44	£8.042.09
Accounts Balance c/f	£14,420.00	£3,289.27	£6,353.44
Income - total	£15,353.00	£13,662.55	£17,343.57
Expenditure - total	£4,219.00	£16,724.17	£19,031.68
Year-end bank balance	£14,420.00	£3,289.27	£6,353.44
Deposit account balance	£1,578.00	£1575.67	£1,573.12



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

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

Sandbach and surrounding area.

**9 What proportion of the work takes place in Sandbach?**

Exclusively in Sandbach.

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

Name Sandbach Transport Festival

If payment by BACS is preferred:

Bank Account Name.....

Account Number .....Sort Code.....

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

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

Signed: Martin Forster

Position within the Organisation: Treasurer

Signed: ..... Position within the Organisation: .....

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

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

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

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**PAGE**



8.2

26th<sup>th</sup> January 2022

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

Dear Katy

**Grant Application: Toilet Facility at Sandbach Park Lower Bowling Green**

Thank you for your email received 25<sup>th</sup> January 2022, in response to our grant application for the Sandbach Park Lower Bowling Green toilet facility.

From your correspondence the questions raised at the full town council meeting are:

**Q1: Why are there no accounts of an organisation included to show if the group has funds and will they be making a contribution?**

Please find attached (Appendix A) the latest approved accounts for Sandbach Park Bowling Club and an update to bank account balance summary and statement. We have also included the constitution (Appendix B). The club has agreed to pay for the installation. It is estimated that it will cost around £1,500 + plus planning permission costs. There will also be additional cost to safeguard the unit from vandalism including anti-climb paint as the unit has a flat roof and other deterrents. Therefore the full installation is currently estimated to cost in the region of £2,000 to £2,500.

**Q2: Who is the money paid to? (Potential for loss of £2,000 vat if via Partnership)**

Thank you for raising this and apologies for not addressing this in the initial submission. Due to the strict timeframe to submit the application and the substantial imminent increase in the unit price this was an oversight when the application was prepared. Please find attached (Appendix C) a replacement page one of the grant request, removing the VAT element from the costings. ASNA have informed us they are able to charge Sandbach Partnership at the net value rather than the gross, as it will be grant funded. ANSA will be purchasing the unit under their supplier agreement, utilising their discount.

**Q3: Requirement for unit when public facilities exist on site (This may have already been answered)**

We understand Mr Challinor fully addressed this at the first review of the grant application by the council Finance & Governance Committee on 10th January 2022.

We hope this answers all the remaining questions and look forward to receiving the support of the councillors at the meeting on Wednesday.

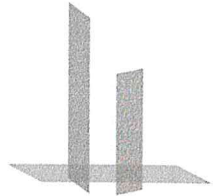


Please note, again, that should it be necessary, we are happy to answer relevant councillor questions during the councillor debate, should councillors grant permission. We know this has previously been allowed during the debate for the funding of the Transport Festival.

Yours sincerely

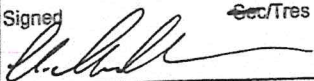
A handwritten signature in black ink, appearing to read 'Mrs Todd', written in a cursive style.

Mrs Todd  
Chair, Sandbach Partnership

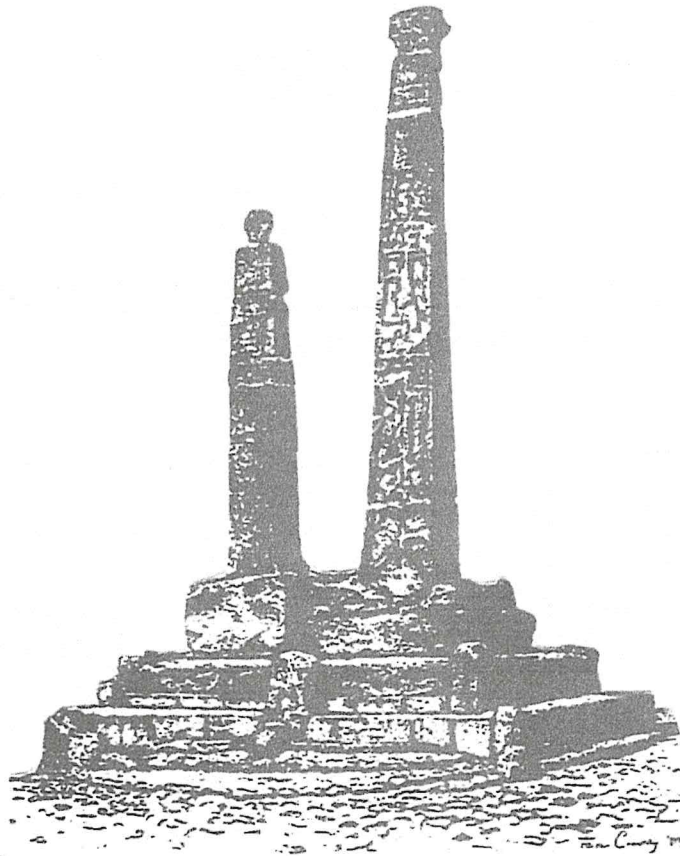


*Sandbach Park Bowling Club*

ACCOUNTS LEDGER FROM 28th Dec 2020  
JAN 1<sup>st</sup> 2021  
STATEMENT

Ref	Description	Credit	Debit	Balance
	Balance brought forward from 28th December 2019	£4216.70		
1	Membership	1,085.00		
2	Other Income	631.30		
3	Match Fees	929.60		
4	Events			
	Wolverhampton Races	900.00		
	Social Evening	-		
	Drinks Etc.	157.00		
4	Expenditure			
	Gold	237.75	238.00*	
	Cur A/C	3712.30	5,045.60	
	In Hand	266.65	53.78	
	Total £	4216.70	5,338.38	
	This is a true statement of the accounts of SPBC	7,919.60		7,919.60
	Signed  Sec/Tres Dec 28th 2021			2,581.22
			Balance £	5,338.38

**Appendix A: Accounts**



**SANDBACH PARK BOWLING CLUB**

**STATEMENT OF ACCOUNTS**

Jan2nd 2020 ----- Dec29th 2021

## Account Transaction Details

SANDBACH BOWLING CLUB

[Redacted]

Sandbach

CW11 1HE

At 25 January 2022 3:32 pm

Branch Sort Code: [Redacted]

Account Number: [Redacted]

Business Current

Page 01 of 01

Date	Type	Description	Withdrawn	Paid In	Balance
25-Nov-2021	000490		£147.70		£5,046.60
[Redacted Transaction Details]					

### List of Account Balances

At 25 January 2022 3:32 pm

Sort Code	Account No.	Account Type	Balance	Overdraft Limit	Offset
[Redacted]	[Redacted]	BUSINESS C/A	£5,046.60	0	N
[Redacted]	[Redacted]	INSTANT SAVER	£237.92	0	N



Balances may include items which have been presented today and still require to be confirmed.

## Appendix B : Constitution

### CONSTITUTION SANDBACH PARK BOWLING CLUB

Association to be known as Sandbach Park Bowling Club, hereafter known as this association.

The association to administer the running of this bowling green situate on Sandbach Park following the guidelines set out by the amenities and leisure services committee of Congleton Borough Council.

To enhance the crown green bowling facilities and conditions for the benefit of association members the townspeople of Sandbach and adjoining areas.

That no restriction be held on association membership. Membership to be open to all living in the Congleton Borough and adjacent areas.

The supreme body of the association shall be the A.G.M. at which all members shall be entitled to be present and to vote, the A.G.M. shall determine the policies of the association. The administration of the bowling green to be organised by the executive committee of the association whose members elected at the A.G.M. will consist of an ex office president, Chairman, Vice Chairman, Secretary and Treasurer, and each team captain from the various leagues that the association becomes members. Any additional members to be co-opted at the discretion of the executive committee, any fundamental changes to the constitution can only take place with a 2/3rds majority at an A.G.M. of the association, agreements of the executive committee to be decided by a straight majority of the members of the executive.

The association can only be dissolved by a 2/3rds majority of the A.G.M and after giving 6 months notice to all bodies concerned.

The A.G.M. shall receive the annual report of the executive committee and the annual statement of accounts.

In furtherance of the objects of the association the policy and management shall be directed by the executive committee.

The A.G.M. to be called by the secretary sufficient notice to be given to all members.

An extraordinary meeting of the association only to take place when at least "Five" members of the association deem it so.

The general rules of the association to be devised by the executive committee and prominently displayed in the association pavillion.

ACCEPTED AT A.G.M. HOLD 14/3/92

Chairman 

Secretary 



Appendix C

**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?** £ 11,550 Sum requested from STC £ 9,600

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
<b>WooWoo Quotation Total</b>	<b>11,388.60</b>
Secure Access Contingency	100.00
<b>Less recoverable VAT by ANSA</b>	<b>-1,898.10</b>
<b>Total</b>	<b>9,590.50</b>
<b>Installation Estimate</b>	<b>1,500.00</b>
<b>Planner Application</b>	<b>450.00</b>

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8.3.

**SANDBACH TOWN COUNCIL**  
**APPLICATION FORM - GRANTS TO VOLUNTARY ORGANISATIONS**

Name of Organisation or Group:

Sandbach Baptist Church

Contact Person:

Ian Parsons.

Address:

[REDACTED] Sandbach.

.....

..... Post Code CW11 1DX.

Tel No:

Day [REDACTED] Eve [REDACTED].

E-mail:

[REDACTED]

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

The advancement of the Christian faith according to the principles of the Baptist denomination.

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

Is it a Registered Charity? YES                      If so, please give Charity Number                      1186522

1 **Total cost of your project?**    £3,600.    Sum requested from STC    £ 750.

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

2 **A summary of your project:**

**Background**

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

Sandbach Baptist Church rents a community building called "Oasis" situated at 36 Green Street, Sandbach, CW11 1GX.

The Church has used the premises at oasis since August 2008 for a range of community activities including:

- BAP social Group for seniors, including occasional lunches
- Knit and natter Group for seniors
- Strugglers Group for vulnerable people of all ages and particularly focused on those suffering mental health issues
- Tots and Co Group for pre-school children and carers
- Urban Saints Group for children and young people aged 9-17
- U3A activity Groups
- Irregular social events such as quizzes and shoebox packing

### Reason for Project and proposed changes

The pavement outside oasis is very narrow and on a slight slant and it is very difficult for people with mobility scooters, wheelchairs and other mobility aids to enter the premises safely, thereby potentially excluding some of the most vulnerable members of our community. The changes proposed will also help carers bringing babies and toddlers in prams and buggys to our Tots and co Group.

The current shop-type frontage will be replaced with a similar UPVC frontage, however the door will be recessed with a ramp to allow greater wheelchair/scooter and pram access.

Planning permission was granted in December 2021

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

No – not required

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

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

### How does the project meet these priorities?

- The community centre is situated in the heart of Sandbach, just a short walk to the Town Centre and will allow people greater access to the activities, without necessarily needing to drive into Town
- The re-cessed entrance and ramp will provide greater access to people with disabilities
- Greater access to the community centre will increase the amount of people, wh may benefit from the community based activities at Oasis

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

If yes, please state source and amount.

Church reserves £500

### 5 Are you awaiting the outcome of any other applications for funding, towards this project? If yes, please state whom you have applied to and the amount of any application.

Yes – other grants applied for:

Allchurches Trust: £1,000  
Joseph Rank Trust: £1,000  
Garfield Weston: £ 350

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

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

YEAR	2018	2019	2020
Accounts Balance b/f	144,670	146,387	147,389
Accounts Balance c/f			
Income	56,952	81,118	62,396
Expenditure	58,669	80,116	52,242
Year-end bank balance	146,387	147,389	157,543

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

2021 accounts are being prepared for examination

8 Describe the geographical area in which your Organisation works.

Sandbach

9 What proportion of the work takes place in Sandbach?

100%

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

Name Sandbach Baptist Church.


If payment by BACS is preferred:

Bank Account Name.....


Account Number .....Sort Code.....

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

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

Signed:  ..... Position within the Organisation: Treasurer and Trustee

I M DARSONS

Signed:  ..... Position within the Organisation: Assistant Treasurer

B.E. WILLIAMS.

On behalf of

Sandbach Baptist Church

Date: 14/11/22

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

Town Clerk, Sandbach Town Council

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

# Sandbach Town Council Grant Feedback Form

Form to be completed by the applicant/s and returned to Sandbach Town Council within four weeks of the completion of the Project/Event.

<b>PROJECT/EVENT NAME:</b>	
Applicant/s	JOHN SCARROTT
Organisation	FRIENDS OF SANDBACH STATION
Description of Project/Event: RESTORATION & INSTALLATION OF 50'S SANDBACH STATION SIGN	
Project Objectives: TO RESTORE OLD SANDBACH STATION SIGN TO ITS ORIGINAL POSITION ON PLATFORM 2.	
How did the grant enable you to meet the Project Objectives? NEARLY COVERED THE COST OF RESTORATION - NEW FRAME - POSTS AND INSTALLATION ON PLATFORM 2.	
What were the benefits of the Project/Event? VISUAL BENEFIT OF RESTORED RAILWAY SIGN.	
Date of Completion Project/Event: NOVEMBER 2021 .	
What promotional material was used to publicise your event? SANDBACH CHRONICLE ARTICLE, SANDBACH NOB NEWS AND FACEBOOK	
Did STC receive any recognition for its support?	YES <input checked="" type="checkbox"/> NO
Grant Received from Sandbach Town Council: £ 1400.00.	
Did the Grant lever any additional income or grant funding, if so how much and from what source?	
Amount	From
↓ 85.00	FRIENDS OF SANDBACH STATION PLUS SOME PAINTING WHEN THE WEATHER IMPROVED - COST NOT KNOWN

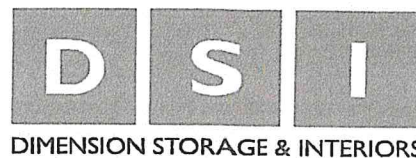
Grant/s Received from other bodies:	
Amount	From
/	/
Total Event/Project cost	£1485.00 <del>EVENTUALLY</del> <del>SO FAR</del>
Please provide a statement of Expenditure of Grant Monies on a separate sheet. SEE BELOW - ATTACHED SHEET	
If you feel that your event/project was successful, please provide details of the success criteria it fulfilled:	
<p>ATTRACTED PUBLICITY FOR FOSS.          TO ENABLE US TO FURTHER          ENHANCE THE STATION AREA</p>	
Completed by: <i>P. A. Scamro</i>	Date: 19/1/2022

Additional Information which you may feel useful:
---



**Costs to Sign Sandbach Station(Grant of £1400.00 provided by STC)**

Restoration of Sign Frame and Posts(A A)	£344.00
Additional Backing Sheet and galvanising(A A)	£105.00
Transport and Labour (Andreas Anvil)	£120.00
DSI Installation and skip	£735.00
VAT on DSI work	£147.00
Total	£1451.00
Paint posts and frame (to be completed by June 2022)	£34.00
Projected total	£1485.00



Dimension Storage & Interiors  
21 Middlewich Road  
Sandbach  
Cheshire  
CW11 1DH  
T: 01270 768395  
E: [Office@dsi-limited.co.uk](mailto:Office@dsi-limited.co.uk)  
[www.dimensionstorageandinteriors.co.uk](http://www.dimensionstorageandinteriors.co.uk)

Our Reference E03250

Date 21/07/21

Friends of Sandbach Station  
Sandbach  
Cheshire  
United Kingdom

For the attention of Mr J Scarrot

Dear Sirs

**RE: PROPOSED POST SETTING WORKS SANDBACH STATION**

We thank you for your recent enquiry and we are pleased to enclose our quotation for your requirements.

Please find below a full breakdown and costs for your requirements, should you have any queries please do not hesitate to contact us.

Yours faithfully

**Dimension Storage & Interiors**

**Adrian Johnson**  
Mobile No – 07887 537225



## Specification

We have allowed to undertake the following works at Sandbach train station, comprising:-

- Cat scan the proposed area prior to breaking ground
- Excavate three pockets approximately 200mm x 200mm x 500mm deep
- Install three number free issue posts
- Set the post in a rapid set post mix and level off
- We have shown an extra over should a skip be required to remove waste.

## Conditions

This quotation is based on: -

- We have based our quotation on a supply and deliver and install basis and would therefore ask that the area is free on the agreed installation days.
- Following receipt of an order, any further variations, or amendments may alter the quoted delivery period.
- This quotation and any resulting contract are offered on the basis of the Dimension Standard Terms and Conditions, Additional copies available upon request.
- Should there be any delays outside of Dimensions control which delays the completion of the project, we may charge additional costs accordingly.

## Price

Supply, Deliver and Install: -	...	£665
Extra Over cost to supply a skip	...	£ To <del>£155</del>

All prices are exclusive of VAT.

## Lead times

To be advised

## Terms of Payment

30 days from completion.

## Quotation Validity

This quotation is valid for 60 days from the quotation date and is subject to a detailed site check upon receipt of order.



~~John Scarrott~~@~~johnscarrott~~

---

**From:** ~~John Scarrott~~  
**Sent:** 20 November 2021 13:27  
**To:** chronicleseries@aol.com  
**Cc:** John Scarrott  
**Subject:** Sandbach station sign  
**Attachments:** wetransfer\_20211120\_100942-jpg\_2021-11-20\_1302.zip

To Sandbach Chronicle

### Press Statement Friends of Sandbach Station November 2021

Friends of Sandbach Station are proud to announce the installation of a 1950's Sandbach Station sign. It is 10ft by 2ft and is an original sign.

The installation took place on Thursday 18<sup>th</sup> November. The sign was installed on Platform 2 close to where it originally stood.

This has all been made possible thanks to help and contributions from the local communities around Sandbach and Alsager.

The sign has been kindly donated by Kieran and Angela Preston of Sandbach.

The sign has been in Angela and Kieran's garage for ten years and now is on permanent loan to the "Friends of Sandbach Station". Many thanks to Kieran & Angela for their generosity

The sign frame and design has been skilfully constructed by "Andrea's Anvil" of Alsager. Andrea has designed and made the frame for the sign and its support poles at her forge in Alsager. All this has been fantastically achieved, and at minimal cost to FOSS. Thank you, Andrea. You can see Andreas work at Alsager, Stoke-on-Trent ST7 2UB.

The installation has been done by a local Sandbach company, DSI Ltd. Many thanks to Adrian.

A grant to Friends of Sandbach Station to facilitate the works has been made by Sandbach Town Council. We are very grateful to STC, without which the installation would not have been possible.

A small financial contribution to the works has been made by FOSS.

We would also wish to thank Network Rail and Northern for the permission to install.

On Saturday 20<sup>th</sup> November at 1000, the mayor of Sandbach, Cllr Geraint Price Jones, unveiled the new sign along with Cllr Richard Hovey, Rebecca Styles Regional Community and Sustainability Manager at Northern, and members of Friends of Sandbach Station.

Pictures 942 Kieran and Angela Preston of Sandbach who donated the sign

Picture 231 Friends of Sandbach station with the mayor and mayoress centre with John Scarrott Chair of FOSS centre, surrounded by Friends of Sandbach Station

Picture 869 The mayor unveiling the sign.

Picture 870 the mayor of Sandbach and Andrea Hughes of "Andreas Anvil" Alsager

#### Statement from John Scarrott Chair FOSS

"The re-siting of this old sign on platform two at Sandbach station, where it stood (as near as we can get it!) is no small achievement. We have had months of seeking permissions from both Northern & Network Rail but both have been fantastic and have cooperated with the Friends to get to this day.

I retired from my work as a DOP in the Television industry some 4 years ago and 3 years ago took over the chair from Jenny Baker the founder of FOSS since 2013. Since then, FOSS have devoted much time to making improvements to Sandbach station. Along with our usual seasonal planting of flowers and shrubs around the station we have completed some notable projects. "The lady with a watering can" mural (inspired by Jenny Baker) and the "Waiting Room Window Art" by Rebecca from Victoria's Art Studio (<https://victoriasartstudio.bigcartel.com>)

We hope to continue with new works next year to celebrate 180 years since the opening of the Manchester to Crewe Railway in May of 1842.

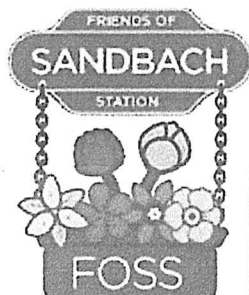
Donations to the Friends can be made through Easy Funding

[www.easyfundraising.org.uk/causes/fosandbachstation](http://www.easyfundraising.org.uk/causes/fosandbachstation)

Every penny raised will go to making improvements at Sandbach Station.

Thanks to all our Friends and supporters"

John Scarrott, Chair Friends of Sandbach Station. Mob 07885 870919



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# SANDBACH TOWN COUNCIL

## STRESS POLICY



Adopted by Council on 18<sup>th</sup> 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

**SANDBACH TOWN COUNCIL  
FINANCE POLICY AND GOVERNANCE COMMITTEE  
UNDISCHARGED RESOLUTIONS  
FPG 02.02.2022**

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DATE		NOTES	REVIEW (include date)	DATE DISCHARGED/CLOSED
<u>14/11/2020</u>	<p><b>14 BANK BALANCE [FINANCE/ GOVERNANCE AND POLICY]</b> The current levels of bank balances are highlighted and it was noted that they are over and above the Financial Schemes Compensation Scheme amounts, in the report is was noted that year end balances will be lower due to the remaining years payments and operational costs due to be paid out. It was mentioned that it was unsure if we are covered by the Compensation scheme. The company CCLA was mentioned, and the A.RFO updated the Committee that a meeting had taken place with this company in the past. Prior to any decision being made regarding possible movement of bank funds, a cashflow report should be produced to see how much money could be used for investments. The loans were also mentioned as an option to investigate with regards to paying off further amounts. <b>RESOLVED:</b> That a cashflow report be produced for discussion and brought to the next finance meeting in February 2021.</p>	Investment Policy/Bank Balances		Cashflow report bought to Committee at 10.01.2022  Committee resolved to recommend to Council that £500,000 of reserves be moved to CLLA
<u>04/02/2021</u>	<p><b>13. PENSION DISCRETIONS POLICY</b> As a member of staff, with a potential interest, the Clerk did not comment. Members have reviewed a selection of policies from other local councils and feel that STC's existing policy is 'quite good'. It was noted that new rules limit the amount that a person can receive to £95k, which in most instances would not be achieved, but could in certain circumstances. Regulations have changed since the current policy was adopted, additionally, the CPF is asking for a different template to be used. Drawing a correlation between the example policies is difficult. It was commented that many public sector workers join because of the</p>			Pensions Discretion Policy now being considered by the Personnel Committee following their meeting of 19 <sup>th</sup> January 2022

	<p>benefits available. The steer to the Clerk was to base an updated policy on the current discretions.</p> <p><b>RESOLVED:</b> that the Clerk update the current policy and adopt new format, following which it will be referred back to Committee for further consideration.</p>			
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