



SANDBACH
TOWN COUNCIL

SANDBACH TOWN COUNCIL

Agenda for the meeting to be held on Wednesday, **8th March 2023**
at **7.00pm** in **Sandbach Town Hall**.

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

Opening Reflections

1. APOLOGIES FOR ABSENCE

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

2. DECLARATIONS OF INTEREST

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

3. MAYOR'S COMMENTS

PUBLIC QUESTIONS

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

After the questions, the Chair will reconvene the meeting.

Prior requests to speak

Sandbach Partnership in respect of item 13

Sandbach Clean Team in respect of item 14.1

4. CHESHIRE EAST COUNCIL SANDBACH MATTERS – CLLR L CRANE

To provide an update on Cheshire East Council Sandbach Matters.

5. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 30 NOVEMBER [ATTACHED], 14 DECEMBER 2022 [ATTACHED] AND 22 FEBRUARY 2023.

All Minutes for Agenda items 6-11 can be viewed via [Sandbach Town Council website](#)

6. TO **NOTE** THE MINUTES OF THE MEETING OF THE SMALL COMMON SUB COMMITTEE HELD ON 7 DECEMBER 2022.
7. TO **NOTE** THE MINUTES OF THE MEETING OF THE PLANNING & CONSULTATION COMMITTEE HELD ON 12 DECEMBER 2022, 10 JANUARY, 23 JANUARY AND 13 FEBRUARY 2023.
8. TO **NOTE** THE MINUTES OF THE MEETING OF THE EVENT SUB COMMITTEE HELD ON 18 JANUARY 2023.
9. TO **NOTE** THE MINUTES OF THE FINANCE, POLICY AND GOVERNANCE COMMITTEE MEETING HELD ON 1 FEBRUARY 2023.
10. TO **NOTE** THE MINUTES OF THE MEETING OF THE ASSETS AND SERVICES COMMITTEE HELD ON 8 FEBRUARY 2023.
11. TO **NOTE** THE MINUTES OF THE MEETING OF THE COMMUNITY AND ENVIRONMENT COMMITTEE HELD ON 15 FEBRUARY 2023.

12. MATTERS ARISING FROM COMMITTEE MEETINGS

12.1 Finance, Policy and Governance Committee (1 Feb 2023 Item 5) Data Protection Policy and Privacy Notice

[Policies can be viewed via Sandbach Town Council Website:

12.1a [Data Protection Policy 2023](#);

12.1b [Recording or photographing at Council Meeting Policy 2023](#)]

Lead: Chair of Finance, Policy and Governance Committee

As reported to Finance, Policy and Governance Committee, all policies are being updated as part of the Council governance review.

Action: *To approve both Data Protection Policy 2023 and Recording or Photographing at Council Meeting Policy 2023.*

12.2 Coronation Event Working Group Terms of Reference (ToR)

[Attached: 12.2 Coronation Event Working Group ToR]

Lead: Working Group Committee Lead Member

A working group is set up to plan for the events during Coronation Weekend. Council is to approve its Terms of Reference and receive an update of the planning work.

Action: *To:*

- i) Approve the Term of Reference of the Working Group;*
- ii) Receive a verbal update.*

12.3 Assets and Services Committee (8 Feb 2023 Item 6) Defibrillator

[Attached: 12.3 Provision of Defibrillators across Sandbach]

Lead: Cllr Beddows

Proposal to install defibrillators across all wards were welcomed by the Assets and Services Committee. A final costed proposal is presented to Full Council for approval noting that sustainable arrangements must be put in place such that defibrillators function at all times.

Action: *That:*

- i) the Council purchases 4 additional defibrillators at a maximum total cost of £5,000 including installation to be funded 2022-23 budget new purchases projects code 101 4670;*
- ii) the defibrillators to be located across the wards as outlined in this report;*
- iii) maintenance of defibrillators to be funded from the existing maintenance budget and addressed within the next budget setting process;*
- iv) the authority to implement this project is delegated to the Chief Officer's office within the approvals contained in this report.*

13. SANDBACH PARTNERSHIP

Lead: Chair

Sandbach Town Council is invited to join the Sandbach Partnership management team.

Action: *To:*

- i. acknowledge the request of joining the Sandbach Partnership management team;*
- ii. nominate a Town Council representative;*

14. GRANT APPLICATION

14.1 Sandbach Clean Team

[Attached: 14.1a Grant Application Form;
14.1b Sandbach Clean Team constitution;
14.1c Sandbach Clean Team Newsletter Autumn 2022]

Lead: Chair

Sandbach Clean Team have applied for a grant of £3,234 to start up a Business Volunteers Group which made up of local shops and businesses across Sandbach. This project aims to encourage local businesses take ownership in keeping the outside and the vicinity of their premises clean. Grant is required to purchase litter picking equipment as well as window stickers that advertise their business commitment in keeping Sandbach clean. As the sponsor of this project, the Sandbach Town Council logo would be included in the window sticker.

Action: *To approve:*

- i. the grant application from budget line Community Grants budget code 110 4530, payments to be delegated to the Finance Officer. Fund balance currently £11,020 ;*
- ii. the use of Town Council logo in the window sticker.*

15. COUNCIL STRUCTURE AND TERMS OF REFERENCE REVIEW

[Attached: 15 Council Structure and Terms of Reference Review Report]

Lead: Chief Officer

After the Full Council meeting 18 January 2022, proposal regarding changes to the council structure and updating of committee Terms of Reference for Council to consider.

Action: *To:*

- i) adopt the recommended meeting frequency and structure with the creation of:
 - A) Community and Events Committee and,*
 - B) Planning, Consultation and Environment Committee;**
- ii) approve delegated authority to the Planning and Consultation Committee Meeting Clerk, in consultation with the Committee Chair and Vice Chair, for planning applications which fall between set meeting dates in order to satisfy Standing Orders;*
- iii) note the intention to consider further delegation regarding planning applications in consultation with the relevant committees;*
- iv) prepare to approve updated and revised terms of reference for Council and each Committee at their first meeting of the new year, in line with Standing Orders.*

16. CLIMATE CHANGE UPDATE

[Attached: 16 Report of the Chief Officer]

To receive an update on progress to date and next steps.

Lead: Climate Change Steering Group Representative

Action: To:

- i) note the net zero target for the whole CEC Borough by 2045, and the Town Council commit to making its contribution to achieve this;*
- ii) note the update;*
- iii) support the approach of joining forces with other Councils and CEC;*
- iv) note the cost implications and agree in principle to commit to a reasonable budget allocation, subject to the Chief Officer's research.

17. FINANCE MATTERS

Lead: Chair

17.1 Annual Direct Debit and BACS list

[Attached: 17.1 Annual Direct Debit & BACS list 2023-24]

Variable Direct Debit and BACS payment to be renewed by resolution of the Council annually.

Action: To:

- i. note and approve the Direct Debit List;*
- ii. note and approve to continue to pay suppliers by BACS.*

17.2 Payments over £1,500

[Attached: 17.2 Payments over £1,500 approval request 2023-24]

A standing item for the attached scheme of delegation to spend on regular payments and utilities over £1,500.

Action: *To review and approve the regular payments over £1,500, and delegate payment to Officers.*

17.3 SO27 Urgency Payments

[Attached: 17.3a ANSA Hanging baskets Invoice 11700115377
£6,853.50;

17.3b Transport Festival Bankline £18,000]

Council to note the use of urgency powers for the above payments per Standing Orders. Related budget allocations have previously been approved by Council.

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

17.4 Second Interim Internal Audit 2022-23

[Attached: 17.4 STC 22/23 Second Interim IA Report]

Progress within the Council's governance and financial procedures is demonstrated by the follow up and STC management response sections of this report, produced by the Council's Internal Auditor.

Action: *To receive the Council's second interim internal audit report.*

17.5 Party in the park Hipswing

[Attached: 17.5 Quote from Hipswing]

Booking confirmation is required to secure all staging and related equipment for Party in the Park 2023. Quotation of £5,361.96 (+VAT) to be allocated to budget code 140 4820 Community Events in accordance with Standing Orders.

Action: To:

- i. Give permission to confirm necessary bookings in line with agreed 2023/24 budget in order to avoid operational delays;*
- ii. Delegate authority to the Chief Officer to approve payments in accordance with Standing Orders and 2023/24 approved budget;*

18. CORPORATE RISK ASSESSMENTS

[Twelve Corporate Risk Assessments can be viewed via [Sandbach Town Council Website](#)]

Lead: Chair

As part of the audit requirement, twelve corporate assessments were completed for 2022-23.

Action: *To note and approve the following Corporate Risk Assessments:*

- i. Asset, Business and Performance Management;*
- ii. Committees;*
- iii. Constitution, Policies and Procedures;*
- iv. Insurance;*
- v. Management and Staffing Structure;*
- vi. Member and Officer Development;*
- vii. Member Code of Conduct;*
- viii. Office and Meeting Facilities;*
- ix. Officers Code of Conduct;*
- x. Procurement;*
- xi. Standing Orders.*

19. WHEELOCK AND ETLITY HEATH COUNCIL WARD VACANCY

Lead: Chair

In accordance with Section 89(3) of the Local Government Act 1972, where the vacancy occurs within six months before the day on which the councillor whose office is vacant, an election shall not be held under Section 89(1) of the above Act, and the vacancy will be filled at the next ordinary election of councillors on 4 May 2023. Sandbach Town Council may choose to fill the vacancy for the period until that election.

Action: *To determine if the vacancy should be filled.*

20. MEMBERS ITEMS

20.1 Dementia Friendly

[Report to follow]

Lead: Chair of Dementia Friendly Council Task & Finish Group
Sandbach Town Council is committed and is working towards to be a Dementia Friendly Council. Members and Officers have now attended training sessions delivered by Dementia Friends.

Action: *To note progress.*

20.2 War Memorial

Lead: Cllr A Nevitt

To rectify missing names from the Sandbach War Memorial from WW1 and WW2. No Council funding is required.

Action: *To approve that the Council approach CEC for permission to rectify the Memorial.*

21. CORRESPONDENCE

None received.

22. DATE, TIME AND PLACE OF NEXT MEETING

The date of the next meeting is to be confirmed subject to the requirements of purdah and the new Council timetable.

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

To consider items that, under the Public Bodies (Admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for any of the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the item.

Lead: Chair

Action: *To approve any Items to be excluded from press and public, if appropriate.*

PART 2 : ITEMS TO BE CONSIDERED IN THE ABSENCE OF THE PRESS AND PUBLIC

24. STAFFING UPDATE

Lead: Chief Officer

To receive a verbal update from the Chief Officer.

Action: *Delegate authority to the Chief Officer in consultation with the Chair of Personnel Committee to finalise the implementation of the staffing review as described in the update, within the current budget provision, and in accordance with HR advice from the Council's HR external provider.*

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



SANDBACH TOWN COUNCIL MINUTES

Minutes for the meeting held on Wednesday, 30th November 2022
at 7.00pm in Sandbach Town Hall.

PRESENT

Councillors: K Flavell (Mayor)
R Hovey
G Merry
S Corcoran
S Kirkham
A Smith
D Poole
D Hegarty
M Muldoon
G Price Jones
N Adams
R Hoffmann
N Cook
K Seymour

Also present were members of the public and press.

Opening Reflections were read by the Mayor.

1. APOLOGIES FOR ABSENCE

Apologies: Councillors J Beddows, L Crane, S Crane, S Broad and A Nevitt (All personal reasons)

Absent without Apologies: Councillor P Eaton

2. DECLARATIONS OF INTEREST

Cllr Corcoran

Stated that, in the interest of openness and transparency, he is leader of Cheshire East Council but he does not consider this prejudicial in relation to items on the agenda.

Cllr Flavell

Declared that she is a Cheshire East Councillor.

Chair Initials:

Cllr Hovey

Declared a personal interest in Tree of Light item.

3. **MAYOR'S COMMENTS**

The Mayor provided an update on events and activities attended during a very busy period following the last meeting, including opening of two new successful Indoor Market Units, the launch of the RBL Sandbach Poppy Appeal, Pub Watch radio launch, Rugby Club Christmas Market and Animal Rescue Cat Café and Christmas Fair.

Having supported Father Christmas in switching on Sandbach's Christmas Lights the Mayor extended her thanks to all involved in making the event, and the beautiful Sandbach lights display, such a success.

2nd December is the eagerly anticipated Christmas Market in Sandbach and 8th December sees a new Mayor's Event 'Carols on the Cobbles, with Foden's band'. All are invited for a community festive sing-a-long.

PUBLIC QUESTIONS

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

Speaker 1

Sought support of Councillors, particularly Heath & East Councillors, in lobbying Cheshire East Council to install a crossing on The Hill, due to traffic concerns in the area. It was stated that, with the exception of St John's Primary, all other schools in Sandbach have crossings in their locality, with a total of eight on Middlewich Road.

Speaker 2

In support of Speaker 1, representing St John's Primary, referenced new housing in the vicinity of The Hill which has increased population and traffic volume but has not seen investment in local infrastructure. In a survey of school parents it was confirmed that more children would be allowed to walk to school if it were a safer route. Query was raised as to why Middlewich Road schools have numerous crossings but The Hill, an equally busy road, has none?

Speaker 3

Expressed concern at lack of crossing provision on The Hill, with high traffic levels and increased safety issues for those attempting to cross around parked cars and heavy goods vehicles.

All were thanked for taking time to attend and raise their concerns on this matter.

To assist those members of public in attendance Agenda item 17 will be brought forward on the agenda.

The Mayor reconvened the meeting.

Chair Initials:

4. EXCLUSION OF PUBLIC AND PRESS

No items.

5. CHESHIRE EAST COUNCIL SANDBACH MATTERS

Cheshire East Councillor Corcoran, reported on cost of living crisis and a recent meeting attended which aims to encourage Town and Parish Councils to work with Cheshire East for residents over winter to ensure neighbours are safe and well. He further explained various challenges impacting the Borough Council and ensuing difficulties in setting budget next year; factors which individually impact but, when combined, have larger and varied effect on the Council.

6. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 21 SEPTEMBER

Resolved: The minutes are approved as a true record of the meeting.

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

Resolved: The minutes are noted.

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

Resolved: The minutes are noted.

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

Resolved: The minutes are noted.

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

Resolved: The minutes are noted.

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

Resolved: The minutes are noted.

At this point of the meeting, agenda item 17 was brought forward to assist the Members of Public in attendance.

17. THE HILL CROSSING CAMPAIGN

Cllr Muldoon introduced the item, which was included on the agenda at his request, and Members provided their personal observations on the requirement for a crossing on the Hill, including query of specific support needed and details of previous assessments from Cheshire East Council. Query was also raised as to whether the earlier review had ascertained suitability of space for a crossing in the locality proposed. If unsuitable, alternative such as crossing person may be needed. It was suggested that priority of s106 spend for Persimmon development could be the required improvements on Sandbach Heath. The Mayor confirmed

Chair Initials:

the area expansion in 5 years since the previous study was undertaken, earlier s106 schemes which have delivered crossings and allocated funds for local infrastructure changes.

The School representative and Resident were asked to email the Chief Officer with their information to assist in preparation of comment from the Council.

Resolved: Town Council supports the addition of a pedestrian crossing on The Hill and, via Planning Committee, writes to CEC to voice its support and raise queries highlighted.

12. MATTERS ARISING FROM COMMITTEE MEETINGS

12.1 Planning and Consultation Committee (23 Nov 2022)

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

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

Resolved: The response is noted with no further comments.

12.1B Cemeteries consultation

Chair of Planning spoke to the circulated Planning Committee response and highlighted that this was not a consultation to feed into draft strategy, but opportunity for CEC to gather information from interested parties for future review of the strategy.

All in attendance were reminded that the consultation remains open and that it is important that everyone has their say.

Resolved: The Cemetery Consultation response is approved for submission on behalf of the Council.

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

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

The Chair of Finance, Policy and Governance Committee thanked the Chief Officer for all her work on the compliance review and advised that the revisions were unanimously supported when considered at the recent Finance, Policy and Governance Committee meeting.

Resolved: That:-

- i) The revised standing orders, based on NALC model document, are approved;
- ii) The policy review approach is noted;
- iii) The approach to other groups addressing Council business, as outlined in the circulated report, is endorsed.

13. 2023-2024 BUDGET

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

Chair Initials:

The Chief Officer detailed process followed in reaching draft budget presented to the meeting and requirement for Cheshire East precept request deadlines to be met. The previous Finance, Policy and Governance Committee meeting, to which all members were invited to vote/participate on budget discussion, agreed the following:-

- 2023-24 net expenditure level as £748,290;
- Use of general reserves of £15,910, which adheres to the Council's Reserves Policy;
- Precept level as £732,380 and Council Tax (Band D) to be retained at £82.69, subject to final confirmation of the taxbase

Resolved: That, in accordance with recommendations of Finance, Policy and Governance Committee detailed above, that:-

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

14. CORONATION EVENT

In order to proceed with event planning for the Coronation Members briefly discussed preferred meeting route for discussion and initial costing reviews.

Resolved: That the Events Sub Committee are asked to hold a meeting in January 2023 to form proposals relating to a Coronation event.

15. VIMIERA PRJOECT

[Circulated: Proposal Report]

Detail of the Vimiera ship relevance for Sandbach and the Staff Member's hard work and research, since discovering the plaque, was received and plans for an unveiling event were detailed.

The Staff Member was thanked for their fascinating information and significant efforts in driving forward and delivering on this proposal.

Resolved: That:-

- i) Work undertaken to revive the memorial plaque is noted;
- ii) The proposal to produce a commemorative list and host an unveiling event, 9 January 2023, subject to the necessary authorisations, at a maximum cost of £250 (charged to budget code 101/4670 – New Projects) is approved.

16. TOWN HALL PHONE BOX RENOVATION

The Town Council recently adopted the Phone Box located outside the Town Hall. It is proposed to refurbish the box and make it an attractive feature in the town centre under the Chief Officer's delegated authority. Due to vandalism of defibrillators in Council's ownership outside the Market Store, it was not felt appropriate to install another unit within the phone box.

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

17. CROSSING ON THE HILL

(Considered following Item 11, above)

Chair Initials:

18. FIRST INTERIM AUDIT & MANAGEMENT RESPONSE

The Council receives three independent internal audits per year and Members received copies of the first 2022/23 Interim Internal Audit report and Management response which demonstrate significant progress made in addressing issues which the Council faced last year. The management response column highlights current and previous action being taken to achieve continuous improvement in the Council's financial and democratic processes. The significant work of the Finance Officer and all staff involved, in clearing previously raised issues, was praised.

Resolved: The Council's first interim audit report and the management action is noted.

19. TREE OF LIGHT GRANT APPLICATION UPDATE

Members were advised that, due to such successful fundraising efforts of the Tree of Light 2022 event organisers, the Sandbach Town Council grant cheque for £1,000 is to be returned to the Council. Thanks were extended to the group.

20. WRITE OFFS AND FINANCE REPORTS

A payment of £838.30 was made on 2 July 2021 to a miscoded bank account. In consultation with the auditor it is proposed that this amount should now be written off. Systems are in place to avoid risk of reoccurrence.

Resolved: That the write off of £838.30 is approved.

21. SO27 URGENCY POWERS

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

Resolved: The payments detailed above made under urgency powers, within the Town Council Standing Orders, are ratified.

22. INVOICES

[Circulated: Ansa Invoice 11700104471]

Resolved: The payment of invoice 11700104471 for £7,200 is approved and to be allocated to cost centre code 110/4503.

23. MEMBERS ITEMS**23.1 Feedback to Robinsons Brewery**

Cllr Beddows.

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

In the absence of Cllr Beddows, the details of concerns referenced by a member of public at a recent Councillor Surgery were confirmed, which echo those raised within the Members item.

Resolved: That the Town Council raise above concerns with Robinson's Brewery, delegated to the Chief Officer's Office

Chair Initials:

24. CORRESPONDENCE

None.

25. DATE, TIME AND PLACE OF NEXT MEETING

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

Meeting Closed 8:42pm
Cllr K Flavell (Mayor)

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Chair Signature :

Chair:

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SANDBACH
TOWN COUNCIL

SANDBACH TOWN COUNCIL MINUTES

Minutes for the meeting held on Wednesday, 14th December 2022
at 7.00pm in Sandbach Town Hall.

PRESENT

Councillors: R Hovey (Deputy Mayor)
G Merry
S Corcoran
S Kirkham
D Hegarty
A Nevitt
G Price Jones
N Adams
R Hoffmann
N Cook
S Crane
L Crane
K Seymour

Also present were members of the public and press.

Opening Reflections were read by Cllr Merry.

1. APOLOGIES FOR ABSENCE

Apologies: Councillors K Flavell (Mayor), J Beddows, D Poole, S Broad,
A Smith, M Muldoon.

Absent without Apologies: Councillor P Eaton

2. DECLARATIONS OF INTEREST

Cllr Hovey

Declared a personal interest in agenda item 7 (Dementia Friendly Sandbach).

Cllr Corcoran

Declared, In the interest of openness and transparency, that he is leader of Cheshire East Council and this is relevant to item 10, though not a matter to be considered prejudicial.

Chair Initials:

Cllr L Crane

Declared that she is a Cheshire East Councillor and this is relevant to item 10 though not a matter to be considered prejudicial.

3. MAYOR'S COMMENTS

The Deputy Mayor provided an update on events and activities he had recently attended and noted his thanks to the Healthcare Professionals and Volunteers for the efficient running of the recently closed Covid Vaccine centre at Middlewich. Further thanks were expressed to everyone involved with the recent Sandbach Christmas Market. Future opportunity to feed into CEC vitality plan was also referenced.

PUBLIC QUESTIONS

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

Speaker 1

Referenced Councils commitment and approach to tackling climate change and its acknowledgement of the climate emergency. They were pleased something is happening and paid tribute of Chief Officer's work in the strategy recommendations and urged Members to support in being part of solution to the problem.

Speaker 2

In reference to Dementia Friendly Sandbach, confirmed that Several Members of Council and Staff had previously attended Dementia Friendly training and Council provided a grant to assist the group start up virtual sessions, which continue to be well-received and are diarised through early 2023.

The Deputy Mayor reconvened the meeting.

4. EXCLUSION OF PUBLIC AND PRESS

No items.

5. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 30 NOVEMBER 2022 (DRAFT).

Minutes were unavailable and will be presented to the next Council meeting.

6. TO NOTE THE MINUTES OF THE SMALL COMMON SUB-COMMITTEE MEETING HELD ON 7 DECEMBER 2022 (DRAFT).

Resolved: The draft minutes are noted.

7. A DEMENTIA FRIENDLY COUNCIL

[Attached in Agenda: Report of the Chair of the Dementia Friendly Task & Finish Group]

Cllr Hegarty introduced the report action plan and steps which can be taken in becoming a Dementia Friendly Council. The Chief Officer confirmed staff support and resource commitment to delivering the action plan.

Chair Initials:

Resolved: That Council Supports the steps outlined in the report action plan and works towards becoming a Dementia Friendly Council within three months.

8. COMMITMENT TO CLIMATE CHANGE

[Attached in Agenda: Report of the Climate Change Steering Group]
Cllr Adams, as one of Council's Climate Change Champions, referenced the three productive meetings attended and highlighted the level of positive achievements which can be made and areas in which we can encourage others to move forward to make changes.

Though supportive of the proposals, query was raised as to achievability of Council being Carbon Neutral, with buildings such as historic Town Hall, by 2025 or how this will be off-set? It was agreed that a start must be made on this issue and the target gives deadlines hoped to be met, in following the Steering Group proposals to obtain Council-wide commitment.

Resolved: That:-

- i) Council commits to be carbon neutral by 2025 and publish the plan to achieve that;
- ii) Council notes the current and planned actions to ensure that the Council fulfils its commitment providing leadership through effective joint working to tackling climate change.

9. ADOPTION OF CORPORATE STRATEGY

[Attached in Agenda: Final Corporate Strategy Document]

Resolved: That:-

- i) The draft document is approved as the Council's Corporate Strategy, subject to any final presentational issues to be delegated to the Chief Officer prior to publication;
- ii) The continuing work of the Corporate Strategy Task and Finish Group is noted and further developments awaited.

10. PROPOSAL FOR FIT FOR PURPOSE ACCOMMODATION

[Attached in Agenda: Report]

The Chief Officer spoke to the circulated report and confirmed the previous and current issues with accommodation provision and best options now available.

An amendment to proposed action i.) was proposed and seconded which removed delegation to Chief Officer for entering into the lease and stated that: *Before entering into a lease agreement the Chief Officer will obtain agreement of Mayor, Chair of Assets, Chair of Finance and Chair of Personnel.*

This vote was won and formed the substantive motion.

Resolved: That:-

- i) Transfer of staff to fit for purpose accommodation to the CEC Enterprise Centre is approved for a lease at a maximum net

Chair Initials:

annual cost of £17,000, after taking into account additional room hire income, to be funded from earmarked reserves set aside for the office accommodation project and then considered as part of the 2024-25 budget setting process. Before entering into a lease agreement the Chief Officer will obtain agreement of the Mayor, Chair of Assets, Chair of Finance and Chair of Personnel.

- ii) In relation to the remaining aspects of the Fit for Purpose project, Council will await recommendations from the Assets and Services Committee

11. CORRESPONDENCE

None Received.

12. DATE, TIME AND PLACE OF NEXT MEETING

The next Town Council Meeting is scheduled to take place on Wednesday 8th March 2023 at 7pm in Sandbach Town Hall.

Meeting Closed 7.55pm

Cllr R Hovey (Deputy Mayor in the Chair)

CL

Chair signature:

Date:



**SANDBACH
TOWN COUNCIL**

CORONATION WORKING GROUP TERMS OF REFERENCE

Purpose

This working group has been created following resolution of the Events Sub Committee (18.1.23) to investigate suitable community activities to celebrate the Coronation of King Charles III and to form costed delivery plans.

The Working Group will be led by Councillors and includes support of key officers, tasked with providing information and assistance. Groups and volunteers will be invited to attend as appropriate.

This Working Group has no statutory role and has no formal decision-making powers. It makes recommendations/requests to Council for funding and to the Events Sub Committee for all other matters relating to the event.

Membership of Committee

- a) The working group membership consists of N Cook, A Nevitt, L Crane, K Flavell, S Broad, G Merry and J Beddows, with Officer support.
- b) The quorum for Working Group meetings shall be at least three Councillors supported by the Chief Officer or Deputy Chief Officer.
- c) The Working Group will appoint its Lead Member at the first meeting, 25th January 2023.
- d) The group can liaise and work closely with Community volunteers and groups and their representatives can be co-opted to the group. Non-Councillors do not have voting rights on any matter.

Frequency of Meetings

As and when required.

1. Prepare a budget request for urgent Council review/approval.
2. Prepare a full event delivery plan for Committee approval, including:
 - Confirmation of any external funding.
 - Details of relevant licenses, insurance and agreements to be approved by Committee for submission, within applicable deadlines.
 - Prepared event communication and plan for sharing event news.
 - Secure sufficient voluntary and community organisation support to run the event in a co-ordinated and safe manner.
3. In addition to approval requests, the Working Group must provide regular progress reports to Committee.
4. The Working Group does not have authority to agree or sign any contracts.
5. The Working Group does not have delegated financial authority; however, the Chief Officer or Deputy may liaise with Working Group members on financial matters which fall under the Clerk's delegated authority.
6. Conflicts of Interest - Working Group members should declare an interest where there is a potential financial or pecuniary benefit to themselves, or their company/organisation arising from the decisions or recommendations of the group.

Approved by the working group at its first meeting: 25.1.23

Approved by Council:

Sandbach Town Council 8 March 2023

Provision of Defibrillators across Sandbach

Background

Assets & Services Committee on 9 November considered a members item which was broadly welcomed. Suggestions were made to ensure defibrillators were fairly distributed around the wards. The Committee resolved that the proposal should be developed and costed for consideration by the next Full Council meeting for agreement in principle and delegation to implement through a Task and Finish Group including the Chief Officer.

On 8 February the Assets and Services Committee received a further update from Councillor Beddows regarding the research he had done, in conjunction with the Assets and Public Realm Manager, to identify suitable locations for a defibrillator to be placed in each ward. He noted that the total costs based on quotes received would be £4,320 plus approximately £1k for installation. One of the proposed locations was queried as it was felt there could already be provision and this should be checked. It was also noted that any final proposal to Council must be explicit about the maintenance arrangements and responsibilities to ensure that all defibrillators were functioning at all times.

Assets and Services Committee resolved to thank those involved for the work to date and fully supported a proposal to Council to provide a defibrillator in each ward, at this cost level and subject to satisfactory maintenance arrangements

Proposal for consideration

Proposed sites for relocating the two existing STC cabinets/AEDS:

- Co-op The Hill
- Co-op Lawton Way

Proposed locations for the four additional defibs:

- Confirmed:
 - *Price Avenue One Stop,*
 - *Bargain Booze Ettiley Heath,*
 - *Wheelock Methodist Chapel*
- *To be Confirmed:*
 - *Queens Ave*

12.3

Price to the Council for the new equipment:

- AED £600 ex VAT
- Cabinet £300 ex VAT
- Total **£3,600** ex VAT

Installation:

- estimate £200 per unit as each site will need to be assessed by electrician depending on location of power
- Total **£1,200** (estimate)

Maintenance allowance:

Cost includes renewing pads, batteries etc. costings for all six devices:

- Total £1,000 per year (estimate) for all 6 sites

Other Requirements:

- Electrical compliance certificates upon completion of installations (depending on who is responsible for installation)
- Guardians names/contact numbers/emails for registration on <https://www.thecircuit.uk>
- Signed 'Memorandum Of Understandings':
- The current Memorandum states 'The Provider will be responsible for conducting a periodic visual check of the AED and maintaining a record of these checks.'

Cost and Resource Implications

This proposal requires the Council to purchase an additional 4 defibrillators at a total one-off estimated cost of £4,800 (including installation) and a maximum on going revenue maintenance cost of £1,000. It is suggested that a maximum budget of £5,000 is agreed due to implementation costs being dependent on site specific issues.

It will be necessary for the Council to ensure that sustainable arrangements are in place for all the defibrillators within this proposal.

It will be necessary to ensure that a member of the Council team (probably the Ranger) includes within their duties to check they are operating and that the appropriate records are in place and that the Council understands the responsibility and risk attached to this operation.

Recommended: That:

- i) the Council purchases 4 additional defibrillators at a maximum cost of £5,000 including installation to be funded 2022-23 budget new purchases projects code 101 4670
- ii) the defibrillators to be located across the wards as outlined in this report;
- iii) maintenance of defibrillators to be funded from the existing maintenance budget and addressed within the next budget setting process;
- iv) the authority to implement this project is delegated to the Chief Officer's office within the approvals contained in this report.

SANDBACH TOWN COUNCIL
APPLICATION FORM - GRANTS TO VOLUNTARY ORGANISATIONS

Name of Organisation or Group:

..... Sandbach Clean Team.....

Contact Person:

.....Mark Cook.....

Address:

..... [Redacted]

.....

..... Post Code [Redacted]

Tel No:

Day [Redacted] Eve [Redacted]

E-mail:

.....sct.sec@outlook.com.....

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

Sandbach Clean Team's prime objective is to improve and enhance the environment of Sandbach and the nearby areas by ensuring the minimising of litter in relevant areas by a variety of methods.

Our aims are to:

- Make Sandbach and the adjacent Parishes as litter free as possible.
- Encourage people to take responsibility for their environment.
- Inform local residents of the work of Sandbach Clean Team.
- Support the setting up of other local Clean Teams.
- Develop links to other Clean Teams and environmental projects.
- Liaise closely with local government and other agencies.

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?** £3,234..... Sum requested from STC £3,234.....

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

Cost per Litter Picking Kit (inclusive of VAT):

Litter Pickers £20.39

Refuse Bag Hoop £11.99

14.1a

Hi-Visibility Vest	£10
Labels for equipment	£0.26
Business Volunteer Window Sticker	<u>£0.48</u>
TOTAL:	£43.12 x 75 litter picking kits = £3,234

2 A summary of your project:

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

The Grant will allow the equipping and formation of a new litter picking group within Sandbach Clean Team – the ‘Business Volunteers’ - made up of employees, managers and owners of local shops and businesses in Sandbach Town Centre, Wheelock, Ettiley Heath, Sandbach Heath & East and Elworth. The Grant will allow the purchase of litter picking equipment for the ‘Business Volunteers’ to enable them to keep the environment surrounding their premises as litter free as possible.

The Grant will also allow the purchase of window stickers which will advertise the businesses commitment to litter picking in Sandbach and keeping the environment around their premises litter free. The window stickers will also include Sandbach Town Council’s name and coat of arms highlighting the council’s commitment and support in keeping Sandbach as litter free as possible.

Clean Team members have surveyed 52 businesses so far - in Sandbach Town Centre, Sandbach Heath & East, Wheelock, Ettiley Heath and Elworth. 51 of those business expressed a desire to help keep Sandbach as litter free as possible and wanted to participate in the ‘Business Volunteer’ scheme.

Sandbach Clean Team want to build on their incredible track record in the community and with the support of Sandbach Town Council we want to encourage businesses and shops to take responsibility for litter picking outside and in the vicinity of their premises.

Overview of Sandbach Clean Team

Sandbach Clean Team was established in 2004 as a constituted voluntary group. The main aim of the group is to make Sandbach as litter free as possible. Since the formation of the Clean Team membership has grown to nearly 200 members. All members are volunteers who give up their time to keep Sandbach as litter free as possible.

Members usually pick close to home but the Clean Team also holds a monthly litter pick in Sandbach Town Centre. On average 20 to 30 members attend the monthly picks and other members use the day as an opportunity to litter pick in their adopted area closer to home rather than come into town.

As an example of our commitment to Sandbach and the community work we do, between 2019 and 2020 Sandbach Clean Team provided each Primary and Secondary School with 30 sets of litter

picking equipment to form their own Clean Teams in order to keep their schools, and the areas surrounding their schools, as litter free as possible.

The voluntary work Sandbach Clean Team does saves thousands of pounds of public money. A survey was conducted in 2009 which revealed that the average Sandbach Clean Team member picked for 4 hours 44 minutes per month and the monetary value of the Team's work was approximately £55,000 per year. It is estimated that the volunteer members' value in 2022 would be in the region of £75,000 to £85,000.

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

The Grant does not cover advertising or wages. All members of Sandbach Clean Team are volunteers.

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

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

How does the project meet these priorities?

The Sandbach Clean Team Business Volunteer scheme will meet the priorities by:

- Fostering community pride.
- Allowing people to enjoy physical activity and exercise in the fresh air.
- Saving thousands of pounds of public money.
- Creating a cleaner and greener environment for people to shop, work and live in Sandbach.
- Providing a clean and well cared for environment which can lead to a reduction in crime and an increase in the feeling of safety.
- Providing a litter free environment which will reduce the likelihood of people dropping litter and reducing the incentive for people to drop it.
- Improving the local environment.
- Helping to create an inclusive Sandbach because membership of the 'Business Volunteers' is open to all members of the community.

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.

14.1a

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

If yes, please give details

The Clean Team received a 3 year grant of approximately £500 per year for the years 2018, 2019 and 2020.

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

YEAR	2019 - 2020	2020 - 2021	2021 - 2022
Accounts Balance b/f	£5,357.49	£4,291.81	£5,662.71
Accounts Balance c/f			
Income	£4,805.00	£2545.00	£0.00
Expenditure	£5,870.68	£1,174.10	£1,483.90
Year-end bank balance	£4,291.81	£5,662.71	£4,178.81

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

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

Sandbach and the surrounding Parishes.

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

Approximately 95%.

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

NameSandbach Clean Team.....

If payment by BACS is preferred:

Bank Account Name.....Sandbach Clean Team.....

Account Number [REDACTED]Sort Code..... [REDACTED]

Could you please indicate if you are able to/ would like to attend the meeting to support your application, and answer any questions the committee may have: YES/~~NO~~

14.1a

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

Signed: [redacted] ... Position within the Organisation: ...Treasurer.....

Signed: [redacted] Position within the Organisation:Chair.....

On behalf ofSandbach Clean Team..... Date:.....27th February 2023.....

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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Sandbach Clean Team

Constitution

PART 1

1. Adoption of the Constitution

- 1.1. Sandbach Clean Team will be an association administered and managed in accordance with this constitution adopted on 5th April 2006.
- 1.2. Minor amendments to this constitution (paras. 3.7 and 10.3) were approved at the AGM on 12th June 2007.
- 1.3. Further amendments to this constitution (para. 3.5) were approved at the AGM on 16th June 2010 and the AGM on 30th May 2019, to take into account the change to Cheshire East Council and the strategic move towards supporting local schools to set up Clean Teams.
- 1.4. Further amendments to this Constitution (para 7.2, 8.3, 11.4 and 11.7) were approved at the AGM on 23 June 2022.

2. Name

- 2.1. The name will be **Sandbach Clean Team**.

3. Objects

- 3.1. Sandbach Clean Team's prime objective is to improve and enhance the environment of Sandbach and the nearby area by ensuring the minimising of litter in relevant areas by a variety of methods.
- 3.2. Relevant areas include the following:
Pavements, grass verges, public footpaths, public recreational parks, public car parks, and any other appropriate public areas.
- 3.3. This objective will be achieved through using the voluntary help of the residents of Sandbach and area and enlisting the support of the official bodies charged with the task of litter removal and cleanliness in public open spaces, roads, pathways, verges, hedgerows and other areas with free access to the public.
- 3.4. One on-going, longer term, objective is to increase the people's overall awareness of the need to dispose of waste material in a responsible manner, to reduce the amount of unwanted material obtained (such as packaging), to re-use such materials as fully as possible, and to maximise recycling. This will be done by a variety of methods appropriate to the individuals concerned and the existing situation.

14.1b

- 3.5. These methods used will include the collection and removal of litter from public places, working with Cheshire East Council.
 - 3.6. Sandbach Clean Team will consist of those residents of Sandbach and the nearby area, and those from outside the area, who support the aims and activities of the Clean Team.
 - 3.7. Sandbach and nearby area will include: Arclid, Betchton, Bradwall, Brereton, Hassall, Odd Rode, Smallwood, Sandbach (which includes Elworth, Ettiley Heath, Sandbach Heath and Wheelock), Church Lawton (with Congleton), Moston (with Middlewich), and Haslington, Warmingham, Winterley (with Crewe and Nantwich) and other adjacent civil parishes.
 - 3.8. Sandbach Clean Team will operate on as informal a basis as possible commensurate with the required accountability for expenditure of public money for the furtherance of its objectives.
 - 3.9. Sandbach Clean Team will work with all the appropriate government and environmental agencies to further the Clean Team's aims and objectives.
 - 3.10. Sandbach Clean Team will work fully with all existing voluntary organisations concerned with environmental and conservation matters operating in the Sandbach area to ensure that their joint activities complement and enhance each other, working towards the minimising of duplication and conflict that could possibly occur.
 - 3.11. Sandbach Clean Team will encourage and support new initiatives concerned with environmental and conservation matters operating in the Sandbach area within the limitations of the resources of Sandbach Clean Team to assist the new initiatives to become self sustaining in as short a period as possible.
 - 3.12. Sandbach Clean Team will be a true community-based organisation meeting the identified wishes of residents. It will be run by and for the residents of Sandbach and area who are actively involved in the work of the Sandbach and Local Clean Teams.
- 4. Application of Income and Property**
- 4.1. Sandbach Clean Team will be run on strictly not-for-profit basis. The income and property (e.g. litter-picking equipment) shall be applied solely towards the promotion of the Objects.
 - 4.2. A member may pay out of, or be reimbursed from, the property of Sandbach Clean Team reasonable expenses properly incurred by him/her when acting on behalf of Sandbach Clean Team. Such action will require the approval of Sandbach Clean Team committee.

14.1b

- 4.3. None of the income or property of Sandbach Clean Team may be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to any member of Sandbach Clean Team.
- 4.4. Sandbach Clean Team will ensure that its members are adequately covered by insurance whilst undertaking their Clean Team activities.
5. **Dissolution**
 - 5.1. The Sandbach Clean Team will cease operating when a majority of those Clean Team current members attending an Extraordinary General Meeting (EGM) called specifically for the purpose agree by a simple majority that this shall be so. In the case of a tie the chair will have the casting vote.
 - 5.2. Any monies held by Sandbach Clean Team at the time of the Sandbach Clean Team ceasing to operate will be passed to a local organisation dealing with environmental matters in the Sandbach area. The appropriate organisation will be decided by those attending the EGM by a straight majority vote of those attending. The chair will have a casting vote in the case of a tie.
6. **Amendments**
 - 6.1. Amendments to the constitution of Sandbach Clean Team will be made either at an Annual General Meeting or an EGM of the Sandbach Clean Team called for that purpose.

PART 2

7. **Membership**
 - 7.1. Sandbach Clean Team will operate a free-of-charge membership scheme.
 - 7.2. Membership of Sandbach Clean Team will be open to all individuals and organisations at the discretion of the Committee.
 - 7.3. There shall be no restriction in any way on eligibility for membership of Sandbach Clean Team apart from a genuine wish to participate actively in an appropriate manner in the activities of the Clean Team and agreement to follow the Health and Safety guidelines for litter picking.
 - 7.4. Young people under the age of 18 will require their parent or guardian's permission before joining Sandbach Clean Team.
 - 7.5. There will be no membership or annual fee paid for membership of Sandbach Clean Team.
 - 7.6. Sandbach Clean Team will maintain an electronic record of names, addresses (including e-mail) and telephone numbers of the members for

14.1b

use on Clean Team business. This information will be used strictly in line with legislation governing such data: it will not be sold or otherwise disclosed for any purpose other than that required for Clean Team activities.

7.7. Members will be provided with appropriate equipment for litter removal.

8. Termination of Membership

8.1. A member of Sandbach Clean Team remains a member until such time as they inform a member of the committee that they wish to resign from the team.

8.2. When a member resigns from the Sandbach Clean Team they will return all equipment that has been issued to them.

8.3. A member of Sandbach Clean Team can be removed if the behaviour or activities of the member or organisation may affect the reputation of Sandbach Clean Team. Membership can only be terminated by a majority vote of the committee.

9. General Meetings

9.1. Sandbach Clean Team will hold an Annual General Meeting (AGM).

9.2. There will be no minimum numbers of members attending for an AGM to be quorate.

9.3. Any decisions made at the AGM will require a simple majority of current Sandbach Clean Team members attending. The chair will have a casting vote in the case of a tie.

9.4. Each member attending an AGM will be entitled to one vote. Member organisations will be entitled to one vote by a named representative of that organisation.

9.5. An individual member cannot also be a representative member of an organisation.

9.6. At the AGM a report of the activities for the past year and the proposed activities for the year ahead will be presented for approval. The accounts will also be presented for approval.

9.7. The approved activities for the year ahead will form the operating plan for that year.

9.8. The minimum notice required to hold an AGM is fourteen clear days.

9.9. An Extraordinary General Meeting of Sandbach Clean Team will follow the proceedings above for an AGM with the exception that 50% of the current membership must be present for the meeting to be quorate.

9.10. Minutes will be made of each AGM and Extraordinary General Meeting and circulated to all members.

9.11. Sandbach Clean Team will have a committee elected by the members at the Annual General Meeting on the basis detailed in section 11 below.

10. Delegated Powers

10.1. The committee of Sandbach Clean Team will have powers delegated to them by the members for the running of Sandbach Clean Team.

10.2. The committee will have the power to delegate decisions necessary to the day-to-day running of the Clean Team to one or more of the officers (see 11.1 below).

10.3. Minutes of AGMs and EGMs will be circulated to all Clean Team members.

10.4. The members will have the right to revoke these delegated powers at an Extraordinary General Meeting called for that purpose

11. Committee

11.1. The committee will consist of a maximum of eight elected members. There will be a chair, secretary, treasurer, and a co-ordinator (the officers) and up to four other members.

11.2. Up to two further members can be co-opted onto the committee in any one year. These co-opted members will serve until the next AGM.

11.3. The committee will have the responsibility for the day to day running of the Sandbach Clean Team. They will also have the responsibility of ensuring that accurate records are maintained of all income and expenditure.

11.4. Of the committee members without specific roles, it is expected that they may be allocated specific duties at the discretion of the Committee, including but not limited to publicity, PR, social media, website, fundraising and equipment.

11.5. If a committee member resigns or leaves for any other reason during the year the remaining committee members will attempt to cover their duties. If this cannot be done the committee has the authority to co-opt one further member onto the committee, this person to serve until the next AGM.

11.6. Committee members will serve for a term of two years, after which they can stand for re-election at the AGM.

11.7. Following the first AGM only, the elected chair, treasurer and two out of the other four members will stand for one year. The posts of coordinator, secretary and the other two members will stand for two years.

14.1b

Nominations for committee members will be made no less than seven days prior to the AGM in writing to the secretary. If nominations are not received for any of the Committee positions at the time of the AGM, nominations will be accepted at the AGM.

- 11.8. Where an election is required (when more than one nomination for any of the officers or more than four other committee members are nominated) the election will be by a show of hands with a straight majority of those present required.
- 11.9. There will be at least one committee meeting each year. The committee will operate on as informal basis as possible, committee members will be consulted on any important issues that occur.
- 11.10. Any decisions made by the committee will require a simple majority of members attending. The chair will have a casting vote in the case of a tie.
- 11.11. Minutes will be taken of all committee meetings and circulated to committee members.

12. Local Clean Teams

- 12.1. Sandbach Clean Team will operate as an umbrella organisation that will help and support the setting up of Clean Teams within Sandbach and the nearby area. This will include providing support to local schools to assist them in setting up their school-based Clean Team.
- 12.2. The establishing of Local Clean Teams is detailed in the document "Setting up a Local Clean Team".

Current version approved at the AGM 23 June 2022

Strategic School Initiative

Over the last two years we launched a campaign to help youngsters become anti-litter converts. We raised several thousand pounds to equip both Secondary schools and five of the six Primary schools with enough litter-picking equipment to enable complete forms to go out litter picking. The results are already bearing fruit, with the participating Primaries leading the way.

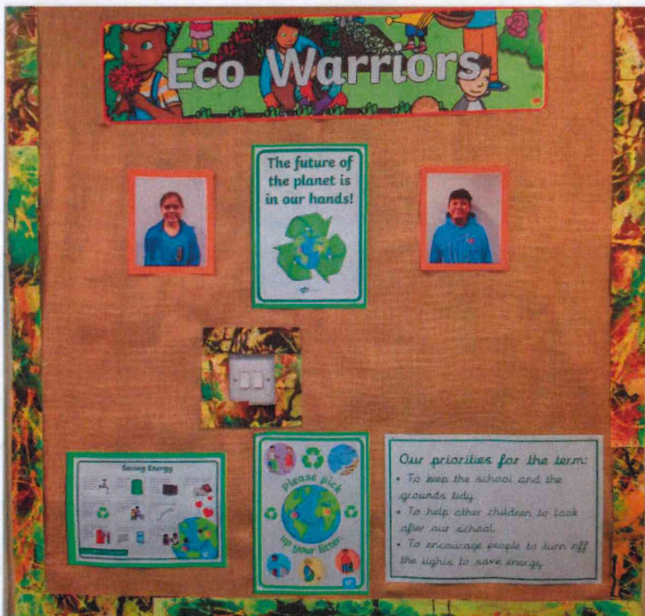
Also involved in litter picking using Clean Team equipment are:

Wheelock Scouts, Sandbach Guides and Third Avenue Residents

Here is some of their latest news, and there are more pictures over the page.

Elworth C of E Primary

Here is a photo of the display board in our school for 'Eco Warriors'. For next term the two Eco warriors in the picture will oversee 10 further warrior helpers around the school. They have already been helping in the week



Clean Team Quiz

This year's October Quiz was set by Chair Keith Haines. It raised a record amount for buying new equipment, replacing old worn-out gear and covering costs such as insurance.

Thank you to all our supporters who did so much to make it a successful evening. Businesses in the town had generously provided excellent prizes for the raffle, which was run by Cllr. Nicola Cook. Clean Team Organizer Mark Cook has written to all of them, offering our wholehearted thanks for their donations.

before half term. The main tasks just now are to litter pick (using the equipment you provided) to collect loose leaves and to make sure that doors are closed when children are constantly moving in and out of school. This is all done voluntarily during break times. Keeping the doors closed is particularly helpful now it's getting colder and we need to reduce reliance on energy.

Richard Kirton, Site Manager

Offley Road Primary

The children continue to use the litter-picking equipment (donated by the Clean Team in 2019). From PreSchool through to Year 6, every class does some sort of litter pick at multiple times each year. We now have children asking when it is their turn to go litter-picking, which is great! The Infants tend to stay within the school grounds, but the Juniors go out into the community near school to litter pick.

The children are much more aware of the impact litter has on their local area and beyond. They often choose to litter pick within the grounds at playtimes. Each year the school also takes part in the national Keep Britain Tidy campaign.

Gail Bloor, Geography and Sustainability Lead

Social Gathering

After our Saturday morning litter pick on the 17th December we will be holding a get-together at the Military Arms in Sandbach.

There will be free coffee/tea and bacon butties (or vegetarian alternative!). It will be a great opportunity for us to celebrate the brilliant work we've done over the past 18 years and to meet our fellow Clean Team members.

More details will be e-mailed prior to the December litter pick.

Our efforts seem to be working

Although it's based on our members anecdotal and observational evidence (exact figures are almost impossible to get) it does seem that the amount of litter being dropped is gradually reducing. Of course, there still is plenty (too much) to pick up, and there will seemingly always be a few grot spots, but members report feeling hopeful that our message is getting across. Congratulations to them for all their efforts.

Many of those positive results must be due to the work of youth groups as well as of the schools.

Below are some of the events which have taken place with groups recently.



1st Sandbach Guides



2nd Wheelock Scouts



2nd Wheelock Scouts



3rd Avenue Residents

Full Council 8 March 2023

Council Structure and Terms of Reference Review

Background

At its meeting on 18th January 2022, Council were asked to review its terms of reference which were in need of updating. The note of the meeting is as follows:

TERMS OF REFERENCE

[Attached: ChALC Report and Draft ToR]

Lead: ChALC Support Officer

'Having discussed the circulated amended Terms of Reference there was some concern regarding time available to review and digest the changes'.

Council resolved that 'the revised Terms of Reference and associated delegation will be presented to the respective Committee's for review, with the newly proposed Appeals Committee ToR reviewed by the Personnel Committee, and all subsequently returned to Council for ratification.'

A substantial amount of work had been undertaken by the ChALC support officer, but the work was put on hold due to interim management being commissioned and other priorities being addressed.

It is now necessary to finalise this work, as part of the ongoing Governance review of the Council.

It is also proposed that in terms of reference for Committees that the Council structure is reviewed to ensure that the decision making process is efficient and effective.

Proposed Changes to Structure

In order to move forward and to deliver the Corporate Strategy more efficiently and effectively, the following proposals are put forward for consideration:

Structure

The proposed structure suggests a closer fit with Corporate Strategy objectives and addresses issues currently experienced in terms of:

- i) dealing with the timing of planning applications within the legal framework;
- ii) avoiding confusion regarding event planning and commissioning.

The proposals are as follows:

- i) Transfer all environment issues to one Committee as these are currently split over two and cause confusion regarding the appropriate location for decisions;
- ii) Change Community and Environment Committee to become Community and Events Committee;
- iii) Cease the Events Sub Committee as Events to be dealt with in main committee;
- iv) Enhance Planning and Consultation Committee to Planning, Consultation and Environment Committee to meet every 4 weeks and have a more strategic and co-ordinated focus on the Town's environmental issues. Planning applications requiring consideration between set meeting dates, to be dealt with under delegated authority to the Meeting Clerk (Deputy Chief Officer) in consultation with the Chair and Vice Chair to ensure all decisions are made with the necessary authority;
- v) Removal of the use of supplementary Agenda for all committees unless they adhere to Standing Orders;
- vi) Consideration (in future) of further delegation of planning applications and the potential creation of a Planning Sub Committee in consultation with the relevant committees.

The new proposed structure can be summarised as follows:

Meeting	Cycle	Clerk
Council	Quarter plus 1	CL
Finance, Policy & Governance Committee	Quarter	CL
Assets & Services Committee	Quarter	CL
Small Common Sub Committee	As decisions required	CL
Community & Events Committee	Quarter	KP
Planning, Consultation & Environment Committee (interim)	4 Weekly	KP
Planning Sub Committee (in future)	As decisions required	KP
Personnel	As decisions required	CL

Finance and Budget Monitoring

All Committees will review their budgets each cycle and provide input into budget setting process. The Finance System will be adapted to ensure budgets are aligned with Committees as appropriate and to facilitate more effective monitoring and review.

Terms of Reference

All Terms of Reference to be reviewed at first meeting in new Council year of Council and its Committees – as stipulated in the Council's Standing Orders - on the previously circulated drafts incorporating and any recommended updates based on the experience of a more settled Council in 2022.

Recommendations that Council

- i) Adopt the recommended meeting frequency and structure with the creation of:
 - A) Community and Events Committee and,
 - B) Planning, Consultation and Environment Committee;
- ii) Approve delegated authority to the Planning and Consultation Committee Meeting Clerk, in consultation with the Committee Chair and Vice Chair, for planning applications which fall between set meeting dates in order to satisfy Standing Orders;
- iii) Note the intention to consider further delegation regarding planning applications in consultation with the relevant committees;
- iv) Prepare to approve updated and revised terms of reference for Council and each Committee at their first meeting of the new year, in line with Standing Orders.

CL 27.2.23

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Sandbach Town Council - Full Council 8 March 2023

Climate Change Update

Background

At its meeting on 14th December, Council considered a detailed report which outlined the actions proposed and required to move this critical agenda forward. This included the following:

- i) joining forces with others to adopt a more strategic, effective and powerful position;
- ii) getting its own house in order to become carbon neutral by 2025 including carbon literacy training for all members and staff and setting out its own carbon footprint benchmarks;
- iii) developing as an advocate and educator to improve the whole town's response to the climate emergency.

As a result of that report, Council agreed with other key partners there was a Climate Emergency and resolved the following:

- i) Council commits to be carbon neutral by 2025 and publish the plan to achieve that;
- ii) Council notes the current and planned actions to ensure that the Council fulfils its commitment providing leadership through effective joint working to tackling climate change.

During the debate, one of the Council's Climate Change Champions referenced the three productive meetings attended, including a visit to a neighbouring Town Council, and highlighted the level of positive achievements which can be made and areas in which we can encourage others to move forward to make changes.

Though supportive of the proposals, a query was raised as to achievability of Council being Carbon Neutral, with buildings such as historic Town Hall, by 2025 or how this will be off-set. It was agreed that a start must be made on this issue and the target deadlines hoped to be met, in following the Steering Group proposals to obtain Council-wide commitment.

Update

On 23 February, 3 members of the Council's Climate Change Steering Group attended the CEC Net Zero Conference at Reaseheath College. The conference was excellent with presentations from a number of varied local organisations outlining proposals and developments for others to learn and adopt. It also presented the opportunity for effective networking which is the key to any meaningful response to this agenda.

Significantly Cheshire East Council updated the Conference that ,whilst they are on target to meet their net zero target by 2025, this represents a relatively small

percentage for the Borough as a whole. **As a result they have set out a net zero target for the Borough by 2045.** Clearly this target can only be met through a co-ordinated and sustained effort by all parties working together to achieve net zero.

Immediate Next Steps

The Town Council must link up effectively with other Councils and CEC to make serious progress. Links were made at the Net Zero Conference and the Chief Officer is in discussion with the CEC 's Head of Environmental Services to explore the possibility of appointing additional specialist resource, to be located in the Cheshire East Team, to support and co-ordinate Town Council activities. Town Councils would be required to fund this in a shared manner but this would potentially offset the inevitable overall costs of a) working in isolation of each other b) employing consultants in a piecemeal fashion c) unco-ordinated demands on CEC who have the skills and expertise to develop the response – especially in the context of their new declared target of a borough wide net zero target by 2045. The Chief Officer has also approached ChALC to canvass support / opinion regarding this approach from a town council perspective.

In addition the Town Council requires expertise to achieve:

- i) Carbon Literacy training for all members and staff;
- ii) the establishment of the Town Council's carbon footprint and specialist advice to achieve net zero through development of the benchmark and measurable indicators to demonstrate progress.

Providers have been identified and cost estimates are currently being explored for these services.

The Council can also make some immediate improvements with regard to its signposting of events and activities to promote climate change action. This can be adopted particularly in the light of the new website launch (imminent) which will provide particular profile for this agenda, the Council's contribution towards it and the action residents and other partners can take.

Finally the Council must engage with its community to generate effective campaigning and actions to meet the Borough target. This will evolve as the Council establishes its framework for action. In the meantime, sincere thanks should be acknowledged to the resident who is currently advising and challenging the Council to move this forward and who is inevitably helping the Council (and the town) to make meaningful progress.

Resource Implications

The Council will require a specific budget allocation in order to deliver its (shared) responsibilities to help address climate change and to advocate action from others. Joining forces with other Councils would appear to be the most economic and effective way to achieve this, as outlined in this report.

In addition funding may be required to buy in training / specific expertise / consultancy to establish the carbon footprint and delivery plan for net zero.

Internal resources are required to support the process and this is being provided from the existing staff structure.

Costings are being sought and a budget request will be made to Council as this emerges.

Other voluntary support and contributions will also be crucial in terms of making progress and effective engagement as outlined above.

Recommended that:

- 1) the net zero target for the whole CEC Borough by 2045 be noted, and the Town Council commit to making its contribution to achieve this;
- 2) the update be noted
- 3) the approach to joining forces with other Councils and CEC be supported
- 4) the cost implications be noted and agreement in principle to commit to a reasonable budget allocation, subject to the Chief Officer's research

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SANDBACH TOWN COUNCIL**DIRECT DEBIT AND BACS PAYMENTS 2023/24****Information**

Sandbach Town Council pay several suppliers by Direct Debit and other suppliers are paid by BACS (Bank Transfer)

The most up to date Direct Debit list is presented annually for information, this is as below. The approval of the use of a variable Direct Debit and the use of BACS or CHAPS is required be renewed by resolution of the council annually.

DIRECT DEBIT PAYMENTS:

Supplier	Information	Status	Amount
EE LIMITED	Mobile telephone costs	Active	£20.34
EVO PAYMENTS INT	Card payment terminal fees	Active	Varies
WEST MERCIA ENERGY	Utilities: Heat & Light	Active	Varies
FUEL CARD SERVICES	Fuel for vehicles	Active	Varies
BRITISH TELECOM	Telephone & Broadband	Active	£81.99
LEG & GEN MAIN A/C	Critical Illness Insurance	Active	£213.78
CHESHIRE EAST BC	Business Rates	Active	Varies
TELECOMS	Wi-Fi/Broadband	Active	£150.55
NW BUSINESS CREDIT	Credit Card	Active	Varies
NW BANKLINE	Bank Charges	Active	Varies
PRISM BUSINESS DEV	ISC Services & Support	Active	£1,087.07
PUBLIC WORKS LOANS	Loan Repayment	Active	£2,467.11 & £1244.63
ICO	Data Protection Fee	Active	£35.00
CALOR DIRECT DEBIT	LPG Gas sor ODM	Active	Varies
DVLA	STC Vehicles Tax	Active	Varies

BACS PAYMENTS to Suppliers:

Supplier	Information	Amount
ANSA	Various Services	Varies
BLITZ	Events Management Services	Varies
ChALC	Various training	Varies
CHESHIRE PENSION FUND	Pension Contributions	Varies
CLAYMORE BUSINESS MACHINES	Photocopying	Varies
FLEXTEL	Admin Mobile	Varies
GASKELLS	Waste Disposal	Varies
HOPS AND BARLEY	Bar Supplies	Varies
JOHN GREENALL & CO	VAT & Accountancy services	£2,826.00
PPL PRS LTD	Music & Copyright Licence	£1,527.37
SCREWFIX	Tools & equipment	Varies
SPOTLESS COMMERCIAL CLEANING	TH & Mkt Cleaning	Varies
STAFFORDSHIRE REELS ON WHEELS	Film Hire Fees	£210.00
THE RALPHS GROUP	Public Convenience Cleaning	£302.40
WATERPLUS	Water & Wastewater	Varies

17.1

Recommendation

That Finance Policy and Governance Committee:

- i-Note and approve the Direct Debit List;
- ii-note and approve to continue to pay suppliers by BACS.

For TCM 8th March 2023

AO
Finance Officer
28/02/2023

Sandbach Town Council

Over £1500 Payments 2023-2024

17.2

To consider advanced approval to delegate the below non-operational payments over £1,500 to the Officers.

Nominal Code	Item	Further Information	Total Budget	REASON
4000/6020/6023	Salaries		£475,788	To prevent delays
4001/6021	Employer NI			
4002/6022	Pension Contributions			
4003	Staff Restructure (contingency)	As per approved budget		
4100	Mayors Allowance	Paid with monthly salary run	£2,000	To prevent delays
4120	Insurance	Annual insurance	£15,000	To prevent delays
4152	HR and H&S	Annual invoice	£5,000	Three-year commitment approved at TCM22.10.2020
7000	Loan	Paid by direct debit	£29,606	To prevent delays
4112	Audit Fees	Invoices over £1500.00	£5,439	To prevent delays
Cost Centre 110	Grants and Discretionary Payments	Town Crier Honorarium £750 Churchyard Maintenance £1660 Allotments £1000 RBL £250 Remembrance Parade £3500	£7,160	Annual repeat payments
4500	Transport Festival	Three Year Grant Award FCM08.06.2022 Item 14 Second Payment	£18,000	Council approved three-year award
4515	Concert Series	Three Year grant award FCM05.08.2021 Item 12.6 Second Payment	£3,500	Committee approved three-year award
4550	Foden's Sponsorship	Annual Sponsorship	£7,500	To prevent delays
4573	Sandbach Woodland and Wildlife Group	Three Year grant award FCM05.08.2021 Item 12.2 Second Payment	£1,500	Committee approved three-year award
6010	Bar Purchases	Total budget used to cover numerous orders.	£20,000	Covered by income, orders placed on a need-by-need basis according to the requirements. To prevent delays.
6100	Utilities	Any invoices over £1,500	£19,000	Paid by variable direct debit. To prevent delays

Recommendation: That Council approve the scheme of delegation for the listed payments to be made by Officers.

AO 28FEB2023

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Contact Centre
0300 123 7012
VAT Registration Number 178 1914 79

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INVOICE

Sandbach Town Council
Literary Instiute
Hightown
Sandbach
Cheshire
CW11 1AE

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

Invoice Number	Invoice Date	Due Date	Customer No.
11700115377	31/10/2022	28/11/2022	116001841

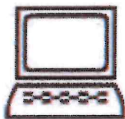
Page 1/2

Detail	Qty	Unit Price	VAT %	VAT	Net Amount
Fees - Other Vatable 22/23 GMS013: Supply bedding plants, compost, making up of planters and hanging baskets and watering in Sandbach Town (50% invoice as agreed) STC Notes RBS 12/12/2022 PO 2224 4503 110 Hanging Baskets Approved at FCM 06/04/2022 Item 18	1.00	5711.25	20.00	1142.25	5711.25
THIS INVOICE IS DUE AND PAYABLE BY 28 November 2022 Payment Service 01244 972052 Please see reverse for Payment Methods			Subtotal		5,711.25
			VAT		1,142.25
			Gross Total Due		6,853.50

Please quote your Invoice Number 11700115377 on ALL correspondence/payments to avoid delays.
Details are shown overleaf on how to pay your invoice

ANSA Environmental Services Ltd (ANSA), PO Box 3799 Chester, CH1 9ZH. ANSA is a Cheshire East Council controlled company. Registered in England and Wales with Registration No 08714767.
Registered Office: Environmental Hub c/o ANSA, Cledford Lane, Middlewich, Cheshire, CW10 0JR

ONLINE BANKING / ELECTRONIC TRANSFERS



Please telephone your bank or log onto your personal on-line banking facility and quote "ANSA Environmental Services Limited", account number **83110303** sort code **20-24-41**
Please ensure that the **Invoice Number** overleaf is quoted as a **reference and remittance advices** are sent to cepandi.asdv@ecwip.co.uk

TELEPHONE BY DEBIT/CREDIT CARD



Please telephone ANSA on Telephone **0300 123 7012** and **choose option 1**
For Opening Hours see: www.cheshireeast.gov.uk/contact

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

POST (cheques or postal orders only)



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

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

DO NOT SEND CASH BY POST

Privacy Notice can be found at the following link

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

ENQUIRIES: If you are unable to pay your invoice or you have a query about the goods or services provided please contact us immediately on 0300 123 7012

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

17.3b



Bankline

Payments Status Report

Payment Ref	Debit Account	Type	Note	Beneficiary Name/ Alias Full Beneficiary Name (if applicable)	Beneficiary Account Details Conf. Of Payee Check (if applicable)	Beneficiary Reference (if applicable)	Send Ccy	Your Reference	Date Committed	Payment Currency & Amount	Status
		FPAY		SANDBACH FESTIVAL Sandbach Festival of Transport	Beneficiary details match. Accepted by AObrochta on 06-Feb-2023	STC GRANT	GBP	TRANSPORT FESTIVAL	16/02/2023	GBP 18,000.00	

Total Number of Payments 1 * Total Amount of Payments GBP 18,000.00

* Converted currencies are approximate and are based on Foreign Exchange mid rates

Imported payment	Ad hoc bulk payment (without bulk list)	Autobooked deal	Template/bulk list payment	Payment has a warning
Amended imported payment	Amended ad hoc bulk payment (without bulk list)	Pre-booked deal	Third Party/Provider payment	Template/bulk list has been amended
Incomplete	Awaiting Authorisation	Awaiting Second Authorization	Accepted	Partially Accepted
Expired	Held Chequing Funds	Awaiting Release	Cancelled	Future Dated
			Qualified Accepted	Rejected

Note: This information does not represent an advice of payment; it simply shows the current state of the payment instruction. The payment information shown above is therefore not yet confirmed. Only payments selected have been printed.

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Internal Audit 2022/23

Second Interim Report

- (Checking the 12 months of work that has been completed, and ensuring that the year-end financial statements are prepared in accordance with the relevant accounting standards)
- (Checking a sample of payments to ensure that the Council's financial statements are supported by relevant expenditure records)
- (Checking the Council's risk assessment and ensuring that it is appropriate to the Council's activities)
- (Checking that the annual budget is the result of a proper budgeting process and that budget progress has been regularly monitored and that the Council's reports are appropriate)
- (Checking that the Council's financial statements are prepared in accordance with the relevant accounting standards and VAT is correctly accounted for)
- (Checking that salaries to employees have been paid in accordance with Council approved and that PAYE and NI requirements have been properly applied)
- (Checking the accuracy of the asset and investment registers)
- (Checking the accuracy and timeliness of periodic and year-end bank statements)
- (Carrying out testing on the accuracy and completeness of the financial statements)
- (Checking that during the previous year, the Council correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations)

The interim internal audit provides evidence to support the annual internal audit conducted in the AGAR Annual Return for larger councils.

Conclusion

On the basis of the interim audit work carried out, which was limited to the tests outlined above, in our view the Council's system of internal controls is in place, adequate for the purposes intended and effective, except for the issues and recommendations reported in the interim report or vice versa.

J D H Business Services Ltd

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

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

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

Conclusion

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

J D H Business Services Ltd

2022/23 Second Interim Internal Audit				
	ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response
1	The Informal Group Log than lists the various working groups of the council indicates that one group, the Small Common Refurbishment Project Group, has delegated powers. However, a working group that is not a committee or sub-committee of the council cannot have delegated decision making powers.	<i>The council should review the terms of reference of the Small Common Refurbishment Project Group to ensure it is advisory only with no decision making powers.</i>		The informal group log is in draft form – this is an error and will be removed. All decision making has been delegated by Council 21 September 2022 to the Small Common Sub Committee.
2	Aged debtor reports are not provided annually to council to provide management information about the age profile of debtor balances.	<i>Management information provided to council could be improved by providing the Rialtas aged debtor report at least annually so council can review income risks in terms of whether the levels of older debtors is significant.</i>		This will be presented to Council annually as part of the final accounts. Client confidentiality would need to be addressed.
3	Pay rises are notified to the payroll agent via an email from officers.	<i>The Chair should either email the annual officer pay rise information to the payroll agent or a scanned letter from the Chair should be sent to the agent conforming the annual officer pay rises.</i>		This will be implemented with immediate effect. We assume this means the Chair of Finance, Policy and Governance Committee. We assume this is in relation to NJC increment pay rises which the Council have authorised.
4	Although there is some coverage of investments in the Financial Regulations, there is no current adopted Investment Strategy and Treasury Management strategy.	<i>An Investment Strategy and Treasury Management strategy should be established with reference to the requirements of the Local Government Act 2003.</i>		This will be implemented and presented to the next FPG Committee.
	ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response

5	The council is not currently provided with the Fixed Asset Register for review and approval annually.	<i>As part of year end procedures, the council should be provided with the Fixed Asset Register for review and approval annually.</i>	The Council reviews the fixed asset register annually but does not present this to Council as it is not required by Financial Regulations. We will present annually as part of the AGAR.
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2022/23 First Interim Internal Audit

	ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response
1	<p>Sample testing of bar income identified the reconciliation of income to z reads was not always being carried out. Where the reconciliation is completed, we identified examples where the information was not comprehensive enough to evidence that income has been completely and accurately recorded as follows:</p> <ul style="list-style-type: none"> - Where the reconciliation records differences between card/cash and z reads, these are simply recorded with no explanation even where the differences are significant. No threshold has been set for explanations to be required for card and cash reconciliation differences. - The bar takings sheets containing the reconciliation template also has a checklist to be completed, This includes confirmation that an ‘ issues sheet’ has been completed. We noted this is ticked even when no issues sheet has been completed so there is a need for staff training in the completion of the bar takings reconciliations. - Due to the lack of effective reconciliation process in the bar takings sheets, the purchases made out of bar cash at events are not being quantified in the reconciliation and then posted to expenditure in the Rialtas ledger. Therefore, net income is being posted for bar income to the ledger. The purchase invoices are attached to each reconciliation so the information is available to calculate the postings required. 	<p><i>The reconciliation of bar income must be carried out comprehensively for every event. Where there are significant differences above a specified threshold between the z reads and card/cash income recorded, then these differences must be investigated. The ‘issues sheet’ must be completed with the reasons for all significant differences.</i></p> <p><i>Income and expenditure must be posted gross to the Rialtas ledger. The bar takings sheet should include a section containing the required posting to the ledger for income and expenditure for each event. VAT should be reclaimed on all standard rated purchases paid out of bar cash receipts.</i></p> <p><i>Staff involved in the bar events should receive training in the completion of the bar takings sheets, reconciliation with z reads and following up significant differences identified.</i></p> <p><i>Finance staff should review all bar takings reconciliation and ‘issues sheets’ to ensure differences are adequately investigated and explained.</i></p>	<p>Implemented - The council has implemented a bar income spreadsheet which evidences regular reconciliations with explanations required. when a defined threshold is exceeded. Staff responsible for managing bar takings have been trained in required procedures.</p>	<p>Closed.</p>

	ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response
2	<p>Sample testing of markets income identified that the markets spreadsheet developed to predict income for market days and used for reconciliation to actual market takings has been discontinued.</p> <p>Market takings sheets do not always evidence that any reconciliation of markets income took place, for instance the market takings sheet dated 05/08 /2022 not signed as 'checked by'. The review of the market sheets is also important as it helps ensure that market takings are allocated to the correct category for posting to the Rialtas ledger and that the correct rate of VAT is applied eg Gazebos.</p> <p>We were informed that markets are being moved to a card payment system only which will reduce the administration of cash reconciliations.</p>	<p><i>The markets income spreadsheet should be reinstated and used to reconcile market takings sheets with predicted income per the spreadsheet. Reasons for differences should be clearly stated in the reconciliations.</i></p>	<p>Implemented - The council has reinstated the market income spreadsheet and regular reconciliations.</p>	<p>Closed.</p>

17.4

2021/22 Year End Internal Audit				
	ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response
1	<p>The balance for deposits held in the year-end Balance Sheet is £13,326.10, however, the analysis of deposits actually held for events dated post 31/03/2022 is £9815.60.</p> <p>We were informed the £3510.50 difference related to items such as deposits not converted into payments for invoices and deposits for events cancelled by the customer who has then forfeited the non-refundable deposit.</p>	<p><i>The difference between deposits held per the year-end Balance Sheet, and actual deposits relating to 2022/23 onwards should be fully reconciled and a report produced for council including the amount that is proposed for write off.</i></p> <p><i>The report to council should also identify the improvements to internal controls over deposits for implementation including:</i></p> <ul style="list-style-type: none"> • <i>a regular reconciliation of the balance of deposits in the ledger with the underlying analysis of deposits held for future events</i> • <i>ensuring officers convert all relevant deposits into invoice payments for events held</i> • <i>ensuring non-refundable deposits that are forfeited are cancelled from the deposits account in the ledger on a timely basis.</i> 	Implemented	Closed.
2	<p>The gross value of debts over 60 days old as at the year end was £4074. This balance represents 39% of the year end trade debtors.</p>	<p><i>Customer debt must be followed up promptly in accordance with the council incomes policy.</i></p> <p><i>Annually the council should carry out a review of the debtors ledger, in advance of the year end, to clear errors/cancelled bookings and identify potential and actual bad debts. A report should be provided to council for identified bad debts for approval for write off. For the total of doubtful debts identified during the review, a provision should be included in the year end accounts.</i></p>	Recommendation Outstanding	This is an on going process and the Council is working to improve its debt collection procedures.
2021/22 Second Interim Internal Audit				

	ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response
1	We could not identify any approval in the council minutes for the sample of credit card or petty cash payments we tested.	<i>All credit card and petty cash payments should be presented to council for approval.</i>	Implemented	Closed.
2	A number of recommendations from previous financial years remain to be implemented.	<i>The council should implement internal audit recommendations on a timely basis.</i>	See follow up of issues below	See below.

17.4

2021/22 First Interim Internal Audit

17.4

	ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response
1	<p>Insufficient staff resources due to gaps in the organisational structure has meant significant delays in delivering key financial requirements for the year to date:</p> <ul style="list-style-type: none"> - Posting of transactions to the Rialtas ledger has not been completed on a timely basis and as at the date of the internal audit visit on January 20th 2022 the ledger and bank reconciliations had not been completed from November onwards as a process of catch up had to be undertaken in terms of posting entries to the ledger for earlier months. - As a result of the above, it was not possible to present the first half yearly budget report to the Finance and Governance Committee until December 8th 2021. The lack of staff resources also meant the council had to outsource the development of the 2023 annual budget to an accountancy firm. 	<p><i>The council should ensure there are sufficient financial staff resources in place to carry out all financial requirements on a timely basis including regular input of transactions into the Rialtas ledger, monthly bank reconciliations, budgetary control reporting, completing the annual budget for council consideration, and ongoing compliance with all the requirements of the Financial Regulations.</i></p>	<p>Implemented</p>	<p>Closed.</p>
2	<p>An input error resulted in a supplier payment of £838.80 being made to an incorrect sort code and therefore bank account. The Natwest Payments status report states ‘Not possible to verify account details’ for this payment and this should have acted as a prompt to check the supplier bank details but the payment was still made. Natwest have implemented the ‘Confirmation of payee’ control to prevent fraud, and errors of this nature occurring. The amount paid has not been refunded to date.</p>	<p><i>When a bank payment is flagged as ‘not possible to verify bank details’ the payment should not be made to the supplier at that time - the bank details should be checked to the supplier invoice and the supplier should be contacted to verify the bank details.</i></p>	<p>This was an isolated error - the clerk noted that the Council approved the write off of the whole amount on 30 November 2022.</p>	<p>Council approved write off 30 November 2022.</p>

	ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response
3	<p>The aged debt listing as at the January 20th 2022 comprised £3991.93 of debtors in excess of 60 days old. Discussion with staff indicated there had not been sufficient staff resources to follow up outstanding debtors or issue regular customer statements.</p>	<p><i>Outstanding debtors should be followed up regularly and customers issued with debtor statements as part of standard credit control procedures.</i></p>	<p>See year end internal audit issue 2.)</p>	<p>As above.</p>
4	<p>We were unable to review reconciliations of bar takings cash-sheets to till z-reads as no z-reads were available due to ongoing issues with the bar till. The lack of reconciliations between bar cash-sheets and till z-reads means this important internal control of over the completeness and accuracy of bar income had not been in place for a significant portion of the financial year.</p> <p>We understand finance staff have since contacted the supplier and the bar till has been updated with new software that enables Z-reads to be printed after every event and that these are now available from August 2021 to date.</p>	<p><i>The council should act promptly to resolve key issues that are impacting on the ability to apply internal controls effectively. In this instance the supplier could have been contacted much earlier in the financial year to provide the required software update for the tills.</i></p> <p><i>Staff resources should be identified to complete reconciliations of bar takings for events with the z-reads.</i></p>	<p>Implemented – Z reads are now produced and attached to bar takings reconciliation sheets</p>	<p>Closed.</p>
5	<p>Review of market takings sheets identified examples of sheets not being checked and signed as 'checked by' . This again was due to lack of staff resources to undertake checks on actual vs expected income and the allocation of income types. The review of the market sheets is also important as it helps ensure that market takings are allocated to the correct category for posting to the Rialtas ledger and that the correct rate of VAT is applied eg Gazebos.</p>	<p><i>Staff resources should be identified to complete checks over the completeness and accuracy of market income in the market takings sheets. These checks should be evidenced by a dated signature.</i></p>	<p>2022/23 second interim follow up - The council has reinstated the market income spreadsheet and regular reconciliations.</p>	<p>Closed.</p>
6	<p>The Finance & Governance Committee is scheduled to approve payments quarterly. From June 2021 onwards, the schedule of payments produced from Rialtas also includes BACs batch totals of payments rather than the underlying payments.</p>	<p><i>All individual payments should be reported to the Finance & Governance Committee for approval.</i></p>	<p>Implemented</p>	<p>Closed.</p>

17.4

	ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response
7	The system of authorising payments changed during the financial year so that the previous locum clerk authorised online payments rather than two councillors from August 2021 until the date the interim support ceased. Financial Regulations require two councillors to authorise online payments prior to the payments being made.	<i>The council should authorise payments as prescribed in the current Financial Regulations.</i>	Implemented	Closed.
8	We could not identify any approval in the council minutes for credit card or petty cash payments made during 2021/22 to the date of the interim internal audit.	<i>All credit card and petty cash payments should be presented to council for approval. The card and petty cash payments made to date should be put to the next relevant meeting for approval.</i>	Implemented	Closed.
9	The budgetary control information presented to council did not contain any explanations of material variances as required by the Financial Regulations: <i>4.8. The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of the greater of £500 and 10% of the budget line.</i>	<i>The budgetary control information presented to council should comply with the requirements of the Financial Regulations.</i>	Implemented	Closed. This recommendation is now implemented. Variance report presented to Finance, Policy, and Governance Committee 1 February 2023 Item 6h.
10	An invoice or voucher could not be located for the card payment on 07/4/21 to Dropbox for £60.48.	<i>Supporting documentation must be retained for all transactions.</i>	Implemented – supporting documentation has now been provided.	Closed.
2020/21 Year End Internal Audit				

17.4

	ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response
1	There is an earmarked reserve in the year end accounts for personnel adverts of £1,300, however, this is an annual revenue spend item rather than a medium term scheme/project or a sinking fund.	<i>Earmarked reserves should not be established for annual revenue spend items.</i>	Implemented	Closed.

2020/21 Second Interim Internal Audit				
	ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response
1	The council is party to a number of contracts with varying lengths and conditions. Current information in the 'Contract List 2021' is not sufficient to show key contract information such as when contracts end, payment terms and whether extensions are permitted. For instance, the information regarding the West Mercia contract with annual value of circa £27,500.00 indicates uncertainty as to whether the council is still within a fixed term contract.	<i>The council should establish a contracts register which should be regularly reviewed to identify those contracts where the upcoming end date signifies that a tender or quotation process is required, or whether a decision is needed regarding an extension which is provided for in the contract terms.</i>	Implemented	Closed.
2	The risk assessment does not address the risks of supplier (procurement) fraud.	<i>The risk assessment should be updated to include supplier (procurement) fraud including the adequacy of supplier onboarding controls.</i>	Recommendation Outstanding – the clerk has noted that the updated risk assessment to be adopted March 3 rd , 2023 will address supplier fraud risks.	Now implemented and will be presented to Council 8.3.23.
2020/21 First Interim Internal Audit				

	ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response
1	<p>A cash deficit on market income bankings was identified on April 20th 2020 relating to March 19th, 2020. The total collected in rent according to takings records was £487, however, on reconciling the receipt books, the actual income was identified as £463.</p> <p>The market takings had been reconciled and the paying in slip completed. However, the paying in book is also missing and the bank has no record of an excess of cash bankings recorded that day. The red ledger book used to record bankings had been completed with the takings total and bank giro reference indicating the cash was ready to be banked, however, the money was never banked.</p> <p>It is not known whether the money had been stored in the safe prior to banking according to cash handling protocols. An internal investigation has been carried out and a thorough research of the premises but the cash has not been identified, neither has the paying in book been located. In addition, there is still no explanation for the £99 difference between market rent collected and the amount of bankings recorded.</p> <p>The internal investigation conclusion reported to the Finance Committee in August 2020 was that the market cash collected and paying in book were missing and the Cash Handling procedures policy had not been followed on March 19th, 2020.</p> <p>Staff have assessed whether all market rents could be paid by card but it was concluded that a proportion of traders would still wish to pash in cash. Full council will be requested to approve the write off of the cash deficit.</p>	<p><i>The Cash Handling Procedures document has been updated for approval by the Finance Committee. However, we would expect further controls over access to the safe to be further developed in the updated policy.</i></p> <p><i>All staff involved in cash handling should receive instruction in applying the updated Cash Handling Procedures and these must be complied with for all cash takings and bankings.</i></p> <p><i>Deficits between bankings and records of cash collected should be investigated promptly and reasons for differences recorded on the cash sheets.</i></p>	<p>A revised cash handling policy is in place including additional restrictions for access to the safe.</p>	<p>Closed.</p>
	ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response
2	<p>The format of the Market Takings sheet does not account for takings paid by card. Therefore, this information has to be included manually, resulting in a presentation of information that can be difficult to follow.</p>	<p><i>The format of the market takings sheet should be revised to ensure all required information and</i></p>	<p>Implemented</p>	<p>Closed.</p>

		<i>analysis is easily completed and presented.</i>		
3	A cybersecurity checklist has been provided for completion that contains key cybersecurity measures that should be in place.	<i>The council should ensure the key cybersecurity measures are all in place.</i>	The council has completed the cybersecurity checklist and there are a number of issues that need to be implemented.	This will be implemented with immediate effect.

17.4

2019/20 year end internal audit				
	ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response
1	<p>There is a new internal control objective (Objective L) in the AGAR internal audit certificate that requires internal audit to conclude on whether the Public Rights Notice during the previous Summer (2018/19 financial year) was compliant with the Regulations.</p> <p>The council did not comply with Regulation 15 of the Account and Audit Regulations 2015 as it failed to make proper provision for the exercise of public rights in Summer 2019 for the 2018/19 accounts. The public notice was displayed on the first day of the public notice period. However, the notice must be displayed to the public at least one day earlier than the commencement date of the notice period.</p>	<p><i>The council must ensure that it makes proper provision for the exercise of public rights for every financial year. The council need to ensure our finding are taken into account when answering assertion 4 of the Annual Governance Statement for 2019/20.</i></p>	Implemented	Closed.
2	<p>By the end May 2020 a total of £1523.50 had been collected in respect of the £6,678.65 debts that were over 2 months old as at March 31st. Therefore, £5155 of balances are now over 4 months old. We understand the outstanding balances comprise a mixture of old balances that need to be cleared as they relate to cancelled bookings or errors, uncollectible debts and collectible debts. There is no provision for doubtful debts in the year end accounts.</p>	<p><i>Annually the council should carry out a review of the debtors ledger, in advance of the year end, to clear errors/cancelled bookings and identify potential and actual bad debts. A report should be provided to council for identified bad debts for approval for write off. For the total of doubtful debts identified during the review a provision should be included in the year end accounts.</i></p>	Recommendation Outstanding - See 2021/22 issues	As above.

2019/20 second interim internal audit				STC Management Response
	ISSUE	RECOMMENDATION	FOLLOW UP	
1	There was no completeness check carried out on Party in the Park tick income. Tickets were issued and all people entering had an armband with a unique sequential number. Therefore, the information was available to reconcile income received with underlying activity information.	<i>The completeness and accuracy of income from the Party in the Park event should be checked by reconciling income received to underlying activity information such as sequential tickets/armbands issued.</i>	The pandemic has resulted in cancellation of events and we are informed the system will be updated in time for the recommencement of events	Closed. New system implemented.
2	Room hire income sample testing identified that VAT is not charged on screen and projector hire as it is classified as the same type of supply as room hire.	<i>The supply of the screen and projector is not the same as the supply of a room for hire. The council should ensure VAT is charged appropriately on all equipment hire.</i>	Guidance currently being reviewed by council to clarify the VAT status of equipment charged separately.	Closed.
3	The annual IT contract is above the levels required for competitive quotations in the Financial Regulations. The contract is rolled over annually by the council.	<i>The council minutes should refer to the Contract Financial Regulations relied upon when rolling over the annual IT contract.</i>	The clerk has confirmed that Financial Regulation 11.1.c will be referred to in future where relevant.	Closed.

2019/20 first interim internal audit	
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	ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response
1	Pay rises are notified to the payroll agent by a document that is sent by staff via the secure IRIS portal, however, this document is not signed by councillor to confirm the pay awards were authorised by council.	<i>The document confirming annual pay rises to the payroll agent should be signed as authorised by the Chair.</i>	The RFO has confirmed that all pay rises and increments for 2020/21 were approved prior to payroll being submitted, by Chair of Personnel and The Mayor.	Closed.
2	A van was purchased on 28/08/2019 for £5500. This expenditure is in excess of the threshold in the Financial Regulations for three quotations. We were informed that a review of prices from suppliers was carried out but the evidence was not retained.	<i>The evidence for quotations for material supplies should always be retained, for instance, by attaching them to the Purchase Order.</i>	Recommendation implemented – no similar issues arising from testing in 2020/21	Closed.
3	The annual expenditure with Hops and Barley is material but there was no evidence of three quotations as per the Financial regulations requirements. The contract is ongoing with no time limit set.	<i>Supplies in excess of the threshold for securing three quotations should be procured in accordance with the Financial Regulations requirements. Where a material contract spans more than one financial year a time limit should be included in the contract.</i>	The clerk has confirmed that a review of regular suppliers is being undertaken. See 2020/21 issue re. establishing a contracts register.	Closed.
4	Financial Regulations require the clerk, in conjunction with the Chair of the appropriate Committee, to provide authority to spend for item/s not exceeding £1,500. Purchase Order 1461 was not signed as authorised by the clerk and Chair and the majority of Purchase Orders for expenditure below £1500 are only signed by the clerk.	<i>The council should comply with the 'authority to spend' requirements in the current Financial Regulations for items of expenditure below £1500.</i>	Not relevant to 2020/21 onwards as the Financial Regulations were amended and approved by Council ref 27.02.20.14.2.	Closed.
	ISSUE	RECOMMENDATION	FOLLOW UP	STC Management Response

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

17.4

Hipswing - Lighting, Audio Visual & Dancefloors Solutions for Events and Venues
Unit 10 Oasis Business Park, Road One, Winsford Industrial Estate
Winsford
CW7 3RY

CLIENT: Sandbach Town Council
ADDRESS: Hightown sandbach CW11 1AE
PHONE:
EMAIL: adminasst@sandbach.gov.uk
NUMBER: 6839
YOUR REF:

Quotation: Party in the Park - 1st July 2023

Order Date	03/02/2023	Delivery Address
Our Reference	6839	Sandbach Park
Your Reference		Sandbach
Rental Period	01/07/2023 07:00 to 01/07/2023 23:55	Sandbach CW11 1FJ

Notes

Marquee Structures

Marquee structures 9m x 12m Aluminium 3m legs Frame Marquee with steel sub frame levelled flooring system
6m x 3m Changing room area with matting
natural marquee matting
service lighting internal and external.

Power Generator Hire -

Super-silenced 45kva diesel generator, delivered to site, but excluding fuel consumed. To be used as the primary source of power. Fuel will be invoiced separately after the event.

Distribution of Power within the marquee –

A heavy duty 3phase 32amp supply is taken from the generator(s), allowing up to 30m main cable run, to our master distribution panel at the marquee. Onward cabling to all necessary loads i.e., lighting, music, etc, via independent RCD protected circuits including socket outlets as required.

Marquee Service Lighting -

2x Marquee Catering service lighting and outside flood lighting to assist access for vans

Staging equipment - rear staging only

Create Staging area 12m x 4m, 300mm high with black skirt and access steps

Trussing and Rigging Equipment -

Clamps and fixings, chain hoists, shackles, strops and slings and all safety signs and safety work equipment. Hipswing Events use trained staff when rigging and comply to Health and Safety at work act 1974, The Provision and use of Work Equipment Reg.1998 (PUWER) and The Lifting Operations and Lifting Equipment Reg.1998 (LOLER)

6m Trussing fixed to marquee

Stage Lighting

17.5

Controllable stage wash lighting to illuminate presenters and general stage area, combination of HQI floor lights with LED wash lighting, stage wash lighting and LED stand of staging lighting package

PA & Sound Equipment

Repeat PA system positioned mid way to audience with delay from main PA

PA & Sound Equipment

To install a high-quality audio system, consisting of 4 Speakers Top and Mid Nexo PS 15 and 2 Nexo LS 18 Bass speakers with control desk. including a digital stage input box.

Microphones

Microphones and stage monitors to be provide Hipswing with stands and cables

Microphone Shure Beta 57a

Microphone Shure SM57

Microphone the t.bone EM 700

Acoustic Instrument Condenser Microphone Shure PG81

Equipment Delivery

Delivery and installation of lighting and power equipment the day before or on the day of the event by our experienced crew. ensuring all equipment is ready and tested in plenty of time, removal of all equipment the following day including transport, labour etc

Technician

Technician to remain on duty during the event to operate and oversee the smooth operation of equipment. Our technician will program all the equipment for the customer for the function e.g. any speakers, lighting, and AV equipment.

2x Audio and Lighting tech

SERVICE	DESCRIPTION	TOTAL
Marquee	1 x marquee structure	£2,385.00
Generators	1 x 45KVA 3 Phase Generator	£500.00
Power Distribution	3 x 16 Amp 2 & 3 Way Splitter 15 x 16 Amp Power Cable (Long) 12 x 16 Amp Power Cable (Short) 1 x 16A Single Phase in to 6x 13A + 1x 16A out Distribution Box 4 x 16 Amp to 13 Amp Socket (Various) 1 x 63 Amp 3 Phase Cable (20m) 1 x 63A 3 Phase In - 12x 16A Single Phase Out + 3x 32A Single Phase Distribution Box	£58.05
Pro Nexo Line Array Main Audio Equipment - 6x Sub speaker - 6x Line Array Speakers	4 x Nexo Geo M10 12 Pro Line Array Speakers 2 x Nexo Geo M10 25 Line Array Speakers 6 x NEXO Geo MSUB 15 1 x Nexo NX 4 x 4C 2 x 13 Amp Extension Cable 2 Gang (10m) 2 x 13 Amp Extension Cable 4 Gang 1 x Music Playback Laptop 4 1 x Soundcraft Si Expression 2 24 Channel Audio Mixer 1 x Soundcraft Stagebox 32 Channel	£558.00

17.5

TOTAL

£124.20

SERVICE	DESCRIPTION	
Microphones and Stands	4 x Acoustic Instrument Condenser Microphone Shure PG81 6 x Condenser Cabled Microphone the t.bone EM 700 2 x Hand Held Generic Cabled Microphone 2 x Instrument Cabled Microphone Shure Beta 57a 2 x Instrument Cabled Microphone Shure SM57 12 x Microphone Boom Stands Normal 3 x Microphone Boom Stands Short 15 x Microphone Clips 1 x Round Base Microphone Stand	
Access and Safety Equipment Hire	23 x Cable Covers Heavy Duty 1 x Black Pop Up Gazebo 3m x 3m (10ft x 10ft)	£135.40
Staging Equipment	24 x 300mm Black Stage Skirting 30 x Assembly Clamp Tour Stage 96 x Round Stage Leg 300mm 24 x Stage Platform Non-Carpeted 2m x 1m	£432.00
Trussing and Rigging Equipment	2 x Chain Block 6M (1000kg) (RIGGING SAFETY CHECK FORM NEED COMPETING) 2 x Heavy Duty Chainbag 3 x 3 Point Truss (2m) F33200 4 x Bow Shackle 2 Ton 10 x Egg and Pin Connectors 4 x Fabric Sling (Black, 1.5m) 4 x Cader Clamp for Marquee (250kg Load) (RIGGING SAFETY CHECK FORM NEED COMPLETING) 6 x Safety Cables 5kg	£64.80
Generic Effect Lighting and Laoding Lighting fro Band Green Room	1 x Marquee Internal Lighting Set	£4.50
External Stage Lighting	4 x Colorado Panel Q40 High Power Lighting Fixture 3 x HQI 150w Metal Halide IP65 Flood c/w Lamp	£100.01
Delivery & Install	2 x Install Event Staff Per Hour Rate	£200.00
Derig & Collection	2 x De Rig Event Staff Per Hour Rate	£150.00
Onsite Technical Support	2 x Audio Technician Fixed Charge	£650.00
	DISCOUNT	£82.55
	SUBTOTAL	£5,361.96

17.5

TOTAL

SERVICE

DESCRIPTION

TAX

£1,072.39

TOTAL

£6,434.35

Quotation valid for 30 days and is based on equipment availability at the time of quoting.

All hire equipment remains the property of Hipswing Entertainment Ltd.

All quotes are subject to our full terms and conditions as set out on our website.