



**SANDBACH
TOWN COUNCIL**

SANDBACH TOWN COUNCIL

Minutes for the meeting held on Wednesday, 8th March 2023
at 7.00pm in Sandbach Town Hall.

PRESENT Councillors:

- K Flavell (Mayor)
- R Hovey (Deputy Mayor)
- J Beddows
- N Cook
- S Corcoran
- L Crane
- S Crane
- D Hegarty
- R Hoffmann
- S Kirkham
- G Merry
- M Muldoon
- A Nevitt
- A Smith

Also present were members of the public and press.

The meeting was clerked by the Chief Officer.

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

Opening Reflections were read by Mayor Cllr K Flavell – a poem to mark International Women’s Day.

1. APOLOGIES FOR ABSENCE

Apologies received: Cllrs N Adams, S Broad, D Poole and G Price Jones (all personal).

Absent without apologies: Cllr K Seymour.

Chair Initials:

2. DECLARATIONS OF INTEREST

Cllr N Cook declared a non-pecuniary interest in Item 14.1 as the Secretary of the Clean Team, and abstained from the vote and item 20.2; Cllr S Corcoran, K Flavell and L Crane declared a non-pecuniary, but non prejudicial, interest in Items 16, as CEC Councillors.

3. MAYOR'S COMMENTS

The Mayor confirmed that this would be the last meeting of Sandbach Town Council this term and paid tribute to the whole Council, and how it had worked successfully together, particularly over the last 18 months. She thanked all Councillors for their contributions and especially to those who were not intending to stand again at the May elections.

Cllr Flavell went on to summarise her Mayoral activities since the last meeting which included attendance at the Council's highly successful Vimiera memorial, the National Holocaust Day event in the Town Hall, the Charity Quiz night to raise funds for the Mayor's Charities, the Gala Charity Night at Cubar, Sandbach Park to celebrate the arrival of the new glockenspiel, the town's Fairtrade event at the Co-op and, up to the present day, the commemoration of the actions of 2 local boys who lead the recovery of the recent damage done to the Cenotaph. They boys were awarded certificates of recognition from the Royal British Legion at an event organised by the Town Council watched by their families, friends, dignitaries, and press and were offered the opportunity to travel with the Mayor in the upcoming Transport Festival procession!

PUBLIC QUESTIONS

The Town Mayor adjourned the meeting to allow presentations and questions from members of the public.

Helen Dorney, the new Chair of Sandbach Partnership, addressed the Council in respect of item 13. She introduced herself, explained that the partnership had recently reconstituted and that they had a programme of events they were keen to deliver (both old and new). The partnership had formally invited the Chief Officer and a member of the Council to be a member of their management team going forward in the interest of effective joint working.

Martin Forster attended on behalf of the Transport Festival Committee (item 17.3) and provided an update on plans and finances. He explained how the road closures had been reduced from last year as a response to community feedback. Clarification was requested regarding road closures and this is posted on the Council's website.

Keith Haines attended on behalf of the Sandbach Clean Team with a number of other volunteers to speak in support of the grant request (item 14.1). He explained that the Clean Team has operated for a number of years working hard to keep the

Chair Initials:

Sandbach wards clean and tidy and that in the last 4 years they had found alternative funding to that previously provided by the Town Council. He explained the case for the grant application (at a revised lower cost) to help local businesses clean their areas.

Finally, Sarah Coppack spoke to Council in support of item 16 and emphasised the importance of working together across organisations, at all levels, in order to support and deliver the CEC new commitment to make the Borough carbon neutral by 2045.

The meeting was reconvened and Standing Orders reapplied.

4. CHESHIRE EAST COUNCIL SANDBACH MATTERS – CLLR L CRANE

Cllr Crane began by updating the Council on developments since the announcement from bus provider Arriva that they were withdrawing services 37 and 38, and that it appeared likely that an alternative provider is likely to take over the resulting gaps in service. She also highlighted the Recycling Consultation, Fall Prevention Consultation, the pleasing news that Highways have been reaccredited with quality assurance and that road closures for the forthcoming Coronation weekend would be free of charge. She encouraged local organisations to apply to the Town Council's grant scheme with this in mind. Finally Cllr Crane reported that the Cemetery strategy work was progressing well.

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

Resolved; The minutes were approved as a true record of the meeting.

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.

Resolved: *The minutes in item 6-11 were noted.*

Chair Initials:

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

These policies have been updated as part of the Council's on going governance review. Cllr Cook explained that the Committee had identified important changes regarding images to be classified as subject data, and the right of the public to request that they are NOT recorded which were now reflected in the updated policies.

Resolved: *The Data Protection Policy 2023 and Recording or Photographing at Council Meeting Policy 2023 were approved.*

12.2 Coronation Event Working Group Terms of Reference (ToR)

[Attached in agenda: 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 as set out in the terms of reference. Cllr Crane outlined the major programme of events the Council is planning over the celebratory weekend and noted how much the group had achieved in pulling this together. She highlighted the grant scheme and invited applications from across the wards. Council welcomed the work done and thanked the group for their efforts.

Resolved: *The Term of Reference of the Working Group were approved.*

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

[Attached in agenda: 12.3 Provision of Defibrillators across Sandbach]

Lead: Cllr Beddows

Cllr Beddows outlined the proposal to install defibrillators across all wards with the purchase of 4 additional defibrillators, and the relocation of the defibrillator currently at the back entrance to the market hall due to other provision in that locality. The Proposal was fully supported by Council. Cllr Beddows and Officers were thanked for their efforts.

Resolved: *That:*

- i) *The purchase of 4 additional defibrillators at a maximum total cost of £5,000 including installation to*

Chair Initials:

- be funded 2022-23 budget new purchases projects code 101 4670 is approved;*
- ii) the defibrillators to be located across the wards as outlined in this report is approved;*
- iii) maintenance of defibrillators to be funded from the existing maintenance budget and addressed within the next budget setting process is approved;*
- iv) the authority to implement this project is delegated to the Chief Officer's office within the approvals contained in this report is approved.*

13. SANDBACH PARTNERSHIP

Lead: Chair

Sandbach Town Council had been invited to join the Sandbach Partnership management team following its expulsion during 2022, which followed a difficult period between the 2 organisations. The new Chair had made a presentation to ask to re build the relationship and that they would like both the Chief Officer and a Town Council member to join the management team.

Members debated the request and some expressed their opinion about whether a partnership organisation was needed, and the mechanisms to reinstate it.

Others expressed a positive view about how a partnership provided a different offer than that of the Council, and that this could benefit the community.

Recognition was also given to the fact that volunteers were now prepared to re start the partnership and make a positive contribution. Through a named vote there was a majority decision to make a nomination for membership of the Sandbach Partnership but that this was most appropriate at the AGM in May. Cllr Merry suggested that it was vital that a specific committee would receive reports back from the partnership particularly in the light of any potential Service Level Agreement.

NAMED VOTE: Cllr J Beddows and A Nevitt Against.

Resolved: *A Town Council representative would be nominated at the next AGM.*

14. GRANT APPLICATION

14.1 Sandbach Clean Team

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

Lead: Chair

Sandbach Clean Team applied for a grant of £2,859 (originally £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

Chair Initials:

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.

Members debated the application as some felt that a reduced grant was more appropriate for a number of reasons. An amendment to grant £800 for part of the application fell. The full amount was agreed subject to the applicant liaising with the Chief Officer to ascertain if any of the suggested efficiencies could be made.

NAMED VOTE: Cllrs J Beddows, A Nevitt Against.

Cllr N Cook Abstain due to NP interest declared

Resolved: That:

- i. A maximum grant of £2,859 is approved from budget line Community Grants budget code 110 4530, subject to the Chief Officer being satisfied no further efficiencies can be made in liaison with the applicant;*
- ii. payments to be delegated to the Finance Officer;*
- iii. the use of Town Council logo in the window sticker is approved.*

15. COUNCIL STRUCTURE AND TERMS OF REFERENCE REVIEW

[Attached in agenda: 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, as part of the on going governance review.

Resolved: That:

- i) the recommended meeting frequency and structure is approved with the creation of:

 - A) Community and Events Committee and,*
 - B) Planning, Consultation and Environment Committee;**
- ii) 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 is approved;*
- iii) the intention to consider further delegation regarding planning applications in consultation with the relevant committees is noted;*
- iv) updated and revised terms of reference for Council and each Committee to be considered for approval at their first meeting of the new year, in line with Standing Orders, is supported.*

Chair Initials:

16. CLIMATE CHANGE UPDATE

[Attached in agenda: 16 Report of the Chief Officer]

The report was welcomed and supported by Council, and the approach to joint working fully endorsed. Some reference was made to ensuring that resources were used where they could really count towards a real impact to achieve net zero. The Chief Officer thanked Sarah Coppack for her significant contribution and expertise. Council agreed that they would commit resource to this given the case and the RFO confirmed that funding would come from reserves initially and then considered as part of the budget setting exercise.

Lead: Climate Change Steering Group Representative

Resolved: *That:*

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

17. FINANCE MATTERS

Lead: Chair

17.1 Annual Direct Debit and BACS list

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

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

Resolved: *To:*

- i. note and approve the Direct Debit List;*
- ii. note and approve to continue to pay suppliers by BACS;*
- iii. add an upper limit for future requests.*

17.2 Payments over £1,500

[Attached in agenda: 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.

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

Chair Initials:

17.3 SO27 Urgency Payments

[Attached in agenda: 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 had previously been approved by Council.

An update on the Transport Festival had been received as part of public questions (see earlier note).

Resolved: *To ratify the payments of £6853.50 for Hanging Baskets and £18,000 for Transport Festival made under urgency powers within the Town Council's Standing Orders.*

17.4 Second Interim Internal Audit 2022-23

[Attached in agenda: 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 the audit report, produced by the Council's Internal Auditor. Council welcomed the report and the continuous progress being made. The Chair of Finance, Policy and Governance Committee highlighted that the Committee had also welcomed the audit and thanked the Finance Officer for her hard work.

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

17.5 Party in the park Hipswing

[Attached in agenda: 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.

Cllr Nevitt questioned the overall cost based on her recent experience with the supplier. (*Post meeting note – the comparison was not like with like*).

Resolved: *That:*

- i. permission to confirm necessary bookings in line with agreed 2023/24 budget in order to avoid operational delays is approved;*
- ii. authority is delegated to the Chief Officer to approve payments in accordance with Standing Orders and 2023/24 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. Cllr Cook made a number of observations to strengthen mitigations which will be included in the final version.

Resolved: *Noted and approved the following Corporate Risk Assessments, subject to the comments at the meeting:*

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

Resolved: *That the vacancy should not be filled given the proximity to the next election and the lack of formal meeting opportunities before May.*

20. MEMBERS ITEMS

20.1 Dementia Friendly

[Report of the Dementia Friendly Working Group Lead]

Lead: Chair of Dementia Friendly Council Task & Finish Group

Cllr Hegarty outlined significant progress for Sandbach Town Council achieving Dementia Friendly Council status. Several Members and Officers have now attended training sessions delivered by Dementia Friends. Cllr Hegarty was thanked for his efforts.

Resolved: *That the Council continue to achieve being fully dementia friendly, submit the pledge and approve the payment of £360 to support coffee morning activities.*

Chair Initials:

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. Cllr Nevitt explained that she had now met with the CEC conservation officer and that plans were now in motion to rectify the memorial

Resolved: *That the Council note the approach to CEC 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

Resolved: *To consider item 24 in the absence of public and press.*

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

24. STAFFING UPDATE

Lead: Chief Officer

The Chief Officer provided a verbal update on progress to date with the approved staffing. She outlined the final proposed arrangements and operational rationale. The proposals were welcomed and authority delegated to the Chief Officer in consultation with the Chair of Personnel Committee to implement the review.

Resolved: *To 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.*

Meeting Closed 9.35pm

Mayor Cllr K Flavell

CL

Chair Signature:

Date: