



## TOWN COUNCIL AGENDA

For the forty-ninth Annual Meeting of Sandbach Town Council  
and  
Mayor Making Ceremony  
to be held on Wednesday, 24th May 2023 at 7.00pm  
in the Ballroom, Sandbach Town Hall, Sandbach.

---

Opening reflections

1. **Apologies for absence**
2. **The retiring Town Mayor's remarks**
3. **Election of the Town Mayor for the year 2023/24**
4. **The Clerk will call upon the Town Mayor to read and sign their declaration accepting the office of Sandbach Town Mayor**
5. **Election of the Deputy Town Mayor for the year 2023/24**
6. **The Clerk will call upon the new Deputy Town Mayor to read and sign their declaration accepting the office of Deputy Town Mayor**

---

The Mayoral Party will withdraw from the Ballroom whilst they are invested with their Civic chains.

---

7. **Tribute by the new Town Mayor to the retiring Town Mayor.**

8. **Appointment by the new Town Mayor of honorary Chaplains, the announcement of the dates of Civic Events, the charities to be supported and plans for year of office**

9. **Committee Membership Places**

To:-

- i. To review and agree the membership numbers of the adopted Committee structure as:
  - Planning, Consultation and Environment (Max 10)
  - Assets and Services (Max 10)
  - Finance, Policy and Governance (Max 10)
  - Personnel (Max 9) (with its Appeals Committee consisting of 5 available Personnel Members)
  - Community and Events (Max 10)
  - Small Common Refurbishment Sub Committee (Max 7)
  - Any future sub-committee (Max 7)
- ii. Include maximum membership of listed Committee's within the Terms of Reference presented at the at the first meeting of each Committee, and within Council's Standing Orders.

10. **Committee Appointments**

To:

- i. Discuss and approve Committee appointments.
- ii. Discuss and approve Committee Chair and Vice Chair appointments

11. **Appointments to Outside Bodies**

To discuss and agree representation on outside bodies.

12. **Calendar of Meetings and Activities**

[Attached: Draft Calendar]

To approve the 2023-24 Calendar of Meetings and Council activities.

13. **Internal Auditor**

To approve JDH Business Services as internal auditor 2023/24.

14. **Outside Support 2023/24**

To:-

- i. approve Worknest for Health, Safety and Employment support.
- ii. approve John Greenall & Co. Ltd for payroll and pension services.
- iii. approve Dixon Rigby Keogh, Sandbach, for Legal Support.
- iv. approve John Greenall & Co for Financial guidance and VAT return.
- v. approve Prism Computers for IT Support.

---

**15. Constitution Document review**

To:-

- i. review and approve Council's [Financial Regulations](#)
- ii. review and approve Council's [Standing Orders](#).

**16. Date, Time and Place of next Meeting**

The next meeting of the Town Council is a business meeting scheduled for Wednesday 14<sup>th</sup> June 2023 at 7.00pm in the Ballroom, Sandbach Town Hall.