

# SANDBACH TOWN COUNCIL

## TOWN COUNCIL MEETING AGENDA

Agenda for the meeting to be held on Wednesday, 8<sup>th</sup> June 2022 at 7.00pm in Sandbach Town Hall. The meeting will be Clerked by the Locum Town Clerk. Apologies should be made to the meeting Clerk prior to 5pm on the day of the meeting.

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

#### *Opening Reflections*

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

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

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

#### **3. MAYORS COMMENTS**

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#### **PUBLIC QUESTIONS**

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

#### Prior requests to speak

Transport Festival – 10 Minutes

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#### **4. CHESHIRE EAST COUNCIL SANDBACH MATTERS – CLLR KATHRYN FLAVELL**

To provide an update on Cheshire East Council Sandbach Matters.

#### **5. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 6 APRIL AND 18 MAY [ATTACHED].**

*All Minutes for Agenda items 6 – 12 can be viewed via Sandbach Town Council website: <https://sandbach.gov.uk/public-meetings-2021-2022/>*

#### **6. TO NOTE THE MINUTES OF THE MEETING OF THE PLANNING & CONSULTATION COMMITTEE HELD ON 19 APRIL AND 11 MAY 2022 (DRAFT).**

#### **7. TO NOTE THE MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD ON 25 MAY 2022 (DRAFT).**

8. TO NOTE THE MINUTES OF THE FINANCE, POLICY AND GOVERNANCE COMMITTEE MEETING HELD ON 27 APRIL 2022 (DRAFT).
9. TO NOTE THE MINUTES OF THE MEETINGS OF THE COMMUNITY AND ENVIRONMENT COMMITTEE – NO MEETINGS HELD.
10. TO NOTE THE MINUTES OF THE MEETING OF THE EVENTS SUB-COMMITTEE MEETING HELD ON 29 MARCH AND 3 MAY 2022 (DRAFT).
11. TO NOTE THE MINUTES OF THE MEETING OF THE ASSETS AND SERVICES COMMITTEE HELD ON 23<sup>RD</sup> FEBRUARY AND 26 APRIL 2022 (DRAFT).
12. TO NOTE THE MINUTES OF THE MEETING OF THE SMALL COMMON REDEVELOPMENT SUB COMMITTEE HELD ON 9 MARCH AND 30 MAY 2022 (DRAFT).
13. **MATTERS ARISING FROM COMMITTEE MEETINGS**
  - 13.1 **Planning and Consultation Committee**  
**Highways Winter Maintenance Top up Scheme**  
 [Attached: Information from CEC Highways]  
 Lead: Planning and Consultation Committee Chair  
 Action: *To review and agree any further actions for 2023-24 scheme and consider if there will be any budgetary implications for 2023-24.*
  - 13.2 **Assets & Services Committee**  
**Selection of a Market Tested Provider of External Skills**  
 Lead: Assets and Services Committee Chair  
 Action: *To approve the selection of a market tested provider of external skills, delegated to the Locum Town Clerk.*
  - 13.3 **Assets & Services Committee**  
**Markets Fees and Charges update**  
 [Attached: Report Presented to A&S 26 April 2022]  
 Lead: Assets and Services Committee Chair  
 Action: *To ratify the Markets fees and charges resolution made by Assets and Services at their meeting of 23 April 2022:*
    - iii) *The refund policy to be retained and amended to impose a £50 limit for any compensation paid by the Council in all circumstances;*
    - iv) *The proposed increase to fees and charges, as shown at Appendix A to this report, are approved and introduced wef 1 June 2022 to allow the necessary notice period*

#### **13.4 Finance, Policy & Governance Committee**

##### **Dignity at Work Policy**

[Attached: Updated policy]

Lead: Finance, Policy & Governance Committee Chair

Action: *To adopt the policy*

#### **13.5 Small Common Refurbishment Sub-Committee**

##### **Small Common Project Update**

[Attached: Report]

Lead: Small Common Sub-Committee Chair

Action: *It is recommended that:*

- i) The Council supports the outcome of the public engagement exercise;*
- ii) That a modified public space design is developed to include public feedback and Sub-Committee suggestions in particular with regard to the inclusion of disability and environmentally friendly features and the removal of the glider canopy;*
- iii) That the revised design is fully costed to ensure affordability;*
- iv) Revised costed plans are brought back to Council for sign off pre planning application stage.*

#### **14. SANDBACH TRANSPORT FESTIVAL**

[Attached: Report]

Lead: Locum Town Clerk

Action: *That Council:*

- i) Note the delivery of a successful Transport Festival in 2022;*
- ii) Consider the request, in the interests of more sustainable working partnership, of a rolling 3 year budget, reviewable every 3 years;*
- iii) Consider the request that this 3 year figure is capped at £18,000 per year and that any additional funding generated by the Festival is returned to the Council each year;*
- iv) Consider the proposal that the increase in contribution is funded by the cumulative underspend of £19,000 against the Transport Festival budget, since the first cancelled festival in 2020, and therefore increase the provision in 2022-23 by £6,000 to £18,000, and submit this figure to the Council's budget setting exercise.*
- v) Commit to the use of STC gazebos and casual staff for the 2 day Festival, at a cost to the Festival budget.*

## 15. GRANT APPLICATIONS

Attached: [Three Applications]  
Lead: Chair of Finance, Policy & Governance Committee  
Action: *To approve grant applications from budget line Community Grants- 110-4350, payments to be delegated to the Finance Officer. Fund balance currently £29,650.*

### 15.1 SANDBACH PRIDE

They have applied for a grant of £3,500 to assist in the establishment and running of the 2022 Sandbach Pride.

### 15.2 CHESHIRE ARTS FOR HEALTH

They have applied for a grant of £6,000 to setup and run two after school mental wellbeing groups for children aged 8-13 years and young people aged 14-18 years.

### 15.3 FRIENDS OF SANDBACH STATION

They have applied for a grant of £210 to purchase and install anti vandalism Perspex on waiting room artwork and to pay for labour to repaint damaged artwork.

## 16. DRAFT CORPORATE STRATEGY AND CAPITAL ASSET DEVELOPMENT

[Attached: Report]  
Lead: The Mayor / Locum Town Clerk  
Action: *That:*  
*i) Feedback to the Draft Corporate Strategy is noted;*  
*ii) The capital asset development approach is endorsed;*  
*iii) Next steps in this process are agreed;*  
*iv) The establishment of a Corporate Strategy Task and Finish Group is agreed as set out in the report.*

## 17. HEALTH AND SAFETY POLICY DOCUMENTS

[H&S Policy Manual and H&S Handbook supplied to Members via email due to document size]  
Lead: Locum Town Clerk  
Action: *To review and adopt the Health and Safety Policy Manual and Health and Safety Handbook.*

## 18. FINANCE MATTERS

Lead: Chair of Finance, Policy & Governance Committee

### 18.1 Annual Audit 2022-23

#### Internal Audit

[Attached: Internal Audit]

Action: To receive the Internal Audit and note comments

### 18.2 External Audit – Annual Governance and Accounting Return (AGAR)

[Attached: AGAR]

Action: To complete section 1, Annual Governance statement and approve the return

### 18.3 Final Accounts – Income write off

Following the production of final accounts, the Council's external accountant has advised that the balance for deposits held in the year-end balance sheet is £13,326.10 which exceeds the analysis of deposits held for events at £9,815.60, and recommends that the balance of £3,510.50 is written off to the Town Hall income code. This 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. The Internal Auditor has recommended procedures for timely reconciliation of deposits which will be adopted with immediate effect. The effect of this write off will be to increase Town Hall Income by £3,510.

- Action:*                      *To:*
- i)                      Approve that £3,510.50 is written off to budget line Town Hall Hire Fees code 6000;*
  - ii)                     Note that regular reconciliation of deposits will be undertaken with immediate effect, as recommended in the year end internal audit.*

### 19. TOWN HALL REINSTATEMENT VALUATION INSURANCE IMPACT

- [Attached:                      Report]*  
*Lead:                              Locum Town Clerk*  
*Action:                          That Council:*
- i)                      Accept the Reinstatement Valuation Value of £5,000,000*
  - ii)                     Agree to pay the additional cost until renewal of up to £541.97. Payment to be allocated to 101 4120 (Insurance).*
  - iii)                    Agree to pay the revised insurance premium of £8,067.96 for insurance cover from 16<sup>th</sup> July 2022 – 17<sup>th</sup> July 2023. Payment to be allocated to 101 4120 (Insurance).*
  - iv)                    Note the increased premium for budget setting 2023-2024.*

### 20. CHRISTMAS MARKET OPERATIONAL SUPPORT

- [Attached:                      Quote]*  
*Lead:                              Locum Town Clerk*  
*Action:                          To accept that quote for Operational Support at Sandbach Christmas Market 2022/2023*

### 21. INVOICES

- 21.1** *[Attached:                      Invoice from ChALC]*  
*Lead:                              The Mayor*  
*Action:                          To approve payment of invoice amount £7,948.85 for ChALC development support, to be allocated to Cost centre code 101 4850. This invoice was approved under item 6 of the Council Meeting of 14<sup>th</sup> March 2022.*

**21.2** [Attached: Invoice from Hipswing]  
Lead: The Mayor  
Action: *To approve payment of invoice amount £4,295.03 for Staging, Sound and Lighting at the Party in the Park, to be allocated to Cost centre code 140 4820.*

**22. MEMBERS ITEMS**

**22.1 Cllr Ann Nevitt**  
**Accessibility Walkabout**  
[Report to follow]  
Action: *To endorse the findings of the report as a Sandbach Town Council position*

**23. CORRESPONDENCE**

**23.1 Union Street Residents**  
Email received on 5 April 2022 highlighting issues currently being experienced by residents on Union Street.

**23.2 Cheshire East Council**  
Email received on 6 May 2022 concerning The Community Governance review carried out by Cheshire East Council.

**23.3 ZZoomm**  
Email received on 6 May 2022 concerning Full Fibre Broadband installation in Sandbach.

**23.4 NWAS First Responder**  
Email received on 17 May 2022 concerning a request for sponsorship for the local First Responder vehicle.

**24. DATE, TIME AND PLACE OF NEXT MEETING**

The next Town Council Meeting is the Annual General Meeting scheduled to take place on Wednesday 14<sup>th</sup> September 2022 at 7pm in Sandbach Town Hall

**25. EXCLUSION OF PUBLIC AND PRESS**

Action: To consider that items under the Public Bodies (admission to Meetings) Act 1960, the public and accredited representatives of newspaper be excluded from the meeting for 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.

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

## 26. MATTERS ARISING FROM COMMITTEE MEETINGS

### 26.1 Personnel Committee

#### Staffing Update

[Attached: Structure to be tabled at the meeting due to confidentiality]

Lead: Personnel Committee Chair

Action: *That the structure is approved and its implementation delegated to the (Locum) Town Clerk subject to:*

- a) *Final consultation with Council staff;*
- b) *Advice on the appropriate HR processes from the Council's HR adviser WorkNest;*
- c) *Liaison with the Personnel Committee Chair to approve amended/new job descriptions for the roles outlined within the new structure.*

### 26.2 Personnel Committee

#### Town Clerk Replacement

[Attached: Documents to be tabled at the meeting due to confidentiality]

Lead: Personnel Committee Chair

Action: *That Council approves:*

- i) *The revised job description for the role of Town Clerk;*
- ii) *The revised job title of Chief Officer;*
- iii) *That the current Locum Town Clerk is offered a 2 year fixed term contract on the current negotiated terms to undertake the main responsibilities within the agreed job description for the Council's Chief Officer.*

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

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**SANDBACH TOWN COUNCIL****Minutes of the Sandbach Town Council Meeting held on Wednesday, 6 April 2022 at 7pm in Sandbach Town Hall**

**PRESENT** Councillors: G Price Jones (Mayor)  
L Crane  
S Broad  
R Hovey  
A Smith  
N Adams  
J Beddows  
M Muldoon  
D Hegarty  
S Corcoran  
S Crane  
G Merry  
S Kirkham  
R Hoffman  
K Seymour

Also present were the Locum Town Clerk and members of the public and press.

**1. APOLOGIES FOR ABSENCE**

Cllrs: K Flavell  
A Nevitt

Absent without apologies: P Eaton

**2. DECLARATIONS OF INTEREST**

Cllrs L Crane and S Corcoran declared a non pecuniary interest in item 19 – Cheshire East Election Invoices.

**3. MAYOR'S COMMENTS**

The Mayor outlined recent activities in particular the CEC event in support of Ukraine; Pride of Cheshire Awards; Re-opening of a local public house and

the recent Town Meeting. The Mayor thanked all those who had contributed to the Town Meeting and made it such a successful and informative event.

#### **PUBLIC QUESTIONS**

The meeting was adjourned to allow presentations and questions from members of the press and public in attendance.

A presentation was received from the Chief Executive of Sandbach United Football Club and the Chair of the Sandbach Transport Festival Committee. There were no questions from members of the public or press.

The meeting was reconvened.

#### **4. CHESHIRE EAST COUNCIL SANDBACH MATTERS – CLLR SAM CORCORAN**

Cllr Corcoran raised the following items relevant to Sandbach and Sandbach Town Council.

To support the bid to install lifts at Sandbach Railway Station; to support the bid for Crewe to be the location for Great British Rail HQ and engage in the public vote; to note the Wheelock ByPass will be disrupted 11-15 April for essential maintenance; to note the roll out of CEC £7m road maintenance programme with details available on the CEC website; to note and engage with CEC upcoming Climate Change consultation events; to note and engage with CEC Dementia Strategy consultation; to note road closure service for Jubilee events will be free of charge; to note with regret that the £57m bid for improved Cheshire East bus services had been unsuccessful and that no additional government funding had been allocated, resulting in potential service reduction.

#### **5. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 14 MARCH**

**Resolved:** the minutes were approved

#### **6. THE MINUTES OF THE MEETING OF THE PLANNING & CONSULTATION COMMITTEE HELD ON 7 MARCH AND 28 MARCH 2022 (DRAFT) WERE NOTED.**

#### **7. THE MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD ON 31 MARCH 2022 (DRAFT) WERE NOTED.**

#### **8. THE MINUTES OF THE FINANCE, POLICY AND GOVERNANCE COMMITTEE MEETING HELD ON 2 FEBRUARY 2022 (DRAFT) WERE NOTED.**

9. THE MINUTES OF THE MEETINGS OF THE COMMUNITY AND ENVIRONMENT COMMITTEE MEETING HELD ON 2 MARCH 2022 (DRAFT) WERE NOTED.
10. THE MINUTES OF THE MEETING OF THE EVENTS SUB- COMMITTEE MEETING HELD ON 16 FEBRUARY 2022 (DRAFT) WERE NOTED.
11. NO MINUTES OF THE MEETING OF THE ASSETS AND SERVICES COMMITTEE WERE NOTED AS NO MEETING HELD.
12. THE MINUTES OF THE MEETING OF THE SMALL COMMON REDEVELOPMENT SUB COMMITTEE HELD ON 23 FEBRUARY 2022 (DRAFT) WERE NOTED.
13. **MATTERS ARISING FROM COMMITTEE MEETINGS**

There were none.

#### 14. LOCAL HIGH STREET

This item was deferred to a future meeting as the presentation had been cancelled at short notice due to illness.

#### 15. TRANSPORT FESTIVAL FUNDING

**Lead: The Mayor / Locum Clerk**

The Chair of the Transport Festival Committee was thanked for his presentation which had outlined the challenges the Committee had faced to ensure the Transport Festival could go ahead this year. Council were informed of the actions to reduce costs where possible but also of some unexpected increases - for eg. the national requirement which now prevents volunteer input for road closures. Council were supportive that the 2 day event went ahead as scheduled with a more affordable Town Council contribution.

**Resolved:**

- i. Council **APPROVED** the revised grant application of £5,000 to be funded from the 2021-22 underspent Transport Festival budget
- ii. The unspent TF budget be considered for future sponsorship/grant applications which support the Council's corporate strategy
- iii. The Transport Festival Committee and STC work together to determine an effective and sustainable partnership to deliver future affordable festivals and bring proposals to a future Council meeting.

## 16. SANDBACH SPORTS ORGANISATION SPONSORSHIP

### **Lead: The Mayor**

The Mayor thanked the Chief Executive of SUFC for his presentation which outlined the various diverse and inclusive activities of the Club for the Sandbach community. The Mayor emphasised his aspiration of longer term reciprocal arrangements with local sporting organisations as a mechanism not only to support those organisations but also to establish the Town Council as an active and engaged partner across the community. There was general support for this principle across a wide range of local organisations, but Council were reluctant to commit specific resources until the financial position of the Council was clarified following the closure of the 2021-22 accounts later in the year. An amendment to the recommendation was proposed, seconded and agreed.

**Resolved:** Council agreed in principle to longer term more sustainable funding through sponsorship for local organisations providing services and activities which are consistent with the draft corporate strategy, and that this should be delegated to Finance and Governance Committee for further exploration and recommendations to Council at a future meeting.

## 17. SANDBACH NEIGHBOURHOOD PLAN REFRESH UPDATE

**Lead:** Cllr Kirkham (chair of the Town Council's Neighbourhood Plan Working Group)

Cllr Kirkham noted the sizable achievement to have completed Phase 1 and 2 of the NDP. He stated that this would not have been possible without the significant contributions of John Minshull, Terry Marshall and Peter Stanier.

He also stated that there was a major exercise ahead in Stage 3 and encouraged Council members to help with this work.

## 18. HANGING BASKETS

**Lead:** Locum Town Clerk

Council had been notified that proposed cost of flower arrangements across the town was £11,711. This would provide 125 baskets, 9 cauldrons, 2 large planters, and 6 haymangers. It was noted that this cost had increased significantly from previous years due mainly to increase in wages and that the cost related mostly to maintenance and watering of the displays consistently across the season. It was noted that this should be factored into the Council's budget setting process for future years.

**Resolved:** to **APPROVE** the cost of hanging baskets and floral displays at a cost of £11,711.

## 19. CHESHIRE EAST ELECTION INVOICES

**Lead:** The Mayor

**Resolved:**

- i. Payment of invoice totalling £16900.89 **APPROVED** for Election costs for Ettiley Heath and Wheelock Ward and Town Ward by-elections held on 7 October 2021. Payment to be allocated to budget code 101 4136 (Election costs) and delegated to the Town Clerk's Office.
- ii. Payment of invoice totalling £10394.57 **APPROVED** for Election costs for Elworth Ward by-election held on 27 January 2022. Payment to be allocated to budget code 101 4136 (Election costs) and delegated to the Town Clerk's Office.
- iii. **NOTED** that Sandbach Town Council has no discretion with regard to the holding and cost of elections.

## 20. SECOND INTERIM INTERNAL AUDIT REPORT 2021–22

**Lead:** Locum Town Clerk

It was noted that the second audit for the year was a vast improvement on the first following a period of disruption and staff absence during last year. The Clerk thanked the Council's Finance Officer and Assistant Town Clerk for their hard work in ensuring the Council's financial processes were well managed.

**Resolved:**

- i. The 2021-22 Second Interim Internal Audit Report is received
- ii. Progress by the Council's Finance Officer, supported by the ATC is acknowledged
- iii. Management responses for the historic recommendations are noted.

## 21. LIST OF PAYMENTS

**Lead:** Locum Town Clerk

**Resolved:** *To:*

- i. *Approve the Petty Cash List of payments made between 1/4/2021-31/3/2022.*
- ii. *Approve the Credit Card List of payments made between 1/4/2021 – 28/2/2022*

## 22. MEMBERS ITEMS

### **Planting a Tree for the Jubilee**

**Lead:** Cllr L Crane

The initiative was supported by Council and it was noted that all Sandbach Parks should be considered.

**Resolved:** that options and arrangements be delegated to the Locum Town Clerk in consultation with Cllr L Crane to aim to plant a tree for the Queen's Jubilee in a local park on behalf of the Town Council.

## 23. CORRESPONDENCE

Council noted the letter from SUFC which was addressed through the discussion at item 16.

## 24. EXCLUSION OF PRESS AND PUBLIC

**Resolved:** that item 25 and the discussion of item 7 be considered with the exclusion of public and press, under the Public Bodies (Admission to Meetings) Act 1960 due to references to individuals.

## 25. STAFFING UPDATE

### **Town Clerk Update**

**Lead:** Locum Town Clerk

To note that the Town Clerk had left the Town Council on 31 March 2022  
*(Clerk note – the Locum Town Clerk left the meeting at 9.05pm)*

### **Staffing Review**

**Lead:** Cllr G Merry (Chair of Personnel Committee)

**Resolved:** that the Locum Town Clerk and Assistant Town Clerk will review the recommendations from the staffing review in the current context and to provide recommendations for implementation to the next appropriate Personnel Committee and Council.

### **Locum Town Clerk**

**Lead:** Cllr G Merry

**Resolved:** To extend the current contract of the Locum Town Clerk until the end of July, pending the outcome of the staffing review

## 26. DATE, TIME AND PLACE OF THE NEXT MEETING

The next Town Council Meeting is the Annual General Meeting on Wednesday 18<sup>th</sup> May 2022 at 7pm.

*(Clerk note – there is a formal Pre AGM Meeting on Wednesday 4 May 2022 at 7pm)*

Meeting closed at 9.30pm

Cllr G Price Jones, Mayor

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# SANDBACH TOWN COUNCIL

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Minutes of the forty-eighth Annual Meeting of Sandbach Town Council held on  
Wednesday, 18 May 2022 at 7pm in the Literary Institution, Sandbach.

## PRESENT

Councillors: G Price Jones, Retiring Mayor  
K Flavell (Mayor Elect)  
S Corcoran  
R Hoffmann  
D Hegarty  
J Beddows  
S Crane  
L Crane  
R Hovey  
S Broad  
A Nevitt  
G Merry  
A Smith  
M Muldoon  
N Cook  
N Adams  
K Seymour (Arrived 19:02)

Also present were 20 members of the public and press.  
Dignitaries from Congleton and Knutsford were in attendance.

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The Opening Reflections were read by Cllr K Flavell

## AGENDA

### 1. APOLOGIES FOR ABSENCE

Councillors: S Kirkham  
P Eaton  
D Poole

### 2. THE RETIRING TOWN MAYOR'S REMARKS

The Mayor welcomed civic guests and local people in attendance.

The retiring Mayor stated that it has been an honour and a privilege to serve as Sandbach Mayor for the last two years.

The Staff have had to be flexible, innovative and resilient whilst working through Covid, and thanks were given to them as a team for pulling together keeping the Council function during the Pandemic.

The Councillors were thanked, and it was noted that the Council can now have a more settled and productive year prior to the May 2023 Local Elections.

All the volunteers, the businesses and individuals who contributed to the COVID response making many people's lives easier than they might have been while shielding or recovering from illness were thanked. The outgoing Mayor also took a moment to remember those residents of Sandbach who were lost to the pandemic; a number that unfortunately is still being added to.

The following events have taken place in the past 2 years to raise money for Charity: Golf Day at Malkins Bank Golf Club, Charity stalls at the Market, Mayor's Quiz and a fantastic music evening with 2 bands – GM7W and LOLI. The Council staff, were thanked for their support in these events, as well as the businesses and individuals who have sponsored tables, provided raffle prizes and made very generous donations.

£3225 has been raised during the outgoing Mayors Term in office, which will be split as follows:

Leighton Hospital (2020-2021, fundraising limited by COVID restrictions) - £220

North West Air Ambulance (2021-2022) - £3005

As well as holding his own Events, the Outgoing Mayor was very pleased to confirm that he had also attended a great number of other events, both in Sandbach and the Local Area.

During his term in office, he was pleased to be involved in the recently launched Town Strategy consultation which will be a document that future councils will be able to add to make a living document to drive future work of the council. Also, the neighbourhood plan has undergone a successful, for which community volunteers and Cllr involved were thanked for. A complete reconstruction is now due and the outgoing Mayor hopes that Cllrs will get involved to make this a success.

Finally, Cllr Price Jones thanked his wife Christina for her support over the three years that he was Deputy Mayor then Mayor of Sandbach Town Council.

### **3. ELECTION OF THE TOWN MAYOR FOR THE YEAR 2022/23**

Proposed by Cllr L Crane and seconded by Cllr S Broad.

**Resolved:** that Cllr Kathryn Flavell be elected Mayor for the year 2022/23.

### **4. DECLARATION OF ACCEPTANCE OF OFFICE – TOWN MAYOR**

The new Mayor read and signed her Declaration of Acceptance of Office which was countersigned by the Town Clerk.

### **5. ELECTION OF THE DEPUTY TOWN MAYOR FOR THE YEAR 2022/23**

Proposed by Cllr Flavell and seconded by Cllr Nevitt.

**Resolved:** that Cllr Richard Hovey be elected Deputy Mayor for the year 2022/23.

### **6. DECLARATION OF ACCEPTANCE OF OFFICE – DEPUTY TOWN MAYOR**

The new Deputy Mayor read and signed his Declaration of Acceptance of Office which was countersigned by the Town Clerk.

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The Mayoral Party withdrew from the Chamber whilst they were invested with their civic chains.

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## **7. TRIBUTE TO THE RETIRING TOWN MAYOR AND HIS CONSORT**

The Mayor, Cllr Kathryn Flavell

The outgoing mayor, Cllr Geraint Price Jones and his consort, Christina Price Jones, were thanked for all their hard work and dedication to their roles, as well as their amazing fund-raising efforts. Geraint has had the unenviable task of serving as mayor through two years of considerable difficulty due mainly to the pandemic. Also, the council itself has experienced a period of flux with staff changes and by-elections, and Geraint has had more demands on his time that might have been expected as Mayor. Cllr Price Jones was thanked for handing over to Cllr Flavell a stable council with a strong team of dedicated staff, whom were also thanked wholeheartedly for all their hard work and resilience during the past two challenging years.

A framed certificate of appreciation for the past 2 years was also presented.

## **8. APPOINTMENT BY THE NEW TOWN MAYOR OF HONORARY CHAPLAINS, THE ANNOUNCEMENT OF THE DATES OF CIVIC EVENTS AND THE CHARITIES TO BE SUPPORTED AND PLANS FOR YEAR OF OFFICE**

During the next year, the following 2 Charities will be supported by the Mayor:

The first is Sandbach Animal Rescue, an organisation close to the Mayor's heart, having adopted 2 beautiful kittens from them this week! They rely on a team of volunteers who work hard to rescue, look after, and ultimately rehome, cats of all ages.

The second is Cheshire Arts for Health, specifically the Sandbach Art Room, which, under the management of Tracey Mee, does amazing work with children and adults with learning or physical disabilities, as well as those with mental health problems or suffering from long-term illness.

The newly elected Mayor promises to try and match the efforts of the previous Mayor, but without a consort, hopes she can rely on the support of members in these endeavours.

The new Mayor noted that we now have a strong Town Council. Going forward, she hopes that the Town Council can work together with dignity, courtesy, and respect for each other, and that all can put aside their political differences in order to serve the residents of Sandbach in the best way they can. Cllr Flavell is looking forward to presiding over a council that can be innovative and creative in achieving the goals that it sets itself and she hope that all can share the commitment to, and the involvement in, the council's future events and activities, and support each other through any difficulties that may come our way as we work towards delivery of our new Sandbach Town Strategy. As a musician and ex music teacher, Cllr Flavell hopes to arrange one or two musical events this year, one of which will be a Christmas concert which will include a Town Council Choir for all Councillors to take part in!

Finally, a quote from Harry S Truman was shared, who said:

"It's remarkable how much you can accomplish if you don't care who gets the credit.

## 9. COMMITTEE APPOINTMENTS 2022/23

### i) Committee Membership Numbers

As presented in the schedule, both the Finance, Policy and Governance Committee and Personnel Committee are over the maximum number of members as prescribed by the individual Committee terms of reference. The Personnel Committee terms of reference can be changed to allow 9 members instead of 8 so all interested Councillors can be members, but the Finance Committee membership cannot be changed due to the Committee TOR being recently approved by Council. Cllrs Hegarty and Nevitt offered to step down from the running of the F,P&G Committee that the number of members requesting to be a part of the Committee matched the Committee TOR.

**Resolved:** *That the number of Members allowed for Personnel on the Committee Terms of Reference be increased from 8 to 9.*

### ii) Committee Appointments

#### **Assets & Services Committee (TOR 10)**

Cllrs A Nevitt, D Hegarty, G Price Jones, G Merry, J Beddows, L Crane, N Cook, R Hoffmann, R Hovey and D Poole.

**Resolved:** *That the above membership for the Assets and Services Committee be approved.*

#### **Small Common Redevelopment Sub-Committee (TOR 7)**

Cllrs D Hegarty, G Price Jones, G Merry, J Beddows, S Broad, L Crane and D Poole.

**Resolved:** *That the above membership for the Small Common Redevelopment Sub-Committee be approved.*

#### **Community & Environment Committee (TOR 10)**

Cllrs A Smith, A Nevitt, D Hegarty, L Crane, N Adams, N Cook, G Price Jones, J Beddows, R Hoffmann and S Broad.

**Resolved:** *That the above membership for the Community & Environment Committee be approved.*

#### **Events Sub-Committee (TOR 7)**

Cllrs D Hegarty, G Merry, J Beddows, P Eaton, L Crane, N Cook and D Poole.

**Resolved:** *That the above membership for the Events Sub-Committee be approved.*

#### **Finance, Policy & Governance Committee (TOR 10)**

Cllrs A Smith, G Merry, L Crane, M Muldoon, N Adams, N Cook, R Hovey, S Corcoran, S Crane and S Kirkham.

**Resolved:** That the above membership for the Finance, Policy and Governance Committee be approved.

**Planning & Consultation Committee (TOR 9)**

Cllrs G Price Jones, G Merry, M Muldoon, R Hovey, S Broad, S Crane, P Eaton and D Poole.

**Resolved:** That the above membership for the Planning & Consultation Committee be approved.

**Personnel Committee (TOR 9)**

Cllrs A Nevitt, G Merry, L Crane, N Adams, N Cook, R Hoffmann, R Hovey, S Corcoran and S Crane.

**Resolved:** That the above membership for the Personnel Committee be approved.

iii) **Committee Chair and Vice Chair Appointments**

**Assets & Services Committee**

**Resolved:** That Cllr D Hegarty be appointed Committee Chair and Cllr L Crane be appointed Committee Vice Chair for 2022/23.

**Small Common Redevelopment Sub-Committee**

**Resolved:** That Cllr D Hegarty be appointed Sub-Committee Chair and Cllr G Price Jones be appointed Sub-Committee Vice Chair for 2022/23.

**Community & Environment Committee**

**Resolved:** That Cllr G Price Jones be appointed Committee Chair and Cllr A Nevitt be appointed Committee Vice Chair for 2022/23.

**Events Sub-Committee**

**Resolved:** That Cllr N Cook be appointed Sub-Committee Chair and Cllr G Merry be appointed Sub-Committee Vice Chair for 2022/23.

**Finance, Policy & Governance Committee**

**Resolved:** That Cllr N Cook be appointed Committee Chair and Cllr S Corcoran be appointed Committee Vice Chair for 2022/23.

**Planning & Consultation Committee**

**Resolved:** That Cllr R Hovey be appointed Committee Chair and Cllr G Merry be appointed Committee Vice Chair for 2022/23.

**Personnel Committee**

**Resolved:** That Cllr L Crane be appointed Committee Chair and Cllr G Merry be appointed Committee Vice Chair for 2022/23.

**10. APPOINTMENTS TO OUTSIDE BODIES 2022/23**

**Sandbach Park Project**

**Resolved:** That Cllr Merry be appointed the Representative of the Outside Body for 2022/23.

**Linden Bank Liaison Group**

As there were 3 Members putting themselves forward for 2 positions, the candidates were voted on individually, with each Cllr receiving two votes (17 Cllrs in attendance, Total of 34 votes available).

The vote split was as follows:

Cllr G Merry – 16 votes for, 1 abstention

Cllr N Cook – 16 votes for, 1 abstention

Cllr D Poole – None.

**Resolved:** *That Cllrs Merry and Cook be appointed the Representatives of the Outside Body for 2022/23.*

**St Mary's Church**

**Resolved:** *That Cllr Adams be appointed the Representative of the Outside Body for 2022/23.*

**Churches Together Fairtrade**

**Resolved:** *That Cllr Adams be appointed the Representative of the Outside Body for 2022/23, to attend on invitation.*

**Foden's Supervisory Board**

As there were 2 Members putting themselves forward for 1 position, the candidates were voted on individually, with each Cllr receiving one votes (17 Cllrs in attendance, Total of 17 votes available).

The vote split was as follows:

Cllr L Crane – 16 votes for, 1 abstention

Cllr D Poole – None.

**Resolved:** *That Cllr L Crane be appointed the Representative of the Outside Body for 2022/23.*

**Connected Communities**

**Resolved:** *That Cllrs Adams, Cook and Hovey be appointed the Representatives of the Outside Body for 2022/23.*

**Sandbach Transport Festival**

**Resolved:** *That Cllr Price Jones be appointed the Representative of the Outside Body for 2022/23, and that Cllrs Nevitt, Poole and Broad to be invited to attend meetings of the Transport Festival.*

**ASB Working Group**

**Resolved:** *That Cllrs Beddows, Broad, Adams and Hegarty be appointed the Representatives of the Outside Body for 2022/23, and that Cllr Nevitt attends in the absence of Cllr J Beddows.*

**11. CALENDAR OF MEETINGS 2022/23**

**Resolved:** *That the calendar of meetings 2022/23 is approved.*

**12. INTERNAL AUDITOR**

**Resolved:** *that JDH Business Services be approved as internal auditor 2022/23*

**13. OUTSIDE SUPPORT 2022/23**

- i. **Resolved:** that Worknest be approved for Health and Safety support for 2022/23.
- ii. **Resolved:** that John Greenall and Co. be approved for payroll and pension services for 2022/23.
- iii. **Resolved:** that Dixon Rigby Keogh, Sandbach, be approved for Legal Support for 2022/2023
- iv. **Resolved:** that John Greenall & Co be approved for Financial guidance and VAT return for 2022/23
- v. **Resolved:** that Prism Computers be approved for IT Support for 2022/23.

**14. DATE, TIME AND PLACE OF NEXT MEETING**

The next meeting of the Town Council is a business meeting scheduled for Wednesday 8 June at 7.00pm in Sandbach Town Hall.

Meeting closed at 19:50

Cllr K Flavell, Chair

MW

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# Winter Service Review Town and Parish Council Top Up Scheme

## Supporting Information

April 2022

Working for a brighter future  together

UNCLASSIFIED

# Town and Parish Council Top Up

## Considerations;

- Additional roads not on gritting routes – pre treatment only
- Roads would not meet the council's Winter Service Policy
- Will require additional drivers and vehicles
- Fixed costs as well as operational costs
- Minimum service duration commitment required
- Need for route optimisation
- Risks to existing core service provision for CEC
- Need to understand actual appetite from Town/Parish Councils and the scale of the ask for this service

# Survey of Interest

- Invitation to all T & PC to complete survey
- Request to identify roads Councils would like to be included
- Survey to be issued w/c 25<sup>th</sup> April, return by Friday 27<sup>th</sup> May (5 weeks). Results of survey to be included in forthcoming Committee paper
- Proforma calculates approximate cost of Service
- Requirement to commit to the Conditions of Service stated.
- Timing of implementation will very much depend on level of interest from Town/Parish Councils

13

# Costs

- **Fixed costs include:**
  - Provision and maintenance of vehicles, Facilities, Driver standby, Duty staff, Training, Weather stations, Forecasting

Currently £725 per km
- **Operational costs include:**
  - Drivers, Supervisors and duty staff, Fuel, Salt, Washing off

Currently £8.47 per km
- **Potential Additional Costs:**
  - Provision of extra vehicle(s)
  - Recruitment of drivers
  - Route optimisation

## MARKET POLICY UPDATE AND REVIEW OF FEES & CHARGES

### LEAD – TOWN CLERK

#### **BACKGROUND**

In 2013, Cheshire East Council transferred the management of the indoor and outdoor markets to Sandbach Town Council. The Town Council's draft corporate strategy states that the Council aims to:

*'Enhance and develop the town's markets in order to maximise its contribution to the revitalisation of Sandbach, including the visitor offer.'*

The outdoor market currently consists of 16 stalls, 10 of which are erected by STC staff. The indoor market consists of 9 shuttered units and 19 table top bench units.

#### **PURPOSE OF THIS REPORT**

Policies and operational procedures associated with running these markets has evolved over time, and now need updating in order to deliver the corporate strategy objectives whilst achieving best value for money.

#### **POLICY DEVELOPMENT**

A draft overarching policy has been developed and now requires legal advice from Cheshire East Council for the up-to-date position relating to the establishment of Sandbach market days, the market rights boundary, and licencing in relation to markets and street trading activity, before this draft can be finalised. This will ensure that STC market policy is based upon the appropriate legal framework and will safeguard the future of market operations.

STC officers have requested a meeting with the relevant CEC advisers and the policy will be recommended to Committee following that advice.

#### **INTERIM POLICY AMENDMENTS**

Pending the finalisation of the market policy, it is necessary to change two specific aspects of current policy.

- i) Refund Policy – the current policy states that the Council will underwrite refunds to market customers in the event that they are refused a refund from any trader. This is an historic approach and although the Council will take all endeavours to mediate where there are any disputes, it is not

appropriate to underwrite refunds as this exposes the Council to unacceptable and unreasonable financial risk. It is therefore recommended to cease this policy with immediate effect;

- ii) **Bad Weather Policy** – climate change has increased the incidence of stormy (windy) weather which affects the safe operating of the market. Nationally, markets are not legally allowed to operate where wind speeds on market day exceed 23mph. Historically, market traders have been informed the night before if stalls cannot be erected, based on predicted wind speeds. This can lead to unnecessary reduced market activity if the estimates prove to be inaccurate. It is proposed that market traders are informed of stall erection on market day based on actual wind speed data to avoid unnecessary cancellations.

## REVIEW OF FEES & CHARGES

Market stall hire fees have not been increased since 2008, pre-dating the transfer to the Town Council in 2013. Whilst it is difficult to accurately benchmark to other markets due to size, scale and local factors, it is felt that fee increases are overdue and reasonable.

The proposed increase across market activities is shown at Appendix A to this report. If approved, this will generate an additional £8,515 per annum, whilst representing a modest increase in cost to individual market traders. It is proposed that annual reviews of fees and charges will take place from now on and will be set in line with inflation.

## OTHER ASSOCIATED DEVELOPMENTS

Other developments will support improved operational and financial performance of the market in the form of the small common refurbishment project and the Council's staffing review. These implications will be reported to Committee in due course.

## FINANCIAL IMPLICATIONS

The 2022-23 income budget targets for the indoor and outdoor markets are shown below. The proposed price increase, along with initiatives to fill the small number of vacant stalls, will ensure that these targets are met. Future years budgets should aim to reduce the overall net cost of providing the market based on cost efficiencies and reasonable price increases.

	<b>Indoor</b>	<b>Outdoor</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Income	35,000	37,000	72,000

## **RECOMMENDED:**

### **That;**

- i) The progress towards the overarching market policy be noted;
- ii) The amendments to current policy regarding refund policy and bad weather are implemented with immediate effect;
- iii) The proposed increase to fees and charges, as shown at Appendix A to this report, are approved and introduced wef 1 May 2022.

## Appendix A

Indoor Market Shuttered Unit Rate Proposals (8 Occupied Units)

Unit	Current weekly charge	Proposed weekly charge (10% increase)	Difference from charge increase
	£	£	£
1	60.00	66.00	- 6.00
2	45.00	49.50	- 4.50
3	Vacant	90.00	-
4	80.50	88.55	- 8.05
5&6	117.00	128.70	- 11.70
7	60.00	66.00	- 6.00
8	60.00	66.00	- 6.00
9	45.00	49.50	- 4.50
<b>Total per week</b>	<b>467.50</b>	<b>604.25</b>	- <b>46.75</b>
<b>Total per year</b>	<b>24,310.00</b>	<b>31,421.00</b>	- <b>2,431.00</b>
<b>Total incr per year including vacancies</b>		<b>7,111.00</b>	

Indoor Market Bench Rate Proposals (19 Bench Units)

Day	Current charge	Proposed charge	Difference
	£	£	£
Thursday	11.50	11.50	-
Friday	-	6.00	- 6.00
Saturday	5.50	6.00	- 0.50
<b>Total per week</b>	<b>17.00</b>	<b>23.50</b>	- <b>6.50</b>
<b>Total per year</b>	<b>15,912.00</b>	<b>21,996.00</b>	- <b>6,084.00</b>



# SANDBACH TOWN COUNCIL



## Dignity at Work Policy

**Adopted by Council on XX<sup>th</sup> May 2022**

**Latest Review Date: April 2024**

This Policy replaces the Version of 13<sup>th</sup> June 2018.

### Introduction

The Town Council is committed to creating a harmonious environment by ensuring equal opportunities and fair treatment for every employee in the workplace. This policy links with the Council's Equality, Diversity and Inclusion Policy, but concentrates particularly on eliminating bullying and harassment from the work place.

This policy aims to ensure a positive working environment where all staff feel comfortable because everyone is treated with respect and dignity, regardless of age, disability, sex, gender re-assignment, marital status, pregnancy, maternity, race (which includes colour, nationality and ethnic or national origins), sexual orientation, religion or belief (the protected characteristics of the Equality Act 2010) or any other personal factor or quality.

It is important that diversity is recognised and celebrated as the mosaic of people who bring a variety of cultural, social and historical backgrounds, styles, perspectives, values and beliefs as assets to the work environment and organisations with which they interact. It is ok to be different and respect each other's differences!

The work environment needs to feel inclusive. Employees feel included when, simultaneously, they perceive they are both similar to, and distinct from, their colleagues. The Council appreciate that to achieve this, it is necessary to value the diversity of talents, experiences and identities that employees bring, and at the same time, to build common ground – common mission, values and ethos.

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

### Duty of Care

The Council is aware of its duty of care towards its staff, its councillors, under statute arising out of the Employment Rights Act 1996 and the Health and Safety at Work Act 1974. The legal definition of "Third Party Harassment" has been introduced which makes the employer vicariously liable for harassment from other parties such as parishioners, contractors etc and it must take reasonable steps to manage such situations which could include seeking legal redress on behalf of an employee or member of the council. In addition, the Criminal Justice and Public Order Act 1994 and Protection from Harassment Act 1997 created a criminal offence of harassment.

The Council has put in place a procedure and the necessary delegation which shows its determination if necessary to take additional actions to ensure it addresses its duty of care:

- To report cases to the Police where there may be a criminal breach.
- To take advice from a specialist solicitor on the most appropriate course of action.
- To engage private security when necessary.

## Bullying and Harassment

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

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

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

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

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

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

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

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

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

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

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

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

- physical contact ranging from touching to serious assault;
- verbal and written harassment through jokes, offensive language, gossip and defamatory references;
- unwanted nicknames related to a protected characteristic;
- excluding an individual from social activities due to his/her association with someone with a protected characteristic;
- ignoring an individual because you believe he/she has a protected characteristic when in fact he/she

- does not have the perceived protected characteristic;
- intrusion by pestering, spying, following etc.

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

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

### **Raising a Complaint**

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

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

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

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

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

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

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

### **Reporting a Complaint**

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

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

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

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

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

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

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

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

### **Management Responsibility**

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

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

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

### **If the complaint is about a Councillor**

The Council has in place a code of conduct which outlines the behaviour required of councillors.

In the case of alleged bullying or harassment against members of staff by a councillor a formal complaint to the Monitoring Officer shall be made by the Mayor or the council as a whole. This signifies to individual councillors that disruptive behaviour is not ignored or accepted by the council generally by Sandbach Town Council.

(Reference Best Practice 11 from Local Government Ethical Standards: A Review by the Committee of Standards in Public Life January 2019 Chair: Lord Evans of Weardale).

### **If the complaint is about an Employee**

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

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

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

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

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

one of the parties to another section or function.

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

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

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

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

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

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

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

**Exploitation of Workers**

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

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

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## **Small Common Sub Committee Report to Council**

### **Committee Chair Feedback**

#### **Introduction**

The Small Common Sub Committee met on the 30/5/2022 to discuss the outcome of the public engagement exercise, consider the operational assessment by Town Council staff, including the market manager, and examine the costing proposals put forward by a commissioned Quantity Surveyor. The purpose of this discussion was to submit recommendations to Full Council on the next stage going forward for this project.

#### **Discussion**

##### **Public engagement exercise feedback**

There were 93 written feedback comments and a small number of detailed email responses. Although the comments were varied the consensus view was that the majority were not in favour of the glider canopy and did not see that it added any material value to the site.

Views were expressed that the tarmac needed resurfacing to ensure it was fit for purpose for the future capable of sustaining vehicle impact for a prolonged period without having to incur remedial repairs which would cost the Town Council.

Environmental improvements were also supported to establish a site that was regarded as a friendly public space with planters and drainage improvements.

All Sub Committee councillors supported the public feedback and felt it was important to listen to what many residents were telling us confirming that the glider canopy should be removed from the proposed design.

It was agreed that we should look again at the design without the Canopy centrepiece focusing on making the site more inclusive. Positive suggestions included extending the disabled parking bays, establishing a secure bicycle station that would reduce our carbon footprint, creating a memorial engravement for victims of Covid 19 and installing the memorial plinth to the Foden Band funded by the Foden Trust.

##### **Operational assessment**

The market manager, in discussion with the market traders, evaluated the merits and deficits of the canopy design concluding that the risk elements would be greatly reduced if the canopy was removed from the design.

To facilitate improvement for market traders ground anchors were proposed to supplement gazebos to replace the unwieldy 30Kg weight pairs that damage the car park surface.

The access route to the car park needs to be addressed to make it safer and more person friendly and the drainage needs to be redesigned as the current car park suffers from poor water drainage.

The bollards needs to be reset and included in designing the access route possibly using retractable bollards for ease of access.

### **Project costs**

Provision of £203,000 has been earmarked within the Council's reserves and, to date £6,934, has been spent against this provision. The headline updated estimate for the total scheme including canopy is £330,775 including a contingency of 7.5% (£20,662) and excluding VAT of 20% (66,155) which may not be payable by the council. A Vat assessment is currently being undertaken to ensure the Councils potential liability is accurately predicted. Removal of the canopy cost would save £82,288. The Committee noted that updated costs had escalated over the period of the project due to steep inflation for building projects nationally and this would have to be taken into account in any final costing and budget provision.

### **Summary**

Taking all feedback, operational and financial factors into account, the Sub Committee supports the removal of the glider canopy from the design and wants to promote a more inclusive use of the site supporting disability and environmentally issues in a modified specification for the car park, in line with its emerging Corporate Strategy.

### **Recommendations**

In the context of progressing the Corporate Strategy of the Council it is recommended that

- i) The Council supports the outcome of the public engagement exercise;
- ii) That a modified public space design is developed to include public feedback and Sub Committee suggestions in particular with regard to the inclusion of disability and environmentally friendly features and the removal of the glider canopy;
- iii) That the revised design is fully costed to ensure affordability;
- iv) Revised costed plans are brought back to Council for sign off pre planning application stage.



## SANDBACH TOWN COUNCIL MEETING 8 JUNE 2022

### TRANSPORT FESTIVAL FUTURE ARRANGEMENTS & FUNDING

#### BACKGROUND

At its meeting on 6 April 2022, Council resolved that:

- i) The revised grant application of £5,000 to be funded from the 2021-22 underspent Transport Festival budget;
- ii) The unspent TF budget be considered for future sponsorship/grant applications which support the Council's corporate strategy;
- iii) The Transport Festival Committee (TFC) and STC work together to determine an effective and sustainable partnership to deliver future affordable festivals and bring proposals to a future Council meeting.

#### 2022 FESTIVAL

As a result of the additional funding granted by the Council, the Transport Festival went ahead as planned on 23 and 24<sup>th</sup> April, and was a highly successful and well attended event for the town. This is testament to all those involved, particularly the significant volunteer effort in the context of challenging circumstances and on-going uncertainties due to COVID, throughout the planning stages.

Martin Forster, on behalf of the Sandbach Transport Festival Committee, will attend Council to present feedback from this year's festival and to make the case for future funding requests. A supporting report from the TFC is attached along with a financial analysis.

#### FUTURE WORKING

In line with Council's resolution to work together with the TFC, an initial meeting has been held with Martin Forster, the Sandbach Town Council representative Cllr Price Jones and the Locum Town Clerk, regarding an effective working partnership which will deliver value for money and sustainable arrangements for future festivals.

The TFC have requested, as part of this process, that the Council commit to a rolling programme of funding, rather than a piecemeal annual grant application which can lead to uncertainties and delays. This, in turn, creates additional operational problems and costs. In addition they have asked that the Council commit to providing and erecting STC gazebos (at a cost to the Festival budget) as this also reduces the net cost of the event.

The Town Council has a formal representative on the TFC and Cllrs Nevitt, Poole and Broad are also nominated to attend TFC meetings, as appropriate, to ensure the Council are aware of developments and able to assist in the delivery of future successful events.

## **FUNDING BID**

Clearly the net cost of providing the Festival have risen sharply since the original budget was set for the Council's contribution. This is due to a number of factors including the impact of inflation over the last 3 years, additional costs arising from the national requirement to staff road closures and the withdrawal of a major provider in the form of SpareParts.

The TFC expect to able to generate sponsorship and other funding in excess of £4,000 towards the cost of the Festival, and to absorb a significant amount of cost through volunteer input and donations. This is expected to leave a funding gap of £18,000. Commitment is required at this level and at this stage to guarantee the delivery of the Festival.

The TFC proposal is therefore to request a 3 year rolling budget capped at £18,000 per year, to be reviewed every 3 years. They intend to continue to bid for additional funding and sponsorships and will undertake to refund this to the Council should they be successful in bringing down the net cost of the event. No further requests / bids will be made of the Council and a 2 day event will be delivered in April each year for the town.

## **FINANCIAL IMPLICATIONS**

The transport festival was cancelled in the years 2020 and 2021 due to COVID 19. A grant of £12,000 had been allocated to the Festival Committee for the 2020 Festival and it was agreed, as a matter of practicality, that the Committee should retain the grant and carry it forward until the next Festival was able to be held. In addition, £5,000 was allocated from the 2021-22 budget of £12,000 as agreed by Council above. The resulting position is that a total of £19,000 has been returned to Council reserves over this period relating to this event. TFC have asked that Council consider reallocating this underspend to fund the increase in future contributions to the Festival.

The 2022-23 budget provides £12,000 for the Transport Festival. Reserves were increased in 2021-22 partly due to a reduction in grant allocations due to the impact of COVID on community activities and events, as outlined above.

## **COUNCIL RESOURCES IMPLICATIONS**

A guarantee of the use of STC gazebos and casual staff is requested for the 2 day festival. This would require the Council to ensure that no other events are scheduled on those days in order to meet this commitment.

## **RECOMMENDED that Council:**

- i) Note the delivery of a successful Transport Festival in 2022;
- ii) Consider the request, in the interests of more sustainable working partnership, of a rolling 3 year budget, reviewable every 3 years;

- iii) Consider the request that this 3 year figure is capped at £18,000 per year and that any additional funding generated by the Festival is returned to the Council each year;
- iv) Consider the proposal that the increase in contribution is funded by the cumulative underspend of £19,000 against the Transport Festival budget, since the first cancelled festival in 2020, and therefore increase the provision in 2022-23 by £6,000 to £18,000, and submit this figure to the Council's budget setting exercise.
- v) Commit to the use of STC gazebos and casual staff for the 2 day Festival, at a cost to the Festival budget.

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## Sandbach Transport Festival

### Background

2023 will be the 30<sup>th</sup> Sandbach Transport Festival.

It is now spread over 2 days – Saturday and Sunday and includes a Music Festival on the Cobbles, market stalls and children’s entertainment in Sandbach Park. For the 2022 Festival we would have liked to have provided more activities in the Park but were constrained by our budget.

The 2022 Festival has cost just over £23,000 to put on – with £12,000 + £5000 funding from STC, £2,000 from our reserves and £4,200 from traders and sponsors.

The full cost of the Festival far exceeded £23,000. We received a range of subsidised services e.g. Health and Safety advice and support, Cabin for on-site office etc., marketing and advertising. We also sought to reduce costs in other ways e.g. by producing Certificates in-house and forgoing trophies to winning exhibitors. This year we increased the number of market stalls in order to raise more alternative funding. We have looked at other sources e.g. Cheshire East Council but did not meet the criteria needed to access this funding. The real cost of the 2022 Festival would have been closer to £30,000.

### Value for money and local impact

We believe that the Festival is particularly good value for money in terms of the contribution from STC. The Festival has become a key event in the town calendar and brings a significant boost to the local economy as shown by the analysis in the SpareParts reports into the last 2 Festivals in 2018 and 2019. Extracts from the 2019 Report are included below:

#### **Reaching a wide range of people**

Sandbach TF took place on 17-18th April 2019 attracting an estimated audience of 20,000 people. They included a very high proportion of families with children (accounting for more than 60% of all audiences) and adult couples (representing over a quarter of audiences). With a further 11% of audiences attending with friends and family. The results demonstrate the event’s continued appeal to those seeking sociable experiences which they can share with Sandbach Transport Festival, 2019. This is further evident in the average group size which has increased this year to 4.1 (up from 3.48 in 2017 and 3.58 in 2018). Although the proportion of audiences who attended as part of a group has continued to increase this year, 1 in 10 audiences attended alone, demonstrating how accessible the Festival continues to be. The appeal of the Festival to people from across the community is further evident in the age profile of audiences which is compared with that for last year, all SpareParts audiences and the population more generally in the chart below. Despite the skew towards people aged 25 to 44, people from across the age groups continue to be represented. The age group that is most under-represented continues to be young adults aged 16 to 24, to whom it appears the Festival has diminishing appeal and whose needs and interests may need further consideration to increase their representation. We can also compare the

ethnic profile of Festival audiences with that for last year, for all SpareParts audiences and the population more generally. The results indicate that whilst the proportion of Black and minority ethnic groups (BAME) has increased this year to just under 3% they remain under-represented compared with the proportion they represent in the North West. However, when we consider the profile of the population in the Festival catchment area where just 4% of residents are from BAME groups, the under-representation is minimal.”

### **Contribution to the life of the town**

“It’s good for the town” “Makes you enjoy Sandbach”

It is clear from many of the audience comments that they value the Festival and believe it makes a positive contribution to the town and local community. This is also evident in the high proportion of audiences who felt that these types of event are very important to community pride (at 85% this year and up from 81% in 2018). Whilst the proportion of audiences who indicated that these types of event are very important in improving people’s wellbeing had decreased slightly (down from 95% to 78% this year) only 3% of audiences felt they were not important in this respect. The significant majority of audiences also placed great importance on the contribution these types of event make to Sandbach’s image (increasing by 1% to 83% this year) and in attracting visitors to the town (also up by 1% since 2018 to 89% this year). Again, these findings are reflected in many of the comments offered by audiences on the day.

“Good for local area” “Helps put Sandbach on the map.”

### **Contribution to the local economy**

The Festival also has a positive impact on the local economy: by attracting visitors and their expenditure to the town; using local supply chains; and creating local employment. To assess the extent of these impacts, we can use the same standard method used in 2018, which discounts expenditure that would have occurred in any event (referred to as deadweight) or on alternatives had the event not taken place (referred to as displacement). It also accounts for the ripple effects created by expenditure in the economy by using the multiplier applied in previous years at 1.46. It also assumes that expenditure within the economy (Cheshire East in this instance) stays within that economy (i.e. there are minimal leakages beyond those taken into account through the multiplier). As in 2018, we can account for deadweight and displacement by limiting the assessment to expenditure by visitors who live outside the local economy, who accounted for 23% of all visitors (4,649 people). Of these, we know that just over 2,000 were from elsewhere in the North West (people we might expect to be on day trips) with the rest (2,595) from outside the region (who we might expect to be on staying trips).

The results indicate that the net audience expenditure impacts on the local economy were in the region of £739k. We should also recognize the value attributed to volunteering.

Finally, by combining such additional economic impacts as volunteering impacts and in-kind support with those from audience expenditure, the total net economic impact of the 2019

Festival can be derived at £866k. This is lower than the £1.03million reported for the 2018 Festival. This is in addition to the social return on investment generated as a result of the improved perceptions of place, sense of community and increased well-being of local residents.

### The future

We want to see the Festival continue to develop, especially in raising its appeal to the 16-24age group. The role of STC would be to act as the key commissioner of the event.

Does the Festival need to be over 2 days?

There is divided opinion in the town. Many like it over 2 days but some traders would prefer it to be 1 day – on a Sunday. In terms of costs it would not halve the cost if it was a 1-day Festival – indeed they would be little saving on some items e.g. insurance. Also in terms of organisation and planning it is more cost effective to have a 2-day Festival.

There was some criticism of the extent of the road closures for the 2022 Festival. We would be asking Dutton to look at reducing the road closures especially on the Saturday

Could the Festival be smaller in scope?

It could be. However, this would mean a reduction in the range of activities on offer thus appealing to a much smaller range of people. Also, many of the costs would not be cut by a half by making it smaller.

We would propose that the Festival remains a 2-day event. We are looking at 22-23 April for the 2023 Festival. We hope to have a wider range of activities in the Park.

To enable long-term planning we propose a 3-year rolling budget of £18,000 per year to be reviewed every 3 years.

To help reduce some of the costs we would ask STC to set up and then take down their gazebos to be used by traders at the 2023 Festival. The Festival would pay any staffing costs involved.

Martin Forster

On behalf of the Sandbach Transport Festival organising committee

28 May 2022

Sandbach Transport Festival 23-24 April 2022				Inv no.
Account	Anticipated	Actual	Item	
	2022	2022		
Income	£0.00	£0.00	Music on the Cobbles	Budget '22 at 1/11/21 £2,000.00 Actual '22 at 4/5/22 £1,800.00
FC grant 2021	£0.00	£0.00	Spitfire & Merlin engine	£1,850.00 £1,960.00
FC grant 2022	£2,000.00	£900.00	Entertainment - Light Railway	£0.00 £0.00
advert/sponsor	£2,500.00	£3,300.00	Entertainment - Remote controlled cars	£0.00 £0.00
donations			Entertainment - Glitter tattoos	£0.00 £0.00
bank interest			Entertainment in the Park - Fair	£0.00 £0.00
FC add grant '22	£5,000.00	£5,000.00	Catering for marshals, VIPs	£500.00 £68.90
			Payments for 20 marshals - £50 a day	£2,000.00 £0.00
			Certificates for category winners	£500.00 £0.00
			Ballroom hire on Sat Young Musicians on Sun	£192.00 £0.00
			Radio & equipment hire (40 radios, 7 6way chargers)	£750.00 £396.00
			Barriers, signs & generator	£100.00 £900.00
			Cabin & toilets	£700.00 £0.00
			Gazebos and tables	£0.00 £2,358.00
			Insurance inc Parade - public liability - Henshall	£1,200.00 £1,247.17
			Health and Safety	£0.00 £0.00
			First Aid (4 medical operatives, 1 first aid point)	£1,300.00 £1,570.00
			Road traffic management	£0.00 £6,234.00
			Waste & recycling	£300.00 £0.00
			Theme - Military + Classic vehicles esp. 30 year old	£1,500.00 £0.00
TOTAL INCOME	£9,500.00	£9,200.00	Staging/sound etc	£3,000.00 £3,000.00
			Social media/marketing/advertising	£1,500.00 £1,500.00
			Vehicle costs	£200.00 £200.00
bank bal current	£12,767.87	£12,767.87	Admin costs - printing etc	£250.00 £0.00
bank bal deposit	£2,928.99	£2,928.99	Other expenditure eg Premises Lic CEC	£300.00 £324.40
			Roberts Bakery Band to lead parade	£500.00 £600.00
			Security	£550.00 £1,050.00
TOTAL TO SPEND	£25,196.86	£24,896.86	Contingency	£2,000.00 £0.00
				£21,192.00 £23,208.47
ARRY FORW	£4,004.86	£1,688.39		
artin Forster	Treasurer		Updated on 4/5/2022	

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12+13

1+4+

10+18

6

16



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

15.1

Name of Organisation or Group:

Sandbach Pride

Contact Person: [REDACTED] (Treasurer)

Address: [REDACTED]

Elworth

SANDBACH                      Post Code [REDACTED]

Tel No:                      Day [REDACTED]                      Eve [REDACTED]

E-mail: [REDACTED]@[REDACTED].[REDACTED]

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

The aims of Sandbach Pride are:

- To create and establish an inclusive and diverse LGBTQ+ Pride event in Sandbach annually
- To create and establish LGBTQ+ events throughout the year in Sandbach
- To establish support networks in Sandbach for LGBTQ+ people in Sandbach
- To establish further projects in Sandbach to help and support LGBTQ+, Diversity and Inclusion.

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

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

.....

1 **Total cost of your project?**    £7,746.50    Sum requested from STC                      £ 3,500

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

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:

To establish and run an LGBTQ+ Pride event in Sandbach on 18<sup>th</sup> June 2022, centred around Sandbach Park, involving the whole community to promote diversity. The plans are for a family friendly LGBTQ+ focused event, with music and performance from local people; with stalls, food, workshops and information stands from a number of LGBTQ+ and other support groups. A small parade is planned, and we are working with a local artist to provide a number of workshops where local children will produce "Wings" and "Rainbows" to wear in the parade and later displayed in the

Library. We will be working with local businesses and plan a Pride / Rainbow window competition in the lead up to the event. We are also engaging Cheshire Constabulary, Cheshire Fire and Rescue, the local NHS and others.

**Does the grant cover advertising or wages of personnel involved if so how much? No.**

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

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

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

By running an inclusive event, focusing on the local LGBTQ+ community and making connections with those the may be marginalised or isolated because of their sexuality. The project will also involve as many local people, businesses and other organisations.

**4 Have you raised funds from any other sources for this project? NO**

If yes, please state source and amount.

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

We are in the process of applying to the National Lottery "Awards for All" grant programme as shown in our budget.

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

If yes, please give details

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

<b>YEAR</b>	<b>N/A</b>		
<b>Accounts Balance b/f</b>	<b>N/A</b>		
<b>Accounts Balance c/f</b>	<b>N/A</b>		
<b>Income</b>	<b>N/A</b>		
<b>Expenditure</b>	<b>N/A</b>		
<b>Year-end bank balance</b>	<b>N/A</b>		

- **Please enclose a copy of your last available set of accounts. N/A**

8 Describe the geographical area in which your Organisation works.

The parish of Sandbach

9 What proportion of the work takes place in Sandbach?

100% - the event will take place in Sandbach park. In addition, we are striving, where possible, to use Sandbach based businesses where possible.

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

Name Sandbach Pride

If payment by BACS is preferred:

Bank Account Name.....

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

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

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

Signed:

Position within the Organisation: Treasurer

Signed:

Position within the Organisation: Chair

On behalf of Sandbach Pride

Date: 09/03/2022

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

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

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

15.2

Name of Organisation or Group: Cheshire Arts for Health.....

Contact Person: [REDACTED].....

Address: ..The Art Room.....  
..2 Bradwall Road.....  
..Sandbach..... Post Code ....CW11 1HT....

Tel No: Day [REDACTED] Eve [REDACTED].....

E-mail: .enquiries@cheshireartsforhealth.org.uk.....

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

1. Deliver accessible and inclusive, high quality creative workshops, in a safe and confidential environment that encourages people to relax and express their emotions
2. Provide a specialised arts service that supports and responds to the needs of marginalised groups and individuals maximising access and participation in the creative process.
3. To deliver wellbeing courses and counselling to adults and children experiencing or recovering from emotional and psychological distress to gain self-confidence, resilience, social and creative skills, building towards a consistent school attendance, career, training or volunteering opportunities.
4. Enhance quality of life and promote wellbeing for participants through creative participation.
5. To promote economic, community development and employment through the use of a variety of environments.
6. Help facilitate the personal and social development of participants through creative engagement.
7. Continually improve and develop the quality of experience offered to participants through reflective practice and professional development.
8. Share practice with participants and agencies on a local and national level through training, partnership work and dissemination of project documentation.
9. Contribute to the body of evidence that recognises the value of arts participation as essential to healthy societies through continual documentation and evaluation.
10. Practice with integrity and social, political and environmental awareness and responsibility in all aspects of work.

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

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

.....

1 **Total cost of your project?**    £ 8415..    Sum requested from STC £ 6000.....

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

## 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 would allow us to setup and run two after school mental wellbeing groups for children aged 8-13 years and young people aged 14-18 years.

The project will be managed by an experienced project co-ordinator, who has worked in the NHS and in schools, and is the safeguarding lead for the organisation.

The sessions would be planned and led by a qualified counsellor who has experience working with children in groups and individually. He currently works with schools, youth groups and other organisations in the local area.

There will also be a supporting volunteer who will help with the setup and tidying away of each session and organising the refreshments. All persons involved in the project will be required to have an enhanced DBS check prior to starting.

The largest part of the grant will be spent on staffing costs. It is essential to have qualified, experienced staff to carry out this project. They have the knowledge and professionalism to ensure that the sessions give the young people the best possible support and guidance to help them learn how to cope with an ever-changing world.

Over the last two years our young people have been severely affected, whether through a lack of structured education, being socially cut off from friends and activities or spending large amounts of time at home with parents and siblings competing for space and access to technology.

We are now back up to running our usual sessions each week, which total 16, of which 7 are specifically for children/young people. We also have young people volunteering and doing their Duke of Edinburgh award with us. We therefore have almost 70 children coming through our doors every week. This doesn't include those that just drop-in.

Although our time with them is fleeting (1.5hrs for youngsters, 2hrs for high school age) there builds confidence and trust in the place and the staff, which is both paid tutors and volunteers. We hear things, we see behaviours, we get asked by parents about child counselling, many of whom are either on a waiting list for support or have had a bad experience.

Art for children with Autism	4
After school Sewing	8
Art for Home Educ	8
Teenage Art	10
Junior Art 1	12
Junior Art 2	10
D of E	2
Volunteering	5
Young Carers group	8
Average attending	<b>67</b>

When we ran our Mental Wellbeing for Teenagers Project in 2018/19 feedback from parents and some schools was that we needed to include the higher years of primary school children. This is why we are proposing two sessions.

To ensure that we get the views of young people and their parents to inform this project, we have created an online survey and advertised it on our Facebook page and shared the link to it on local FB groups. Looking at the results so far, a large percentage, 60% are about children aged 11 and under. This may have a bias as parents tend to use Facebook not young people themselves. To

counteract this the survey will also be made available on Instagram, Twitter and TikTok (with the help of a young person!). The questions can be viewed in the attachment.

The sessions will be planned and structured by the counsellor, please see attachment from Inner Trust, an organisation we currently work closely with; for individual counselling sessions and to run our bereavement group.

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

Staff Costs = £4750

Advertising - design & print = £100

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

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

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

The project will be promoted to all primary and secondary schools in Sandbach. We already have over 2000 supporters on our Facebook page, the majority of whom live in Sandbach. The project will be advertised on local Facebook groups, such as parent groups, school groups, general community groups and also smaller groups such as Black Lives Matter.

I survey that is currently running, to get young people's and their parents' opinions on our proposed project, asks where the young person lives. Of the current responses over 80% live in Sandbach.

We will also ask schools if we can do a presentation in an assembly or have a market stall type popup stand in the playground where we can give out postcards and information. This worked well for our previous teenage mental wellbeing project.

We will make the project as inclusive as possible, as an organisation we do not differentiate in any way between ethnicity, colour, religious beliefs, sexual orientation, wealth or disability. We have ramps to be able to access our premises and are applying separately for a grant to change our toilet facilities to be accessible to wheelchair users.

Once a child has visited our premises and has become comfortable in the space, we find that our relationship with them is long lasting – whether they still attend a class or not. They will pop in for a chat or introduce others, they may be having problems at home or at school and just want to offload how they're feeling. Our volunteers are trained to listen, not to judge and to keep conversations confidential. They are also aware of safeguarding procedures and will inform a manager if they are concerned for a young person's safety or wellbeing. All volunteers, staff and trustees have an enhanced DBS check.

**4 Have you raised funds from any other sources for this project? Not Yet**

If yes, please state source and amount.

We will approach a couple of Sandbach based businesses to see if they would contribute to the project, whether that be funding training, refreshments or a monetary sum. We have a good relationship with Bathgate, who have paid for new flooring and contributed to fundraising events in the past.

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

6 **Has the Organisation previously applied for a Grant from Sandbach Town Council?**  
YES

If yes, please give details

We were awarded £3500 towards our teenage mental wellbeing sessions in 2018.

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

YEAR	Jun20 – May21	Jun19 - May20	Jun18 – May19
Accounts Balance b/f			
Accounts Balance c/f			
Income		26995.92	12927.17
Expenditure		26341.98	8272.81
Year-end bank balance	776.75	804.75	150.81

- **Please enclose a copy of your last available set of accounts.** Attached are the last set of filed accounts are for 2019/20. The latest year, 2020/21 are currently being compiled for submission by our accountant – Stephen Ollerhead of John Greenall & Co, Sandbach.

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

We work within Cheshire East, mostly in the SMASH towns.

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

Since the pandemic we have not done any sessions outside our base in Sandbach. Before the pandemic we did some sessions at other organisations' premises and at local events. These organisations were mostly based in the SMASH towns, with the exception of a group in Crewe. Currently 100% of our work takes place in Sandbach.

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

Name: Cheshire Arts for Health.....

If payment by BACS is preferred: YES

Bank Account Name: Cheshire Arts for Health.....

Account Number: 43713261.....Sort Code: 20-24-09.....

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

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

Signed: ...Tracey Mee..... Position within the Organisation: Director/Founder.....



Signed: ....Jane Parker-Aiken..... Position within the Organisation: Trustee.....

15.2

On behalf of: Cheshire Arts for Health..... Date: 09/02/2022.....

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

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

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SANDBACH TOWN COUNCIL
APPLICATION FORM - GRANTS TO VOLUNTARY ORGANISATIONS

Name of Organisation or Group:

FRIENDS OF SANDBACH STATION

Contact Person:

Address:

SANDBACH

Post Code

Tel No:

Day

Eve

E-mail:

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

TO ENHANCE THE ENVIRONS OF SANDBACH STATION BY BEAUTIFYING THE STATION WITH ARTWORK AND ANNUAL PLANTING OF FLOWERS

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? £ 280.00 Sum requested from STC £ 210.00

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

ANTI VANDALISM PERSPEX TO COVER WAITING ROOM ARTWORK 2X SHEETS £ 210.00 - STC. MATERIALS AND LABOUR TO REMOVE

2 A summary of your project: AND REPAINT DAMAGED ARTWORK £ 70.00 - FOSS

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:

WE HAVE ALREADY RECEIVED A GRANT OF £850 IN 2019 FOR THE WAITING ROOM FROM CRN. THIS IS TO REPLACE VANDALISED ARTWORK AND TO PROTECT THE REPLACEMENT WITH ANTI VANDAL PERSPEX AND SEAL.

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

N/A.

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

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

How does the project meet these priorities?

THIS IS REALLY ABOUT REPAIRING AND REPLACING DAMAGED ARTWORK. THE ARTIST IS DOING ALL THIS FOR AND ONLY CHARGING FOR MATERIALS THE 2 WINDOWS CONCERNED OUTSIDE THE WAITING ROOM WILL RECEIVE NEW ARTWORK WITH A SANDBACH FLAVOUR

4 Have you raised funds from any other sources for this project? YES/NO

If yes, please state source and amount. FRIENDS OF SANDBACH STATION SPONSORSHIP £70.

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.

NO, BUT WE WOULD LIKE TO COMPLETE OUR RESTORATION BEFORE MID JULY AS BKSA ARE DUE TO ASSESS STATIONS IN JULY. IN 2019 WE WON THE BKSA CHESHIRE EAST AND AGAIN IN 2022, WE ARE LOOKING TO MORE AWARDS FOR THIS YEAR

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

If yes, please give details RESTORATION OF 1950'S RAILWAY SIGN 'SANDBACH' FOR THE STATION NOV 2021

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

YEAR	2020	2021	2022 SO FAR
Accounts Balance b/f	COMBINED (COVID)		
Accounts Balance c/f	SEE ALL ATTACHED *		
Income			
Expenditure			
Year-end bank balance			

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

8 Describe the geographical area in which your Organisation works.

SANDBACH STATION, ELWORTH AND SURROUNDING AREA

9 What proportion of the work takes place in Sandbach?

ALL OF IT.

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

Name FRIENDS OF SANDBACH STATION

If payment by BACS is preferred:

Bank Account Name FRIENDS OF SANDBACH STATION

Account Number 52670740 Sort Code 01-07-80

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

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

Signed: [Redacted] Position within the Organisation: CHAIR FOS

Signed: [Redacted] Position within the Organisation: SECRETARY

On behalf of FRIENDS OF SANDBACH STATION Date: 29/04/2022

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

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



FRIENDS OF SANDBACH STATION: INCOME & EXPENDITURE 01 APRIL 2020 - 31 MARCH 2022

Date	Item	Details	Supplier	INCOME		EXPENDITURE		BALANCE		SMBC Cr	Reclaim
				NW Bank	Cash	NW Bank	Cash	NW Bank	Cash		
Balances brought forward:				£791.27				£791.27	£42.09	-£26.95	£25.95
01.04.22	Sponsorship	3years to 31.03.25	Olympian Sheds					£791.27	£42.09		
06.04.22	Mal White Sponsorship	Sponsorship MVV 1yr		£80.00				£871.27			
06.04.22	Plants		Aldi			-£8.95		£862.32		-£34.90	£34.90
14.04.22	Tafco Sponsorship	Sponsorship & Sign	DS Design/FOSS	£150.80			-£70.80	£1,013.12			
16.04.22	Compost & Fertilizer		B&M			-£26.99	-£70.80	£986.13		-£61.89	£61.89
19.04.22	Hosepipe		Handy Household			-£35.99		£950.14			
TOTAL											

- NatWest bank account
- Income from print sales
- Expenditure not able to be reclaimed
- Expenditure Reclaimed
- Cash dealing by JS
- Income from other sources
- Expenditure to claim
- Balance at 28/09/2020

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## SANDBACH TOWN COUNCIL MEETING 8 JUNE 2022

### SANDBACH TOWN COUNCIL CORPORATE STRATEGY – DELIVERY AND DEVELOPMENT – NEXT STEPS

#### BACKGROUND

Following a period of disruption due to a number of factors, Council determined to refresh its corporate strategy, in order to set out how the Council intends to contribute to Sandbach being a thriving community.

Such a document is important to:

- clarify the council's vision and objectives
- share those ambitions with the public they serve
- provide a framework for future capital and revenue funding requirements
- provide a framework for cohesive and best value capital asset development
- provide a framework for staffing and other resource requirements

#### CONSULTATION EXERCISE

On 14 March 2022, Council agreed its draft corporate strategy and resolved to conduct a six week consultation exercise with the public on this draft, to allow the opportunity for residents and stakeholders to feedback their comments before a final document is produced.

The consultation exercise was launched at the Town Meeting on 23 March and then publicised through the press, a leaflet to all Sandbach households, social media, the library and the market.

The consultation closed on 18<sup>th</sup> May and a number of comments have been received, albeit from a small number of residents. This is partly due to a lack of resources to devote to promoting the draft strategy but also because there is a limit to how much interest a corporate strategy document will generate.

A summary of the comments received are shown in **Appendix A**. Overall, the comments are very positive and constructive and provide some extremely valuable feedback for Council, its ambitions, its activities and its approach to engagement.

Some extracts are shown below as an example:

*'It is a fantastic starting point for making improvements to our town for the benefit of this and future generations and I can't wait to see these proposals come to fruition'.*

*'There is loads of great stuff in the Strategy about the town. It would be really great if there could be somewhere in town that was a central point of information where residents and visitors could go and find out more. A kind of Sandbach Tourist information office, which could also include job centre for local jobs in the town, info about local sports clubs or schools, loads of stuff that is often put on the Sandbach Life Facebook page. Also that is open longer hours, the town is generally not very*

good at accommodating those people who work, and so who cannot access things outside of 9-5'

*'If there was a better bus service, or a cycle route that did not involve the busy Middlewich Road, I would not need to use my car as much and this is the sort of behaviour we need to encourage amongst all residents of Sandbach'*

*'As mentioned above, I strongly recommend all councillors and staff undertaking Carbon Literacy training (I believe CEC councillors have already done this) as it will help everyone to fully understand the climate situation and ways in which they can reduce carbon emissions. STC could also provide advice and resources to help local residents and businesses reduce their own carbon footprints'*

## **NEXT STEPS**

The next steps for this process, in order to bring the Council's corporate strategy to life, are as follows:

- Consider comments and feedback from all sources and produce a final corporate strategy document for Council approval
- Publish an accessible and professional corporate strategy
- Produce a delivery plan using SMART (Specific, Measurable, Achievable, Relevant, Time) goals translating strategic objectives into action, with clear accountabilities as defined by the Council's scheme of delegation
- Ensure the Council's capital asset development plan reflects the corporate strategy
- Ensure the Council's medium term financial strategy and budget setting exercise reflects the corporate strategy
- Ensure the Council's staffing structure and skills are capable of supporting the Council to deliver the corporate strategy

## **CAPITAL ASSET DEVELOPMENT**

The Council owns a number of major capital assets. As stated above these must be developed in line with the corporate strategy, ensuring that these assets are fit for purpose and continue to provide community benefits.

It is suggested that a number of objectives are clarified and agreed to underpin any future development of the Council's assets as a guide. A suggested approach is shown at **Appendix B**.

## **RESOURCE IMPLICATIONS**

Significant resources across the Council are required to complete this key piece of work to a high standard. It is suggested that a starting point is for the Council to set up a focussed task and finish group to provide the necessary research to assist in the production of :

- A corporate strategy document for consideration (September Council)
- A draft delivery plan (within the Council's scheme of delegation for consideration (December Council)

- A draft capital asset development strategy and delivery plan for consideration (December Council)
- An assessment of any additional resources required to support this work (ongoing)
- An assessment of public / community engagement required to support this work (ongoing)

It is suggested that the core group is made up of the Council's Committee Chairs (Vice Chairs as substitutes where necessary), the Mayor, and the Town Clerk, supported by other STC officers, as appropriate. This will ensure all aspects of Council business are represented. There will be no decision making or financial powers assigned to this group, and all decisions will be taken in line with the Council's standing orders, through its existing scheme of delegation.

Recommended That;

- i) Feedback to the Draft Corporate Strategy is noted;
- ii) The capital asset development approach is endorsed;
- iii) Next steps in this process are agreed;
- iv) The establishment of a Corporate Strategy Task and Finish Group is agreed as set out in this report.

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# 16 Appendix A

## Sandbach Draft Corporate Strategy Consultation: Feedback

### A Prosperous Town

- 1) Be more targeted about what businesses you allow to open up in town. Encourage those that we want to see ie clothes shops, book shops, more independent stores. Restrict the number of fast food outlets and vape stores.

Better integrated transport and public transport options would hugely benefit the town, including connections with the Train Station and how to call Taxis.

There is loads of great stuff in the Strategy about the town. It would be really great if there could be somewhere in town that was a central point of information where residents and visitors could go and find out more. A kind of Sandbach Tourist information office, which could also include job centre for local jobs in the town, info about local sports clubs or schools, loads of stuff that is often put on the Sandbach Life Facebook page. Also that is open longer hours, the town is generally not very good at accommodating those people who work, and so who cannot access things outside of 9-5.

---

- 2) Your initial statement says you will ***“Make Sandbach even better by enhancing economic prosperity for all with a spread of high quality and sustainable employment and a vibrant town centre.”*** However, in your proposals there is no mention of ‘sustainable employment.’ What exactly do you mean by this?

I agree that we need much better public transport within the town, especially linking up the railway station with the town centre. I live in Ettiley Heath and there is no decent, regular bus service to get into town to do shopping or use other services, so I am forced to use my car all the time. If there was a better bus service, or a cycle route that did not involve the busy Middlewich Road, I would not need to use my car as much and this is the sort of behaviour we need to encourage amongst all residents of Sandbach. At some times of the day, Middlewich Road is just too busy to be safe on a bicycle.

---

- 3) I like the existing Sandbach “Brand”. Promotion might increase footfall, but will also choke the Town with traffic.
- 

- 4) None.
-

# 16 Appendix A

## A Sustainable Environment

- 1) Enhancing provisioning of electric car charging points. Start to build these in to all parking areas of the town to encourage those who want to invest in electric vehicles. Would show that we are a forward thinking town, even if they are not used much for the next few years.

It seems that a lot of Sandbach residents are concerned about housing development and the impact that new houses and more people have on the town. What can Sandbach Town Council do about this? To try and bring the local residents together and keep us informed about what developments are planned, and where, and how the town and infrastructure can accommodate it. It does not feel like it is very co-ordinated. For every new application that is submitted, it feels that you need to go back to square one in terms of raising any objections.

Cycling - encourage the use of bicycles and make it more public about how you are doing this. The disaster of media activity around the Old Middlewich Road cycle way did not need to happen.

Local bus network - this needs improving, although I know it is costly, if we are to have any impact on the environment and reducing car usage.

- 
- 2) **Re: your proposal to “Adopt an Environmental and Sustainability Policy to support locally the climate change initiative which is so important to our younger generation and we will try to directly involve our local schools.”**

Climate change is THE most important challenge facing the world at this time and is important (or *should* be important) to *everyone*, not just the younger generation. As a town I think we need to be much more ambitious in our commitment to doing what is necessary to tackle the climate crisis, and I believe that one of the roles of the Town Council is to show leadership in this area. In fact, I would like to see Sandbach Town Council declare a climate emergency, just as many of our neighbouring towns (and Cheshire East) have done.

I also do not understand what you are referring to when you say you will support locally the ‘climate change initiative’ – which climate change initiative?

**Re: your proposal to ‘Play our part in implementing the policies of the Neighbourhood Plan in relation to “Protecting the Countryside”, “Preserving Heritage and Character” and “Adapting to Climate Change”.**

You need to do AT LEAST this much, preferably more, especially when it comes to climate change. We are in a climate emergency and we need to act accordingly. You could be using ALL of your channels of communication to encourage residents and businesses to join you in taking steps to protect nature and biodiversity and to reduce all of our carbon footprints.

# 16 Appendix A

**Re: your proposal to “Do all we can to preserve the natural environment, parkland, biodiversity and important landscapes. Initiate wilding of areas, wildflower and tree-planting, while also seeking to develop additional wildlife areas and community gardens. Produce a Biodiversity Statement to define how the Council will meet its statutory obligation.”**

I also welcome this proposal. You could work with local environmental groups or organisations to identify areas for tree planting and mobilise residents to start planting more and more trees in our borough. For example, what are STC doing for the Queen’s Green Canopy? Your social media and website could be encouraging residents and businesses to put Sandbach on the map for this initiative. When you look at the map, there are no recorded plantings in Sandbach, unlike other towns in our area.

You could also use more perennial plants in flower beds rather than planting annuals every year.

**Re: your proposal to “Undertake an Environmental Audit to determine the effect of the Council’s activities and measure its carbon footprint as a simple benchmark against which to monitor future progress and draw up an action plan.”**

I believe this is very important. You need to consider the carbon footprint of every activity within the council, and I suggest you start this process by all of the council’s employees and elected councillors undertaking Carbon Literacy training ([www.carbonliteracy.com](http://www.carbonliteracy.com)) so that they understand what needs to be done and the most effective ways to make carbon reductions. I believe that the Carbon Literacy Project have (or will soon have) a toolkit for Town and Parish councils to use to facilitate this training.

**Re: your proposal to “Ensure that the next phase of development of the Town Hall complex is an exemplar of eco efficiency.”**

I welcome this ambition. Plus, the actions undertaken and the lessons learned in making the Town Hall complex more eco efficient could be shared with local businesses and organisations to help them in their journey to reducing their carbon footprint.

**Re: your proposal to “Determine the benefits of working with like-minded organisations to make the Town sustainable and address climate change via a Local Authorities “joint pledge”<sup>1</sup> approach.”**

Please could you explain exactly what this means?

**Re: your proposal to “Gather baseline data on the environment and sustainability within the Town, on which to prioritise future actions.”**

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Once again, what does this actually mean? What sort of baseline data? I'm sorry but this is too vague for me to actually understand what your intentions are here.

**Re: your proposal to *“Encourage and facilitate walking and cycling in and around the Town, between our communities and links beyond the parish to reduce the adverse impact of traffic.”***

I would like this proposal to include a reference to improving air quality, tackling climate change and reducing carbon footprints as well as the 'adverse impact of traffic'?

Also, how are you going to do this? It would be good to see some specific ways in which you will 'encourage' and 'facilitate' these actions.

**Re: your proposal to *“Use our communications channels to promote environmental awareness in the Town. Look in to the feasibility of an environmental walking trail.”***

I totally support this proposal, although I'm not sure how an environmental walking trail is going to help reduce carbon emissions. I would caution against spending resources and time on anything that is not going to actually have an impact on carbon emissions.

I also agree with the ambition to make better use of your communications channels. I am subscribed to every newsletter I can find, and follow you on social media, but I hardly ever see or receive anything about the town or what you are doing. You need to be posting far more regularly to ensure that people are seeing your posts. For example, there has been hardly any communication about this consultation – you really have to look for it, and people are too busy for that – you need to be constantly putting stuff out there to get people to know what is going on. Your social media channels could also be used to promote not only events in the town and consultations like this one, but also activities like 'no-mow May' or suggestions to tackle food waste or other behavioural changes that are needed to help tackle the climate crisis.

I suggest taking a look at what Congleton Town Council are doing for inspiration.

**Re: your proposal to *“Add to the network of electric vehicle charging points in the Town where economic to do so.”***

Whilst I can see this might be popular with some residents, I would want to see greater energy and investment put into finding ways to encourage people to leave their cars at home and walk, cycle or take public transport into town rather than providing charging points for people who can afford to buy an electric car.

**Re: your proposal to *“Provide an Environmental open day at the Town Hall.”***



# 16 Appendix A

I welcome this suggestion. I am sure that Congleton Town Council could provide a lot of advice and suggestions on this one as they held a 'Green Fayre' in the week leading up to COP26 in Glasgow.

**Re: your proposal to "Investigate the feasibility of trialling real time monitoring of air pollution from traffic outside schools. "**

I really welcome this proposal. I would like to see air quality monitored, especially along Middlewich Road during the morning and afternoon periods when hundreds of our young people are walking to and from school. The figures and monitoring quoted in the context part of this consultation are unbelievably far out of date, the latest being the early 2000s. We should not be complacent and assume that air quality is still good, especially given how much both the physical town has grown (with the corresponding loss of trees and green spaces) and how much car ownership has increased since 2000. As a resident I would like the reassurance of up-to-date measurements so that I can be confident that all of our children are breathing air every day that is not polluted beyond safe levels. The only air quality measuring station we have in the town is located all the way over near the motorway junction – this tells us nothing about air quality levels in the town centre or near to our schools - places where we are actually likely to be walking and spending time. There is no explanation as to why the AQMA on Middlewich Road was revoked. I don't believe this is good enough and would like STC to do more than 'investigate the feasibility' of 'trailing' real time monitoring of air pollution. I would like a firm commitment to *actually* monitoring air pollution in some way, with real-time monitoring being an ambition over and above getting some basic data readings that we can actually use to assess the situation.

---

3) Agree

---

4) None.

---

## **An Engaged Community**

- 1) Be pioneering in how you work with the community. For example, banks are closing down their branches in town. Consider promoting a 'centre for banking', work with all the banks to encourage them to come in and use a unit, this would help the community by giving them a central point which all the banks could use.

There are lots of great events that happen in the town, but I don't see them being very co-ordinated in how they are communicated. Again, some sort of central Sandbach Tourist site would massively help. We have Facebook pages but

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everything else seems a bit ad hoc. This could also bring together all the great sporting clubs and societies, especially when people are new to the town. I am aware that grant funding is available to these clubs, but again this could be made more high profile and easier for clubs to apply to.

---

2) I have no comments to make on this section.

---

3) Agree

---

4) None.

---

## **An Agenda For Health and Wellbeing**

1) Have some sort of Police centre based in the town centre to make the community feel safer. Somewhere to either call 999 or 111, or where PCSOs could be based.

Sandbach School has recently invested in a new hockey pitch which is well utilised by Sandbach Hockey Club. Would be great if this could be listed amongst your list of sporting facilities. The Hockey Club utilises the Sandbach Cricket Club premises as its base.

I don't want to be boring and say 'potholes', but the standard of our roads has deteriorated markedly over the past few years. I know drivers can claim back costs of damaged tyres, but surely it would just be better to improve the quality of the roads??

---

2) ***Re: your proposal to "Lobby to ensure the housing proposed in the Cheshire East Council Local Plan is delivered in a sustainable way, has a mix of types for a balanced and diverse population (including affordable homes) and is of a design that preserves the character of Sandbach"***

I welcome this proposal and would ask that the Town Council please lobby hard to make sure that all new housing built in the town is fully sustainable and adapted to our changing climate. The cost, down the line, of retrofitting housing to bring it up to the standard needed in the future will be massive. All new housing built in the town should be super-energy efficient and include things like solar panels and heat pumps. As part of the planning process, we need to be forcing developers to get this right when they submit their proposals. We do not need to wait for central government to bring in new planning laws – WE choose what gets to be built in our town and WE can make these demands of developers.

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I also believe that Cheshire East have already exceeded the number of homes in the Local Plan, so I think we have an even stronger reason to insist that additional homes built will be of the highest environmental and fuel-efficient standard. In a few years, people are going to realise that at certain times of the year temperatures get too hot to be able to sleep comfortably in their beds at night and they are going to be looking to live in places where planning authorities had the foresight to encourage the building of homes that would stay warm in the winter and cool in the summer. This IS possible and we should be insisting that these are the sort of homes that are built in our town.

**Re: your proposal to “Promote cycling and walking, making routes accessible to all and to help funding the updating of maps. “**

I support this proposal, but I think you need to go further and find a way of creating safe cycling routes from residential areas into the town and to the train station. I appreciate that this may not be within STC control, but then perhaps you could commit to lobbying Cheshire East Council to help deliver this.

---

3) Agree

---

4) None.

---

## **A Council to Deliver**

1) You reference the reinstatement of a periodic newsletter. Personally I think this would be better on an improved website where users can reference it in their own time.

---

2) As mentioned above, I strongly recommend all councillors and staff undertaking Carbon Literacy training (I believe CEC councillors have already done this) as it will help everyone to fully understand the climate situation and ways in which they can reduce carbon emissions. STC could also provide advice and resources to help local residents and businesses reduce their own carbon footprints.

I believe that the council needs to not only reduce its own emissions, but to recognise it has a massive sphere of influence and sets the tone of ambition for the whole town on taking action to tackle climate change. The world needs leadership on this at an international and national level, but also at a LOCAL level, and that includes here in Sandbach.

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---

3) Agree

---

4) None.

---

## Other Comments:

1) For the plan itself, it should be better communicated and regular updates to timelines shared with the community. Just putting a leaflet through the door, which is how I found out about this consultation, just does not seem the best method of communication in this digital age.

---

2) I would like to see STC organise a climate emergency working group to look at everything that we could be doing to speed up our work to tackle the climate emergency and to take steps to reduce our carbon footprint. I would also recommend collaborating with or learning from Congleton Town Council, who already have a lot of community initiatives around climate change, biodiversity loss and sustainability.

<https://www.congleton-tc.gov.uk/climate-emergency/>

And/or STC could organise a citizen's assembly to see what the people of the town would like to happen with regard to climate change.

I also have a comment to make about the vague nature of the language used in this strategy document. I was always taught that if you want to make sure that your goals are achieved, you should make them SMART goals, ie. **S**pecific, **M**easurable, **A**chievable, **R**elevant and **T**ime bound. Too many of the proposals contained within this strategy document are vague and not measurable ("do all we can", "play our part" "encourage and facilitate") and therefore it is hard to know whether they are achievable or relevant. And none of them have a timeframe for completion, beyond the general timeframe of the strategy itself (ie. 2022 – 2025). I am not sure how this whole consultation process works, and perhaps this sort of detail is added for the final document, but I really do think that you need to be more specific about *what* you are aiming to achieve and *when* you are hoping to achieve it.

On the Corporate Strategy Document page of your website it states that:  
***"Sandbach Town Council has produced its Draft Corporate Strategy and wants YOUR VIEWS to assist in shaping a vision for our town. This vision will clearly detail what is to be accomplished and how Sandbach Town Council will effect delivery."***

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At the moment, I don't think that what you want to accomplish is specific or detailed enough and therefore it is not clear how or when you will be able to say that you have delivered it.

Having said all of the above, I would like to thank and acknowledge the work of everyone who has put this draft strategy together. It is a fantastic starting point for making improvements to our town for the benefit of this and future generations and I can't wait to see these proposals come to fruition.

---

- 3) Small Commons:- Space too small for 'events' when the canopies are in place. If they are permanent, will soon look shabby. Needs to include the back and side of the Market Hall. How many disabled spaces? Reducing parking is not helpful when resident numbers are rising.
- 

- 4) I find it impossible to make any positive comments about this document:  
I doubt if more than a handful of the public will read it. My description of it is gobbledygook  
It is 20+ pages of repetitive Corporate speak designed perhaps for a multinational corporation with teams of people to work through such a so-called strategy, but not a Town Council.  
How has this document been produced and is now out for Consultation?

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# 16 Appendix B

SANDBACH TOWN COUNCIL MEETING 8 JUNE 2022

CORPORATE STRATEGY – DELIVERY AND DEVELOPMENT – NEXT STEPS

APPENDIX B

**CAPITAL ASSETS STRATEGY PRINCIPLES / GUIDELINES**

**Purpose of STC Owned Capital Assets**

To protect, develop and improve community assets for community services and benefits

To promote and contribute to the regeneration of town centre infrastructure

To maximise return on investment

To support delivery of corporate strategy

**Strategic Outcomes / Aims linked with Corporate Strategy**

**(‘checklist’ for all capital development projects & investment)**

Maintain and enhance Town Hall and optimise community and commercial usage / benefit

Maintain and enhance indoor and outdoor Market facilities and improve operating model

Resurface and improve Small Common car park outdoor market space

Release surplus assets for refurbishment or resale / explore additional asset transfer etc which support corporate strategy

Provide modern and accessible public toilets (explore ‘Changing Places’)

Provide fit for purpose STC officer accommodation / meeting space

Provide fit for purpose council chamber / Cllr meeting space

Provide accessible / effective ‘reception’ for public and Council interface

Provide sufficient storage space to support market and town hall activities

**Facilitators**

Earmarked / General Reserves review

External Funding & Grants

Rationalised / streamlined processes / procedures

Optimal use of ICT

Optimal use of staff resources

Joined up thinking

Effective engagement with specific stakeholders

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# Sandbach Town Council

Internal Audit 2021/22

JDH BUSINESS SERVICES LTD

*Registered to carry on audit work by the Institute of Chartered Accountants in England and Wales*

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**

	ISSUE	RECOMMENDATION	FOLLOW UP
	<b>2021/22 Year End Internal Audit</b>		
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"> <li>• <i>a regular reconciliation of the balance of deposits in the ledger with the underlying analysis of deposits held for future events</i></li> <li>• <i>ensuring officers convert all relevant deposits into invoice payments for events held</i></li> <li>• <i>ensuring non-refundable deposits that are forfeited are cancelled from the deposits account in the ledger on a timely basis.</i></li> </ul>	

	ISSUE	RECOMMENDATION	FOLLOW UP
2	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><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>	
<b>2021/22 Second Interim Internal Audit</b>			
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>	To be followed up at first interim internal audit 2022/23
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>	To be followed up at first interim internal audit 2022/23
<b>2021/22 First Interim Internal Audit</b>			

	ISSUE	RECOMMENDATION	FOLLOW UP
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"> <li>- 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 20<sup>th</sup> 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.</li> <li>- 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.</li> </ul>	<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>To be followed up at first interim internal audit 2022/23</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</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</i></p>	<p>To be followed up at first interim internal audit 2022/23.</p>

	ISSUE	RECOMMENDATION	FOLLOW UP
	<p>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>- the bank details should be checked to the supplier invoice and the supplier should be contacted to verify the bank details.</i></p>	
3	<p>The aged debt listing as at the January 20<sup>th</sup> 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>
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</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>To be followed up at first interim internal audit 2022/23.</p>

	ISSUE	RECOMMENDATION	FOLLOW UP
	Z-reads to be printed after every event and that these are now available from August 2021 to date.		
5	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.	<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>	To be followed up at first interim internal audit 2022/23.
6	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.	<i>All individual payments should be reported to the Finance &amp; Governance Committee for approval.</i>	To be followed up at first interim internal audit 2022/23.
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	<i>The council should authorise payments as prescribed in the current Financial Regulations.</i>	To be followed up at first interim internal audit 2022/23.

	ISSUE	RECOMMENDATION	FOLLOW UP
	require two councillors to authorise online payments prior to the payments being made.		
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>	To be followed up at first interim internal audit 2022/23.
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>	To be followed up at first interim internal audit 2022/23.
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 – documentation has now been provided.



	ISSUE	RECOMMENDATION	FOLLOW UP
<b>2020/21 Year End Internal Audit</b>			
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>	Recommendation Outstanding
<b>2020/21 Second Interim Internal Audit</b>			
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>	Recommendation outstanding
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

	ISSUE	RECOMMENDATION	FOLLOW UP
1	<p>A cash deficit on market income bankings was identified on April 20<sup>th</sup> 2020 relating to March 19<sup>th</sup>, 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</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><b>2020/21 First Interim Internal Audit</b></p>		

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FOLLOW UP</b>
	<p>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 19<sup>th</sup>, 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 pay in cash. Full council will be requested to approve the write off of the cash deficit.</p>		
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 analysis is easily completed and presented.</i></p>	<p>Implemented</p>
3	<p>A cybersecurity checklist has been provided for completion that contains key cybersecurity measures that should be in place.</p>	<p><i>The council should ensure the key cybersecurity measures are all in place.</i></p>	<p>The council has completed the cybersecurity checklist and there are a number of issues that need to be implemented.</p>

ISSUE	RECOMMENDATION	FOLLOW UP
<b>2019/20 year end internal audit</b>		
<p>1</p> <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>	<p>Implemented</p>
<p>2</p> <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 31<sup>st</sup>. 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</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>	<p>Recommendation Outstanding - See 2021/22 issues</p>

ISSUE	RECOMMENDATION	FOLLOW UP
collectible debts. There is no provision for doubtful debts in the year end accounts.		
<b>2019/20 second interim internal audit</b>		
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>	Recommendation outstanding – the pandemic has resulted in cancellation of events and we are informed the system will be updated in time for the recommencement of events
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.
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.
<b>2019/20 first interim internal audit</b>		
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	<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

	ISSUE	RECOMMENDATION	FOLLOW UP
	is not signed by councillor to confirm the pay awards were authorised by council.		payroll being submitted, by Chair of Personnel and The Mayor.
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
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.
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.
5	Income to be allocated to other income codes apart from markets is being recorded	<i>Income to be allocated to non-markets income codes should be recorded in the Other</i>	See market takings issues 2020/21.

	<b>ISSUE</b>	<b>RECOMMENDATION</b>	<b>FOLLOW UP</b>
	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>Information section of the markets takings sheet.</i>	
6	The gross value of debts over 60 days old as at December 2 <sup>nd</sup> 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.

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# Annual Governance and Accountability Return 2021/22 Form 3 18.2

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2021/22

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report** **must** be completed by the authority's internal auditor.
  - **Sections 1 and 2** **must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2022**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2022**. Reminder letters will incur a charge of £40 +VAT:
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2022
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2021/22

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

## Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2022 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2021/22**, approved and signed, page 4
- **Section 2 - Accounting Statements 2021/22**, approved and signed, page 5

Not later than 30 September 2022 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.

## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2021/22

# 18.2

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide*\* which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty), and is properly signed and dated. If the AGAR contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2022.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide*\*.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2021) equals the balance brought forward in the current year (Box 1 of 2022).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which must include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2022**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights, been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', has an explanation been published?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations been published where required?		
	Has the bank reconciliation as at 31 March 2022 been reconciled to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.		

\* *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic bank account reconciliations were properly carried out during the year.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")</i>			
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements			
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations <i>(evidenced by the notice published on the website and/or authority approved minutes confirming the dates set)</i> .			
N. The authority has complied with the publication requirements for 2020/21 AGAR <i>(see AGAR Page 1 Guidance Notes)</i> .			
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

DD/MM/YYYY DD/MM/YYYY DD/MM/YYYY

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date DD/MM/YYYY

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 – Annual Governance Statement 2021/22

# 18.2

We acknowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		'Yes' means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DATE

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman SIGNATURE REQUIRED

Clerk SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEB PAGE ADDRESS

	Year ending		Notes and guidance
	31 March 2021 £	31 March 2022 £	
			<i>Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.</i>
1. Balances brought forward	655,255	825,447	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	687,192	689,544	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	81,910	163,234	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	304,660	357,587	<i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i>
5. (-) Loan interest/capital repayments	29,605	29,605	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	264,645	331,230	<i>Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	825,447	959,803	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	866,417	1,019,633	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	558,967	563,190	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	371,610	357,428	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A
			<i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
			<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED  
DD/MM/YY  
Date

I confirm that these Accounting Statements were approved by this authority on this date:

SIGNATURE REQUIRED

as recorded in minute reference:

SIGNATURE REQUIRED

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

In respect of

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/> .

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2022; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2021/22

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2021/22

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2022.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

Date

Sandbach Town Council

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**Supporting Reserves Reconciliation for ANNUAL RETURN 31 March 2022**

Explains the difference between boxes 7 & 8 on the Annual Return

<u>Code</u>	<u>Description</u>	<u>This Year £</u>
<b>Box 7: Balances carried forward</b>		
	<b>Total Reserves</b>	<b><u>959,802.98</u></b>
100	Debtors	10,390.66
105	VAT Control A/c	4,067.36
110	Prepayments	1,067.28
120	Bar Stock	2,637.70
	<b>Less Total Debtors</b>	<b><u>18,163.00</u></b>
500	Creditors	33,487.43
510	Accruals	31,179.20
565	Deposits	13,326.10
	<b>Plus Total Creditors</b>	<b><u>77,992.73</u></b>
	<b>Equals Total Cash and Bank Accounts</b>	<b><u>1,019,632.71</u></b>
150	Cinema Float	100.00
152	Town Hall Float	650.00
200	Current/Reserve Bank A/c	933,887.54
202	Bonus Saver	85,183.32
250	Petty Cash	26.10
280	Credit Card	-214.25
<b>Box 8: Total Cash and short term investments</b>	<b>Total Cash and Bank Accounts</b>	<b><u>1,019,632.71</u></b>

**ANNUAL RETURN - ENGLAND**  
**FOR THE YEAR ENDED 31 MARCH 2022**  
**Sandbach Town Council**

18.2

**SECTION 2 - THE STATEMENT OF ACCOUNTS**

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
<b>1</b>	Balances brought forward	<b>655,255</b>	<b>825,447</b>	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
<b>2</b>	(+) Precept or Rates and Levies	<b>687,192</b>	<b>689,544</b>	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
<b>3</b>	(+) Total other receipts	<b>81,910</b>	<b>163,234</b>	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
<b>4</b>	(-) Staff costs	<b>304,660</b>	<b>357,587</b>	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
<b>5</b>	(-) Loan interest/capital repayments	<b>29,605</b>	<b>29,605</b>	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
<b>6</b>	(-) All other payments	<b>264,645</b>	<b>331,230</b>	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
<b>7</b>	(=) Balances carried forward	<b>825,447</b>	<b>959,803</b>	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
<b>8</b>	Total value of cash and short term investments	<b>866,417</b>	<b>1,019,633</b>	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
<b>9</b>	Total fixed assets plus long term investments and assets	<b>558,967</b>	<b>563,190</b>	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
<b>10</b>	Total Borrowings	<b>371,610</b>	<b>357,428</b>	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

The following documents should accompany the accounts when submitted to the auditor:

- \* A brief explanation of significant variations from last year to this year in Section 2;
- \* Bank Reconciliation as at 31 March



## Sandbach Town Council

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## Working details for ANNUAL RETURN - Year ended 31 March 2022

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	301,600	187,244	310	0	General Reserves
1	319	319	321	0	Committed - Gratuity Reserve
1	2,751	2,751	324	0	Committed reserve - Town Guide
1	281	281	331	0	Committed res - Website Dev
1	109,053	203,716	332	0	Comm Res - Car Park
1	15,870	0	333	0	Comm Res - Events
1	12,221	11,358	335	0	Comm Res - Neighbourhood Plan
1	10,000	10,000	337	0	Comm Res - Conservation
1	40,000	35,580	340	0	Comm Res - Assets Management
1	3,000	3,000	342	0	Comm Res - Legal Fees
1	3,586	2,171	346	0	Comm Res - Ind Mkt Project
1	74,400	73,900	347	0	Comm Res - Office Accom Proj
1	1,300	1,300	348	0	Comm Res - Personnel Adverts
1	800	800	349	0	Comm Res - IT Equipment
1	1,434	1,434	352	0	Comm res - Roof repairs
1	1,960	1,611	354	0	Comm res -New Van
1	50,000	50,000	355	0	Comm Res - Skate Park
1	700	5,200	356	0	Comm Res - Town Hall Equipment
1	980	4,134	357	0	Comm Res - Town Hall Kitchen
1	25,000	25,000	358	0	Comm Res - Town Hall Works
1	0	30,001	359	0	Comm Res - Short Term Projects
1	0	50,000	361	0	Comm Res - Public T refurb
1	0	2,077	364	0	Comm Res - Community Levy
1	0	60,490	365	0	Comm Res - Condition Survey
1	0	63,080	368	0	Comm Res - Loan repayment
1	<b>Balances brought forward</b>	<b>655,255</b>	<b>825,447</b>	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2	687,192	689,544	1176	100	Precept
2	<b>(+) Precept or Rates and Levies</b>	<b>687,192</b>	<b>689,544</b>	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3	386	114	1190	100	Interest Received
3	2,077	3,786	1192	400	Community Inf. Levy
3	0	1,119	1801	180	Town Hall Hirings USE 6000
3	275	0	1900	190	Other Market Income
3	0	0	1900	191	Other Market Income
3	17,362	33,114	1901	191	Indoor Market Income
3	10,581	19,378	1905	190	Outdoor Market Income
3	0	3,355	1906	190	Christmas Markets
3	650	1,200	1907	190	Other Market Income
3	1,378	0	1907	191	Other Market Income
3	0	541	1910	140	Community Events Income
3	1,109	3,062	1911	190	Gazebo Income
3	2,500	0	1912	100	Other income
3	1,856	0	1913	101	Covid Disc. Grant
3	17,415	0	1913	180	Covid Disc. Grant

Continued over page

Sandbach Town Council

Working details for ANNUAL RETURN - Year ended 31 March 2022

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
3	1,396	0	1913	190	Covid Disc. Grant
3	4,332	0	1913	191	Covid Disc. Grant
3	-2	605	4806	180	Refreshment sales
3	0	1,782	4807	180	Cinema Income
3	7,013	43,582	6000	180	Town Hall HireFees-Commercial
3	149	35,459	6002	180	Town Hall Bar Income
3	0	499	6004	180	Town Hall Bar Income Pre paid
3	13,433	15,637	6005	184	Town Hall Shop Units
3	<b>(+) Total other receipts</b>	<b>81,910</b>	<b>163,234</b>	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.	
4	139,178	169,839	4000	102	Salaries
4	13,962	16,125	4001	102	Employer's NI
4	29,474	25,131	4002	102	Employer's Superannuation
4	58,534	60,802	6020	180	Town Hall Salaries
4	3,595	4,109	6021	180	Employers NIC
4	1,810	1,905	6021	190	Employers NIC
4	834	1,212	6021	191	Employers NIC
4	9,975	9,851	6022	180	Superannuation
4	4,193	5,541	6022	190	Superannuation
4	1,797	2,998	6022	191	Superannuation
4	30,112	43,067	6023	190	Market wages
4	11,194	17,007	6023	191	Market wages
4	<b>(-) Staff costs</b>	<b>304,660</b>	<b>357,587</b>	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5	29,605	29,605	7000	180	Public Works Loan Board
5	<b>(-) Loan interest/capital repayments</b>	<b>29,605</b>	<b>29,605</b>	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6	1,636	2,015	4100	101	Mayor's Allowance
6	730	115	4101	101	Civic & Ceremonial
6	0	2,814	4103	101	Locum Clerk Costs
6	7,151	6,505	4110	101	ICT Support/Packages
6	3,756	4,031	4111	101	Subscriptions
6	0	2,260	4112	101	Audit Fees Internal & External
6	0	2,696	4113	101	Accounts Consultants
6	7,820	7,477	4114	101	Accountancy Support
6	0	242	4115	101	Office 365/Outlook (Emails)
6	7,991	7,996	4120	101	Insurance
6	4,460	0	4121	101	Rent- SLI
6	3,423	0	4122	101	Utilities - SLI
6	2,293	2,197	4123	101	Telephones
6	659	934	4130	101	Stationery
6	331	544	4131	101	Photocopying
6	216	218	4135	101	Postages

Continued over page

## Working details for ANNUAL RETURN - Year ended 31 March 2022

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	0	27,295	4136	101	Election costs
6	7,662	2,135	4141	101	Office Equipment/Furniture
6	0	273	4142	101	Office Maintenance
6	0	1,028	4145	101	Financial Software
6	95	1,265	4151	101	Training
6	8,352	4,821	4152	101	HR & H&S Support
6	2,052	0	4154	101	Aged debt write off
6	297	0	4155	190	Income Write off
6	186	0	4155	191	Income Write off
6	975	1,627	4197	101	Bank Charges
6	0	3,373	4198	101	Cleaning
6	50	10	4199	101	Other Expenses
6	0	4	4199	180	Other Expenses
6	263	637	4310	105	Website Maintenance
6	-249	0	4400	101	Storage Unit Rental
6	3,697	8,275	4503	110	Hanging Baskets
6	25,828	29,007	4508	110	Christmas Lights
6	2,500	2,500	4515	110	Concert Series
6	16,558	8,135	4530	110	Community Grants
6	7,500	7,500	4550	110	Foden's Sponsorship
6	750	750	4551	110	Town Crier Honorarium
6	1,580	1,580	4560	110	Churchyard Maintenance
6	1,500	1,000	4573	110	Woodland and Wildlife
6	0	5,000	4601	110	Sandbach Partnership
6	52	0	4604	400	Tidy Town
6	0	200	4611	110	Remembrance Parade
6	1,215	0	4613	191	Indoor Market Hall Project
6	500	0	4614	400	Office Project
6	200	0	4616	400	Town Hall Office
6	8,311	4,907	4619	182	Car Parks refurbishment
6	734	2,000	4630	101	Legal Fees
6	0	1,200	4630	180	Legal Fees
6	5,700	5,728	4640	110	CCTV Contribution
6	613	3,356	4648	400	Neighbourhood Plan
6	1,000	1,000	4660	110	Allotments
6	520	0	4664	110	Sandbach Clean Team
6	14,420	0	4667	400	Asset Maintenance Prov
6	3,269	0	4670	180	New Purchases/Projects
6	195	7,744	4820	140	Community Events
6	452	2,725	4831	180	Town Hall Events Costs
6	0	2,138	4838	180	Cinema Costs
6	1	2,447	4840	180	Refreshment purchases
6	0	19,145	4850	101	Legal and professional fes
6	-368	12,441	6010	180	Town Hall Bar Purchases
6	3,194	776	6080	180	Maintenance
6	40	0	6080	182	Maintenance

Continued over page

## Sandbach Town Council

## Working details for ANNUAL RETURN - Year ended 31 March 2022

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	243	75	6080	190	Maintenance
6	245	898	6080	191	Maintenance
6	0	480	6090	180	Health and Safety
6	0	5	6090	190	Health and Safety
6	2,001	14	6091	101	Covid-19
6	2,743	538	6091	180	Covid-19
6	1,396	0	6091	190	Covid-19
6	4,332	0	6091	191	Covid-19
6	304	0	6091	200	Covid-19
6	10,452	11,193	6100	180	Light and Heat
6	0	-818	6100	184	Light and Heat
6	265	281	6100	190	Light and Heat
6	1,126	5,248	6100	191	Light and Heat
6	319	434	6100	200	Light and Heat
6	10,285	1,844	6110	180	Rates and Water
6	7,067	7,845	6110	190	Rates and Water
6	6,990	5,632	6110	191	Rates and Water
6	5,053	-895	6110	200	Rates and Water
6	2,539	4,603	6120	180	Repairs
6	849	2,181	6120	191	Repairs
6	50	2	6120	200	Repairs
6	250	6,208	6124	180	Condition Survey
6	1,113	0	6140	101	Waste Disposal
6	1,491	2,597	6140	180	Waste Disposal
6	3,592	5,815	6140	190	Waste Disposal
6	952	1,034	6140	191	Waste Disposal
6	0	27	6140	200	Waste Disposal
6	35	0	6150	180	Security
6	0	275	6200	185	Motor expenses
6	2,148	2,822	6200	190	Motor expenses
6	2,246	7,654	6220	180	Cleaning
6	0	3,642	6220	191	Cleaning
6	1,663	1,502	6230	180	Equipment renewals
6	1,260	2,599	6230	185	Equipment renewals
6	0	150	6230	190	Equipment renewals
6	2,882	0	6230	191	Equipment renewals
6	0	166	6240	180	Glassware
6	0	1	6260	180	Stationery
6	4,384	4,734	6280	180	Telephone
6	129	173	6280	190	Telephone
6	55	20	6280	191	Telephone
6	797	1,041	6290	101	Advertising
6	0	939	6290	190	Advertising
6	0	1,024	6290	191	Advertising
6	102	112	6291	191	Market Hall Advertising
6	774	1,168	6300	180	Performing Rights Licence

Continued over page

## Working details for ANNUAL RETURN - Year ended 31 March 2022

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	0	1,197	6300	191	Performing Rights Licence
6	200	200	6310	180	Premises Licence
6	559	2,509	6340	180	Marketing
6	10,708	5,080	6350	180	Irrecoverable VAT
6	853	1,025	6350	190	Irrecoverable VAT
6	3,215	2,278	6350	191	Irrecoverable VAT
6	295	1,271	6351	184	Town Hall Units Expenditure
6	0	8,643	6352	190	Christmas Market costs
6	96	128	6400	200	Supplies (Public Conveniences)
6	0	99	6402	200	Vandalism Repairs
6	8,478	13,471	6406	200	Contract Cleaning
6	(-) All other payments	<b>264,645</b>	<b>331,230</b>	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).	
7	(=) Balances carried forward	<b>825,447</b>	<b>959,803</b>	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]	
8	100	100	150	0	Cinema Float
8	650	650	152	0	Town Hall Float
8	780,326	933,888	200	0	Current/Reserve Bank A/c
8	85,175	85,183	202	0	Bonus Saver
8	166	26	250	0	Petty Cash
8	0	-214	280	0	Credit Card
8	Total value of cash and short term investments	<b>866,417</b>	<b>1,019,633</b>	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9	558,967	563,190	9	0	Total Fixed Assets
9	Total fixed assets plus long term investments and assets	<b>558,967</b>	<b>563,190</b>	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10	371,610	357,428	10	0	Total Borrowings
10	Total Borrowings	<b>371,610</b>	<b>357,428</b>	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	

## Explanation of variances

Name of smaller authority: **SANDBACH TOWN COUNCIL**  
 County area (local councils and parish meetings only): **CHESHIRE EAST**  
 Insert figures from Section 2 of the AGAR in all Blue highlighted boxes

Next, please provide full explanations, including numerical values, for the following that will be flagged in the green boxes where relevant:  
 • variances of more than 15% between totals for individual boxes (except variances of less than £200);  
 • a breakdown of approved reserves on the next tab if the total reserves (Box 7) figure is more than twice the annual precept/rates & levies value (Box 2).

	2020-21 £	2021-22 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. <b>DO NOT OVERWRITE THESE BOXES</b>	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	855,255	825,447					
2 Precept or Rates and Levies	687,192	689,544	2,352	0.34%	NO		
3 Total Other Receipts	81,910	183,234	81,324	99.28%	YES		Low income in 2020-21 due to COVID 19
4 Staff Costs	304,660	357,587	52,927	17.37%	YES		COVID reduced cost in 20-21. 21-22 ext cover for staff absence. Within budget tolerance limits.
5 Loan Interest/Capital Repayment	29,605	29,605	0	0.00%	NO		
6 All Other Payments	264,645	331,230	66,585	25.16%	YES		See attached summary
7 Balances Carried Forward	825,447	959,803			NO	VARIANCE EXPLANATION NOT REQUIRED	
8 Total Cash and Short Term Investments	866,417	1,019,633				VARIANCE EXPLANATION NOT REQUIRED	
9 Total Fixed Assets plus Other Long Term Investments and Assets	558,967	563,190	4,223	0.76%	NO		
10 Total Borrowings	371,610	357,428	-14,182	3.82%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

BOX 10 VARIANCE EXPLANATION NOT REQUIRED IF CHANGE CAN BE EXPLAINED BY BOX 5 (CAPITAL PLUS INTEREST PAYMENT)

**Bank Reconciliation Statement as at 31/03/2022  
for Cashbook 1 - Current/Reserve Bank A/c's**

18.2  
User: AO

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account 72702729	31/03/2022	2112	1,000.00
Business Reserve 91519578	31/03/2022	2112	932,048.74
			<u>933,048.74</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
25/10/2021 RE21711 Hitched Inv payment to trace		-838.80	
			<u>-838.80</u>
			933,887.54
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			933,887.54
		<b>Balance per Cash Book is :-</b>	<b>933,887.54</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date: 12/04/2022

Sandbach Town Council

Page 1  
User: AO  
**18.2**

Time: 12:31

**Bank Reconciliation Statement as at 31/03/2022  
for Cashbook 2 - Bonus Saver**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bonus Saver A/c 52505359	31/03/2022	2112	85,183.32
			<hr/> 85,183.32
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			85,183.32
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			85,183.32
		<b>Balance per Cash Book is :-</b>	<b>85,183.32</b>
		<b>Difference is :-</b>	<b>0.00</b>



**Bank Reconciliation Statement as at 31/03/2022  
for Cashbook 3 - Petty Cash**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/03/2022	2112	26.10
			<hr/> 26.10
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			26.10
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			26.10
		<b>Balance per Cash Book is :-</b>	<b>26.10</b>
		<b>Difference is :-</b>	<b>0.00</b>

Date:14/04/2022

Sandbach Town Council

Page 1  
User: AO  
18.2

Time:12:28

**Bank Reconciliation Statement as at 31/03/2022  
for Cashbook 7 - Credit Card**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Credit Card	31/03/2022	2112	-214.25
			<u>-214.25</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			-214.25
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	<u>0.00</u>
			-214.25
		<b>Balance per Cash Book is :-</b>	<b>-214.25</b>
		<b>Difference is :-</b>	<b>0.00</b>

**SANDBACH TOWN COUNCIL MEETING 8 JUNE 2022****TOWN HALL RESINSTATEMENT VALUATION INSURANCE IMPACT****BACKGROUND**

The Town Council received a letter from its insurer, Zurich, advising that depending on when a listed building was last valued there is a risk of under insurance. They strongly advised that a professional reinstatement valuation is obtained for any listed buildings every 5 years to protect against underinsurance in the event of a claim. The Town Hall complex is currently valued at £1,763,806.48

**REINSTATEMENT VALUATION**

Rory Mack Associates were instructed to provide a building reinstatement valuation for the Town Hall complex. The valuation was carried on site out by a MRICS registered valuer who was also provided with a copy of the floorplan of the complex.

Rory Mack Associates produced a report which stated that the reinstatement valuation for insurance purposes is £5,000,000 (Appendix A). This figure is on the basis of equivalent reinstatement as existing for insurance purposes, including costs to cover demolition and site clearance, architects, quantity surveyors, engineers and other professional fees, legal and planning fees, but exclusive of VAT (where appropriate) on a first day basis as at the 27<sup>th</sup> April 2022.

**INSURANCE IMPACT**

Zurich were presented with the report, and noted that the £5,000,000 valuation is a large increase from the current sum insured of £1,763,806.48, but that this is indicative of the current times as building costs have been shooting up for Listed Buildings.

Based on this increase to £5m, the annual premium would increase by £2,637.58 including Insurance Premium Tax (IPT). If increased from 3 May 2022, the additional cost for the period until renewal (16<sup>th</sup> July 2022) will be £541.97 including IPT. Sandbach Town Council have a Long Term agreement with Zurich until 17<sup>th</sup> July 2023, and so an acceptance of this figure means that the insurance premium for 2022-23 will rise from £5,430.38 to £8,067.96 for a year. This new figure would be payable on 17<sup>th</sup> July 2022 when the policy renews for another year.

**RECOMMENDED** that Council:

- i) Accept the Reinstatement Valuation Value of £5,000,000
- ii) Agree to pay the additional cost until renewal of up to £541.97
- iii) Agree to pay the revised insurance premium of £8,067.96 for insurance cover from 16<sup>th</sup> July 2022 – 17<sup>th</sup> July 2023
- iv) Note the increased premium for budget setting 2023-2024.

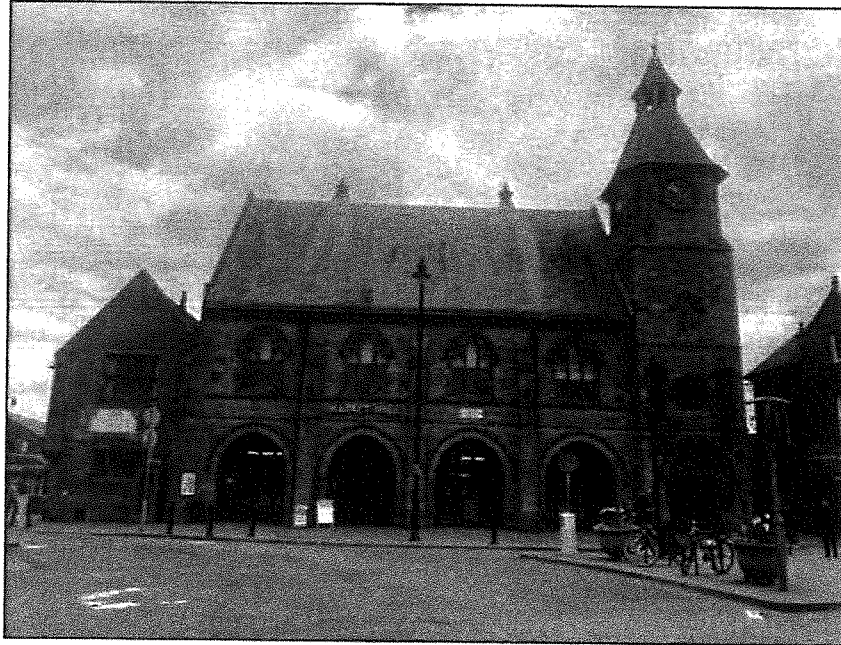
MW

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# 19 Appendix A

**RORY MACK**  
**ASSOCIATES**

## **Building Reinstatement Valuation**



In respect of

**SANDBACH TOWN HALL**

**HIGH STREET**

**SANDBACH**

**CW11 1AX**

Prepared for

**SANDBACH TOWN COUNCIL**

by

**Rory Mack Associates**

**27<sup>th</sup> APRIL 2022**

COMMERCIAL ESTATE AGENCY  
VALUATIONS  
RENT REVIEWS & LEASE RENEWALS  
PROPERTY MANAGEMENT

HOME BUYERS SURVEYS & REPORTS  
BUILDING SURVEYS  
EXPERT WITNESS REPORTS  
RATING APPEALS

SCHEDULES OF CONDITION  
SCHEDULES OF DILAPIDATIONS  
RESIDENTIAL LETTINGS  
CPO NEGOTIATIONS

Holly House,  
37 Marsh Parade,  
Newcastle-under-Lyme,  
Staffordshire ST5 1BT

**T: 01782 715725**  
**F: 01782 715726**  
**E: enquiries@rorymack.co.uk**



Rory Mack Associates Ltd.  
Registered in England & Wales.  
Reg No. 6424169



**WWW.RORYMACK.CO.UK**

# 19 Appendix A

## Instructions

Rory Mack Associates were instructed on the 14<sup>th</sup> April 2022 to provide a building reinstatement valuation of the property known as Sandbach Town Hall, High Street, Sandbach, CW11 1AX

The property was inspected on the 27<sup>th</sup> April 2022 by Paul Tomkinson, MRICS, Registered Valuer.

We confirm that there is no conflict of interest arising from our undertaking of the valuation and that we have Professional Indemnity Insurance cover in the sum of £2,500,000 (two million five hundred thousand pounds).

The valuation, unless otherwise stated, is provided subject to the agreed and signed terms of engagement.

## Limitations

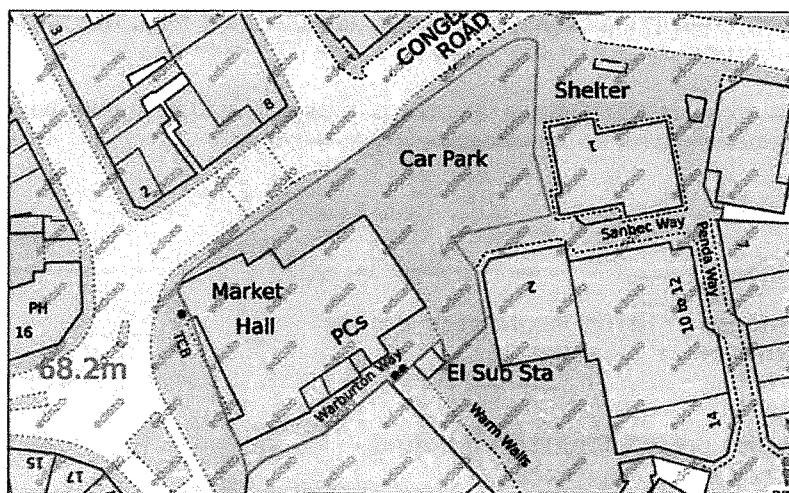
We have not carried out a structural survey and this report is not intended to comment on the condition or on any structural defects of the building.

We have not carried out any investigation into structural engineering design, compliance with legislation in relation to buildings, or the unsuitable use of high alumina cement or calcium chloride in concrete, calcium silicate brickwork, wood wool slabs used as permanent shuttering, cavity wall tie failure, radon gas seepage, or other materials considered deleterious in construction.

## Property Description

### Site

Below is an edozo plan of what we assume comprises the extent of the property which we have measured by way of edozo plans as having an area of 2,288 sq metres/0.565 acres that is approximately 40% developed by way of a building with the undeveloped area comprising predominantly surfaced car parking.



# 19 Appendix A

## Building

Comprises a detached building with solid brick walls supporting pitched slate and clay tile roof surfaces, built in y 1889 and being Grade II Listed, the details of which are below –

*"HIGHTOWN 1. 5144 (North Side) Town Hall and Market Hall SJ 7560 1/62 II 2. 1889. Architect, Thomas Bower of Nantwich. Gothic style; red brick with stone dressings; facade expresses 2 storeys; centre portion of 4 bays, each defined by buttresses and with 3-light mullioned windows in stone surrounds with hood moulds; string-course at 1st floor; below is an open arcaded loggia of 4 pointed arched openings; 4-stage tower block on right-hand side, the upper octagonal, with a clock face on 4 sides, and the whole surmounted by a pyramidal tiled roof, and open lantern; below is an elaborate entrance with pointed arched head surmounted by carved stone heraldic panel and flanked by a pair of stone statues which stand high on corbels under canopies. Gabled bay on left-hand side with 4-light stone mullioned and transomed window. The Market Hall, which is a somewhat later addition, is a plain span-roof brick wing extending at the rear."*

Listing NGR: SJ7580360887

Internally, the accommodation comprises a ground floor of retail units, indoor market, offices and WCs, with a first floor of ballroom and a charter room/bar on the small second floor.

From on site and edozo online plan measurements, we measured the gross external area of the building as 14,570 sq ft/1,354 sq metres.

We have thus applied the appropriate reinstatement cost on a £/psf basis to the building and calculated the reinstatement valuation for insurance purposes in the sum of:-

**£5,000,000**  
**(Five Million Pounds)**

On the basis of equivalent reinstatement as existing for insurance purposes, including costs to cover demolition and site clearance, architects, quantity surveyors, engineers and other professional fees, legal and planning fees, but exclusive of VAT (where appropriate) on a first day basis as at the 27<sup>th</sup> April 2022.

We trust the above is satisfactory for your purposes although should you require any further assistance please do not hesitate to get in touch.

Signed



 **MRICS Registered Valuer**  
**Director, Rory Mack Associates**

 **MRICS Registered Valuer**  
**Director, Rory Mack Associates**

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# Blitz Fireworks Limited

14 Hightown  
CREWE, Cheshire, CW1 3BS  
United Kingdom

Telephone: 01270 211129  
Email [mandy@blitzuk.com](mailto:mandy@blitzuk.com)



HIGHTOWN . CREWE . T: 01270 211129

## Issued To:

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

**Issue Date**

20/04/2022

**Expiry Date**

20/05/2022

**Reference**

Christmas Market 2022

**Number**

SQ-9

## SALES QUOTE

Code	Description	Qty/Hrs	Price/Rate	VAT %	Net Amt
Miscellaneous Items	Sandbach Christmas Market 2022 infrastructure as per 2021	1.00	9,980.00	20.00	9,980.00

VAT Rate	Net	VAT	Net Amount	
Standard 20.00% (20.00%)	£9,980.00	£1,996.00	9,980.00	
			VAT Amount	1,996.00
			<b>TOTAL</b>	<b>£11,976.00</b>

## Deliver To:

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

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PAGE**

18 May 2022

STC Notes  
RBS  
PO 2012  
4850 101



Agnieszka Obrochta  
Sandbach Town Council  
Sandbach Town Council  
Sandbach Town Hall, High Street  
Sandbach  
Cheshire  
CW11 1AX

Park View Business Centre  
Combermere  
Whitchurch  
Shropshire  
SY13 4AL

Tel: 01948 871314

**PLEASE MAKE CHEQUES PAYABLE TO:**

*Cheshire Association of Local Councils*

*Account No: 61050727*

*Sort Code: 08 90 57*

**ADMINISTRATION**

Nikki Hewitt  
nikkihewitt@chalc.org.uk

**INVOICE NUMBER: 2022/033**

Date	Item/Description	Qty	Unit Cost	Total
18.05.22	ChALC Development Support for Sandbach Town Council (Papers attached)			£7948.85
			<b>Post and Packing:</b>	
			<b>Total Amount Due:</b>	<b>£7948.85</b>

----- ✂

**FOR PAYMENTS BY BACS PLEASE RETURN THIS SLIP TO THE ADDRESS BELOW**

**COUNCIL OR COMPANY:** Sandbach Town Council

**INVOICE NUMBER:**  **AMOUNT PAID:**  **REF:**

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PAGE**

212  
Hipswing

## TAX INVOICE

Sandbach Town Council  
Attention: Hightown  
Sandbach  
CW11 1AE  
CHESHIRE

**Invoice Date**  
20 May 2022

**Invoice Number**  
INV-13283

**Reference**  
4790

**VAT Number**  
915872794

Hipswing Entertainments  
Limited  
Unit 10 Oasis Business Park  
Road One  
Winsford  
Cheshire  
CW7 3RY  
UNITED KINGDOM

Description	VAT	Amount GBP
Final balance fee for 2nd July 2022	20%	3,579.19
	Subtotal	3,579.19
	TOTAL VAT 20%	715.84
	<b>TOTAL GBP</b>	<b>4,295.03</b>

### Due Date: 30 May 2022

Payment is due 21 days BEFORE event date and can be made by:  
CREDIT or DEBIT CARD by calling the office, or  
BACS to Account Number 52565246 sort code 010780 quoting your name, invoice number or booking reference, or  
CHEQUE payable to Hipswing Entertainments Limited

## PAYMENT ADVICE

To: Hipswing Entertainments Limited  
Unit 10 Oasis Business Park  
Road One  
Winsford  
Cheshire  
CW7 3RY  
UNITED KINGDOM

**Customer** Sandbach Town Council  
**Invoice Number** INV-13283  
**Amount Due** **4,295.03**  
**Due Date** 30 May 2022  
**Amount Enclosed**

Enter the amount you are paying above

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PAGE**

23.1

Dear Sir/Madam

The attached documents have been completed on the request of our residents at Union Street, Sandbach. The documents highlight problems we have been dealing with for quite a while, and they were sent to try and get them rectified.

These have been sent for your attention and to ask for them to be placed on the next agenda.

Yours Sincerely

Secretary of the Union Street Community Group (USCG)

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Union Street  
Sandbach  
Cheshire

26<sup>th</sup> March 2022

Ref: Issues to be addressed in Union Street

This letter is being written on behalf of the residents of Union Street, Sandbach, concerning the issues that we are having to live with each day are addressed.

The meeting on Tuesday 22<sup>nd</sup> of March at Union Street Community Centre was to address these issue highlighted below.

#### Point two of the Agenda Parking

One of most difficult issues residents are dealing with is parking! Residents and their relatives should be able to park in the street or within designated parking bays without worry, however this is not the case! We as a group have been campaigning to get this rectified for some time, it's like banging on a door when there is no-one in!!

People who park here every day, come in the morning park their car, and go to work in Sandbach Town or the nursery on Crewe Road, leaving their cars all day! This means some of the residents in their later years, some who are disabled, cannot get their cars out of their drives, if they go out to do their shopping or to the Doctors' appointments. When they return there are no parking spaces for them to park. If there is to be parking in the street, then there must be a time limit and it must be enforced. One resident raised a point about none residents parking their cars late in the evening in resident bays, one lady resident had to park her car near flat lane and walk back she has a spinal condition and felt very ill after this, the people using the spaces were drinkers from the pub on Crewe Road!!

There is also the issue with the morning and afternoon school runs on Crewe Road, which is causing problems with accessing and leaving the street they are parking on the double yellow lines right up to the junction. They park on the road using the pavements so people with pushchairs or wheelchairs cannot get through. This parking during school times is far too dangerous we have already had a near miss, so I think parking should not be allowed from 08:00 to 09:30 in the morning and 14:00 to 16:00 in the afternoon as safety issues are a concern. Also, we have acknowledged the rising of incidents of abuse from these drivers if we ask them to move their car so we can get out it is disgusting and some of the residents are frightened to go out due this abuse.

There is also an Air Cadet base in Flat Lane they have two sessions a week, when parents come to collect their children, they sit in their car's headlights beaming and engines running also they do like to speed up and down the road. Residents have complained to the parents and the RAF officer in charge many times over the years and again the residents were abused, and it fell on deaf ears, this seems to happen a lot!!

Some of these issue lay with Cheshire East who have also been informed of the issue, however the issue of parking is part of Dane Housing remit, which include signs that inform users that the parking bays are for residents and the relatives only; for example Cecil Rigby Close has 9 'no parking signs' (we counted) and also road barriers that can taken out and

replaced as and when the resident leaves or returns, but then we did find most of the other Sheltered accommodation in other areas have similar facilities. Therefore, the question to ask is why is it Union Street does not have the same facilities as all the other sites??

#### Point Three of Agenda Street Repairs/Issues

Union Street has been termed a military barracks – bland and untidy, well this may be because people who do not live in this street use it as the local dog toilet, and local parking area. The residents get fed up with having to clean up after others and of the abuse from dog owners when they are asked to move their dogs' deposits! The solution we came forward with is the gardens at the front of the bungalows be fenced off, with small bushes or fences so the dogs can't get on the gardens, if the resident wants.

This would give Union Street that homely feeling instead of it looking like a commercial road, people are quite happy to do their own gardens and others too. We are also open to other ideas, but we need to stop this action as soon as possible, if the street looks untidy then people will not respect our homes.

The gutters are becoming a real issue now, people who live here are not capable of getting up a ladder to clean the gutters. We have been told by your site workers that it's our responsibility to clean them not Dane Housing! Some of the bungalows have great big trees next to their homes, which fill everything in the area with leaves and seeds, these trees have outgrown their habitat and now encroaching on the buildings, filling gutters etc. There needs to be a better solution to this issue.

While on the issue of trees another problem is now causing issues. The roots from the bigger trees are now starting to push up the paths, growing under the bungalows and breaking the drains as they search for water. The paths in the street and in the back gardens are becoming dangerous, it is so easy for most of the residents to trip and fall, which could result in very bad injuries which in turn would be your responsibility.

Over the last two years it has been noted by the residents that the double glazing is not fit for purpose, having to close curtain's day or night to keep the heat and drafts can be felt this can cause chest problems such as bronchitis, pneumonia or worse, again it is an issue that needs addressing.

The alarms we have in the homes, need looking at as a few residents are complaining that they are not confident using the system. We have had a few falls in the street where they have not been able to get up and stayed on the floor some overnight and we do think we need to look at this to find a better way forward.

#### Point four of Agenda Flats

People in flats on Union Street have stated that are finding it difficult to get information and post delivered as there are no post boxes, we do believe that post boxes would be a better way for residents to get their information safely and securely.

We as a community enjoy our homes and as a community group have great respect for our neighbours and friends, we need to ensure that these residents who are aged between 55 to 99 years, some with disabilities, are well looked after like the rest of the elderly communities in Sandbach.

23.1

As the issues we have raised need to be addressed, we would like to invite you to come to a meeting of our residents to answer the points raised and to discuss a way forward, so if you could give some dates so that we can get the residents and Cheshire East organized, preferably an evening I would be grateful.

I look forward to your reply.

Yours sincerely

Secretary of Union Street Community Group USCG

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PAGE**

Union Street  
Sandbach  
Cheshire

26<sup>th</sup> March 2022

RE: Union Street Community Group Meeting.

Dear Mr. Corcoran

This letter is being written as the request of Union Street residents, who wish the issues we are having to live with be rectified.

The meeting on Tuesday 22<sup>nd</sup> of March at Union Street Community Centre was to address the issues which are itemized below.

#### Point one of Agenda Traffic

The biggest issue is the traffic and parking in the street at all times of day and night, this has been raised several times in the last six years, yet we have never had a satisfactory outcome or even a satisfactory answer.

We are getting articulated lorries coming into the street, get halfway down see it is a dead end and then cannot turn round as the turning-head is blocked by vehicles belonging to the workshop. This means they then must reverse back up the street into one of the resident parking bays; this is causing traffic queuing, and residents trying to get out are being met by a vehicle that is too large to make a safe turn. There has been several cars and street furniture that has been damaged due this type of maneuver the damage has never been repaired or vehicle owners compensated. A street sign on Flat Lane has been tangled and twisted by a lorry.

This problem is being caused due to there being no signage at the entrance to Union Street or near to the entrance, to enable road users to be made aware that this is a dead end, most streets have! Also, car drivers think they can get through to Waitrose and B & M from this road for the same reason.

Waitrose were informed that their delivery address was 1 Flat Lane this being one of two private bungalows in a cul-de-sac! However, we are still having the same issue but also with B & M driver; they need to be able to use their satellite navigations systems, correct and up to date providing the right directions.

#### Point two of Agenda Parking

One of the most difficult issues residents are dealing with is parking! Residents and their relatives should be able to park in the street without worry, however this is not the case! We as a group have been campaigning to get this rectified for some time, it's like banging on a door when there is no-one in!!

People who park here every day, come in the morning park their car, and go to work in Sandbach Town or the nursery on Crewe Road, leaving their cars all day! This means some of the residents in their later years and disable cannot get their cars out of drives, when

residents go out to do their shopping or to the Doctors, when they come back there are no parking spaces for them to park. If there is to be parking in the street, then there must be a time limit and it must be enforced. One resident raised a point about none residents parking their cars late evening, in resident bays, one lady had to park her near flat lane and walk back she has a spinal condition and felt very ill after this, the people using the spaces were drinkers from the pub on Crewe Road!!

There is also the issue with the morning and afternoon school runs on Crewe Road, which is causing problems with accessing and leaving the street they are parking on the double yellow lines right up to the junction. They park on the road using the pavements so people with pushchairs or wheelchairs cannot get through. This parking during school times is far too dangerous we have already had a near miss, so we think parking should not be allowed from 08:00 to 09:30 in the morning and 14:00 to 16:00 in the afternoon as safety issues are a concern. Also, we have acknowledged the rising of incidents of abuse from these drivers if we ask them to move their car so we can get out it is disgusting and some of the residents are frightened to go out due to this abuse.

Furthermore, we have an issue that we have had to deal with for nearly 6 years first with the car wash and now with the workshop, Speeding!! As the workshop repairs cars, they are using the street as a test track racing up the street then emergency braking, their friends and customers race up and down the street revving engines; residents have complained they have no confidence in being able to cross the road in time, animals and pets are also in danger. We want strips placed across the road so the speed and weight of vehicles can be monitored, as the road and pavements are breaking up.

This test was done before, with the car wash, however the results were not the same as we had measured so we would like this to be done independently.

There is also an Air Cadet base in Flat Lane they have two sessions a week, when parents come to collect their children, they sit in their car's headlights beaming and engines running also they do like to speed up and down the road. Residents have complained to the parents and the RAF officer in charge many times over the years and again the residents were abused, and it fell on deaf ears, this seems to happen a lot!!

### Point Three of Agenda Planning

Union Street is a sheltered accommodation area with residents aged between 55 and 99 and it is a place where people live their later years in peace with friends, however we have now found that the street is classed as a commercial area consider the workshop at the bottom of the street. There have also been adverts stating this is an industrial estate; it is our request that in the issue of planning classification that Union Street be reclassified as residential (sheltered.)

The business at the end of the road has been a cause of distress to residents, not keeping to planning conditions. Working late into the night, vehicles being dropped off in the early hours of the morning frightening the elderly residents. The blocking of the turning head is causing no end of problems with large vehicles that cannot turn round. Before the building of Home Base and B & M there used to be several trees that protected Union Street from the bad winds, when these were destroyed it left the street open to the elements that have recently caused falls etc.

23.1

We asked to have these trees replaced and we received lottery funding to create a green corridor, however we have had one set of trees uprooted and we have other trees waiting now to be planted, but we cannot get a straight answer from the council.

These issues need sorting however if this is going to fall on deaf ears again, this time this will go further we have all had enough. We would like to invite you to come to a meeting of our residents and Dane Housing to answer the points raised and to discuss a way forward, so if you could give some dates that we can get the residents and Dane Housing organized, preferably an evening, I would be very grateful.

Yours sincerely

Secretary to the Union Street Community Group (USCG)

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Dear Council Clerk,

**Community Governance Review of Town and Parish Council Governance-  
outcome of Cheshire East Council meeting on 27<sup>th</sup> April 2022**

You will recall that I wrote to you on 21<sup>st</sup> April 2022 and provided information about the progress of the Community Governance Review. I also provided information about the meeting of Cheshire East Council on 27<sup>th</sup> April 2022, together with an electronic link to the agenda papers for that meeting, including further electronic links to the detailed recommendations in respect of all of the Borough's local councils. I append a copy of my letter, for ease of reference.

I now write to let you know that all of the recommendations in the report, relating to Council governance, were formally approved by Full Council.

I would therefore encourage you to look at the details of the appendices to the report, which will show those changes which will apply to your Council, and which will be implemented in April 2023.

Recommendations in respect of Council governance have been made in respect of every town or parish council in the Borough, whether these are for:

- No changes to current governance
- Minor changes to current governance (eg changes to warding, or numbers of parish councillors)
- Major changes eg changes to boundaries, mergers with other town or parish councils etc.

I would further encourage you to formally report to your Council upon the agreed recommendations which will apply to it. I believe you will agree that it is most important for all of your Council members to fully understand these matters. Also, I am sure you will wish to be familiar with all of the detail, since any recommendations for change will impact your Council with effect from April 2023.

You will find a very helpful summary guide to the agreed recommendations in respect of each Council, by looking at Appendix 1 to the report to Cheshire East Council. The summary detail begins on page 17 of the Appendix. This shows a simple table, identifying each Council in alphabetical order, the third column of which summarising any changes.

Much more detail can be found in Final Recommendations Assessment Report, which comprises Appendix 3 to the Cheshire East Council report.

Turning to the way in which the agreed Community Governance Review recommendations will affect Councils, I hope that I can provide you, and your Members, with some reassurance.

My Council understands the need for us to work closely together in ensuring that any changes to Council governance arrangements are appropriately managed, and that reasonable support is provided to affected Councils.

You may recall that I previously copied to you the agenda which was considered by my Council's Community Governance Review Sub-Committee on 4<sup>th</sup> April 2022. Here is a link to the report:

[Agenda for Community Governance Review Sub-Committee on Monday, 4th April, 2022, 2.00 pm | Cheshire East Council](#)

Please note, from paragraphs 8.2-8.4 of the report that the Council has agreed that practical support should be put in place to assist affected Councils:

*8.2 It is clear that our ongoing engagement with town and parish councils will be of key importance as part of the process which will lead to the changes, arising from the review, taking effect in 2023. Whilst, from a purely legal perspective, the responsibility for dealing with such matters rests with the town and parish councils themselves, some degree of support to our town and parish council partners should be provided by this Council.*

*8.3 Throughout the CGR process, there has been significant collaboration between the officers of this Council, and the Cheshire Association of Local Councils (ChALC). ChALC has already provided valuable inputs in respect of the process followed so far and has been a partner in facilitating important engagement with town and parish council members and officers.*

*8.4 Further work will take place, in partnership with ChALC, to ensure clear communication with our town and parish council partners. Initial discussions have taken place with ChALC which are expected to lead to ChALC providing comprehensive support to all affected town and parish councils (not just those which are members of ChALC). In this way, the expertise and practical experience of ChALC can be drawn-upon, for the benefit of all town and parish councils within the Borough.*

We are very grateful for the opportunity to work together with ChALC in the provision of support for Councils, as set out in the above paragraph extracts from the report.

I have already met with the Chief Officer of ChALC, Jackie Weaver on a number of occasions, to discuss how this support might be provided over the coming months, and I am very encouraged with the outcome of those meetings. Jackie has kindly offered to provide support to all Councils, not just those which are members of ChALC.

I do hope that this letter is helpful to you, and that you will now take steps to report upon any governance changes which apply to your Council.

There will be further communications in due course.

Best wishes,

Head of Democratic Services and Governance

21<sup>st</sup> April 2022

Dear Council Clerk,

**Community Governance Review of Town and Parish Council Governance, and arrangements for Council meeting on 27<sup>th</sup> April 2022**

I write further to my letter to you of 7<sup>th</sup> April, as I thought you might appreciate an update on the Community Governance Review, the recommendations of which having been considered by the Corporate Policy Committee on 14<sup>th</sup> April.

I am sure that if you would like to see more of the detailed recommendations in respect of town and parish council governance, you will review the appendices to the Community Governance Review report, which can be seen here:

<http://moderngov.cheshireeast.gov.uk/ecminutes/ieListDocuments.aspx?CId=569&MId=9237&Ver=4>

The Committee endorsed the recommendations in the appendices, and recommended these to Full Council, which meets at 11.00am on 27<sup>th</sup> April 2022, at Macclesfield Leisure Centre. Please see the Council agenda here:

<http://moderngov.cheshireeast.gov.uk/ecminutes/ieListDocuments.aspx?CId=239&MId=9232&Ver=4>

**Public speaking time**

Our Council meetings have a standard agenda item which enables members of the public to speak. The Mayor wishes to use this time to enable any visiting town or parish council member or Clerk to speak on the Community Governance Review item. In recognition of the importance of this item, the Mayor has decided to extend the time allowed for each visitor to speak, to 3 minutes. However, in doing so, the Mayor has asked that a spokesperson should be appointed by councils, to represent their views, where this is possible. The Mayor would also not wish to hear repetition of points made by other speakers.

Please do let my colleague, know if it is your intention that a representative of your council should attend the meeting to speak:

23.2

Best wishes,

Head of Democratic Services and Governance

Sent: 06 May 2022 13:38

To: Ceri Lloyd <[clerk@sandbach.gov.uk](mailto:clerk@sandbach.gov.uk)>

Subject: Full Fibre broadband launching in Sandbach

Hi Ceri,

I hope this email finds you well.

My name is Louise, from Zzoomm. I'm excited to let you know we're bringing gigabit-speed broadband to almost every home and business in Sandbach. This means residents in the area, including those in your ward, will be one of the first towns in the country to undergo this digital transformation.

**I would be delighted to invite you and your key members to meet our CEO Matthew Hare, as well as our key board members to have a chat about what Zzoomm's future-ready technology will mean for the area, prior to our official announcement over the course of this month.**

Matthew Hare, CEO and Founder of Zzoomm has a strong track record with Full Fibre rollout, he also founded rural fibre network Gigaclear. Since launching in 2018, we are a 400-strong team, with our head office based in Oxford. Our Zzoomm towns already include Henley-on-Thames, Hereford, Sandhurst, Crowthorne, Thirsk, Northallerton, Easingwold, Cannock and Crewe.

**Some key articles that may be of interest:**

[You're never too young and never too old to Zzoomm](#)

[MP, Kevin Hollinrake visits Thirsk with Zzoomm](#)

[Zzoomm ranks #37 of #200 in Singer Growth Report 2021](#)

[Phyllis Court in Henley – 1 year of Zzoomm](#)

Our gigabit-capable network delivers broadband speeds up to 47x faster than standard fibre, with a future-ready capability to go to 10Gbps. We'll be the first full fibre network in the area, so we look forward to working with the community.

We'd love to ensure that we work closely with you and the wider community to ensure consistent community engagement throughout the duration of the build.

I look forward to hearing from you and yours and your teams availability at a time that suits you.

My number is [Redacted] or alternately you can respond via email.

Best wishes,

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# 23.4

**From:**  
**Sent:** 17 May 2022 16:01  
**To:** Info <[info@sandbach.gov.uk](mailto:info@sandbach.gov.uk)>  
**Subject:**

Good afternoon, may i introduce myself, some of you may know me, my name is [Redacted], i am a first responder for NWAS, i have responded in sandbach for 15 years volunteering my time for free, going to cardiac arrests and many more life threatening calls, in which time i have always used my own car, my fellow responders in Nantwich, crewe, have managed to get a responder car with sponsorship from there local town councils, i was wondering if this would something sandbach town council would like like to help out with, it costs a lot to run our vehicles, so to get a marked vehicle with sponsorship from yourselves would be great asset to your local community, i would put your sponsorship details on the car,if crewe and nantwich town councils can provide this i am sure the folk of sandbach would be happy for you to help out,

I can provide proof that this as been done, in fact if you look on nantwich responders face book you can see the local mayor handing over there sponsorship for another 12 months, if this is something you would consider please contact me, as for the vehicle it would belong to me, for the use of responding i would be responsible for the road tax, insurance and maintenance on the vehicle

Thank you

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