

SANDBACH TOWN COUNCIL

TOWN COUNCIL MEETING AGENDA

Agenda for the meeting to be held on Wednesday, 6th April 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

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

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.

Requests to speak received from: SUFC and Sandbach Transport Festival.

4. CHESHIRE EAST COUNCIL SANDBACH MATTERS – CLLR SAM CORCORAN

To provide an update on Cheshire East Council Sandbach Matters.

5. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 14 MARCH [ATTACHED].

All Minutes for Agenda items 7 – 13 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 7 MARCH AND 28 MARCH 2022 (DRAFT).

7. TO NOTE THE MINUTES OF THE MEETING OF THE PERSONNEL COMMITTEE HELD ON 31 MARCH 2022 (DRAFT).

8. TO NOTE THE MINUTES OF THE FINANCE, POLICY AND GOVERNANCE COMMITTEE MEETING HELD ON 2 FEBRUARY 2022 (DRAFT).
9. TO NOTE THE MINUTES OF THE MEETINGS OF THE COMMUNITY AND ENVIRONMENT COMMITTEE MEETING HELD ON 2 MARCH 2022 (DRAFT).
10. TO NOTE THE MINUTES OF THE MEETING OF THE EVENTS SUB-COMMITTEE MEETING HELD ON 16 FEBRUARY 2022 (DRAFT).
11. TO NOTE THE MINUTES OF THE MEETING OF THE ASSETS AND SERVICES COMMITTEE – NONE HELD.
12. TO NOTE THE MINUTES OF THE MEETING OF THE SMALL COMMON REDEVELOPMENT SUB COMMITTEE HELD ON 23 FEBRUARY 2022 (DRAFT).
13. **MATTERS ARISING FROM COMMITTEE MEETINGS**
There are none.
14. **LOCAL HIGH STREET**
[Presentation by Local High Steet at 6pm Prior to Council Meeting]
Lead: The Mayor
Action: *To: Agree and delegate any further actions as required.*
15. **TRANSPORT FESTIVAL FUNDING**
[Attached: Report and Application]
Lead: The Mayor / Locum Town Clerk
Action: *That:*
 - i. *Council consider the revised grant application of £5000 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

[Attached: Report]

Lead: The Mayor

Action: That:

- i. Council consider longer term more sustainable funding for local organisations providing services and activities which are consistent with the draft corporate strategy objectives;*
- ii. Consider at the next meeting an amount to set aside from council reserves, subject to the final accounts outcome for 2021-22, and subsequent budget setting process;*
- iii. Sporting organisations be invited to approach the Council before the next meeting with their funding requests and desired outcomes.*

17. SANDBACH NEIGHBOURHOOD PLAN REFRESH UPDATE

Lead: The Mayor

Action: *To note the update and to thank the Members of the Public and Councillors of the Neighbourhood Plan Working Group.*

18. HANGING BASKETS

[To Follow - Service Agreement and quote]

Lead: Locum Town Clerk

Action: *To review service agreement, quote and agree plans for 2022 floral provision.*

19. CHESHIRE EAST ELECTION INVOICES

[Attached: Cheshire East Election Invoices]

Lead: The Mayor

Action: To:

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

20. SECOND INTERIM INTERNAL AUDIT REPORT 2021-22

[Attached: Report and Second Interim Audit Report]
Lead: Locum Town Clerk
Action: *That:*

- 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

[Attached: Petty Cash List of Payments and Credit Card List of Payments]
Lead: The Mayor
Action: *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

22.1 Cllr Laura Crane

Planting a Tree for the Jubilee

[Attached: Letter received 22nd March 2022]

Action: To review and agree any further actions

23. CORRESPONDENCE

23.1 Sandbach United Football Club

Letter received on 8 January 2022 seeking the support of the Council to seek potential funding opportunities to support redevelopment of the Car Park at the Football Club.

24. 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

25. STAFFING UPDATE

Lead: Locum Town Clerk

Action: *To receive a verbal update from the Locum Town Clerk.*

26. DATE, TIME AND PLACE OF NEXT MEETING

The next Town Council Meeting is the Annual General Meeting scheduled to take place on Wednesday 18th May 2022 at 7pm in Sandbach Town Hall

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 Monday, 14th March 2022 at 7.00pm, in Sandbach Town Hall.

PRESENT

Councillors: G Price Jones (Mayor)
 K Flavell (Deputy Mayor)
 L Crane
 S Broad
 N Cook
 R Hovey
 A Nevitt
 A Smith
 N Adams
 J Beddows
 M Muldoon
 D Hegarty

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

1. APOLOGIES FOR ABSENCE

Cllrs: S Corcoran
 S Crane
 G Merry

Absent without apologies: S Kirkham
 R Hoffmann
 P Eaton
 K Seymour

2. DECLARATIONS OF INTEREST

There were none.

PUBLIC QUESTIONS

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

Speaker 1.

Referenced environmental climate change and encouraged Members to include stronger reference and goals for effective climate related strategies within the draft Corporate Strategy document.

The resident was thanked and encouraged to feedback views through the consultation process.

There being no questions, following the minute's reflection for the people of Ukraine, the meeting was reconvened.

3. ITEMS TO BE CONSIDERED WITH THE EXCLUSION OF PUBLIC AND PRESS

Resolved: That item 6 be considered with the exclusion of the public and press, under the Public Bodies (Admission to Meetings) Act 1960 due to reference to individuals.

4. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 9 FEBRUARY.

Amendment was requested to include reference to Locum Clerk agreement to draft a consultation/engagement policy.

Resolved: Subject to amendment above, the minutes of the meeting held 9 February 2022 are agreed as a true record.

5. DRAFT CORPORATE STRATEGY

[Attached: Draft Corporate Strategy]

Lead: The Mayor

It was confirmed that the draft document, as presented, had been formed following outcomes of discussion sessions to which all Members were invited.

The public consultation is proposed to launch at the Annual Town Meeting, 23 March, for 6 weeks and will include advertising via website, social media, leaflet and display in the library to obtain essential public input and feedback.

It was requested that the Cemetery be referenced within the draft; text will be submitted to the Locum Clerk for inclusion.

Resolved: That:-

- i) Subject to tracked changes being submitted to the Locum Clerk, the draft document is approved for consultation.
- ii) Public consultation will launch 23 March at the Town Meeting and close 15th May 2022.

6. TO APPROVE PAYMENT TO CHALC

Lead: The Mayor

Discussed during closed session of the meeting.

Resolved: That:-

- i) Payment of the ChALC invoice for £11,102 is approved.
- ii) The remaining Chalc invoice of up to £8,000 is approved.

- iii) Provision of these services and associated costs are funded through virement from the 2021-22 underspent salaries budget.

7. DATE, TIME AND PLACE OF NEXT MEETING

The next Town Council Meeting is scheduled to take place on Wednesday 6th April 2022 at 7pm in Sandbach Town Hall.

Meeting Closed 8.00pm

Cllr G Price Jones, Mayor

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SANDBACH TOWN COUNCIL**COUNCIL MEETING 6 APRIL 2022**

Lead Town Clerk / Town Mayor

ITEM**TRANSPORT FESTIVAL GRANT RE-APPLICATION & FUNDING****BACKGROUND**

The transport festival has been cancelled in the years 2020 and 2021 due to COVID 19. A grant of £12K 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.

Due to continuing uncertainties with COVID 19, a decision to hold the 2022 Festival was not made until January 2022, severely curtailing planning activities and limiting funding opportunities. As a result of these and other factors cost estimates for the festival have risen and some sponsorships have ceased.

At its meeting of 9 February 2022, Council considered a grant application from the Transport Festival Committee of a further £12K requested as a result of the increased net cost of the festival. After some debate, although the Council supported the Festival going ahead it resolved the following:

Resolved: That:-

the grant is refused on the grounds of insufficient information being received to support the application.

Permission to use Small Common is granted, excluding space allocated for Saturday Market and subject to receipt of necessary insurance documentation.

Equipment is not available for the festival use

UPDATED POSITION

As a result of this decision, and resulting funding difficulties, the Transport Festival Committee have reviewed the overall cost of the Festival. Some costs have been absorbed and contained and others have risen – in particular the cost of CEC road closure management. The Festival Committee are requesting therefore that the Council consider a revised grant application of £5,000, a much reduced figure, to allow the 2022 festival to go ahead with adequate provision.

FUNDING FOR THIS REQUEST

The Council budget currently contains an annual provision of £12,000 for the Transport Festival. This has been unallocated in 2019-20 and 2021-22 budget, returning £24,000 to Council reserves. It is proposed that the grant request of £5,000

is allocated from the 2021-22 budget underspend and that the remainder is made available for additional grant / sponsorship applications in 2022-23 and beyond.

FUTURE WORKING

Due to COVID 19 and other challenging factors there have been a number of issues in establishing funding arrangements for this festival to go ahead. The Council is very keen to work collaboratively with partners and support community events which are consistent with its Corporate Strategy. It is proposed that the Transport Festival Committee and Town Council work together to determine a sustainable future working arrangement and funding package to deliver affordable events in future years.

RECOMMENDED that:

- i) Council consider the revised grant application of £5,000 to be funded from the 2021-22 underspend 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.

SANDBACH TOWN COUNCIL
APPLICATION FORM - GRANTS TO VOLUNTARY ORGANISATIONS

Name of Organisation or Group: Sandbach Transport Festival

Contact Person: Martin Forster

Address: [REDACTED]
Sandbach

Post Code CW11 4NS

Tel No: Day [REDACTED] Eve [REDACTED]

E-mail: [REDACTED]

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

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

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

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

1 **Total cost of your project?** £27,173.17 as of 25 March 2022; Sum requested from STC is £5,000

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

Spreadsheets attached dated 1/11/2021 and 25/3/2022.

2 A summary of your project:

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

This is detailed in the spreadsheet showing the initial projected budget for the 2022 Festival, and an updated budget.

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

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

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

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

How does the project meet these priorities?

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

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

Shown on spreadsheet.

We also contacted CEC but we do not meet their criteria for funding.

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

We have approached several local organisations re possible sponsorship.

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

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

If yes, please give details

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

YEAR	2020	2019	2018
Accounts Balance b/f	£3,289.00	£6353.44	£8,042.09
Accounts Balance c/f	£14,420.00	£3,289.27	£6,353.44
Income - total	£15,353.00	£13,662.55	£17,343.57
Expenditure - total	£4,219.00	£16,724.17	£19,031.68
Year-end bank balance	£14,420.00	£3,289.27	£6,353.44
Deposit account balance	£1,578.00	£1575.67	£1,573.12

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

8 Describe the geographical area in which your Organisation works.

Sandbach and surrounding area.

9 What proportion of the work takes place in Sandbach?

Exclusively in Sandbach.

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

Name Sandbach Transport Festival

If payment by BACS is preferred:

Bank Account Name.....

Account NumberSort Code.....

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

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

Signed: Martin Forster

Position within the Organisation: Treasurer

Signed: Position within the Organisation:

On behalf of: Sandbach Transport Festival Date: 25 March 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

Sandbach Transport Festival 23-24 April 2022

Notes to accompany STC Grant Application Form and Budget spreadsheets dated 1/11/2021 and 25/3/2022

1. The last Festival was in 2019. The projected budget produced on 1/11/2021 was based on the actual costs in 2019 with a best estimate included. We have produced a more detailed itemised list of expenditure for 2022. This is why the actual costs under admin costs for 2019 are so high. With Covid uncertainties we only made the final decision to go ahead with the 2022 Festival on 26 January 2022. This left us with about half the planning time normally given to organising the event. We also had 3 key members leave the committee. The new members have put an incredible amount of time and effort to make up for lost time.
2. Our projected income from traders/sponsorship for 2022 is currently at £3425 – below the £4500 originally estimated. We are still hopeful of at least matching this estimate.
3. We have sought to cut costs where possible – making the entertainment in the Park self-financing. This saved in the region of £2500. We have produced in-house certificates for Festival category winners e.g. best car in show etc and decided not to provide trophies/plaques. This saved about £200.
4. In 2019 we had support from Carillion to provide barriers and assist with traffic management. The barriers for 2022 will cost £900 and over £6000 for traffic management. These have made a huge impact on our budget especially traffic management. CEC were no longer willing to accept the traffic management plans we submitted, and we have had to use a specialist provider. The company we've engaged were the cheapest quote we received.
5. The provision of first aid support has been more expensive than we planned – again we've engaged the cheapest provider.
6. We have been fortunate enough to have been some facilities free of charge or heavily discounted e.g. cabin facilities, health and safety support and advice, design and set up of a new website.
7. We had thought of offering a token payment to marshals as we have had difficulty recruiting people – this is something we plan to revisit, saving £2000.

This would still result in an overall deficit of around £5000, hence our Grant Application.

Martin Forster
Treasurer
Sandbach Transport Festival

25 March 2022

		Sandbach Transport Festival 23-24 April 2022		
Income	2022	Expenditure	2022	
		Actual 2019	Item	Budget '22
STC grant for 2021	£0.00	£2,000.00	Music on the Cobbles	£2,000.00
STC grant for 2022	£0.00	£1,500.00	Spitfire & Merlin engine	£1,850.00
Advert/sponsorship	£2,000.00	£1,200.00	Entertainment - Light Railway	£0.00
Traders	£2,500.00		Entertainment - Remote controlled cars	£0.00
Donations		£500.00	Entertainment - Glitter tattoos	£0.00
Bank interest			Entertainment in the Park	£0.00
		£560.00	Catering for marshals, VIPs	£500.00
		£192.00	Plaques & engraving	£500.00
		£406.80	Ballroom hire on Sat Young Musicians board on Sun	£192.00
		£805.00	Radio & equipment hire	£750.00
			Barriers, signs & generator	£1,000.00
		£895.56	Cabin & toilets	£700.00
		£1,250.00	Insurance inc Parade - public liability - Henshalls	£1,200.00
		£500.00	First aid	£1,300.00
			Waste & recycling	£300.00
		£3,000.00	Theme Event - Military + Classic vehicles esp 30 year old	£1,500.00
TOTAL INCOME	£4,500.00		Staging/sound etc	£3,000.00
		£255.00	Marketing/advertising	£1,500.00
Bank balance current	£12,767.87		Vehicle costs	£200.00
Bank balance deposit	£2,928.61	£3,659.81	Admin costs - printing etc	£250.00
			Other expenditure e.g. accomm, Premises Licence CE £70	£300.00
			Fodens to lead parade - Old Hall sponsorship?	£500.00
			Security	£550.00
TOTAL TO SPEND	£20,167.87	£16,724.17	Contingency - ANSA returnable deposit £500 - +	£2,000.00
CARRY FORWARD	£75.87			£20,092.00
Martin Forster	Treasurer	01/11/2021		
NOTES				
Plan to use more local food outlets - Sunday openings? - and additional traders. We are looking at expanding sponsorship.				
Request STC grant of £12000 to cover expansion of Festival				
Use £2900 of reserves (deposit acc) for 2022 Festival				

		Sandbach Transport Festival 23-24 April 2022			
		2022	Item	Budget '22	Comments
Income					
STC grant 2021	£0.00	Music on the Cobbles		£2,000.00	Payments to acts
STC grant 2022	£0.00	Spiritfire & Merlin engine		£1,960.00	Contract signed pay 9/4/22 Dep £250 extra paid
Advert/sponsor	£2,000.00	Entertainment - Light Railway		£0.00	Not available
Traders	£2,500.00	Entertainment - Remote controlled cars		£0.00	Self-financing - charges for public
Donations		Entertainment - Glitter tattoos		£0.00	Self-financing - charges for public
Bank interest		Entertainment in the Park - Fair		£0.00	Self-financing - charges for public
		Catering for marshals, VIPs		£500.00	
		Payments for 20 marshals - £50 a day		£2,000.00	
		Certificates for category winners		£0.00	Best Car/Truck/Emergency Vehicle/Classic Car
					Bike + framed certificates for Graham/Elsie
		Ballroom hire on Sat Young Musicians on Sun		£0.00	Not needed event already taken place
		Radio & equipment hire (40 radios, 7 six-way chargers)		£396.00	Quote - Stelink Nov '21 £396 inc VAT paid 3/3
		Barriers, signs & generator		£900.00	Scott book barriers Niche Event - paid £900 21/3
		Cabin & toilets		£0.00	Jack to provide unit
		Gazebos and tables		£1,500.00	15x£90? large gazebo/table 6am Sat- 5pm Sun
		Insurance Inc Parade - public liability - Henshall		£1,247.17	Paid £1247.17 14/2/22
		Health and Safety		£0.00	Simon Walter - Rhino - 1 person each day
		First Aid (4 medical operatives, 1 first aid point)		£1,570.00	Martin get invoice - Staffs S G
		Road traffic management		£6,500.00	Lee Bellfield Duttons - quote £5950 to add cost for plans
		Waste & recycling		£300.00	ANSA plus Sandbach Clean Team
		Theme - Military + Classic vehicles esp. 30 year old		£0.00	
TOTAL INCOME	£4,500.00	Staging/sound etc		£3,000.00	
		Social media/marketing/advertising		£1,500.00	New website set -£68.40 domain name; £15.99
		Vehicle costs		£200.00	pa:£70 for 250 flyers; (£450 for photos paid 23/3)
Bank bal current	£12,767.87	Admin costs - printing etc		£250.00	Staff for alternative car parking
Bank bal deposit	£2,928.99	Other expenditure e.g. accomm, Premises Lic CEC £100		£300.00	Miles to deal with CEC Premises Licence
		Roberts Bakery Band to lead parade - Old Hall sponsor?		£600.00	2x45 mins 12.00 pm/2.00 pm/parade 1.00 pm; paid 25/3
		Security		£450.00	From 6.00pm to 8 am Sat & Sun; Joe Woodruff
		Contingency - ANSA returnable deposit £500 - +		£2,000.00	£15 per hour = £420 (28 hours)
TOTAL - SPEND	£20,196.86				
CARRY FORW	-£6,976.31				
Martin Forster	Treasurer	Updated on 25/03/2022			

SANDBACH TOWN COUNCIL**TOWN COUNCIL MEETING 6 APRIL 2022****ITEM****LEAD TOWN MAYOR****PROPOSAL FOR SANDBACH TOWN COUNCIL SPONSORSHIP FOR LOCAL SPORT ORGANISATIONS****INTRODUCTION**

Sandbach Town Council has a long tradition of providing financial support in various forms to local organisations where this is consistent with the Council's strategy. This is usually through the annual one off grant application system, although there is precedent for longer term funding for eg. Foden's, Sandbach Partnership and also some limited one off sponsorship for individuals.

PURPOSE OF THIS REPORT

Although the Council's grant application process is very beneficial for one off events and projects, a number of local organisations have approached the Council for more sustainable financial support and involvement. This would allow them to plan their activities more effectively, provide longer term security, and, in turn, produce better outcomes for the town. There are several organisations who may benefit from this approach particularly in the health and wellbeing and sport sectors. In addition, providing this sort of support to local organisations is a vital element of the Council delivering its objectives and having a positive profile within the community.

PROPOSAL

Sandbach United Football Club, Sandbach Rugby Club and Sandbach Cricket Club have all separately approached the Council for on going support in the form of sponsorship and/ or one off grants for specific projects. All these organisations provide essential recreational activities for young people within Sandbach but across a range of other diverse and vulnerable groups. Supporting such organisations to meet their aims is therefore in keeping with the Council's draft corporate strategy as set out below. It is proposed that the Council consider setting aside specific provision within the 2022-23 budget as a sponsorship fund, against which these organisations can bid for up to a 3 year period.

BUDGET PROVISION

No specific budget allocation has been made within the 2022-23 budget for this purpose, but the Council currently has sufficient general reserves which are likely to increase through underspends, mainly due to reduced activities and staff shortages as a result of COVID and other issues. The level of allocation could be agreed at the next Council meeting following the outcome of the closure of accounts for 2021-22 to ascertain the level of funding available but no more than £15,000 per year in total. This would then be incorporated in the budget setting process for future years.

DRAFT CORPORATE STRATEGY OBJECTIVES

The relevant objectives within the corporate strategy are as follows within the engaged community and agenda for health and wellbeing sections:

- *Engage with, and support, the wide variety of voluntary and charitable organisations in the Town, which help us deliver our aims*
- *Develop more sustainable arrangements for providing grant funding for Community/voluntary groups to ensure delivery of the maximum benefit to the community. Priority will be given to proposals which are in accordance with our strategic priorities*
- *Reach out to young people and ensure they have things to aspire to, be it employment opportunities, safe activities, and places to engage in and an interest in their community and Council*
- *Continue to support and campaign and where appropriate help provide for, our existing youth services and outreach activities*
- *Support inclusive local sports and leisure organisations to expand and play a greater role in meeting the population's needs, encouraging residents to lead a healthier lifestyle*
- *Support and partner initiatives that encourage residents to live a healthier lifestyle*

RECOMMENDED That:

- i) Council consider longer term more sustainable funding for local organisations providing services and activities which are consistent with the draft corporate strategy objectives;
- ii) Consider at the next meeting an amount to set aside from council reserves, subject to the final accounts outcome for 2021-22, and subsequent budget setting process;
- iii) Sporting organisations be invited to approach the Council before the next meeting with their funding requests and desired outcomes.

Contact Centre
 01244 972052
 VAT Registration Number 945 0920 22



INVOICE

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

Your Ref:
 For Service Enquiries Contact:
 Gaynor Hawthornthwaite
 Tel: 01270 686467
 Email: Gaynor.Hawthornthwaite@cheshireeast.gov.uk

Invoice Number	Invoice Date	Due Date	Customer No.
11700060463	08/02/2022	08/03/2022	116001240

Page 1/2

Detail	Qty	Unit Price	VAT %	VAT	Net Amount
Fees & Charges Vat Exempt costs in connection with the Sandbach Town Council – Ettiley Heath & Wheelcok Ward by-election and the Sandbach Town Council – Town Ward by-election held on 7 October 2021. FAO K Pepper - Town Clerk Email: clerk@sandbach.gov.uk	1.00	16900.89	0.00	0.00	16900.89
THIS INVOICE IS DUE AND PAYABLE BY 08 March 2022 24 Hour Automated Payment Service 0300 123 5039 Please see reverse for Payment Methods			Subtotal	16,900.89	
			VAT	0.00	
			Gross Total Due	16,900.89	

Please quote your Invoice Number 11700060463 on ALL correspondence/payments to avoid delays.
 Details are shown overleaf on how to pay your invoice

Contact Centre
 01244 972052
 VAT Registration Number 945 0920 22



INVOICE

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

Your Ref:
 For Service Enquiries Contact:
 Gaynor Hawthornthwaite
 Tel: 01270 686467
 Email: Gaynor.Hawthornthwaite@cheshireeast.gov.uk

Invoice Number	Invoice Date	Due Date	Customer No.
11700071568	22/03/2022	19/04/2022	116001240

Page 1/2

Detail	Qty	Unit Price	VAT %	VAT	Net Amount
Fees & Charges Outside of Scope costs relating to the Sandbach Town Council – Elworth Ward election that was held on Thursday 27 January 2022 FAO K Pepper Email: clerk@sandbach.gov.uk	1.00	10394.57	0.00	0.00	10394.57

THIS INVOICE IS DUE AND PAYABLE BY 19 April 2022 24 Hour Automated Payment Service 0300 123 5039 Please see reverse for Payment Methods	Subtotal	10,394.57
	VAT	0.00
	Gross Total Due	10,394.57

Please quote your Invoice Number 11700071568 on ALL correspondence/payments to avoid delays.
 Details are shown overleaf on how to pay your invoice

SANDBACH TOWN COUNCIL**TOWN COUNCIL MEETING 6 APRIL 2022****ITEM****Report of Locum Town Clerk****INTERNAL AUDIT 2021-22 – SECOND INTERIM AUDIT REPORT**

The second interim audit has now been received by the Council. One recommendation has been made regarding the sample checks which took place. This is a significant improvement on the outcome of the first interim audit, where council resources were severely challenged. The internal auditor has stated that they will not make a full assessment of progress against recommendations from previous reports, until 12 months have passed and a sustained period of improvement has been demonstrated, as shown in the 'Follow Up' column of their report.

The locum town clerk and finance officer have recorded a management response to each recommendation to document the management actions which have been / are being taken to address historic issues.

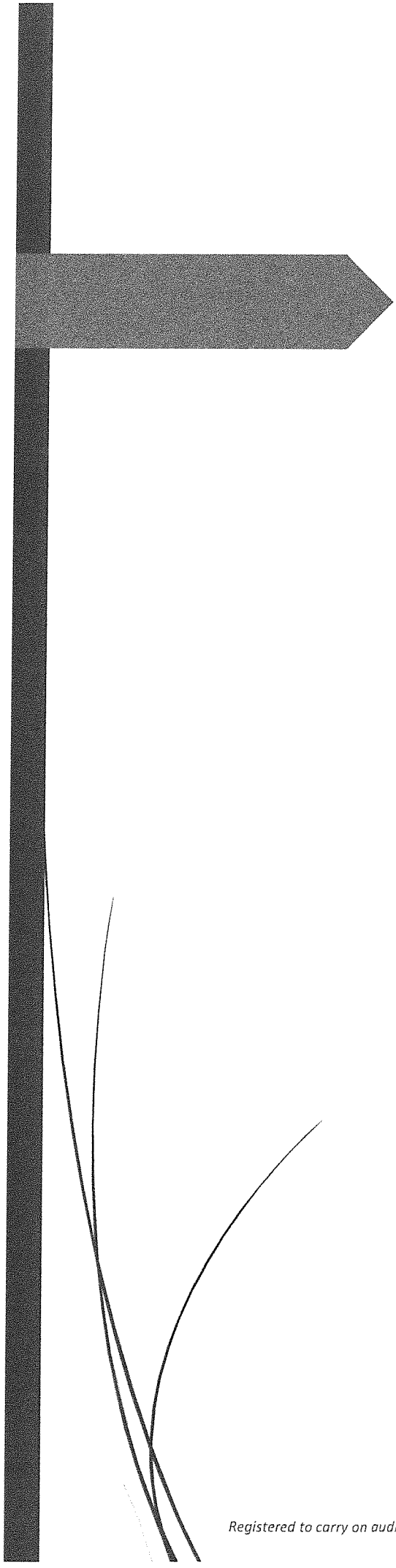
Credit should go to the Council's finance officer appointed in Summer 2021, supported by the assistant town clerk, for the immense progress that has been made in this critical area.

RECOMMENDED that:

- i) The Second Interim Audit 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

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Sandbach Town Council

Internal Audit 2021/22

Second Interim Report

JDH BUSINESS SERVICES LTD

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

- Checking that books of account have been properly kept throughout the year
- Checking a sample of payments to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year end testing on the accuracy and completeness of the financial statements
- Checking that during the previous year, the council correctly provided for the 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	Management Response (CL)
2021/22 Second Interim Internal Audit				
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>		Agreed
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>		Many have been addressed – see below
2021/22 First Interim Internal Audit				
1	<p>Insufficient staff resources due to gaps in the organisational structure has meant significant delays in delivering key financial requirements for the year to date:</p> <ul style="list-style-type: none"> - Posting of transactions to the Rialtas ledger has not been completed on a timely basis and as at the date of the internal audit visit on January 20th 2022 the ledger and bank reconciliations had not been completed from 	<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</i>	To be followed up at first interim internal audit 2022/23	Staff resources are now in place to carry out these tasks and they are being done in a timely manner. The Council's finance resource comprises a Cipfa Qualified RFO, part qualified AAT finance officer with additional hours to cover study leave since February 22, external specialist accountancy to provide year end accounts and specialist advice. The second interim audit identifies 1 issue only from the audit samples.

ISSUE	RECOMMENDATION	FOLLOW UP	Management Response (CL)
<p>November onwards as a process of catch up had to be undertaken in terms of posting entries to the ledger for earlier months.</p> <ul style="list-style-type: none"> - As a result of the above, it was not possible to present the first half yearly budget report to the Finance and Governance Committee until December 8th 2021. The lack of staff resources also meant the council had to outsource the development of the 2023 annual budget to an accountancy firm. 	<p><i>requirements of the Financial Regulations.</i></p>		<p>This staff resource has been addressed (see above)</p>
<p>2 An input error resulted in a supplier payment of £838.80 being made to an incorrect sort code and therefore bank account. The Natwest Payments status report states 'Not possible to verify account details' for this payment and this should have acted as a prompt to check the supplier bank details but the payment was still made. Natwest have implemented the 'Confirmation of payee' control to prevent fraud, and errors of this nature occurring. The amount paid has not been refunded to date.</p>	<p><i>When a bank payment is flagged as 'not possible to verify bank details' the payment should not be made to the supplier at that time - the bank details should be checked to the supplier invoice and the supplier should be contacted to verify the bank details.</i></p>	<p>To be followed up at first interim internal audit 2022/23.</p>	<p>This is a one off error and the recommended approach is now adopted.</p>

ISSUE	RECOMMENDATION	FOLLOW UP	Management Response (CL)
<p>3</p> <p>The aged debt listing as at the January 20th 2022 comprised £3991.93 of debtors in excess of 60 days old. Discussion with staff indicated there had not been sufficient staff resources to follow up outstanding debtors or issue regular customer statements.</p>	<p><i>Outstanding debtors should be followed up regularly and customer statements issued with debtor credit control procedures.</i></p>	<p>To be followed up at first interim internal audit 2022/23.</p>	<p>Debt collection has resumed and the outstanding debt amount is reducing.</p>
<p>4</p> <p>We were unable to review reconciliations of bar takings cash-sheets to till z-reads as no z-reads were available due to ongoing issues with the bar till. The lack of reconciliations between bar cash-sheets and till z-reads means this important internal control of over the completeness and accuracy of bar income had not been in place for a significant portion of the financial year.</p> <p>We understand finance staff have since contacted the supplier and the bar till has been updated with new software that enables Z-reads to be printed after every event and that these are now available from August 2021 to date.</p>	<p><i>The council should act promptly to resolve key issues that are impacting on the ability to apply internal controls effectively. In this instance the supplier could have been contacted much earlier in the financial year to provide the required software update for the tills.</i></p> <p><i>Staff resources should be identified to complete reconciliations of bar takings for events with the z-reads.</i></p>	<p>To be followed up at first interim internal audit 2022/23.</p>	<p>This is a one off occurrence. Systems are in place to avoid this happening in future. The delay in responding was due to well documented staff shortages and issues at the time of the first interim audit.</p>
<p>5</p> <p>Review of market takings sheets identified examples of sheets not being checked and signed as 'checked by'. This again was due to lack of staff resources to</p>	<p><i>Staff resources should be identified to complete checks over the completeness and accuracy of market income in</i></p>	<p>To be followed up at first interim internal audit 2022/23.</p>	<p>This is now implemented.</p>

ISSUE	RECOMMENDATION	FOLLOW UP	Management Response (CL)
<p>undertake checks on actual vs expected income and the allocation of income types. The review of the market sheets is also important as it helps ensure that market takings are allocated to the correct category for posting to the Rialtas ledger and that the correct rate of VAT is applied eg Gazebos.</p>	<p><i>the market takings sheets. These checks should be evidenced by a dated signature.</i></p>		
<p>6 The Finance & Governance Committee is schedules to approve payments quarterly. From June 2021 onwards, the schedule of payments produced from Rialtas also includes BACs batch totals of payments rather than the underlying payments.</p>	<p><i>All individual payments should be reported to the Finance & Governance Committee for approval.</i></p>	<p>To be followed up at first interim internal audit 2022/23.</p>	<p>This is now implemented</p>
<p>7 The system of authorising payments changed during the financial year so that the previous locum clerk authorised online payments rather than two councillors from August 2021 until the date the interim support ceased. Financial Regulations require two councillors to authorise online payments prior to the payments being made.</p>	<p><i>The council should authorise payments as prescribed in the current Financial Regulations.</i></p>	<p>To be followed up at first interim internal audit 2022/23.</p>	<p>This is now implemented.</p>
<p>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</p>	<p><i>All credit card and petty cash payments should be presented to council for approval. The card and petty cash payments made to</i></p>	<p>To be followed up at first interim internal audit 2022/23.</p>	<p>This will be implemented.</p>

ISSUE	RECOMMENDATION	FOLLOW UP	Management Response (CL)
	<i>date should be put to the next relevant meeting for approval.</i>		
<p>9</p> <p>The budgetary control information presented to council did not contain any explanations of material variances as required by the Financial Regulations:</p> <p><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></p>	<p><i>The budgetary control information presented to council should comply with the requirements of the Financial Regulations.</i></p>	<p>To be followed up at first interim internal audit 2022/23.</p>	<p>This will be implemented.</p>
<p>10</p> <p>An invoice or voucher could not be located for the card payment on 07/4/21 to Dropbox for £60.48.</p>	<p><i>Supporting documentation must be retained for all transactions.</i></p>	<p>Implemented – documentation has now been provided.</p>	<p>Implemented – documentation has now been provided.</p>
<p>2020/21 Year End Internal Audit</p>			
<p>1</p> <p>There is an earmarked reserve in the year end accounts for personnel adverts of £1,300, however, this is an annual</p>	<p><i>Earmarked reserves should not be established for annual revenue spend items.</i></p>	<p>Earmarked reserves to be reviewed at 2021/22 year end internal audit.</p>	<p>Earmarked reserves to be reviewed at 2021/22 year end internal audit.</p>

ISSUE	RECOMMENDATION	FOLLOW UP	Management Response (CL)
revenue spend item rather than a medium term scheme/project or a sinking fund.			
2020/21 Second Interim Internal Audit			
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	The contracts register is being updated and will be completed for the year end audit.
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>	The risk assessment will be reviewed at the 2021/22 year end internal audit.	The risk assessment will be reviewed at the 2021/22 year end internal audit.
2020/21 First Interim Internal Audit			

ISSUE	RECOMMENDATION	FOLLOW UP	Management Response (CL)
<p>1</p> <p>A cash deficit on market income bankings was identified on April 20th 2020 relating to March 19th, 2020. The total collected in rent according to takings records was £487, however, on reconciling the receipt books, the actual income was identified as £463.</p> <p>The market takings had been reconciled and the paying in slip completed. However, the paying in book is also missing and the bank has no record of an excess of cash bankings recorded that day. The red ledger book used to record bankings had been completed with the takings total and bank giro reference indicating the cash was ready to be banked, however, the money was never banked.</p> <p>It is not known whether the money had been stored in the safe prior to banking according to cash handling protocols. An internal investigation has been carried out and a thorough research of the premises but the cash has not been identified, neither has the paying in book been located. In addition, there is still no explanation for the £99 difference</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>A revised cash handling policy is in place including additional restrictions for access to the safe.</p>

ISSUE	RECOMMENDATION	FOLLOW UP	Management Response (CL)
<p>between market rent collected and the amount of bankings recorded.</p> <p>The internal investigation conclusion reported to the Finance Committee in August 2020 was that the market cash collected and paying in book were missing and the Cash Handling procedures policy had not been followed on March 19th, 2020.</p> <p>Staff have assessed whether all market rents could be paid by card but it was concluded that a proportion of traders would still wish to pash in cash. Full council will be requested to approve the write off of the cash deficit.</p>			
<p>2</p> <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>	<p>Implemented</p>
<p>3</p> <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>	<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	Management Response (CL)
2019/20 year end internal audit			
<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>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 31st. Therefore, £5155 of balances are now over 4 months old. We understand the outstanding balances comprise a mixture of old balances that</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</i></p>	<p>Recommendation Outstanding - See 2021/22 issues</p>	<p>Recommendation Outstanding - See 2021/22 issues</p>

ISSUE	RECOMMENDATION	FOLLOW UP	Management Response (CL)
<p>needed to be cleared as they relate to cancelled bookings or errors, uncollectible debts and collectible debts. There is no provision for doubtful debts in the year end accounts.</p>	<p><i>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>2019/20 second interim internal audit</p>			
<p>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.</p>	<p><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></p>	<p>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</p>	<p>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</p>
<p>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.</p>	<p><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></p>	<p>Guidance currently being reviewed by council to clarify the VAT status of equipment charged separately.</p>	<p>Guidance currently being reviewed by council to clarify the VAT status of equipment charged separately. External accountant has provided advice.</p>
<p>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.</p>	<p><i>The council minutes should refer to the Contract Financial Regulations relied upon when rolling over the annual IT contract.</i></p>	<p>The clerk has confirmed that Financial Regulation 11.1.c will be referred to in future where relevant.</p>	<p>The clerk has confirmed that Financial Regulation 11.1.c will be referred to in future where relevant.</p>

ISSUE	RECOMMENDATION	FOLLOW UP	Management Response (CL)
2019/20 first interim internal audit			
1 Pay rises are notified to the payroll agent by a document that is sent by staff via the secure IRIS portal, however, this document is not signed by councillor to confirm the pay awards were authorised by council.	<i>The document confirming annual pay rises to the payroll agent should be signed as authorised by the Chair.</i>	The RFO has confirmed that all pay rises and increments for 2020/21 were approved prior to payroll being submitted, by Chair of Personnel and The Mayor.	The RFO has confirmed that all pay rises and increments for 2020/21 were approved prior to payroll being submitted, by Chair of Personnel and The Mayor.
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	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.	The clerk has confirmed that a review of regular suppliers is being undertaken. See 2020/21 issue re. establishing a contracts register.

ISSUE	RECOMMENDATION	FOLLOW UP	Management Response (CL)
<p>4</p> <p>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.</p> <p>Purchase Order 1461 was not signed as authorised by the clerk and Chair and the majority of Purchase Orders for expenditure below £1 500 are only signed by the clerk.</p>	<p><i>The council should comply with the 'authority to spend' requirements in the current Financial Regulations for items of expenditure below £1500.</i></p>	<p>Not relevant to 2020/21 onwards as the Financial Regulations were amended and approved by Council ref 27.02.20.14.2.</p>	<p>Not relevant to 2020/21 onwards as the Financial Regulations were amended and approved by Council ref 27.02.20.14.2.</p>
<p>5</p> <p>Income to be allocated to other income codes apart from markets is being recorded in the expenditure section of the Market Income Takings form. This could lead to mis-postings of income when the data is entered into the RBS ledger.</p>	<p><i>Income to be allocated to non-markets income codes should be recorded in the Other Information section of the markets takings sheet.</i></p>	<p>See market takings issues 2020/21.</p>	<p>See market takings issues 2020/21.</p>
<p>6</p> <p>The gross value of debts over 60 days old as at December 2nd was £3558. This balance represents 26.6% of the £13365 debtor balances at that date.</p>	<p><i>The debts in excess of 60 days should be followed up in accordance with the council incomes policy.</i></p>	<p>See 2020/21 and 2021/22 debtors aged ledger issues.</p>	<p>See 2020/21 and 2021/22 debtors aged ledger issues.</p>

Petty Cash

List of Payments made between 01/04/2021 and 31/03/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
18/05/2021	B&M Retail Ltd	CASH1	17.75		PO 1718
26/05/2021	Handy Household	CASH2	17.06		maintenance supplies
26/05/2021	B&M Retail Ltd	CASH3	7.20		Refreshments etc.
16/06/2021	Handy Household	CASH4	10.99		Bin
22/07/2021	Timpson	CASH	22.50		Timpson -Keys
27/07/2021	Handy Household	CASH2707	12.98		Cleaning Equipment
01/10/2021	Handy Household	CASH0308	7.98		Petty Cash - 2x 2D Lamp16W
01/10/2021	Handy Household	CASH1008	4.58		Duracell Batteries
01/10/2021	Bits and Pcs	CASH1108	14.99		Apple lead for sound equipment
01/10/2021	B&M	CASH110821	12.17		Boardroom kitchen items
01/10/2021	Swift Shoes	CASH180821	13.00		Keys
01/10/2021	Jacks	CASH190821	1.60		Limes
01/10/2021	Tinsleys	CASH19082	3.00		Lemons
01/10/2021	Iceland	CASH240821	6.20		Ice cubes etc
01/10/2021	Posturrite	CASH0908	129.60		Footrest
01/10/2021	Swift Shoe Repairs	CASH0909	20.00		Keys cut for the office
01/10/2021	Big Time Bargains Ltd	CASH0409	6.00		Samsung & Apple audio cable
01/10/2021	Jack's	CASH090921	16.64		Bar purchases
01/10/2021	B&M	CASH2009	52.35		TH Bar purchases
01/10/2021	Iceland Foods Ltd.	CASH2409	6.00		Ice Cubes
01/10/2021	Handy Household	CASH240921	0.70		Gate hooks
01/10/2021	Phil's Sweet Shop	CASH2809	0.35		Condolence Card
01/10/2021	Jack's	CASH0110	5.40		Fruit for the bar
01/10/2021	Jack's	CASH0210	2.80		Fruit for the Bar
03/10/2021	JACK'S	CASH0311	5.00		FRUIT FOR THE BAR
07/10/2021	Amazon	CASH0710	18.26		PDQ rolls
08/10/2021	MORRISONS	CASH0810	65.65		WINE FOR THE BAR
12/10/2021	Handy Household	CASH1210	9.16		Cleaning products
14/10/2021	Green Spark Plug Company Ltd	CASH1410	6.04		Mkt Van parts
14/10/2021	Handy Household	CASH141021	25.96		Recycled plastic tub
14/10/2021	Savers	CASH14OCT	7.98		Toilet Rolls
15/10/2021	Handy Household	CASH1510	5.99		extension sockets
15/10/2021	Jack's	CASH151021	13.72		Fruit for the bar
20/10/2021	Handy Household	CASH2010	7.99		Cleaning products
27/10/2021	Handy Household	CASH2710	15.98		Cleaning Products
29/10/2021	Handy Household	CASH2910	4.99		Cabin Hook
30/10/2021	Jack's	CASH3010	4.00		Fruit for the bar
31/10/2021	Miscellaneous Expenses	CASH311021	4.38		Miscellaneous Expenses
03/11/2021	JACKS	CASH031121	43.78		BAR ITEMS
03/11/2021	ROYAL BRITISH LEGION	CASH1011	25.00		POPPY APPEAL CONTRIBUTION
18/11/2021	JACK'S	CASH1811	57.35		BAR ITEMS
20/11/2021	JACK'S	CASH2011	7.54		BAR ITEMS
20/11/2021	THE WORKS	CASH2211	1.00		CHRISTMAS ITEMS FOR EVENTS
22/11/2021	THE WORKS	CASH221121	2.00		CHRISTMAS ITEMS FOR EVENTS
23/11/2021	Iceland Foods Ltd.	CASH2311	3.00		WATER
02/12/2021	Handy Household	021221	22.99		Events Decs
06/12/2021	CO-OP	06DEC2021	8.00		Bar soft drinks

Petty Cash

List of Payments made between 01/04/2021 and 31/03/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/12/2021	Handy Household	07DEC21	17.97		Events Decorations
07/12/2021	Handy Household	071221	8.55		Event items
07/12/2021	B&M	07122021	46.54		Event Decorations
09/12/2021	Market Trader	09DEC21	7.00		Batteries
09/12/2021	Jack's	10DEC21	25.06		Bar items
17/12/2021	Jack's	17DEC21	11.38		Bar items
19/01/2022	Handy Household	19JAN22	1.00		Cleaning supplies
20/01/2022	Handy Household	20JAN22	2.39		Handy Household
21/01/2022	Morrisons	21JAN22	5.36		Lemons & Limes
24/01/2022	Morrisons	24JAN 22	1.35		Milk for the office
25/01/2022	B&M	25JAN22	21.49		Stationery
28/01/2022	Amazon	28JAN22	39.99		Screen for the office
31/01/2022	Handy Household	31JAN22	7.78		Wedding dec items
01/02/2022		01FEB22	23.16		Bar supplies
01/02/2022	Swift Shoes Ltd	01FEB2022	5.00		Key cut
03/02/2022	Tinsleys	03FEB22	7.00		Frut for the bar
07/02/2022	Morrisons	07FEB22	1.35		Milk for the Office
22/02/2022	Handy Household	22FEB22	4.99		TH Ladies Toilet Lightbulb
22/02/2022	Handy Household	22FEB2022	2.49		P/Conv door handle
23/02/2022	Swift Shoes Ltd	23FEB22	10.00		Key cut
04/03/2022	Jack's	04MAR22	10.68		Bar Supplies
07/03/2022	Handy Household	07MAR22	5.98		Batteries
15/03/2022	MORRISONS	15MAR22	5.40		Milk for the meeting
17/03/2022	Costco	17MAR22	5.74		Cling Film for ODM
18/03/2022	CO-OP	18MAR22	4.60		Lemons for the Bar
19/03/2022	CO-OP	19MAR22	8.25		Bar supplies
19/03/2022	CO-OP	19MAR2022	2.58		Limes for the bar
23/03/2022	Screwfix Direct	23MAR22	5.49		Floor stip for the Lift
28/03/2022	Handy Household	28MAR22	13.99		Bin for consultation responses
29/03/2022	Handy Household	29MAR22	13.99		Bin for Consultation responses
30/03/2022	Swift Shoes Ltd	30MAR22	5.00		Key for Events Staff
31/03/2022	MORRISONS	31MAR22	0.80		Newspaper

Total Payments	1,089.95
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List of Payments made between 01/04/2021 and 28/02/2022

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
07/04/2021	Dropbox	CC	60.48		Dropbox
22/04/2021	Zoom.US	CC	14.39		Zoom
27/04/2021	Amazon	CC	49.99		No receipt
06/05/2021	Dropbox	24416723	60.48		Dropbos Subscription
20/05/2021	Soundtrack Your Brand	84305854	13.71		Background music
24/05/2021	Zoom.US	17381970	14.39		Zoom subscription
26/05/2021	Direct UK Deals Ltd	48728911	47.39		Hydroboil tap
31/05/2021	Amazon	67889461	25.06		Amazon
06/06/2021	Dropbox	13143736	60.48		Dropbox Subscription
11/06/2021	Amazon	10206049	8.52		Headphone Jack Adapter
15/06/2021	Soundtrack Your Brand	42718723	16.43		Soundtrack Your Brand
15/06/2021	AO Retail Limited	23774419	129.00		Fridge for Boardroom kitchen
18/06/2021	Amazon	77107929	74.89		Stationary Assumed
22/06/2021	Zoom.US	0864557080	14.39		Zoom Subscription
07/07/2021	Dropbox	3457444	60.48		Subscription
14/07/2021	Soundtrack Your Brand	14938739	17.00		Soundtrack Your Brand
21/07/2021	Zoom.US	05384254	14.39		Zoom.US
06/08/2021	Dropbox	BACS	60.48		Dropbox
16/08/2021	Soundtrack Your Brand	BACS	34.99		Soundtrack Your Brand
21/08/2021	Zoom.US	BACS	14.39		Zoom.US
07/09/2021	Dropbox	42977245	60.48		Dropbox
14/09/2021	BTS (Congleton Limited)	03237180	67.60		BTS (Congleton Limited)
15/09/2021	Soundtrack Your Brand	22724944	34.99		Soundtrack Your Brand
22/09/2021	Zoom.US	09555110	14.39		Zoom.US
30/09/2021	Natwest	C/CARD	60.00		Card Fee
06/10/2021	Dropbox	43637635	60.48		Dropbox Subscription
14/10/2021	Soundtrack Your Brand	17660130	34.99		Soundtrack Your Brand
21/10/2021	Zoom.us	10340241	14.39		Zoom.us
06/11/2021	DROPBOX	65757346	60.48		DROPBOX
14/11/2021	Soundtrack Your Brand	53705853	34.99		Soundtrack Your Brand
16/11/2021	BTS Garage Services	03260101	50.00		Market Van MOT
21/11/2021	ZOOM.US	10305455	14.39		ZOOM.US
08/12/2021	Dropbox	DEC21C	60.48		Subscription
15/12/2021	Soundtrack your Brand	DEC21A	34.99		Soundtrack your Brand
15/12/2021	Amazon	0984852	44.95	PO 1866	Events Items
17/12/2021	ZOOM.US	DEC21B	14.39		Subscription
22/12/2021	Amazon	61901506	75.16	PO	Audio Equipment for TH
06/01/2022	Dropbox	09403632	60.48		Dropbox Subscription
12/01/2022	Amazon	15614597	51.70	PO 1884 Appr	Wedding Decorations
14/01/2022	Soundtrack your Brand	48808722	34.99		Soundtrack your Brand
23/01/2022	ZOOM.US	08152506	14.39		Jan22 Subscription
30/01/2022	Amazon	35707626	184.00	PO 1892	Screen Replacement for Office
07/02/2022	Dropbox International	09357427	60.48		Dropbox International Unlimite
14/02/2022	Soundtrack Your Brand	32394944	34.99		Soundtrack Your Brand
22/02/2022	ZOOM.US	10146937	14.39	Monthly Subscription	ZOOM.US

Date: 29/03/2022

Sandbach Town Council

Time: 14:17

Credit Card

List of Payments made between 01/04/2021 and 28/02/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
		Total Payments	<u>1,983.90</u>		

Subject: Planting a Tree for the Jubilee

Will your council be supporting RBLI and planting a tree for the Platinum Jubilee?

Planting a Tree for the Jubilee

Dear Miss Banks,

I hope this email finds you well. I am writing to you from **Royal British Legion Industries** about getting your council involved in **The Queen's Green Canopy** project.

The Queen's Green Canopy is a unique tree planting initiative created to mark Her Majesty's Platinum Jubilee in 2022, with organisations, local authorities, schools and individuals across the country being invited to '**Plant a Tree for the Jubilee**'.

As you may already know, RBLI provides stable, permanent employment for the country's most disadvantaged veterans and those with disabilities. We feel honoured to announce that our social enterprise factory, Britain's Bravest Manufacturing Company, has been **selected as an approved supplier of plaques** to commemorate the planting of trees.

As part of their employment, our veterans will be producing and fulfilling these Corten Steel plaques, and in doing so, will learn vital metalwork skills that they can take with them when seeking further employment in their career.

As the nation prepares to honour Her Majesty's Platinum Jubilee, I am hoping that your council will join the hundreds of others across the country in planting a tree and displaying a veteran-made plaque to commemorate.

Not only will you be supporting a fantastic green initiative, but every penny of your purchase will fund the employment and support for veterans, their families and people with disabilities.

You can buy a plaque [through our online shop](#), or if you wish to pay by cheque or BACs, you can do so by [downloading our order form](#).

It really is thanks to the support from councils such as yours that RBLI has been able to keep providing assistance and employment for our veterans throughout the pandemic. This year, by commemorating your Queens Green Canopy planting with a plaque, our veterans would be honoured to have your support.

[Buy a Queen's Green Canopy Plaque online](#)

[Download our order form](#)

Please do not hesitate to contact us at shop@rbli.co.uk or on 08081 969505 if you have any questions.

Yours Sincerely,

Royal British Legion Industries

www.rbli.co.uk

Please note that RBLI is an entirely separate charity from The Royal British Legion in governance and finance, sharing similarities for historic reasons but receiving no income from the Poppy Appeal.

Royal British Legion Industries Registered Charity Number:

England & Wales 0210063 | Scotland SC048795 | VAT Number GB916326234

If you do not wish to receive any further communications, please [click here](#) to unsubscribe.

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Councillor Geraint Price Jones
Mayor of Sandbach
Sandbach Town Council
Sandbach Town Hall
High Street
Sandbach
Cheshire
CW11 1AX

Sandbach United FC
Sandbach Community Football Centre
Hind Heath Road
Sandbach
CW11 3LZ

Dear Mr Mayor

I am writing to you as Chairman of Sandbach United Football Club (SUFC) to seek your support.

As you know SUFC have had a long established partnership with Sandbach Town Council and Cheshire East Council over the years and I would like to take this opportunity to thank you for your continued support.

I wanted to request an opportunity to come and speak with you and your colleagues about a potential new project that we have urgent need for here at SUFC in order to continue to support our members and the community of Sandbach.

In recent years, with the ever changing weather conditions and increased usage, we have seen the deterioration of our car park which includes, pot holes, flooding and recently a very unsafe surface for our members to navigate safely.

It is our wish to seek potential funding opportunities to support the redevelopment of the car park to a safe and practical state, where members and the wider community can attend the facility and can park and walk safely through the grounds.

We feel that this is essential work but unfortunately we are not in a position to fund this completely and we would welcome the opportunity to present our ideas to you in more detail and to see if there are any grant schemes that may be available which could enable us to secure the works for this project.

GRASSROOTS CLUB OF THE YEAR WINNER

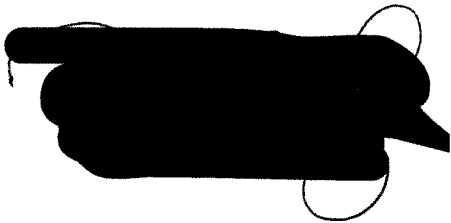




In terms of benefits to the community we feel this redevelopment would:

- Reduce the risk of injury to people accessing the car park
- Provide a safer access route for people with disabilities or at risk of falling.
- Improve people's experience when visiting the centre and increase the amount of footfall.
- Allow us to use the carpark for other community events to support the local Sandbach community.
- This will also allow us to achieve our objectives within our 5 year strategy, which without suitable parking we cannot. Our aim is to house another 3G pitch to meet the current demand but without adequate parking facilities we are not able to do this and as such we are having to limit the number of members we have at the Club. This obviously impacts on our ability to offer a facility which is open to everybody and accessible for all.

It would be great if you could grant us the opportunity to come and meet with you to present our proposals and to discuss the matter further and look at possible partnership arrangements to improve the facility for the people of Sandbach.



Peter Colclough
Chairman Sandbach United Football Club