

SANDBACH TOWN COUNCIL

MINUTES OF THE ASSETS AND SERVICES COMMITTEE 26 **APRIL 2022**

PRESENT:

Councillors:

D Hegarty (Chair)

L Crane (Vice Chair)

J Beddows

R Hovey

S Broad

N Cook

A Smith

1. APOLOGIES FOR ABSENCE

None.

Absent without apology: R Hoffmann

2. DECLARATIONS OF INTEREST

Cllr L Crane declared a non pecuniary interest in respect of item 7

Cllr J Beddows declared a non pecuniary interest in respect of item 4

PUBLIC QUESTIONS

One member of the Council and no members of the press or public were present for this meeting. No public questions were raised.

3. MINUTES OF THE MEETING HELD 23 FEBRUARY 2022.

The minutes of the Assets & Services Committee meeting held 23 February 2022 were approved.

4. MARKETS REVIEW OF FEES AND CHARGES AND POLICY UPDATE

Lead: Town Clerk

[Attached: Report]

The report was welcomed by the Committee and progress to date noted. The Clerk emphasised the need to meet with CEC to ensure the required legal advice was provided in order to finalise the overarching policy. Committee supported the requirement to increase fees and charges and that any necessary consultation

had taken place. The clerk confirmed that it was an annual requirement to review fees and charges for its services and that the appropriate communications were being undertaken by the Market Manager.

Resolved: *That:*

- i. The progress towards to overarching market policy be noted;*
- ii. The amendments to current policy regarding bad weather are implemented with immediate effect;*
- 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.*

5. TOWN HALL (EVENTS) UPDATE

Lead: Town Clerk

[Attached: Report]

It was resolved that the discussion for this item would be taken under Part 2 of the Agenda due to matters of a commercially sensitive nature (See item 14 below).

Resolved: *That:*

- i. Progress to date is acknowledged;*
- ii. A fees and charges review will be considered at the next meeting to include benchmarking of competitors and the provision of occupancy rates against targets;*
- iii. Energy contracts and prices would be considered by the next meeting.*

6. CONDITION SURVEY UPDATE

[Attached: Report]

Lead: Town Clerk

The report was welcomed by the Committee which identified how much work had been completed mostly in house since the Condition Survey was commissioned in 2018. It was noted that a process had now been put in place by officers to assess and progress the outstanding work to be done, and that it was therefore no longer necessary to continue with the Working Group set up for this purpose.

Resolved: *That:*

- i. The analysis of the condition survey is noted;*

- ii. *Progress to date and suggested outstanding priorities are acknowledged;*
- iii. *Council is requested to approve the selection of a market tested provider of external skills;*
- iv. *A re-assessment and re-costing of outstanding work is commissioned and reported back to this committee at regular intervals;*
- v. *The Council's finance officer is informed of revised costings to submit to the Council's budget setting process;*
- vi. *The Condition Survey Working Group to be wound up,*

7. CEC COMMUNITY ASSET TRANSFER

Lead: Town Clerk

The Clerk informed the Committee that information regarding the transfer and conditions of transfer had recently been requested from CEC and that a meeting / response was awaited.

8. PHONE BOX ADOPTION PLANS

[Attached: Adoption confirmation for Phone Box on Jnc Mill Lane]

Lead: Town Clerk

The clerk confirmed that ownership of the Wheelock Phone Box has transferred to Sandbach Town Council and that the Town Hall Phone Box is under final days of consultation. It will be transferred in the near future, subject to any objections. Cllr L Crane asked for information regarding power supply before plans for the Wheelock PB could be finalised, to be followed up by the Town Clerk's office.

Resolved: *That:*

A proposal to Council for future Community use of the adopted Phone Box on Jnc Mill Lane PC01 Crewe Road, Wheelock and of the Phone Box to the exterior of Sandbach Town Hall (under consultation), is developed and proposed to Council, subject to information regarding power supply.

9. SMALL COMMON REFURBISHMENT UPDATE

Lead: Meeting Chair

The Chair updated the Committee regarding the current stage of the project which is mid public engagement which is due to end on 15th May. Responses so far have been steady and of a mixed nature. So far the Chair reported 5 positive and 3 negative feedback forms. Interim discussions have taken place with the Architect and project activities are being co-ordinated by the Town Clerk as agreed by Council. Cllrs asked specific questions

to ensure that Emergency Services and key stakeholders were being addressed through the engagement.

Members asked that a Small Common Sub Committee be set up to coincide with the end of the engagement process and that all detailed feedback could be reviewed by the Committee, rather than a summary, to ensure they were fully informed moving forward.

Resolved: *That:*

- i. A Small Common Sub Committee to coincide with the end of the engagement process is set up;*
- ii. Detailed feedback is considered by the next Small Common Sub Committee.*

10. SANDBACH CHRISTMAS MARKET ARRANGEMENTS 2022

[Attached: Report]

Lead: Town Clerk

Resolved : *That:*

- i. The Market remains a one day event and takes place on Friday 2nd December 2022;*
- ii. The organisation of the Christmas Market is delegated to the Town Clerk's office.*

11. CORRESPONDENCE

There is none.

12. ITEMS FOR THE NEXT MEETING

13. DATE, TIME AND PLACE OF NEXT MEETING

The date of the next meeting of the Assets and Services Committee is TBC

14. EXCLUSION OF PUBLIC AND PRESS

Resolved : *That:*

That items under the Public Bodies (admission to Meetings) Act 1960, the public and accredited representatives of newspaper be excluded from the meeting for discussion regarding **Item 5** 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.

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