

## **SANDBACH TOWN COUNCIL**

### **Minutes of the Finance, Policy and Governance Committee 27th April 2022**

#### **Present**

##### **Councillors:**

A Smith (Chair)  
S Corcoran (Vice Chair) (Part)  
S Kirkham  
M Muldoon  
L Crane  
S Crane  
D Hegarty  
N Cook  
S Broad

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

Cllrs G Merry; N Adams; Richard Hovey

#### **2. CO-OPTION TO THE FINANCE, POLICY AND GOVERNANCE COMMITTEE**

Cllrs Nicola Cook and Sandra Broad were co-opted to the Committee.

#### **3. DECLARATIONS OF INTEREST**

None were declared.

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#### **PUBLIC QUESTIONS**

The Chair adjourned the meeting to allow questions from members of the public.

A question was raised about why Committee Agendas did not list Council Members of that Committee. It was agreed that this was a sensible suggestion and that this would be adopted from now on.

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#### **4. THE MINUTES OF THE FINANCE POLICY AND GOVERNANCE MEETING ON 2 FEBRUARY 2022 WERE APPROVED**

#### **5. FINANCIAL STATEMENTS: YEAR END AND INTERIM FOURTH QUARTER 2021-22 STATEMENTS [FINANCE]**

[Attached: Simplified Accounts Summary, Detailed Income and Expenditure Cost Centre Report, Bank Reconciliation.

Lead: Chair of Finance

**Resolved:** *Year end statements were approved.*

#### **6. PAYMENTS MADE**

Attached: [Schedule of Payments]

Lead: Chair of Finance

**Resolved:** *The payments between 1<sup>st</sup> January 2022 to 31<sup>st</sup> March 2022 were approved.*

## **7. GRANT APPLICATIONS [FINANCE]**

Attached: [One Application]

Lead: Chair of Finance

**Resolved:** *Grant applications from Sandbach Footpath Group of £350 is approved from budget line Community Grants 110-4350, and payment delegated to the Finance Officer.*

### **7.1 SANDBACH FOOTPATH GROUP**

Committee agreed to award the grant and thanked the group for their valuable community work.

## **8. GRANT FEEDBACK FORMS [FINANCE]**

### **8.1 Sandbach Concert Series**

Attached: [Feedback from Sandbach Concert Series]

Lead: Chair of Finance

Action: *Feedback received.*

### **8.2 Sandbach Art Society**

Attached: [Feedback from Sandbach Art Society]

Lead: Chair of Finance

Action: *Feedback received.*

### **8.3 Dementia Friendly Sandbach**

Attached: [Feedback Dementia Friendly Sandbach]

Lead: Chair of Finance

Action: *Feedback received.*

## **9. INVOICES FOR APPROVAL**

### **9.1 David Trowler Associates**

Attached: [Invoice]

Lead: Chair of Finance

**Resolved:** i) *Payment of invoice amount £4188 and delegation of payment to the Finance Officer approved. Invoice to be coded to 400 4614 (Office Accommodation Project).*  
ii) *Office Project Accommodation Working Group update the next Assets and Services Committee of progress to date.*

### **9.2 John Greenall & Co Ltd**

Attached: [Invoice]

Lead: Chair of Finance

**Resolved:** *Payment of invoice amount £2700 and delegation of payment to the Finance Officer approved. Invoice to be coded to 101 4114 (Accountancy Services).*

## **10. DIGNITY AT WORK POLICY**

[Attached: Draft Policy]

Lead: Chair of Finance

**Resolved:** *That:*

- i. The final draft of the Dignity at work Policy (following amendments by the Chair and approval of the Council's HR advisor) is approved, subject to confirmation of appropriate wording relating to gender in para 2*
- ii. the draft policy, amended per point i) above, is recommended to Council for adoption.*

## **11. APPROACH TO SPONSORSHIP**

[Item delegated from Town Council on 6 April]

Lead: Town Clerk

There was a group discussion relating to the Council's potential approach to sponsorship. The Clerk confirmed that the Council's final accounts had now been produced which addressed one of the barriers to progressing this issue at Council. Committee discussed the need to differentiate between the sponsorship and grant policies and that this should be explicit. A wider discussion ensued regarding use of Council resources for community benefit but as this was not on the Agenda will be referred to the relevant Committee. It was agreed that the Town Clerk should be requested to draft a sponsorship policy for consideration by the next Finance and Governance Committee before referral to Council

**Resolved:** *That:*

- i. The Town Clerk produce a draft sponsorship policy based on the committee discussion for the next Committee.*
- ii. That Cllr M Muldoon raise a member item to review the current position for the earmarked reserve for a Skate Park for the next Community and Environment Committee*

## **12. VEXATIOUS PERSONS POLICY WORKING GROUP**

[Attached: Meeting Minutes]

Lead: Chair of Finance

The Chair updated the Committee regarding the Vexatious Persons Working Group. There had been one meeting held and one cancelled due to illness. Discussions had been constructive and the group felt the work should be from a more positive perspective and proposed to pursue the issue as a 'Residents' Charter' where treatment of vexatious communications would form part.

**Resolved:** *That:*

*The name and terms of reference for the Vexatious Persons Policy Working Group be changed to the Residents' Charter Working Group.*

### **13. UNDISCHARGED RESOLUTIONS**

[Attached: Report]

Lead: Chair of Finance

Action: *There were no undischarged resolutions.*

### **14. LETTERS OF THANKS**

#### **14.1 Sandbach Concert Series**

Attached: [Letter of thanks from Sandbach Concert Series]

Lead: Chair of Finance

Action: *Thanks were received.*

### **15. CORRESPONDENCE**

No Correspondence was received.

### **16. ITEMS FOR THE NEXT MEETING**

Draft Sponsorship Policy

### **17. DATE AND TIME OF NEXT MEETINGS**

The date of the next meeting is TBC.

### **17. EXCLUSION OF PUBLIC AND PRESS**

**Resolved:** No items were to be considered under the Public Bodies (admission to Meetings) Act 1960, the public and accredited representatives of newspaper be excluded from the meeting for 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.

Meeting Closed 7.45pm

Cllr A Smith

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