

SANDBACH TOWN COUNCIL

AGENDA

For the meeting of the Sandbach Town Council to be held at 7.00pm
on Thursday 1 July 2021 in The Ballroom, Sandbach Town Hall.

Prayer to be read by Cllr Corcoran

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.

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

Item 20

Action: *To determine whether any items should be considered with the exclusion of the public and press, under the Public Bodies (Admission to Meetings) Act 1960.*

5. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETINGS HELD ON 8 APRIL 2021 AND 6 MAY 2021 (AGM) [ATTACHED].

All Minutes for Agenda items 6 – 12 can be viewed via Sandbach Town Council website: <https://sandbach.gov.uk/public-meetings-2020-2021/>

6. TO NOTE THE MINUTES OF THE PLANNING & CONSULTATION COMMITTEE MEETINGS HELD ON 19 APRIL 2021 (DRAFT).

7. TO NOTE THE MINUTES OF THE MEETINGS OF THE PERSONNEL COMMITTEE HELD ON 25 MARCH, 1 APRIL AND 27 APRIL 2021 (DRAFT).

8. TO NOTE THE MINUTES OF THE FINANCE, POLICY AND GOVERNANCE COMMITTEE MEETING HELD ON 29 APRIL 2021 (DRAFT).

9. TO NOTE THE MINUTES OF THE MEETING OF THE COMMUNITY AND ENVIRONMENT COMMITTEE MEETING – NO MEETINGS HELD.
10. TO NOTE THE MINUTES OF THE MEETING OF THE EVENTS SUB-COMMITTEE HELD ON 7 APRIL 2021 (DRAFT).
11. TO NOTE THE MINUTES OF THE MEETING OF THE ASSETS AND SERVICES COMMITTEE – NO MEETINGS HELD
12. TO NOTE THE MINUTES OF THE MEETING OF THE SMALL COMMON REDEVELOPMENT SUB-COMMITTEE MEETINGS HELD ON 19 MAY 2021 (DRAFT).
13. **MATTERS ARISING FROM COMMITTEE MEETINGS**
 - 13.1 **Finance, Policy & Governance Committee**
Annual Direct Debit List
 [Attached: Direct Debit List]
 Lead: Chair of F,P&G
 Action: *To:*
 i) Approve the continuation of paying suppliers by Direct Debit.
 ii) Approve the continuation of paying suppliers by BACS.
 - 13.2 **Finance, Policy & Governance Committee**
Equality Policy
 [Attached: Equality Policy]
 Lead: Chair of F,P&G
 Action: *That Council approves adoption of the Equality Policy.*
 - 13.3 **Small Common Refurbishment Sub-Committee**
Small Common Refurbishment – Next Phase
 [Attached: Report]
 Lead: Cllr Hegarty
 Action: *To approve a period of public consultation and to make available a budget of £951 (Inclusive of VAT) for this purpose. Costs will be met via the Committed Reserves for the ‘Car Park’.*
14. **FINANCE MATTERS**
 Lead: Chair of F,P&G Committee
 - 14.1 **Annual Audit 2020/21**
Internal Audit
 [Attached: Internal Audit]
 Action: *To receive the Internal Audit and note comments*
External Audit– Annual Governance and Accounting Return (AGAR)
 [Attached: Internal Audit]
 Action: *To complete section 1, Annual Governance statement and approve the return.*

14.2 John Greenall & Co Invoice

[Attached: Invoice]

Action: *To approve payment of invoice amount £2450 +VAT for services from John Greenall & Co.*

14.3 Waterplus Invoice

[Attached: Invoice]

Action: *To approve payment of invoice amount of £2277.67 for water charges.*

14.4 Barnes Walker Invoice

[Attached: Invoice]

Action: *To approve payment of £2624.40 (Inc VAT) for Landscape Design Services for the Small Common Car Park Project. Payment to be allocated to committed reserve line 332 Car Park.*

15. SANDBACH PARTNERSHIP FUNDING

Deferred from STC Meeting of 8th April 2021 pending further information

[Attached: Original Partnership request inc supporting document]

Lead: Cllr S Broad

Action: *To approve a contribution of £5000 towards Sandbach Partnership core funding for 2020-2021.*

16. LIFT REPAIRS

[Attached: Invoice]

Lead: Meeting Clerk

Action: *To note the emergency approval of the lift repair by the Town Clerk under section 4.5 of the Financial Regulations.*

17. CHRISTMAS LIGHTS 2021

[Attached: Report, Prices have been circulated by email to Councillors]

Lead: Meeting Clerk

Action: To:

i) Receive the report.

ii) To agree £1500 additional funding for the maintenance of the existing scheme, funded via general reserves.

iii) To agree £2500 funding for the switch on event, funded via general reserves and to delegate delivery of the Event to the Town Clerk's Office, under the direction of the Events Sub-Committee.

18. CALENDAR OF MEETINGS 2021-22

[Attached: Report and Calendar]

Lead: Meeting Clerk

Action: *To approve the new calendar for STC Meetings 2021-22.*

19. STAFF APPRAISALS

Lead: Deputy Mayor

Action: To give permission to the Chair of Personnel and Deputy Clerk to carry out staff appraisals.

20. EXTERNAL APPOINTMENT

Lead: The Mayor

Action: To approve appointment of an external person to assist in operational matters in the absence of the Clerk.

21. 317 BUS SERVICE

[Attached: Correspondence]

Lead: The Mayor

Action: To agree on any action to be taken by Sandbach Town Council.

22. MEMBERS ITEMS

There are none.

23. CORRESPONDENCE

23.1 Email concerning the CEC Welcome Back Fund, received on 7 April.

24. DATE, TIME AND PLACE OF NEXT MEETING

The next Town Council Meeting date is TBC.

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

SANDBACH TOWN COUNCIL

5

Minutes of the Sandbach Town Council Meeting held on Thursday, 8 April 2021 at 7.00pm, via Zoom.

PRESENT

Councillors: G Price Jones
K Flavell
G Merry
I Williams
L Crane
S Crane
S Corcoran
D Jack
S Broad
R Hovey
A Smith
R Hoffmann
M Muldoon
D Hegarty
S Kirkham
J Beddows
P Eaton

Also present were approximately 20 members of the public.

A moment of reflection by Cllr G Merry

1. APOLOGIES FOR ABSENCE

Cllrs M Lea O'Mahoney
K Seymour
Absent without apologies
Cllr S Ashcome-Hurt

2. DECLARATIONS OF INTEREST

Cllr Corcoran, in the interest of openness and transparency, as the Leader of Cheshire East Council declared a non-pecuniary interest in items 6, 17.2 and 17.3. He will not vote on these items.

Cllr Beddows declared in interest in Item 13, Office Accommodation.

3. MAYORS COMMENTS

The Mayor stated that there has been very little opportunity for civic engagements, but referred to the positive news about the Covid-19 vaccine roll-out within the area, with 62% of females and 54% of males having received their first dose.

PUBLIC QUESTIONS

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

Speaker Number 1

Reference was made to item 11.3, Sandbach Transport Festival. The speaker is a member of the Transport Festival Committee and offered to answer questions relating to the item at any time.

He went on to outline the position regarding cancellations of events over recent years, recognition of the Festival's 30 year anniversary and the organisers intention to make 2022 a 'special' event. Despite losing funding for Spare Parts, the Committee wants to deliver a wider range of activities for all, but particularly utilising the park for younger people.

The Festival has always been free to attend and there is no intention to change this position. Alternative funding sources are being investigated.

Ultimately funding has a direct impact on what can and cannot be delivered.

Members referred to the funding that was granted in 2019 and has been held in reserve and questioned if a further £12k was approved, is it likely than another application will be lodged next year. They feel that £24k is a large contribution of tax payers money for one festival.

Speaker Number 2

Vigils have been held following the death of Sarah Everard, which has triggered a public reaction in relation to domestic abuse and violence. Sandbach Town Council is asked if it will make steps to make Sandbach a White Ribbon accredited Town.

Members agreed that this should be referred to the Community and Environment Committee for further consideration.

The meeting was reconvened immediately following the questions.

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

RESOLVED: that under the Public Bodies (Admission to Meetings) Act 1960, public and press will be excluded whilst item 10.3 is considered.

5. TO APPROVE THE MINUTES OF THE TOWN COUNCIL MEETING HELD ON 11 FEBRUARY AND 4 MARCH 2021.

RESOLVED: that the minutes be approved as an accurate record.

6. **TO NOTE THE MINUTES OF THE PLANNING & CONSULTATION COMMITTEE MEETINGS HELD ON 15 FEBRUARY, 8 AND 29 MARCH 2021.**

RESOLVED: that the minutes are noted.

7. **TO NOTE THE MINUTES OF THE COMMUNITY AND ENVIRONMENT COMMITTEE MEETING HELD ON 4 MARCH 2021**

Minutes not available at the time of the meeting.

8. **TO NOTE THE MINUTES OF THE FINANCE, POLICY AND GOVERNANCE COMMITTEE MEETING HELD ON 4 FEBRUARY 2021.**

RESOLVED: that the minutes are noted.

9. **TO NOTE THE MINUTES OF THE PERSONNEL COMMITTEE MEETING HELD ON 17 MARCH 2021**

Minutes not available at the time of the meeting.

10. **MATTERS ARISING**

10.1 **Planning and Consultation**

Neighbourhood Development Plan (NDP)

Lead: Chair of Planning and Consultation

A revision of the Sandbach NDP has been drafted by the NDP Working Group and needs to be adopted by Council before progressing through to consultation under regulation 14. All key changes to the document have been circulated, the proposed changes ensure that the document conforms to the Local Plan (adopted 2017).

Significant recognition and a vote thanks were made to the work of volunteers of the Working Group.

RESOLVED: that

1. STC adopt the revised version of the Sandbach Neighbourhood Plan.
2. STC submit the revised Sandbach Neighbourhood Plan to CEC for Review and Regulation 14 consultation

10.2 **Finance, Policy and Governance**

Equality Policy

Lead: Chair of F,P&G

Following presentation of the document to the F,P&G Committee two changes have been made. Subject to a final review by ChALC and Ellis Whittam, the document is to be presented to Council for adoption.

RESOLVED: that the progress report be received.

10.3 **Personnel Committee**

Personnel Working Group

Closed discussion.

11. FINANCE MATTERS

Lead: RFO

11.1 Blitz Invoice

RESOLVED: that the invoice for £25,828 + VAT for the delivery of the 2020 Christmas Lights is approved.

11.2 Middlewich Town Council

RESOLVED: that payment which represents 50% of the 'Volunteer Coordination Point' grant is approved.

11.3 Sandbach Transport Festival

A Sandbach transport festival grant application for £12k was considered, this is in addition to a previous £12k payment made during 2019, which is currently held on reserve.

It was noted that funding that had previously been provided by the Arts Council had finished and alternative provision needed to be identified.

Concern was expressed that should the application be awarded, amounting to a total of £24k contribution to the 2022 Festival, that there could be a further application to follow. It was also felt that the level of contribution was excessive for a single event.

Members enquired about other funding sources that may have been considered, the Speaker shared information of other sources, but stated that the Transport Festival did not qualify. He explained that every year the festival costs in the region of £30k, with the Council's contribution being significantly less.

Additional information was requested, which includes:

A breakdown of costs.

Collaboration with other bodies/funders.

Contingency Fees.

Cheshire East funding

RESOLVED: that the application is deferred pending additional information being sought.

12. USE OF STANDING ORDER 27

Lead: Town Clerk

RESOLVED: that the use of SO27 is noted, to authorise an emergency replacement laptop for the Conference and Events Manager at a total cost of £1,531.92 +VAT.

This spend was authorised by the Mayor and Chair of Finance, Policy and Governance on 22 March 2021.

13. OFFICE ACCOMMODATION

Lead: Lead Member Office Working Group

The Lead Member described business related problems that were not considered when the decision was made to relocate the administrative team to the Town Hall Board Room.

Due to the impact on business as the Town Hall re-opens, it is not possible to continue occupying this room as an office and other options need to be investigated as a matter of urgency.

It is suggested that plans previously deemed unsuitable are revisited with a new way of working. Such work should involve the A&S and Personnel Committees, along with key stakeholders.

Concern was expressed about the potential loss of public toilets, however it was confirmed that toilet provision remains a factor of any redevelopment scheme. The Clerk supported this statement by reminding members that there remains £50k in the budget for public toilet upgrade.

RESOLVED: that

1. the verbal report is received.
2. A meeting of Mayor, Chairs of Assets and Personnel, Lead Member Office Accommodation, Town Clerk and staff representative is convened to revisit 2020 design plans.
3. the Town Council Office Budget and Reserves are made available for spend as required, in accordance with the Council's adopted Financial Regulations.

2021/22 Budget: £25,600 Reserves: £74,400 TOTAL: £100,000
4. the decision to create office space is delegated to the Clerk, in consultation with the Mayor and appropriate Chairs, in accordance with SO and FR, and subject to budget.

14. SANDBACH TOWN HALL KITCHEN IMPROVEMENTS

Lead: Clerk/RFO

Under the condition survey and following the receipt of quotations for improvement works to the Ballroom kitchen, the Clerk asked Council to make available £6,769 from committed reserves.

RESOLVED: that the release of £6,769 for improvement items as identified under the Conditions Survey is approved. These include: retiling, plumbing works and a replacement sink.

Funding will be from carried forward reserves from financial years 2019/20 and 2020/21.

15. ANNUAL MEETING 2021

Named votes were taken on the appointment of the Mayor and Deputy Mayor.

15.1 Nominations for Mayor 2021/22

The Deputy Mayor chaired this item.

Cllr G Price Jones

Proposed by Cllr Merry, seconded by Cllr Smith.

For: Cllrs: Beddows, Smith, Hegarty, Corcoran, S Crane, Muldoon, L Crane, Eaton, Hoffmann, Hovey, Broad, Flavell, Merry.

Against: Cllrs: Williams.

Abstentions: Cllrs: Jack, Kirkham.

RESOLVED: that Cllr G Price Jones is appointed Mayor for 2021/22, with formal appointment taking place at the AGM on 6 May 2021.

15.2 Nominations for Deputy Mayor 2021/22

Cllr K Flavell

Proposed by Cllr Corcoran, seconded by Cllr Smith

For: Cllrs: Beddows, Smith, Hegarty, Corcoran, S Crane, Muldoon, Price Jones, L Crane, Eaton, Hoffmann, Hovey, Broad, Flavell, Merry

Against: Cllrs: Williams.

Abstentions: Cllrs: Jack, Kirkham.

RESOLVED: that Cllr K Flavell is appointed Deputy Mayor for 2021/22, with formal appointment taking place at the AGM on 6 May 2021

15.3 Calendar of Meetings 2021/22

Lead: Meeting Clerk

The Clerk made one change, that the Council meeting scheduled to take place on Thursday 15 July is brought forward to Thursday 17 June for the purpose of approving the Annual Governance and Audit Return.

RESOLVED: that the calendar of meetings for 21/22 is approved.

13. MEMBERS ITEMS

There are none.

14. CORRESPONDENCE

14.1 Sandbach Partnership

Letter dated 31 March in which the sum of £5,000 is requested as a contribution towards the Partnership costs from 1 April 2020 to 31 March 2021.

The item was presented by the Council's Partnership Representative, who outlined new Chair, new ethos, new drive, some great new ideas and an open and transparent approach.

There is a lot of work to be done with outside bodies and community groups and plans for a number of events, but it is early days.

The Partnership received no funding from STC during 2020/21, however Council is asked to consider a £5k contribution towards core funding for the year. A named vote was requested, however missed by the Chair and not recorded.

An amendment to the proposal was presented that the payment is deferred, pending submission of further information to justify why an £11k reserve is required, as the Partnership closed the year end with a balance of £6,041.87 and is asking for a further £5k. A number of members supported this proposal, but recognised the change in management, enthusiasm and improved presentation of accounts.

Members also asked for and SLA and a list of activities which the Partnership plans to deliver during the coming year. The Representative explained that the motion to release £5k, is to enable the Partnership to continue fulfilling its support to local groups, whilst new mechanisms and plans are established.

As the motions went to the vote, the Clerk checked and noted that the original proposal had not been seconded at the time the amendment was proposed, therefore the deferral of the item became the substantive vote.

RESOLVED: that the item be deferred, pending receipt of further information as detailed.

14.2 Mr G Bell

Email dated 14 February 2021 regarding the New Homes Bonus Scheme.

RESOLVED: receive correspondence.

14.3 Cheshire East Council

Letter dated 17 February 2021 regarding Asylum Seekers

RESOLVED: receive correspondence.

18. DATE, TIME AND PLACE OF NEXT MEETING

The next Town Council Meeting, which is the AGM, will be on Thursday 6 May 2021 at 7.00pm on Zoom. The room code will be shared on the agenda for the meeting.

Meeting closed 9.05pm
Cllr G Price Jones (Town Mayor)
ALB

SANDBACH TOWN COUNCIL

Minutes of the forty seventh Annual Meeting of Sandbach Town Council held
on Thursday, 6 May 2021 at 7pm on Zoom

5

PRESENT

Councillors: G Price Jones (Mayor)
G Merry
D Jack (Left during item 8)
M Muldoon
M Lea
K Flavell
A Smith
R Hovey
J Beddows
D Hegarty
R Hoffmann (Arrived 7.05)
S Crane
L Crane
S Corcoran
S Broad

Also present were approximately 10 members of the public and press, CEC Cllr Mike Benson and Revd. Bee Boyd.

The Opening Prayer was read by Revd. Bee Boyd

AGENDA

1. APOLOGIES FOR ABSENCE

Cllr Kirkham, Cllr Williams and Cllr Seymour.

Absent without apologies: Cllr Eaton and Cllr S Ashcombe Hurt

2. THE 2020/21 TOWN MAYOR'S REMARKS

Cllr Geraint Price Jones noted that many personal plans and goals of the community have been put on the back burner in the last year, but that there has been a fantastic community response amid the COVID pandemic. This is something that Sandbach as a whole can be proud of. Keyworkers were also praised.

The Mayor noted that now the vaccination rollout is giving optimism for plans for the near future, he hopes that Sandbach many Community groups and events can return to normality. They have all been missed so much in the last year.

The Mayor noted that he has covered the following events in the past 12 months: Remembrance Day, VJ Day, Virtual Christmas Lights switch on, Care Home opening in Elworth and judging Christmas shop windows displays.

3. INVESTITURE OF THE TOWN MAYOR FOR THE YEAR 2021/22

Cllr Merry proposed Cllr Price Jones as Mayor for 2021/22 and noted that she was extremely pleased to do so. She said that Cllr Price Jones has completed a difficult year as Mayor, and that Cllr Price Jones has to a large degree supported the loyal and committed Council Staff who have worked from home under constrained circumstances. Cllr Merry explained that Cllr Price Jones has chaired many remote meetings in difficult circumstances, but at the same time, not been able to attend any community events due to restrictions.

Cllr Merry felt that whilst this is a continuous term in office, it does not set a precedent and is simply a product of the times we are all experiencing. She hoped that Cllr Price Jones is able to some experience some lighter moments in the year ahead, as well as business as usual.

Cllr Smith seconded the proposal and supported Cllr Merry's points.

Resolved: that Cllr Geraint Price Jones be invested as Mayor for the year 2021/22.

4. DECLARATION OF ACCEPTANCE OF OFFICE – TOWN MAYOR

The Mayor read and signed his Declaration of Acceptance of Office.

5. INVESTITURE OF THE DEPUTY TOWN MAYOR FOR THE YEAR 2021/22

Cllr Corcoran congratulated Cllr Price Jones on his reinvestment, and proposed Cllr Kathryn Flavell as deputy Mayor for 2021/22 and noted that he was pleased to do so. Cllr Corcoran noted that Cllr Flavell has already done an excellent job of supporting the Mayor in 2020/21, and that he is sure she will make a good Mayor in due course.

Cllr Smith seconded the proposal.

Resolved: that Cllr Kathryn Flavell be invested as Deputy Mayor for the year 2021/22.

6. DECLARATION OF ACCEPTANCE OF OFFICE – DEPUTY TOWN MAYOR

The Deputy Mayor read and signed her Declaration of Acceptance of Office.

7. APPOINTMENT BY THE 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

Cllr Geraint Price Jones asked Revd. Bee Boyd to be the honorary chaplain for 2021-22.

Cllr Price Jones noted that his charity for 2021-22 would be the NW Air Ambulance.

8. COMMITTEE APPOINTMENTS 2021/22

The Clerk noted that she has received written communication from Cllr Jack expressing that he would like to be considered for every Committee and Sub-Committee, as well as representative to the Sandbach Partnership. Cllr Ian Williams has expressed that he would like to be considered for Personnel and the Conditions Survey Sub-Committee.

Cllr Corcoran proposed that Council appoint the same Members as last year to Committees, except that Cllr David Jack's name is removed from the list of Members of the Personnel and Finance Committees, and that each of those Committees are authorised to co-opt a member to replace him.

The Proposal was seconded by Cllr Flavell.

Following an exchange, Cllr Corcoran raised a point of order – Under Sandbach Town Council Standing Order 2B, disorderly conduct at meetings, Cllr Corcoran moved that David Jack should be excluded from the Meeting.

The proposal was seconded by Cllr Hoffmann.

Cllr Jack left the meeting and so the vote did not go ahead.

Councillors voted on Cllr Corcoran's first proposal concerning Committee appointments:

Resolved: that Council appoint the same Members as last year to Committees, except that Cllr David Jack's name is removed from the list of Members of the Personnel and Finance Committees, and that each of those Committees are authorised to co-opt a member to replace him.

The Clerk reminded Council that Cllr Williams has requested to join Personnel and Conditions Survey Sub-Committee. Cllr Flavell noted that she would like to leave the Planning Committee and join the Personnel Committee.

Cllr Price Jones proposed that those changes are accepted. The proposal was seconded.

Resolved: That Cllr Williams joins Personnel Committee and Conditions Survey Sub-Committee and Cllr Flavell leaves Planning Committee and joins Personnel Committee.

Cllr Geraint Price Jones proposed that the Clerk find a suitable date and time to hold a meeting to appoint Committee chairs. This was seconded by Cllr L Crane.

Resolved: that the Clerk find a suitable date and time to hold a meeting to appoint Committee chairs.

[The full list of Committee appointments is attached.]

9. APPOINTMENTS TO OUTSIDE BODIES 2020/21

Sandbach Partnership

Cllr Smith proposed Cllr Broad as the Outside Representative to Sandbach Partnership. This was seconded by Cllr G Merry. The Clerk confirmed that Cllr Jack had requested to retain his role as Outside representative to Sandbach

Partnership. The Mayor requested a seconder for Cllr Jack, of which there was none.

Resolved: The Cllr S Broad be appointed to the Sandbach Partnership as an outside representative.

Sandbach Park Project

Resolved: The Cllr S Broad be appointed to the Sandbach Park project as an outside representative.

Sandbach Alms-house Trust

The Clerk confirmed that these appointments remain the same. Cllr Flavell noted that she has resigned and that Cllr Hegarty has taken her spot.

Resolved: That Cllr Hegarty take Cllr Flavell's spot with the other Members retained.

Linden Bank Liaison Group

Resolved: That Cllrs G Merry and S Broad remain as the Outside Representatives.

St Mary's Church

Resolved: That Cllr G Merry remains as the Outside Representative.

Churches Together Fairtrade

Resolved: That Cllr Seymour remains as the Outside Representative.

Foden's Supervisory Board.

Cllr Merry noted that she is now a Trustee and that it would not be appropriate for her to retain this position.

Resolved: That Cllr L Crane is appointed as the Outside Representative.

Connected Communities

Resolved: That The Mayor and Cllrs G Merry, R Hovey and P Eaton are retained as the Outside Representatives.

Sandbach Transport Festival

Resolved: That Cllr Price Jones is retained as the Outside Representative.

[The full list of appointments is attached]

10. CALENDAR OF MEETINGS 2021/22

The calendar of meetings 2021/22 is noted.

11. INTERNAL AUDITOR

Resolved: that JDH Business Services be approved as internal auditor 2021/22

12. OUTSIDE SUPPORT 2021/22

- i. **Resolved:** that Ellis Whittam be approved for Health, Safety and Employment support 2021/22.

- ii. **Resolved:** that John Greenall and Co. be approved for payroll and pension services 2021/22.
- iii. **Resolved:** that Dixon Rigby Keogh, Sandbach, be approved for Legal Support 2021/22.
- iv. **Resolved:** that John Greenall & Co be approved for Financial guidance and VAT return 2021/22.
- v. **Resolved:** that Prism Computers be approved for IT Support 2021/22.

13. INVOICE 6263 – BARNES WALKER

Resolved: payment of £2432.40 (Inc VAT) for Landscape Design Services for the Small Common Car Park Project is approved. Payment to be delegated to the Finance Officer and allocated to committed reserve line 332 Car Park.

14. DATE, TIME AND PLACE OF NEXT MEETING

The next meeting of the Town Council is a business meeting scheduled for Thursday 17 June at 7.00pm. The venue is TBC.

Cllr G Price Jones, Chair

MW

Agenda Item 8 – Committee Appointment 2021-2022

1. Assets & Services Committee

Cllrs Beddows, Hovey, L Crane, Broad, Hoffmann, Smith, Jack and Hegarty.

• **Conditions Survey Sub Committee**

Cllrs Hovey, L Crane, Jack, Williams and Beddows.

• **Small Common Redevelopment Sub-Committee**

Cllrs Kirkham, Beddows, Merry, Broad, Smith, Jack, Hegarty and L Crane.

2. Community & Environment

Cllrs Merry, L Crane, Broad, Hoffmann, Lea, Flavell, Jack and Hegarty.

• **Events Sub Committee**

Cllrs Beddows, Merry, L Crane, Broad, Hoffmann, Jack and Hegarty.

3. Finance, Policy & Governance

Cllrs Hovey, Kirkham, Merry, Williams, Muldoon, L Crane, S Crane, Hegarty, Smith and Corcoran.

4. Planning & Consultation Committee

Cllrs Hovey, Merry, Muldoon, Broad, Eaton, Lea, Jack and S Crane.

5. Personnel

Cllrs Hovey, Merry, L Crane, Broad, Hoffmann, Eaton, Williams, S Crane, K Flavell and S Corcoran.

The Mayor is an ex-officio member, with voting rights, of all the Council's Committee's, sub-committee's and working groups

**Agenda Item 9 – Appointment to
Outside Bodies 2021-2022**

Sandbach Partnership Mgmt Team:	Cllr S Broad
Sandbach Park Project:	Cllr S Broad
Sandbach Festival of Transport:	Cllr G Price Jones
Sandbach Almshouse Trust:	Cllrs D Hegarty, P Eaton, R Hovey and G Price Jones
Linden Bank Liaison Group:	Cllrs G Merry and S Broad
CHALC Area Committee:	Mayor & Clerk
CHALC AGM:	Mayor, Deputy Mayor and Clerk
CHALC Clerks' Forum:	Clerk
St Mary's Church	Cllr G Merry
CEC Town/Parish Conferences:	Mayor and Clerk
Churches Together Fairtrade	Cllr K Seymour on invitation
Foden's Supervisory Board	Cllr L Crane
Connected Communities	Mayor + Cllrs G Merry, R Hovey and P Eaton.

BLANK

PAGE

137.1

SANDBACH TOWN COUNCIL

DIRECT DEBIT AND BACS PAYMENTS 2021

Information

Sandbach Town Council pay several suppliers by Direct Debit and other suppliers are paid by BACS (Bank Transfer)

The most up to date Direct Debit list is presented annually to Finance Policy and Governance, for information, this is as below. The approval of the use of a variable Direct Debit and the use of BACS or CHAPS is required be renewed by resolution of the council at least every two years.

Supplier	Information	Status	Amount
EE LIMITED	Mobile telephone costs	Active	£18.61
EVO PAYMENTS INT	Card payment terminal fees	Active	Varies
WEST MERCIA ENERGY	Utilities: Heat & Light	Active	Varies
FUEL CARD SERVICES	Fuel for vehicles	Active	Varies
BRITISH TELECOM	Telephone & Broadband	Active	£75.43
LEG & GEN MAIN A/C	Critical Illness	Active	£213.74
CHESHIRE EAST BC	Multiple accounts: Business Rates	Active	Varies
TELECOMS	Wi-Fi/Broadband ICT	Active	£196.15
NW BUSINESS CREDIT	Credit Card	Active	Varies
PRISM BUSINESS DEV	ICT Services	Active	£885.86
PUBLIC WORKS LOANS	Loan Repayment	Active	£2,467.11 & £12335.57
ICO	Data Protection Fee	Active	£35.00
CALOR DIRECT DEBIT	88690244	Active	£93.26
To Cancel			
WIREHOUSE EMP SERV	Services cancelled	Cancel	£241.92

Recommendation

That Finance Policy and Governance Committee:

- i-Note the Direct Debit List
- ii- Approve cancellation of Wirehouse Direct Debit
- iii-Recommend the Direct Debit list to Full Council for approval to continue to pay suppliers by Direct Debit.
- iiii-Recommend the request to continue to pay suppliers by BACS to Full Council for approval.

SVS: Finance Officer

For F.P.G 29APR21

19th April 2021

BLANK

PAGE

SANDBACH TOWN COUNCIL

EQUALITY ACT 2010

The Equality Act became law in 2010. It covers everyone in Britain and protects people from discrimination, harassment and victimisation.

Everyone in Britain is protected. This is because the Equality Act protects people against discrimination because of the protected characteristics that we all have. Under the Equality Act, there are nine protected characteristics:

- age
- disability
- gender reassignment
- marriage and civil partnership
- pregnancy and maternity
- race
- religion or belief
- sex
- sexual orientation

This Policy recognises the Council's general equality duty under the Equality Act 2010

This Policy will be updated in line with National Legislation Changes as communicated by the Council's HR Advisors.

EQUALITY POLICY STATEMENT

It is our legal duty is to ensure that all employees and service users are not subject to any form of discrimination, harassment and/or victimisation at any time on the basis of age, gender, gender reassignment, ethnic origin, colour, disability, illness (such as HIV or AIDS), marital status or being in a civil partnership, nationality, race, religion or belief, sexual orientation, pregnancy and maternity or social background.

The Council aspires to be an Equal Opportunities employer, service provider and community leader.

The Council will appoint a 'Diversity Champion'. The position will be held by a Councillor who will be appointed annually at the AGM. The role of the Champion is to liaise as required with marginalised groups and will ensure that matters of importance or concern are addressed in an appropriate manner by the Council and/or its Committees.

POSITIVE ABOUT EQUALITY, DIVERSITY AND HUMAN RIGHTS

The Council is committed to providing the highest quality of governance and service and recognises that the implementation of an effective Equality Policy is an integral part of any

approach based on quality of service and provision. [It is not a coincidence that an organisation that is able to provide services to meet the diverse needs of its users, usually carries out its core business efficiently. Equally a workforce that has a supportive environment is more productive.] The Council as a corporate body has responsibilities as an employer, a service provider and a public authority, but both Members and employees as individuals also have responsibilities as well as rights.

The Council is committed to ensuring that our services and employment practices are fair, accessible, responsive and appropriate for all residents, clients and service users, voluntary and business organizations and visitors in the community we serve, as well as the dedicated staff we employ and volunteers and partners who work with us.

The Council will strive to advance equality of opportunity between people who share one or more of the nine protected characteristics (as listed above) and those who do not and to foster good relations between people who share a protected characteristic and those who do not.

The Council will engage with people it believes to have an interest in our approach to Equality. It will undertake periodic Equality Assessments to help in deciding whether an existing or proposed policy, procedure, practice or service does (or may) affect people differently, and if so, whether it affects them in an adverse way and if so, what can be done to change it. Periodic assessments and policy review will take place at least once per Council cycle.

Adherence to the Principles and Practices contained within the policy will be monitored on a regular basis. The Council will look for ways that it can make easier for everyone to engage with the policy including offering equality and diversity training to all councillors.

The Finance Policy and Governance Committee will monitor the implementation of the Equality policy and all associated equality action plans, and will report at least once per Council cycle to the full council. The personnel committee will undertake the periodic equality assessments for the Council's employees at least once per Council cycle.

POSITIVE AS AN EMPLOYER

The Council is committed to making full use of the talents and resources of all its employees. It will recruit, reward, develop, promote and transfer employees on the basis of the skills, relevant qualifications, experience, aptitude and ability they can bring to the job. The Council will encourage and develop all employees to support and carry out the requirements of this Equality policy. All employees will be encouraged to identify and disseminate good practice. The Council will not discriminate directly or indirectly under any of the nine characteristics listed in the Equality Statement.

Recruitment

The Council recruitment process must result in the selection of the most suitable person for the job, in respect of experience and qualifications. It is against the Council's policy to discriminate either directly or indirectly on the grounds of any of the nine characteristics listed in its Equality Statement, at any stage of the recruitment process.

The Council staff must ensure that:

- all job opportunities are open to all applicants
- no prejudgement or assumptions are made by recruiters or managers
- all applications are given equal consideration
- no decision is made in advance regarding the outcome of recruitment
- all applicants and staff are made aware of the Council policy on recruitment

All recruitment publicity must positively encourage applications from all suitably qualified and experienced people and should avoid any stereotyping of roles. All publicity should state that the Council is an Equal Opportunities employer and welcomes diversity. All vacancies must be advertised in accordance with the Council's Personnel Policies.

The selection process must be carried out consistently at all levels. It must be fair and non-discriminatory. Application forms where used, must state that the Council is an Equal Opportunities employer. The only criteria to be used in the selection process are those based on the skills, experience and qualifications essential for the job.

All aspects of The Council's recruitment and selection process will be monitored by the Town Clerk to ensure the Council meets its obligations as an Equal Opportunities and quality employer.

Training and Development

Training and development opportunities will be made available to all employees and any form of discrimination whether direct or indirect will not be tolerated. Priority will be given to training or development activity which is linked to the achievement of the Council's aims and objectives. Where resources permit the Council will support training and development beyond the needs of the job which can be returned as a benefit to the Council i.e. increased flexibility, breadth of experience and commitment.

Terms and conditions

All employees will be treated equitably with respect to pay and other conditions of their contracts of employment.

Breaches of Policy

Employees who feel that they have been subject to discrimination should attempt to resolve the issue by talking to the individual whom they feel has acted inappropriately. If this does not resolve the issue then the employee can approach their manager or, if necessary, the Town Clerk under the Grievance Procedure.

Harassment

The Council will not tolerate or accept any form of harassment of its employees. All employees have the right to be treated with dignity and any contravention of this right may be subject to the appropriate grievance or disciplinary procedure. Harassment policy and processes are included in the Council's Personnel Policies.

Discrimination against people with disabilities

The Council will discharge its duty to consider reasonable adjustments in making changes to the physical features of its premises or to its method of undertaking business where this can enable an employee to properly undertake their job role. We will think positively about disabled staff as we do with disabled customers.

Religious discrimination

Discriminatory behaviour which fails to acknowledge the rights and needs of people with different beliefs or practices will be treated as a disciplinary offence.

Bullying

Workplace bullying is a separate issue from sexual and racial harassment but the effects can be the same. Within the working environment bullying can be described as the use of a position or power to coerce others by fear, oppression or threat.

The Council will not tolerate bullying behaviour at any level and it is the responsibility of all managers to eliminate any form of bullying which they become aware of. Allegations of bullying will be dealt with under the grievance or disciplinary procedures.

Victimisation

The Council will ensure that no employee is treated less favourably than other people because, for example they have brought proceedings, given evidence, or complained about the behaviour of someone who has been harassing or discriminating against them.

Age

The Council will ensure that no employee or potential employee is treated less favourably than others due to age.

A full list of factors can be found at appendix 1.

Responsibilities

- All employees of the Council have a responsibility to ensure that the Council's Equal Opportunities policy is communicated and its requirements adhered to.
- All the Council staff will receive training and development in equal opportunities issues. The Council policies on managing diversity form part of its Employee Handbook.
- All Councillors will be offered training in equal opportunities and diversity.

POSITIVE ABOUT SERVICE DELIVERY

The Council's clients have the right to expect fair and non-discriminatory treatment whilst participating in or receiving any of the Council's services. It will ensure that all recipients of the services delivered directly by the Council are guaranteed the same opportunity.

All aspects of the Council's Equalities Policy impact on the manner in which it directly delivers services to and for its customers.

Adherence to the principles and practices contained within the policy will be monitored on a regular basis. The Council will look for ways that it can make its services accessible to all. Periodic assessments and policy review will take place at least once per Council cycle and this will include a review of service users experiences with regard to the policy.

Breaches of this Policy by staff will be subject to the disciplinary procedures.

Where any service is delivered indirectly by contractors, partners or volunteers, the Council will ensure that they understand its Equality Policy and adhere to it. The periodic monitoring of the Policy will also include suppliers who supply goods and services to the Council. The supplier review will also take place at least once per Council cycle.

POSITIVE ABOUT COMMUNITY LEADERSHIP

The Council has a local governance and community leadership role. Local residents, members of local organisations, businesses and visitors have the right to expect fair and non-discriminatory treatment when engaging with the Council.

The Council recognises the diversity within the community and seeks to reflect this in the work it undertakes within that community. All aspects of the Council's Equalities Policy impact on the manner in which engages with the community. The Council aims to foster good relations between people who share a protected characteristic and those who do not.

The Council will nominate a 'Diversity Champion', a Councillor who would be willing to work with such groups, to gain understanding and also to question Council when s/he feels that groups might be being under-represented or unfairly treated. This will be an annual appointment at the AGM.

Adherence to the principles and practices contained within the policy will be monitored on a regular basis. The Council, via its Diversity Champion, will invite representatives of protected characteristics periodically to give their views on the Council's performance on implementing this policy.

POSITIVE ABOUT DISABILITY

Inclusive

The Council believes that as far as possible, disabled customers should be able to obtain services in the same way as other customers who are not disabled. However, given the constraints of operating from existing buildings, there will be some situations where the same treatment is not possible. In such cases, the Council will devise a solution as to how best to service our disabled customers, which demonstrates respect for their dignity.

Finding Out

The Council will periodically undertake an audit of its premises and operations to assess as far as possible, what customers with different disabilities may need in order to access our services. We will base this on good practice guidance and where appropriate talk to individual customers about any particular problems they encounter. As necessary, we will seek expert advice on finding solutions.

Existing Premises

The Council will focus particularly on considering reasonable adjustments to the physical features of the premises. Where a physical feature makes it impossible or unreasonably difficult for disabled customers to make use of a service, we will duly consider reasonable measures to:- remove the feature, or alter the feature, or provide a reasonable means of avoiding it, or provide a reasonable alternative method of making the service available.

Getting Better

The Council will plan the development of our business with disabled people in mind. We will ensure our staff are aware of disability issues and are trained to meet the needs of disabled customers.

POSITIVE ABOUT DEMOCRACY

Where councillors are to be elected, the Council will make information available as widely as possible about the election, and help people who are interesting in standing for election, with the objective of reflecting the diversity of the Parish.

13.2

When the Council seeks a co-opted member, it will advertise widely and will ensure that every applicant has an equal opportunity. All candidates will be given an opportunity to address a full Council meeting. There will be a vote of all Councillors at the meeting. The candidate with the highest number of votes will be co-opted onto the Council. The Council will always promote democracy, encourage all people to engage with it and vote at elections.

Appendix 1

Age

- Recruitment, is based entirely on relevant criteria, this criteria will be specific to the post and will not include age or age related criteria
- All job advertisements will avoid the use of ageist language. Phrases such as 'applicants should be 25-35 years of age', 'young graduates' and 'mature person' are discriminatory
- Person specifications must focus on job needs only. Criteria unnecessarily specifying experience, personal qualities or qualifications will be removed from job advertisements and person specifications
- Where appropriate, advertisements will be designed to attract a mixed-age response through advertising
- Age related details will be separated from the application form as far as practicable
- Direct age related details (such as date of birth) will be separated via the equal opportunities monitoring form
- Application forms will be reviewed to minimise inferred calculation of age.
- The selection of candidates will be based upon individual assessment against the relevant criteria and will not include age or age-related criteria
- Candidates will be selected on the basis of skills and abilities. Recruitment procedures will ensure that the process is fair, consistent and does not discriminate against a particular age group
- Only job-related questions should be asked of job applicants. Candidates will be measured against selection criteria to help decision-making
- All successful applicants will be subject to an employment medical questionnaire irrespective of age. Assumptions about capability or medical fitness will not be based on the age of the applicant
- Selection panel members must not make judgements about the abilities of a candidate based on stereotypical assumptions about age
- Promotion, training and career development opportunities will be provided equally for all staff whatever their age
- Procedures relating to appraisal, regarding and the award of accelerated or discretionary increments and other employment situations where selection is required will apply to all staff regardless of age. Any such review will focus on skills and ability
- The take-up of training and development from different ages will be monitored
- Specific length of service provisions relating to pay and benefits will only be permitted where this can be justified in that the arrangement rewards loyalty, encourages motivation or recognises relevant experience
- Pay scales and access to other benefits including the occupational pension and bonuses will not be based on age. Any age related criteria will be removed
- All policies will be reviewed to check whether they include reference to age related or length of service related entitlement. Where age or length of service related criteria are used these will be reviewed and revised where necessary
- The Council does not have a default age for retirement
- Any voluntary redundancy scheme will not be based on age related criteria unless such criteria may be justified under the regulations
- Selection for redundancy will not be based on length of service alone as this is indirectly discriminatory

BLANK

PAGE

Small Common Refurbishment – Next Phase

Purpose of the Report

Following the outcome of a feasibility study carried out by Barnes Walker (landscape Architects) we now seek the support of the Council to begin a 6 week consultation period on the options set out in this report.

Introduction

The small Common project began in August 2019 with the objective of recommending options to refurbish the car park and modernise the facility for future use as an outdoor market and occasional outdoor event area, whilst retaining its use as a car park which is environmentally compatible with the conservation zone that it borders.

Option 1

With the emphasis being on the Car Parking space. Option one retains 17 of the current 20 parking spaces, but delivers them in a uniform and accessible plan. Despite covered areas being supplied, it is done in a way which will not present hazards to drivers.

Cantilever awnings are used in a cost-effective manner, which is an off the shelf design. Each section measures 5m² and the plan includes 6 of these, with an additional area available for publicity and seating. Drainage gulleys and power can be added as required.

The details of material for the scheme is yet to be considered, however the use of two surfaces was discussed, which might include block paving and tarmac.

Lighting is integral to the scheme, again, the type and lighting requirement will be subject to further discussion.

Pros and Cons: Being standard items there is a very short lead in time and the cost is realistic at c£50-55k, however there are design limitations due to shape and size

Option 2

With the focus being on a useable event space, the area is landscaped using hard and soft landscaping. It retains 18 parking spaces and provides a curved event area, which enhances the entrance to the Town.

Bespoke awnings are used, which helps to create the attractive design.

The detail of materials and installation of drainage, power and lighting will be determined at a later date, as per option 1.

Pros and Cons: Being a bespoke item, the cost increases to c£80-90k, there might also be concerns about future repair and replacement as this is the case. Lead in time is much longer and could be up to 15 weeks.

Next Steps

The Sub-Committee recommends that a period of consultation is undertaken, which should run for a statutory consultation period of six weeks, with the purpose of the outcome being clarity of the preferred choice and what stakeholders feel would benefit the space.

Attached is a Consultation Plan, which outlines the process to be taken.

Recommendation

That Council approves a period of public consultation and makes available a budget of £951 (Inclusive of VAT) for this purpose. Costs will be met via the Committed Reserves for the 'Car Park'.

Chair of Small Common Sub-Committee / Town Clerk
7 June 2021

SMALL COMMON REFURBISHMENT SCHEME

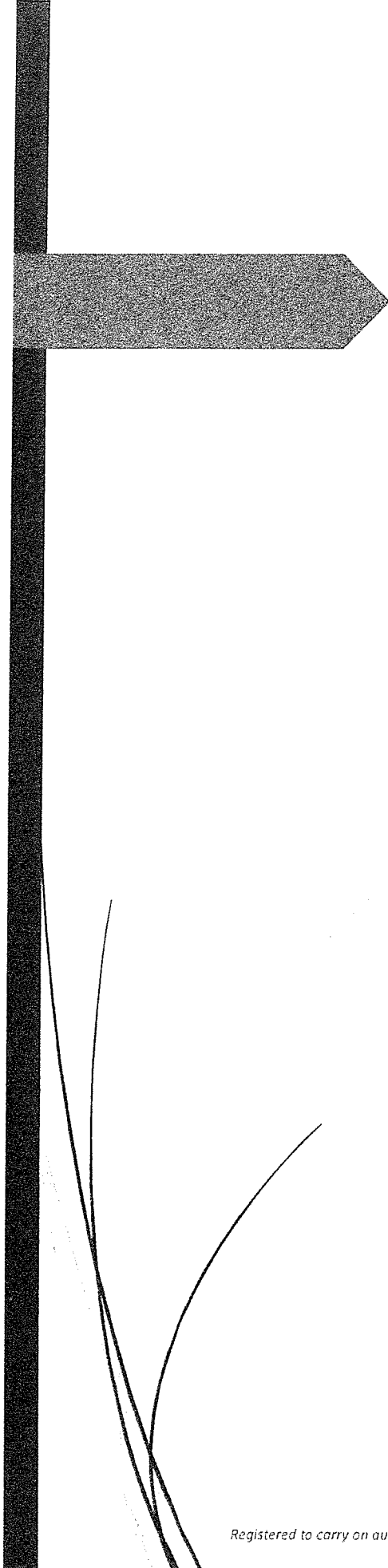
CONSULTATION PLAN

Stakeholders?	General Public Councillors Market Traders and Market Shop Traders Car Park Users CEC Cllrs Laura Crane and Mike Benson Businesses on the Small Common e.g. McColls Wildfire Pizza Sandbach Grassroots Disability Group
When will we consult?	Six Weeks starting on or before 5 July 2021 n.b. Latest end date will be 14 August 2021.
How will we consult?	We will use various forms of consultation as follows: <ul style="list-style-type: none"> • Market Charity Display, which can be inside or outside of the Market and will take place at least twice per week and manned by volunteers. • A short leaflet / questionnaire delivered to every household. Various collection/return points to be identified. • Drop in at a Councillor Surgery on 10 July 2021
Advertising of Consultation?	Through the Council's website and social media. This may change on a weekly basis. Press release via local newspapers. Sandbach Directory. Noticeboards on Small Common
Where will we consult?	In and around the Market Hall Library Councillor Surgery on 10 July 2021
Cost of Consultation?	Display Boards £60 + VAT Leaflet £395 + VAT Delivery £405 (No VAT applicable)
<p>It is to be noted that whilst we are consulting, we are not asking people to vote on their preferred option (1 or 2). We aim to understand the priority of the various stakeholders, whether it is car parking or events, this will ensure that the correct approach is adopted.</p> <p>We have chosen not to offer online consultation as we are not seeking preferred options, we are seeking feedback.</p>	

BLANK

PAGE

14.1⁹



Sandbach Town Council

Internal Audit 2020/21

Second Interim Report

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

The interim internal audits provide evidence to support the annual internal audit conclusion on 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, subject to the recommendations reported in the action plan overleaf.

J D H Business Services Ltd

1
4
1

ISSUE	RECOMMENDATION	FOLLOW UP/STC NOTES
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.	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.	<u>SVS: This is being looked into and a new file/folder has been set up in the electronic filing system with a register of companies with contracts, it will be an ongoing project until completed. Contracts are being collated and saved.</u>
2 The risk assessment does not address the risks of supplier (procurement) fraud.	The risk assessment should be updated to include supplier (procurement) fraud including the adequacy of supplier onboarding controls.	<u>SVS/AB: This is being addressed.</u>
2020/21 Second Interim Internal Audit		
1 A cash deficit on market income bankings was identified on April 20 th 2020 relating to March 19 th , 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. 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	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. 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.	To be further followed up at 2020/21 year end internal audit. A revised cash handling policy is in place included additional restrictions for access to the safe. <u>SVS: The new Cash Handling Policy has been distributed to all staff and confirmation of receipt and that staff have read</u>

ISSUE	RECOMMENDATION	FOLLOW UP/STC NOTES
<p>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 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.</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><i>and understood has been requested. Deficits have been investigated for several years and will continue to be should any occur. The new safe is in place and in use. no access to the main safe or the new deposit safe is available to anyone other than relevant staff. (The write off has been approved and actioned.)</i></p>

ISSUE	RECOMMENDATION	FOLLOW UP/ <u>SIC NOTES</u>
Full council will be requested to approve the write off of the cash deficit.		
2 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.	<i>The format of the market takings sheet should be revised to ensure all required information and analysis is easily completed and presented.</i>	Implemented <u>SVS: This was implemented immediately.</u>
3 A cybersecurity checklist has been provided for completion that contains key cybersecurity measures that should be in place.	<i>The council should ensure the key cybersecurity measures are all in place.</i>	To be followed up at 2020/21 year end internal audit

14.1

BLANK

PAGE

Annual Governance and Accountability Return 2020/21 Part 3

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 Part 3 of the Annual Governance and Accountability Return 2020/21

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 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 2021**.
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 2021**. 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 2021
 - 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 2020/21

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 2021 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 2020/21**, approved and signed, page 4
- **Section 2 - Accounting Statements 2020/21**, approved and signed, page 5

Not later than 30 September 2021 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 Part 3 of the Annual Governance and Accountability Return (AGAR) 2020/21

- 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 2021.
- 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 2020) equals the balance brought forward in the current year (Box 1 of 2021).
- 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 2021**.

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 from last year to this year been published?		
	Has the bank reconciliation as at 31 March 2021 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 or from www.ada.org.uk

14.1

Annual Internal Audit Report 2020/21

Sandbach Town Council
www.sandbach.gov.uk

During the financial year ended 31 March 2021, 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 2020/21 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.	<input checked="" type="checkbox"/>		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>		<i>except for issue 1) in first interim internal audit report</i>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>		
I. Periodic bank account reconciliations were properly carried out during the year.	<input checked="" type="checkbox"/>		
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.	<input checked="" type="checkbox"/>		
K. If the authority certified itself as exempt from a limited assurance review in 2019/20, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2019/20 AGAR tick 'not covered')			<input checked="" type="checkbox"/> N/A
L. If the authority has an annual turnover not exceeding £25,000, it publishes information on a website/webpage up to date at the time of the internal audit in accordance with the Transparency code for smaller authorities.			<input checked="" type="checkbox"/> N/A
M. The authority, during the previous year (2019-20) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	<input checked="" type="checkbox"/>		
N. The authority has complied with the publication requirements for 2019/20 AGAR (see AGAR Page 1 Guidance Notes).	<input checked="" type="checkbox"/>		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>

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: 04/01/2021 and 08/04/2021 and 09/06/2021
Name of person who carried out the internal audit: JDH BUSINESS SERVICES LTD

Signature of person who carried out the internal audit: *[Signature]*
Date: 10/06/2021

*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 2020/21

14.1

We acknowledge as the members of:

SANDBACH TOWN COUNCIL

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 2021, that:

	Agreed		
	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:

and recorded as minute reference:

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

Chairman

Clerk

www.sandbach.gov.uk

Section 2 – Accounting Statements 2020/21 for

SANDBACH TOWN COUNCIL

14.1

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	520,722	655,255	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. (+) Precept or Rates and Levies	667,543	687,192	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	207,776	81,910	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	313,453	304,660	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. (-) Loan interest/capital repayments	29,605	29,605	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	397,728	264,645	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	655,255	825,447	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	661,262	866,417	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. Total fixed assets plus long term investments and assets	556,715	558,967	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. Total borrowings	385,216	371,610	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 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

Date

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

as recorded in minute reference:

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

Section 3 – External Auditor’s Report and Certificate 2020/21

14.1

In respect of **SANDBACH TOWN COUNCIL**

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 2021; 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 2020/21

(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 2020/21

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 2021.

*We do not certify completion because:

External Auditor Name

External Auditor Signature

Date

Reconciliation between Box 7 and Box 8 in Section2

14.1

(applies to Accounting Statements prepared on an income and expenditure basis only)

Please complete the highlighted boxes.

Name of smaller authority:

SANDBOCH TOWN COUNCIL

County area (local councils and parish meetings only):

CHESHIRE EAST

There should only be a difference between Box 7 and Box 8 where the Accounting Statements (Section 2 of the AGAR) have been prepared on an income and expenditure basis and there have been adjustments for debtors/prepayments and creditors/receipts in advance at the year end. Please provide details of the year end adjustments, showing how the net difference between them is equal to the difference between Boxes 7 and 8.

	£	£
Box 7: Balances carried forward		825,447
Deduct:		
Debtors	- 3,997	
VAT	- 8,012	
Stock	- 1,098	
	<u>- 13,107</u>	
Deduct: Payments made in advance		
	- 3,618	
	<u>- 3,618</u>	
Total deductions		- 16,725
Add:		
Creditors (must not include community infrastructure levy (CIL) receipts)		
	<u>43,756</u>	
	43,756	
Add:		
Receipts in advance (must not include deferred grants/loans received)		
RECEIPTS IN ADVNCE	10,127	
ACCRUALS	<u>3,813</u>	
	13,940	
Total additions		57,695
Box 8: Total cash and short term investments		<u><u>866,417</u></u>

ANNUAL RETURN - ENGLAND
FOR THE YEAR ENDED 31 MARCH 2021
Sandbach Town Council

14.1

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>
1	Balances brought forward	520,722	655,255	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	667,543	687,192	Total amount of Precept income received in the year
3	Total other receipts	207,776	81,910	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	313,453	304,660	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5	Loan interest/Capital repayments	29,605	29,605	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	397,728	264,645	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	655,255	825,447	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	661,262	866,417	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	556,715	558,967	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	385,216	371,610	The outstanding capital balances as at 31 March of all loans from third parties (usually 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

Working details for ANNUAL RETURN - Year ended 31 March 2021

14.1

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	253,674	301,600	310	0	General Reserves
1	755	0	320	0	Committed - Sandbach Park
1	319	319	321	0	Committed - Gratuity Reserve
1	2,751	2,751	324	0	Committed reserve - Town Guide
1	15,000	0	330	0	Committed Reserve - Parks & PI
1	770	281	331	0	Committed res - Website Dev
1	56,000	109,053	332	0	Comm Res - Car Park
1	22,973	15,870	333	0	Comm Res - Events
1	480	0	334	0	Comm Res - Environmental Impro
1	12,221	12,221	335	0	Comm Res - Neighbourhood Plan
1	8,053	10,000	337	0	Comm Res - Conservation
1	30,000	40,000	340	0	Comm Res - Assets Management
1	3,000	3,000	342	0	Comm Res - Legal Fees
1	21,283	3,586	346	0	Comm Res - Ind Mkt Project
1	64,400	74,400	347	0	Comm Res - Office Accom Proj
1	1,300	1,300	348	0	Comm Res - Personnel Adverts
1	2,500	800	349	0	Comm Res - IT Equipment
1	1,862	0	351	0	Comm Res - Office furnit/maint
1	1,434	1,434	352	0	Comm res - Roof repairs
1	18,661	0	353	0	Comm res - Salaries
1	3,286	1,960	354	0	Comm res -New Van
1	0	50,000	355	0	Comm Res - Skate Park
1	0	700	356	0	Comm Res - Town Hall Equipment
1	0	980	357	0	Comm Res - Town Hall Kitchen
1	0	25,000	358	0	Comm Res - Town Hall Works
1	Balances brought forward	520,722	655,255	Total balances & reserves at the beginning of the year as recorded in the Financial Records	
2	667,543	687,192	1176	100	Precept
2	Annual Precept	667,543	687,192	Total amount of Precept income received in the year	
3	1,598	386	1190	100	Interest Received
3	0	2,077	1192	400	Community Inf. Levy
3	0	275	1900	190	Other Market Income
3	36,089	17,362	1901	191	Indoor Market Income
3	22,996	10,581	1905	190	Outdoor Market Income
3	3,866	0	1906	190	Christmas Markets
3	3,035	650	1907	190	Other Market Income
3	4,568	1,378	1907	191	Other Market Income
3	4,556	1,109	1911	190	Gazebo Income
3	0	2,500	1912	100	Other income
3	0	1,856	1913	101	Covid Disc. Grant
3	0	17,415	1913	180	Covid Disc. Grant
3	0	1,396	1913	190	Covid Disc. Grant
3	0	4,332	1913	191	Covid Disc. Grant
3	3,792	0	4801	180	Ticket Income
3	6,265	-2	4806	180	Refreshment sales

Continued over page

Sandbach Town Council

Page 2

Working details for ANNUAL RETURN - Year ended 31 March 2021

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
3	6,468	0	4807	180	Cinema Income
3	663	0	4808	180	Catering Income
3	283	0	4809	180	Town Hall other income
3	6,682	0	4810	140	Events Income
3	66,394	7,013	6000	180	Town Hall hire fees
3	24,673	149	6002	180	Town Hall Bar Income
3	15,850	13,433	6005	184	Town Hall Shop Units
3	Total other receipts	207,776	81,910	Total income or receipts as recorded in the cashbook minus the Precept	
4	122,633	139,178	4000	102	Salaries
4	12,011	13,962	4001	102	Employer's NI
4	25,229	29,474	4002	102	Employer's Superannuation
4	86,467	58,534	6020	180	Town Hall Salaries
4	4,544	3,595	6021	180	Employers NIC
4	1,467	1,810	6021	190	Employers NIC
4	688	834	6021	191	Employers NIC
4	9,698	9,975	6022	180	Superannuation
4	3,281	4,193	6022	190	Superannuation
4	1,874	1,797	6022	191	Superannuation
4	36,514	30,112	6023	190	Market wages
4	9,047	11,194	6023	191	Market wages
4	Staff costs	313,453	304,660	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses	
5	29,605	29,605	7000	180	Public Works Loan Board
5	Loan interest/Capital repayments	29,605	29,605	Total expenditure or payments of capital and interest made during the year on borrowings	
6	2,167	1,636	4100	101	Mayor's Allowance
6	1,295	730	4101	101	Civic & Ceremonial
6	2,275	0	4108	101	Outlook 365
6	5,647	7,151	4110	101	ICT Support/Packages
6	3,341	3,756	4111	101	Subscriptions
6	3,890	0	4112	101	Audit Fees
6	3,550	7,820	4114	101	Accountancy & Audit Services
6	7,050	7,991	4120	101	Insurance
6	7,120	4,460	4121	101	Rent- SLI
6	3,843	3,423	4122	101	Utilities - SLI
6	1,913	2,293	4123	101	Telephones
6	1,486	659	4130	101	Stationery
6	719	331	4131	101	Photocopying
6	152	216	4135	101	Postages
6	-341	0	4140	101	Office Furniture
6	9,126	7,662	4141	101	Office Equipment/Furniture
6	159	0	4142	101	Office Maintenance
6	80	0	4150	101	Travelling Expenses

Continued over page

Sandbach Town Council

Page 3

Working details for ANNUAL RETURN - Year ended 31 March 2021

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>and Centre</u>	<u>Code Description</u>
6	1,654	95	4151	101	Training
6	2,496	8,352	4152	101	HR & H&S Support
6	0	2,052	4154	101	Aged debt write off
6	0	297	4155	190	Income Write off
6	0	186	4155	191	Income Write off
6	71	0	4196	101	Hospitality
6	2,202	975	4197	101	Bank Charges
6	150	0	4198	101	Cleaning
6	59	50	4199	101	Other Expenses
6	4,134	0	4300	105	Newsletter Printing
6	489	263	4310	105	Website Maintenance
6	3,653	-249	4400	101	Storage Unit Rental
6	12,000	0	4500	110	Transport Festival
6	7,109	3,697	4503	110	Hanging Baskets
6	13,367	25,828	4508	110	Christmas Lights
6	2,500	2,500	4515	110	Concert Series
6	7,904	16,558	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	1,800	1,500	4573	110	Woodland and Wildlife
6	100	0	4599	110	Other Regular Donations
6	200	0	4600	400	Projects
6	10,000	0	4601	110	Sandbach Partnership
6	15,000	0	4603	400	Parks/Play Areas
6	133	52	4604	400	Tidy Town
6	243	0	4611	110	Remembrance Parade
6	21,837	1,215	4613	191	Indoor Market Hall Project
6	0	500	4614	400	Office Project
6	48,228	200	4616	400	Town Hall Office
6	0	8,311	4619	182	Car Parks refurbishment
6	480	0	4625	400	Benches/Street Furniture
6	0	734	4630	101	Legal Fees
6	5,700	5,700	4640	110	CCTV Contribution
6	4,300	0	4645	400	Project Management Cons Fees
6	138	613	4648	400	Neighbourhood Plan
6	1,000	1,000	4660	110	Allotments
6	500	520	4664	110	Sandbach Clean Team
6	0	14,420	4667	400	Asset Maintenance Prov
6	0	3,269	4670	180	New Purchases/Projects
6	4,003	0	4670	400	New Purchases/Projects
6	13,785	195	4820	140	Community Events
6	2,739	452	4831	180	Town Hall Events Costs
6	4,863	0	4838	180	Cinema Costs
6	963	0	4839	180	Catering Purchases
6	956	1	4840	180	Refreshment purchases

Continued over page

Sandbach Town Council

Working details for ANNUAL RETURN - Year ended 31 March 2021

Page 4

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>and Centre</u>	<u>Code Description</u>
6	11,191	-368	6010	180	Town Hall Bar Purchases
6	418	0	6070	180	Training
6	698	0	6070	190	Training
6	148	0	6070	191	Training
6	5,587	3,194	6080	180	Maintenance
6	18	40	6080	182	Maintenance
6	265	243	6080	190	Maintenance
6	638	245	6080	191	Maintenance
6	262	0	6090	190	Health and Safety
6	0	2,001	6091	101	Covid-19
6	0	2,743	6091	180	Covid-19
6	0	1,396	6091	190	Covid-19
6	0	4,332	6091	191	Covid-19
6	0	304	6091	200	Covid-19
6	13,873	10,452	6100	180	Light and Heat
6	288	265	6100	190	Light and Heat
6	2,161	1,126	6100	191	Light and Heat
6	444	319	6100	200	Light and Heat
6	7,548	10,285	6110	180	Rates and Water
6	7,457	7,067	6110	190	Rates and Water
6	5,155	6,990	6110	191	Rates and Water
6	1,706	5,053	6110	200	Rates and Water
6	3,569	2,539	6120	180	Repairs
6	309	849	6120	191	Repairs
6	1,103	50	6120	200	Repairs
6	278	250	6124	180	Condition Survey
6	420	0	6124	200	Condition Survey
6	1,023	1,113	6140	101	Waste Disposal
6	1,397	1,491	6140	180	Waste Disposal
6	4,581	3,592	6140	190	Waste Disposal
6	1,139	952	6140	191	Waste Disposal
6	88	0	6140	200	Waste Disposal
6	0	35	6150	180	Security
6	11,827	2,148	6200	190	Motor expenses
6	1,815	2,246	6220	180	Cleaning
6	414	0	6220	191	Cleaning
6	5,159	1,663	6230	180	Equipment renewals
6	0	1,260	6230	185	Equipment renewals
6	1,895	0	6230	190	Equipment renewals
6	734	2,882	6230	191	Equipment renewals
6	4,818	4,384	6280	180	Telephone
6	155	129	6280	190	Telephone
6	62	55	6280	191	Telephone
6	854	797	6290	101	Advertising
6	1,807	0	6290	190	Advertising
6	1,737	102	6291	191	Market Hall Advertising

Continued over page

Sandbach Town Council

Page 5

Working details for ANNUAL RETURN - Year ended 31 March 2021

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
6	11	774	6300	180	Performing Rights Licence
6	200	200	6310	180	Premises Licence
6	536	559	6340	180	Marketing
6	6,632	10,708	6350	180	Irrecoverable VAT
6	1,563	853	6350	190	Irrecoverable VAT
6	1,979	3,215	6350	191	Irrecoverable VAT
6	6,449	0	6350	400	Irrecoverable VAT
6	916	295	6351	184	Town Hall Units Expenditure
6	2,179	0	6352	190	Christmas Market costs
6	672	96	6400	200	Supplies (Public Conveniences)
6	740	0	6402	200	Vandalism Repairs
6	13,104	8,478	6406	200	Contract Cleaning
6	1,650	0	6500	400	Christmas Trees
6	Total other payments	397,728	264,645	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)	
7	Balances carried forwrd	655,255	825,447	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]	
8	50	100	150	0	Cinema Float
8	500	650	152	0	Town Hall Float
8	574,621	780,326	200	0	Current/Reserve Bank A/c
8	85,140	85,175	202	0	Bonus Saver
8	132	166	250	0	Petty Cash
8	818	0	270	0	PayPal
8	Total Cash & Investments	661,262	866,417	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March	
9	556,715	558,967	9	0	Total Fixed Assets
9	Total Fixed Assets	556,715	558,967	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register	
10	385,216	371,610	10	0	Total Borrowings
10	Total Borrowings	385,216	371,610	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)	

14.1

Explanation of variances – pro forma

Name of tender authority: [REDACTED]
 County Area (local authority and parent company name): [REDACTED]

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);
- Now from 2020/21: variances of £100,000 or more, require explanation regardless of the % variation year on year;
- 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 £	2021 £	Variance £	Variance %	Explanation Required?	Automatic responses trigger below based on figures input. DO NOT OVERTYPE THESE BOXES	Explanation from smaller authority (must include narrative and supporting figures)
1 Balances Brought Forward	520,722	655,255				Explanation of % variance from PY opening balances not required - Balances brought forward agree	
2 Precept or Rates and Levies	657,543	657,192	19,649	2.94%	NO		
3 Total Other Receipts	207,776	81,910	-125,866	60.56%	YES		See additional sheet, loss of income mainly due to closures due to Covid-19 government regulations
4 Staff Costs	313,453	304,640	-8,793	2.81%	NO		
5 Loan Interest/Capital Repayment	28,895	28,895	0	0.00%	NO		
6 All Other Payments	397,726	254,645	-133,083	33.46%	YES		
7 Balances Carried Forward	655,255	825,447			NO		
8 Total Cash and Short Term Investments	651,252	866,417					
9 Total Fixed Assets plus Other Long Term Investments and	358,715	358,987	2,252	0.40%	NO		
10 Total Borrowings	355,210	371,510	-13,606	3.53%	NO		

Rounding errors of up to £2 are tolerable

Variances of £200 or less are tolerable

Date: 06/04/2021

Sandbach Town Council

Page 1

Time: 08:00

**Bank Reconciliation Statement as at 31/03/2021
for Cashbook 1 - Current/Reserve Bank A/c's**

User: SVS

14.1

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
			0.00
Current Account 72702729	31/03/2021	2012	1,000.00
Business Reserve 91519578	31/03/2021	2012	779,325.81
			<u>780,325.81</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			780,325.81
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			780,325.81
		Balance per Cash Book is :-	780,325.81
		Difference is :-	0.00

Date: 06/04/2021

Sandbach Town Council

Page 1

Time: 08:01

Bank Reconciliation Statement as at 31/03/2021
for Cashbook 2 - Bonus Saver

User: SVS

14.1

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bonus Saver A/c 52505359	31/03/2021	2012	85,174.81
			<u>85,174.81</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			85,174.81
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			85,174.81
		Balance per Cash Book is :-	85,174.81
		Difference is :-	0.00

Date: 06/04/2021

Sandbach Town Council

Page 1

Time: 08:01

Bank Reconciliation Statement as at 31/03/2021
for Cashbook 3 - Petty Cash

14.1
User: SWS

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/03/2021	2012	166.05
			0.00
			<hr/> 166.05
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			166.05
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			166.05
		Balance per Cash Book is :-	166.05
		Difference is :-	0.00

Date: 06/04/2021

Sandbach Town Council

Page 1

Time: 08:01

Bank Reconciliation Statement as at 31/03/2021
for Cashbook 6 - PayPal

User: SVS

14.1

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
PayPal	31/03/2014	2012	0.00
			<hr/> 0.00
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Credit Card	31/03/2021	2012	0.00
			0.00
			0.00
			<u>0.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			0.00
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

BLANK

PAGE

John Greenall & Co.
Chartered Certified Accountants

John Greenall & Co. Limited
The Gables, 20 Crewe Road,
Sandbach, Cheshire CW11 4NE

VAT Reg No. 280 4465 58

The Finance Officer
Sandbach Town Council
The Town Hall
High Street
Sandbach
Cheshire
CW11 1AX

No.399

27 April 2021

To: Services Rendered:-

“	Completing the monthly payroll for the period 6 th April 2020 – 5 th April 2021 including payslips, reports and ongoing auto-enrolment checks, monthly report to Cheshire pension fund, including set up and Monthly Information reporting	
“	Job Retention scheme claims as required	
“	Advice on all payroll matters and general queries	£2450.00
“	VAT @ 20%	<u>£ 490.00</u>
		<u>£2940.00</u>

Please note this account is due for payment within
30 days of the invoice date

Cheque payable to: John Greenall & Co Ltd ✎



Graham R. Miles F.C.C.A, M.A.A.T.
Stephen J. Ollerhead F.C.C.A
Registered in England & Wales No. 8242246
Registered Office: The Gables, 20 Crewe Road, Sandbach, Cheshire CW11 4NE

Tel: 01270 762547
Fax: 01270 759299
Email: info@johngreenall.co.uk
Web: www.johngreenall.co.uk

BLANK

PAGE



08101_1625/31020<1831>_3912-PK294/1 B
Sandbach Town Council
Sandbach Town Hall
High Street
Cheshire
SANDBACH
CW11 1AX



Water and Wastewater bill

19 February 2021 - 05 May 2021

Account summary

Account number 419 120 7593

Bill date and tax point	08 May 2021
Bill number	uu-INV06497999
Supply address	Market Hall, High Street, SANDBACH, CW11 0AX
Supply point ID	3000518886W14
Waste point ID	3000518886S11

Billing summary

Previous bill	
Amount due at last bill 08 Nov 2020 - 18 Feb 2021	£8,836.99
Fees since then	£70.00
Amount brought forward	£8,836.99

This bill	
Total Charge (excl. VAT)	£2,277.67
VAT on water charges @20%	£0.00
VAT on waste water charges @0%	£0.00

Account balance £11,114.66

Your payment is due within 14 days of the above bill date

Ways to pay

Direct Debit

Direct Debit is easy and convenient; you can spread the cost throughout the year and never worry about paying your bill on time again. To set one up call 0345 072 6072.

For other ways to pay please allow at least 2 working days for your payment to clear, and 5 days for cheques.

Credit or debit card

There's several ways you can pay:

Either visit our secure site:

water-plus.co.uk

Call and speak to one of our expert advisors on 0345 072 6072.

Please have your card details and account number ready.

Terms of payment

For customers with meters, any outstanding balances on bills/invoices need to be cleared within 14 days of the date of the bill/ invoice. Failure to pay on time may result in recovery action.

For customers that do not have meters, charges are due in advance and can be paid in instalments. The full outstanding amount (or balance) is payable immediately if you do not keep up to date with the agreed instalments.

14.3

Bank or internet transfer

Sort code: 01-09-17 Account number: 66033152
Use your account number as the reference.

CHAPS

Sort code: 01-09-17 Account number: 66033152
Send your remittance advice to Water Plus Payments, PO Box 12459, Harlow, CM20 9PH or email your remittance advice to paymentservices@water-plus.co.uk.

Cheque

Cheques should be made out to Water Plus Limited and sent with your payment slip to: Water Plus Payments, PO Box 12459, Harlow, CM20 9PH. Please don't send cash or post-dated cheques.

To view our new Privacy Policy visit water-plus.co.uk

Late Payment:

We will exercise our statutory right to interest and compensation for debt recovery costs under the late payment legislation if you do not pay our charges in accordance with our Standard Terms and Conditions.

For any sums payable by you and not paid by the due date for payment:

- We will charge you interest at the rate of 8% per annum above the base lending rate of the Bank of England that applies from time to time (to be applied on a daily basis).
- We will charge you a fixed amount charge for our debt recovery costs based on the following incremental scale:

Debt Amount	Applicable Charge
Up to £999.99	£40.00
£1,000.00 - £9,999.99	£70.00
£10,000.00 or more	£100.00
- We will also charge you any reasonable additional debt recovery costs we incur where these are not fully met by the fixed sum amount set out above.





Charges this bill

For Market Hall, High Street, SANDBACH, CW11 0AX

14.3





Water charges



	Reading	Read On	Used	Rate	Charge
Water Site Fixed Charge			41 Days	0.0616/Days	£2.53
Water Site Fixed Charge			35 Days	0.0918/Days	£3.21
Meter: 02A181276 Size:20 mm					
Water Standing charge			41 Days	0.0896/Days	£3.68
Water Volume Charge	3625  4288 	19/02/21 06/05/21	357.67 m ³	1.8694/m ³	£668.63
Water Standing charge			35 Days	0.0717/Days	£2.51
Water Volume Charge	3625  4288 	19/02/21 06/05/21	305.33 m ³	1.7224/m ³	£525.90
Total Water charges					£1,206.46

Waste water charges



	Reading	Read On	Used	Rate	Charge
Highway Drainage (SA) Band 3			41 Days	0.7067/Days	£28.97
Surface Water Drainage (SA) Band 3			41 Days	1.5268/Days	£62.60
Waste Water Site Fixed Charge			41 Days	0.0822/Days	£3.37
Highway Drainage (SA) Band 3			35 Days	0.6805/Days	£23.82
Surface Water Drainage (SA) Band 3			35 Days	1.4779/Days	£51.73
Waste Water Site Fixed Charge			35 Days	0.1055/Days	£3.69
Meter: 02A181276 Size:20 mm					
Sewerage Volume Charge	3625  4288 	19/02/21 06/05/21	357.67 m ³	1.3111 /m ³	£468.94
Sewerage Volume Charge	3625  4288 	19/02/21 06/05/21	305.33 m ³	1.1728/m ³	£358.09
Total Waste water charges					£1,001.21

New Charges	£2,207.67
VAT on water charges @20%	£0.00
VAT on waste water charges @0%	£0.00
Total charges	£1,114.66



Actual reading



Estimated reading

14.3

Your recent fees

Since your last statement

Late Payment Fee	£70.00
Total	£70.00



Other services

Surface Water Drainage

Surface water drainage - Surface water is rain that falls on your property. We may be able to reduce your wastewater charges if this rain does not drain in to the public sewer. For details, please call us on 0345 072 6072.

14.3

Stamp



Bill details

Account number: 4191207593
 Billing period: 1/1/20 - 31/3/20
 Billing date: 31/3/20

Cheques should be made out to Water Plus Limited and sent with your payment slip to: Water Plus Payments, PO Box 12459, Harlow, CM20 9PH. Please don't send cash or post-dated cheques

Page 5 of 6

Water plus
with you every drop of the way

Date _____

Cashier's stamp and initials

Payment slip

Customer account number

4191207593

6337643800004191207593400111466



National Westminster Bank PLC
Collection Account
Water Plus Limited

62-32-46

Please do not write or mark below this line and do not fold this payment slip

Amount due

£ 11114.66

CHEQUE ACCEPTABLE

Signature _____

bank giro credit

Cash

Cheque

£

00101 1625731020<1835> S0144K29438

Opus Trust Marketing Limited 0203

>01111466< 4191207593884< 623246+< 73 X

Got a problem?

Got a problem and need some help. It is always best to call us first, but in case of emergency and out of hours the details of your water wholesaler are at: water-plus.co.uk/help-and-support/water-and-wastewater/find-your-wholesaler

Your water wholesaler still gets clean, fresh water to your business and takes wastewater away. We are your water retailer and will be doing your account management and billing from now.

If you are worried that your water and the water around you is polluted, contact your nearest council. To find your council visit www.gov.uk/find-local-council

About your contract

You can find the terms and conditions of our standard deemed contract in the Help and Support section of our website, water-plus.co.uk
If you've signed up to one of our contracts please refer to the terms and conditions we sent you.

Our Service

Everyone at Water Plus wants to make sure we give you the best possible service. We follow the industry's Guaranteed Standards Scheme which sets out what we must do for you by law but you can be sure that we'll always try to go the extra mile. For information about our service and what to do when you have a query go to water-plus.co.uk

How to get in touch

For general questions you can:
Email us at: CustomerService@water-plus.co.uk
Call us on: 0345 072 6072
Write to us at: PO Box 12460, Harlow, CM20 9PJ

Dissatisfied with our service

We work hard to ensure you get an excellent service which we define through 'our standards of service' so we hope you never feel the need to complain. However, if you do find you are not happy with our service please call us on 0345 072 6072 and we'll do everything we can to resolve your issue. You can find a copy of 'our standards of service' and our complaints process online at water-plus.co.uk

Consumer Council for Water (CCWater)

If you've already followed our complaints process but are still unhappy, the Consumer Council for Water offers free independent advice. You can visit their website www.ccwater.org.uk, call them on 0300 034 2222, or write to them at Consumer Council for Water, c/o 1st floor, Victoria Square House, Victoria Square, Birmingham, B2 4AJ

Data Protection

We may contact you about other services we or our contracted third parties would like to offer you, if you would not like to be approached about these services please let us know. We may obtain information from third parties to populate, validate and keep accurate the information we need to manage your account and the services we provide.

Welcome to Water Plus your new water retail partner

With us you get:

- Personal customer service from a UK contact centre
- Advisors who have been carefully selected for their friendly can-do attitude
- To manage your account online and sign up for paperless billing. Go to water-plus.co.uk/my-account

Water Plus Limited
Registered in England and Wales. Registered number 04141390. VAT number 243 6634 06. Registered office: Two Smithfield, Leonard Coates Way, Stoke-On-Trent, ST1 4FD

Code 102-4619

M3381+21-05.31.TD.kh

31st May 2021



Emailed:
financeofficer@sandbach.gov.uk

Sandbach Town Council
Sandbach Town Hall
Sandbach
Cheshire
CW11 1AX

INVOICE NO: 6358
VAT NO: 510 1733 02

Re: Landscape Design Services – Small Common Car Park, Sandbach

Services undertaken:

STAGE 1 + STAGE 2- Part Complete.

- Development of two Design direction options
- Canopy research
- General project liaison / zoom meetings
- Presentation to councillors

£2000.00

Disbursements:

Mileage = 60 miles @ £0.45p p/m
5 No. x A1 Boards (at cost)

£27.00

£160.00

TOTAL £2,187.00
VAT@ 20% £437.40

PAYABLE £2,624.40

Payment Terms: 30 days from receipt of this invoice
Please make cheques payable to **Barnes Walker Limited**

Bank Details: Royal Bank of Scotland. Sort code: 16-24-24. Account No: 10058336

landscape architecture | urban design | masterplanning

Unit 6 Longley Lane T: 0161 946 0808
Northenden, Manchester E: design@barneswalker.co.uk
M22 4WT W: www.barneswalker.co.uk

Barnes Walker Limited Registered Office | Beauchamp Charles, 145A Ashley Road, Hale, Cheshire, WA14 2UW. Registered Number: 4198626

**BLANK
PAGE**



31st March 2021

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

Dear Sir/Madam

Application for funding: Sandbach Partnership for the period 1st April 2020 to 31st March 2021.

The Partnership would formally like to request funding of £5,000, being 50% against the budgeted £10,000 grant. The reason and justification for this amount is detailed below. Please note this basis and content of this request gained full support by all members of the management team at our last management meeting.

We have attached the draft accounts for the period 1st April to 28th February, which were approved at the recent management meeting held on 22nd March 2021. Please note it was agreed at the January management meeting to prepare the accounts on a 11-month basis to reflect the change in management and the expected change to the cost base. The accounts are still pending physical signature by myself and the accountant. Once this has been completed a signed copy will be issued to you. This will be completed in the next couple of weeks.

We have prepared a 3-year comparison as a basis for validating the cost base, this is included as an appendix on pages 2 & 3 of this letter. We hope you find this additional analysis useful.

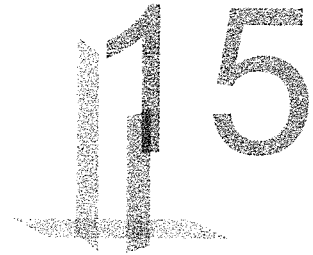
On review of the accounts and understanding that our overhead costs should be reduced going forward, we do not feel it is necessary to hold such a high reserve going forward and therefore it would be unjust to claim the full grant available. As you will see the partnership has used its surplus to cover costs above the funded amounts for the previous 2 years. This reduced level of funding from STC will result in the partnership funding the remaining £5,000 deficit out of the surplus, which is consistent with the previous 2 years.

We believe this to be a fair and reasonable proposal and look forward to your agreement.

Should you have any queries regarding this request please do not hesitate to contact us.

Yours faithfully

Keeley Todd
Chairperson

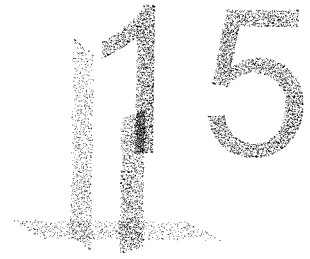


Sandbach Partnership
A FOUNDATION FOR THE FUTURE

APPENDIX

Sandbach Partnership Accounts

	Feb-21	Mar-20	Mar-19
Surplus Brought Forward	16,613.76	22,134.39	27,885.71
Core Income			
Cheshire East Council	8,000.00	8,000.00	8,000.00
Sandbach Town Council	0.00	10,000.00	10,000.00
	<u>8,000.00</u>	<u>18,000.00</u>	<u>18,000.00</u>
Other Income			
Sandbach Town Council Paths	0.00	0.00	35,088.00
Grant NHB TP Maps	0.00	10,260.00	0.00
Craig Bayley	220.00	1,360.00	1,500.00
Sandbach Today	0.00	594.00	594.00
Tree of Light Ceremony	0.00	1,000.00	0.00
Care 4orce	0.00	0.00	970.00
Congleton TP Maps	0.00	0.00	500.00
Middlewich TP Maps	0.00	500.00	0.00
Holmes Chapel TP Maps	0.00	500.00	0.00
Sandbach Town Council Cycle Racks	0.00	480.00	0.00
First Aid	0.00	50.00	100.00
Plus Dane Grant	0.00	0.00	150.00
Bank Interest	5.40	11.72	19.57
	<u>225.40</u>	<u>14,755.72</u>	<u>38,921.57</u>
Total Income	<u>8,225.40</u>	<u>32,755.72</u>	<u>56,921.57</u>



Sandbach Partnership
A PARTNERSHIP FOR THE FUTURE

Expenditure	Feb-21	Mar-20	Mar-19
Direct Expenses			
Sandbach Town Council Paths	0.00	0.00	(32,610.40)
TP Maps Project	(1,138.50)	(10,924.80)	0.00
Playday	0.00	(2,286.00)	(2,472.00)
Halloween Event	0.00	(1,568.00)	(1,668.00)
Tree of Light Ceremony	0.00	(2,026.00)	(1,118.00)
Sandbach Today	0.00	(594.00)	(594.00)
Care4CE	0.00	0.00	(1,157.40)
First Aid	0.00	0.00	(900.00)
Petty Cash	(50.00)	(300.00)	(500.00)
Sandbach Town Council Cycle Racks	0.00	(760.80)	0.00
Health & Wellbeing Fayre	0.00	0.00	(633.00)
Midshire Group (C Bayley)	0.00	(40.00)	(500.00)
Partnership Banner	0.00	0.00	(438.00)
Kiosk Project	0.00	(182.91)	(234.74)
Cheshire Wildlife Trust	0.00	0.00	(408.00)
Dementia Sandbach	0.00	(400.00)	0.00
Website	(95.79)	0.00	(123.90)
	(1,284.29)	(19,082.51)	(43,357.44)
Overheads			
Gross Salary & Ers NI	(14,463.00)	(15,080.80)	(14,902.16)
IT Costs & Stationery	(1,672.91)	(2,224.78)	(1,803.17)
Accounts & Payroll Processing	(578.40)	(601.20)	(559.20)
Telephone	(454.72)	(500.77)	(690.63)
CEC Licencing	(70.00)	(70.00)	(70.00)
Insurance	(273.97)	(650.29)	(650.29)
Office Decorating	0.00	0.00	(640.00)
Kiosk Refurb	0.00	(66.00)	0.00
	(17,513.00)	(19,193.84)	(19,315.45)
Total Expenditure	(18,797.29)	(38,276.35)	(62,672.89)
Net Surplus/(Deficit) for the year	(10,571.89)	(5,520.63)	(5,751.32)
Closing Surplus	6,041.87	16,613.76	22,134.39

Sandbach Partnership Income and Expenditure Accounts
April 2020 to February 2021

15

	<u>£</u>	<u>£</u>
<u>Income</u>		
Surplus B/Fwd from 2020		16,613.76
Core Income:		
Cheshire East Council	8,000.00	
	<u>8,000.00</u>	
Other Income:		
Craig Bayley	220.00	
Bank Interest	5.40	
	<u>225.40</u>	
Total Income	<u><u>8,225.40</u></u>	
<u>Expenditure</u>		
Direct Expenses:		
TP Maps project	1,138.50	
Petty Cash	50.00	
Website	95.79	
Overheads:		
Gross Wages and Employer NI	14,463.00	
Accounts	578.40	
IT Costs & Stationery	1,672.91	
Telephone	454.72	
Insurance	273.97	
Cobbles licence	70.00	
Total Expenditure:	<u><u>18,797.29</u></u>	
Deficit for the year	<u><u>- 10,571.89</u></u>	

Bank Reconciliation

Closing Bank balance as at 28th February 2021 6041.87



INVOICE

Pickering's Europe Limited

P.O. Box 19
Stockton-On-Tees TS20 2AD
Tel. (01642) 607161 Fax (01642) 677638

16

PICKERINGS LIFTS

To: Sandbach Town Council Sandbach Literary Institute Hightown Sandbach CW11 1AE	INVOICE NUMBER JI320517 To pay by BACS please use the following details: Sort Code : 12-09-19 Account Number 06008497 Queries direct to our head office Telephone 01642 607161 Email - accounts@pickeringlifts.co.uk																																							
Site Address: Sandbach Town Hall High Street Sandbach CW11 1AE	Customer Account Number 0031204 Customer Order Number PO1710 Job Reference A12/QP/2492196 Contract Type Standard																																							
Product Type: Lifts - Hydraulic Product Category: Passenger Lift PL Number: On Site Location: Stairwell Unit Number: 12/26150493 Customer Unit Identifier: Customer Site Identifier: Job Completion Date: 19/05/2021	INVOICE DATE 20/05/2021 UK VAT Registration Number. 664 87 48 81 Terms: Nett Monthly																																							
Carrying out work in accordance with our quotation. Work as per quote Q316017 dated 21 April 2021	<table border="1"> <thead> <tr> <th colspan="2">NETT</th> <th colspan="2">VAT</th> <th colspan="2">VAT</th> <th colspan="2">TOTAL</th> </tr> <tr> <th>£</th> <th>P</th> <th>RATE</th> <th>£</th> <th>P</th> <th>£</th> <th>P</th> <th></th> </tr> </thead> <tbody> <tr> <td>1,921</td> <td>91</td> <td>20.00%</td> <td>384</td> <td>38</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="5">Late payment may result in interest charges</td> <td colspan="2">AMOUNT</td> <td>2,306</td> <td>29</td> </tr> </tbody> </table>							NETT		VAT		VAT		TOTAL		£	P	RATE	£	P	£	P		1,921	91	20.00%	384	38				Late payment may result in interest charges					AMOUNT		2,306	29
NETT		VAT		VAT		TOTAL																																		
£	P	RATE	£	P	£	P																																		
1,921	91	20.00%	384	38																																				
Late payment may result in interest charges					AMOUNT		2,306	29																																

STC Notes
Not on RBS

PO Raised 1710

180-6120 Repairs

WORK APPROVED AS PER INFO FROM AB BELOW

With regard to the lift repairs, I did contact Laura and Geraint on 21 April, however I approved the repair under FR 4.5:

4.5 In cases of extreme risk to the delivery of Council services, the Clerk or in his/her absence the Deputy Cler or Operations Manager may authorise revenue expenditure on behalf of the Council which in the their judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3,000. The Clerk shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.

This will have to be reported to the next meeting of Council and I have made a note to this effect

BLANK

PAGE

Report to Council – 17 June 2021
Sandbach Christmas Lights

Purpose of Report

To make seek revision to the plan or additional funding, which will enable the desired scheme and illumination of the perimeter streets of Bold Street, Welles Street and Green Street, utilising existing equipment and infrastructure.

Background

In 2019, the provision of the Christmas Lights was passed to the Town Council by the Christmas Lights Committee. The old scheme was erected using a new electrical company Blitz. A number of issues were found, which resulted in some additional expenditure being incurred. The Town Council hosted the switch on event which was very well received by the public.

During 2020, due to the Covid pandemic involvement and delivery was scaled back. Plans to enhance the scheme were not implemented. Blitz installed the original lighting scheme for a second year, however it was not without issue, with lengths of lights failing and having to be replaced. A 'virtual' switch on event took place, which again was very well received and gained lots of positive comments.

Plans to upgrade the lights in 2021 have been considered, which involved seeking three quotations for the purchase of a lighting scheme. Members were very interested to look at an additional option to hire, which appeared to represent much better value for money. Comparative quotations were sought, with one other company providing a like for like quotation. Analysis of the costs showed little difference in the overall total over a three year installation.

Position

Quotations have been sought from the following:

To purchase: Lite, Blitz and Blachere.

To rent over a three year period: Lite, Blitz, Blachere failed to quote despite being invited.

The Clerk undertook a detailed analysis and shared with all members of the A&S Committee, analysis is attached. She also asked for input from Cllr Williams due to his professional background and from the Operation Support Officer, who had delivered the early part of the project.

Budget and Cost

A budget of £26,500 is available, with spend being delegated to the Town Clerk's Office. The budget was set to deliver a new scheme of lighting, along with a switch on event.

The 2019 switch on event cost £2,000, there was no cost for the virtual switch on event of 2020.

The quotations from Company A and B have been calculated in different ways. Company A clearly costed the scheme and equally divided into three years, while Company B appears to be bearing a greater cost during year 1.

Neither company initially quoted for the use of existing lights in the perimeter streets, however both have since provided a figure:

Company A £5,000 + VAT Detail of coverage shown on spreadsheet
Company B £1,500 + VAT Detail of coverage shown on spreadsheet

To appoint Company A for the full scheme, plus existing scheme in year 1 would cost £26,070 (ex VAT)

To appoint Company B for the full scheme, plus partial existing scheme in year 1 would cost £27,125 (ex VAT)

Recommendation

Due to the fact that Company A is known to the Council, already stores the existing scheme and are relatively local, it is recommended that Company A is awarded the contract to install a new scheme comprising of silhouette icicles and small Christmas Trees on the four main areas of Town: Hightown, Congleton Road, High Street and the Cobbles. Additional motif lighting and tree wrapping will be installed on Congleton Road. All in line with the details quotation already supplied to members. Additionally, in accordance with the quotation, elements of the existing scheme will be put in place, ensuring that more remote areas are covered.

Council should note that accepting this quotation is a three year commitment within a rental agreement. Costs for years 2 and 3 rental scheme will be in line with the quotation provided. Maintenance and storage of the rental scheme and storage only of the existing (old) scheme is included in the cost.

The £26,500 has already been made available via resolution on XXXDATE

I would recommend that an additional £1,500 is made available from general reserves to cover an maintenance of the existing scheme, these lights are past their best and faults should be expected.

It is recommended that an additional £2,500 be made available from the Events Budget Line to deliver a switch on event and that this is overseen by the Event Sub Committee.

Town Clerk
10 June 2021

SANDBACH TOWN COUNCIL

18

Calendar of Meetings

Due to a number of regular bookings that take place in Sandbach Town Hall every week, it has not been possible to book all the meetings on the approved calendar into the venue. As a result, it is proposed that where there is a clash, the meeting be moved backwards or forwards one day if possible. The following affected meetings and their proposed changes are:

Town Council

Thursday 23rd September 2021 changed to Wednesday 22nd September 2021

Thursday 21st October 2021 changed to Wednesday 27th October 2021

Thursday 10th February 2022 changed to Wednesday 9th February 2022

Thursday 7th April 2022 changed to Wednesday 6th April 2022

Thursday 5th May 2022 (Pre-AGM) changed to Wednesday 4th May 2022

Thursday 19th May 2022 (AGM) changed to Wednesday 18th May 2022

Annual Town Meeting

Thursday 24th March 2022 changed to Wednesday 23rd March 2022

Finance, Policy & Governance Committee

Tuesday 12th October 2021 (Pre Budget) changed to Wednesday 13th October 2021

Tuesday 9th November 2021 (Pre Budget) changed to Wednesday 10th November 2021

Thursday 18th November 2021 changed to Wednesday 17th November 2021

Thursday 3rd February 2022 changed to Wednesday 2nd February 2022

Thursday 28th April 2022 changed to Wednesday 27th April 2022

Planning & Consultation Committee

Monday 20th September 2021 changed to Tuesday 21st September 2021

Tuesday 11th January 2022 changed to Wednesday 12th January 2022

Recommendation

That Council accepts the meeting date changes and approves the attached revised calendar of meetings 2021-2022.

Operational Support Officer
10 June 2021

Proposed Meeting 2021/22
Sandbach Town Council and Committees

DATE	START	MEETING	NOTES
Thursday 17th June 2021	7pm	Sandbach Town Council	
Thursday 24th June 2021	7pm	Pre-Budget	Pre-Budget Meeting, Incl. Public Approval
Monday 28th June 2021	7pm	Finance	
Thursday 2nd July 2021	7pm	Community & Environment	
Monday 5th July 2021	7pm	Planning	
Tuesday 6th July 2021	7pm	Assets & Services	
Thursday 8th July 2021	7pm	Finance & Governance	
Monday 12th August 2021	7pm	Planning	
Tuesday 13th August 2021	7pm	Community & Environment	
Thursday 16th September 2021	7pm	Planning	
Tuesday 21st September 2021	7pm	Pre-Budget	
Wednesday 22nd September 2021	7pm	Pre-Budget	
Monday 11th October 2021	7pm	Pre-Budget	
Wednesday 13th October 2021	7pm	Pre-Budget	
Wednesday 27th October 2021	7pm	Sandbach Town Council	
Monday 1st November 2021	7pm	Planning	
Tuesday 2nd November 2021	7pm	Assets & Services	
Wednesday 10th November 2021	7pm	Finance & Governance	
Wednesday 17th November 2021	7pm	Finance & Governance	
Monday 22nd November 2021	7pm	Planning	
Thursday 25th November 2021	7pm	Community & Environment	
Thursday 2nd December 2021	7pm	Sandbach Town Council	
Monday 13th December 2021	7pm	Planning	
Monday 18th December 2021	7pm	Planning	
Monday 24th January 2022	7pm	Planning	
Monday 24th January 2022	7pm	Planning	
Tuesday 25th January 2022	7pm	Assets & Services	
Wednesday 2nd February 2022	7pm	Finance & Governance	
Wednesday 9th February 2022	7pm	Sandbach Town Council	
Monday 14th February 2022	7pm	Planning	
Thursday 2nd March 2022	7pm	Community & Environment	
Monday 7th March 2022	7pm	Planning	
Wednesday 16th March 2022	7pm	Pre-Budget	
Thursday 24th March 2022	7pm	Annual Town Meeting	
Monday 21st March 2022	7pm	Planning	
Wednesday 6th April 2022	7pm	Sandbach Town Council	
Tuesday 13th April 2022	7pm	Planning	
Tuesday 16th April 2022	7pm	Assets & Services	
Wednesday 27th April 2022	7pm	Finance & Governance	
Wednesday 4th May 2022	7pm	Pre-AGM	
Monday 5th May 2022	7pm	Planning	
Wednesday 18th May 2022	7pm	Sandbach Town Council (AGM)	

MEETING	FREQUENCY
Sandbach Town Council	6pa
Planning	3 weekly
Pre-Budget	2pa
Community & Environment	4pa
Finance, Policy & Governance	4 pa
Assets & Services	4pa
Other	

Public Holidays
31-May-21
30-Aug-21
27-Dec-21
28-Dec-21
03-Jan-22
15-Apr-22
18-Apr-22
02-May-22

TBC	6.00pm	AGM Ball
TBC	7pm	Down
TBC		Civic Parade and Service
		6.00pm for 6.30pm start

Dear Ann

Please can you add this to your agenda June 17th.

Will Sandbach Town Council to support financial actions to assist with reinstatement of a Saturday service for the 317-bus route as soon as possible?

Background Information

The 317-bus route has been withdrawn due to funding constraints. This bus route has been used previously as the only direct route from Sandbach and Alsager to Leighton hospital to allow people to either attend appointments or make visits.

I am asking that

1. That Sandbach and Alsager Town Council enters into financial negotiations with Cheshire East Council with the view to re-introduce the 317 Saturday service as soon as possible.
2. Sandbach and Alsager Town Council will use up to £40,000 of its General Reserves as match funding to enable the Saturday service to be re-introduced. D&G suggest it will be around £600 per day to run the bus as there needs to be 2 to run the schedule.
3. A cross party working group is set up to work with Alsager and Sandbach Town Councils and Cheshire East Council.

I hope this is OK.

Best wishes

**BLANK
PAGE**

Dear Town Clerk,

You may have heard the recent announcement that the Reopening High Streets Safely Fund (RHSSF) has been expanded and will soon begin a new phase of delivery as the Welcome Back Fund (WBF). With this announcement came the news that the original delivery period has been extended to March 2022, and news that the scope of eligible activities will increase to better support the reopening of local economies.

We are still awaiting full guidance but at this point we have been informed that the extended scope of the scheme adds to the original 4 potential types of revenue activities which could be funded (1-4 below), with two additional types of activity (5-6). Again these appear to be limited to revenue activities.

In totality the 6 types of activities we understand may be within scope are:

- 1) Support to develop an action plan for safe reopening of local economies;
- 2) Communications and public information;
- 3) Business-facing awareness raising activities;
- 4) Temporary public realm changes to ensure that reopening of local economies can be managed successfully and safely.
- 5) Support and promote a safe public environment for a local area's visitor economy;
- 6) Allow local areas to develop plans for responding to the medium-term impact of CV-19 including trialling new ideas particularly where these relate to the High Street.

We are awaiting information from the Reopening High Streets Safely Fund Contract Manager to understand more about activities which may fall within the scope of the fund and to progress the reworking of the existing RHSSF Grant Funding Agreement. We do understand that the Fund will be run in a similar way to the original RHSSF, meaning CEC will not initially receive any upfront funds but will be expected to pay for initiatives using its own funds at risk, and then seek reimbursement from the Welcome Back Fund.

Cheshire East is the accountable body for this funding and it is intended that as with the RHSSF we will act as custodians of the scheme and undertake all necessary procurements. This decision has been made due to the significant number of High Streets across the borough, the complexities of scheme and claim process, and an identified risk that money may not be reimbursed if all processes are not followed exactly as per the Grant Funding Agreement requirements. As we move forward however we would very much like to work closely with Town Councils to understand any suggestions you may have for initiatives within scope which may be appropriate in your local area. With the RHSSF, many ideas initially suggested were found to be outside the scope of the fund once the detail was known. Therefore until the detail on the WBF is available, it is difficult to take significant steps to develop ideas. We

understand the final eligibility details are still being developed and we await more information and the full guidance.

We would like to engage in ongoing communication with Town Councils on this subject to allow exchanges of ideas and information once we get more clarity and would be very grateful if you could let your Councillors know that we would very much be looking for input from Town Council's as soon as we have more information.

In the meantime, I attach the current FAQs which have been published which give a little more detail.

If you wish to discuss this further please do not hesitate to drop me a line and we can look to set up a Teams call. Otherwise, I will be back in touch when we have more detail and can start to discuss potential specific initiatives.

Kindest regards