



SANDBACH
TOWN COUNCIL

COMMUNITY & EVENTS COMMITTEE

Agenda for the meeting to be held on **Wednesday, 1st November 2023**
at **7.00pm** in **Sandbach Town Hall**.

Committee Members: Cllrs J Beddows(Chair), A Nevitt (Vice Chair), N Cook, D Hegarty, G Price Jones, J Arnold, L Mac Gregor, M Hough, and S Broad.

1. APOLOGIES FOR ABSENCE

To receive apologies for absence made directly to the Meeting Clerk **by 5pm** on the day of the meeting.

2. DECLARATIONS OF INTEREST

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

PUBLIC QUESTIONS

The meeting Chair will adjourn the meeting to allow questions relating to items on this Agenda from members of the public.
Following questions, the Chair will reconvene the meeting.

3. MINUTES OF THE LAST MEETING

[Attached: Draft minutes]

Lead: Chair

Action: *To approve minutes of the meeting held on 23rd August 2023.*

4. COMMUNITY & EVENTS COMMITTEE 2023-24 BUDGET

[Attached: RBS 2023-24 Budget & Actuals September Summary]

Lead: Chair

Action: *To note the actuals against budget position for the Community & Events Committee.*

5. FRAMEWORK FOR POLICING & ANTI SOCIAL BEHAVIOR (ASB) LIAISON

[Attached: STC Police Lead Report]

Lead: Cllr K England / Chair

Action: *To consider and approve the recommendations to adopt a ASB framework for the Town Council and its partners.*

6. YOUNG PEOPLE ENGAGEMENT FOR BETTER OPEN SPACE PROVISION IN SANDBACH

[Attached: Report from Chief Officer; Groundwork proposal]

Lead: Chair

Action: *To consider an approach to young people engagement and make recommendations for the Chief Officer to pursue in line with Council resolution.*

7. WILDFLOWER PROJECT

Lead: Chair

Action: *To consider the status of this project and consider next steps.*

8. EVENTS UPDATE

<https://sandbach.gov.uk/wp-content/uploads/2023/10/8.-D-Day-80-Anniversary-Guide-v110.pdf>



Lead: Chair

Action: *To receive a verbal update on recent and forthcoming events and consider any proposals.*

9. CORRESPONDENCE

None received.

10. ITEMS FOR PUBLICITY

Lead: Chair

Action: *To identify suitable items for publicity on this agenda.*

11. DATE/TIME AND PLACE OF NEXT MEETING

The date of the next meeting is 21st February 2024 at Sandbach Town Hall.



COMMUNITY & EVENTS COMMITTEE

Minutes for the meeting held on **Wednesday, 23RD August 2023**
at **7.00pm** in **Sandbach Town Hall**.

Committee Members: Cllrs J Beddows(Chair), A Nevitt (Vice Chair), N Cook, D Hegarty, G Price Jones, J Arnold, L Mac Gregor, M Hough, and S Broad.

1. APOLOGIES FOR ABSENCE

No apologies were received for the meeting.

2. DECLARATIONS OF INTEREST

Cllr Cook declared a non-pecuniary interests in item 8 & 9.

PUBLIC QUESTIONS

The meeting Chair adjourned the meeting to allow questions relating to items on this Agenda from members of the public. The ladies circle spoke in support of their small grant application and explained that the equipment they had inherited required some refurbishment to be fit for purpose. A member of the public asked for the wildflower project to be placed on the next meeting Agenda. The Chair reconvened the meeting.

3. MINUTES OF THE LAST MEETING

[Attached: Draft minutes]

Lead: Chair

A request was made to ensure that outcomes from previous meetings were communicated.

Resolved: the *minutes of the meeting held on 15th February 2022* were agreed as an accurate record.

4. COMMUNITY & EVENT COMMITTEE TERMS OF REFERENCE

[Attached: Draft Terms of Reference]

Lead: Chair

A suggestion was made to amend the reference to CBS in item 13 which was agreed.

Resolved: *the draft terms of reference, as amended were agreed to be recommended to Council.*

5. COMMUNITY & EVENTS COMMITTEE CORPORATE STRATEGY OBJECTIVES

[Attached: Corporate Strategy Document Extract]

Lead: Chair

At its meeting on 7 June 2023, Council agreed to request that Service Committees would review the actions within their remit and report back on their status and priority. The Chair highlighted the general view that a task & finish group would be better placed to review the specific actions. A number of members volunteered to be involved

Resolved: *To join the Taks & Finish Group to consider the actions included within the Council's Corporate Strategy and make recommendations to Council.*

6. COMMUNITY & EVENTS COMMITTEE 2023-24 BUDGET

[Attached: RBS 2023-24 Budget & Actuals June Summary]

Lead: Chair

Resolved: *the actuals against budget position for the Community & Events Committee were noted.*

7. ANNUAL EVENTS SCHEDULE

[Attached: Report from the Chief Officer]

Lead: Chair

The Committee considered the annual programme. Questions were raised about the intention to transfer the Wakes Fair to CEC and the Chief Officer agreed to investigate. Also noted that there was a weight restriction on the refurbished Small Common Car Park and that the Fair could not be safely located there. The Committee agreed that they were keen to progress plans for the Festival of Light in January, subject to resources and agreed to set up a Working Group to scope out an event and make a proposal to Council. The Chief Officer re-iterated that current staff absence would affect the Council's investment in staff for such an event and that the winter events were potentially at risk.

Resolved:

- i) the annual events programme and current resource constraints were noted;
- ii) a task and finish group would be set up to scope the Festival of Light event in January 2024 for a proposal to next Council.

8. MEMBERS ITEM WAR MEMORIAL DEDICATION

[Attached: Members item form; Cllrs Nevitt, Broad, Hough, Beddows]

Lead: Chair

Cllr Nevitt explained how she had progressed this project and that she proposed to hold a special memorial on the second Sunday in October. No additional Council resources were required to deliver the event.

Cllr Cook asked if there was a possibility for the names to be included in the main memorial. Cllr Nevitt confirmed that CEC had confirmed that there was not sufficient space but that the additional plaque was strictly regulated to be in keeping with the CEC guidelines. The Chair thanked all involved in this impressive development of which the town can be proud.

Resolved: *To support the event to be held on Sunday 15th October 2023 with no additional resources required from the Council.*

9. REMEMBRANCE PARADE UPDATE & APPROVALS

[Attached: Invoices relating to Town Council approved support for the Remembrance Parade]

Lead: Chair

Members discussed arrangements for poppy distribution and a number of members volunteered to be involved in a member led working party. It was suggested that additional poppies should be purchased to ensure that all the wards would have some display and that these could be purchased from the general events budget. All Council members would be invited to help with poppy displays in due course by the working party. As a separate but related issue it was agreed that the Coronation bunting would be removed asap after the Town Festival on 9th September 2023.

Resolved:

- i) *the invoice payments of £2,565 and £1,071.50 (excluding VAT) for road closures and audio equipment respectively were approved;*
- ii) *a working party of members would identify the need for additional poppies, agree the routes, organise poppy distribution, and invite all members;*
- iii) *delegated authority to the Chief Officer to purchase additional poppies, as advised by the group, up to the authorised limit of the committee expenditure and funded from the general events budget, was approved.*

10. SANDBACH GUIDE & NOTICE BOARDS

Lead: Chair

There was a general consensus that the town guide and maps should be updated and that this could be a collaborative community effort.

Resolved: that the Chief Officer enter discussions with Sandbach Partnership regarding potential transfer with any financial implications and report back to the next meeting.

11. SMALL GRANT APPLICATION (Santa Sleigh)

[Attached: Grant Application]

Lead: Chair

The Ladies Circle were thanked for their initiative which was warmly welcomed by the Committee. The grant was fully supported. The Committee also supported the use of the Ranger Van during the evening for this events, in line with last year which worked well.

Resolved:

- i) *The small grant application was fully supported for approval through delegated authority to the Chief Officer in consultation with the Chairs of Community & Events & FPG Committees;*
- ii) *Use of the Council's Ranger Van also supported in line with last year.*

12. SANDBACH CONNECTED COMMUNITY PARTNERSHIP UPDATE

[Attached: Sandbach Connected Community Partnership Meeting Notes 15 June 2023]

Lead: Cllr Arnold

Resolved: *the update from the Connected Communities Partnership was noted.*

13. SKATEPARK WORKING GROUP

[Attached: Skate Park Working Group Meeting Note].

Lead: Chief Officer

A suggestion was made to explore options of facilitating research into better facilities and / or transporting interested parties to local skate parks if no location is identified in Sandbach. Noted the Chief Officer is meeting members of the Group in Sandbach Park for a site visit before Full Council.

Resolved: *An update from the working group, and the intention to seek Council approval for next steps, was noted.*

14. CORRESPONDENCE

None received.

15. DATE/TIME AND PLACE OF NEXT MEETING

The date of the next meeting is 1st November 2023 at Sandbach Town Hall.

Meeting Closed 8.20pm

Cllr J Beddows (Chair)

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Annual Budget - By Committee (Actual YTD Month 6)

Note: Annual Budget 2023-24

2022-23			2023-24				2024-25		
Council	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
100	Town Council Income								
1176	695,310	695,310	732,380	732,380	0	0	0	0	0
1190	400	6,564	200	13,391	0	0	0	0	0
1912	0	0	0	5,533	0	0	0	0	0
Total Income			732,580	751,304	0	0	0	0	0
Movement to/(from) Gen Reserve			732,580	751,304	0		0		
Council - Income			732,580	751,304	0	0	0	0	0
Expenditure			0	0	0	0	0	0	0
Movement to/(from) Gen Reserve			695,710	701,874			0		
Finance, Policy & Governance									
101	Administration								
4840	0	9	0	1	0	0	0	0	0
Refreshment purchases			0	1	0	0	0	0	0
Direct Expenditure									
4100	2,000	2,000	2,000	1,000	0	0	0	0	0
4101	2,500	1,379	2,500	194	0	0	0	0	0
4108	0	0	0	299	0	0	0	0	0
4109	0	0	0	1,775	0	0	0	0	0
4110	7,500	8,286	7,875	5,064	0	0	0	0	0
4111	4,000	3,212	4,200	2,155	0	0	0	0	0

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Sandbach Town Council
Annual Budget - By Committee (Actual YTD Month 6)
Note: Annual Budget 2023-24

	2022-23		2023-24				2024-25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward	
4112	Audit Fees Internal & External	5,180	3,219	5,439	2,109	0	0	0	0	0
4114	Accountancy Support	8,200	6,711	8,610	2,300	0	0	0	0	0
4115	Office 365/Outlook (Emails)	0	3,045	0	1,478	0	0	0	0	0
4120	Insurance	10,000	10,930	15,000	9,981	0	0	0	0	0
4121	Rent- Enterprise	0	0	0	7,704	0	0	0	0	0
4123	Telephones	2,500	1,983	2,575	1,020	0	0	0	0	0
4130	Stationery	1,000	996	1,100	951	0	0	0	0	0
4131	Photocopying	1,000	1,125	1,500	654	0	0	0	0	0
4135	Postages	400	4	200	0	0	0	0	0	0
4136	Election costs	8,000	11,419	0	0	0	0	0	0	0
4141	Office Equipment/Furniture	3,000	4,210	4,000	1,673	0	0	0	0	0
4142	Office Maintenance	500	231	500	137	0	0	0	0	0
4144	STC Work Wear	0	602	0	0	0	0	0	0	0
4145	Financial Software	1,100	1,169	1,155	1,289	0	0	0	0	0
4150	Travelling Expenses	500	272	525	25	0	0	0	0	0
4151	Training	4,000	2,595	4,000	2,378	0	0	0	0	0
4152	HR & H&S Support	5,000	5,312	5,000	775	0	0	0	0	0
4154	Aged debt write off	0	0	3,000	0	0	0	0	0	0
4197	Bank Charges	2,500	2,489	2,500	1,018	0	0	0	0	0
4198	Cleaning	0	3,855	0	1,017	0	0	0	0	0
4199	Other Expenses	100	21	100	19	0	0	0	0	0
4630	Legal Fees	1,500	1,284	1,500	0	0	0	0	0	0
4670	New Purchases/Projects	20,000	0	0	3,600	0	0	0	0	0
4850	Legal and professional fes	0	-94	0	0	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 6)

Note: Annual Budget 2023-24

2022-23			2023-24				2024-25		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6091 Covid-19	0	12	0	0	0	0	0	0	0
6110 Rates and Water	0	0	0	1,301	0	0	0	0	0
6140 Waste Disposal	1,500	201	1,500	161	0	0	0	0	0
6280 Telephone	0	5	0	0	0	0	0	0	0
6290 Advertising	1,000	1,223	1,050	979	0	0	0	0	0
7000 Public Works Loan Board	0	0	0	12,336	0	0	0	0	0
Overhead Expenditure	92,980	77,694	75,829	63,390	0	0	0	0	0
9000 plus Transfer from EMR	0	93,508	0	11,698	0	0	0	0	0
9001 less Transfer to EMR	0	5,000	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(92,980)	10,804	(75,829)	(51,694)	0		0		
102 Staff Costs									
4000 Salaries	145,400	158,897	215,215	82,190	0	0	0	0	0
4001 Employer's NI	15,700	16,086	22,560	8,413	0	0	0	0	0
4002 Employer's Superannuation	32,900	20,093	48,644	10,885	0	0	0	0	0
4003 Staff Restructure	70,000	0	10,500	0	0	0	0	0	0
Overhead Expenditure	264,000	195,076	296,919	101,488	0	0	0	0	0
Movement to/(from) Gen Reserve	(264,000)	(195,076)	(296,919)	(101,488)	0		0		
105 Publicity									
4300 Newsletter Printing	2,500	0	2,500	0	0	0	0	0	0
4310 Website Maintenance	1,000	2,051	1,050	3,644	0	0	0	0	0
Overhead Expenditure	3,500	2,051	3,550	3,644	0	0	0	0	0
9000 plus Transfer from EMR	0	0	0	3,060	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 6)

Note: Annual Budget 2023-24

2022-23			2023-24			2024-25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
	(3,500)	(2,051)	(3,550)	(584)	0		0		
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Sandbach Town Council

Annual Budget - By Committee (Actual YTD Month 6)

Note: Annual Budget 2023-24

		<u>2022-23</u>		<u>2023-24</u>				<u>2024-25</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Assets & Services Committee</u>										
<u>180</u>	<u>Sandbach Town Hall</u>									
1912	Other income	0	2	0	0	0	0	0	0	0
4801	Ticket Income	8,000	2,802	8,000	1,242	0	0	0	0	0
4806	Refreshment sales	8,000	919	8,000	626	0	0	0	0	0
4807	Cinema Income	5,500	4,854	5,500	1,716	0	0	0	0	0
4808	Catering Income	0	34	0	53	0	0	0	0	0
4809	Town Hall other income	0	45	0	9	0	0	0	0	0
6000	Town Hall HireFees	60,000	56,611	50,000	30,149	0	0	0	0	0
6002	Town Hall Bar Income	50,000	45,812	52,500	23,167	0	0	0	0	0
6004	Town Hall Bar Income Pre paid	0	650	0	0	0	0	0	0	0
Total Income		131,500	111,729	124,000	56,961	0	0	0	0	0
4831	Town Hall Events Costs	5,000	1,333	4,000	830	0	0	0	0	0
4838	Cinema Costs	5,500	3,492	5,775	1,486	0	0	0	0	0
4840	Refreshment purchases	4,000	449	4,200	52	0	0	0	0	0
6010	Town Hall Bar Purchases	20,000	16,611	21,000	9,859	0	0	0	0	0
Direct Expenditure		34,500	21,885	34,975	12,227	0	0	0	0	0
4111	Subscriptions	0	210	0	96	0	0	0	0	0
4670	New Purchases/Projects	3,000	2,515	3,000	1,258	0	0	0	0	0
6020	Salaries	65,200	66,118	89,071	49,221	0	0	0	0	0
6021	Employers NIC	4,500	3,495	4,529	4,157	0	0	0	0	0
6022	Superannuation	9,300	8,906	17,055	9,389	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 6)

Note: Annual Budget 2023-24

	<u>2022-23</u>		<u>2023-24</u>				<u>2024-25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6023	Casuals wages	0	0	3,946	0	0	0	0	0
6070	Training	1,500	1,660	1,575	620	0	0	0	0
6080	Maintenance	8,000	8,422	8,400	2,095	0	0	0	0
6090	Health and Safety	500	0	500	25	0	0	0	0
6091	Covid-19	1,000	24	0	0	0	0	0	0
6100	Light and Heat	19,000	13,497	22,800	7,773	0	0	0	0
6110	Rates and Water	12,000	7,954	12,600	5,267	0	0	0	0
6120	Repairs	5,000	464	10,000	1,113	0	0	0	0
6124	Condition Survey	2,380	0	0	0	0	0	0	0
6140	Waste Disposal	2,000	2,041	2,100	569	0	0	0	0
6150	Security	500	514	525	0	0	0	0	0
6200	Motor expenses	0	0	0	1	0	0	0	0
6220	Cleaning	13,500	9,288	14,513	5,806	0	0	0	0
6230	Equipment renewals	3,000	1,639	3,000	2,310	0	0	0	0
6240	Glassware	0	87	0	0	0	0	0	0
6280	Telephone	5,000	1,870	5,250	1,216	0	0	0	0
6300	Performing Rights Licence	1,000	1,273	1,000	0	0	0	0	0
6310	Premises Licence	2,500	2,100	2,500	180	0	0	0	0
6340	Marketing	2,000	1,651	2,000	1,489	0	0	0	0
6350	Irrecoverable VAT	6,250	6,191	6,250	745	0	0	0	0
6450	Bad Debt Provision	0	1,278	0	0	0	0	0	0
7000	Public Works Loan Board	29,605	29,605	29,605	0	0	0	0	0
Overhead Expenditure		196,735	170,800	236,273	97,275	0	0	0	0
Movement to/(from) Gen Reserve		(99,735)	(80,956)	(147,248)	(52,541)	0			

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10:05

Annual Budget - By Committee (Actual YTD Month 6)

Note: Annual Budget 2023-24

2022-23			2023-24			2024-25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
182	Car Parks								
4619	10,000	9,822	0	139,773	0	0	0	0	0
6080	500	0	500	0	0	0	0	0	0
	10,500	9,822	500	139,773	0	0	0	0	0
9000	0	4,943	0	139,773	0	0	0	0	0
	(10,500)	(4,880)	(500)	0	0		0		
184	Town Hall Shop Units								
1914	0	1,739	0	0	0	0	0	0	0
6005	15,850	16,232	16,643	7,925	0	0	0	0	0
	15,850	17,971	16,643	7,925	0	0	0	0	0
	0	-2,324	0	0	0	0	0	0	0
6351	1,500	616	1,500	129	0	0	0	0	0
	1,500	-1,708	1,500	129	0	0	0	0	0
	14,350	19,679	15,143	7,796	0		0		
190	Outdoor Market								
1905	30,000	20,880	33,000	8,725	0	0	0	0	0
1906	5,000	2,655	0	0	0	0	0	0	0
1907	0	250	0	0	0	0	0	0	0
1911	2,000	4,368	2,000	2,315	0	0	0	0	0
1912	0	0	0	325	0	0	0	0	0

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Sandbach Town Council
Annual Budget - By Committee (Actual YTD Month 6)
Note: Annual Budget 2023-24

	<u>2022-23</u>		<u>2023-24</u>				<u>2024-25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income	37,000	28,153	35,000	11,365	0	0	0	0	0
4111 Subscriptions	0	0	0	192	0	0	0	0	0
6020 Salaries	0	0	36,322	8,227	0	0	0	0	0
6021 Employers NIC	2,600	3,047	1,771	717	0	0	0	0	0
6022 Superannuation	6,800	5,953	4,842	1,112	0	0	0	0	0
6023 Casuals wages	44,900	48,247	0	8,944	0	0	0	0	0
6024 Employers Casuals NIC	0	0	0	30	0	0	0	0	0
6070 Training	800	0	800	0	0	0	0	0	0
6080 Maintenance	2,000	654	1,000	120	0	0	0	0	0
6090 Health and Safety	450	0	450	0	0	0	0	0	0
6100 Light and Heat	625	410	656	310	0	0	0	0	0
6110 Rates and Water	8,250	6,390	8,663	1,891	0	0	0	0	0
6120 Repairs	500	0	0	0	0	0	0	0	0
6124 Condition Survey	5,390	0	0	0	0	0	0	0	0
6140 Waste Disposal	5,000	7,735	5,000	1,822	0	0	0	0	0
6200 Motor expenses	4,500	2,102	2,500	-23	0	0	0	0	0
6230 Equipment renewals	3,000	1,232	1,500	960	0	0	0	0	0
6280 Telephone	175	132	184	81	0	0	0	0	0
6290 Advertising	2,500	0	1,500	490	0	0	0	0	0
6350 Irrecoverable VAT	1,000	858	1,000	275	0	0	0	0	0
6352 Christmas Market Expenditure	6,000	10,409	0	0	0	0	0	0	0
Overhead Expenditure	94,490	87,169	66,188	25,148	0	0	0	0	0
Movement to/(from) Gen Reserve	(57,490)	(59,016)	(31,188)	(13,783)	0			0	

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Annual Budget - By Committee (Actual YTD Month 6)

Note: Annual Budget 2023-24

2022-23			2023-24			2024-25			
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
191	Indoor Market								
1901	35,000	43,049	43,500	20,036	0	0	0	0	0
1906	0	1,040	0	0	0	0	0	0	0
1907	0	200	0	0	0	0	0	0	0
1914	0	860	0	1,950	0	0	0	0	0
	35,000	45,149	43,500	21,986	0	0	0	0	0
	Total Income								
4111	0	210	0	288	0	0	0	0	0
6020	0	0	19,311	8,554	0	0	0	0	0
6021	1,300	2,876	1,576	756	0	0	0	0	0
6022	3,800	7,703	4,392	1,594	0	0	0	0	0
6023	16,000	33,166	0	763	0	0	0	0	0
6070	260	0	273	0	0	0	0	0	0
6080	800	746	2,000	140	0	0	0	0	0
6090	450	0	450	13	0	0	0	0	0
6100	7,500	8,914	7,875	6,380	0	0	0	0	0
6110	6,700	8,364	7,035	4,027	0	0	0	0	0
6120	1,600	2,116	0	0	0	0	0	0	0
6124	1,400	0	0	0	0	0	0	0	0
6140	1,300	1,517	1,300	411	0	0	0	0	0
6220	500	3,633	525	2,687	0	0	0	0	0
6230	1,000	871	1,000	0	0	0	0	0	0
6280	100	66	105	35	0	0	0	0	0
6291	2,500	1,587	4,000	459	0	0	0	0	0

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Sandbach Town Council
Annual Budget - By Committee (Actual YTD Month 6)
Note: Annual Budget 2023-24

2022-23			2023-24				2024-25		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
6350	Irrecoverable VAT	3,125	5,362	3,125	797	0	0	0	0
6450	Bad Debt Provision	0	508	0	0	0	0	0	0
Overhead Expenditure			52,967	26,902	0	0	0	0	0
Movement to/(from) Gen Reserve			(9,467)	(4,916)	0		0		
195	Ranger (New Code)								
6020	Salaries	0	0	12,709	5,803	0	0	0	0
6021	Employers NIC	0	0	338	513	0	0	0	0
6022	Superannuation	0	0	2,872	0	0	0	0	0
6024	Employers Casuals NIC	0	888	0	0	0	0	0	0
6025	available to use	0	74	0	0	0	0	0	0
6200	Motor expenses	1,000	588	1,000	1,045	0	0	0	0
6230	Equipment renewals	6,500	1,339	6,500	0	0	0	0	0
Overhead Expenditure			23,419	7,361	0	0	0	0	0
Movement to/(from) Gen Reserve			(23,419)	(7,361)	0		0		
200	Public Conveniences								
6100	Light and Heat	750	542	788	392	0	0	0	0
6110	Rates and Water	600	335	630	0	0	0	0	0
6120	Repairs	1,000	512	1,000	303	0	0	0	0
6140	Waste Disposal	250	0	250	0	0	0	0	0
6400	Supplies (Public Conveniences)	1,000	650	1,000	600	0	0	0	0
6402	Vandalism Repairs	1,500	68	500	14	0	0	0	0
6406	Contract Cleaning	16,500	12,316	17,325	6,609	0	0	0	0

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Sandbach Town Council

Annual Budget - By Committee (Actual YTD Month 6)

Note: Annual Budget 2023-24

	<u>2022-23</u>		<u>2023-24</u>				<u>2024-25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Overhead Expenditure	21,600	14,423	21,493	7,918	0	0	0	0	0
Movement to/(from) Gen Reserve	(21,600)	(14,423)	(21,493)	(7,918)	0		0		
Assets & Services Committee - Income	219,350	203,002	219,143	98,237	0	0	0	0	0
Expenditure	415,160	382,919	437,315	316,732	0	0	0	0	0
Net Income over Expenditure	-195,810	-179,917	-218,172	-218,495	0	0	0	0	0
plus Transfer from EMR	0	4,942	0	139,773	0	0	0	0	0
Movement to/(from) Gen Reserve	(195,810)	(174,974)	(218,172)	(78,722)	0		0		

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Annual Budget - By Committee (Actual YTD Month 6)

Note: Annual Budget 2023-24

		<u>2022-23</u>		<u>2023-24</u>			<u>2024-25</u>			
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Community & Events Committee</u>										
<u>110</u>	<u>Grants/Discretionary Payments</u>									
4500	Transport Festival	12,000	23,000	18,000	0	0	0	0	0	0
4503	Hanging Baskets	8,500	11,711	12,500	6,000	0	0	0	0	0
4508	Christmas Lights	26,500	26,544	29,150	0	0	0	0	0	0
4515	Concert Series	3,500	3,500	3,500	3,500	0	0	0	0	0
4530	Community Grants	30,000	29,360	30,000	12,694	0	0	0	0	0
4550	Foden's Sponsorship	7,500	7,500	7,500	7,500	0	0	0	0	0
4551	Town Crier Honorarium	750	750	750	0	0	0	0	0	0
4560	Churchyard Maintenance	1,580	1,660	1,660	1,660	0	0	0	0	0
4573	Woodland and Wildlife	2,000	2,000	2,100	1,500	0	0	0	0	0
4599	Other Regular Donations	300	0	300	0	0	0	0	0	0
4601	Sandbach Partnership	10,000	0	0	0	0	0	0	0	0
4611	Remembrance Parade	2,000	3,390	3,500	0	0	0	0	0	0
4640	CCTV Contribution	5,750	5,728	6,038	5,728	0	0	0	0	0
4660	Allotments	1,000	1,000	1,000	1,000	0	0	0	0	0
	Overhead Expenditure	111,380	116,143	115,998	39,583	0	0	0	0	0
9000	plus Transfer from EMR	0	14,600	0	3,359	0	0	0	0	0
9001	less Transfer to EMR	0	10,759	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	<u>(111,380)</u>	<u>(112,302)</u>	<u>(115,998)</u>	<u>(36,224)</u>	<u>0</u>		<u>0</u>		
<u>140</u>	<u>Community Events</u>									
1906	Christmas Markets Income	0	0	5,000	4,142	0	0	0	0	0

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Annual Budget - By Committee (Actual YTD Month 6)

Note: Annual Budget 2023-24

	<u>2022-23</u>		<u>2023-24</u>				<u>2024-25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1910 Community Events Income	0	1,084	0	111	0	0	0	0	0
1912 Other income	0	1,200	0	0	0	0	0	0	0
4801 Ticket Income	0	3,360	0	0	0	0	0	0	0
Total Income	0	5,644	5,000	4,253	0	0	0	0	0
4820 Community Events	20,500	15,602	24,025	14,515	0	0	0	0	0
4841 Jubilee civic costs	0	2,834	0	0	0	0	0	0	0
4844 King's Coronation Costs	0	-1,030	0	9,162	0	0	0	0	0
6352 Christmas Market Expenditure	0	0	9,000	21	0	0	0	0	0
Overhead Expenditure	20,500	17,406	33,025	23,698	0	0	0	0	0
140 Net Income over Expenditure	-20,500	-11,762	-28,025	-19,445	0	0	0	0	0
9000 plus Transfer from EMR	0	0	0	9,157	0	0	0	0	0
9001 less Transfer to EMR	0	12,000	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(20,500)	(23,762)	(28,025)	(10,288)	0		0		
Community & Events Committee - Income	0	5,644	5,000	4,253	0	0	0	0	0
Expenditure	131,880	133,549	149,023	63,281	0	0	0	0	0
Net Income over Expenditure	-131,880	-127,905	-144,023	-59,028	0	0	0	0	0
plus Transfer from EMR	0	14,600	0	12,516	0	0	0	0	0
less Transfer to EMR	0	22,759	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(131,880)	(136,064)	(144,023)	(46,512)	0		0		

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Sandbach Town Council
Annual Budget - By Committee (Actual YTD Month 6)
Note: Annual Budget 2023-24

	<u>2022-23</u>		<u>2023-24</u>				<u>2024-25</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	915,060	910,520	956,723	853,794	0	0	0	0	0
Expenditure	942,520	800,371	972,636	553,250	0	0	0	0	0
Net Income over Expenditure	-27,460	110,149	-15,913	300,544	0	0	0	0	0
plus Transfer from EMR	0	113,050	0	171,622	0	0	0	0	0
less Transfer to EMR	0	52,259	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	(27,460)	170,941	(15,913)	472,167	0		0		

Report for Community and Events Committee

Crime and Anti-social Behaviour

Introduction

Sandbach Town Council recognises that addressing and tackling crime and ASB effectively will have a positive impact within the Town and surrounding communities.

A framework is being developed outlining how Sandbach Town Council should approach and interact on crime and anti-social behaviour (ASB) issues.

Contacts

The Framework document will seek to describe the roles and interfaces of Sandbach Town Councillors with key partners such as Cheshire Police and Cheshire East Council ASB Team, and support from other organisations such as local Schools and Community/Youth Groups to develop the most effective approach and resolution on crime and ASB issues.

Principles for Liaison Framework

A tiered approach to routine interactions is to be adopted ranging from monthly contacts to annual reviews with interim meetings reviewing trends and, if necessary, proposing initiatives.

The annual review will assess initiatives and recommend to Council whether new or enhanced services or facilities should be considered in the Parish.

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SANDBACH TOWN COUNCIL**COMMUNITY & EVENTS COMMITTEE 1 NOVEMBER 2023****YOUNG PEOPLE ENGAGEMENT FOR BETTER OPEN SPACE PROVISION****Background**

At its meeting on 13 September Council resolved:

- i) To support the location of a Skate Park facility in Sandbach Park, and to delegate authority to the Chief Officer to determine the next steps in consultation with CEC;
- ii) To support the further exploration of commissioned engagement for young people's provision in Sandbach, to the Chief Officer in consultation with Community and Events Committee

The Council had considered a proposal from a provider to conduct an engagement exercise to explore what open space facilities young people in Sandbach wanted, to match that with the provision / space available across the wards and to make some recommendations. The provider's proposal is attached.

The Council are committed to making improvements to facilities for young people in Sandbach and were broadly in support of commissioning an engagement exercise, but some questions were raised regarding the approach and if other mechanisms could be employed. An alternative approach, suggested by a resident who attended Council, is attached also for consideration.

Council referred the issue to the Chief Officer in consultation with Community and Events Committee to take this further.

Current Position

Since Council, the Chief Officer has:

- 1) Attended a meeting organised by the STC schools lead Cllr S Richards with Sandbach School Headteacher who is very keen to involve the School Council in such an exercise. The Chief Officer is drafting a spec for the work to be done;
- 2) Requested additional proposals from alternative providers, via ANSA, and awaiting a response;
- 3) Requested that Groundwork attend a meeting with Councillors to discuss their proposal and consider additional ideas for engagement.

Recommended: That;

The Committee consider the approach to young people engagement for better open space provision, and make recommendations for the Chief Officer to pursue for inclusion in the Council's work programme for next year and budget setting process.

CL 23 October 2023.

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COMMUNITY & EVENTS COMMITTEE 1 NOVEMBER 2023

APPENDIX

RESIDENT SUGGESTION (20th SEPTEMBER 2023)

As an alternative thought to using outside consultants at this stage there is a great opportunity here for Sandbach Town Council to engage with the 6th form pupils of Sandbach and create a design/scheme competition.

An example timeline could be:

A | An initial discussion with both high schools to ascertain if any of their 6th form pupils would be interested in conducting a survey to explore what free facilities, to be provided by the Town Council, they would like to see in Sandbach, and available for all to use. Perhaps this initial discussion could be led by Laura in her roll as Mayor of Sandbach.

B | If some 6th form pupils were interested, it would then be up to them to decide on an approach to each year group, maybe via the school council representatives (including the Primary Schools) with a view to conducting a survey to ascertain what the children and young people of Sandbach would like to see.

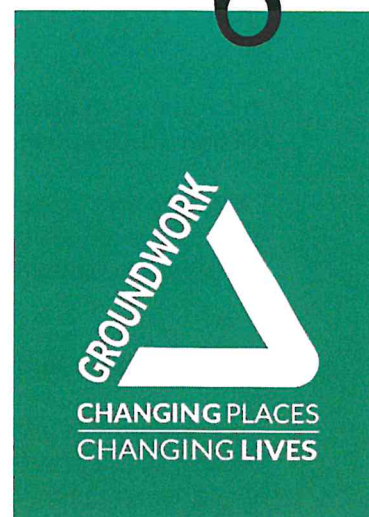
C | From the results of the survey, 6th formers would then divide themselves into groups (depending on the number of 6th formers involved) with each group creating a proposal to be presented to the Town Council with one of the proposals being put forward. The winning group could then work alongside either CE or external consultants to achieve a final scheme for further discussion with the Town Council and Cheshire East.

An ideal opportunity for the Town Council to engage with the Young People of Sandbach and give them a say about their hometown, rather than being told what facilities they need, and at the same time encompassing CE 2021 vision called 'Together for Children & Young People, which states ...we will make CE a great place to be young.

Perhaps this type of alternative approach could then be presented as an option when you next feedback to the Committee?

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GROUNDWORK



Young people's provision in green spaces across Sandbach

This paper outlines the approach Groundwork would take to assess the provision of open spaces for young people across Sandbach and prioritise improvements that young people want to see across the town.

The aim would be to identify the improvements to green spaces and green travel routes that young people want to see and develop a prioritised masterplan for the town within the 2023/24 academic year. The proposed delivery method will engage young people throughout the co-design process from capturing their initial ideas to sharing the findings with the Town Council.

The process we would follow include the following stages:

Stage 1. Identification of green spaces and active travel routes (September – October 2023)

Desk based research to map existing green spaces and active travel used across Sandbach, targeting areas of high usage by utilising existing green spaces data. This would involve the creation of a baseline map that will be used as a means for wider youth engagement in stage 2

Stage 2. Young person engagement to understand open space usage (November 2023–February 2024)

This stage will focus on consultation with young people of high school age that are deemed to be able to travel independently across the town. Utilising the map created in stage 1 we will conduct 8 in person workshops that aim to:

- Identify which spaces are used and which aren't
- Better understand the active travel routes used across the town and why there are used above other routes
- Understand the barriers young people face when thinking about spending time in open spaces or using active travel routes
- Detail what young people want from green spaces within their town and what is missing

This piece of work will include the delivery of 8 in person workshops with young people across the town including engagement with high schools, uniform groups and existing youth groups active within the town.

In person workshops will be inclusive and collaborative in their nature aiming to get broad views from diverse user groups.

Following this stage initial findings will be presented back to the Town Council to ensure that all of the spaces identified are eligible for improvements and that there are no wider development plans that would emit them from being included in wider planning activity.

Stage 3. Improvements and prioritisation (March – May 2024)

Aggregating the information captured during stage 2 we will run a further series of 4 focus groups looking at the specific improvements to open spaces that would increase youth participation. This would detail the physical changes to places that would make young people feel safe and welcome in these spaces. Improvements would be prioritised based on their ability to create significant change in terms of usage as well as any wider positive impacts to the whole community.

Stage 4. Sandbach open spaces masterplan (June 2024)

The information collated during stage 3 would be used to create an overall landscape improvement plan for the town that would be developed by Groundwork's Principal Landscape Architect. This would detail each individual space in priority order with the improvements young people want to see.

Stage 5. Basic cost outline (July 2024)

Sitting alongside the masterplan will also be a basic cost outline for improvements. These will be developed using industry costs and developed by Groundwork's Principal Landscape Architect. This information will enable the cost of improvements to be identified which can inform future funding opportunities.

Stage 6. Funding opportunities available and eligibility criteria (July 2024)

In addition to identifying the costs the Groundwork team will also look at possible funding routes for these improvements. This will include funds available to the Local Authority, Town Council and wider VCSFE partners who may be able to lead some of the implementation works.

Stage 7. Young people's presentation of findings (September 2024)

Once the cost outline and funding opportunities have been identified we will work with a group of young people identified during the focus groups to develop a presentation of their findings for the Town Council. This could be in report or presentation format and held at the September 2024 Town Council meeting. From here it would be the decision of the Town Council on which projects to take forward and how to continue to work with young people to achieve the changes they want to see for their town.

Staff Team

The programme would involve the following staff within Groundwork:

- Jon Hutchinson (JH) – Programme Director – Jon oversees all of the community and nature projects delivered by Groundwork across the North West. He will oversee the delivery of the programme ensuring that delivery meets the agreed plan and that we are working to ensure inclusivity is embedded within all of our work.
- Sharon Trubshaw (ST)– Project Manager – Sharon has extensive experience in community development and youth provision. A former teacher and now community project manager, Sharon will lead on the delivery of this project specifically Stages 1, 2, 3, 6 and 7.
- Gethin Owens (GO) – Chartered Landscape Architect – Gethin is Groundwork's Principal Landscape Architect and delivers a broad range of green space improvement projects including town wide master planning. He will lead on the delivery of Stages 4 and 5.

Costs

Stage	Item	Detail	Cost
1.	Desk based research to develop	ST – 2 days	£500
2..	Engagement with schools and youth partners	ST – 2 days	£500
	Delivery of 8x young person workshops	ST – 8 days	£2,000
	Room hire and workshop costs including refreshments	£200/ event	£1,600
3.	Delivering 4x focus groups with young people for prioritisation	ST – 4 days	£1,000
	Room hire and workshop costs including refreshments	£200/ event	£800
4.	Creation of Sandbach masterplan	GO – 4 days	£1,600
5.	Basic cost outline	GO – 2 days	£800
6.	Funding identification	ST – 2days	£500
7.	Young person's presentation of findings – final report and presentation	ST – 5 days	£1,250
Total			£10,550

Notes on proposal

- The costs above exclude VAT which is charged at the relevant rate
- Additional work over and above that outlined in this proposal will require additional funding at an agreed day rate

To reduce the costs for delivery of this programme the following steps could be taken with the revised costs tabulated below.

- 1) Reduce engagement in stage 2 to 4 workshops
- 2) Reduce engagement in stage 3 to 2 focus groups
- 3) Remove stages 5 and 6
- 4) Change stage 7 to a Groundwork developed report with no young person's involvement

Stage	Item	Detail	Cost
1.	Desk based research to develop	ST – 2 days	£500
2..	Engagement with schools and youth partners	ST – 1 days	£250
	Delivery of 4x young person workshops	ST – 4 days	£1,000
	Room hire and workshop costs including refreshments	£200/ event	£800
3.	Delivering 2x focus groups with young people for prioritisation	ST – 2 days	£500
	Room hire and workshop costs including refreshments	£200/ event	£400
4.	Creation of Sandbach masterplan	GO – 4 days	£1,600
5.	Removed		
6.	Removed		
7.	Final report of findings	ST – 2 days	£500
Total			£5,550